



# Council Business Meeting Agenda

## ASHLAND CITY COUNCIL BUSINESS MEETING AGENDA

Tuesday, September 17, 2024  
Council Chambers, 1175 E Main Street

Live stream via [rvtv.sou.edu](http://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.

If you would like to submit written testimony or if you wish to speak electronically during the meeting, **complete the online [Public Testimony Form](#) no later than 10 a.m. the day of the meeting.**

### 6:00 p.m. Regular Business Meeting

#### I. CALL TO ORDER

- a. Land Acknowledgement\*\*

#### II. PLEDGE OF ALLEGIANCE

#### III. ROLL CALL

#### IV. MAYOR'S / CHAIR OF THE COUNCIL ANNOUNCEMENT

#### V. APPROVAL OF MINUTES

- a. Minutes of the August 19, 2024, Study Session Meeting
- b. Minutes of August 20, 2024, Business Meeting

#### VI. SPECIAL PRESENTATIONS

#### VII. CITY MANAGER REPORT

- a. CM Report

#### VIII. PUBLIC FORUM

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

#### IX. CONSENT AGENDA

- a. Budget Related Resolution #2024-25 Closure of Unnecessary Funds
- b. Approval of Liquor License for the Drift Collective LLC
- c. Building Appeals Board Appointments
- d. Municipal Audit Committee Appointment

#### X. PUBLIC HEARING

- a. Appeals for Termination of Utilities Hearings
- b. First Reading - ORD 3244 Amending AMC 2.10 to Establish Uniform Policies and Operating Procedures for City Council and Management Advisory Committees
- c. First Reading - ORD 3246 Annexing Property and Withdrawing An Annexed Area from Jackson County Fire District No. 5 (East Main Park - Planning Action #PA-T3—2024-00009)

#### XI. UNFINISHED BUSINESS



# Council Business Meeting Agenda

- a. Ashland City Council and Ashland Parks and Recreation Commission – Operations and Culture: Recommended Framework

## **XII. NEW BUSINESS**

## **XIII. ORDINANCES, RESOLUTIONS AND CONTRACTS**

- a. Second Reading ORD 3242 - AMC 14.02 Utility Billing Customer Policies
- b. Second Reading ORD 3243 Amending AMC Chapter 9.08.170.D.6 and 9.080170.D.11 Unnecessary Noise
- c. Contract for TAP ARPA Grant Scope 1 – Bear Creek Drive Waterline Seismic Retrofit, Project 2021-13

## **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 Iikirakutsum 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, [ashlandoregon.gov](http://ashlandoregon.gov).





**ASHLAND CITY COUNCIL  
BUSINESS MEETING MINUTES  
Monday, August 19, 2024**

---

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

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

**I. Public Input**

(15 minutes – Public input or comment on City business not included on the agenda)  
none

**II. ASANTE & ASHLAND COMMUNITY HOSPITAL DISCUSSION**

Brandon Mencini, CEO of Asante Ashland Community Hospital (AACH) and Asante Rogue Regional Medical Center, spoke that he began his role mid-July 2024. Mencini reached out to Graham after recent community conversations regarding AACH and spoke that the hospital is not closing, but that Asante is reviewing anesthesia services system-wide. All surgical services are planned to continue with no gap in coverage as it relates to anesthesia. Mencini spoke that all service lines are being reviewed through a strategic planning process and was open for questions.

Dahle asked Mencini to speak to the overarching goals for the hospital. Mencini spoke of a comprehensive review nearing completion that began before his tenure and has included over a hundred key stakeholders including community members and current physicians. The findings will be reviewed by the board after completion. Hansen asked if Mencini could speak to Asante's retention efforts. Mencini spoke of the national trend of staff leaving the healthcare industry altogether and that retention is a top priority for Asante. Mencini spoke of the importance of a positive work environment and the need for long-term physician and advanced practice provider recruitment. Hansen spoke of the Emergency Room (ER) as an important part of the community and asked about its viability at current staffing levels. Mencini spoke that the ER is a vital component of a general acute care hospital and will be included in the strategic planning process. Mencini spoke that ER volume has increased, and he does not anticipate any changes to staffing. DuQuenne asked how the strategic plan will be shared with the community after it is completed. Mencini responded that his approach is to be transparent, and he will learn from his team and key stakeholders how to best share information with the public after it has been reviewed by the board and shared with internal employees. Kaplan asked about letters from Asante received recently by members of the community regarding continued coverage. Mencini replied he would find out about that. Hyatt spoke that AACH is a pillar in the Ashland community and thanked Mencini for communicating definitively that it will be continuing. Hyatt spoke that the decision to close the Intensive Care Unit (ICU) is when questions began surfacing in the community about

AACH and asked if Mencini could speak to that decision. Mencini spoke that this decision was prior to his involvement but he is aware it was a four-bed ICU. Mencini spoke that it takes at least 10-12 consistently full beds to provide the full array of services and resources necessary to maintain an ICU long-term. Mencini shared that the facility in Medford has two 24-bed units and a 16-bed intermediate care unit. Mencini spoke he did not want to speculate on why the decision was made prior to his involvement, but he could imagine having these beds 15-minutes away could have been part of the decision. Graham spoke that national reports about the strain on the medical establishment may be contributing to local concerns and asked if there was any process to provide input to the strategic plan prior to any change in services. Mencini spoke that he was unsure about a process for public feedback but that the strategic review is comprehensive to consider essential aspects and will look at areas of expected service growth in conjunction with projected community growth. Cotta spoke of the challenges with staff time in running Ashland's ambulance services to Medford instead of Ashland and asked if there were any anticipated changes to that. Mencini spoke that he would look into it. Graham asked if there was anything the Council could do to be a good partner with the hospital. Mencini replied that it is helpful for his workforce to hear that AACH will remain a pillar in our community.

### **III. CITY COMMUNICATION PROTOCOL**

#### **a. City Communication- Protocols and Procedures Presentation**

Cotta requested that Council copy the City Manager when contacting department heads. When contacting staff under the director level, Cotta asked the Council to go through the department head who could then route the communication to staff to help manage workload. Cotta spoke of the group e-mail links in the department pages on the City's website. These group e-mails are to help questions be answered quickly by routing inquiries to a department instead of relying on an individual for a response. The City has a goal to respond within 24-48 hours. Cotta demonstrated how to contact individual councilors directly or in a group e-mail that goes to the entire Council. Cotta also demonstrated the use of the online form for public testimony that goes to the entire Council. Cotta added that the City has authorized users posting to its Facebook, Instagram, and Next Door accounts. Only posts from the official City of Ashland Website or official City social media platforms are official statements. Statements made by anyone from their own accounts, even committee members, are speaking on behalf of that individual and not the City. DuQuenne confirmed with Cotta that written testimony submitted online become public record. Hansen asked how to contact utility billing. Cotta demonstrated on the City's website how to access the bill pay portal and the group e-mail link that will contact the utility billing group. Cotta reviewed the Citizen Response Module (CRM) that is now live for reporting potholes and will be expanding to handle other issues such as streetlight outage and vandalism. Kaplan asked if this procedure changes the current way e-mails are being routed. Cotta clarified that when included, staff will respond to e-mails that are clearly a question and operational in nature. If the e-mail is a statement or not operational, staff will allow Council to respond. Graham confirmed with Cotta that the goal is to include everyone in the response.

Dahle thanked Alissa Kolodzinski, City Recorder, for her work transferring City records over to the Laserfiche link in the new website and asked if September 1, 2024, is still the goal for completion. Cotta clarified this date is the goal for active committee documents and then disbanded committee documents will be uploaded. Kaplan asked about the archiving of City Council videos. Kolodzinski responded these will be uploaded to date back at least a year on the new site. Cotta clarified that these archives are links to the RVTV's site which has all the videos currently archived per the City's contract.

#### **IV. Strategic Planning**

##### **a. Strategic Planning Initiative Presentation**

Cotta presented a request to include a strategic planning initiative for the next biennium budget. Cotta spoke of an economic opportunities analysis underway and that the Ashland Chamber of Commerce (ACC) has an economic development plan. Cotta explained the City has several comprehensive plans, an old economic development plan, a Capital Improvement Plan, and other singular plans in place. Cotta spoke of a process for bringing all of those plans together into an overarching strategic plan for the City. This reference can help staff and the community understand the City's priorities when deciding on policy or budget allocations. A Strategic Planning Consultant would bring together existing plans and assist with public engagement in creating a Strategic Plan for Council to adopt. Cotta spoke of examples of plans she has worked on in the past and shared that the City of Colorado Springs recently completed a strategic plan which included the community and institutional partners in creating the plan and also regular feedback sessions to hear how the City is doing. Cotta asked to know Council's interest so it can be included in the next budget as a project out of the City Manager's office.

Dahle asked how often this plan would be reviewed. Cotta responded it depends on the timeframe tied to the goals but suggested a quarterly progress report uploaded to the website would allow the public to measure progress. Kaplan and Cotta reflected on the difference between a masterplan and an inclusive strategic plan. Hansen spoke that it is never too early or too late to plan, even with masterplans in flux. Hansen commented that the budgeted amount for this project seemed much less than other plans that are in process and asked about previous strategic plans. Cotta replied there has not been one in this format to her knowledge. Graham reflected on a five-year strategic plan that ended in 2016 that did not include this level of public engagement. Graham continued this might be the first time this type of approach has been taken to the overarching goal setting across the community. Cotta spoke that themes of community conversations include affordable housing, economic development, and wildfire. A long-term plan that includes these and other community-identified components are important for reference over time.

Hansen asked for Cotta's ideas on timing, selection, and how to move forward. Cotta recommended hiring a consultant as soon as possible during the next budget cycle in July 2025 so that it can be completed and utilized for planning for the following biennium budget cycle. Hansen asked what realistic expectation to have regarding community and partner involvement in this strategic planning process. Cotta responded this participation is crucial in providing breadth of perspective over time. Hyatt reflected that the town hall meetings over the last two

years have been exceptionally helpful in understanding the community's priorities. Hyatt asked what Cotta envisioned that public input piece to look like for the strategic plan. Cotta responded a consultant would consider the various aspects unique to Ashland, such as the student population, and multiple forums may be needed to include as many partners as possible.

Graham reflected there was discussion of a need for a strategic plan six years ago when the old one ended. Graham asked what kind of plan Cotta was envisioning. Cotta spoke to broad community involvement and reflection on what the community wants to look like in 10-15 years as opposed to, for instance, an organizational plan drawn up by Council in a work retreat. Graham reflected on a variety of City plans that have been recently redone, whereas other plans such as the economic development plan are out of date and asked how the strategic plan would be able to incorporate these. Cotta spoke of the strategic plan as not requiring individual plans to be fully fleshed out, but rather broader and more inclusive of other community plans such as the Ashland Chamber of Commerce's Economic Diversification Plan. DuQuenne asked if certain areas such as economic development might take more time. Cotta responded that some aspects may require more staff time to develop action items. DuQuenne spoke in support of developing a strategic plan at this time as the City emerges from the pandemic.

Graham spoke in favor of this strategic planning process adding there have been many decisions the Council has had to make over the last eight years without a roadmap of what is important to the larger community. As the council changes over time, it will be helpful for it to have a strategic plan in place to know what is important to the community.

#### **V. Adjournment of Study Session**

The meeting was adjourned at 6:38 p.m.

Respectfully Submitted by:

Attest:

---

City Recorder Alissa Kolodzinski

---

Mayor Tonya Graham

**ASHLAND CITY COUNCIL  
BUSINESS MEETING MINUTES  
Tuesday, August 20, 2024**

---

**5:30 p.m. Executive Session**

Mayor Graham and Councilors Hyatt, DuQuenne, Bloom, Dahle, Kaplan, and Hansen were present. Acting City Attorney Doug McGeary, Interim City Manager Sabrina Cotta, Community Development Director Brandon Goldman, and Housing Program Manager Linda Reid were also present. Attending from the media was Morgan Rothborne of Ashland.News and Susan Hiland from the Grants Pass Daily Courier.

1. To conduct deliberations with persons designated by the governing body to negotiate real property transactions pursuant to ORS 192.660 (2)(e).

**6:00 p.m. Regular Business Meetings**

**I. CALL TO ORDER**

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

- a. Land Acknowledgement\*\*

Councilor Bloom read the land acknowledgement.

**II. PLEDGE OF ALLEGIANCE**

Councilor Kaplan led the pledge of allegiance.

**ROLL CALL**

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

**III. MAYOR'S/ CHAIR OF THE COUNCIL ANNOUNCEMENT**

**IV. APPROVAL OF MINUTES**

- a. Minutes of the July 15, 2024, Study Session
- b. Minutes of the July 16, 2024, Business Meeting
- c. Minutes of the August 5, 2024, Study Session
- d. Minutes of the August 6, 2024, Business Meeting

**Hansen/Bloom m/s to accept the minutes of July 15, July 16, August 5, and August 6 as presented in the packet.**

**Roll Call Vote: Councilor DuQuenne, Hyatt, Bloom, Dahle, Kaplan, and Hansen. YES. Motion passed.**

**V. SPECIAL PRESENTATIONS**

**VI. CITY MANAGER REPORT**

Cotta reported street closures for road resurfacing are scheduled for August 21, 2024, near Glenview and Almond streets; and August 29 near on East Main, Walker, and Tolman. The Fall play guide for Parks and Recreation is out. The new OLCC registration process is outlined on the Record's page of the City's website. Cotta gave special thanks to Jason Wegner, Innovation and Technology Director, who is retiring September 1, 2024.

**VII. PUBLIC FORUM**

**Paul Mozina/Ashland**– Mozina obtained the Emergency Communications data from 2018 through 2022 through a records request and sent the information to Council in June of 2023. This shows a rise in EMS calls of 41 percent which he broke down by age groups in his e-mail. Mozina expressed concern that he did not receive a response and that nothing is being done.

## **VIII. CONSENTAGENDA**

Bloom asked to remove item e. due to a conflict on interest.

- e. Ashland's Ad Hoc Committee on Affordable Childcare and Early Learning: Early Childhood Grant Recommendation
- a. Approval of Liquor License for Lovejoy's Tea Room of Ashland
- b. Acceptance of the Homeless Services Assessment Report
- c. Climate and Environment Policy Advisory Committee Appointment
- d. Housing and Human Services Advisory Committee Appointments
- f. Letter of Support: ODOT Wildlife Crossing Pilot Program

**Councilor Dahle/Kaplan m/s to approve the consent agenda items a, b, c, d, and f.**

**Roll Call Vote: Councilor DuQuenne, Bloom, Hyatt, Dahle, Kaplan, and Hansen. YES. Motion passed.**

Councilor Hyatt spoke about item e. stating the Ad Hoc Committee on Affordable Childcare followed the process outlined at the May 7, 2024, Council meeting. The timeline for this award will ensure funding can be in the hands of partners in September. Applications were reviewed with a critical eye by the committee with thoughts for the future. Hyatt spoke of positive impacts these programs have by improving affordable programming.

**Hyatt/DuQuenne m/s to approve consent agenda Item e. as outlined in the packet.**

**Discussion:** DuQuenne spoke this is needed in our community and supports this. Hansen thanked the providers for expanding their programs and hopes for more next year.

**Roll Call Vote: Councilor DuQuenne, Hyatt, Dahle, Kaplan, and Hansen. YES.**

**Bloom Abstain. Motion passed.**

Graham spoke that the Consent Agenda included appointments to serve on various advisory committees. Graham thanked and welcomed: Jenny Christofferson to the Climate and Energy Policy Advisory Committee. Ashley Lau and Vincent Tufts to the Housing and Human Services Advisory Committee.

## **X. PUBLIC HEARING**

- a. First Reading of Ordinance 3242 – Amending the Customer Accounting Policies of the Utility Systems of the Ashland Municipal Code Chapter 14.02

Finance Director Mariane Berry and Deputy Finance Director Bryn Morrison called upon the City Council in its role as Utility Board and Trustee of Ashland Public Utilities. Berry spoke that since the Utility Billing department began delinquency processing in March, the City's total past-due accounts have decreased by 20 percent totaling \$405,000 which also represents a decrease of 34 percent, or \$262,000, for delinquent accounts over \$5,000. Berry spoke that primary changes to this ordinance will establish an Appeals Committee, solidify the appeals process should disconnection occur, and update the language of assistance programs. Morrison reviewed ways the department

*City Council Business Meeting  
August 20, 2024  
Page 2 of 6*

engaged delinquent accounts with options for payment plans and assistance. Morrison spoke that the ordinance change clarifies the need to adhere to a payment plan for those who demonstrate a physical need for electricity through a physician's letter and changes the appeals process to a committee for review instead of the City Council. Hyatt confirmed with Berry that changes to the appeals process would protect personal information.

**Hyatt/Bloom m/s to approve the First Reading of Ordinance 3242 – AMC 14.02 Utility Systems Customer Accounting Policies and advance to second reading.**

**Discussion:** Hyatt thanked Berry and Morrison for finding what needed to be improved, suggesting changes, and balancing needs amongst rate payers. Bloom agreed and would like to pick up discussions about expanding assistance programs in the future. Kaplan spoke that utilities are tied to affordability, especially in houses that are old or inefficient. Kaplan spoke that the City has the lowest cost electric utility in the valley but would like to do even better for lowest income households. DuQuenne confirmed with Berry the assistance programs are not just for seniors. Hansen thanked the department for these changes.

**Public Hearing opened. No comments. Public Hearing closed.**

**Roll Call Vote: Councilor DuQuenne, Hyatt, Dahle, Kaplan, Bloom, and Hansen. YES. Motion passed.**

- b. First Reading ORD 3243 Amending AMC Chapter 9.08.170.D.6 and 9.08.170.D.11  
Unnecessary Noise

Interim City Manager Sabrina Cotta spoke that this ordinance adjusts hours for work from June through September to 5 am to 7 pm weekdays and 6 am to 6 pm weekends due to heat, with leaf blowers allowed from 6 am to 9 pm weekdays. Kaplan asked if this would be limited to City Staff. Cotta replied that Recology wants to begin trash pick-up earlier during the hotter months. Kaplan asked if this would be a conversation or if this ordinance would open that up. Cotta replied that Recology hoped to begin this next year. Hansen spoke about receiving many communications from citizens about banning leaf blowers and while this ordinance does not address that, he wanted listeners know they have been heard. Cotta clarified that the leaf blower allowance in the ordinance is specific to City Staff and is not universal.

**Open public hearing. No comments. Closed public hearing.**

**Bloom/Hansen m/s approval of first reading of Ordinance #3243, "An Ordinance Amending AMC Chapter 9.08.170.D.6 and 9.08.170.D.11 Unnecessary Noise to Accommodate Working Conditions in Extreme Heat Between June and September," and move it to Second Reading on September 17, 2024.**

**Discussion:** Bloom spoke appreciation for this coming forward in support of worker protections. Hansen spoke this is helpful as OSHA has a whole new list of protections with heat and AQL. DuQuenne reiterated having heard from residents who want to ban leaf blowers and emphasized this is only allowing extra hours with blowers for City Staff. Graham spoke this may pose some inconvenience with noise earlier than before but is part of the reality with changing climate conditions taking place across the nation.

**Roll Call Vote: Councilor DuQuenne, Hyatt, Dahle, Bloom, Kaplan, and Hansen. YES. Motion passed.**

## **XI. UNFINISHED BUSINESS**

### **a. City Attorney Job Description & Process**

Human Resources Director Molly Taylor asked if Council had any edits to the City Attorney job description. Hyatt recommended removing the residency preference from the description and to add a preference for parliamentary procedure under essential job functions.

**Hyatt/Kaplan m/s to amend the job description for the City Attorney to remove residency preferred and add parliamentary procedure preferred in essential job functions as it relates to attendance at meetings.**

**Discussion:** Hyatt spoke that these changes will open the applicant field while highlighting the expectations around parliamentary procedure. Kaplan agreed.

**Roll Call Vote: Councilor Bloom, DuQuenne, Hyatt, Dahle, Kaplan, and Hansen. YES. Motion passed.**

Taylor spoke about the process for selecting a recruiting firm. Hyatt asked if the available recruiter met all the appropriate procurement process standards which Taylor affirmed. Graham affirmed with Taylor that she can move forward with the recruitment process.

## **XII. NEW BUSINESS**

### **a. City Manager Appointment**

Mayor Graham spoke of bringing this item to appoint Sabrina Cotta as the City Manager and to obtain Council confirmation. Graham summarized Cotta's history with the City of Ashland. . Graham spoke that Cotta has unanimous support from all department heads and received a recent positive performance review from Council. After finalizing the City Manger job description, Graham spoke of not being able to imagine anyone else better suited to lead the City's operation. DuQuenne asked why the City would not use the money budgeted for the City Manager search to consider all options. Graham spoke of starting with the City over five years ago and experiencing five different people in the lead administrative position for the City. Graham spoke that the City has been in a constant state of transition and that Cotta was best suited for the position. Hansen spoke of his support adding if the Council feels Cotta is the right person, it would not be genuine to go through a hiring process and could instead save the tax payers the time and money.

**Hyatt/Dahle m/s to appoint Sabrina Cotta as the permanent City Manager and authorize the Mayor, the City Attorney, and appropriate contacts to negotiate a contingent employment agreement with Sabrina for future Council consideration.**

**Discussion:** Hyatt spoke of Cotta's recent positive performance review and understanding of the City's top priorities. Hyatt listed many of Cotta's accomplishments and spoke that Cotta has the credentials and experience, trust of staff, and a vision for the future to succeed in her role. Dahle spoke this is an important decision and the success of the City depends on its chief executive. Dahle spoke that even in the best hiring circumstances there usually exists the unknown of how a candidate will adapt and integrate with existing staff. In this case, the Council knows exactly how Cotta will perform and referred to Cotta as the ideal candidate. Bloom spoke of hearing from many municipalities about the difficulty of recruiting quality candidates and that he is excited about Sabrina's vision for the City. Kaplan spoke that Cotta is already serving the City well as City Manager with vision, experience, and the skills needed to work with staff and the community. DuQuenne clarified that she appreciates what Cotta has done for the City but feels the residents of



Ashland deserve to see all possibilities. Graham spoke that the Council has done its due diligence with this process.

**Roll Call Vote: Councilor Bloom, Hyatt, Dahle, Kaplan, and Hansen. YES. DuQuenne No. Motion passed.**

b. Beach Creek Phase III Final Plat Dedication of Affordable Lots

Brandon Goldman, Community Development Director, and Linda Reid, Housing Program Manager, provided a presentation. (see attached) Goldman spoke that KDA Homes has offered the City of Ashland six affordable housing units in the Beach Creek subdivision that began as an annexation approved by City Council in 2021. KDA Homes subdivided the property and installed infrastructure for 52 residential lots. Eight of these lots were required to be affordable as criteria for annexation. Two of those lots were dedicated to Habitat for Humanity and are well into construction. Dedication of the six remaining lots to the City as deed-restricted lots for affordable housing development would allow the developer to move into phase three of developing the market rate lots. Goldman continued that accepting these lots at zero cost or encumbrances would allow the City to land-bank them until the time is right for affordable housing developers. Hansen asked about liabilities in accepting these lots. Goldman clarified that in addition to weed abatement, the lots would be within the subdivision's Homeowners Association (HOA) and dues for those lots would be the City's responsibility until transferred. Hansen asked for that cost and Goldman spoke of an estimate at \$58 per unit. Kaplan asked if this cost seems in line with other affordable housing developments that have HOA's. Reid spoke this subdivision's HOA dues seems either low or in-line DuQuenne asked when the City would be able to submit a Request for Proposals (RFP) for development. Reid responded sometime early next year. Graham asked if this timing would work for developers who need federal grant dollars, and Reid responded it could be helpful for developers that need to demonstrate land access.

**DuQuenne/Hansen m/s to accept the proposed dedication of six lots to fulfill the remaining affordable housing requirements associated with the Beach Creek annexation and authorize the City Manager to execute all necessary agreements to acquire the property titles.**

**Discussion:** DuQuenne spoke in support referencing previous council discussions about land banking. Hansen spoke of beginning the City's land banking with these lots and its community model of sustainability. Dahle spoke this comes right after discussions about the Housing Production Strategy (HPS) and thanked staff for their work on this. Bloom agreed and spoke of the continuum of homelessness related to the need for a continuum of housing stock. The opportunity to land bank these lots will allow the City to continue its involvement in promoting affordable housing moving forward. Kaplan spoke that this solution seems like a good one for everyone involved and reflected on previous work by the community regarding inclusion and rezoning that has allowed for this opportunity. Graham spoke of the growing need for affordable housing and is pleased to see the City has this option.

**Roll Call Vote: Councilor DuQuenne, Hyatt, Bloom, Dahle, Kaplan, and Hansen. YES. Motion passed.**

c. LOC Member Vote Review and Decision

Cotta spoke that the League of Oregon Cities (LOC) asked each of its member cities to provide input on its top five issues to the LOC board of directors who will adopt a legislative agenda. Cotta arrived at the following recommendations through discussion with all department heads: (Full recommendations included in the packet)

- 1) Behavioral Health Enhancements
- 2) Cybersecurity and Privacy
- 3) Building Decarbonization, Efficiency and Modernization
- 4) Infrastructure Funding
- 5) Full Funding Alignment for Housing Production

Cotta noted an error of duplication of language in the Infrastructure and Decarbonizing sections of her council communication. The correct wording for the infrastructure sections is in the LOC section of the packet on page four. Cotta spoke that she will take feedback from this body and submit the City's vote for its top five priorities by September 27, 2024. Graham noted the City could only pick five and that while homelessness is not referred to explicitly, the thinking was that the Behavioral Health and Housing Production elements address the driving forces behind the homelessness issue.

**Bloom/DuQuenne m/s to adopt the five recommended legislative priorities and direct the City Manager to submit these priorities to the League of Oregon Cities.**

**Discussion:** Bloom spoke that there are many advocacy organizations that will continue working on the other issues. DuQuenne spoke in support of these priorities that go together. Dahle spoke about how these fit with the recent discussion about strategic planning and that all of these priorities contribute to economic development and a vibrant community.

**Roll Call Vote: Councilor DuQuenne, Hyatt, Dahle, Kaplan, Bloom, and Hansen. YES. Motion passed.**

**XIII. ORDINANCES, RESOLUTIONS AND CONTRACTS**

**XIV. Other Business from council members/reports from Council Liaisons**

Graham spoke of a need for a liaison to the utility billing appeals process and asked any councilor interested in serving as such to reach out to her. Graham reminded everyone there is no meeting the first week of September and the next meeting is mid-September.

**XV. Adjournment of Study Session**

**Bloom/DuQuenne m/s to adjourn. All in favor. The meeting was adjourned at 7:31 p.m.**

Respectfully Submitted by:

Attest:

---

City Recorder Alissa Kolodzinski

---

Mayor Tonya Graham



# Beach Creek Affordable Housing Land Dedication

City Council  
August 20, 2024

## Beach Creek Subdivision – KDA Homes

- PA #: PA-T3-2021-003
- **Project Description:** Annexation of 7.91 acres of a ten-acre property at 192 North Mountain Avenue into the City of Ashland.
- **Total Number of Units:** 54 residential lots.
- **Zoning:** R-1-5-P Single Family Residential zoning for the annexed area.



## Project Overview



- Affordable Housing Requirement:
  - 25% of base density must be affordable housing.
- Annexed Area Base Density Calculation:
  - Base density: 34.245 units.
  - 25% of base density: 8 required affordable units
  - Affordable Housing Requirement:
    - 8 units affordable to those earning up to 80% of the area median income.



## Annexation Requirements & Affordable Housing



## Project Overview Beach Creek Subdivision

- **Affordable Unit Distribution:**

- Cottage Cluster: Four 2-bedroom units in the southeast corner.
- Single Family Units: Four 3-bedroom units
- Two units in Phase II (Habitat for Humanity Rogue Valley)
- Six units in Phase III (proposed City dedication).

- **Affordable Housing Characteristics:**

- Deed-restricted 30 years affordability (minimum)
- Earth Advantage® Platinum standards with solar panels.



## Affordable Housing Provision Details

- **KDA Request to Council:**

- Accept dedication of six lots to satisfy affordable housing requirements.
- No cost, with infrastructure provided.
- Compliance with Criteria: Dedication fulfills 25% affordable housing requirement from the 2021 annexation.

- **Result if Approved:**

- City will hold title to six deed-restricted lots.
- Final Survey may be signed upon completion of infrastructure – Development proceeds.



## Current Request and Result



## Additional Discussion?





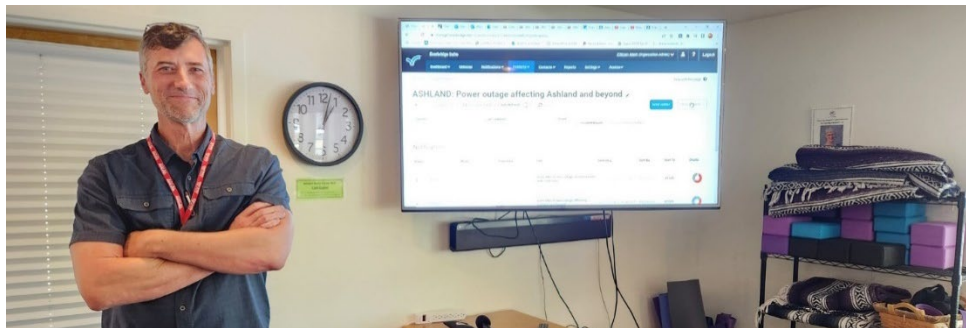


## CITY MANAGER'S OFFICE:

- The following measures for the November 5, 2024, Election have been filed with Jackson County:
  - Measure 15-232 – Open Seat Election
  - Measure 15-233 – Municipal Judge as an Appointed Position
  - Measure 15-234 – Ashland Resolution 2024-05 Authority to Issue Water Revenue Bonds

More information at [ashlandoregon.gov/Elections](https://ashlandoregon.gov/Elections).

- An **Ashland Community Survey** has been mailed to selected households. On October 7, the survey will be available community-wide online. Look for results in early December 2024. This survey is conducted every two years and helps us better understand how Ashland's livability – our natural environment, community design, safety, economy, inclusivity and more – changes over time.
- Jackson County has introduced new evacuation zones for county residents.** We've collaborated with our GIS Department to update the City Evacuation Zone map, incorporating the new County Evacuation Zones that border the city. Check it out at [ashlandoregon.gov/Evacuations](https://ashlandoregon.gov/Evacuations). The new map will be promoted in a variety of ways.
- Public Education for Emergency Preparedness:**
  - Ashland Senior Center on July 31 – Emergency Preparedness workshop with about 60 seniors. This coincided with the major power outage (power restored 20 minutes before the class was to start, yet we made it happen).



Emergency Management Coordinator, **Kelly Burns**

- Ashland.News & Ashland Together Emergency Preparedness talk August 18. Diverse group of 65 locals engaged in scenario workshop – [View article from Ashland.News](#).
- Severe Weather Shelter:** Continued monitoring for activations and coordination. Avram Sacks continues to do a good job coordinating the volunteers. Cooling center has been activated for 22 days this summer season.
- NHMP** (Natural Hazards Mitigation Planning) up for re-adoption October 1, 2024.
- I-5 Grass Fire on September 4, 2024** – The City coordinated well with the wildfire and evacuation notices for the recent grass fire just outside of city limits. The following departments were all hands-on deck: Police, Fire and City Manager's Office (Emergency Management, Communications & Administration).





# City Manager's Report

- **Website Stats, [ashlandoregon.gov](http://ashlandoregon.gov), August 1 to 31, 24,131 users....**

The **top five search terms** include:

- Lithia Park
- Elections
- Daniel Meyer Memorial Pool
- Jobs
- Payment Plan

The **top five page visits** include:

- Home page – 12,343
- Search page – 4,197
- Utility Customer Service – 4,144
- Air Quality Index – 2,628
- Daniel Meyer Memorial Pool – 2,369

- **Website Stats, [ashlandoregon.gov](http://ashlandoregon.gov), on September 4, 6,049 users – The day of the I-5 grass fire and the Pacific Power outage...**

The **top five search terms** include:

- Power outage
- Electric Department
- Fire
- Elections
- Ashland Fiber Network

The **top five page visits** include:

- Know Your Evacuation Zone – 2,871
- Smoke & Wildfire Information – 1,751
- Home page – 1,314
- News Flash / Grass Fire Near Exit 11 on I-5 – 1,206
- Evacuations – 591

- The **September 2024 City Newsletter** is available at [ashlandoregon.gov/StayConnected](http://ashlandoregon.gov/StayConnected).

## COMMUNITY DEVELOPMENT:

- On Tuesday, October 22 at 7 p.m. in Council Chambers, the Planning Commission will hold a Study Session to discuss the Climate Friendly Areas selection and rezoning. More information at [ashlandoregon.gov/ClimateFriendly](http://ashlandoregon.gov/ClimateFriendly).
- The deployment of *Energov* for building permits has gone so well Community Development is looking to expand to all permit types. Currently, eighty percent of building permits are done through *Energov*.

## ELECTRIC:

- A draft of the Electric Masterplan has been completed and is under staff review. It has been scheduled for a study session with Council this fall.





# City Manager's Report

## FINANCE:

- Applications for our Utility Assistance program will be available as of October 1, 2024. More information at [ashlandoregon.gov/UtilityAssistance](https://ashlandoregon.gov/UtilityAssistance).
- Bond Counsel reviewing and working with USDA on finalizing RESP (Rural Energy Savings Program) Loan Agreements.
- Year-end accounting and audit are underway.
- Applications are being accepted to serve on the Citizens' Budget Committee.

## FIRE:

- On September 4, 2024, the **I-5 Fire** was successfully contained to 13 acres thanks to the coordinated efforts of multiple agencies. Our firefighting team, which included five fire apparatus, administrative staff, and executive officers, was onsite. Meanwhile, back at the stations, our Single Role EMT staff ensured that an ambulance crew was available and fully staffed. (*Agencies involved: Ashland Fire, Ashland Police, Jackson County Fire Dist. 5, ODF, Medford Fire, JCSO, OSP, ODOT, Jackson County Fire Dist. 3, Jackson County Fire Dist. 4, Jacksonville, Greenspring, Applegate Fire, Rogue River Fire and the Josephine County Strike team.*)
- **The fire danger in Ashland increased to EXTREME** as of September 6, 2024. Additional restrictions are in place. Information at [ashlandoregon.gov/FireSeasonInfo](https://ashlandoregon.gov/FireSeasonInfo).
- **Ryan Creason** and **Sydney Jenkins** graduated this Summer from Eastern Oregon University with their bachelor's degrees. Ryan earned a Bachelor's in Fire Services Administration and a minor in Emergency Medical Services Administration, graduating Cum Laude. Sydney earned a major in Fire Service Administration and a minor in Public Policy. Both Sydney and Ryan show how education and experience together can lead to meaningful improvements in fire service. Way to go Ryan and Sydney!



(L to R: Ryan & Sydney)





# City Manager's Report

## Innovation & Technology:

- **Ryan Stowasser**, who has been an invaluable part of the City for over a decade, has been promoted to Innovation & Technology Manager. Ryan's innovative ideas and dedication to enhancing our internal systems make him the perfect fit for this role. Congratulations, Ryan!

## PARKS & RECREATION:

- The Senior Services Division finished Fiscal Year (FY) 2023-24 with a new high of 17,666 visits for activities and services (1,472 visits/month). This is an increase of 22% from FY 2022-23, which was the previous record year at 14,126 visits (1,177 visits/month).

## PUBLIC WORKS:

- Public Works is working with our grant writing firm on the preapplication for a [BRIC](#) grant for the water treatment plant.

---

## WHAT'S COMING UP?

- **Morning Bird Walk** at North Mountain Park on **September 21** – More at [NorthMountainPark.org](#).
- The free **Guided Walks in Lithia Park** will continue through the **end of September**. For more information, including the schedule, visit [AshlandParksandRec.org](#).
- **Technology Basics for Seniors** at Ashland Senior Center on **September 18**– Information at [AshlandSeniorServices.org](#).
- **Argentinian Tango Guitar performance** at Ashland Senior Center on **October 9** – Information at [AshlandSeniorServices.org](#).
- **Bear Creek Salmon Festival** on **October 12** at North Mountain Park – [BearCreekSalmonFestival.net](#).
- The **Ashland Japanese Garden** will celebrate its two-year anniversary on **October 19** – [AshlandJapaneseGarden.org](#).
- **Indigenous Peoples' Day** on **October 14** (National holiday) – Local celebration, **October 19 and 20**, for **Indigenous Peoples' Week** at Stevenson Union on the Southern Oregon University Campus. More information via [kravitzk@sou.edu](mailto:kravitzk@sou.edu).
- **Southern Oregon Pride** on **October 15** – [sopride.org](#).
- **Ashland Mystery Festival, October 17 through October 20** – Information at [ashlandmysteryfest.com](#).
- **Ashland Monster Dash** on **October 26**, 10K, 5K and 1-Mile options; Run for Education! – [ashlandmonsterdash.com](#).
- **Butler-Perozzi Fountain historic presentation** with Peter Finkle at Ashland Senior Center on **October 30** – Information at [AshlandSeniorServices.org](#).
- **Children's Halloween Parade** on **October 31** – More at [ashlandchamber.com](#).





# Council Business Meeting

**Date:** September 17, 2024

|                    |                                                                 |
|--------------------|-----------------------------------------------------------------|
| <b>Agenda Item</b> | Budget Related Resolution #2024-25 Closure of Unnecessary Funds |
| <b>From</b>        | Mariane Berry, Finance Director                                 |
| <b>Contact</b>     | mariane.berry@ashland.or.us                                     |

## **SUMMARY**

A budget-related resolution to close unnecessary funds. The decision had been made during the last biennial budget process, and as such, this is a formality to comply with statutory requirements for the year-end audit.

## **POLICIES, PLANS & GOALS SUPPORTED**

Vision Statements for Success: Organization

"Excellence in governance and city services."

## **BACKGROUND AND ADDITIONAL INFORMATION**

During the last biennial budget process, the City decided to close several funds: Parks General Fund, Parks Equipment Fund, and the Health Benefits Reserve Fund. Best practices supported that the two Parks' funds were to be absorbed by the main General Fund, and like other departments of the City, they did not need to be accounted as separate funds. The balances associated for the Health Benefits Reserve Fund were reallocated back to the departments that had contributed to it. Resolution 2024-25 formalizes the closing of these funds for FY24.

## **FISCAL IMPACTS**

## **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**

I move to approve Resolution #2024-25 to close out funds considered unnecessary.

## **REFERENCES & ATTACHMENTS**

1. Resolution 2024-25 to Close Unnecessary Funds

## RESOLUTION NO. 2024-25

### A RESOLUTION TO CLOSE OUT FUNDS CONSIDERED UNNECESSARY AND TRANSFER REMAINING BALANCES TO THE GENERAL FUND

#### RECITALS:

WHEREAS, the Parks General Fund, the Parks Equipment Fund, and the Health Benefits Fund were created for a particular purpose and are now considered unnecessary; and

WHEREAS Oregon Revised Statutes (ORS) 294.353 dictates the elimination of an unnecessary fund and the disposition of any balance remaining in the fund.

#### THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The remaining balances of the funds, as show below, will be transferred to the General Fund per ORS 294.353.

|                                    | <u>Additional appropriations:</u> |                     |
|------------------------------------|-----------------------------------|---------------------|
|                                    | <u>Appropriation</u>              | <u>Resource</u>     |
| <b><u>General Fund</u></b>         |                                   |                     |
| Operating Transfers In             |                                   | 631,966             |
| Operating Transfers In             |                                   | 473,608             |
| Operating Transfers In             |                                   | 2,225,545           |
|                                    | <u>\$ -</u>                       | <u>\$ 3,331,118</u> |
| <b><u>Parks General Fund</u></b>   |                                   |                     |
| Transfer Out                       | 631,966                           |                     |
|                                    | <u>\$ 631,966</u>                 | <u>\$ -</u>         |
| <b><u>Parks Equipment Fund</u></b> |                                   |                     |
| Transfer Out                       | 473,608                           |                     |
|                                    | <u>\$ 473,608</u>                 | <u>\$ -</u>         |
| <b><u>Health Benefits Fund</u></b> |                                   |                     |
| Transfer Out                       | 2,225,545                         |                     |
|                                    | <u>\$ 2,225,545</u>               | <u>\$ -</u>         |
| <b>Total</b>                       | <b>\$ 3,331,118</b>               | <b>\$ 3,331,118</b> |

SECTION 2. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this 17th day of September 2024 and takes effect upon signing by the Mayor.

---

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 17th day of September 2024.

---

Tonya Graham, Mayor

Reviewed as to form:

---

Douglas M. McGearry, Acting City Attorney



# Council Business Meeting

**Date:** September 17, 2024

|                    |                                                         |
|--------------------|---------------------------------------------------------|
| <b>Agenda Item</b> | Approval of Liquor License for the Drift Collective LLC |
| <b>From</b>        | Alissa Kolodzinski, City Recorder                       |
| <b>Contact</b>     | alissa.kolodzinski@ashland.or.us                        |

## **SUMMARY**

This is a request for approval of a liquor license application for The Drift Collective LLC, located at 99 North Main Street, Ashland, OR 97520.

## **POLICIES, PLANS & GOALS SUPPORTED**

AMC Chapter 6.32 Liquor License Review.

## **BACKGROUND AND ADDITIONAL INFORMATION**

This is a liquor license application for a New Outlet with Limited On-Premises sales.

## **FISCAL IMPACTS**

## **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**

The Planning, Police, and Fire departments have reviewed the application and recommend approval of the liquor license. This business complies with the City's land use requirements and has a Business License.

I move to approve the liquor license for The Drift Collective LLC, located at 99 North Main, Ashland, OR 97520

## **REFERENCES & ATTACHMENTS**

1. Drift Collective new outlet application\_Redacted







OREGON LIQUOR & CANNABIS COMMISSION  
Local Government Recommendation – Liquor License

Section 1 – Submission - To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): THE DRIFT COLLECTIVE LLC  
Proposed Trade Name: THE DRIFT COLLECTIVE / THE DRIFT CO.  
Premises Address: 99 N MAIN STREET Ste:  
City: ASHLAND County: JACKSON Zip: 97520  
Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location  
License Type: ☐ Additional Location for an Existing License  
LIMITED ON- PREMISES SALES

Application Contact Information

Contact Name: STACY KINK Phone: [REDACTED]  
Mailing Address: [REDACTED]  
City: ASHLAND State: OR Zip: 97520  
Email Address: THE DRIFT CO ASHLAND @ GMAIL . COM

Business Details

Please check all that apply to your proposed business operations at this location:

- ☐ Manufacturing/Production at this location  
☒ Retail Off-Premises Sales at this location  
☒ Retail On-Premises Sales & Consumption at this location

If there will be On-Premises Consumption at this location:

- ☒ Indoor Consumption ☒ Outdoor Consumption  
☒ Malt Beverage/Wine/Cider Consumption ☐ Distilled Spirits Consumption  
☒ Proposing to Allow Minors

Section 1 Continued on next page





OREGON LIQUOR & CANNABIS COMMISSION  
**Local Government Recommendation – Liquor License**

**Section 1 Continued – Submission - To be completed by Applicant:**

Applicant Name/Legal Entity Name: **THE DRIFT COLLECTIVE LLC**

Proposed Trade Name: **THE DRIFT COLLECTIVE**

**IMPORTANT:** You **MUST** submit this form to the local government **PRIOR** to submitting to OLCC.  
Section 2 must be completed for this form to be accepted with your CAMP application.

**Section 2 – Acceptance - To be completed by Local Government:**

**Local Government Recommendation Proof of Acceptance**

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

**Section 3 – Recommendation - To be completed by Local Government:**

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



# Council Business Meeting

**Date:** September 17, 2024

|                    |                                     |
|--------------------|-------------------------------------|
| <b>Agenda Item</b> | Building Appeals Board Appointments |
| <b>From</b>        | Alissa Kolodzinski, City Recorder   |
| <b>Contact</b>     | alissa.kolodzinski@ashland.or.us    |

## **SUMMARY**

Approval of Mayor Graham's recommendation for the appointment of James Akery, Christopher Brown, Mike Davis, Brian Dunagan, and Oscar Zuniga Jr. to the Building Appeals Board with a term ending April 30, 2027.

## **POLICIES, PLANS & GOALS SUPPORTED**

Per the Ashland Municipal Code 2.04.090, all regular advisory committees and boards shall be appointed by the Mayor with the consent of the Council.

## **BACKGROUND AND ADDITIONAL INFORMATION**

## **FISCAL IMPACTS**

## **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**

I move to approve the appointment of James Akery, Christopher Brown, Mike Davis, Brian Dunagan, and Oscar Zuniga Jr. to the Building Appeals Board.

## **REFERENCES & ATTACHMENTS**

1. Candidates\_Building Board of Appeals\_June2024





## Building Board of Appeals Member Candidates

June 11, 2024

- Brian Dunagan – Professional Engineer
- James C. Akery – General Contractor
- Christopher Brown – Architect
- Mike Davis – General Contractor, Plumbing Contractor, DEQ Sewer Installer
- Oscar Zuniga - P.E, Mechanical/Electrical Engineer

### **ORDINANCE NO. 3239**

*(revised language presented below is pending second reading June 18<sup>th</sup>, 2024)*

#### **AN ORDINANCE TO AMEND SECTION 2.22.101, “ESTABLISHED MEMBERSHIP” OF THE BUILDING BOARD OF APPEALS, CHAPTER 2.22.**

There is established a Building Board of Appeals consisting of five voting members, including one planning commission member, who are qualified by experience and training to pass upon matters pertaining to building related activities and the demolition and relocation of buildings. Qualified experience and training includes but is not limited to the following: general contractor, engineer, architect, electrician, plumber, heating and air conditioning, sign installation or building construction. The Building Official (as designated in 15.04.030) shall have the authority to waive some of the stated qualification requirements for members of the Building Board of Appeals when, in the Building Official’s professional opinion, the individual has adequate knowledge and experience to fill the seat as a board member for a specific profession or discipline.

At least one member shall also have experience, knowledge or an interest in demolition-debris recycling. The Building Official shall be an ex officio nonvoting member and shall act as Secretary of the Board, except that the Building Official shall not serve as an ex-officio member for appeals of Administrative Penalties. (Ord. 3003, added, 02/18/2010).

# **Board of Appeals Board Member Qualification Intake Form**

Name: Brian Dunagan, P.E.

Company Name and License Number: DEI Engineers, 45521PE

Trade Experience: Professional Engineer

Trade License/Licenses: Professional Engineer, 45521PE

Certifications: Oregon Licensed Professional Engineer, 45521PE

Additional information (optional): Licensed Professional Engineer in OR,NV, CA, WA, AZ,WY and ID with 37 years of experience as a consulting engineer.

# Board of Appeals Board Member Qualification Intake Form

Name: James C. Akery

Company Name and License Number:

Akery Construction LLC-INC

Trade Experience:

Began working in Construction in 1982 / Contractor since 1989

Trade License/Licenses: Jim Akery Builder CCB 59410

R.A. Murphy Construction Owner CCB # 10924

Akery Construction Oregon CCB # 198913 / California # 956132

Certifications:

General Contractor since 1989. CV Available upon request

Additional information (optional):

**Previous and Current Board Positions:**

City of Medford Unified Appeals Board Member (Current)

City of Medford Site Plan and Architectural Commission (current)

Jackson County Appeals Board (Current)

International Code Council Member (Current)

Jackson County Citizens Advisory Committee Member (previous)

Rogue Community College Construction Technology Advisor Board Member (previous)

City of Medford Fire Department Screening Panel (previous)

Founding Board Member Hearts with a Mission (previous)

# Board of Appeals Board Member Qualification Intake Form

Name: Christopher Brown

Company Name and License Number: Arkitek:Design&Architecture OR License #6022

Trade Experience: Principal Architect 2011-2024, Design Architect@KSW 2006-2011

Trade License/Licenses: OR/WA/TX Architecture License

Certifications: LEED BD+C, LEED Homes

Additional information (optional):

# Board of Appeals Board Member Qualification Intake Form

Name: Mike Davis

Company Name and License Number: SOS Plumbing & Drain Service Inc.

Trade Experience: 42 Years

Trade License/Licenses:

General Contractor License CCB # 79604

Plumbing Contractor License # 15-121PB

DEQ Sewer Installer License # 36353

Certifications:

Maintenance Spec Contractor License # LMS 126

Lead Based Paint License # LBPR79604

Additional information (optional):



# Board of Appeals Board Member Qualification Intake Form

Name:

Oscar J. Zuniga Jr.

Company Name and License Number:

Marquess & Associates, Inc.; Oregon 16570 PE

Trade Experience:

50 years as a consulting engineer in commercial, industrial, institutional, and residential construction

Trade License/Licenses:

Engineering

Certifications:

Registered professional engineering licenses in Oregon, Washington, California, and Texas in Mechanical, Electrical, and Fire Protection engineering

Additional information (optional):

Previously (approx.. 1989-1990) served on the McAllen (TX) Building Board of Appeals

Former member (2014-2018) of the Oregon State Board of Examiners for Engineers and Land Surveyors



# Council Business Meeting

**Date:** September 17, 2024

|                    |                                       |
|--------------------|---------------------------------------|
| <b>Agenda Item</b> | Municipal Audit Committee Appointment |
| <b>From</b>        | Alissa Kolodzinski, City Recorder     |
| <b>Contact</b>     | alissa.kolodzinski@ashland.or.us      |

## **SUMMARY**

Approval of Mayor Graham's recommendation for the appointment of Kristen Roy to the Municipal Audit Committee with a term ending December 31, 2024.

## **POLICIES, PLANS & GOALS SUPPORTED**

## **BACKGROUND AND ADDITIONAL INFORMATION**

Per the Ashland Municipal Code 2.11, members for the Municipal Audit Commission are appointed annually by the City Council.

## **FISCAL IMPACTS**

## **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**

I move to approve the appointment of Kristen Roy to the Municipal Audit Committee.

## **REFERENCES & ATTACHMENTS**

1. Audit Committee-Roy\_Redacted



 Delete

 Archive

 Report

 Reply

 Reply all

 Forward

 Zoom



Online Form Submittal: Appointment Application for City Committee or Commission

N

noreply@civicplus.com



To: Ashland City Recorder; Ashland City Recorder; Dorinda Cottle; Dorinda C

Mon 9/9/2024 8:06 PM

[EXTERNAL SENDER]

Appointment Application for City Committee or Commission

|                                              |                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                                         | Kristen Roy                                                                                                                                                                                                                                                                                                                                            |
| Committee or Commission You Wish to Serve On | Municipal Audit Committee                                                                                                                                                                                                                                                                                                                              |
| Address                                      |                                                                                                                                                                                                                                                                                                                                                        |
| Phone                                        |                                                                                                                                                                                                                                                                                                                                                        |
| Email                                        |                                                                                                                                                                                                                                                                                                                                                        |
| Occupation                                   | Attorney                                                                                                                                                                                                                                                                                                                                               |
| Educational Background                       | Dartmouth College - Bachelor's Degree<br>University of NH School of Law - Juris Doctor<br>Southern Oregon University - Masters of Business Administration (currently enrolled)                                                                                                                                                                         |
| Related Experience                           | I have been practicing as a healthcare regulatory lawyer for almost 15 years. In my current role as Chief Legal Officer for a non-for-profit healthcare system, I support the Board of Directors' Compliance and Audit Committee. I was previously the Compliance Officer and understand the regulatory requirements and duties of an Audit Committee. |
| Interests                                    | I have an interest in local government and care about giving back to our local community. I previously served on the Ashland Committee for Childcare.                                                                                                                                                                                                  |
| Availability                                 | Yes. I have a flexible schedule.                                                                                                                                                                                                                                                                                                                       |
| Additional Information                       | I have lived in Ashland for over 7 years. I have a 5 year old enrolled at Children's World. We love Ashland!                                                                                                                                                                                                                                           |
| Signature                                    | Kristen Roy                                                                                                                                                                                                                                                                                                                                            |

Email not displaying correctly? [View it in your browser.](#)



# Council Business Meeting

**Date:** September 17, 2024

|                    |                                               |
|--------------------|-----------------------------------------------|
| <b>Agenda Item</b> | Appeals for Termination of Utilities Hearings |
| <b>From</b>        | Alissa Kolodzinski, City Recorder             |
| <b>Contact</b>     | alissa.kolodzinski@ashland.or.us              |

## **SUMMARY**

The City recorder received three utility termination appeals from citizens. All three were notified of the upcoming proposed Ordinance 3242 which includes a change to the appeal process. They were offered a hearing at the next Council meeting per the current language of AMC 14.02.090 or to have their appeal reviewed by the Utility Appeal Committee pending approval of ORD 3242. Two citizens elected to appear before the Council for a public hearing.

## **POLICIES, PLANS & GOALS SUPPORTED**

AMC 14.02.090 Appeal of Termination Action

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**

## **FISCAL IMPACTS**

## **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**

## **REFERENCES & ATTACHMENTS**

None





# Council Business Meeting

Date: September 17, 2024

|             |                                                                                                                                                       |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agenda Item | First Reading - ORD 3244 Amending AMC 2.10 to Establish Uniform Policies and Operating Procedures for City Council and Management Advisory Committees |
| From        | Doug McGeary, City Attorney, Acting                                                                                                                   |
| Contact     | doug.mcgeary@ashland.or.us                                                                                                                            |

## **SUMMARY**

With the success of the city's committee structure over the past year since being established under Resolution 2023-06, which updated and consolidated Resolutions 2022-24 and 2022-32 for City Council and Management Advisory Committees, staff recommends that it is now time to codify the resolution into an ordinance. Based on the analysis of the original Chapter AMC 210 and Resolution 2023-06, the two documents can largely be read together without significant conflicts, except for the necessary adjustments to terminology. Provided is a combined version that replaces the term "commission" with "advisory committee" where applicable from the original ordinance, while retaining the policies and operating procedures for the Planning Commission, Budget Committee, and Parks and Recreation Commission as distinct entities guided by their specific rules in Resolution 2023-06.

## **POLICIES, PLANS & GOALS SUPPORTED**

This ordinance supports the city's goals of transparency and accountability by ensuring open governance and public access to committee operations. It promotes community engagement and diversity by facilitating inclusive participation and equitable representation on advisory committees. Additionally, it enhances effective governance and strategic planning by clarifying roles and responsibilities, ensuring ethical standards, and aligning committee recommendations with city priorities.

## **BACKGROUND AND ADDITIONAL INFORMATION**

The City of Ashland has a long-standing tradition of citizen involvement through advisory bodies. With the successful implementation of the committee structure established under Resolution 2023-06, which updated and consolidated Resolutions 2022-24 and 2022-32, the City has observed enhanced community participation and effective advisory input over the past year. This resolution effectively streamlined the advisory processes and ensured that committees provided valuable recommendations to both the City Council and City Management.

Given this positive impact, it is timely and appropriate to codify the successful resolution into an ordinance. This move will formalize the structure and operations of advisory committees, providing clarity and consistency in their roles, responsibilities, and procedures. The ordinance will support transparency, accountability, and inclusivity, ensuring that advisory committees continue to serve the community effectively and align their efforts with the City's strategic goals. Additionally, a second ordinance will be required and presented to the Council alongside this ordinance, which will establish the committees created in Resolutions 2022-24 and 2023-06 into a single ordinance, consolidating the resolutions' provisions into the municipal code. This codification also underscores the City's commitment to maintaining high ethical standards and promoting diverse representation within its advisory bodies.

## **FISCAL IMPACTS**

None

## **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**

After the public hearing, propose any modifications to the draft ordinance. Potential motions:



## Council Business Meeting

- I move to approve the First Reading of Ordinance 3244, "An Ordinance Amending AMC 2.10 To Establish Uniform Policies And Operating Procedures For City Council And Management Advisory Committees ", and request that the ordinance be scheduled for Second Reading.
- I move to approve the First Reading of Ordinance 3244, "An Ordinance Amending AMC 2.10 To Establish Uniform Policies And Operating Procedures For City Council And Management Advisory Committees " [with the recommended modifications], and request that the ordinance be scheduled for Second Reading.

### **REFERENCES & ATTACHMENTS**

1. ORD 3244 Establishing Uni Policy and Ops Procedure for Committees--09-09-24\_FINAL



**ORDINANCE NO. 3244**

**AN ORDINANCE AMENDING AMC 2.10 TO ESTABLISH UNIFORM POLICIES AND  
OPERATING PROCEDURES FOR CITY COUNCIL AND MANAGEMENT  
ADVISORY COMMITTEES**

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

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

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

**WHEREAS** the City of Ashland seeks to enhance the productivity and fairness of its advisory bodies through clear and consistent rules, policies, and operating procedures; and

**WHEREAS** the current Ashland Municipal Code (AMC) Chapter 2.10 provides uniform policies and operating procedures for advisory commissions and boards, but does not fully address the needs and functions of advisory committees established by the City Council and City Management; and

**WHEREAS** advisory committees serve solely as advisory bodies and play a critical role in providing recommendations and advice to the City Council and City Management on various matters of public interest and administrative functions; and

**WHEREAS** the City recognizes the need to update and integrate policies and procedures to reflect the specific roles and responsibilities of advisory committees, while maintaining the distinct statutory rules for the Planning Commission, the Budget Committee, and the City Charter in the case of the Parks and Recreation Commission; and

**WHEREAS** the updated ordinance will provide clarity on the establishment, appointment, meeting procedures, and ethical standards for advisory committees, thereby promoting transparency, accountability, and inclusivity; and

**WHEREAS** the new provisions ensure that advisory committees operate without executive, administrative, or enforcement authority, thereby maintaining their advisory nature and preventing conflicts with City departments and other government agencies; and

**WHEREAS** the ordinance includes provisions for annual orientation and training for committee members, enhancing their effectiveness and understanding of their roles and responsibilities; and



**WHEREAS** the ordinance emphasizes diversity, equity, and inclusion, ensuring that advisory committees reflect the diverse populations within the City and that information about vacancies and the application process is readily accessible; and

**WHEREAS** the updated ordinance allows advisory committees to consult with other city advisory committees on matters of mutual interest, fostering collaboration and coordinated efforts across different advisory bodies; and

**WHEREAS** the ordinance includes clear guidelines on the voluntary nature of testimony requested by advisory committees, safeguarding the rights of individuals and organizations; and

**WHEREAS** the City Council finds that the updated and integrated policies and procedures will better serve the needs of the City and its residents by ensuring the efficient and effective operation of advisory committees;

**NOW, THEREFORE, THE CITY OF ASHLAND ORDAINS AS FOLLOWS:**

**SECTION 1.** Ashland Municipal Code Chapter 210 UNIFORM POLICIES AND OPERATING PROCEDURES FOR ADVISORY COMMISSIONS AND BOARDS will be amended by replacing the existing language with the following:

A. **Chapter 210 UNIFORM POLICIES AND OPERATING PROCEDURES FOR CITY COUNCIL AND MANAGEMENT ADVISORY COMMITTEES AND COMMISSIONS**

**2.10.005 PURPOSE** Advisory committees require uniform rules, policies, and operating procedures to ensure maximum productivity and fairness for members and the public. These policies and procedures govern all City Council and Management Advisory Committees, except the elected Parks and Recreation Commission, which is exempt from these rules. The Planning Commission and the Budget Committee, being statutory in nature, must follow the specific rules detailed in this ordinance.

**2.10.007 APPLICABILITY** The rules, policies, and procedures established in this ordinance apply to all Standing Committees, Management Advisory Committees, ad hoc committees, task forces, joint committees, and any other types of committees that the City Council or the Ashland Parks and Recreation Commission may create.

**2.10.010 ESTABLISHMENT** Advisory committees are established to serve solely as advisory bodies whose actions or recommendations shall not be considered as City policy or as final decisions of the City. They have no executive, administrative, civil rights investigatory, or enforcement authority. Advisory committees are divided into:

- **Standing Advisory Committees: Ongoing committees with long-term responsibilities.**
- **Management Advisory Committees: Committees formed to provide advice to City Management on specific administrative functions.**

## **2.10.015 Appointment and Terms**

### **A. Appointment of Members:**

**1. Members of advisory committees will be appointed by the Mayor with the consent of the City Council.**

**a. Notwithstanding the above, members to advisory or other types of committees to Ashland Parks and Recreation Commissioners (AP&RC) will be appointed by the Chairperson of AP&RC with the consent of its members.**

**2. Voting and alternate standing advisory committee members will be comprised of individuals who reside within the City, except one (1) member from each advisory committee may be an at-large member living within the City's urban growth boundary.**

**a. Unless otherwise provided, all nonvoting ex-officio members are not required to be residents within the City or the urban growth boundary.**

**3. No individual may serve as a voting member on more than one advisory committee simultaneously.**

**4. Members serve as individuals exercising their own best judgment, not as delegates for their respective organizations.**

### **B. Term Limits:**

**1. The term limit for the Chair of any advisory committee shall be one (1) year. A Chair may serve multiple terms, but no more than one consecutive term as Chair.**

**2. Committee members may serve no longer than eight (8) years in total on any single committee. After serving the maximum term, a member must step down and may not be reappointed to the same committee for at least two (2) years.**

**C. Age Requirement: All voting members of advisory committees must be at least eighteen (18) years of age or older at the time of their appointment.**

**D. Non-Voting Members: Council liaisons and Ashland Parks and Recreation Commissioners appointed as liaisons to advisory committees shall serve as non-voting ex-officio members of the committees.**

**E. Staggered Terms: The appointing authority may stagger terms in the original appointment order as necessary.**

**2.10.020 MEETINGS AND ATTENDANCE A. Advisory committees will follow meeting and attendance rules consistent with AMC 2.10, including attendance requirements of at**

least 75% of meetings. Members should provide at least 48-hour notice for planned absences.

B. A quorum consists of more than half of the total number of current Council-confirmed voting members but no fewer than three members. Members may attend meetings telephonically or via the internet, provided public meeting law requirements are met.

C. The Planning Commission and Budget Committee shall set their own meeting attendance requirements.

2.10.025 REMOVAL AND VACANCIES Members may be removed and vacancies filled as provided in AMC 2.04.090.C and AMC 2.04.090.F.

2.10.030 PUBLIC MEETING LAW All meetings are subject to the public meeting laws of the State of Oregon. Notice must be provided at least 36 hours in advance, except in emergencies.

2.10.035 ROLE OF STAFF The City Manager will assign City staff support for the work of the advisory committees and provide at least an annual orientation or training session. Staff liaisons provide professional guidance, continuity, and insight into City policy and attend all regular and special meetings and workshops.

2.10.040 COUNCIL LIAISON Council liaisons will be appointed to each advisory committee as non-voting ex-officio members.

2.10.045 AGENDAS AND MINUTES The chair or staff liaison is responsible for preparing agendas and minutes. Staff liaisons will be responsible for posting meeting agendas, minutes, and other relevant business or information to the City website to ensure accessibility and transparency for the public.

2.10.048 ATTENDANCE BY ELECTRONIC COMMUNICATION Except in cases of physical illness or condition of the member or their family/significant members, in which case there is no limitation, a member may attend or vote by electronic communication up to twice per year. Such electronic attendance requires the permission of two other members who will be physically present at the meeting the member wishes to attend electronically.

2.10.050 GOALS AND REPORTS Advisory committees will establish annual goals and action items with feedback from the City Council. These goals and action items should align with the City's strategic priorities and be reviewed periodically to ensure progress and relevance. Committees must submit annual reports on their activities and accomplishments to the City Council.

2.10.055 QUORUM AND VOTING A quorum is necessary for adopting any motion. Some motions may require the affirmative vote of at least two-thirds of the members present.

**2.10.060 CODE OF ETHICS** Advisory committee members must adhere to the highest ethical standards, serving the community as a whole and operating in the public interest.

**2.10.065 DIVERSITY, EQUITY, AND INCLUSION** Efforts will be made to ensure diverse representation within advisory committees. Information on vacancies and the application process will be readily available to all residents.

**2.10.070 Rules and Regulations** Advisory committees may adopt additional rules and regulations consistent with City policies as necessary to fulfill their purpose and responsibilities. Any such rules and regulations must be approved by the City Council or City Manager to ensure alignment with the standardized procedures established in this chapter.

**1. Failure to strictly comply with the rules on meeting procedure shall not be a cause to void or otherwise disturb a decision or action. The body will strive to be clear in its proceedings.**

**2.10.075 CONSULTATION AND COORDINATION** Advisory committees may consult with other city advisory committees on matters of mutual interest. Chairpersons are responsible for coordinating activities between committees.

**2.10.080 LOBBYING AND REPRESENTING THE CITY** Members are prohibited from engaging in political activity in accordance with ORS 260.432. They must secure permission from their committee before speaking publicly on behalf of the committee.

**2.10.085 TESTIMONY** Standing advisory committees may request voluntary testimony but may not compel an individual or organization to appear before it or respond to questions.

**2.10.090 MEMBER RESPONSIBILITIES** Advisory committee members shall serve as individuals exercising their own best judgment and not as delegates for their respective organizations or groups. Committees and their members are not official representatives of the City and may not present their committees' recommendations or their personal opinions or points of view as representative of the City's policy or operational perspectives. Prior to speaking publicly on behalf of their respective advisory committee, members must secure the permission of their committee to represent the activities or recommendations of their committee.

**SECTION 2. ADOPTION OF AMENDMENTS** The City Attorney is directed to update the Ashland Municipal Code to reflect the establishment of these advisory committees and their procedures.

**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 \_\_\_\_\_ day of \_\_\_\_\_, 2024, and duly PASSED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

SIGNED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Tonya Graham, Mayor

ATTEST:

\_\_\_\_\_  
Alissa Kolodzinski, City Recorder

Reviewed as to form:

\_\_\_\_\_  
Douglas M. McGearry  
Acting City Attorney



# Council Business Meeting

**Date:** September 17, 2024

|                    |                                                                                                                                                                         |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item</b> | First Reading - ORD 3246 Annexing Property and Withdrawing An Annexed Area from Jackson County Fire District No. 5 (East Main Park - Planning Action #PA-T3—2024-00009) |
| <b>From</b>        | Brandon Goldman, Director of Community Development                                                                                                                      |
| <b>Contact</b>     | brandon.goldman@ashland.or.us                                                                                                                                           |

## **SUMMARY**

A request for annexation and zone change of a 6.51-acre property and 0.97 acres of adjacent Right of Way. The application also includes a request for Site Design Review approval for a city park.

## **POLICIES, PLANS & GOALS SUPPORTED**

- The Adopted [2024 Parks, Trails and Open Space Map](#)
- Ashland Comprehensive Plan Section VIII provides for Parks, Open Space and Aesthetics

8.15 Goal To provide the people of Ashland with a variety, quantity and quality of parks, park facilities, open spaces, trails, and visual resources sufficient for their needs.

### 8.16 Policies

- 1) Develop a parkland acquisition and development plan in accordance with community growth and projected park demand. Accomplish acquisition according to a plan developed by the City and the Parks and Recreation Commission;
- 6) The City shall adopt an official map that will identify the planned areas for parks, new natural areas, conservation areas and trails. [...]
- 11) Require high standards of design and landscaping for development adjacent to major arterials, and encourage dividers in any new access routes into Ashland.

## **BACKGROUND AND ADDITIONAL INFORMATION**

In 2017 with the sale of the YMCA park property to the YMCA, and the sale of City's Engle Street property for the development of the Snowberry Affordable Housing Development by the Housing Authority of Jackson County, it was understood that there was an unmet need for a park in the area to meet the city's long-standing goal of having a park facility within one quarter of a mile of all residents. The subject property which is identified on the adopted [2024 Parks, Trails and Open Space Map](#) was purchased by the city for park purposes in December of 2018. The deed to the property included the notation as a condition of sale that the property to remain in open space / park use, and not to be used for housing. During the park's design process the Parks Department had multiple public meetings and community surveys to gain stakeholder input on the proposed park uses. These meetings were held across several years between 2019 and 2022.

The proposed amenities for the park include restrooms, a bike park with pump track & skills course, fenced dog park, play area, and community garden. The Parks Commission approved final designs at their November 08, 2023, business meeting. A formal planning application was filed with the Community Development Department on May 14 2024. The Planning Commission reviewed and discussed the application at their regular meeting on July 9<sup>th</sup>, 2024. The Planning Commission reconvened on August 13, 2024, and adopted findings addressing each of the approval criteria approving the site review and recommending approval of the annexation request.

## **Application Materials**

In addition to the proposed Ordinance the packet also includes the Planning Commission Staff report and the Planning Commission's adopted findings. These documents, in addition to the application submittal provide the full details of the application, criteria of approval, and recommended conditions of approval.





# Council Business Meeting

## **Recommendations**

Staff recommend that the Council approve an ordinance for the first reading of the annexation and site design review. A

The Planning Commission, following a public hearing on July 9, 2024, and adoption of Findings on August 13, 2024, has recommended Council approval of both the site design review and the annexation based on their review of the application and adopted findings.

## **FISCAL IMPACTS**

The proposed annexation has no immediate fiscal impacts, but the inclusion of the property within city limits will require police, fire, and city utility services. As a city-owned property, it will not generate property tax revenue; however, these services can be accommodated within the City's existing budget without significant additional costs, and the cost of utility and transportation improvements are included in the applicant (Parks) proposed project budget..

## **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**

I move to approve Ordinance No. 3246, an ordinance annexing the property and withdrawing the annexed area from Jackson County Fire District No. 5, approve the Site Review application, and adopt the Planning Commission's findings from August 13, 2024, as our own for Planning Action #PA-T3-2024-00009..

## **REFERENCES & ATTACHMENTS**

1. EMain\_2228\_EastMainPark\_ORD3246
2. EMain\_2228\_EastMainPark\_ORD3246\_Exhibits\_A&B
3. 091724\_EastMainPark\_PC\_Findings\_AtchA
4. 091724\_EastMainPark\_Staff Report\_AtchB
5. 091724\_EastMainPark\_Applicant Submittal\_AtchC
6. 091724\_EastMainPark\_Public Comments T3-2024-00009

**ORDINANCE NO. 3246**  
**AN ORDINANCE ANNEXING PROPERTY AND WITHDRAWING AN ANNEXED**  
**AREA FROM JACKSON COUNTY FIRE DISTRICT NO. 5**  
**(East Main Park – Planning Action #PA-T3-2024-00009)**

**WHEREAS**, the owners of the property described in the attached Exhibit "A" have consented to the annexation of this property into the City of Ashland. There are no electors residing in the tract to be annexed; and

**WHEREAS**, The subject property is identified on the adopted 2024 Parks Trails and Open Space map as a park and has been in the design process with the Ashland Parks Commission for several years. The project received final approval from the Park Commission on November 08, 2023; and

**WHEREAS**, The Planning Commission, following proper public notice, held a public hearing on July 9, 2024, on the questions of annexation and site design review approval. The Planning Commission reconvened on August 13, 2024, and adopted findings addressing each of the approval criteria; and

**WHEREAS**, pursuant to ORS 222.120 and ORS 222.524 a public hearing was held on September 17, 2024, on the questions of annexation and withdrawal of the property from Jackson County Fire District No. 5.

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

**SECTION 1.** The above recitals are true and correct and are fully incorporated herein by this reference.

**SECTION 2.** The land described in the attached Exhibit "A" and depicted in Exhibit "B" is declared to be annexed to the City of Ashland.

**SECTION 3.** The land described in the attached Exhibit "A" and depicted in Exhibit "B" is declared to be withdrawn from Jackson County Fire District No 5, pursuant to the provisions of ORS 222.111.

**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.

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



The foregoing ordinance was first reading 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.

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

**EXHIBIT "A"**

**LEGAL DESCRIPTION—CITY OF ASHLAND EAST MAIN STREET ANNEXATION  
ASHLAND PARKS & RECREATION DEPARTMENT - 2290 EAST MAIN STREET  
ASSESSOR'S MAP NO. 39 1E 11 CB, TAX LOTS 100 & 200**

An Annexation of that tract of land described within Document No. 2018-037280, along with the south one acre of that tract described within Document No. 2018-025387 of the Official Records in Jackson County, Oregon, as well as a 701.78 foot long and 60.00 foot wide portion of East Main Street, lying situate within the Southwest Quarter of Section 11, Township 39 South, Range 1 East of the Willamette Meridian in the City of Ashland, Jackson County, Oregon, being more particularly described and bounded as follows;

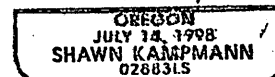
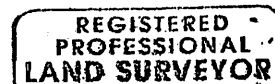
BEGINNING at an iron pin at the northeast corner of Bud's Dairy, a Planned Community in the City of Ashland, Oregon, purportedly as also being the Southeast Corner of the Northeast Quarter of the Northwest Quarter of the Southwest Quarter of Section 11 in Township 39 South, Range 1 East of the Willamette Meridian in Jackson County, Oregon; thence North 00°06'40" West, along the East line of said Northeast Quarter of the Northwest Quarter of the Southwest Quarter, common with the west line of Chautauqua Trace, Phase 3, a Planned Community in said City, a distance of 315.73 feet, to an iron pin along the east line of that tract of land described within Document No. 2018-025387 of the Official Records in said County; thence North 89°56'20" West, leaving said described east line, 137.97 feet to an iron pin on the west line of said described tract; thence North 00°06'40" West, along said west line, 332.08 feet, to an iron pin on the southerly line of East Main Street; thence South 83°45'00" East, along said southerly line, 138.82 feet, to an iron pin at the northeast corner of said Document No. 2018-025387; thence North 00°06'40" West, 30.18 feet to a brass capped iron pipe at centerline P.I. Station 996+02.6, per the 1910 County Road Survey of East Main Street, formerly known as the Jacksonville to Klamath Falls Market Road; thence North 08°38'35" West, 31.11 feet to an iron pin at the point of intersection on the northerly line of East Main Street; thence North 83°45'00" West, along said northerly line of East Main Street, 697.15 feet to an iron pin at a point intersecting the northerly-most projection of the west line of Clay Street; thence South 00°06'55" East, along said projected east line of Clay Street, 60.55 feet to an iron pin at the intersection of Clay Street with the south line of East Main Street; thence South 83°45'00" East, along the southerly line of East Main Street, 201.31 feet, to an iron pin at the northwest corner of that tract of land described within Document No. 2018-037280 of the Official Records of Jackson County, Oregon; thence South 00°06'55" East, leaving East Main Street and along the west line of said Document No. 2018-037280, a distance of 666.78 feet, to the north line of Abbott Avenue, from which an iron pin bears South 89°58'20" East, 2.68 feet therefrom; thence South 89°56'13" East, along the north line of Abbott Avenue, 497.32 feet, to the POINT OF BEGINNING.

Containing 7.48 acres, more or less.

Prepared by:

Shawn Kampmann  
Professional Land Surveyor

Polaris Land Surveying LLC  
P.O. Box 459  
Ashland, Oregon 97520



Renewal Date: 6/30/25

Date: April 16, 2024

S:\surveys\1426-22\CoA East Main Street Annexation Legal.docx

# EXHIBIT "B" ANNEXATION EXHIBIT MAP

LYING SITUATE IN  
SOUTHWEST QUARTER OF SECTION 11  
TOWNSHIP 39 SOUTH, RANGE 1 EAST, W.M.  
JACKSON COUNTY, OREGON

FOR  
**Ashland Parks & Recreation Dept.**  
340 South Pioneer Street  
Ashland, Oregon 97520



SCALE: 1" = 100'

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

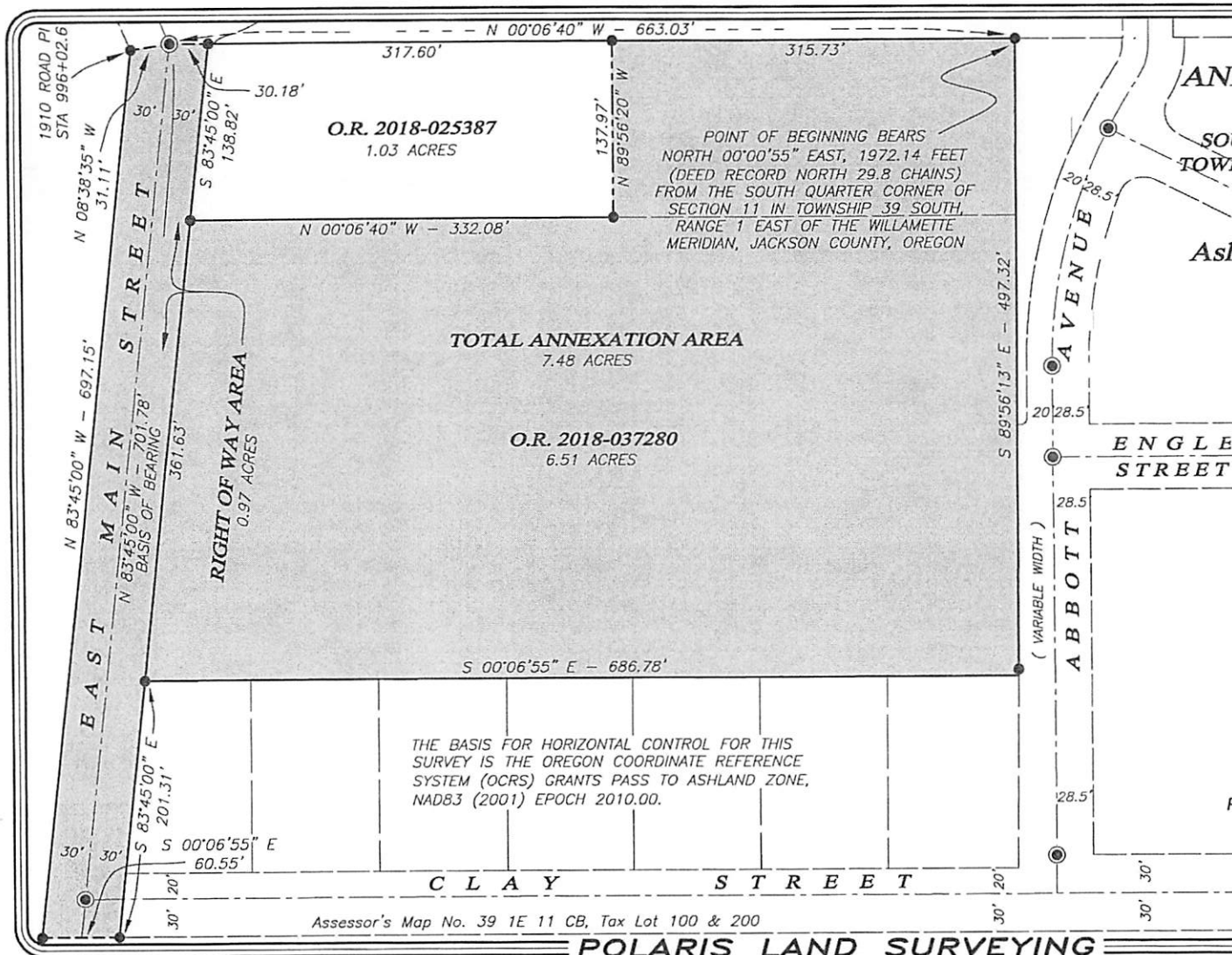
*Shawn Kampmann*

OREGON  
JULY 14, 1998  
SHAWN KAMPMANN  
2883 LS

RENEWAL DATE: 6/30/2025

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

DATE: APRIL 16, 2024  
PROJECT NO. 1426-22



**THE CITY OF ASHLAND  
BEFORE THE PLANNING COMMISSION**

August 13, 2024

|                                                          |   |                     |
|----------------------------------------------------------|---|---------------------|
| IN THE MATTER OF PLANNING ACTION PA-T3-2024-00009 AN     | ) |                     |
| APPLICATION FOR ANNEXATION AND ZONE CHANGE OF A 6.51     | ) |                     |
| ACRE PROPERTY INCLUDING 0.97 ACRES OF ADJACENT RIGHT-OF- | ) |                     |
| WAY. THE APPLICATION INCLUDES A REQUEST FOR SITE DESIGN  | ) | <b>FINDINGS,</b>    |
| REVIEW APPROVAL FOR A CITY PARK.                         | ) | <b>CONCLUSIONS,</b> |
|                                                          | ) | <b>AND ORDERS.</b>  |
| <b>OWNER</b>                                             | ) |                     |
| CITY OF ASHLAND                                          | ) |                     |
| <b>APPLICANT:</b>                                        | ) |                     |
| ASHLAND PARKS AND RECREATION                             | ) |                     |
|                                                          | ) |                     |

---

**RECITALS:**

- 1) The subject property is located at 2228 East Main Street and is tax lot #200 of Assessor's Map 39-1E-11-CB. It is 6.51 acres in size and has a comprehensive plan designation of 'Suburban Residential' and a county zoning designation of RR-5 (Rural Residential).
- 2) The subject property is located on the south side of East Main, adjacent to Chautauqua Trace Subdivision to the east and "Bud's Dairy" Subdivision to the south. Along the west side of the property are seven residential lots that front Clay Street. The subject property is within the UGB (the UGB runs along the north side of the East Main Right-Of-Way), and the City Limits is immediately adjacent to the south.
- 3) The subject property is identified on the adopted 2024 Parks Trails and Open Space as a park and has been in the design process with the Ashland Parks Commission for several years. The project received final approval from the Park Commission on November 08, 2023.
- 4) The application is a request for annexation and Site Design Review for the creation of a city park. The applicant provided detailed responses to all applicable approval criteria in the form of findings of fact, as well as a Traffic Impact Analysis, legal description and survey of the property, landscaping and civil engineering plans. These materials are on file at the Department of Community Development and by their reference are incorporated herein as if set out in full.
- 5) The Land Use Ordinance states that: "all annexations shall be processed under the Type III procedure." A Type III planning action is a legislative decision by definition, and is reviewed by the Planning Commission, which makes a recommendation to the City Council. The Council makes final decisions through enactment of an ordinance
- 6) The criteria of approval for Annexation are described in **AMC 18.5.8.050** as follows:  
An application for an annexation may be approved if the proposal meets the applicable criteria in subsections **A** through **H** below. The approval authority may, in approving the application, impose

conditions of approval consistent with the applicable criteria and standards, and grant exceptions and variances to the criteria and standards in this section in accordance with subsection 18.4.6.030.A.

**A.** The annexed area is within the City's Urban Growth Boundary.

**B.** The annexation proposal is consistent with the Comprehensive Plan designations applicable to the annexed area, including any applicable adopted neighborhood, master, or area plan, and is an allowed use within the proposed zoning.

**C.** The annexed area is contiguous with the City limits.

**D.** Adequate City facilities for the provision of water to the annexed area as determined by the Public Works Department; the transport of sewage from the annexed area to an approved waste water treatment facility as determined by the Public Works Department; the provision of electricity to the annexed area as determined by the Electric Department; urban storm drainage as determined by the Public Works Department can and will be provided from the annexed area. Unless the City has declared a moratorium based upon a shortage of water, sewer, or electricity, it is recognized that adequate capacity exists system-wide for these facilities. All required public facility improvements shall be constructed and installed in accordance with subsection 18.4.6.030.A.

**E.** Adequate transportation can and will be provided to serve the annexed area. For the purposes of this section, "adequate transportation" for annexations consists of vehicular, bicycle, pedestrian, and transit transportation meeting the following standards:

1. For vehicular transportation a minimum 22-foot-wide paved access exists, or can and will be constructed, providing access to the annexed area from the nearest fully improved collector or arterial street. All streets bordering on the annexed area shall be improved, at a minimum, to an applicable City half-street standard. The approval authority may, after assessing the impact of the development, require the full improvement of streets bordering on the annexed area. All streets located within annexed areas shall be fully improved to City standards unless exception criteria apply. Where future street dedications are indicated on the Street Dedication Map or required by the City, provisions shall be made for the dedication and improvement of these streets and included with the application for annexation.

2. For bicycle transportation, safe and accessible bicycle facilities according to the safety analysis and standards of the governing jurisdiction of the facility or street (e.g., City of Ashland, Jackson County, Oregon Department of Transportation) exist, or can and will be constructed. Should the annexed area border an arterial street, bike lanes shall be constructed along the arterial street frontage of the annexed area. Likely bicycle destinations within a quarter of a mile from the annexed area shall be determined and the approval authority may require the construction of bicycle lanes or multiuse paths connecting the annexed area to the likely bicycle destinations after assessing the impact of the development proposed concurrently with the annexation.

3. For pedestrian transportation, safe and accessible pedestrian facilities according to the safety analysis and standards of the governing jurisdiction of the facility or street (e.g., City of Ashland, Jackson County, Oregon Department of Transportation) exist, or can and will be constructed. Full sidewalk improvements shall be provided on one side of all streets bordering on the proposed annexed area. Sidewalks shall be provided as required by ordinance on all streets within the annexed area. Where the annexed area is within a quarter of a mile of an existing sidewalk system or a location with demonstrated significant pedestrian activity, the approval authority may require sidewalks, walkways or multiuse paths to be constructed and connect to either or both the existing system and locations with significant pedestrian activity.

4. For transit transportation, should transit service be available to the annexed area, or be likely to be extended to the annexed area in the future based on information from the

local public transit provider, the approval authority may require construction of transit facilities, such as bus shelters and bus turnout lanes.

5. Timing of Transportation Improvements. All required transportation improvements shall be constructed and installed in accordance with subsection 18.4.6.030.A.

F. For all residential annexations, a plan shall be provided demonstrating that the development of the annexed area will ultimately occur at a minimum density of 90 percent of the base density for the zone, unless reductions in the total number of units are necessary to accommodate significant natural features, topography, access limitations, or similar physical constraints. The owner or owners of the annexed area shall sign an agreement, to be recorded with the County Clerk after approval of the annexation, ensuring that future development will occur in accord with the minimum density indicated in the development plan. For purposes of computing maximum density, portions of the annexed area containing unbuildable lots, parcels, or portions of the annexed area such as existing streets and associated rights-of-way, railroad facilities and property, wetlands, floodplain corridor lands, slopes greater than 35 percent, or land area dedicated as a public park, shall not be included.

G. Except as provided in subsection 18.5.8.050.G.7, below, annexations with a density or potential density of four residential units or greater and involving residential zoned lands, or commercial, employment or industrial lands with a Residential Overlay (R-Overlay) shall meet the following requirements:

1. The total number of affordable units provided to qualifying buyers, or to qualifying renters, shall be equal to or exceed 25 percent of the base density as calculated using the unit equivalency values set forth herein. The base density of the annexed area for the purpose of calculating the total number of affordable units in this section shall exclude any unbuildable lots, parcels, or portions of the annexed area such as existing streets and associated rights-of-way, railroad facilities and property, wetlands, floodplain corridor lands, water resource areas, slopes greater than 35 percent, or land area dedicated as a public park.

a. Ownership units restricted to households earning at or below 120 percent of the area median income shall have an equivalency value of 0.75 unit.

b. Ownership units restricted to households earning at or below 100 percent of the area median income shall have an equivalency value of 1.0 unit.

c. Ownership or rental units restricted to households earning at or below 80 percent of the area median income shall have an equivalency value of 1.25 unit.

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

a. The land to be transferred shall be located within the project meeting the standards set forth in sections 18.5.8.050.G.5 and 18.5.8.050.G.6.

b. All needed public facilities shall be extended to the area or areas proposed for transfer.

c. Prior to commencement of the project, title to the land shall be transferred to the City, an affordable housing developer which must either be a unit of government, a non-profit 501(c)(3) organization, or a public corporation created under ORS 456.055 to 456.235.

d. The land to be transferred shall be deed restricted to comply with Ashland's affordable housing program requirements.

e. Transfer of title of buildable land in accordance with this subsection shall exempt the project from the development schedule requirements set forth in subsection 18.5.8.050.G.4.

3. The affordable units shall be comparable in bedroom mix with the market rate units in the development.

a. The number of bedrooms per dwelling unit in the affordable units within the residential development shall be in equal proportion to the number of bedrooms per dwelling unit in the market rate units within the residential development. This provision is not intended to require the same floor area in affordable units as compared to market rate units. The minimum square footage of each affordable unit shall comply with the minimum required floor area based as set forth in Table 18.5.8.050.G.3, or as established by the U.S. Department of Housing and Urban Development (HUD) for dwelling units developed under the HOME program.

4. A development schedule shall be provided that demonstrates that the affordable housing units per subsection 18.5.8.050.G shall be developed, and made available for occupancy, as follows:

a. That 50 percent of the affordable units shall have been issued building permits prior to issuance of a certificate of occupancy for the last of the first 50 percent of the market rate units.

b. Prior to issuance of a building permit for the final ten percent of the market rate units, the final 50 percent of the affordable units shall have been issued certificates of occupancy.

5. That affordable housing units shall be constructed using comparable building materials and include equivalent amenities as the market rate units.

a. The exterior appearance of the affordable units in any residential development shall be visually compatible with the market rate units in the development. External building materials and finishes shall be substantially the same in type and quality for affordable units as for market rate units.

b. Affordable units may differ from market rate units with regard to floor area, interior finishes and materials, and housing type; provided, that the affordable housing units are provided with comparable features to the market rate units, and shall have generally comparable improvements related to energy efficiency, including plumbing, insulation, windows, appliances, and heating and cooling systems.

6. Exceptions to the requirements of subsections 18.5.8.050.G.2 through 18.5.8.050.G.5, above, may be approved by the City Council upon consideration of one or more of the following:

a. That an alternative land dedication as proposed would accomplish additional benefits for the City, consistent with the purposes of this chapter, than would development meeting the on-site dedication requirement of subsection 18.5.8.050.G.2.

b. That the alternative phasing proposal not meeting subsection 18.5.8.050.G.4 provided by the applicant provides adequate assurance that the affordable housing units will be provided in a timely fashion.

c. That the materials and amenities applied to the affordable units within the development, that are not equivalent to the market rate units per subsection 18.5.8.050.G.5, are necessary due to local, state, or federal affordable housing standards or financing limitations.

7. The total number of affordable units described in this subsection shall be determined by rounding up fractional answers to the nearest whole unit. A deed restriction or similar legal instrument shall be used to guarantee compliance with affordable criteria for a period of not less than 60 years for units qualified as affordable rental housing, or 30 years for units qualified as affordable for-purchase housing.

H. One or more of the following standards are met:

1. The annexation proposal shall meet the requirements of subsection 18.5.8.050.B, above.
2. A current or probable danger to public health exists within the proposed area for annexation due to lack of full City sanitary sewer or water services in accordance with the criteria in ORS chapter 222 or successor state statute.
3. Existing development in the proposed area for annexation has inadequate water or sanitary sewer service, or the service will become inadequate within one year.
4. The proposed area for annexation has existing City water or sanitary sewer service extended, connected, and in use, and a signed consent to annexation agreement has been filed and accepted by the City.
5. The proposed area for annexation is an island surrounded by lands within the City limits.

**I. Exceptions and Variances to the Annexation Approval Criteria and Standards.** The approval authority may approve exceptions to and variances from the approval criteria and standards in this section using the criteria in section 18.4.6.020.B.1, Exceptions to the Street Design Standards, or chapter 18.5.5, Variances

7) The criteria of approval for Site Design Review are described in **AMC 18.5.2.050** as follows:

An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

**A. Underlying Zone.** The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.

**B. Overlay Zones.** The proposal complies with applicable overlay zone requirements (part 18.3).

**C. Site Development and Design Standards.** The proposal complies with the applicable Site Development and Design Standards of part 18.4, except as provided by subsection E, below.

**D. City Facilities.** The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.

**E. Exception to the Site Development and Design Standards.** The approval authority may approve exceptions to the Site Development and Design Standards of part 18.4 if the circumstances in either subsection 1, 2, or 3, below, are found to exist.

1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty;



2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards; or
3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of section 18.2.3.090.

- 8) The Planning Commission, following proper public notice, held a public hearing on July 9, 2024. Testimony was received, and exhibits were presented. Subsequent to the close of the public hearing The Planning Commission approved the application subject to conditions of approval.

Now, therefore, the Planning Commission of the City of Ashland finds, concludes, and recommends as follows:

## **SECTION 1. EXHIBITS**

For the purposes of reference to these Findings, the attached index of exhibits, data, and testimony will be used.

Staff Exhibits lettered with an "S"

Proponent's Exhibits, lettered with a "P"

Opponent's Exhibits, lettered with an "O"

Hearing Minutes, Notices, and Miscellaneous Exhibits lettered with an "M"

## **SECTION 2. CONCLUSORY FINDINGS**

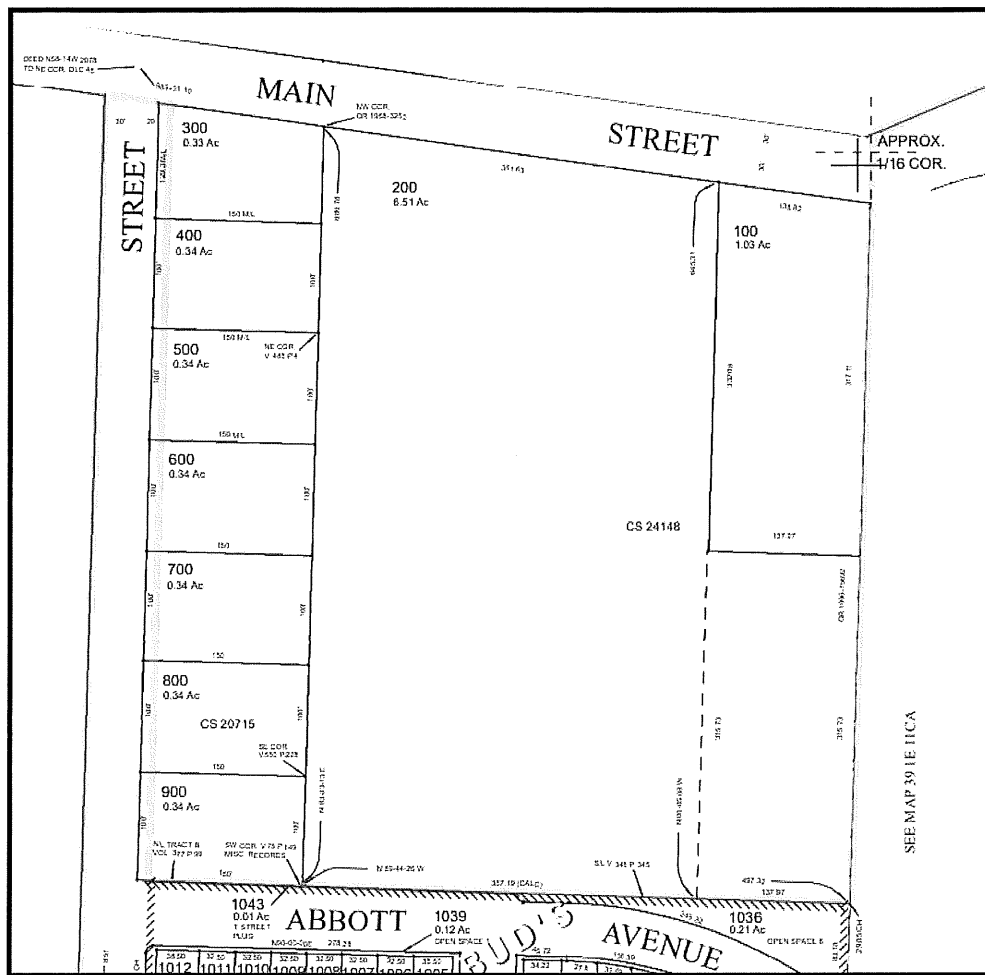
2.1 The Planning Commission finds that the Ashland Municipal Code (AMC) Title 18 is the "Land Use Ordinance" and regulates the development pattern envisioned by the Comprehensive Plan and encourages efficient use of land resources among other goals. When considering the decision to approve or deny an application the Planning Commission considers the application materials against the relevant approval criteria in the AMC.

2.2 The Planning Commission notes that the notice for the public hearing was both posted at the frontage of the subject property and mailed to all property owners within 200-feet of the subject property on June 19<sup>th</sup> (20 days prior to the July 9th Meeting).

2.2.1 The Planning Commission finds that it has received all information necessary to render a decision based on the application itself, the July 9<sup>th</sup> Staff Report, the applicant's public hearing testimony, and the exhibits received.

2.3 The Planning Commission takes note of the shape and location of the subject property. Assessor map 391E11CB (shown next page). The subject property is Tax Lot #200. The Planning Commission notes that in this area the UGB Boundary runs along the northern side of Main Street. The Planning Commission notes that the property is within the City's UGB and is contiguous with the current city limits (which are shown in thicker grey lines). The Planning Commission would further note that the dotted line shown is the recently completed property line

adjustment that some of the application materials describe as ‘ongoing’, or ‘concurrent.’



2.4 The Planning Commission finds that the proposal for Annexation meets all applicable approval criteria described in AMC 18.5.8.050 and detailed below.

2.4.1 The first approval criterion for annexation is that “*The annexed area is within the City’s Urban Growth Boundary.*” The Planning Commission notes that the map above shows that the property is within the UGB and finds that this approval criterion has been met.

2.4.2 The second approval criterion for annexation is that “*the proposal is consistent with the Comprehensive Plan designations.*” The Planning Commission notes that the comprehensive plan designation of the property is suburban residential, and the property does not yet have an assigned zone. The application requests a zone change to R-1-3.5 which would be appropriate for the Comprehensive Plan designation of suburban residential. The Planning Commission notes that the table of allowed uses (AMC 18.2.2.030) indicates that a Park is permitted outright in the R-1-3.5 zone. Provided that the development of the park is guided by Site Design Review, as is the case here, it can be found that the proposal is consistent with the Ashland Comprehensive Plan

designation. The Planning Commission finds that this approval criterion has been met.

2.4.3. The third approval criterion for annexation is that “*The annexed area is contiguous with the City limits.*” The Planning Commission notes that the map above shows that the property is contiguous with the City limits and finds that this approval criterion has been met.

2.4.4 The fourth approval criterion for annexation is that “*Adequate City facilities as determined by the Public Works Department*” The Planning Commission notes that the application indicates that the property is served by all city utilities with a 12” sewer main in East Main, an 8” water main that has been stubbed into the property at Abbott Ave, and electrical available from either frontage. The Planning Commission notes that the application explains the expected impact on sewer and water is de minimis based on the few facilities being proposed. The Planning Commission notes that the Public Works Department has confirmed that there are no concerns regarding the capacity of any City facilities.

The Planning Commission notes that the application includes a complete set of plans for the proposed civil improvements prepared by Powell Engineering & Consulting. These provide complete details on frontage improvements including curb, gutter, planter strip and sidewalk as well as a protected bike lane. The Planning Commission notes that the Fire Marshal determined that a fire hydrant was in fact, not required on the East Main Street frontage. The Planning Commission notes that a condition of approval has been included below that the project engineer will be required to meet all Public Works requirements. The Planning Commission finds that with the conditions of approval below that this approval criterion has been met.

2.4.5 The fifth approval criterion for annexation is that “*Adequate transportation can and will be provided to serve the annexed area.*” The Planning Commission notes that the application material include a comprehensive Traffic Impact Analysis (TIA) which states that “the traffic impact analysis conclude that the proposed East Main Street Park can be approved without creating adverse impacts to the transportation system.” The Planning Commission notes that these conclusions are supported by comparing the ‘no-build’ to the ‘build’ level of service (LOS) conditions at selected intersections using estimated trip generation processed using “SYNCHRO” timing software. The Planning Commission notes that the TIA estimated the entire park will generate 442 average daily trips (ADT) with 20 trips occurring during the a.m. peak hour and 43 during the p.m. peak hour. The TIA also examines Bike and Pedestrian traffic as well. The TIA concludes that “Streets that serve the subject property will accommodate projected peak hour traffic volumes while maintaining acceptable performance standards in accordance with the City of Ashland and Jackson County Transportation System Plans (TSP).” The Planning Commission finds that based on the the conclusions of the TIA that this approval criterion has been met.

2.4.6 The sixth and seventh approval criteria for annexation address residential density and affordable housing, respectively. Both of those approval criteria provide a manner to determine the required density / number of affordable units, and in each case “land area

dedicated as a public park” is specifically excluded. The present proposal includes that the entire subject property is to be dedicated as a city park and has no residential component. The Planning Commission notes that the residential density based on this exclusion is zero.

The Planning Commission notes that with regard to ‘Goal-10’ compliance, the city recently updated the Buildable Lands Inventory (BLI) update. The BLI found that within the city it was estimated that 1,407 dwellings could be accommodated, with 1303 additional potential dwellings in the UGB. The BLI also determined, based on the conclusions of the Housing Capacity Analysis (HCA), that the city had sufficient capacity across all comprehensive plan designations with the existing city limits.

The Planning Commission notes that the one acre of land that was recently transferred through a property line adjustment was not previously identified to be a park and that the BLI identified the property to have development potential. The Planning Commission notes that the reduction in potential development in terms of dwelling units based on this lot line adjustment was five. Based on the above, The Planning Commission concludes that the reduction in five potential dwelling units will not affect the conclusions of the BLI that the city has sufficient residential land for the next twenty-year planning period.

The Planning Commission finds that because there is no residential development, and that the reduction of five potential dwellings will not have a goal 10 impact these two approval criteria are found to be satisfied.

2.4.7 The eighth and final approval criterion for annexation requires that at least one of five standards to be met. The first of these is that *“The annexation proposal shall meet the requirements of subsection 18.5.8.050.B, above.”* The referenced section is the second approval criteria which states, *“that the proposal is consistent with the Comprehensive Plan designations”* and was discussed in section 2.4.2 above. The Planning Commission notes again that the proposal is consistent with the Comprehensive Plan and finds that since the second approval criterion was satisfied that this approval criterion has also been met.

The Planning Commission concludes based on the above that all applicable approval criteria for Annexation approval have been satisfied.

2.5 The Planning Commission finds that the proposal for Site Design Review meets all applicable approval criteria described in AMC 18.5.2.050 and detailed below.

2.5.1 The first approval criterion for Site Design Review is that *“The proposal complies with all of the applicable provisions of the underlying zone.”* The Planning Commission notes that chapter AMC 18.2 provides for allowed uses and general regulations for base zones. As discussed above a city park is permitted outright as an allowed use in the proposed zone. The remainder of the relevant standards in the chapter provide setbacks and lot coverage. The application shows that all proposed buildings exceed the required setbacks minimums and that the proposed lot coverage is 24.5% when 55% is allowed for the zone. The Planning Commission notes that based on the application materials it is

clear that all provisions of the underlying zone are met. The Planning Commission finds that this approval criterion has been met.

2.5.2 The second approval criterion for Site Design Review is that *“The proposal complies with all of the applicable overlay zone requirements.”* The Planning Commission notes that chapter AMC 18.3 provides regulations for all relevant overlay zones. The only overlay zone that affects the property is the ‘Wildfire’ overlay zone which covers the entire city. All proposed structures will be required to comply with the ‘fuel modification area’ as provided at AMC 18.3.10.100, and a condition of approval to that effect has been included below. The Planning Commission finds that with the conditions of approval below that this approval criterion has been met.

2.5.3 The third approval criterion for Site Design Review is that *“The proposal complies with all of the applicable Site Development and Design Standards.”* The Planning Commission notes that chapter AMC 18.4 provides for the Site Development and Design Standards. As relevant here, this chapter regulates. 1) Building placement, 2) Parking Standards, 3) Landscaping, 4) Tree Preservation, and 5) Public Facilities (these are discussed in the fourth approval criterion below). The application materials include detailed responses to each of these standards. In brief the only buildings proposed are the bathroom and shade structures and the relevant standards for building design and placement for Site Design Review are not applicable in this application. The application notes that there are ten trees proposed for removal which are described as dead or dying. The application also includes a tree protection plan as well as extensive documentation on landscaping plant selection, irrigation, and installation.

The Planning Commission notes that the proposed parking lot is shown to meet all standards and while not required includes pervious hard scape for the parking areas to increase rain infiltration and reduce storm water runoff. The application notes that there are “10 parking lot trees are proposed to shade 28 spaces, exceeding the ratio of 1 tree per 7 parking spaces.” Staff would note that our code has recently been updated to be in compliance with the Climate Friendly and Equitable Communities (CFEC) rulemaking which requires compliance with American National Standards Institute (ANSI) A300 Standards and is a new component of the vehicle area design standards. They require that the trees be planted in accordance with ANSI A300 standards including having ample high-quality soil, space for root growth, and reliable irrigation according to the needs of the species. It also requires that the parking lot tree canopy plan shall be prepared by a licensed landscape architect or International Society of Arboriculture (ISA) certified arborist and include certification that the plan is consistent with ANSI A300 standards. Conditions of approval to this effect have been included below. The Planning Commission finds that with the conditions of approval below that this approval criterion has been met.

2.5.4 The fourth approval criterion for Site Design Review is that *“The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities.”* The Planning Commission notes that the application proposes a three-foot dedication along East Main St. to accommodate the required improvements. The application indicates that 7.5’ park row and 6’ concrete sidewalk, a 5.5’ bike lane / 8’

buffered bike lane (where space allows), curb & gutter, storm drainage infrastructure, streetlights and street trees are proposed. These improvements meet or exceed the standards provided in Table 18.4.6.040.F for a two-lane avenue. All required public improvements along the southern edge of the project are extant. The application materials, as mentioned above, include detailed civil engineering drawings address sewer connection, storm water facilities, and electrical utilities.

2.5.5 The final approval criterion provides certain circumstances where the approval authority may grant exceptions to the Site Development and Design Standards. The Planning Commission notes that the application has no requested exceptions and finds that this approval criterion has been met.

2.6 The Planning Commission finds that there is substantial evidence in the record to make findings that each of the criteria of **approval** for Annexation and Site Design Review approval have been met, as was presented in the applicant's submittal, as well as the Staff Report dated July 9<sup>th</sup>, and by each of their reference are hereby incorporated herein as if set out in full.

2.7 Following the closing of the public hearing The Planning Commission deliberated and a motion was made recommending approval of the Annexation and Site Design Review application subject to the conditions of approval in the Staff Report.

2.8 The Planning Commission finds that with the conditions of approval included in this decision below, the proposal satisfies the relevant approval criteria.

### SECTION 3. DECISION

3.1 Based on the record of the Public Hearings on this matter, the Planning Commission concludes that the request Annexation and Site Design Review is supported by evidence contained within the whole record and forwards a recommendation of **approval** to City Council including the conditions of approval below.

The conditions of approval are below:

- 1) That all proposals of the applicant shall be conditions of approval unless otherwise specifically modified herein.
- 2) That permits shall be obtained from the Ashland Public Works Department prior to any additional work in the public right of way.
- 3) That a final Fire Prevention and Control Plan addressing the General Fuel Modification Area requirements in AMC 18.3.10.100.A.2 of the Ashland Land Use Ordinance shall be provided prior to bringing combustible materials onto the property, and any new landscaping proposed shall comply with these standards and shall not include plants listed on the Prohibited Flammable Plant List per Resolution 2018-028.
- 4) Electric services shall be installed underground, inspected and approved. The final electric service plan shall be reviewed and approved by the Ashland Electric, Building, Planning and Engineering Divisions prior to installation.

- 5) That the sanitary sewer laterals and water services including connection with meters at the street shall be installed, inspected and approved.
- 6) That storm water from all new impervious surfaces and runoff associated with peak rainfalls must be collected on site and channeled to the City storm water collection system through the curb or gutter at a public street, a public storm pipe, an approved public drainage way, or through an approved alternative in accordance with Ashland Building Division policy BD-PP-0029. On-site collection systems shall be detailed on the building permit submittals.
- 7) That the building permit submittals shall include the following:
  - a. Identification of all easements, including but not limited to any public and private utility easements, mutual access easements, and fire apparatus access easements.
  - b. Final lot coverage calculations demonstrating how lot coverage is to comply with the applicable coverage allowances of the R-1-3.5 zoning district. Lot coverage includes all building footprints, driveways, parking areas and other circulation areas, and any other areas other than natural landscaping.

  
\_\_\_\_\_  
Planning Commission Approval

8-13-24  
\_\_\_\_\_  
Date

**ASHLAND PLANNING DEPARTMENT  
STAFF REPORT**

July 9, 2024

**PLANNING ACTION:** PA-T3-2024-00009  
**OWNER:** City of Ashland  
**APPLICANT:** Ashland Parks and Recreation Department  
**LOCATION:** 2228 East Main Street  
39-1E-11-CB Tax Lot 200  
**ZONE DESIGNATION:** County RR-5 (R-1-3.5 requested)  
**COMP. PLAN DESIGNATION:** Suburban Residential

**ORDINANCE REFERENCES:**

|        |                                                            |
|--------|------------------------------------------------------------|
| 18.2   | Zoning Regulations                                         |
| 18.2.2 | Base Zones and Allowed Uses                                |
| 18.2.4 | General Regulations for Base Zones                         |
| 18.3   | Special Districts and Overlay Zones                        |
| 18.4   | Site Development and Design Standards                      |
| 18.4.2 | Building Placement, Orientation & Design                   |
| 18.4.3 | Parking, Access and Circulation                            |
| 18.4.4 | Landscaping, Lighting & Screening                          |
| 18.4.5 | Tree Preservation and Protection                           |
| 18.4.6 | Public Facilities                                          |
| 18.5.1 | General Review Procedures                                  |
| 18.5.2 | Site Design Review                                         |
| 18.5.8 | Annexations                                                |
| 18.5.9 | Comprehensive Plan, Zoning & Land Use Ordinance Amendments |
| 18.6.1 | Definitions                                                |

**APPLICATION DATE:** May 14, 2024  
**PUBLIC NOTICE:** June 18, 2024  
**MEETING DATE:** July 9, 2024

**120-DAY DEADLINE:** (\*Type III applications not subject to 120-day limits)

**PROPOSAL:** A request for annexation and zone change of a 6.51-acre property and 0.97 acres of adjacent Right of Way (7.48 acres in total). The application also includes a request for Site Design Review approval for a city park. The proposed amenities include restrooms, a bike park with pump track & skills course, fenced dog park, play area, and community garden.

**I. Introduction**

1) Background

This is the near culmination of a project that has been many years in the making. In 2017 with the sale of the YMCA property and the subsequent development on the Snowberry property it was understood that there was an unmet need for a park in the area to meet the city's long-



standing goal of having a park facility within one quarter of a mile of all residents. The land was purchased by the city in December of 2018 and conveyed with a notation on the Deed that the property to remain in open space / park use, and that it is not to be used for housing. During the design process the Parks dept has had multiple public meetings and surveys to gain stakeholder input. These meetings were held across several years between 2019 and 2022. More recently the Parks Commission approved final designs at their November 08, 2023, business meeting.

From a Land Use perspective, the first pre-application was conducted in March of 2020, however the Covid pandemic caused those plans to be delayed. In September of 2023, a new pre-application was conducted where the primary item highlighted by staff was the need to complete the property line adjustment (which has since been completed) prior to the annexation so that the only lands being annexed were also being dedicated as parks lands.



## 2) Site Description

The subject property, outlined above, is Tax lot #200 of Assessor Map 39-1E-11-CB and is located on the south side of East Main Street. The property is vacant and is 6.51 acres in size. To the north the property has 361-feet of frontage along East Main and is lacking street improvements. To the south the property abuts a street plug along Abbott Ave and a small portion of open space dedicated as part of the “Bud’s Dairy” Subdivision. The adjacent Right-of-way of Abbott Ave. is fully improved with a park row and mature street trees.

The property is outside of city limits, so it does not have urban zoning. The comprehensive plan designation is ‘Suburban Residential.’ The property is adjacent to the city limits which run along the north edge of Bud’s Dairy, and along the west side of Chautauqua Trace Subdivision. The Urban Growth Boundary (UGB) runs along the North side of the East Main right-of-way (ROW). The annexation request includes the East Main ROW from the westerly side of Clay St to the eastern edge of the Desmit property (tax lot 100).

## **II. Project Proposal – Annexation and Site Design Review.**

The application materials submitted in support of this application total 212 pages and by their reference are incorporated herein as if set out in full. In addition to various documents and supporting materials\* they include the following plans, reports and findings:

- Findings of Fact and Conclusion for Annexation prepared by Richard Stevens & Associates, Inc. (p. 119 - 134)
- Findings of Fact and Conclusion for Site Design Review prepared by Terrain Architecture (p. 6 - 21)
- Traffic Impact Analysis (TIA) prepared by Southern Oregon Transportation Engineering, LLC (p. 28 - 51) & appendices (p. 52 - 107)
- Legal description and survey of land to be annexed prepared by Polaris Land Surveying, LLC (p. 135 – 136)
- Landscaping and Site Plans prepared by Terrain Architecture (p. 168 – 202)
- Civil engineering plans prepared by Powell Engineering and Consulting (p. 204 - 212)

The Findings of Fact and Conclusion for both annexation and Site Design Review include detailed responses to each of the related approval criteria and related standards. What follows is a summary of those materials and the relevant approval criteria.

### **1) Annexation**

AMC 18.5.8.030 provides that: “*all annexations shall be processed under the Type III procedure.*” A type III planning action is a legislative Decision by definition. Legislative requests are not subject to the 120-day review period under subsection 18.5.1.090.B (ORS 227.178). Type III actions are reviewed by the Planning Commission, which makes a recommendation to the City Council. The Council makes final decisions on legislative proposals through enactment of an ordinance.

The approval criteria for annexation can be summarized as follows:<sup>†</sup>

- A.** That the annexed area is within the City’s Urban Growth Boundary.
- B.** That the annexation proposal is consistent with the Comprehensive Plan designations.
- C.** That the annexed area is contiguous with the city limits.
- D.** That adequate City facilities are available as determined by Public Works.
- E.** That adequate transportation can and will be provided to serve the annexed area.

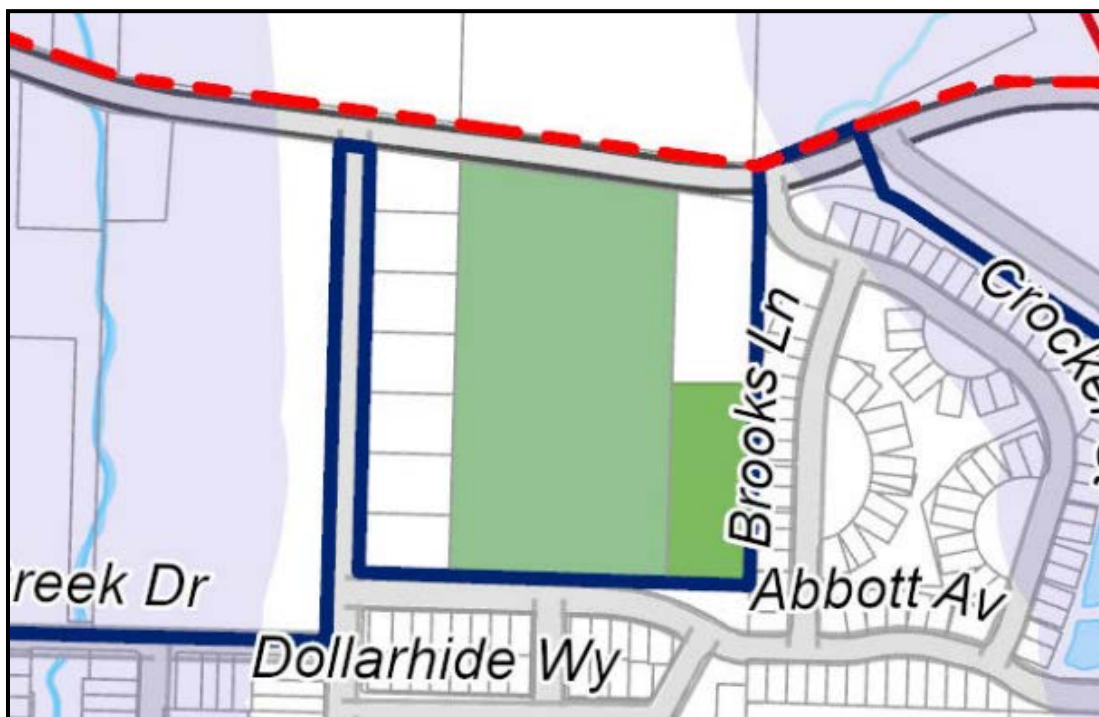
---

\* Pages 137-167 are pages from the Comprehensive Plan and Pre-application meeting materials.

<sup>†</sup> Items F, G, & H are omitted for parsimony: F&G only relate to annexation with residential development; H is automatically satisfied if ‘B’ has been met. Complete approval criteria included in Section III below.

It is manifest that the property is both within the UGB and contiguous with the city limits. This satisfies the first and third approval criteria.

The second criteria of approval for annexation are that the *“proposal is consistent with the Comprehensive Plan designations.”* As mentioned above the comprehensive plan designation of the property is suburban residential, and the property does not yet have an assigned zone. The application requests a zone change to R-1-3.5 which would be appropriate for the comprehensive plan designation of suburban residential. Additionally, the City of Ashland’s Parks Trails and Open Space plan was recently approved and adopted by City Council. Shown below is a portion of the adopted map already showing the subject property as Park Land.



The table of allowed uses (AMC 18.2.2.030) indicates that a Park is permitted outright in the R-1-3.5 zone (as well as all other residential zones). Provided that the development of the park is guided by Site Design Review standards, it follows that the proposal is consistent with the comprehensive plan designation.

The fourth approval criterion for annexation is that *“Adequate City facilities as determined by the Public Works Department.”* The property is served by all city utilities with a 12” sewer main in East Main, an 8” water main that has been stubbed into the property at Abbott Ave, and electrical available from either frontage. The expected impact on sewer and water is de minimis based on the few facilities being proposed. The Public Works Department has confirmed that there are no concerns regarding the capacity of any City facilities.

The application includes a complete set of plans for the proposed civil improvements prepared by Powell Engineering & Consulting. These provide complete details on frontage improvements including curb, gutter, planter strip and sidewalk as well as a protected bike lane. These plans

have been reviewed by Public Works and feedback has been provided to the project engineer regarding modification to certain ADA crossings, and other utilities. Significantly it was discovered that the proposal included a water connection in East Main, however there is no water service in East Main with the exception of the two-inch PVC that transports lithia water to the plaza. The main purpose of the water connection was to service a proposed fire hydrant. After consultations with the Fire Marshal, it was determined that a fire hydrant was in fact, not required in this location based on the site of the proposed buildings. The project engineer will continue to work with Public Works to address the other outstanding issues. A condition of approval has been included below that the project engineer will be required to meet all Public Works requirements.

The fifth approval criterion for annexation is that “*Adequate transportation can and will be provided to serve the annexed area.*” The application material include a comprehensive Traffic Impact Analysis (TIA) prepared by Southern Oregon Transportation Engineering, LLC. It states that “the traffic impact analysis conclude that the proposed East Main Street Park can be approved without creating adverse impacts to the transportation system.”

These conclusions are supported by comparing the ‘no-build’ to the ‘build’ level of service (LOS) conditions at selected intersections using estimated trip generation processed using “SYNCHRO” timing software. The TIA explains that Institute of Transportation Engineers (ITE) Trip Generation is relied upon to inform trip generation. The ITE Trip Generation manual provides for a land use code for Public Park, however in the present application the Traffic Engineer explored the traffic generation for the individual component parts of the project: the dog park, the community garden, and the pump track. When the ITE manual does not provide a land use code local data is recommended. The TIA states that local data was gathered by taking manual counts at existing facilities in Ashland for the dog park and community garden. For the pump track, traffic generations were developed from estimations provided by the City of Redmond for a similar pump track that was recently built. It was estimated the entire park will generate 442 average daily trips (ADT) with 20 trips occurring during the a.m. peak hour and 43 during the p.m. peak hour. The TIA also examines Bike and Pedestrian traffic as well. The TIA concludes that “Streets that serve the subject property will accommodate projected peak hour traffic volumes while maintaining acceptable performance standards in accordance with the City of Ashland and Jackson County Transportation System Plans (TSP).”

The sixth and seventh approval criteria for annexation address residential density and affordable housing, respectively. Both of those approval criteria provide a manner to determine the required density / number of affordable units, and in each case “land area dedicated as a public park” is specifically excluded. The present proposal includes that the entire subject property is to be dedicated as a city park and has no residential component. Because there is no residential development these two approval criteria can be found to be satisfied.

With regard to ‘Goal-10’\* compliance, the city is in the process of adopting a resolution accepting the recent Buildable Lands Inventory (BLI) update. This 2024 update to the City’s BLI

---

\* The foundation of statewide program for land use planning in Oregon is a set of 19 Statewide Land Use Planning Goals. The goals express the state's policies on land use and related topics, like citizen involvement, housing, and natural resources. For the complete text of Goal 10: Housing see OAR 660-015-0000(10)

closed out its data set at the end of 2023. At that time the property line adjustment that added an additional acre of land to tax lot 200 had not yet been completed and the Desmit Property was 2.03 acres. The 2019 BLI already showed tax lot 200 designated as Park Lands without the expectation of the development of dwelling units, however the Desmit property was coded as “Partially Vacant” and expected to develop with at least ten dwelling units\* That property is now half as large, and based on the width of the property and existing development it is very likely that when the BLI is next updated the expected number of dwellings that the Desmit property could support will likely be reduced to no more than four or five.

The BLI found that within the city it was estimated that 1,407 dwellings could be accommodated, with 1303 additional potential dwellings in the UGB. The BLI also determined, based on the conclusions of the Housing Capacity Analysis (HCA)<sup>†</sup>, that the city had sufficient capacity across all comprehensive plan designations with the existing city limits. Based on the above, staff concludes that the reduction in five potential dwelling units from the BLI will not affect the conclusions of the BLI that the city has sufficient residential land for the next twenty-year planning period.

The eighth and final approval criterion for annexation requires that at least one of five standards to be met. The first<sup>‡</sup> of these is that “*The annexation proposal shall meet the requirements of subsection 18.5.8.050.B, above.*” This citation, AMC 18.5.8.050.B, is in fact the 2<sup>nd</sup> approval criterion. As discussed above, the 2<sup>nd</sup> approval criterion provides that the “*proposal is consistent with the Comprehensive Plan designations.*” Since the second criterion of approval was satisfied above then this eighth and final approval criterion is also satisfied.

Finally, the Land Use Ordinance requires that “*the applicant for the annexation shall also declare which procedure under ORS chapter 222 the applicant proposes that the Council use, and supply evidence that the approval through this procedure is likely*” (AMC 18.5.8.070). The application at pages 129 – 132 provide detailed findings addressing ORS chapter 222, as well as the ‘triple majority standard’ (which is clearly met in this case as the city is the sole owner of the entire parcel). The application states that because the city is the sole owner of the land to be annexed, with no electors, and controls the entirety of the assessed valuation within the territory and has submitted a petition and consent to annex that the application meets the standards of ORS 222.111 and ORS 222.125. The application states that because of this the City of Ashland can, by resolution or ordinance, proclaim the annexation without a hearing. The application further notes that it is the LUO that requires a public hearing to approve the annexation.

---

\* The property was 2.03 acres with a comp plan designation that would allow for 7.2 dwellings per acre. This provided a calculated density of 14.6 rounded down to 10 based on the existing development

<sup>†</sup> The HCA determined that Ashland has a demand for 858 new dwellings over the next twenty-year period

<sup>‡</sup> The other four options are:

2. A current or probable danger to public health exists within the proposed area for annexation due to lack of full City sanitary sewer or water services in accordance with the criteria in ORS chapter 222 or successor state statute.
3. Existing development in the proposed area for annexation has inadequate water or sanitary sewer service, or the service will become inadequate within one year.
4. The proposed area for annexation has existing City water or sanitary sewer service extended, connected, and in use, and a signed consent to annexation agreement has been filed and accepted by the City.
5. The proposed area for annexation is an island surrounded by lands within the City limits.

## 2) Site Design Reivew

Annexation Review procedures at AMC 18.5.8.030 provides that “*annexation applications require an accompanying planning application for the development of the entirety of the annexed area in accordance with applicable procedure and approval criteria in chapter 18.5.1, General Review Procedures, concurrent with the annexation application.*” In the present case the planning application is to develop the entire property into a City Park which is an allowed use for the proposed city zoning as provided in the table of allowed uses at AMC 18.2.2.030. The proposed city park triggers a number of different thresholds for Site Design Review applicability AMC 18.5.2.020.

There are four approval criteria for Site Design Review at AMC 18.5.5.050 which require a development to demonstrate that it satisfies all of the relevant standards in each of the main chapters of the LUO: Underlying Zone (18.2); Overlay Zones (18.3); Site Development and Design Standards (18.4); and finally City Facilities (18.4.6).

The first approval criterion for Site Design Review is that “*The proposal complies with all of the applicable provisions of the underlying zone.*” Chapter AMC 18.2 provides for allowed uses and general regulations for base zones. As discussed above a city park is permitted outright as an allowed use in the proposed zone. The remainder of the relevant standards in the chapter provide setbacks and lot coverage. The application shows that all proposed buildings exceed the required setbacks and that the proposed lot coverage is 24.5% when 55% is allowed for the zone. Based on the application materials it is clear that all provisions of the underlying zone are met.

The second approval criterion for Site Design Review is that “*The proposal complies with all of the applicable overlay zone requirements*”. Chapter AMC 18.3 provides regulations for all relevant overlay zones. The only overlay zone that affects the property is the ‘Wildfire’ overlay zone which covers the entire city. All proposed structures will be required to comply with the ‘fuel modification area’ as provided at AMC 18.3.10.100, and a condition of approval to that effect has been included below.

The third approval criterion for Site Design Review is that “*The proposal complies with all of the applicable Site Development and Design Standards*” Chapter AMC 18.4 provides for the Site Development and Design Standards. As relevant here, this chapter regulates. 1) Building placement, 2) Parking Standards, 3) Landscaping, 4) Tree Preservation, and 5) Public Facilities (these are discussed in the fourth approval criterion below). The application materials include detailed responses to each of these standards. In brief the only buildings proposed are the bathroom and shade structures and the relevant standards for building design and placement for Site Design Review are not applicable in this application. The application notes that there are ten trees proposed for removal which are described as dead or dying. The application also includes a tree protection plan as well as extensive documentation on landscaping plant selection, irrigation, and installation.

The Parking Lot is shown to meet all standards and while not required includes pervious hard scape for the parking areas to increase rain infiltration and reduce storm water runoff. The application notes that there are “10 parking lot trees are proposed to shade 28 spaces, exceeding the ratio of 1 tree per 7 parking spaces.” Staff would note that our code has recently been updated

to be in compliance with the Climate Friendly and Equitable Communities (CFEC) rulemaking which requires compliance with American National Standards Institute (ANSI) A300 Standards and is a new component of the vehicle area design standards. They require that the trees be planted in accordance with ANSI A300 standards including having ample high-quality soil, space for root growth, and reliable irrigation according to the needs of the species. It also requires that the parking lot tree canopy plan shall be prepared by a licensed landscape architect or International Society of Arboriculture (ISA) certified arborist, and include certification that the plan is consistent with ANSI A300 standards. Conditions of approval to this effect have been included below.

The fourth approval criterion for Site Design Review is that *“The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities”* The application proposes a three-foot dedication along East Main St. to accommodate the required improvements. The application indicates that 7.5’ park row and 6’ concrete sidewalk, a 5.5’ bike lane / 8’ buffered bike lane (where space allows), curb & gutter, storm drainage infrastructure, streetlights and street trees are proposed. These improvements meet or exceed the standards provided in Table 18.4.6.040.F for a two-lane avenue. (All required public improvements along the southern edge of the project are extant.) The application materials, as mentioned above, include detailed civil engineering drawings address sewer connection, storm water facilities, and electrical utilities.

The final approval criterion provides certain circumstances where the approval authority may grant exceptions to the Site Development and Design Standards. The present application requests no such exceptions so this approval criterion is not applicable.

### 3) Public Comment

Notice was posted at the property frontage, as well as the city web site, and mailed to all properties within 200’ on June 18, 2024. At the time of printing of this staff report there were four comments received, two were from the DLC and the Fair Housing Council. In both cases they were related to concerns about Goal-10 compliance for residential land sufficiency which was addressed in detail above.

The third and fourth were two separate emails sent from a citizen concerned with the bike pump track. The emails provided links and the full text of two articles; one in San Diego, CA, and the other in Pittsfield, Mass. The article from San Diego was about a 2020 lawsuit, and it is unclear what the outcome of the litigation was. The plaintiff alleged that the city was liable as they failed to provide supervision or post warning signs. The article from Pittsfield was dated 6/24/24 and was about fundraising and funding for a planned bike skills park, and the bureaucratic intricacies of a Memorandum of Understanding (MOU) with other local associations and bike clubs who were responsible for the fundraising. The email states that the pump track will expose the city to legal liability and concludes that it should not be built.

## III. **Procedural – Approval Criteria**

### 1) Annexation

AMC 18.5.8.050 provides the approval criteria and standards for annexation:



An application for an annexation may be approved if the proposal meets the applicable criteria in subsections [A](#) through [H](#) below. The approval authority may, in approving the application, impose conditions of approval consistent with the applicable criteria and standards, and grant exceptions and variances to the criteria and standards in this section in accordance with subsection [I](#).

**A.** The annexed area is within the City's Urban Growth Boundary.

**B.** The annexation proposal is consistent with the Comprehensive Plan designations applicable to the annexed area, including any applicable adopted neighborhood, master, or area plan, and is an allowed use within the proposed zoning.

**C.** The annexed area is contiguous with the City limits.

**D.** Adequate City facilities for the provision of water to the annexed area as determined by the Public Works Department; the transport of sewage from the annexed area to an approved waste water treatment facility as determined by the Public Works Department; the provision of electricity to the annexed area as determined by the Electric Department; urban storm drainage as determined by the Public Works Department can and will be provided from the annexed area. Unless the City has declared a moratorium based upon a shortage of water, sewer, or electricity, it is recognized that adequate capacity exists system-wide for these facilities. All required public facility improvements shall be constructed and installed in accordance with subsection [18.4.6.030.A](#).

**E.** Adequate transportation can and will be provided to serve the annexed area. For the purposes of this section, "adequate transportation" for annexations consists of vehicular, bicycle, pedestrian, and transit transportation meeting the following standards:

1. For vehicular transportation a minimum 22-foot-wide paved access exists, or can and will be constructed, providing access to the annexed area from the nearest fully improved collector or arterial street. All streets bordering on the annexed area shall be improved, at a minimum, to an applicable City half-street standard. The approval authority may, after assessing the impact of the development, require the full improvement of streets bordering on the annexed area. All streets located within annexed areas shall be fully improved to City standards unless exception criteria apply. Where future street dedications are indicated on the Street Dedication Map or required by the City, provisions shall be made for the dedication and improvement of these streets and included with the application for annexation.

2. For bicycle transportation, safe and accessible bicycle facilities according to the safety analysis and standards of the governing jurisdiction of the facility or street (e.g., City of Ashland, Jackson County, Oregon Department of Transportation) exist, or can and will be constructed. Should the annexed area border an arterial street, bike lanes shall be constructed along the arterial street frontage of the annexed area. Likely bicycle destinations within a quarter of a mile from the annexed area shall be determined and the approval authority may require the construction of bicycle lanes or multiuse paths connecting the annexed area to the likely bicycle destinations after assessing the impact of the development proposed concurrently with the annexation.

3. For pedestrian transportation, safe and accessible pedestrian facilities according to the safety analysis and standards of the governing jurisdiction of the facility or street (e.g., City of Ashland, Jackson County, Oregon Department of Transportation) exist, or can and will be constructed. Full sidewalk improvements shall be provided on one side of all streets bordering on the proposed annexed area. Sidewalks shall be provided as required by ordinance on all streets within the annexed area. Where the annexed area is within a quarter of a mile of an existing sidewalk system or a location with demonstrated significant pedestrian activity, the approval authority may require sidewalks, walkways or multiuse



paths to be constructed and connect to either or both the existing system and locations with significant pedestrian activity.

4. For transit transportation, should transit service be available to the annexed area, or be likely to be extended to the annexed area in the future based on information from the local public transit provider, the approval authority may require construction of transit facilities, such as bus shelters and bus turnout lanes.

5. Timing of Transportation Improvements. All required transportation improvements shall be constructed and installed in accordance with subsection [18.4.6.030.A](#).

F. For all residential annexations, a plan shall be provided demonstrating that the development of the annexed area will ultimately occur at a minimum density of 90 percent of the base density for the zone, unless reductions in the total number of units are necessary to accommodate significant natural features, topography, access limitations, or similar physical constraints.

... *[remainder of this section deleted for clarity as N/A]*

G. Except as provided in subsection [18.5.8.050.G.7](#), below, annexations with a density or potential density of four residential units or greater and involving residential zoned lands, or commercial, employment or industrial lands with a Residential Overlay (R-Overlay) shall meet the following requirements:

... *[remainder of this section deleted for clarity as N/A]*

H. One or more of the following standards are met:

1. The annexation proposal shall meet the requirements of subsection [18.5.8.050.B](#), above.
2. A current or probable danger to public health exists within the proposed area for annexation due to lack of full City sanitary sewer or water services in accordance with the criteria in ORS chapter [222](#) or successor state statute.
3. Existing development in the proposed area for annexation has inadequate water or sanitary sewer service, or the service will become inadequate within one year.
4. The proposed area for annexation has existing City water or sanitary sewer service extended, connected, and in use, and a signed consent to annexation agreement has been filed and accepted by the City.
5. The proposed area for annexation is an island surrounded by lands within the City limits.

**I. Exceptions and Variances to the Annexation Approval Criteria and Standards.** The approval authority may approve exceptions to and variances from the approval criteria and standards in this section using the criteria in section [18.4.6.020.B.1](#), Exceptions to the Street Design Standards, or chapter [18.5.5](#), Variances

## 2) Site Design Reivew

AMC 18.5.2.050 provides the approval criteria and standards for Site Design Review:

An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

A. Underlying Zone. The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.

B. Overlay Zones. The proposal complies with applicable overlay zone requirements (part 18.3).

C. Site Development and Design Standards. The proposal complies with the applicable Site Development and Design Standards of part 18.4, except as provided by subsection E, below.

D. City Facilities. The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.

E. Exception to the Site Development and Design Standards. The approval authority may approve exceptions to the Site Development and Design Standards of part 18.4 if the circumstances in either subsection 1, 2, or 3, below, are found to exist.

1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty;

2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards; or

3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of section 18.2.3.090.

#### **IV. Conclusion and Recommendations**

Staff recommend that the Planning Commission forward a recommendation for approval of both the annexation and Site Design Review to the City Council for their consideration and approval. If the Planning Commission recommends approval of the application, staff recommends including the following conditions of approval below:

- 1) That all proposals of the applicant shall be conditions of approval unless otherwise specifically modified herein.
- 2) That permits shall be obtained from the Ashland Public Works Department prior to any additional work in the public right of way.
  - a. Infrastructure improvements including but not limited to utilities, driveways, streets and common area improvements shall be completed according to approved plans, inspected and approved.
  - b. Electric services shall be installed underground to serve the property, inspected and approved.

- c. That the sanitary sewer laterals and water services including connection with meters at the street shall be installed to serve the property.
- 3) That a final Fire Prevention and Control Plan addressing the General Fuel Modification Area requirements in AMC 18.3.10.100.A.2 of the Ashland Land Use Ordinance shall be provided prior to bringing combustible materials onto the property, and any new landscaping proposed shall comply with these standards and shall not include plants listed on the Prohibited Flammable Plant List per Resolution 2018-028.
- 4) That all tree plantings be in accordance with ANSI A300 standards.
- 5) That the parking lot tree canopy plan shall be prepared by a licensed landscape architect or International Society of Arboriculture (ISA) certified arborist, and include certification that the plan is consistent with ANSI A300 standards.
- 6) That the building permit submittals shall include the following:
  - a. Identification of all easements, including but not limited to any public and private utility easements, mutual access easements, and fire apparatus access easements.
  - b. Fuel modification area as provided at AMC 18.3.10.100.
  - c. Solar setback calculations demonstrating that all units comply with Solar Setback Standard A in the formula  $[(\text{Height} - 6) / (0.445 + \text{Slope}) = \text{Required Solar Setback}]$  and elevations or cross section drawings clearly identifying the highest shadow producing point(s) and the height(s) from natural grade.
  - d. Final lot coverage calculations demonstrating how lot coverage is to comply with the applicable coverage allowances of the R-1-3.5 zoning district. Lot coverage includes all building footprints, driveways, parking areas and other circulation areas, and any other areas other than natural landscaping.
  - e. That storm water from all new impervious surfaces and runoff associated with peak rainfalls must be collected on site and channeled to the City storm water collection system through the curb or gutter at a public street, a public storm pipe, an approved public drainage way, or through an approved alternative in accordance with Ashland Building Division policy BD-PP-0029. On-site collection systems shall be detailed on the building permit submittals.



Planning Division  
51 Winburn Way, Ashland OR 97520  
541-488-5305 Fax 541-488-6006

## ZONING PERMIT APPLICATION

FILE # \_\_\_\_\_

**DESCRIPTION OF PROJECT** Annexation and Change of Zoning and Site Plan Review

**DESCRIPTION OF PROPERTY**

Pursuing LEED® Certification? ☐ YES ☐ NO

Street Address 2228 & 2290 E. Main Street

Assessor's Map No. 39 1E 11CB

Tax Lot(s) 100 & 200

Zoning RR-5 Jackson County

Comp Plan Designation Suburban Residential

**APPLICANT**

Name Ashland Parks & Recreation, Mary C. Desmit Phone 541-552-2256 E-Mail leslie.eldridge@ashland.or.us

Address 340 S. Pioneer Street City Ashland Zip 97520

**PROPERTY OWNER**

Name City of Ashland, Mary C. Desmit Phone 541-488-5340 E-Mail \_\_\_\_\_

Address 340 S. Pioneer Street City Ashland Zip 97520

**SURVEYOR, ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OTHER**

Title Consultant Name Richard Stevens & Associates, Inc. Phone 541-773-2646 E-Mail clark@rsaoregon.com

Address PO Box 4368 City Medford Zip 97501

Title \_\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify that the statements and information contained in this application, including the enclosed drawings and the required findings of fact, are in all respects, true and correct. I understand that all property pins must be shown on the drawings and visible upon the site inspection. In the event the pins are not shown or their location found to be incorrect, the owner assumes full responsibility. I further understand that if this request is subsequently contested, the burden will be on me to establish:

- 1) that I produced sufficient factual evidence at the hearing to support this request;
- 2) that the findings of fact furnished justifies the granting of the request;
- 3) that the findings of fact furnished by me are adequate; and further
- 4) that all structures or improvements are properly located on the ground.

Failure in this regard will result most likely in not only the request being set aside, but also possibly in my structures being built in reliance thereon being required to be removed at my expense. If I have any doubts, I am advised to seek competent professional advice and assistance.

Leslie M. Eldridge  
Applicant's Signature

4/22/24  
Date

As owner of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner.

Sabrina Cotta  
Property Owner's Signature (required)

4/19/2024  
Date

[To be completed by City Staff]

Date Received \_\_\_\_\_ Zoning Permit Type \_\_\_\_\_ Filing Fee \$ \_\_\_\_\_

OVER ►►

## **ZONING PERMIT SUBMITTAL REQUIREMENTS**

- ☐ APPLICATION FORM must be completed and signed by both applicant and property owner.
- ☐ PLANNING FEES FORM must be completed and signed by both applicant and property owner.
- ☐ FINDINGS OF FACT – Respond to the appropriate zoning requirements in the form of factual statements or findings of fact and supported by evidence. List the findings criteria and the evidence that supports it. Include information necessary to address all issues detailed in the Pre-Application Comment document.
- ☐ TRUE SCALE PDF DRAWINGS – Standard scale and formatted to print no larger than 11x17 inches. Include site plan, building elevations, parking and landscape details.
- ☐ FEE (Check, Charge or Cash)
- ☐ LEED® CERTIFICATION (*optional*) – Applicant's wishing to receive priority planning action processing shall provide the following documentation with the application demonstrating the completion of the following steps:
  - Hiring and retaining a LEED® Accredited Professional as part of the project team throughout design and construction of the project; and
  - The LEED® checklist indicating the credits that will be pursued.

### **NOTE:**

- Applications are accepted on a first come, first served basis.
- Applications will not be accepted without a complete application form signed by the applicant(s) AND property owner(s), all required materials and full payment.
- All applications received are reviewed for completeness by staff within 30 days from application date in accordance with ORS 227.178.
- The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting. (Planning Commission meetings include the Hearings Board, which meets at 1:30 pm, or the full Planning Commission, which meets at 7:00 pm on the second Tuesday of each month. Meetings are held at the City Council Chambers at 1175 East Main St).
- A notice of the project request will be sent to neighboring properties for their comments or concerns.
- If applicable, the application will also be reviewed by the Tree and/or Historic Commissions.



Planning Division  
51 Winburn Way, Ashland OR 97520  
541-488-5305 Fax 541-488-6006

## PLANNING ACTION FEES

### DESCRIPTION OF PROPERTY

Street Address 2228 E. Main Street (E. Main Street Park)

### APPLICANT

Name Ashland Park & Recreation Phone 541-488-2257 E-Mail leslie.eldridge@ashland.or.us

Address 340 S. Pioneer Street City Ashland State OR Zip 97520

### FEE SCHEDULE – Please Mark All That Apply

#### ADMINISTRATIVE ACTIONS

|  |                                     |          |                             | Total    |
|--|-------------------------------------|----------|-----------------------------|----------|
|  | Zoning Permit - FENCE               |          |                             | \$35.25  |
|  | Zoning Permit - HOME OCCUPATION     |          |                             | \$35.25  |
|  | Zoning Permit - ACCESSORY STRUCTURE |          |                             | \$35.25  |
|  | Street Tree Removal                 |          |                             | \$100.00 |
|  | Land Use Approval Extension         |          |                             | \$420.50 |
|  | Lot Line Adjustment                 |          |                             | \$420.50 |
|  | Any Other Administrative Action     |          |                             | \$420.50 |
|  |                                     | Base Fee | # of Lots                   | Total    |
|  | Final Plat Review - PARTITIONS      | \$165.50 | + _____ x \$13.00 per lot   | \$       |
|  | Final Plat Review - SUBDIVISIONS    | \$420.50 | + _____ x \$35.25 per lot   | \$       |
|  |                                     | Base Fee | Per Sq. Ft.                 |          |
|  | Sign Permit - NEW                   | \$165.25 | + _____ x \$3.00 per sq.ft. | \$       |
|  | Sign Permit - REPLACEMENT           | \$35.25  | + _____ x \$3.00 per sq.ft. | \$       |

#### TYPE I REVIEWS

|  |                                                          |            |                            | Total      |
|--|----------------------------------------------------------|------------|----------------------------|------------|
|  | Tree Removal Permit (not associated with another action) |            |                            | \$100.00   |
|  | Solar Setback Variance                                   |            |                            | \$1,271.25 |
|  | Amendments to Conditions                                 |            |                            | \$1,271.25 |
|  | Physical & Environmental Constraints                     |            |                            | \$1,271.25 |
|  | Conditional Use Permit                                   |            |                            | \$1,271.25 |
|  | Variance                                                 |            |                            | \$1,271.25 |
|  | Any other Type I Review                                  |            |                            | \$1,271.25 |
|  | Independent Review of Wireless Communications Facilities |            |                            | \$5,000.00 |
|  |                                                          | Base Fee   | # of Units                 | Total      |
|  | Residential Site Review                                  | \$1,271.25 | + _____ x \$84.50 per unit | \$         |
|  | Final Plan/Performance Standards Subdivision             | \$1,271.25 | + _____ x \$84.50 per unit | \$         |
|  | Land Partition                                           | \$1,271.25 | + _____ x \$84.50 per unit | \$         |
|  |                                                          | Base Fee   | Valuation                  | Total      |
|  | Commercial Site Review                                   | \$1,271.25 | + _____ x 0.5%             | \$         |



| TYPE II REVIEWS        |                                                                                                        |                    |                            |              |
|------------------------|--------------------------------------------------------------------------------------------------------|--------------------|----------------------------|--------------|
|                        |                                                                                                        |                    |                            | <b>Total</b> |
|                        | Conditional Use Permit                                                                                 |                    |                            | \$2,663.25   |
|                        | Variance                                                                                               |                    |                            | \$2,663.25   |
|                        | Any other Type II Review                                                                               |                    |                            | \$2,663.25   |
|                        | Independent Review of Wireless Communications Facilities                                               |                    |                            | \$5,000.00   |
|                        |                                                                                                        | <b>Base Fee</b>    | <b># of Lots</b>           | <b>Total</b> |
|                        | Outline or Preliminary Plat for Subdivision                                                            | \$2,663.25         | + _____ x \$170.25 per lot | \$           |
|                        | Final Plan with Outline/Performance Standards Subdivision                                              | \$3,397.00         | + _____ x \$170.25 per lot | \$           |
|                        |                                                                                                        | <b>Base Fee</b>    | <b>Valuation</b>           |              |
| ✓                      | Commercial Site Review                                                                                 | \$2,663.25         | + 4,500,000 x 0.5%         | \$25,163.25  |
| TYPE III REVIEWS       |                                                                                                        |                    |                            |              |
|                        |                                                                                                        |                    |                            | <b>Total</b> |
|                        | Zone/Comprehensive Plan Map Change                                                                     |                    |                            | \$3,397.00   |
|                        | Comprehensive Plan Change                                                                              |                    |                            | \$3,397.00   |
| ✓                      | Annexation                                                                                             |                    |                            | \$5,110.00   |
|                        | Urban Growth Boundary Amendment                                                                        |                    |                            | \$5,110.00   |
|                        | Any other Type III Review                                                                              |                    |                            | \$3,397.00   |
| LEGISLATIVE AMENDMENTS |                                                                                                        |                    |                            |              |
|                        |                                                                                                        |                    |                            | <b>Total</b> |
|                        | Comprehensive Plan Map/Large Zoning Map Amendment                                                      |                    |                            | \$5,963.50   |
|                        | Land Use Ordinance Amendment                                                                           |                    |                            | \$5,963.50   |
|                        | Comprehensive Plan Amendment                                                                           |                    |                            | \$5,963.50   |
| APPEALS                |                                                                                                        |                    |                            |              |
|                        |                                                                                                        |                    |                            | <b>Total</b> |
|                        | Appeal for Initial Public Hearing (Planning Commission/Building Appeals Board/Demolition Review Board) |                    |                            | \$150.00     |
|                        | Appeal for Final Decision of the City (Planning Commission or City Council)                            |                    |                            | \$325.00     |
| SOLAR ACCESS           |                                                                                                        |                    |                            |              |
|                        |                                                                                                        | <b>Base Fee</b>    | <b># of Lots</b>           | <b>Total</b> |
|                        | Solar Access Permit (not a Solar Variance)                                                             | \$60.50            | + _____ x \$14.00 per lot  |              |
| <b>TOTAL FEES:</b>     |                                                                                                        | <b>\$30,273.25</b> |                            |              |

  
 Applicant's Signature  
  
 Property Owner's Signature

Digitally signed by Leslie M.  
 Eldridge  
 Date: 2024.04.23 14:57:21 -07'00'

5/13/2024  
 Date  
 5/13/2024  
 Date

**AMC 18.5.1.050.A.1 & AMC 18.5.2.060.A.1**

Application Form and Fee. Applications for Type I review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The application shall not be considered complete unless the appropriate application fee accompanies it.



Planning Division  
51 Winburn Way, Ashland, OR 97520  
541-488-5305

## Commercial Site Review Valuation Estimate

Street Address: 2228 E. MAIN STREET

Description of Project: NEW PUBLIC PARK ON 6.52 ACRES, INCLUDES PUBLIC IMPROVEMENTS, DOG PARK, PLAYGROUND, PUMP TRACK, SHADE STRUCTURES, COMMUNITY GARDEN, PARKING, FURNISHINGS, ETC

Applicant: TERRAIN LANDSCAPE ARCHITECTURE

Property Owner: ASHLAND PARKS AND RECREATION

Valuation Estimate Prepared by: TERRAIN LANDSCAPE ARCHITECTURE

Estimator Phone: 541.500.4776

Estimator Email: PIPER@TERRAINARCH.COM

| DESCRIPTION:                                | VALUATION:         |
|---------------------------------------------|--------------------|
| Excavation & Earthwork                      | \$500,000          |
| Landscaping                                 | \$500,000          |
| Parking Area(s) & Driveways                 | \$175,000          |
| Sidewalks/Patios/Walkways                   | \$1,200,000        |
| New Construction – Materials & Labor Total* | \$2,125,000        |
| <b>TOTAL PROJECT VALUATION:</b>             | <b>\$4,500,000</b> |

\*Building permit valuations shall be based upon the Uniform Fee methodologies as established by OAR 918-050-0100.





April 24, 2024

Community Development Department, Planning Division  
City of Ashland  
51 Winburn Way  
Ashland, OR 97520

## **APPLICATION FOR SITE DESIGN REVIEW**

For development of a new public park  
**FINDINGS OF FACT AND CONCLUSION**

### **Subject Property**

|                                 |                                                                                                                       |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Applicant:                      | Ashland Parks & Recreation Commission, Parks Division                                                                 |
| Property Owner:                 | Ashland Parks & Recreation                                                                                            |
| Mailing Address:                | 340 S. Pioneer St. Ashland, OR 97520                                                                                  |
| Site Address:                   | 2228 East Main Street                                                                                                 |
| Map & Tax lot:                  | 39 1E 11CB - 200                                                                                                      |
| Lot Area:                       | 6.51 acres                                                                                                            |
| Comprehensive Plan Designation: | Suburban Residential (R-1-3.5)                                                                                        |
| Current Zoning:                 | Jackson County Rural Residential -5 (RR-5)                                                                            |
| Adjacent Zoning:                | Ashland R-1-3.5 to East and South<br>Jackson County RR-5 to West<br>Jackson County EFU to North (across East Main St) |

### **Concurrent Requests**

City of Ashland: **Annexation & Zone Change**  
(see separate findings document by Richard Stevens & Associates)

Jackson County: **Property Line Adjustment**  
(approved with conditions February 10, 2024)

## PROJECT CONTACTS

### **LANDSCAPE ARCHITECT**

Terrain Landscape Architecture  
Piper von Chamier, RLA  
310 Oak St. Suite 3  
Ashland, OR 97520  
541.500.4776  
[piper@terrainarch.com](mailto:piper@terrainarch.com)

### **CIVIL ENGINEER**

POWELL engineering + consulting  
Todd D. Powell, P.E.  
100 E. Main St., Suite O  
Medford, OR 97501  
541.613.0723  
[todd@powellengineeringconsulting.com](mailto:todd@powellengineeringconsulting.com)

### **SURVEYOR**

Polaris Land Surveying LLC  
Shawn Kampmann, PLS  
PO Box 459  
Ashland, OR 97520  
541.601.3000  
[shawn@polarissurvey.com](mailto:shawn@polarissurvey.com)

### **TRANSPORTATION ENGINEER**

Southern Oregon Transportation Engineering, LLC  
Kimberly Parducci, PE PTOE  
Medford, OR 97504  
541.941.4148  
[kim.parducci@gmail.com](mailto:kim.parducci@gmail.com)

### **LAND USE CONSULTANT**

Richard Stevens & Associates, Inc.  
Clark Stevens  
PO Box 4368,  
Medford, OR 97501  
541.773.2646  
[clark@rsaoregon.com](mailto:clark@rsaoregon.com)

### **PUMP TRACK DESIGNER**

American Ramp Company / Velosolutions  
Blake Robinson, Action Sports Development Specialist  
601 McKinley Ave  
Joplin, MO 64801  
417.206.6816 x 124  
[blake@americanrampcompany.com](mailto:blake@americanrampcompany.com)

## PROJECT NARRATIVE

### Property Description

The subject property consists of 6.51 acres at 2228 East Main Street. This property comprises a single, uninterrupted parcel of land created through a recent Property Line Adjustment (PLA), which was approved by Jackson County on February 10, 2024. The PLA consolidated 5.51 acres located at 2228 East Main Street (tax lot 200) with a 1-acre portion of 2290 East Main Street (tax lot 100). An application for annexation to the City of Ashland is being submitted concurrently with this application. If approved, annexation would result in a change of zoning designation to R-1-3.5, for the entire 6.51 acres. The property is inside the Urban Growth Boundary and designated as Wildfire Lands.

The property is bordered on the North side by East Main Street and by Abbott Avenue on the South side. The property is bounded by private, single family residential properties to the East and West. This portion of East Main Street is currently a County road, however this project includes annexation of a portion of East Main Street into the City of Ashland, and the city will pursue a jurisdictional transfer. The nearest surrounding roadways are Abbott Ave, Clay St, Crocker St, Brooks Ln, and Tolman Creek Road.

Taxlot 200 is currently undeveloped, and the entire 6.51 acre area is primarily open field. The site is relatively flat, sloping gradually from south to north at approximately a 4% slope toward East Main Street. Existing trees, primarily Cottonwoods, are clustered near the perimeter of the property, with the largest grouping located at the Southeast corner of the property. An on-site evaluation was conducted by an APRC Arborist on Nov. 2, 2022, and several trees were flagged for removal due to health and safety concerns.

Talent Irrigation District (TID) water infrastructure exists along the South and West sides of the property. TID water rights exist on the property, which is currently flood irrigated from a concrete valve box at the South end of the property, near the Abbott Ave driveway entrance. The City will make certain modifications to the existing infrastructure to retain water access to neighboring private properties, and access by the Clay Street residential neighbors will be maintained, while updating the system to change from flood irrigation on the park property to pressurized application of irrigation water.



## **Project Proposal & Summary**

The property owner, Ashland Parks & Recreation, seeks to develop a public neighborhood park, with active and passive recreation opportunities. Amenities include off-street parking, a bike park with pump track and skills course, a fenced dog park, a play area with a sports court, fenced community gardens, and open space with walking trails. As a neighborhood park, this park will fit into the network of Ashland parks primarily serving the people within a quarter-mile radius. It has been noted that inclusion of a bike pump track (a unique amenity in the area) means that some visitors may also travel from outside a quarter-mile radius to visit the park.

### **Community Engagement:**

From its beginning, this project has engaged the community and solicited input on the proposed uses and design of the park. Beginning with a community planning meeting where small groups arranged pieces of paper to diagram the park, the project has had high public interest and involvement. Community engagement has also included a survey (conducted online via Survey Monkey), presentations to the Ashland Parks and Recreation Commission and the public, meetings with stakeholder groups such as the Rogue Valley Mountain Bike Association (RVMBA), Bee City, and Ashland Community Gardeners.

Throughout the schematic design and design development phases, regular meetings were held with a focus group comprised of APRC commissioners, a representative of the East Village Homeowners Association, and a representative of RVMBA. Consultants have been engaged to assist with a range of aspects of the project, from the pump track design to surveying, civil engineering and traffic impact analysis.

### **Design-Build Features:**

Some of the features of the park will be design-build, including the mountain bike skills course and the community garden plots. The mountain bike skills course will be design-build by a professional trail builder, with the assistance of RVMBA and the mountain bike community. The trail builder will work with the Parks Department to install a bike skills course in the area defined in the drawings, including dirt paths with ramps, bridges and other features created from logs, rocks and similar materials. As part of the general park improvements, deer fencing, a pergola, and a community garden shed, similar in size to the one at Ashland Creek Park, will be installed. The Community Garden group will be responsible for designing the interior garden layout and building the plots within that framework.

### **Access & Parking:**

Vehicular parking will be accessed by East Main Street, with 28 total spaces provided (including 1 accessible and 1 van accessible). The drive aisle is proposed to be asphalt and the parking stalls are proposed to be permeable unit pavers for increased stormwater infiltration. A smaller, gravel paved area is proposed for loading & unloading by the community garden users, with space for six vehicles. This loading area would be accessed by a short driveway from Abbott Avenue, utilizing the existing asphalt driveway entry. Access to the garden vehicular loading area will be limited by a locked swing-arm type barrier gate. Twenty bike parking spaces are provided in the park, and three of those are sheltered.

The following narrative findings address in more detail how the proposal meets the criteria for Site Design Review.

## PROJECT FINDINGS

### ADDRESSING THE APPLICABLE APPROVAL CRITERIA IN ACCORDANCE WITH THE ASHLAND LAND USE ORDINANCE, CHAPTER 18 OF THE ASHLAND MUNICIPAL CODE

#### **AMC 18.5.2.050 SITE DESIGN REVIEW CRITERIA**

*An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.*

---

*A. Underlying Zone. The proposal complies with all of the applicable provisions of the underlying zone (part [18.2](#)), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.*

---

#### **18.2.2.030, Allowed Uses:**

**A. Uses Allowed in Base Zones.** *Allowed uses include those that are permitted, permitted subject to special use standards, and allowed subject to approval of a conditional use permit. Where Table [18.2.2.030](#) does not list a specific use and part [18.6](#) does not define the use or include it as an example of an allowed use, the City may find that use is allowed, or is not allowed, following the procedures of section [18.1.5.040](#).*

#### **Finding:**

As part of the annexation & zone change application, the proposed base zone for the properties is R-1.3.5. 'Park, Open Space, and Recreational Facility, including playgrounds, trails, nature preserves, athletic fields, courts, swim pools, and similar uses' are listed as a Permitted Use in this zone, per Table 18.2.2.030. The City of Ashland finds that this standard is met.

#### **18.2.5.030, Unified Standards for Residential Zones:**

##### **Table 18.2.5.030.A, Standards for Urban Residential Zones:**

##### Standards for R-1-3.5:

*Front Yard: 15 ft*

*Side Yard: 6 ft*

*Rear Yard: 10 ft (single story)*

*Building height max 35 ft' or 2 ½ stories, whichever is less*

*Max lot coverage: 55% of lot area*

*Landscape Area Minimum (% of developed lot area): 45% min*

*Open Space Minimum (% of site area): NA*

#### **Finding:**

Proposed landscape area is 57.9% and proposed lot coverage is 24.5%, including park shelters, a garden shed, restrooms, parking lot and other asphalt and concrete surfaces. The City of Ashland finds that this standard has been met.

---

*B. Overlay Zones. The proposal complies with applicable overlay zone requirements (part [18.3](#)).*

---

#### **Finding:**

This section is not applicable; no overlay zone exists for the subject property.

---

*C. Site Development and Design Standards. The proposal complies with the applicable Site Development and Design Standards of part [18.4](#), except as provided by subsection E, below.*

---

### **18.4.3 Parking, Access and Circulation:**

#### **18.4.3.030, General Automobile Parking Requirements and Exceptions:**

A. *Minimum Number of Off-Street Automobile Parking Spaces.* Off-street parking shall be provided pursuant to one of the following three methods and shall include required Disabled Person Parking.

2. *Unspecified Use.* Where automobile parking requirements for any use are not specifically listed in Table [18.4.3.040](#), such requirements shall be determined by the Staff Advisor based upon the most comparable use specified in this section, and other available data.

#### **Finding:**

The intended use as a Neighborhood Park is not specified in Table [18.4.3.040 - Automobile Parking Spaces by Use](#).

Parking at other local parks has been considered, however, due to the varied sizes and amenities provided in Ashland parks, parking provisions vary widely and there is not another park that matches the unique amenities proposed here. Because the proposed 6.51 acre park includes a dog park, bike pump track & skills course, community garden, sports court, play area and walking trails, the applicant proposes to provide off-street parking inside the park for visitors.

In addition to considering other similar parks, estimated auto visits to the site and parking needs are based on a consulting engineer's traffic impact analysis. The site design includes an off-street parking lot with 28 spaces, including one standard accessible stall and one van-accessible stall, accessed from East Main Street. Off Abbott Avenue, a smaller, gravel paved area is proposed for loading & unloading by the community garden users, with space for six vehicles. This gravel paved area will be gated and locked as it is intended to be used infrequently, for loading & unloading of garden materials or park maintenance & materials staging, rather than by daily park visitors.

#### **18.4.3.070, Bicycle Parking:**

A. *Applicability and Minimum Requirement.* All uses, with the exception of residential units with a garage and uses in the C-1-D zone, are required to provide a minimum of two sheltered bike parking spaces pursuant to this section. The required bicycle parking shall be constructed when an existing residential building or dwelling is altered or enlarged by the addition or creation of dwelling units, or when a non-residential use is intensified by the addition of floor space, seating capacity, or change in use.

D. *Bicycle Parking for Non-Residential Uses.* Uses required to provide off street parking, except as specifically noted, shall provide two spaces per primary use, or one bicycle parking space for every five required automobile parking spaces, whichever is greater. Fifty percent of the bicycle parking spaces required shall be sheltered from the weather. All spaces shall be located in proximity to the uses they are intended to serve.

#### **Finding:**

Because there is no off-street vehicle parking requirement, the minimum bike parking requirement is two spaces. However, 28 vehicle parking spaces are provided, so using the ratio of one bike space per five vehicle spaces, we assume a minimum of six bike parking spaces. The proposal includes a variety of amenities including a bike pump track and skills course, and the applicant expects multi-modal transportation to the park to include bicycles. The proposal includes nineteen total bike parking spaces, which includes two spaces serving the community garden, seven spaces serving the bike park and ten spaces serving the play area, dog park, and other general users. Three bike spaces (half of the required minimum six spaces) are sheltered. One of the sheltered bike parking spaces is an electric bike charging station. The City of Ashland finds that this section is in compliance.

#### **18.4.3.080, Vehicle Area Design:**

B. *Parking Area Design.* Required parking areas shall be designed in accordance with the following standards and dimensions as illustrated in Figure [18.4.3.080.B](#). See also accessible parking space requirements in section [18.4.3.050](#) and parking lot and screening standards in subsection [18.4.4.030.F](#).



4. *Parking lots with 50 or more parking spaces, and parking lots where pedestrians must traverse more than 150 feet of parking area, as measured as an average width or depth, shall be divided into separate areas by one or more of the following means: a building or group of buildings; plaza landscape areas with walkways at least five feet in width; streets; or driveways with street-like features as illustrated in Figure [18.4.3.080.B.4](#). "Street-like features," for the purpose of this section, means a raised sidewalk of at least five feet in width, with six-inch curb, accessible curb ramps, street trees in planters or tree wells and pedestrian-oriented lighting (i.e., not exceeding 14 feet typical height).*

**Finding:**

Vehicular parking will be accessed by East Main Street, with 28 total spaces provided (including 1 accessible and 1 van accessible). The drive aisle is proposed to be asphalt and the parking stalls are proposed to be permeable unit pavers for increased stormwater infiltration. Street-like features are provided in the form of crosswalks with accessible curb ramps, street trees in planters, and pedestrian-scale bollard lighting. One EV charging station is included in the parking lot, and will meet standards for city-owned public chargers.

The small, gravel paved area adjacent to the community garden is proposed for loading & unloading by the community garden users. Parks Department maintenance staff may also use this loading area for staging of park materials, such as bark mulch. The entrance to the community garden loading area will be gated and locked to limit access. This area is not intended to be a parking lot so parking area design standards do not apply.

5. *Parking areas shall be designed to minimize the adverse environmental and microclimatic impacts of surface parking through design and material selection as illustrated in Figure [18.4.3.080.B.5](#). Parking areas of more than seven parking spaces shall meet the following standards:*

- a. Use one or more of the following strategies for the surface parking area, or put 50 percent of parking underground. For parking lots with 50 or more spaces, the approval authority may approve a combination of strategies.*
  - i. Use light colored paving materials with a high solar reflectance (Solar Reflective Index (SRI) of at least 29) to reduce heat absorption for a minimum of 50 percent of the parking area surface.*
  - ii. Provide porous solid surfacing or an open grid pavement system that is at least 50 percent pervious for a minimum of 50 percent of the parking area surface.*
  - iii. Provide at least 50 percent shade from tree canopy over the parking area surface within five years of project occupancy.*
  - iv. Provide at least 50 percent shade from solar energy generating carports, canopies or trellis structures over the parking area surface.*
- b. Design parking lots and other hard surface areas in a way that captures and treats runoff with landscaped medians and swales.*

**Finding:**

A system of permeable pavers with gravel joints, installed over a graded aggregate base is proposed for the parking stalls of the parking lot, covering approximately 49% of the parking area surface. A catch basin in the asphalt drive aisle is directed to an on-site detention area which collects and treats stormwater from around the site and allows it to infiltrate through vegetation and an engineered soil profile. The City of Ashland finds that this section has been met.

**C. Vehicular Access and Circulation.** *The intent of this subsection is to manage access to land uses and on-site circulation and maintain transportation system safety and operations. For transportation improvement requirements, refer to chapter [18.4.6](#), Public Facilities.*

2. *Site Circulation.* *New development shall be required to provide a circulation system that accommodates expected traffic on the site. All on-site circulation systems shall incorporate street-like features as described in [18.4.3.080.B.4](#). Pedestrian connections on the site, including connections through large sites, and connections between sites and adjacent sidewalks must conform to the provisions of section [18.4.3.090](#).*

**Finding:**

To best serve the neighborhood community, accommodations for multi-modal transportation are planned. Sidewalks exist on the Abbott Avenue frontage of the park, and sidewalks will be added to the East Main Street frontage between Clay Street and Crocker Street. An existing concrete sidewalk between houses provides an additional pedestrian access route from the Brooks Lane and Crocker St neighborhood into the park on the East side. As shown on the site plan, this path will connect to the proposed network of walking trails that allows users to circulate through the entire park.

An eight foot wide, paved multi-use path is provided through the park, from a proposed sidewalk along East Main Street to an existing sidewalk along Abbott Avenue. This is intended for pedestrian and bicycle circulation through the park, and for occasional use by Parks Department smaller maintenance vehicles. Pedestrian-scale bollard lighting is proposed along this multi-use path and at the parking lot. The City of Ashland finds that this section is in compliance.

**18.4.4.030, Landscaping and Screening:**

**B. Minimum Landscape Area and Coverage.** All lots shall conform to the minimum landscape area standards of the applicable zoning district (see Tables [18.2.5.030.A](#) through [C](#) for residential zones and Table [18.2.6.030](#) for non-residential zones). Except as otherwise provided by this chapter, areas proposed to be covered with plant materials shall have plant coverage of not less than 50 percent coverage within one year and 90 percent coverage within five years of planting.

**C. Landscape Design and Plant Selection.** The landscape design and selection of plants shall be based on all of the following standards:

1. **Tree and Shrub Retention.** Existing healthy trees and shrubs shall be retained, pursuant to chapter [18.4.5](#). Consistent with chapter [18.4.5](#), Tree Preservation and Protection, credit may be granted toward the landscape area requirements where a project proposal includes preserving healthy vegetation that contribute(s) to the landscape design.
  2. **Plant Selection.**
    - a. Use a variety of deciduous and evergreen trees, shrubs, and ground covers.
    - b. Use plants that are appropriate to the local climate, exposure, and water availability. The presence of utilities and drainage conditions shall also be considered.
    - c. **Storm Water Facilities.** Use water-tolerant species where storm water retention/detention or water quality treatment facilities are proposed.
  3. **Water Conserving Landscaping.** Commercial, industrial, non-residential, and mixed-use developments that are subject to chapter [18.5.2](#), Site Design Review, shall use plants that are low water use and meet the requirements of subsection [18.4.4.030.I](#), Water Conserving Landscaping.
- D. Tree Preservation, Protection, and Removal.** See chapter [18.4.5](#) for tree protection and preservation and chapter [18.5.7](#) for tree removal permit requirements.

**E. Street Trees.** The purpose of street trees is to form a deciduous canopy over the street. The same effect is also desired in parking lots and internal circulation streets; rows of street trees should be included in these areas where feasible.

**F. Parking Lot Landscaping and Screening.** Parking lot landscaping, including areas of vehicle maneuvering, parking, and loading, shall meet the following requirements. Single-family dwellings and accessory residential units are exempt from the requirements of subsection [18.4.4.030.F.2](#) below.

1. **Landscaping.**
  - a. Parking lot landscaping shall consist of a minimum of seven percent of the total parking area plus a ratio of one tree for each seven parking spaces to create a canopy effect.
  - b. The tree species shall be an appropriate large canopied shade tree and shall be selected from the street tree list approved by the Ashland Tree Commission to avoid root damage to pavement and utilities, and damage from droppings to parked cars and pedestrians. See the Ashland Recommended Street Tree Guide.
  - c. The tree shall be planted in a landscaped area such that the tree bole is at least two feet from any curb or paved area.
  - d. The landscaped area shall be distributed throughout the parking area and parking perimeter at the required ratio.



*e. That portion of a required landscaped yard, buffer strip, or screening strip abutting parking stalls may be counted toward required parking lot landscaping but only for those stalls abutting landscaping as long as the tree species, living plant material coverage, and placement distribution criteria are also met. Front or exterior yard landscaping may not be substituted for the interior landscaping required for interior parking stalls.*

**2. Screening.**

*a. Screening Abutting Property Lines. A five-foot landscaped strip shall screen parking abutting a property line. Where a buffer between zones is required, the screening shall be incorporated into the required buffer strip, and will not be an additional requirement.*

*b. Screening Adjacent to Residential Building. Where a parking area is adjacent to a residential building it shall be set back at least eight feet from the building, and shall provide a continuous hedge screen.*

*c. Screening at Required Yards.*

*i. Parking abutting a required landscaped front yard or exterior yard shall incorporate a sight obstructing hedge screen into the required landscaped yard.*

*ii. The screen shall grow to be at least 36 inches higher than the finished grade of the parking area, except within vision clearance areas (section [18.2.4.040](#)).*

*iii. The screen height may be achieved by a combination of earth mounding and plant materials.*

*iv. Elevated parking lots shall screen both the parking and the retaining walls.*

**H. Irrigation.** *Irrigation systems shall be installed to ensure landscape success. If a landscape area is proposed without irrigation, a landscape professional shall certify the area can be maintained and survive without artificial irrigation. Irrigation plans are reviewed through a ministerial process at the time of building permit submittals.*

**Finding:**

Limits on natural turf and water areas do not apply to parks. However, lawn and ornamental planting areas have been limited to conserve water to the greatest extent possible, and will be located around high-traffic areas such as the parking lot and central play area. A large portion of the proposed open space will be seeded with a native meadow seed mix. The bike park will be seeded with a durable fescue and clover mix, and the dog park will be seeded with a similar durable tall fescue. Plants will be climate-appropriate, firewise and drought tolerant, in keeping with local goals of a safer and more resilient community. Large shrubs will be planted along stretches of the East and West property lines, to provide screening between the park and the neighboring residential properties. A variety of appropriate trees are also proposed within the park to provide shade, habitat, and other benefits.

All planting areas will receive amended topsoil and a minimum of three inches of mulch. Over much of the planting area, irrigation is planned for a temporary establishment period of approximately two years. Non-meadow and non-lawn planting areas will be irrigated with high-efficiency drip irrigation and bubblers to give them the best opportunity to thrive while using a minimal amount of water.

The detention pond located inside the larger portion of fenced dog park will provide 3,710 square feet of vegetated stormwater treatment area, and double as a seasonally wet area for dogs to enjoy. Water-tolerant plant species are proposed in the form of an RVSS approved seed mix.

Street trees will be planted in the park row along East Main Street at a rate of 1 tree per 30 feet of frontage, and will be selected from the Ashland Tree Commission's Recommended Street Tree Guide. Along the Abbott Avenue frontage, existing street trees are outside the project scope and will remain & be protected.

Parking lot landscape area consists of 19% of the total parking lot area, and 10 parking lot trees are proposed to shade 28 spaces, exceeding the ratio of 1 tree per 7 parking spaces. Proposed tree species will be from the Ashland Street Tree Guide.

The City of Ashland finds that this section has been met.

#### **18.4.4.050, Outdoor Lighting:**

**C. Standards.** As a guideline, lighting levels shall be no greater than necessary to provide for pedestrian safety, property/business identification, and crime prevention. All outdoor lighting, except streetlights, shall comply with the following standards.

1. Arrange and install artificial lighting so there is no direct illumination onto adjacent residential properties.
2. Provide light poles no greater than 14 feet in height for pedestrian facilities. (Pedestal- or bollard-style lighting is an alternative method for illuminating walkways located inside a development but not located in a public street right-of-way.)
3. Where a light standard is placed over a sidewalk or walkway, maintain a minimum vertical clearance of eight feet.
4. Install light fixtures where they will not obstruct public ways, driveways, or walkways. Where a light standard must be placed within a walkway, maintain an unobstructed pedestrian through zone per Americans with Disabilities Act (ADA) compliance.
5. Except as permitted for signs, direct outdoor light fixtures downward and have full shielding to minimize excessive light spillover onto adjacent properties.
6. For streetlight requirements, see subsection [18.4.6.040.D.18](#).

18. **Street Lights.** Install or relocate streetlights with street improvement projects. Use pedestrian scale and styles of poles that match the neighborhood. Spacing of light poles should be determined by the adjacent land uses. Place lighting at frequent intervals in busy retail and commercial areas, but lighting may be limited to intersections in residential areas. In some instances, building or fence-mounted lighting may replace the need for additional street lighting. Lighting elements should provide full-spectrum light so that colors at night are realistic. Install streetlights where they will not obstruct public ways, driveways, or walkways. Where a streetlight must be placed within a walkway, maintain an unobstructed pedestrian through zone per Americans with Disabilities Act (ADA) compliance. Streetlights shall conform to City specifications.

#### **Finding:**

Per Ashland Planning & Electric Departments, street lights are required to be Eurotique style poles, with LED bulbs, at intersections and spaced 250 apart (streetlights on opposite side of streets can be considered in spacing). See civil drawings for locations of three proposed street lights. Within the park, minimal lighting is proposed and limited to pedestrian-scale bollards along the parking lot and the multi-use path that runs from East Main Street to Abbott Avenue. These will be high-efficiency fixtures, with shields to preserve dark sky and no direct illumination onto other properties. The City of Ashland finds that this criterion has been met.

#### **18.4.4.060, Fences and Walls:**

**B. Design Standards.** Fences, walls, hedges, and screen planting shall meet the following standards, where height is measured pursuant to subsection [18.4.4.060.B.2](#), below. See Figure [18.4.4.060.B.1](#) for illustration of maximum fence heights.

1. Height. Fences, walls, hedges, and screen planting shall not exceed the following heights:
  - a. Front Yard. In any required front yard, not more than three and one-half feet in height.
  - b. Rear and Side Yard. In any rear or side yard, not more than six and one-half feet in height.
  - c. Street-Side Yard. In any rear or side yard abutting a public street, except alleys, not more than four feet in height where located within ten feet of said street.
  - d. Deer Fencing. See subsection [18.4.4.060.B.6](#), below.
  - e. Open Space. See maximum fence heights for common open space in section [18.4.4.070](#), and for cottage housing in section [18.2.3.090](#).

#### **Finding:**

Existing wood & wire fencing along the Abbott Ave frontage is to remain on the East side of the driveway entrance. To the West of the driveway, the fence will be replaced with a black coated chain link fence, eight foot tall and visually open, to keep deer out of the proposed community garden. Along the West property line, new six foot tall solid wood fences are proposed to provide consistent privacy and screening for the residential neighbors. At the Southeast corner of the property, six foot tall solid wood fences are proposed to provide privacy between the residential neighbors and the proposed park. At the East side of the proposed park, along the

boundaries with Taxlot 100 (2290 E Main St), five and a half foot tall replacement split rail fences are proposed, as requested by that property owner to maintain a more open character.

A four foot tall split rail fence is proposed as a visually-open buffer between the play area and the parking lot. The dog park fence is proposed as six foot tall, black coated chain link fencing with dual gated entries. A swinging barrier gate is proposed at the driveway to the community garden loading area, which will be locked to limit access. Key codes for all coded locks at the community garden shall be provided to the Fire Department for their dispatch database. The City of Ashland finds that this criterion has been met.

**18.4.7.060, Residential and North Mountain Sign Regulations:**

**2. Conditional Uses.** *Uses authorized in accordance with the chapter [18.5.4](#) Conditional Use Permits may be permitted one ground sign not exceeding an overall height of five feet and an area of 15 square feet, set back at least ten feet from property lines; or one wall sign in lieu of a ground sign. Such signs shall be approved in conjunction with the issuance of such Conditional Use Permit. Said signs shall not use plastic as part of the exterior visual effect and shall not be internally illuminated.*

**Finding:**

Per Ashland Planning guidance, this provision has been used previously for public parks in residential areas, and would apply to this project as well. The proposal includes one sign near the main driveway entrance on East Main Street and one sign near the community garden entrance on Abbott Avenue. In order to be visible from the street, the signs may be closer than ten feet from the property lines. Precedence for city park signs in Park Rows exists at Garfield Park and others. The City of Ashland finds that this section has been met.

**Chapter 18.5.7, TREE REMOVAL PERMITS:**

**18.5.7.020, Applicability and Review Procedure:**

**C. Exempt from Tree Removal Permit.** *The following activities are exempt from the requirement for a tree removal permit in subsections [18.5.7.020.A](#) and [B](#), above:*

*1. Those activities associated with the establishment or alteration of any park under the Ashland Parks and Recreation Commission. However, the Parks and Recreation Department shall provide an annual plan in January to the Tree Commission outlining proposed tree removal and topping activities, and reporting on tree removal and topping activities that were carried out in the previous year.*

**Finding:**

A Tree Disposition and Protection Plan is provided with the application. Most of the existing trees are around the perimeter of the property and shall remain and be protected. Approximately 10 dead or dying trees have been flagged for removal by an APRC Arborist, and two insignificant, seedling trees (smaller than 6" diameter) are in the path of park improvements and will be removed. Per the provision in this section, Parks Department tree removals for the establishment of parks are exempt from tree removal permits.

---

*D. City Facilities. The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.*

---

**Chapter 18.4.6, PUBLIC FACILITIES**

**18.4.6.040, Street Design Standards**

**2. Avenue.** *Avenues provide concentrated pedestrian, bicycle, transit, and motor vehicle access from neighborhoods to neighborhood activity centers and boulevards. Avenues are similar to boulevards, but are designed on a smaller scale. Design should provide an environment where walking, bicycling, using transit, and driving are equally convenient and facilitates the avenue's use as a public space. A two-lane or three-lane configuration can be used depending on the number of trips generated by surrounding existing and future land uses. See Figure [18.4.6.040.G.2](#).*

Table 18.4.6.040.F. City of Ashland Street Design Standards

| TYPE OF STREET   | AVERAGE DAILY TRIPS (ADT) | RIGHT-OF-WAY WIDTH | CURB-TO-CURB PAVEMENT WIDTH | WITHIN CURB-TO-CURB AREA   |                                |                          |         | CURB on both sides | PARK-ROW on both sides | SIDE-WALKS on both sides |
|------------------|---------------------------|--------------------|-----------------------------|----------------------------|--------------------------------|--------------------------|---------|--------------------|------------------------|--------------------------|
|                  |                           |                    |                             | MOTOR VEHICLE TRAVEL LANES | MEDIAN AND/OR CENTER TURN LANE | BIKE LANES on both sides | PARKING |                    |                        |                          |
| 2-Lane Boulevard | 8,000 to                  | 61'-87'            | 34'                         | 11'                        | none                           | 6'                       | 8'-9'   | 6"                 | 5'-8' <sup>1</sup>     | 6'-10' <sup>2</sup>      |
| 3-Lane Boulevard | 30,000                    | 73'-99'            | 46'                         | 11'                        | 12'                            | 6'                       | 8'-9'   | 6"                 | 5'-8' <sup>1</sup>     | 6'-10' <sup>2</sup>      |
| 5-Lane Boulevard |                           | 95'-121'           | 68'                         | 11'                        | 12'                            | 6'                       | 8'-9'   | 6"                 | 5'-8' <sup>1</sup>     | 6'-10' <sup>2</sup>      |
| 2-Lane Avenue    | 3,000 to                  | 59'-86'            | 32'-33'                     | 10'-10.5'                  | none                           | 6'                       | 8'-9'   | 6"                 | 5'-8' <sup>1</sup>     | 6'-10' <sup>2</sup>      |
| 3-Lane Avenue    | 10,000                    | 70.5'-97.5'        | 43.5'-44.5'                 | 10'-10.5'                  | 11.5'                          | 6'                       | 8'-9'   | 6"                 | 5'-8' <sup>1</sup>     | 6'-10' <sup>2</sup>      |

**Finding:**

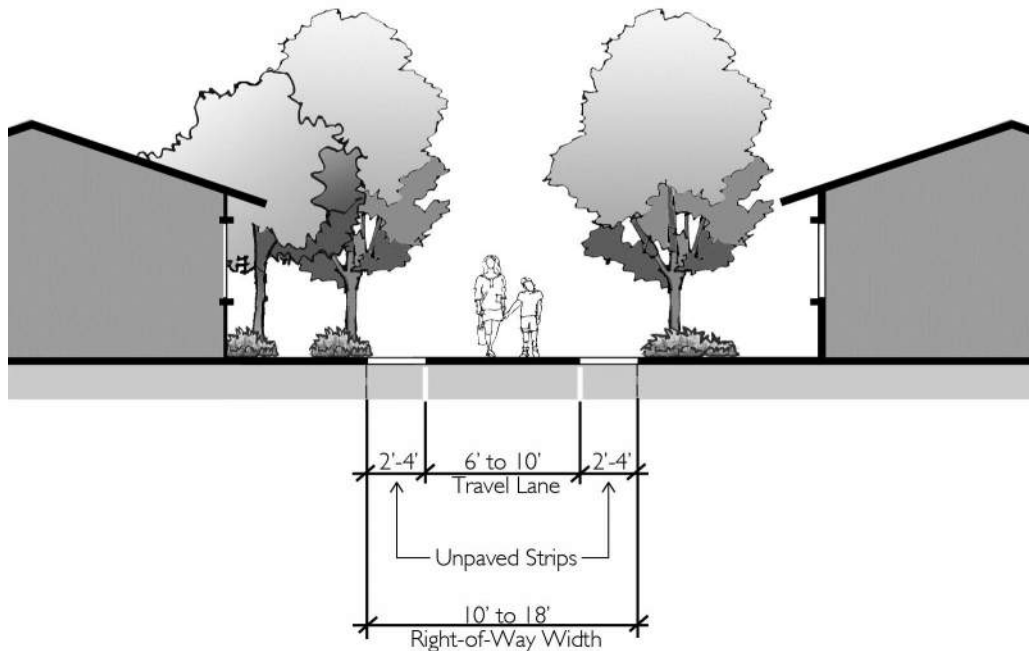
Half right of way improvements are proposed for the south frontage of East Main Street between Clay Street and Crocker Street. Per Ashland Planning Department, East Main Street is an avenue or major collector, and the requested standard in this instance is a 2-Lane Avenue. City street standards are shown in the abbreviated table above. In order to meet the street design standards, a three (3) foot dedication will be required along the frontage of 2228 East Main Street. The properties to the east and west of the proposed park are both residential lots under Jackson County jurisdiction. Therefore, modifications to the standard are required to provide sidewalk continuity along the frontage of those properties, within the bounds of the existing right of way. Sidewalks will transition to curb tight for the frontage of those neighboring residential lots, with street trees behind the sidewalk rather than in park rows. New driveway aprons will be needed at both residential lots.

The application includes a 7.5' park row and 6' concrete sidewalk, a 5.5' bike lane / 8' buffered bike lane (where space allows), curb & gutter, storm drainage infrastructure, street lights and street trees along East Main Street. No improvements are planned in the scope of this project for Clay Street (neighborhood collector street) or Abbott Avenue (residential neighborhood street).

Street trees will be added along East Main Street at a rate of 1 tree per 30 feet of frontage, and will be selected from the Ashland Tree Commission's Recommended Street Tree Guide. Along the Abbott Avenue frontage, existing street trees are outside the project scope and will remain & be protected. The City of Ashland finds that this section has been met.

*7. Multi-use Path. Multi-use paths are off-street facilities used primarily for walking and bicycling. These paths can be relatively short connections between neighborhoods, or longer paths adjacent to rivers, creeks, railroad tracks, and parks and common open space. See Figure 18.4.6.040.G.7. See maximum fence heights for common open space in section 18.4.4.070, and for cottage housing in section 18.2.3.090.*

## Prototypical Section: Multi-Use Path



### **Finding:**

An eight foot wide, paved multi-use path is provided through the park, from the proposed sidewalk along East Main Street to an existing sidewalk along Abbott Avenue. This is intended for pedestrian and bicycle circulation through the park, and for occasional use by Parks Department smaller maintenance vehicles. The City of Ashland finds that this section has been met.

### ***18.4.6.070, Sanitary Sewer and Water Service Improvements:***

### **Finding:**

A sanitary sewer main exists at East Main Street, and a service connection to the park will be made. While a restroom facility is not required, a prefabricated two-stall restroom structure is proposed in a central location within the park. The restroom will provide accessible flush toilets, sinks and wall-mounted drinking fountains. A sanitary system connection will be needed for the restrooms as well as a stand-alone drinking fountain with dog bowl, located near the dog park.

Water service will be provided from the existing water main at East Main Street to serve the restrooms, drinking fountains, and hose bibs within the park. A domestic water connection will also be installed to provide a backup water source for irrigation during dry periods when TID water is not available. A designated water meter is proposed for irrigation use, off Abbott Avenue. A new fire hydrant is proposed in the East Main Street frontage, as required by Ashland Fire and Rescue, and an existing hydrant will remain near the driveway entrance on Abbott Avenue. The City of Ashland finds that this section has been met.

### ***18.4.6.080, Storm Drainage and Surface Water Management Facilities:***

### **Finding:**

Storm Drainage improvements are planned, including new curb inlets along the East Main Street frontage, and private on-site detention for stormwater treatment and infiltration. Permeable paving materials are proposed for additional on-site stormwater infiltration and to reduce the impact of the

proposal on the City's storm drainage system. The City of Ashland finds that this section has been met.

#### ***18.4.6.090, Utilities:***

##### **Finding:**

A preliminary Site Utility Plan is included in the application. As mentioned above, the power needs for the proposed park are minimal and primarily to power efficient outdoor lighting. Pedestrian scale lighting within the park and required street lighting along East Main Street are proposed. An electrical outlet is proposed at the central lawn area for potential event use, and two 50 amp outlets are proposed at the back of the restroom building for potential food truck use. Electric Bike and Electric Vehicle charging, one station for each, are also proposed. As noted on the site plan, a stub out will be provided for future roof-mounted solar panel installation at each shade structure. The City of Ashland finds that this section has been met.

---

##### ***E. Exception to the Site Development and Design Standards.***

*The approval authority may approve exceptions to the Site Development and Design Standards of part 18-4 if the circumstances in either subsection 1 or 2, below, are found to exist.*

---

Not applicable. No exceptions are requested.

---

##### ***Criteria from Other Departments:***

In addition to Planning review, this application is subject to review by other departments and entities. Information is provided below regarding input from Public Works, Talent Irrigation District, ODOT and Ashland Fire & Rescue.

---

##### **Public Works:**

As requested in 2020 Pre-App Comments, engineered plans are included for public improvements, for review by Public Works. A preliminary Site Utility Plan is also included for review by Public Works.

As requested by Public Works, a Traffic Impact Analysis (TIA) has been completed and the report is included with this application.

Per the same Pre-App Comments, *'existing wetlands, natural drainage ways, and open spaces shall be preserved from development to provide their natural flow attenuation, retention, or detention of runoff by providing a buffer.'* A statement provided by the Department of State Lands confirms that there are no jurisdictional wetlands or other waters of state within the property. That letter is included with the application.

##### **Talent Irrigation District (TID):**

There is a 10" tile pipe coming off Abbott Avenue to the TID concrete valve box. Inside the box, there are two gate valves for pipes heading to the west and east, which are private lines. The subject property for the park is currently flood irrigated and the Parks department does not want to use flood irrigation for the new park. The irrigation service can be tight-lined, but a connection would need to be made to the line from ponds off Clay Street. A TID ditch rider has recommended a 6" pressurized pipe, which could likely be run inside the existing larger pipe to deliver water to the park. It was also recommended that Hydro-Flow, Inc. be contacted to provide services. The Parks Department is coordinating with TID regarding options for supplying the park and neighboring properties that are currently supplied from within the park property.

##### **ODOT:**

Because the application involves a zone change, it is subject to review by ODOT for potential impacts to their transportation system under the Transportation Planning Rule OAR 660-012-0060. A copy of the 2020 pre-application submittal has been provided to ODOT for their review and comment, and ODOT commented *"the proposed zone change to RR 5 on 7.5 acres is off system. It will not significantly generate traffic impacting state highway system."* For any further information,

contact ODOT Region 3 Senior Planner Micah Horowitz, AICP at 541.774.6331 or micah.horowitz@odot.state.or.us.

**Fire Department:**

Per email correspondence dated Nov 23, 2021, Greg Kleinberg, on behalf of Fire Chief Ralph Sartain, Ashland Fire & Rescue, advised the following:

*"I reviewed the plans you sent. One additional fire hydrant will be required near the driveway entrance on E Main Street. The proposed driveways incorporated in the parking lots will serve as acceptable emergency vehicle access fire lanes (full vehicular access through the park is not required). No fire department turn-arounds will be required for this project."*

Per email correspondence dated April 6, 2023 from Greg Kleinberg:

*"I'm assuming there will be a coded lock on the community gardens for people to use. If so, that number can be given to the Fire Department to have in the dispatch database. I see no reason to require a Fire Department key box for this project."*

---

**Relevant Criteria from 18.5.8 Annexations**

**18.5.8.050 Approval Criteria and Standards**

*E. Adequate transportation can and will be provided to serve the annexed area. For the purposes of this section, "adequate transportation" for annexations consists of vehicular, bicycle, pedestrian, and transit transportation meeting the following standards:*

*4. For transit transportation, should transit service be available to the annexed area, or be likely to be extended to the annexed area in the future based on information from the local public transit provider, the approval authority may require construction of transit facilities, such as bus shelters and bus turnout lanes.*

**Finding:**

Per RVTD Planning Department, they have plans for a future route that would serve this area. The route would pass southeast toward Tolman Creek Rd. using East Main St. The future route is included on page 11 of the [2019 City of Ashland Transit Expansion Study](#), and on page 108 of [RVTD's 2040 Transit Master Plan](#). See future route map below, included for reference only.

A concrete pad for a future RVTD bus shelter is proposed at the NE corner of the property, along East Main Street. This pad is located inside the subject park property and would require an easement for access. According to RVTD, the proposed stop is anticipated to have curb-side access (no pull off), and the application includes a pad to accommodate a 5'x12' shelter with solar lighting (no electrical requirements) and ADA standard concrete access landing through the Park Row. Once service is available to this location, RVTD will install a shelter and amenities paid for by RVTD. The City of Ashland finds that this section has been met.

See separate findings document for other Annexation criteria.



## Local Transit Route Concept Map



RVTD future route map, from the 2019 City of Ashland Transit Expansion Study

### **Attachments:**

Site Development Plans  
Traffic Impact Analysis (TIA)  
Wetland Delineation Statement





# Oregon

Kate Brown, Governor

## Department of State Lands

775 Summer Street NE, Suite 100

Salem, OR 97301-1279

(503) 986-5200

FAX (503) 378-4844

[www.oregon.gov/dsl](http://www.oregon.gov/dsl)

### State Land Board

January 22, 2020

City of Ashland Parks Department

Attn: Michael Back

1195 East Main Street

Ashland, OR 97520

Kate Brown

Governor

Bev Clarno

Secretary of State

Re: WD # 2019-0377 **Approved**

Wetland Delineation Report for East Main Street Park Space

Jackson County; T39S R1E S11CB, TL200

Ashland Local Wetlands Inventory, Wetland PW011

Tobias Read

State Treasurer

Dear Mr. Back:

The Department of State Lands has reviewed the wetland delineation report prepared by Northwest Biological Consulting for the site referenced above. Based upon the information presented in the report and additional information submitted upon request, we concur that there are no jurisdictional wetlands or other waters of the state within the study area, as indicated on the attached Figure 7. All prior surface ditches on the parcel have been recently placed in pipes, either underground or lying within decommissioned ditches. Please replace all copies of the preliminary wetland map with this final Department-approved map.

This concurrence is for purposes of the state Removal-Fill Law only. Federal or local permit requirements may apply as well. The U.S. Army Corps of Engineers will determine jurisdiction under the Clean Water Act, which may require submittal of a complete Wetland Delineation Report.

This concurrence is based on information provided to the agency. The jurisdictional determination is valid for five years from the date of this letter unless new information necessitates a revision. Circumstances under which the Department may change a determination are found in OAR 141-090-0045 (available on our web site or upon request). In addition, laws enacted by the legislature and/or rules adopted by the Department may result in a change in jurisdiction; individuals and applicants are subject to the regulations that are in effect at the time of the removal-fill activity or complete permit application. The applicant, landowner, or agent may submit a request for reconsideration of this determination in writing within six months of the date of this letter.

Thank you for having the site evaluated. If you have any questions, please contact the Jurisdiction Coordinator for Jackson County, Lynne McAllister, at (503) 986-5300.

Sincerely,

Peter Ryan, PWS  
Aquatic Resource Specialist

Enclosures

ec: Scott English, Northwest Biological Consulting  
Ashland Planning Department (Maps enclosed for updating LWI)  
Andrea Wagner, Corps of Engineers  
Lauren Brown, DSL

## WETLAND DELINEATION / DETERMINATION REPORT COVER FORM

Fully completed and signed report cover forms and applicable fees are required before report review timelines are initiated by the Department of State Lands. Make checks payable to the Oregon Department of State Lands. To pay fees by credit card, go online at: <https://apps.oregon.gov/DSL/EPS/program?key=4>.

Attach this completed and signed form to the front of an unbound report or include a hard copy with a digital version (single PDF file of the report cover form and report, minimum 300 dpi resolution) and submit to: **Oregon Department of State Lands, 775 Summer Street NE, Suite 100, Salem, OR 97301-1279**. A single PDF of the completed cover form and report may be e-mailed to: [Wetland\\_Delineation@dsl.state.or.us](mailto:Wetland_Delineation@dsl.state.or.us). For submittal of PDF files larger than 10 MB, e-mail DSL instructions on how to access the file from your ftp or other file sharing website.

## Contact and Authorization Information

☒ Applicant ☒ Owner Name, Firm and Address:  
City of Ashland Parks Department  
1195 East Main St. Ashland Oregon 97520

RECEIVED

JUL 01 2019

Business phone # (541) 488-5430  
Mobile phone # (optional)  
E-mail:

☒ Authorized Legal Agent, Name and Address (if different):  
Michael Back

RECEIVED \$ 454.00  
DEPARTMENT OF STATE LANDS  
#1194

Business phone #  
Mobile phone # (optional)  
E-mail:

I either own the property described below or I have legal authority to allow access to the property. I authorize the Department to access the property for the purpose of confirming the information in the report, after prior notification to the primary contact.

Typed/Printed Name: Scott EnglishSignature: [Signature]

Date: \_\_\_\_\_ Special instructions regarding site access: \_\_\_\_\_

## Project and Site Information

Project Name: East Main St. Park SpaceLatitude: 42 29 30 NLongitude: -122 40 30.42 W

decimal degree - centroid of site or start &amp; end points of linear project

Proposed Use:  
City ParkTax Map # 391E 11cbTax Lot(s) 200

Tax Map # \_\_\_\_\_

Project Street Address (or other descriptive location):  
Near Corner of East Main St. and Clay St.

Tax Lot(s) \_\_\_\_\_

Township 39S Range 1E Section 11cb QQ

Use separate sheet for additional tax and location information

City: AshlandCounty: JacksonWaterway: Clay Creek to Bear Cree River Mile:

## Wetland Delineation Information

Wetland Consultant Name, Firm and Address:  
Scott English, Northwest Biological Consulting  
650 Ashland St. Ashland, Oregon 97520

Phone # (541) 941-2042  
Mobile phone # (if applicable)  
E-mail: [nwbiolog@gmail.com](mailto:nwbiolog@gmail.com)

The information and conclusions on this form and in the attached report are true and correct to the best of my knowledge.

Consultant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Primary Contact for report review and site access is ☐ Consultant ☐ Applicant/Owner ☐ Authorized Agent

Wetland/Waters Present? ☐ Yes ☒ No Study Area size: 5.52 Acres Total Wetland Acreage: 0.0000

## Check Applicable Boxes Below

☐ R-F permit application submitted☒ Fee payment submitted \$ 454☐ Mitigation bank site☐ Resubmittal of rejected report (\$100)☐ EFSC/ODOE Proj. Mgr: \_\_\_\_\_☐ Request for Reissuance. See eligibility criteria. (no fee)☐ Wetland restoration/enhancement project (not mitigation)

DSL # \_\_\_\_\_ Expiration date \_\_\_\_\_

☐ Previous delineation/application on parcel  
If known, previous DSL # \_\_\_\_\_☐ LWI shows wetlands or waters on parcelWetland ID code 0

## For Office Use Only

DSL Reviewer: LMFee Paid Date: 7 / 1 / 19DSL WD # 2019-0337Date Delineation Received: 7 / 1 / 19Scanned: ☐Electronic: ☒

DSL App.# \_\_\_\_\_

P# 78441



# Figure 1: Location

Elevation data is 10 Meter National Elevation Dataset from USDA. All other data from Jackson County.

**Northwest Biological Consulting**  
 Habitat Restoration,  
 Environmental Planning  
 CA Engineering Contractor  
 OR General Contractor  
 324 Terrace St. P.O. Box 671 nwbiolog.com  
 Ashland, OR 97520 Ph/Fax (541) 488-1061

0 1/4 1/2 1 Miles

October 18, 2018





Revised Figure 7: No Wetland Indicators After TID Water Shut Off

Tax lot polygon data (Study Area) is from Jackson County. Data plots, ditches, pipes, and irrigation control boxes located to submeter accuracy with a Trimble GeoXT GPS. Photo locations estimated from correlating observations on the ground with an air photo.

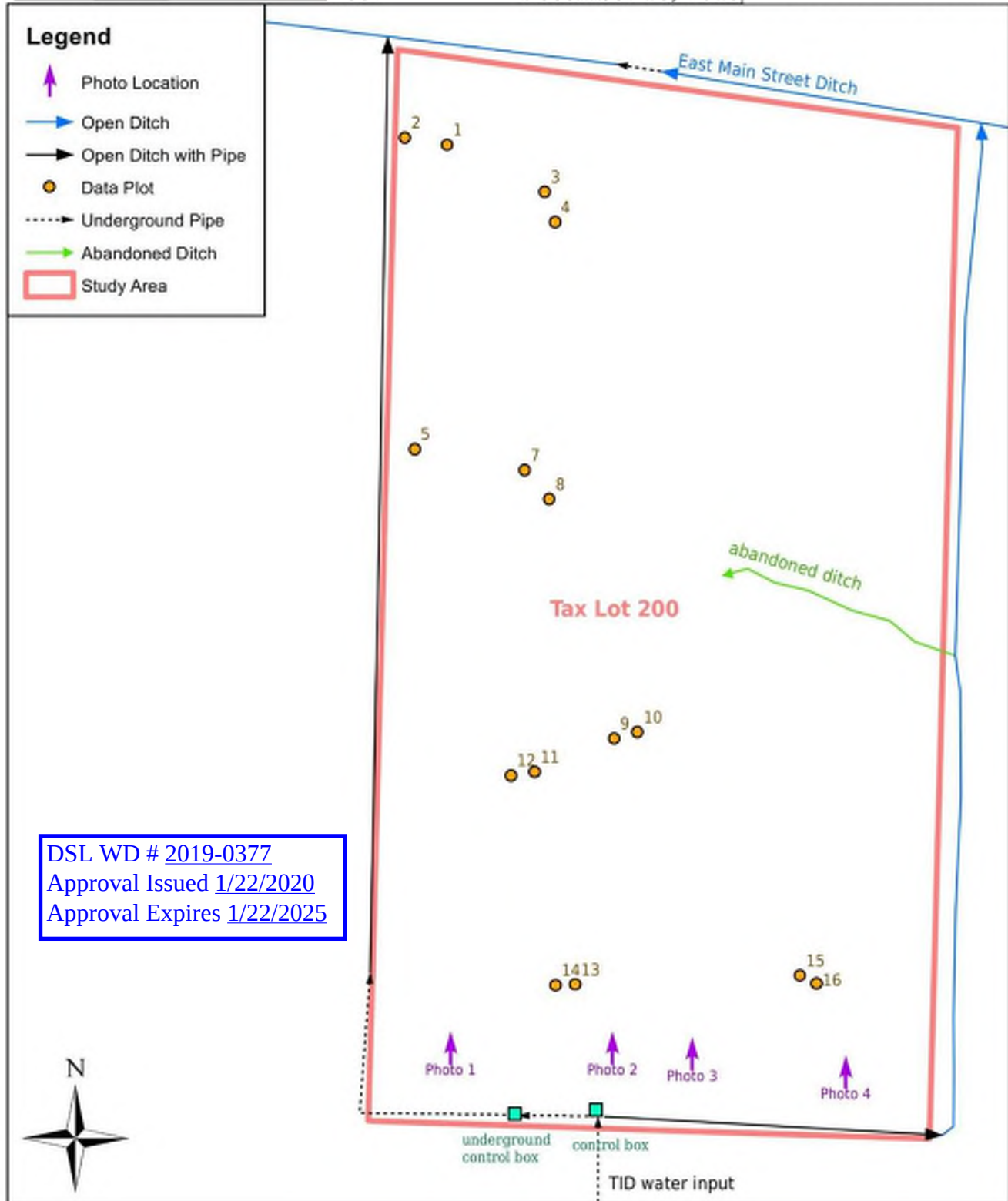
0 50 100 200 Feet

December 18, 2019

Northwest Biological Consulting  
Habitat Restoration,  
Environmental Planning  
CA Engineering Contractor  
OR General Contractor  
324 Terrace St. P.O. Box 671 nwbiolog.com  
Ashland, OR 97520 Ph/Fax (541) 488-1061

### Legend

-  Photo Location
-  Open Ditch
-  Open Ditch with Pipe
-  Data Plot
-  Underground Pipe
-  Abandoned Ditch
-  Study Area



# East Main Street Park Development

## Traffic Impact Analysis

December 21, 2023

Prepared By:



*TRANSPORTATION  
ENGINEERING, LLC*

*SOUTHERN OREGON TRANSPORTATION ENGINEERING, LLC*



# East Main Street Park Development

## Traffic Impact Analysis

December 21, 2023

Prepared By:

*SOUTHERN OREGON TRANSPORTATION ENGINEERING, LLC*





# **TABLE OF CONTENTS**

|                                                                     |           |
|---------------------------------------------------------------------|-----------|
| <b>I. EXECUTIVE SUMMARY.....</b>                                    | <b>5</b>  |
| <b>II. INTRODUCTION.....</b>                                        | <b>6</b>  |
| Background .....                                                    | 6         |
| Project Location .....                                              | 6         |
| Project Description.....                                            | 6         |
| <b>III. EXISTING YEAR 2023 NO-BUILD CONDITIONS .....</b>            | <b>9</b>  |
| Site Condition.....                                                 | 9         |
| Roadway Characteristics .....                                       | 9         |
| Traffic Counts .....                                                | 9         |
| Pedestrian and Bicycle Accessibility.....                           | 9         |
| Transit Service.....                                                | 10        |
| Intersection Capacity and Level of Service.....                     | 12        |
| Year 2023 No-Build Intersection Operations .....                    | 13        |
| Year 2023 No-Build 95 <sup>th</sup> Percentile Queuing.....         | 13        |
| Crash History.....                                                  | 14        |
| <b>IV. DESIGN YEAR 2024 NO-BUILD CONDITIONS.....</b>                | <b>15</b> |
| Design Year 2024 No-Build Description .....                         | 15        |
| Design Year 2024 No-Build Intersection Operations.....              | 15        |
| Design Year 2024 No-Build 95 <sup>th</sup> Percentile Queuing ..... | 15        |
| <b>V. SITE TRAFFIC .....</b>                                        | <b>17</b> |
| Trip Generation .....                                               | 17        |
| Trip Distribution and Assignment.....                               | 17        |
| <b>VI. DESIGN YEAR 2024 BUILD CONDITIONS.....</b>                   | <b>19</b> |
| Design Year 2024 Build Description .....                            | 19        |
| Design Year 2024 Build Intersection Operations.....                 | 19        |
| Design Year 2024 Build 95 <sup>th</sup> Percentile Queuing .....    | 19        |
| Sight Distance .....                                                | 20        |
| Access Management & Spacing Standards .....                         | 22        |
| Turn Lane Criterion.....                                            | 22        |
| <b>VII. CONCLUSIONS.....</b>                                        | <b>24</b> |

## **LIST OF TABLES**

|                                                                                    |    |
|------------------------------------------------------------------------------------|----|
| Table 1: Roadway Classifications and Descriptions.....                             | 9  |
| Table 2: HCM Level of Service Designations for Stop-Controlled Intersections ..... | 12 |
| Table 3: Year 2023 No-Build Intersection Operations .....                          | 13 |
| Table 4: Year 2023 No-Build 95 <sup>th</sup> Percentile Queue Lengths .....        | 13 |
| Table 5: Design Year 2024 No-Build Intersection Operations.....                    | 15 |
| Table 6: Design Year 2024 No-Build 95 <sup>th</sup> Percentile Queue Lengths.....  | 15 |
| Table 7: Development Trip Generations .....                                        | 17 |
| Table 8: Design Year 2024 Build Intersection Operations.....                       | 19 |
| Table 9: Design Year 2024 Build 95 <sup>th</sup> Percentile Queues .....           | 19 |

## **FIGURES**

|                                                                        |    |
|------------------------------------------------------------------------|----|
| FIGURE 1: Vicinity Map .....                                           | 7  |
| FIGURE 2: Site Plan.....                                               | 8  |
| FIGURE 3: Year 2023 No-Build Traffic Volumes, PM Peak Hour .....       | 11 |
| FIGURE 4: Design Year 2024 No-Build Traffic Volumes, PM Peak Hour..... | 16 |
| FIGURE 5: Development Trip Assignment, PM Peak Hour.....               | 18 |
| FIGURE 6: Design Year 2024 Build Traffic Volumes, PM Peak .....        | 23 |

## **APPENDICES**

|                                                                         |
|-------------------------------------------------------------------------|
| APPENDIX A: TRAFFIC COUNT DATA, SEASONAL ADJUSTMENT, VOLUME DEVELOPMENT |
| APPENDIX B: ITE AND LOCAL TRIP GENERATION                               |
| APPENDIX C: EXISTING YEAR 2023 NO-BUILD SYNCHRO AND SIMTRAFFIC OUTPUT   |
| APPENDIX D: DESIGN YEAR 2024 NO-BUILD SYNCHRO AND SIMTRAFFIC OUTPUT     |
| APPENDIX E: DESIGN YEAR 2024 BUILD SYNCHRO AND SIMTRAFFIC OUTPUT        |
| APPENDIX F: TURN LANE GRAPHS                                            |
| APPENDIX G: AGENCY REQUIREMENTS                                         |

# I. EXECUTIVE SUMMARY

## Summary

Southern Oregon Transportation Engineering, LLC prepared a traffic analysis for a proposed park located along the south side of East Main Street, east of Clay Street in Ashland, Oregon. The proposed park will include a dog park, community garden, central play area, pump track, and open space. Access to the site is proposed on East Main Street and Abbott Avenue with a pedestrian/bike path to Brooks Lane.

The proposed park is expected to draw from the local community and generate as many pedestrians/cyclists as automobile trips. It is estimated to generate 442 average daily trips (ADT) from automobiles with 20 occurring during the a.m. peak hour and 43 during the p.m. peak hour. During the p.m. peak hour, which is estimated to be the peak of the day, the park is additionally estimated to generate 16 pedestrian trips and 28 bicycle trips. Construction is estimated to begin in year 2024.

Three study area intersections and two site driveways were evaluated under existing year 2023, design year 2024 no-build, and design year 2024 build conditions during the p.m. peak hour to address development impacts.

## Conclusions

The findings of the traffic impact analysis conclude that the proposed East Main Street Park can be approved without creating adverse impacts to the transportation system. Results of the analysis are as follows:

1. All study area intersections operate acceptably under existing year 2023, design year 2024 no-build, and design year 2024 build conditions during the p.m. peak hour.
2. Crash data was evaluated in the study area for the most recent five-year period. There were no reported collisions at study area intersections within that time period.
3. Turn lane criterion was evaluated on East Main Street at the proposed site driveway. Results show that neither an eastbound right turn lane nor westbound left turn lane is warranted with or without proposed development traffic during the p.m. peak hour.
4. Sight distance is shown to be adequate at proposed site access points on East Main Street and Abbott Avenue.
5. Pedestrians and cyclists are expected to use East Main Street, Clay Street, Tolman Creek Road, and streets within the local neighborhoods to access the park. Sidewalks exist on Tolman Creek Road, Clay Street, and within the local neighborhoods, but are missing in segments along East Main Street. Bike facilities (lanes or shoulders) are provided on East Main Street and Tolman Creek Road but are missing on Clay Street. The City of Ashland has plans to improve middle Clay Street to a City standard utilizing grant monies received from Jackson County. There is also a planned project in their Transportation System Plan to upgrade Clay Street to a Bicycle Boulevard.

The proposed development is shown to be in compliance with the City of Ashland Comprehensive Plan and Land Development Code. Streets that serve the subject property will accommodate projected peak hour traffic volumes while maintaining acceptable performance standards in accordance with the City of Ashland and Jackson County Transportation System Plans (TSP).

## II. INTRODUCTION

### Background

Southern Oregon Transportation Engineering, LLC prepared a traffic analysis for a proposed Regional Park located along the south side of East Main Street, east of Clay Street in Ashland, Oregon. The proposed park will include a dog park, community garden, central play area, pump track, and open space. Access to the site is proposed on East Main Street and Abbott Avenue with a bike/pedestrian path to Brooks Lane.

Development of the park will require annexation into the City of Ashland and Site Review Design. The property will be annexed with R-1-3.5 zoning. A traffic analysis is required by the City of Ashland and Jackson County to address development impacts on the transportation system. The study area consists of the following intersections/driveways:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Clay Street / E Main Street       | 4. Site Access / E Main Street |
| 2. Abbott Avenue / Clay Street       | 5. Site Access / Abbott Avenue |
| 3. Tolman Creek Road / E Main Street |                                |

Study area intersections and driveways were evaluated under existing year 2023 no-build, design year 2024 no-build, and design year 2024 build conditions during the p.m. peak hour.

### Project Location

The proposed East Main Street Park is located at Township 39S Range 1E Section 11CB on tax lots 100 and 200. The subject property is approximately 6.52 acres in size and will be developed under City of Ashland R-1-3.5 zoning. Access is proposed from East Main Street and Abbott Avenue. Refer to Figures 1 and 2 for a vicinity map and site plan.

### Project Description

The proposed development includes a dog park, community garden, central play area, pump track, and open space. It is estimated to generate 442 ADT with 20 trips occurring during the a.m. peak hour and 43 during the p.m. peak hour. Additionally, the park is estimated to generate 16 pedestrian and 28 bicycle trips during the p.m. peak hour. Construction is estimated to begin in year 2024.

**Figure 1: Vicinity Map**



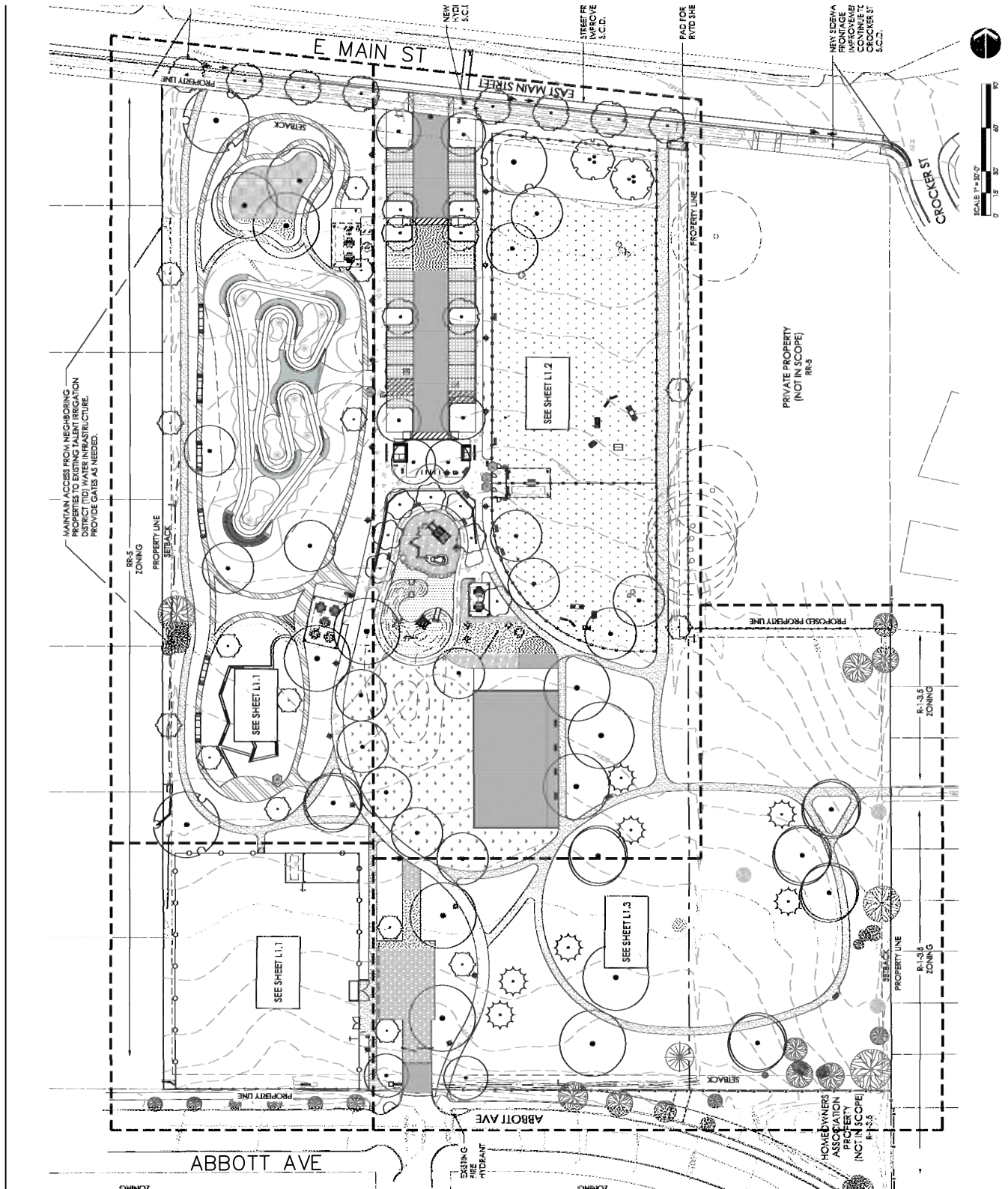
**SOUTHERN OREGON  
TRANSPORTATION ENGINEERING, LLC**

Medford, Oregon 97504  
ph 541.941.4148 fax 541.535.6873  
Kim.parducci@gmail.com

**Ashland Parks Department  
East Main Regional Park Dev  
Traffic Impact Analysis  
Ashland, Oregon**



**Figure 2 : Site Plan**



**SOUTHERN OREGON  
TRANSPORTATION ENGINEERING, LLC**

Medford, Oregon 97504  
ph 541.941.4148 fax 541.535.6873  
Kim.Parducci@gmail.com

**Ashland Parks Department  
East Main Regional Park Dev  
Traffic Impact Analysis  
Ashland, Oregon**

### III. EXISTING YEAR 2023 NO-BUILD CONDITIONS

#### Site Conditions

The subject property is located along the south side of East Main Street, east of Clay Street in Ashland, Oregon. Access is proposed through private driveways on East Main Street and Abbott Avenue. The site is currently occupied by a single-family residence.

#### Roadway Characteristics

The project study area includes intersections along East Main Street, Clay Street and Abbott Avenue. Study area intersections and driveways are analyzed in accordance with City of Ashland and Jackson County standards.

Table 1 provides a summary of existing roadway classifications and descriptions in the study area.

| Table 1 - Roadway Classifications and Descriptions |                 |                                        |          |           |                 |                    |
|----------------------------------------------------|-----------------|----------------------------------------|----------|-----------|-----------------|--------------------|
| Roadway                                            | Jurisdiction    | Functional Classification <sup>1</sup> | Sidewalk | Bike Lane | Number of Lanes | Posted Speed (MPH) |
| East Main Street                                   | Jackson County  | Major Collector                        | Partial  | No        | 2               | 40                 |
| Clay Street                                        | Jackson County  | Minor Collector                        | Partial  | No        | 2               | 25                 |
| Abbott Avenue                                      | City of Ashland | Neighborhood                           | Yes      | No        | 2               | Not Posted         |
| Tolman Creek Road                                  | City of Ashland | Avenue                                 | Partial  | Yes       | 2               | 25                 |

1. City of Ashland and Jackson County Transportation System Plans

#### Traffic Counts

Manual traffic counts (4-6 p.m.) were collected in December of 2023 when school was still in session. Count data was seasonally adjusted in accordance with ODOT's Analysis Procedures Manual (APM) to represent peak conditions. A growth rate of 2% per year was added to year 2023 count data to develop design year 2024 no-build conditions. Growth was determined from existing and projected traffic volumes in the City of Ashland TSP. Year 2023 no-build traffic volumes at study area intersections are provided in Figure 3. Manual traffic counts are provided in Appendix A.

#### Pedestrian and Bicycle Accessibility

Pedestrian and bicyclist activity was observed to be low along all streets counted during p.m. peak period counts. No pedestrians were counted on East Main Street, Tolman Creek Road, or along the section of Clay Street between East Main Street and Abbott Avenue. There were three pedestrians on Clay Street south of Abbott Avenue and seven pedestrians on Abbott Avenue. Bicycle counts were equally low with none counted on any study area street. Regardless of activity, connections for pedestrians and bicyclists are decent in all but one direction. Sidewalk connectivity is poor to/from the west along East Main Street. To/from the east, sidewalk exists within 350 feet beginning at Crocker Street and continuing on Tolman Creek Road. Once frontage improvements occur, there will be continuous sidewalk along the south side of East Main Street between Tolman Creek Road and Clay Street. To/from the south, Clay Street provides continuous sidewalk on one side or the other



from East Main Street to Ashland Street (OR 66) and there's continuous sidewalk to/from the east and west along Abbott Avenue. At some point in the near future, Engle Street is expected to connect from Villard Street to Dollarhide Way where it currently ends, which will provide continuous sidewalk north and south between the proposed park and residential areas to the south.

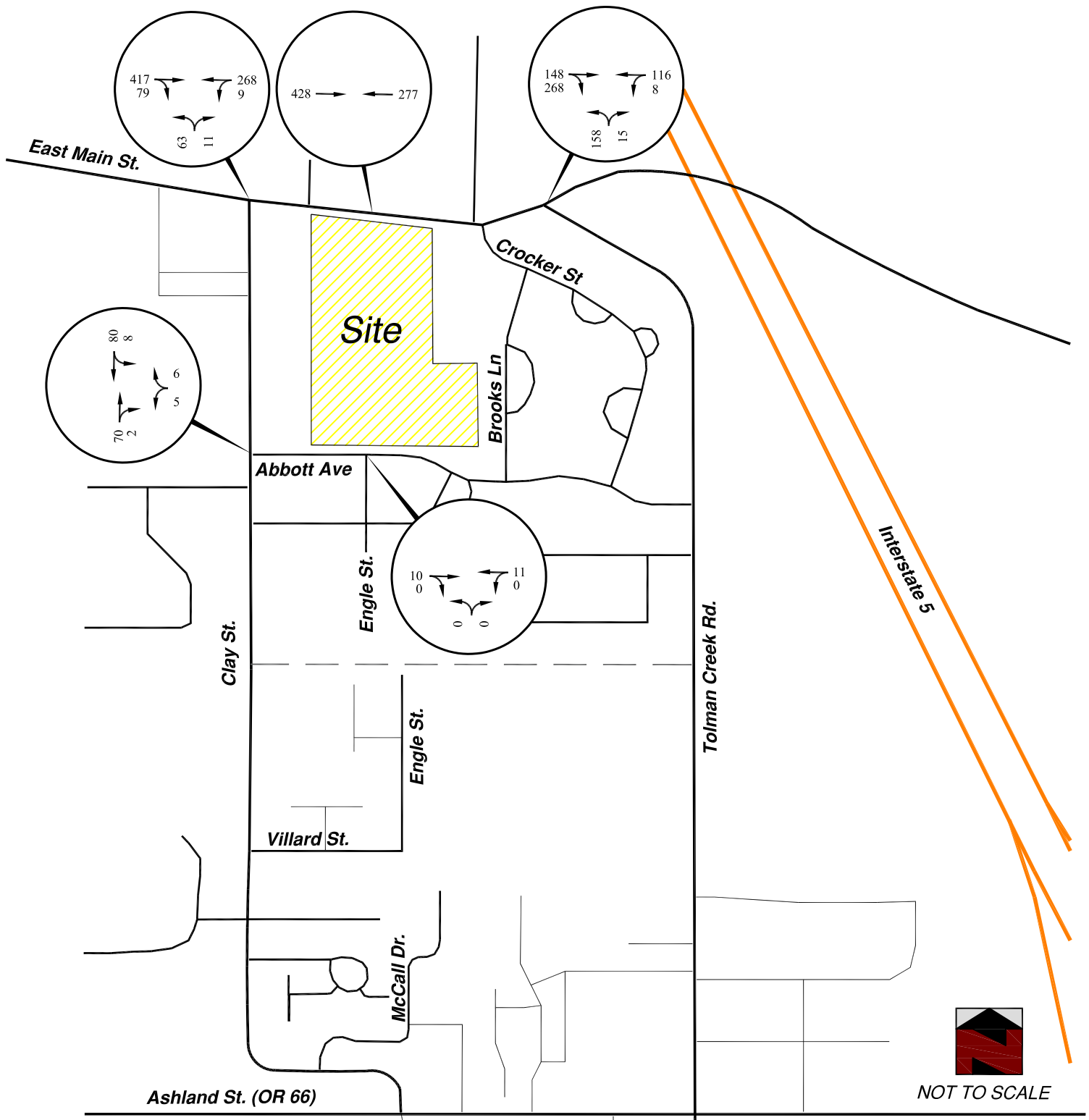
Bicycle routes to/from the west include East Main Street and a multi-use path adjacent to the rail corridor (Central Bike Path) that provides a connection indirectly to Clay Street. Clay Street is planned in the City's TSP as a bicycle boulevard (project B22) from Ashland Street to East Main Street, which means it will eventually provide a shared roadway to allow through movement of bicycles. The City's TSP rates East Main Street as having a multi-modal bicycle level of service "C-D" under existing and future no-build conditions, which is considered adequate, and this route is more direct, but the shoulder provided along East Main Street is inconsistent in width. The varying shoulder width and posted speed of 40 miles per hour (mph) makes the path less desirable for bike riders of all ages and abilities. Our assumption is that Clay Street and Tolman Creek Road will be used more often by cyclists to/from the site. Engle Street will also likely be used frequently once it connects.

## Transit Service

The nearest transit route to the site is Bus Route 10 provided by Rogue Valley Transit District (RVTD). It runs east-west on Ashland Street. The closest bus stop on Route 10 is at Bi-Mart. Route 10 runs on 20-30 minutes scheduled stops between 5am and 7pm Monday -Friday and 7am to 7pm on Saturdays. In the City of Ashland Transit Expansion Study, completed in March of 2019, Route 10 is planned for increased service coverage, which includes an additional loop from Ashland Street north on Clay Street, east on East Main Street, and south on Tolman Creek Road closing the loop back to Ashland Street. A bus stop is proposed on the south side of East Main Street along the proposed park frontage. See local transit route concept map below (provided from the Ashland Transit Expansion Study).



**Figure 3: Year 2023 No-Build Traffic Volumes, PM Peak Hour**



**SOUTHERN OREGON  
TRANSPORTATION ENGINEERING, LLC**

Medford, Oregon 97504  
ph 541.941.4148 fax 541.535.6873  
Kim.Parducci@gmail.com

**Ashland Parks Department  
East Main Regional Park Dev  
Traffic Impact Analysis  
Ashland, Oregon**

## Intersection Capacity and Level of Service

Intersection capacity calculations were conducted utilizing the methodologies presented in the *Highway Capacity Manual (HCM 6<sup>th</sup> Edition)*. Capacity and level of service calculations for unsignalized intersections were prepared using “SYNCHRO” timing software.

Level of service quantifies the degree of comfort afforded to drivers as they travel through an intersection or along a roadway section. The level of service methodology was developed to quantify the quality of service of transportation facilities. Level of service is based on total delay, defined as the total elapsed time from when a vehicle stops at the end of a queue until the vehicle departs from the stop line. Level of service ranges from “A” to “F”, with “A” indicating the most desirable condition and “F” indicating an unsatisfactory condition. The HCM LOS designations for stop-controlled intersections are provided in Table 2.

| Table 2 – HCM Level of Service Designations for Stop-Controlled Intersections |             |
|-------------------------------------------------------------------------------|-------------|
| Level of Service                                                              | Delay Range |
| A                                                                             | < 10        |
| B                                                                             | >10 – 15    |
| C                                                                             | >15 – 25    |
| D                                                                             | >25 – 35    |
| E                                                                             | >35 – 50    |
| F                                                                             | > 50        |

Volume-to-capacity (v/c) ratios are decimal representations of used capacity and range between 0.00-1.00, or zero to 100%. Lane movements with low v/c ratios have an excess of available capacity, while movements with high v/c ratios are shown to be near or at capacity.

Streets within the study area are under City of Ashland and Jackson County. The City of Ashland performance standard for stop-controlled intersections is a LOS “D”. The Jackson County performance standard is a v/c ratio of 0.95 for the critical movement. Mitigation is required at study area intersections where operational standards are not met, and it can be shown that proposed development trips make conditions significantly worse (beyond target compliance) than they would have otherwise been under no-build conditions.

## Year 2023 No-Build Intersection Operations

Study area intersections were evaluated under existing year 2023 no-build conditions during the p.m. peak hour. Results are summarized in Table 3.

| Table 3 - Year 2023 No-Build Intersection Operations |                      |                 |              |
|------------------------------------------------------|----------------------|-----------------|--------------|
| Intersection                                         | Performance Standard | Traffic Control | PM Peak Hour |
| Clay St. / E Main St.                                | LOS D, V/C 0.95      | TWSC            | C, 0.29, NB  |
| Clay St. / Abbott Ave.                               | LOS D                | TWSC            | A, WB        |
| Tolman Creek Rd. / E Main St.                        | LOS D, V/C 0.95      | TWSC            | C, 0.36, NB  |

LOS = level of service, TWSC = two-way stop control, NB = northbound, WB = westbound  
Note: Exceeded performance standards are shown in bold, italic

Results of the analysis show all study area intersections operate acceptably (within performance standards) under existing year 2023 no-build conditions during the p.m. peak hour. Refer to Appendix C for synchro output sheets.

## Year 2023 No-Build 95<sup>th</sup> Percentile Queuing

Queue lengths are reported as the average, maximum, or 95<sup>th</sup> percentile queue length. The 95<sup>th</sup> percentile queue length is used for design purposes and is the queue length reported in this analysis. Five simulations were run and averaged in SimTraffic to determine 95<sup>th</sup> percentile queue lengths. Queues were evaluated at study area intersections under existing year 2023 no-build conditions during the p.m. peak hour. Queue lengths were rounded up to the nearest 25 feet (single vehicle length) and reported in Table 4.

| Table 4 – Year 2023 No-Build 95 <sup>th</sup> Percentile Queue Lengths |                              |              |                  |
|------------------------------------------------------------------------|------------------------------|--------------|------------------|
| Intersection / Movement                                                | Available Link Distance (Ft) | PM Peak Hour | Exceeded Roadway |
| <b><u>Clay St. / E Main St.</u></b>                                    |                              |              |                  |
| Westbound Left/Through                                                 | 675                          | 25           | None             |
| Northbound Left/Right                                                  | 725                          | 75           | None             |
| <b><u>Clay St. / Abbott Ave.</u></b>                                   |                              |              |                  |
| Westbound Left/Right                                                   | 325                          | 25           | None             |
| Southbound Left/Through                                                | 725                          | 0            | None             |
| <b><u>Tolman Creek Rd. / E Main St.</u></b>                            |                              |              |                  |
| Westbound Left/Through                                                 | 1550                         | 25           | None             |
| Northbound Left/Right                                                  | 1125                         | 75           | None             |

Note: Exceeded performance standards are shown in bold, italic

Results of the queuing analysis show all study area queue links are shown to stay within available link distances under existing conditions during the p.m. peak hour. The longest reported queues occur northbound on Clay Street and on Tolman Creek Road at East Main Street. Refer to Appendix C for a full queuing and blocking report.

## Crash History

Crash data for the most recent five-year period was provided from ODOT's crash analysis unit and TransGIS website. Results were provided within the study area for the period of January 1, 2017 through December 31<sup>st</sup>, 2021 and showed no reported collisions. No further investigation is shown to be necessary.

## IV. DESIGN YEAR 2024 NO-BUILD CONDITIONS

### Design Year 2024 No-Build Description

Design year 2024 no-build conditions represent development build year conditions for a study area without consideration of proposed development trips. This condition is evaluated to determine how a study area will be impacted by area background growth. Background growth in the analysis was 2% per year to be consistent with estimated growth along East Main Street in the City of Ashland TSP. Refer to Figure 4 for design year 2024 no-build traffic volumes during the p.m. peak hour.

### Design Year 2024 No-Build Intersection Operations

Study area intersections were evaluated under design year 2024 no-build conditions during the p.m. peak hour. Results are summarized in Table 5.

| Table 5 – Design Year 2024 No-Build Intersection Operations |                      |                 |              |
|-------------------------------------------------------------|----------------------|-----------------|--------------|
| Intersection                                                | Performance Standard | Traffic Control | PM Peak Hour |
| Clay St. / E Main St.                                       | LOS D, V/C 0.95      | TWSC            | C, 0.30, NB  |
| Clay St. / Abbott Ave.                                      | LOS D                | TWSC            | A, WB        |
| Tolman Creek Rd. / E Main St.                               | LOS D, V/C 0.95      | TWSC            | C, 0.37, NB  |

LOS = level of service, TWSC = two-way stop control, NB = northbound, WB = westbound  
Note: Exceeded performance standards are shown in bold, italic

Results of the analysis show study area intersections continue to operate acceptably (within performance standards) under design year 2024 no-build conditions during the p.m. peak hour. Small increases in delay and v/c ratios occur at intersections but intersection level of service remains the same with background growth. Refer to Appendix D for synchro output sheets.

### Design Year 2024 No-Build 95<sup>th</sup> Percentile Queuing

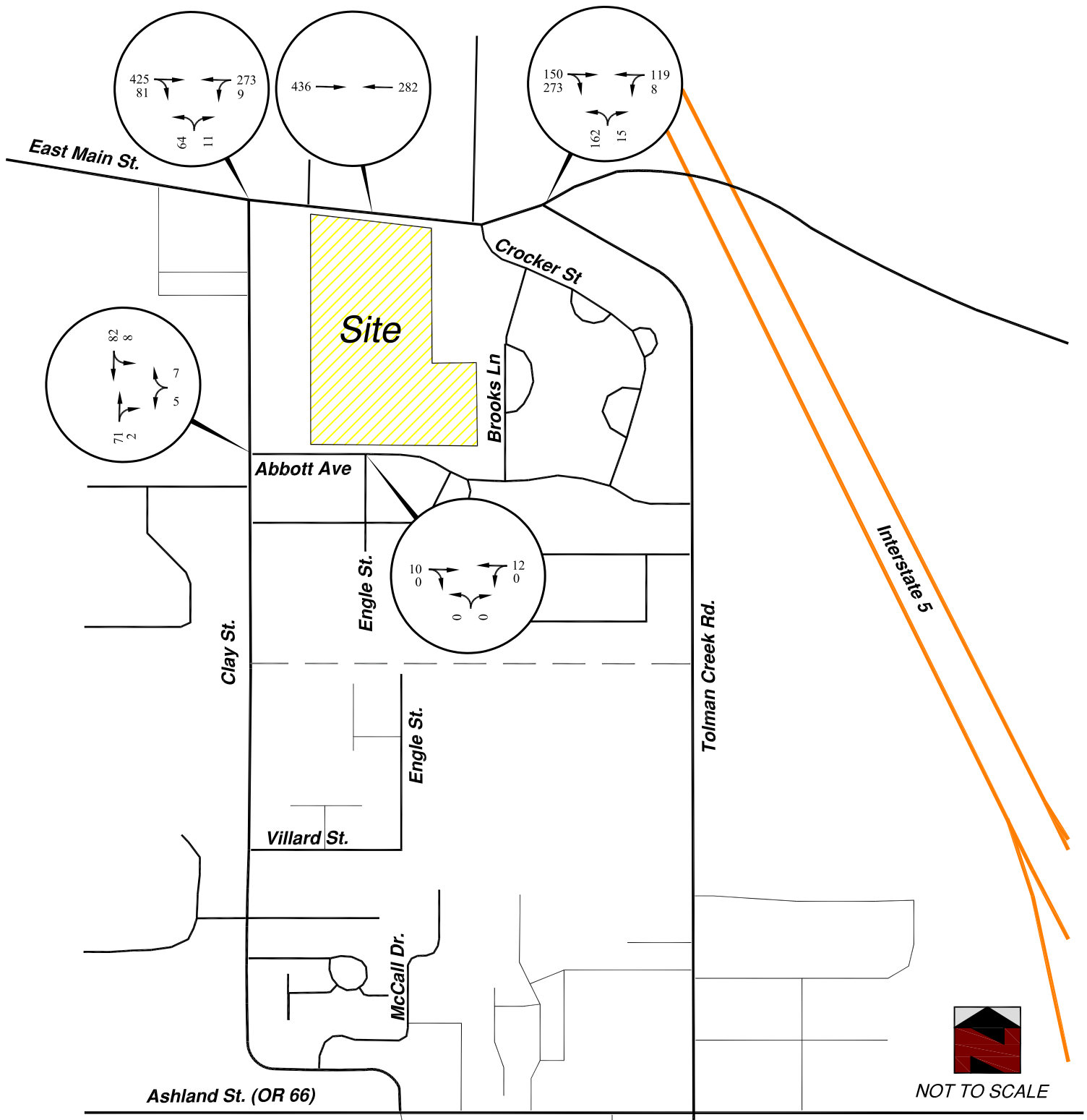
Five simulations were run and averaged in SimTraffic to determine 95<sup>th</sup> percentile queue lengths within the study area under design year 2024 no-build conditions. Queue lengths were rounded up to the nearest 25 feet (single vehicle length) and reported in Table 6 for the p.m. peak hour.

| Table 6 – Design Year 2024 No-Build 95 <sup>th</sup> Percentile Queue Lengths |                              |              |                   |
|-------------------------------------------------------------------------------|------------------------------|--------------|-------------------|
| Intersection / Movement                                                       | Available Link Distance (Ft) | PM Peak Hour | Exceeded Roadways |
| <b><u>Clay St. / E Main St.</u></b>                                           |                              |              |                   |
| Westbound Left/Through                                                        | 675                          | 25           | None              |
| Northbound Left/Right                                                         | 725                          | 75           | None              |
| <b><u>Clay St. / Abbott Ave.</u></b>                                          |                              |              |                   |
| Westbound Left/Right                                                          | 325                          | 50           | None              |
| Southbound Left/Through                                                       | 725                          | 25           | None              |
| <b><u>Tolman Creek Rd. / E Main St.</u></b>                                   |                              |              |                   |
| Westbound Left/Through                                                        | 1550                         | 25           | None              |
| Northbound Left/Right                                                         | 1125                         | 100          | None              |

Note: Exceeded performance standards are shown in bold, italic

Results of the queuing analysis show slight changes in queuing at study area intersection due to background growth. Refer to Appendix D for a full queuing and blocking report.

**Figure 4: Design Year 2024 No-Build Traffic Volumes, PM Peak Hour**



**SOUTHERN OREGON  
TRANSPORTATION ENGINEERING, LLC**

Medford, Oregon 97504  
ph 541.941.4148 fax 541.535.6873  
Kim.Parducci@gmail.com

**Ashland Parks Department  
East Main Regional Park Dev  
Traffic Impact Analysis  
Ashland, Oregon**



## V. SITE TRAFFIC

### Trip Generation

Trip generation calculations for the proposed park were prepared utilizing the Institute of Transportation Engineers (ITE) *Trip Generation*, 11<sup>th</sup> Edition and local data. The proposed park will include a dog park, community garden, play area, pump track, and open space. Only one of these uses has adequate data in the ITE, which includes land use 411 – Public Park. This land use was used to generate trips for the open space and play area on the site plan. For uses that don't have adequate data provided in the ITE, the ITE recommends gathering local data. Local data was gathered for the dog park, community garden, and pump track. Manual counts were taken at existing facilities in Ashland for the dog park and community garden. For the pump track, traffic generations were developed from estimations provided by the Redmond Public Work Director for a similar pump track constructed two years ago. Estimations were based on the maximum number of users at one time on the pump track and the average duration of each user.

A summary of vehicular trip generations for the proposed East Main Street Park is provided in Table 7. ITE graphs and local data is provided in Appendix B.

| <b>Table 7 – Development Trip Generations</b> |             |             |                    |                             |           |            |                             |           |            |
|-----------------------------------------------|-------------|-------------|--------------------|-----------------------------|-----------|------------|-----------------------------|-----------|------------|
| <b>Data Reference</b>                         | <b>Unit</b> | <b>Size</b> | <b>Daily Trips</b> | <b>Weekday AM Peak Hour</b> |           |            | <b>Weekday PM Peak Hour</b> |           |            |
|                                               |             |             |                    | <b>Total</b>                | <b>In</b> | <b>Out</b> | <b>Total</b>                | <b>In</b> | <b>Out</b> |
| Local – Dog Park                              | NA          | NA          | 290 <sup>1</sup>   | 17                          | 10        | 7          | 30                          | 17        | 13         |
| Local – Community Garden                      | NA          | NA          | 30 <sup>1</sup>    | 3                           | 2         | 1          | 0                           | 0         | 0          |
| Local – Pump Track                            | NA          | NA          | 120 <sup>1</sup>   | 0                           | 0         | 0          | 12                          | 6         | 6          |
| ITE 411 – Public Park                         | Acres       | 2           | 2                  | 0                           | 0         | 0          | 1                           | 0         | 1          |
| <b>Total Trips</b>                            |             |             | <b>442</b>         | <b>20</b>                   |           |            | <b>43</b>                   |           |            |

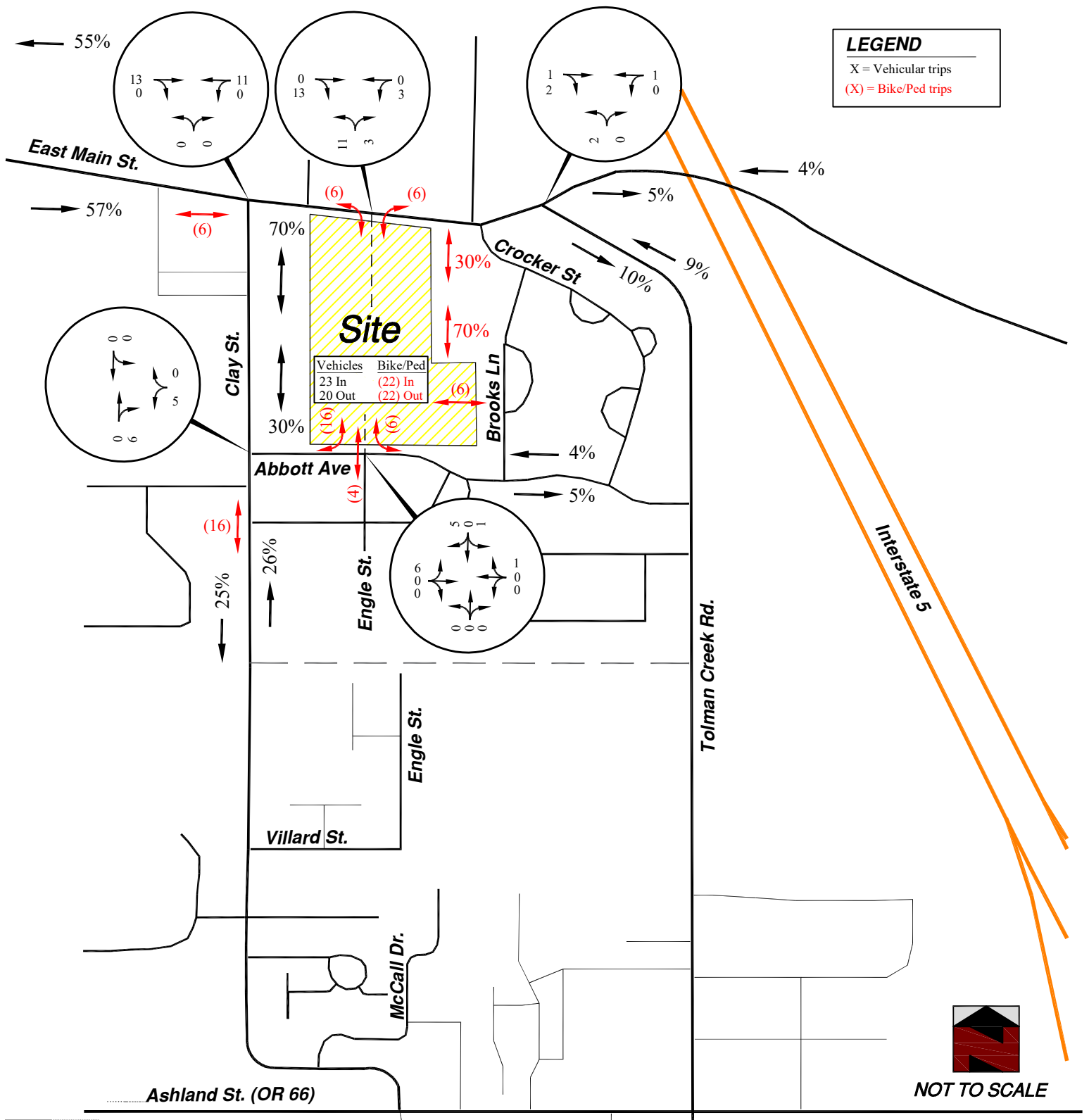
NA = not applicable

1. Daily trips estimated based on 10 times the highest peak hour

### Trip Distribution and Assignment

Vehicular development trips were distributed in accordance with existing traffic splits at study area intersections and engineering judgement. An initial assumption was that 70% of vehicular development trips would use the East Main Street access and 30% the Abbott Avenue access. From the access point on East Main Street, approximately 55% of trips were distributed to/from the west and 5% to/from the east. From the access point on Abbott Avenue, approximately 5% was distributed within the residential subdivision surrounding the park and the remaining 25% to/from the south on Clay Street. The majority of bike and pedestrian trips were assumed to come through the Abbott Avenue access and pedestrian/bicycle path to Brooks Lane (70%). It is only estimated that a small amount (30%) will walk or ride to the park using East Main Street. This is based on the proximity of residential areas to the site and average walking/riding distances. All trips were considered new trips on the transportation system. Distributions for multi-modal trips are provided in Figure 5 during the p.m. peak hour.

**Figure 5: Development Trip Distributions, PM Peak Hour**



**SOUTHERN OREGON  
TRANSPORTATION ENGINEERING, LLC**

Medford, Oregon 97504  
ph 541.941.4148 fax 541.535.6873  
Kim.Parducci@gmail.com

**Ashland Parks Department  
East Main Regional Park Dev  
Traffic Impact Analysis  
Ashland, Oregon**

## VI. DESIGN YEAR 2024 BUILD CONDITIONS

### Design Year 2024 Build Description

Build conditions represent no-build conditions for a study area with the addition of proposed development trips considered. Build conditions are compared to no-build conditions to determine what impacts and/or mitigation measures will result from proposed development. Build conditions in year 2024 are considered for the East Main Street Regional Park.

### Design Year 2024 Build Intersection Operations

Design year 2024 build traffic volumes were evaluated at study area intersections during the p.m. peak hour to compare build conditions to no-build conditions. Results are summarized in Table 8.

| Table 8 – Design Year 2024 Build Intersection Operations |                      |                 |              |
|----------------------------------------------------------|----------------------|-----------------|--------------|
| Intersection                                             | Performance Standard | Traffic Control | PM Peak Hour |
| Clay St. / E Main St.                                    | LOS D, V/C 0.95      | TWSC            | C, 0.31, NB  |
| Clay St. / Abbott Ave.                                   | LOS D                | TWSC            | A, WB        |
| Tolman Creek Rd. / E Main St.                            | LOS D, V/C 0.95      | TWSC            | C, 0.38, NB  |
| Site Access / E Main St.                                 | LOS D, V/C 0.95      | TWSC            | C, 0.05, NB  |
| Site Access / Abbott Ave.                                | LOS D                | TWSC            | A, SB        |

LOS = level of service, TWSC = two-way stop control, SB = southbound, NB = northbound, WB = westbound

Note: Exceeded performance standards are shown in bold, italic

Results of the analysis show all study area intersections and site driveways continue to operate acceptably (within performance standards) under design year 2024 build conditions during the p.m. peak hour. Small changes are shown to occur at study area intersections as a result of development trips. Synchro output sheets are provided in Appendix E for further reference.

### Design Year 2024 Build 95<sup>th</sup> Percentile Queuing

Five simulations were run and averaged in SimTraffic to determine 95<sup>th</sup> percentile queue lengths at study area intersections under design year 2024 build conditions. Queue lengths were rounded up to the nearest 25 feet (single vehicle length) and reported in Table 9 for the p.m. peak hour.

| Table 9 – Design Year 2024 Build 95 <sup>th</sup> Percentile Queue Lengths |                              |              |                   |
|----------------------------------------------------------------------------|------------------------------|--------------|-------------------|
| Intersection / Movement                                                    | Available Link Distance (Ft) | PM Peak Hour | Exceeded Roadways |
| <b><u>Clay St. / E Main St.</u></b>                                        |                              |              |                   |
| Westbound Left/Through                                                     | 675                          | 50           | None              |
| Northbound Left/Right                                                      | 725                          | 75           | None              |
| <b><u>Clay St. / Abbott Ave.</u></b>                                       |                              |              |                   |
| Westbound Left/Right                                                       | 325                          | 50           | None              |
| Southbound Left/Through                                                    | 725                          | 25           | None              |
| <b><u>Tolman Creek Rd. / E Main St.</u></b>                                |                              |              |                   |
| Westbound Left/Through                                                     | 1550                         | 25           | None              |
| Northbound Left/Right                                                      | 1125                         | 100          | None              |

Note: Exceeded performance standards are shown in bold, italic

| <b>Table 9 Continued – Design Year 2024 Build 95<sup>th</sup> Percentile Queue Lengths</b> |                                     |                     |                          |
|--------------------------------------------------------------------------------------------|-------------------------------------|---------------------|--------------------------|
| <b>Intersection / Movement</b>                                                             | <b>Available Link Distance (Ft)</b> | <b>PM Peak Hour</b> | <b>Exceeded Roadways</b> |
| <b><u>Site Access / E Main St.</u></b>                                                     |                                     |                     |                          |
| Westbound Left/Through                                                                     | 325                                 | 25                  | None                     |
| Northbound Left/Right                                                                      | 250                                 | 50                  | None                     |
| <b><u>Site Access / Abbott Ave.</u></b>                                                    |                                     |                     |                          |
| Eastbound Left/Through/Right                                                               | 325                                 | 0                   | None                     |
| Westbound Left/Through/Right                                                               | 250                                 | 0                   | None                     |
| Northbound Left/Through/Right                                                              | 175                                 | 0                   | None                     |
| Southbound Left/Through/Right                                                              | 100                                 | 25                  | None                     |

Note: Exceeded performance standards are shown in bold, italic

Results of the queuing analysis show little to no change in queue lengths at study area intersections, but small queues are created at site access points on East Main Street and Abbott Avenue. Refer to Appendix E for a full queuing and blocking report.

## Sight Distance

Sight distance was measured in the field on East Main Street and on Abbott Avenue at proposed access points. Sight distance is provided at intersections to allow drivers adequate time to perceive other vehicles approaching the intersection and react in time to avoid collisions. The driver of a vehicle approaching an intersection should have an unobstructed view of the entire intersection. Likewise, stopped vehicles at intersections should have a sufficient view of the intersecting roadway to decide when to enter or cross without colliding with on-coming vehicles. Minimum sight distances are provided by the American Association of State Highways and Transportation Officials (AASHTO) and Jackson County within the study area.

Departure sight triangles are considered for left, through, and right turn movements. The length of the leg of the departure sight triangle along the major road for all stop-controlled movements is dependent upon the speed of the major roadway and perception-reaction times of drivers. The minimum stopping sight distance (SSD) represents the minimum sight distance required by AASHTO. The intersection sight distance (ISD) is the desirable sight distance by AASHTO. Jackson County additionally has sight distance standards for urban streets.

East Main Street is a County Urban Major Collector in the Jackson County TSP, which requires a minimum sight distance of 315 feet. Abbott Avenue is a Neighborhood Street in the Ashland TSP, which requires a minimum SSD of 155 feet, in accordance with AASHTO standards.

East Main Street in the project vicinity is fairly flat with horizontal curves to the east (beginning approximately 240 feet away) and west (beginning approximately 600 feet away). Sight distance was measured to be approximately 450 feet to the east and over 700 feet to the west past Clay Street. The AASHTO and Jackson County minimum sight distance is shown to be met in both directions. Pictures are provided below.

From East Main St Access – looking west



From East Main St Access – looking east



Abbott Avenue is flat and straight with no horizontal curves. Sight distance was measured to be 325 feet to the west to Clay Street and approximately 315 feet to the east past Dollarhide Way. The AASHTO minimum SSD of 155 feet is shown to be met in both directions. Parked cars along the north side of Abbott Avenue may limit sight distance at times throughout the day. Pictures are provided below.

From Abbott Ave, looking east



From Abbott Ave, looking west





## Access Management & Spacing Standards

The Jackson County access management guidelines in the County TSP are hierarchically prioritized according to three priority levels. Priority Level 1 is to avoid negative effects on intersection operations. Priority Level 2 is to minimize access points, align road approaches when feasible, and utilize shared access points. Priority Level 3 is to maintain access spacing standards depending on the functional classification and purpose of a given roadway. Where an access request would support a higher priority guideline at the expense of a lower priority guideline, the access that accomplishes the higher priority should be promoted.

Under Priority Level 2, one access point is allowed for each parcel or parcels under the same ownership. When a property has frontage on two or more roadways, access is provided from the roadway with the lower functional classification. More than one access may be granted, however, if it can be determined that it will not negatively affect the safety and efficiency of the roadway and the additional access is reasonably necessary for circulation. Two access points are proposed at the East Main Street Park with no connection through the site for vehicular traffic. The site is designed this way to provide access for most of the vehicular traffic (70%) on East Main Street with secondary access on Abbott Avenue. Similarly, most of the pedestrian and bicycle traffic (80%) is expected to use the Abbott Avenue access as the main access and East Main Street as a secondary access. Both access points are integral to the site. No vehicular connection through the site is proposed to prohibit cut-through traffic and provide a higher level of safety within the park and central play area. Having an access on East Main Street additionally benefits the transportation system by reducing out of direction trips, preserves capacity at the intersection of Clay Street / East Main Street, and reducing vehicular congestion within the local neighborhood to the south. It will not negatively affect the safety and efficiency of East Main Street and is reasonably necessary for circulation.

Under Priority Level 3, the minimum access spacing for all driveways and private roads on an Urban Major Collector is 250 feet. The proposed access on East Main Street is approximately 340 feet east of Clay Street (measured centerline to centerline) and 355 feet to Crocker Street. Jackson County minimum access spacing standards are shown to be met.

## Turn Lane Criterion

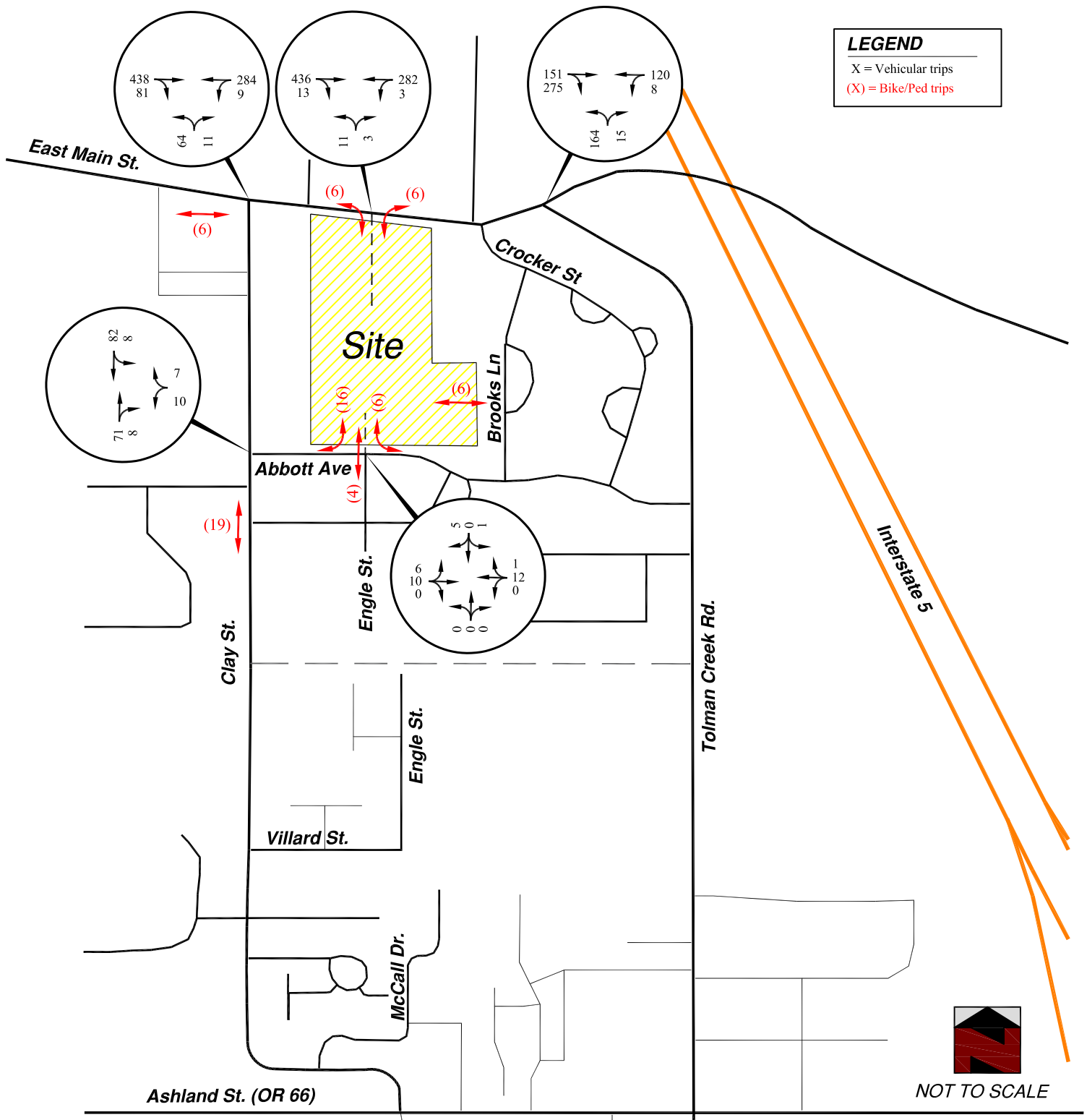
### Right Turn Lane Criterion

Right turn lane criterion was evaluated on East Main Street at the proposed site access during the p.m. peak hour to determine whether right turn lane criterion is met under design year 2024 build conditions. Results of the analysis show that criterion is not met for an eastbound right turn lane as a result of development. Refer to turn lane graphs in Appendix F for further reference.

### Left Turn Lane Criterion

Left turn lane criterion was evaluated on East Main Street at the proposed site access during the p.m. peak hour to determine whether left turn lane criterion is met under design year 2024 build conditions. Results of the analysis show that criterion is not met for a westbound left turn lane as a result of development. No turn lane is, therefore, shown to be warranted on East Main Street at the site access. Refer to turn lane graphs in Appendix F for further reference.

**Figure 6: Design Year 2024 Build Traffic Volumes, PM Peak Hour**



**SOUTHERN OREGON  
TRANSPORTATION ENGINEERING, LLC**

Medford, Oregon 97504  
 ph 541.941.4148 fax 541.535.6873  
 Kim.Parducci@gmail.com

**Ashland Parks Department  
 East Main Regional Park Dev  
 Traffic Impact Analysis  
 Ashland, Oregon**



## VII. CONCLUSIONS

### Conclusions

The findings of the traffic impact analysis conclude that the proposed East Main Street Park can be approved without creating adverse impacts to the transportation system. Results of the analysis are as follows:

1. All study area intersections operate acceptably under existing year 2023, design year 2024 no-build, and design year 2024 build conditions during the p.m. peak hour.
2. Crash data was evaluated in the study area for the most recent five-year period. There were no reported collisions at study area intersections within that time period.
3. Turn lane criterion was evaluated on East Main Street at the proposed site driveway. Results show that neither an eastbound right turn lane nor westbound left turn lane is warranted with or without proposed development traffic during the p.m. peak hour.
4. Sight distance is shown to be adequate at proposed site access points on East Main Street and Abbott Avenue.
5. Pedestrians and cyclists are expected to use East Main Street, Clay Street, Tolman Creek Road, and streets within the local neighborhoods to access the park. Sidewalks exist on Tolman Creek Road, Clay Street, and within the local neighborhoods, but are missing in segments along East Main Street. Bike facilities (lanes or shoulders) are provided on East Main Street and Tolman Creek Road but are missing on Clay Street. The City of Ashland has plans to improve middle Clay Street to a City standard utilizing grant monies received from Jackson County. There is also a planned project in their Transportation System Plan to upgrade Clay Street to a Bicycle Boulevard.

The proposed development is shown to be in compliance with the City of Ashland Comprehensive Plan and Land Development Code. Streets that serve the subject property will accommodate projected peak hour traffic volumes while maintaining acceptable performance standards in accordance with the City of Ashland and Jackson County Transportation System Plans (TSP).

# APPENDICES A-G

---

*SOUTHERN  
OREGON  
TRANSPORTATION  
ENGINEERING, LLC*

Appendix A

Traffic Counts, Seasonal Adjustment,  
Volume Development

# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Tolman Creek  
 East-West: E Main  
 Weather: Overcast, Mild  
 All Vehicles

File Name : E-Main-Tolman  
 Site Code : 00000000  
 Start Date : 12/6/2023  
 Page No : 1

Groups Printed- All Vehicles

| Start Time    | From North |      |       |      |            | E Main From East |      |       |      |            | Tolman Creek From South |      |       |      |            | E Main From West |      |       |      |            | Int. Total |
|---------------|------------|------|-------|------|------------|------------------|------|-------|------|------------|-------------------------|------|-------|------|------------|------------------|------|-------|------|------------|------------|
|               | Left       | Thru | Right | Peds | App. Total | Left             | Thru | Right | Peds | App. Total | Left                    | Thru | Right | Peds | App. Total | Left             | Thru | Right | Peds | App. Total |            |
| 07:00 AM      | 0          | 0    | 0     | 0    | 0          | 1                | 9    | 0     | 0    | 10         | 3                       | 0    | 0     | 0    | 3          | 0                | 8    | 6     | 0    | 14         | 27         |
| 07:15 AM      | 0          | 0    | 0     | 0    | 0          | 1                | 10   | 0     | 0    | 11         | 9                       | 0    | 0     | 0    | 9          | 0                | 9    | 8     | 0    | 17         | 37         |
| 07:30 AM      | 0          | 0    | 0     | 0    | 0          | 2                | 16   | 0     | 0    | 18         | 12                      | 0    | 1     | 0    | 13         | 0                | 12   | 17    | 0    | 29         | 60         |
| 07:45 AM      | 0          | 0    | 0     | 0    | 0          | 1                | 22   | 0     | 0    | 23         | 25                      | 0    | 0     | 0    | 25         | 0                | 12   | 29    | 0    | 41         | 89         |
| Total         | 0          | 0    | 0     | 0    | 0          | 5                | 57   | 0     | 0    | 62         | 49                      | 0    | 1     | 0    | 50         | 0                | 41   | 60    | 0    | 101        | 213        |
| 08:00 AM      | 0          | 0    | 0     | 0    | 0          | 1                | 38   | 0     | 0    | 39         | 18                      | 0    | 2     | 0    | 20         | 0                | 19   | 33    | 0    | 52         | 111        |
| 08:15 AM      | 0          | 0    | 0     | 0    | 0          | 0                | 51   | 0     | 0    | 51         | 45                      | 0    | 6     | 0    | 51         | 0                | 37   | 71    | 0    | 108        | 210        |
| 08:30 AM      | 0          | 0    | 0     | 0    | 0          | 0                | 26   | 0     | 0    | 26         | 26                      | 0    | 0     | 0    | 26         | 0                | 43   | 42    | 0    | 85         | 137        |
| 08:45 AM      | 0          | 0    | 0     | 0    | 0          | 1                | 21   | 0     | 0    | 22         | 22                      | 0    | 1     | 0    | 23         | 0                | 27   | 47    | 1    | 75         | 120        |
| Total         | 0          | 0    | 0     | 0    | 0          | 2                | 136  | 0     | 0    | 138        | 111                     | 0    | 9     | 0    | 120        | 0                | 126  | 193   | 1    | 320        | 578        |
| *** BREAK *** |            |      |       |      |            |                  |      |       |      |            |                         |      |       |      |            |                  |      |       |      |            |            |
| 03:00 PM      | 0          | 0    | 0     | 0    | 0          | 2                | 32   | 0     | 0    | 34         | 45                      | 0    | 1     | 0    | 46         | 0                | 41   | 61    | 0    | 102        | 182        |
| 03:15 PM      | 0          | 0    | 0     | 0    | 0          | 2                | 25   | 0     | 0    | 27         | 38                      | 0    | 8     | 0    | 46         | 0                | 40   | 66    | 0    | 106        | 179        |
| 03:30 PM      | 0          | 0    | 0     | 0    | 0          | 1                | 27   | 0     | 0    | 28         | 28                      | 0    | 4     | 0    | 32         | 0                | 25   | 61    | 0    | 86         | 146        |
| 03:45 PM      | 0          | 0    | 0     | 0    | 0          | 2                | 19   | 0     | 0    | 21         | 29                      | 0    | 0     | 0    | 29         | 0                | 25   | 49    | 0    | 74         | 124        |
| Total         | 0          | 0    | 0     | 0    | 0          | 7                | 103  | 0     | 0    | 110        | 140                     | 0    | 13    | 0    | 153        | 0                | 131  | 237   | 0    | 368        | 631        |
| 04:00 PM      | 0          | 0    | 0     | 0    | 0          | 2                | 28   | 0     | 0    | 30         | 49                      | 0    | 0     | 0    | 49         | 0                | 34   | 60    | 0    | 94         | 173        |
| 04:15 PM      | 0          | 0    | 0     | 0    | 0          | 0                | 25   | 0     | 0    | 25         | 38                      | 0    | 4     | 0    | 42         | 0                | 23   | 48    | 0    | 71         | 138        |
| 04:30 PM      | 0          | 0    | 0     | 0    | 0          | 2                | 14   | 0     | 0    | 16         | 39                      | 0    | 5     | 0    | 44         | 0                | 36   | 41    | 0    | 77         | 137        |
| 04:45 PM      | 0          | 0    | 0     | 0    | 0          | 4                | 31   | 0     | 0    | 35         | 40                      | 0    | 2     | 0    | 42         | 0                | 22   | 61    | 0    | 83         | 160        |
| Total         | 0          | 0    | 0     | 0    | 0          | 8                | 98   | 0     | 0    | 106        | 166                     | 0    | 11    | 0    | 177        | 0                | 115  | 210   | 0    | 325        | 608        |
| 05:00 PM      | 0          | 0    | 0     | 0    | 0          | 0                | 25   | 0     | 0    | 25         | 33                      | 0    | 3     | 0    | 36         | 0                | 25   | 47    | 0    | 72         | 133        |
| 05:15 PM      | 0          | 0    | 0     | 0    | 0          | 0                | 16   | 0     | 0    | 16         | 39                      | 0    | 5     | 0    | 44         | 0                | 31   | 45    | 0    | 76         | 136        |
| 05:30 PM      | 0          | 0    | 0     | 0    | 0          | 1                | 29   | 0     | 0    | 30         | 25                      | 0    | 0     | 0    | 25         | 0                | 19   | 40    | 0    | 59         | 114        |
| 05:45 PM      | 0          | 0    | 0     | 0    | 0          | 1                | 15   | 0     | 0    | 16         | 36                      | 0    | 1     | 0    | 37         | 0                | 22   | 35    | 0    | 57         | 110        |
| Total         | 0          | 0    | 0     | 0    | 0          | 2                | 85   | 0     | 0    | 87         | 133                     | 0    | 9     | 0    | 142        | 0                | 97   | 167   | 0    | 264        | 493        |
| Grand Total   | 0          | 0    | 0     | 0    | 0          | 24               | 479  | 0     | 0    | 503        | 599                     | 0    | 43    | 0    | 642        | 0                | 510  | 867   | 1    | 1378       | 2523       |
| Apprch %      | 0          | 0    | 0     | 0    | 0          | 4.8              | 95.2 | 0     | 0    | 19.9       | 93.3                    | 0    | 6.7   | 0    | 25.4       | 0                | 37   | 62.9  | 0.1  | 54.6       |            |
| Total %       | 0          | 0    | 0     | 0    | 0          | 1                | 19   | 0     | 0    | 19.9       | 23.7                    | 0    | 1.7   | 0    | 25.4       | 0                | 20.2 | 34.4  | 0    | 54.6       |            |

# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Tolman Creek  
 East-West: E Main  
 Weather: Overcast, Mild  
 All Vehicles

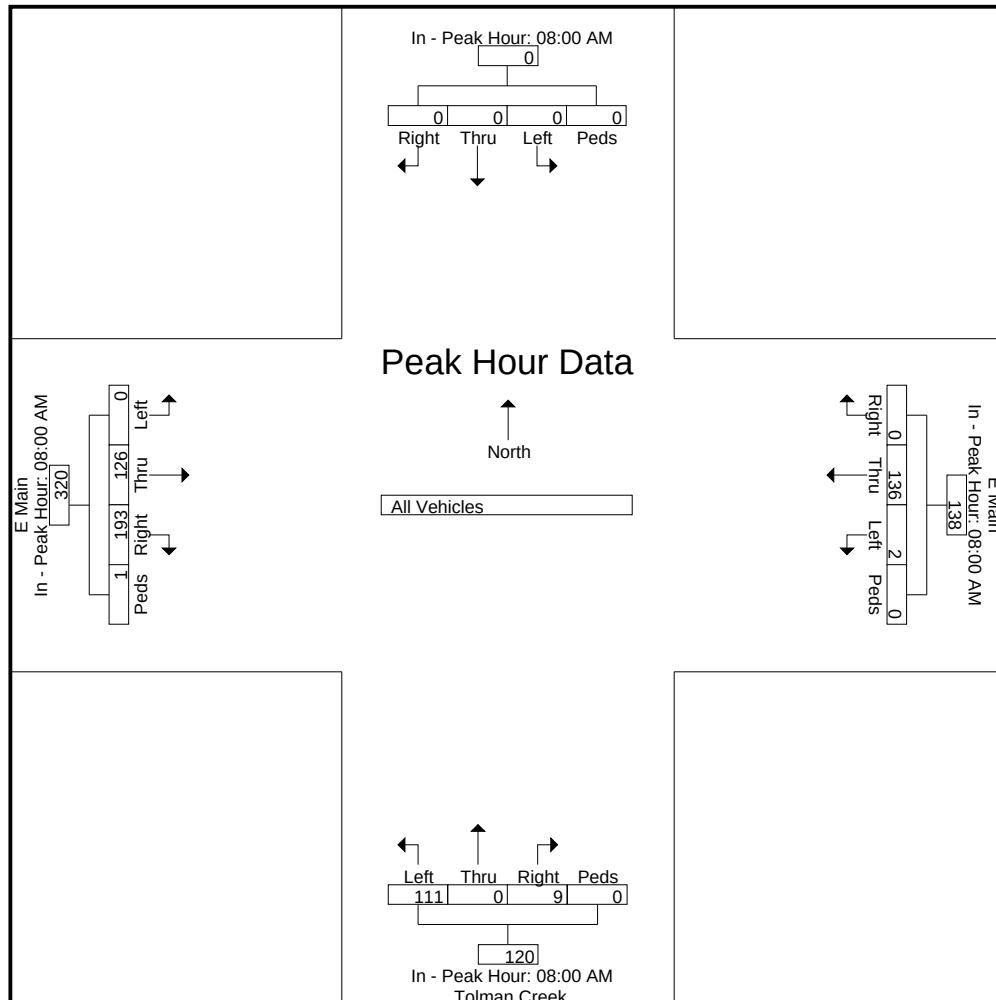
File Name : E-Main-Tolman  
 Site Code : 00000000  
 Start Date : 12/6/2023  
 Page No : 2

|            | From North |      |       |      |            | E Main From East |      |       |      |            | Tolman Creek From South |      |       |      |            | E Main From West |      |       |      |            |            |
|------------|------------|------|-------|------|------------|------------------|------|-------|------|------------|-------------------------|------|-------|------|------------|------------------|------|-------|------|------------|------------|
| Start Time | Left       | Thru | Right | Peds | App. Total | Left             | Thru | Right | Peds | App. Total | Left                    | Thru | Right | Peds | App. Total | Left             | Thru | Right | Peds | App. Total | Int. Total |

Peak Hour Analysis From 08:00 AM to 08:45 AM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

|              | 08:00 AM |      |      |      |      | 08:00 AM |      |      |      |      | 08:00 AM |      |      |      |      | 08:00 AM |      |      |      |      |
|--------------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|
| +0 mins.     | 0        | 0    | 0    | 0    | 0    | 1        | 38   | 0    | 0    | 39   | 18       | 0    | 2    | 0    | 20   | 0        | 19   | 33   | 0    | 52   |
| +15 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 51   | 0    | 0    | 51   | 45       | 0    | 6    | 0    | 51   | 0        | 37   | 71   | 0    | 108  |
| +30 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 26   | 0    | 0    | 26   | 26       | 0    | 0    | 0    | 26   | 0        | 43   | 42   | 0    | 85   |
| +45 mins.    | 0        | 0    | 0    | 0    | 0    | 1        | 21   | 0    | 0    | 22   | 22       | 0    | 1    | 0    | 23   | 0        | 27   | 47   | 1    | 75   |
| Total Volume | 0        | 0    | 0    | 0    | 0    | 2        | 136  | 0    | 0    | 138  | 111      | 0    | 9    | 0    | 120  | 0        | 126  | 193  | 1    | 320  |
| % App. Total | 0        | 0    | 0    | 0    | 0    | 1.4      | 98.6 | 0    | 0    | 0    | 92.5     | 0    | 7.5  | 0    | 0    | 0        | 39.4 | 60.3 | 0.3  | 0    |
| PHF          | .000     | .000 | .000 | .000 | .000 | .500     | .667 | .000 | .000 | .676 | .617     | .000 | .375 | .000 | .588 | .000     | .733 | .680 | .250 | .741 |



# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Tolman Creek  
 East-West: E Main  
 Weather: Overcast, Mild  
 All Vehicles

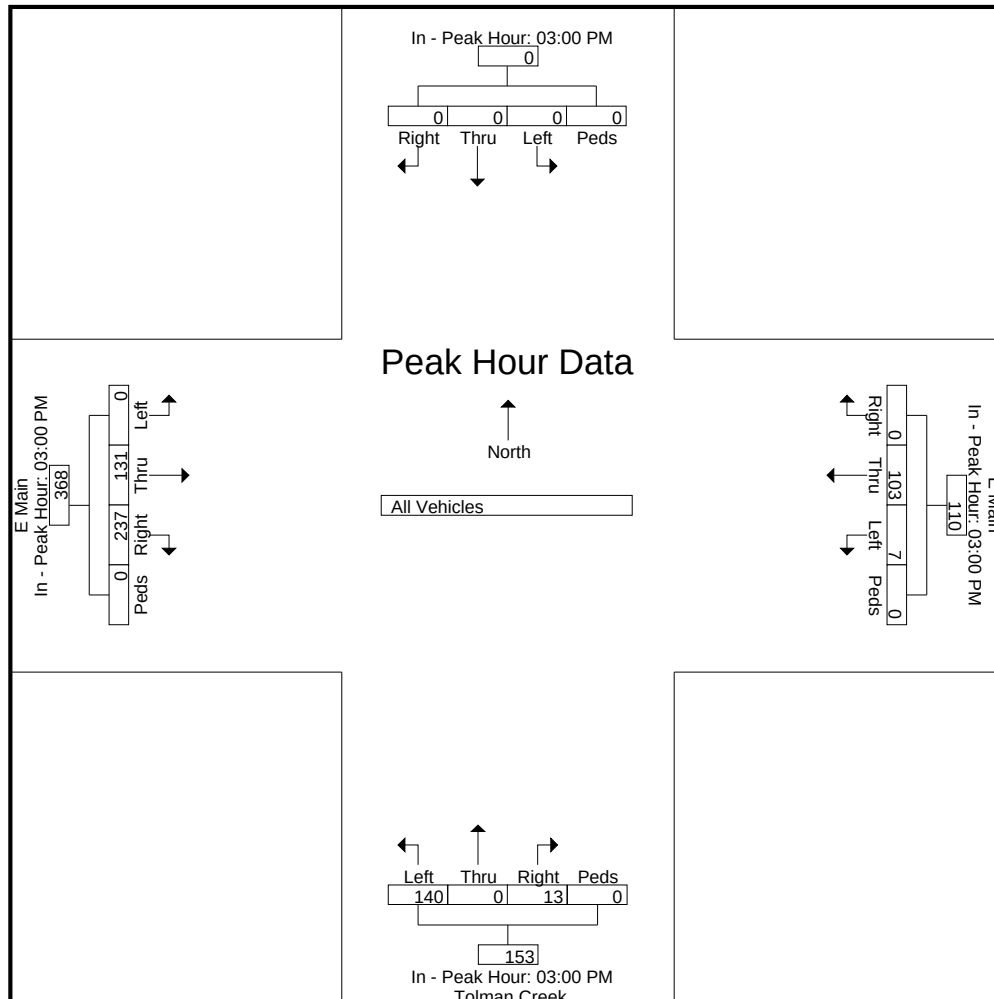
File Name : E-Main-Tolman  
 Site Code : 00000000  
 Start Date : 12/6/2023  
 Page No : 3

|            | From North |      |       |      |            | E Main From East |      |       |      |            | Tolman Creek From South |      |       |      |            | E Main From West |      |       |      |            |            |
|------------|------------|------|-------|------|------------|------------------|------|-------|------|------------|-------------------------|------|-------|------|------------|------------------|------|-------|------|------------|------------|
| Start Time | Left       | Thru | Right | Peds | App. Total | Left             | Thru | Right | Peds | App. Total | Left                    | Thru | Right | Peds | App. Total | Left             | Thru | Right | Peds | App. Total | Int. Total |

Peak Hour Analysis From 03:00 PM to 03:45 PM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

|              | 03:00 PM |      |      |      |      | 03:00 PM |      |      |      |      | 03:00 PM |      |      |      |      | 03:00 PM |      |      |      |      |
|--------------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|
| +0 mins.     | 0        | 0    | 0    | 0    | 0    | 2        | 32   | 0    | 0    | 34   | 45       | 0    | 1    | 0    | 46   | 0        | 41   | 61   | 0    | 102  |
| +15 mins.    | 0        | 0    | 0    | 0    | 0    | 2        | 25   | 0    | 0    | 27   | 38       | 0    | 8    | 0    | 46   | 0        | 40   | 66   | 0    | 106  |
| +30 mins.    | 0        | 0    | 0    | 0    | 0    | 1        | 27   | 0    | 0    | 28   | 28       | 0    | 4    | 0    | 32   | 0        | 25   | 61   | 0    | 86   |
| +45 mins.    | 0        | 0    | 0    | 0    | 0    | 2        | 19   | 0    | 0    | 21   | 29       | 0    | 0    | 0    | 29   | 0        | 25   | 49   | 0    | 74   |
| Total Volume | 0        | 0    | 0    | 0    | 0    | 7        | 103  | 0    | 0    | 110  | 140      | 0    | 13   | 0    | 153  | 0        | 131  | 237  | 0    | 368  |
| % App. Total | 0        | 0    | 0    | 0    | 0    | 6.4      | 93.6 | 0    | 0    |      | 91.5     | 0    | 8.5  | 0    |      | 0        | 35.6 | 64.4 | 0    |      |
| PHF          | .000     | .000 | .000 | .000 | .000 | .875     | .805 | .000 | .000 | .809 | .778     | .000 | .406 | .000 | .832 | .000     | .799 | .898 | .000 | .868 |



# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Clay St  
 East-West: E Main St  
 Weather: Overcast, mild  
 All Vehicles

File Name : E-Main-Clay  
 Site Code : 00000000  
 Start Date : 12/6/2023  
 Page No : 1

Groups Printed- All Vehicles

| Start Time    | Clay St<br>From North |      |       |      |            | E Main<br>From East |      |       |      |            | Clay St<br>From South |      |       |      |            | From West |      |       |      |            | Int. Total |
|---------------|-----------------------|------|-------|------|------------|---------------------|------|-------|------|------------|-----------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------|
|               | Left                  | Thru | Right | Peds | App. Total | Left                | Thru | Right | Peds | App. Total | Left                  | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total |            |
| 07:00 AM      | 0                     | 0    | 0     | 0    | 0          | 0                   | 13   | 0     | 0    | 13         | 3                     | 0    | 1     | 0    | 4          | 0         | 12   | 1     | 0    | 13         | 30         |
| 07:15 AM      | 0                     | 0    | 0     | 0    | 0          | 0                   | 20   | 0     | 0    | 20         | 4                     | 0    | 1     | 0    | 5          | 0         | 15   | 2     | 0    | 17         | 42         |
| 07:30 AM      | 0                     | 0    | 0     | 0    | 0          | 2                   | 27   | 0     | 0    | 29         | 2                     | 0    | 2     | 0    | 4          | 0         | 27   | 1     | 0    | 28         | 61         |
| 07:45 AM      | 0                     | 0    | 0     | 0    | 0          | 2                   | 48   | 0     | 0    | 50         | 12                    | 0    | 2     | 0    | 14         | 0         | 38   | 3     | 0    | 41         | 105        |
| Total         | 0                     | 0    | 0     | 0    | 0          | 4                   | 108  | 0     | 0    | 112        | 21                    | 0    | 6     | 0    | 27         | 0         | 92   | 7     | 0    | 99         | 238        |
| 08:00 AM      | 0                     | 0    | 0     | 0    | 0          | 2                   | 59   | 0     | 0    | 61         | 22                    | 0    | 1     | 0    | 23         | 0         | 54   | 4     | 0    | 58         | 142        |
| 08:15 AM      | 0                     | 0    | 0     | 0    | 0          | 0                   | 101  | 0     | 0    | 101        | 18                    | 0    | 2     | 0    | 20         | 0         | 109  | 13    | 0    | 122        | 243        |
| 08:30 AM      | 0                     | 0    | 0     | 0    | 0          | 0                   | 54   | 0     | 0    | 54         | 8                     | 0    | 3     | 0    | 11         | 0         | 93   | 10    | 0    | 103        | 168        |
| 08:45 AM      | 0                     | 0    | 0     | 0    | 0          | 0                   | 46   | 0     | 0    | 46         | 17                    | 0    | 0     | 0    | 17         | 0         | 63   | 9     | 0    | 72         | 135        |
| Total         | 0                     | 0    | 0     | 0    | 0          | 2                   | 260  | 0     | 0    | 262        | 65                    | 0    | 6     | 0    | 71         | 0         | 319  | 36    | 0    | 355        | 688        |
| *** BREAK *** |                       |      |       |      |            |                     |      |       |      |            |                       |      |       |      |            |           |      |       |      |            |            |
| 03:00 PM      | 0                     | 0    | 0     | 0    | 0          | 2                   | 76   | 0     | 0    | 78         | 22                    | 0    | 3     | 0    | 25         | 0         | 105  | 20    | 0    | 125        | 228        |
| 03:15 PM      | 0                     | 0    | 0     | 0    | 0          | 2                   | 61   | 0     | 0    | 63         | 11                    | 0    | 2     | 0    | 13         | 0         | 102  | 19    | 0    | 121        | 197        |
| 03:30 PM      | 0                     | 0    | 0     | 0    | 0          | 0                   | 56   | 0     | 0    | 56         | 10                    | 0    | 4     | 0    | 14         | 0         | 87   | 20    | 0    | 107        | 177        |
| 03:45 PM      | 0                     | 0    | 0     | 0    | 0          | 4                   | 44   | 0     | 0    | 48         | 12                    | 0    | 1     | 0    | 13         | 0         | 75   | 11    | 0    | 86         | 147        |
| Total         | 0                     | 0    | 0     | 0    | 0          | 8                   | 237  | 0     | 0    | 245        | 55                    | 0    | 10    | 0    | 65         | 0         | 369  | 70    | 0    | 439        | 749        |
| 04:00 PM      | 0                     | 0    | 0     | 0    | 0          | 3                   | 72   | 0     | 0    | 75         | 13                    | 0    | 4     | 0    | 17         | 0         | 94   | 15    | 0    | 109        | 201        |
| 04:15 PM      | 0                     | 0    | 0     | 0    | 0          | 3                   | 65   | 0     | 0    | 68         | 13                    | 0    | 1     | 0    | 14         | 0         | 73   | 13    | 0    | 86         | 168        |
| 04:30 PM      | 0                     | 0    | 0     | 0    | 0          | 1                   | 50   | 0     | 0    | 51         | 9                     | 0    | 5     | 0    | 14         | 0         | 76   | 10    | 0    | 86         | 151        |
| 04:45 PM      | 0                     | 0    | 0     | 0    | 0          | 2                   | 72   | 0     | 0    | 74         | 10                    | 0    | 3     | 0    | 13         | 0         | 83   | 9     | 0    | 92         | 179        |
| Total         | 0                     | 0    | 0     | 0    | 0          | 9                   | 259  | 0     | 0    | 268        | 45                    | 0    | 13    | 0    | 58         | 0         | 326  | 47    | 0    | 373        | 699        |
| 05:00 PM      | 0                     | 0    | 0     | 0    | 0          | 0                   | 54   | 0     | 0    | 54         | 13                    | 0    | 1     | 0    | 14         | 0         | 73   | 17    | 0    | 90         | 158        |
| 05:15 PM      | 0                     | 0    | 0     | 0    | 0          | 1                   | 60   | 0     | 0    | 61         | 10                    | 0    | 2     | 0    | 12         | 0         | 70   | 12    | 0    | 82         | 155        |
| 05:30 PM      | 0                     | 0    | 0     | 0    | 0          | 3                   | 50   | 0     | 0    | 53         | 4                     | 0    | 3     | 0    | 7          | 0         | 58   | 11    | 0    | 69         | 129        |
| 05:45 PM      | 0                     | 0    | 0     | 0    | 0          | 0                   | 56   | 0     | 0    | 56         | 9                     | 0    | 2     | 0    | 11         | 0         | 55   | 9     | 0    | 64         | 131        |
| Total         | 0                     | 0    | 0     | 0    | 0          | 4                   | 220  | 0     | 0    | 224        | 36                    | 0    | 8     | 0    | 44         | 0         | 256  | 49    | 0    | 305        | 573        |
| Grand Total   | 0                     | 0    | 0     | 0    | 0          | 27                  | 1084 | 0     | 0    | 1111       | 222                   | 0    | 43    | 0    | 265        | 0         | 1362 | 209   | 0    | 1571       | 2947       |
| Apprch %      | 0                     | 0    | 0     | 0    | 0          | 2.4                 | 97.6 | 0     | 0    |            | 83.8                  | 0    | 16.2  | 0    |            | 0         | 86.7 | 13.3  | 0    |            |            |
| Total %       | 0                     | 0    | 0     | 0    | 0          | 0.9                 | 36.8 | 0     | 0    | 37.7       | 7.5                   | 0    | 1.5   | 0    | 9          | 0         | 46.2 | 7.1   | 0    | 53.3       |            |



# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Clay St  
 East-West: E Main St  
 Weather: Overcast, mild  
 All Vehicles

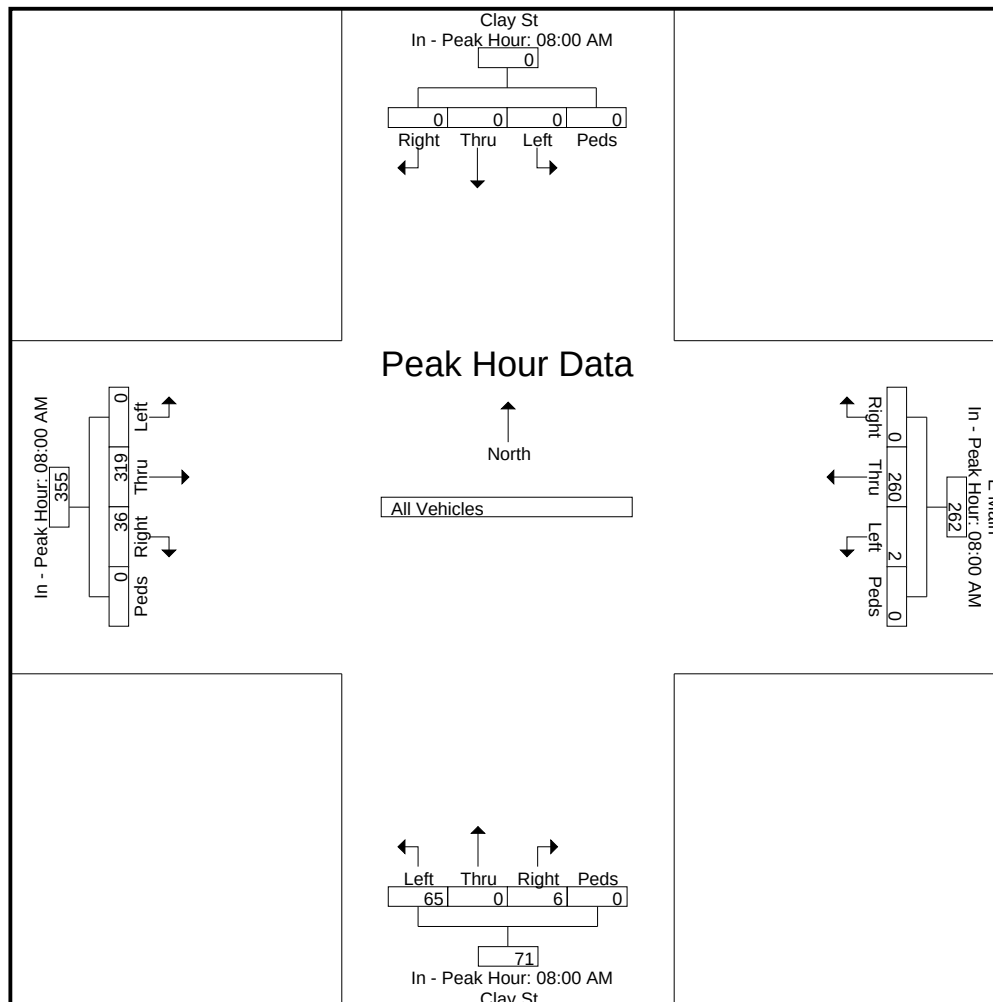
File Name : E-Main-Clay  
 Site Code : 00000000  
 Start Date : 12/6/2023  
 Page No : 2

|            | Clay St<br>From North |      |       |      |            | E Main<br>From East |      |       |      |            | Clay St<br>From South |      |       |      |            | From West |      |       |      |            |            |
|------------|-----------------------|------|-------|------|------------|---------------------|------|-------|------|------------|-----------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------|
| Start Time | Left                  | Thru | Right | Peds | App. Total | Left                | Thru | Right | Peds | App. Total | Left                  | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total | Int. Total |

Peak Hour Analysis From 08:00 AM to 08:45 AM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

|              | 08:00 AM |      |      |      |      | 08:00 AM |      |      |      |      | 08:00 AM |      |      |      |      | 08:00 AM |      |      |      |      |
|--------------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|
| +0 mins.     | 0        | 0    | 0    | 0    | 0    | 2        | 59   | 0    | 0    | 61   | 22       | 0    | 1    | 0    | 23   | 0        | 54   | 4    | 0    | 58   |
| +15 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 101  | 0    | 0    | 101  | 18       | 0    | 2    | 0    | 20   | 0        | 109  | 13   | 0    | 122  |
| +30 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 54   | 0    | 0    | 54   | 8        | 0    | 3    | 0    | 11   | 0        | 93   | 10   | 0    | 103  |
| +45 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 46   | 0    | 0    | 46   | 17       | 0    | 0    | 0    | 17   | 0        | 63   | 9    | 0    | 72   |
| Total Volume | 0        | 0    | 0    | 0    | 0    | 2        | 260  | 0    | 0    | 262  | 65       | 0    | 6    | 0    | 71   | 0        | 319  | 36   | 0    | 355  |
| % App. Total | 0        | 0    | 0    | 0    | 0    | 0.8      | 99.2 | 0    | 0    |      | 91.5     | 0    | 8.5  | 0    |      | 0        | 89.9 | 10.1 | 0    |      |
| PHF          | .000     | .000 | .000 | .000 | .000 | .250     | .644 | .000 | .000 | .649 | .739     | .000 | .500 | .000 | .772 | .000     | .732 | .692 | .000 | .727 |



# SOUTHERN OREGON TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Clay St  
East-West: E Main St  
Weather: Overcast, mild  
All Vehicles

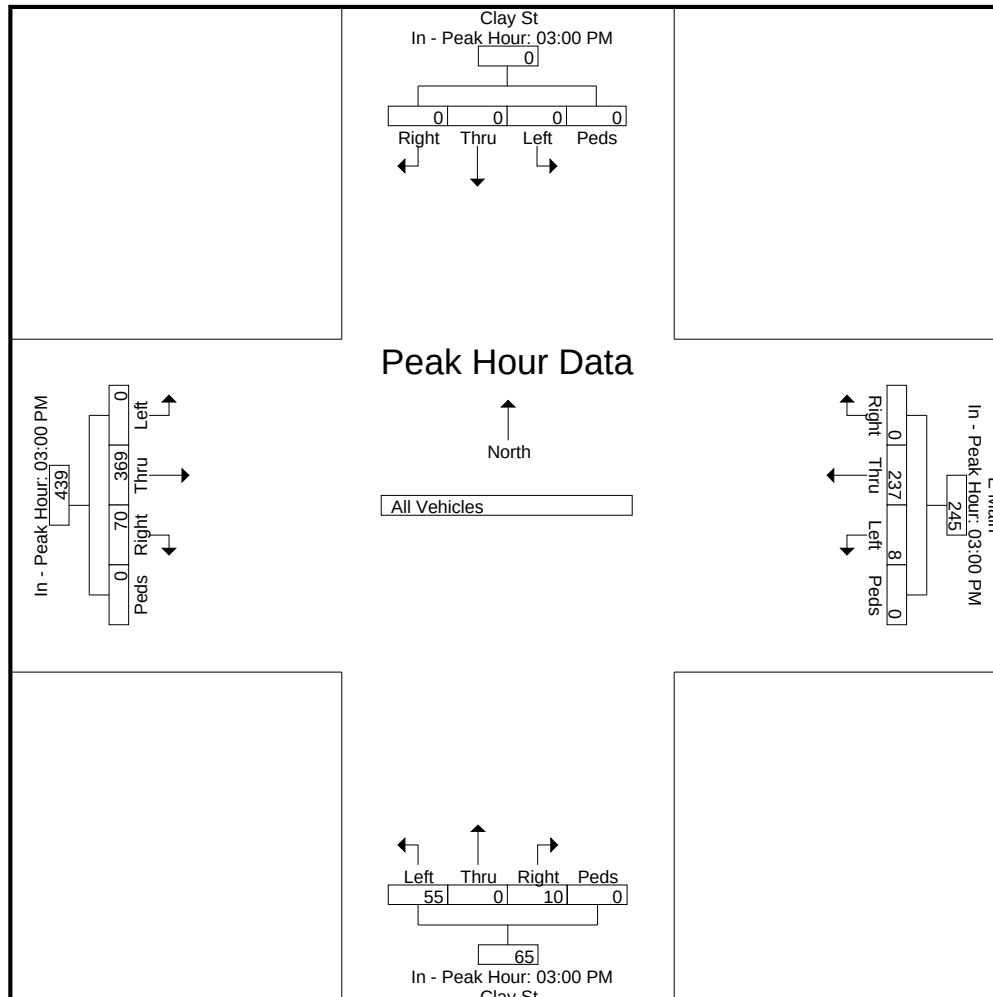
File Name : E-Main-Clay  
Site Code : 00000000  
Start Date : 12/6/2023  
Page No : 3

|            | Clay St<br>From North |      |       |      |            | E Main<br>From East |      |       |      |            | Clay St<br>From South |      |       |      |            | From West |      |       |      |            |            |
|------------|-----------------------|------|-------|------|------------|---------------------|------|-------|------|------------|-----------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------|
| Start Time | Left                  | Thru | Right | Peds | App. Total | Left                | Thru | Right | Peds | App. Total | Left                  | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total | Int. Total |

Peak Hour Analysis From 03:00 PM to 03:45 PM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

|              | 03:00 PM |      |      |      |      | 03:00 PM |      |      |      |      | 03:00 PM |      |      |      |      | 03:00 PM |      |      |      |      |
|--------------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|
| +0 mins.     | 0        | 0    | 0    | 0    | 0    | 2        | 76   | 0    | 0    | 78   | 22       | 0    | 3    | 0    | 25   | 0        | 105  | 20   | 0    | 125  |
| +15 mins.    | 0        | 0    | 0    | 0    | 0    | 2        | 61   | 0    | 0    | 63   | 11       | 0    | 2    | 0    | 13   | 0        | 102  | 19   | 0    | 121  |
| +30 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 56   | 0    | 0    | 56   | 10       | 0    | 4    | 0    | 14   | 0        | 87   | 20   | 0    | 107  |
| +45 mins.    | 0        | 0    | 0    | 0    | 0    | 4        | 44   | 0    | 0    | 48   | 12       | 0    | 1    | 0    | 13   | 0        | 75   | 11   | 0    | 86   |
| Total Volume | 0        | 0    | 0    | 0    | 0    | 8        | 237  | 0    | 0    | 245  | 55       | 0    | 10   | 0    | 65   | 0        | 369  | 70   | 0    | 439  |
| % App. Total | 0        | 0    | 0    | 0    | 0    | 3.3      | 96.7 | 0    | 0    |      | 84.6     | 0    | 15.4 | 0    |      | 0        | 84.1 | 15.9 | 0    |      |
| PHF          | .000     | .000 | .000 | .000 | .000 | .500     | .780 | .000 | .000 | .785 | .625     | .000 | .625 | .000 | .650 | .000     | .879 | .875 | .000 | .878 |



# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Clay St  
 East-West: Abbott Ave  
 Weather: Overcast, Mild  
 All Vehicles

File Name : Abbott-Clay  
 Site Code : 00000000  
 Start Date : 12/6/2023  
 Page No : 1

Groups Printed- All Vehicles

| Start Time    | Clay St<br>From North |      |       |      |            | Abbott Ave<br>From East |      |       |      |            | Clay St<br>From South |      |       |      |            | From West |      |       |      |            | Int. Total |
|---------------|-----------------------|------|-------|------|------------|-------------------------|------|-------|------|------------|-----------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------|
|               | Left                  | Thru | Right | Peds | App. Total | Left                    | Thru | Right | Peds | App. Total | Left                  | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total |            |
| 07:00 AM      | 0                     | 1    | 0     | 0    | 1          | 0                       | 0    | 0     | 0    | 0          | 0                     | 4    | 1     | 1    | 6          | 0         | 0    | 0     | 0    | 0          | 7          |
| 07:15 AM      | 0                     | 1    | 0     | 0    | 1          | 0                       | 0    | 0     | 0    | 0          | 0                     | 4    | 0     | 1    | 5          | 0         | 0    | 0     | 1    | 1          | 7          |
| 07:30 AM      | 0                     | 4    | 0     | 0    | 4          | 0                       | 0    | 0     | 0    | 0          | 0                     | 6    | 0     | 1    | 7          | 0         | 0    | 0     | 3    | 3          | 14         |
| 07:45 AM      | 0                     | 5    | 0     | 0    | 5          | 1                       | 0    | 0     | 0    | 1          | 0                     | 14   | 2     | 1    | 17         | 0         | 0    | 0     | 0    | 0          | 23         |
| Total         | 0                     | 11   | 0     | 0    | 11         | 1                       | 0    | 0     | 0    | 1          | 0                     | 28   | 3     | 4    | 35         | 0         | 0    | 0     | 4    | 4          | 51         |
| 08:00 AM      | 0                     | 7    | 0     | 0    | 7          | 1                       | 0    | 4     | 0    | 5          | 0                     | 20   | 2     | 1    | 23         | 0         | 0    | 0     | 0    | 0          | 35         |
| 08:15 AM      | 1                     | 12   | 0     | 0    | 13         | 3                       | 0    | 3     | 0    | 6          | 0                     | 15   | 1     | 0    | 16         | 0         | 0    | 0     | 0    | 0          | 35         |
| 08:30 AM      | 1                     | 9    | 0     | 0    | 10         | 1                       | 0    | 0     | 0    | 1          | 0                     | 13   | 1     | 1    | 15         | 0         | 0    | 0     | 1    | 1          | 27         |
| 08:45 AM      | 0                     | 9    | 0     | 0    | 9          | 3                       | 0    | 1     | 0    | 4          | 0                     | 16   | 1     | 1    | 18         | 0         | 0    | 0     | 2    | 2          | 33         |
| Total         | 2                     | 37   | 0     | 0    | 39         | 8                       | 0    | 8     | 0    | 16         | 0                     | 64   | 5     | 3    | 72         | 0         | 0    | 0     | 3    | 3          | 130        |
| *** BREAK *** |                       |      |       |      |            |                         |      |       |      |            |                       |      |       |      |            |           |      |       |      |            |            |
| 03:00 PM      | 1                     | 19   | 0     | 0    | 20         | 0                       | 0    | 1     | 0    | 1          | 0                     | 25   | 1     | 1    | 27         | 0         | 0    | 0     | 4    | 4          | 52         |
| 03:15 PM      | 3                     | 18   | 0     | 0    | 21         | 2                       | 0    | 2     | 0    | 4          | 0                     | 12   | 1     | 0    | 13         | 0         | 0    | 0     | 1    | 1          | 39         |
| 03:30 PM      | 3                     | 18   | 0     | 0    | 21         | 2                       | 0    | 2     | 1    | 5          | 0                     | 14   | 0     | 1    | 15         | 0         | 0    | 0     | 2    | 2          | 43         |
| 03:45 PM      | 0                     | 16   | 0     | 0    | 16         | 1                       | 0    | 1     | 0    | 2          | 0                     | 11   | 0     | 1    | 12         | 0         | 0    | 0     | 0    | 0          | 30         |
| Total         | 7                     | 71   | 0     | 0    | 78         | 5                       | 0    | 6     | 1    | 12         | 0                     | 62   | 2     | 3    | 67         | 0         | 0    | 0     | 7    | 7          | 164        |
| 04:00 PM      | 2                     | 17   | 0     | 0    | 19         | 2                       | 0    | 0     | 0    | 2          | 0                     | 17   | 1     | 1    | 19         | 0         | 0    | 0     | 0    | 0          | 40         |
| 04:15 PM      | 2                     | 13   | 0     | 0    | 15         | 6                       | 0    | 0     | 0    | 6          | 0                     | 14   | 1     | 1    | 16         | 0         | 0    | 0     | 1    | 1          | 38         |
| 04:30 PM      | 1                     | 10   | 0     | 0    | 11         | 0                       | 0    | 0     | 0    | 0          | 0                     | 13   | 0     | 2    | 15         | 0         | 0    | 0     | 1    | 1          | 27         |
| 04:45 PM      | 0                     | 10   | 0     | 0    | 10         | 2                       | 0    | 3     | 0    | 5          | 0                     | 13   | 1     | 6    | 20         | 0         | 0    | 0     | 0    | 0          | 35         |
| Total         | 5                     | 50   | 0     | 0    | 55         | 10                      | 0    | 3     | 0    | 13         | 0                     | 57   | 3     | 10   | 70         | 0         | 0    | 0     | 2    | 2          | 140        |
| 05:00 PM      | 1                     | 18   | 0     | 0    | 19         | 2                       | 0    | 1     | 0    | 3          | 0                     | 12   | 3     | 0    | 15         | 0         | 0    | 0     | 0    | 0          | 37         |
| 05:15 PM      | 2                     | 11   | 0     | 0    | 13         | 0                       | 0    | 2     | 0    | 2          | 0                     | 9    | 2     | 0    | 11         | 0         | 0    | 0     | 0    | 0          | 26         |
| 05:30 PM      | 1                     | 12   | 0     | 0    | 13         | 1                       | 0    | 0     | 0    | 1          | 0                     | 6    | 1     | 0    | 7          | 0         | 0    | 0     | 0    | 0          | 21         |
| 05:45 PM      | 0                     | 10   | 0     | 0    | 10         | 2                       | 0    | 2     | 0    | 4          | 0                     | 9    | 1     | 0    | 10         | 0         | 0    | 0     | 0    | 0          | 24         |
| Total         | 4                     | 51   | 0     | 0    | 55         | 5                       | 0    | 5     | 0    | 10         | 0                     | 36   | 7     | 0    | 43         | 0         | 0    | 0     | 0    | 0          | 108        |
| Grand Total   | 18                    | 220  | 0     | 0    | 238        | 29                      | 0    | 22    | 1    | 52         | 0                     | 247  | 20    | 20   | 287        | 0         | 0    | 0     | 16   | 16         | 593        |
| Apprch %      | 7.6                   | 92.4 | 0     | 0    |            | 55.8                    | 0    | 42.3  | 1.9  |            | 0                     | 86.1 | 7     | 7    |            | 0         | 0    | 0     | 100  |            |            |
| Total %       | 3                     | 37.1 | 0     | 0    | 40.1       | 4.9                     | 0    | 3.7   | 0.2  | 8.8        | 0                     | 41.7 | 3.4   | 3.4  | 48.4       | 0         | 0    | 0     | 2.7  | 2.7        |            |

# SOUTHERN OREGON

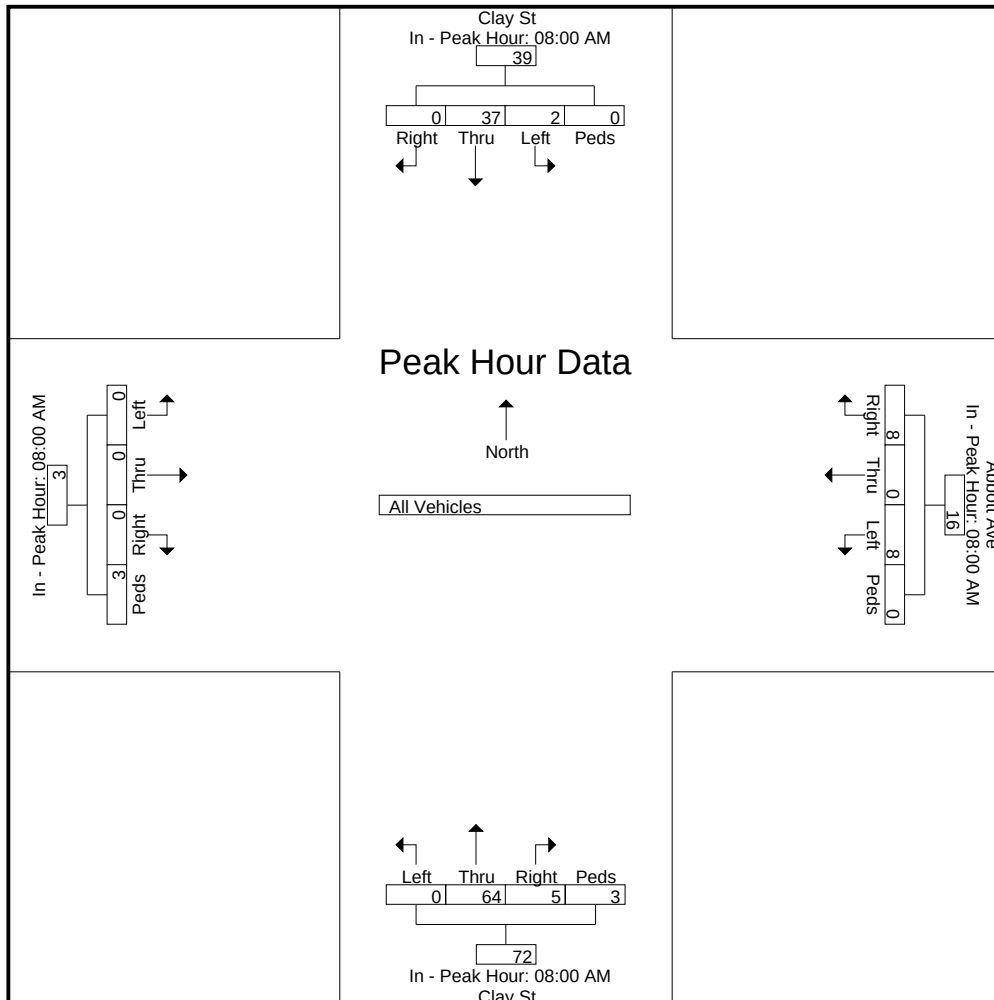
## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Clay St  
 East-West: Abbott Ave  
 Weather: Overcast, Mild  
 All Vehicles

File Name : Abbott-Clay  
 Site Code : 00000000  
 Start Date : 12/6/2023  
 Page No : 2

|                                                            | Clay St<br>From North |      |       |      |            | Abbott Ave<br>From East |      |       |      |            | Clay St<br>From South |      |       |      |            | From West |      |       |      |            |            |
|------------------------------------------------------------|-----------------------|------|-------|------|------------|-------------------------|------|-------|------|------------|-----------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------|
| Start Time                                                 | Left                  | Thru | Right | Peds | App. Total | Left                    | Thru | Right | Peds | App. Total | Left                  | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total | Int. Total |
| Peak Hour Analysis From 08:00 AM to 08:45 AM - Peak 1 of 1 |                       |      |       |      |            |                         |      |       |      |            |                       |      |       |      |            |           |      |       |      |            |            |
| Peak Hour for Each Approach Begins at:                     |                       |      |       |      |            |                         |      |       |      |            |                       |      |       |      |            |           |      |       |      |            |            |
|                                                            | 08:00 AM              |      |       |      |            | 08:00 AM                |      |       |      |            | 08:00 AM              |      |       |      |            | 08:00 AM  |      |       |      |            |            |
| +0 mins.                                                   | 0                     | 7    | 0     | 0    | 7          | 1                       | 0    | 4     | 0    | 5          | 0                     | 20   | 2     | 1    | 23         | 0         | 0    | 0     | 0    | 0          | 0          |
| +15 mins.                                                  | 1                     | 12   | 0     | 0    | 13         | 3                       | 0    | 3     | 0    | 6          | 0                     | 15   | 1     | 0    | 16         | 0         | 0    | 0     | 0    | 0          | 0          |
| +30 mins.                                                  | 1                     | 9    | 0     | 0    | 10         | 1                       | 0    | 0     | 0    | 1          | 0                     | 13   | 1     | 1    | 15         | 0         | 0    | 0     | 1    | 1          | 1          |
| +45 mins.                                                  | 0                     | 9    | 0     | 0    | 9          | 3                       | 0    | 1     | 0    | 4          | 0                     | 16   | 1     | 1    | 18         | 0         | 0    | 0     | 2    | 2          | 2          |
| Total Volume                                               | 2                     | 37   | 0     | 0    | 39         | 8                       | 0    | 8     | 0    | 16         | 0                     | 64   | 5     | 3    | 72         | 0         | 0    | 0     | 3    | 3          | 3          |
| % App. Total                                               | 5.1                   | 94.9 | 0     | 0    |            | 50                      | 0    | 50    | 0    |            | 0                     | 88.9 | 6.9   | 4.2  |            | 0         | 0    | 0     | 100  |            |            |
| PHF                                                        | .500                  | .771 | .000  | .000 | .750       | .667                    | .000 | .500  | .000 | .667       | .000                  | .800 | .625  | .750 | .783       | .000      | .000 | .000  | .375 | .375       |            |



# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Clay St  
 East-West: Abbott Ave  
 Weather: Overcast, Mild  
 All Vehicles

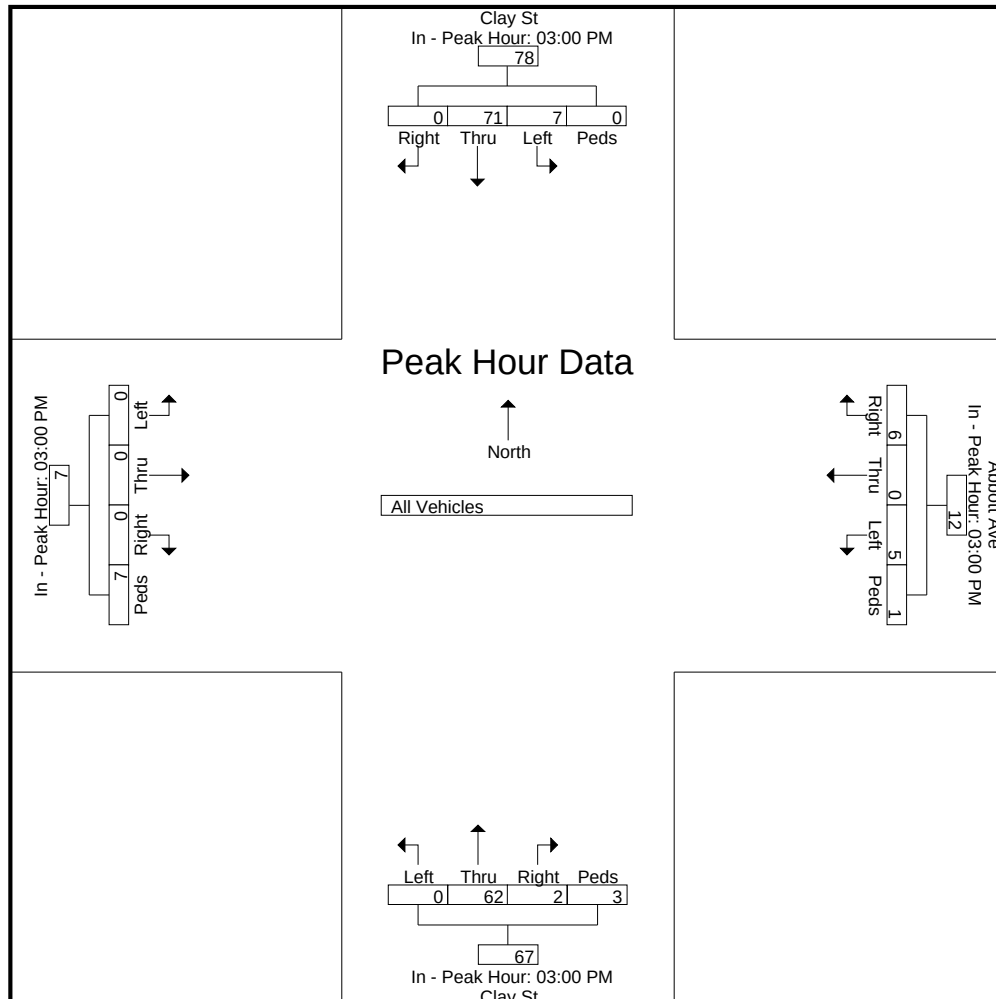
File Name : Abbott-Clay  
 Site Code : 00000000  
 Start Date : 12/6/2023  
 Page No : 3

|            | Clay St<br>From North |      |       |      |            | Abbott Ave<br>From East |      |       |      |            | Clay St<br>From South |      |       |      |            | From West |      |       |      |            |            |
|------------|-----------------------|------|-------|------|------------|-------------------------|------|-------|------|------------|-----------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------|
| Start Time | Left                  | Thru | Right | Peds | App. Total | Left                    | Thru | Right | Peds | App. Total | Left                  | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total | Int. Total |

Peak Hour Analysis From 03:00 PM to 03:45 PM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

|              | 03:00 PM |      |      |      |      | 03:00 PM |      |      |      |      | 03:00 PM |      |      |      |      | 03:00 PM |      |      |      |      |
|--------------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|
| +0 mins.     | 1        | 19   | 0    | 0    | 20   | 0        | 0    | 1    | 0    | 1    | 0        | 25   | 1    | 1    | 27   | 0        | 0    | 0    | 4    | 4    |
| +15 mins.    | 3        | 18   | 0    | 0    | 21   | 2        | 0    | 2    | 0    | 4    | 0        | 12   | 1    | 0    | 13   | 0        | 0    | 0    | 1    | 1    |
| +30 mins.    | 3        | 18   | 0    | 0    | 21   | 2        | 0    | 2    | 1    | 5    | 0        | 14   | 0    | 1    | 15   | 0        | 0    | 0    | 2    | 2    |
| +45 mins.    | 0        | 16   | 0    | 0    | 16   | 1        | 0    | 1    | 0    | 2    | 0        | 11   | 0    | 1    | 12   | 0        | 0    | 0    | 0    | 0    |
| Total Volume | 7        | 71   | 0    | 0    | 78   | 5        | 0    | 6    | 1    | 12   | 0        | 62   | 2    | 3    | 67   | 0        | 0    | 0    | 7    | 7    |
| % App. Total | 9        | 91   | 0    | 0    |      | 41.7     | 0    | 50   | 8.3  |      | 0        | 92.5 | 3    | 4.5  |      | 0        | 0    | 0    | 100  |      |
| PHF          | .583     | .934 | .000 | .000 | .929 | .625     | .000 | .750 | .250 | .600 | .000     | .620 | .500 | .750 | .620 | .000     | .000 | .000 | .438 | .438 |



|                            |        | SEASONAL TREND TABLE (Updated: 1/10/2023) |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        | Seasonal Trend Peak Period Factor |  |
|----------------------------|--------|-------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----------------------------------|--|
| TREND                      | 1-Jan  | 15-Jan                                    | 1-Feb  | 15-Feb | 1-Mar  | 15-Mar | 1-Apr  | 15-Apr | 1-May  | 15-May | 1-Jun  | 15-Jun | 1-Jul  | 15-Jul | 1-Aug  | 15-Aug | 1-Sep  | 15-Sep | 1-Oct  | 15-Oct | 1-Nov  | 15-Nov | 1-Dec  | 15-Dec |                                   |  |
| INTERSTATE URBANIZED       | 1.0869 | 1.1041                                    | 1.0988 | 1.0335 | 1.0182 | 1.0028 | 0.9995 | 0.9662 | 0.9901 | 0.9840 | 0.9841 | 0.9443 | 0.9502 | 0.9562 | 0.9510 | 0.9458 | 0.9575 | 0.9692 | 0.9791 | 0.9891 | 1.0107 | 1.0322 | 1.0532 | 1.0739 | 0.9443                            |  |
| INTERSTATE NONURBANIZED    | 1.2459 | 1.2915                                    | 1.2286 | 1.1657 | 1.0907 | 1.0158 | 1.0059 | 0.9660 | 0.9728 | 0.9496 | 0.9128 | 0.8760 | 0.8650 | 0.8540 | 0.8612 | 0.8684 | 0.8905 | 0.9126 | 0.9488 | 0.9850 | 1.0336 | 1.0822 | 1.1717 | 1.2612 | 0.8540                            |  |
| COMMUTER                   | 1.0905 | 1.0986                                    | 1.0636 | 1.0285 | 1.0162 | 1.0038 | 0.9959 | 0.9679 | 0.9874 | 0.9814 | 0.9749 | 0.9631 | 0.9512 | 0.9614 | 0.9717 | 0.9608 | 0.9500 | 0.9548 | 0.9634 | 0.9673 | 1.0090 | 1.0507 | 1.0733 | 1.0858 | 0.9500                            |  |
| COASTAL DESTINATION        | 1.2064 | 1.1715                                    | 1.1234 | 1.0753 | 1.0545 | 1.0337 | 1.0372 | 1.0407 | 1.0216 | 1.0024 | 0.9686 | 0.9147 | 0.8760 | 0.8371 | 0.8370 | 0.8678 | 0.8885 | 0.9578 | 1.0170 | 1.0730 | 1.1290 | 1.2094 | 1.3193 | 1.2357 | 0.8750                            |  |
| COASTAL DESTINATION ROUTE  | 1.3837 | 1.2897                                    | 1.2245 | 1.1594 | 1.1247 | 1.0901 | 1.0911 | 1.0921 | 1.0516 | 1.0111 | 0.9493 | 0.8875 | 0.8172 | 0.7469 | 0.7455 | 0.7440 | 0.7916 | 0.8391 | 0.9274 | 1.0158 | 1.1126 | 1.2094 | 1.3193 | 1.4291 | 0.7440                            |  |
| AGRICULTURE                | 1.4537 | 1.4624                                    | 1.3705 | 1.2786 | 1.2139 | 1.1462 | 1.1207 | 1.0923 | 1.0075 | 0.9226 | 0.8742 | 0.8258 | 0.8348 | 0.8439 | 0.8422 | 0.8405 | 0.7976 | 0.7547 | 0.8073 | 0.8598 | 1.0041 | 1.1484 | 1.3339 | 1.5194 | 0.7440                            |  |
| RECREATIONAL SUMMER        | 1.6049 | 1.5814                                    | 1.4524 | 1.4034 | 1.3208 | 1.2382 | 1.2380 | 1.2377 | 1.0939 | 0.9500 | 0.8689 | 0.7939 | 0.7392 | 0.6945 | 0.7065 | 0.7185 | 0.7404 | 0.7624 | 0.8468 | 0.9311 | 1.1270 | 1.3230 | 1.5054 | 1.6879 | 0.6545                            |  |
| RECREATIONAL SUMMER WINTER | 1.0075 | 0.9570                                    | 0.9184 | 0.8769 | 0.9701 | 1.0603 | 1.0675 | 1.0747 | 1.0843 | 1.0939 | 1.0045 | 0.9151 | 0.8244 | 0.7336 | 0.7795 | 0.8254 | 0.9368 | 1.0482 | 1.1794 | 1.3105 | 1.4689 | 1.6833 | 1.9470 | 0.7536 |                                   |  |
| RECREATIONAL WINTER**      | 1.0559 | 0.8770                                    | 0.6475 | 0.6240 | 0.7462 | 0.9885 | 0.9307 | 0.9928 | 1.1496 | 1.3064 | 1.2173 | 1.1282 | 0.9596 | 0.8501 | 0.9526 | 1.0342 | 1.1225 | 1.2081 | 1.4061 | 1.6013 | 1.8626 | 2.3839 | 3.0326 | 0.6240 |                                   |  |
| WINTER                     | 1.2374 | 1.2352                                    | 1.1733 | 1.1114 | 1.0766 | 1.0459 | 1.0340 | 1.0202 | 0.9853 | 0.9502 | 0.9160 | 0.8841 | 0.8620 | 0.8501 | 0.8620 | 0.8691 | 0.8916 | 0.9430 | 0.9699 | 1.0525 | 1.1352 | 1.2002 | 1.2653 | 0.8570 |                                   |  |
| SUMMER ~ 2500              | 1.2536 | 1.2576                                    | 1.1943 | 1.1310 | 1.1011 | 1.0712 | 1.0448 | 1.0184 | 0.9633 | 0.9082 | 0.8681 | 0.8641 | 0.8608 | 0.8578 | 0.8695 | 0.8813 | 0.8874 | 0.8936 | 0.9165 | 0.9384 | 1.0500 | 1.1607 | 1.2535 | 1.3463 | 0.8570                            |  |

\* Seasonal Trend Table factors are based on previous year ATR data. The table is updated yearly.

\* Grey shading indicates months were seasonal factor is greater than or less than 30%.

\*\*Use Recreation Winter Trend with Caution! ATR site was down for most of 2022 due to loop issues and was estimated while the site was down

|          |        |
|----------|--------|
| Commuter | 1.0733 |
| Dec 6th  | 0.9500 |
| Peak     | 1.1300 |
| Adj      |        |

PM Peak Hour (3:00-4:00 PM) - Raw Data

(2023 Raw Data)

|            |    |               |    |            |     |     |    |            |     |     |     |            |
|------------|----|---------------|----|------------|-----|-----|----|------------|-----|-----|-----|------------|
| 0 ped<br>↓ | 0  | 0             | 0  | 0 ped<br>← | 0   | 0   | 0  | 0 ped<br>↓ | 0   | 0   | 0   | 0 ped<br>← |
| 292        | 0  | 12/6/2023     | 0  | 0          | 245 | 245 | 0  | 0          | 245 |     | 243 | 0          |
| 369        | 0  | E Main / Clay | 0  | 237        | 379 | 379 | 0  | 245        | 131 |     |     | 103        |
| 439        | 70 | 0.82          | 8  | 379        | 379 | 0   | 0  | 379        | 368 | 237 |     | 7          |
| 0 ped<br>→ | 55 | 0             | 10 | 0          | 0   | 0   | 0  | 0          | 0   | 140 | 13  | 110        |
|            | 78 |               | 65 | 0          | 0   | 0   | 0  | 0          | 0   | 244 | 153 | 144        |
|            |    |               |    | 0 ped      |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
| 0 ped<br>↓ | 78 |               | 68 | 1 ped<br>← | 0   | 0   | 0  | 0          | 0   |     |     |            |
|            | 0  | 71            | 7  |            | 0   | 0   | 0  |            |     |     |     |            |
|            |    |               |    |            | 6   | 11  | 11 | 0          | 0   | 11  |     |            |
|            |    | 12/6/2023     |    |            | 0   |     |    | 9          |     |     |     |            |
|            |    | Abbott / Clay |    |            | 5   | 9   | 9  | 0          |     |     |     |            |
|            |    | 0.79          |    |            |     |     |    |            |     |     |     |            |
| 7 ped<br>→ | 0  | 62            | 2  |            | 0   | 0   | 0  |            |     |     |     |            |
|            | 76 |               | 64 | 3 ped<br>↑ | 0   | 0   | 0  |            |     |     |     |            |

PM Peak Hour (3:00-4:00 PM) - Seasonal Adjustment

1.13

(Year 2023 No-Build Traffic Volumes - PM) **balanced**

|            |    |               |    |            |     |     |    |            |     |     |     |            |
|------------|----|---------------|----|------------|-----|-----|----|------------|-----|-----|-----|------------|
| 0 ped<br>↓ | 0  | 0             | 0  | 0 ped<br>← | 0   | 0   | 0  | 0 ped<br>↓ | 0   | 0   | 0   | 0 ped<br>← |
| 331        | 0  | E Main / Clay | 0  | 0          | 277 | 277 | 0  | 0          | 277 |     | 275 | 0          |
| 417        | 0  | 0.82          | 0  | 268        | 428 | 428 | 0  | 277        | 148 |     |     | 116        |
| 496        | 79 |               | 9  | 428        | 428 | 0   | 0  | 428        | 416 | 268 |     | 8          |
| 0 ped<br>→ | 63 | 0             | 11 | 0          | 0   | 0   | 0  | 0          | 0   | 158 | 15  | 124        |
|            | 88 |               | 74 | 0          | 0   | 0   | 0  | 0          | 0   | 276 | 173 | 163        |
|            |    |               |    | 0 ped      |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
| 0 ped<br>↓ | 88 |               | 76 | 1 ped<br>← | 0   | 0   | 0  | 0          | 0   |     |     |            |
|            | 0  | 80            | 8  |            | 0   | 0   | 0  |            |     |     |     |            |
|            |    |               |    |            | 6   | 11  | 11 | 0          | 0   | 11  |     |            |
|            |    | Abbott / Clay |    |            | 0   |     |    | 10         |     |     |     |            |
|            |    | 0.79          |    |            | 5   | 10  | 10 | 0          |     |     |     |            |
| 7 ped<br>→ | 0  | 70            | 2  |            | 0   | 0   | 0  |            |     |     |     |            |
|            | 85 |               | 72 | 3 ped<br>↑ | 0   | 0   | 0  |            |     |     |     |            |

PM Peak Hour (3:00-4:00 PM) - Design Year 2024 No-Build

Growth

1.02

(Design Yr 2024 No-Build Traffic Volumes - PM)

|            |    |               |    |            |     |     |    |            |     |     |     |            |
|------------|----|---------------|----|------------|-----|-----|----|------------|-----|-----|-----|------------|
| 0 ped<br>↓ | 0  | 0             | 0  | 0 ped<br>← | 0   | 0   | 0  | 0 ped<br>↓ | 0   | 0   | 0   | 0 ped<br>← |
| 337        | 0  | E Main / Clay | 0  | 0          | 282 | 282 | 0  | 0          | 282 |     | 281 | 0          |
| 425        | 0  | 0.82          | 0  | 273        | 436 | 436 | 0  | 282        | 150 |     |     | 119        |
| 506        | 81 |               | 9  | 436        | 436 | 0   | 0  | 436        | 424 | 273 |     | 8          |
| 0 ped<br>→ | 64 | 0             | 11 | 0          | 0   | 0   | 0  | 0          | 0   | 162 | 15  | 127        |
|            | 90 |               | 75 | 0          | 0   | 0   | 0  | 0          | 0   | 281 | 177 | 165        |
|            |    |               |    | 0 ped      |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
|            |    |               |    |            |     |     |    |            |     |     |     |            |
| 0 ped<br>↓ | 90 |               | 78 | 1 ped<br>← | 0   | 0   | 0  | 0          | 0   |     |     |            |
|            | 0  | 82            | 8  |            | 0   | 0   | 0  |            |     |     |     |            |
|            |    |               |    |            | 7   | 12  | 12 | 0          | 0   | 12  |     |            |
|            |    | Abbott / Clay |    |            | 0   |     |    | 10         |     |     |     |            |
|            |    |               |    |            | 5   | 10  | 10 | 0          |     |     |     |            |
| 7 ped<br>→ | 0  | 71            | 2  |            | 0   | 0   | 0  |            |     |     |     |            |
|            | 87 |               | 73 | 3 ped<br>↑ | 0   | 0   | 0  |            |     |     |     |            |



(East Main Regional Park Development)



---

*SOUTHERN  
OREGON  
TRANSPORTATION  
ENGINEERING, LLC*

Appendix B

ITE and Local Trip Generation

# Land Use: 411

## Public Park

---

### Description

A public park is owned and operated by a municipal, county, state, or federal agency. The parks surveyed vary widely as to location, type, and number of facilities, including boating or swimming facilities, beaches, hiking trails, ball fields, soccer fields, campsites, and picnic facilities. Seasonal use of the individual sites differs widely as a result of the varying facilities and local conditions, such as weather. For example, some of the sites are used primarily for boating or swimming; others are used for softball games. Soccer complex (Land Use 488) is a related use.

### Additional Data

The percentage of the park area that is used most intensively varies considerably within the studies contained in this land use. Therefore, caution should be used when using acres as an independent variable.

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Arizona, California, New Jersey, New York, North Carolina, and Oregon.

### Source Numbers

186, 392, 407, 709, 729, 852, 905

# Public Park (411)

Vehicle Trip Ends vs: Acres  
On a: Weekday

Setting/Location: General Urban/Suburban

Number of Studies: 5

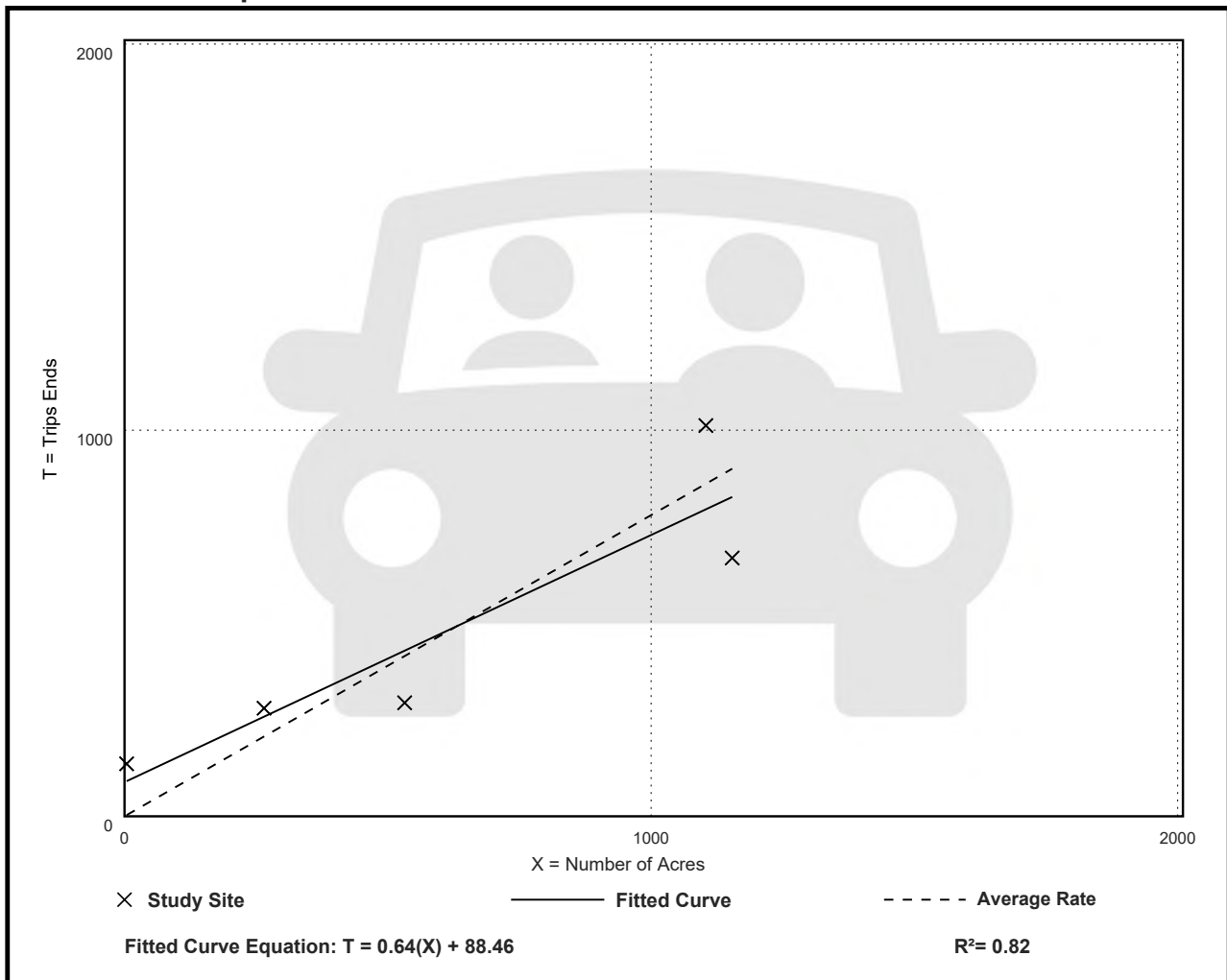
Avg. Num. of Acres: 612

Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per Acre

| Average Rate | Range of Rates | Standard Deviation |
|--------------|----------------|--------------------|
| 0.78         | 0.55 - 34.00   | 1.36               |

## Data Plot and Equation



# Public Park (411)

## Vehicle Trip Ends vs: Acres

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 5

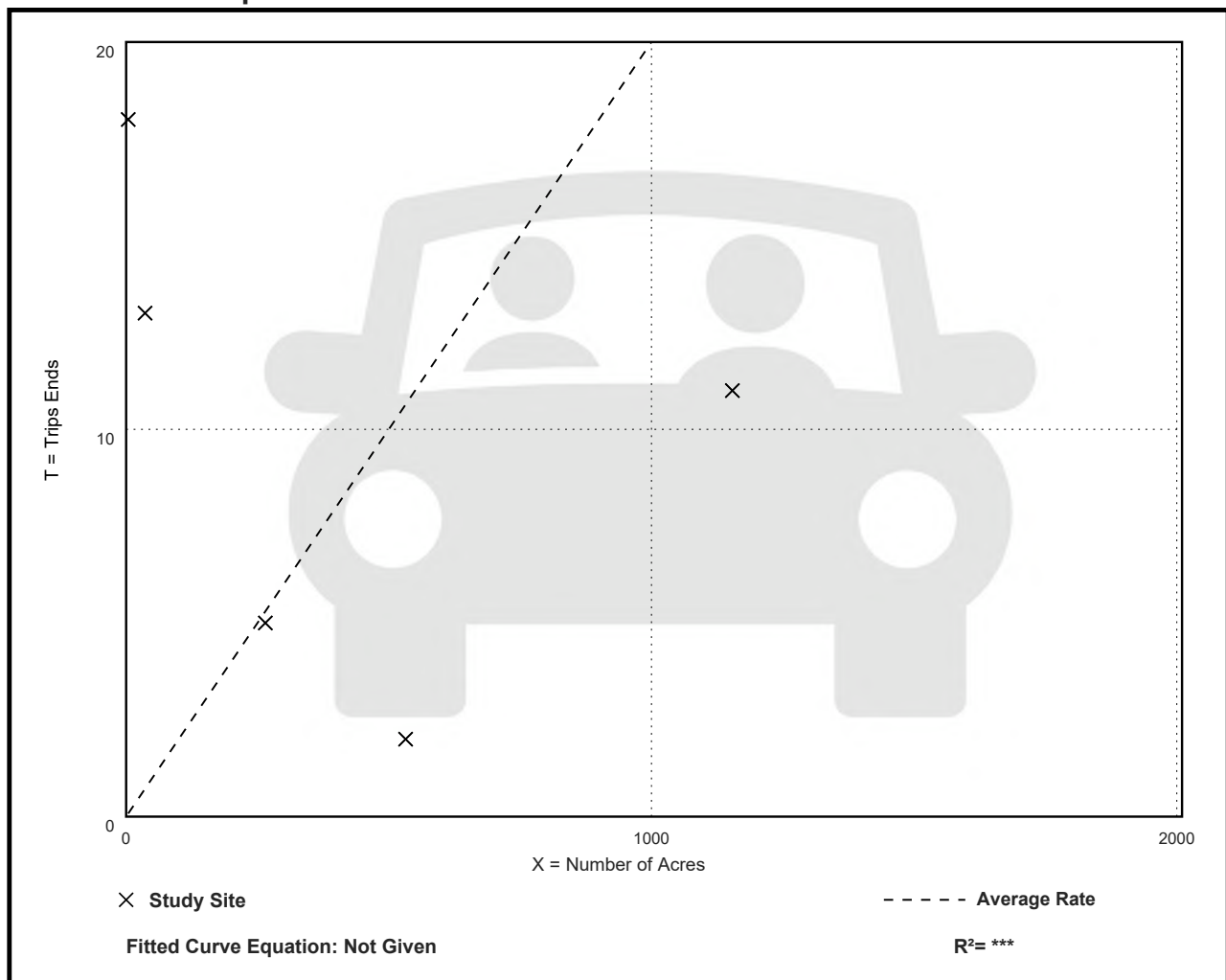
Avg. Num. of Acres: 398

Directional Distribution: 59% entering, 41% exiting

## Vehicle Trip Generation per Acre

| Average Rate | Range of Rates | Standard Deviation |
|--------------|----------------|--------------------|
| 0.02         | 0.00 - 4.50    | 0.23               |

## Data Plot and Equation



# Public Park (411)

## Vehicle Trip Ends vs: Acres

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 6

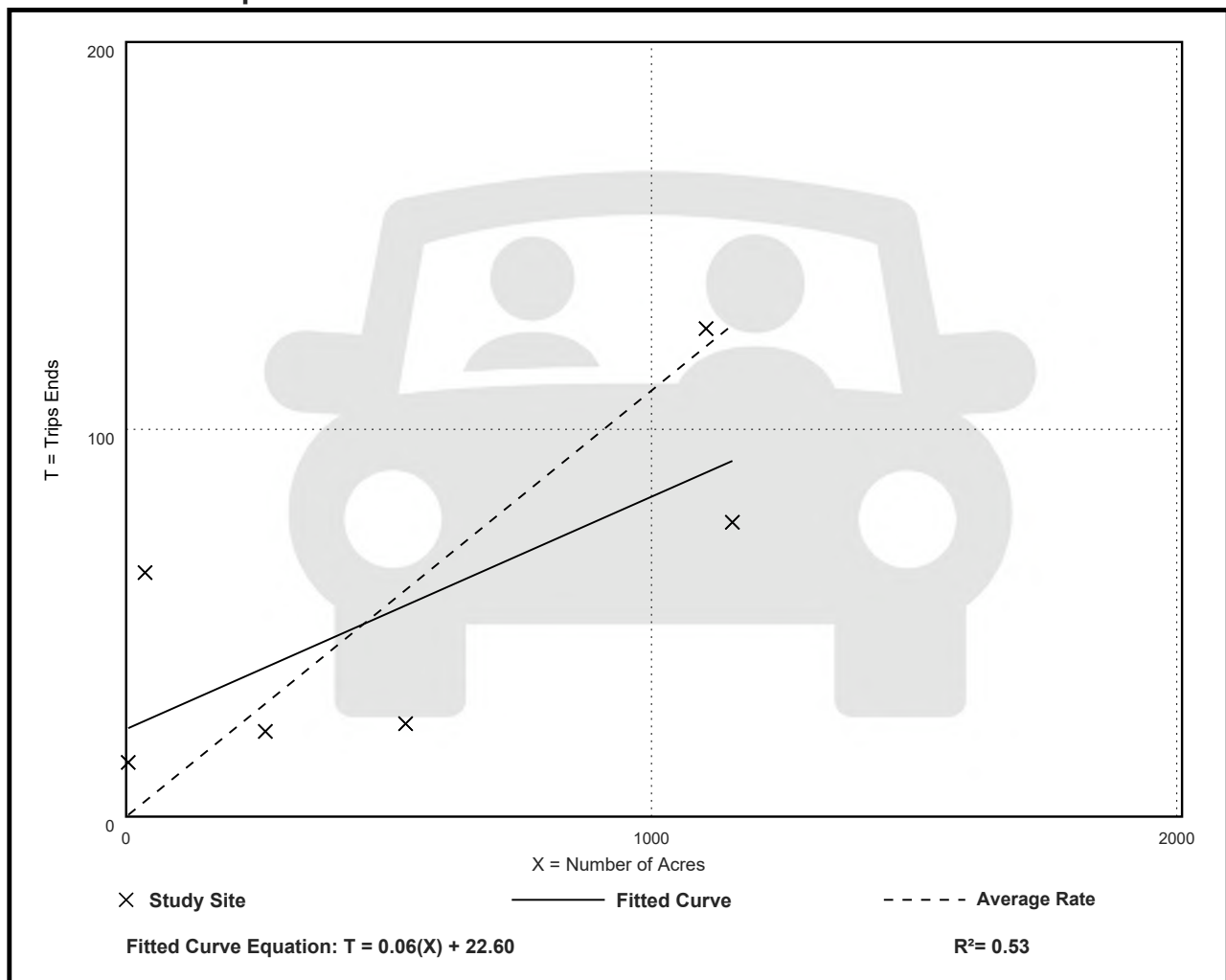
Avg. Num. of Acres: 516

Directional Distribution: 55% entering, 45% exiting

## Vehicle Trip Generation per Acre

| Average Rate | Range of Rates | Standard Deviation |
|--------------|----------------|--------------------|
| 0.11         | 0.05 - 3.50    | 0.24               |

## Data Plot and Equation



# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Perozzi Street  
 East-West: NA  
 Weather: Clear, 90 deg  
 Vehicle: All Vehicles

File Name : Ashland Dog Park\_NevadaSt\_2021  
 Site Code : 00000005  
 Start Date : 6/23/2021  
 Page No : 1

### Groups Printed- All

|               | Perozzi St<br>From North |      |       |      |            | From East |      |       |      |            | Perozzi Street<br>From South |      |       |      |            | From West |      |       |      |            |            |
|---------------|--------------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------|
| Start Time    | Left                     | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total | Left                         | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total | Int. Total |
| 07:00 AM      | 0                        | 4    | 0     | 1    | 5          | 0         | 0    | 0     | 0    | 0          | 0                            | 2    | 0     | 0    | 2          | 0         | 0    | 0     | 0    | 0          | 7          |
| 07:15 AM      | 0                        | 0    | 0     | 0    | 0          | 0         | 0    | 0     | 0    | 0          | 0                            | 2    | 0     | 1    | 3          | 0         | 0    | 0     | 0    | 0          | 3          |
| 07:30 AM      | 0                        | 3    | 0     | 3    | 6          | 0         | 0    | 0     | 0    | 0          | 0                            | 4    | 0     | 1    | 5          | 0         | 0    | 0     | 0    | 0          | 11         |
| 07:45 AM      | 0                        | 0    | 0     | 0    | 0          | 0         | 0    | 0     | 0    | 0          | 0                            | 1    | 0     | 0    | 1          | 0         | 0    | 0     | 0    | 0          | 1          |
| Total         | 0                        | 7    | 0     | 4    | 11         | 0         | 0    | 0     | 0    | 0          | 0                            | 9    | 0     | 2    | 11         | 0         | 0    | 0     | 0    | 0          | 22         |
| 08:00 AM      | 0                        | 4    | 0     | 1    | 5          | 0         | 0    | 0     | 0    | 0          | 0                            | 3    | 0     | 0    | 3          | 0         | 0    | 0     | 0    | 0          | 8          |
| 08:15 AM      | 0                        | 1    | 0     | 0    | 1          | 0         | 0    | 0     | 0    | 0          | 0                            | 0    | 0     | 0    | 0          | 0         | 0    | 0     | 0    | 0          | 1          |
| 08:30 AM      | 0                        | 1    | 0     | 0    | 1          | 0         | 0    | 0     | 0    | 0          | 0                            | 0    | 0     | 0    | 0          | 0         | 0    | 0     | 0    | 0          | 1          |
| 08:45 AM      | 0                        | 3    | 0     | 0    | 3          | 0         | 0    | 0     | 0    | 0          | 0                            | 4    | 0     | 0    | 4          | 0         | 0    | 0     | 0    | 0          | 7          |
| Total         | 0                        | 9    | 0     | 1    | 10         | 0         | 0    | 0     | 0    | 0          | 0                            | 7    | 0     | 0    | 7          | 0         | 0    | 0     | 0    | 0          | 17         |
| *** BREAK *** |                          |      |       |      |            |           |      |       |      |            |                              |      |       |      |            |           |      |       |      |            |            |
| 03:00 PM      | 0                        | 1    | 0     | 1    | 2          | 0         | 0    | 0     | 0    | 0          | 0                            | 4    | 0     | 1    | 5          | 0         | 0    | 0     | 0    | 0          | 7          |
| 03:15 PM      | 0                        | 4    | 0     | 0    | 4          | 0         | 0    | 0     | 0    | 0          | 0                            | 4    | 0     | 0    | 4          | 0         | 0    | 0     | 0    | 0          | 8          |
| 03:30 PM      | 0                        | 3    | 0     | 0    | 3          | 0         | 0    | 0     | 0    | 0          | 0                            | 3    | 0     | 0    | 3          | 0         | 0    | 0     | 0    | 0          | 6          |
| 03:45 PM      | 0                        | 6    | 0     | 0    | 6          | 0         | 0    | 0     | 0    | 0          | 0                            | 0    | 0     | 0    | 0          | 0         | 0    | 0     | 0    | 0          | 6          |
| Total         | 0                        | 14   | 0     | 1    | 15         | 0         | 0    | 0     | 0    | 0          | 0                            | 11   | 0     | 1    | 12         | 0         | 0    | 0     | 0    | 0          | 27         |
| 04:00 PM      | 0                        | 4    | 0     | 0    | 4          | 0         | 0    | 0     | 0    | 0          | 0                            | 3    | 0     | 0    | 3          | 0         | 0    | 0     | 0    | 0          | 7          |
| 04:15 PM      | 0                        | 5    | 0     | 2    | 7          | 0         | 0    | 0     | 0    | 0          | 0                            | 2    | 0     | 0    | 2          | 0         | 0    | 0     | 0    | 0          | 9          |
| 04:30 PM      | 0                        | 4    | 0     | 0    | 4          | 0         | 0    | 0     | 0    | 0          | 0                            | 5    | 0     | 0    | 5          | 0         | 0    | 0     | 0    | 0          | 9          |
| 04:45 PM      | 0                        | 0    | 0     | 2    | 2          | 0         | 0    | 0     | 0    | 0          | 0                            | 4    | 0     | 2    | 6          | 0         | 0    | 0     | 0    | 0          | 8          |
| Total         | 0                        | 13   | 0     | 4    | 17         | 0         | 0    | 0     | 0    | 0          | 0                            | 14   | 0     | 2    | 16         | 0         | 0    | 0     | 0    | 0          | 33         |
| 05:00 PM      | 0                        | 4    | 0     | 1    | 5          | 0         | 0    | 0     | 0    | 0          | 0                            | 3    | 0     | 2    | 5          | 0         | 0    | 0     | 0    | 0          | 10         |
| 05:15 PM      | 0                        | 5    | 0     | 0    | 5          | 0         | 0    | 0     | 0    | 0          | 0                            | 4    | 0     | 4    | 8          | 0         | 0    | 0     | 0    | 0          | 13         |
| 05:30 PM      | 0                        | 5    | 0     | 5    | 10         | 0         | 0    | 0     | 0    | 0          | 0                            | 2    | 0     | 0    | 2          | 0         | 0    | 0     | 0    | 0          | 12         |
| 05:45 PM      | 0                        | 5    | 0     | 1    | 6          | 0         | 0    | 0     | 0    | 0          | 0                            | 1    | 0     | 0    | 1          | 0         | 0    | 0     | 0    | 0          | 7          |
| Total         | 0                        | 19   | 0     | 7    | 26         | 0         | 0    | 0     | 0    | 0          | 0                            | 10   | 0     | 6    | 16         | 0         | 0    | 0     | 0    | 0          | 42         |
| Grand Total   | 0                        | 62   | 0     | 17   | 79         | 0         | 0    | 0     | 0    | 0          | 0                            | 51   | 0     | 11   | 62         | 0         | 0    | 0     | 0    | 0          | 141        |
| Apprch %      | 0                        | 78.5 | 0     | 21.5 |            | 0         | 0    | 0     | 0    |            | 0                            | 82.3 | 0     | 17.7 |            | 0         | 0    | 0     | 0    |            |            |
| Total %       | 0                        | 44   | 0     | 12.1 | 56         | 0         | 0    | 0     | 0    | 0          | 0                            | 36.2 | 0     | 7.8  | 44         | 0         | 0    | 0     | 0    | 0          |            |



# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Perozzi Street  
 East-West: NA  
 Weather: Clear, 90 deg  
 Vehicle: All Vehicles

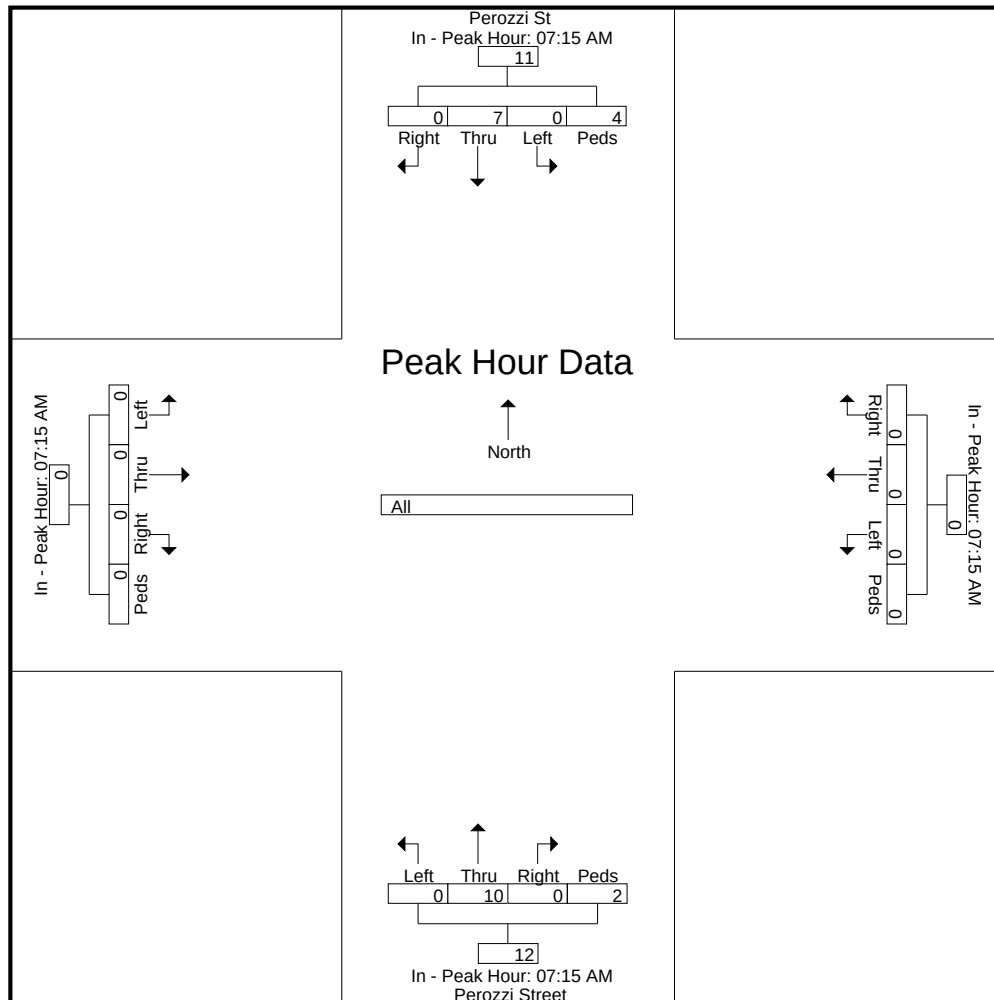
File Name : Ashland Dog Park\_NevadaSt\_2021  
 Site Code : 00000005  
 Start Date : 6/23/2021  
 Page No : 2

|            | Perozzi St<br>From North |      |       |      |            | From East |      |       |      |            | Perozzi Street<br>From South |      |       |      |            | From West |      |       |      |            |            |
|------------|--------------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------|
| Start Time | Left                     | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total | Left                         | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total | Int. Total |

Peak Hour Analysis From 07:15 AM to 08:00 AM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

|              | 07:15 AM |      |      |      |      | 07:15 AM |      |      |      |      | 07:15 AM |      |      |      |      | 07:15 AM |      |      |      |      |
|--------------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|
| +0 mins.     | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 2    | 0    | 1    | 3    | 0        | 0    | 0    | 0    | 0    |
| +15 mins.    | 0        | 3    | 0    | 3    | 6    | 0        | 0    | 0    | 0    | 0    | 0        | 4    | 0    | 1    | 5    | 0        | 0    | 0    | 0    | 0    |
| +30 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 1    | 0    | 0    | 1    | 0        | 0    | 0    | 0    | 0    |
| +45 mins.    | 0        | 4    | 0    | 1    | 5    | 0        | 0    | 0    | 0    | 0    | 0        | 3    | 0    | 0    | 3    | 0        | 0    | 0    | 0    | 0    |
| Total Volume | 0        | 7    | 0    | 4    | 11   | 0        | 0    | 0    | 0    | 0    | 0        | 10   | 0    | 2    | 12   | 0        | 0    | 0    | 0    | 0    |
| % App. Total | 0        | 63.6 | 0    | 36.4 |      | 0        | 0    | 0    | 0    |      | 0        | 83.3 | 0    | 16.7 |      | 0        | 0    | 0    | 0    |      |
| PHF          | .000     | .438 | .000 | .333 | .458 | .000     | .000 | .000 | .000 | .000 | .000     | .625 | .000 | .500 | .600 | .000     | .000 | .000 | .000 | .000 |



# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Perozzi Street  
 East-West: NA  
 Weather: Clear, 90 deg  
 Vehicle: All Vehicles

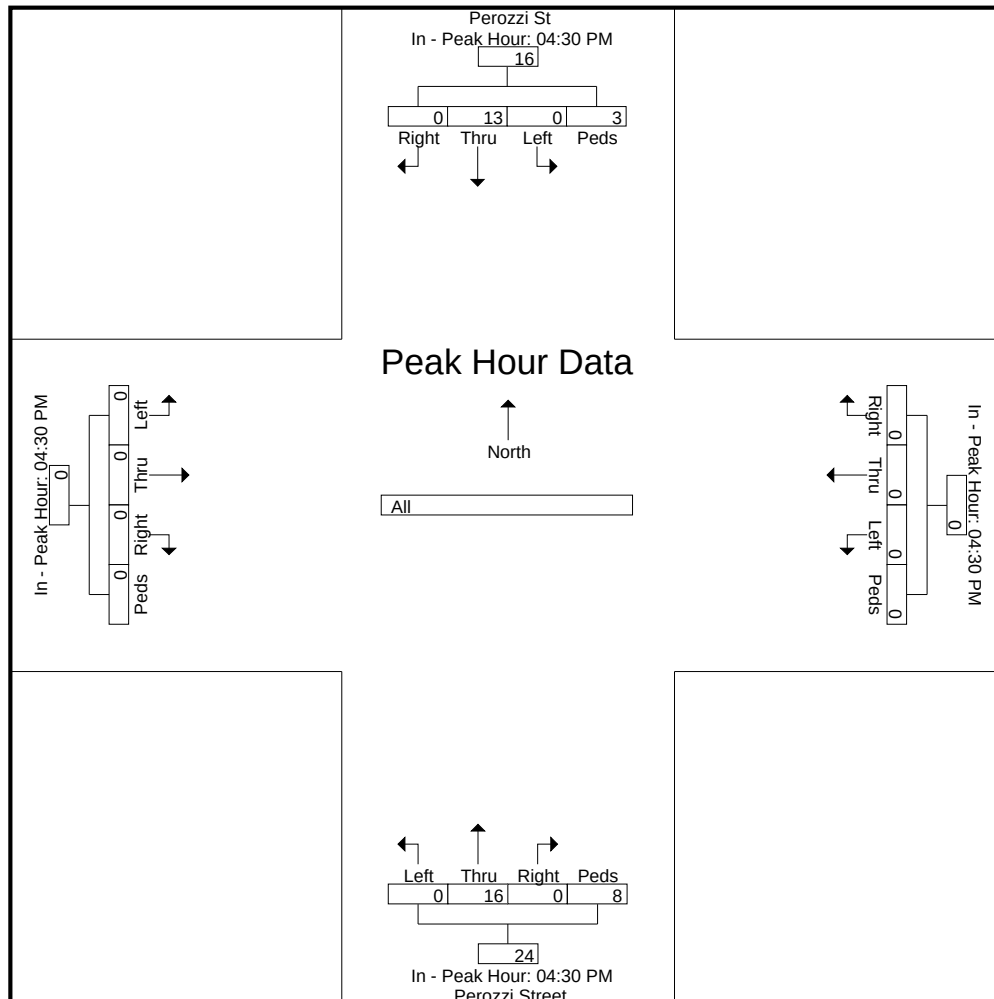
File Name : Ashland Dog Park\_NevadaSt\_2021  
 Site Code : 00000005  
 Start Date : 6/23/2021  
 Page No : 3

|            | Perozzi St<br>From North |      |       |      |            | From East |      |       |      |            | Perozzi Street<br>From South |      |       |      |            | From West |      |       |      |            |            |
|------------|--------------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------------------------|------|-------|------|------------|-----------|------|-------|------|------------|------------|
| Start Time | Left                     | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total | Left                         | Thru | Right | Peds | App. Total | Left      | Thru | Right | Peds | App. Total | Int. Total |

Peak Hour Analysis From 04:30 PM to 05:15 PM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

|              | 04:30 PM |      |      |      |      | 04:30 PM |      |      |      |      | 04:30 PM |      |      |      |      | 04:30 PM |      |      |      |      |
|--------------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|
| +0 mins.     | 0        | 4    | 0    | 0    | 4    | 0        | 0    | 0    | 0    | 0    | 0        | 5    | 0    | 0    | 5    | 0        | 0    | 0    | 0    | 0    |
| +15 mins.    | 0        | 0    | 0    | 2    | 2    | 0        | 0    | 0    | 0    | 0    | 0        | 4    | 0    | 2    | 6    | 0        | 0    | 0    | 0    | 0    |
| +30 mins.    | 0        | 4    | 0    | 1    | 5    | 0        | 0    | 0    | 0    | 0    | 0        | 3    | 0    | 2    | 5    | 0        | 0    | 0    | 0    | 0    |
| +45 mins.    | 0        | 5    | 0    | 0    | 5    | 0        | 0    | 0    | 0    | 0    | 0        | 4    | 0    | 4    | 8    | 0        | 0    | 0    | 0    | 0    |
| Total Volume | 0        | 13   | 0    | 3    | 16   | 0        | 0    | 0    | 0    | 0    | 0        | 16   | 0    | 8    | 24   | 0        | 0    | 0    | 0    | 0    |
| % App. Total | 0        | 81.2 | 0    | 18.8 |      | 0        | 0    | 0    | 0    | 0    | 0        | 66.7 | 0    | 33.3 |      | 0        | 0    | 0    | 0    | 0    |
| PHF          | .000     | .650 | .000 | .375 | .800 | .000     | .000 | .000 | .000 | .000 | .000     | .800 | .000 | .500 | .750 | .000     | .000 | .000 | .000 | .000 |



# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Community Garden Center  
 East-West: Hersey Street  
 Weather: Clear, 90 deg  
 Vehicle: All Vehicles

File Name : Community Garden\_HerseySt\_2021  
 Site Code : 00000005  
 Start Date : 6/24/2021  
 Page No : 1

### Groups Printed- All

|             | Community Garden OUT<br>From North |      |       |      |            | Hersey St<br>From East |      |       |      |            | INBOUND<br>From South |      |       |      |            | Hersey St<br>From West |      |       |      |            |            |
|-------------|------------------------------------|------|-------|------|------------|------------------------|------|-------|------|------------|-----------------------|------|-------|------|------------|------------------------|------|-------|------|------------|------------|
| Start Time  | Left                               | Thru | Right | Ped  | App. Total | Left                   | Thru | Right | Peds | App. Total | Left                  | Thru | Right | Peds | App. Total | Left                   | Thru | Right | Peds | App. Total | Int. Total |
| 07:00 AM    | 0                                  | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 07:15 AM    | 0                                  | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 07:30 AM    | 0                                  | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 1    | 0     | 0    | 1          | 0                      | 0    | 0     | 0    | 0          | 1          |
| 07:45 AM    | 0                                  | 0    | 0     | 1    | 1          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 1    | 1          | 0                      | 0    | 0     | 0    | 0          | 2          |
| Total       | 0                                  | 0    | 0     | 1    | 1          | 0                      | 0    | 0     | 0    | 0          | 0                     | 1    | 0     | 1    | 2          | 0                      | 0    | 0     | 0    | 0          | 3          |
| 08:00 AM    | 0                                  | 1    | 0     | 0    | 1          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 1          |
| 08:15 AM    | 0                                  | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 1    | 1          | 0                      | 0    | 0     | 0    | 0          | 1          |
| 08:30 AM    | 0                                  | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 08:45 AM    | 0                                  | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 2    | 0     | 2    | 4          | 0                      | 0    | 0     | 0    | 0          | 4          |
| Total       | 0                                  | 1    | 0     | 0    | 1          | 0                      | 0    | 0     | 0    | 0          | 0                     | 2    | 0     | 3    | 5          | 0                      | 0    | 0     | 0    | 0          | 6          |
| Grand Total | 0                                  | 1    | 0     | 1    | 2          | 0                      | 0    | 0     | 0    | 0          | 0                     | 3    | 0     | 4    | 7          | 0                      | 0    | 0     | 0    | 0          | 9          |
| Apprch %    | 0                                  | 50   | 0     | 50   |            | 0                      | 0    | 0     | 0    |            | 0                     | 42.9 | 0     | 57.1 |            | 0                      | 0    | 0     | 0    |            |            |
| Total %     | 0                                  | 11.1 | 0     | 11.1 | 22.2       | 0                      | 0    | 0     | 0    | 0          | 0                     | 33.3 | 0     | 44.4 | 77.8       | 0                      | 0    | 0     | 0    | 0          |            |

# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Community Garden Center  
 East-West: Hersey Street  
 Weather: Clear, 90 deg  
 Vehicle: All Vehicles

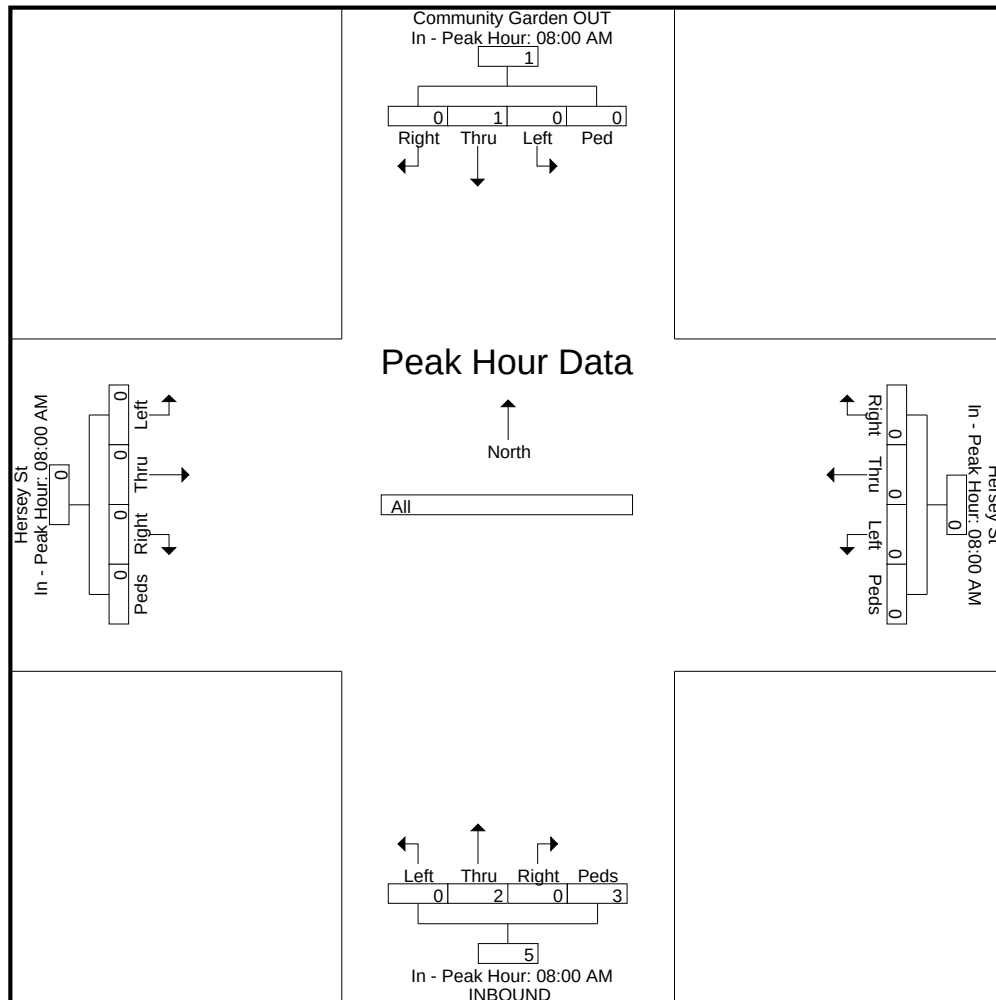
File Name : Community Garden\_HerseySt\_2021  
 Site Code : 00000005  
 Start Date : 6/24/2021  
 Page No : 2

|            | Community Garden OUT<br>From North |      |       |     |            | Hersey St<br>From East |      |       |      |            | INBOUND<br>From South |      |       |      |            | Hersey St<br>From West |      |       |      |            |            |
|------------|------------------------------------|------|-------|-----|------------|------------------------|------|-------|------|------------|-----------------------|------|-------|------|------------|------------------------|------|-------|------|------------|------------|
| Start Time | Left                               | Thru | Right | Ped | App. Total | Left                   | Thru | Right | Peds | App. Total | Left                  | Thru | Right | Peds | App. Total | Left                   | Thru | Right | Peds | App. Total | Int. Total |

Peak Hour Analysis From 08:00 AM to 08:45 AM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

|              | 08:00 AM |      |      |      |      | 08:00 AM |      |      |      |      | 08:00 AM |      |      |      |      | 08:00 AM |      |      |      |      |
|--------------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|
| +0 mins.     | 0        | 1    | 0    | 0    | 1    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    |
| +15 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 1    | 1    | 0        | 0    | 0    | 0    | 0    |
| +30 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    |
| +45 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 2    | 0    | 2    | 4    | 0        | 0    | 0    | 0    | 0    |
| Total Volume | 0        | 1    | 0    | 0    | 1    | 0        | 0    | 0    | 0    | 0    | 0        | 2    | 0    | 3    | 5    | 0        | 0    | 0    | 0    | 0    |
| % App. Total | 0        | 100  | 0    | 0    |      | 0        | 0    | 0    | 0    |      | 0        | 40   | 0    | 60   |      | 0        | 0    | 0    | 0    |      |
| PHF          | .000     | .250 | .000 | .000 | .250 | .000     | .000 | .000 | .000 | .000 | .000     | .250 | .000 | .375 | .313 | .000     | .000 | .000 | .000 | .000 |



# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Community Garden Center  
 East-West: Hersey Street  
 Weather: Clear, 90 deg  
 Vehicle: All Vehicles

File Name : Community Garden\_HerseySt\_PM  
 Site Code : 00000005  
 Start Date : 6/24/2021  
 Page No : 1

### Groups Printed- All

|             | Community Garden OUT<br>From North |      |       |     |            | Hersey St<br>From East |      |       |      |            | INBOUND<br>From South |      |       |      |            | Hersey St<br>From West |      |       |      |            |            |
|-------------|------------------------------------|------|-------|-----|------------|------------------------|------|-------|------|------------|-----------------------|------|-------|------|------------|------------------------|------|-------|------|------------|------------|
| Start Time  | Left                               | Thru | Right | Ped | App. Total | Left                   | Thru | Right | Peds | App. Total | Left                  | Thru | Right | Peds | App. Total | Left                   | Thru | Right | Peds | App. Total | Int. Total |
| 03:00 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 03:15 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 03:30 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 03:45 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| Total       | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 04:00 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 04:15 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 04:30 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 04:45 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| Total       | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 05:00 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 05:15 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 05:30 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| 05:45 PM    | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| Total       | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| Grand Total | 0                                  | 0    | 0     | 0   | 0          | 0                      | 0    | 0     | 0    | 0          | 0                     | 0    | 0     | 0    | 0          | 0                      | 0    | 0     | 0    | 0          | 0          |
| Apprch %    | 0                                  | 0    | 0     | 0   |            | 0                      | 0    | 0     | 0    |            | 0                     | 0    | 0     | 0    |            | 0                      | 0    | 0     | 0    |            |            |
| Total %     |                                    |      |       |     |            |                        |      |       |      |            |                       |      |       |      |            |                        |      |       |      |            |            |

# SOUTHERN OREGON

## TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | Kim.parducci@gmail.com | (541) 941-4148 Cell

North-South: Community Garden Center  
 East-West: Hersey Street  
 Weather: Clear, 90 deg  
 Vehicle: All Vehicles

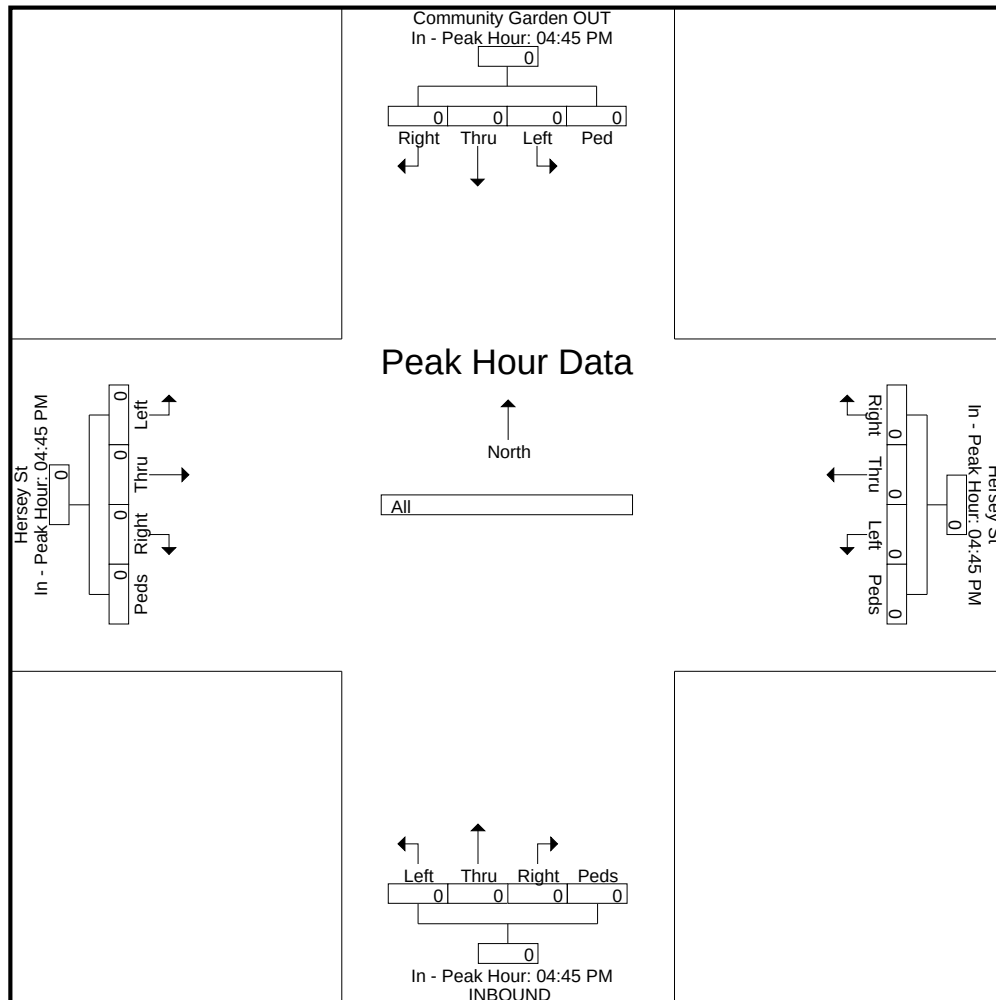
File Name : Community Garden\_HerseySt\_PM  
 Site Code : 00000005  
 Start Date : 6/24/2021  
 Page No : 2

|            | Community Garden OUT<br>From North |      |       |     |            | Hersey St<br>From East |      |       |      |            | INBOUND<br>From South |      |       |      |            | Hersey St<br>From West |      |       |      |            |            |
|------------|------------------------------------|------|-------|-----|------------|------------------------|------|-------|------|------------|-----------------------|------|-------|------|------------|------------------------|------|-------|------|------------|------------|
| Start Time | Left                               | Thru | Right | Ped | App. Total | Left                   | Thru | Right | Peds | App. Total | Left                  | Thru | Right | Peds | App. Total | Left                   | Thru | Right | Peds | App. Total | Int. Total |

Peak Hour Analysis From 04:45 PM to 05:30 PM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

|              | 04:45 PM |      |      |      |      | 04:45 PM |      |      |      |      | 04:45 PM |      |      |      |      | 04:45 PM |      |      |      |      |
|--------------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|----------|------|------|------|------|
| +0 mins.     | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    |
| +15 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    |
| +30 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    |
| +45 mins.    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    |
| Total Volume | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    |
| % App. Total | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    | 0        | 0    | 0    | 0    | 0    |
| PHF          | .000     | .000 | .000 | .000 | .000 | .000     | .000 | .000 | .000 | .000 | .000     | .000 | .000 | .000 | .000 | .000     | .000 | .000 | .000 | .000 |



---

*SOUTHERN  
OREGON  
TRANSPORTATION  
ENGINEERING, LLC*

Appendix C

Year 2023 No-Build  
Synchro and SimTraffic Output

| Intersection           |             |        |        |        |        |      |
|------------------------|-------------|--------|--------|--------|--------|------|
| Int Delay, s/veh       | 1.9         |        |        |        |        |      |
| Movement               | EBT         | EBR    | WBL    | WBT    | NBL    | NBR  |
| Lane Configurations    | ↰ ↱ ↰ ↱ ↰ ↱ |        |        |        |        |      |
| Traffic Vol, veh/h     | 417         | 79     | 9      | 268    | 63     | 11   |
| Future Vol, veh/h      | 417         | 79     | 9      | 268    | 63     | 11   |
| Conflicting Peds, #/hr | 0           | 0      | 0      | 0      | 0      | 0    |
| Sign Control           | Free        | Free   | Free   | Free   | Stop   | Stop |
| RT Channelized         | - None      |        | - None |        | - None |      |
| Storage Length         | -           | -      | -      | -      | 0      | -    |
| Veh in Median Storage  | 0           | -      | -      | 0      | 0      | -    |
| Grade, %               | 0           | -      | -      | 0      | 0      | -    |
| Peak Hour Factor       | 82          | 82     | 82     | 82     | 82     | 82   |
| Heavy Vehicles, %      | 2           | 0      | 0      | 2      | 8      | 18   |
| Mvmt Flow              | 509         | 96     | 11     | 327    | 77     | 13   |
|                        |             |        |        |        |        |      |
| Major/Minor            | Major1      | Major2 |        | Minor1 |        |      |
| Conflicting Flow All   | 0           | 0      | 605    | 0      | 906    | 557  |
| Stage 1                | -           | -      | -      | -      | 557    | -    |
| Stage 2                | -           | -      | -      | -      | 349    | -    |
| Critical Hdwy          | -           | -      | 4.1    | -      | 6.48   | 6.38 |
| Critical Hdwy Stg 1    | -           | -      | -      | -      | 5.48   | -    |
| Critical Hdwy Stg 2    | -           | -      | -      | -      | 5.48   | -    |
| Follow-up Hdwy         | -           | -      | 2.2    | -3.57  | 23.46  | 2    |
| Pot Cap-1 Maneuver     | -           | -      | 983    | -      | 299    | 501  |
| Stage 1                | -           | -      | -      | -      | 562    | -    |
| Stage 2                | -           | -      | -      | -      | 701    | -    |
| Platoon blocked, %     | -           | -      | -      | -      | -      | -    |
| Mov Cap-1 Maneuver     | -           | -      | 983    | -      | 295    | 501  |
| Mov Cap-2 Maneuver     | -           | -      | -      | -      | 295    | -    |
| Stage 1                | -           | -      | -      | -      | 562    | -    |
| Stage 2                | -           | -      | -      | -      | 691    | -    |
|                        |             |        |        |        |        |      |
| Approach               | EB          | WB     |        | NB     |        |      |
| HCM Control Delay, s   | 0           | 0.3    |        | 21     |        |      |
| HCM LOS                | C           |        |        |        |        |      |
|                        |             |        |        |        |        |      |
| Minor Lane/Major Mvm   | NBLn1       | EBT    | EBR    | WBL    | WBT    |      |
| Capacity (veh/h)       | 314         | -      | -      | 983    | -      |      |
| HCM Lane V/C Ratio     | 0.287       | -      | -      | 0.011  | -      |      |
| HCM Control Delay (s)  | 21          | -      | -      | 8.7    | 0      |      |
| HCM Lane LOS           | C           | -      | -      | A      | A      |      |
| HCM 95th %tile Q(veh)  | 1.2         | -      | -      | 0      | -      |      |



| Intersection           |        |      |        |      |        |      |
|------------------------|--------|------|--------|------|--------|------|
| Int Delay, s/veh       | 1      |      |        |      |        |      |
| Movement               | WBL    | WBR  | NBT    | NBR  | SBL    | SBT  |
| Lane Configurations    | W      | R    | T      | R    | T      | T    |
| Traffic Vol, veh/h     | 5      | 6    | 70     | 2    | 8      | 80   |
| Future Vol, veh/h      | 5      | 6    | 70     | 2    | 8      | 80   |
| Conflicting Peds, #/hr | 0      | 3    | 0      | 3    | 3      | 0    |
| Sign Control           | Stop   | Stop | Free   | Free | Free   | Free |
| RT Channelized         | - None |      | - None |      | - None |      |
| Storage Length         | 0      | -    | -      | -    | -      | -    |
| Veh in Median Storage  | 0      | -    | 0      | -    | -      | 0    |
| Grade, %               | 0      | -    | 0      | -    | -      | 0    |
| Peak Hour Factor       | 79     | 79   | 79     | 79   | 79     | 79   |
| Heavy Vehicles, %      | 0      | 0    | 11     | 0    | 0      | 3    |
| Mvmt Flow              | 6      | 8    | 89     | 3    | 10     | 101  |

| Major/Minor          | Minor1 | Major1 | Major2 |   |      |   |
|----------------------|--------|--------|--------|---|------|---|
| Conflicting Flow All | 215    | 97     | 0      | 0 | 95   | 0 |
| Stage 1              | 94     | -      | -      | - | -    | - |
| Stage 2              | 121    | -      | -      | - | -    | - |
| Critical Hdwy        | 6.4    | 6.2    | -      | - | 4.1  | - |
| Critical Hdwy Stg 1  | 5.4    | -      | -      | - | -    | - |
| Critical Hdwy Stg 2  | 5.4    | -      | -      | - | -    | - |
| Follow-up Hdwy       | 3.5    | 3.3    | -      | - | 2.2  | - |
| Pot Cap-1 Maneuver   | 778    | 965    | -      | - | 1512 | - |
| Stage 1              | 935    | -      | -      | - | -    | - |
| Stage 2              | 909    | -      | -      | - | -    | - |
| Platoon blocked, %   |        |        | -      | - |      | - |
| Mov Cap-1 Maneuver   | 771    | 960    | -      | - | 1508 | - |
| Mov Cap-2 Maneuver   | 771    | -      | -      | - | -    | - |
| Stage 1              | 933    | -      | -      | - | -    | - |
| Stage 2              | 903    | -      | -      | - | -    | - |

| Approach             | WB  | NB | SB  |
|----------------------|-----|----|-----|
| HCM Control Delay, s | 9.2 | 0  | 0.7 |
| HCM LOS              | A   |    |     |

| Minor Lane/Major Mvmt | NBT | NBR | WBLn1 | SBL   | SBT |
|-----------------------|-----|-----|-------|-------|-----|
| Capacity (veh/h)      | -   | -   | 864   | 1508  | -   |
| HCM Lane V/C Ratio    | -   | -   | 0.016 | 0.007 | -   |
| HCM Control Delay (s) | -   | -   | 9.2   | 7.4   | 0   |
| HCM Lane LOS          | -   | -   | A     | A     | A   |
| HCM 95th %tile Q(veh) | -   | -   | 0     | 0     | -   |

| Intersection           |        |      |        |       |        |       |
|------------------------|--------|------|--------|-------|--------|-------|
| Int Delay, s/veh       | 3.8    |      |        |       |        |       |
| Movement               | EBT    | EBR  | WBL    | WBT   | NBL    | NBR   |
| Lane Configurations    | ↰      |      |        | ↱     |        | ↰↱    |
| Traffic Vol, veh/h     | 148    | 268  | 8      | 116   | 158    | 15    |
| Future Vol, veh/h      | 148    | 268  | 8      | 116   | 158    | 15    |
| Conflicting Peds, #/hr | 0      | 0    | 0      | 0     | 0      | 0     |
| Sign Control           | Free   | Free | Free   | Free  | Stop   | Stop  |
| RT Channelized         | - None |      | - None |       | - None |       |
| Storage Length         | -      | -    | -      | -     | 0      | -     |
| Veh in Median Storage  | 0      | -    | -      | 0     | 0      | -     |
| Grade, %               | 0      | -    | -      | 0     | 0      | -     |
| Peak Hour Factor       | 87     | 87   | 87     | 87    | 87     | 87    |
| Heavy Vehicles, %      | 3      | 2    | 0      | 4     | 2      | 7     |
| Mvmt Flow              | 170    | 308  | 9      | 133   | 182    | 17    |
|                        |        |      |        |       |        |       |
| Major/Minor            | Major1 |      | Major2 |       | Minor1 |       |
| Conflicting Flow All   | 0      | 0    | 478    | 0     | 475    | 324   |
| Stage 1                | -      | -    | -      | -     | 324    | -     |
| Stage 2                | -      | -    | -      | -     | 151    | -     |
| Critical Hdwy          | -      | -    | 4.1    | -     | 6.42   | 6.27  |
| Critical Hdwy Stg 1    | -      | -    | -      | -     | 5.42   | -     |
| Critical Hdwy Stg 2    | -      | -    | -      | -     | 5.42   | -     |
| Follow-up Hdwy         | -      | -    | 2.2    | -     | 3.518  | 3.363 |
| Pot Cap-1 Maneuver     | -      | -    | 1095   | -     | 548    | 706   |
| Stage 1                | -      | -    | -      | -     | 733    | -     |
| Stage 2                | -      | -    | -      | -     | 877    | -     |
| Platoon blocked, %     | -      | -    |        | -     |        |       |
| Mov Cap-1 Maneuver     | -      | -    | 1095   | -     | 543    | 706   |
| Mov Cap-2 Maneuver     | -      | -    | -      | -     | 543    | -     |
| Stage 1                | -      | -    | -      | -     | 733    | -     |
| Stage 2                | -      | -    | -      | -     | 869    | -     |
|                        |        |      |        |       |        |       |
| Approach               | EB     |      | WB     |       | NB     |       |
| HCM Control Delay, s   | 0      |      | 0.5    |       | 15.1   |       |
| HCM LOS                | C      |      |        |       |        |       |
|                        |        |      |        |       |        |       |
| Minor Lane/Major Mvm   | NBLn1  | EBT  | EBR    | WBL   | WBT    |       |
| Capacity (veh/h)       | 554    | -    | -      | 1095  | -      |       |
| HCM Lane V/C Ratio     | 0.359  | -    | -      | 0.008 | -      |       |
| HCM Control Delay (s)  | 15.1   | -    | -      | 8.3   | 0      |       |
| HCM Lane LOS           | C      | -    | -      | A     | A      |       |
| HCM 95th %tile Q(veh)  | 1.6    | -    | -      | 0     | -      |       |

### Summary of All Intervals

| Run Number              | 1    | 2    | 3    | 4    | 5    | Avg  |
|-------------------------|------|------|------|------|------|------|
| Start Time              | 2:55 | 2:55 | 2:55 | 2:55 | 2:55 | 2:55 |
| End Time                | 3:25 | 3:25 | 3:25 | 3:25 | 3:25 | 3:25 |
| Total Time (min)        | 30   | 30   | 30   | 30   | 30   | 30   |
| Time Recorded (min)     | 25   | 25   | 25   | 25   | 25   | 25   |
| # of Intervals          | 3    | 3    | 3    | 3    | 3    | 3    |
| # of Recorded Intervals | 2    | 2    | 2    | 2    | 2    | 2    |
| Vehs Entered            | 393  | 382  | 406  | 402  | 404  | 397  |
| Vehs Exited             | 392  | 387  | 418  | 399  | 410  | 402  |
| Starting Vehs           | 13   | 19   | 26   | 22   | 26   | 20   |
| Ending Vehs             | 14   | 14   | 14   | 25   | 20   | 17   |
| Travel Distance (mi)    | 204  | 196  | 213  | 201  | 208  | 204  |
| Travel Time (hr)        | 7.6  | 7.2  | 8.0  | 7.5  | 7.7  | 7.6  |
| Total Delay (hr)        | 0.6  | 0.6  | 0.7  | 0.6  | 0.6  | 0.6  |
| Total Stops             | 118  | 109  | 125  | 109  | 119  | 118  |
| Fuel Used (gal)         | 6.5  | 6.3  | 6.8  | 6.5  | 6.7  | 6.6  |

### Interval #0 Information Seeding

|                                          |      |
|------------------------------------------|------|
| Start Time                               | 2:55 |
| End Time                                 | 3:00 |
| Total Time (min)                         | 5    |
| Volumes adjusted by PHF, Growth Factors. |      |
| No data recorded this interval.          |      |

### Interval #1 Information Recording

|                                          |      |
|------------------------------------------|------|
| Start Time                               | 3:00 |
| End Time                                 | 3:10 |
| Total Time (min)                         | 10   |
| Volumes adjusted by PHF, Growth Factors. |      |

| Run Number           | 1   | 2   | 3   | 4   | 5   | Avg |
|----------------------|-----|-----|-----|-----|-----|-----|
| Vehs Entered         | 174 | 180 | 187 | 177 | 176 | 179 |
| Vehs Exited          | 164 | 174 | 198 | 181 | 185 | 180 |
| Starting Vehs        | 13  | 19  | 26  | 22  | 26  | 20  |
| Ending Vehs          | 23  | 25  | 15  | 18  | 17  | 20  |
| Travel Distance (mi) | 85  | 89  | 99  | 87  | 92  | 91  |
| Travel Time (hr)     | 3.2 | 3.4 | 3.8 | 3.3 | 3.5 | 3.4 |
| Total Delay (hr)     | 0.3 | 0.4 | 0.4 | 0.3 | 0.3 | 0.3 |
| Total Stops          | 40  | 62  | 68  | 48  | 56  | 53  |
| Fuel Used (gal)      | 2.7 | 2.9 | 3.2 | 2.9 | 3.0 | 2.9 |

Interval #2 Information Recording

Start Time 3:10

End Time 3:25

Total Time (min) 15

Volumes adjusted by Growth Factors, Anti PHF.

| Run Number           | 1   | 2   | 3   | 4   | 5   | Avg |
|----------------------|-----|-----|-----|-----|-----|-----|
| Vehs Entered         | 219 | 202 | 219 | 225 | 228 | 217 |
| Vehs Exited          | 228 | 213 | 220 | 218 | 225 | 221 |
| Starting Vehs        | 23  | 25  | 15  | 18  | 17  | 20  |
| Ending Vehs          | 14  | 14  | 14  | 25  | 20  | 17  |
| Travel Distance (mi) | 119 | 107 | 114 | 114 | 116 | 114 |
| Travel Time (hr)     | 4.5 | 3.8 | 4.2 | 4.2 | 4.2 | 4.2 |
| Total Delay (hr)     | 0.3 | 0.3 | 0.3 | 0.3 | 0.3 | 0.3 |
| Total Stops          | 78  | 47  | 57  | 61  | 63  | 61  |
| Fuel Used (gal)      | 3.9 | 3.3 | 3.6 | 3.7 | 3.7 | 3.6 |

---

Intersection: 1: Clay St & E Main St

---

| Movement              | WB  | NB  |
|-----------------------|-----|-----|
| Directions Served     | LT  | LR  |
| Maximum Queue (ft)    | 33  | 79  |
| Average Queue (ft)    | 5   | 37  |
| 95th Queue (ft)       | 24  | 72  |
| Link Distance (ft)    | 289 | 700 |
| Upstream Blk Time (%) |     |     |
| Queuing Penalty (veh) |     |     |
| Storage Bay Dist (ft) |     |     |
| Storage Blk Time (%)  |     |     |
| Queuing Penalty (veh) |     |     |

---

Intersection: 2: Clay St & Abbott Ave

---

| Movement              | WB  |
|-----------------------|-----|
| Directions Served     | LR  |
| Maximum Queue (ft)    | 31  |
| Average Queue (ft)    | 7   |
| 95th Queue (ft)       | 28  |
| Link Distance (ft)    | 288 |
| Upstream Blk Time (%) |     |
| Queuing Penalty (veh) |     |
| Storage Bay Dist (ft) |     |
| Storage Blk Time (%)  |     |
| Queuing Penalty (veh) |     |

---

Intersection: 3: Tolman Creek & E Main St

---

| Movement              | WB  | NB  |
|-----------------------|-----|-----|
| Directions Served     | LT  | LR  |
| Maximum Queue (ft)    | 21  | 83  |
| Average Queue (ft)    | 3   | 52  |
| 95th Queue (ft)       | 19  | 81  |
| Link Distance (ft)    | 602 | 735 |
| Upstream Blk Time (%) |     |     |
| Queuing Penalty (veh) |     |     |
| Storage Bay Dist (ft) |     |     |
| Storage Blk Time (%)  |     |     |
| Queuing Penalty (veh) |     |     |

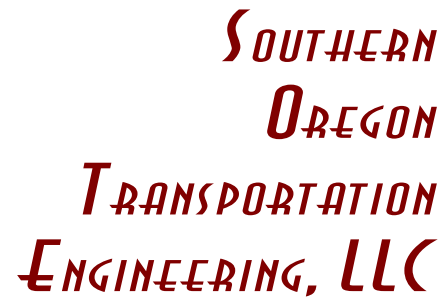
---

Zone Summary

---

Zone wide Queuing Penalty: 0

---



## Appendix D

### Design Year 2024 No-Build Synchro and SimTraffic Output

| Intersection           |        |        |        |        |        |      |
|------------------------|--------|--------|--------|--------|--------|------|
| Int Delay, s/veh       | 2      |        |        |        |        |      |
| Movement               | EBT    | EBR    | WBL    | WBT    | NBL    | NBR  |
| Lane Configurations    | ↑      |        |        | ↑      | ↑      |      |
| Traffic Vol, veh/h     | 425    | 81     | 9      | 273    | 64     | 11   |
| Future Vol, veh/h      | 425    | 81     | 9      | 273    | 64     | 11   |
| Conflicting Peds, #/hr | 0      | 0      | 0      | 0      | 0      | 0    |
| Sign Control           | Free   | Free   | Free   | Free   | Stop   | Stop |
| RT Channelized         | - None |        | - None |        | - None |      |
| Storage Length         | -      | -      | -      | -      | 0      | -    |
| Veh in Median Storage  | 0      | -      | -      | 0      | 0      | -    |
| Grade, %               | 0      | -      | -      | 0      | 0      | -    |
| Peak Hour Factor       | 82     | 82     | 82     | 82     | 82     | 82   |
| Heavy Vehicles, %      | 2      | 0      | 0      | 2      | 8      | 18   |
| Mvmt Flow              | 518    | 99     | 11     | 333    | 78     | 13   |
|                        |        |        |        |        |        |      |
| Major/Minor            | Major1 | Major2 |        | Minor1 |        |      |
| Conflicting Flow All   | 0      | 0      | 617    | 0      | 923    | 568  |
| Stage 1                | -      | -      | -      | -      | 568    | -    |
| Stage 2                | -      | -      | -      | -      | 355    | -    |
| Critical Hdwy          | -      | -      | 4.1    | -      | 6.48   | 6.38 |
| Critical Hdwy Stg 1    | -      | -      | -      | -      | 5.48   | -    |
| Critical Hdwy Stg 2    | -      | -      | -      | -      | 5.48   | -    |
| Follow-up Hdwy         | -      | -      | 2.2    | -3.57  | 23.46  | 2    |
| Pot Cap-1 Maneuver     | -      | -      | 973    | -      | 292    | 493  |
| Stage 1                | -      | -      | -      | -      | 555    | -    |
| Stage 2                | -      | -      | -      | -      | 697    | -    |
| Platoon blocked, %     | -      | -      |        | -      |        |      |
| Mov Cap-1 Maneuver     | -      | -      | 973    | -      | 288    | 493  |
| Mov Cap-2 Maneuver     | -      | -      | -      | -      | 288    | -    |
| Stage 1                | -      | -      | -      | -      | 555    | -    |
| Stage 2                | -      | -      | -      | -      | 687    | -    |
|                        |        |        |        |        |        |      |
|                        |        |        |        |        |        |      |
| Approach               | EB     | WB     |        | NB     |        |      |
| HCM Control Delay, s   | 0      | 0.3    |        | 21.6   |        |      |
| HCM LOS                | C      |        |        |        |        |      |
|                        |        |        |        |        |        |      |
|                        |        |        |        |        |        |      |
| Minor Lane/Major Mvm   | NBLn1  | EBT    | EBR    | WBL    | WBT    |      |
| Capacity (veh/h)       | 307    | -      | -      | 973    | -      |      |
| HCM Lane V/C Ratio     | 0.298  | -      | -      | 0.011  | -      |      |
| HCM Control Delay (s)  | 21.6   | -      | -      | 8.7    | 0      |      |
| HCM Lane LOS           | C      | -      | -      | A      | A      |      |
| HCM 95th %tile Q(veh)  | 1.2    | -      | -      | 0      | -      |      |

| Intersection           |      |      |      |      |      |      |
|------------------------|------|------|------|------|------|------|
| Int Delay, s/veh       | 1    |      |      |      |      |      |
| Movement               | WBL  | WBR  | NBT  | NBR  | SBL  | SBT  |
| Lane Configurations    | W    | R    | T    | T    | T    | T    |
| Traffic Vol, veh/h     | 5    | 7    | 71   | 2    | 8    | 82   |
| Future Vol, veh/h      | 5    | 7    | 71   | 2    | 8    | 82   |
| Conflicting Peds, #/hr | 0    | 3    | 0    | 3    | 3    | 0    |
| Sign Control           | Stop | Stop | Free | Free | Free | Free |
| RT Channelized         | -    | None | -    | None | -    | None |
| Storage Length         | 0    | -    | -    | -    | -    | -    |
| Veh in Median Storage  | 0    | -    | 0    | -    | -    | 0    |
| Grade, %               | 0    | -    | 0    | -    | -    | 0    |
| Peak Hour Factor       | 79   | 79   | 79   | 79   | 79   | 79   |
| Heavy Vehicles, %      | 0    | 0    | 11   | 0    | 0    | 3    |
| Mvmt Flow              | 6    | 9    | 90   | 3    | 10   | 104  |

| Major/Minor          | Minor1 | Major1 | Major2 |   |      |   |
|----------------------|--------|--------|--------|---|------|---|
| Conflicting Flow All | 219    | 98     | 0      | 0 | 96   | 0 |
| Stage 1              | 95     | -      | -      | - | -    | - |
| Stage 2              | 124    | -      | -      | - | -    | - |
| Critical Hdwy        | 6.4    | 6.2    | -      | - | 4.1  | - |
| Critical Hdwy Stg 1  | 5.4    | -      | -      | - | -    | - |
| Critical Hdwy Stg 2  | 5.4    | -      | -      | - | -    | - |
| Follow-up Hdwy       | 3.5    | 3.3    | -      | - | 2.2  | - |
| Pot Cap-1 Maneuver   | 774    | 963    | -      | - | 1510 | - |
| Stage 1              | 934    | -      | -      | - | -    | - |
| Stage 2              | 907    | -      | -      | - | -    | - |
| Platoon blocked, %   |        |        | -      | - |      | - |
| Mov Cap-1 Maneuver   | 767    | 958    | -      | - | 1506 | - |
| Mov Cap-2 Maneuver   | 767    | -      | -      | - | -    | - |
| Stage 1              | 932    | -      | -      | - | -    | - |
| Stage 2              | 901    | -      | -      | - | -    | - |

| Approach             | WB  | NB | SB  |
|----------------------|-----|----|-----|
| HCM Control Delay, s | 9.2 | 0  | 0.7 |
| HCM LOS              | A   |    |     |

| Minor Lane/Major Mvmt | NBT | NBR | WBLn1 | SBL   | SBT |
|-----------------------|-----|-----|-------|-------|-----|
| Capacity (veh/h)      | -   | -   | 868   | 1506  | -   |
| HCM Lane V/C Ratio    | -   | -   | 0.017 | 0.007 | -   |
| HCM Control Delay (s) | -   | -   | 9.2   | 7.4   | 0   |
| HCM Lane LOS          | -   | -   | A     | A     | A   |
| HCM 95th %tile Q(veh) | -   | -   | 0.1   | 0     | -   |



| Intersection           |        |      |        |       |        |       |
|------------------------|--------|------|--------|-------|--------|-------|
| Int Delay, s/veh       | 3.8    |      |        |       |        |       |
| Movement               | EBT    | EBR  | WBL    | WBT   | NBL    | NBR   |
| Lane Configurations    | ↰      |      |        | ↱     |        | ↰↱    |
| Traffic Vol, veh/h     | 150    | 273  | 8      | 119   | 162    | 15    |
| Future Vol, veh/h      | 150    | 273  | 8      | 119   | 162    | 15    |
| Conflicting Peds, #/hr | 0      | 0    | 0      | 0     | 0      | 0     |
| Sign Control           | Free   | Free | Free   | Free  | Stop   | Stop  |
| RT Channelized         | - None |      | - None |       | - None |       |
| Storage Length         | -      | -    | -      | -     | 0      | -     |
| Veh in Median Storage  | 0      | -    | -      | 0     | 0      | -     |
| Grade, %               | 0      | -    | -      | 0     | 0      | -     |
| Peak Hour Factor       | 87     | 87   | 87     | 87    | 87     | 87    |
| Heavy Vehicles, %      | 3      | 2    | 0      | 4     | 2      | 7     |
| Mvmt Flow              | 172    | 314  | 9      | 137   | 186    | 17    |
|                        |        |      |        |       |        |       |
| Major/Minor            | Major1 |      | Major2 |       | Minor1 |       |
| Conflicting Flow All   | 0      | 0    | 486    | 0     | 484    | 329   |
| Stage 1                | -      | -    | -      | -     | 329    | -     |
| Stage 2                | -      | -    | -      | -     | 155    | -     |
| Critical Hdwy          | -      | -    | 4.1    | -     | 6.42   | 6.27  |
| Critical Hdwy Stg 1    | -      | -    | -      | -     | 5.42   | -     |
| Critical Hdwy Stg 2    | -      | -    | -      | -     | 5.42   | -     |
| Follow-up Hdwy         | -      | -    | 2.2    | -     | 3.518  | 3.363 |
| Pot Cap-1 Maneuver     | -      | -    | 1087   | -     | 542    | 701   |
| Stage 1                | -      | -    | -      | -     | 729    | -     |
| Stage 2                | -      | -    | -      | -     | 873    | -     |
| Platoon blocked, %     | -      | -    |        | -     |        |       |
| Mov Cap-1 Maneuver     | -      | -    | 1087   | -     | 537    | 701   |
| Mov Cap-2 Maneuver     | -      | -    | -      | -     | 537    | -     |
| Stage 1                | -      | -    | -      | -     | 729    | -     |
| Stage 2                | -      | -    | -      | -     | 865    | -     |
|                        |        |      |        |       |        |       |
| Approach               | EB     |      | WB     |       | NB     |       |
| HCM Control Delay, s   | 0      |      | 0.5    |       | 15.4   |       |
| HCM LOS                | C      |      |        |       |        |       |
|                        |        |      |        |       |        |       |
| Minor Lane/Major Mvm   | NBLn1  | EBT  | EBR    | WBL   | WBT    |       |
| Capacity (veh/h)       | 548    | -    | -      | 1087  | -      |       |
| HCM Lane V/C Ratio     | 0.371  | -    | -      | 0.008 | -      |       |
| HCM Control Delay (s)  | 15.4   | -    | -      | 8.3   | 0      |       |
| HCM Lane LOS           | C      | -    | -      | A     | A      |       |
| HCM 95th %tile Q(veh)  | 1.7    | -    | -      | 0     | -      |       |

### Summary of All Intervals

| Run Number              | 1    | 2    | 3    | 4    | 5    | Avg  |
|-------------------------|------|------|------|------|------|------|
| Start Time              | 2:55 | 2:55 | 2:55 | 2:55 | 2:55 | 2:55 |
| End Time                | 3:25 | 3:25 | 3:25 | 3:25 | 3:25 | 3:25 |
| Total Time (min)        | 30   | 30   | 30   | 30   | 30   | 30   |
| Time Recorded (min)     | 25   | 25   | 25   | 25   | 25   | 25   |
| # of Intervals          | 3    | 3    | 3    | 3    | 3    | 3    |
| # of Recorded Intervals | 2    | 2    | 2    | 2    | 2    | 2    |
| Vehs Entered            | 366  | 421  | 430  | 392  | 410  | 404  |
| Vehs Exited             | 370  | 420  | 437  | 405  | 412  | 407  |
| Starting Vehs           | 20   | 19   | 24   | 24   | 21   | 18   |
| Ending Vehs             | 16   | 20   | 17   | 11   | 19   | 16   |
| Travel Distance (mi)    | 188  | 216  | 221  | 209  | 209  | 209  |
| Travel Time (hr)        | 7.0  | 8.2  | 8.5  | 7.8  | 7.8  | 7.9  |
| Total Delay (hr)        | 0.6  | 0.8  | 0.9  | 0.7  | 0.7  | 0.7  |
| Total Stops             | 111  | 129  | 140  | 132  | 120  | 124  |
| Fuel Used (gal)         | 6.0  | 7.1  | 7.1  | 6.8  | 6.8  | 6.7  |

### Interval #0 Information Seeding

|                                          |      |
|------------------------------------------|------|
| Start Time                               | 2:55 |
| End Time                                 | 3:00 |
| Total Time (min)                         | 5    |
| Volumes adjusted by PHF, Growth Factors. |      |
| No data recorded this interval.          |      |

### Interval #1 Information Recording

|                                          |      |
|------------------------------------------|------|
| Start Time                               | 3:00 |
| End Time                                 | 3:10 |
| Total Time (min)                         | 10   |
| Volumes adjusted by PHF, Growth Factors. |      |

| Run Number           | 1   | 2   | 3   | 4   | 5   | Avg |
|----------------------|-----|-----|-----|-----|-----|-----|
| Vehs Entered         | 154 | 185 | 197 | 172 | 195 | 180 |
| Vehs Exited          | 154 | 186 | 203 | 173 | 191 | 182 |
| Starting Vehs        | 20  | 19  | 24  | 24  | 21  | 18  |
| Ending Vehs          | 20  | 18  | 18  | 23  | 25  | 22  |
| Travel Distance (mi) | 77  | 91  | 103 | 88  | 95  | 91  |
| Travel Time (hr)     | 2.9 | 3.5 | 4.0 | 3.4 | 3.5 | 3.5 |
| Total Delay (hr)     | 0.2 | 0.4 | 0.5 | 0.3 | 0.4 | 0.4 |
| Total Stops          | 49  | 53  | 68  | 61  | 49  | 55  |
| Fuel Used (gal)      | 2.5 | 3.0 | 3.3 | 2.9 | 3.1 | 2.9 |

Interval #2 Information Recording

Start Time 3:10

End Time 3:25

Total Time (min) 15

Volumes adjusted by Growth Factors, Anti PHF.

| Run Number           | 1   | 2   | 3   | 4   | 5   | Avg |
|----------------------|-----|-----|-----|-----|-----|-----|
| Vehs Entered         | 212 | 236 | 233 | 220 | 215 | 222 |
| Vehs Exited          | 216 | 234 | 234 | 232 | 221 | 227 |
| Starting Vehs        | 20  | 18  | 18  | 23  | 25  | 22  |
| Ending Vehs          | 16  | 20  | 17  | 11  | 19  | 16  |
| Travel Distance (mi) | 111 | 124 | 118 | 121 | 114 | 118 |
| Travel Time (hr)     | 4.1 | 4.7 | 4.4 | 4.5 | 4.3 | 4.4 |
| Total Delay (hr)     | 0.4 | 0.4 | 0.3 | 0.4 | 0.3 | 0.4 |
| Total Stops          | 62  | 76  | 72  | 71  | 71  | 69  |
| Fuel Used (gal)      | 3.5 | 4.1 | 3.8 | 3.9 | 3.7 | 3.8 |

Intersection: 1: Clay St & E Main St

| Movement              | EB  | WB  | NB  |
|-----------------------|-----|-----|-----|
| Directions Served     | TR  | LT  | LR  |
| Maximum Queue (ft)    | 9   | 22  | 72  |
| Average Queue (ft)    | 1   | 4   | 40  |
| 95th Queue (ft)       | 7   | 21  | 78  |
| Link Distance (ft)    | 841 | 289 | 700 |
| Upstream Blk Time (%) |     |     |     |
| Queuing Penalty (veh) |     |     |     |
| Storage Bay Dist (ft) |     |     |     |
| Storage Blk Time (%)  |     |     |     |
| Queuing Penalty (veh) |     |     |     |

Intersection: 2: Clay St & Abbott Ave

| Movement              | WB  | SB  |
|-----------------------|-----|-----|
| Directions Served     | LR  | LT  |
| Maximum Queue (ft)    | 31  | 10  |
| Average Queue (ft)    | 14  | 1   |
| 95th Queue (ft)       | 39  | 12  |
| Link Distance (ft)    | 288 | 700 |
| Upstream Blk Time (%) |     |     |
| Queuing Penalty (veh) |     |     |
| Storage Bay Dist (ft) |     |     |
| Storage Blk Time (%)  |     |     |
| Queuing Penalty (veh) |     |     |

Intersection: 3: Tolman Creek & E Main St

| Movement              | EB  | WB  | NB  |
|-----------------------|-----|-----|-----|
| Directions Served     | TR  | LT  | LR  |
| Maximum Queue (ft)    | 4   | 28  | 89  |
| Average Queue (ft)    | 0   | 4   | 55  |
| 95th Queue (ft)       | 5   | 21  | 86  |
| Link Distance (ft)    | 494 | 602 | 735 |
| Upstream Blk Time (%) |     |     |     |
| Queuing Penalty (veh) |     |     |     |
| Storage Bay Dist (ft) |     |     |     |
| Storage Blk Time (%)  |     |     |     |
| Queuing Penalty (veh) |     |     |     |

Zone Summary

Zone wide Queuing Penalty: 0

---

*SOUTHERN  
OREGON  
TRANSPORTATION  
ENGINEERING, LLC*

Appendix E

Design Year 2024 Build  
Synchro and SimTraffic Output

| Intersection           |        |      |        |       |        |      |
|------------------------|--------|------|--------|-------|--------|------|
| Int Delay, s/veh       | 2      |      |        |       |        |      |
| Movement               | EBT    | EBR  | WBL    | WBT   | NBL    | NBR  |
| Lane Configurations    | ↑      |      |        | ↑     | ↑      | ↑    |
| Traffic Vol, veh/h     | 438    | 81   | 9      | 284   | 64     | 11   |
| Future Vol, veh/h      | 438    | 81   | 9      | 284   | 64     | 11   |
| Conflicting Peds, #/hr | 0      | 0    | 0      | 0     | 0      | 0    |
| Sign Control           | Free   | Free | Free   | Free  | Stop   | Stop |
| RT Channelized         | -      | None | -      | None  | -      | None |
| Storage Length         | -      | -    | -      | -     | 0      | -    |
| Veh in Median Storage  | 0      | #    | -      | -     | 0      | 0    |
| Grade, %               | 0      | -    | -      | 0     | 0      | -    |
| Peak Hour Factor       | 82     | 82   | 82     | 82    | 82     | 82   |
| Heavy Vehicles, %      | 2      | 0    | 0      | 2     | 8      | 18   |
| Mvmt Flow              | 534    | 99   | 11     | 346   | 78     | 13   |
|                        |        |      |        |       |        |      |
| Major/Minor            | Major1 |      | Major2 |       | Minor1 |      |
| Conflicting Flow All   | 0      | 0    | 633    | 0     | 952    | 584  |
| Stage 1                | -      | -    | -      | -     | 584    | -    |
| Stage 2                | -      | -    | -      | -     | 368    | -    |
| Critical Hdwy          | -      | -    | 4.1    | -     | 6.48   | 6.38 |
| Critical Hdwy Stg 1    | -      | -    | -      | -     | 5.48   | -    |
| Critical Hdwy Stg 2    | -      | -    | -      | -     | 5.48   | -    |
| Follow-up Hdwy         | -      | -    | 2.2    | -     | 3.57   | 3.46 |
| Pot Cap-1 Maneuver     | -      | -    | 960    | -     | 281    | 483  |
| Stage 1                | -      | -    | -      | -     | 546    | -    |
| Stage 2                | -      | -    | -      | -     | 687    | -    |
| Platoon blocked, %     | -      | -    |        | -     |        |      |
| Mov Cap-1 Maneuver     | -      | -    | 960    | -     | 277    | 483  |
| Mov Cap-2 Maneuver     | -      | -    | -      | -     | 277    | -    |
| Stage 1                | -      | -    | -      | -     | 546    | -    |
| Stage 2                | -      | -    | -      | -     | 677    | -    |
|                        |        |      |        |       |        |      |
|                        |        |      |        |       |        |      |
| Approach               | EB     |      | WB     |       | NB     |      |
| HCM Control Delay, s   | 0      |      | 0.3    |       | 22.6   |      |
| HCM LOS                | C      |      |        |       |        |      |
|                        |        |      |        |       |        |      |
|                        |        |      |        |       |        |      |
| Minor Lane/Major Mvm   | NBLn1  | EBT  | EBR    | WBL   | WBT    |      |
| Capacity (veh/h)       | 295    | -    | -      | 960   | -      |      |
| HCM Lane V/C Ratio     | 0.31   | -    | -      | 0.011 | -      |      |
| HCM Control Delay (s)  | 22.6   | -    | -      | 8.8   | 0      |      |
| HCM Lane LOS           | C      | -    | -      | A     | A      |      |
| HCM 95th %tile Q(veh)  | 1.3    | -    | -      | 0     | -      |      |

| Intersection           |      |      |      |      |      |      |
|------------------------|------|------|------|------|------|------|
| Int Delay, s/veh       | 1.2  |      |      |      |      |      |
| Movement               | WBL  | WBR  | NBT  | NBR  | SBL  | SBT  |
| Lane Configurations    | W    | R    | T    | R    | T    | T    |
| Traffic Vol, veh/h     | 10   | 7    | 71   | 8    | 8    | 82   |
| Future Vol, veh/h      | 10   | 7    | 71   | 8    | 8    | 82   |
| Conflicting Peds, #/hr | 0    | 3    | 0    | 6    | 6    | 0    |
| Sign Control           | Stop | Stop | Free | Free | Free | Free |
| RT Channelized         | -    | None | -    | None | -    | None |
| Storage Length         | 0    | -    | -    | -    | -    | -    |
| Veh in Median Storage  | 0    | -    | 0    | -    | -    | 0    |
| Grade, %               | 0    | -    | 0    | -    | -    | 0    |
| Peak Hour Factor       | 79   | 79   | 79   | 79   | 79   | 79   |
| Heavy Vehicles, %      | 0    | 0    | 11   | 0    | 0    | 3    |
| Mvmt Flow              | 13   | 9    | 90   | 10   | 10   | 104  |

| Major/Minor          | Minor1 | Major1 | Major2 |
|----------------------|--------|--------|--------|
| Conflicting Flow All | 225    | 104    | 0      |
| Stage 1              | 101    | -      | -      |
| Stage 2              | 124    | -      | -      |
| Critical Hdwy        | 6.4    | 6.2    | -      |
| Critical Hdwy Stg 1  | 5.4    | -      | -      |
| Critical Hdwy Stg 2  | 5.4    | -      | -      |
| Follow-up Hdwy       | 3.5    | 3.3    | -      |
| Pot Cap-1 Maneuver   | 768    | 956    | -      |
| Stage 1              | 928    | -      | -      |
| Stage 2              | 907    | -      | -      |
| Platoon blocked, %   | -      | -      | -      |
| Mov Cap-1 Maneuver   | 759    | 949    | -      |
| Mov Cap-2 Maneuver   | 759    | -      | -      |
| Stage 1              | 923    | -      | -      |
| Stage 2              | 901    | -      | -      |

| Approach             | WB  | NB | SB  |
|----------------------|-----|----|-----|
| HCM Control Delay, s | 9.5 | 0  | 0.7 |
| HCM LOS              | A   |    |     |

| Minor Lane/Major Mvmt | NBT | NBR | WBLn1 | SBL   | SBT |
|-----------------------|-----|-----|-------|-------|-----|
| Capacity (veh/h)      | -   | -   | 827   | 1491  | -   |
| HCM Lane V/C Ratio    | -   | -   | 0.026 | 0.007 | -   |
| HCM Control Delay (s) | -   | -   | 9.5   | 7.4   | 0   |
| HCM Lane LOS          | -   | -   | A     | A     | A   |
| HCM 95th %tile Q(veh) | -   | -   | 0.1   | 0     | -   |

| Intersection           |        |      |        |       |        |       |
|------------------------|--------|------|--------|-------|--------|-------|
| Int Delay, s/veh       | 3.9    |      |        |       |        |       |
| Movement               | EBT    | EBR  | WBL    | WBT   | NBL    | NBR   |
| Lane Configurations    | ↰      |      |        | ↱     |        | ↱     |
| Traffic Vol, veh/h     | 151    | 275  | 8      | 120   | 164    | 15    |
| Future Vol, veh/h      | 151    | 275  | 8      | 120   | 164    | 15    |
| Conflicting Peds, #/hr | 0      | 0    | 0      | 0     | 0      | 0     |
| Sign Control           | Free   | Free | Free   | Free  | Stop   | Stop  |
| RT Channelized         | - None |      | - None |       | - None |       |
| Storage Length         | -      | -    | -      | -     | 0      | -     |
| Veh in Median Storage  | 0      | -    | -      | 0     | 0      | -     |
| Grade, %               | 0      | -    | -      | 0     | 0      | -     |
| Peak Hour Factor       | 87     | 87   | 87     | 87    | 87     | 87    |
| Heavy Vehicles, %      | 3      | 2    | 0      | 4     | 2      | 7     |
| Mvmt Flow              | 174    | 316  | 9      | 138   | 189    | 17    |
|                        |        |      |        |       |        |       |
| Major/Minor            | Major1 |      | Major2 |       | Minor1 |       |
| Conflicting Flow All   | 0      | 0    | 490    | 0     | 488    | 332   |
| Stage 1                | -      | -    | -      | -     | 332    | -     |
| Stage 2                | -      | -    | -      | -     | 156    | -     |
| Critical Hdwy          | -      | -    | 4.1    | -     | 6.42   | 6.27  |
| Critical Hdwy Stg 1    | -      | -    | -      | -     | 5.42   | -     |
| Critical Hdwy Stg 2    | -      | -    | -      | -     | 5.42   | -     |
| Follow-up Hdwy         | -      | -    | 2.2    | -     | 3.518  | 3.363 |
| Pot Cap-1 Maneuver     | -      | -    | 1084   | -     | 539    | 698   |
| Stage 1                | -      | -    | -      | -     | 727    | -     |
| Stage 2                | -      | -    | -      | -     | 872    | -     |
| Platoon blocked, %     | -      | -    |        | -     |        |       |
| Mov Cap-1 Maneuver     | -      | -    | 1084   | -     | 534    | 698   |
| Mov Cap-2 Maneuver     | -      | -    | -      | -     | 534    | -     |
| Stage 1                | -      | -    | -      | -     | 727    | -     |
| Stage 2                | -      | -    | -      | -     | 864    | -     |
|                        |        |      |        |       |        |       |
|                        |        |      |        |       |        |       |
| Approach               | EB     |      | WB     |       | NB     |       |
| HCM Control Delay, s   | 0      |      | 0.5    |       | 15.6   |       |
| HCM LOS                | C      |      |        |       |        |       |
|                        |        |      |        |       |        |       |
|                        |        |      |        |       |        |       |
| Minor Lane/Major Mvm   | NBLn1  | EBT  | EBR    | WBL   | WBT    |       |
| Capacity (veh/h)       | 545    | -    | -      | 1084  | -      |       |
| HCM Lane V/C Ratio     | 0.378  | -    | -      | 0.008 | -      |       |
| HCM Control Delay (s)  | 15.6   | -    | -      | 8.3   | 0      |       |
| HCM Lane LOS           | C      | -    | -      | A     | A      |       |
| HCM 95th %tile Q(veh)  | 1.7    | -    | -      | 0     | -      |       |



| Intersection           |             |      |        |       |        |      |
|------------------------|-------------|------|--------|-------|--------|------|
| Int Delay, s/veh       | 0.3         |      |        |       |        |      |
| Movement               | EBT         | EBR  | WBL    | WBT   | NBL    | NBR  |
| Lane Configurations    | ↱ ↻ ↻ ↻ ↻ ↻ |      |        |       |        |      |
| Traffic Vol, veh/h     | 436         | 13   | 3      | 282   | 11     | 3    |
| Future Vol, veh/h      | 436         | 13   | 3      | 282   | 11     | 3    |
| Conflicting Peds, #/hr | 0           | 0    | 0      | 0     | 0      | 0    |
| Sign Control           | Free        | Free | Free   | Free  | Stop   | Stop |
| RT Channelized         | - None      |      | - None |       | - None |      |
| Storage Length         | -           | -    | -      | -     | 0      | -    |
| Veh in Median Storage  | 0           | -    | -      | 0     | 0      | -    |
| Grade, %               | 0           | -    | -      | 0     | 0      | -    |
| Peak Hour Factor       | 82          | 82   | 82     | 82    | 82     | 82   |
| Heavy Vehicles, %      | 2           | 0    | 0      | 2     | 0      | 0    |
| Mvmt Flow              | 532         | 16   | 4      | 344   | 13     | 4    |
|                        |             |      |        |       |        |      |
| Major/Minor            | Major1      |      | Major2 |       | Minor1 |      |
| Conflicting Flow All   | 0           | 0    | 548    | 0     | 892    | 540  |
| Stage 1                | -           | -    | -      | -     | 540    | -    |
| Stage 2                | -           | -    | -      | -     | 352    | -    |
| Critical Hdwy          | -           | -    | 4.1    | -     | 6.4    | 6.2  |
| Critical Hdwy Stg 1    | -           | -    | -      | -     | 5.4    | -    |
| Critical Hdwy Stg 2    | -           | -    | -      | -     | 5.4    | -    |
| Follow-up Hdwy         | -           | -    | 2.2    | -     | 3.5    | 3.3  |
| Pot Cap-1 Maneuver     | -           | -    | 1032   | -     | 315    | 546  |
| Stage 1                | -           | -    | -      | -     | 588    | -    |
| Stage 2                | -           | -    | -      | -     | 716    | -    |
| Platoon blocked, %     | -           | -    |        | -     |        |      |
| Mov Cap-1 Maneuver     | -           | -    | 1032   | -     | 313    | 546  |
| Mov Cap-2 Maneuver     | -           | -    | -      | -     | 313    | -    |
| Stage 1                | -           | -    | -      | -     | 588    | -    |
| Stage 2                | -           | -    | -      | -     | 712    | -    |
|                        |             |      |        |       |        |      |
| Approach               | EB          |      | WB     |       | NB     |      |
| HCM Control Delay, s   | 0           |      | 0.1    |       | 16     |      |
| HCM LOS                |             |      |        |       | C      |      |
|                        |             |      |        |       |        |      |
| Minor Lane/Major Mvm   | NBLn1       | EBT  | EBR    | WBL   | WBT    |      |
| Capacity (veh/h)       | 345         | -    | -      | 1032  | -      |      |
| HCM Lane V/C Ratio     | 0.049       | -    | -      | 0.004 | -      |      |
| HCM Control Delay (s)  | 16          | -    | -      | 8.5   | 0      |      |
| HCM Lane LOS           | C           | -    | -      | A     | A      |      |
| HCM 95th %tile Q(veh)  | 0.2         | -    | -      | 0     | -      |      |

| Intersection             |      |        |      |      |        |      |      |        |      |      |        |      |
|--------------------------|------|--------|------|------|--------|------|------|--------|------|------|--------|------|
| Int Delay, s/veh         | 2.7  |        |      |      |        |      |      |        |      |      |        |      |
| Movement                 | EBL  | EBT    | EBR  | WBL  | WBT    | WBR  | NBL  | NBT    | NBR  | SBL  | SBT    | SBR  |
| Lane Configurations      |      | ↕      |      |      | ↕      |      |      | ↕      |      |      | ↕      |      |
| Traffic Vol, veh/h       | 6    | 10     | 0    | 0    | 12     | 1    | 0    | 0      | 0    | 1    | 0      | 5    |
| Future Vol, veh/h        | 6    | 10     | 0    | 0    | 12     | 1    | 0    | 0      | 0    | 1    | 0      | 5    |
| Conflicting Peds, #/hr   | 0    | 0      | 0    | 0    | 0      | 0    | 0    | 0      | 2    | 0    | 0      | 2    |
| Sign Control             | Free | Free   | Free | Free | Free   | Free | Stop | Stop   | Stop | Stop | Stop   | Stop |
| RT Channelized           | -    | - None |      | -    | - None |      | -    | - None |      | -    | - None |      |
| Storage Length           | -    | -      | -    | -    | -      | -    | -    | -      | -    | -    | -      | -    |
| Veh in Median Storage, # | 0    | -      | -    | 0    | -      | -    | 0    | -      | -    | 0    | -      | -    |
| Grade, %                 | -    | 0      | -    | -    | 0      | -    | -    | 0      | -    | -    | 0      | -    |
| Peak Hour Factor         | 79   | 79     | 79   | 79   | 79     | 79   | 79   | 79     | 79   | 79   | 79     | 79   |
| Heavy Vehicles, %        | 0    | 0      | 0    | 0    | 0      | 0    | 0    | 0      | 0    | 0    | 0      | 0    |
| Mvmt Flow                | 8    | 13     | 0    | 0    | 15     | 1    | 0    | 0      | 0    | 1    | 0      | 6    |

| Major/Minor          | Major1 |   |   | Major2 |   |   | Minor1 |     |      | Minor2 |     |      |
|----------------------|--------|---|---|--------|---|---|--------|-----|------|--------|-----|------|
| Conflicting Flow All | 16     | 0 | 0 | 13     | 0 | 0 | 50     | 45  | 15   | 47     | 45  | 18   |
| Stage 1              | -      | - | - | -      | - | - | 29     | 29  | -    | 16     | 16  | -    |
| Stage 2              | -      | - | - | -      | - | - | 21     | 16  | -    | 31     | 29  | -    |
| Critical Hdwy        | 4.1    | - | - | 4.1    | - | - | 7.1    | 6.5 | 6.2  | 7.1    | 6.5 | 6.2  |
| Critical Hdwy Stg 1  | -      | - | - | -      | - | - | 6.1    | 5.5 | -    | 6.1    | 5.5 | -    |
| Critical Hdwy Stg 2  | -      | - | - | -      | - | - | 6.1    | 5.5 | -    | 6.1    | 5.5 | -    |
| Follow-up Hdwy       | 2.2    | - | - | 2.2    | - | - | 3.5    | 4   | 3.3  | 3.5    | 4   | 3.3  |
| Pot Cap-1 Maneuver   | 1615   | - | - | 1619   | - | - | 955    | 851 | 1070 | 959    | 851 | 1066 |
| Stage 1              | -      | - | - | -      | - | - | 993    | 875 | -    | 1009   | 886 | -    |
| Stage 2              | -      | - | - | -      | - | - | 1003   | 886 | -    | 991    | 875 | -    |
| Platoon blocked, %   | -      | - | - | -      | - | - | -      | -   | -    | -      | -   | -    |
| Mov Cap-1 Maneuver   | 1615   | - | - | 1619   | - | - | 944    | 847 | 1068 | 954    | 847 | 1064 |
| Mov Cap-2 Maneuver   | -      | - | - | -      | - | - | 944    | 847 | -    | 954    | 847 | -    |
| Stage 1              | -      | - | - | -      | - | - | 988    | 871 | -    | 1004   | 886 | -    |
| Stage 2              | -      | - | - | -      | - | - | 995    | 886 | -    | 984    | 871 | -    |

| Approach             | EB  | WB | NB | SB  |
|----------------------|-----|----|----|-----|
| HCM Control Delay, s | 2.7 | 0  | 0  | 8.5 |
| HCM LOS              |     |    | A  | A   |

| Minor Lane/Major Mvm  | NBLn1 | EBL   | EBT | EBR | WBL  | WBT | WBR | SBLn1 |
|-----------------------|-------|-------|-----|-----|------|-----|-----|-------|
| Capacity (veh/h)      | -     | 1615  | -   | -   | 1619 | -   | -   | 1044  |
| HCM Lane V/C Ratio    | -     | 0.005 | -   | -   | -    | -   | -   | 0.007 |
| HCM Control Delay (s) | 0     | 7.2   | 0   | -   | 0    | -   | -   | 8.5   |
| HCM Lane LOS          | A     | A     | A   | -   | A    | -   | -   | A     |
| HCM 95th %tile Q(veh) | -     | 0     | -   | -   | 0    | -   | -   | 0     |

### Summary of All Intervals

| Run Number              | 1    | 2    | 3    | 4    | 5    | Avg  |
|-------------------------|------|------|------|------|------|------|
| Start Time              | 2:55 | 2:55 | 2:55 | 2:55 | 2:55 | 2:55 |
| End Time                | 3:25 | 3:25 | 3:25 | 3:25 | 3:25 | 3:25 |
| Total Time (min)        | 30   | 30   | 30   | 30   | 30   | 30   |
| Time Recorded (min)     | 25   | 25   | 25   | 25   | 25   | 25   |
| # of Intervals          | 3    | 3    | 3    | 3    | 3    | 3    |
| # of Recorded Intervals | 2    | 2    | 2    | 2    | 2    | 2    |
| Vehs Entered            | 388  | 399  | 428  | 400  | 404  | 402  |
| Vehs Exited             | 393  | 404  | 428  | 397  | 399  | 403  |
| Starting Vehs           | 23   | 22   | 15   | 14   | 15   | 17   |
| Ending Vehs             | 18   | 17   | 15   | 17   | 20   | 17   |
| Travel Distance (mi)    | 195  | 202  | 219  | 197  | 205  | 204  |
| Travel Time (hr)        | 7.3  | 7.5  | 8.2  | 7.4  | 7.8  | 7.7  |
| Total Delay (hr)        | 0.7  | 0.7  | 0.8  | 0.7  | 0.8  | 0.7  |
| Total Stops             | 121  | 125  | 133  | 125  | 137  | 130  |
| Fuel Used (gal)         | 6.4  | 6.5  | 7.1  | 6.4  | 6.8  | 6.6  |

### Interval #0 Information Seeding

|                                          |      |
|------------------------------------------|------|
| Start Time                               | 2:55 |
| End Time                                 | 3:00 |
| Total Time (min)                         | 5    |
| Volumes adjusted by PHF, Growth Factors. |      |
| No data recorded this interval.          |      |

### Interval #1 Information Recording

|                                          |      |
|------------------------------------------|------|
| Start Time                               | 3:00 |
| End Time                                 | 3:10 |
| Total Time (min)                         | 10   |
| Volumes adjusted by PHF, Growth Factors. |      |

| Run Number           | 1   | 2   | 3   | 4   | 5   | Avg |
|----------------------|-----|-----|-----|-----|-----|-----|
| Vehs Entered         | 187 | 186 | 196 | 174 | 180 | 183 |
| Vehs Exited          | 196 | 191 | 191 | 171 | 176 | 185 |
| Starting Vehs        | 23  | 22  | 15  | 14  | 15  | 17  |
| Ending Vehs          | 14  | 17  | 20  | 17  | 19  | 16  |
| Travel Distance (mi) | 94  | 95  | 96  | 86  | 89  | 92  |
| Travel Time (hr)     | 3.6 | 3.6 | 3.7 | 3.2 | 3.4 | 3.5 |
| Total Delay (hr)     | 0.4 | 0.4 | 0.4 | 0.3 | 0.4 | 0.4 |
| Total Stops          | 56  | 58  | 61  | 46  | 62  | 56  |
| Fuel Used (gal)      | 3.0 | 3.1 | 3.2 | 2.8 | 3.0 | 3.0 |

Interval #2 Information Recording

Start Time 3:10

End Time 3:25

Total Time (min) 15

Volumes adjusted by Growth Factors, Anti PHF.

| Run Number           | 1   | 2   | 3   | 4   | 5   | Avg |
|----------------------|-----|-----|-----|-----|-----|-----|
| Vehs Entered         | 201 | 213 | 232 | 226 | 224 | 220 |
| Vehs Exited          | 197 | 213 | 237 | 226 | 223 | 219 |
| Starting Vehs        | 14  | 17  | 20  | 17  | 19  | 16  |
| Ending Vehs          | 18  | 17  | 15  | 17  | 20  | 17  |
| Travel Distance (mi) | 102 | 107 | 123 | 111 | 116 | 112 |
| Travel Time (hr)     | 3.8 | 4.0 | 4.6 | 4.2 | 4.4 | 4.2 |
| Total Delay (hr)     | 0.3 | 0.3 | 0.4 | 0.4 | 0.4 | 0.4 |
| Total Stops          | 65  | 67  | 72  | 79  | 75  | 70  |
| Fuel Used (gal)      | 3.3 | 3.4 | 4.0 | 3.6 | 3.8 | 3.6 |

---

Intersection: 1: Clay St & E Main St

---

| Movement              | WB  | NB  |
|-----------------------|-----|-----|
| Directions Served     | LT  | LR  |
| Maximum Queue (ft)    | 64  | 75  |
| Average Queue (ft)    | 8   | 39  |
| 95th Queue (ft)       | 43  | 74  |
| Link Distance (ft)    | 289 | 700 |
| Upstream Blk Time (%) |     |     |
| Queuing Penalty (veh) |     |     |
| Storage Bay Dist (ft) |     |     |
| Storage Blk Time (%)  |     |     |
| Queuing Penalty (veh) |     |     |

---

Intersection: 2: Clay St & Abbott Ave

---

| Movement              | WB  |
|-----------------------|-----|
| Directions Served     | LR  |
| Maximum Queue (ft)    | 35  |
| Average Queue (ft)    | 11  |
| 95th Queue (ft)       | 36  |
| Link Distance (ft)    | 288 |
| Upstream Blk Time (%) |     |
| Queuing Penalty (veh) |     |
| Storage Bay Dist (ft) |     |
| Storage Blk Time (%)  |     |
| Queuing Penalty (veh) |     |

---

Intersection: 3: Tolman Creek & E Main St

---

| Movement              | WB  | NB  |
|-----------------------|-----|-----|
| Directions Served     | LT  | LR  |
| Maximum Queue (ft)    | 32  | 106 |
| Average Queue (ft)    | 5   | 56  |
| 95th Queue (ft)       | 23  | 95  |
| Link Distance (ft)    | 602 | 735 |
| Upstream Blk Time (%) |     |     |
| Queuing Penalty (veh) |     |     |
| Storage Bay Dist (ft) |     |     |
| Storage Blk Time (%)  |     |     |
| Queuing Penalty (veh) |     |     |

Intersection: 4: Site & E Main St

| Movement              | WB  | NB  |
|-----------------------|-----|-----|
| Directions Served     | LT  | LR  |
| Maximum Queue (ft)    | 11  | 40  |
| Average Queue (ft)    | 1   | 15  |
| 95th Queue (ft)       | 9   | 42  |
| Link Distance (ft)    | 494 | 221 |
| Upstream Blk Time (%) |     |     |
| Queuing Penalty (veh) |     |     |
| Storage Bay Dist (ft) |     |     |
| Storage Blk Time (%)  |     |     |
| Queuing Penalty (veh) |     |     |

Intersection: 5: Engle St/Site & Abbott Ave

| Movement              | SB  |
|-----------------------|-----|
| Directions Served     | LTR |
| Maximum Queue (ft)    | 24  |
| Average Queue (ft)    | 3   |
| 95th Queue (ft)       | 18  |
| Link Distance (ft)    | 122 |
| Upstream Blk Time (%) |     |
| Queuing Penalty (veh) |     |
| Storage Bay Dist (ft) |     |
| Storage Blk Time (%)  |     |
| Queuing Penalty (veh) |     |

Zone Summary

|                              |
|------------------------------|
| Zone wide Queuing Penalty: 0 |
|------------------------------|

---

*SOUTHERN  
OREGON  
TRANSPORTATION  
ENGINEERING, LLC*

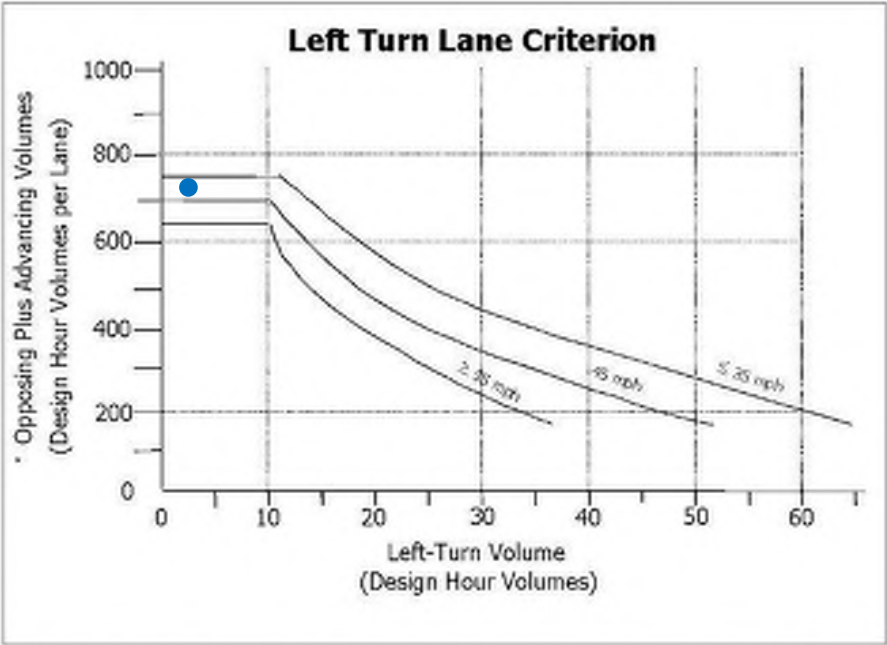
Appendix F

Turn Lane Graphs

East Main Street / Site Access

Exhibit 7-1 Left Turn Lane Criterion (TTI)

Year 2024 Build, PM Peak Hour



\*(Advancing Volume/Number of Advancing Through Lanes) + (Opposing Volume/Number of Opposing Through Lanes)

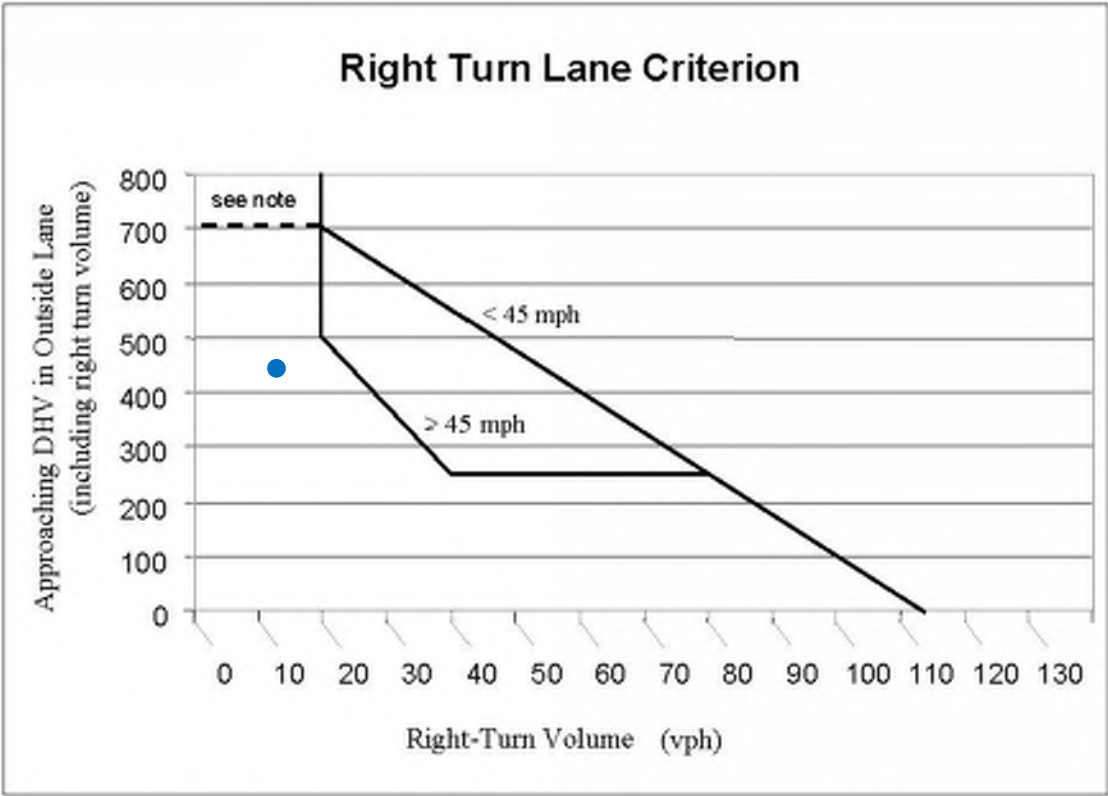
PM Peak Hour ●  
X = 3 VPH  
Y = 734 VPH  
Criterion: Not Met



East Main Street / Site Access

Exhibit 7-2 Right Turn Lane Criterion

Year 2024 Build, PM Peak Hour



Note: If there is no right turn lane, a shoulder needs to be provided. If this intersection is in a rural area and is a connection to a public street, a right turn lane is needed.

PM Peak Hour ●  
X = 13 VPH  
Y = 449 VPH  
Criterion: Not Met

---

*SOUTHERN  
OREGON  
TRANSPORTATION  
ENGINEERING, LLC*

Appendix G

Agency Requirements

## City of Ashland TIA Requirement

**TIA (Transportation Impact Analysis)** – All land use actions that either propose direct or indirect access to a State highway or a boulevard will need to provide the City of Ashland with the information outlined below. The governing jurisdiction will then inform ODOT of the intended land use action and provide pertinent review material. These guidelines are intended to ensure that developments do not negatively impact the operation and/or safety of the roadway.

- A. Applicants must submit a preliminary site plan for review to the City of Ashland, prior to the pre-application conference. At a minimum, the site plan shall illustrate:
  - 1. The location of existing access point(s) on both sides of the road within 500 feet in each direction for Category 4 segments or 5 lane boulevards, and 300 feet for Category 5 segments and 3 lane arterials;
  - 2. Distances to neighboring constructed public access points, median openings, traffic signals, intersections, and other transportation features on both sides of the property (this should include the section of roadway between the nearest upstream and downstream collector);
  - 3. Number and direction of site access driveway lanes to be constructed, as well as an internal signing and striping plan;
  - 4. All planned transportation features on the State highway/boulevard (such as auxiliary lanes, signals, etc.);
  - 5. Trip generation data or appropriate traffic studies (See the following section for the state's traffic impact study requirement thresholds.);
  - 6. Parking and internal circulation plan;
  - 7. Plat map showing property lines, right of way, and ownership of abutting properties;
  - 8. A detailed description and justification of any requested access variances;
- B. Proposed land use actions, new developments, and/or redevelopment accessing a State highway/boulevard, directly or indirectly (via collector or local streets), will need to provide traffic impact studies to the respective local reviewing jurisdiction(s) and ODOT, if the proposed land use meets one or more of the following traffic impact study thresholds. A traffic impact study will not be required of a development that does not exceed the stated thresholds.
  - 1. **Trip Generation Threshold:** 50 newly generated vehicle trips (inbound and outbound) during the adjacent street peak hour;
  - 2. **Mitigation Threshold:** Installation of any traffic control device and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway;
  - 3. **Heavy Vehicle Trip Generation Threshold:** 20 newly generated heavy vehicle trips (inbound and outbound) during the day;
  - 4. All traffic impact studies will need to be prepared by a registered professional engineer in accordance with ODOT's development review guidelines.

### C. Traffic Impact Study Requirements

1. The following is a summary of the Oregon State Highway minimum requirements for a traffic report. ODOT views the following requirements as the minimum considerations to be dealt with by Professional Traffic Engineering Consultants in their analysis of traffic impacts resulting from new developments adjacent to State highways.
2. The analysis shall include alternates other than what the developer originally submits as a proposal for access to state highways, city streets, and county roads.
3. The analysis of alternate access proposals shall include:
  - (a) Existing daily and appropriate design peak hour counts by traffic movements, at intersections which would be affected by traffic generated by the development (use traffic flow diagrams).
  - (b) Projected daily and appropriate design peak hour volumes for these same intersections, and at the proposed access points after completion of the development. If the development is to be constructed in phases, projected traffic volumes at the completion of each phase should be determined.
  - (c) Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "TRIP GENERATION 5th Edition" or other, more current, and/or applicable information.
  - (d) A determination of the need for a traffic signal based on warrants in the "Manual on Uniform Traffic Control Devices."
4. The recommendations made in the report should be specific and shall be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendations should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendations should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
5. The internal circulation of parking lots must be analyzed to the extent that it can be determined whether the points of access will operate properly.
6. The report shall include an analysis of the impacts to neighboring driveway access points and adjacent streets affected by the proposed new development driveways.
7. The report should include a discussion of bike and pedestrian usage and the availability of mass transit to serve the development.

*Karl Johnson, E.I.T.*  
*Assistant Engineer*  
*City of Ashland*

*20 East Main St*  
*Ashland, OR 97520*  
*p. (541) 488-5347*  
*f. (541) 488-6006*  
*e. [johnsonk@ashland.or.us](mailto:johnsonk@ashland.or.us)*

**Mike Kuntz** <[KuntzM@jacksoncounty.org](mailto:KuntzM@jacksoncounty.org)>

Thu, Oct 14,  
2021,  
3:38 PM

to me

Kim,

I find this proposed trip distribution to be acceptable.

Mike

**From:** Kim Parducci <[kim.parducci@gmail.com](mailto:kim.parducci@gmail.com)>

**Sent:** Thursday, October 14, 2021 3:05 PM

**To:** Mike Kuntz <[KuntzM@jacksoncounty.org](mailto:KuntzM@jacksoncounty.org)>

**Subject:** EXT: Rev Figure 5

Hi Mike,

See attached revised Figure 5. I changed the site distribution to a 30/70 split between driveways and then I also changed the distribution at Abbott / Clay to reflect traffic coming from and going to the south. Previously, I distributed according to the existing splits there but I agree that it makes more sense to assume those trips are all coming from and going to the south.

Let me know if this looks more accurate to you.

Thanks.

Kim

**Kim Parducci** <[kim.parducci@gmail.com](mailto:kim.parducci@gmail.com)>

Thu, Oct 14,  
2021,  
12:47 PM

to Mike

Hi Mike,

Attached are trip distributions for the East Main Park. I've included the counts too so you can see how we determined splits. I looked at the splits at both Clay / Main and Tolman Creek / Main. The Clay St / Main St distributions seemed more applicable to the site so those are what I used.

My first assumption was that 80% of trips would use the East Main access and 20% the Abbott access. Then, at the East Main access I assumed the same splits from Clay, which resulted in 92% from the west and 8% from the east (of 80%), 82% to the west and 18% to the east (of 80%). At the Abbott access I assumed 1 trip to/from the east and the rest to/from the west (of 20%) because the site is much closer to Clay Street than Tolman Creek but I was thinking that the 1 trip to/from the west could be within the subdivision maybe. If you think any of these assumptions should be changed I'm open to that. Traffic volumes on Clay Street were 15-20% of traffic volumes on East Main, which is how I arrived at the initial 20/80 split between access points.

Thanks. You can look at Figure 3 (Year 2021 NB) and see that I adjusted the traffic volumes at both Clay / Abbott and Tolman Creek / Main because we counted all three intersections in July and then I counted Clay / Main again in October with school in session. This area has higher traffic when school is in session so I had to increase traffic to balance with our October count at Clay / Main.

Kim

--

KIMBERLY PARDUCCI, PE PTOE

**SOUTHERN**OREGON TRANSPORTATION ENGINEERING

Medford, Oregon 97504 | (541) 941-4148 Cell

[Kim.parducci@gmail.com](mailto:Kim.parducci@gmail.com) | Oregon DBE/WBE/ESB Certified: No. 5726

**Mike Kuntz <[KuntzM@jacksoncounty.org](mailto:KuntzM@jacksoncounty.org)>**

Tue, Oct 5,  
2021,  
1:08 PM

to Tara, Piper, me, Michael, James

Tara,

Now that you mention it, James Philp, who stood in for me at the original meeting would like to join us. I forwarded the Doodle Poll to him.

Mike

**From:** Tara Kiewel <[tara.kiewel@ashland.or.us](mailto:tara.kiewel@ashland.or.us)>

**Sent:** Tuesday, October 5, 2021 1:04 PM

**To:** Mike Kuntz <[KuntzM@jacksoncounty.org](mailto:KuntzM@jacksoncounty.org)>; Piper von Chamier <[piper@terrainarch.com](mailto:piper@terrainarch.com)>; Kim Parducci <[kim.parducci@gmail.com](mailto:kim.parducci@gmail.com)>  
**Cc:** Michael Black <[michael.black@ashland.or.us](mailto:michael.black@ashland.or.us)>  
**Subject:** EXT: Re: Ashland East Main Park - Traffic

Hi Mike,

Yes, Scott shared your concerns with us. Please let me know if there is anyone else you would like to have attend this meeting.

Tara

*Tara Kiewel*

Administrative Analyst  
Ashland Parks & Recreation Commission  
340 S. Pioneer St., Ashland, OR 97520  
Tel: 541-552-2257 Fax 541-488-5314  
[www.ashlandparksandrec.org](http://www.ashlandparksandrec.org)

*This email transmission is official business of the City of Ashland, and it is subject to Oregon Public Records law for disclosure and retention. If you have received this message in error, please contact me at 541-552-2257. Thank you.*

---

**From:** Mike Kuntz <[KuntzM@jacksoncounty.org](mailto:KuntzM@jacksoncounty.org)>  
**Sent:** Tuesday, October 5, 2021 11:28 AM  
**To:** Tara Kiewel <[tara.kiewel@ashland.or.us](mailto:tara.kiewel@ashland.or.us)>; Piper von Chamier <[piper@terrainarch.com](mailto:piper@terrainarch.com)>; Kim Parducci <[kim.parducci@gmail.com](mailto:kim.parducci@gmail.com)>  
**Cc:** Michael Black <[michael.black@ashland.or.us](mailto:michael.black@ashland.or.us)>  
**Subject:** RE: Ashland East Main Park - Traffic

[EXTERNAL SENDER]

Tara,

I just completed the Doodle. I presume Scott shared my concerns with you?

Mike

**From:** Tara Kiewel <[tara.kiewel@ashland.or.us](mailto:tara.kiewel@ashland.or.us)>  
**Sent:** Tuesday, October 5, 2021 11:00 AM  
**To:** Piper von Chamier <[piper@terrainarch.com](mailto:piper@terrainarch.com)>; Kim Parducci <[kim.parducci@gmail.com](mailto:kim.parducci@gmail.com)>; Mike Kuntz <[KuntzM@jacksoncounty.org](mailto:KuntzM@jacksoncounty.org)>  
**Cc:** Michael Black <[michael.black@ashland.or.us](mailto:michael.black@ashland.or.us)>  
**Subject:** EXT: Ashland East Main Park - Traffic

Hi all,

We would like to set up a meeting regarding the County traffic concerns regarding East Main Park. Please let me know availability here [https://doodle.com/poll/bgm3ssv5uhfqspgm?utm\\_source=poll&utm\\_medium=link](https://doodle.com/poll/bgm3ssv5uhfqspgm?utm_source=poll&utm_medium=link)

Tara

*Tara Kiewel*

Administrative Analyst

Ashland Parks & Recreation Commission

340 S. Pioneer St., Ashland, OR 97520

Tel: 541-552-2257 Fax 541-488-5314

[www.ashlandparksandrec.org](http://www.ashlandparksandrec.org)





## LETTER OF TRANSMITTAL

|                      |                                           |
|----------------------|-------------------------------------------|
| <b>PROJECT</b>       | EAST MAIN STREET PARK                     |
| <b>DATE</b>          | MAY 14, 2024                              |
| <b>ATTENTION</b>     | ASHLAND PLANNING DIVISION                 |
| <b>RE:</b>           | SITE DESIGN REVIEW & ANNEXATION SUBMITTAL |
| <b>TRANSMITTAL #</b> | 01                                        |

| CONTENTS |                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITEM #   | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                         |
| 01       | <ul style="list-style-type: none"><li>• ZONING PERMIT APPLICATION FOR ZONE CHANGE, ANNEXATION &amp; SITE DESIGN REVIEW</li><li>• PLANNING ACTION FEE ESTIMATE FOR ANNEXATION &amp; SITE DESIGN REVIEW</li></ul>                                                                                                                                                                                     |
| 02       | APR ANNEXATION PACKET: <ul style="list-style-type: none"><li>• ANNEXATION AGREEMENT</li><li>• IRREVOCABLE CONSENT TO ANNEXATION, NOTARIZED</li><li>• FINDINGS OF FACT AND CONCLUSION</li><li>• ANNEXATION LEGAL DESCRIPTION</li><li>• ANNEXATION EXHIBIT MAPS</li><li>• COMPREHENSIVE PLAN SECTION 8</li><li>• ¼ MILE RADIUS MAP</li><li>• PRE-APP CONFERENCE COMMENT SHEET SEPT. 6, 2023</li></ul> |
| 03       | APR SITE PLAN REVIEW PACKET: <ul style="list-style-type: none"><li>• COMMERCIAL SITE REVIEW VALUATION ESTIMATE</li><li>• FINDINGS OF FACT AND CONCLUSION</li><li>• LOCAL TRANSIT ROUTE CONCEPT MAP</li><li>• WETLAND DELINEATION REPORT DATED 01/22/2020</li><li>• TRAFFIC IMPACT ANALYSIS DATED 12/21/2023</li></ul>                                                                               |
| 04       | EAST MAIN PARK SITE PLAN REVIEW DRAWING SET                                                                                                                                                                                                                                                                                                                                                         |

On behalf of the Ashland Parks Department, we are submitting concurrent applications for Annexation and Site Design Review for the East Main Street Park project. The above documentation is being submitted electronically, as requested by the Planning Department. Please reach out with any questions.

Sincerely,

Erin Gambacorta  
erin@terrainarch.com

**ANNEXATION AGREEMENT  
TO DEPOSIT AN AMOUNT SUFFICIENT TO RETIRE ANY OUTSTANDING  
INDEBTEDNESS OF SPECIAL DISTRICTS**

Between

City of Ashland, ~~APRC~~  
and

CITY OF ASHLAND

THIS AGREEMENT entered into by and between City of Ashland, ~~APRC~~  
hereinafter referred to as "APPLICANT" and the CITY OF ASHLAND, hereinafter referred to  
as "CITY",

WITNESSETH:

WHEREAS, pursuant to ORS 222.520(2)(b), the CITY elects to pay the bonds of the  
special districts when such property subject to special district indebtedness is annexed by the  
CITY.

WHEREAS, Ashland Municipal Code, Sections 4.14.020, 14.08.030(F) and  
18.106.020(B), require that an applicant for annexation must agree to deposit an amount  
sufficient to retire any outstanding indebtedness of special districts defined in ORS 222.510 as  
part of an annexation application.

NOW, THEREFORE, as part of the annexation application for the property described in  
APPENDIX "A", APPLICANT agrees to deposit an amount sufficient to retire any outstanding  
indebtedness of special district defined in ORS 222.510. In the event that no special district  
requests from the CITY an amount to be paid to retire indebtedness within one (1) year from the  
date of annexation, the full amount deposited to the CITY shall be returned to the APPLICANT.  
In the event that a special district requires an amount less than the amount deposited, the CITY  
shall return the remainder to the APPLICANT.

APPLICANT FOR ANNEXATION:

Signed

Date

*Philip M. Eldridge*  
4/23/24

CITY OF ASHLAND:

Signed

Date

*AC*  
4/24/24



IRREVOCABLE CONSENT TO ANNEXATION

The undersigned, referred to in this document as "Owner" whether singular or plural, owns or is the purchaser under a recorded land sale contract of real property in Jackson County, Oregon, described below and referred to in this document as "the property":

See attached Exhibit "A"

In consideration of the application for annexation and subsequent connections from the property to City of Ashland services, Owner declares and agrees that the property shall be held, sold, and conveyed subject to the following covenants, conditions, and restrictions which shall constitute covenants running with the land and shall be binding on all parties, their heirs, successors and assigns, having any right, title, or interest in the property or any part thereof:

Whenever a proposal to annex the property is initiated by the City of Ashland or otherwise, Owner shall consent and does consent to the annexation of the property to the City of Ashland. Owner agrees this consent to annexation is Irrevocable.

Dated this 30 day of April, 2024.

Signature: [Signature]

Owner: Sabrina Cotte

State of Oregon )

County of Jackson )

ss:

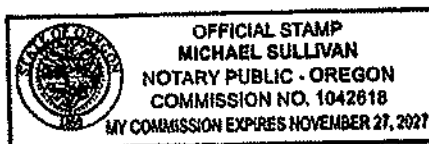
**CITY OF  
ASHLAND**  
Community Development Department  
20 East Main Street  
Ashland, OR 97520

Personally appeared the above named Sabrina Cotte and acknowledged the foregoing instrument to be his voluntary act and deed.

[Signature]  
Notary Public for Oregon

My Commission expires: 11/27/27

City of Ashland  
20 E. Main Street  
Ashland, Oregon 97520  
[www.ashland.or.us](http://www.ashland.or.us)



**EXHIBIT "A"**

Real property in the County of Jackson, State of Oregon, described as follows:

Beginning at a point on the East line of the West half of the Southwest quarter of section 11, township 39 South, range 1 East of the Willamette Meridian, Jackson County, Oregon, which point bears 29.85 chains North of the Southeast corner thereof; thence North along the East line thereof, 630.48 feet to the Southerly line of the East Main Street; thence along said street, North 83° 45' West 138.82 feet to the true point of beginning; thence South, parallel with the East line of the West half of the Southwest quarter of said section, 645.31 feet to the South line of land described in volume 348, page 345, Jackson County, Oregon, deed records; thence North 89° 53' West, along the South line of said premises, 360 feet; thence North parallel to and 150 feet distant from the East line of Clay Street, a distance of 683.90 feet to the Southerly line of East Main Street; thence South 83° 45' East, 362.16 feet to the true point of beginning. Together with that portion of property lying North of the boundary line described in boundary line agreement recorded October 22, 2003 as no. 03-72760, official records, Jackson County, Oregon. Excepting therefrom that portion of property lying South of the boundary line described in boundary line agreement recorded October 22, 2003 as no. 03-72760, official records, Jackson County, Oregon.

**PAGE 1 - EXHIBIT A TO STATUTORY WARRANTY DEED**

15131-06001-035271.docx

ANNEXATION AGREEMENT  
TO DEPOSIT AN AMOUNT SUFFICIENT TO RETIRE ANY OUTSTANDING  
INDEBTEDNESS OF SPECIAL DISTRICTS

Between  
Mary C. Desmit, Trustee under the Mary C. Desmit Living Trust dated May 14, 2018

and

CITY OF ASHLAND

THIS AGREEMENT entered into by and between Mary C. Desmit, Trustee under the Mary C. Desmit Living Trust Dated May 14, 2018 hereinafter referred to as "APPLICANT" and the CITY OF ASHLAND hereinafter referred to as "CITY",

WITNESSETH:

WHEREAS, pursuant to ORS 222.520(2)(b), the CITY elects to pay the bonds of the special districts when such property subject to special district indebtedness is annexed by the CITY.

WHEREAS, Ashland Municipal Code, Sections 4.14.020, 14.08.030(F) and 18.106.020(B), require that an applicant for annexation must agree to deposit an amount sufficient to retire any outstanding indebtedness of special districts defined in ORS 222.510 as part of an annexation application.

NOW, THEREFORE, as part of the annexation application for the property described in APPENDIX "A", APPLICANT agrees to deposit an amount sufficient to retire any outstanding indebtedness of special district defined in ORS 222.510. In the event that no special district requests from the CITY an amount to be paid to retire indebtedness within one (1) year from the date of annexation, the full amount deposited to the CITY shall be returned to the APPLICANT. In the event that a special district requires an amount less than the amount deposited, the CITY shall return the remainder to the APPLICANT.

APPLICANT FOR ANNEXATION:

Signed



Date

7-14-2023

CITY OF ASHLAND:

Signed

Sabrina Cotta

Date

4/19/2024

IRREVOCABLE CONSENT TO ANNEXATION

The undersigned, referred to in this document as "Owner" whether singular or plural, owns or is the purchaser under a recorded land sale contract of real property in Jackson County, Oregon, described below and referred to in this document as "the property":

See attached Exhibit "A"

In consideration of the application for annexation and subsequent connections from the property to City of Ashland services, Owner declares and agrees that the property shall be held, sold, and conveyed subject to the following covenants, conditions, and restrictions which shall constitute covenants running with the land and shall be binding on all parties, their heirs, successors and assigns, having any right, title, or interest in the property or any part thereof:

Whenever a proposal to annex the property is initiated by the City of Ashland or otherwise, Owner shall consent and does consent to the annexation of the property to the City of Ashland. Owner agrees this consent to annexation is irrevocable.

Dated this 14 day of July, 2023.

Signature: Mary C. Desmit

Owner: Mary C. Desmit, Trustee under the Mary C. Desmit Living Trust

Dated May 14, 2018

State of Oregon )

ss:

County of Jackson )

Personally appeared the above named Mary C. Desmit and acknowledged the foregoing instrument to be his voluntary act and deed.

See Attached  
Notary Public for Oregon

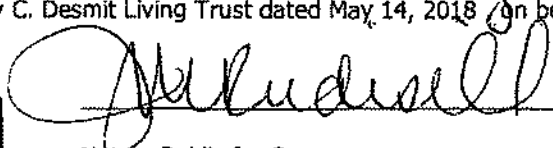
My Commission expires: 12/31/2024



STATE OF Oregon )  
County of Jackson )ss.

This instrument was acknowledged before me on this 14 day of July, 2023  
by Mary C. Desmit as Trustee of Mary C. Desmit Living Trust dated May 14, 2018 on behalf of the trust.



  
Notary Public for Oregon  
My commission expires: 1-11-2026

**BEFORE THE CITY COUNCIL**  
**FOR THE CITY OF ASHLAND, OREGON:**

|                                     |   |                  |
|-------------------------------------|---|------------------|
| IN THE MATTER OF AN APPLICATION FOR | ) |                  |
|                                     | ) |                  |
| ANNEXATION AND ZONING DESIGNATION   | ) |                  |
|                                     | ) |                  |
| FOR 6.51 ACRES OF LAND, LOCATED ON  | ) |                  |
|                                     | ) | FINDINGS OF FACT |
| THE SOUTH SIDE OF EAST MAIN STREET, | ) | AND              |
|                                     | ) | CONCLUSIONS      |
| EAST OF CLAY ST.; CITY OF ASHLAND & | ) |                  |
|                                     | ) |                  |
| MARY DESMIT, APPLICANTS; RICHARD    | ) |                  |
|                                     | ) |                  |
| STEVENS & ASSOCIATES, INC., AGENTS  | ) |                  |
|                                     | ) |                  |

---

**I. RECITALS PERTAINING TO THE PROPERTY:**

|                                   |                                                                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Property Owners/<br>Applicants-   | Mary C. Desmit, Trustee<br>Mary C. Desmit Living Trust<br>2290 E. Main Street<br>Ashland, OR 97520<br><br>Ashland Parks & Recreation Commission<br>City of Ashland<br>20 E. Main Street<br>Ashland, OR 97520 |
| Designer/<br>Landscape Architect- | Piper von Chamier<br>Terrain Landscape Architecture<br>310 Oak Street, Ste 3<br>Ashland, OR 97520<br>(541) 500-4776                                                                                          |
| Surveyor-                         | Polaris Land Surveying, LLC<br>PO Box 459<br>Ashland, OR 97520                                                                                                                                               |
| Agents-                           | Richard Stevens & Associates, Inc.<br>P.O. Box 4368<br>Medford, OR 97501<br>(541) 773-2646                                                                                                                   |



|                                 |                                                                   |
|---------------------------------|-------------------------------------------------------------------|
| Property Description-           | T.39S-R.1E-S.11CB, Tax Lots 100 (portion) & 200                   |
| Situs Address-                  | 2228 & 2290 E. Main Street                                        |
| Acreage-                        | 6.51 net acres<br>7.48 gross acres (includes public Right-of-Way) |
| Comprehensive Plan Designation- | Suburban Residential (SR)                                         |
| Existing Zoning-                | RR-5, Jackson County                                              |
| Proposed Zoning-                | City of Ashland R-1-3.5                                           |

#### **PURPOSE OF APPLICATION:**

The applicants are requesting annexation and zoning designation for approximately 6.51 acres, currently on two properties located on the south side of East Main Street, near the southwest corner with Crocker Street. The property owners have submitted a property line adjustment application with Jackson County to reconfigure Tax Lot 200 for public park purposes, this application has County Staff approval, and is still pending with Jackson County for completion, as of this writing. The remaining portion of Tax Lot 100, which contains the dwelling and accessory structures, is not a part of this annexation application before the City.

The subject properties have a residential Comprehensive Plan designation (Suburban Residential) and the applicants are requesting the R-1-3.5 zoning designation, consistent with the Comprehensive Plan Map. This requested zoning will be harmonious with the majority of the properties adjacent to the subject properties towards the south and east within the City Limits, and to the west within the Urban Growth Boundary (UGB). The subject properties are located within the UGB of the City of Ashland and are bordered by the Ashland city limits along the eastern and southern boundaries. The abutting properties to the west are also located within the UGB; however, outside the Ashland City Limits. The property to the north, across E. Main Street, is located outside of the Ashland UGB and zoned Exclusive Farm Use (EFU) in Jackson County.

The following discussions and findings will address the subject property as the reconfigured Tax Lot 200 containing 6.51 acres. The information herein will demonstrate compliance with the applicable statutes and consistency with the City of Ashland's annexation and concurrent zone change provisions and criteria.

## **II. APPLICABLE CRITERIA:**

The Ashland Land Use Ordinance (LUO) Chapter 18.5.8 requires annexation applications for the City of Ashland, must provide the following information as listed within Section 18.5.8.020:

- A. Consent to annexation, which is non-revocable for a period of one year from its date.
- B. Agreement to deposit an amount sufficient to retire any outstanding indebtedness of special districts defined in ORS 222.510.
- C. Boundary description and map prepared in accordance with ORS 308.225. Such description and map shall be prepared by a registered land surveyor...
- D. Written findings addressing the criteria and standards in Section 18.5.8.050.
- E. Written request by the property owner for a zone change...
- F. For annexation applications not initiated by the City, a concurrent filing of a planning application (e.g., site design review, subdivision, or land division) for the development of the annexed area.

Annexations to incorporated cities are specifically governed by Oregon state law via the Oregon Revised Statutes (ORS 222.111 *et seq.*) and the applicable provisions of the various communities as they apply to annexation requests. In this application before the City of Ashland, annexation criteria and concurrent zoning are provided for by the City of Ashland Land Use Ordinance (LUO), which provides specific standards for annexation of property, including a public hearing process, and requires that the application for annexation be consistent with the provisions of the Revised Statutes for such actions.

Zoning of lands upon annexation is provided for in Chapter 18.5.9 LUO. Subsection 18.5.9.020(A) notes that:

*"The Type II procedure is used for applications involving zoning map amendments consistent with the Comprehensive Plan map, and minor map amendments or corrections. Amendments under this section may be approved if in compliance with the Comprehensive Plan and the application demonstrates one or more of the following:"*

- 1. The change implements a public need supported by the Comprehensive Plan.
- 2. A substantial change in circumstances has occurred since the existing zoning or Plan designation was proposed, necessitating the need to adjust to the changed circumstances.
- 3. Circumstances relating to the general public welfare exist that require such an action.
- 4. Proposed increases in residential zoning density resulting from a change from one zoning district to another zoning district will provide 25 percent of the proposed

base density as affordable housing consistent with the approval standards set forth in section 18.5.8.050.G.

5. Increases in residential zoning density of four units or greater on commercial, employment, or industrial zoned lands (i.e. Residential Overlay) will not negatively impact the City's commercial and industrial land supply as required in the Comprehensive Plan, and will provide 25 percent of the proposed base density as affordable housing consistent with the approval standards set forth in section 18.5.8.050.G.
6. The total number of affordable units described in subsection 18.5.9.020.A.4 or 18.5.9.020.A.5, above, shall be determined by rounding down fractional answers to the nearest whole unit.
7. A deed restriction, or similar legal instrument, shall be used to guarantee compliance with affordable criteria for a period or not less than 60 years for units qualified as affordable rental housing, or 30 years for units qualified as affordable for purchase housing...

### **III. FINDINGS IN COMPLIANCE WITH APPLICABLE CRITERIA:**

The following "Findings of Fact" are presented to the City of Ashland to demonstrate compliance with the applicable provisions of law, which, as noted above, are contained in the Oregon Revised Statutes, specifically, the provisions of ORS 222.111 *et seq.*, which provide the basis for annexation; and the applicable criteria contained within the Ashland LUO for both annexation and zone change procedures. The Findings are based upon information contained in the application and the attached supporting documentation.

#### **Property and Project Details:**

##### **1. Location of the subject property and a description of the surrounding area:**

The subject property, reconfigured Tax Lot 200, is located on the south side of E. Main Street, approximately 150 feet east of Clay Street. The property is located within the UGB of the City of Ashland and is bordered by the Ashland city limits along the southerly and eastern boundaries. The properties to the north are zoned Jackson County Exclusive Farm Use (EFU) and are located outside of the Ashland UGB. The adjacent properties to the west are zoned Jackson County Rural Residential, and are located inside of the UGB; however, they are not located within the city limits of Ashland. These properties, outside the city limits, are allowed to have one dwelling per parcel.

Generally, the subject property is located in an area that is designated for suburban residential density for duplexes and single-family residential developments to the R-1-3.5 standards. The current Comprehensive Plan identifies all of the lands within the UGB and outside the city limits, south of E. Main Street between Clay Street and Crocker Street, as Suburban Residential, for the R-1-3.5 zoning district.

## **2. Previous land use history:**

The subject property is currently vacant of any development or structures. There are no sufficient records detailing past uses of the property. Based on historic aerials and given the appearance and nature of the property, it is assumed the property was used for irrigated grass hay and/or grazing in the past. The subject property is zoned for residential purposes in Jackson County with the Rural Residential – 5 (RR-5) zoning district.

## **3. Description of the proposal:**

Currently, the applicant, Ashland Parks & Recreation, is requesting to annex into the City of Ashland, and concurrently receive the R-1-3.5 zoning designation. The subject property has a Suburban Residential Comprehensive Plan designation, and the applicant requests the R-1-3.5 zoning designation, consistent with the majority of the properties within the city limits adjacent to the subject property. In addition, the applicant is submitting a formal site plan review application for a public park concurrently with this annexation request.

### **FINDING:**

**The City of Ashland finds that the required property and project details have been provided for review, concurrently with this annexation request.**

## **CHAPTER 18.5.8, ANNEXATION REQUIREMENTS:**

### **SECTION 18.5.8.050: Approval Criteria and Standards.**

**18.5.8.050(A):** *The annexed area is within the City's Urban Growth Boundary.*

#### **Discussion:**

As demonstrated on the Comprehensive Plan Map and the Official Zoning Map for the City of Ashland, the subject 6.51-acre property requesting annexation is within the City of Ashland UGB.

### **FINDING:**

**The City of Ashland finds that based on the Official Zoning Map, the subject property is located within the City's UGB, in compliance with Section 18.5.8.050(A) LUO.**

**18.5.8.050(B):** *The annexation proposal is consistent with the Comprehensive Plan designations applicable to the annexed area, including any applicable adopted neighborhood, master, or area plan, and is an allowed use within the proposed zoning.*

**Discussion:**

The Comprehensive Plan designation for the subject area is Suburban Residential, where the R-1-3.5 zoning is the appropriate district upon approval and completion of the annexation request. There were no adopted neighborhood or master plans found, or identified with the Pre-Application Conference, on the subject property. The use of the subject property for public park purposes is listed as a permitted use, per Table 18.2.2.030.

**FINDING:**

**The City of Ashland finds that the requested R-1-3.5 zoning district is consistent with the Suburban Residential, Comprehensive Plan designation. In addition, Table 18.2.2.030 LUO identifies public parks as a permitted use within the R-1-3.5 district, in compliance with Section 18.5.8.050(B) LUO.**

**18.5.8.050(C):** *The annexed area is contiguous with the City limits.*

**Discussion:**

As demonstrated on the attached Comprehensive Plan Map and the Official Zoning Map for the City of Ashland, the subject property requesting annexation is abutting the City of Ashland city limits along the southern boundary and eastern boundary.

**FINDING:**

**The City of Ashland finds that based on the Official Zoning Map, the subject property is contiguous to the existing City limits along the southern boundary and eastern boundary, in compliance with Section 18.5.8.050(C) LUO.**

**18.5.8.050(D):** *Adequate City facilities for the provision of water to the annexed area as determined by the Public Works Department; the transport of sewage from the annexed area to an approved waste water treatment facility as determined by the Public Works Department; the provision of electricity to the annexed area as determined by the Electric Department; urban storm drainage as determined by the Public Works Department can and will be provided from the annexed area...*

### Discussion:

The applicant is proposing to use potable water for the 2 stall restroom, drinking fountains, hand wash station and hose bibs for the park occupants via the City of Ashland Water Department. Irrigation water will be primarily provided by Talent Irrigation District (TID) for all lawns and vegetation. A connection to city water will also be established as a back-up for irrigation purposes when TID is unavailable during periodic hot/dry conditions, where feasible. Irrigation water in portions of the park is planned to be discontinued after the establishment period of the drought tolerant landscaping is achieved. Therefore, minimal water usage is needed for the development on the subject property for a public park. Sufficient water capacity is existing to provide for 2 restrooms, drinking fountains, a hand washing sinks, hose bibs and back-up irrigation supply within the proposed park. In addition, a new fire hydrant is required to be installed near the proposed driveway along E. Main Street, as requested by the Ashland Fire Department.

There are two drinking fountains and a hand wash station proposed adjacent to the restrooms, which will produce minimal wastewater that will be connected to the sanitary sewer system. Therefore, there will be a minimal increase of waste water produced into the sanitary sewer lines to be treated at the Waste Water Treatment Plant.

The applicant's engineer, Powell Engineering, has designed the stormwater drainage plan for the subject property. The engineered plans have considered the impervious surface areas, which provides the drainage calculations and identify the collection, storage and treatment of storm water prior to discharging into the storm sewer system. Based on the metered discharge of storm water, there will be no significant adverse impact to the urban storm water drainage system.

There will be minimal lights provided on the subject property. The light fixtures will predominately be located along the walking paths for pedestrians and within the parking lot. The proposed light fixtures will be shielded to protect the night sky to the greatest extent. Additional lighting may be warranted with anticipated street lights along E. Main Street, which will be city standard fixtures with efficient LED bulbs. The proposed RVTB bus stop shelter will also have lighting; however, RVTB uses solar panels for lighting their bus shelters, that does not require connection to an electrical power supply. In addition, the applicant is proposing solar panels on the shade structure, which will generate electrical power back into the electrical grid for the City of Ashland. Therefore, based on the minimal usage of electrical power and the solar generation, there should be no significant loss of electrical power supply within the grid for the City of Ashland.

### FINDINGS:

**The City of Ashland finds that the applicant's proposal to provide a public park with low/minimal utility impacts, will not have a significant adverse impact on the extension of water lines to serve the proposed restrooms, drinking fountains, hand wash station and hose bibs, to not have a**

**significant impact on the sanitary sewer system and the treatment plant. The applicant's engineer has designed and provided a stormwater drainage plan that is consistent with the urban stormwater drainage plan.**

**The City of Ashland also finds that minimal use of light fixtures are proposed within the park area. Shielded lights will be provided along the pedestrian paths and within the parking lot of the park for security and safety purposes. Solar panels are also proposed on the shade structure to generate electrical power that will go back into the grid for the City of Ashland, which will not have an adverse impact on the system. This application is in compliance with Section 18.5.8.050(D) LUO.**

**18.5.8.050(E): Adequate transportation can and will be provided to serve the annexed area. For the purposes of this section, "adequate transportation" for annexations consists of vehicular, bicycle, pedestrian, and transit transportation meeting the following standards:**

**Discussion:**

- (1) A 24-foot driveway road approach will be constructed to provide access to the parking area, meeting the 22-foot wide minimum from E. Main Street. E. Main Street is classified as a major collector street with the City of Ashland with an existing 60-foot Right-of-Way. The site plan for the proposed park, identifies the half street improvements needed along the full frontage of the subject property. No additional dedication of Right-of-Way is anticipated or proposed for the half street improvements on E. Main Street. In addition, the applicant will be providing full frontage improvements, including sidewalks from Clay Street to Crocker Street, which will enhance pedestrian and bicycle facilities as an off-site improvement. Further, a Traffic Impact Analysis (TIA) was performed by Ms. Kim Parducci with Southern Oregon Transportation Engineering, which concluded that all intersections within the study area will function within acceptable street performance standards with the full buildout of the park facilities.
- (2) With the proposed use as a public park, improvements for bicycle transportation are provided. Again, street frontage improvements along the south side of E. Main Street from Clay Street to Crocker Street will be constructed by the applicant. Numerous shared paths are proposed from E. Main Street, Brooks Lane and Abbott Avenue, to provide safe and accessible bicycle facilities.
- (3) Pedestrian facilities will also be improved with the development of a public park. Sidewalk facilities will be constructed along the south side of E. Main Street from Clay Street to Crocker Street to enhance the safety for pedestrian facilities. In addition, shared accessways are proposed from E. Main Street, Brooks Lane and Abbott Avenue. There is an existing concrete sidewalk within an easement,

providing a pedestrian connection from Brooks Lane to the proposed accessways at the east side of the park property.

- (4) Transit transportation is anticipated to be available in the future. The applicant is providing a concrete pad for a future RVTB bus stop shelter.

#### **FINDINGS:**

**The City of Ashland finds that the applicant is proposing full street frontage improvements along the south side of E. Main Street from Clay Street to Crocker Street, which will include a 24-foot road approach/driveway for the parking area.**

**The City of Ashland also finds that both bicycle and pedestrian transportation facilities will be improved to provide safe and accessible routes to the park facilities from the neighborhood.**

**Further, the City of Ashland finds that a concrete pad is proposed to provide for a future RVTB shelter and bus stop. This application is in compliance with Section 18.5.8.050(E) LUO.**

**18.5.8.050(F):** *For all residential annexations, a plan shall be provided demonstrating that the development of the annexed area will ultimately occur at a minimum density of 90 percent of the base density for the zone... For purposes of computing maximum density, portions of the annexed area containing unbuildable lots, parcels, or portion of the annexed area... or land area dedicated as a public park, shall not be included.*

#### **Discussion:**

The subject property in its entirety is proposed as a public park; therefore, minimum density is not required and is not applicable with this application.

#### **FINDING:**

**The City of Ashland finds that residential density is not applicable with this annexation application.**

**18.5.8.050(G):** *Except as provided in subsection 18.5.8.050.G.7, below, annexations with a density or potential density of four residential units or greater and involving residential zoned lands, or commercial, employment or industrial lands with a Residential Overlay (R-Overlay) shall meet the following requirements:*



**Discussion:**

The applicant is requesting the R-1-3.5 zoning district, which can result in greater than four residential dwelling units; however, as demonstrated with the Site Plan Review application for a new public park, no dwellings or accessory structures with residential occupancy are proposed. Per Subsection 18.5.8.050(G)(1) minimum density and affordable housing provisions are exempt for lands dedicated as a public park; therefore, this standard is not applicable.

**FINDING:**

**The City of Ashland finds that due to the property being proposed for public park uses, the dedicated park lands are exempt from the minimum density and affordable housing requirements. This standard is not applicable.**

**18.5.8.050(H):** *One or more of the following standards are met:*

**Discussion:**

The subject area is designated as Suburban Residential on the Comprehensive Plan map, where the R-1-3.5 zoning is the appropriate district upon approval and completion of the annexation request. Adopted neighborhood or master plans were not found, or identified with the Pre-Application Conference by Staff. The use of the subject property for public park purposes is listed as a permitted use, per Table 18.2.2.030. These standards are consistent with Section 18.5.8.050(B), which is in compliance with Subsection 18.5.8.050(H)(1) LUO.

**FINDING:**

**The City of Ashland finds that the requested R-1-3.5 zoning district is consistent with the Suburban Residential, Comprehensive Plan designation. In addition, Table 18.2.2.030 LUO identifies public parks as a permitted use within the R-1-3.5 district, in compliance with Section 18.5.8.050(B) and Subsection 18.5.8.050(H)(1) LUO.**

**CONCLUSIONS:**

**The City of Ashland concludes that the subject 6.51-acre property is within the Ashland UGB, is contiguous with the existing city limit boundary and the requested R-1-3.5 zoning district is consistent with the Suburban Residential, Comprehensive Plan designation, in compliance with Section 18.5.8.050(A), (B) & (C) LUO.**

**The City of Ashland also concludes that due to the low impact to the urban public facilities and minimal services needed for the public**

**facilities and utilities, no significant impacts are found to the water supply, sanitary sewer system, electrical supply and urban transportation facilities, in compliance with Section 18.5.8.050(D) & (E) LUO.**

**The City of Ashland further concludes that the subject property is being proposed as a public park; therefore, the minimum density and affordable housing requirements in Section 18.5.8.050(F) & (G) are not applicable. There were no master plans, no neighborhood plan or area plans identified that are applicable to the subject property. The proposed use for a public park within the R-1-3.5 zoning district is a permitted use, in compliance with Section 18.5.8.050(H) LUO.**

#### **SECTION 18.5.8.070: Statutory Procedures.**

*The applicant for the annexation shall also declare which procedure under ORS chapter 222 the applicant proposes that the Council use, and supply evidence that the approval through this procedure is likely.*

#### **Compliance with ORS 222.111 - Petition Required:**

The statutory requirements for annexation of real property to the City of Ashland are provided by the standards and criteria contained in ORS 222.111(2), which allows cities to review a request to annex territory that is requested by either:

*"A proposal for annexation of territory to a city may be initiated by the legislative body of the city, on its own motion, or by a petition to the legislative body of the city by owners of real property in the territory to be annexed."*

#### **Discussion:**

The scope of this application is to annex a parcel of 6.51 acres, with a concurrent request to zone the subject property to the R-1-3.5 district consistent with the City of Ashland Comprehensive Plan Map.

In this case, the applicant, Ashland Parks & Recreation, who is the record owner of the territory to be annexed has provided information from the Jackson County Assessor's records, has executed a "*Petition to Annex*" form and the same, that has been filed with the appropriate application, fee, legal description and these findings with the City of Ashland, demonstrating compliance with ORS 222.111.

## **FINDING:**

**The City of Ashland finds that the owner of the real property, as noted above, who owns all of the territory proposed to be annexed, and who represents all of the assessed value of the tract, has petitioned the City of Ashland for annexation by filing a Consent to Annex form for all of the property located within the territory to be annexed, along with the appropriate application, fee, and supporting documentation (findings and legal description) and have met the requirements for annexation as contained in ORS 222.111 et seq.**

## **Compliance with ORS 222.125 - Procedure:**

ORS 222.125 provides that a city need not call or hold an election in the city or hold a hearing otherwise required under ORS 222.120...

*"...when all of the owners of land in the territory, and not less than 50 percent of the electors, if any, residing in the territory, consent in writing to the annexation of the land in the territory and file a statement of their consent with the legislative body. Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation."*

## **Discussion:**

The property (territory) proposed to be annexed consists of a single tax lot/parcel, consisting of approximately 6.51 acres. Tax Lot 100 was created with the recording of Land Sale Agreement in 1962 prior Jackson County zoning, Deed record Vol. 532 Pg. 483. Tax Lot 200 was lawfully created by warranty deed in 1968 (OR 68 03251), also prior to Jackson County zoning. The subject properties were lawfully created prior to Jackson County zoning and have a pending property line adjustment application with Jackson County to reconfigure and increase the size of the park property, as proposed on the site plan review application, which is submitted concurrently with this annexation application.

The owner of the land in the territory, with no electors present, controls the entirety of the assessed valuation within the territory to be annexed, has signed a petition and consent to annex, and has submitted the same to the City of Ashland, consistent with ORS 222.111 and ORS 222.125. The application for annexation is consistent with these standards.

The City of Ashland can, by resolution or ordinance, set the final boundaries of the area to be annexed by legal description (see attached metes and bounds prepared by the surveyor), and proclaim the annexation without a hearing, consistent with this statute. The

Ashland Land Use Ordinance, however, does require a public hearing for all annexations, and this information should be entered into the record of that proceeding.

**FINDING:**

**The City of Ashland finds that the applicant has demonstrated, with the filing of a consent to annex form, that the application is consistent with the provisions of ORS 222.125.**

**Compliance with ORS 222.170 - The Triple Majority Standard:**

ORS 222.170 provides for what is commonly referred to as the "*triple majority*" test. In essence, this statute requires that:

*"...if more than half of the owners of land in the territory, who also own more than half of the land in the contiguous territory and of real property therein representing more than half of the assessed value of all real property in the contiguous territory consent in writing to the annexation of their land..."*

**Discussion:**

As noted above, this tract is owned wholly by the applicant, with no elector present on site. The applicant represents (a) all of the ownership, (b) all of the residents, and (c) all of the assessed valuation of the territory to be annexed. In cases such as this, they automatically meet the requirements for a "triple majority" review under ORS 222.170.

**FINDING:**

**The City of Ashland finds that the provisions of ORS 222.170 are applicable to this project, as the applicant represents 100 percent of the ownership, with no electors, and 100 percent of the assessed valuation of the territory to be annexed, and has agreed by written consent to the annexation. The application is consistent with the provisions of ORS 222.170, "the triple majority" criteria.**

**CONCLUSIONS:**

**The City of Ashland concludes that the applicant has addressed the applicable provisions of ORS 222 regarding annexation requests. The property owner/applicant has consented in writing for the annexation. The subject property is located within the Ashland UGB and is abutting the current city limits along the southern and eastern boundaries. Therefore, the City of Ashland concludes that this application for annexation is in compliance with ORS 222.111, for**

having a single parcel with a single consenting owner, which is the most appropriate procedure for review.

#### **CHAPTER 18.5.9: Zoning Amendments:**

##### **SECTION 18.5.9. Applicability and Review Procedure:**

**18.5.9.020(A):** *The Type II procedure is used for applications involving zoning map amendments consistent with the Comprehensive Plan map, and minor map amendments or corrections. Amendments under this section may be approved if in compliance with the Comprehensive Plan and the application demonstrates one or more of the following:*

The applicant is requesting the R-1-3.5 zoning district which is consistent with the Suburban Residential designation on the Comprehensive Plan map. Therefore, the Type II review procedures and criterion are applicable. The proposed use of the subject property is for a public park and does not include any housing to consider density and affordability. The applicable subsections demonstrating compliance are:

*A.1 The change implements a public need supported by the Comprehensive Plan.*

*A.3 Circumstances relating to the general public welfare exist that require such an action.*

##### **Discussion:**

The Ashland Comprehensive Plan, Section 8.06, New Park Areas, identifies the public need for additional park lands within the City of Ashland. The Comprehensive Plan identifies a need for additional park land for the existing and future residents of the city, based on a survey conducted in 1989, which is still true and applicable today.

The proposed E. Main Street Park may be classified as a community public park based on the size of the area, the proposed facilities and anticipated occupants. The City of Ashland currently has only 2 community parks, Hunter Park and YMCA Park, along with joint use with Southern Oregon University fields and the Ashland School district facilities.

The Comprehensive Plan, Section 8.06 also identifies criteria for community parks, which are:

- 1) There should be 2.5 acres per 1,000 population of city-wide active community parks.
- 2) Every neighborhood should have a park within one-quarter mile of most homes, i.e., within easy walking distance and accessible to most children.
- 3) The park sites must be relatively flat, without significant natural features requiring preservation.

- 4) The park sites should be located so that traffic flow and parking can be accommodated by using arterial, collector, and through streets whenever possible.
- 5) The parks should be easily accessible by foot and by bicycle.
- 6) In addition to filling the need for community parks, they should also function as neighborhood parks where they are located.
- 7) The City should not rely on land it does not own for long term park needs.

Based on the discussions and findings above, including the site plan review application reviewed concurrently with this application, the proposed E. Main Street Park meets all of the criteria for a public community park. Satisfying these criteria will also enhance the general public welfare in the immediate neighborhood and surrounding community.

**FINDING:**

**The City of Ashland finds that the proposed use of the subject property is for public park purposes, with no housing provided; therefore, density and affordability is not applicable. The City also finds that the Comprehensive Plan does identify a need for public community parks within the City for the existing and future residents. In addition, the City finds that providing public parks promotes general public welfare for the neighborhood and community, to be in compliance with Section 19.5.9.020(A) LUO.**

**CONCLUSION:**

**The City of Ashland concludes that the proposed use of the subject property for a public park, is a needed public facility as identified within the Comprehensive Plan, which will also enhance the general public welfare for the citizens of Ashland and the community. This application is in compliance with Section 18.5.9.020(A) LUO for the requested R-1-3.5 zoning district.**

#### **IV. SUMMARY AND CONCLUSIONS:**

Based upon the information submitted with this application, including the appropriate legal descriptions, attachments and these findings, the City of Ashland can adopt the findings and conclusions outlined herein, and concludes that:

1. The property is located within the Urban Growth Boundary of the City of Ashland as demonstrated on the attached maps.
2. The territory to be annexed is contiguous to the Ashland City Limits, as shown on the attached maps.
3. The proposal can be found to have adequate public City facilities to serve the subject property for public park purposes, and there are adequate transportation facilities to serve the proposed park.
4. The proposal is consistent with the provisions of ORS 222.111, 222.125 and 222.170, with ORS 222.111 being the most applicable for review.
5. The application for a change of zoning from Jackson County RR-5 to City of Ashland R-1-3.5 zoning district is consistent with the Comprehensive Plan Map, Suburban Residential designation, and is in compliance with the approval criteria for a needed public park.

The purpose of the application is to provide for a legislative methodology to adequately address the land use and urban needs of the City of Ashland and carry out the urban form of the City in concert with the Comprehensive Plan. As such, the annexation and appropriate zoning of the property will allow the City to maintain and control the urban form in this area while providing a needed community public park consistent with the Comprehensive Plan and the Ashland Land Use Ordinance.

Submitted by,

A handwritten signature in black ink, appearing to read "Clark Stevens", written over a horizontal line.

RICHARD STEVENS & ASSOCIATES, INC.

**EXHIBIT "A"**

**LEGAL DESCRIPTION—CITY OF ASHLAND EAST MAIN STREET ANNEXATION  
ASHLAND PARKS & RECREATION DEPARTMENT - 2290 EAST MAIN STREET  
ASSESSOR'S MAP NO. 39 1E 11 CB, TAX LOTS 100 & 200**

An Annexation of that tract of land described within Document No. 2018-037280, along with the south one acre of that tract described within Document No. 2018-025387 of the Official Records in Jackson County, Oregon, as well as a 701.78 foot long and 60.00 foot wide portion of East Main Street, lying situate within the Southwest Quarter of Section 11, Township 39 South, Range 1 East of the Willamette Meridian in the City of Ashland, Jackson County, Oregon, being more particularly described and bounded as follows;

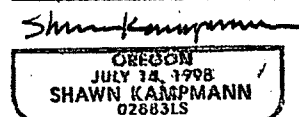
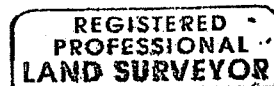
BEGINNING at an iron pin at the northeast corner of Bud's Dairy, a Planned Community in the City of Ashland, Oregon, purportedly as also being the Southeast Corner of the Northeast Quarter of the Northwest Quarter of the Southwest Quarter of Section 11 in Township 39 South, Range 1 East of the Willamette Meridian in Jackson County, Oregon; thence North 00°06'40" West, along the East line of said Northeast Quarter of the Northwest Quarter of the Southwest Quarter, common with the west line of Chautauqua Trace, Phase 3, a Planned Community in said City, a distance of 315.73 feet, to an iron pin along the east line of that tract of land described within Document No. 2018-025387 of the Official Records in said County; thence North 89°56'20" West, leaving said described east line, 137.97 feet to an iron pin on the west line of said described tract; thence North 00°06'40" West, along said west line, 332.08 feet, to an iron pin on the southerly line of East Main Street; thence South 83°45'00" East, along said southerly line, 138.82 feet, to an iron pin at the northeast corner of said Document No. 2018-025387; thence North 00°06'40" West, 30.18 feet to a brass capped iron pipe at centerline P.I. Station 996+02.6, per the 1910 County Road Survey of East Main Street, formerly known as the Jacksonville to Klamath Falls Market Road; thence North 08°38'35" West, 31.11 feet to an iron pin at the point of intersection on the northerly line of East Main Street; thence North 83°45'00" West, along said northerly line of East Main Street, 697.15 feet to an iron pin at a point intersecting the northerly-most projection of the west line of Clay Street; thence South 00°06'55" East, along said projected east line of Clay Street, 60.55 feet to an iron pin at the intersection of Clay Street with the south line of East Main Street; thence South 83°45'00" East, along the southerly line of East Main Street, 201.31 feet, to an iron pin at the northwest corner of that tract of land described within Document No. 2018-037280 of the Official Records of Jackson County, Oregon; thence South 00°06'55" East, leaving East Main Street and along the west line of said Document No. 2018-037280, a distance of 666.78 feet, to the north line of Abbott Avenue, from which an iron pin bears South 89°58'20" East, 2.68 feet therefrom; thence South 89°56'13" East, along the north line of Abbott Avenue, 497.32 feet, to the POINT OF BEGINNING.

Containing 7.48 acres, more or less.

Prepared by:

Shawn Kampmann  
Professional Land Surveyor

Polaris Land Surveying LLC  
P.O. Box 459  
Ashland, Oregon 97520



Renewal Date: 6/30/25

Date: April 16, 2024

S:\surveys\1426-22\CoA East Main Street Annexation Legal.docx







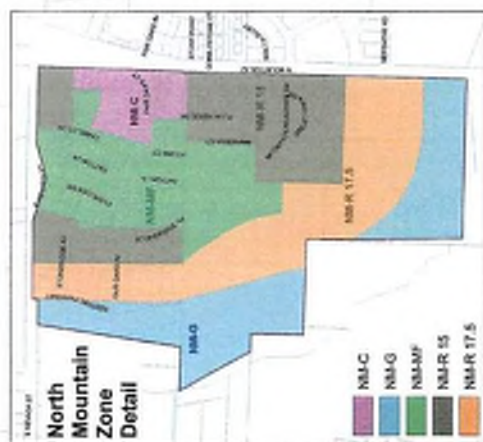




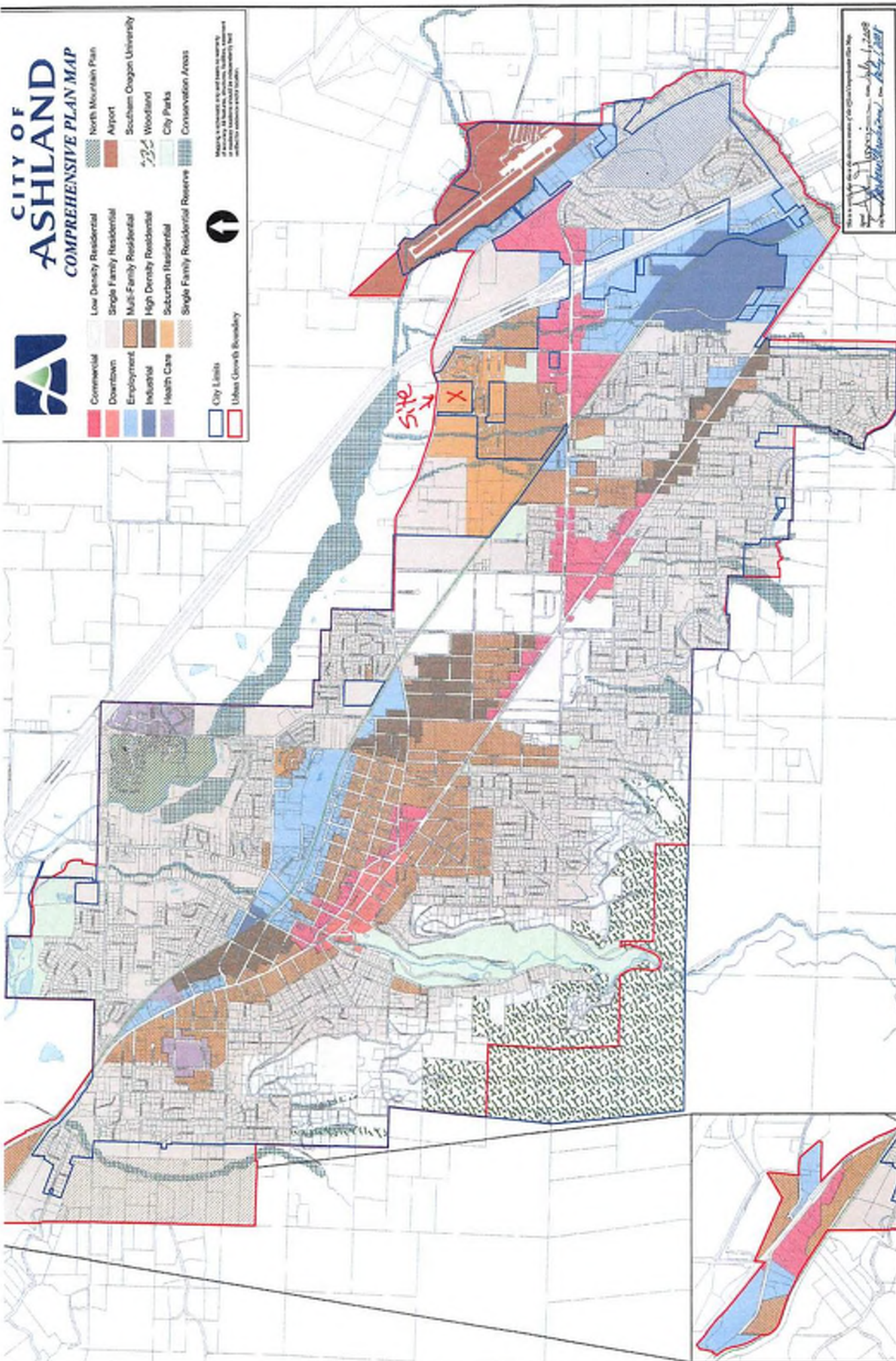
# Zoning Map



site











**parks, open space, and aesthetics**

Printed July 2005

City of ASHLAND, OREGON  
COMPREHENSIVE PLAN

*Parks are not a luxury, but a necessary ingredient in a successful urban environment.*

**8.01 Introduction**

Ashland's character is intimately linked to its aesthetic resources, including its vistas, trees, parks and open space lands. Early settlers appreciated the natural beauty of Ashland's setting, and local scenic sites evolved as community gathering places. As the town grew, traditional use of these sites was gradually formalized. Roper's Grove, a popular 19th century recreation area in the Ashland Creek Canyon, was absorbed into Lithia Park when community ownership of that resource evolved. As Ashland developed, its formal park lands expanded as well.

Because cities are inherently crowded places, park planning has long been a traditional and essential part of urban planning. Landmarks of American city planning such as William Penn's 1680 Philadelphia town plan, Fredrick Law Olmstead's New York City's 1856 Central Park plan, and Daniel Burnham's 1909 Chicago plan, all used parks and open spaces as central elements to alleviate the pressures of urban life. Parks are not a luxury, but a necessary ingredient in a successful urban environment. One of the reasons Ashland is such a beautiful and unique city is because of past efforts at park planning.

Today Ashland park planning faces new challenges. Many traditional uses of private, vacant lands have been lost in the past few decades. More will soon

be lost without a program to acquire and preserve significant lands for both traditional parks and open space. Ashland's urban forest, comprised of both native and imported species, must also be preserved and enhanced.

Successful city planning reflects people's values in the changes that take place over time. In considering Ashland's future, our plans must include both traditional parks and preserved natural areas, and reflect what most citizen's treasure: a community at the base of the Siskiyou Mountains, that works with rather than fights with nature. Preserving this value challenges us to develop a program that will preserve important open space and park land, while accommodating Ashland's continuing urbanization.

This element of Ashland's Comprehensive Plan presents four programs: Parks, Open Space, Urban Forestry, and Visual Resources, introduces implementation strategy and defines policies.

**8.02 Parks**

Ashland has an elected, five-member Parks and Recreation Commission which controls all lands owned by the City of Ashland that have been dedicated for park or open space purposes. This commission is created by city charter and is empowered to levy tax funds for park maintenance and improvements from



|                                                    |               |
|----------------------------------------------------|---------------|
| <b>TABLE VIII-1</b>                                |               |
| <b>CITY OF ASHLAND PARK AND OPEN SPACE ACERAGE</b> |               |
| <b>CITY OWNED PARKS</b>                            |               |
| <b>Developed Parks</b>                             |               |
| Bear Creek Park                                    | 40.71         |
| Calle Guanajuato                                   | 1.05          |
| Clay Street Park                                   | 3.54          |
| Garden Way Park                                    | 1.79          |
| Glenwood Park                                      | 2.32          |
| Hunter Park                                        | 9.03          |
| Lithia Park                                        | 95.34         |
| Sherwood Park                                      | 0.50          |
| Triangle Park                                      | 0.35          |
| YMCA Park                                          | 8.58          |
| Subtotal                                           | 163.21        |
| <b>Undeveloped Parks</b>                           |               |
| Lithia Mills                                       | 3.09          |
| Strawberry Lane Park                               | 10.00         |
| <b>Total Parks</b>                                 | <b>176.30</b> |
| <b>OTHER CITY OWNED OPEN SPACE</b>                 |               |
| Oak Knoll Golf Course                              | 58.0          |
| Ashland Cemetary                                   | 5.0           |
| Mountain View Cemetary                             | 8.0           |
| Hargadine Cemetary                                 | 2.0           |
| Lithia Springs                                     | 57.0          |
| <b>Total Open Space</b>                            | <b>130.06</b> |
| <b>OTHER OPEN SPACE PUBLICALLY OWNED</b>           |               |
| <b>Public School Playgrounds</b>                   |               |
| Bellview School                                    | 4.00          |
| Briscoe School                                     | 1.50          |
| Helman School                                      | 8.50          |
| Lincoln School                                     | 4.50          |
| Walker School                                      | 6.50          |
| Middle School                                      | 18.00         |
| <b>Total</b>                                       | <b>43.00</b>  |
| SOSC Fields                                        | 15.20         |
| <b>Grand Total</b>                                 | <b>364.56</b> |

an annual budget. While they can use the levy to maintain lands, the Parks and Recreation Commission has no authority to purchase or acquire new land. This must be accomplished by the City Council, and the lands then dedicated to the Parks Commission by mutual agreement.

Ashland now has 176 acres of parkland, another 1.30 acres of City owned land that is in open space use, such as cemeteries and the golf course, and an additional 58 acres of land used by the community as open space but owned by other public agencies such as the School District or Southern Oregon State College. Fifty-seven acres of City owned land are in the city-owned Lithia Springs property outside the city limits. This currently is leased to the Ashland Gun Club and, serving no other public use, should be discounted in an analysis of park land.

Of the 122 acres of developed park land, 95 acres are in Lithia Park. There are 17.5 acres in developed active parks, 9 acres at Hunter Park, and 8.5 acres at YMCA park. Two small urban parks Calle Guanajuato, and Bluebird Park, total a little more than an acre. Five neighborhood parks range in size from one-half acre to two-and-one-half acres, with a total acreage of seven-and-one half-acres. There are currently thirteen acres of undeveloped parkland in two sites.

*Lithia Park is used partly as a regional park—a fact not clearly reflected in acreage comparisons.*



**parks, open space, and aesthetics**

Printed July 2005

City of ASHLAND, OREGON

COMPREHENSIVE PLAN

*Park types can be classified as follows: regional, urban, community, neighborhood, pocket, and open space.*

Fifteen acres of land at Southern Oregon State College are used by the community for active recreation, and another 43 acres of land in six school sites are used for neighborhood recreation--a total of 58 acres.

In addition to fulfilling its primary function, the municipally owned 58 acre Oak Knoll Golf Course provides a large open space area for the surrounding neighborhood.

Lithia Park is used partly as a regional park—a fact not clearly reflected in acreage comparisons. A 1981 park usage study concluded that in the summer, one-half of park users were tourists, one-sixth were regional users, that is, from Jackson County other than Ashland, and one-third were Ashland residents. A 1989 Parks Department survey confirmed that these numbers remain applicable today.

**8.03 Ashland and Other Cities**

In 1989 Rick Landt of the Citizen's Advisory Planning Committee (CPAC) conducted a survey of 23 other cities in Oregon to determine how Ashland ranked in available park land relative to these other cities. Interestingly, Ashland's parkland inventory at 10.5 acres per 1,000 population was below the average of the cities surveyed, which was 12.3 acres per 1,000. While Ashland ranked ahead of some suburban cities such as Gresham (1.8 acres per 1,000) and

Hillsboro (2.7 acres per 1,000), it ranked far behind our neighboring cities of Medford (46.3 acres per 1,000) and Klamath Falls (31.3 acres per 1,000). In the latter cases, the cities have purchased large areas that include a significant natural feature, such as Medford's Roxy Ann Mountain. Less urbanized areas like southern Oregon, have more opportunities to find an acquire park land, due to the availability of undeveloped land and generally lower land values. This fact helps explain the large amount of park land found in Medford, Roseburg and Klamath Falls.

**TABLE VIII-2  
PARK LAND INVENTORY  
ASHLAND AND OTHER SELECTED OREGON CITIES**

| Category      | Acreage | # of Parks | Acres/1,000 |
|---------------|---------|------------|-------------|
| Ashland       | 176     | 12         | 10.5        |
| Albany        | 385     | 22         | 13.7        |
| Astoria       | 69      | 17         | 6.9         |
| Beaverton     | 512     | 38         | 12.2        |
| Corvallis     | 839     | 30         | 20.9        |
| Eugene        | 1715    | 82         | 15.7        |
| Gresham       | 115     | 16         | 1.8         |
| Hillsboro     | 85      | 9          | 2.7         |
| Klamath Falls | 533     | 25         | 31.3        |
| McMinnville   | 243     | 13         | 14.3        |
| Medford       | 2085    | 28         | 46.3        |
| Pendleton     | 58      | 26         | 4.0         |
| Portland      | 9416    | 200        | 22.4        |
| Roseburg      | 282     | 25         | 16.6        |
| Tigard        | 207     | 9          | 8.1         |
| Woodburn      | 82      | 14         | 7.0         |

The conclusion that can be drawn is that while Ashland is slightly below average in all the cities



in this survey, the City also would have a very long way to go to preserve as much land as our southern Oregon neighbors. Since cities with significant natural features and a high degree of community amenities tend to have more park land than cities which are located in homogenous environments, Ashland should be near the top of the list. However, we find ourselves below average.

**8.04 New Parks Since 1980**

During the 1980's Ashland has been active in purchasing new land for parks. Three sites, totaling 56 acres, have been acquired. One, the Bear Creek Greenway park is a natural park and is not planned for further development except for the extension of the Bear Creek Greenway. The other two sites have not been developed. In addition, the YMCA Park and two neighborhood parks, Clay Street and Glenwood, have been developed. In 1984 a public pool was added at Hunter Park. The development of school-park sites in cooperation with the Ashland School Board has increased the amount of effective park land. The development of fifteen acres of community playing fields at Southern Oregon State College has greatly enhanced the city's ability to provide an active recreation site.

**8.05 Types of Parks**

Park types can be classified as follows: regional,

urban, community, neighborhood, pocket, and open space. A regional park serves a county area, emphasizes an outdoor setting, and usually has facilities for activities such as picnicking, swimming. Emigrant Lake Park is a regional park and is heavily used by county residents.

AN URBAN PARK (8.05.01) emphasizes passive recreation, may have picnic and zoo areas, and serves a population of 10,000 to 30,000 people. Lithia Park is an urban park, but use by people outside Ashland lends it a regional character. A community park emphasizes active recreation, sport fields and tennis courts, and should be within three miles of the area it serves. Hunter Park is a community park.

NEIGHBORHOOD PARKS (8.05.02) are designed to be within a one-quarter-mile radius of the area they serve, and are related to the neighborhood's character. Neighborhood parks include school parks which utilize facilities in off hours. The school parks have advantages. They may be used during summer months and non-school hours; they provide facilities for all age groups, thus eliminating duplication of facilities, and they cut operating and maintenance costs for both the Parks Department and School District.

POCKET PARKS AND SPECIAL AREAS (8.05.03) are small areas which satisfy special



**parks, open space, and aesthetics**

Printed July 2005

City of ASHLAND, OREGON  
COMPREHENSIVE PLAN

*Every neighborhood should have a park within one-quarter mile of most homes, i.e., within easy walking distance and accessible to most children.*

needs—a place for relaxation in a dense urban area; a spot for a specific recreational activity; an outdoor urban space; or they simply afford visual pleasure. Triangle Park is a pocket park; the Plaza is a special area.

**8.06 New Park Areas**

The survey conducted of cities around the state indicated that Ashland has 10.5 acres of parkland per 1000 people substantially less than the national ideal of fifteen acres per 1000 population. The simple comparison of acreage and population, however, does not reveal the entire situation. Population demands, local values, and the unique attributes of the local setting are more important than per capita targets. Per capita land needs, therefore, should be used only in assessing the need for city-wide facilities such as community parks.

**NEED FOR NEW PARKS (8.06.01)**

As Ashland grows, it will need to add parkland to accommodate new population and to increase recreational opportunities to the existing population. This section deals with the community parks and neighborhood parks that are to be developed.

These parks are generally known as active parks. They differ from open space parks because they involve a significant amount of development. Grading, removal

of native vegetation, installation of irrigation and parking, and construction of tennis courts and restrooms have a significant impact on the environment and neighborhood. Active parks can be prodigious traffic generators and can create high parking demands. While necessary for a successful city, they are relatively expensive to develop and maintain.

Ashland now has two active community parks, Hunter Park and YMCA Park. Nine acres and 8.5 respectively, in sum they total 17.5 acres. The city and Southern Oregon State College have developed jointly 15 acres of ball fields that are used both by the college and the community. Several Ashland School District properties are occasionally used as community parks, most notably Walker School and Ashland Junior High School.

Ashland has four neighborhood parks, Clay Street, Garden Way, Glenwood, and Sherwood Parks, totaling over seven acres. Triangle Park, about one-half acre in size and an attractive open space, functions as a pocket park. In addition, the five Ashland elementary schools function as neighborhood parks. The Parks Commission and the Ashland School District have developed community school-park sites at each of the elementary schools. The area acquired by the City on East Main and California Streets will also be developed as a neighborhood park.

The following criteria have been used in assessing the need for future active parks:

**Community parks:**

- 1) There should be 2.5 acres per 1,000 population of city-wide active community parks.
- 2) Every neighborhood should have a park within one-quarter mile of most homes. i.e., within easy walking distance and accessible to most children.
- 3) The park sites must be relatively flat, without significant natural features requiring preservation.
- 4) The park sites should be located so that traffic flow and parking can be accommodated by using arterial, collector, and through streets whenever possible.
- 5) The parks should be easily accessible by foot and by bicycle.
- 6) In addition to filling the need for community parks, they should also function as neighborhood parks where they are located.
- 7) The City should not rely on land it does not own for long term park needs.

Based on these criteria, the city will need 50 acres of land in community parks by the year 2005, when the population will reach 20,000 people. Today, the city has seventeen acres of land in Hunter Park and YMCA park, and also uses fifteen acres of land from SOSC, for about 2 acres per 1,000 capita. The use of SOSC

land, however, is based on a lease agreement, and when the lease expires 1995, SOSC may choose not to renew the lease.

This plan identifies two areas for potential new community parks. One, Clay Street Park, is an extension of the existing YMCA Park and would add 15 acres to the 8.5 acres existing, and provide an open space connection between Clay Street and Tolman Creek Road. The second are two parcels of vacant pasture in the Bear' Creek floodplain, adjacent to Mountain Street. These two parcels would provide an additional 24 acres of active park with excellent access. This would give the city slightly more than 2.5 acres per 1,000 when the population reaches 20,000.

**NEIGHBORHOOD PARKS (8.06.02)**

Consideration of both existing and proposed park areas reveals that several neighborhoods will be more than one-quarter mile from any park. All but four areas will be served either by the new large proposed active parks or by new open space parks. Four parks are planned to accommodate the remaining neighborhoods that would need park for casual, pedestrian use. The new parks are small, from one-half to one acre in size, and located on currently vacant parcels. The neighborhoods are the Oak Knoll area, the Guthrie Street area, the Railroad District, and the Wimer Street area.

*Open space provides buffers between development, preserves important riparian areas and wildlife habitat, creates scenic vistas, and contributes to Ashland's character.*



## **parks, open space, and aesthetics**

Printed July 2005

City of ASHLAND, OREGON

COMPREHENSIVE PLAN

the City cannot make the necessary funds available, the property can develop according to the underlying zoning. However, some of the property can be set aside as a Conservation Area in this process, as long as the effect of the reduction in the number of units is no more than 20%.

Obviously, it is in the City's interest to negotiate with the property owner and purchase the land before it is ripe for development. In any case, land shall be purchased without resorting to direct condemnation. The only exception to this rule would be to acquire access to a City owned parcel. The area where this may be necessary would be to gain access to the Siskiyou Mountain Park.

### **8.15 Goal**

**To provide the people of Ashland with a variety, quantity and quality of parks, park facilities, open spaces, trails, and visual resources sufficient for their needs.**

### **8.16 Policies**

- 1) Develop a parkland acquisition and development plan in accordance with community growth and projected park demand. Accomplish acquisition according to a plan developed by the City and the Parks and Recreation Commission;

- 2) Assist in the development of the Bear Creek Greenway, including the Ashland Creek portion of the city park system.
- 3) Encourage school-park joint developments.
- 4) Coordinate parkland acquisition and design with other agencies involved with park usage. Agencies should include Jackson County and the public school system.
- 5) Encourage the development of private common open space areas in new residential developments to offset the demand for additional public parks.
- 6) The City shall adopt an official map that will identify the planned areas for parks, new natural areas, conservation areas and trails. Where only a portion of the property is required for park or open space use, development can occur on the remainder of the property. When only a small portion of the property is required for a public purpose, and the new development will benefit from the public area, dedication may be required. Otherwise, the City will purchase the property, paying fair compensation. When development is possible, if the City does not have the funds available for the intended purchase within a reasonable amount of

- time, the City shall release the land from the Parks designation and allow the development consistent with other plan policies.
- 7) Develop the system of corridors, linear park routes and trails outlined in the Park and Open Space map. Encourage interconnections between parks, open spaces, bicycle paths, easements, irrigation ditches, scenic roadway routes, railroad rights-of-way, etc. Require that commonly used trails across private property be preserved when developed.
  - 8) Establish, where possible, trails along non-urbanized sections of stream corridors, ensuring that stream ecology and any residences are protected. Prohibit development that would prohibit stream corridors from being utilized for trails.
  - 9) Require all new residential, commercial and industrial developments to be designed and landscaped to a high standard to complement the proposed site and the surrounding area.
  - 10) Encourage improvement programs for existing areas with consideration to such items as exterior maintenance, landscaping, signs, and underground placement of utilities.
  - 11) Require high standards of design and landscaping for development adjacent to major arterials, and encourage dividers in any new access routes into Ashland.
  - 12) Require, where possible, that the original vegetation be retained and require the restoration of new vegetation if it is removed.
  - 13) Require street trees in all new residential, commercial and industrial developments.
  - 14) Views of Pompadour Bluff, Van Dyke's Cliffs, Mt. Ashland, Grizzly Peak, and the surrounding ridges are irreplaceable assets to Ashland and should be protected through cooperation with Jackson County.
  - 15) Insure that the Tree Commission has an opportunity to review and comment on all significant landscaping in the city, public or private.
  - 16) Develop an urban forest plan for the City including a street tree and a non-street tree section, a



**parks, open space, and aesthetics**

Printed July 2005

City of ASHLAND, OREGON  
COMPREHENSIVE PLAN

tree resource inventory, a plan for preservation and renewal of trees of stature and native species, long range maintenance plan, a plan to promote the greater use of trees and shrubs on both public and private land, and plan to educate the public regarding benefits of trees on public right-of-ways.

17)Take necessary steps to annually be a Tree City, USA.

18)Establish a Plant Arboretum and/or a directory of notable trees in the City.

19)Increase the portion of the city covered by a tree canopy, especially parking lots and other paved areas.

20)Develop an urban forest interface plan to enhance the aesthetic and recreational opportunities created by this resource. The plan will also include wildlife enhancement measures and a fire control plan.

21)Establish criteria and map the visual resources of Ashland, from selected points outside the city looking in, and from strategic points within the city looking out.

22)The City will cooperate and when necessary, negotiate with the county, USFS and BLM concerning activities within the view shed that would impact the visual integrity of the area.



LIKELY BICYCLE DESTINATION:  
The Church of Jesus Christ of  
Latter-day Saints

1/4 MILE

E MAIN ST  
PARK SITE

R-1-3.5

R-2

LIKELY BICYCLE DESTINATION:  
YMCA City Park

E-1

R-2

R-2

C-1

Ashland



1/4 MILE RADIUS FROM PROPOSED  
E MAIN ST PARK SITE

0 0.15 0.3  
mi



City of Ashland

1:9,028

Date Printed: 2/14/2024



---

*The comments of this pre-app are preliminary in nature and subject to change based upon the submittal of additional or different information. The Planning Commission or City Council are the final decision making authority of the City, and are not bound by the comments made by the Staff as part of this pre-application.*

---

**ASHLAND PLANNING DEPARTMENT  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET**  
September 6, 2023

**SITE:** 2228 and 2290 E. Main St.  
**APPLICANT:** Ashland Parks Department  
and Mary C. Desmit  
**REQUEST:** Annexation and Site Design  
Review

## **PLANNING STAFF COMMENTS**

**Summary** This pre-application conference was conducted previously for a very similar proposal in March of 2020. The bulk of this document is the same with new comments on county process for the proposed PLA.

The proposal requires planning applications and approvals for Annexation and Site Design Review. Typically, the Annexation and Site Design Review are processed concurrently. While a concurrent application isn't required, in staff's experience demonstrating compliance with the annexation approval criteria requires some level of site planning. *What is most important is the configuration of the property line prior to the annexation application.*

Annexation of residential property requires minimum density as well as requirement to provide affordable housing, however land dedicated as a public park is exempt from this requirement. Staff considered the possibility of proposing that the park potentially develop under County jurisdiction, but the necessity of urban facilities requires annexation.

For this process to work smoothly, prior to the application for annexation a property line adjustment needs to be conducted as a separate type I land use action with the county so that tax lot 200 is reconfigured to include the southernly half of the Desmit property.

Per conversations with county staff on 8/31 doing such an adjustment (which will increase the non-conformity in terms of further reducing the size of the Desmit property), is specifically allowed per Section 3.4.3 of the LDO. (see below). Once the property has been reconfigured then the city will be able to process an application for annexation for the park land and there will not be a requirement for residential development or affordable housing.

### ***LDO 3.4.3 Approval Criteria***

*In nonresource districts, a property line adjustment may be approved if it complies with (A through F) below. In resource districts, a property line adjustment may be approved if it complies with all of the following:*

- A) All properties were lawfully created;*
- B) No new parcels will result from the adjustment;*
- C) Except as provided by (F) and (G) below, and provided the standards of*

2228 and 2290 E. Main St.  
September 6, 2023  
Page 1



Section 10.4.4 are met, for properties located entirely outside the corporate limits of a city:

- 1) *Where one or both of the abutting properties are smaller than the minimum lot or parcel size for the applicable zone before the property line adjustment, after the adjustment one is as large as or larger than the minimum lot or parcel size for the applicable zone; or*
- 2) *Both abutting properties are smaller than the minimum lot or parcel size for the applicable zone before and after the property line adjustment. [2008 HB 3629]*

D) *All buildings and improvements (e.g., septic systems, wells, etc.) will comply with the minimum setback requirements from the adjusted property line, unless a building or improvement does not currently comply with the minimum setback, in which case such building or improvement will not be made more nonconforming by the adjustment. Additionally, conforming on-site characteristics (e.g., landscaping or access) will not be made nonconforming;*

E) *The adjustment will not result in parcel(s) that overlap a city limit, urban growth boundary, county, or State line;*

F) *The adjustment will not result in a parcel being made buildable that was not capable of being developed prior to the adjustment for reasons such as being too small or narrow. However, a parcel that cannot be developed for residential purposes because it lacks access may acquire road frontage and be made buildable through a property line adjustment;*

#### **Other potential issues:**

Staff has very serious concerns with the proposed gravel parking area on the north side of the park. Additionally, while the fire department did not address it in their comments staff has concerns with lack of a hammer head turn around on the larger parking area.

City may require additional ROW dedication along east Main.

Staff would like to recommend that APRC consider working with the adjacent HOA and inquire about purchasing / obtaining the 0.21 acres of open space in the southeast corner of the project which would allow for a cohesive plan and maintenance to the ROW.

Possible wetlands: from AMC 18.3.11.040.B.2

2. Possible Wetlands. For wetlands not classified as Locally Significant on the Water Resources map, the Wetland Protection Zone shall consist of all lands identified to have a wetland presence on the wetland delineation, plus all lands within 20 feet of the upland-wetland edge as illustrated in Figure [18.3.11.040.B.2](#).

Possible Wetlands includes all areas designated as such on the Water Resources map and any unmapped wetlands discovered on site. A wetland delineation prepared by a qualified wetland specialist shall be submitted to the City that graphically represents the location of wetlands on a site plan map in accordance with subsection [18.3.11.100.A.3](#).

An average buffer width of 20 feet may be utilized around the perimeter of a

possible wetland upon submission of evidence and a detailed plan by a natural resources professional demonstrating that equal or better protection of the functions and values of the resource will be ensured.

From city GIS of adopted map



2228 and 2290 E. Main St.  
September 6, 2023  
Page 3



## 2020 Preapplication comments (lightly edited).

### Annexation (Legislative Decision)

- The properties are designated as Suburban Residential (R-1-3.5) on the Ashland Comprehensive Plan. Public parks are a permitted use in the R-1-3.5 zone.
- **Five-Year Supply** (AMC 18.5.8.050.H.1): The proposal would meet annexation approval criteria 18.5.8.050.H.1 because there is less than a five-year supply of R-1-3.5 inside the city limits according to the 2019 Buildable Lands Analysis (BLI). The 2019 BLI identifies a .2 Ac/year demand in Table 11 and .1 Ac net buildable in city limits in Table 8.
  - 2019 BLI [http://www.ashland.or.us/SIB/files/2019\\_BLI\\_11082019\\_final.pdf](http://www.ashland.or.us/SIB/files/2019_BLI_11082019_final.pdf)
- **Adequate Transportation** (AMC 18.5.8.050.E): see summary below.
- **Adequate Public Facilities:** Annexation approval will require a demonstration that adequate capacity of public facilities can and will be provided to and through the development by the developer with annexation.
  - **Storm Drain Facilities:** The application will need to address requirements that post development peak storm water flows are less than or equal to pre-development levels and address any necessary water quality mitigation requirements. See Public Works comments below.
- **Street Classifications:** E. Main St. is an avenue (major collector), Clay St. is a neighborhood collector and Abbott Ave. is a neighborhood street.
- **Traffic Impact Analysis (TIA):** Given the park is likely to include citywide attractions, staff believes a Traffic Impact Analysis is necessary (see comments below about existing dog park). This sentiment is also reflected in the Public Works Department comments. The TIA should address vehicular turning movements, site distances and safety, especially for the proposed access on E. Main St.
  - **Existing Dog Park:** The Verde Village planning application included a TIA by JRH and an addendum dated 6/7/2007. The addendum included existing traffic counts, before the subdivision was developed. JRH counted 46 peak hour trips at the intersection of the dog park access and Nevada St. and these were attributed to the dog park.
- **Parking:** *Due to new state law (CFEC) we can no longer enforce parking minimums.*
- **Pedestrian, Bicycle and Transit Improvements:** The annexation criteria emphasize providing a variety of ways to travel to and from property that is annexed into the city limits. Staff believes the expectation will be for the proposed park to make key nonautomotive connections so that park visitors have alternatives for reaching the park.
  - **Sidewalks:** Installation of sidewalk is required on the E. Main frontage of the site to connect to Crocker and also to the west to connect to Clay St. The annexation criteria require full sidewalk improvements to be provided on one side of the street for all streets adjacent to the proposed annexed area and for the sidewalks to connect to

existing sidewalk systems with a quarter of a mile to existing sidewalks (AMC 18.5.8.050.E.3).

- **Bicycle Facilities:** Bike lanes are in place on E. Main St. and Tolman Creek Road. A bicycle boulevard is identified in the Ashland Transportation System Plan for Clay St. – see Figure 8-1 and Project B22.
- **Transit:** The two RVT routes in Ashland, Route 10 and Route 1X, do not currently serve the site. The application should address any planned future transit per AMC 18.5.8.050.E.4. See RVT contact information below under Other Departments.
- **Streets:** The block length between Clay St. and Crocker St. is approximately 650 feet and the block perimeter of E. Main/Crocker/Abbott/Clay is approximately 2,900 feet. The Ashland Street Standards require block lengths to be a maximum of 400 feet and perimeters of 1,600 feet (AMC 18.4.5.0340.E.9). A typical residential or commercial/employment annexation would require the installation of a public street in accordance with the Ashland Street Standards to provide access and multiple routes for vehicles, pedestrians and bicycles (AMC 18.5.8.050.E.1). In lieu of a public street, staff suggests designing the parking areas as a “street-like feature” (see below) and providing through and fairly direct route for pedestrians and bicycles. Also, the TIA should review if a through vehicle access would benefit the level of service and nearby intersections, as well as potential traffic safety and turning movement issues.

### 18.5.8.050 Approval Criteria and Standards

An application for an annexation may be approved if the proposal meets the applicable criteria in subsections [A](#) through [H](#) below. The approval authority may, in approving the application, impose conditions of approval consistent with the applicable criteria and standards, and grant exceptions and variances to the criteria and standards in this section in accordance with subsection [I](#).

- A.** The annexed area is within the City's Urban Growth Boundary.
- B.** The annexation proposal is consistent with the Comprehensive Plan designations applicable to the annexed area, including any applicable adopted neighborhood, master, or area plan, and is an allowed use within the proposed zoning.
- C.** The annexed area is contiguous with the City limits.
- D.** Adequate City facilities for the provision of water to the annexed area as determined by the Public Works Department; the transport of sewage from the annexed area to an approved waste water treatment facility as determined by the Public Works Department; the provision of electricity to the annexed area as determined by the Electric Department; urban storm drainage as determined by the Public Works Department can and will be provided from the annexed area. Unless the City has declared a moratorium based upon a shortage of water, sewer, or electricity, it is recognized that adequate capacity exists system-wide for these facilities. All required public facility improvements shall be constructed and installed in accordance with subsection [18.4.6.030.A](#).
- E.** Adequate transportation can and will be provided to serve the annexed area. For the purposes of this section, “adequate transportation” for annexations consists of vehicular, bicycle, pedestrian, and transit



transportation meeting the following standards:

1. For vehicular transportation a minimum 22-foot-wide paved access exists, or can and will be constructed, providing access to the annexed area from the nearest fully improved collector or arterial street. All streets bordering on the annexed area shall be improved, at a minimum, to an applicable City half-street standard. The approval authority may, after assessing the impact of the development, require the full improvement of streets bordering on the annexed area. All streets located within annexed areas shall be fully improved to City standards unless exception criteria apply. Where future street dedications are indicated on the Street Dedication Map or required by the City, provisions shall be made for the dedication and improvement of these streets and included with the application for annexation.
  2. For bicycle transportation, safe and accessible bicycle facilities according to the safety analysis and standards of the governing jurisdiction of the facility or street (e.g., City of Ashland, Jackson County, Oregon Department of Transportation) exist, or can and will be constructed. Should the annexed area border an arterial street, bike lanes shall be constructed along the arterial street frontage of the annexed area. Likely bicycle destinations within a quarter of a mile from the annexed area shall be determined and the approval authority may require the construction of bicycle lanes or multiuse paths connecting the annexed area to the likely bicycle destinations after assessing the impact of the development proposed concurrently with the annexation.
  3. For pedestrian transportation, safe and accessible pedestrian facilities according to the safety analysis and standards of the governing jurisdiction of the facility or street (e.g., City of Ashland, Jackson County, Oregon Department of Transportation) exist, or can and will be constructed. Full sidewalk improvements shall be provided on one side of all streets bordering on the proposed annexed area. Sidewalks shall be provided as required by ordinance on all streets within the annexed area. Where the annexed area is within a quarter of a mile of an existing sidewalk system or a location with demonstrated significant pedestrian activity, the approval authority may require sidewalks, walkways or multiuse paths to be constructed and connect to either or both the existing system and locations with significant pedestrian activity.
  4. For transit transportation, should transit service be available to the annexed area, or be likely to be extended to the annexed area in the future based on information from the local public transit provider, the approval authority may require construction of transit facilities, such as bus shelters and bus turnout lanes.
  5. Timing of Transportation Improvements. All required transportation improvements shall be constructed and installed in accordance with subsection [18.4.6.030.A](#).
- F.** For all residential annexations, a plan shall be provided demonstrating that the development of the annexed area will ultimately occur at a minimum density of 90 percent of the base density for the zone, unless reductions in the total number of units are necessary to accommodate significant natural features, topography, access limitations, or similar physical constraints. The owner or owners of the annexed area shall sign an agreement, to be recorded with the County Clerk after approval of the annexation, ensuring that future development will occur in accord with the minimum density indicated in the development plan. For purposes of computing maximum density, portions of the annexed area containing unbuildable lots, parcels, or portions of

the annexed area such as existing streets and associated rights-of-way, railroad facilities and property, wetlands, floodplain corridor lands, slopes greater than 35 percent, or land area dedicated as a public park, shall not be included.

**G.** Except as provided in subsection [18.5.8.050.G.7](#), below, annexations with a density or potential density of four residential units or greater and involving residential zoned lands, or commercial, employment or industrial lands with a Residential Overlay (R-Overlay) shall meet the following requirements:

1. The total number of affordable units provided to qualifying buyers, or to qualifying renters, shall be equal to or exceed 25 percent of the base density as calculated using the unit equivalency values set forth herein. The base density of the annexed area for the purpose of calculating the total number of affordable units in this section shall exclude any unbuildable lots, parcels, or portions of the annexed area such as existing streets and associated rights-of-way, railroad facilities and property, wetlands, floodplain corridor lands, water resource areas, slopes greater than 35 percent, or land area dedicated as a public park.
  - a. Ownership units restricted to households earning at or below 120 percent of the area median income shall have an equivalency value of 0.75 unit.
  - b. Ownership units restricted to households earning at or below 100 percent of the area median income shall have an equivalency value of 1.0 unit.
  - c. Ownership or rental units restricted to households earning at or below 80 percent of the area median income shall have an equivalency value of 1.25 unit.
2. As an alternative to providing affordable units per section [18.5.8.050.G.1](#), above, the applicant may provide title to a sufficient amount of buildable land for development complying with subsection [18.5.8.050.G.1.b](#), above, through transfer to a non-profit (IRC 501(c)(3)) affordable housing developer or public corporation created under ORS [456.055](#) to [456.235](#).
  - a. The land to be transferred shall be located within the project meeting the standards set forth in sections [18.5.8.050.G.5](#) and [18.5.8.050.G.6](#).
  - b. All needed public facilities shall be extended to the area or areas proposed for transfer.
  - c. Prior to commencement of the project, title to the land shall be transferred to the City, an affordable housing developer which must either be a unit of government, a non-profit 501(c)(3) organization, or a public corporation created under ORS [456.055](#) to [456.235](#).
  - d. The land to be transferred shall be deed restricted to comply with Ashland's affordable housing program requirements.
  - e. Transfer of title of buildable land in accordance with this subsection shall exempt the project from the development schedule requirements set forth in subsection [18.5.8.050.G.4](#).
3. The affordable units shall be comparable in bedroom mix with the market rate units in the development.
  - a. The number of bedrooms per dwelling unit in the affordable units within the residential development shall be in equal proportion to the number of bedrooms per dwelling unit in the market rate units within the residential development. This provision is not intended to require the same floor area in affordable units as compared to market rate units. The minimum square footage of each affordable unit shall comply with the minimum required floor area based as set forth in Table



[18.5.8.050.G.3](#), or as established by the U.S. Department of Housing and Urban Development (HUD) for dwelling units developed under the HOME program.

**Table 18.5.8.050.G.3. Minimum Required Floor Area for Affordable Units**

| Unit Type | Minimum Required Unit Floor Area (Square Feet) |
|-----------|------------------------------------------------|
| Studio    | 350                                            |
| 1 bedroom | 500                                            |
| 2 bedroom | 800                                            |
| 3 bedroom | 1,000                                          |
| 4 bedroom | 1,250                                          |

4. A development schedule shall be provided that demonstrates that the affordable housing units per subsection [18.5.8.050.G](#) shall be developed, and made available for occupancy, as follows:
  - a. That 50 percent of the affordable units shall have been issued building permits prior to issuance of a certificate of occupancy for the last of the first 50 percent of the market rate units.
  - b. Prior to issuance of a building permit for the final ten percent of the market rate units, the final 50 percent of the affordable units shall have been issued certificates of occupancy.
5. That affordable housing units shall be constructed using comparable building materials and include equivalent amenities as the market rate units.
  - a. The exterior appearance of the affordable units in any residential development shall be visually compatible with the market rate units in the development. External building materials and finishes shall be substantially the same in type and quality for affordable units as for market rate units.
  - b. Affordable units may differ from market rate units with regard to floor area, interior finishes and materials, and housing type; provided, that the affordable housing units are provided with comparable features to the market rate units, and shall have generally comparable improvements related to energy efficiency, including plumbing, insulation, windows, appliances, and heating and cooling systems.
6. Exceptions to the requirements of subsections [18.5.8.050.G.2](#) through [18.5.8.050.G.5](#), above, may be approved by the City Council upon consideration of one or more of the following:
  - a. That an alternative land dedication as proposed would accomplish additional benefits for the City, consistent with the purposes of this chapter, than would development meeting the on-site dedication requirement of subsection [18.5.8.050.G.2](#).
  - b. That the alternative phasing proposal not meeting subsection [18.5.8.050.G.4](#) provided by the applicant provides adequate assurance that the affordable housing units will be provided in a timely fashion.
  - c. That the materials and amenities applied to the affordable units within the development, that are not equivalent to the market rate units per subsection [18.5.8.050.G.5](#), are necessary due to local, state, or federal affordable housing standards or financing limitations.
7. The total number of affordable units described in this subsection shall be determined by rounding up

fractional answers to the nearest whole unit. A deed restriction or similar legal instrument shall be used to guarantee compliance with affordable criteria for a period of not less than 60 years for units qualified as affordable rental housing, or 30 years for units qualified as affordable for-purchase housing.

**H. One or more of the following standards are met:**

1. The annexation proposal shall meet the requirements of subsection [18.5.8.050.B](#), above.
2. A current or probable danger to public health exists within the proposed area for annexation due to lack of full City sanitary sewer or water services in accordance with the criteria in ORS chapter [222](#) or successor state statute.
3. Existing development in the proposed area for annexation has inadequate water or sanitary sewer service, or the service will become inadequate within one year.
4. The proposed area for annexation has existing City water or sanitary sewer service extended, connected, and in use, and a signed consent to annexation agreement has been filed and accepted by the City.
5. The proposed area for annexation is an island surrounded by lands within the City limits.

**I. Exceptions and Variances to the Annexation Approval Criteria and Standards.** The approval authority may approve exceptions to and variances from the approval criteria and standards in this section using the criteria in section [18.4.6.020.B.1](#), Exceptions to the Street Design Standards, or chapter [18.5.5](#), Variances. (Ord. 3204 § 3, amended, 12/21/2021)

## **Site Design Review**

- **Parking Area Design**

- **Street-Like Features:** The parking area is required to be divided into separate areas and a street or driveway with street-like features and a continuous pedestrian circulation system is required, see AMC 18.4.3.080.B.4, AMC 18.4.3.080.C.2 and AMC 18.4.3.090.
- **Bio-swales and Reducing Microclimatic Impacts:** Parking lots of seven or more spaces must include bio-swales to capture and treat runoff and incorporate one of four strategies to reduced microclimatic impacts – see AMC 18.4.3.080.B.5.

- **Tree Protection and Removal:** Site Design Review applications require a tree preservation/protection plan to ensure that trees (including street trees, parking lot trees and trees on adjacent properties within 15 feet of the property line) are protected during all site disturbance (including demolition, staging, construction, driveway/parking installation, staging of materials, etc.) This plan needs to address all trees on the property over six-inches in diameter at breast height (d.b.h.) and all trees that are located on adjacent properties within 15 feet of the property line as well, as well as any trees including street trees that are within 15-feet of any off-site disturbances. The Parks Department is exempt from tree removal permit activities involving the establishment or alteration of a park (AMC 18.5.7.020.C.1). However, staff suggests describing any necessary tree removals as part of the project descriptions.



- **Outdoor Lighting:** Staff suggests addressing this in the annexation application and specifically the standards in AMC 18.4.4.050.
- **Signs:** Signs in residential zones are limited to ground signs meeting the requirements of AMC 18.4.7.060. In the past, the provision for one ground sign 15 square feet in size and not greater than five feet in overall height has been used for public parks – this would apply to the public street frontages on E. Main St. and Abbott Ave.

#### **18.5.2.050 Approval Criteria**

An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

- A. Underlying Zone.** The proposal complies with all of the applicable provisions of the underlying zone (part [18.2](#)), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.
- B. Overlay Zones.** The proposal complies with applicable overlay zone requirements (part [18.3](#)).
- C. Site Development and Design Standards.** The proposal complies with the applicable Site Development and Design Standards of part [18.4](#), except as provided by subsection E, below.
- D. City Facilities.** The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.
- E. Exception to the Site Development and Design Standards.** The approval authority may approve exceptions to the Site Development and Design Standards of part [18.4](#) if the circumstances in either subsection 1, 2, or 3, below, are found to exist.

1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty;
2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards; or
3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of section [18.2.3.090](#). (Ord. 3147 § 9, amended, 11/21/2017)

---

## **OTHER DEPARTMENTS**

**BUILDING DEPT:** Contact the Building Division for any Building Codes-related information at (541) 488-5305.

**ENGINEERING/PUBLIC WORKS/STREETS/TRANSPORTATION/STORMWATER:** See comments at the end of this document and contact Karl Johnson in the Engineering Division for any further information at (541) 488-5347 or e-mail [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us).

**ENERGY CONSERVATION:** For more information, contact Dan Cunningham in Conservation at [cunningd@ashland.or.us](mailto:cunningd@ashland.or.us) or (541) 552-2063.

**FIRE DEPARTMENT:** See comments at the end of this document and contact Fire Marshal Ralph Sartain of Ashland Fire at Rescue for Fire Codes-related information for this project at (541) 552-2229 or e-mail [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us).

**WATER AND SEWER SERVICE:** Contact Steve Walker of the Water Quality Division for service requirement and fee information at (541) 552-2326 or via e-mail to [walkers@ashland.or.us](mailto:walkers@ashland.or.us).

**ELECTRIC SERVICE:** Contact Dave Tygerson in the Electric Department at (541) 552-2389 or e-mail [tygersod@ashland.or.us](mailto:tygersod@ashland.or.us) for service requirements and fee information.

**OREGON DEPARTMENT OF TRANSPORTATION (ODOT):** Because the application involves a zone change, it is subject to review for ODOT for potential impacts to their system under the Transportation Planning Rule OAR 660-012-0060. A copy of the pre-application submittal has been provided to ODOT for their review and comment, and ODOT commented "the proposed zone change to RR 5 on 7.5 acres is off system. It will not significantly generate traffic impacting state highway system." For any further information, contact ODOT Region 3 Senior Planner Micah Horowitz, AICP at 541.774.6331 or [micah.horowitz@odot.state.or.us](mailto:micah.horowitz@odot.state.or.us).

**ROGUE VALLEY TRANSPORTATION DISTRICT (RVTD):** In addressing requirements for adequate transportation facilities, which include provisions for transit, the applicants will need to coordinate transit provisions (i.e. a future bus stop/shelter on Ashland Street) with the Rogue Valley Transit District. A copy of the pre-application submittal has been provided to RVTD for their review and comment. For any further information, contact RVTD Senior Planner Paige Townsend at (541) 608-2429 e-mail [p.townsend@rvtd.org](mailto:p.townsend@rvtd.org).

**TALENT IRRIGATION DISTRICT (TID):** See attached comments. For further information, contact Talent Irrigation District, PO Box 467, 104 West Valley View Road, Talent OR 97540, Phone: 541-535-1529, Fax: 541-535-4108, Email: [tld@talentid.org](mailto:tld@talentid.org), Website: [www.talentid.org](http://www.talentid.org)

.....  
**PROCEDURE:** Type III – Public hearing at the Planning Commission with a recommendation to the City Council followed by a public hearing at the City Council and final decision by the City Council. The final decision must be adopted by Ordinance, which requires two separate readings at City Council meetings.

**APPLICATION MATERIALS:** The application is required to include drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland



Municipal Code. The following section includes the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply. *The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.*

The current land use ordinance is available on-line at: <https://ashland.municipal.codes/LandUse>

#### **Plan Requirements**

- Two (2) copies of the plan submittals required for an Annexation in Chapter 18.5.8.020 "Applicability and Application Submission Requirements"
- Two (2) scalable copies of the plans required for Site Design Review approval as detailed in AMC 18.5.2.040
- Two (2) scalable copies of a Tree Protection and Preservation Plan as required in AMC 18.4.5.030.
- Two (2) scalable copies of all of the above on paper no larger than 11" x 17" in addition to any full-sized copies. NOTE – These 11" x 17" copies are used for the Planning Commission packet and for the notices mailed to neighbors. Please submit clear, reproducible copies.

#### **Approval Criteria**

Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below.

- Two (2) copies of written findings addressing the criteria for Annexation from AMC 18.5.8.050.
- Two (2) copies of written findings addressing the criteria from AMC Chapter 18.5.2.050 for Site Design Review approval, and tree removal

.....  
**APPLICATION DEADLINE:** At least 45 days before the first public hearing at the Planning Commission.

**TREE COMMISSION:** Thursday before Planning Commission, 6:00 p.m.

**PLANNING COMMISSION\*:** Second Tuesday of each month, 7:00 p.m.

**COUNCIL MEETING:** First and Third Tuesday of each month, 7:00 p.m.

#### **FEES:**

|                              |                            |
|------------------------------|----------------------------|
| Annexation (Type III):       | \$5,110.00                 |
| Site Design Review (Type II) | \$2,663.25 + ½ % valuation |

#### **NOTES:**

- Applications are accepted on a first come-first served basis.
- All applications received are reviewed by staff, and must be found to be complete before being scheduled for a Planning Commission meeting.
- Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment.

- *Applications are reviewed for completeness in accordance with ORS 227.178. Annexations, Comprehensive Plan Map Amendment & Zone Changes requests are not subject to the "120-Day Rule" under state law.*

**For further information, please contact:**

Aaron Anderson, Senior Planner

City of Ashland, Department of Community Development

Phone (541) 552-2052 or e-mail [aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)

September 6, 2023

Date

2228 and 2290 E. Main St.

September 6, 2023

Page 13

#### Public Works Conditions of Approval

1. Engineered Plans - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. One set of these civil plans MUST be submitted DIRECTLY to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:

- If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).

- Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.

2. TIA (Transportation Impact Analysis) – No TIA will be required for this project.

3. Street Improvement – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time. The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.

4. Right of Way – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.

5. Sanitary Sewer - The property is currently served by a 12-in sanitary sewer main in E. Main Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.

6. Water - The property is currently served by a 8-in water main in Abbott Avenue. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.

7. Storm Drainage - The property is currently served by a road side ditch along E. Main Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

#### Storm Water Facility Design Requirements

Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

<https://www.rvss.us/stormwater-quality-documents-information>

All stormwater calculations, reports, drawings, etc. shall be submitted to the City of Ashland Engineering Department for review.

8. Erosion & Sediment Control - The following requirements shall be met:

2228 and 2290 E. Main St.

September 6, 2023

Page 14

- All ground disturbances exceeding 1,000 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
  - A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
  - Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
  - Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
  - Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
  - Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
  - Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.
9. Driveway Access – No additional improvements/requirements will be requested at this time, but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
10. Permits – Any construction or closure within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits MUST be obtained
- Jackson County Roads will need to review and approve any improvements in the Jackson County right-of-way. City of Ashland must obtain a copy of any Jackson County approvals and/or permits that are granted before any work in the Jackson County right-of-way begins.
  - A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
11. As-Built - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
12. Addresses – Any new addresses must be assigned by City of Ashland Engineering Department.
13. Sign & Traffic Control Devices– Sign installation and visibility must be maintained to the requirements of the Manual of Uniform Traffic Control Devices (MUTCD). The applicant proposed signage must be reviewed and approved by the City of Ashland Engineering Department.





## Ashland Fire & Rescue Pre-Application Report

### Conditions Descriptions

**Reviewed By:** Sartain, Ralph; Kleinberg Tech, Admin

**Date Completed:** 08/11/2023

**LD File #:** PreApp-2023-00379

**Date Scheduled:**

**Applicant:** Ashland Parks & Recreation Commission

**Site Name:** East Main Street Park

**LD Description:** New 6.52 acre park

**Location:** 2228/2290 East Main Street

### Status

**Approved with Yes  
Conditions Noted  
Below?:**

### Specific Development Requirements for Access & Water Supply

Fire department comments are based upon the 2019 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws:

#### Conditions

##### **Code Set**

##### **Code Reference**

Agency Defined Code

Approved

#### Conditions Descriptions

##### **Code Reference**

##### **Description**

Approved

Approved as submitted with no additional conditions or requirements.

### Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Specific fire protection systems may be required in accordance with the Oregon Fire Code. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only.

Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.

Final determination of fire hydrant distance, fire flow, and fire apparatus access requirements will be based upon plans submitted for Building Permit review. Changes from plans submitted with this application can result in further requirements. Any future construction must meet fire code requirements in effect at that time. The fire department contact for this project is Fire Marshal Ralph Sartain. He may be contacted at (541) 552-2229 or [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us).

If work will be completed during fire season, check fire season fire prevention requirements found at [www.ashland.or.us/fireseason](http://www.ashland.or.us/fireseason).









RENDERING BY TERRAIN LANDSCAPE ARCHITECTURE

PROJECT TEAM

PROPERTY OWNER

Ashland Parks & Recreation Commission  
Leslie Eldridge, Interim Director  
340 S. Pioneer St.  
Ashland, OR 97520  
541.552.2257  
leslie.eldridge@ashland.or.us

LANDSCAPE ARCHITECT / APPLICANT

Terrain Landscape Architecture  
Piper von Chamier, RLA  
310 Oak St. Suite 3  
Ashland, OR 97520  
541.500.4776  
piper@terrainarch.com

CIVIL ENGINEER

POWELL engineering + consulting  
Todd D. Powell, P.E.  
100 E. Main St., Suite O  
Medford, OR 97501  
541.613.0723  
todd@powellengineeringconsulting.com

SURVEYOR

Polaris Land Surveying LLC  
Shawn Kampmann, PLS  
PO Box 459  
Ashland, OR 97520  
541.601.3000  
shawn@polarissurvey.com

TRANSPORTATION ENGINEER

Southern Oregon Transportation Engineering, LLC  
Kimberly Parducci, PE PTOE  
Medford, OR 97504  
541.941.4148  
kim.parducci@gmail.com

LAND USE CONSULTANT

Richard Stevens & Associates, Inc.  
Clark Stevens  
PO Box 4368,  
Medford, OR 97501  
541.773.2646  
clark@rsaoregon.com

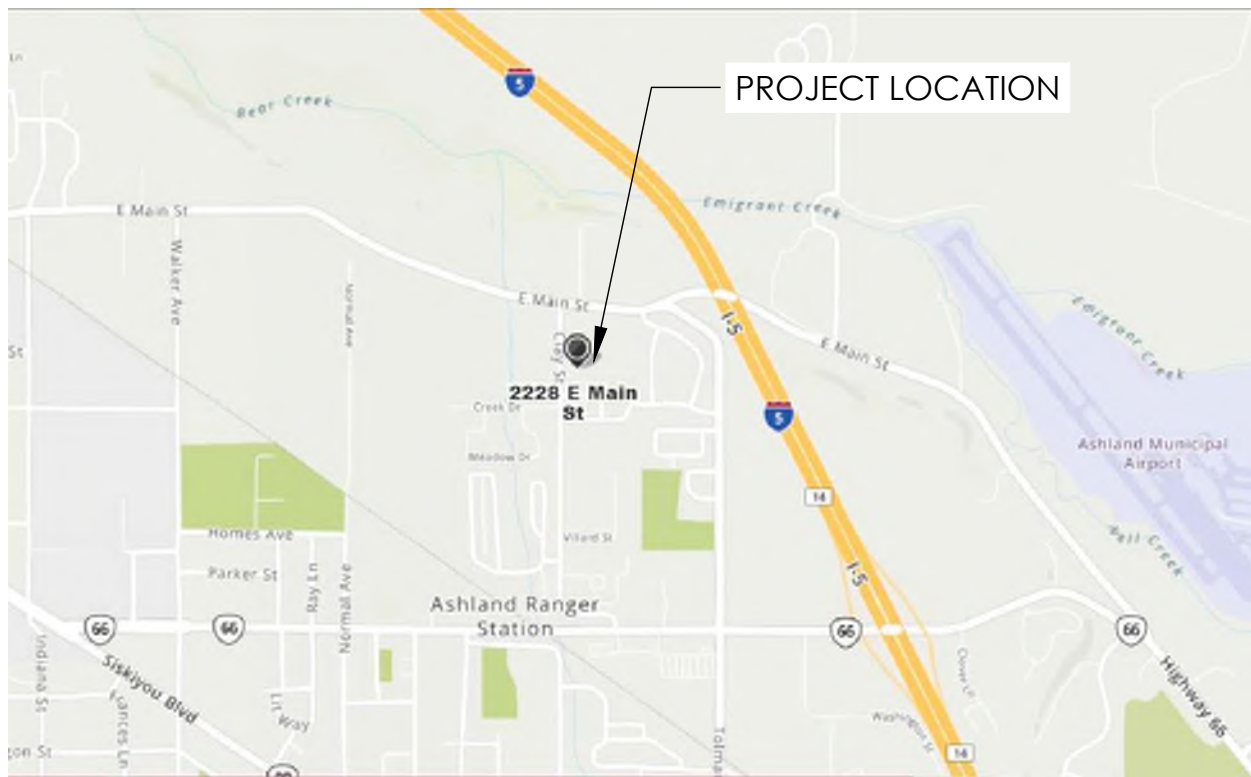
PUMP TRACK DESIGNER

American Ramp Company / Velosolutions  
Blake Robinson, Action Sports Development Specialist  
601 McKinley Ave  
Joplin, MO 64801  
417.206.6816 x 124  
blake@americanrampcompany.com

PROJECT NARRATIVE

East Main Street Park is a park that will be teaming with dogs, dog owners, children of all ages, bike riders of all ages, neighbors, and community gardens. The park offers options for multiple park activities for the entire community to enjoy. Passive verses active recreation sets the tone for each area with common spaces creating boundaries between the different program elements. The park functions for multiple generations and user types and is grounded by the environment through material changes, signage, and sensory cues. Maintenance and longevity of the park is being explored and will continue to be researched throughout the remainder of the design process.

PROJECT LOCATION MAP  
NTS



| PROJECT DATA                  |                                                                                                                                                           |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADDRESS                       | 2228 East Main Street                                                                                                                                     |
| ASSESSORS MAP NO. / TAXLOT(S) | 39 1E 11 CB / 200                                                                                                                                         |
| ACREAGE                       | 6.51 Acres                                                                                                                                                |
| ZONING                        | RR-5, Rural Residential (Jackson County)                                                                                                                  |
| PARKING SPACES                | 28 Total Vehicular Spaces<br>(1 Accessible)<br>(1 Van Accessible)<br>(1 EV Charging)<br>19 Total Bike Spaces<br>(3 Sheltered, including 1 EBike Charging) |

| LOT COVERAGE                                                                                          |              |                               |
|-------------------------------------------------------------------------------------------------------|--------------|-------------------------------|
|                                                                                                       | AREA (SQ FT) | PERCENTAGE OF LOT COVERED (%) |
| STRUCTURES                                                                                            | 2,560        | 0.9%                          |
| STREETS & ROADS                                                                                       | 0            | 0%                            |
| PARKING AREAS / DRIVEWAYS                                                                             | 13,993       | 4.9%                          |
| RECREATION AREAS (PUMP TRACK, SKILLS COURSE PATH, SPORTS COURT, TETHER BALL SURFACE, TURF PLAY MOUND) | 31,670       | 11.1%                         |
| STORMWATER DETENTION AREA                                                                             | 3,710        | 1.3%                          |
| LANDSCAPE AREA (MIN. 45% OF DEVELOPED LOT AREA)                                                       | 163,815      | 57.9%                         |
| TOTAL LOT COVERAGE (MAX. 55% OF SITE AREA)                                                            | 69,560       | 24.5%                         |

| SHEET INDEX |                                                |
|-------------|------------------------------------------------|
| L0.0        | COVER                                          |
| L0.1        | NOTES, SYMBOLS & ABBREVIATIONS                 |
| L0.2        | MATERIALS LEGEND                               |
| L0.3        | MATERIALS LEGEND                               |
| L0.4        | MATERIALS LEGEND                               |
| L0.5        | EXISTING SITE PHOTOS                           |
| L0.6        | TREE DISPOSITION & PROTECTION PLAN             |
| L0.7        | DEMOLITION PLAN                                |
| L1.0        | OVERALL LANDSCAPE SITE PLAN                    |
| L1.1        | MATERIALS PLAN                                 |
| L1.2        | MATERIALS PLAN                                 |
| L1.3        | MATERIALS PLAN                                 |
| L1.4        | MATERIALS PLAN ENLARGEMENT - DOG PARK          |
| L1.5        | MATERIALS PLAN ENLARGEMENT - DOG PARK          |
| L1.6        | MATERIALS PLAN ENLARGEMENT - CENTRAL PLAY AREA |
| L1.7        | MATERIALS PLAN ENLARGEMENT - PUMP TRACK        |
| L2.0        | LAYOUT PLAN                                    |
| L3.0        | PRELIMINARY GRADING PLAN                       |
| L4.0        | PLANT PALETTE                                  |
| L4.1        | PLANTING PLAN                                  |
| L4.2        | PLANTING DETAILS                               |
| L5.0        | IRRIGATION NOTES & LEGENDS                     |
| L5.1        | WATER USE PLAN DIAGRAM                         |
| L5.2        | IRRIGATION DETAILS                             |
| L5.3        | IRRIGATION DETAILS                             |
| L7.0        | LANDSCAPE DETAILS                              |
| L7.1        | LANDSCAPE DETAILS                              |
| L7.2        | LANDSCAPE DETAILS                              |
| L7.3        | LANDSCAPE DETAILS                              |
| L7.4        | LANDSCAPE DETAILS                              |
| L7.5        | LANDSCAPE DETAILS                              |
| L7.6        | LANDSCAPE DETAILS                              |
| L9.0        | MATERIALS BOARD                                |
| L9.1        | CONCEPT RENDERINGS                             |
| L9.2        | PUMP TRACK CONCEPT RENDERINGS                  |
| C1.1        | EXISTING CONDITIONS                            |
| C2.0        | ESCP - COVER SHEET                             |
| C2.1        | ROUGH GRADING & DEMO PHASE                     |
| C2.2        | ESCP - STREET & UTILITY PHASE                  |
| C2.3        | VERTICAL CONSTRUCTION & STABILIZATION          |
| C2.4        | BMP DETAILS                                    |
| C3.0        | CIVIL SITE PLAN                                |
| C4.0        | GRADING & DRAINAGE PLAN                        |
| C5.0        | SITE UTILITY PLAN                              |
| C7.1        | FRONTAGE IMPROVEMENTS                          |

TERRAIN  
LANDSCAPE ARCHITECTURE  
310 Oak Street, Suite 3  
Ashland, Oregon 97520  
541.500.4776  
TERRAINARCH.COM

EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

REVISIONS  
# DATE DESCRIPTION

SITE DESIGN REVIEW

COVER  
L0.0  
PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW



ABBREVIATIONS:

|       |                                               |        |                                          |
|-------|-----------------------------------------------|--------|------------------------------------------|
| ADJ   | ADJACENT                                      | MDL    | MODEL                                    |
| AL    | ALIGN                                         | MECH   | MECHANIC                                 |
| ALT   | ALTERNATE                                     | MFR    | MANUFACTURER                             |
| BLDG  | BUILDING                                      | MIN    | MINIMUM                                  |
| BNB   | BOARD AND BATTEN                              | MISC   | MISCELLANEOUS                            |
| BO    | BOTTOM OF                                     | MTL    | METAL                                    |
| BOS   | BOTTOM OF STRUCTURE                           | NIC    | NOT IN CONTRACT                          |
| BOW   | BOTTOM OF WALL                                | O/     | OVER                                     |
| BS    | BOTTOM STEP                                   | OC     | ON CENTER                                |
| CFCI  | CONTRACTOR FURNISHED,<br>CONTRACTOR INSTALLED | OD     | OUTSIDE DIAMETER                         |
| CIVIL | CIVIL ENGINEER                                | OFCI   | OWNER FURNISHED, CONTRACTOR<br>INSTALLED |
| CJ    | CONTROL JOINT                                 | OFOI   | OWNER FURNISHED, OWNER<br>INSTALLED      |
| CL    | CENTERLINE                                    | OPNG   | OPENING                                  |
| CLR   | CLEAR                                         | OVHG   | OVERHANG                                 |
| CMU   | CONCRETE MASONRY UNIT                         | PT     | PAINT(ED)                                |
| COL   | COLUMN                                        | PTW    | PRESSURE TREATED WOOD                    |
| CONC  | CONCRETE                                      | PWD    | PLYWOOD                                  |
| CONT  | CONTINUOUS                                    | RECT   | RECTANGULAR                              |
| CTSK  | COUNTERSUNK                                   | REINF  | REINFORCED                               |
| DBL   | DOUBLE                                        | RO     | ROUGH OPENING                            |
| DIA   | DIAMETER                                      | SD     | STORM DRAIN                              |
| DIM   | DIMENSIONS                                    | SF     | SQUARE FEET                              |
| DWG   | DRAWING                                       | SIM    | SIMILAR                                  |
| EJ    | EXPANSION JOINT                               | SPECS  | SPECIFICATIONS                           |
| EA    | EACH                                          | SQ     | SQUARE                                   |
| EQ    | EQUAL(LY)                                     | SS     | SANITARY SEWER                           |
| EXG   | EXISTING                                      | SSTL   | STAINLESS STEEL                          |
| EXT   | EXTERIOR                                      | STL    | STEEL                                    |
| FF    | FINISH FLOOR / FINISH FACE                    | STRUCT | STRUCTURAL/STRUCTURE                     |
| FG    | FINISH GRADE                                  | SW     | STORMWATER                               |
| FIN   | FINISH(ED)                                    | TNG    | TONGUE AND GROOVE                        |
| FOW   | FACE OF WALL                                  | TO     | TOP OF                                   |
| GS    | GALVANIZED STEEL                              | TOW    | TOP OF WALL                              |
| GA    | GAUGE                                         | TS     | TOP STEP                                 |
| GALV  | GALVANIZED                                    | TYP    | TYPICAL                                  |
| HDR   | HEADER                                        | UNO    | UNLESS NOTED OTHERWISE                   |
| HDWD  | HARDWOOD                                      | UTIL   | UTILITY                                  |
| HGT   | HEIGHT                                        | VERT   | VERTICAL                                 |
| HORIZ | HORIZONTAL                                    | VIF    | VERIFY IN FIELD                          |
| INT   | INTERIOR                                      | W/     | WITH                                     |
| IR    | INSIDE RADIUS                                 | WD     | WOOD                                     |
| JST   | JOIST                                         | WP     | WATERPROOF                               |
| JTS   | JOINTS                                        | WWM    | WELDED WIRE MESH                         |
| MAX   | MAXIMUM                                       |        |                                          |

PLANTING NOTES:

- ALL PLANT GROUPS ARE DESIGNED FOR LOW TO MODERATE WATER USE, AND LAID OUT BY WATER ZONES DEPENDING ON WATER NEEDS. ALL PLANTING IS WATERED BY DRIP, BUBBLERS OR SUB-SURFACE IRRIGATION.
- PLANT MATERIAL LOCATIONS SHOWN ARE DIAGRAMMATIC AND MAY BE SUBJECT TO CHANGE IN THE FIELD BY THE LANDSCAPE ARCHITECT. PLANT LOCATIONS ARE TO BE ADJUSTED IN THE FIELD AS NECESSARY TO SCREEN UTILITIES BUT NOT TO BLOCK WINDOWS, SIGNS, NOR IMPEDE ACCESS.
- TREE PLANTING AND INSTALLATION WITHIN RIGHT OF WAY IS SUBJECT TO CITY OF ASHLAND / JACKSON COUNTY CODES AND STANDARDS.
- INSTALL STREET TREES WITH ROOT BARRIERS AS REQUIRED BY THE CITY OF ASHLAND.
- TREES ARE MEANT TO ALIGN WITH EACH OTHER UNLESS INDICATED OTHERWISE.
- TREES NEED TO BE STAKED IN LOCATION AND APPROVED BY LANDSCAPE ARCHITECT BEFORE PLANTING. TREES AT BUILDING FACADE ARE NOT TO BLOCK WINDOWS AND MAY BE ADJUSTED IN THE FIELD.
- ALL GROUNDCOVER PLANTING AREAS ARE EXPECTED TO UNIFORMLY COVER THE PLANTING AREA IN TWO (2) YEARS. ALL SHRUB PLANTING AREAS ARE EXPECTED TO UNIFORMLY COVER THE PLANTING AREA IN FIVE (5) YEARS.
- FINISH GRADE OF ALL SHRUB AREAS ON SITE SHALL BE 1-1/2 INCHES BELOW ADJACENT PAVING OR HEADER.
- ALL NEW PLANTING AREA SHALL HAVE A MINIMUM OF 3" DEPTH LAYER OF ORGANIC MULCH APPLIED. STABILIZING MULCH PRODUCTS SHALL BE APPLIED TO SLOPES OF 3 TO 1 OR GREATER.
- A SOIL ANALYSIS SHOULD BE PERFORMED DETERMINING THE SOIL TEXTURE, ORGANIC MATTER, ESSENTIAL NUTRIENTS, SOIL INFILTRATION RATE, MEASURE OF PH AND TOTAL SOLUBLE SALTS. ALL AMENDMENT RECOMMENDATIONS SHALL BE ORGANIC AND NON-SYNTHETIC AND BASED ON RECYCLED WATER USE. TOP SOIL SHALL BE STOCKPILED ON SITE AS SPACE ALLOWS, SEE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
- PLANT MATERIAL LOCATED WITHIN VEHICULAR SIGHT TRIANGLES SHALL BE LESS THAN 3 FEET ABOVE GRADE. TREE CANOPY SHALL BE MAINTAINED AT 6 FEET ABOVE GRADE. SEE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
- SEE CIVIL DRAWINGS FOR STREETScape, STORMWATER AND GRADING INFORMATION.

WATER USE/IRRIGATION NOTES:

- ALL PLANT GROUPS ARE LAID OUT BY WATER ZONES DEPENDING ON WATER NEEDS. ALL PLANTING IS WATERED BY DRIP, BUBBLERS OR SUB-SURFACE IRRIGATION. TIE TO EXISTING IRRIGATION CONTROL SYSTEM. CONNECT TO WEATHER BASED CONTROLLER AND BACKFLOW PREVENTOR. COORDINATE WITH CLIENT REPRESENTATIVE.
- ALLOW ONE VALVE MINIMUM PER HYDRO ZONE IN EACH PLANTER. THERE ARE ??? TYPES OF WATER ZONE GROUPINGS FOR THIS WORK.
- ALLOW ONE OVERFLOW DRAIN AND DRAIN PER PLANTER. COORDINATE WITH PLUMBER AND ASSOCIATED TRADES.
- CONTROLLER SYSTEM TO BE WEATHERTRAK OR EQUAL WITH RAIN SENSOR. SUPPLY 2-YEAR SUBSCRIPTION. LOCATION TO BE DETERMINED.
- USE NETAFIM PRESSURE COMPENSATING DRIP LINES WITH EMITTERS AT 12" O.C. AND 0.9 GPH FOR IRRIGATION OR APPROVED EQUAL. ALL IRRIGATION LINES AND HEADS SHALL BE INSTALLED PER MANUFACTURER SPECIFICATIONS ENSURING EQUIPMENT & INSTALLATION MEETS OR EXCEEDS STATE CODES.
- IRRIGATION LINES UNDER PAVING SHALL BE PLACED IN A SLEEVE THAT IS AT LEAST 2 SIZES LARGER THAN PIPE.
- CONTRACTOR TO VERIFY PRESSURE ON SITE BEFORE BEGINNING ANY IRRIGATION WORK.
- ALL THREADED JOINTS SHALL BE COATED WITH TEFLON TAPE.
- CONDUCT PRESSURE TEST OF SYSTEM.

GENERAL NOTES:

- DESIGN SHALL MEET ALL APPLICABLE STATE AND LOCAL CODES.
- SEE CIVIL PLANS FOR GRADES, STORMWATER MANAGEMENT, AND ADA PATH OF TRAVEL.
- PROVIDE WRITTEN NOTIFICATION OF ALL DISCREPANCIES BETWEEN EXISTING AND PROPOSED SITE IMPROVEMENTS.
- VERIFY EXISTING SITE INFORMATION, INCLUDING GRADES, UTILITIES, PROPERTY LINES, SETBACKS, EASEMENTS, LIMITS OF ROADWAYS, CURBS AND GUTTERS.
- ALL MATERIALS, FINISHES, MANUFACTURED ITEMS AND EQUIPMENT SHALL BE INSTALLED IN FULL ACCORDANCE WITH THE SUPPLIER'S OR MANUFACTURER'S WRITTEN RECOMMENDATIONS OR THESE DOCUMENTS, WHICHEVER IS MOST STRINGENT.
- PROVIDE CONSTRUCTION BARRIERS AS REQUIRED. PROTECT ADJACENT PROPERTY.
- INFORMATION ON THE DRAWINGS RELATIVE TO EXISTING CONDITIONS IS APPROXIMATE ONLY. DRAWINGS ARE GENERALLY DIAGRAMMATIC AND INDICATIVE OF THE WORK TO BE INSTALLED. BEFORE PROCEEDING WITH ANY WORK, THE CONTRACTOR SHALL CHECK AND VERIFY ALL EXISTING CONDITIONS AND INFORM THE LANDSCAPE ARCHITECT OF ANY DISCREPANCY BETWEEN THE DRAWINGS AND ACTUAL CONDITIONS. THE CONTRACTOR SHALL EXERCISE CARE IN EXCAVATING AND WORKING NEAR EXISTING UTILITIES AND STRUCTURES.
- ALL DRAIN LINES, IRRIGATION SUPPLY LINES, CONDUIT, SLEEVES, POWER AND WATER SERVICE POINTS SHALL BE IN PLACE PRIOR TO INSTALLATION OF SITE LANDSCAPE CONSTRUCTION.
- CONTRACTOR SHALL COORDINATE WALL AND CURB PENETRATIONS FOR INSTALLATION OF WATERPROOFING, SLEEVES CONDUIT AND ANCHOR BOLTS.
- SEE ARCHITECTURAL DRAWINGS FOR WATERPROOFING.
- SEE ELECTRICAL (MEP) PLANS FOR ELECTRICAL INFORMATION.
- SEE PLUMBING (MEP) PLANS FOR DRAIN INFORMATION.
- SEE STRUCTURAL DRAWING (SSD) FOR STRUCTURAL INFORMATION.
- SCALE APPLIES TO FULL-SIZED DRAWINGS ONLY. DO NOT SCALE FROM REDUCED DRAWINGS.

LAYOUT NOTES:

- WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS, GRADES AND CONDITIONS PRIOR TO COMMENCING WORK AND SHALL NOTIFY OWNER'S REPRESENTATIVE OF DISCREPANCIES.
- WHERE 'VERIFY' OR 'FIELD VERIFY' IS USED IN CONJUNCTION WITH A DIMENSION, THE CONTRACTOR SHALL VERIFY THE MEASUREMENT PRIOR TO BEGINNING THE WORK. IMMEDIATELY BRING DISCREPANCIES TO THE ATTENTION OF THE OWNER'S REPRESENTATIVE.
- DIMENSIONS ARE TAKEN FROM FACE OF BUILDING. COLUMN GRID LINE, BACK OF CURB OR WALL UNLESS OTHERWISE NOTED.
- ALL CURVES SHALL BE SMOOTH AND CONTINUOUS WITH NO ABRUPT CHANGES IN DIRECTION.
- CONTRACTOR TO VERIFY EXISTING FINISH GRADES WHERE PLANTER WALLS ARE LOCATED. FINAL GRADES MAY BE DIFFERENT THAN DESIGN GRADES SHOWN. SEE CIVIL DRAWINGS FOR GRADING INFORMATION. CONTRACTOR TO BRING ANY GRADE DISCREPANCIES TO THE ATTENTION OF THE LANDSCAPE ARCHITECT AND/OR CIVIL ENGINEER FOR REVIEW, AS IT AFFECTS WALL HEIGHTS.
- CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE ON ALL PAVED SURFACES AND ENSURE THAT NO PONDING OF WATER OCCURS.
- ALL UTILITY HATCHES, COVERS AND BOXES SHALL RESIDE IN PLANTING AREAS OR PAVING AREAS, NOT IN BOTH. ALIGN HATCHES AND CENTER UTILITIES IN PAVING SCORE PATTERNS.



TERRAIN  
LANDSCAPE ARCHITECTURE  
310 Oak Street, Suite 3  
Ashland, Oregon 97520  
541.500.4776  
TERRAINARCH.COM

EAST MAIN STREET PARK

2228 EAST MAIN STREET

ASHLAND, OREGON 97520

REVISIONS

#    DATE    DESCRIPTION

SITE DESIGN

REVIEW

NOTES, SYMBOLS & ABBREVIATIONS

L0.1

PROJECT NO. 2102

03/06/24

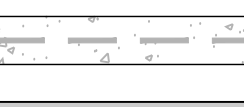
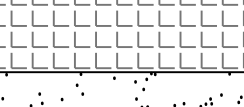
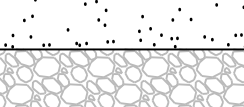
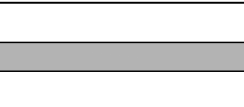
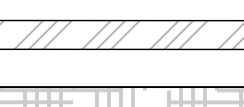
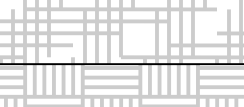
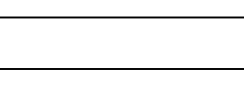
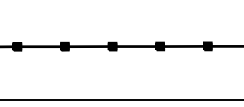
TEAM: Pvc, CG, EG, ZW

Page 244 of 377

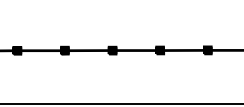
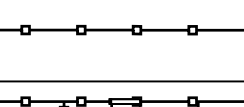
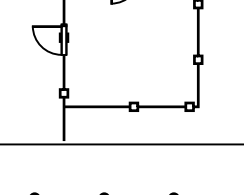
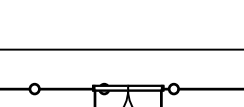
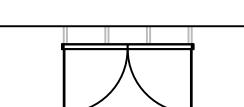
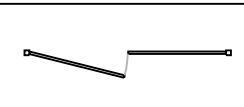
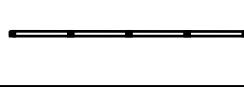
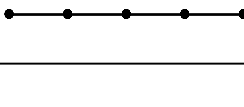
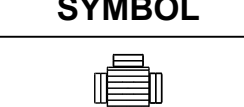


MATERIALS LEGEND

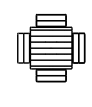
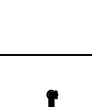
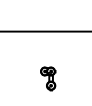
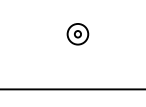
PAVING + EDGING

| CALLOUT | SYMBOL                                                                            | DESCRIPTION                      | DETAIL       | MANUFACTURER                                                              | PRODUCT                                                                     | MATERIAL / COLOR / FINISH                                                   | SIZE               | QTY.      | NOTES                                                                                                                          |
|---------|-----------------------------------------------------------------------------------|----------------------------------|--------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------|
| PV-1    |  | CONCRETE PAVING                  | 1/L7.0       | POURED IN PLACE, DAYTON OR EQUAL                                          | POURED IN PLACE CONCRETE                                                    | CONCRETE / NATURAL GRAY / TOPCAST 05 FINISH                                 | 4" THICK           | 12,413 SF | NOTE: R.O.W. IMPROVEMENTS NOT INCLUDED IN QTY.                                                                                 |
| PV-2    |  | CONCRETE PAVING W/ PLAY STRIPING | 2/L7.0       | POURED IN PLACE, DAYTON OR EQUAL WITH BRITTANIA PLAYGROUND PAINT OR EQUAL | POURED IN PLACE CONCRETE / PLAYGROUND PAINT                                 | CONCRETE / NATURAL GRAY / TOPCAST 05 FINISH / NON-TOXIC PAINT STRIPING      | 4" THICK           | 1,352 SF  |                                                                                                                                |
| PV-3    |  | ASPHALT PAVING                   | 3/L7.0       | BY CONTRACTOR                                                             | ASPHALT PAVING                                                              | ASPHALT                                                                     | 3" THICK           | 11,685 SF |                                                                                                                                |
| PV-4    |  | PERMEABLE PAVER                  | 4/L7.0       | BELGARD OR EQUAL                                                          | SF RIMA                                                                     | CONCRETE / COLOR TBD                                                        | 8 X 8 X 80MM THICK | 4,920 SF  | PAVERS TO BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS FOR PERMEABLE PAVING                                                 |
| PV-5    |  | DECOMPOSED GRANITE (DG) PAVING   | 5/L7.0       | HILTON FUEL SUPPLY                                                        | STABILIZED DECOMPOSED GRANITE                                               | DECOMPOSED GRANITE / GOLD COLOR / ORGANIC STABILIZER                        | 3" THICK           | 13,937 SF |                                                                                                                                |
| PV-6    |  | VEHICULAR GRAVEL PAVING          | 6/L7.0       | HILTON FUEL SUPPLY                                                        | CLASS II BASE ROCK, COMPACTED                                               | CLASS II                                                                    | 3" THICK           | 3,375 SF  | PROVIDE WHEEL STOPS AT COMMUNITY GARDEN LOADING AREA                                                                           |
| PV-7    |  | SYNTHETIC TURF                   | 7/L7.0       | FOREVERLAWN PLAYGROUND GRASS & US GREENTECH ENVIROFILL                    | PLAY ULTRA W/ 1" SAFETY FOAM PAD / ENVIROFILL 12-20 NON-TOXIC SILICA INFILL | POLYETHYLENE & NYLON / OLIVE GREEN, TURF GREEN, TAN / SILICA INFILL / GREEN | 1 1/2" H           | 2,574 SF  | PLAYGROUNDGRASS.COM; CONTACT LEN FRANSEN, ROSS RECREATION EQUIP., 503.407-4890 <LENF@ROSSREC.COM> ANTI-STATIC & ANTI-MICROBIAL |
| PV-8    |  | PUMP TRACK SURFACING             | -            | BY OTHERS                                                                 | BY OTHERS                                                                   | BY OTHERS                                                                   | N/A                | -         | BY VELOSOLUTIONS                                                                                                               |
| PV-9    |  | SKILLS COURSE SURFACING          | -            | BY OTHERS - DESIGN / BUILD BY TRAIL BUILDER & MOUNTAIN BIKE COMMUNITY     | COMPACTED DIRT TRACK, BY OTHERS                                             | BY OTHERS                                                                   | N/A                | -         | SKILLS COURSE WILL BE A DESIGN-BUILD PROJECT                                                                                   |
| PV-10   |  | PLAYGROUND BARK                  | 8/L7.0       | HILTON FUEL SUPPLY                                                        | CERTIFIED PLAYGROUND CHIPS                                                  | ENGINEERED WOOD FIBER                                                       | SEE DETAIL         | 3,236 SF  | AVAILABLE AT HILTON FUEL, (541) 664-3374                                                                                       |
| PV-11   |  | BARK MULCH                       | 8/L7.0       | HILTON FUEL SUPPLY                                                        | BARK MULCH                                                                  | WALK ON BARK                                                                | SEE DETAIL         | 2,161 SF  | AVAILABLE AT HILTON FUEL, (541) 664-3374                                                                                       |
| E-1     |  | METAL EDGING                     | 9/L7.0       | PERMALOC OR EQUAL                                                         | ASPHALTEDGE OR SIMILAR                                                      | ALUMINUM / BLACK / DURAFLEX                                                 | 3" X 3"            | 240 LF    | HTTPS://PERMALOC.COM/EDGING/ASPHALTEDGE/                                                                                       |
| E-2     |  | ROLL-TOP METAL EDGING            | 9/L7.0 (SIM) | PERMALOC OR EQUAL                                                         | CLEANLINE XL OR SIMILAR                                                     | ALUMINUM / BLACK / DURAFLEX                                                 | 6" X 1/8"          | TBD       | HTTPS://PERMALOC.COM/EDGING/CLEANLINE-XL/                                                                                      |

FENCES + GATES + WALLS

| CALLOUT | SYMBOL                                                                              | DESCRIPTION                                      | DETAIL | MANUFACTURER  | PRODUCT                               | MATERIAL / COLOR / FINISH                                                | SIZE                        | QTY.    | NOTES                                                                                                                              |
|---------|-------------------------------------------------------------------------------------|--------------------------------------------------|--------|---------------|---------------------------------------|--------------------------------------------------------------------------|-----------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------|
| F-1     |    | OPEN NEIGHBOR FENCE                              | 1/L7.1 | BY CONTRACTOR | CUSTOM SPLIT RAIL WOOD FENCE          | CEDAR / SPLIT                                                            | 5'-6" H                     | 470 LF  | TYPICAL AT BOUNDARY WITH 2290 E MAIN ST ONLY                                                                                       |
| F-2     |   | DOG PARK FENCE                                   | 2/L7.1 | TBD           | 6 FT COATED CHAIN LINK FENCE          | CHAIN LINK / BLACK / VINYL COATED STEEL POST & RAIL / BLACK / POWDERCOAT | 6' H                        | 1020 LF | INSTALL ON CONCRETE MOW BAND / FLUSH CURB                                                                                          |
| F-3     |  | DOG PARK GATES                                   | 3/L7.1 | TBD           | 6 FT COATED CHAIN LINK GATE           | CHAIN LINK / BLACK / VINYL COATED STEEL FRAME / BLACK / POWDERCOAT       | 6' H                        | 5       | CONTRACTOR TO CONFIRM THE REQUIRED GATE WIDTH W/ PARKS DEPARTMENT                                                                  |
| F-4     |  | COMMUNITY GARDEN FENCE - NON-STREET FACING SIDES | 5/L7.1 | BY CONTRACTOR | 8 FT WIRE MESH DEER FENCE             | PT WOOD POSTS / WELDED WIRE MESH / GALVANIZED                            | 2" X 4" GRID / 8' H         | 448 LF  | FENCE IS INTENDED TO KEEP DEER OUT OF GARDEN. FENCE SHALL BE HIGHER THAN 8' WHERE ADJACENT GRADE SLOPES STEEPLY DOWN TOWARD GARDEN |
| F-5     |  | COMMUNITY GARDEN GATE                            | 6/L7.1 | BY CONTRACTOR | 8 FT WIRE MESH GATE                   | TUBE STEEL FRAME / WELDED WIRE MESH FILL / GALVANIZED                    | 2" X 4" GRID / 8' H         | 3       | ONE DOUBLE LEAF GATE FOR MAIN ENTRY, ONE SINGLE LEAF GATE FOR SIDE ENTRY                                                           |
| F-6     |  | GARDEN MATERIALS ACCESS GATES                    | 6/L7.1 | BY CONTRACTOR | ACCESS GATES / PANELS FOR MAINTENANCE | TUBE STEEL FRAME / WELDED WIRE MESH FILL / GALVANIZED                    | 2" X 4" GRID / 8' H         | 2       | LARGE, DOUBLE LEAF GATE FOR PARKS MAINTENANCE STAFF TO ACCESS MATERIALS STORAGE AREA                                               |
| F-7     |  | VEHICLE GATE AT GARDEN LOADING AREA              | 7/L7.1 | TBD           | BARRIER SWING ARM VEHICULAR GATE      | STEEL / COLOR TBD / POWDERCOAT                                           | DOUBLE LEAF ±20' TOTAL SPAN | 1       |                                                                                                                                    |
| F-8     |  | PLAY AREA FENCE                                  | 4/L7.1 | BY CONTRACTOR | CUSTOM WOOD SPLIT RAIL FENCE          | CEDAR / SPLIT                                                            | 4' H                        | 138 LF  | TYPICAL AT PLAY AREA ONLY                                                                                                          |
| F-9     |  | COMMUNITY GARDEN FENCE - STREET FACING SIDE      | 5/L7.1 | BY CONTRACTOR | 8 FT COATED CHAIN LINK DEER FENCE     | CHAIN LINK / BLACK / VINYL COATED STEEL POST & RAIL / BLACK / POWDERCOAT | 8' H                        | 126 LF  | TYPICAL AT STREET-FACING SIDE ONLY; 8 FT HEIGHT MEASURED FROM FINISH GRADE INSIDE GARDEN                                           |
| F-10    |  | SOLID NEIGHBOR FENCE                             | 9/L7.1 | BY CONTRACTOR | CUSTOM SOLID WOOD FENCE               | CEDAR BOARDS / PT POSTS                                                  | 6' H                        |         | TYPICAL AT BOUNDARY WITH EAST AND WEST NEIGHBORS                                                                                   |

SITE FURNITURE + AMENITIES

| CALLOUT | SYMBOL                                                                              | DESCRIPTION                   | DETAIL | MANUFACTURER                   | PRODUCT                                                     | MATERIAL / COLOR / FINISH                           | SIZE                          | QTY. | NOTES                                                                                                                              |
|---------|-------------------------------------------------------------------------------------|-------------------------------|--------|--------------------------------|-------------------------------------------------------------|-----------------------------------------------------|-------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------|
| A-1     |  | PICNIC TABLE                  | 1/L7.2 | TIMBERFORM                     | PARKWAY COLLECTION - MODEL NO 2056-8484 ADA MODEL: 2057-ADA | WOOD TOP / STEEL FRAME / COLOR BLACK / POWDERCOAT   | 6'-11" X 6'-11"               | 10   | SEAT QUANTITIES WILL VARY - NUMBER OF ACCESSIBLE TABLES TO BE REVIEWED WITH PARKS DEPT. CONTACT <HQ@TIMBERFORM.COM> (503) 223-1157 |
| A-2     |  | BENCH                         | 2/L7.2 | TIMBERFORM                     | GREENWAY COLLECTION - MODEL NO 2141-6                       | WOOD SLATS / STEEL FRAME / COLOR BLACK / POWDERCOAT | 5'-10" X 1'-8"                | 23   | CONTACT <HQ@TIMBERFORM.COM> (503) 223-1157                                                                                         |
| A-3     |  | BIKE RACK A                   | 3/L7.2 | DERO BY PLAYFORM               | ARC BIKE RACK                                               | STEEL / COLOR TBD / POWDERCOAT                      | 40" X 2" X 35" H              | 5    |                                                                                                                                    |
| A-4     |  | BIKE RACK B                   | 3/L7.2 | DERO BY PLAYFORM               | CUSTOM SHAPED BIKE RACKS                                    | STEEL / COLOR TBD / POWDERCOAT                      | APPROX 48" X 2" X 35" H       | 4    | NUMBER AND LOCATION OF CUSTOM RACKS TO BE REVIEWED WITH PARKS DEPT.                                                                |
| A-5     |  | BIKE REPAIR STATION           | 3/L7.5 | DERO OR EQUAL                  | FIX IT WITH AIR KIT PRIME                                   | STEEL / COLOR TBD / POWDERCOAT                      | 12.75" X 20" X 59" H          | 1    | ATTACH AIR KIT PRIME TO FIXIT; MINIMUM FOOTPRINT FOR USE: 45" X 90" W/ 36" AISLE                                                   |
| A-6     |  | DRINKING FOUNTAIN W/ DOG BOWL | 4/L7.2 | MOST DEPENDABLE FOUNTAINS      | MULTI-LEVEL ADA FOUNTAIN W/ PET BOWL                        | STEEL / COLOR TBD / POWDERCOAT                      | 40" TALL X 36" WIDE           | 1    | CONTRACTOR TO COORDINATE WATER SUPPLY AND SANITARY SEWER CONNECTION                                                                |
| A-7     |  | BOULDER PLAY MOUND            | 6/L7.2 | HILTON LANDSCAPE SUPPLY        | GRANITE BOULDERS                                            | GRANITE / SALT & PEPPER / MORTARED IN PLACE         | MOUND APPROX. 15' X 7' X 5' H | 1    | BOULDERS TO BE SELECTED AND PLACED WITH LANDSCAPE ARCHITECT                                                                        |
| A-8     |  | TRASH RECEPTACLE              | 5/L7.2 | WABASH VALLEY SITE FURNISHINGS | CLASSIC 32 GAL W/ STEEL SLATS MODEL LR300R                  | STEEL / BLACK / PLASTISOL                           | 32 GALLON                     | 4    | HTTPS://WWW.WABASHVALLEY.COM/PRODUCT/PLASTISOL-COATED-OUTDOOR-TRASH-RECEPTACLES-CLASSIC-COLLECTION/                                |
| A-9     |  | TETHER BALL                   | 3/L7.4 | PLAYCRAFT SYSTEMS              | TETHER BALL POLE MODEL 3449-360                             | STEEL POLE / GALVANIZED                             | 2.5" X 10' H POLE             | 1    | EMBED POLE 24" MIN, PROVIDE 20' Ø CLEAR PLAY AREA.                                                                                 |



TERRAIN  
LANDSCAPE ARCHITECTURE  
310 Oak Street, Suite 3  
Ashland, Oregon 97520  
541.500.4776  
TERRAINARCH.COM

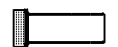
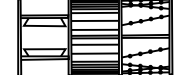
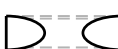
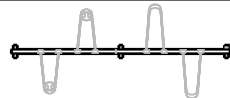
EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

REVISIONS  
#    DATE    DESCRIPTION

SITE DESIGN  
REVIEW

MATERIALS LEGEND  
  
L0.2  
PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW



| SITE FURNITURE + AMENITIES (CONTINUED) |                                                                                     |                         |        |                          |                                                            |                                                                         |                                                |             |                                                                                                         |
|----------------------------------------|-------------------------------------------------------------------------------------|-------------------------|--------|--------------------------|------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------|
| CALLOUT                                | SYMBOL                                                                              | DESCRIPTION             | DETAIL | MANUFACTURER             | PRODUCT                                                    | MATERIAL / COLOR / FINISH                                               | SIZE                                           | QTY.        | NOTES                                                                                                   |
| A-10                                   |    | PARK ENTRY SIGN         | 1/L7.7 | CUSTOM                   | CUSTOM WOOD SIGN                                           | WOOD / PAINTED                                                          | TBD                                            | 2           | 15 SQ FT MAX. SIZE / 5 FT MAX HEIGHT PER LAND USE ORDINANCE; ONE SIGN EACH AT E. MAIN ST AND ABBOTT AVE |
| A-11                                   |    | DOG SPRAY FIRE HYDRANT  | 7/L7.2 | DOG-ON-IT-PARKS OR EQUAL | 7280 TOP SPRAY HYDRANT                                     | RED                                                                     | 2'8 X 1'3 X 1'3                                | 2           | HTTPS://WWW.DOG-ON-IT-PARKS.COM/                                                                        |
| A-12                                   |    | DOG BALANCE LOG         | 8/L7.2 | DOG-ON-IT-PARKS OR EQUAL | N7103 DOG LEG WALK                                         | CONCRETE                                                                | 48" X 16" X 12"                                | 4           | HTTPS://WWW.DOG-ON-IT-PARKS.COM/                                                                        |
| A-13                                   |    | DOG TUNNEL              | 9/L7.2 | DOG-ON-IT-PARKS OR EQUAL | N7101 TERRIER TUNNEL                                       | STEEL AND FIBERGLASS                                                    | 36" X 24" X 24"                                | 2           | HTTPS://WWW.DOG-ON-IT-PARKS.COM/                                                                        |
| A-14                                   |    | DOG HILL CLIMB          | 1/L7.3 | DOG-ON-IT-PARKS OR EQUAL | R7601 ECO A-FRAME LARGE                                    | ALUMINUM                                                                | 168" X 38" X 36" H                             | 2           | HTTPS://WWW.DOG-ON-IT-PARKS.COM/                                                                        |
| A-15                                   |    | DOG PARK WASTE STATION  | 2/L7.3 | WOOF WASTE STATION       | PER PARKS DEPT. STANDARD                                   | N/A                                                                     | N/A                                            | 2           | CONTACT ASHLAND PARKS FOR PRICING & INSTALLATION INFORMATION                                            |
| A-16                                   |    | DOG PARK BOULDERS       | 3/L7.3 | HILTON LANDSCAPE SUPPLY  | GRANITE BOULDERS                                           | GRANITE / SALT & PEPPER                                                 | 24"-48"                                        | 6           | AVAILABLE AT HILTON LANDSCAPE SUPPLY, (541) 664-3374                                                    |
| A-17                                   |    | DOG HOUSE               | 4/L7.3 | GYMS FOR DOGS OR EQUAL   | TUNNEL HOUSE, LARGE                                        | RECYCLED MATERIALS                                                      | 54" X 46" X 46" H                              | 1           | HTTPS://WWW.GYMSFORDOGS.COM/DOG-PARK/TUNNEL-HOUSE-LX/                                                   |
| A-18                                   |    | DOG WALK RAMP           | 5/L7.3 | DOG-ON-IT-PARKS OR EQUAL | CC5402 WHIPPET WALK                                        | ALUMINUM                                                                | 159" X 15.5" X 25" H                           | 2           |                                                                                                         |
| A-19                                   |    | LOG SCRAMBLE            | 6/L7.3 | TIMBERFORM               | MODEL NO 4500-305-W1                                       | WOOD / NON-TOXIC PRESERVATIVE                                           | 8'-11" X 16'                                   | 1           | CONTACT <HQ@TIMBERFORM.COM> (503) 223-1157                                                              |
| A-20                                   |    | EMBANKMENT SLIDE        | 7/L7.3 | TIMBERFORM               | WIDE EMBANKMENT SLIDE W/ RAISED PLATFORM MODEL 1643-41-EMB | STEEL / EVERGREEN / POWDERCOAT                                          | 3' X 9'-6" X 4' H AT PLATFORM                  | 1           | SLIDE PLATFORM IS 12" ABOVE FINISH GRADE FOR ACCESSIBLE TRANSFER. CONTACT <HQ@TIMBERFORM.COM>           |
| A-21                                   |    | EMBANKMENT LOG LADDER   | 8/L7.3 | TIMBERFORM               | TIMBERCRAFT EMBANKMENT LOG LADDER MODEL 1673-EMB           | WOOD / NON-TOXIC PRESERVATIVE                                           | APPROX 6' X 8'                                 | 1           | CONTACT <HQ@TIMBERFORM.COM> (503) 223-1157                                                              |
| A-22                                   |    | EMBANKMENT STEPPERS     | 9/L7.3 | TIMBERFORM               | TIMBERCRAFT EMBANKMENT STEPPERS MODEL 1501-5-EMB           | WOOD / NON-TOXIC PRESERVATIVE                                           | 12" - 18" Ø X HT VARIES                        | 5           | CONTACT <HQ@TIMBERFORM.COM> (503) 223-1157                                                              |
| A-23                                   |    | BALANCE LOG             | 1/L7.4 | TIMBERFORM               | CLASSIC TIMBERFORM BALANCE LOG MODEL TBD                   | LATHE-TURNED WOOD / NON-TOXIC PRESERVATIVE                              | 11" Ø X 9' LONG                                | 1           | CONTACT <HQ@TIMBERFORM.COM> (503) 223-1157                                                              |
| A-24                                   |    | LINEAR TUNNEL CLIMBER   | 2/L7.4 | TIMBERFORM               | CLASSIC TIMBERFORM MODEL 4500-603-TF                       | WOOD / NON-TOXIC PRESERVATIVE                                           | 16'-1" X 8' X 7'-2 1/4" H                      | 1           | CONTACT <HQ@TIMBERFORM.COM> (503) 223-1157                                                              |
| A-25                                   |    | PLAY AREA EDGE BOULDERS | 3/L7.3 | HILTON LANDSCAPE SUPPLY  | GRANITE BOULDERS                                           | GRANITE / SALT & PEPPER                                                 | APPROX 24"-48"                                 | 25+         | CONTACT HILTON LANDSCAPE SUPPLY (541) 664-3374. BOULDERS WILL BE SELECTED BY LANDSCAPE ARCHITECT.       |
| A-26                                   |    | FULL ROUND STEPPERS     | 6/L7.3 | TIMBERFORM               | TIMBERCRAFT FULL ROUND STEPPERS MODEL 1501                 | WOOD / NON-TOXIC PRESERVATIVE                                           | 16" Ø X 6" H<br>16" Ø X 12" H<br>16" Ø X 18" H | 16<br>TOTAL |                                                                                                         |
| A-27                                   |  | HILLSIDE TUNNEL         | 4/L7.4 | QCP OR EQUAL             | CUSTOM PREFAB CONCRETE TUNNEL                              | CONCRETE / NATURAL GRAY / SANDSTONE FINISH                              | 3' X 12' X 3' H                                | 1           |                                                                                                         |
| A-28                                   |  | KIDS TABLE              | 8/L7.1 | TIMBERFORM               | PARKWAY - MODEL A2056                                      | WOOD SLATS / STEEL FRAME / COLOR BLACK / POWDERCOAT                     | 5'-1" X 5'-1"                                  | 7           | CONTACT <HQ@TIMBERFORM.COM> (503) 223-1157                                                              |
| A-29                                   |  | SWINGSET                | 6/L7.4 | TIMBERFORM               | DOUBLE BELT DOUBLE TOT SWING: MODEL 1563-4                 | DOUGLAS FIR FRAME / STEEL FASTENERS / TAN RUBBER SEATS / HARDENED CHAIN | 22'-10 1/2" X 1'-4" X 9'-5 1/2" H              | 1           | CONTACT <HQ@TIMBERFORM.COM> (503) 223-1157                                                              |
| A-30                                   |  | BIKE PARK SIGNS         | 4/L7.6 | TBD                      | TBD                                                        | TBD                                                                     | TBD                                            | 3           | SEE DETAIL SHEETS FOR SIGN CONCEPTS, INCLUDING INFORMATIONAL SIGNS AND COMMUNITY BULLETIN BOARD         |
| A-31                                   |  | DOG PARK SIGNS          | 2/L7.6 | TBD                      | TBD                                                        | TBD                                                                     | TBD                                            | 3           | SEE DETAIL SHEETS FOR SIGN CONCEPTS, INCLUDING INFORMATIONAL SIGNS AND COMMUNITY BULLETIN BOARD         |



TERRAIN  
LANDSCAPE ARCHITECTURE  
310 Oak Street, Suite 3  
Ashland, Oregon 97520  
541.500.4776  
TERRAINARCH.COM

EAST MAIN STREET PARK

2228 EAST MAIN STREET

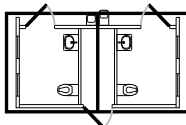
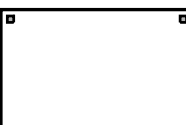
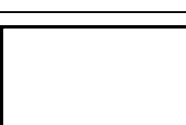
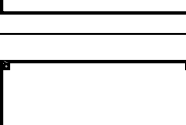
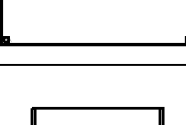
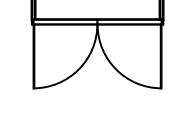
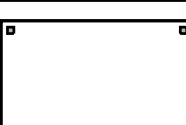
ASHLAND, OREGON 97520

REVISIONS  
#    DATE    DESCRIPTION

SITE DESIGN  
REVIEW

MATERIALS LEGEND  
  
L0.3  
PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW



| STRUCTURES |                                                                                   |                           |                  |                                     |                                                                         |                                      |                                      |      |                                                                                                                                |
|------------|-----------------------------------------------------------------------------------|---------------------------|------------------|-------------------------------------|-------------------------------------------------------------------------|--------------------------------------|--------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------|
| CALLOUT    | SYMBOL                                                                            | DESCRIPTION               | DETAIL           | MANUFACTURER                        | PRODUCT                                                                 | MATERIAL / COLOR / FINISH            | SIZE                                 | QTY. | NOTES                                                                                                                          |
| S-1        |  | RESTROOMS                 | 7/L7.4<br>8/L7.4 | CXT CONCRETE BUILDINGS              | CORTEZ TWO USER MODEL OR EQUAL<br>W/ WALL-MOUNTED DRINKING FOUNTAINS    | PREFAB CONCRETE / COLOR & FINISH TBD | 9'-5" X 17'-0"<br>X 9'-4 3/8" H PEAK | 1    | FINAL MODEL, OPTIONS AND FINISHES TBD. NOTE: FLOOR IS INTEGRAL WITH PRECAST BUILDING. PROVIDE UTILITY CONNECTIONS AS REQUIRED. |
| S-2        |  | PLAY AREA SHADE STRUCTURE | 7/L7.5           | CLASSIC RECREATION SYSTEMS OR EQUAL | NORTHWEST MODEL                                                         | TBD                                  | 23' X 14'                            | 1    | FINAL SIZE AND MATERIALS TBD                                                                                                   |
| S-3        |  | GARDEN TOOL SHED          | 1/L7.5           | BY CONTRACTOR                       | CUSTOM STRUCTURE - SEE DETAILS FOR CONCEPT                              | TBD                                  | 12' X 20' X 10' H                    | 1    | NOTE: INTERIOR OF SHED TO INCLUDE STORAGE CUBBIES, SIMILAR TO SHED AT ASHLAND CREEK PARK                                       |
| S-4        |  | GARDEN PERGOLA            | 5/L7.5           | BY CONTRACTOR                       | CUSTOM PERGOLA - DESIGN-BUILD BY CONTRACTOR                             | TBD                                  | 20' X 30'                            | 1    |                                                                                                                                |
| S-5        |  | GREEN WASTE BIN           | 2/L7.5           | BY OTHERS                           | CUSTOM BIN TO CONTAIN GARDEN WASTE -<br>COMMUNITY GARDEN DESIGN / BUILD | TBD                                  | 6'-6" X 13'-4"                       | 1    | NOTE: GREEN WASTE BIN SHOULD BE MOVABLE WITH A FORKLIFT. VERIFY SIZE AND LOCATION WITH PARKS DEPT. PRIOR TO CONSTRUCTION.      |
| S-6        |  | MAIN PICNIC SHELTER       | 4/L7.5           | CLASSIC RECREATION SYSTEMS OR EQUAL | NORTHWEST MODEL                                                         | TBD                                  | 31'-6" X 23'-6"                      | 1    | FINAL SIZE AND MATERIALS TBD                                                                                                   |
| S-7        |  | DOG PARK SHADE STRUCTURE  | 5/L7.5           | CLASSIC RECREATION SYSTEMS OR EQUAL | NORTHWEST MODEL                                                         | TBD                                  | 20' X 30'                            | 1    | FINAL SIZE AND MATERIALS TBD                                                                                                   |
| S-8        |  | BIKE PARK SHADE STRUCTURE | 6/L7.5           | CLASSIC RECREATION SYSTEMS OR EQUAL | NORTHWEST MODEL                                                         | TBD                                  | 20' X 30'                            | 1    | FINAL SIZE AND MATERIALS TBD                                                                                                   |

| LIGHTING & POWER |                                                                                     |                        |        |                                                      |                                |                               |                          |      |                                                                                                |
|------------------|-------------------------------------------------------------------------------------|------------------------|--------|------------------------------------------------------|--------------------------------|-------------------------------|--------------------------|------|------------------------------------------------------------------------------------------------|
| CALLOUT          | SYMBOL                                                                              | DESCRIPTION            | DETAIL | MANUFACTURER                                         | PRODUCT                        | MATERIAL / COLOR / FINISH     | SIZE                     | QTY. | NOTES                                                                                          |
| L-1              |  | STREET LIGHT           | 7/L7.5 | CITY OF ASHLAND STANDARD<br>RESIDENTIAL STREET LIGHT | EUROTIQUE SERIES W/ LED LAMPS  | PER CITY STD                  | 16'-8" H<br>PER CITY STD | 3    | LOCATED ALONG EAST MAIN STREET.<br>FINAL LOCATION AND QUANTITIES TO BE VERIFIED WITH CITY REP. |
| L-2              |  | BOLLARD LIGHT          | 6/L7.5 | STERNBERG OR EQUAL                                   | RIALTA LED BOLLARD MODEL RT442 | ALUMINUM / BLACK / POWDERCOAT | 8" X 42" H               | 20   | HTTPS://WWW.STERNBERGLIGHTING.COM/PRODUCTS/347/RT4XX-RIALTA-BOLLARD                            |
| L-3              |  | EV CHARGING STATION    | TBD    | TBD                                                  | TBD                            | TBD                           | TBD                      | 1    | ELECTRIC VEHICLE CHARGING                                                                      |
| L-4              |  | EBIKE CHARGING STATION | TBD    | TBD                                                  | TBD                            | TBD                           | TBD                      | 1    | ELECTRIC BIKE CHARGING                                                                         |

NOTE: SEE CIVIL DRAWINGS FOR ELECTRICAL OUTLET LOCATIONS



TERRAIN  
LANDSCAPE ARCHITECTURE  
310 Oak Street, Suite 3  
Ashland, Oregon 97520  
541.530.4776  
TERRAINARCH.COM

EAST MAIN STREET PARK

2228 EAST MAIN STREET

ASHLAND, OREGON 97520

REVISIONS  
#   DATE   DESCRIPTION

SITE DESIGN  
REVIEW

MATERIALS LEGEND  
  
L0.4  
PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW





6 EXISTING IRRIGATION INFRASTRUCTURE TO REMAIN OR BE REPLACED  
Scale: NTS

0.5 existing site photos.dwg



3 EXISTING PUBLIC ACCESS PATH FROM BROOKS LANE  
Scale: NTS

0.5 existing site photos.dwg



5 THIS PORTION OF EXISTING SOUTH FENCE TO BE REPLACED WITH COMMUNITY GARDEN DEER FENCE  
Scale: NTS

0.5 existing site photos.dwg



2 ABBOTT AVENUE FRONTAGE AT EXISTING CURB CUT  
Scale: NTS

0.5 existing site photos.dwg



4 EXISTING TREES AT SOUTHEAST CORNER OF SITE  
Scale: NTS

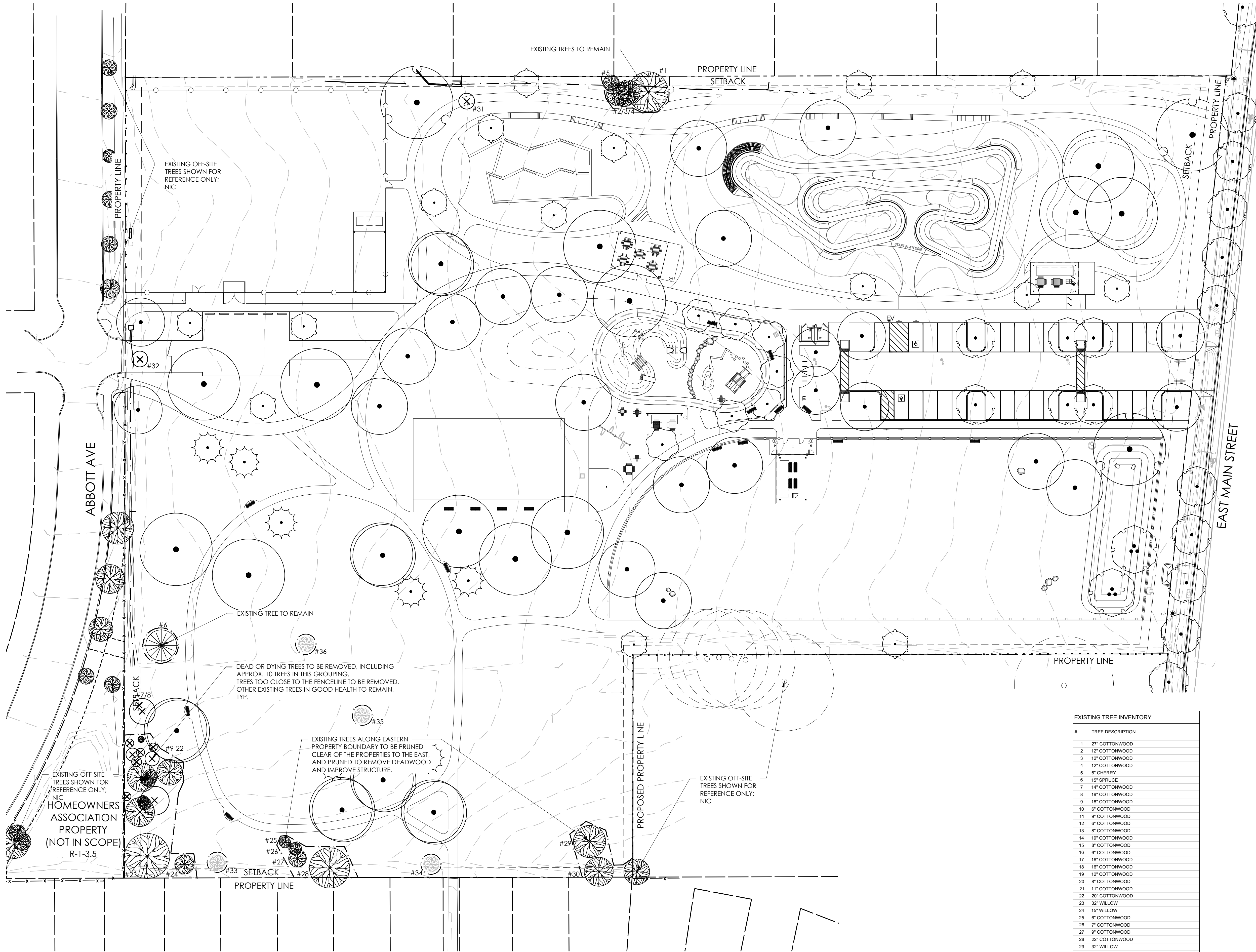
0.5 existing site photos.dwg



1 EAST MAIN STREET FRONTAGE AT EXISTING GATE  
Scale: NTS

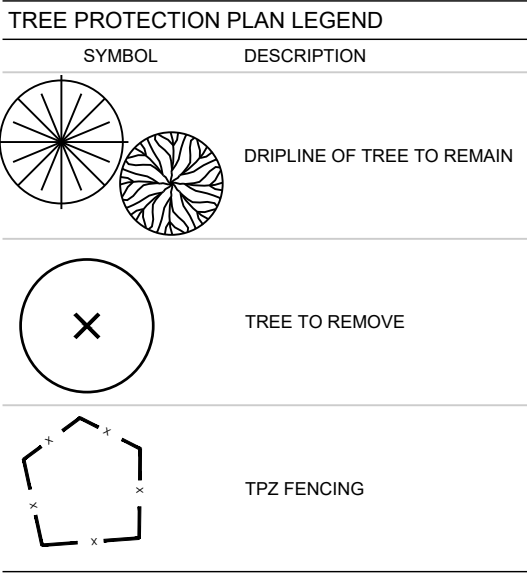
0.5 existing site photos.dwg



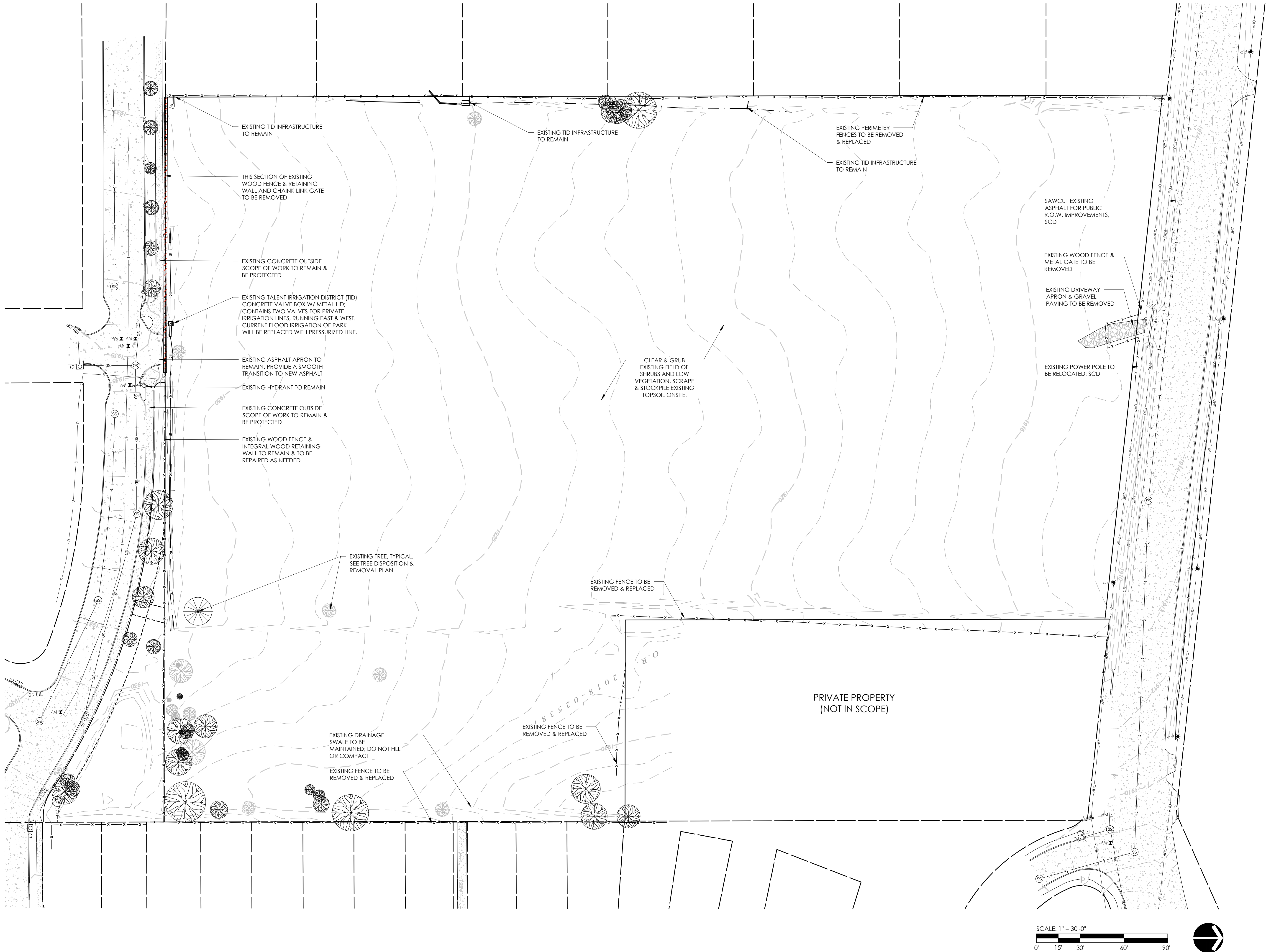


- TREE PROTECTION AND REMOVAL NOTES**
- PRIOR TO DELIVERING EXCAVATION EQUIPMENT OR COMMENCING ANY CONSTRUCTION ACTIVITIES ON THE SITE, THE GENERAL CONTRACTOR SHALL CONTACT THE LANDSCAPE ARCHITECT FOR A PRE-CONSTRUCTION MEETING WITH THE LANDSCAPE ARCHITECT AND EXCAVATION SUPERVISOR PRIOR TO COMMENCING ANY WORK ON THE SITE. THE LANDSCAPE ARCHITECT SHALL BE NOTIFIED BY THE CONTRACTOR 48 HRS. IN ADVANCE FOR ALL TREE VISTS REQUESTED. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FROM THE OWNER'S REPRESENTATIVE THAT CONSTRUCTION MAY BEGIN AFTER ALL OF THE DESCRIBED FENCING IS IN PLACE. FENCING SHALL REMAIN IN PLACE UNTIL THE PROJECT IS COMPLETED.
  - FENCES MUST BE ERECTED TO PROTECT TREES TO BE PRESERVED AS SHOWN IN DIAGRAM. FENCING SHALL BE 4' TALL TEMPORARY CHAIN-LINK PANELS INSTALLED WITH METAL CONNECTIONS TO ALL PANELS AREA INTEGRATED. THESE FENCES SHALL BE INSTALLED SO THAT IT DOES NOT ALLOW PASSAGE OF PEDESTRIANS AND/OR VEHICLES THROUGHLY. FENCES DEFINE A SPECIFIC PROTECTION ZONE FOR EACH TREE OR GROUP OF TREES. FENCES ARE TO REMAIN UNTIL ALL SITE WORK HAS BEEN COMPLETED. FENCES MAY NOT BE RELOCATED OR REMOVED WITHOUT THE PERMISSION OF THE LANDSCAPE ARCHITECT.
  - CONSTRUCTION TRAILERS, TRAFFIC AND STORAGE AREAS MUST REMAIN OUTSIDE FENCED TREE PROTECTION ZONES AT ALL TIMES. SEE DETAIL #1 "TREE PRESERVATION FENCING" FOR ADDITIONAL REQUIREMENTS.
  - ALL PROPOSED UNDERGROUND UTILITIES AND DRAIN OR IRRIGATION LINES SHALL BE ROUTED OUTSIDE THE TREE PROTECTION ZONE. IF LINES MUST TRAVERSE THE PROTECTION AREA, THEY SHALL BE TUNNELED OR BORED UNDER THE TREE ROOTS. NOTIFY THE LANDSCAPE ARCHITECT IMMEDIATELY IF ANY PROJECT PLANS CONFLICT WITH THIS REQUIREMENT.
  - NO MATERIALS, EQUIPMENT, SPILL, OR WASTE OR WASHOUT WATER MAY BE DEPOSITED, STORED, OR PARKED WITHIN THE TREE PROTECTION ZONE (FENCED AREA).
  - NOTIFY THE LANDSCAPE ARCHITECT IF TREE PRUNING IS REQUIRED FOR CONSTRUCTION CLEARANCE.
  - IF INJURY SHOULD OCCUR TO ANY TREE DURING CONSTRUCTION, NOTIFY THE LANDSCAPE ARCHITECT IMMEDIATELY. ALL DAMAGE CAUSED BY CONSTRUCTION TO EXISTING TREES SHALL BE COMPENSATED FOR BY THE OFFERING PARTY. BEFORE THE PROJECT WILL BE CONSIDERED COMPLETE.
  - WATERING SCHEDULE: WATERING PROTECTED TREES SHALL FOLLOW THESE STANDARDS, HOWEVER PERIODS OF EXTREME HEAT, WIND, RAINFALL OR DROUGHT MAY REQUIRE MORE OR LESS WATER THAN RECOMMENDED IN THESE NOTES.
    - MOIST SPECIES: 1 TIME PER MONTH DURING BRIGATION SEASON (USUALLY MARCH THROUGH SEPTEMBER)
    - QUERES/ALNUS: DEEP WATER IN MAY AND SEPTEMBER. DO NOT WATER DURING OTHER MONTHS. FOR OAKS ALREADY IN THE VICINITY OF IRRIGATED CONDITIONS, AUTOMATIC SPRINKLERS OR REGULAR WATERING SHALL NOT BE ALLOWED TO SPRAY ON OR WITHIN 1 FEET OF THE TRUNK. THE WATER SHALL NOT BE ALLOWED TO POOL OR DRAIN TOWARDS THE TRUNK.
    - WATERING METHOD: HAND WATERING SYSTEMS, RECOMMENDED FOR TREES THAT ARE PART OF A DEVELOPMENT PROJECT THAT MUST BE WATERED TO INSURE TREE SURVIVAL DURING THE COURSE OF CONSTRUCTION UNTIL AUTOMATIC IRRIGATION IS INSTALLED.
  - EROSION CONTROL DEVICES SUCH AS SILT FENCING, DEBRIS BARS, AND WATER DIVERSION STRUCTURES SHALL BE INSTALLED ON THE UPDRILL SIDE OF THE TREE PROTECTION ZONE TO PREVENT SILTATION AND/OR EROSION WITHIN THE TREE PROTECTION ZONE.
  - BEFORE GRADING, PAD PREPARATION, OR EXCAVATION FOR THE FOUNDATIONS, FOOTINGS, WALLS, OR FENCING, ANY TREES WITHIN THE SPECIFIC CONSTRUCTION ZONE SHALL BE ROOT PRUNED 1 FOOT OUTSIDE THE TREE PROTECTION ZONE BY CUTTING ALL ROOTS CLEANLY AT A 90 DEGREE ANGLE TO A DEPTH OF 24 INCHES. ROOTS SHALL BE CUT BY MANUALLY DESIGNING A TRENCH AND CUTTING EXPOSED ROOTS WITH A SAW. "BARBER" KNIFE, ROCK SAW, NARROW TRECHER WITH SHARP BLADES, OR OTHER APPROVED ROOT PRUNING EQUIPMENT.
  - ANY ROOTS DAMAGED DURING GRADING OR CONSTRUCTION SHALL BE EXPOSED TO SOUND TREES AND CUT CLEANLY AT A 90 DEGREE ANGLE TO THE ROOT WITH A SAW. PLACE DAMP SOIL AROUND ALL CUT ROOTS TO A DEPTH EQUALING THE EXISTING FINISH GRADE WITHIN 4 HOURS OF CUTS BEING MADE.
  - IF TEMPORARY HAUL OR ACCESS ROADS MUST PASS OVER THE ROOT AREA OF TREES TO BE RETAINED, A ROAD BED OF 4-8 INCHES OF WOOD MULCH OR GRAVEL SHALL BE CREATED TO PROTECT THE SOIL. THE ROAD BED MATERIAL SHALL BE REFRESHED AS NECESSARY TO MAINTAIN A MIN. 8 INCH DEPTH.
  - SPILL FROM TRENCHES, BASEMENTS, OR OTHER EXCAVATIONS SHALL NOT BE PLACED WITHIN THE TREE PROTECTION ZONE. EITHER TEMPORARILY OR PERMANENTLY.
  - NO BURN PILES OR DEBRIS PILES SHALL BE PLACED WITHIN THE TREE PROTECTION ZONE. NO ASHES, DEBRIS, OR GARBAGE MAY BE DUMPED OR BURIED WITHIN THE TREE PROTECTION ZONE.
  - MAINTAIN FIRE-SAFE AREAS AROUND FENCED AREA. ALSO, NO HEAT SOURCES, FLAMES, IGNITION SOURCES, OR SMOKING IS ALLOWED NEAR MULCH OR TREES.
  - DO NOT RAISE THE SOIL LEVEL WITHIN THE DEEP LINES TO ACHIEVE POSITIVE DRAINAGE, EXCEPT TO MATCH GRADES WITH SEWERMAIDS AND CURBS, AND IN THOSE AREAS, FEATHER THE ADDED TOPSOIL BACK TO EXISTING GRADE AT APPROXIMATELY 3:1 SLOPE.
  - REMOVE THE ROOT WAD FOR EACH TREE THAT IS INDICATED ON THE PLAN AS BEING REMOVED.
  - EXCEPTIONS TO THE TREE PROTECTION SPECIFICATIONS MAY ONLY BE GRANTED IF EXTRAORDINARY CIRCUMSTANCES WITH WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO ANY WORK COMMENCING.
  - AS A PROTECTIVE MEASURE TO COMPENSATE FOR CONSTRUCTION IMPACTS, TWO TO SIX WEEKS PRIOR TO CONSTRUCTION, ALL RETAINED TREES SHOWN ON THIS PLAN SHALL RECEIVE AN APPLICATION OF MYCCOMPLY ALL PURPOSE SOILURE PER MANUFACTURER'S INSTRUCTIONS. THIS MYCCOMPLY PRODUCT IS A SPECIALLY FORMULATED NATURAL ACIDIC BEDDING AND WHICH ENHANCES THE ABSORPTIVE SURFACE AREA OF THE TREES' ROOT SYSTEM. THIS PROMOTES AND IMPROVES NUTRIENT AND WATER UPTAKE CAPABILITIES OF THE REMAINING ROOT STRUCTURE. DISTRIBUTE MYCCOMPLY SYSTEM WITHIN ACTIVE ROOT ZONE OF RETAINED TREES. APPLY 50 GALLONS OF SOLUTION PER TREE 4" DBH AND GREATER. A MINIMUM OF 4" BELOW SOIL SURFACE IN QUANTITIES OF 1/2 GALLON AT EACH POINT OF APPLICATION. LOCATE THE ACTIVE ROOT ZONE WITH LANDSCAPE ARCHITECT PRESENT.
  - MYCCOMPLY IS AVAILABLE FROM MYCCORNBAL APPLICATION, INC., PHONE (541) 474-3985.

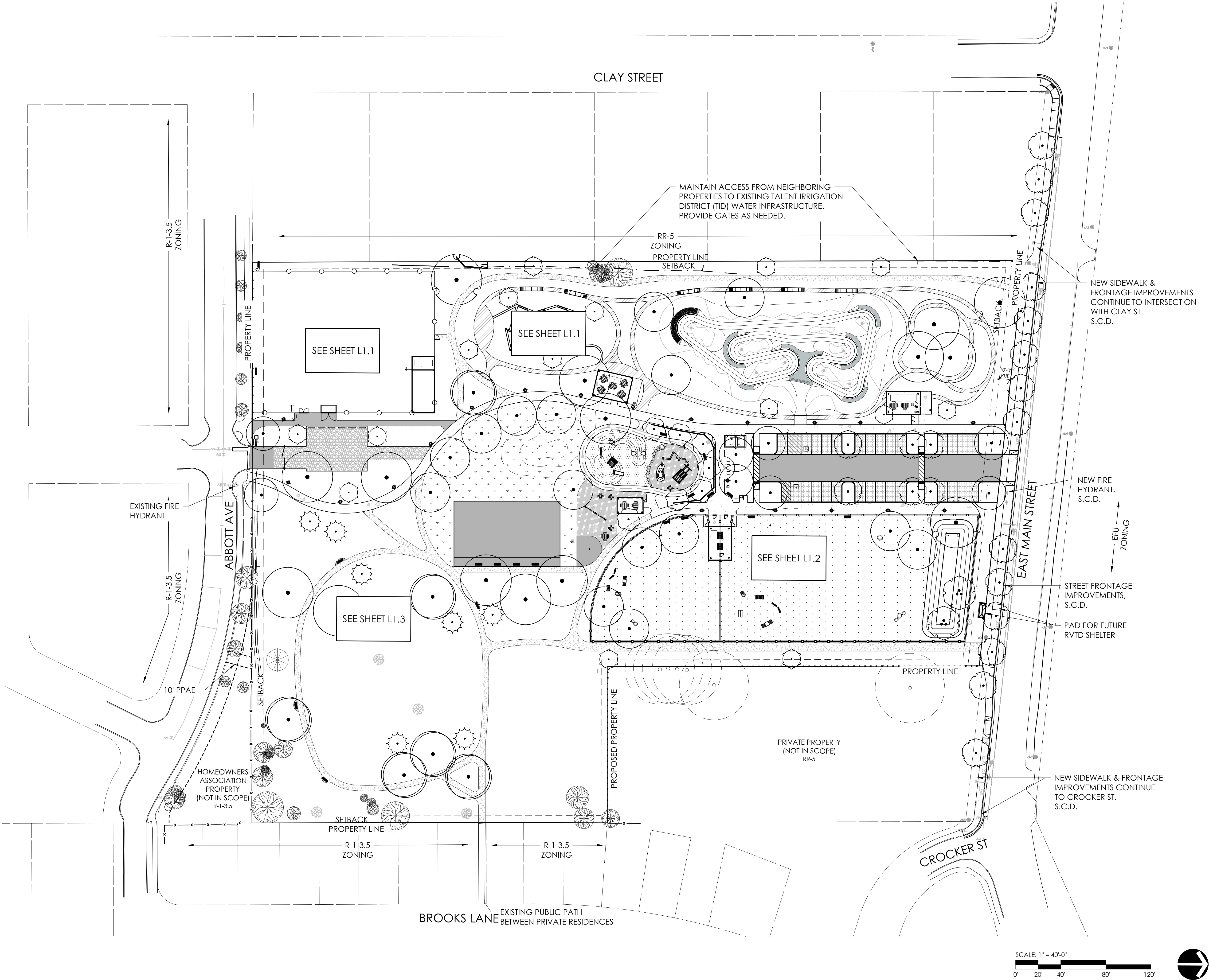
| EXISTING TREE INVENTORY                                                                           |                          |
|---------------------------------------------------------------------------------------------------|--------------------------|
| #                                                                                                 | TREE DESCRIPTION         |
| 1                                                                                                 | 27" COTTONWOOD           |
| 2                                                                                                 | 12" COTTONWOOD           |
| 3                                                                                                 | 12" COTTONWOOD           |
| 4                                                                                                 | 12" COTTONWOOD           |
| 5                                                                                                 | 6" CHERRY                |
| 6                                                                                                 | 15" SPRUCE               |
| 7                                                                                                 | 14" COTTONWOOD           |
| 8                                                                                                 | 19" COTTONWOOD           |
| 9                                                                                                 | 18" COTTONWOOD           |
| 10                                                                                                | 6" COTTONWOOD            |
| 11                                                                                                | 6" COTTONWOOD            |
| 12                                                                                                | 6" COTTONWOOD            |
| 13                                                                                                | 6" COTTONWOOD            |
| 14                                                                                                | 19" COTTONWOOD           |
| 15                                                                                                | 6" COTTONWOOD            |
| 16                                                                                                | 6" COTTONWOOD            |
| 17                                                                                                | 16" COTTONWOOD           |
| 18                                                                                                | 16" COTTONWOOD           |
| 19                                                                                                | 12" COTTONWOOD           |
| 20                                                                                                | 6" COTTONWOOD            |
| 21                                                                                                | 11" COTTONWOOD           |
| 22                                                                                                | 20" COTTONWOOD           |
| 23                                                                                                | 32" WILLOW               |
| 24                                                                                                | 15" WILLOW               |
| 25                                                                                                | 6" COTTONWOOD            |
| 26                                                                                                | 7" COTTONWOOD            |
| 27                                                                                                | 6" COTTONWOOD            |
| 28                                                                                                | 22" COTTONWOOD           |
| 29                                                                                                | 32" WILLOW               |
| 30                                                                                                | 24" WILLOW               |
| 31                                                                                                | <6" EA. BOXELDER CLUMP   |
| 32                                                                                                | <6" EA. COTTONWOOD CLUMP |
| 33                                                                                                | <6" EA. MAPLE CLUMP      |
| 34                                                                                                | <6" EA. MAPLE CLUMP      |
| 35                                                                                                | <6" EA. PLUM CLUMP       |
| 36                                                                                                | <6" EA. PLUM CLUMP       |
| NOTES                                                                                             |                          |
| 1. TREE DATA HAS BEEN REVIEWED AND/OR PROVIDED BY ASHLAND PARKS & RECREATION COMMISSION ARBORIST. |                          |
| 2. TREES TO BE REMOVED HAVE BEEN TAGGED BY THE ARBORIST WITH ORANGE RIBBONS AROUND TRUNKS.        |                          |











| REVISIONS |      |             |
|-----------|------|-------------|
| #         | DATE | DESCRIPTION |

SITE DESIGN  
REVIEW

OVERALL  
LANDSCAPE  
SITE PLAN  
**L1.0**

PROJECT NO. 2102  
03/06/24  
TEAM: P.V.C., C.G., E.G., Z.W.





PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW







EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

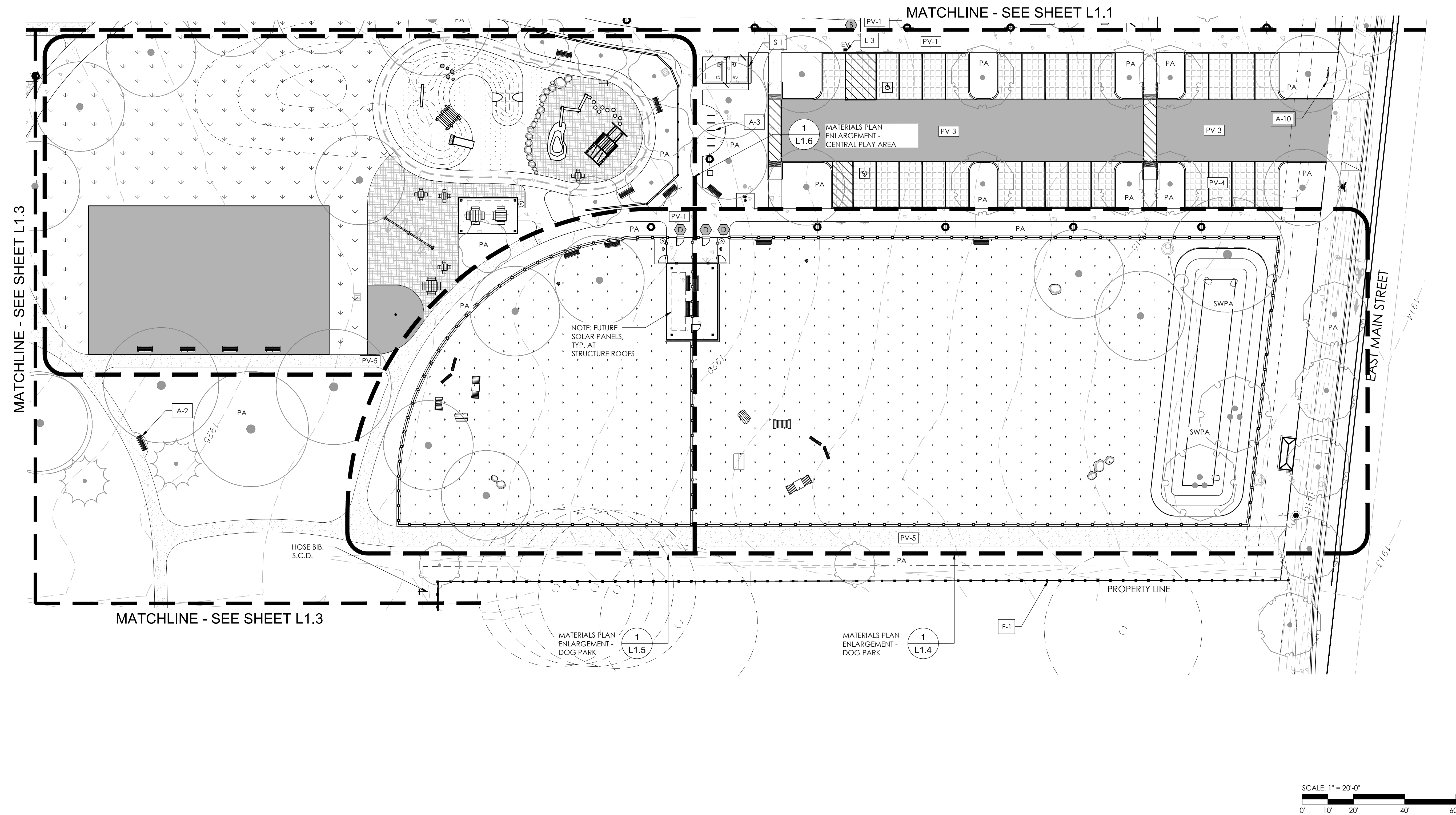
| REVISIONS |      |             |
|-----------|------|-------------|
| #         | DATE | DESCRIPTION |

## SITE DESIGN REVIEW

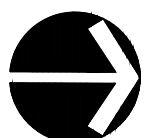
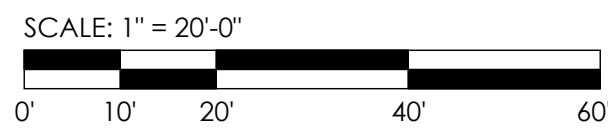
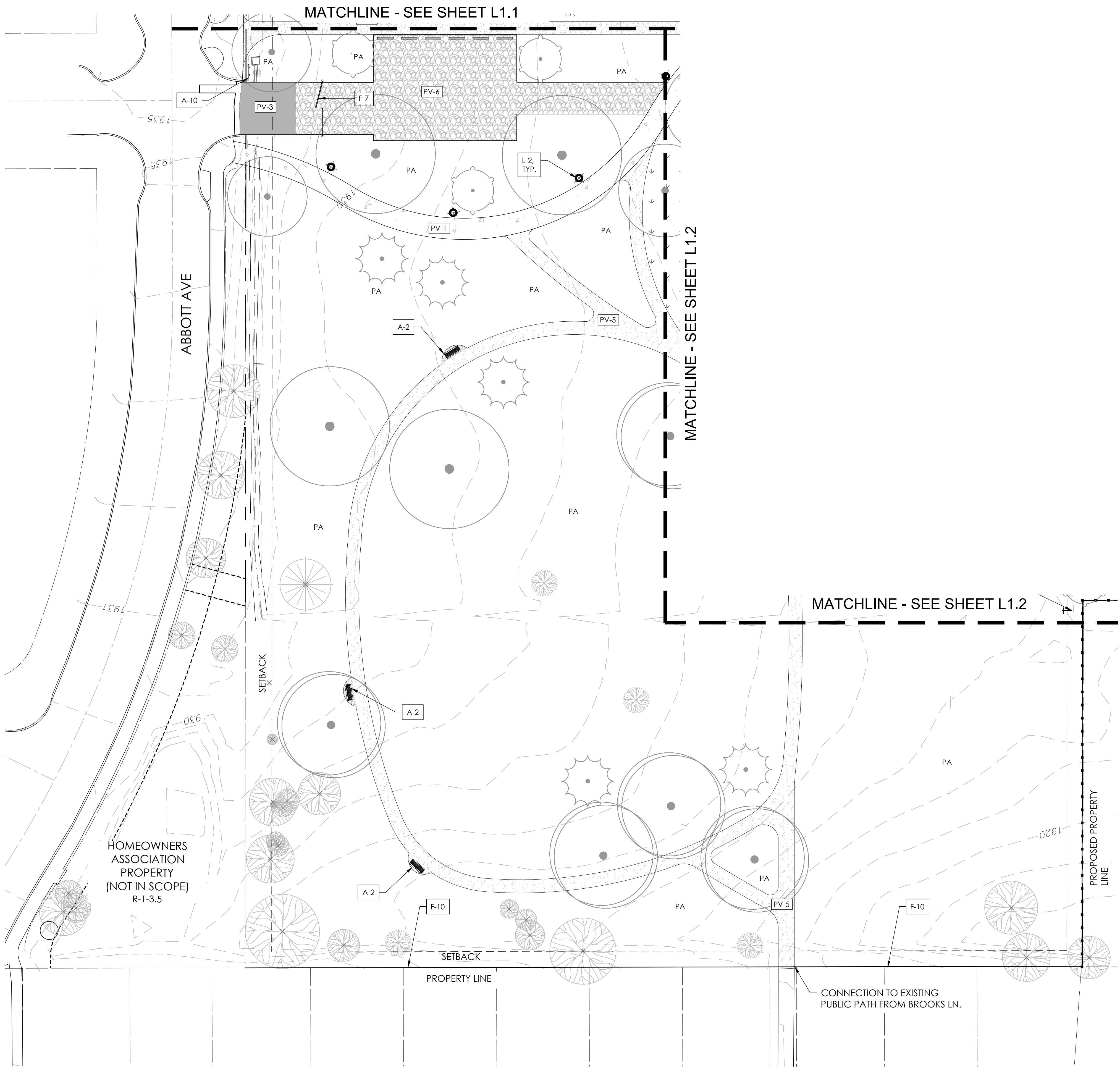
## MATERIALS PLAN

## L1.2

PROJECT NO. 2102  
03/06/24  
TEAM: PvC, CG, EG, ZW

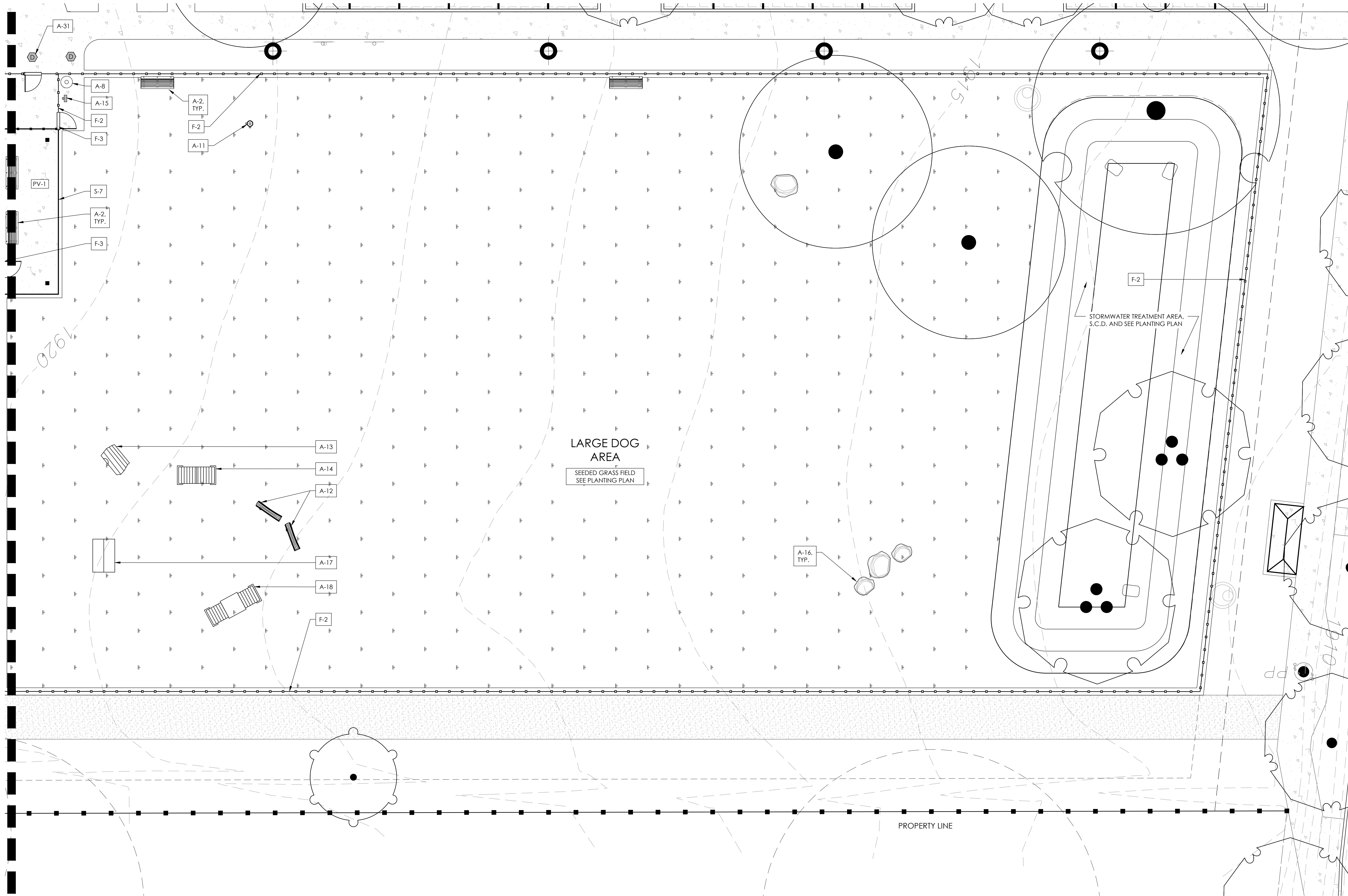








MATCHLINE - SEE L1.5



**TERRAIN**  
LANDSCAPE ARCHITECTURE  
310 Oak Street, Suite 3  
Ashland, Oregon 97520  
541.500.4776  
TERRAINARCH.COM

EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

| REVISIONS |                  |
|-----------|------------------|
| #         | DATE DESCRIPTION |
|           |                  |

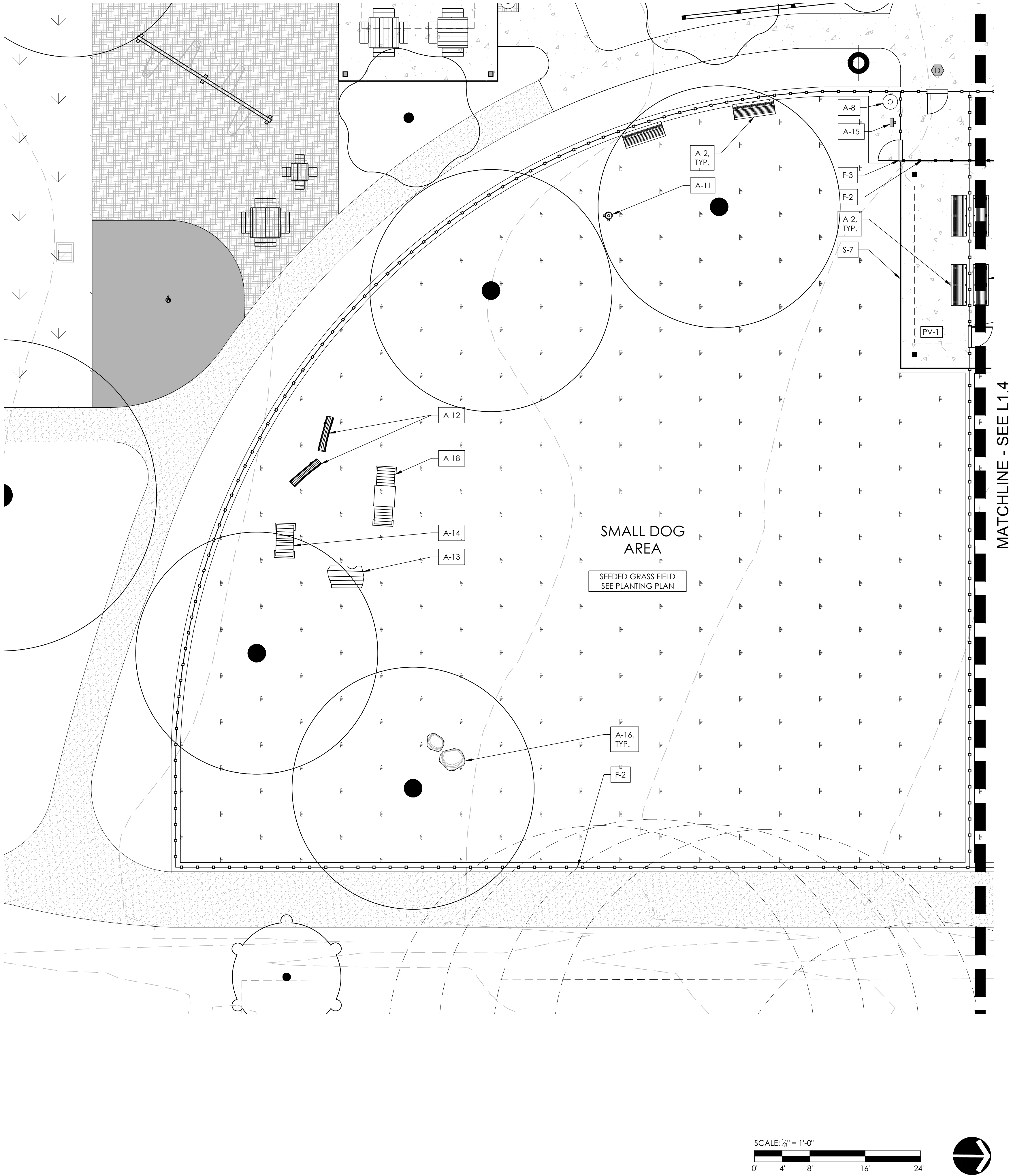
SITE DESIGN  
REVIEW

MATERIALS PLAN  
ENLARGEMENT -  
DOG PARK

**L1.4**

PROJECT NO. 2102  
03/06/24  
TEAM: P.V.C., C.G., E.G., Z.W.





EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

| REVISIONS |      |             |
|-----------|------|-------------|
| #         | DATE | DESCRIPTION |

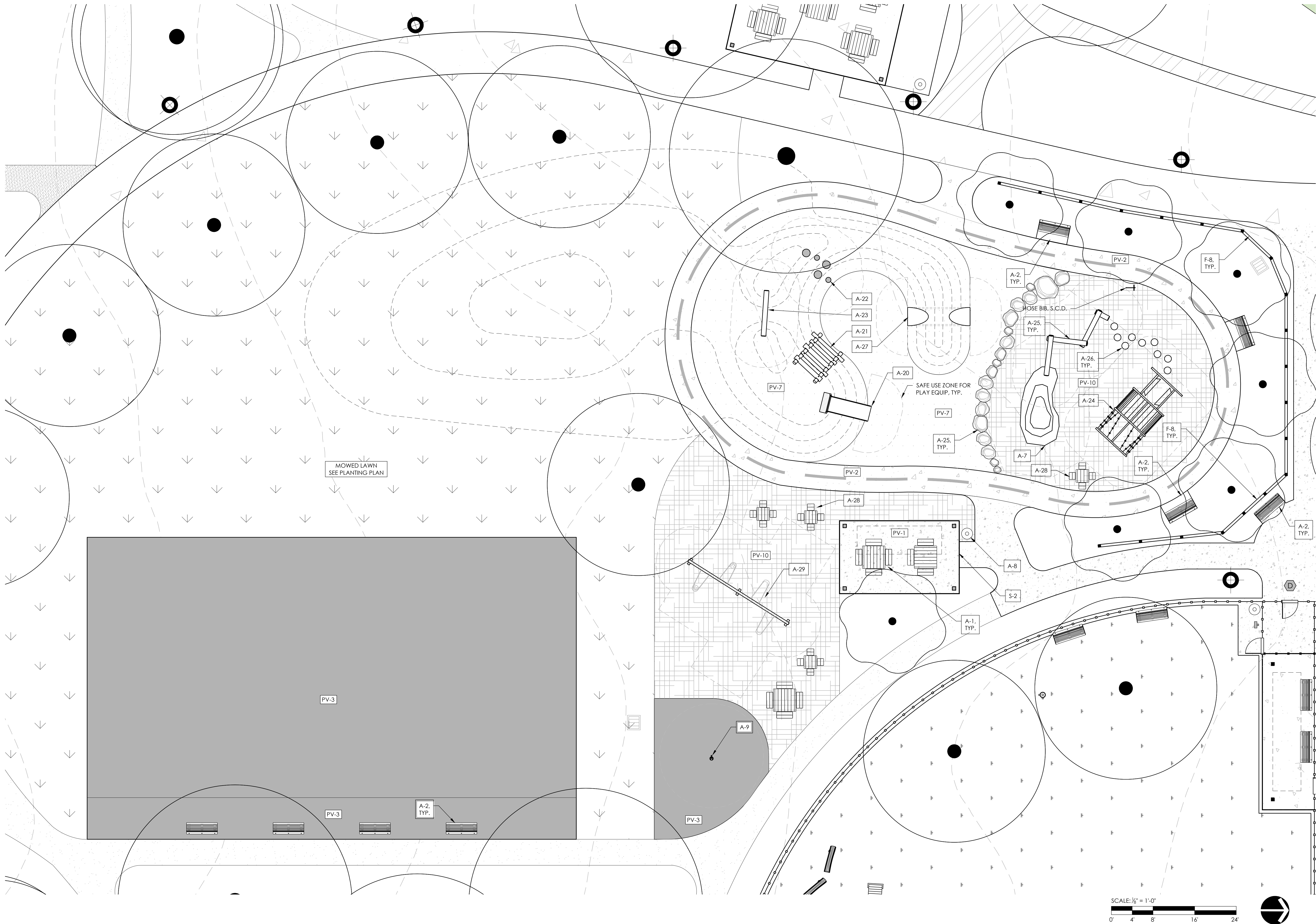
SITE DESIGN  
REVIEW

MATERIALS PLAN  
ENLARGEMENT -  
DOG PARK

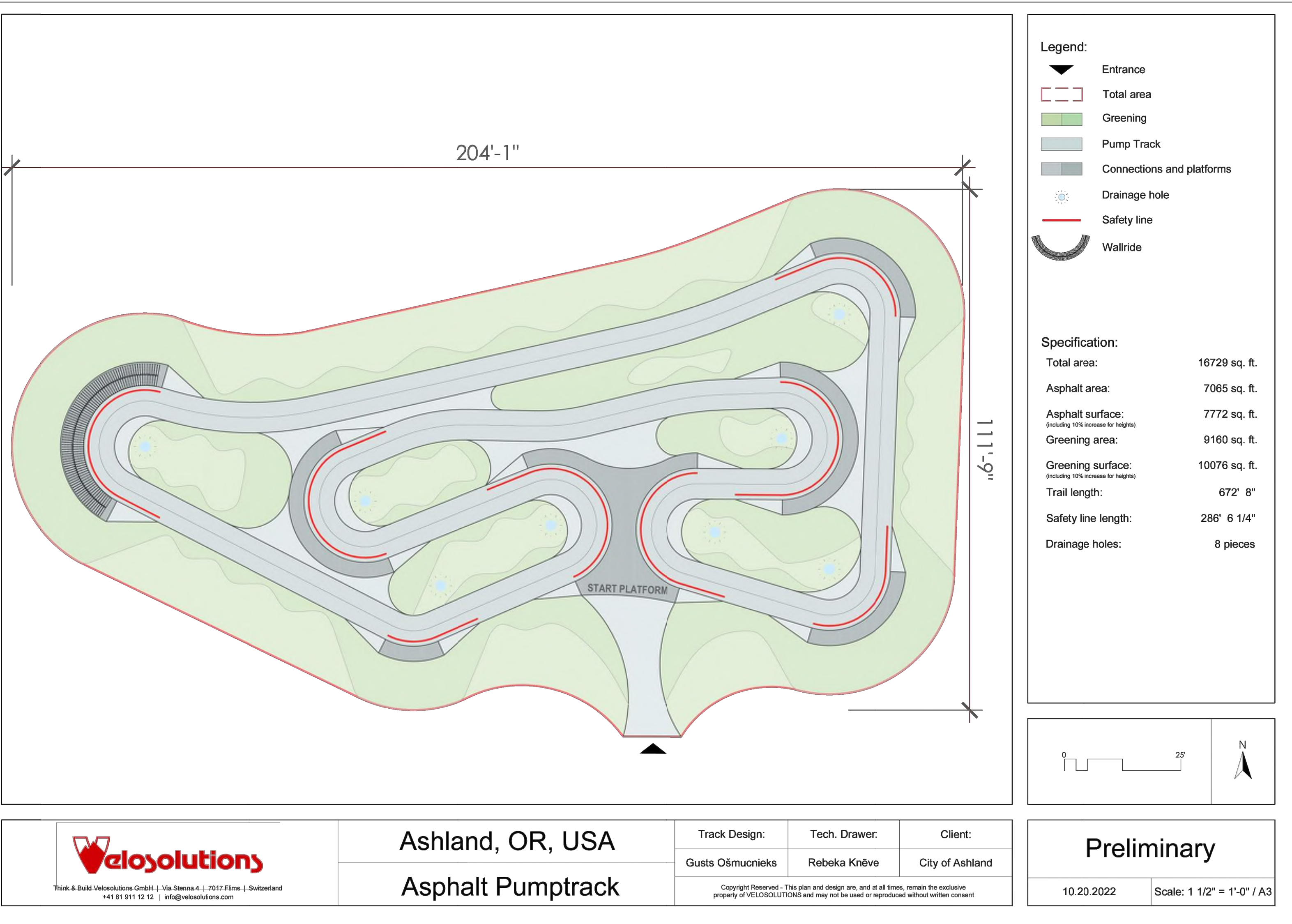
L1.5

PROJECT NO. 2102  
03/06/24  
TEAM: P.V.C., C.G., E.G., Z.W.

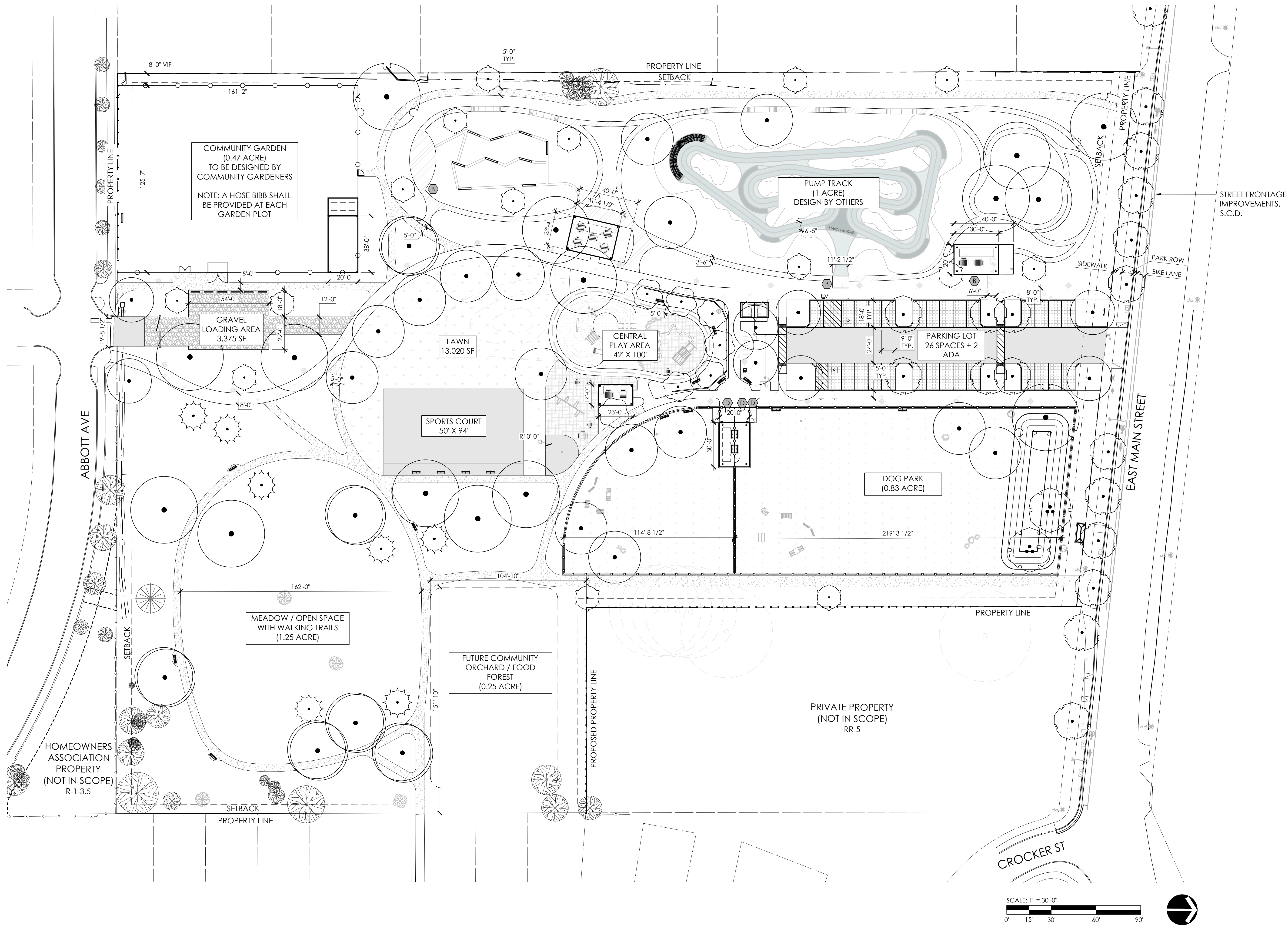


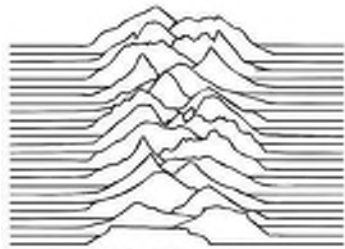












**TERRAIN**  
LANDSCAPE ARCHITECTURE  
310 Oak Street, Suite 3  
Ashland, Oregon 97520  
541.590.4776  
TERRAINARCH.COM

EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

| REVISIONS |                  |
|-----------|------------------|
| #         | DATE DESCRIPTION |
|           |                  |
|           |                  |

SITE DESIGN REVIEW

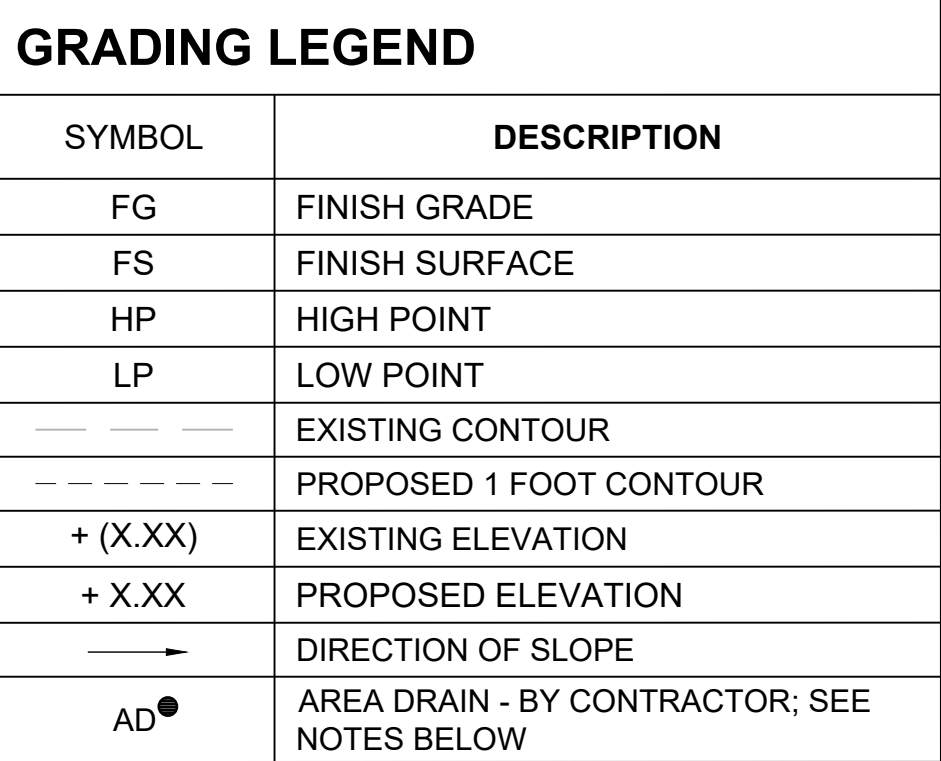
LAYOUT PLAN  
**L2.0**

PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW





PROJECT NO. 2102  
03/06/24  
TEAM: PvC, CG, EG, ZW



1. EXISTING TOPOGRAPHIC SURVEY INFORMATION PROVIDED BY POLARIS LAND SURVEYING, LLC. GRADES ENCOUNTERED MAY VARY FROM THOSE SHOWN. CONTRACTOR SHALL REVIEW THE PLANS AND CONDUCT FIELD INVESTIGATIONS AS REQUIRED TO VERIFY EXISTING CONDITIONS.
2. PRIOR TO CONSTRUCTION AND/OR LANDSCAPE GRADING, THE CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS, T.I.D. WATER INFRASTRUCTURE, EXISTING DRAINAGE STRUCTURES, STREET IMPROVEMENTS, AND ELEVATIONS WITH THE CITY OF ASHLAND. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNER OF ANY DISCREPANCIES BETWEEN PLANS AND ACTUAL SITE CONDITIONS.
3. ALL FINISH GRADES SHALL BE BETWEEN 1 ½" AND 2" BELOW THE ADJACENT PAVING SURFACES UNLESS OTHERWISE NOTED.
4. CROSS SLOPES SHALL BE MAX. 2%.
5. AREA DRAINS TO BE PLACED IN LOW POINTS. SLOPE ADJACENT SOIL TO AREA DRAINS.
6. GRADING SHALL TRANSITION SMOOTHLY TO EXISTING GRADES ALONG PROPERTY BOUNDARIES.



TREES



Sugar Maple (*Acer saccharum*)



Autumn Brilliance Apple Serviceberry (*Amelanchier* x g. 'Autumn Brilliance')



River Birch (*Betula nigra*)



Oklahoma Redbud (*Cercis canadensis* l. 'Oklahoma')



Pine (*Pinus* spp)



Chinese Pistache (*Pistacia chinensis*)



Scarlet Oak (*Quercus coccinea*)



California Black Oak (*Quercus kelloggii*)



Valley Oak (*Quercus lobata*)



Willow Oak (*Quercus phellos*)



Greenspire Littleleaf Linden  
(*Tilia cordata* 'Greenspire')

| PLANT SCHEDULE |                                                                                                      |                                                                                                                       |                                      |           |                            |
|----------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------|----------------------------|
| SYMBOL         | CODE                                                                                                 | BOTANICAL NAME                                                                                                        | COMMON NAME                          | QTY       | REMARKS                    |
| TREES          |                                                                                                      |                                                                                                                       |                                      |           |                            |
|                | ACE SAC                                                                                              | ACER SACCHARUM                                                                                                        | SUGAR MAPLE                          | 12        |                            |
|                | AME GRA                                                                                              | AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE'                                                                         | AUTUMN BRILLIANCE APPLE SERVICEBERRY | 7         |                            |
|                | BET NIG                                                                                              | BETULA NIGRA                                                                                                          | RIVER BIRCH MULTI-TRUNK              | 2         |                            |
|                | CER OKL                                                                                              | CERCIS CANADENSIS TEXENSIS 'OKLAHOMA'                                                                                 | OKLAHOMA REDBUD                      | 15        |                            |
|                | PIN SPP                                                                                              | PINUS SPP                                                                                                             | PINE                                 | 7         |                            |
|                | PIS CHI                                                                                              | PISTACIA CHINENSIS                                                                                                    | CHINESE PISTACHE                     | 20        |                            |
|                | QUE COC                                                                                              | QUERCUS COCCINEA                                                                                                      | SCARLET OAK                          | 12        |                            |
|                | QUE KEL                                                                                              | QUERCUS KELLOGGII                                                                                                     | CALIFORNIA BLACK OAK                 | 6         |                            |
|                | QUE LOB                                                                                              | QUERCUS LOBATA                                                                                                        | VALLEY OAK                           | 3         |                            |
|                | QUE PHE                                                                                              | QUERCUS PHELLOS                                                                                                       | WILLOW OAK                           | 3         |                            |
|                | TIL GRE                                                                                              | TILIA CORDATA 'GREENSPIRE'                                                                                            | GREENSPIRE LITTLELEAF LINDEN         | 8         |                            |
| SHRUB AREAS    |                                                                                                      |                                                                                                                       |                                      |           |                            |
|                | SCREEN PLANTING                                                                                      |                                                                                                                       |                                      | 20,588 SF |                            |
|                | ARB STR                                                                                              | ARBUTUS UNEDO                                                                                                         | STRAWBERRY TREE                      | 2,882 SF  |                            |
|                | AZA MIC                                                                                              | AZARA MICROPHYLLA                                                                                                     | BOX LEAF AZARA                       | 2,882 SF  |                            |
|                | BAC PIL                                                                                              | BACCHARIS PILULARIS                                                                                                   | COYOTE BRUSH                         | 2,882 SF  |                            |
|                | CEA RIS                                                                                              | CEANOTHUS SPP                                                                                                         | CALIFORNIA LILAC                     | 2,882 SF  |                            |
|                | GAR COA                                                                                              | GARRYA ELLIPTICA                                                                                                      | COAST SILKTASSSEL                    | 2,882 SF  |                            |
|                | RHA CAL                                                                                              | RHAMNUS CALIFORNICA                                                                                                   | CALIFORNIA COFFEEBERRY               | 3,088 SF  |                            |
|                | ROS RUG                                                                                              | ROSA RUGOSA                                                                                                           | RUGOSA ROSE                          | 3,088 SF  |                            |
|                | ORNAMENTAL POLLINATOR PLANTING                                                                       |                                                                                                                       |                                      | 2,869 SF  |                            |
|                | ACH MIL                                                                                              | ACHILLEA MILLEFOLIUM                                                                                                  | COMMON YARROW                        | 287 SF    |                            |
|                | ASC SPE                                                                                              | ASCLEPIAS SPECIOSA                                                                                                    | SHOWY MILKWEED                       | 287 SF    |                            |
|                | ECH PUR                                                                                              | ECHINACEA PURPUREA                                                                                                    | CONEFLOWER                           | 287 SF    |                            |
|                | HES PAR                                                                                              | HESPERALOE PARVIFLORA                                                                                                 | RED YUCCA                            | 287 SF    |                            |
|                | NEP SMS                                                                                              | NEPETA SPP                                                                                                            | CATMINT                              | 287 SF    |                            |
|                | RHA CA2                                                                                              | RHAMNUS CALIFORNICA                                                                                                   | CALIFORNIA COFFEEBERRY               | 287 SF    |                            |
|                | SAL 3E3                                                                                              | SALVIA SPP                                                                                                            | SAGE                                 | 287 SF    |                            |
|                | SAM NIG                                                                                              | SAMBUCUS NIGRA                                                                                                        | BLACK ELDERBERRY                     | 287 SF    |                            |
|                | SCH LIT                                                                                              | SCHIZACHYRIUM SCOPARIUM                                                                                               | LITTLE BLUESTEM                      | 287 SF    |                            |
|                | ZAU SPP                                                                                              | ZAUSCHNERIA SPP.                                                                                                      | CALIFORNIA FUCHSIA                   | 287 SF    |                            |
|                | POLLINATOR BUFFER SHRUBS                                                                             |                                                                                                                       |                                      | 14,157 SF |                            |
|                | ARC UV2                                                                                              | ARCTOSTAPHYLOS UVA-URSI                                                                                               | KINNIKINNICK                         | 1,274 SF  |                            |
|                | CAR TES                                                                                              | CAREX TESTACEA                                                                                                        | ORANGE SEDGE                         | 1,274 SF  |                            |
|                | CAR CLA                                                                                              | CARYOPTERIS X CLANDONENSIS                                                                                            | BLUEBEARD                            | 1,274 SF  |                            |
|                | CIS SER                                                                                              | CISTUS SPP.                                                                                                           | ROCKROSE                             | 1,274 SF  |                            |
|                | COT MEK                                                                                              | COTINUS SPP                                                                                                           | SMOKE BUSH                           | 1,274 SF  |                            |
|                | HES PAR                                                                                              | HESPERALOE PARVIFLORA                                                                                                 | RED YUCCA                            | 1,274 SF  |                            |
|                | MUH GPS                                                                                              | MUHLENBERGIA SPP                                                                                                      | MUHLY GRASS                          | 1,274 SF  |                            |
|                | PUN GRA                                                                                              | PUNICA GRANATUM                                                                                                       | POMEGRANATE                          | 1,274 SF  |                            |
|                | RHA IND                                                                                              | RHAPHIOLEPIS INDICA                                                                                                   | INDIAN HAWTHORN                      | 1,274 SF  |                            |
|                | SES AUT                                                                                              | SESLERIA AUTUMNALIS                                                                                                   | AUTUMN MOOR GRASS                    | 1,274 SF  |                            |
|                | ZAU SPP                                                                                              | ZAUSCHNERIA SPP.                                                                                                      | CALIFORNIA FUCHSIA                   | 1,416 SF  |                            |
| GROUND COVERS  |                                                                                                      |                                                                                                                       |                                      |           |                            |
|                | STREET / PARKING GROUND COVER                                                                        |                                                                                                                       |                                      | 5,565 SF  |                            |
|                | EUP 232                                                                                              | EUPHORBIA SPP                                                                                                         | SPURGE                               | 5,565 SF  |                            |
|                | HEL SEM                                                                                              | HELICTOTRICHON SEMPERVIRENS                                                                                           | BLUE OAT GRASS                       | 5,565 SF  |                            |
|                | MUH CAP                                                                                              | MUHLENBERGIA CAPILLARIS                                                                                               | PINK MUHLY GRASS                     | 5,565 SF  |                            |
|                | NEP MPC                                                                                              | NEPETA SPP                                                                                                            | CATMINT                              | 5,565 SF  |                            |
|                | RUB NIE                                                                                              | RUBUS CALYCINOIDES                                                                                                    | CREeping BRAMBLE                     | 5,565 SF  |                            |
|                | DOG PARK SEED MIX<br>PROTIME SEED PT 767 DOG PARK ECO-LAWN MIX WITH<br>MICROCLOVER OR APPROVED EQUAL |                                                                                                                       |                                      | 29,949 SF | PROTIME SEED<br>MICROCLOV  |
|                | TURF GRASS                                                                                           |                                                                                                                       |                                      | 12,846 SF |                            |
|                | ECO MEADOW SEED MIX                                                                                  |                                                                                                                       |                                      | 66,212 SF |                            |
|                | STORMWATER SEED MIX                                                                                  |                                                                                                                       |                                      | 4,288 SF  |                            |
|                | ELY GLA                                                                                              | ELYMUS GLAUCUS                                                                                                        | BLUE WILD RYE                        | 3,430 SF  |                            |
|                | FES BS2                                                                                              | FESTUCA RUBRA ARENARIA<br>FESCUE & CLOVER SEED MIX<br>PROTIME SEED ECO-LAWN MIX WITH MICROCLOVER<br>OR APPROVED EQUAL | CREeping RED FESCUE                  | 858 SF    |                            |
|                |                                                                                                      |                                                                                                                       |                                      | 23,636 SF | PROTIME SEED<br>OR APPROVE |

TERRAIN  
LANDSCAPE ARCHITECTURE  
310 Oak Street, Suite 3  
Ashland, Oregon 97520  
541.590.4776  
TERRAINARCH.COM

EAST MAIN STREET PARK

2228 EAST MAIN STREET

ASHLAND, OREGON 97520

REVISIONS

| # | DATE | DESCRIPTION |
|---|------|-------------|
|---|------|-------------|

SITE DESIGN  
REVIEW

PLANT PALETTE

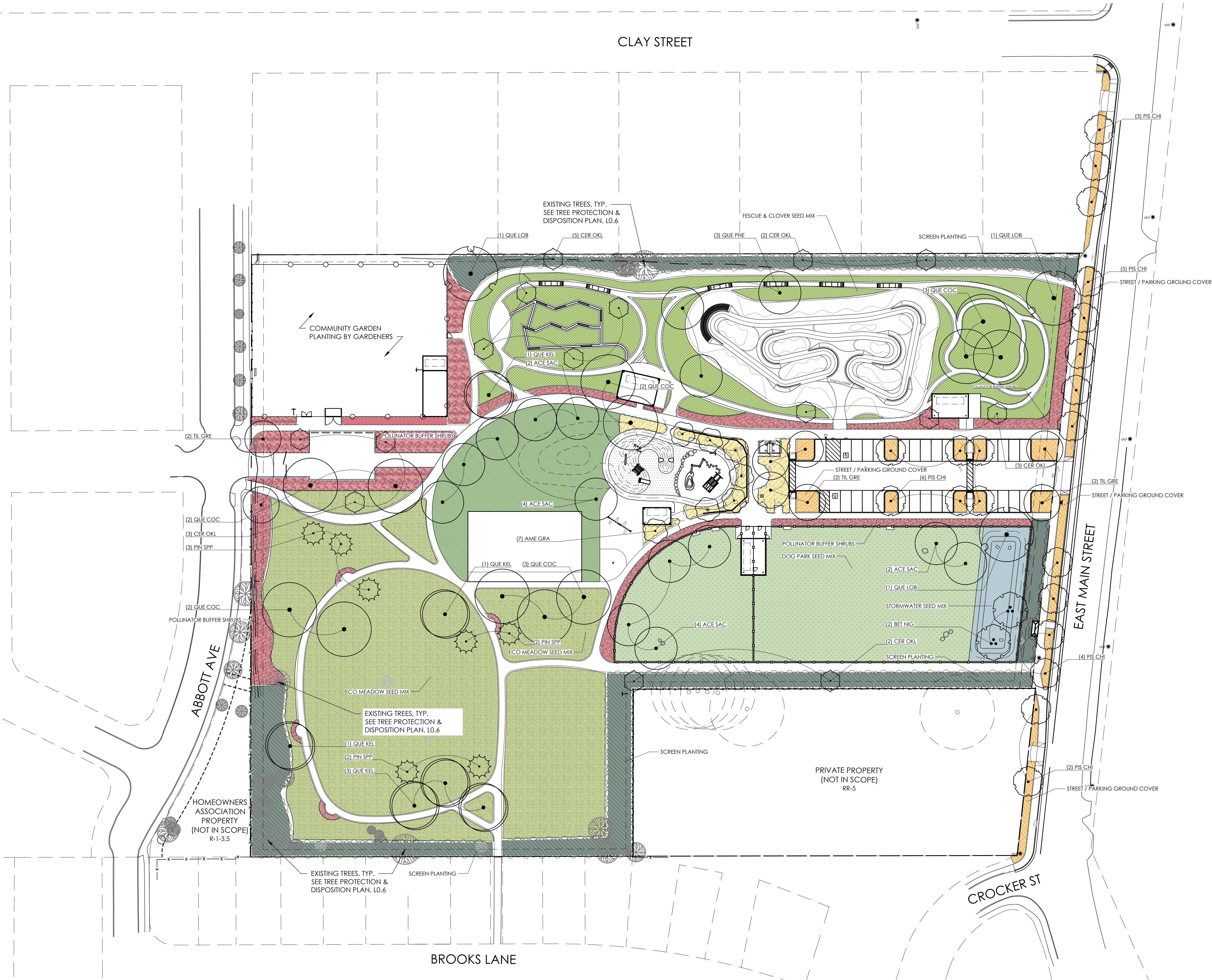
L4.0

PROJECT NO. 2102

03/06/24

TEAM: Pvc, CG, EG, ZW





| PLANT SCHEDULE                 |           |                                                                                |
|--------------------------------|-----------|--------------------------------------------------------------------------------|
| SYMBOL                         | CODE      | BOTANICAL NAME                                                                 |
| TREES                          |           |                                                                                |
|                                | ACE SAC   | ACER SACCHARUM                                                                 |
|                                | AME GRA   | AMELANCHER X GRANDIFLORA 'AUTUMN BRILLIANCE'                                   |
|                                | BET NIG   | BETULA NIGRA                                                                   |
|                                | CER OKL   | CERCIS CANADENSIS TEXENSIS 'OKLAHOMA'                                          |
|                                | PIN SPP   | PINUS SPP                                                                      |
|                                | PIS CHI   | PISTACIA CHINENSIS                                                             |
|                                | QUE COC   | QUERCUS COCCINEA                                                               |
|                                | QUE KEL   | QUERCUS KELLOGGII                                                              |
|                                | QUE LOB   | QUERCUS LOBATA                                                                 |
|                                | QUE PHE   | QUERCUS PHELLOS                                                                |
|                                | TIL GRE   | TILIA CORDATA 'GREENSPIRE'                                                     |
| SHRUB AREAS                    |           |                                                                                |
| SCREEN PLANTING                |           |                                                                                |
|                                | ARB STR   | ARBUTUS UNEDO                                                                  |
|                                | AZA MIC   | AZARA MICROPHYLLA                                                              |
|                                | BAC PIL   | BACCHARIS PILLULARIS                                                           |
|                                | CER RS    | CELANOTHUS SPP                                                                 |
|                                | GAR COA   | GARRYA ELIPTICA                                                                |
|                                | RHA CAL   | RHAMNUS CALIFORNICA                                                            |
|                                | ROSA RUGO | ROSA RUGOSA                                                                    |
| ORNAMENTAL POLLINATOR PLANTING |           |                                                                                |
|                                | ACH MIL   | ACHELLEA MILLEFOLIUM                                                           |
|                                | ASC SPE   | ASCLEPIAS SPECIOSA                                                             |
|                                | ECH PUR   | ECHINACEA PURPUREA                                                             |
|                                | HES PAR   | HEPERALOE PARVIFLORA                                                           |
|                                | NEP SMS   | NEPETA SPP                                                                     |
|                                | RHA CAL2  | RHAMNUS CALIFORNICA                                                            |
|                                | SAL SES   | SALVIA SPP                                                                     |
|                                | SAM NIG   | SAMBUCUS NIGRA                                                                 |
|                                | SCH LIT   | SCHROEDERUS SCOPARIUM                                                          |
|                                | ZAUS SPP  | ZAUSCHNERIA SPP                                                                |
| POLLINATOR BUFFER SHRUBS       |           |                                                                                |
|                                | ARG UV2   | ARCTOSTAPHYLOS UVA-URSI                                                        |
|                                | CAR TED   | CAREX TESTACEA                                                                 |
|                                | CAR CLA   | CARYOPTERIS X CLANDONENSIS                                                     |
|                                | CIS SER   | CISTUS SPP                                                                     |
|                                | COI MIX   | COINUS SPP                                                                     |
|                                | HES PAR   | HEPERALOE PARVIFLORA                                                           |
|                                | MUH GPS   | MUHLBERGIA SPP                                                                 |
|                                | PUN GRA   | PRINCEA GRANATUM                                                               |
|                                | RHA IND   | RHAPHIOLEPIS INDICA                                                            |
|                                | SES AUT   | SESLERIA AUTUMNALIS                                                            |
|                                | ZAUS SPP  | ZAUSCHNERIA SPP                                                                |
| GROUND COVERS                  |           |                                                                                |
| STREET / PARKING GROUND COVER  |           |                                                                                |
|                                | EUP 232   | EUPHORBIA SPP                                                                  |
|                                | HEL SEN   | HELIOTRICHON SEMPERVIRENS                                                      |
|                                | MUH CAP   | MUHLBERGIA CAPILLARIS                                                          |
|                                | NEP MPC   | NEPETA SPP                                                                     |
|                                | RUB NE    | RUBUS CALYCNIOIDES                                                             |
|                                |           | DOG PARK SEED MIX                                                              |
|                                |           | PROTIVE SEED PT 75/75 DOG PARK ECO-LAWN MIX WITH MICROCLOVER OR APPROVED EQUAL |
|                                |           | TURF GRASS                                                                     |
|                                |           | ECO MEADOW SEED MIX                                                            |
|                                |           | STORMWATER SEED MIX                                                            |
|                                | ELY GLA   | ELYMUS GLAUCUS                                                                 |
|                                | FES B52   | FESTUCA RUBRA ARENARIA                                                         |
|                                |           | FESCUE & CLOVER SEED MIX                                                       |
|                                |           | PROTIVE SEED ECO-LAWN MIX WITH MICROCLOVER OR APPROVED EQUAL                   |

NOTE: SEE SHEET L4.0 FOR FULL PLANT PALETTE



EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

REVISIONS  
# DATE DESCRIPTION

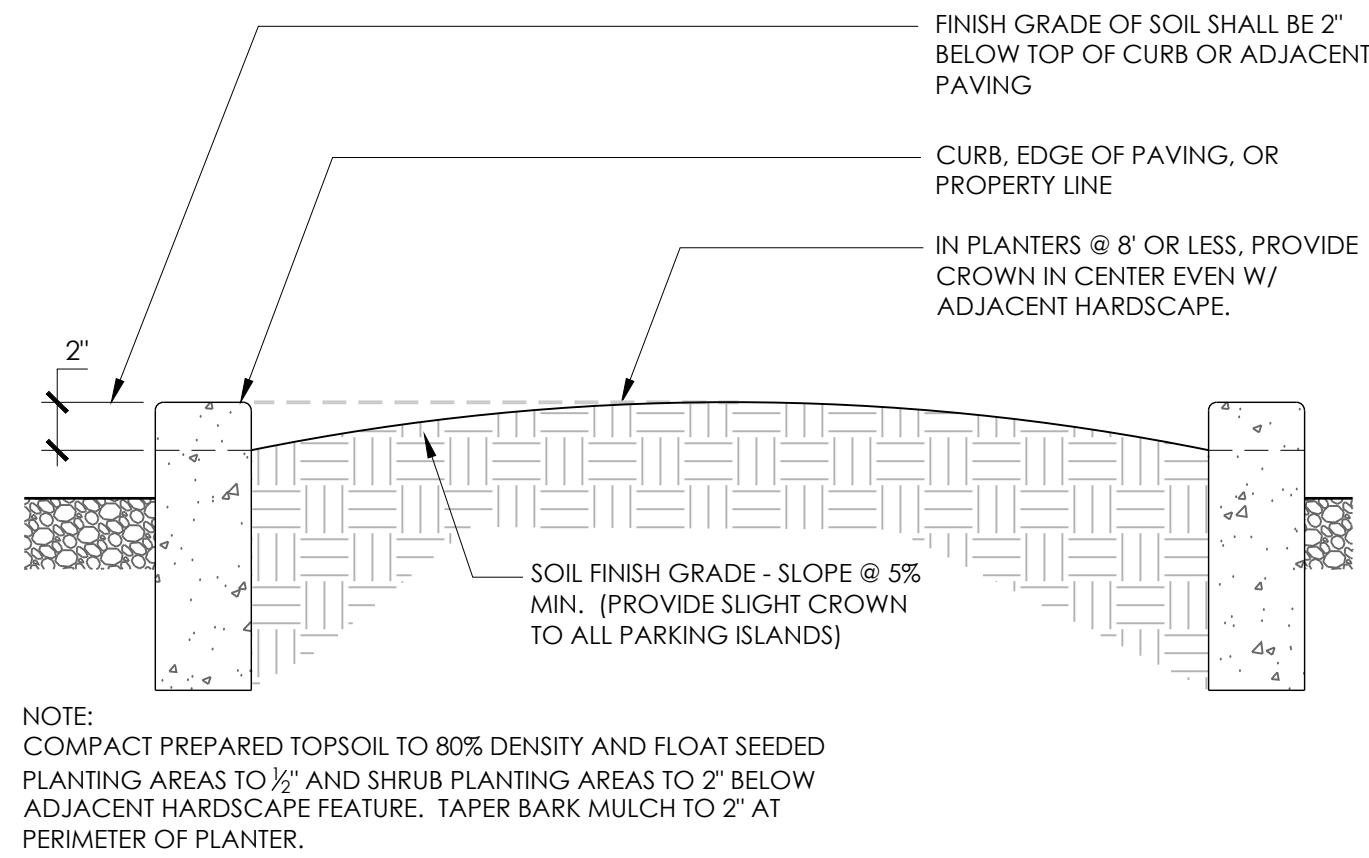
SITE DESIGN  
REVIEW

PLANTING PLAN

L4.1

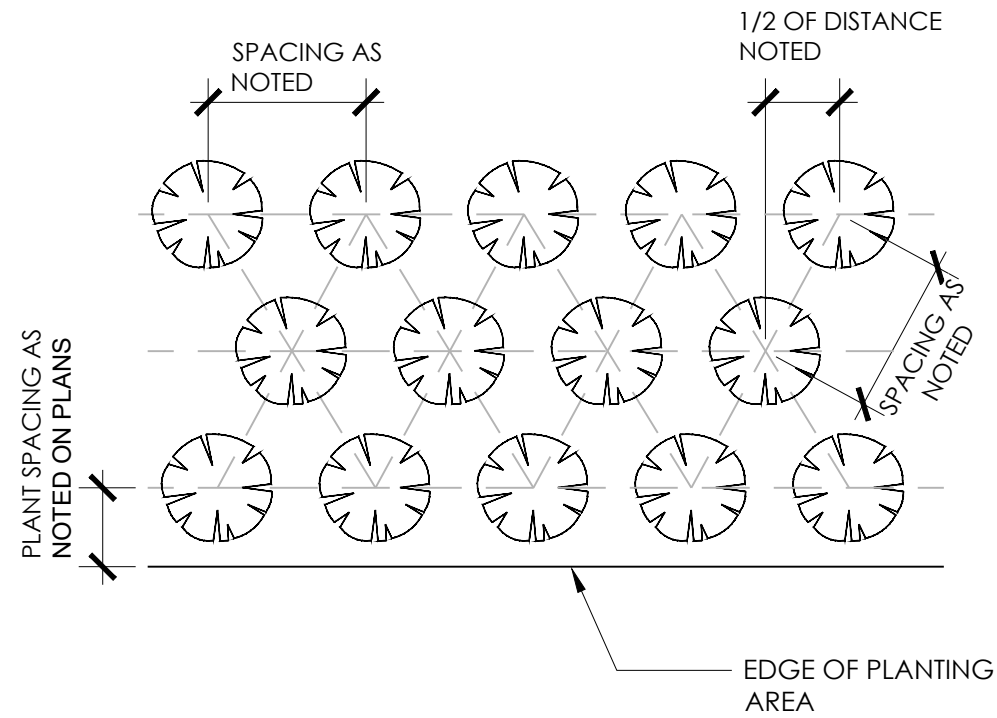
PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW



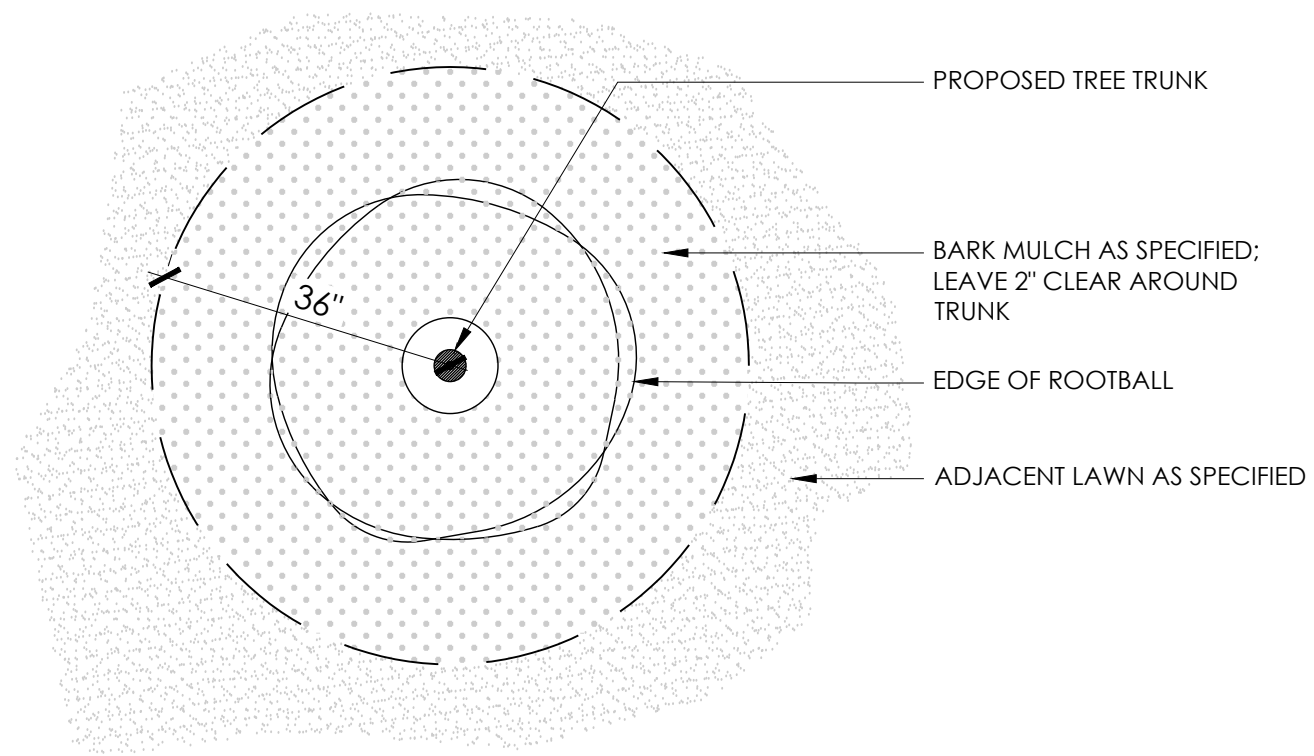


6 SECTION: SOIL PROFILE IN ISOLATED PLANTERS  
Scale: 1" = 1'-0"

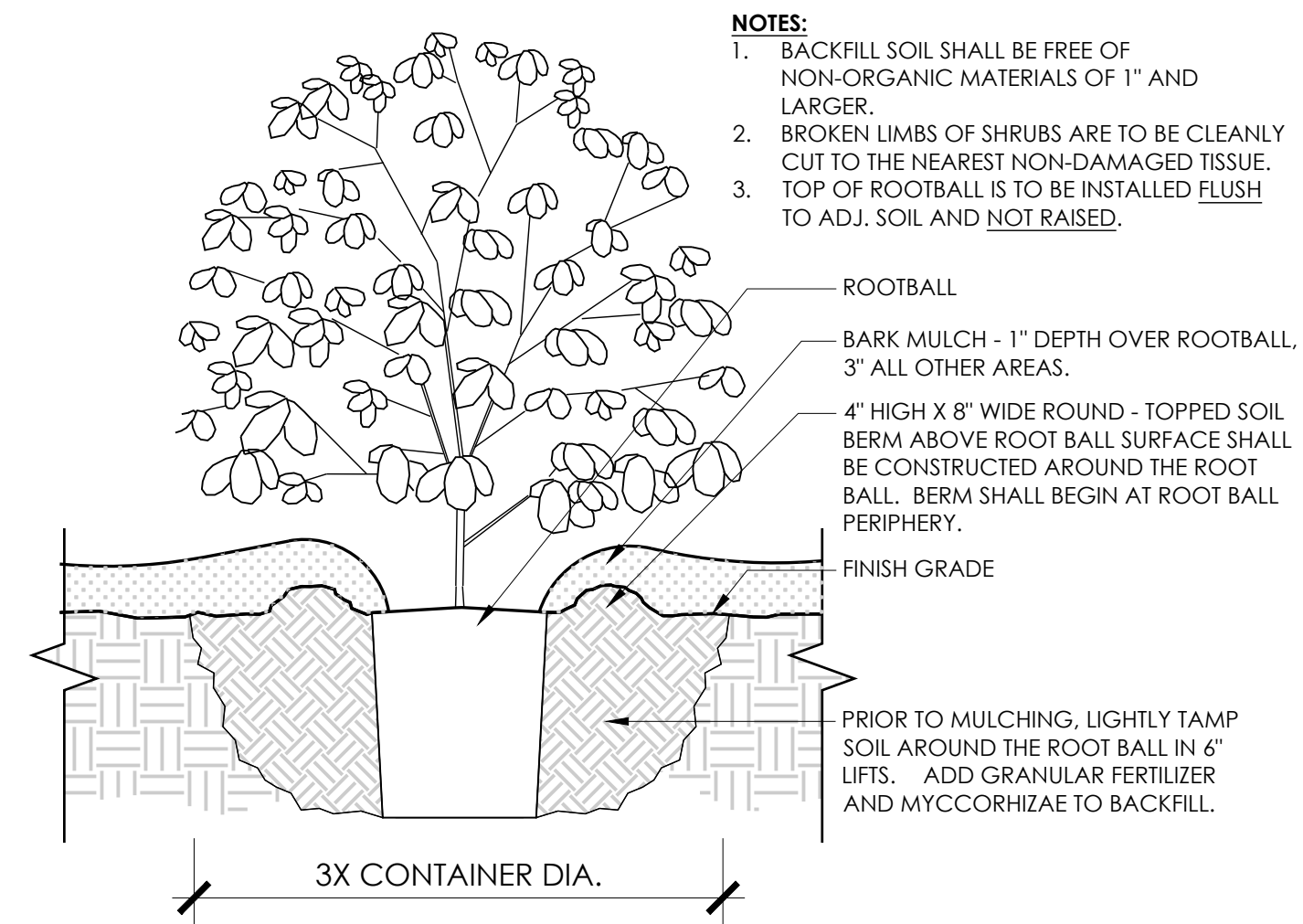
| SPACING  | X FACTOR       |
|----------|----------------|
| 12" O.C. | 1.156 (X AREA) |
| 18" O.C. | 0.513          |
| 24" O.C. | 0.288          |
| 30" O.C. | 0.184          |
| 36" O.C. | 0.128          |
| 48" O.C. | 0.072          |



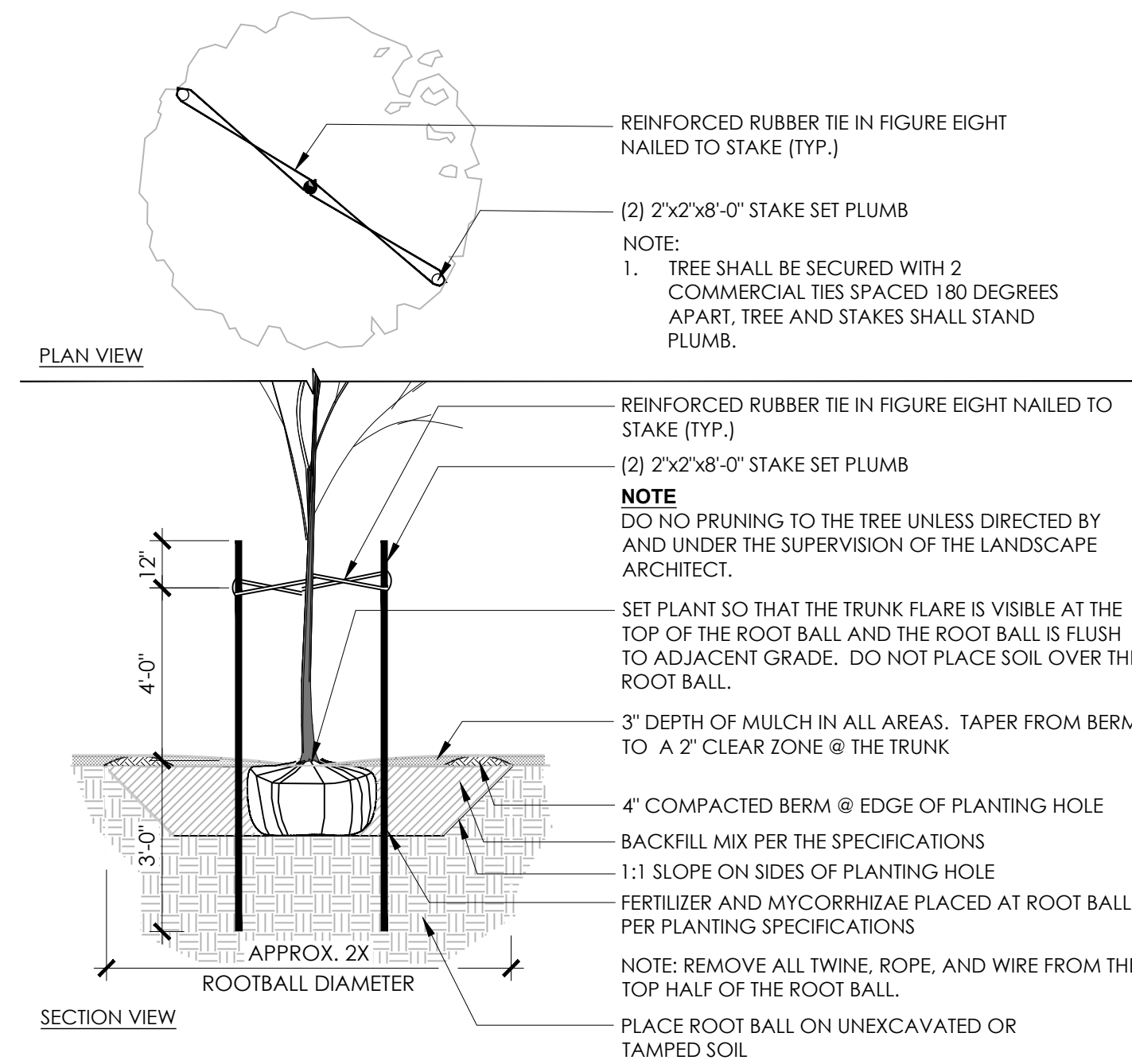
5 DETAIL: SHRUB & GROUNDCOVER PLANTING LAYOUT  
Scale: NTS



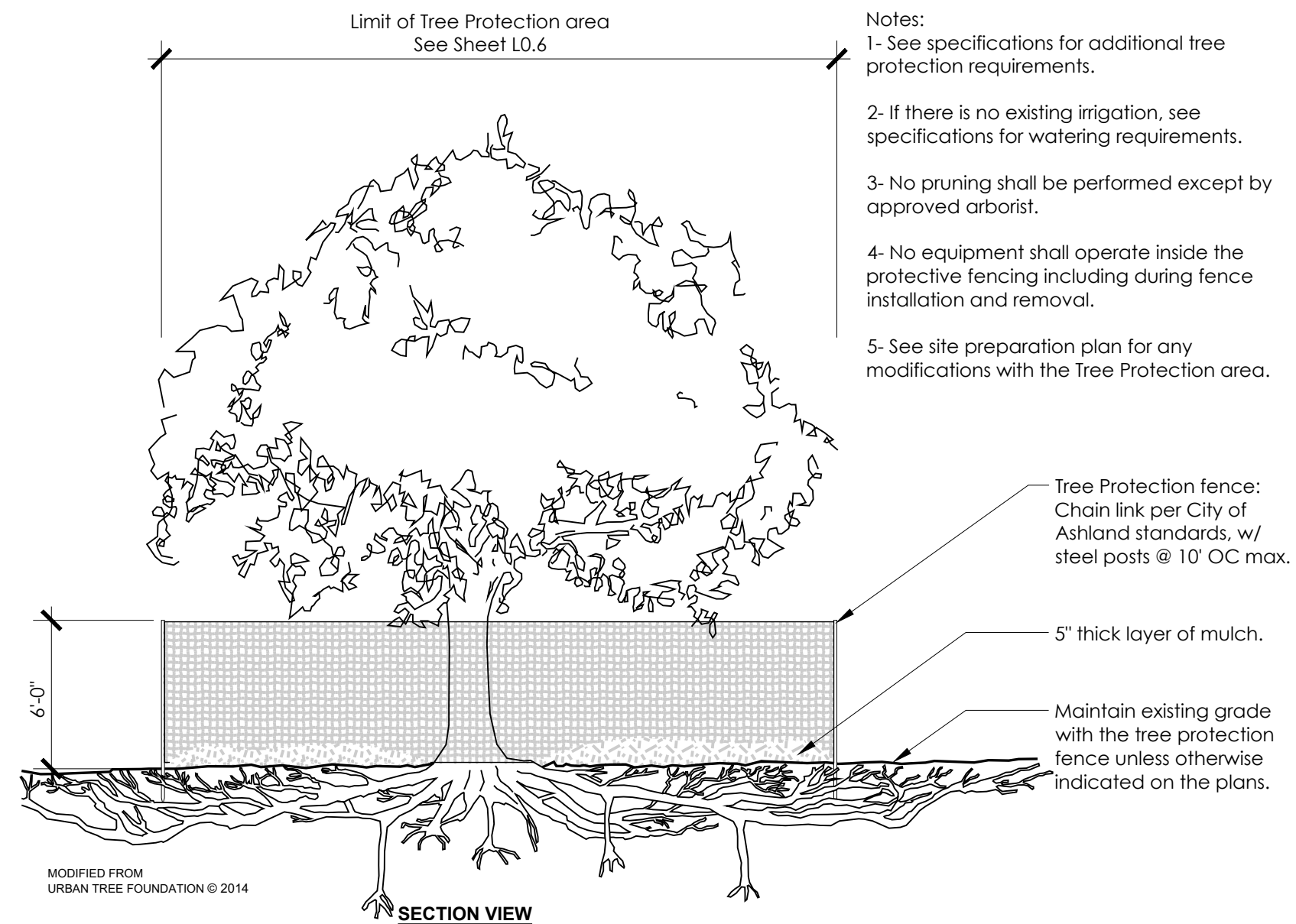
4 DETAIL: MULCH RING AT LAWN TREE  
Scale: 1" = 1'-0"



3 DETAIL: SHRUB & GROUNDCOVER PLANTING  
Scale: 1" = 1'-0"



2 DETAIL: TREE PLANTING & STAKING  
Scale: 1/2" = 1'-0"



1 DETAIL: TREE PROTECTION FENCE  
Scale: 1/4" = 1'-0"





EAST MAIN STREET PARK

2228 EAST MAIN STREET

ASHLAND, OREGON 97520

REVISIONS

| # | DATE | DESCRIPTION |
|---|------|-------------|
|---|------|-------------|

SITE DESIGN REVIEW

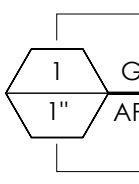
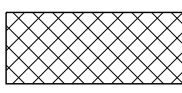
IRRIGATION NOTES & LEGENDS

L5.0

PROJECT NO. 2102

03/06/24

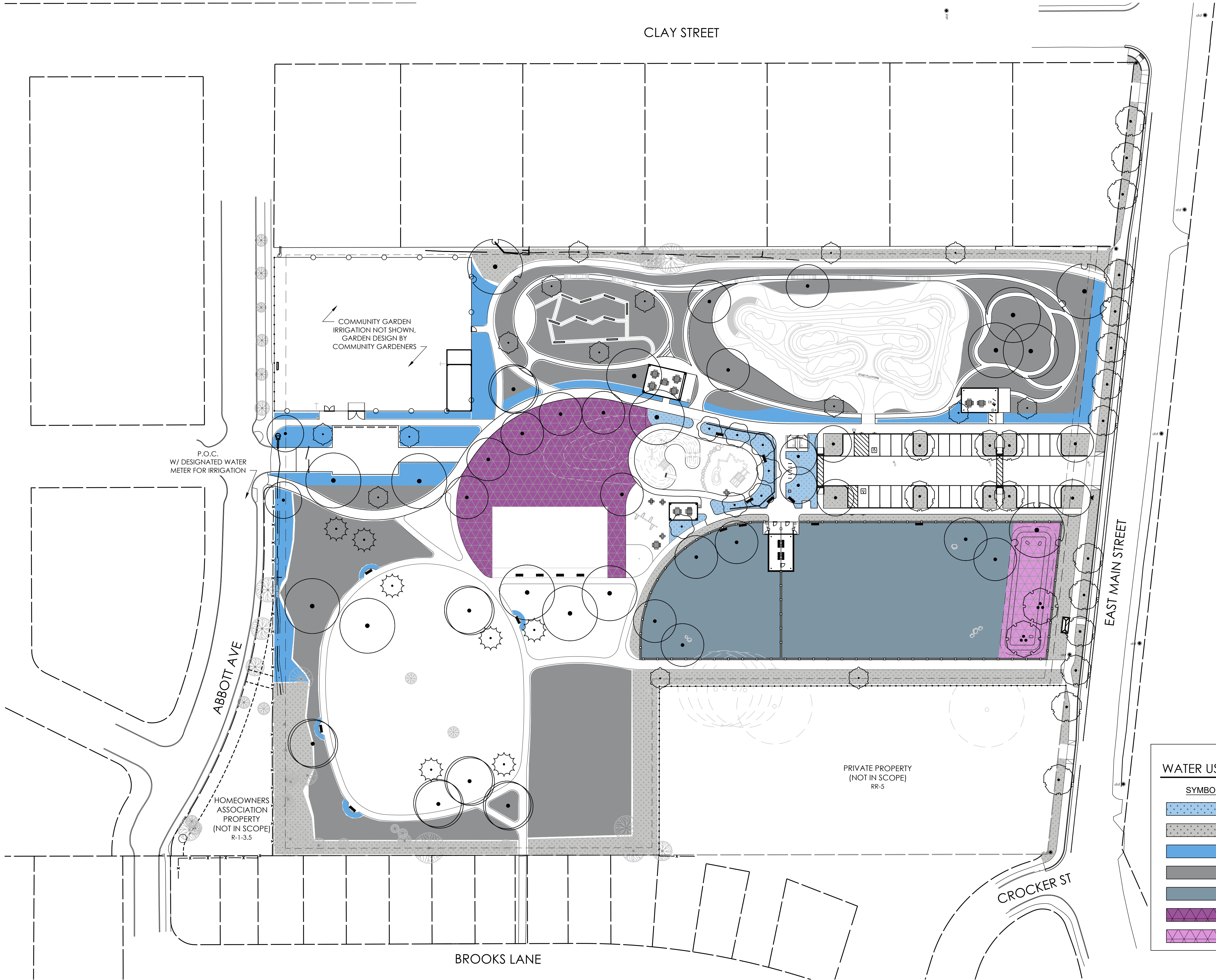
TEAM: Pvc, CG, EG, ZW

| IRRIGATION PLAN LEGEND                                                              |                                                                 |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| SYMBOL                                                                              | DESCRIPTION                                                     |
|  | HUNTER ICV-101G (SPRAY) OR APPROVED EQUAL                       |
|  | HUNTER PCZ-101 (DRIP) OR APPROVED EQUAL                         |
|  | MAIN LINE: SCH 40 PVC (1-1/2")                                  |
|  | LATERAL LINES SHALL BE SCH 40 PVC (1")                          |
|  | SLEEVES - SCH 40, MIN SIZE SHALL BE 2x DIA OF PASSING PIPE      |
|  | ISOLATION BALL VALVE - LINE SIZE                                |
|  | QUICK COUPLING VALVE - HUNTER 44RC OR APPROVED EQUAL            |
|  | CONTROLLER: WEATHERTRAK, TO BE SELECTED BY PARKS REPRESENTATIVE |
|  | ZONE ID<br>1 GPM APPLICATION<br>1" VALVE SIZE                   |
|  | P.O.C.<br>POINT OF CONNECTION - SEE DETAIL X/LX.X               |
|  | DRIP IRRIGATION: HUNTER PLD-06-18 OR APPROVED EQUAL             |

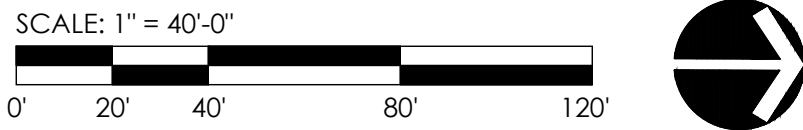
| IRRIGATION HEAD KEY                                                                   |                     |                      |                  |       |                        |
|---------------------------------------------------------------------------------------|---------------------|----------------------|------------------|-------|------------------------|
| SYMBOL                                                                                | DESCRIPTION         | MODEL (*) (**)       | NOZZLE           | RAD.  | FLOW RATE (GPM)        |
|    | 1/4" 1/2" FULL      | HUNTER PRS30         | MP-ROTATOR 1000  | 8'    | 0.11, 0.21, 0.44       |
|    | 1/4" 1/2" 3/4" FULL | HUNTER PRS30         | MP-ROTATOR 1000  | 10'   | 0.135, 0.27, 0.54      |
|    | 1/4" 1/2" 3/4" FULL | HUNTER PRS40         | MP-ROTATOR 1000  | 14'   | 0.19, 0.38, 0.75       |
|    | 1/4" 1/2" FULL      | HUNTER PRS40         | MP-ROTATOR 2000  | 19'   | 0.40, 0.74, 1.47       |
|    | 1/4" 1/2" FULL      | HUNTER PRS30         | MP-ROTATOR 3000  | 25'   | 0.71, 1.51, 2.30, 3.04 |
|   | 1/4" 1/2" 3/4" FULL | HUNTER PRS40         | MP-ROTATOR 3000  | 30'   | 0.85, 1.82, 2.75, 3.65 |
|  | END, CENTER         | HUNTER PRS40         | MP-ROTATOR STRIP | STRIP | 0.19, 0.38             |
|  | RZWS                | HUNTER RZWS-18-25-CV |                  |       | 0.25                   |

| IRRIGATION NOTES                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                        |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. THE CITY OF ASHLAND TO REVIEW AND APPROVE ALL LANDSCAPE RELATED ITEMS PRIOR TO BEGINNING LANDSCAPE INSTALLATION                                                                                                                                                                                                                                                                      | 2. REVIEW SPECIFICATION SECTION 328400 FOR ALL ASPECTS OF THE IRRIGATION SYSTEM INSTALLATION.                                                          | 3. MAINTAIN AT JOB SITE ONE (1) COPY OF DRAWINGS, SPECIFICATIONS, ADDENDA, AND APPROVED SHOP DRAWINGS, CHANGE ORDERS, AND OTHER PROJECT DOCUMENTS.                                                                                                                         | 4. RECORD ACTUAL LOCATION OF ALL CONCEALED COMPONENTS, PIPING SYSTEM, CONDUIT AND SLEEVE LOCATIONS. KEEP THIS DOCUMENT CURRENT. DO NOT PERMANENTLY CONCEAL ANY WORK UNTIL REQUIRED INFORMATION HAS BEEN RECORDED. FURNISH TWO (2) COPIES OF RECORD DRAWINGS TO THE OWNER. REDUCE ONE COPY OF RECORD DRAWING TO FIT INSIDE CONTROLLER LID. LAMINATE REDUCED COPY.                       |
| 5. ALL WORK SHALL BE INSTALLED BY COMPETENT WORKMEN EXPERIENCED IN TRADE IN A NEAT AND ORDERLY MANNER ACCEPTABLE TO THE OWNER'S REPRESENTATIVE.                                                                                                                                                                                                                                         | 6. CONFORM TO ALL PERTINENT CODES AND REGULATIONS. COMPLY WITH THE LATEST RULES OF THE NATIONAL ELECTRICAL CODE AND THE AMERICAN MASTER PLUMBERS CODE. | 7. VERIFY THAT FIELD CONDITIONS ARE AS INDICATED ON DRAWINGS. NOTIFY THE OWNER'S REPRESENTATIVE IF DISCREPANCIES ARE OBSERVED.                                                                                                                                             | 8. NOTIFY OWNER'S REPRESENTATIVE 48 HOURS IN ADVANCE OF ALL SITE OBSERVATION VISITS REQUIRED BY THE OWNER'S REPRESENTATIVE. THE CONTRACTOR SHALL BE PRESENT AT EACH SITE OBSERVATION VISIT. REQUIRED VISITS INCLUDE: PRESSURE TEST AFTER MAINLINE LAID, AFTER NON-PRESSURIZED LINES PRIOR TO BACKFILL, AND FINAL OPERATION OF ALL IRRIGATION STATIONS INCLUDING HEAD TO HEAD COVERAGE. |
| 9. IRRIGATION PIPE, HEADS, VALVES, BACKFLOW DEVICE AS NOTED ON LEGEND.                                                                                                                                                                                                                                                                                                                  | 10. VERIFY LOCATION OF EXISTING UTILITIES PRIOR TO BEGINNING WORK.                                                                                     | 11. PIPING LAYOUT IS DIAGRAMMATIC ONLY. ROUTE PIPING IN PLANTERS AND AVOID UTILITIES AND STRUCTURES. LAYOUT SHALL FOLLOW AS CLOSELY AS PRACTICAL THE SCHEMATIC DESIGN ON THE DRAWINGS. MAKE NO SUBSTANTIAL CHANGES WITHOUT PRIOR APPROVAL FROM THE OWNER'S REPRESENTATIVE. | 12. ALL LATERAL PIPE SHALL BE 1" IN SIZE UNLESS OTHERWISE INDICATED ON THE PLAN.                                                                                                                                                                                                                                                                                                       |
| 13. COORDINATE ALL IRRIGATION EQUIPMENT LOCATIONS WITH OTHER CONTRACTORS. NOTIFY THE OWNER'S REPRESENTATIVE IF CONFLICTS ARE ENCOUNTERED.                                                                                                                                                                                                                                               | 14. ALL SPRINKLER HEADS ALONG SIDEWALKS SHALL BE TWO INCHES FROM SIDEWALKS.                                                                            | 15. PIPE DEPTH - LATERAL LINES - 12 INCH MINIMUM; MAINLINE - 18 INCH MINIMUM.                                                                                                                                                                                              | 16. BOTTOM OF TRENCHES AND BACKFILL MATERIAL SHALL BE FREE OF ROCKS, CLODS, AND OTHER SHARP OBJECTS. SNAKE PIPE FROM SIDE TO SIDE AT TRENCH BOTTOM TO ALLOW EXPANSION.                                                                                                                                                                                                                 |
| 17. DO NOT INSTALL HEADS UNTIL LINES HAVE BEEN THOROUGHLY FLUSHED AND PRESSURE TESTED.                                                                                                                                                                                                                                                                                                  | 18. SHUT OFF VALVES ARE REQUIRED AT EACH POINT OF CONNECTION, VALVE BOX, AND AT EVERY LOCATION WHERE THE MAINLINE PASSES UNDER 20 FEET OF PAVEMENT.    | 19. A MANUAL DRAIN MUST BE INSTALLED AT THE LOW SPOT OF EACH ZONE.THE DRAIN SHOULD BE A BRASS MANUAL ANGLE VALVE WITH "T" STEM. DRAINS LOCATED ON LATERAL LINES SHALL BE 1" SIZE.                                                                                          | 20. COORDINATE WIRE AND CONDUIT LOCATIONS BETWEEN ELECTRIC CONTROL VALVES AND THE ELECTRIC CONTROLLER.                                                                                                                                                                                                                                                                                 |
| 21. UPON COMPLETION OF ALL SYSTEMS, THE CONTRACTOR SHALL PERFORM A COVERAGE TEST TO DETERMINE THAT WATER IS BEING APPLIED CORRECTLY AND ADEQUATELY TO ALL PLANTINGS. CHANGE ANY HEADS, NOZZLES, OR ORIFICES AS MAY BE REQUIRED TO PROVIDE COVERAGE AS INDICATED ON THE DRAWINGS. PROMPTLY ADJUST HEADS TO KEEP WATER OFF BUILDINGS AND STRUCTURES WITH MINIMAL SPRAY ON PAVED SURFACES. | 22. ALL SPRAY HEADS ADJACENT TO HARDSCAPE TO BE ON 6" POP-UPS. ALL OTHER SPRAY HEADS TO BE ON 12" POP-UPS.                                             | <u>SLEEVEING:</u>                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                        |
| 23. CONTRACTOR SHALL VERIFY SLEEVEING LOCATIONS AND COORDINATE WITH THE OWNER'S REPRESENTATIVE. SLEEVES ARE TO BE PROVIDED BY GENERAL CONTRACTOR.                                                                                                                                                                                                                                       |                                                                                                                                                        | 24. COORDINATE THE INSTALLATION OF ELECTRICAL SERVICE AND CONDUIT TO THE LOCATION OF THE PROPOSED IRRIGATION CONTROLLER.                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                        |





| WATER USE PLAN LEGEND |                                              |             |
|-----------------------|----------------------------------------------|-------------|
| SYMBOL                | DESCRIPTION                                  | QTY         |
|                       | DRIP - LOW WATER USE                         | 6,844 S.F.  |
|                       | DRIP - LOW WATER USE - 2 YEAR ESTABLISHMENT  | 42,754 S.F. |
|                       | ROTOR - LOW WATER USE                        | 5,509 S.F.  |
|                       | ROTOR - LOW WATER USE - 2 YEAR ESTABLISHMENT | 82,360 S.F. |
|                       | ROTOR - MEDIUM WATER USE                     | 29,944 S.F. |
|                       | SPRAY - HIGH WATER USE                       | 12,885 S.F. |
|                       | SPRAY - MEDIUM WATER USE                     | 4,285 S.F.  |



**TERRAIN**  
LANDSCAPE ARCHITECTURE  
310 Oak Street, Suite 3  
Ashland, Oregon 97520  
541.500.4776  
TERRAINARCH.COM

EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

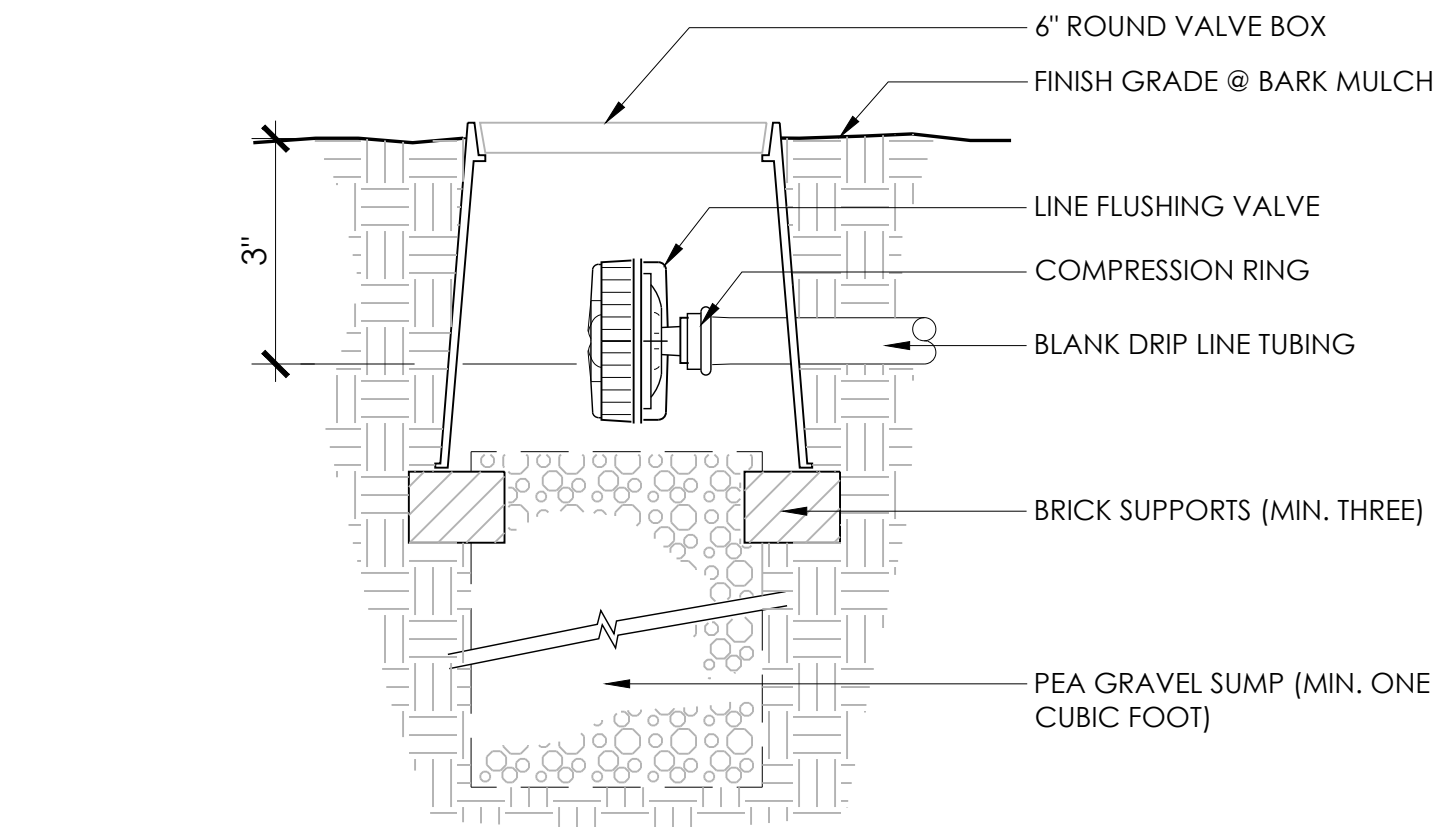
REVISIONS  
#    DATE    DESCRIPTION

SITE DESIGN  
REVIEW

WATER USE PLAN  
DIAGRAM  
**L5.1**

PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW

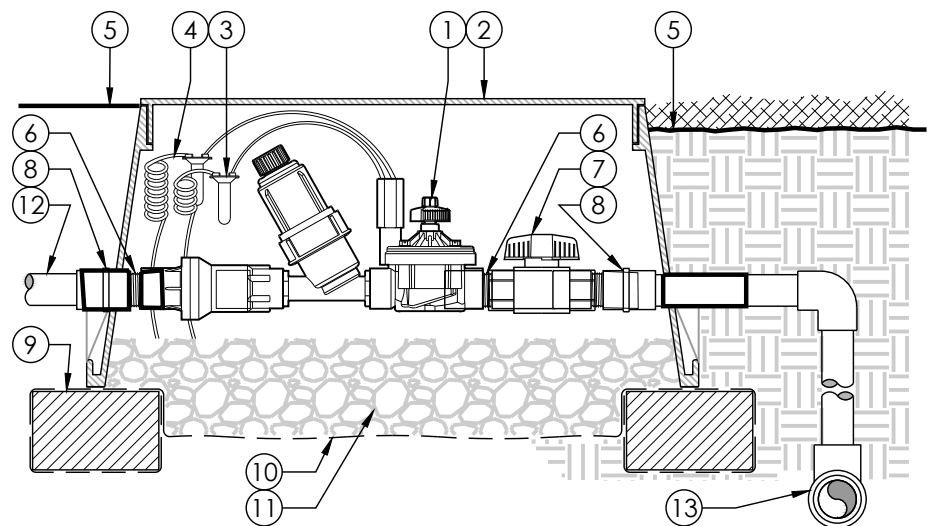




9 SECTION: DRIP LINE FLUSH VALVE  
Scale: NTS

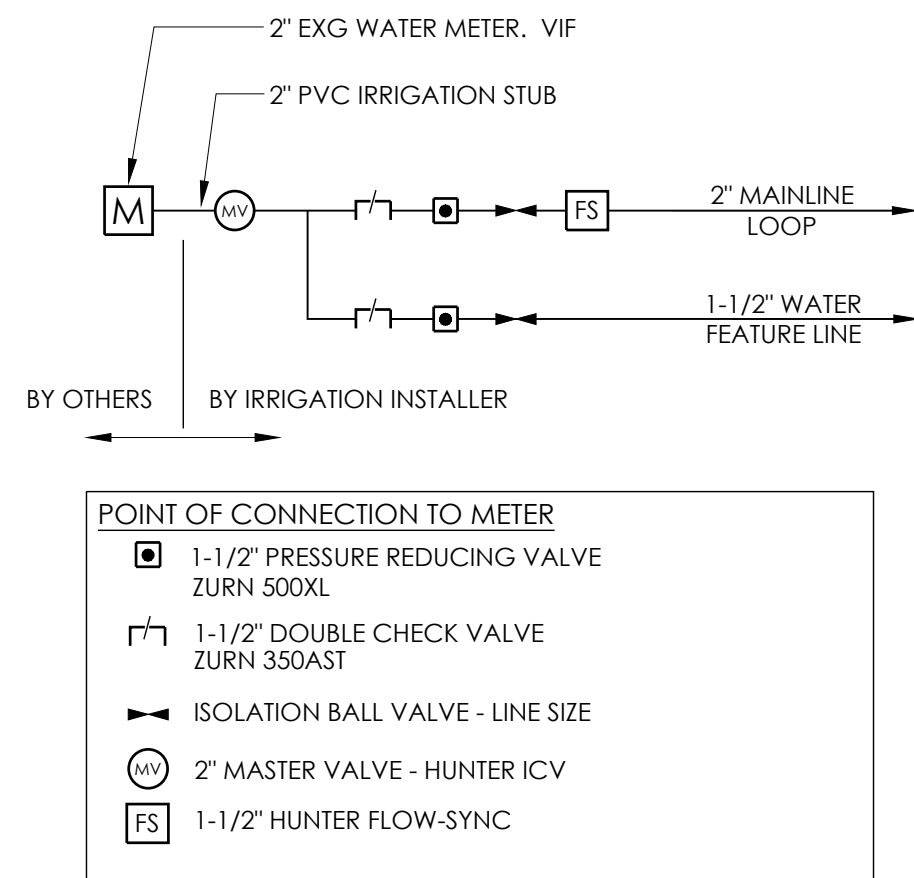
IS.2 Irrigation details.dwg

- LEGEND**
- 1 HUNTER REMOTE CONTROL VALVE (SEE PLAN) WITH FILTER REGULATOR
  - 2 IRRIGATION VALVE BOX
  - 3 WATERPROOF CONNECTORS (2)
  - 4 18"-24" COILED WIRE TO CONTROLLER
  - 5 FINISH GRADE AT ADJACENT SURFACE (TURF OR MULCH)
  - 6 SCH. 80 CLOSE NIPPLE, MATCH SIZE TO VALVE
  - 7 ISOLATION VALVE, SIZE AND TYPE PER PLAN
  - 8 PVC SLIP X MPT ADAPTOR
  - 9 BRICK SUPPORTS (4)
  - 10 FILTER FABRIC - WRAP TWICE AROUND BRICK SUPPORTS
  - 11 3/4" WASHED GRAVEL - 4" MIN. DEPTH
  - 12 IRRIGATION LATERAL LINE
  - 13 IRRIGATION MAIN LINE W/ TEE TO VALVE



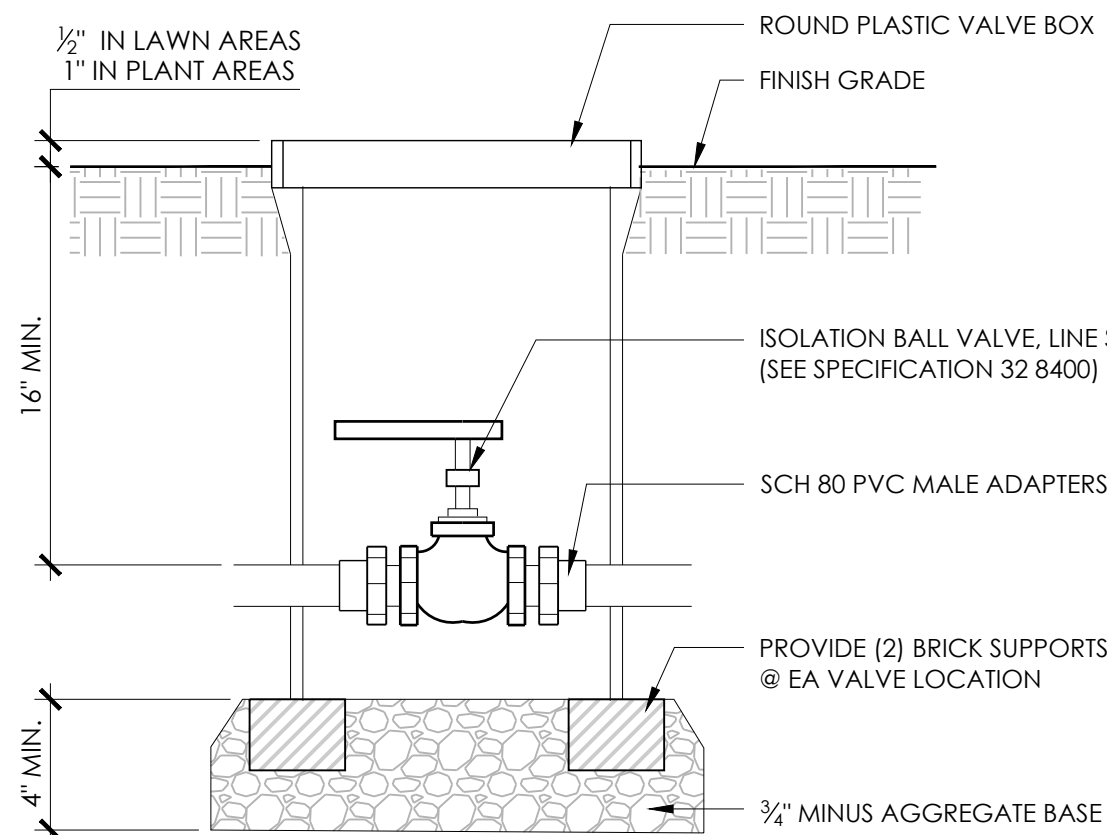
6 SECTION: DRIP CONTROL VALVE  
Scale: 1 1/2" = 1'-0"

IS.2 Irrigation details.dwg



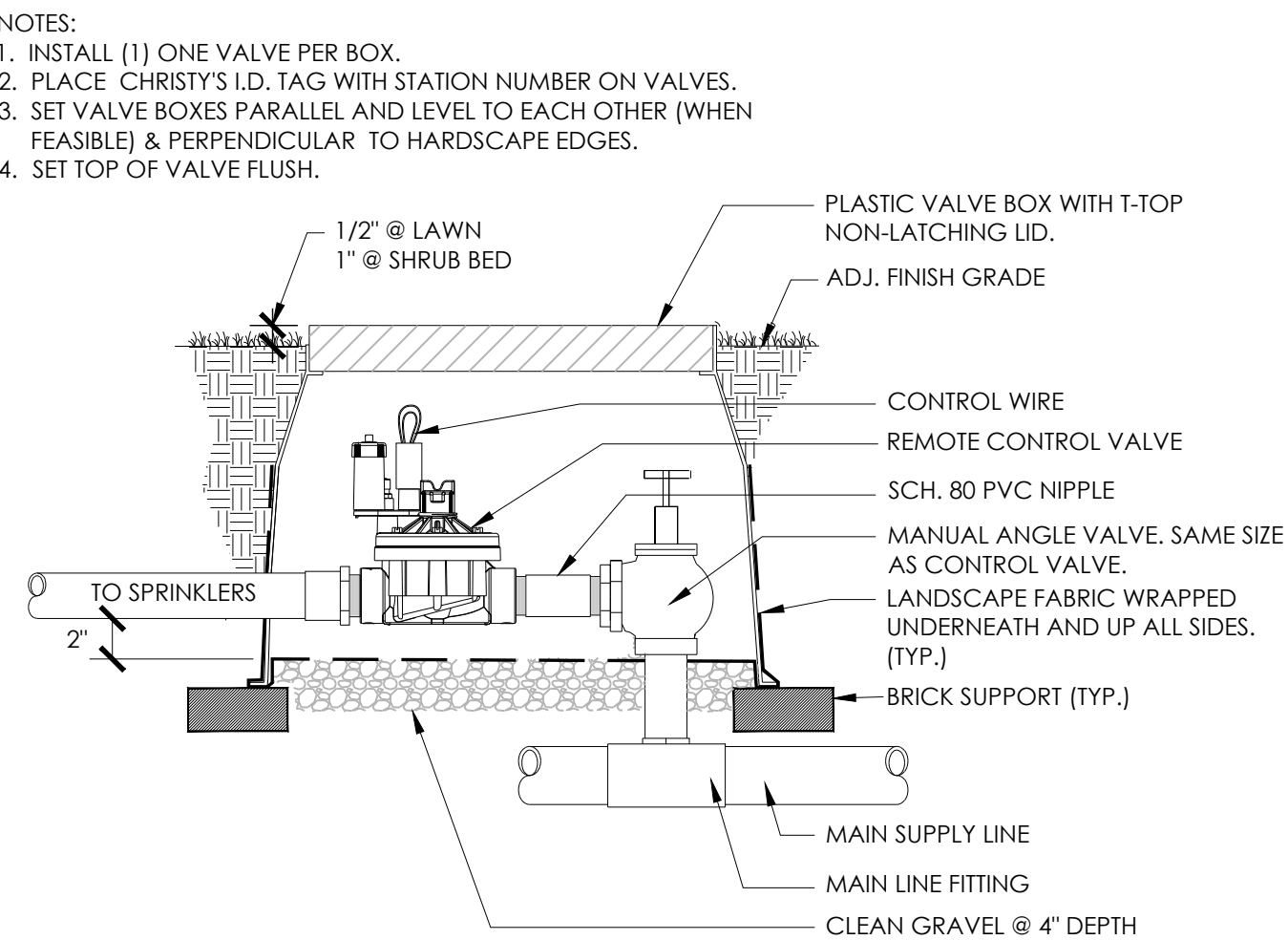
3 DETAIL: IRRIGATION POINT OF CONNECTION DIAGRAM  
Scale: NTS

IS.2 Irrigation details.dwg



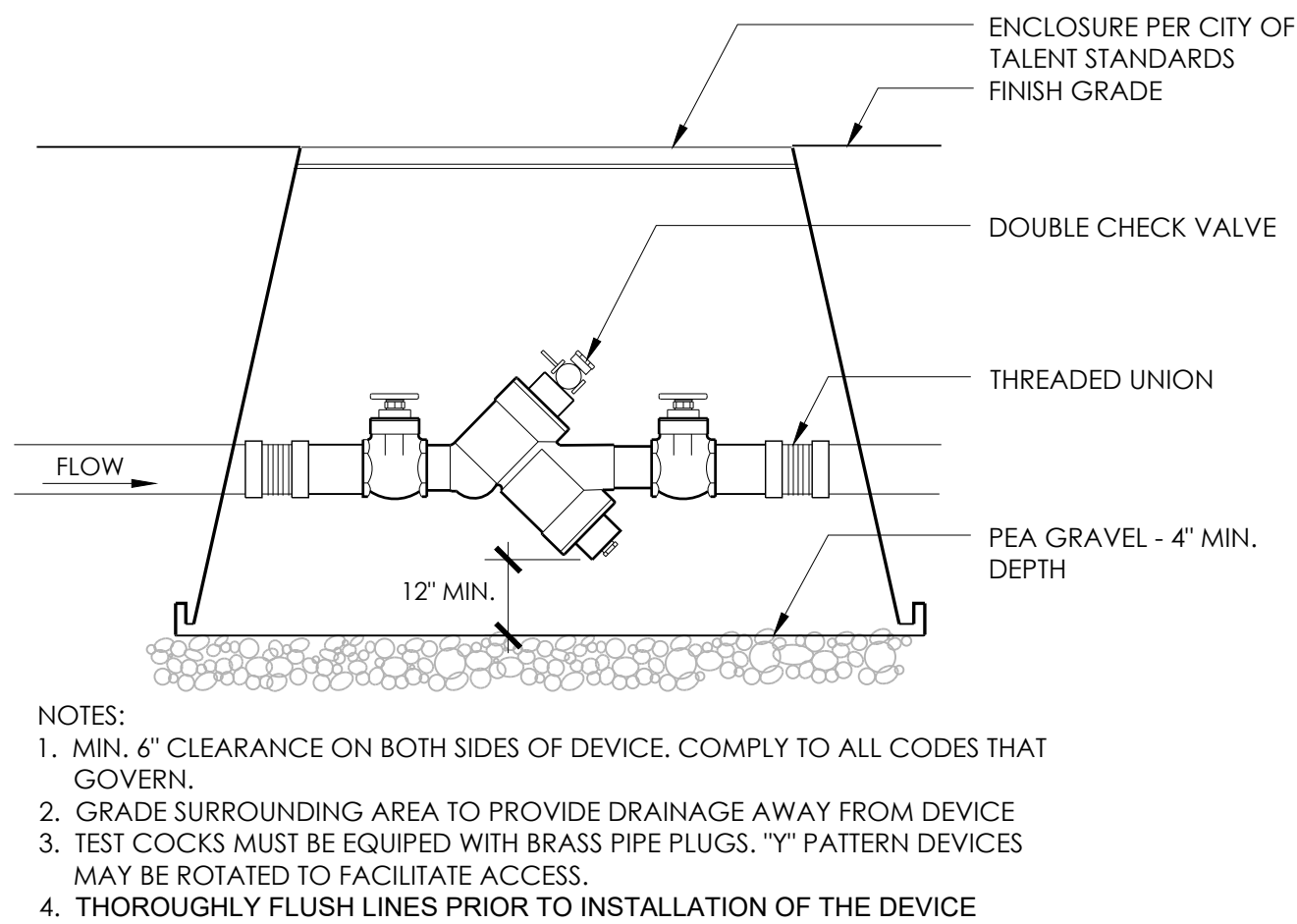
8 SECTION: ISOLATION BALL VALVE  
Scale: NTS

IS.2 Irrigation details.dwg



5 SECTION: REMOTE CONTROL VALVE  
Scale: NTS

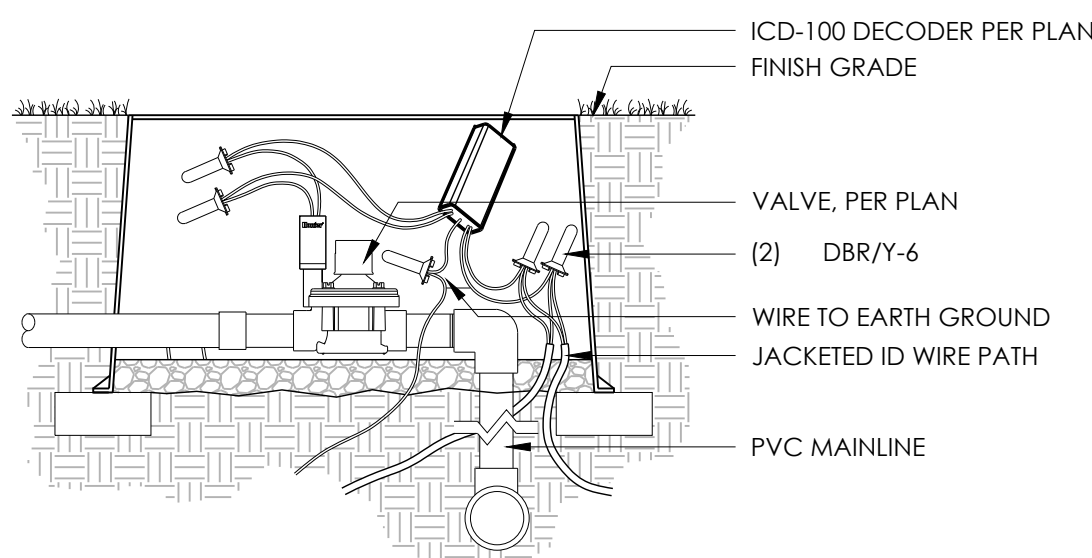
IS.2 Irrigation details.dwg



2 SECTION: DOUBLE CHECK VALVE ASSEMBLY  
Scale: NTS

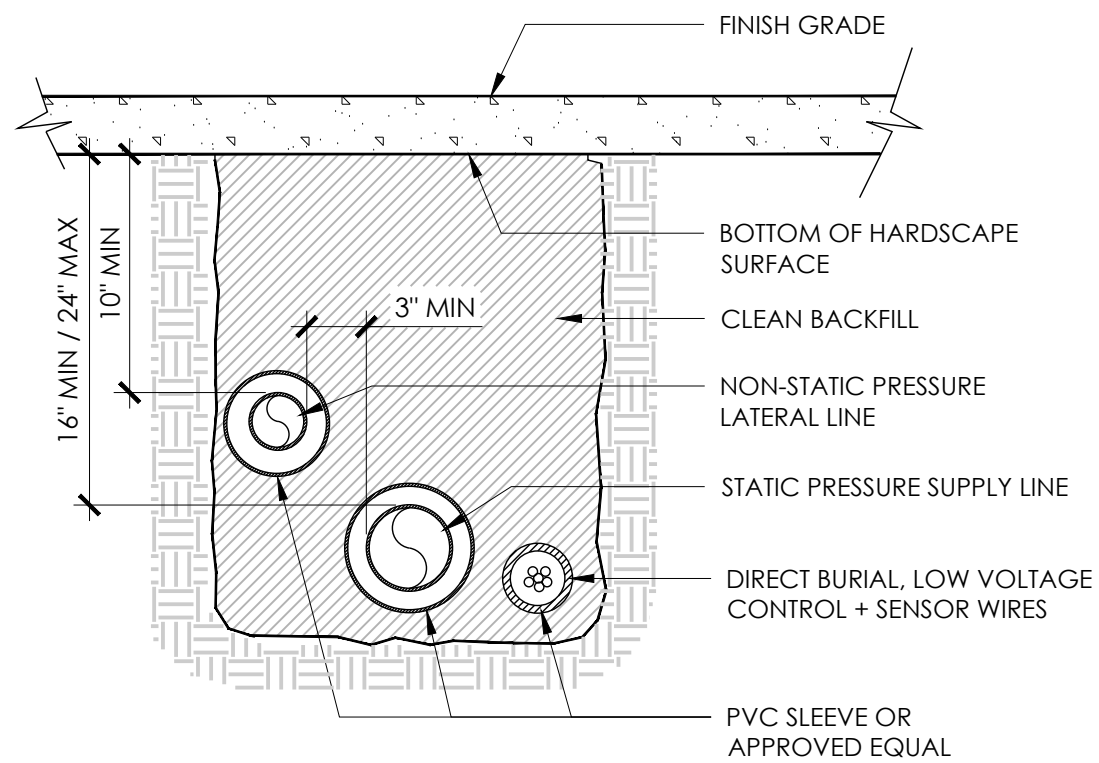
IS.2 Irrigation details.dwg

- EARTH GROUNDING NOTES:**
1. EARTH GROUND TO BE A MINIMUM OF 8' AWAY FROM DECODER AND AT A RIGHT ANGLE FROM THE TWO WIRE PATH.
  2. MIN (1) DECODER GROUNDED AT THE END OF EA TWO WIRE PATH.
  3. MIN (1) DECODER TO BE GROUNDED EVERY 1,000 FT OF WIRE PATH.
  4. DECODERS TO BE GROUNDED WITH (1) GROUND PLATE WITH LESS THAN 10 Ohms RESISTANCE. CONFIRM WITH GROUND RESISTANCE METER. "CLAMP ON METER" CANNOT BE USED FOR GROUND MEASUREMENT.
  5. GROUND PLATE TO BE PLACED IN 6" (MIN) WIDE TRENCH, PERPENDICULAR TO SHIELDING WIRE, 8" (MIN) AWAY, 36" (MIN) BELOW GROUND LEVEL. SURROUND PLATE EVENLY WITH POWERSSET MATERIAL.



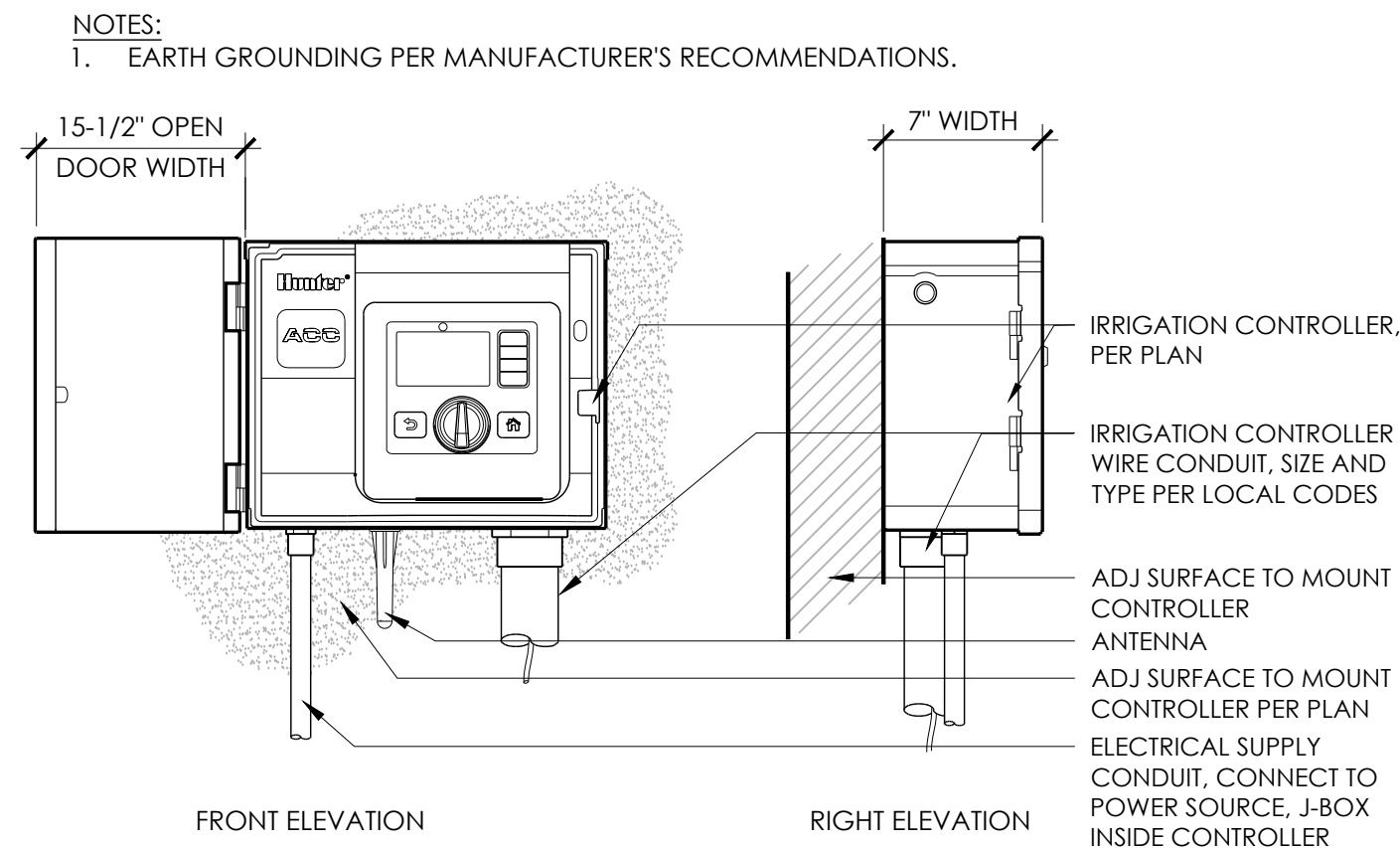
7 DETAIL: ICD-100 DECODER  
Scale: NTS

IS.2 Irrigation details.dwg



4 SECTION: TRENCHING / SLEEVEING @ PAVING  
Scale: NTS

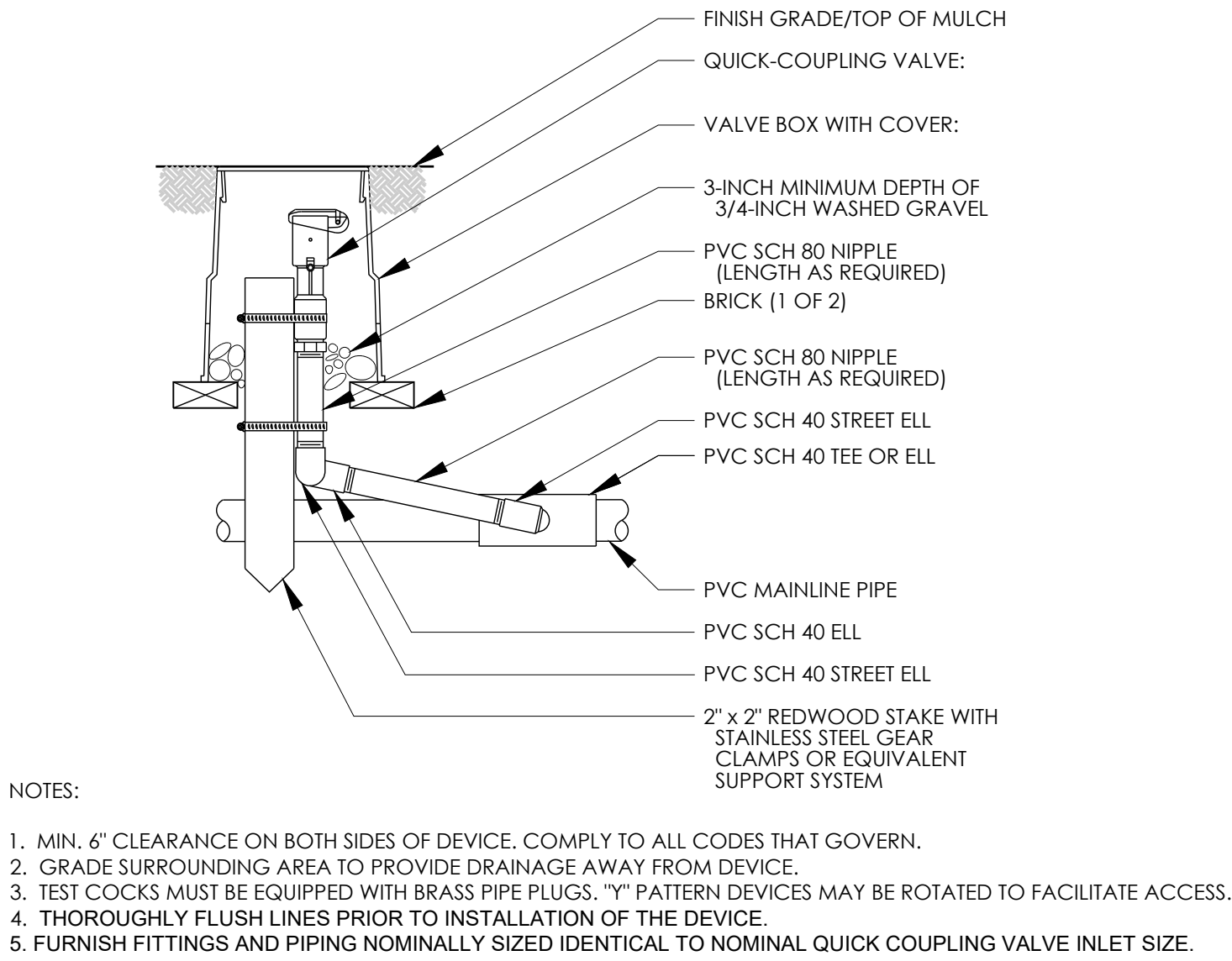
IS.2 Irrigation details.dwg



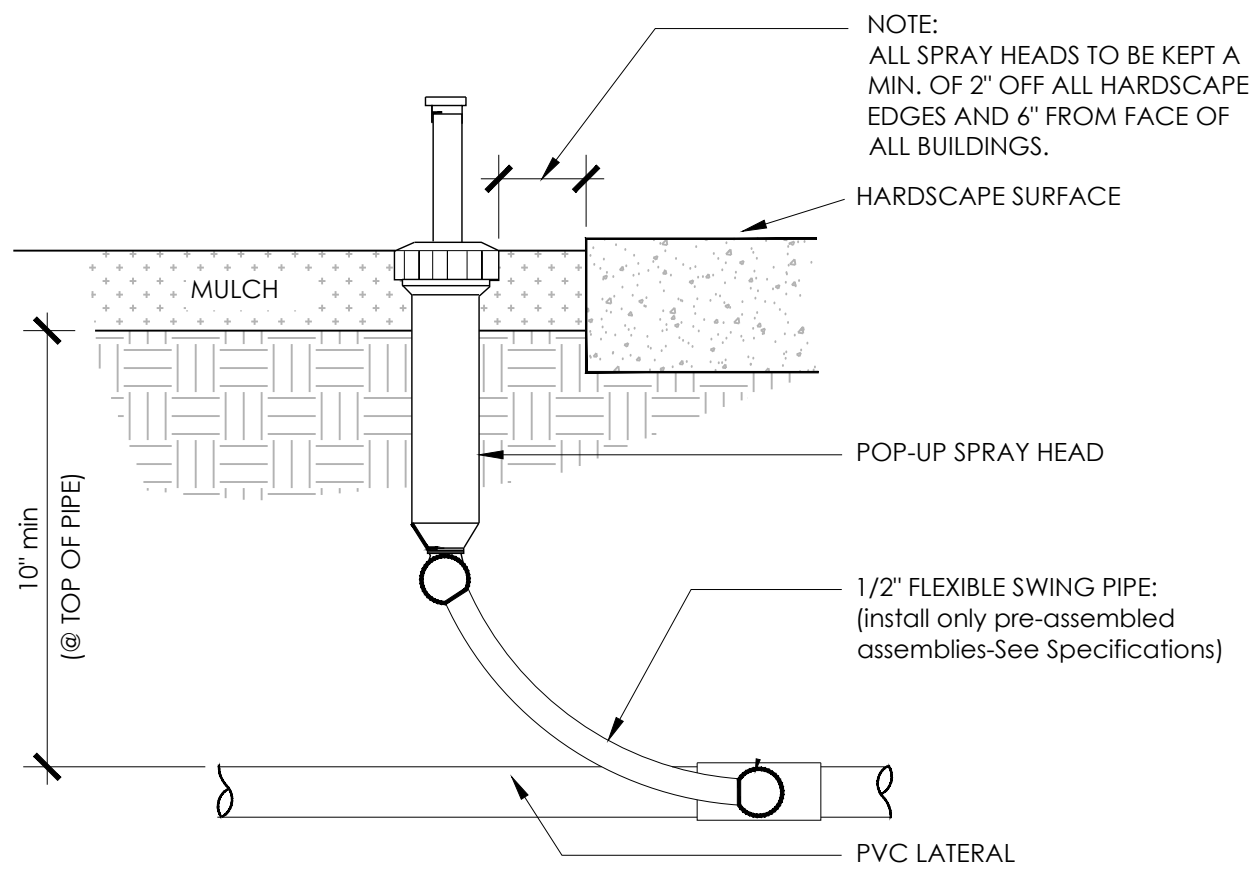
1 DETAIL: METAL WALL MOUNT CONTROLLER  
Scale: NTS

IS.2 Irrigation details.dwg

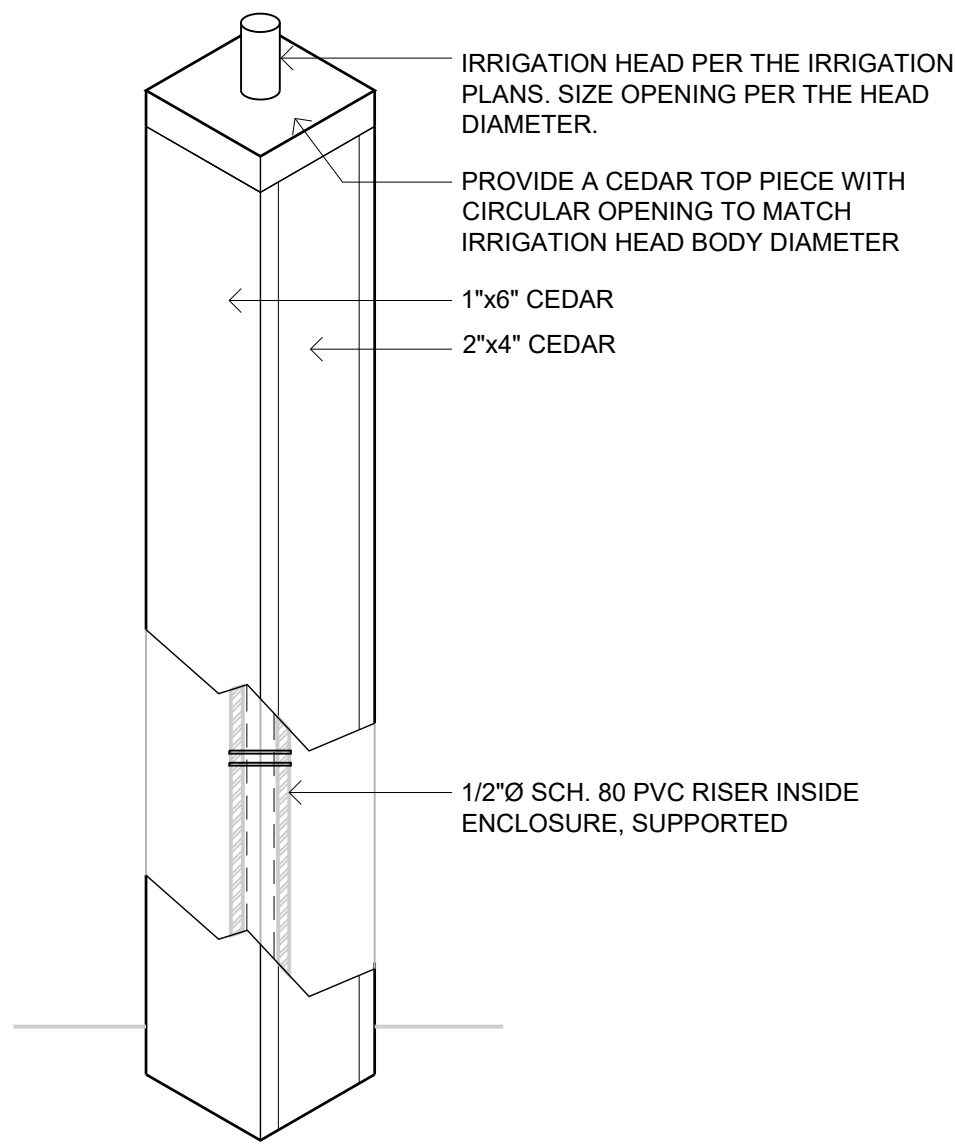




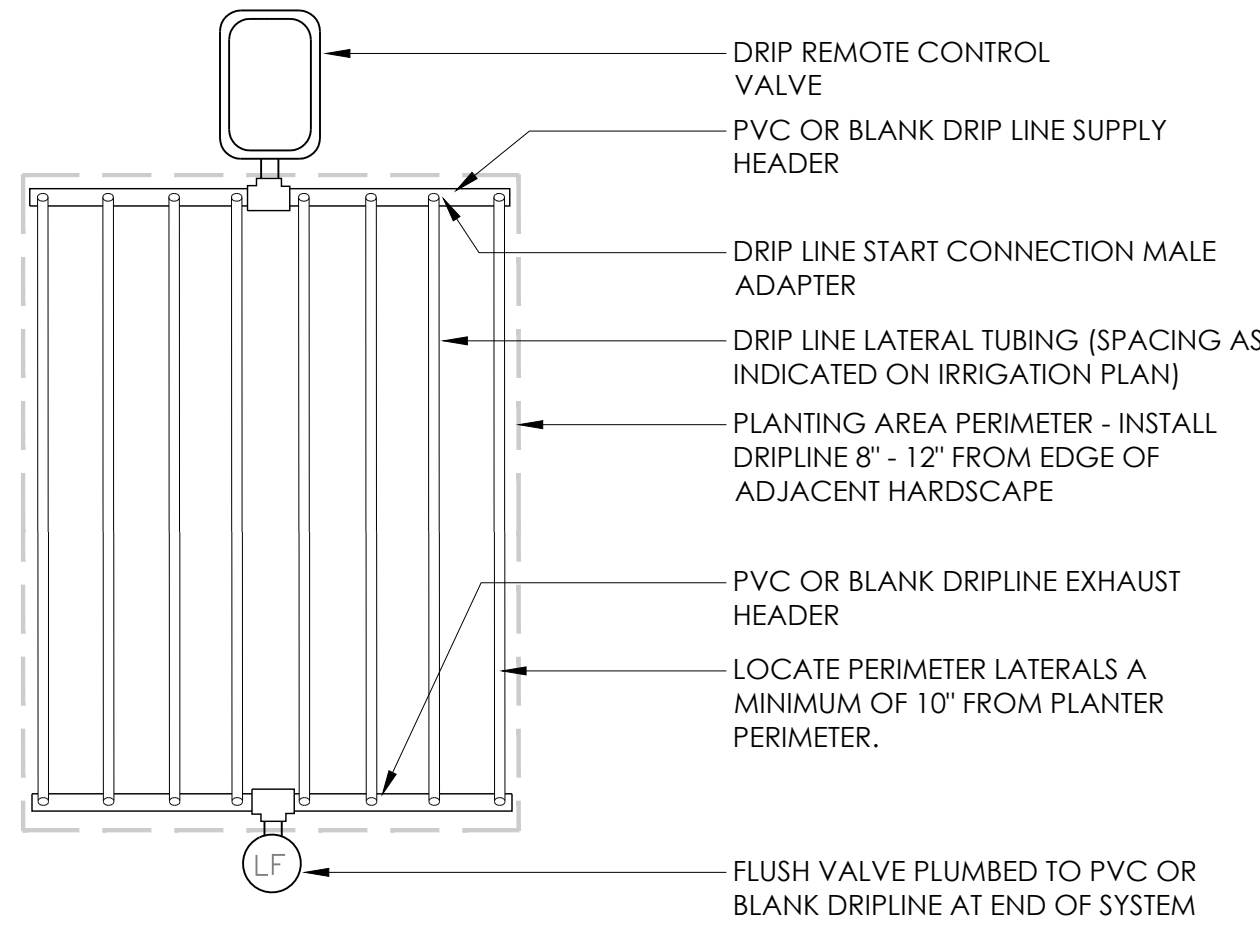
**6 SECTION: QUICK COUPLER**  
Scale: NTS



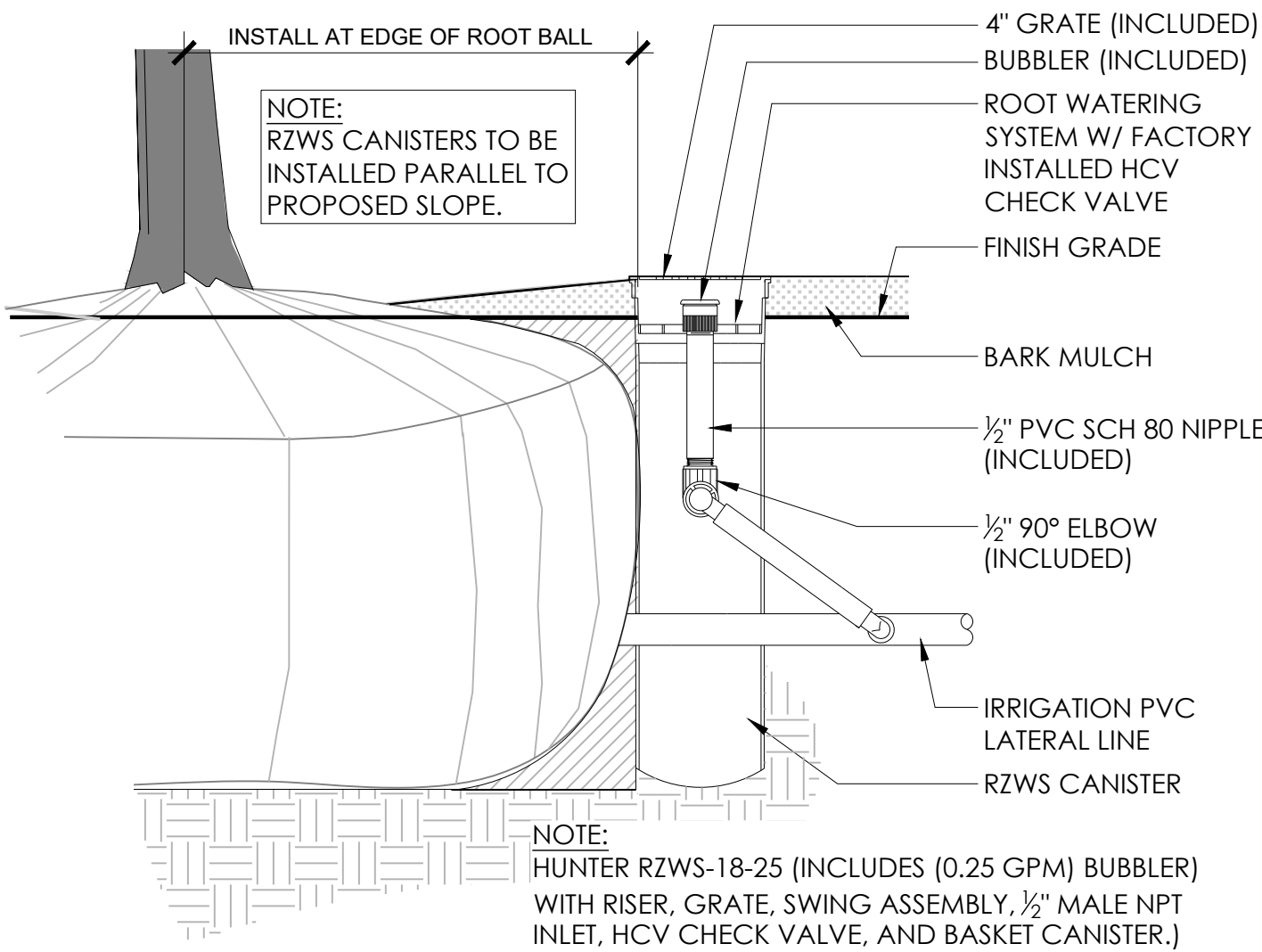
**3 SECTION: POP-UP SPRAY HEAD**  
Scale: NTS



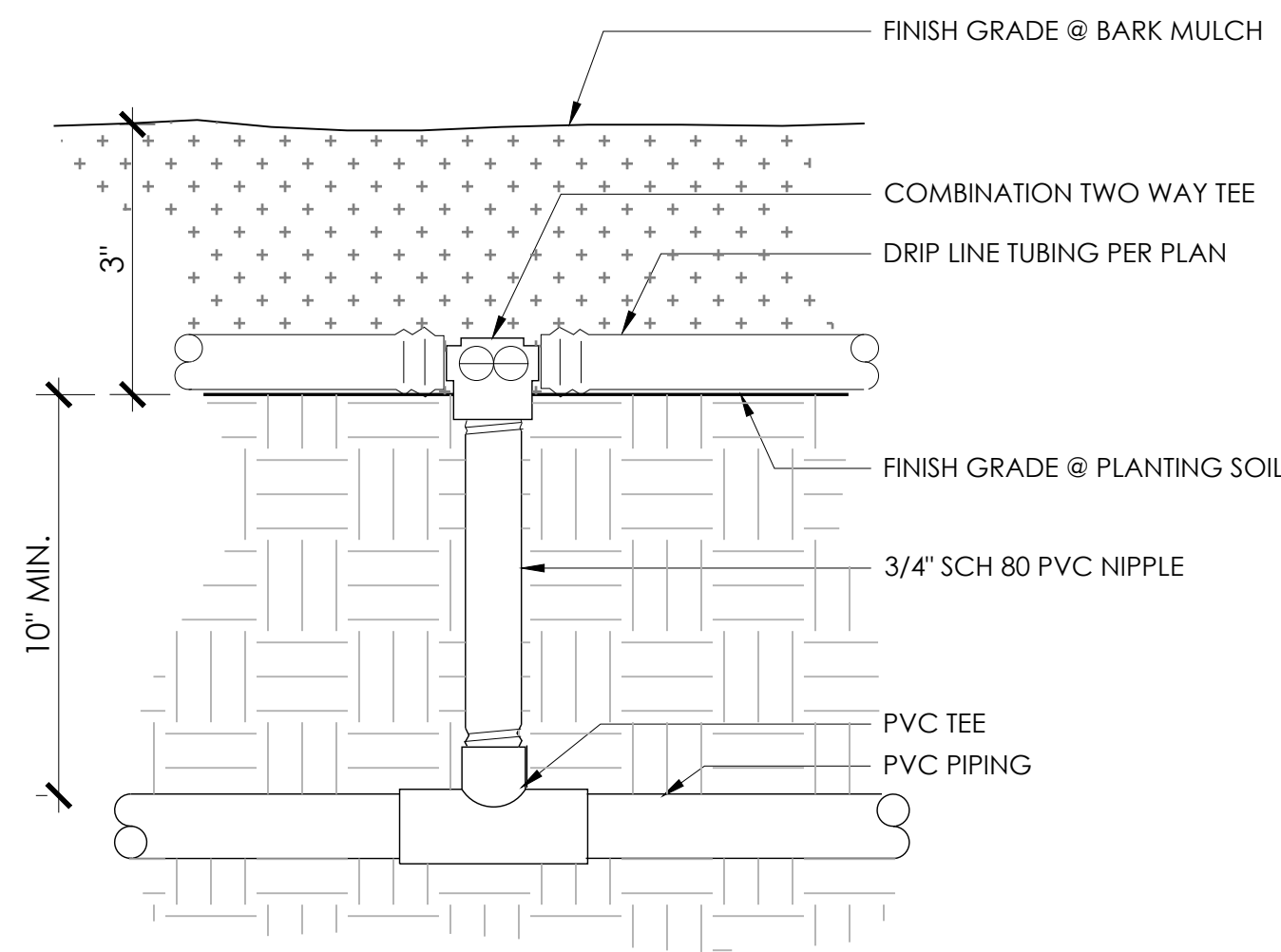
**5 SECTION: POP-UP SPRAY HEAD ON FIXED RISER W/ WOOD ENCLOSURE**  
Scale: 1 1/2" = 1'-0"



**2 PLAN DIAGRAM: LANDSCAPE DRIP LINE LAYOUT**  
Scale: NTS



**4 SECTION: ROOT ZONE WATERING SYSTEM (RZWS)**  
Scale: 3" = 1'-0"



**1 SECTION: DRIP LINE SOURCE CONNECTION**  
Scale: NTS





PERMALOC CORPORATION  
13505 BARRY ST  
HOLLAND, MI 49424  
TOLL FREE: 1-800-356-9660  
PHONE: (616) 399-9600  
FAX: (616) 399-9770  
www.permaloc.com

SELECT DESIRED SIZE:

- ☐ 3/16" X 5" (3.2 MM X 127 MM), 0.116" (2.95 MM) THICK WITH 0.25" (6.35 MM) EXPOSED TOP LIP
- ☐ 3/16" X 6" (3.2 MM X 152.4 MM), 0.116" (2.95 MM) THICK WITH 0.25" (6.35 MM) EXPOSED TOP LIP
- ☐ 3/16" X 8" (3.2 MM X 203 MM), 0.116" (2.95 MM) THICK WITH 0.25" (6.35 MM) EXPOSED TOP LIP
- ☐ 3/16" X 12" (3.2 MM X 305 MM), 0.116" (2.95 MM) THICK WITH 0.25" (6.35 MM) EXPOSED TOP LIP

SELECT DESIRED FINISH:

- ☐ MF - MILL FINISH-NATURAL ALUMINUM
- ☐ BL - BLACK DURAFLEX-MEETS AAMA 2603
- ☐ GR - GREEN DURAFLEX-MEETS AAMA 2603
- ☐ BR - BRONZE DURAFLEX-MEETS AAMA 2603

PERMALOC CLEANLINE XL ALUMINUM EDGING WITH XLR ADAPTOR

TOP OF EDGING TO BE MAXIMUM OF 1/2" (12.7 MM) ABOVE SURFACE MATERIAL

BED MEDIA OR AGGREGATE

COMPACT GRADES ADJACENT TO EDGING TO AVOID SETTLING

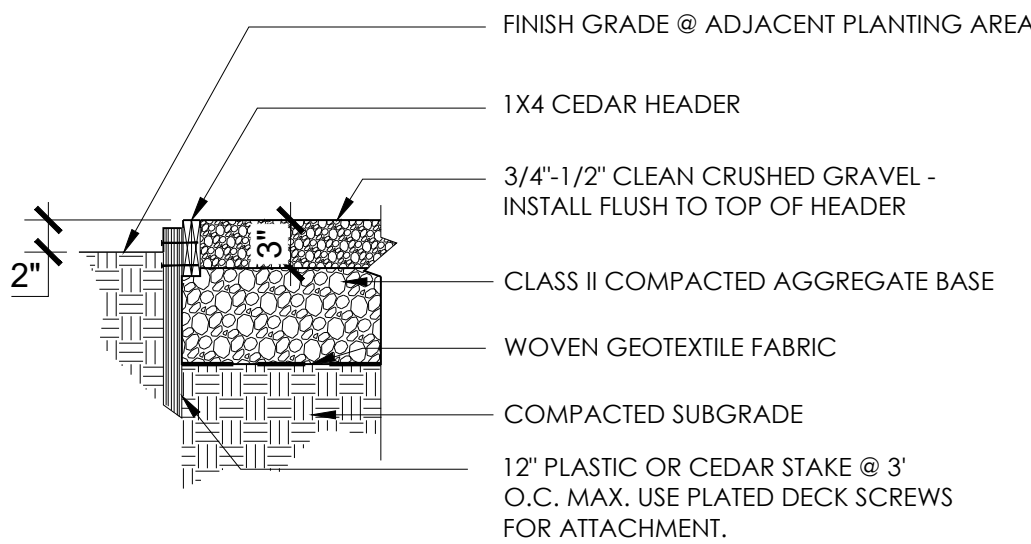
18" (457 MM) ALUMINUM STAKES TO LOCK INTO XLR ADAPTOR

SIDE VIEW

17.0 landscape details.dwg

NOTES:

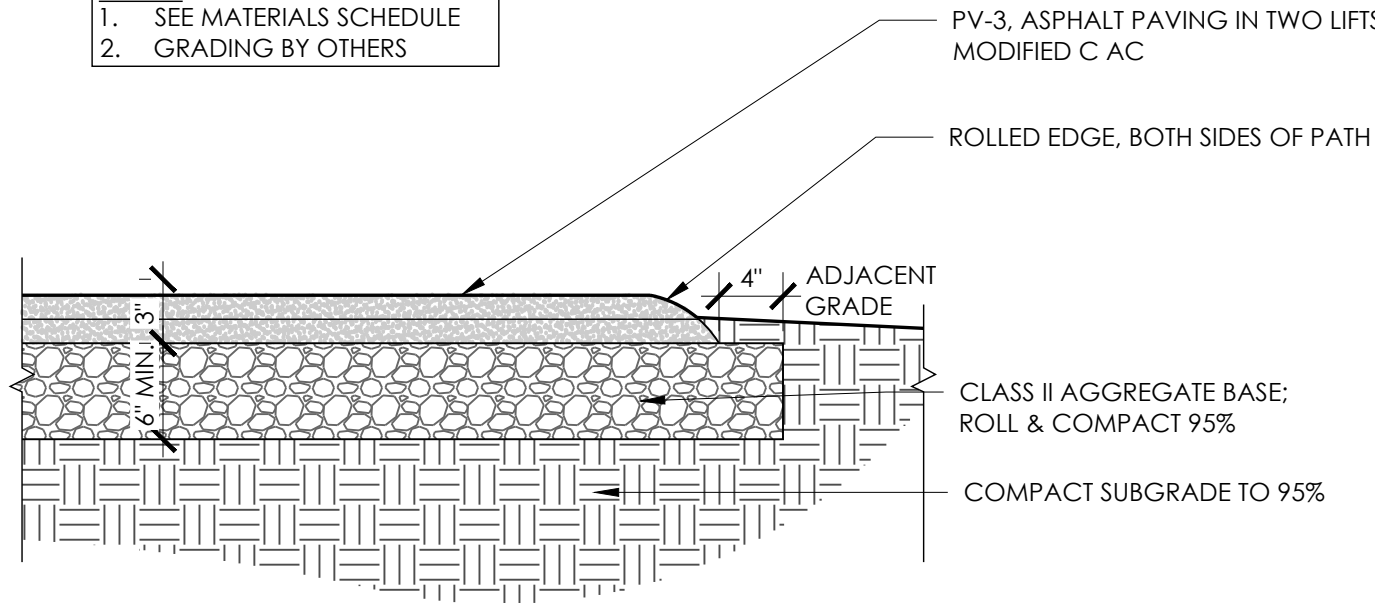
1. USE PLATED SCREWS OR RING SHANK NAILS TO JOIN BOARD TO STAKE.
2. ALLOW FOR THERMAL EXPANSION BY LEAVING GAPS IN JOINTS OR AT THE END OF A RUN.
3. DO NOT SCREW THROUGH SLIP JOINTS. SEE MANUF. SLIP JOINT DETAIL FOR FACTORY CUT THERMAL EXPANSION USING 7GA. GALV. STL. HAIRPIN.
4. PROVIDE THE OWNER WITH THE OPTION OF INSTALLING STEEL OR PROFESSIONAL GRADE FLEXIBLE EDGE RESTRAINT PRODUCT.
5. WHEN ADJACENT TO CONCRETE, INSTALL CRUSHED ROCK FLUSH TO CONCRETE GRADES.
6. COMPACT ALL CRUSHED ROCK PAVING WITH WATER FILLED ROLLER. DAMPEN ROCK PRIOR TO ROLLING.



17.0 landscape details.dwg

NOTES:

1. SEE MATERIALS SCHEDULE
2. GRADING BY OTHERS



17.0 landscape details.dwg

## 9 DETAIL: CLEANLINE XL METAL EDGING

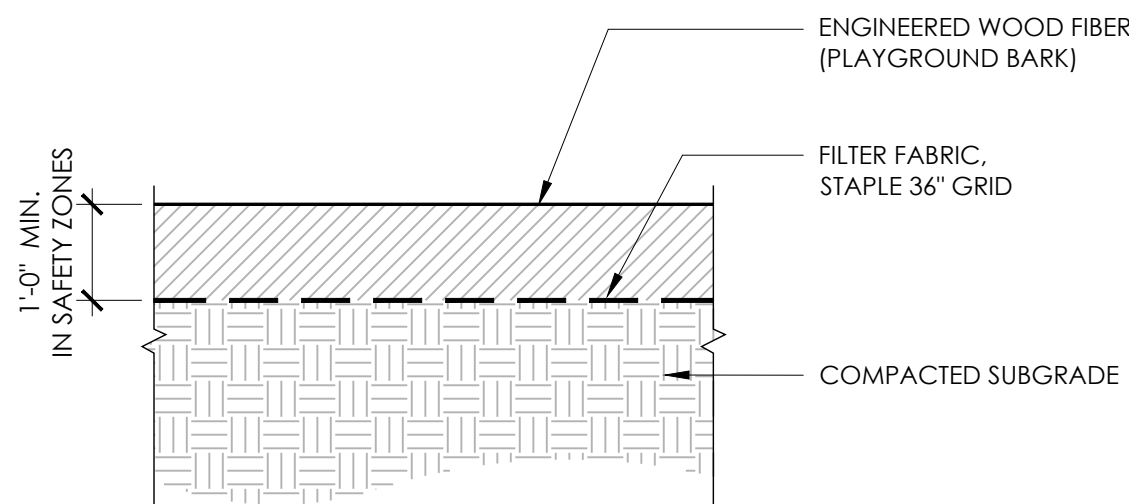
Scale: 1" = 1' - 0"

## 6 DETAIL: VEHICULAR GRAVEL PAVING

Scale: 1" = 1' - 0"

## 3 DETAIL: ASPHALT PAVING

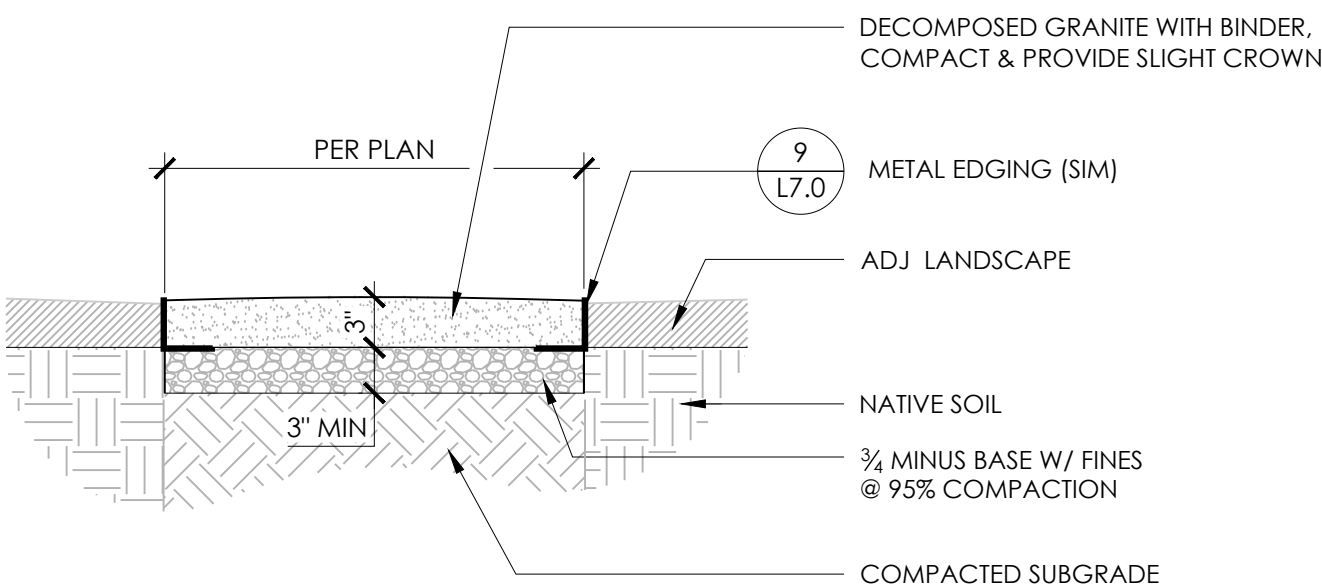
Scale: 1" = 1' - 0"



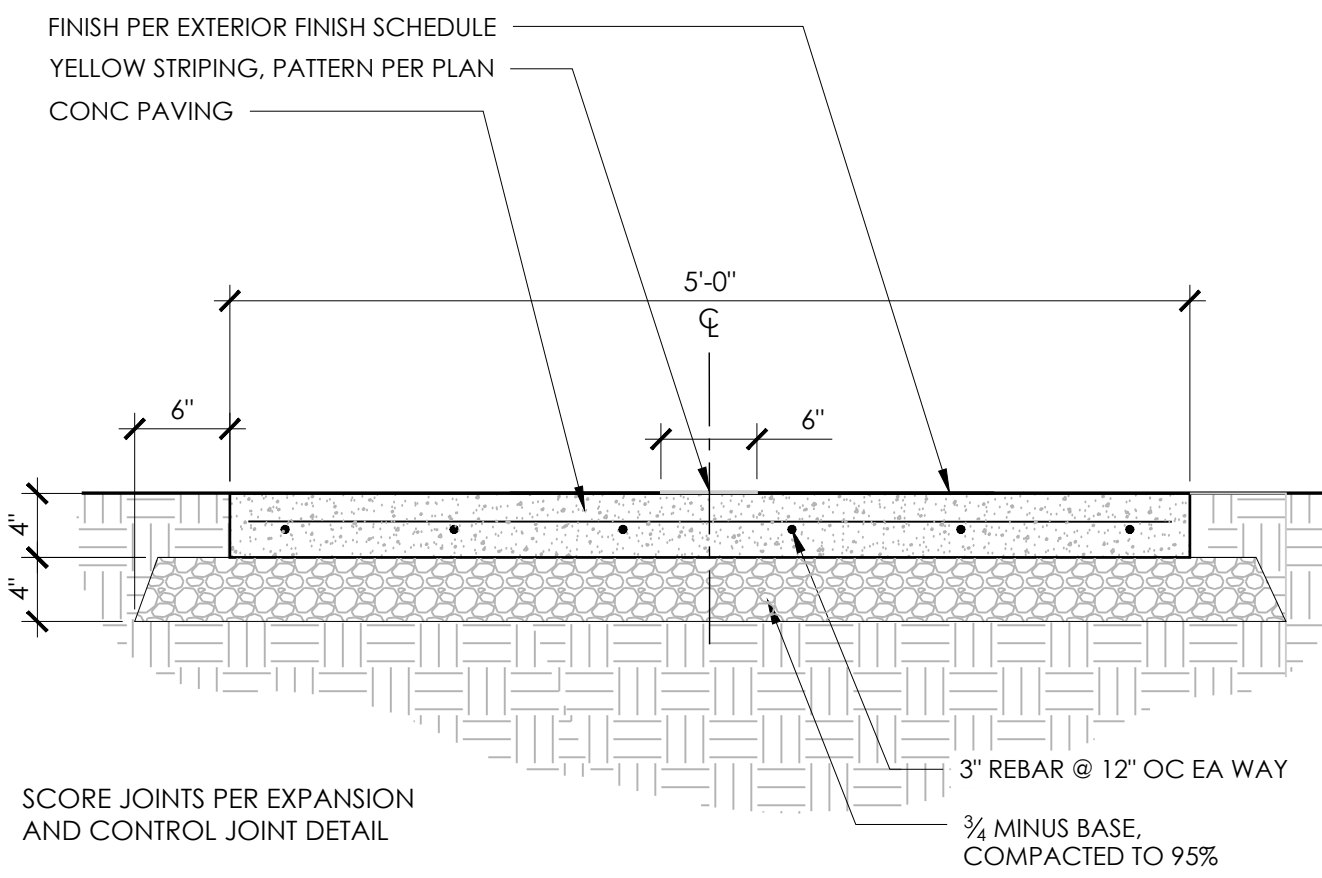
17.0 landscape details.dwg

NOTE

1. PROVIDE A SLIGHT (+/- 1/2") CROWN IN THE PATH.



17.0 landscape details.dwg



17.0 landscape details.dwg

## 8 DETAIL: PLAYGROUND BARK

Scale: 1/2" = 1' - 0"

## 5 DETAIL: DECOMPOSED GRANITE PAVING

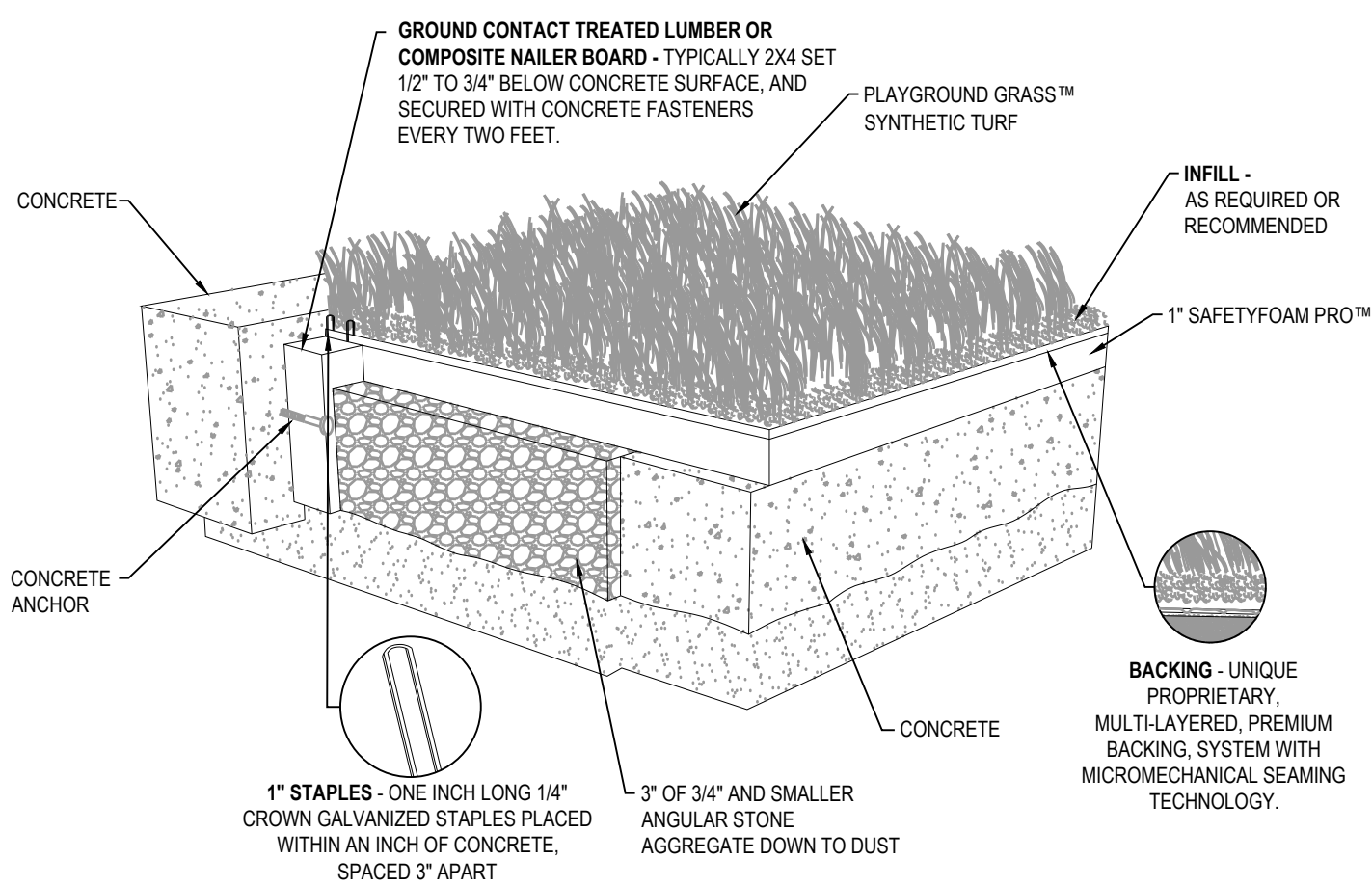
Scale: 1" = 1' - 0"

## 2 DETAIL: CONCRETE PAVING W/ PLAY STRIPING

Scale: 1" = 1' - 0"



FOREVERLAWN  
8007 BEESON ST.  
LOUISVILLE, OH 44641  
TOLL FREE: 1-866-992-7876  
PHONE: (866) 992-7876  
FAX: (866) 212-1925  
www.foreverlawn.com



PERSPECTIVE

17.0 landscape details.dwg

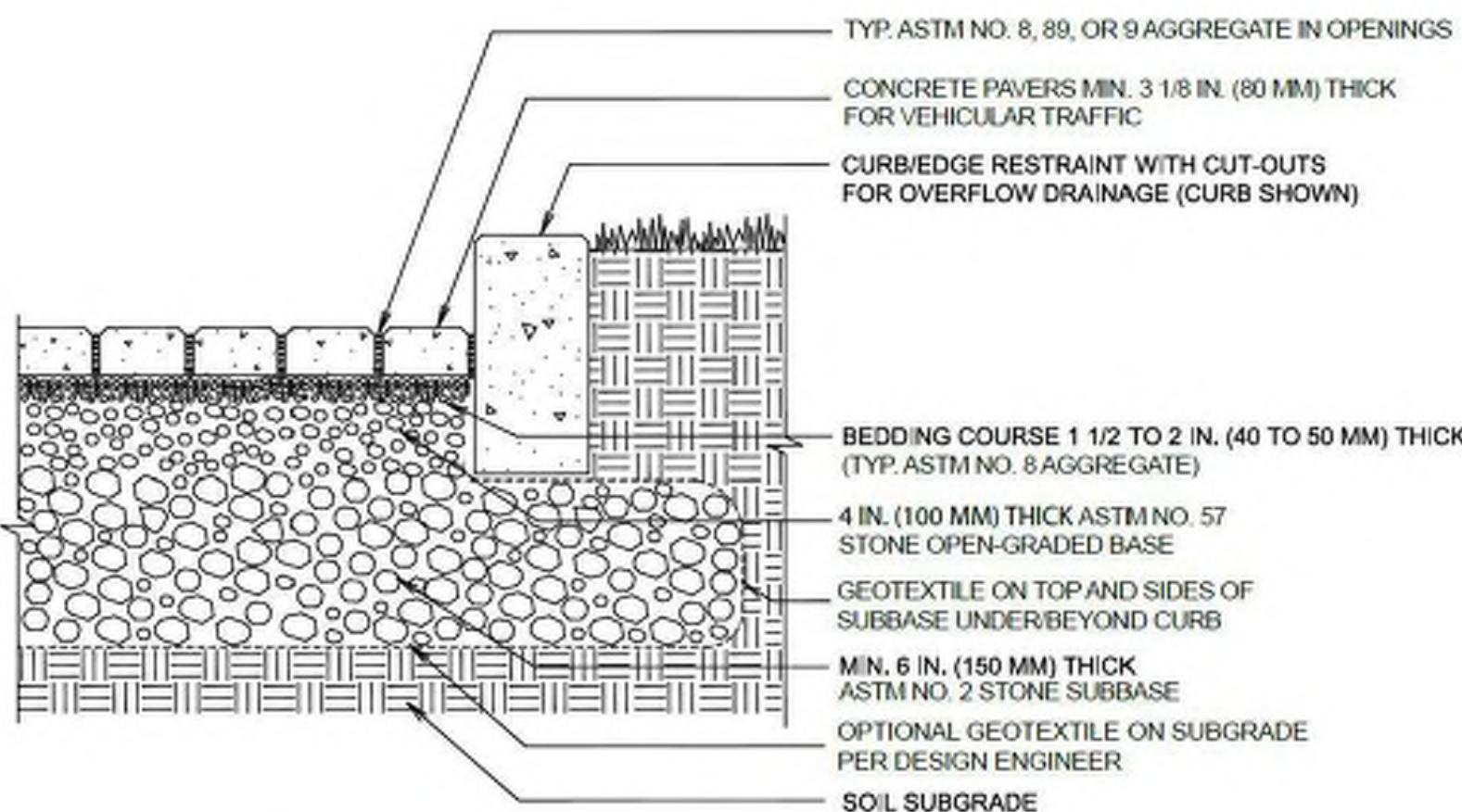
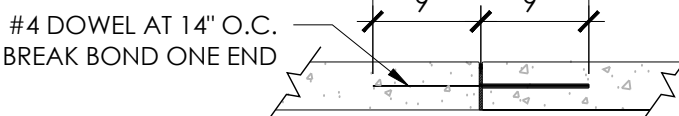
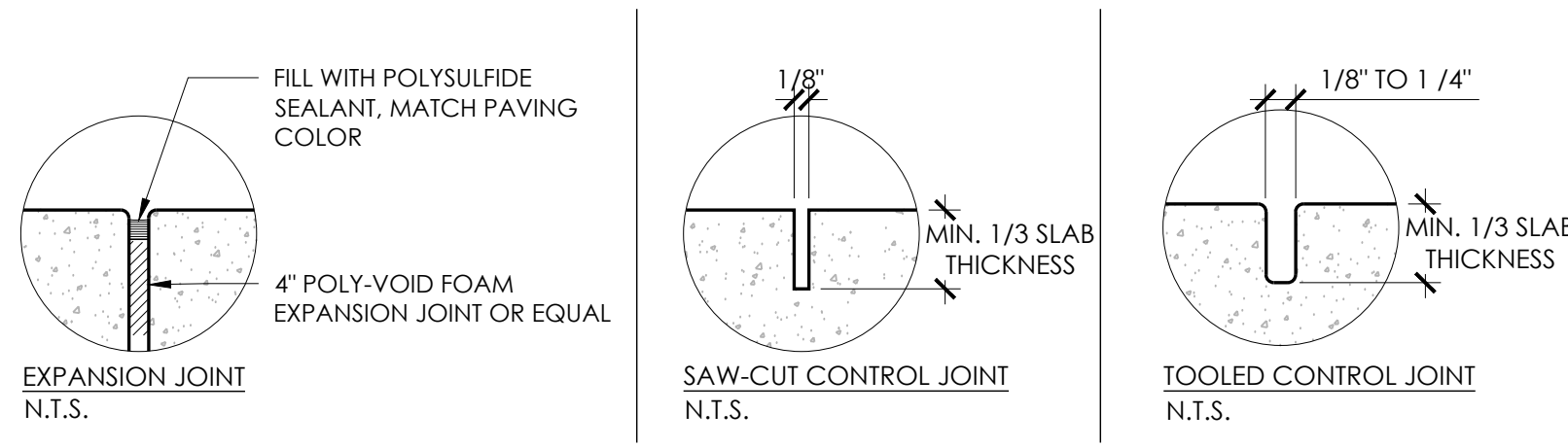
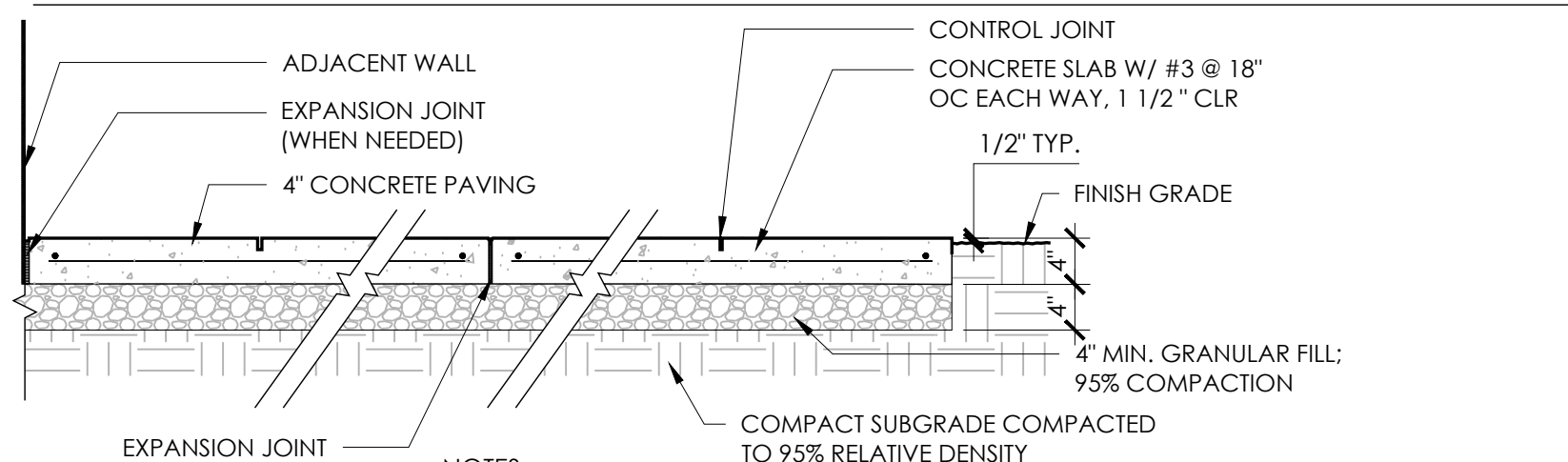


Figure 4. Full infiltration cross section allows storage and infiltration. Overflows are to swales, bioretention areas or storm sewer inlets.

17.0 landscape details.dwg



NOTES:  
1. EXPANSION JOINTS TYP. AT ALL BUILDING FACE AND COLUMNS.



- NOTES:
1. SEE MATERIALS SCHEDULE FOR FINISH.
  2. SEE LAYOUT PLAN FOR LOCATION OF SCORE JOINTS.
  3. CONCRETE STRENGTH @ 3000-3500 PSI MIN.

## 1 DETAIL: CONCRETE PAVING

Scale: 3/4" = 1' - 0"

17.0 landscape details.dwg

REVISIONS  
# DATE DESCRIPTION

SITE DESIGN  
REVIEW

LANDSCAPE  
DETAILS

L7.0

PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW

EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

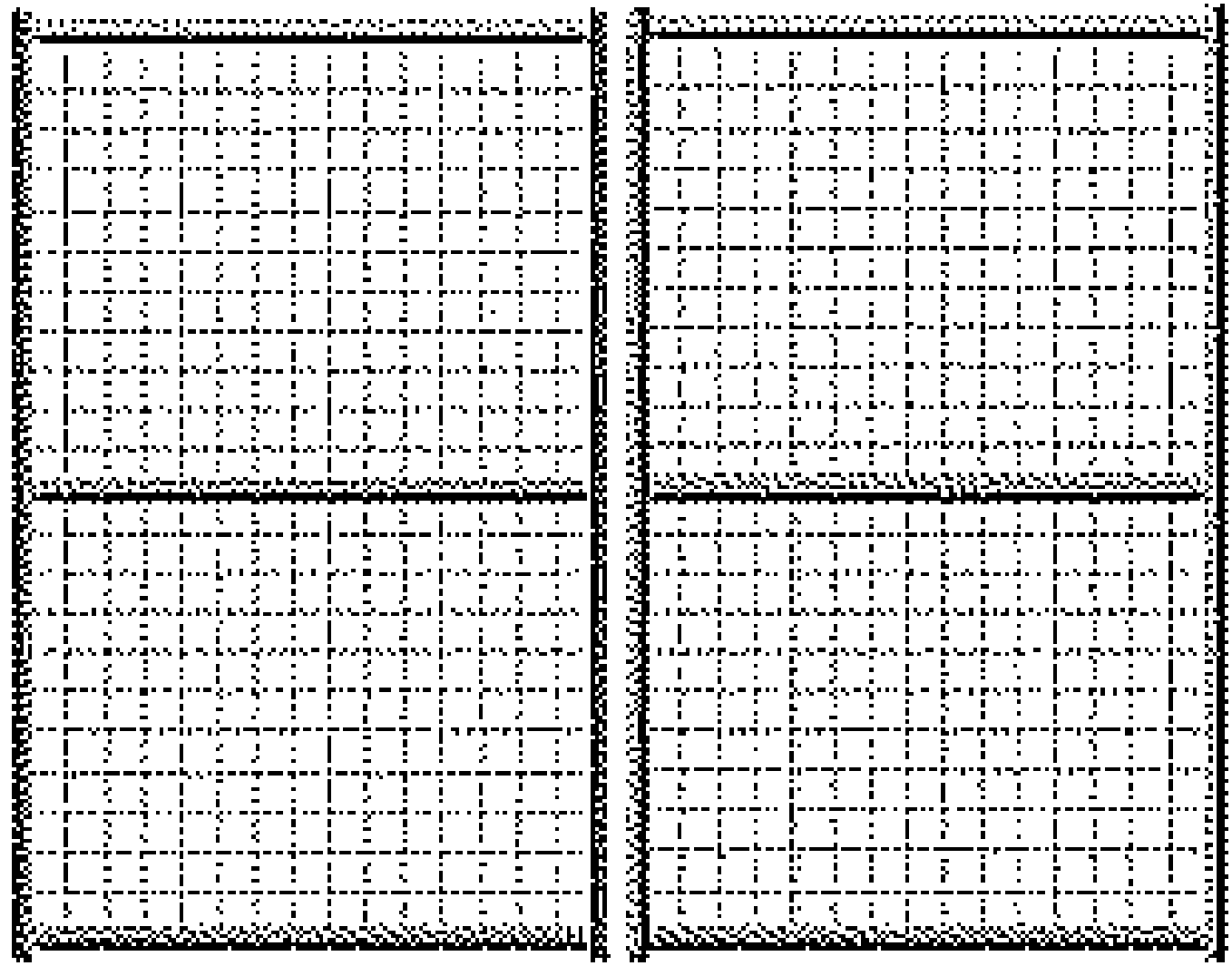






9 **DETAIL: PERIMETER NEIGHBOR FENCE**  
Scale: NTS

17.1 landscape details.dwg



6 **DETAIL: COMMUNITY GARDEN GATE**  
Scale: NTS

17.1 landscape details.dwg

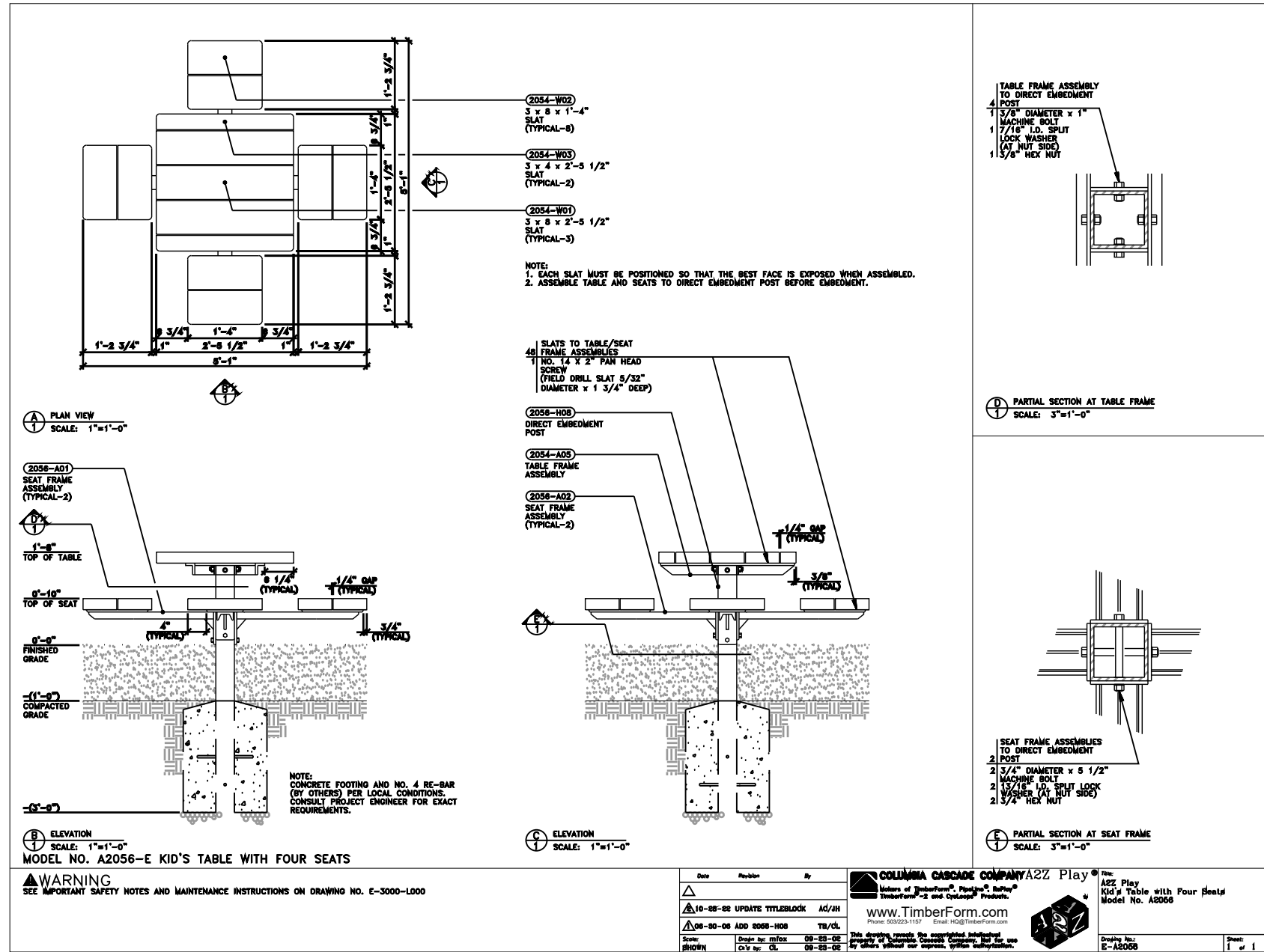


3 **DETAIL: DOG PARK GATE**  
Scale: NTS

17.1 landscape details.dwg



DECORATIVE ENTRY GATE CONCEPT

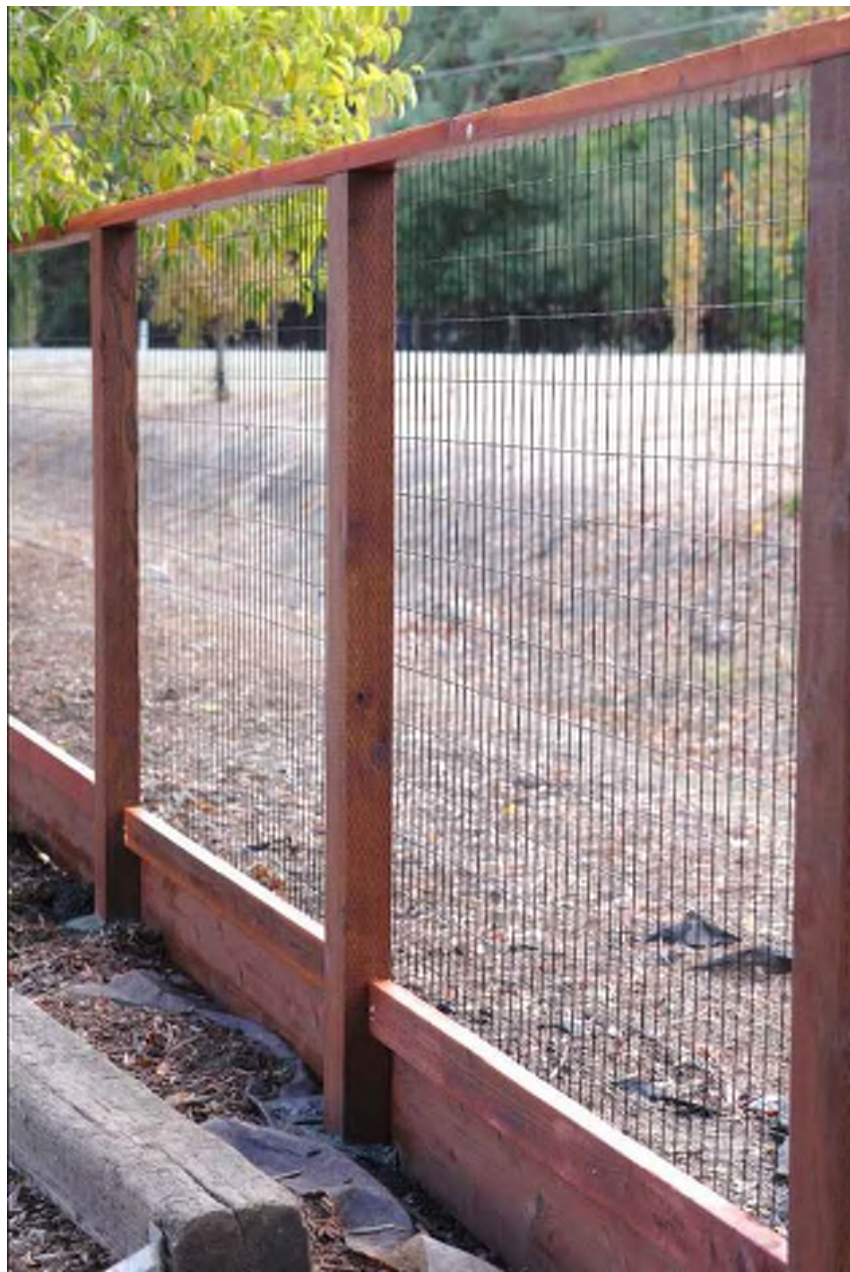


8 **DETAIL: KIDS TABLE & CHAIRS**  
Scale: NTS

17.1 landscape details.dwg



COMMUNITY GARDEN DEER FENCE - BLACK VINYL COATED AT STREET-FACING SIDE



COMMUNITY GARDEN DEER FENCE - NON-STREET FACING SIDES

5 **DETAIL: COMMUNITY GARDEN FENCE**  
Scale: NTS

17.1 landscape details.dwg



BLACK VINYL COATED CHAIN LINK FENCE

2 **DETAIL: DOG PARK FENCE**  
Scale: NTS

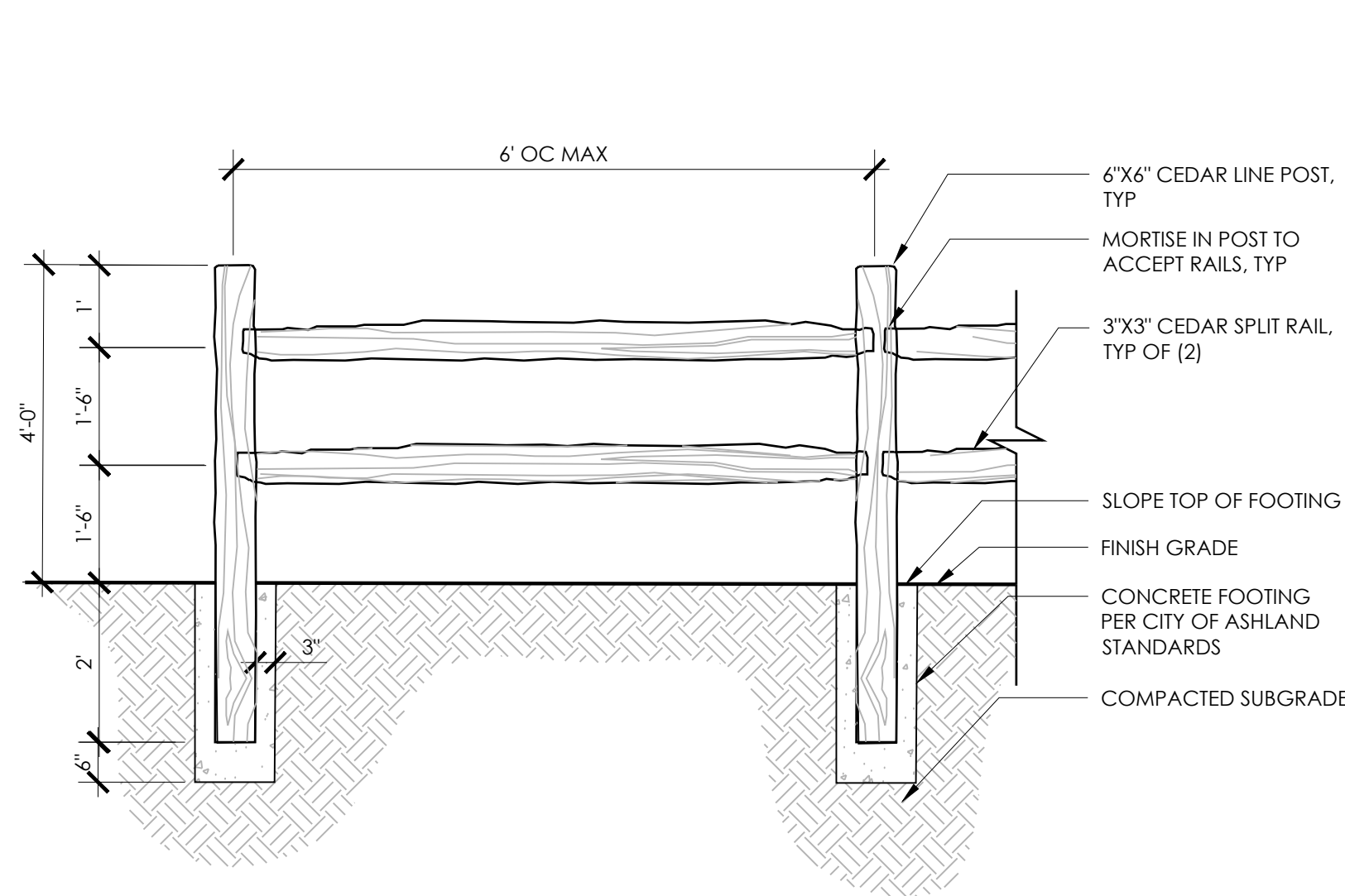
17.1 landscape details.dwg



DOUBLE LEAF SWING ARM VEHICULAR GATE

7 **DETAIL: VEHICLE GATE AT GARDEN PARKING LOT**  
Scale: NTS

17.1 landscape details.dwg

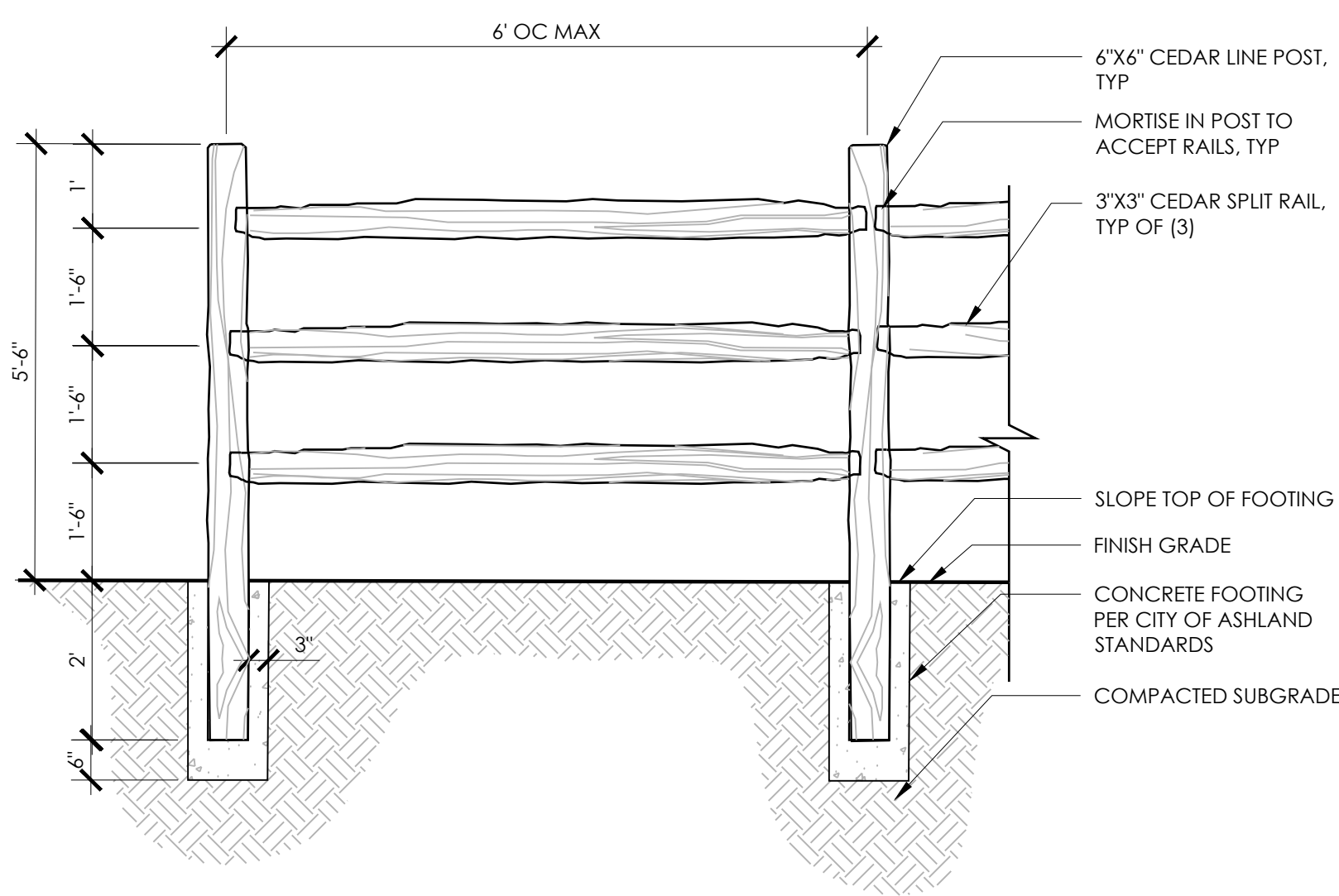


4 **DETAIL: PLAY AREA FENCE**  
Scale: 1/2" = 1'-0"

17.1 landscape details.dwg



SPLIT RAIL FENCE



1 **DETAIL: PERIMETER FENCE - SPLIT RAIL**  
Scale: 1/2" = 1'-0"

17.1 landscape details.dwg

EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

REVISIONS  
# DATE DESCRIPTION

SITE DESIGN  
REVIEW

LANDSCAPE  
DETAILS

L7.1

PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW

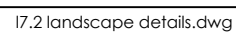
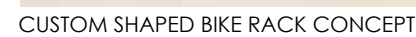
TERRAIN  
LANDSCAPE ARCHITECTURE  
310 Oak Street, Suite 3  
Ashland, Oregon 97520  
541.593.4776  
TERRAINARCH.COM



**9** **DETAIL: DOG TUNNEL**  
Scale: NTS

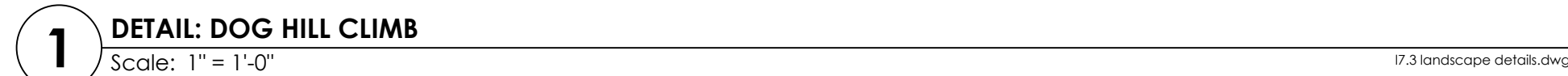
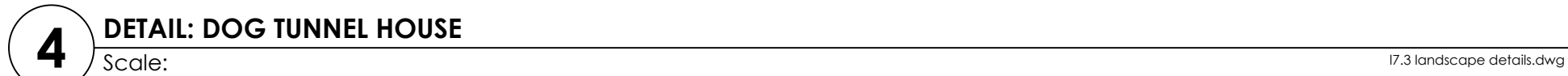
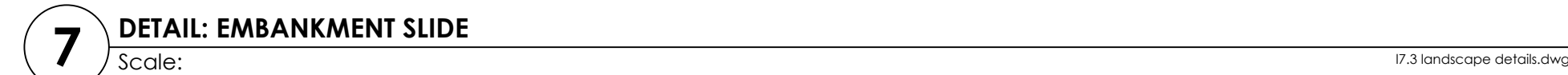
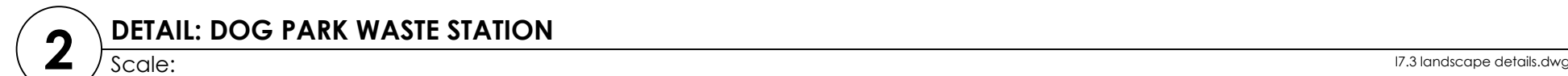
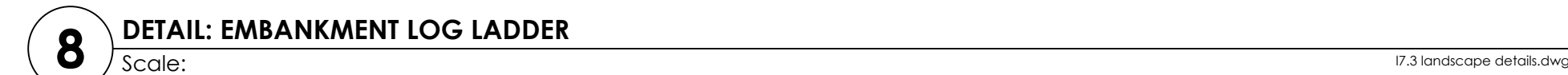
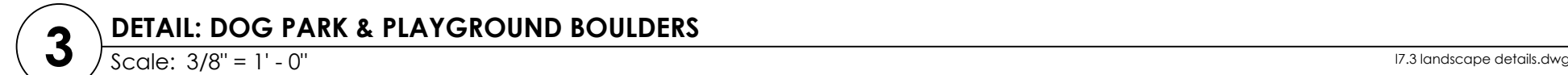
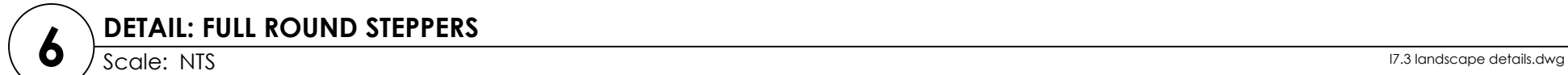
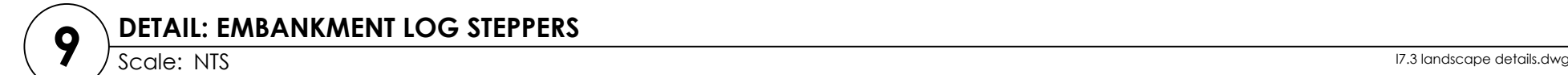
**8** **DETAIL: DOG BALANCE LOG**  
Scale: NTS

**7** **DETAIL: DOG SPRAY FIRE HYDRANT**  
Scale: NTS



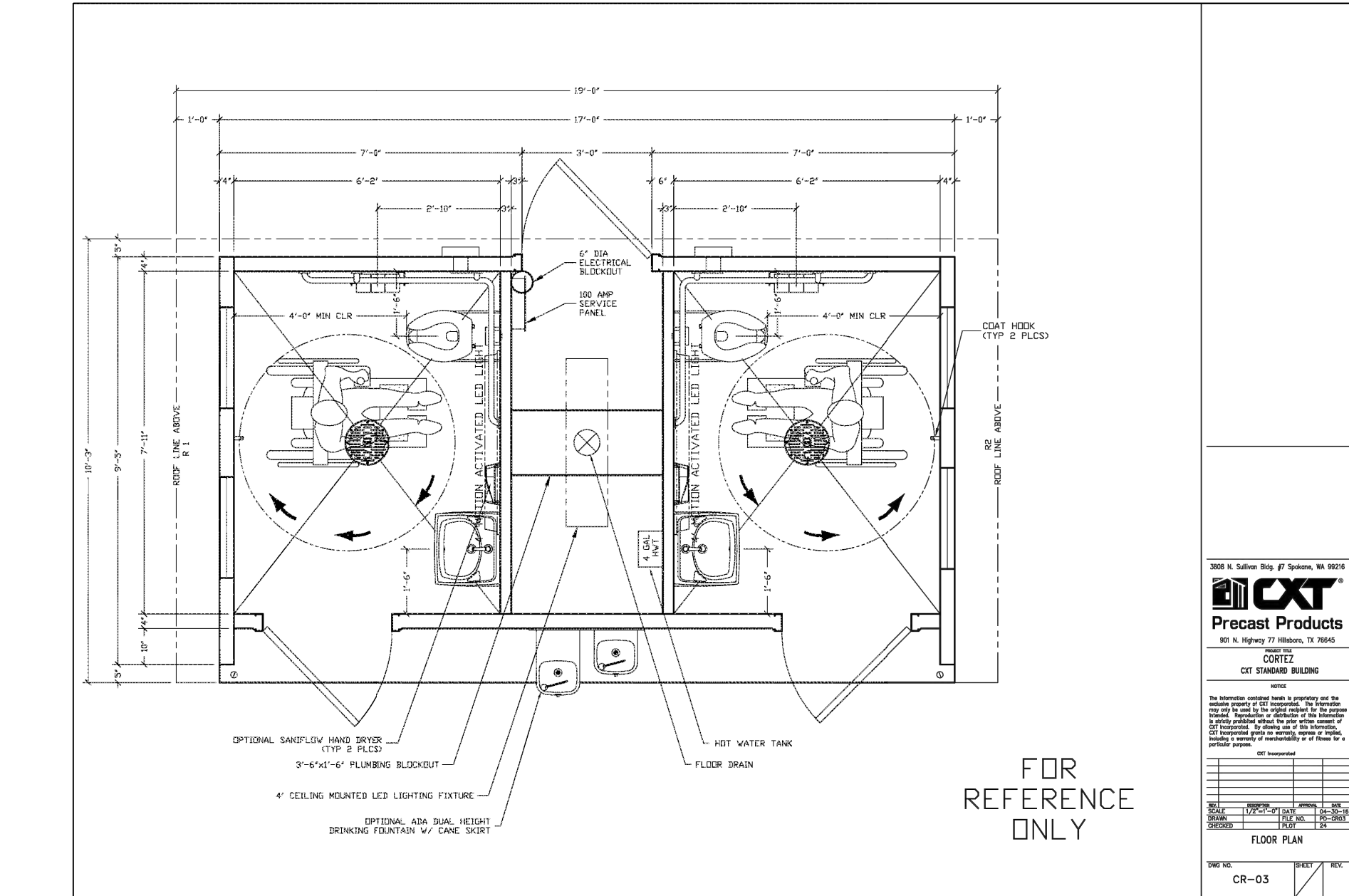
Page 270 of 377





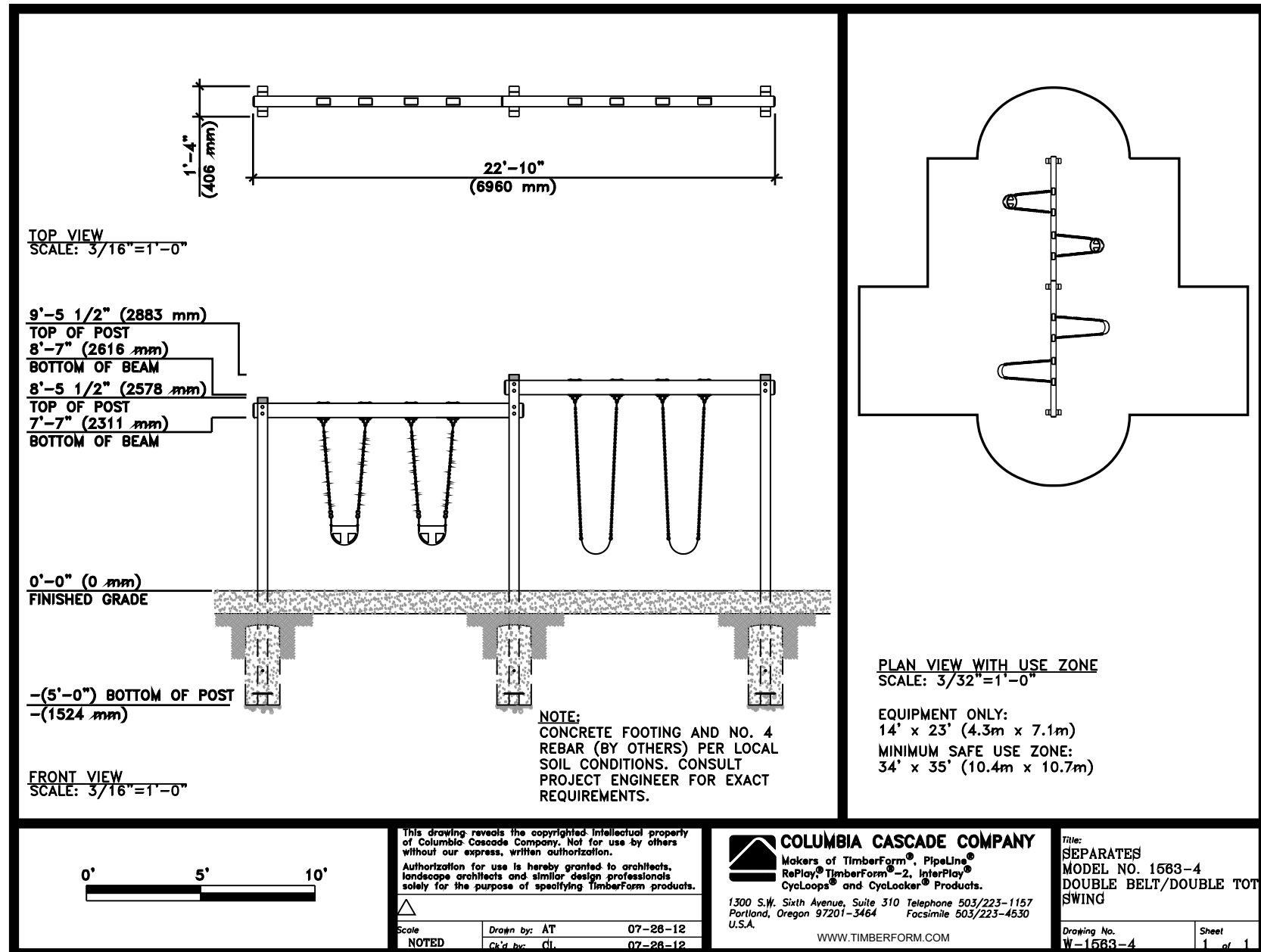
PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW





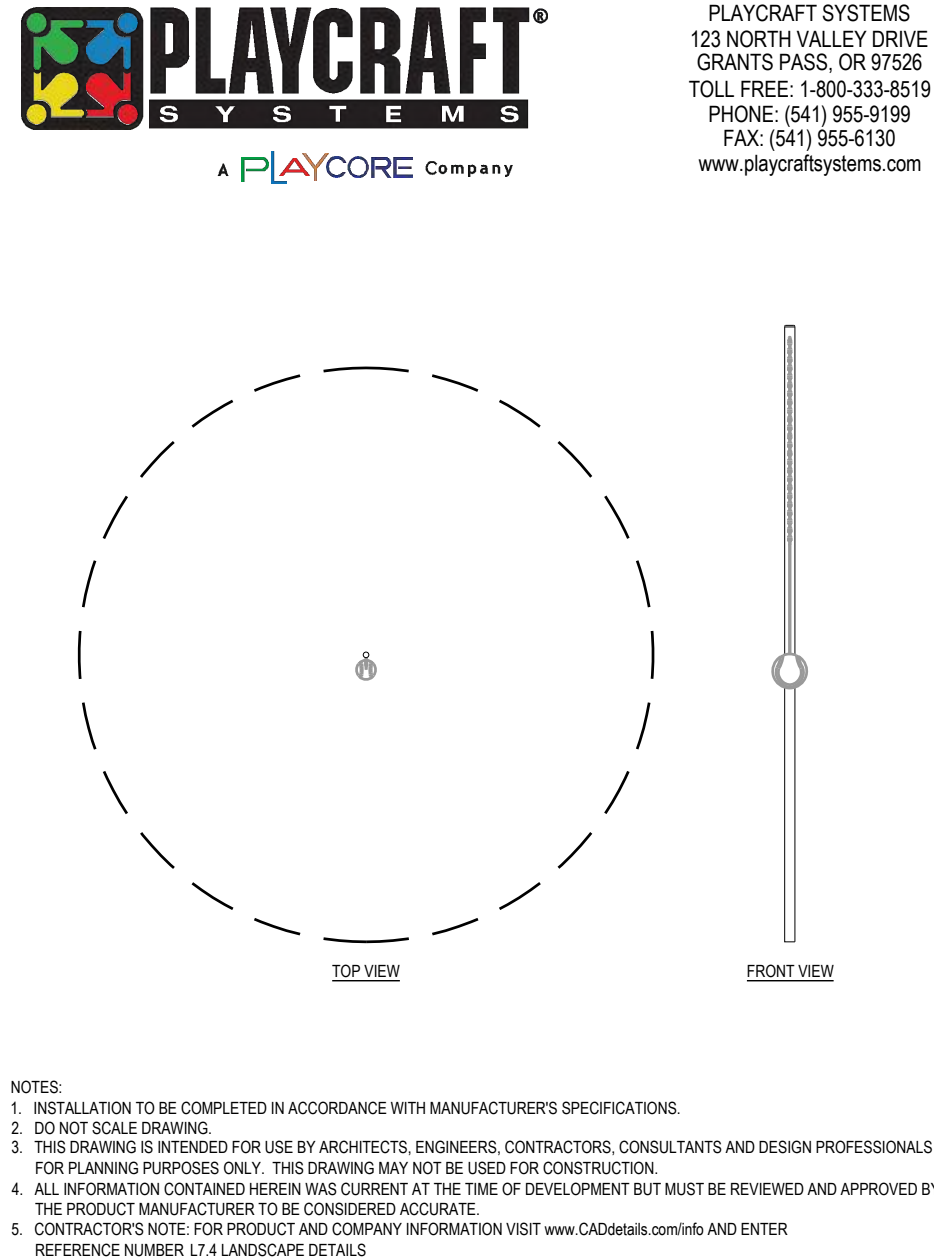
8 DETAIL: RESTROOM FLOOR PLAN  
Scale: NTS

17.4 landscape details.dwg



6 DETAIL: SWINGSET, COLUMBIA CASCADE MODEL NO. 1563-4  
Scale: NTS

17.4 landscape details.dwg



3 DETAIL: TETHER BALL  
Scale: NTS

17.4 landscape details.dwg



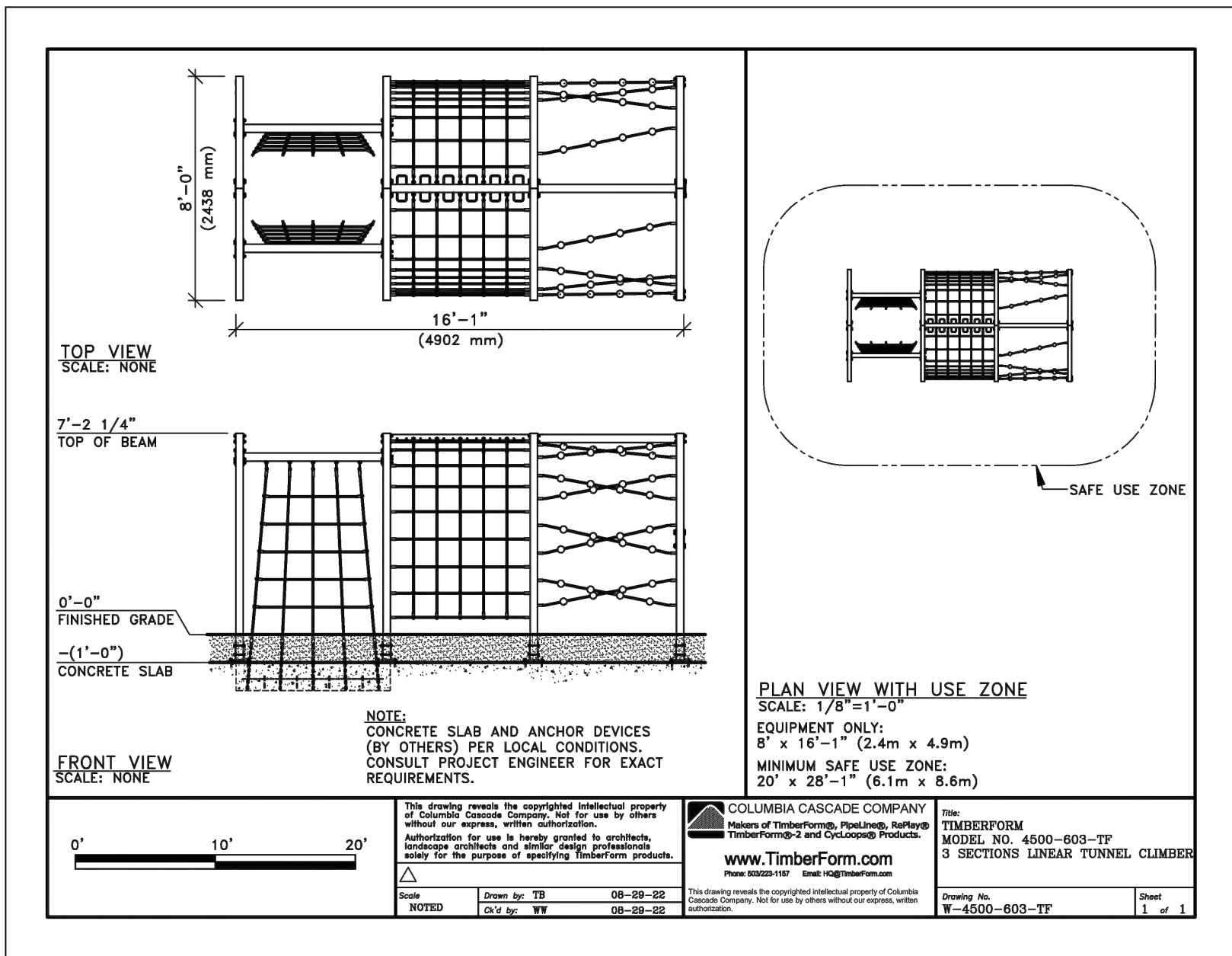
TWO-USER RESTROOM: CORTX MODEL BY CXT CONCRETE BUILDINGS OR EQUAL



EXAMPLE RESTROOM INTERIOR

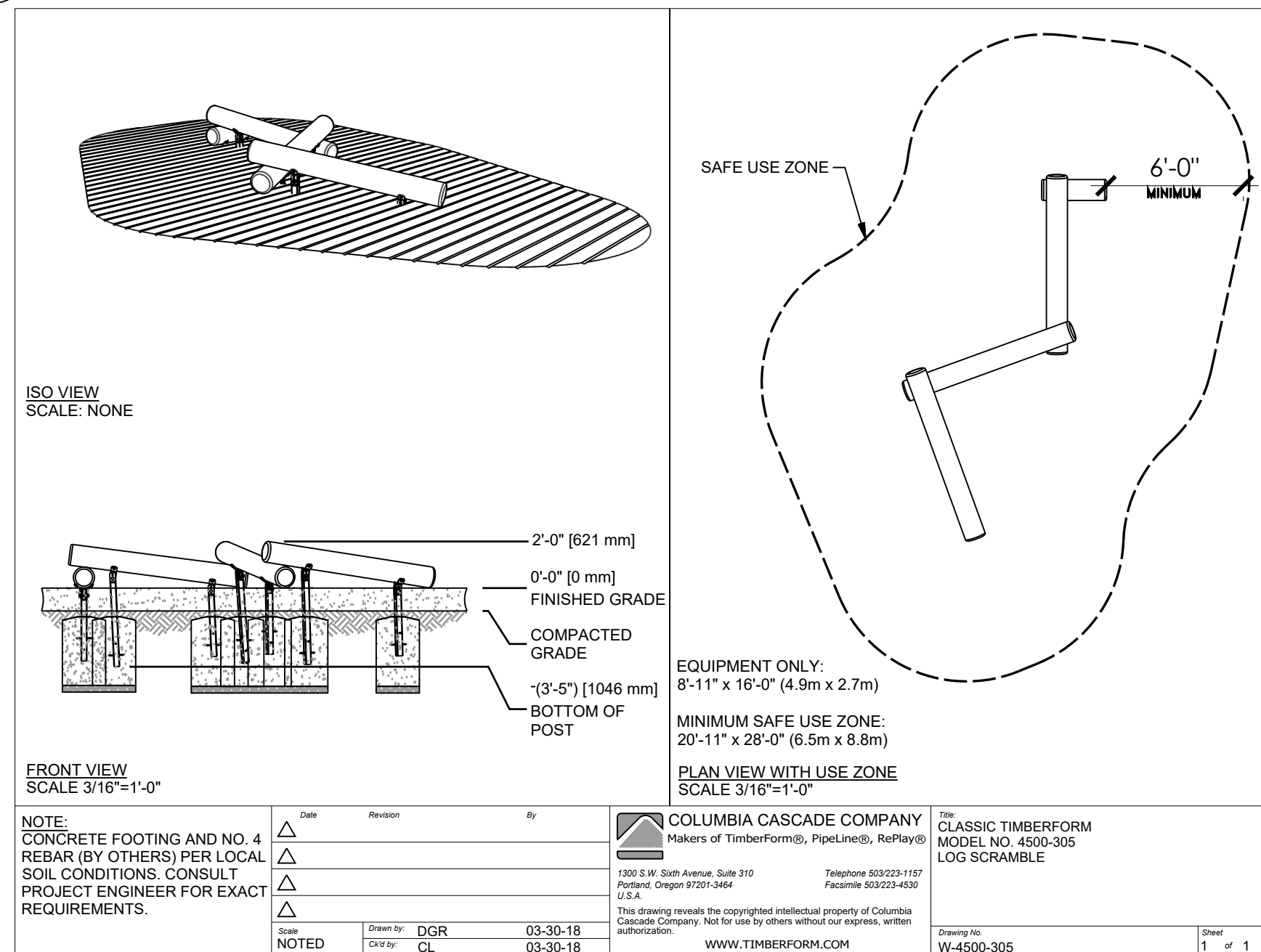
7 DETAIL: RESTROOM CONCEPT IMAGES  
Scale:

17.4 landscape details.dwg



5 DETAIL: TIMBERFORM TUNNEL CLIMBER  
Scale: NTS

17.4 landscape details.dwg



2 DETAIL: LOG SCRAMBLE  
Scale: NTS

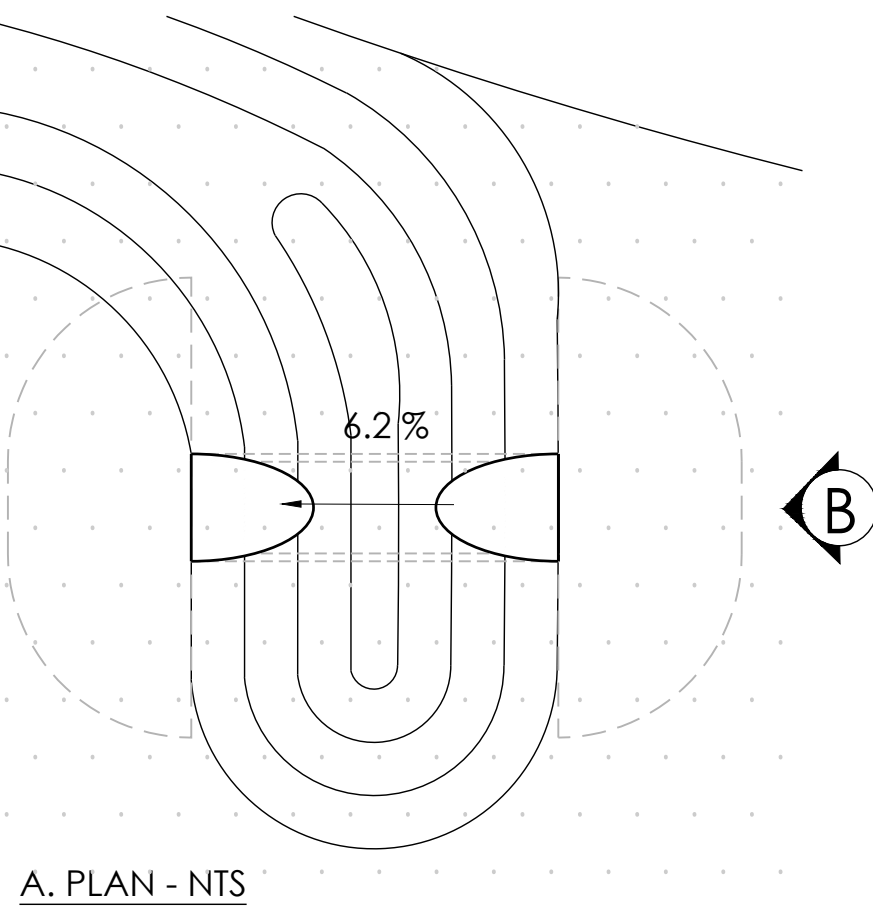
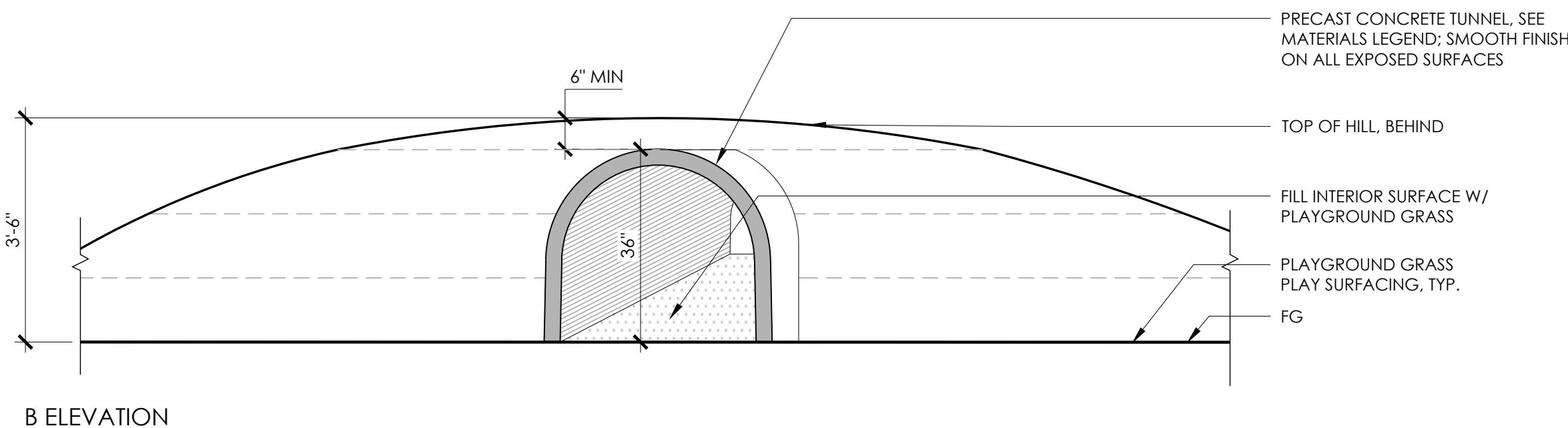
17.4 landscape details.dwg



PRECAST TUNNEL CONCEPT IMAGE, CONSTRUCTION (SIMILAR)



PRECAST TUNNEL CONCEPT IMAGE (SIMILAR)



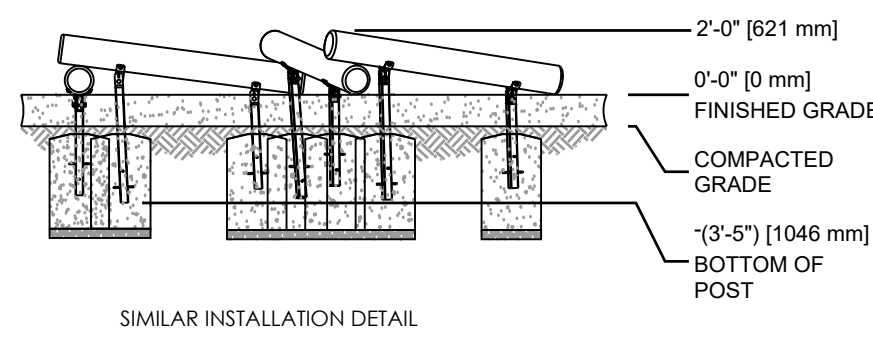
4 DETAIL: HILLSIDE TUNNEL  
Scale: 1/2" = 1' - 0"

17.4 landscape details.dwg



1 DETAIL: BALANCE LOG  
Scale: NTS

17.4 landscape details.dwg



REVISIONS  
# DATE DESCRIPTION

SITE DESIGN  
REVIEW

LANDSCAPE  
DETAILS

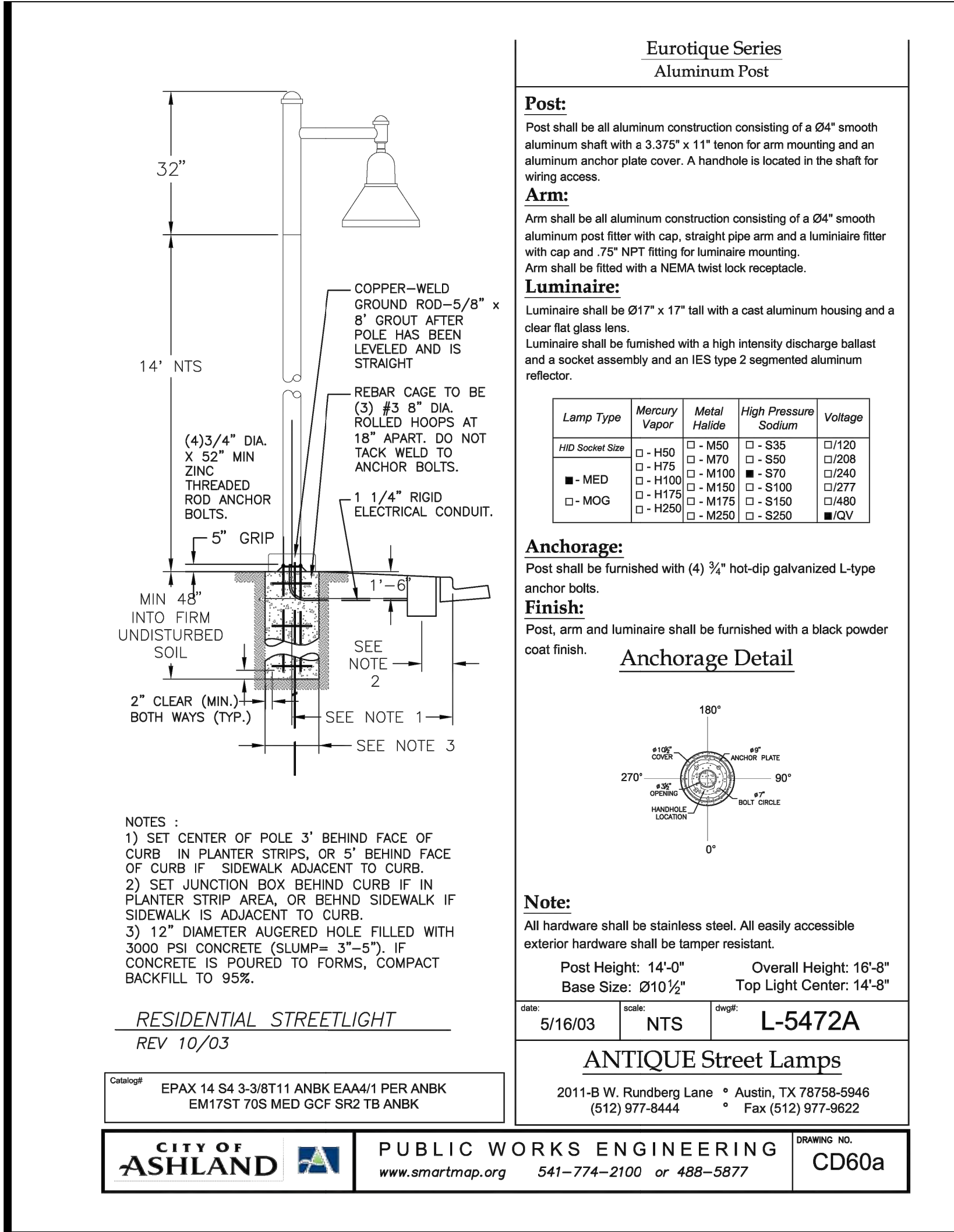
L7.4

PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW

EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520







CITY OF ASHLAND STANDARD STREET LIGHT ALONG EAST MAIN STREET

**7 DETAIL: STREET LIGHT**

Scale: NTS

17.5 landscape details.dwg



BOLLARD FOR PEDESTRIAN SCALE LIGHTING INSIDE PARK - RIALTA BY STERNBERG OR EQUAL

**6 DETAIL: BOLLARD LIGHT**

Scale: NTS

17.5 landscape details.dwg



CUSTOM COMMUNITY GARDEN PERGOLA

**5 DETAIL: GARDEN PERGOLA**

Scale: NTS

17.5 landscape details.dwg



DERO - AIR KIT PRIME OR EQUAL

**3 DETAIL: BIKE REPAIR STATION**

Scale: NTS

17.5 landscape details.dwg



STORAGE BIN CONCEPT FOR MULCH OR GREEN WASTE

**2 DETAIL: GREEN WASTE BIN & MULCH BIN**

Scale: NTS

17.5 landscape details.dwg



NW MODEL BY CLASSIC RECREATION SYSTEMS

**4 DETAIL: MAIN PICNIC, DOG PARK, BIKE PARK, AND PLAY AREA SHADE STRUCTURE STYLE**

Scale: NTS

17.5 landscape details.dwg



NW MODEL BY CLASSIC RECREATION SYSTEMS



CUSTOM GARDEN TOOL SHED

**1 DETAIL: GARDEN TOOL SHED**

Scale: NTS



SHED INTERIOR WITH STORAGE CUBBIES; PICTURED: ASHLAND CREEK PARK SHED (PHOTO COURTESY OF ASHLAND PARKS & RECREATION DEPT.)

17.5 landscape details.dwg



| REVISIONS |      |             |
|-----------|------|-------------|
| #         | DATE | DESCRIPTION |

|                       |
|-----------------------|
| SITE DESIGN<br>REVIEW |
|-----------------------|

|                       |
|-----------------------|
| LANDSCAPE<br>DETAILS  |
| L7.6                  |
| PROJECT NO. 2102      |
| 03/06/24              |
| TEAM: Pvc, CG, EG, ZW |



EXAMPLES OF STANDARD CITY PARK SIGNAGE - ACTUAL SIGNAGE TBD, BY ASHLAND PARKS & REC.

3  
DETAIL: TYPICAL PARK RULES & REGULATIONS SIGNS  
Scale: NTS

17.6 landscape details - signage.dwg



DOG COMMUNITY BULLETIN BOARD



RULES AND INFORMATION



SMALL DOG AREA SIGN

2  
DETAIL: DOG PARK SIGNS  
Scale:

17.6 landscape details - signage.dwg



PUMP TRACK RULES & ETIQUETTE

4  
DETAIL: BIKE PARK SIGNS  
Scale: NTS



BIKE COMMUNITY BULLETIN BOARD



SPONSER SIGN



SPONSER SIGN

17.6 landscape details - signage.dwg



PARK ENTRY SIGN CONCEPT

1  
DETAIL: MAIN PARK SIGN  
Scale: NTS

17.6 landscape details - signage.dwg



PLAY



BALANCE LOG



TURF BERM WITH CONCRETE TUNNEL



EMBANKMENT STEPPERS



EMBANKMENT LADDER



PLAYGROUND GRASS



PLAYGROUND BARK



LOG SCRAMBLE



SWINGS



PUMP TRACK

PLAY



TETHER BALL



KID'S PICNIC TABLES



CONCRETE PAVING W/ PAINTED PLAY STRIPING



ASPHALT SPORTS COURT



EMBANKMENT SLIDE



LINEAR CLIMBER TUNNEL



BOULDER PLAY MOUND

DOG PARK



DECORATIVE DOG PARK ENTRY



DOG PARK LOG TUNNEL OR SIMILAR AMENITIES



AGILITY RAMP OR SIMILAR AMENITIES



FIRE HYDRANT WATER FEATURE



PLAYFUL CUSTOM BIKE RACK



MULTI LEVEL DRINKING FOUNTAINS W/  
PET BOWL OR BOTTLE FILLER



DEER FENCE



STORAGE SHED

SITE MATERIALS & FURNISHINGS



PARK ENTRY SIGN



BENCHES



SHADE STRUCTURE STYLE



BIKE REPAIR POST



TRASH RECEPTACLE



RESTROOMS



BIKE RACKS



PEDESTRIAN-SCALE  
LIGHTING

SITE MATERIALS & FURNISHINGS



TABLES & CHAIRS



CONCRETE PAVING MULTI-USE PATH



PERMEABLE PAVERS FOR PARKING STALLS



PAVER STALLS / ASPHALT DRIVE AISLE



DECOMPOSED GRANITE WALKING TRAILS



GRAVEL PARKING AREA - COMMUNITY GARDEN



SOLAR PANELS ON SHADE STRUCTURE ROOF



EAST MAIN STREET PARK  
2228 EAST MAIN STREET  
ASHLAND, OREGON 97520

| REVISIONS |      |             |
|-----------|------|-------------|
| #         | DATE | DESCRIPTION |

SITE DESIGN  
REVIEW

MATERIALS BOARD

L9.0  
PROJECT NO. 2102  
03/06/24  
TEAM: Pvc, CG, EG, ZW





3

RENDERING: VIEW INTO PARK FROM MULTI-USE PATH OFF OF ABBOTT AVE.  
 Scale: NTS

19.1 concept renderings.dwg



2

RENDERING: CENTRAL PLAY AREA & DOG PARK  
 Scale: NTS

19.1 concept renderings.dwg



5

RENDERING: VIEW OF CENTRAL PLAY AREA FROM PARKING LOT  
 Scale: NTS

19.1 concept renderings.dwg



4

RENDERING: DOG PARK  
 Scale: NTS

19.1 concept renderings.dwg



1

RENDERING: VIEW FROM PARKING LOT ENTRANCE OFF OF EAST MAIN ST.  
 Scale: NTS

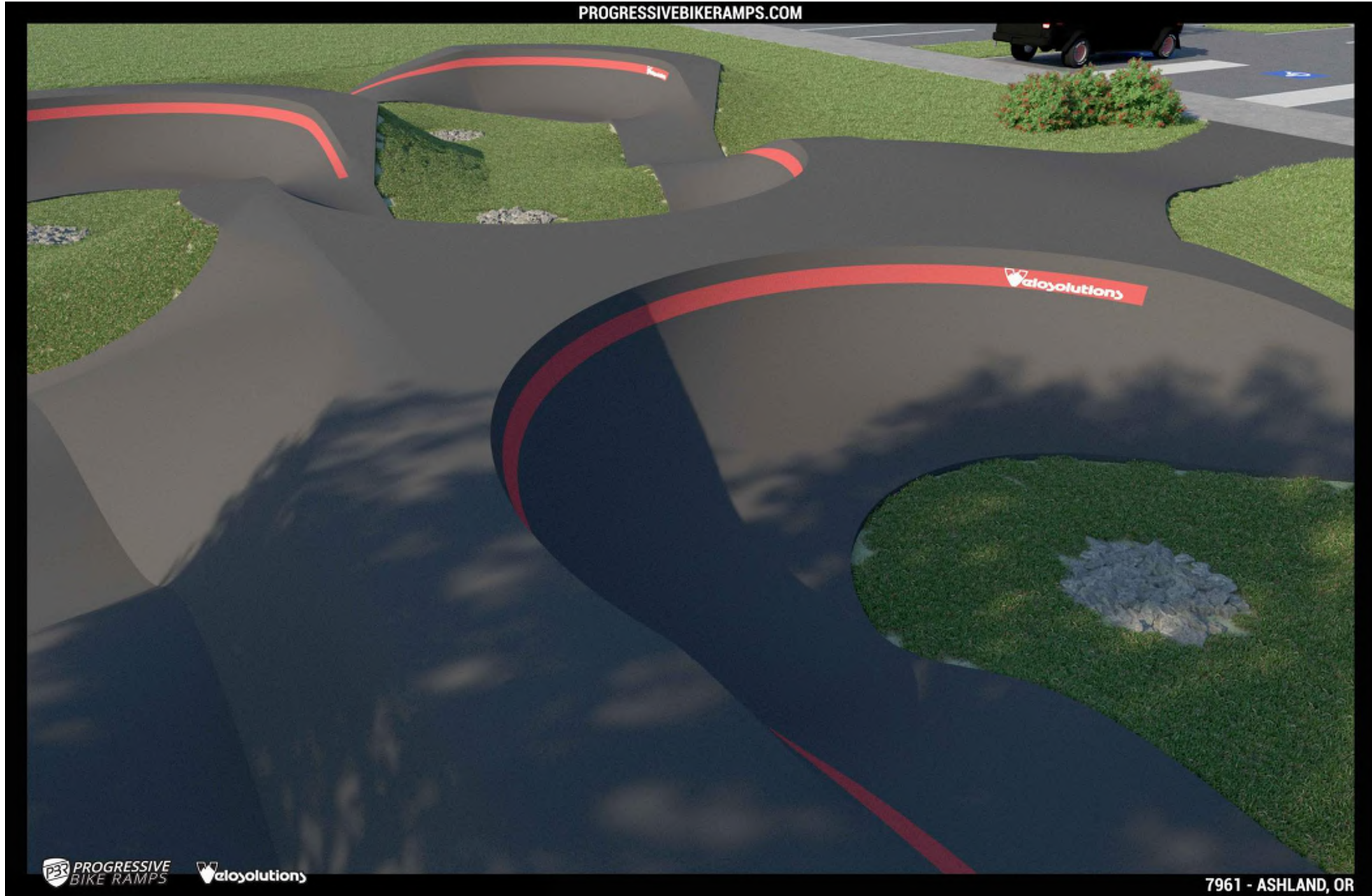
19.1 concept renderings.dwg





4 RENDERING: PUMP TRACK BIRDS EYE VIEW  
Scale: NTS

19.2 pump track.dwg



2 RENDERING: PUMP TRACK CLOSE UP  
Scale: NTS

19.2 pump track.dwg



3 RENDERING: WALLRIDE CLOSE UP  
Scale: NTS

19.2 pump track.dwg

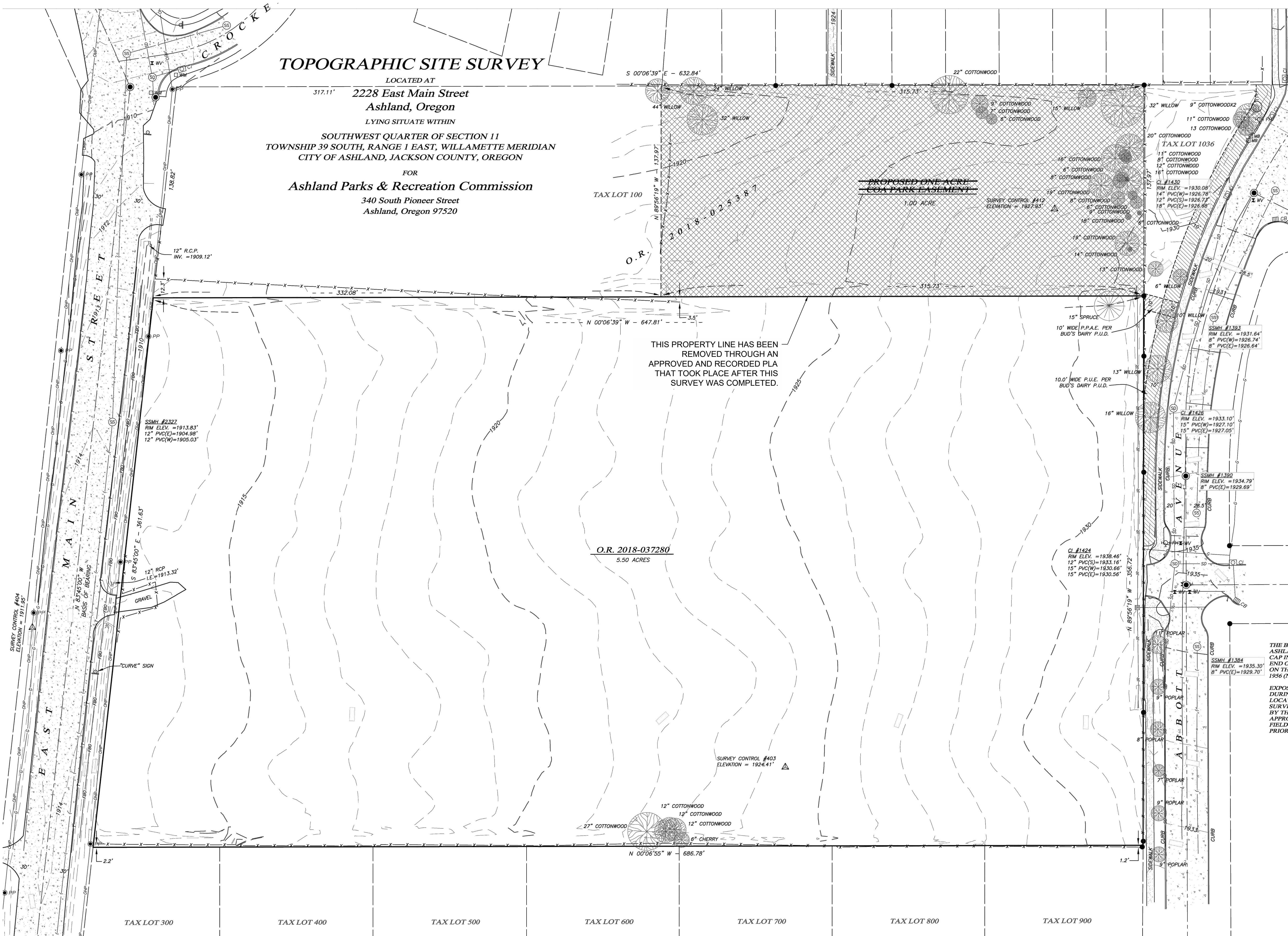


1 RENDERING: PUMP TRACK PERSPECTIVE  
Scale: NTS

19.2 pump track.dwg

NOTE:  
PUMP TRACK DESIGN & RENDERINGS BY AMERICAN RAMP COMPANY / VELOSOLUTIONS





TOPOGRAPHIC SITE SURVEY

LOCATED AT  
2228 East Main Street  
Ashland, Oregon  
LYING SITUATE WITHIN  
SOUTHWEST QUARTER OF SECTION 11  
TOWNSHIP 39 SOUTH, RANGE 1 EAST, WILLAMETTE MERIDIAN  
CITY OF ASHLAND, JACKSON COUNTY, OREGON  
FOR  
Ashland Parks & Recreation Commission  
340 South Pioneer Street  
Ashland, Oregon 97520

SCALE: 1" = 30'  
0' 15' 30' 60' 120'  
CONTOUR INTERVAL = ONE FOOT

- LEGEND**
- BRASS CAP MONUMENT, RECOVERED
  - IRON PIN MONUMENT, RECOVERED
  - SURVEY CONTROL POINT, AS DESCRIBED
  - SUBJECT PROPERTY LINE
  - BOUNDARY LINE
  - CENTERLINE
  - EASEMENT LINE
  - FENCELINE
  - WATER LINE
  - BURIED NATURAL GAS LINE
  - BURIED TELEPHONE LINE
  - BURIED CABLE TV LINE
  - BURIED IRRIGATION LINE
  - STORM DRAIN LINE
  - SANITARY SEWER LINE
  - OVERHEAD POWER LINE
  - BURIED POWER LINE
  - BURIED FIBER OPTIC CABLE
  - CONTOUR LINE
  - POWER POLE
  - POWER PEDESTAL/CABINET
  - ELECTRIC METER
  - AREA LIGHT
  - POWER TRANSFORMER
  - WATER METER
  - WATER VALVE
  - FIRE HYDRANT
  - CATCHBASIN
  - CURB INLET
  - STORM SEWER MANHOLE
  - SANITARY SEWER MANHOLE
  - CLEANOUT
  - TELEPHONE PEDESTAL
  - GAS METER
  - GAS VALVE
  - IRRIGATION BOX
  - SIGN
  - MAILBOX
  - CONCRETE SURFACE
  - ASPHALT SURFACE
  - BUILDING

**SURVEY NOTES**

THE BASIS OF VERTICAL CONTROL FOR THIS SURVEY IS A CITY OF ASHLAND GPS NETWORK STATION "TOLMAN 4506", A 3" DIAMETER BRASS CAP IN CONCRETE, LOCATED EAST OF THE ANGLE POINT ON THE NORTH END OF TOLMAN CREEK ROAD. BENCHMARK ELEVATION = 1917.03', BASED ON THE NATIONAL GEODETIC VERTICAL DATUM OF 1929, ADJUSTED IN 1956 (NGVD 29/56).

EXPOSED UTILITY STRUCTURES SHOWN HEREON WERE FIELD LOCATED DURING THE PERFORMANCE OF THIS SURVEY. BURIED UTILITY LOCATIONS WERE DETERMINED BY UTILIZING A COMBINATION OF FIELD SURVEYED PAINT MARKS AND "AS-BUILT" RECORD DRAWINGS FURNISHED BY THE RESPECTIVE UTILITY COMPANY REPRESENTATIVES, ARE APPROXIMATE AND SHOWN HEREON FOR GRAPHIC PURPOSES ONLY. FIELD VERIFICATION OF ALL BURIED UTILITIES MUST BE PERFORMED PRIOR TO ANY EXCAVATION OR CONSTRUCTION ACTIVITIES.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
PRELIMINARY COPY  
OREGON  
JULY 14, 1998  
SHAWN KAMPMANN  
2883 LS  
RENEWAL DATE: 6/30/2023

SURVEYED BY:  
POLARIS LAND SURVEYING LLC  
P.O. BOX 459  
ASHLAND, OREGON 97520  
(541) 482-5009  
DATE: JULY 24, 2022  
PROJECT NO. 1426-22

Assessor's Map No. 39 1E 11 CB, Tax Lot 200

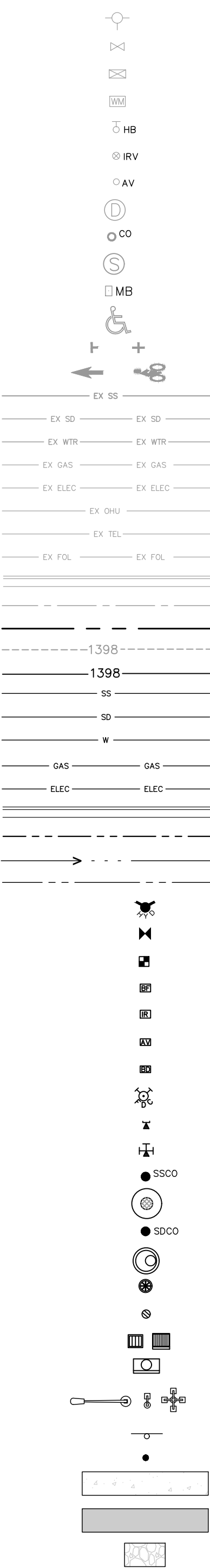
POLARIS LAND SURVEYING



ESCP STANDARD NOTES:

- INCLUDE A LIST OF ALL PERSONNEL (BY NAME AND POSITION) THAT ARE RESPONSIBLE FOR THE DESIGN, INSTALLATION AND MAINTENANCE OF STORMWATER CONTROL MEASURES (E.G. ESCP DEVELOPER, BMP INSTALLER (SEE SECTION 4.10), AS WELL AS THEIR INDIVIDUAL RESPONSIBILITIES. (SECTION 4.4.C.II)
- VISUAL MONITORING INSPECTION REPORTS MUST BE MADE IN ACCORDANCE WITH DEQ 1200-C PERMIT REQUIREMENTS. (SECTION 6.5)
- INSPECTION LOGS MUST BE KEPT IN ACCORDANCE WITH DEQ'S 1200-C PERMIT REQUIREMENTS. (SECTION 6.5.Q)
- RETAIN A COPY OF THE ESCP AND ALL REVISIONS ON SITE AND MAKE IT AVAILABLE ON REQUEST TO DEQ, AGENT, OR THE LOCAL MUNICIPALITY. (SECTION 4.7)
- THE PERMIT REGISTRANT MUST IMPLEMENT THE ESCP. FAILURE TO IMPLEMENT ANY OF THE CONTROL MEASURES OR PRACTICES DESCRIBED IN THE ESCP IS A VIOLATION OF THE PERMIT. (SECTIONS 4 AND 4.11)
- THE ESCP MUST BE ACCURATE AND REFLECT SITE CONDITIONS. (SECTION 4.8)
- SUBMISSION OF ALL ESCP REVISIONS IS NOT REQUIRED. SUBMITTAL OF THE ESCP REVISIONS IS ONLY UNDER SPECIFIC CONDITIONS. SUBMIT ALL NECESSARY REVISION TO DEQ OR AGENT WITHIN 10 DAYS. (SECTION 4.9)
- SEQUENCE CLEARING AND GRADING TO THE MAXIMUM EXTENT PRACTICAL TO PREVENT EXPOSED INACTIVE AREAS FROM BECOMING A SOURCE OF EROSION. (SECTION 2.2.2)
- CREATE SMOOTH SURFACES BETWEEN SOIL SURFACE AND EROSION AND SEDIMENT CONTROLS TO PREVENT STORMWATER FROM BYPASSING CONTROLS AND PONDING. (SECTION 2.2.3)
- IDENTIFY, MARK, AND PROTECT (BY CONSTRUCTION FENCING OR OTHER MEANS) CRITICAL RIPARIAN AREAS AND VEGETATION INCLUDING IMPORTANT TREES AND ASSOCIATED ROOTING ZONES, AND VEGETATION AREAS TO BE PRESERVED. IDENTIFY VEGETATIVE BUFFER ZONES BETWEEN THE SITE AND SENSITIVE AREAS (E.G., WETLANDS), AND OTHER AREAS TO BE PRESERVED, ESPECIALLY IN PERIMETER AREAS. (SECTION 2.2.1)
- PRESERVE EXISTING VEGETATION WHEN PRACTICAL AND RE-VEGETATE OPEN AREAS, RE-VEGETATE OPEN AREAS WHEN PRACTICABLE BEFORE AND AFTER GRADING OR CONSTRUCTION. IDENTIFY THE TYPE OF VEGETATIVE SEED MIX USED. (SECTION 2.2.5)
- MAINTAIN AND DELINEATE ANY EXISTING NATURAL BUFFER WITHIN THE 50-FOOT OF WATERS OF THE STATE. (SECTION 2.2.4)
- INSTALL PERIMETER SEDIMENT CONTROL, INCLUDING STORM DRAIN INLET PROTECTION AS WELL AS ALL SEDIMENT BASINS, TRAPS, AND BARRIERS PRIOR TO LAND DISTURBANCE. (SECTIONS 2.1.3)
- CONTROL BOTH PEAK FLOW RATES AND TOTAL STORMWATER VOLUME, TO MINIMIZE EROSION AT OUTLETS AND DOWNSTREAM CHANNELS AND STREAMBANKS. (SECTIONS 2.1.1. AND 2.2.16)
- CONTROL SEDIMENT AS NEEDED ALONG THE SITE PERIMETER AND AT ALL OPERATIONAL INTERNAL STORM DRAIN INLETS AT ALL TIMES DURING CONSTRUCTION, BOTH INTERNALLY AND AT THE SITE BOUNDARY. (SECTIONS 2.2.6 AND 2.2.13)
- ESTABLISH CONCRETE TRUCK AND OTHER CONCRETE EQUIPMENT WASHOUT AREAS BEFORE BEGINNING CONCRETE WORK. (SECTION 2.2.14)
- APPLY TEMPORARY AND/OR PERMANENT SOIL STABILIZATION MEASURES IMMEDIATELY ON ALL DISTURBED AREAS AS GRADING PROGRESSES. TEMPORARY OR PERMANENT STABILIZATIONS MEASURES ARE NOT REQUIRED FOR AREAS THAT ARE INTENDED TO BE LEFT UNVEGETATED, SUCH AS DIRT ACCESS ROADS OR UTILITY POLE PADS.(SECTIONS 2.2.20 AND 2.2.21)
- ESTABLISH MATERIAL AND WASTE STORAGE AREAS, AND OTHER NON-STORMWATER CONTROLS. (SECTION 2.3.7)
- KEEP WASTE CONTAINER LIDS CLOSED WHEN NOT IN USE AND CLOSE LIDS AT THE END OF THE BUSINESS DAY FOR THOSE CONTAINERS THAT ARE ACTIVELY USED THROUGHOUT THE DAY. FOR WASTE CONTAINERS THAT DO NOT HAVE LIDS, PROVIDE EITHER (1) COVER (E.G., A TARP, PLASTIC SHEETING, TEMPORARY ROOF) TO PREVENT EXPOSURE OF WASTES TO PRECIPITATION, OR (2) A SIMILARLY EFFECTIVE MEANS DESIGNED TO PREVENT THE DISCHARGE OF POLLUTANTS (E.G., SECONDARY CONTAINMENT). (SECTION 2.3.7)
- PREVENT TRACKING OF SEDIMENT ONTO PUBLIC OR PRIVATE ROADS USING BMPS SUCH AS: CONSTRUCTION ENTRANCE, GRAVELED (OR PAVED) EXITS AND PARKING AREAS, GRAVEL ALL UNPAVED ROADS LOCATED ONSITE, OR USE AN EXIT TIRE WASH. THESE BMPS MUST BE IN PLACE PRIOR TO LAND-DISTURBING ACTIVITIES. (SECTION 2.2.7)
- WHEN TRUCKING SATURATED SOILS FROM THE SITE, EITHER USE WATER-TIGHT TRUCKS OR DRAIN LOADS ON SITE. (SECTION 2.2.7.F)
- CONTROL PROHIBITED DISCHARGES FROM LEAVING THE CONSTRUCTION SITE, I.E., CONCRETE WASH-OUT, WASTEWATER FROM CLEANOUT OF STUCCO, PAINT AND CURING COMPOUNDS. (SECTIONS 1.5 AND 2.3.9)
- ENSURE THAT STEEP SLOPE AREAS WHERE CONSTRUCTION ACTIVITIES ARE NOT OCCURRING ARE NOT DISTURBED. (SECTION 2.2.10)
- PREVENT SOIL COMPACTION IN AREAS WHERE POST-CONSTRUCTION INFILTRATION FACILITIES ARE TO BE INSTALLED. (SECTION 2.2.12)
- USE BMPS TO PREVENT OR MINIMIZE STORMWATER EXPOSURE TO POLLUTANTS FROM SPILLS; VEHICLE AND EQUIPMENT FUELING, MAINTENANCE, AND STORAGE; OTHER CLEANING AND MAINTENANCE ACTIVITIES; AND WASTE HANDLING ACTIVITIES. THESE POLLUTANTS INCLUDE FUEL, HYDRAULIC FLUID, AND OTHER OILS FROM VEHICLES AND MACHINERY, AS WELL AS DEBRIS, FERTILIZER, PESTICIDES AND HERBICIDES, PAINTS, SOLVENTS, CURING COMPOUNDS AND ADHESIVES FROM CONSTRUCTION OPERATIONS. (SECTIONS 2.2.15 AND 2.3)
- PROVIDE PLANS FOR SEDIMENTATION BASINS THAT HAVE BEEN DESIGNED PER SECTION 2.2.17 AND STAMPED BY AN OREGON PROFESSIONAL ENGINEER. (SEE SECTION 2.2.17.A)
- IF ENGINEERED SOILS ARE USED ON SITE, A SEDIMENTATION BASIN/IMPOUNDMENT MUST BE INSTALLED. (SEE SECTIONS 2.2.17 AND 2.2.18)
- PROVIDE A DEWATERING PLAN FOR ACCUMULATED WATER FROM PRECIPITATION AND UNCONTAMINATED GROUNDWATER SEEPAGE DUE TO SHALLOW EXCAVATION ACTIVITIES. (SEE SECTION 2.4)
- IMPLEMENT THE FOLLOWING BMPS WHEN APPLICABLE: WRITTEN SPILL PREVENTION AND RESPONSE PROCEDURES, EMPLOYEE TRAINING ON SPILL PREVENTION AND PROPER DISPOSAL PROCEDURES, SPILL KITS IN ALL VEHICLES, REGULAR MAINTENANCE SCHEDULE FOR VEHICLES AND MACHINERY, MATERIAL DELIVERY AND STORAGE CONTROLS, TRAINING AND SIGNAGE, AND COVERED STORAGE AREAS FOR WASTE AND SUPPLIES. (SECTION 2.3)
- USE WATER, SOIL-BINDING AGENT OR OTHER DUST CONTROL TECHNIQUE AS NEEDED TO AVOID WIND-BLOWN SOIL. (SECTION 2.2.9)
- THE APPLICATION RATE OF FERTILIZERS USED TO REESTABLISH VEGETATION MUST FOLLOW MANUFACTURER'S RECOMMENDATIONS TO MINIMIZE NUTRIENT RELEASES TO SURFACE WATERS. EXERCISE CAUTION WHEN USING TIME-RELEASE FERTILIZERS WITHIN ANY WATERWAY RIPARIAN ZONE. (SECTION 2.3.5)
- IF AN ACTIVE TREATMENT SYSTEM (FOR EXAMPLE, ELECTRO-COAGULATION, FLOCCULATION, FILTRATION, ETC.) FOR SEDIMENT OR OTHER POLLUTANT REMOVAL IS EMPLOYED, SUBMIT AN OPERATION AND MAINTENANCE PLAN (INCLUDING SYSTEM SCHEMATIC, LOCATION OF SYSTEM, LOCATION OF INLET, LOCATION OF DISCHARGE, DISCHARGE DISPERSION DEVICE DESIGN, AND A SAMPLING PLAN AND FREQUENCY) BEFORE OPERATING THE TREATMENT SYSTEM. OBTAIN ENVIRONMENTAL MANAGEMENT PLAN APPROVAL FROM DEQ BEFORE OPERATING THE TREATMENT SYSTEM. OPERATE AND MAINTAIN THE TREATMENT SYSTEM ACCORDING TO MANUFACTURER'S SPECIFICATIONS. (SECTION 1.2.9)
- TEMPORARILY STABILIZE SOILS AT THE END OF THE SHIFT BEFORE HOLIDAYS AND WEEKENDS, IF NEEDED. THE REGISTRANT IS RESPONSIBLE FOR ENSURING THAT SOILS ARE STABLE DURING RAIN EVENTS AT ALL TIMES OF THE YEAR. (SECTION 2.2)
- AS NEEDED BASED ON WEATHER CONDITIONS, AT THE END OF EACH WORKDAY SOIL STOCKPILES MUST BE STABILIZED OR COVERED, OR OTHER BMPS MUST BE IMPLEMENTED TO PREVENT DISCHARGES TO SURFACE WATERS OR CONVEYANCE SYSTEMS LEADING TO SURFACE WATERS. (SECTION 2.2.8)
- SEDIMENT FENCE: REMOVE TRAPPED SEDIMENT BEFORE IT REACHES ONE THIRD OF THE ABOVE GROUND FENCE HEIGHT AND BEFORE FENCE REMOVAL. (SECTION 2.1.5.B)
- OTHER SEDIMENT BARRIERS (SUCH AS BIOBAGS): REMOVE SEDIMENT BEFORE IT REACHES TWO INCHES DEPTH ABOVE GROUND HEIGHT AND BEFORE BMP REMOVAL. (SECTION 2.1.5.C)
- CATCH BASINS: CLEAN BEFORE RETENTION CAPACITY HAS BEEN REDUCED BY FIFTY PERCENT. SEDIMENT BASINS AND SEDIMENT TRAPS: REMOVE TRAPPED SEDIMENTS BEFORE DESIGN CAPACITY HAS BEEN REDUCED BY FIFTY PERCENT AND AT COMPLETION OF PROJECT. (SECTION 2.1.5.D)
- WITHIN 24 HOURS, SIGNIFICANT SEDIMENT THAT HAS LEFT THE CONSTRUCTION SITE, MUST BE REMEDIATED. INVESTIGATE THE CAUSE OF THE SEDIMENT RELEASE AND IMPLEMENT STEPS TO PREVENT A RECURRENCE OF THE DISCHARGE WITHIN THE SAME 24 HOURS. ANY IN-STREAM CLEAN-UP OF SEDIMENT SHALL BE PERFORMED ACCORDING TO THE OREGON DEPARTMENT OF STATE LANDS REQUIRED TIMEFRAME. (SECTION 2.2.19.A)
- THE INTENTIONAL WASHING OF SEDIMENT INTO STORM SEWERS OR DRAINAGE WAYS MUST NOT OCCUR. VACUUMING OR DRY SWEEPING AND MATERIAL PICKUP MUST BE USED TO CLEANUP RELEASED SEDIMENTS. (SECTION 2.2.19)
- DOCUMENT ANY PORTION(S) OF THE SITE WHERE LAND DISTURBING ACTIVITIES HAVE PERMANENTLY CEASED OR WILL BE TEMPORARILY INACTIVE FOR 14 OR MORE CALENDAR DAYS. (SECTION 6.5.F.)
- PROVIDE TEMPORARY STABILIZATION FOR THAT PORTION OF THE SITE WHERE CONSTRUCTION ACTIVITIES CEASE FOR 14 DAYS OR MORE WITH A COVERING OF BLOWN STRAW AND A TACKIFIER, LOOSE STRAW, OR AN ADEQUATE COVERING OF COMPOST MULCH UNTIL WORK RESUMES ON THAT PORTION OF THE SITE. (SECTION 2.2.20)
- DO NOT REMOVE TEMPORARY SEDIMENT CONTROL PRACTICES UNTIL PERMANENT VEGETATION OR OTHER COVER OF EXPOSED AREAS IS ESTABLISHED. ONCE CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED, ALL TEMPORARY EROSION CONTROLS AND RETAINED SOILS MUST BE REMOVED AND DISPOSED OF PROPERLY, UNLESS NEEDED FOR LONG TERM USE FOLLOWING TERMINATION OF PERMIT COVERAGE. (SECTION 2.2.21)

LEGEND:



ABBREVIATIONS:

|                               |       |                                           |
|-------------------------------|-------|-------------------------------------------|
| EXIST. FIRE HYDRANT           | AC    | ASPHALT                                   |
| EXIST. WATER VALVE            | BC    | BACK OF CURB                              |
| EXIST. BLOW OFF               | BR    | BOTTOM OF RAMP                            |
| EXIST. WATER METER            | BS    | BOTTOM OF STAIRS                          |
| EXIST. HOSE BIB               | BW    | BOTTOM OF WALL                            |
| EXIST. IRRIGATION VALVE       | CMP   | CORRUGATED METAL PIPE                     |
| EXIST. AIR RELEASE VALVE      | CO    | CLEANOUT RISER                            |
| EXIST. STORM DRAIN MANHOLE    | C     | CONCRETE                                  |
| EXIST. CLEANOUT               | DIP   | DUCTILE IRON PIPE                         |
| EXIST. SANITARY SEWER MANHOLE | (E)   | EXISTING                                  |
| EXIST. MAILBOX                | EG    | EXISTING GRADE                            |
| HANDICAP PARKING SYMBOL       | EOC   | EDGE OF CONCRETE                          |
| PARALLEL PARKING STRIPING     | EOP   | EDGE OF PAVEMENT                          |
| BICYCLE LANE SYMBOL           | FF    | FINISHED FLOOR                            |
| EXIST. SANITARY SEWER         | FG    | FINISHED GRADE                            |
| EXIST. STORM DRAIN            | FL    | FLOW LINE                                 |
| EXIST. WATER                  | G     | GAS                                       |
| EXIST. GAS                    | GB    | GRADE BREAK                               |
| EXIST. ELECTRIC               | GC    | GENERAL CONTRACTOR                        |
| EXIST. OVERHEAD POWER         | GRD   | GROUND                                    |
| EXIST. TELEPHONE              | GRVL  | GRAVEL                                    |
| EXIST. FIBER OPTIC            | HDPE  | HIGH-DENSITY POLYETHYLENE                 |
| EXIST. CURB AND GUTTER        | HP    | HIGH POINT                                |
| EXIST. CENTERLINE             | IE    | INVERT ELEVATION                          |
| EXIST. RIGHT OF WAY           | LP    | LOW POINT                                 |
| EXIST. CONTOUR                | MAX   | MAXIMUM                                   |
| PROPOSED CONTOUR              | ME    | MATCH EXISTING                            |
| SANITARY SEWER                | MIN   | MINIMUM                                   |
| STORM DRAIN                   | MUTCD | MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES |
| WATER                         | ODOT  | OREGON DEPARTMENT OF TRANSPORTATION       |
| GAS                           | PERF  | PERFORATED PIPE                           |
| ELECTRIC                      | PVC   | POLYVINYL CHLORIDE                        |
| CURB AND GUTTER               | RCP   | REINFORCED CONCRETE PIPE                  |
| PROPOSED RIGHT OF WAY         | RE    | RIM ELEVATION                             |
| FLOW LINE                     | REQ'D | REQUIRED                                  |
| PROPERTY LINE                 | ROW   | RIGHT-OF-WAY                              |
| FIRE HYDRANT                  | SD    | STORM DRAIN                               |
| WATER VALVE                   | SDMH  | STORM DRAIN MANHOLE                       |
| WATER METER                   | SS    | SANITARY SEWER                            |
| BACKFLOW DEVICE               | SSMH  | SANITARY SEWER MANHOLE                    |
| IRRIGATION WATER METER        | STD   | STANDARD                                  |
| AIR RELEASE VALVE             | SW    | SIDEWALK                                  |
| BLOWOFF DEVICE ASSEMBLY       | TBR   | TO BE REMOVED                             |
| FIRE DEPARTMENT CONNECTION    | TC    | TOP OF CURB                               |
| END PLUG                      | TR    | TOP OF RAMP                               |
| TEE                           | TOW   | TOP OF WALL                               |
| SANITARY SEWER CLEANOUT       | TYP   | TYPICAL                                   |
| CONCENTRIC MANHOLE            | UPC   | UNIFORM PLUMBING CODE                     |
| STORM DRAIN CLEANOUT          | W     | WATER                                     |
| CONTROL STRUCTURE MANHOLE     |       |                                           |
| ATRIUM DRAIN / BUBBLER        |       |                                           |
| AREA DRAIN                    |       |                                           |
| CATCH BASIN INLET             |       |                                           |
| CURB INLET                    |       |                                           |
| LIGHTS                        |       |                                           |
| SIGN (TRAFFIC, INFORMATION)   |       |                                           |
| BOLLARD                       |       |                                           |
| CONCRETE                      |       |                                           |
| HMAC PAVING                   |       |                                           |
| NEW RIP RAP                   |       |                                           |

POTENTIAL POLLUTANT ACTIVITY

- VEHICLE TRAFFIC
- EXHAUST EMISSIONS
  - POSSIBLE FUEL AND SYSTEMS LEAKAGE
  - TIRE WEAR
  - MECHANICAL PARTS AND BRAKING SYSTEMS
  - BODYWORK (CORROSION, ETC.)
- ROAD SEDIMENT
- CONSTRUCTION ITEMS
- ASPHALT AND PORTLAND CEMENT CONCRETE
  - JOINT SEALANTS, CONCRETE CURING COMPOUNDS
  - PAINT, SOLVENTS, GLUES, THINNERS, CAULKS, JOINT COMPOUNDS
  - WOOD PRODUCTS
  - MATERIAL PACKAGING WASTE

AUTHORIZED NON-STORM WATER DISCHARGE

THE FOLLOWING NON-STORMWATER DISCHARGES FROM CONSTRUCTION SITES ARE AUTHORIZED IF THE TERMS AND CONDITIONS OF THIS PERMIT ARE MET; ALL NECESSARY CONTROLS ARE IMPLEMENTED TO MINIMIZE SEDIMENT TRANSPORT; AND THE DISCHARGE IS NOT PROHIBITED BY LOCAL ORDINANCE.

- WATER AND ASSOCIATED DISCHARGES FROM EMERGENCY FIREFIGHTING ACTIVITIES;
- FIRE HYDRANT FLUSHING;
- PROPERLY MANAGED LANDSCAPE IRRIGATION;
- WATER USED TO WASH EQUIPMENT AND VEHICLES (EXCLUDING THE ENGINE, UNDERCARRIAGE, AND WHEELS/TIRES) PROVIDED THERE IS NO DISCHARGE OF SOAPS, SOLVENTS, OR DETERGENTS USED;
- WATER USED TO CONTROL DUST;
- POTABLE WATER INCLUDING UNCONTAMINATED WATER LINE FLUSHINGS;
- EXTERNAL BUILDING WASHDOWN, PROVIDED SOAPS, SOLVENTS, AND DETERGENTS ARE NOT USED, AND EXTERNAL SURFACES DO NOT CONTAIN HAZARDOUS SUBSTANCES;
- PAVEMENT WASH WATERS, PROVIDED SPILLS OR LEAKS OF TOXIC OR HAZARDOUS SUBSTANCES HAVE NOT OCCURRED (UNLESS ALL SPILL MATERIAL HAS BEEN REMOVED) AND WHERE SOAPS, SOLVENTS, AND DETERGENTS ARE NOT USED. DIRECTING PAVEMENT WASH WATERS INTO ANY SURFACE WATER, STORM DRAIN INLET, OR STORMWATER CONVEYANCE IS PROHIBITED, UNLESS THE CONVEYANCE IS CONNECTED TO A SEDIMENT BASIN, SEDIMENT TRAP, OR SIMILARLY EFFECTIVE CONTROL FOR THE POLLUTANTS PRESENT. PER 2.2.19.B, HOISING OF ACCUMULATED SEDIMENTS ON PAVEMENT INTO ANY STORMWATER CONVEYANCE IS PROHIBITED.
- UNCONTAMINATED AIR CONDITIONING OR COMPRESSOR CONDENSATE;
- UNCONTAMINATED, NON-TURBID DISCHARGES OF GROUNDWATER OR SPRING WATER;
- FOUNDATIONS OR FOOTING DRAINS WHERE FLOWS ARE NOT CONTAMINATED WITH PROCESS MATERIALS SUCH AS SOLVENTS OR CONTAMINATED GROUNDWATER

INSPECTION FREQUENCY

| Site Condition                                                                                                  | Minimum Frequency                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Active period                                                                                                | On initial date that land disturbance activities commence.<br><br>Within 24 hours of any storm event, including runoff from snow melt, that results in discharge from the site.<br><br>At least once every 14 days, regardless of whether stormwater runoff is occurring. |
| 2. Inactive periods greater than fourteen (14) consecutive calendar days                                        | The inspector may reduce the frequency of inspections if any area of the site where the stabilization steps in Section 2.2.20 have been completed to twice per month for the first month; no less than 14 calendar days apart, then once per month.                       |
| 3. Periods during which the site is inaccessible due to inclement weather                                       | If safe, accessible and practical, inspections must occur daily at a relevant discharge point or downstream location of the receiving waterbody.                                                                                                                          |
| 4. Periods during which construction activities are suspended and runoff is primarily due to freeze conditions. | Visual monitoring inspections may be temporarily suspended. Immediately resume monitoring upon thawing, or when weather conditions make discharges likely.                                                                                                                |
| 5. Periods during which construction activities are conducted and runoff is unlikely during freeze conditions.  | Visual monitoring inspections may be reduced to once a month. Immediately resume monitoring upon thawing, or when weather conditions make discharges likely.                                                                                                              |

BMPS CONSTRUCTION MATRIX

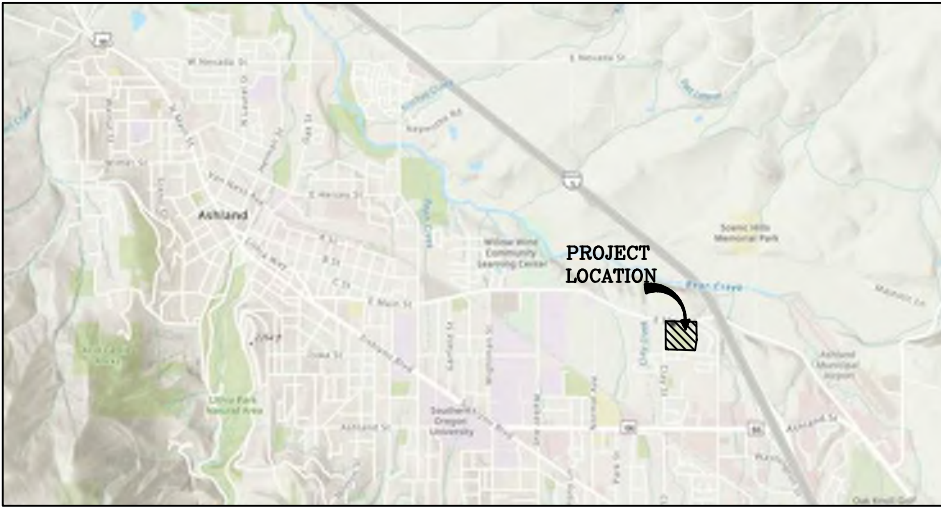
| Year                                                                                                                                        | 2024/2025 |              |                      |                       |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|----------------------|-----------------------|---------------------|
| Phase/BMP                                                                                                                                   | CLEARING  | MASS GRADING | UTILITY CONSTRUCTION | VERTICAL CONSTRUCTION | FINAL STABILIZATION |
| EROSION PREVENTION                                                                                                                          |           |              |                      |                       |                     |
| Ground Cover                                                                                                                                |           |              |                      |                       |                     |
| Plastic Sheeting                                                                                                                            |           |              |                      |                       |                     |
| Dust Control                                                                                                                                | X         | X            |                      |                       |                     |
| Temporary Stabilization (Straw/Mulch/ Hydroseed)                                                                                            |           |              |                      |                       |                     |
| Final stabilization shall be establishment of native grassy material or established hydroseed prior to removal of erosion control measures. |           |              |                      |                       | X                   |
| Buffer Zone (from Ravine)                                                                                                                   |           |              |                      |                       |                     |
| SEDIMENT CONTROL                                                                                                                            |           |              |                      |                       |                     |
| Sediment Fence (Perimeter)                                                                                                                  | X         | X            | X                    | X                     | X                   |
| Sediment Fence (Interior)                                                                                                                   |           |              |                      |                       |                     |
| Straw Wattles                                                                                                                               |           |              |                      |                       |                     |
| Inlet Protection                                                                                                                            |           |              | X                    | X                     |                     |
| Dewatering                                                                                                                                  |           |              |                      |                       |                     |
| Construction Entrance                                                                                                                       | X         | X            | X                    |                       |                     |
| Existing Outlet Protection                                                                                                                  | X         | X            | X                    | X                     |                     |
| New Outlet Protection                                                                                                                       |           | X            | X                    | X                     |                     |
| Existing Curb Inlet Check Dams                                                                                                              |           |              |                      |                       |                     |
| POLLUTION PREVENTION                                                                                                                        |           |              |                      |                       |                     |
| Hazard Waste Management                                                                                                                     |           |              |                      |                       |                     |
| Spill Kit Onsite                                                                                                                            | X         | X            | X                    | X                     | X                   |
| Concrete Washout Area                                                                                                                       |           | X            | X                    | X                     |                     |

RATIONALE STATEMENT

A COMPREHENSIVE LIST OF AVAILABLE BEST MANAGEMENT PRACTICES (BMP) OPTIONS BASED ON DEQ'S 1200-C PERMIT APPLICATION AND ESCP GUIDANCE DOCUMENT HAS BEEN REVIEWED TO COMPLETE THIS EROSION AND SEDIMENT CONTROL PLAN. SOME OF THE ABOVE LISTED BMPS WERE NOT CHOSEN BECAUSE THEY WERE DETERMINED TO NOT EFFECTIVELY MANAGE EROSION PREVENTION AND SEDIMENT CONTROL FOR THIS PROJECT BASED ON SPECIFIC SITE CONDITIONS, INCLUDING SOIL CONDITIONS, TOPOGRAPHIC CONSTRAINTS, ACCESSIBILITY TO THE SITE, AND OTHER RELATED CONDITIONS. AS THE PROJECT PROGRESSES AND THERE IS A NEED TO REVISE THE ESCP, AN ACTION PLAN WILL BE SUBMITTED.

SPILL CONTAINMENT

- CLEAN UP SPILLS OR CONTAMINATED SURFACES IMMEDIATELY USING DRY CLEAN UP MEASURES (DO NOT CLEAN CONTAMINATED SURFACES BY HOSING THE AREA DOWN), AND ELIMINATE THE SOURCE OF THE SPILL TO PREVENT A DISCHARGE OR A CONTINUATION OF AN ONGOING DISCHARGE; AND
- STORE MATERIALS IN A COVERED AREA (E.G., PLASTIC SHEETING, TEMPORARY ROOFS), OR IN SECONDARY CONTAINMENT TO PREVENT THE EXPOSURE OF THESE CONTAINERS TO PRECIPITATION OR STORMWATER RUNOFF, OR A SIMILARLY EFFECTIVE MEANS DESIGNED TO PREVENT THE DISCHARGE OF POLLUTANTS FROM THESE AREAS.



VICINITY MAP

NOT TO SCALE

OWNER/DEVELOPER

CITY OF ASHLAND  
PARKS AND RECREATION  
1195 E. MAIN ST.  
ASHLAND, OR  
541-488-5340

SITE CONTRACTOR

TBD  
\* SITE SUBCONTRACTORS TO BE DETERMINED AT A LATER DATE

CESCL:

NAME:  
CONTACT:  
CERTIFICATION:  
\* ESC SITE INSPECTOR TO BE DETERMINED AT A LATER DATE

BMP INSTALL/MAINTAIN

NAME:  
CONTACT:  
CERTIFICATION:  
\* BMP INSTALLER TO BE DETERMINED AT A LATER DATE  
BMP INSTALL & MAINTENANCE WILL FOLLOW THE CONSTRUCTION SCHEDULE WITH AN ESTIMATED START DATE OF XXX 2024 TO ESTIMATED COMPLETION OF XXX 2025

SITE INFORMATION

- TYPE OF DEVELOPMENT: PUBLIC PARK
- CONSTRUCTION ACTIVITY WILL CONSIST OF:
  - CURB AND GUTTER, SIDEWALKS, ASPHALT PAVING
  - STORMWATER DRAINAGE SYSTEM: STORMWATER PIPING
- PROJECT SITE AREAS:
  - TOTAL AREA: 6.52 AC (28401.1) SF
  - DISTURBED AREA: 6.52 AC (284011) SF
  - PERCENT OF SITE DISTURBED: 100%
- OFFSITE PUBLIC IMPROVEMENT AREA: PUBLIC DRIVEWAY APPROACH, SIDEWALKS, UTILITY CONNECTIONS
- ONSITE SOIL TYPES: FROM WEB SOIL SURVEY MAPS: 100% KUBLI LOAM, 0 TO 3% SLOPES

RECEIVING WATER BODIES

PUBLIC STORM WATER SYSTEM TO EVENTUALLY BEAR CREEK

RAIN GAUGE

ROGUE VALLEY INTERNATIONAL AIRPORT  
<https://forecast.weather.gov/data/obhistory/KMFR.html>

INSPECTION NOTES:

- \* HOLD A PRE-CON MEETING OF PROJECT CONSTRUCTION PERSONNEL THAT INCLUDES THE EC INSPECTOR.
- \* ALL INSPECTIONS MUST BE MADE IN ACCORDANCE WITH DEQ 1200 C PERMIT REQUIREMENTS.
- \* INSPECTION LOGS MUST BE KEPT IN ACCORDANCE WITH DEQ'S 1200 C PERMIT REQUIREMENTS.
- \* CHANGES TO THE APPROVED ESC PLAN MUST BE SUBMITTED TO DEQ IN THE FORM OF AN ACTION PLAN.



SITE MAP

NOT TO SCALE

DESIGN ENGINEER

TODD POWELL, P.E.  
POWELL ENGINEERING AND CONSULTING  
100 E. MAIN ST. SUITE O  
MEDFORD, OR 97501  
(541) 613-0723  
todd@powellengineeringconsulting.com

GEOTECH

MARQUESS & ASSOCIATES, INC.  
RICK SWANSON, P.E., G.E.  
1120 EAST JACKSON  
MEDFORD, OR 97501

SURVEYOR

POLARIS LAND SURVEYING LLC  
P.O. BOX 459  
ASHLAND, OR 97520  
(541) 482-5009

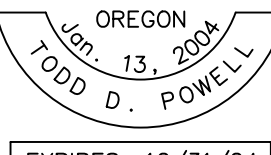
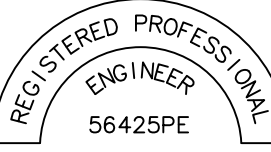
ESCP PREPARER

POWELL ENGINEERING AND CONSULTING  
100 E. MAIN ST. SUITE O  
MEDFORD, OR 97501  
PH: 541-613-0723  
todd@powellengineeringconsulting.com



POWELL  
engineering +  
consulting

100 E. Main St., Suite O  
Medford, OR 97501  
541.613.0723 phone  
www.powellengineeringconsulting.com



EXPIRES: 12/31/24

VERIFY SCALES

ORIGINAL DRAWING  
SCALE ONE INCH  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

EAST MAIN STREET PARK

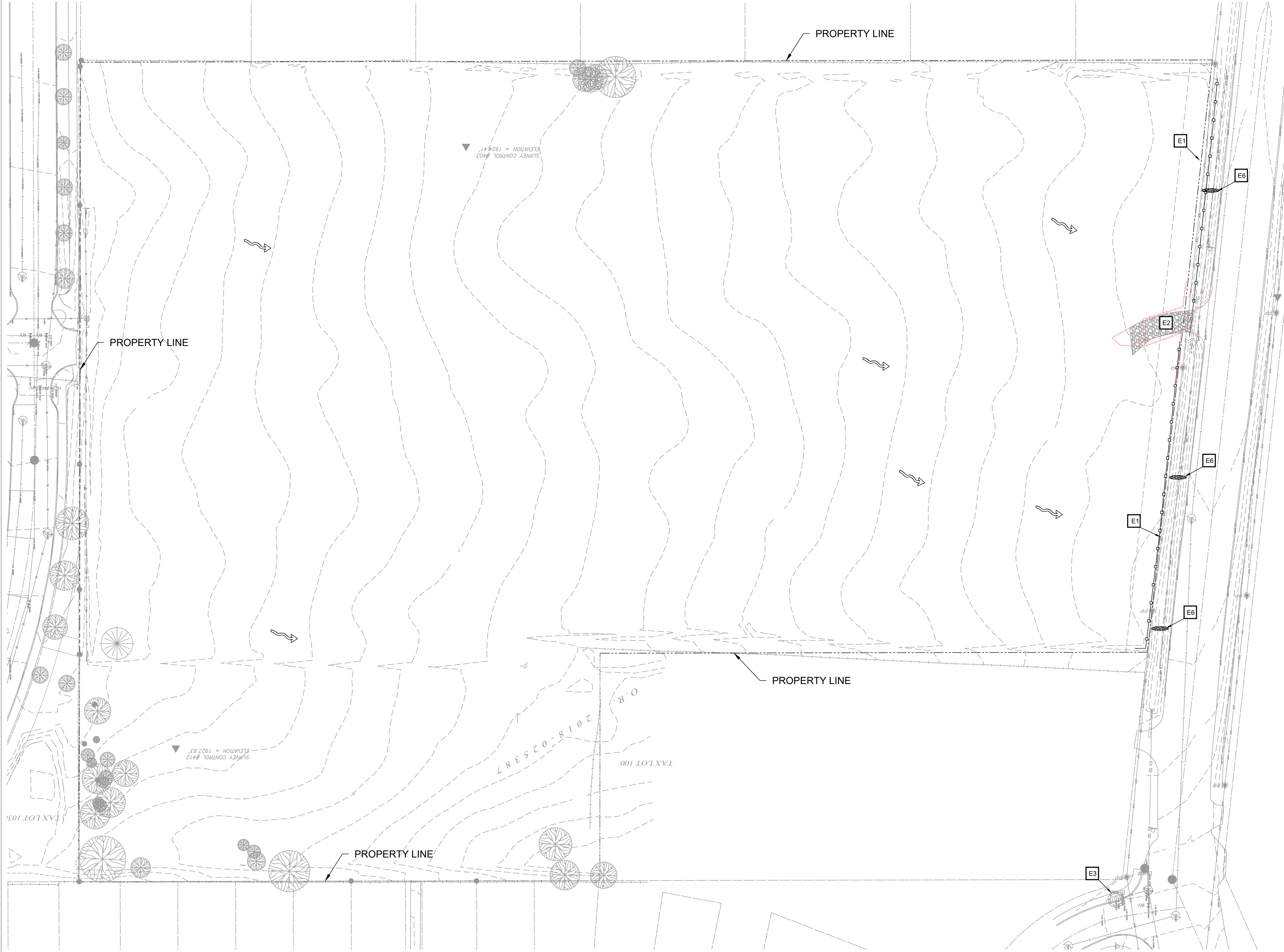
CITY OF ASHLAND PARKS AND RECREATION

MAP 39-1E-11-CB, TAX LOT 200  
222B EAST MAIN STREET, ASHLAND, OR 97520

| DATE | REVISION DESCRIPTION | NO. | DRAWN BY:          | TDP      |
|------|----------------------|-----|--------------------|----------|
|      |                      |     | DESIGNED BY:       | TDP      |
|      |                      |     | CHECKED BY:        | TDP      |
|      |                      |     | ISSUE DATE:        | 05/06/24 |
|      |                      |     | SITE DESIGN REVIEW |          |
|      |                      |     | JOB NO.            | 21-003   |
|      |                      |     | ESCP - COVER SHEET | C2.0     |

| SHEET INDEX                                  |      |
|----------------------------------------------|------|
| ESCP - COVER SHEET                           | C2.0 |
| ESCP - ROUGH GRADING AND DEMO PHASE          | C2.1 |
| ESCP - STREET & UTILITY PHASE                | C2.2 |
| ESCP - VERTICAL CONSTRUCTION & STABILIZATION | C2.3 |
| ESCP - BMP DETAILS                           | C2.4 |





## ESCP LEGEND

- E1** SEDIMENT FENCE PER ODOT DETAIL RD1040 ON SHEET C2.4
- E2** UTILIZE EXISTING DRIVE APPROACH AS TEMPORARY CONSTRUCTION ENTRANCE. REINFORCE TO MEET REQUIREMENTS OF ODOT DETAIL RD1000 ON SHEET C2.4.
- E3** INSTALL INLET PROTECTION ON EXISTING CATCH BASINS PER ODOT DETAIL RD1010 ON SHEET C2.4.
- EX. SURFACE FLOW DIRECTION
- E6** INSTALL ROCK CHECK DAM PER ODOT DETAIL RD1005 ON SHEET C2.4.

## WET WEATHER CONSTRUCTION

THE SITE SOILS ARE CONSIDERED VERY MOISTURE SENSITIVE AND, AS SUCH, ARE SUSCEPTIBLE TO DISTURBANCE BY CONSTRUCTION EQUIPMENT, PARTICULARLY DURING PERIODS OF WET WEATHER. DURING WET WEATHER, THE CONTRACTOR SHALL MINIMIZE TRAFFIC ON PREPARED SOIL SUBGRADE AREAS. IF THE SITE SOILS ARE EXPOSED DURING WET WEATHER, THE USE OF CRUSHED ROCK PLACED AS ENGINEERED FILL IN THE BOTTOM OF THE EXCAVATIONS MAY BE NECESSARY TO PROTECT THE SUBGRADE. THE GRADING CONTRACTOR SHALL TAKE ALL PRECAUTIONS TO LIMIT SURFACE DISTURBANCE AND PROTECT THE SITE GRADING AREA FROM EXCESSIVE RUNOFF EROSION.

## ESCP RESPONSIBILITY

IT IS THE INTENT OF THIS TEMPORARY EROSION AND SEDIMENT CONTROL PLAN THAT STORM WATER RUNOFF BE CONTROLLED AT ALL TIMES TO PREVENT SOIL EROSION AND TO MAINTAIN WATER QUALITY. ANY AND ALL MEASURES NECESSARY TO DO SO SHALL BE EMPLOYED BY THE CONTRACTOR.

- REGARDLESS OF SITE, WEATHER, SOIL OR OTHER CONDITIONS, THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ENSURING THAT EROSION DOES NOT OCCUR ON THE SITE AND THAT POLLUTED OR SILT-LADEN RUNOFF DOES NOT LEAVE THE SITE OR ENTER INTO ANY CREEK, STREAM, WETLAND OR WATER BODY ON THE SITE.
- BEYOND THE MINIMUM REQUIREMENTS SHOWN ON THIS PLAN, THE CONTRACTOR SHALL BE RESPONSIBLE FOR SELECTING AND IMPLEMENTING APPROPRIATE METHODS, "BEST MANAGEMENT PRACTICES" (BMPs), FOR STORM WATER TREATMENT AND CONTROL THAT MEET THE REQUIREMENTS OF THE STATE AND LOCAL JURISDICTION.
- THE CONTRACTOR SHALL REPORT ALL WATER QUALITY CONCERNS AND ACTIVITIES TO THE PROJECT ENGINEER. IN THE EVENT THAT THE INSTALLED WATER QUALITY CONTROL MEASURES ARE INEFFECTIVE AT CONTROLLING EROSION AND SEDIMENT, THE CONTRACTOR SHALL IMMEDIATELY REPORT TO AND CONSULT WITH THE PROJECT ENGINEER TO FIND AN APPROPRIATE REMEDY. ALL CONSTRUCTION ACTIVITIES, WITH THE EXCEPTION OF EROSION AND SEDIMENT CONTROL MEASURES, SHALL CEASE UNTIL SUCH TIME AS THE WATER QUALITY IS BROUGHT UNDER CONTROL.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MONITORING WEATHER FORECASTS AND ANTICIPATING STORM ACTIVITY AND SHALL SCHEDULE ALL PROJECT ACTIVITIES IN ANTICIPATION OF THE WEATHER.
- ALL SUPPLIES AND MATERIALS NECESSARY FOR IMPLEMENTING BMPs SHALL BE STORED ON SITE AND SHALL BE IMMEDIATELY AVAILABLE FOR USE. SUCH SUPPLIES AND MATERIALS SHALL INCLUDE, BUT NOT BE LIMITED TO, STRAW BALES OR OTHER MULCHING MATERIAL, SILT FENCING AND STAKES, FILTER FABRIC, ETC.
- DURING AND AFTER RUNOFF PRODUCING STORM EVENTS, CONTRACTOR SHALL MONITOR ALL EROSION CONTROL MEASURES AND SHALL PRIORITIZE IMPLEMENTATION AND MAINTENANCE OF EROSION AND SEDIMENT CONTROL MEASURES ABOVE ALL OTHERS.

NOTE: IMPLEMENT EROSION CONTROL MEASURES PER EROSION AND SEDIMENT CONTROL PLANS PRIOR TO VEGETATION BEING DISTURBED. CONTACT ROGUE VALLEY SEWER SERVICES (RVSS) AT 541-779-4144 FOR EROSION CONTROL INSPECTION PRIOR TO THE START OF GRADING OR EXCAVATION.

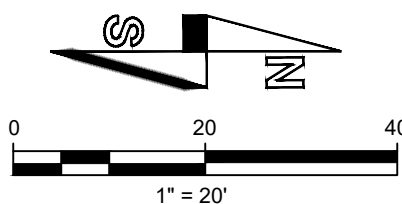
## DEMO KEY

- BOLD RED ELEMENTS TO BE DEMOLISHED AND HAULED OFF TO AN APPROVED DISPOSAL GROUND. COORDINATE ABANDONMENT OF UNDERGROUND UTILITIES WITH THE APPROPRIATE AGENCY PRIOR TO DEMOLITION.
- "TBR" = TO BE REMOVED.

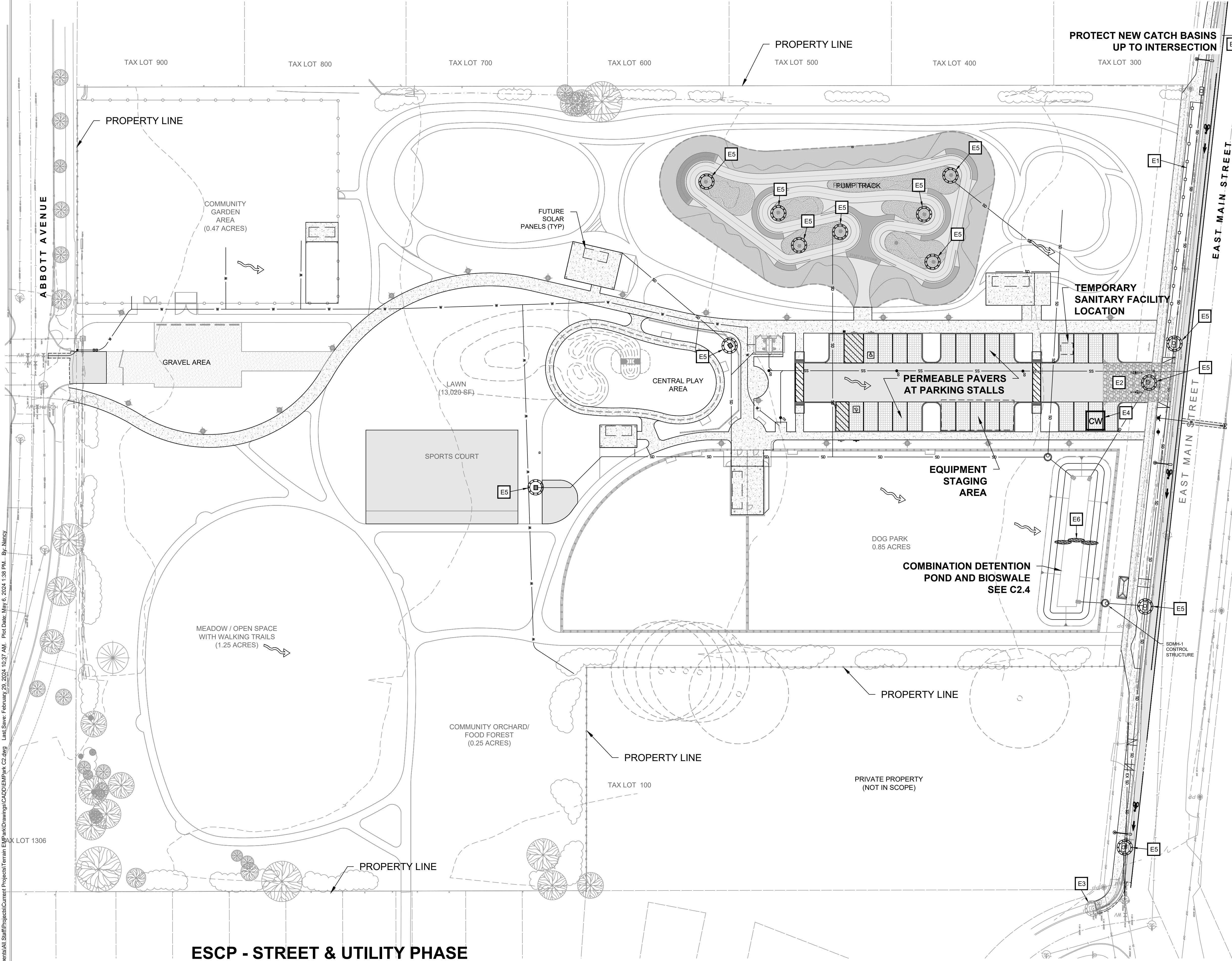
| DATE                 |          |                            |  |  |  |
|----------------------|----------|----------------------------|--|--|--|
| REVISION DESCRIPTION |          |                            |  |  |  |
| NO.                  |          |                            |  |  |  |
| DRAWN BY:            | TDP      |                            |  |  |  |
| DESIGNED BY:         | TDP      |                            |  |  |  |
| CHECKED BY:          | TDP      |                            |  |  |  |
| ISSUE DATE:          | 05/06/24 |                            |  |  |  |
| SITE DESIGN REVIEW   |          |                            |  |  |  |
| JOB NO.              | 21-003   | ROUGH GRADING & DEMO PHASE |  |  |  |
|                      |          | <b>C2.1</b>                |  |  |  |

## ESCP - ROUGH GRADING AND DEMO PHASE

SCALE: 1" = 20' - 0" (24x36)







ESCP LEGEND

- E1 SEDIMENT FENCE PER ODOT DETAIL RD1040 ON SHEET C2.4
  - E2 TEMPORARY CONSTRUCTION ENTRANCE. PER PER ODOT DETAIL RD1000 ON SHEET C2.4.
  - E3 INSTALL INLET PROTECTION ON EXISTING CATCH BASINS PER ODOT DETAIL RD1010 ON SHEET C2.4.
  - E4 INSTALL CONCRETE WASH OUT PER DETAIL 1, ON SHEET C2.4.
  - E5 INSTALL INLET PROTECTION ON NEW CATCH BASINS PER ODOT DETAIL RD1010 ON SHEET C2.4.
  - E6 INSTALL ROCK CHECK DAM PER ODOT DETAIL RD1005 ON SHEET C2.4.
- CW CONCRETE WASH OUT PER DETAIL 1, ON SHEET C2.4.

NEW BIOSWALE SEE DETAILS ON SHEET C2.4

EX. SURFACE FLOW DIRECTION

WET WEATHER CONSTRUCTION

THE SITE SOILS ARE CONSIDERED VERY MOISTURE SENSITIVE AND, AS SUCH, ARE SUSCEPTIBLE TO DISTURBANCE BY CONSTRUCTION EQUIPMENT, PARTICULARLY DURING PERIODS OF WET WEATHER. DURING WET WEATHER, THE CONTRACTOR SHALL MINIMIZE TRAFFIC ON PREPARED SOIL SUBGRADE AREAS. IF THE SITE SOILS ARE EXPOSED DURING WET WEATHER, THE USE OF CRUSHED ROCK PLACED AS ENGINEERED FILL IN THE BOTTOM OF THE EXCAVATIONS MAY BE NECESSARY TO PROTECT THE SUBGRADE. THE GRADING CONTRACTOR SHALL TAKE ALL PRECAUTIONS TO LIMIT SURFACE DISTURBANCE AND PROTECT THE SITE GRADING AREA FROM EXCESSIVE RUNOFF EROSION.

ESCP RESPONSIBILITY

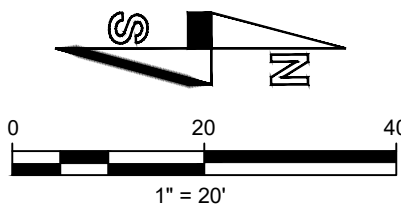
IT IS THE INTENT OF THIS TEMPORARY EROSION AND SEDIMENT CONTROL PLAN THAT STORM WATER RUNOFF BE CONTROLLED AT ALL TIMES TO PREVENT SOIL EROSION AND TO MAINTAIN WATER QUALITY. ANY AND ALL MEASURES NECESSARY TO DO SO SHALL BE EMPLOYED BY THE CONTRACTOR.

- REGARDLESS OF SITE, WEATHER, SOIL OR OTHER CONDITIONS, THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ENSURING THAT EROSION DOES NOT OCCUR ON THE SITE AND THAT POLLUTED OR SILT-LADEN RUNOFF DOES NOT LEAVE THE SITE OR ENTER INTO ANY CREEK, STREAM, WETLAND OR WATER BODY ON THE SITE.
- BEYOND THE MINIMUM REQUIREMENTS SHOWN ON THIS PLAN, THE CONTRACTOR SHALL BE RESPONSIBLE FOR SELECTING AND IMPLEMENTING APPROPRIATE METHODS, "BEST MANAGEMENT PRACTICES" (BMPs), FOR STORM WATER TREATMENT AND CONTROL THAT MEET THE REQUIREMENTS OF THE STATE AND LOCAL JURISDICTION.
- THE CONTRACTOR SHALL REPORT ALL WATER QUALITY CONCERNS AND ACTIVITIES TO THE PROJECT ENGINEER. IN THE EVENT THAT THE INSTALLED WATER QUALITY CONTROL MEASURES ARE INEFFECTIVE AT CONTROLLING EROSION AND SEDIMENT, THE CONTRACTOR SHALL IMMEDIATELY REPORT TO AND CONSULT WITH THE PROJECT ENGINEER TO FIND AN APPROPRIATE REMEDY. ALL CONSTRUCTION ACTIVITIES, WITH THE EXCEPTION OF EROSION AND SEDIMENT CONTROL MEASURES, SHALL CEASE UNTIL SUCH TIME AS THE WATER QUALITY IS BROUGHT UNDER CONTROL.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MONITORING WEATHER FORECASTS AND ANTICIPATING STORM ACTIVITY AND SHALL SCHEDULE ALL PROJECT ACTIVITIES IN ANTICIPATION OF THE WEATHER.
- ALL SUPPLIES AND MATERIALS NECESSARY FOR IMPLEMENTING BMPs SHALL BE STORED ON SITE AND SHALL BE IMMEDIATELY AVAILABLE FOR USE. SUCH SUPPLIES AND MATERIALS SHALL INCLUDE, BUT NOT BE LIMITED TO, STRAW BALES OR OTHER MULCHING MATERIAL, SILT FENCING AND STAKES, FILTER FABRIC, ETC.
- DURING AND AFTER RUNOFF PRODUCING STORM EVENTS, CONTRACTOR SHALL MONITOR ALL EROSION CONTROL MEASURES AND SHALL PRIORITIZE IMPLEMENTATION AND MAINTENANCE OF EROSION AND SEDIMENT CONTROL MEASURES ABOVE ALL OTHERS.

NOTE: IMPLEMENT EROSION CONTROL MEASURES PER EROSION AND SEDIMENT CONTROL PLANS PRIOR TO VEGETATION BEING DISTURBED. CONTACT ROGUE VALLEY SEWER SERVICES (RVSS) AT 541-779-4144 FOR EROSION CONTROL INSPECTION PRIOR TO THE START OF GRADING OR EXCAVATION.

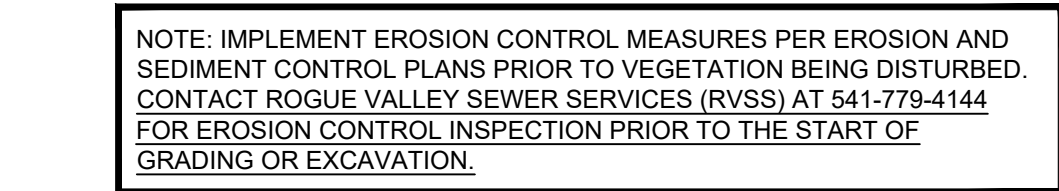
ESCP - STREET & UTILITY PHASE

SCALE: 1" = 20' - 0" (24x36)



| DATE                   |          |  |  |  |  |  |  |  |  |
|------------------------|----------|--|--|--|--|--|--|--|--|
| REVISION DESCRIPTION   |          |  |  |  |  |  |  |  |  |
| NO.                    |          |  |  |  |  |  |  |  |  |
| DRAWN BY:              | TDP      |  |  |  |  |  |  |  |  |
| DESIGNED BY:           | TDP      |  |  |  |  |  |  |  |  |
| CHECKED BY:            | TDP      |  |  |  |  |  |  |  |  |
| ISSUE DATE:            | 05/06/24 |  |  |  |  |  |  |  |  |
| SITE DESIGN REVIEW     |          |  |  |  |  |  |  |  |  |
| JOB NO.                | 21-003   |  |  |  |  |  |  |  |  |
| STREET & UTILITY PHASE | C2.2     |  |  |  |  |  |  |  |  |

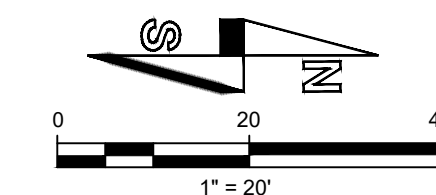




SCALE: 1" = 20' - 0" (24x36)

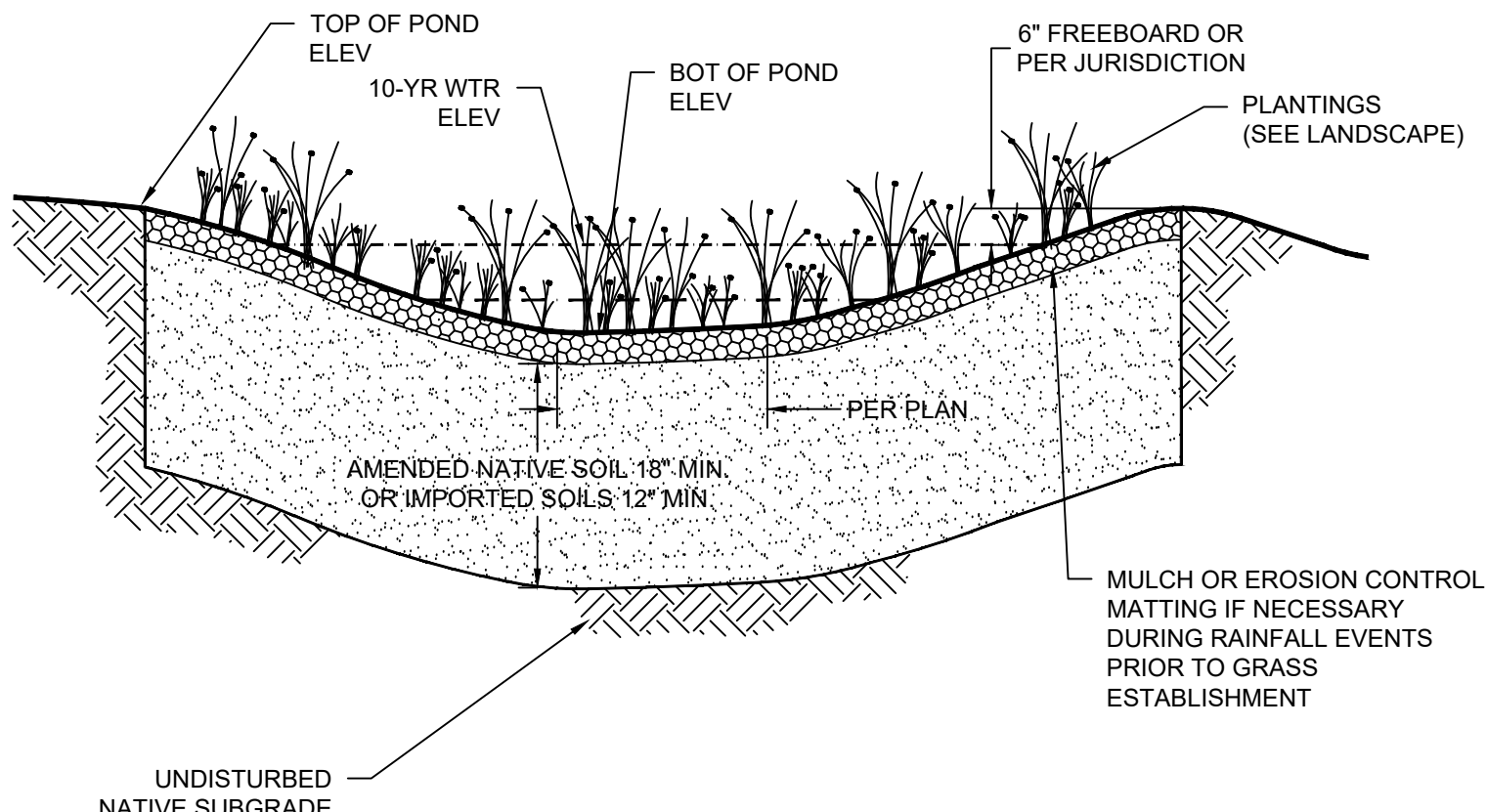
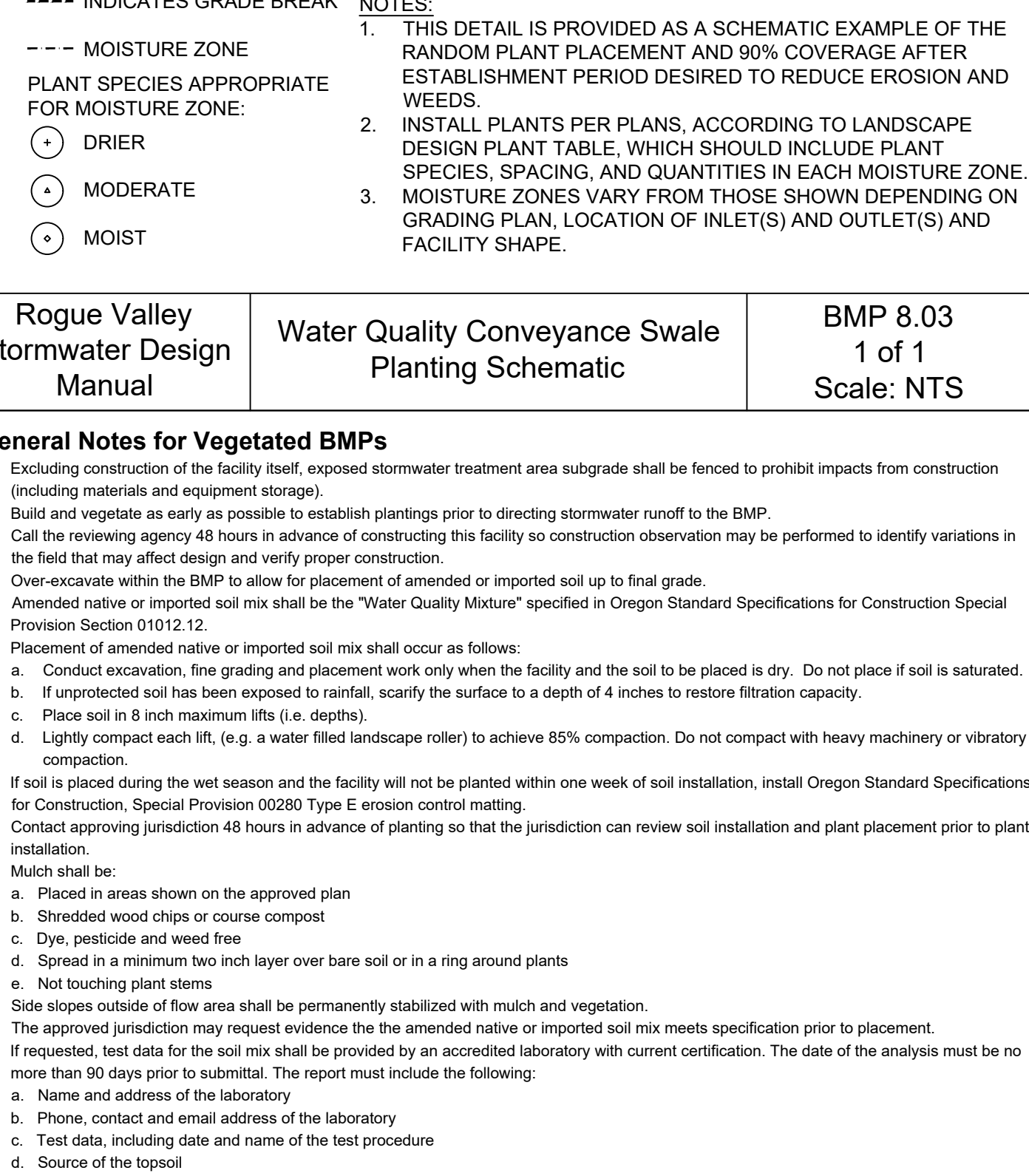
1. REGARDLESS OF SITE, WEATHER, SOIL OR OTHER CONDITIONS, THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ENSURING THAT EROSION DOES NOT OCCUR ON THE SITE AND THAT POLLUTED OR SILT-LADEN RUNOFF DOES NOT LEAVE THE SITE OR ENTER INTO ANY CREEK, STREAM, WETLAND OR WATER BODY ON THE SITE.
2. BEYOND THE MINIMUM REQUIREMENTS SHOWN ON THIS PLAN, THE CONTRACTOR SHALL BE RESPONSIBLE FOR SELECTING AND IMPLEMENTING APPROPRIATE METHODS, "BEST MANAGEMENT PRACTICES" (BMPs), FOR STORM WATER TREATMENT AND CONTROL THAT MEET THE REQUIREMENTS OF THE STATE AND LOCAL JURISDICTION.
3. THE CONTRACTOR SHALL REPORT ALL WATER QUALITY CONCERNS AND ACTIVITIES TO THE PROJECT ENGINEER. IN THE EVENT THAT THE INSTALLED WATER QUALITY CONTROL MEASURES ARE INEFFECTIVE AT CONTROLLING EROSION AND SEDIMENTATION, THE CONTRACTOR SHALL IMMEDIATELY REPORT TO AND CONSULT WITH THE PROJECT ENGINEER TO FIND AN APPROPRIATE REMEDY. ALL CONSTRUCTION ACTIVITIES, WITH THE EXCEPTION OF EROSION AND SEDIMENT CONTROL MEASURES, SHALL CEASE UNTIL, SUCH TIME AS THE WATER QUALITY IS BROUGHT UNDER CONTROL.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MONITORING WEATHER FORECASTS AND ANTICIPATING STORM ACTIVITY AND SHALL SCHEDULE ALL PROJECT ACTIVITIES IN ANTICIPATION OF THE WEATHER.
5. ALL SUPPLIES AND MATERIALS NECESSARY FOR IMPLEMENTING BMPs SHALL BE STORED ON SITE AND SHALL BE IMMEDIATELY AVAILABLE FOR USE. SUCH SUPPLIES AND MATERIALS SHALL INCLUDE, BUT NOT BE LIMITED TO, STRAW BALES OR OTHER MULCHING MATERIAL, SILT FENCING AND STAKES, FILTER FABRIC, ETC.
6. DURING AND AFTER RUNOFF PRODUCING STORM EVENTS, CONTRACTOR SHALL MONITOR ALL EROSION CONTROL MEASURES AND SHALL PRIORITIZE IMPLEMENTATION AND MAINTENANCE OF EROSION AND SEDIMENT CONTROL MEASURES ABOVE ALL OTHERS.

NOTE: IMPLEMENT EROSION CONTROL MEASURES PER EROSION AND SEDIMENT CONTROL PLANS PRIOR TO VEGETATION BEING DISTURBED. CONTACT ROGUE VALLEY SEWER SERVICES (RVSS) AT 541-779-4144 FOR EROSION CONTROL INSPECTION PRIOR TO THE START OF GRADING OR EXCAVATION.



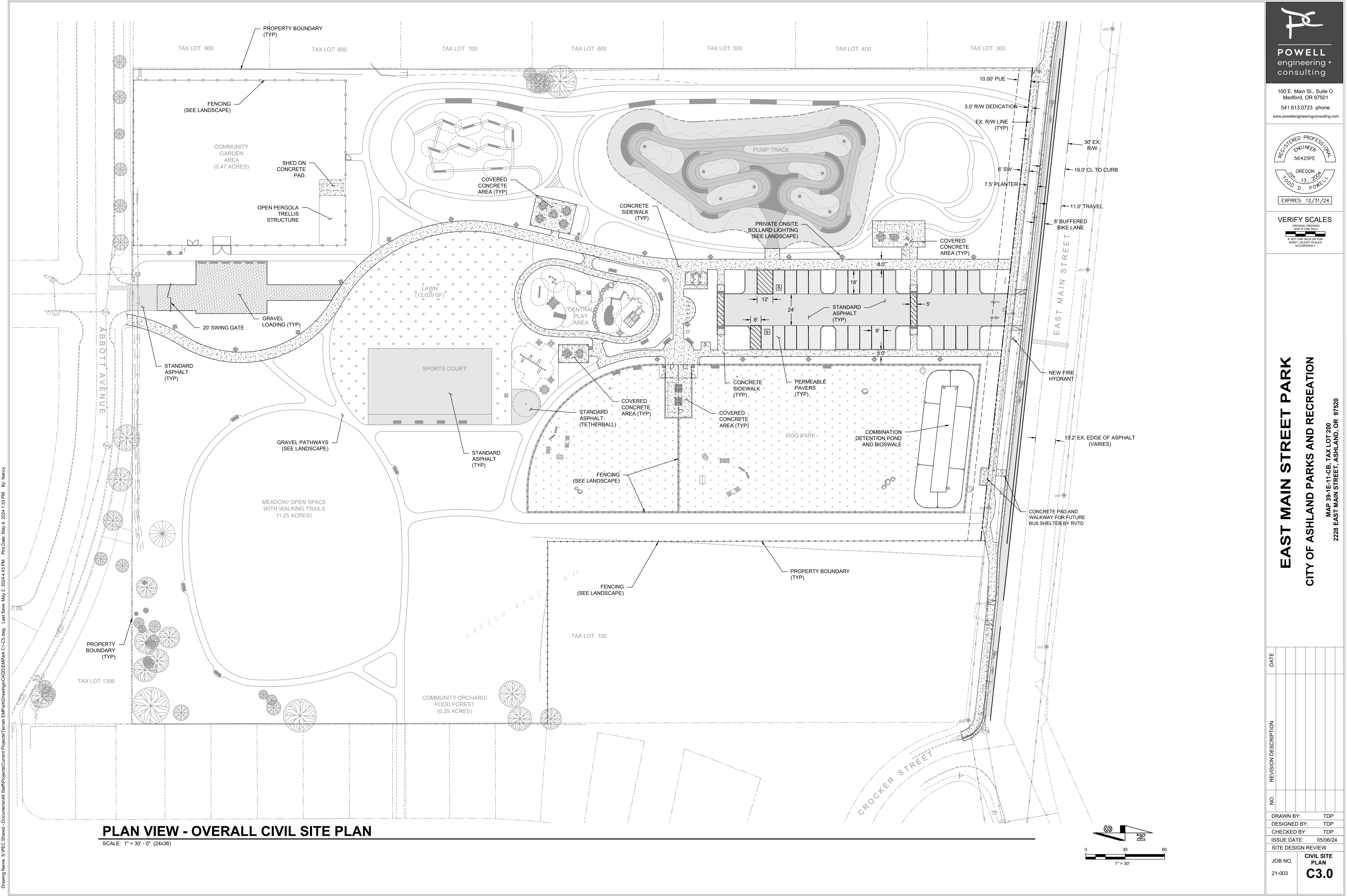
WMAF 39-IE-11-CB, 1AX LOT 200





# 451 SECTION - BIOSWALE/POND SCALE: NTS MODIFIED RVSS BMP 8.01





Drawing Name: S:\SPEC Shared - Documents\All Staff\Projects\Current\Projects\Terrain\EMPark\Drawings\CADD\EMPark C1-C5.dwg Last Save: May 2, 2024 4:43 PM Plot Date: May 6, 2024 1:33 PM By: Nancy

**POWELL**  
engineering + consulting

100 E. Main St., Suite O  
Medford, OR 97501  
541.613.0723 phone  
www.powellengineeringconsulting.com

REGISTERED PROFESSIONAL  
ENGINEER  
56425PE

OREGON  
JULY 13, 2004  
TODD D. POWELL

EXPIRES: 12/31/24

VERIFY SCALES

ORIGINAL DRAWING  
BASED ON ONE INCH

IF NOT ONE INCH ON THIS  
SHEET, ADJUST SCALES  
ACCORDINGLY

**EAST MAIN STREET PARK**

**CITY OF ASHLAND PARKS AND RECREATION**

MAP 39-1E-11-CB, TAX LOT 200  
2228 EAST MAIN STREET, ASHLAND, OR 97520

| NO. | REVISION DESCRIPTION | DATE |
|-----|----------------------|------|
|     |                      |      |
|     |                      |      |
|     |                      |      |
|     |                      |      |

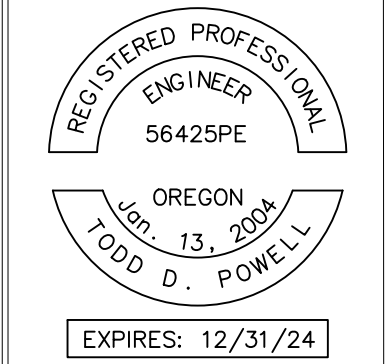
DRAWN BY: TDP  
DESIGNED BY: TDP  
CHECKED BY: TDP  
ISSUE DATE: 05/06/24

SITE DESIGN REVIEW

JOB NO. 21-003

**CIVIL SITE PLAN**  
**C3.0**





**VERIFY SCALES**  
ORIGINAL DRAWING  
BAR IS ONE INCH

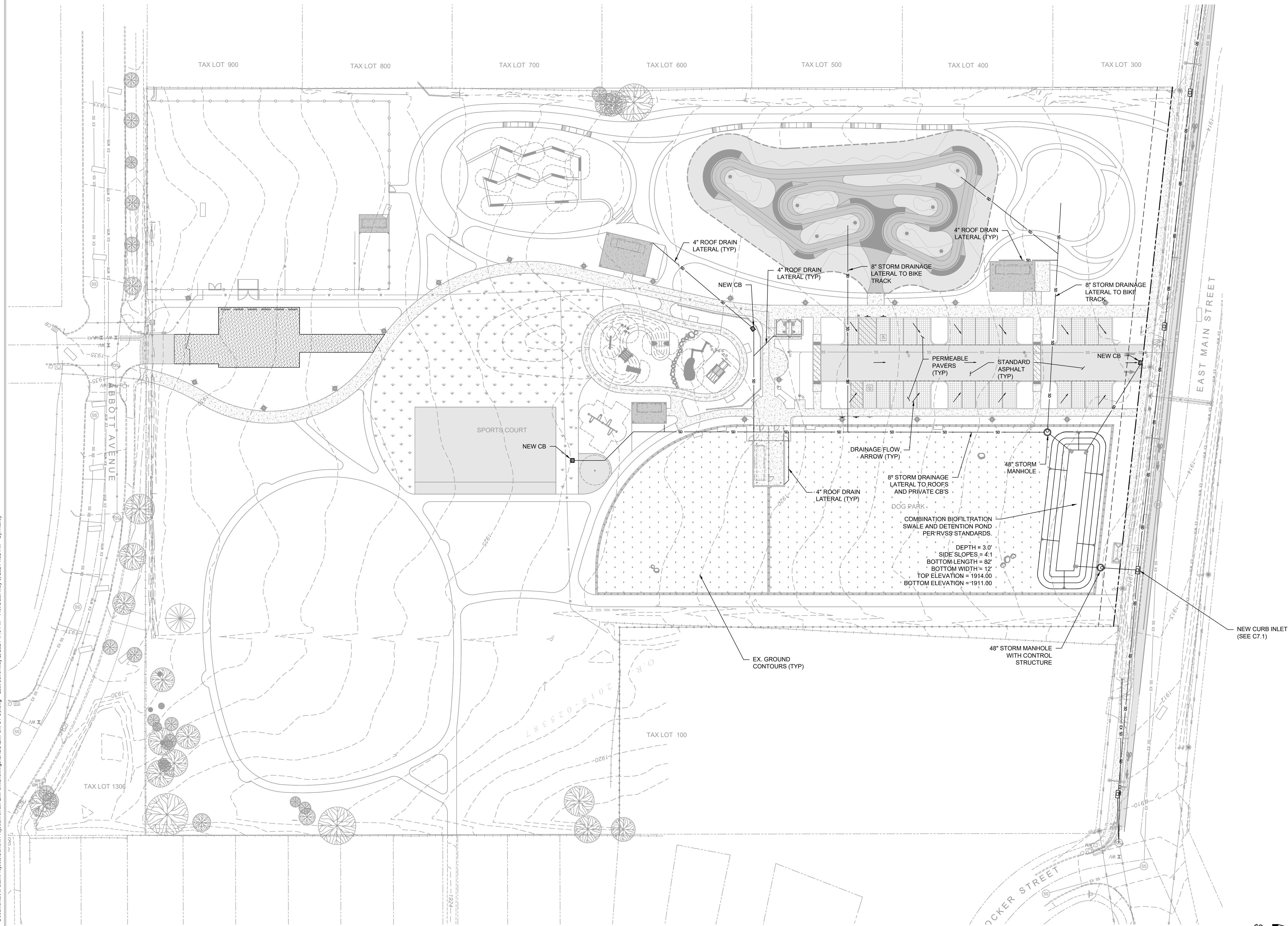


IF NOT ONE INCH ON THIS  
SHEET, ADJUST SCALES  
ACCORDINGLY

**EAST MAIN STREET PARK**  
**CITY OF ASHLAND PARKS AND RECREATION**  
MAP 39-JE-11-CR, TAX LOT 200  
2228 EAST MAIN STREET, ASHLAND, OR 97520

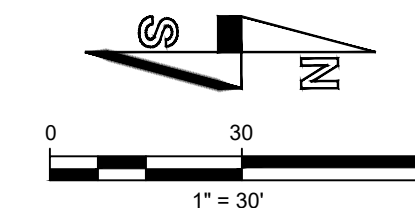
MAP 39-1E-11-CB, TAX LOT 200  
2228 EAST MAIN STREET, ASHLAND, OR 97520

| REVISION DESCRIPTION |                                                 | DATE |
|----------------------|-------------------------------------------------|------|
| NO.                  |                                                 |      |
| DRAWN BY:            | TDP                                             |      |
| DESIGNED BY:         | TDP                                             |      |
| CHECKED BY:          | TDP                                             |      |
| ISSUE DATE:          | 05/06/24                                        |      |
| SITE DESIGN REVIEW   |                                                 |      |
| JOB NO.              | <b>GRADING AND DRAINAGE PLAN</b><br><b>C4.0</b> |      |
| 21-003               |                                                 |      |



## PLAN VIEW - PRELIMINARY GRADING AND DRAINAGE PLAN

SCALE: 1" = 30' - 0" (24x36)













**Michael Sullivan**

---

**From:** Cori Frank <jtf4cf@gmail.com>  
**Sent:** Monday, July 01, 2024 12:41 PM  
**To:** planning  
**Subject:** [Shared Post] Lawsuit claims 'pump track' at San Diego park is dangerous

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

[EXTERNAL SENDER]

I understand there is a Planning Commission meeting to determine if a Bike Pump Track should be approved for the new East Main Park.

I urge the Planning Commission to look into the lawsuits and difficulties cities are having maintaining and keeping trespassers off the track. Some issues; small motorized vehicles, skateboarders, and nonuse of helmets. Some cities have had to have staff to ensure compliance with the requirements, some have gone to waivers being signed and some have closed them. I believe the liability for the city of Ashland is extremely high and the Pump Bike tracks should not be built. I urge the commission to do your research. Thank you, Cori  
<https://www.sandiegouniontribune.com/2020/02/26/lawsuit-claims-pump-track-at-san-diego-park-is-dangerous/>

**Michael Sullivan**

---

**From:** Cori Frank <jtf4cf@gmail.com>  
**Sent:** Monday, July 01, 2024 1:13 PM  
**To:** planning  
**Subject:** Fwd: PITTSFIELD, Mass. — Planners of the Springside bike skills park would like more support from the city and more time but the Parks Commission is ready to see whe...

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[EXTERNAL SENDER]

FYI

----- Forwarded message -----

**From:** Cori Frank <jtf4cf@gmail.com>  
**Date:** Wed, Jun 26, 2024 at 7:38 PM  
**Subject:** PITTSFIELD, Mass. — Planners of the Springside bike skills park would like more support from the city and more time but the Parks Commission is ready to see whe...  
**To:** Cori Frank <jtf4cf@gmail.com>, Ron Owen <rdowen6264@gmail.com>

PITTSFIELD, Mass. — Planners of the Springside bike skills park would like more support from the city and more time but the Parks Commission is ready to see whe...

Springside Pump Track Planners Want Time, City Commitment

<https://search.app/4D7w6g2Q32aMJ7sA9>

--

John & Cori Frank  
email: [jtf4cf@gmail.com](mailto:jtf4cf@gmail.com)

# Springside Pump Track Planners Want Time, City Commitment

By Brittany Polito

*iBerkshires Staff*

05:10AM / Monday, June 24, 2024

[Print Story](#) | [Email Story](#)

PITTSFIELD, Mass. — Planners of the Springside bike skills park would like more support from the city and more time but the Parks Commission is ready to see wheels moving.

They first came to the commission in 2020 looking to donate a pump track and bike skills park to Pittsfield, citing the plot behind Reid Middle School as a great spot for accessibility to the Morningside neighborhood.

In four years, the cost of asphalt alone has doubled. The 2021 design's cost is seeing a reported increase of about 50 percent, originally quoted for \$400,000.

Recognizing the need to pivot, planners last month asked the commission for more time to re-evaluate the project and fundraise. They were expected to present a "goal for a new approach towards the same goal" and "concrete options" in July but, upon request, that was extended to August during last Tuesday's meeting.

This could include a budget or phased design.

"The process to get us to this point has been arduous, at the least, to come to an agreement on what is the best fit. To be clear, we wouldn't even be having this conversation if we didn't feel that it was a positive thing for the park but the applicant came to us with it," Commissioner Anthony DeMartino said.

"This is not the city soliciting an opportunity to put a new feature into our park."

He said the commission would like to "kick the dust" off this project because it has been treading water for so long.

"We want to see progress and movement on it because we haven't seen much for a while."

Garrett Pulley of the Berkshire Mountain Bike Training Series is "curious how invested the city is as a whole," pointing to terms in the memorandum of understanding that puts maintenance responsibilities on the biking organizations involved and expressing a want for financial support.



Commissioners expressed that they have supported the project for years.

"The way I sort of read all of this is that we're just getting permission and nothing else from the city and, again, high-level statement but it is tough," he said.

"It's tough to see how we're going to fund this, how we're going to take care of this. It's all being done by volunteer work that this is just our it's not even our second job."

---

Pulley said the buy-in he is hoping to regain is assistance in facilitation. He asked if the city could help the planners secure grant funding or market their fundraising efforts.

"Does the city have any way to help raise the extra funds for, frankly, like a requirement you guys really need," he said. "This is something the city needs and we want to give that to you but yeah, having a little bit of extra funds to go towards that requirement that would be a big milestone for us."

Alison McGee of the Berkshire New England Mountain Biking Association, who originally proposed the project, said looking at ways the commission and the city could potentially be invested intros doesn't always need a financial investment.

Pulley would also like to "go back to the MOU," as "the responsibility that I feel like is being put on these organizations as a whole, the feeling that I got was that you really don't believe us." It was signed between the city, New England Mountain Bike Association, Shire Shredders, and Berkshire Mountain Bike Training Series.

The MOU, approved early this year, stipulates that money raised for the demolition of the park will be held in a city fund with half of the initial cost given back in a five-year period and the remaining 50 percent given back in a 10-year period if not used.

It also stipulates that the organizations maintain the park under a plan that is developed as part of the formal design process, obtain an insurance policy naming the city as an additional insured, and that either party can terminate the agreement if there are insufficient funds raised for the construction and removal.

"Revisiting that is probably — I don't want to say it's off the table, but it's not very much on the table," said DeMartino.

"Getting us to that point was an inordinate amount of work on our part, all the organizations involved, the city." He said this is an "enormous investment" of space and resources and if the bike skills park is not well maintained, it becomes a burden to the city.

McGee said a recent bicycle film festival raised about a thousand dollars and a majority of it is hoped to go to the bike skills park. She also reminded the commission that there is a matching donor interested in the project.

"I know that when I was originally bringing forward and saying that we would fund it in full, a large part of that drive and the same thing with the putting it forward as an entire project was to expedite it and that was the goal behind that was if we are able to do this and have this happen quickly while we have these this budget, that was the motivator for that," she said.

"For me and in speaking with people who are partnering with me now, that's part of why that is coming up again because the expediting didn't happen and so it changes the reality a bit and so not trying to backtrack on what was presented for sure. I do want to make sure you understand that when we said that, that was meant with full intention but it was the intention was to try to make it easier and more direct, which it hasn't really been."

**Tags:** [bicycling](#), [public parks](#),



# Council Business Meeting

**Date:** September 17, 2024

|                    |                                                                                                                  |
|--------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item</b> | Ashland City Council and Ashland Parks and Recreation Commission – Operations and Culture: Recommended Framework |
| <b>From</b>        | Sabrina Cotta                                                                                                    |
| <b>Contact</b>     | sabrina.cotta@ashland.or.us                                                                                      |

## **SUMMARY**

In an effort to clarify and strengthen the relationship between the Ashland City Council and the Ashland Parks and Recreation Commission (APRC), two members from each body (Mayor Graham, APRC Chair Jim Bachman, Council Chair Hyatt, and Commissioner Justin Adams) met informally to discuss improved alignment of processes and procedures related to our shared resources and operational systems. These conversations aimed to identify the intersections of our work and develop the general outline of a proposed framework to the respective bodies regarding how to optimize our interactions for future success in serving the residents of Ashland.

The group focused on opportunities to address procedural challenges while strengthening the relationship between the two elected bodies to more effectively navigate shared responsibilities going forward. We bring the results of these informal conversations to the members of the two elected bodies at this study session to solicit feedback and determine whether there is interest in formalizing the framework presented this evening through an ordinance that creates the Parks & Recreation Department and supporting resolutions to be taken up by both bodies.

## **POLICIES, PLANS & GOALS SUPPORTED**

Community:

- Belonging through mutual respect and openness, inclusion and equity
- Quality of life that underpins the City's economic vibrancy

Organization:

- Respect for the citizens we serve, for each other, and for the work we do
- Excellence in governance and city services
- Sustainability through creativity, affordability and right-sized service delivery
- Quality infrastructure and facilities through timely maintenance and community investment

## **BACKGROUND AND ADDITIONAL INFORMATION**

The conversations yielded the following recommendations:

### **Elected Leadership Culture**

**Foster a collaborative culture across the elected leadership of the City that is based on mutual respect and a shared understanding of this unique governance structure**

- Onboarding and training elected officials on the unique City Council/APRC relationship, the framework for how the two bodies work together, why it is structured this way, how it is driven by community values, and the culture of collaboration the two bodies strive to maintain
  1. Additional training opportunities for members of both bodies on appropriate subject matter, such as new elected leader training, Diversity/Equity/Inclusion, city policies, etc.





## Council Business Meeting

- Host joint APRC/Council Study Sessions several times annually to share key challenges and opportunities and discuss issues of joint interest with the hosting moving between the two bodies and the sessions chaired by the hosting body.

**Create alignment for advisory committee structures and processes by developing a citywide internal policy followed by all advisory committees that includes:**

- A consistent meeting agenda format and process to notice the meetings
- Training of committee members and chairs in the role of the advisory committee, public meetings law, conflict of interest, communicating on behalf of the committee, etc.
- Standardize terms of service
- Formalize the charge for each committee from the respective elected body with the expectation that work plans will develop from those descriptions
- A consistent understanding of the elected official and staff liaison roles to ensure that all committees are supported and structured in the same way

---

### Human Resource Functions

**Hiring of the Parks and Recreation Director is the responsibility of the APRC with the help of an outside hiring firm or through direct appointment by the APRC.**

- City Manager (CM) provides input to job description and skill set requirements
- CM provides feedback on applications and sits on department head interview panel
  1. Goal: Provide to APRC operational insight and recommendations for potentially successful candidates with the city executive team
- CM has contract signing authority for the hire and will assist with contracting documentation. (Note this happens currently.)
- Reciprocity: The APRC Director will be invited to participate in the hiring process of a City Manager with the same rights and responsibilities of other department heads. The Parks Director may provide input into skill set requirements, will be included on the department head interview panel, and provide recommendations for potentially successful candidates from the Parks and Recreation perspective.

**Termination of the Parks Director is the responsibility of the Ashland Parks & Recreation Commission with the assistance of City of Ashland Human Resources (HR) and Legal Departments.**

- Special Circumstance – Termination for cause or other discipline that represents legal exposure to the City, when the APRC does not agree with the HR and Legal recommendation to terminate:
  1. A combined joint Executive Session will be called by the City Manager with knowledge of the APRC Chair.
  2. Parks and Recreation Director performance and reasons for termination recommendation will be discussed
  3. The initial determination of action resides with APRC with input from Council.
  4. APRC will then come out of session and have a formal vote in a public meeting if the will of the body is to terminate the Parks Director.
  5. Council has final veto decision making authority given that fiduciary responsibility lies with the Council to protect the city from liability and associated costs.
  6. Should APRC choose not to terminate, Council will hold an Executive Session to determine whether the Parks Director should be terminated. If the will of the Council is to override APRC's decision, they will do so with a formal vote in public session.
  7. The APRC Chair or their Designee will be invited to the executive session to inform and advocate for the commission's decision

**Performance appraisal of the Parks Director is the responsibility of the APRC, with the support of the HR department and in accordance with the City of Ashland Performance Appraisal Process.**



## Council Business Meeting

- APRC works directly with the CM to ensure direct operational feedback as follows:
  1. CM is invited to provide input as a key operational partner.
  2. CM shall raise any issues of performance for APRC's consideration.
  3. CM may communicate feedback either in a written review or executive session discussion with APRC.
- Employees who have concerns or complaints with the Parks and Recreation Director should report their concern to HR following HR policy. If the Parks and Recreation Director has an HR complaint against them, the CM will be notified and HR/Legal will engage APRC to share information about the complaint and the process being undertaken to address it.

### **The Parks and Recreation Director will supervise Parks and Recreation Department staff in accordance with the City of Ashland HR department policy, protocols, and procedures**

CM will work with the Parks and Recreation Director to ensure effective and efficient operations and assist with issues as they arise in the same way the CM works with other department heads with the key exception that this relationship is collaborative, not supervisory.

- There are mutual expectations of collaboration between the CM and the Parks and Recreation Director on critical operational considerations. If the cooperation necessary does not materialize, then a mediation of the challenge with the support of the APRC Chair and Mayor is required.
- Parks and Recreation Department employees are city employees who are assigned to parks and recreation facilities and functions and supervised within the Parks and Recreation Department.

In the event that an interdepartmental conflict involving the Parks and Recreation Department cannot be successfully resolved with the assistance of the CM, the APRC Chair and the Mayor will be called in to assist with resolving the conflict. If that intervention is not successful, a joint meeting of the two elected bodies will be called to resolve the conflict.

**In the case of a declared emergency, the CM directs the use of all parks staff to respond to the emergency.**

---

### **Policy Alignment**

**The procedure to address conflicting policy goals between the APRC and the City Council is as follows:**

- A joint session will be called to facilitate a solution
  1. Executive Session vs. Public Meeting to be determined by the characteristics of the item in question
- All relevant staff with subject matter expertise, including the Legal Department, will be present at the joint session.
- The CM and the Parks & Recreation Director will participate in consultation with the leadership of their respective bodies.
- The Mayor will chair the session as the city holds the fiduciary responsibility to mitigate risk and the responsibility for any associated contracting.

---

### **Legal Department**

**The city attorney hiring process will involve a separate APRC feedback panel, similar to the Department Head panel, that will provide recommendations to the City Council regarding the hiring of a city attorney.**

**The APRC Chair will be provided an opportunity to offer feedback in performance review processes for the City Attorney in a manner that is consistent with how department heads engage in performance review processes per HR policies.**



## Council Business Meeting

**Conflicts between APRC, the Parks and Recreation Director, the City Manager, and/or the City Council in regard to the interpretation of the Charter will be resolved through the following process:**

- The Charter will be interpreted by the City Attorney.
- A public joint session will be called to facilitate a solution
- The Legal Department will offer their understanding of the conflict and their interpretation of the section of the Charter related to the conflict.
- All relevant staff with subject matter expertise will be present at the joint session.
- The CM and the Parks & Recreation Director will participate in consultation with the leadership of their respective bodies.
- The Mayor will chair the session as the city holds the fiduciary responsibility to mitigate risk and the responsibility for any associated contracting.

**The City Attorney will brief both the City Council and APRC in executive session in the event of pending or realized litigation impacting items that pertain to their area of oversight.**

**The Legal Department provides a parliamentarian at public meetings of both the APRC and City Council.**

### **Ongoing Maintenance Relationship Between Parks and Recreation Department and Other City Departments regarding buildings assigned for park and recreation uses**

Challenge:

- Parks **staff** are supervised by the Parks Director.
- However, the maintenance **effort** that the Parks & Recreation Department is involved with is the responsibility of the CM.
- CM cannot direct the Parks and Recreation Department **staff**, but what happens when the work **effort** needs to shift?
- Is there a way to leverage the upcoming budget process to solve for the above challenge?

### **FISCAL IMPACTS**

Financial requirements are limited to staff time and effort in support of the above body of work.

Specific work packages “contracted” by the City of Ashland, with its Parks and Recreation Department, that have funding streams outlined in the budget, will be reviewed and addressed as appropriate in the coming budget cycle, if needed.

### **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**

- The two bodies direct their respective staff to work together with the Legal Department to draft an ordinance and supporting resolution that will codify this framework (and replace all existing MOUs between the City Council and the APRC). Elements of this framework will be placed as appropriate in each of the documents, which will be brought forward to the respective bodies for consideration.
- Develop an HR policy that directs hiring processes for the City Manager, Parks and Recreation Director, and the City Attorney be supported by external recruiting firms.





## Council Business Meeting

- Review interdepartmental agreements and recommend a balanced process where the City Manager can direct the work product for integrated maintenance responsibilities while the Parks Director remains responsible for directing their employees.

### **REFERENCES & ATTACHMENTS**

1. 2010-060 MOU Parks-City FY 2009-2010
2. 2010-061 MOU Parks-City FY 2010-2011
3. 2012-045 MOU - Parks Commission FY2012-13
4. 2014-231 MOU - City Council-Parks Commission

**MEMORANDUM OF UNDERSTANDING  
CITY OF ASHLAND AND ASHLAND PARK AND RECREATION COMMISSION  
FY 2009-2010**

Agreement made this 8th day of February, 2010, between the City of Ashland ("City") and the Ashland Park and Recreation Commission ("Parks") and effective for the current adopted budget.

**RECITALS**

A. Local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its assigned personnel or agents have authority to perform.

B. City and Parks have successfully shared the cost of operations and staff at various levels including the use, operation and maintenance of facilities, landscaping, accounting and repair work for many years and desire to share resources and work collaboratively to jointly maintain and manage facilities, grounds and cooperatively provide services.

C. City and Parks desire to formalize their commitment by entering into this agreement in the spirit of cooperation and with the understanding that the facilities and grounds shared and maintained and service provided will be done to provide cost savings and economies of scale to both parties.

D. Attached as Exhibit A is a summary list of services provided between agencies for FY 2009-2010.

E. City and Parks may agree to provide other services to one another, or to cost share other services, as part of this agreement without prior revision. Changes in identified services, service levels, payment for services and additional services will be agreed upon administratively and in writing in advance of providing the service. The specifics of such changes will be addressed in the next revision of this agreement if warranted.

**The City and Parks agree:**

**1. Internal Services.** The City provides Parks with administrative services via the Central Service, Insurance Service, Equipment funds and Facilities Division. These services include Administration and oversight, Legal, Human Resources, Risk Management, Budgeting, Purchasing, Accounting & Financial Reporting, Computer and Telephone Technology, Facilities Maintenance and other services as needed. The listed services are annually calculated and allocated based upon estimated benefit received to all departments of the City and Parks is charged their prorated share.

**2. Other Services and Staff.** Services are routinely provided between the City and Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. Unless otherwise indicated, these services are treated as revenue and expenses in the budget in the General Fund and Parks and Recreation Fund on a monthly basis. The following list identifies the agreed upon services for FY 2009-2010:

2.1. Central Area Patrol - The City Police Department provides security patrols to Lithia Park, Plaza area and the City is reimbursed by Parks for 50% actual wages to a cap of \$51,000.

2.2. Park Patrol - The City Police Department provides security patrols to Lithia and the outlying park areas during April – October. Parks pays 100% of salaries to a limit of \$20,000. The Police Department provides the equipment.

**3. Facilities and Structures.** Services are routinely provided between the City and Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. The following list identifies the agreed upon services for FY 2009-2010:

3.1. Community Center & Pioneer Hall – The City reimburses Parks on maintenance and repair costs for agreed upon work. Parks provides all custodial labor and supplies for the Community Center and Pioneer Hall; handles small repairs such as fixing faucets, drapery hanging, and landscaping such as planting flowers, weed control, and shrub pruning. Parks also handles all scheduling and coordination for the buildings. In return, Parks receives and keeps all rental revenues from the facilities. All capital improvements such as roof repair, painting, and floor refinishing and replacement are the responsibility of the City.

3.2. Band Shelter - The City pays the Parks for maintaining and repairing the shelter as needed within the budgeted \$4,800 (\$1,200 per quarter). Maintenance involved at the band shell including cleaning and setting of park benches; cleaning the stage and storage areas. Parks is responsible for all landscaping in the band shell area. All capital repairs including painting, electrical, doors, and structural work are responsibility of the City.

3.3. The Grove - Parks coordinates access to the building and schedules. The City provides maintenance and repair work. Revenues for events accrue to Parks but some costs may be shared between agencies to minimize the impact.

**4. Landscaping and Grounds Maintenance.** Services are routinely provided to the City by Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. These services are treated as revenue and expense between funds with a \$174,568 annual limit. The following list identifies the agreed upon services for FY 2009-2010:

4.1. The Plaza & Downtown Entry Areas – The City pays Parks to maintain lawns and plants in the Plaza and entry areas to downtown. Parks provides all landscaping and irrigation maintenance at The Plaza, north entry, downtown. This includes all plant pruning, weeding, flower replacement and minimal tree pruning for visibility and safety, turf mowing and care, irrigation scheduling and testing repair as necessary. Any capital repairs such as planter replacement, complete removal, and large structural pruning of downtown trees is the responsibility of the City.

4.2. Siskiyou Boulevard & Ashland Street - The City pays Parks to maintain the plants and mow grass on these streets. Parks is responsible for all mowing, edging, fertilizing of turf, weed control in beds, pruning and replacement of occasional shrubs, litter pickup on a routine basis, and flowers replanted according to season, as well as irrigation scheduling and repairs as needed. Any major rework or complete change will be the responsibility of the City.

4.3. Airport - The City pays Parks to mow the grass at the airport. Parks is responsible for mowing areas around runway, taxi-way and hangar facility, as well as landscaping around FBO



building, including lawn area, shrubs, pruning, flower replacement, and irrigation scheduling and repairs as needed. (See map)

4.4. Substations - The City pays Parks to mow grass at substations. At the substation on North Mountain Avenue the City pays Parks to maintain shrubs, control weeds, and irrigation scheduling and repairs as needed.

**5. Fleet Maintenance.** The City will provide fleet maintenance and repair for Parks and charge for services in a manner consistent with City Departments. Fleet operations overhead will be allocated to Parks in a prorated share based upon number and type of vehicles/equipment to be maintained and shared benefit of the Division. City will accept Parks employees dedicated to their shop program. City will maintain transferred positions for at least one year and employ transferred employees for as long as it is feasible based upon operations, budget and performance.

**6. Other Services.** The City and Parks will, on occasion, need to trade services or share costs and any sharing of expenses or potential payment of fees for those services will be negotiated at that time.

**7. Length of Agreement.** The term of this Agreement shall commence on July 1, 2009, and continue for a period of one year. It will automatically renew on an annual basis unless terminated by either party per this section. The City and Parks shall periodically review this Agreement and modify it as they mutually agree to be appropriate during the year. Changes in services and/or responsibility for costs or revenues will be agreed upon annually as part of the budget process prior to a proposed budget is submitted to the Budget Committee. Changes to the proposed services may be done during the budget process with mutual agreement.

**8. Termination.** Neither party may terminate this Agreement for a breach by the other party without first providing the other party written notice of the specific nature of the alleged breach and a reasonable opportunity to cure the breach. A reasonable opportunity to cure the breach shall be 30 days or such other lesser or greater time as is appropriate given the nature of the breach and the time necessary to cure it. Annual renewal of this agreement will occur unless either party provides written notice during the budget process but no later than 60 days prior to the start of a fiscal year.

CITY OF ASHLAND

ASHLAND PARKS AND RECREATION COMMISSION

By: John Stromberg  
Title: Mayor  
Date: 6-2-2010

By: M. A. Gardiner  
Title: Ashland Parks & Rec - Chair  
Date: 6/28/10

**MOU Exhibit A for FY 2009-2010**

| SERVICE                                      | ACTIVITIES/TASKS                                                                                                                                                 | PROVIDER                                                               | DEPT/ORG WHO PAYS                | FY 2009-2010 AMOUNT | Method of Calculation                                                     |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------|---------------------|---------------------------------------------------------------------------|
| Internal Services - General                  | All Administrative functions including but not limited to Human Resources, Legal, Recording, Treasury, Purchasing, Technology, Risk Management, Facilities, etc. | City of Ashland - Applicable Departments in Internal Service Divisions | Parks                            | \$309,000           | Prorated share established in budget                                      |
| Internal Services - Finance & Accounting     | Accounting functions including but not limited to financial reporting, GL, PR, AR, AP                                                                            | City of Ashland Admin Services/Finance Department                      | Parks                            | Included above      | Prorated share established in budget included in internal services charge |
| Central Area Patrol                          | Maintains Downtown Area Security                                                                                                                                 | Police                                                                 | Parks                            | \$51,000            |                                                                           |
| Park Patrol                                  | Maintains Park Security                                                                                                                                          | Police                                                                 | Parks                            | \$20,000            |                                                                           |
| Facilities Maintenance                       | Building maintenance functions agreed upon annually                                                                                                              | City of Ashland Admin Services/Finance Department                      | Parks                            | \$44,000            | Prorated share established in budget                                      |
| Liability, Auto and Property Insurance-Parks | Workers Compensation Insurance                                                                                                                                   | City of Ashland                                                        | Parks                            | \$40,000            | Prorated share established in budget, premiums & claims cost.             |
| Workers Compensation Insurance-Parks         | Workers Compensation Insurance                                                                                                                                   | City of Ashland                                                        | Parks                            | As calculated       | Paid with payroll per state required rates                                |
|                                              |                                                                                                                                                                  |                                                                        |                                  |                     |                                                                           |
| Band Shelter                                 | Maintenance                                                                                                                                                      | Parks                                                                  | City of Ashland Maintenance      | \$4,800             | Set amount                                                                |
| Airport Mowing                               | Maintenance                                                                                                                                                      | Parks                                                                  | Public Works-Airport             | \$4,160             | Set amount                                                                |
| Substation Mowing                            | Maintenance                                                                                                                                                      | Parks                                                                  | Electric                         | \$1,000             | Set amount                                                                |
| Boulevard/Plaza Maintenance                  | Substation, Fire landscape and airport mowing                                                                                                                    | Parks                                                                  | Public Works-Street & Fire Dept. | \$174,568           | \$144,568 for grounds maintenance and \$30,000 for supplies               |
|                                              |                                                                                                                                                                  |                                                                        |                                  |                     |                                                                           |
| Fleet Maintenance                            | Maintains Park Fleet & Related Equipment                                                                                                                         | City of Ashland                                                        | Parks                            | New in FY 2010      | TBD                                                                       |

**MEMORANDUM OF UNDERSTANDING  
CITY OF ASHLAND AND ASHLAND PARK AND RECREATION COMMISSION  
FY 2010-2011**

Agreement made this 1 day of June, 2010, between the City of Ashland ("City") and the Ashland Park and Recreation Commission ("Parks") and effective for the next adopted budget.

**RECITALS**

A. Local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its assigned personnel or agents have authority to perform.

B. City and Parks have successfully shared the cost of operations and staff at various levels including the use, operation and maintenance of facilities, landscaping, accounting and repair work for many years and desire to share resources and work collaboratively to jointly maintain and manage facilities, grounds and cooperatively provide services.

C. City and Parks desire to formalize their commitment by entering into this agreement in the spirit of cooperation and with the understanding that the facilities and grounds shared and maintained and service provided will be done to provide cost savings and economies of scale to both parties.

D. Attached as Exhibit A is a summary list of services provided between agencies for FY 2010-2011.

E. City and Parks may agree to provide other services to one another, or to cost share other services, as part of this agreement without prior revision. Changes in identified services, service levels, payment for services and additional services will be agreed upon administratively and in writing in advance of providing the service. The specifics of such changes will be addressed in the next revision of this agreement if warranted.

**The City and Parks agree:**

**1. Internal Services.** The City provides Parks with administrative services via the Central Service, Insurance Service, Equipment funds and Facilities Division. These services include Administration and oversight, Legal, Human Resources, Risk Management, Budgeting, Purchasing, Accounting & Financial Reporting, Computer and Telephone Technology, Facilities Maintenance and other services as needed. The listed services are annually calculated and allocated based upon estimated benefit received to all departments of the City and Parks is charged their prorated share.

**2. Other Services and Staff.** Services are routinely provided between the City and Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. Unless otherwise indicated, these services are treated as revenue and expenses in the budget in the General Fund and Parks and Recreation Fund on a monthly basis. The following list identifies the agreed upon services for FY 2010-2011:

2.1. Central Area Patrol - The City Police Department provides security patrols to Lithia Park, Plaza area and the City is reimbursed by Parks for 50% actual wages to a cap of \$51,000.



2.2. Park Patrol - The City Police Department provides security patrols to Lithia and the outlying park areas during April – October. Parks pays 100% of salaries to a limit of \$20,000. The Police Department provides the equipment.

**3. Facilities and Structures.** Services are routinely provided between the City and Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. The following list identifies the agreed upon services for FY 2010-2011:

3.1. Community Center & Pioneer Hall – The City reimburses Parks on maintenance and repair costs for agreed upon work. Parks provides all custodial labor and supplies for the Community Center and Pioneer Hall; handles small repairs such as fixing faucets, drapery hanging, and landscaping such as planting flowers, weed control, and shrub pruning. Parks also handles all scheduling and coordination for the buildings. In return, Parks receives and keeps all rental revenues from the facilities. All capital improvements such as roof repair, painting, and floor refinishing and replacement are the responsibility of the City.

3.2. Band Shelter - The City pays the Parks for maintaining and repairing the shelter as needed within the budgeted \$4,800 (\$1,200 per quarter). Maintenance involved at the band shell including cleaning and setting of park benches; cleaning the stage and storage areas. Parks is responsible for all landscaping in the band shell area. All capital repairs including painting, electrical, doors, and structural work are responsibility of the City.

3.3. The Grove - Parks coordinates access to the building and schedules. The City provides maintenance and repair work. Revenues for events accrue to Parks but some costs may be shared between agencies to minimize the impact.

**4. Landscaping and Grounds Maintenance.** Services are routinely provided to the City by Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. These services are treated as revenue and expense between funds with a \$182,396 annual limit. The following list identifies the agreed upon services for FY 2010-2011:

4.1. The Plaza & Downtown Entry Areas – The City pays Parks to maintain lawns and plants in the Plaza and entry areas to downtown. Parks provides all landscaping and irrigation maintenance at The Plaza, north entry, downtown. This includes all plant pruning, weeding, flower replacement and minimal tree pruning for visibility and safety, turf mowing and care, irrigation scheduling and testing repair as necessary. Any capital repairs such as planter replacement, complete removal, and large structural pruning of downtown trees is the responsibility of the City.

4.2. Siskiyou Boulevard & Ashland Street - The City pays Parks to maintain the plants and mow grass on these streets. Parks is responsible for all mowing, edging, fertilizing of turf, weed control in beds, pruning and replacement of occasional shrubs, litter pickup on a routine basis, and flowers replanted according to season, as well as irrigation scheduling and repairs as needed. Any major rework or complete change will be the responsibility of the City.

4.3. Airport - The City pays Parks to mow the grass at the airport. Parks is responsible for mowing areas around runway, taxi-way and hangar facility, as well as landscaping around FBO

building, including lawn area, shrubs, pruning, flower replacement, and irrigation scheduling and repairs as needed. (See map)

4.4. Substations - The City pays Parks to mow grass at substations. At the substation on North Mountain Avenue the City pays Parks to maintain shrubs, control weeds, and irrigation scheduling and repairs as needed.

**5. Fleet Maintenance.** The City will provide fleet maintenance and repair for Parks and charge for services in a manner consistent with City Departments. For FY 2010-2011, the fleet maintenance charge will be \$227,000. City will accept Parks employees dedicated to their shop program. City will maintain transferred positions for at least one year and employ transferred employees for as long as it is feasible based upon operations, budget and performance.

**6. Other Services.** The City and Parks will, on occasion, need to trade services or share costs and any sharing of expenses or potential payment of fees for those services will be negotiated at that time.

**7. Length of Agreement.** The term of this Agreement shall commence on July 1, 2010, and continue for a period of one year. It will automatically renew on an annual basis unless terminated by either party per this section. The City and Parks shall periodically review this Agreement and modify it as they mutually agree to be appropriate during the year. Changes in services and/or responsibility for costs or revenues will be agreed upon annually as part of the budget process prior to a proposed budget is submitted to the Budget Committee. Changes to the proposed services may be done during the budget process with mutual agreement.

**8. Termination.** Neither party may terminate this Agreement for a breach by the other party without first providing the other party written notice of the specific nature of the alleged breach and a reasonable opportunity to cure the breach. A reasonable opportunity to cure the breach shall be 30 days or such other lesser or greater time as is appropriate given the nature of the breach and the time necessary to cure it. Annual renewal of this agreement will occur unless either party provides written notice during the budget process but no later than 60 days prior to the start of a fiscal year.

CITY OF ASHLAND

By: John Stromberg  
Title: Mayor  
Date: 6-2-2010

ASHLAND PARKS AND RECREATION COMMISSION

By: W. A. Gardiner  
Title: Ashland Parks & Recreation Chair  
Date: 6/28/10

# **FY 2010-2011 MOU Exhibit A**

| SERVICE                                      | ACTIVITIES/TASKS                                                                                                                                                 | PROVIDER                                                               | DEPT/ORG WHO PAYS                | FY 2010-2011 AMOUNT | Method of Calculation                                                     |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------|---------------------|---------------------------------------------------------------------------|
| Internal Services - General                  | All Administrative functions including but not limited to Human Resources, Legal, Recording, Treasury, Purchasing, Technology, Risk Management, Facilities, etc. | City of Ashland - Applicable Departments in Internal Service Divisions | Parks                            | \$309,000           | Prorated share established in budget                                      |
| Internal Services - Finance & Accounting     | Accounting functions including but not limited to financial reporting, GL, PR, AR, AP                                                                            | City of Ashland Admin Services/Finance Department                      | Parks                            | Included above      | Prorated share established in budget included in internal services charge |
| Central Area Patrol                          | Maintains Downtown Area Security                                                                                                                                 | Police                                                                 | Parks                            | \$51,000            |                                                                           |
| Park Patrol                                  | Maintains Park Security                                                                                                                                          | Police                                                                 | Parks                            | \$20,000            |                                                                           |
| Facilities Maintenance                       | Building maintenance functions agreed upon annually                                                                                                              | City of Ashland Admin Services/Finance Department                      | Parks                            | \$44,000            | Prorated share established in budget                                      |
| Liability, Auto and Property Insurance-Parks | Workers Compensation Insurance                                                                                                                                   | City of Ashland                                                        | Parks                            | \$40,000            | Prorated share established in budget, premiums & claims cost.             |
| Workers Compensation Insurance-Parks         | Workers Compensation Insurance                                                                                                                                   | City of Ashland                                                        | Parks                            | As calculated       | Paid with payroll per state required rates                                |
| Band Shelter                                 | Maintenance                                                                                                                                                      | Parks                                                                  | City of Ashland Maintenance      | \$4,800             | Set amount                                                                |
| Airport Mowing                               | Maintenance                                                                                                                                                      | Parks                                                                  | Public Works-Airport             | \$4,285             | Set amount                                                                |
| Substation Mowing                            | Maintenance                                                                                                                                                      | Parks                                                                  | Electric                         | \$1,000             | Set amount                                                                |
| Boulevard/Plaza Maintenance                  | Substation, Fire landscape and airport mowing                                                                                                                    | Parks                                                                  | Public Works-Street & Fire Dept. | \$182,396           | \$151,796 for grounds maintenance and \$30,600 for supplies               |
| Fleet Maintenance                            | Maintains Park Fleet & Related Equipment                                                                                                                         | City of Ashland                                                        | Parks                            | \$227,000           | Prorated share established in budget                                      |



**MEMORANDUM OF UNDERSTANDING  
CITY OF ASHLAND AND ASHLAND PARK AND RECREATION COMMISSION  
FY 2012-2013**

Agreement made this 20th day of March, 2012, between the City of Ashland ("City") and the Ashland Park and Recreation Commission ("Parks") are effective for the next adopted budget.

**RECITALS**

A. Local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its assigned personnel or agents have authority to perform.

B. City and Parks have successfully shared the cost of operations and staff at various levels including the use, operation and maintenance of facilities, landscaping, accounting and repair work for many years and desire to share resources and work collaboratively to jointly maintain and manage facilities, grounds and cooperatively provide services.

C. City and Parks desire to formalize their commitment by entering into this agreement in the spirit of cooperation and with the understanding that the facilities and grounds shared and maintained and service provided will be done to provide cost savings and economies of scale to both parties.

D. Attached as Exhibit A is a summary list of services provided between agencies for FY 2012-2013.

E. City and Parks may agree to provide other services to one another, or to cost share other services, as part of this agreement without prior revision. Changes in identified services, service levels, payment for services and additional services will be agreed upon administratively and in writing in advance of providing the service. The specifics of such changes will be addressed in the next revision of this agreement if warranted.

**The City and Parks agree:**

**1. Internal Services.** The City provides Parks with administrative services via the Central Service, Insurance Service, Equipment funds and Facilities Division. These services include Administration and oversight, Legal, Human Resources, Risk Management, Budgeting, Purchasing, Accounting & Financial Reporting, Computer and Telephone Technology, Facilities Maintenance and other services as needed. The listed services are annually calculated and allocated based upon estimated benefit received to all departments of the City and Parks is charged their prorated share. Specific accounting tasks transferred to the City and responsibilities are identified in Exhibit C.

**2. Other Services and Staff.** Services are routinely provided between the City and Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. Unless otherwise indicated, these services are treated as revenue and expenses in the budget in the General Fund and Parks and Recreation Fund on a monthly basis. The following list identifies the agreed upon services for FY 2009-2010:

2.1. Central Area Patrol - The City Police Department provides security patrols to Lithia Park, Plaza area and the City is reimbursed by Parks for 50% actual wages to a cap of \$51,000.

2.2. Park Patrol - The City Police Department provides security patrols to Lithia and the outlying Park areas during April – October and is reimbursed by Parks at 50% to a limit of \$30,000. The Police Department provides the equipment.

**3. Facilities and Structures.** Services are routinely provided between the City and Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. The following list identifies the agreed upon services for FY 2012-2013:

3.1. Community Center & Pioneer Hall – The City reimburses Parks on maintenance and repair costs for agreed upon work. Parks provides all custodial labor and supplies for the Community Center and Pioneer Hall; handles small repairs such as fixing faucets, drapery hanging, and landscaping such as planting flowers, weed control, and shrub pruning. Parks also handles all scheduling and coordination for the buildings. In return, Parks receives and keeps all rental revenues from the facilities. All capital improvements such as roof repair, painting, and floor refinishing and replacement are the responsibility of the City.

3.2. Band Shelter - The City pays the Parks for maintaining and repairing the shelter as needed within the budgeted \$4,800 (\$1,200 per quarter). Maintenance involved at the band shell including cleaning and setting of park benches; cleaning the stage and storage areas. Parks is responsible for all landscaping in the band shell area. All capital repairs including painting, electrical, doors, and structural work are responsibility of the City.

3.3. The Grove - Parks coordinates access to the building and schedules. The City provides maintenance and repair work. Revenues for events accrue to Parks but some costs may be shared between agencies to minimize the impact.

**4. Landscaping and Grounds Maintenance.** Services are routinely provided to the City by Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. These services are treated as revenue and expense between funds with a \$197,000 annual limit that can be adjusted over time. The following list identifies the agreed upon services for FY 2012-2013:

4.1. The Plaza & Downtown Entry Areas – The City pays Parks to maintain lawns and plants in the Plaza and entry areas to downtown. Parks provides all landscaping and irrigation maintenance at The Plaza, north entry, downtown. This includes all plant pruning, weeding, flower replacement and minimal tree pruning for visibility and safety, turf mowing and care, irrigation scheduling and testing repair as necessary. Any capital repairs such as planter replacement, complete removal, and large structural pruning of downtown trees is the responsibility of the City.

4.2. Siskiyou Boulevard & Ashland Street - The City pays Parks to maintain the plants and mow grass on these streets. Parks is responsible for all mowing, edging, fertilizing of turf, weed control in beds, pruning and replacement of occasional shrubs, litter pickup on a routine basis, and flowers replanted according to season, as well as irrigation scheduling and repairs as needed. Any major rework or complete change will be the responsibility of the City.

4.3. Airport - The City pays Parks to mow the grass at the airport. Parks is responsible for mowing areas around runway, taxi-way and hangar facility, as well as landscaping around FBO

building, including lawn area, shrubs, pruning, flower replacement, and irrigation scheduling and repairs as needed. (See Exhibit B - map)

4.4. Substations - The City pays Parks to mow grass at substations. At the substation on North Mountain Avenue the City pays Parks to maintain shrubs, control weeds, and irrigation scheduling and repairs as needed.

**5. Fleet Maintenance.** The City will provide fleet maintenance and repair for Parks and charge for services in a manner consistent with City Departments. Fleet operations overhead will be allocated to Parks in a prorated share based upon number and type of vehicles/equipment to be maintained and shared benefit of the Division. City will accept Parks employees dedicated to their shop program. City will maintain transferred positions for at least one year and employ transferred employees for as long as it is feasible based upon operations, budget and performance.

**6. Other Services.** The City and Parks will, on occasion, need to trade services or share costs and any sharing of expenses or potential payment of fees for those services will be negotiated at that time.

**7. Length of Agreement.** The term of this Agreement shall commence on July 1, 2012, and continue for a period of one year. It will automatically renew on an annual basis unless terminated by either party per this section. The City and Parks shall periodically review this Agreement and modify it as they mutually agree to be appropriate during the year. Changes in services and/or responsibility for costs or revenues will be agreed upon annually as part of the budget process prior to a proposed budget is submitted to the Budget Committee. Changes to the proposed services may be done during the budget process with mutual agreement.

**8. Termination.** Neither party may terminate this Agreement for a breach by the other party without first providing the other party written notice of the specific nature of the alleged breach and a reasonable opportunity to cure the breach. A reasonable opportunity to cure the breach shall be 30 days or such other lesser or greater time as is appropriate given the nature of the breach and the time necessary to cure it. Annual renewal of this agreement will occur unless either party provides written notice during the budget process but no later than 60 days prior to the start of a fiscal year.

CITY OF ASHLAND

COMMISSION

ASHLAND PARKS AND RECREATION

By: John Stromberg  
Title: Mayor  
Date: 3/20/2012

By: JoAnne Eggers  
Title: Parks Commission Chair  
Date: 3/6/2012



**FY 2012-2013 MOU Exhibit A**

| SERVICE                                      | ACTIVITIES/TASKS                                                                                                                                                 | PROVIDER                                                               | DEPT/ORG WHO PAYS               | FY 2011-2012 AMOUNT | Method of Calculation                                                     |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------|---------------------|---------------------------------------------------------------------------|
| Internal Services - General                  | All Administrative functions including but not limited to Human Resources, Legal, Recording, Treasury, Purchasing, Technology, Risk Management, Facilities, etc. | City of Ashland - Applicable Departments in Internal Service Divisions | Parks                           | \$340,000           | Prorated share established in budget                                      |
| Internal Services - Finance & Accounting     | Accounting functions including but not limited to financial reporting; GL, PR, AR, AP - See Exhibit C                                                            | City of Ashland Admin Services/Finance Department-                     | Parks                           | Included above      | Prorated share established in budget included in internal services charge |
| Central Area Patrol                          | Maintains Downtown Area Security                                                                                                                                 | Police                                                                 | Parks                           | \$51,000            |                                                                           |
| Park Patrol                                  | Maintains Park Security                                                                                                                                          | Police                                                                 | Parks                           | \$30,000            | Set amount                                                                |
| Facilities Maintenance                       | Building maintenance functions agreed upon annually                                                                                                              | City of Ashland Admin Services/Finance Department                      | Parks                           | \$45,000            | Prorated share established in budget                                      |
| Liability, Auto and Property Insurance-Parks | Workers Compensation Insurance                                                                                                                                   | City of Ashland                                                        | Parks                           | \$40,000            | Prorated share established in budget, premiums & claims cost.             |
| Workers Compensation Insurance-Parks         | Workers Compensation Insurance                                                                                                                                   | City of Ashland                                                        | Parks                           | As calculated       | Paid with payroll per state required rates                                |
| Band Shelter                                 | Maintenance                                                                                                                                                      | Parks                                                                  | City of Ashland Maintenance     | \$4,800             | Set amount                                                                |
| Airport Mowing                               | Maintenance                                                                                                                                                      | Parks                                                                  | Public Works-Airport            | \$4,300             | Set amount                                                                |
| Substation Mowing                            | Maintenance                                                                                                                                                      | Parks                                                                  | Electric                        | \$1,000             | Set amount                                                                |
| Boulevard/Plaza Maintenance                  | Substation, Fire landscape and airport mowing                                                                                                                    | Parks                                                                  | Public Works-Street & Fire Dept | \$197,000           | Grounds maintenance, including supplies                                   |
| Fleet Maintenance                            | Maintains Park Fleet & Related Equipment                                                                                                                         | City of Ashland                                                        | Parks                           | \$204,000           | TBD                                                                       |

# ASHLAND MUNICIPAL AIRPORT AIRPORT COMMISSION MAP



SCALE: 1" = 400'

100 0 100 200 300 400 500 600 Feet



Field  
Landing  
Runway

**City of Ashland**  
**Accounting and Finance Services Provided to Ashland Park Commission**  
**Exhibit C**  
**1 OF 4**

**NOTE:**

Only accounting processing and necessary tasks have been transferred and are paid for. Responsibility for the audit, financial report, audit comments, responses to the auditor comments and any other managerial issues remain with the Parks Director, consistent with those required of the City Administrator. The City Finance Department is a resource to Parks but cannot assume managerial or audit responsibilities for Parks Management.

If, in the normal performance of accounting tasks or while processing accounting documents, City staff observes errors and/or documents that raise questions, Finance Management will contact Parks Management for clarification or action.

Parks Management retains the responsibility to oversee, manage, train and review the work and processes in their areas, performed by their staff and volunteers, including, but not limited to:

- 1 Cash handling and documentation
- 2 Data input
- 3 Software selection, use, updates and processing
- 4 Internal controls and risk management
- 5 Security of assets.

**TASKS TO BE PERFORMED BY FINANCE:**

**Ongoing:**

All accounts payable: pay invoices, vendor maintenance  
All payroll: bi-weekly payroll, employee input and maintenance, payroll payables, quarterly taxes and reports  
Manage Youth Activity Levy fund (revenues and contractual transfers to Ashland School District)  
Other duties as assigned

**Daily:**

Deposits (Park Office, Community Centers, Nature Center)  
Spreadsheet updates: Daily cash, Oak Knoll, Daniel Meyer Pool, Ice Rink

**Bi-Weekly:**

Oak Knoll: calculate Golf Pro payment for daily receipts (payable through ap)

**Monthly:**

Oak Knoll: calculate Golf Pro payment for annual memberships (payable through ap)  
Journal entries:  
Revenues for Oak Knoll, Pool, Ice Rink, Tax turnovers (from City)  
City internal charges (central services, insurance, fuel, warehouse, misc. ap invoices paid through City)  
Interest allocation from City  
Balance Park to City cash (checks issued, cash receipts, clearings)  
Financial statements and Eden detail reports to Park Admin. Group:  
Park combined statements  
Financials by department (Oak Knoll, Community Centers, Nature Center, Senior Center)

**Quarterly**

**Invoice/Billing:**

City (Siskiyou Blvd and other City area maintenance)  
Ashland School District (Nature Center school programs, grounds maintenance (if applicable))  
Ashland Community Hospital (grounds maintenance)  
Misc. items as requested from Park staff  
Payroll quarterly tax reports, workers comp reports, and all regulatory items as needed



**City of Ashland**  
**Accounting and Finance Services Provided to Ashland Park Commission**  
**Exhibit C**  
**2 OF 4**

Quarterly - continued

Journal entries:

- Personal service allocation from Youth Activity Levy to Recreation Division
- Equipment replacement from Park and Golf Divisions to Capital Improvement Fund
- Transfer from Park Fund to Capital Improvement Fund

Annual

- Event statements and record keeping (Bike Swap, 4th of July Run, Mt Ashland Run)
- Youth Activity Levy materials and service allocations to Recreation Division
- PERS annual reports, W2s, 1099s
- Budget
- Audit
- CAFR
- COLAs
- Gas tax refund application
- GFOA award application

| <b>Service</b>                                                                                     | <b>City's Responsibility</b>                                                                                                                                                                                            | <b>Park's Responsibility</b>                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Accounts Payable:</u></b><br>- The process for issuing checks for all invoices.              | Enter the expense in correct period (monthly)<br>Request and manage w-9's from the vendor<br>Ensure payment is correct, accurate and on time.<br>Maintain all documentation for review<br>Report and maintain 1099's    | Validate that the expenses are necessary and needed<br>Approve all expenses<br>Code the expense to the proper category<br>Turn in paper work on timely basis.<br>Attach the appropriate documentation                                                   |
| <b><u>Accounts Receivable:</u></b><br>- The process for issuing invoices (bills) owed to the Parks | Enter the revenue in the correct period (monthly)<br>Enter and mail out the invoice on a timely basis<br>Ensure the payment is received<br>Notify the department of status<br>Maintain all the documentation for review | Validate that revenue on bills is correct and meets current rates.<br>Code the Revenue to the proper category<br>Turn in paper work on timely basis.                                                                                                    |
| <b><u>Payroll:</u></b><br>- The process for issuing employees pay.                                 | Enter payroll costs in correct period<br>Ensure checks are issued on time and accurate<br>Report W-2's<br>Report Federal and State Taxes<br>Maintain all the documentation for review                                   | Validate the employee's FTE & coding<br>Review and approve timesheets to ensure employee is recording their time correctly<br>Turn in timesheets on a timely basis<br>Review and ensure employees are in compliance with using leave that is available. |
| <b><u>Purchasing:</u></b>                                                                          | Issue Purchase order<br>Maintain back-up documentation<br>Assist with bids & quotes for purchases                                                                                                                       | Ensure employees are purchasing only appropriate items<br>Following the purchasing rules and regulations<br>Turn in appropriate documentation                                                                                                           |
| <b><u>Cash Receipts:</u></b>                                                                       | Balance to the bank accounts<br>Notify supervisors of substantial discrepancies                                                                                                                                         | Enter it into Financial System on a daily basis<br>Be consistent when posting to Revenue<br>Validate that the daily deposits match the Cash receipts                                                                                                    |
| <b><u>Fixed Assets:</u></b>                                                                        | Enter, Maintain and disposal of assets in Financial System<br>Keep all records                                                                                                                                          | Sign off quarterly of Listing<br>Ensure that fixed assets are kept safely and prevent loss of assets<br>Dispose of the fixed assets per code.                                                                                                           |

| <b>Service</b>                    | <b>City's Responsibility</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Park's Responsibility</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Project Accounting:</u></b> | Generate Project number<br>Provide informational reports<br>Make project Adjustments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Request number for project<br>Turn in proper documentation<br>Code Revenues a and Expenses to project as needed<br>Notify staff of project status                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>Reporting:</u></b>          | Have reports available for review on a consistent basis<br>Be able to tie the numbers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To be able to speak to abnormal changes<br>To be able to speak to your activities<br>To understand and fully review all monthly activity reports from the GL and be able to analyze data to ensure that it is accurate and reasonable.                                                                                                                                                                                                                                                                                                                                       |
| <b><u>Budget:</u></b>             | Assist with projections for year end when needed<br>Generate Position Costing information<br>Assist with instruction on Eden input<br>Compile Eden Proposed Detail that was entered by Department<br>Proposed budget reviewed by Finance Director<br><br>Generate Long Term budget projections<br>Assist with formatting narrative for document<br>Communicate with Budget Committee<br><br>Assist with presentation materials<br>Prepare Resolution to Adopt Budget and Make Appropriations, and Ordinance to Levy Taxes<br>Provide Jackson County with signed Ordinance Levying Taxes | Provide known information and industry trends<br>Verify and notify if any abnormalities<br>Input of Departmental Proposed Budget<br>Verify to ensure accuracy<br>Verify to ensure accuracy and to discuss with Director and City Administrator<br>Review and verify for accuracy<br>Verify information is correct and provide in timely manner<br>Communicate with Ashland Park Commission and relay to City<br>Present Departmental Budget to Budget Committee<br>Understand and abide by appropriation level<br><br>Understand and be able to discuss Property Tax revenue |
| <b><u>Audit</u></b>               | Compile year end figures and assure balancing of funds<br><br>Work with Auditors during on site audits and throughout year<br>Generate CUFR<br>Communicate with Audit Committee<br>Prepare and submit GFOA Certificate of Achievement Award Application<br>Assure compliance with State of Oregon Statutes and provide documentation to State of Oregon                                                                                                                                                                                                                                 | Submit correct information to ensure Financial Records are accurate<br>Be prepared to speak to your activities<br>Prepare transmittal letter<br>Attend Audit Committee meeting<br>Assist staff with Statistical information                                                                                                                                                                                                                                                                                                                                                  |



**MEMORANDUM OF UNDERSTANDING**  
**ASHLAND CITY COUNCIL AND ASHLAND PARK AND RECREATION COMMISSION**

Agreement made this 19 day of August, 2014, between the Ashland City Council and the Ashland Park and Recreation Commission and is effective upon signing by the City and Parks.

**RECITALS**

A. Under the Ashland City Charter, the Ashland City Council is the sovereign authority over all matters of City-wide concern and the owner of all land and other assets held in title by the City.

B. The Ashland City Charter creates an elected Ashland Park Commission, which also serves as the Ashland Recreation Commission, and empowers the Commission with "control and management of all the lands here dedicated for park purposes," and further empowers the Commission with "control and management of all park funds, whether the same is obtained by taxation, donation or otherwise."

C. The City Council and Parks Commission wish to clearly define what is meant by "management," and what the responsibility of each entity is within each aspect of management and to memorialize these responsibilities in this memorandum of understanding.

D. Management is generally defined as planning, organizing, budgeting, directing and evaluating as described in exhibit A.

E. For purposes of this agreement, "City" means the Ashland City Council or the City Administrator, to whom the Council has delegated management responsibility, as well as any other individuals to whom the City Administrator has delegated specific responsibilities as contained herein. "Parks" means the Ashland Parks and Recreation Commission or the Parks and Recreation Director, to whom the Commission has delegated management responsibility, as well as any other individuals to whom the Parks and Recreation Director has delegated specific responsibilities as contained herein.

Now, therefore, the City and Parks agree as follows:

**1. Planning.**

**A. Parks responsibilities:**

- 1) Parks will develop master plans for the development, operation and maintenance of lands and facilities under its control.
- 2) Parks will develop and execute functional plans regarding the allocation of staff

and monetary resources for the operation of facilities and delivery of services within its scope of authority.

- 3) Parks will develop and propose capital improvement plans (CIPs) for the expenditure of funds that have been dedicated to land acquisition and park/open space development.
- 4) Parks will create rules for use of park land and facilities, providing such rules are not in conflict with other ordinances of the City.

**B. City responsibilities:**

- 1) The City will maintain and periodically update the Comprehensive Plan, including Chapter VIII, Parks, Open Space and Aesthetics, which serves as the guiding document for all master plans, functional plans and capital improvement plans. The City will consider and respond to recommendations from Parks when amending or updating the comprehensive plan.
- 2) The City will include the Parks CIP in its biennial budget, subject to section 3.B, below. The City will determine and implement all funding mechanisms for capital improvements (including Parks SDCs), other than donations and grants from non-City sources, and will determine the timing, manner and method of debt financing, if necessary.
- 3) The City will, as necessary and upon the advice of the Park Commission, adopt or amend the ordinances comprising Chapter 10.68 of the Ashland Municipal Code (Public Parks).

**2. Organizing**

**A. Parks responsibilities**

- 1) Parks will determine the nature and structure of functional divisions in the Department and how best to structure day-to-day responsibilities among and within functional divisions.
- 2) Parks will allocate appropriated resources within budget limits for the purpose of achieving its adopted goals and objectives, as well as the smooth day-to-day operation of the Department.
- 3) Parks will continue to contract for services as necessary and appropriate. When contracting for services, Parks will adhere to all provisions of AMC Chapter 2.50, Local Public Contract Review Board, and shall use only those bid forms and contracts that have been approved by the Finance Director, Public Contracting Officer and City Attorney.
- 4) Per City Council Resolution 2013-25 and AMC 2.16, Parks will, with the assistance of the Human Resources Office, hire its parks and recreation director, including development of search criteria and interview processes.
- 5) Parks will continue to provide a representative to the City risk management committee.

**B. City responsibilities**

- 1) The City will serve as the Local Contract Review Board.
- 2) The City will develop and enforce all codified public contracting rules.
- 3) The City will develop and enforce all codified personnel rules, as well as

- administrative policies necessary for compliance with state and federal laws.
- 4) The City will develop and enforce all risk management policies.
  - 5) The city administrator will seek input from the parks & recreation director when developing public contracting rules, personnel rules and administrative policies, and risk management policies, whether for formal adoption by the City Council or administrative approval.

### **3. Budgeting and Financial Management**

#### **A. Parks responsibilities**

- 1) As part of each annual or biennial budget process, using whatever process it deems appropriate, Parks will develop and recommend a budget to the Budget Officer.
- 2) Parks will set recreation fees and rental rates for all Parks-related facilities except the Community Center, Pioneer Hall and the Grove, for which Parks will recommend rates for adoption in the City rate review process. All Parks fees and rates will be included in the City's Master Rate and Fee Schedule.

#### **B. City responsibilities**

- 1) The City reserves and will employ all authority assigned to it under Oregon Local Budget Law (ORS 294), the Ashland City Charter and any other applicable law. This includes the authority to:
  - a) Appropriate funds;
  - b) Adopt an annual or biennial budget;
  - c) Refer tax measures to the voters;
  - d) Set the City tax rate within the limits of the City's Measure 50 permanent tax rate;
  - e) Provide funding for capital improvements, including the issuance of debt;
  - f) Establish new, increased or decreased taxes, fees and charges (except fees and rental or program rates set by Parks), including such taxes, fees and charges as may be established without voter approval; and
  - g) Commit discrete revenue streams to specific purposes.

C. Other responsibilities for accounts payable, accounts receivable, payroll, purchasing, cash receipts, fixed assets and project accounting are shown in the attached exhibit B.

### **4. Directing**

#### **A. Parks responsibilities**

- 1) Parks will assign duties and responsibilities to Parks staff, consistent with position descriptions and the operational requirements of Parks.
- 2) Parks will develop and implement policies and procedures regarding park land maintenance.
- 3) Parks will establish priorities for Parks staff.
- 4) Parks will implement procedural work policies for Parks staff.
- 5) Parks will create and maintain current position descriptions for all Parks staff positions. All position descriptions will continue to be reviewed as to form by the City Human Resources Manager.



- 6) In directing the work of Parks staff:
- a) Parks will continue to adhere to all provisions of AMC 3.08, General Personnel Policies and Employment Responsibilities.
  - b) Parks will continue to adhere to all City administrative policies. Parks may adopt rules, regulations, procedures and administrative policies that are specific to its operations. Such administrative policies shall be in harmony with the requirements established in the City's codified personnel policies and adopted administrative policies and shall in no case be less restrictive than the City's adopted policies. Parks shall continue to adhere to the City's adopted administrative policies regarding Prevention of Violence in the Workplace, Harassment and Non-Discrimination, Vehicle and Motorized Equipment Driving, IT Security, Electronic Media and Technology Use, Family Medical Leave, Equal Employment Opportunity and Affirmative Action, and Military Leave.
  - c) Parks will continue to take no disciplinary action against any employee beyond a verbal reprimand without first consulting with the City Attorney and Human Resources Manager.
  - d) Parks will continue to ensure that all employees attend mandatory trainings; whether mandatory as determined by the City Human Resources Manager, the City Risk Manager or by state or federal law.
  - e) Parks and Recreation Director will, in consultation with the human resources manager, establish classifications for Parks employees. The Parks and Recreation Director will also establish compensation and benefit packages for Parks employees, subject to the statutory budget process.
  - f) Parks, with the advisement of the City Human Resources Manager, will establish COLAs for Parks & Recreation employees, subject to the statutory budget process.
  - g) Parks will continue to complete Personnel Action forms, under the supervision of the Human Resources Manager.
  - h) Parks will coordinate all Parks-related worker's compensation claims, under the supervision of the Human Resources Manager
  - i) The Parks Department can develop its own Facebook and Twitter pages, as well as YouTube videos for instructional and educational purposes. The Parks Department will comply with the City's Website and Social Media policy, except that the Parks Department may develop non city-standard web sites for senior populations and stand-alone recreation enterprises. Parks will, to the greatest extent practical, adhere to the provisions of the City of Ashland Employee Communication Guide, until the Department, in cooperation with the City, prepares its own Employee Communication Guide.

**B. City responsibilities**

- 1) The City will establish citywide personnel rules and policies.
- 2) The City will establish city classifications and compensation rates. Parks will work toward aligning classification and compensation rates with City structure whenever it is possible and appropriate.
- 3) The City will maintain all personnel files, including Parks', which will be kept in

secured storage in the Human Resources Office. Personnel files will include training records. Electronic versions of Personnel Action Forms prepared by Parks staff will be stored in a secure folder on the City network, to which City HR staff has access.

- 4) The City will process all worker's compensation claims and will complete the annual OR-OSHA 300 Log.
- 5) The City will continue to coordinate the enrollment of all Parks employees in City benefit programs.
- 6) With the exception of the Parks and Recreation Director, the City will oversee all recruitment and selection processes, including:
  - a) All job postings will be processed through the Human Resources Office and posted using NEOGOV or any succeeding software.
  - b) Interviews will be scheduled/coordinated by the Human Resources Office, which will also provide input and assistance with the interview process, including development of interview questions, providing instructions to panelists, and distributing final interview packets to panelists. Panelists will be selected by the hiring manager in Parks. A Human Resources representative can serve as a panelist if desired by the hiring manager.
  - c) Written job offers and advanced acknowledgement of the "critical" City policies will be handled by the Human Resources Office (excluding part-time temporary hires).
  - d) The City will conduct background checks on all new hires in temporary or regular positions, using a third party vendor if necessary.
  - e) In coordination with Parks, the City will provide orientation on City benefits for all new hires, or employees who promote into a regular position with benefits.

## **5. Evaluating**

### **A. Parks responsibilities**

- 1) Parks will evaluate employee performance (supervisors) and conduct annual reviews using City-standard evaluation forms or other forms that have been approved by the Human Resources Manager.
- 2) The Parks Commission will evaluate the performance of the director.
- 3) Parks will analyze program performance to ensure effective and efficient service delivery
- 4) Parks will review and analyze all general ledger activity reports to ensure accuracy
- 5) Parks will analyze and categorize physical conditions of facilities under Parks control
- 6) Parks will cooperate with auditors during on-site audits and throughout the year, and shall accept the CUFR after it is approved by the Municipal Audit Commission.

### **B. City responsibilities**

- 1) The City will monitor budget compliance
- 2) The City will prepare for annual audit, including:
  - a) Compile year-end figures and financial reports, and assure balancing of funds

- b) Work with auditors during on-site audits and throughout year
- c) Generate CUFR (or blended CAFR if required by GASB 61)
- d) Communicate with and staff the Audit Committee
- e) Assure compliance with State of Oregon Statutes and provide documentation to State

For the Parks & Recreation Commission:

  
Stefani Seffinger, chair

For the Ashland City Council:

  
John Stromberg, mayor



## Exhibit A

### Management: Planning; Organizing; Budgeting; Directing; Evaluating

#### Planning

##### Parks

Master plans  
Functional plans  
Capital improvement plans  
Create rules for use of park land and facilities

##### City

Comprehensive plan (parks input)  
CIP funding, incl. debt financing

#### Organizing

##### Parks

Determine functional divisions  
Allocation of appropriated resources  
Contract for services within limits

##### City

Local Contract Review Board

#### Budgeting

##### Parks

Recommend budget to Budget Officer  
Set recreation fees and rental rates\*  
\* exc. Comm. Ctr., Pioneer Hall and The Grov

##### City

Appropriate funds and adopt budget  
Refer tax measures, set tax rate  
CIP funding, incl. debt financing  
Establish other revenue streams  
Establish SDCs

#### Directing

##### Parks

Assign duties and responsibilities to Parks staff  
Establish priorities for Parks staff  
Procedural work policies  
Policies re park land maintenance  
Establish personnel rules and policies  
(with guidance from Legal, Finance and Personnel)  
Establish classifications and compensation rates  
Determine COLAs and benefits

##### City

Establish citywide personnel rules and policies  
Establish city classifications and compensation rates

#### Evaluating

##### Parks

Evaluate employee performance (supervisors)  
Evaluate director (commission)  
Analyze program performance  
Monitor budget compliance  
Analyze and categorize physical conditions

##### City

Monitor budget compliance

## EXHIBIT B

| Service                                                                                         | City's Responsibility                                                                                                                                                                                                   | Parks' Responsibility                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Accounts Payable:</u></b><br>- The process for issuing checks for all invoices.           | Enter the expense in correct period (monthly)<br>Request and manage w-9's from the vendor<br>Ensure payment is correct, accurate and on time.<br>Maintain all documentation for review<br>Report and maintain 1099's    | Validate that the expenses are necessary and needed<br>Approve all expenses<br>Code the expense to the proper category<br>Turn in paper work on timely basis.<br>Attach the appropriate documentation                                                   |
| <b><u>Accounts Receivable:</u></b><br>- The process for issuing invoices (bills) owed to Parks. | Enter the revenue in the correct period (monthly)<br>Enter and mail out the invoice on a timely basis<br>Ensure the payment is received<br>Notify the department of status<br>Maintain all the documentation for review | Validate that revenue on bills is correct and meets current rates.<br>Code the Revenue to the proper category<br>Turn in paper work on timely basis.                                                                                                    |
| <b><u>Payroll:</u></b><br>- The process for issuing employees pay.                              | Enter payroll costs in correct period<br>Ensure checks are issued on time and accurate<br>Report W-2's<br>Report Federal and State Taxes<br>Maintain all the documentation for review                                   | Validate the employee's FTE & coding<br>Review and approve timesheets to ensure employee is recording their time correctly<br>Turn in timesheets on a timely basis<br>Review and ensure employees are in compliance with using leave that is available. |
| <b><u>Purchasing:</u></b>                                                                       | Issue Purchase order<br>Maintain back-up documentation<br>Assist with bids & quotes for purchases                                                                                                                       | Ensure employees are purchasing only appropriate items<br>Following the purchasing rules and regulations<br>Turn in appropriate documentation                                                                                                           |
| <b><u>Cash Receipts:</u></b>                                                                    | Balance to the bank accounts<br>Notify supervisors of substantial discrepancies                                                                                                                                         | Enter it into Financial System on a daily basis<br>Be consistent when posting to Revenue<br>Validate that the daily deposits match the Cash receipts                                                                                                    |
| <b><u>Fixed Assets:</u></b>                                                                     | Enter, Maintain and disposal of assets in Financial System<br>Keep all records                                                                                                                                          | Sign off quarterly of Listing<br>Ensure that fixed assets are kept safely and prevent loss of assets<br>Dispose of the fixed assets per code.                                                                                                           |
| <b><u>Project Accounting:</u></b>                                                               | Generate Project number<br>Provide informational reports<br>Make project Adjustments                                                                                                                                    | Request number for project<br>Turn in proper documentation<br>Code Revenues a and Expenses to project as needed<br>Notify staff of project status                                                                                                       |
| <b><u>Reporting:</u></b>                                                                        | Have reports available for review on a consistent basis<br>Be able to tie the numbers                                                                                                                                   | To be able to speak to abnormal changes<br>To be able to speak to your activities<br>To understand and fully review all monthly activity reports from the GL and be able to analyze data to ensure that it is accurate and reasonable.                  |



# Council Business Meeting

**Date:** September 17, 2024

|                    |                                                                                                |
|--------------------|------------------------------------------------------------------------------------------------|
| <b>Agenda Item</b> | Second Reading ORD 3242 - AMC 14.02 Utility Billing Customer Policies                          |
| <b>From</b>        | Mariane Berry, Finance Director, Bryn Morrison, Deputy Finance DirectorAdministration- Finance |
| <b>Contact</b>     | mariane.berry@ashland.or.us,<br>bryn.morrison@ashland.or.us                                    |

## **SUMMARY**

This is the second reading of an ordinance that will update the Ashland Municipal Code Chapter 14.02 – Utility Systems Customer Account Policies with procedures clarifying delinquency processing and the appeal process and updates outdated language.

This discussion calls upon the City Council in its role as Utility Board to assimilate information and weigh in on the issues as trustee of the public utility. While Council must always act for the common good of the City, when it comes to municipal utilities, it is especially important to act as a steward of the Utility, representing all rate payers and ensuring that the Utility's interests are protected.

## **POLICIES, PLANS & GOALS SUPPORTED**

Administrative/Governance Goal:

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

## **BACKGROUND AND ADDITIONAL INFORMATION**

The Council unanimously approved the First Reading of Ordinance 3242, changes to AMC Chapter 14.02 Utility Systems Customer Service Policies on August 20, 2024.

There are currently a number of appeals in the pipeline that would be impacted by this ordinance. However, there is a 30-day timeline for the ordinance to take effect. Should the ordinance pass at this meeting, Staff shall offer the customers who are in the appeal process during this timeline the option for their appeal to be processed under the 'previous' Code and the other option being the soon-to-be enacted Ordinance.

### **Background:**

In a study session on June 17, 2024, an update was provided on Utility Billing and the processing of delinquent accounts, among other topics. Staff recommended that revisions be made to AMC 14.02 to better clarify and outline the policies and procedures for delinquency processing. Staff presents the First Reading of Ashland Municipal Code 14.02 – Utility Systems Customer Accounting Policies.

Utilities must ensure both operational and long-term needs are met through well documented policies and procedures. The purpose for collection policies is business continuity. The importance for a utility to have effective delinquent processing is to ensure fairness for all customers and to counterbalance appropriate energy and water usage with affordability. Effective delinquent processing entails servicing non-payment accounts consistently and equitably to all its customers.

Per the Governor's orders during the Covid-19 pandemic, delinquency processing and shut-offs were temporarily suspended. It wasn't until February 2024 that it resumed, much later than intended due to the department's critical staffing issues at the time. Now fully staffed, and having reinstated delinquent processing, the amount attributable to past due accounts has dropped by 14% and continues to decrease as standard policies and procedures are followed. However, due to the pandemic and other issues inherent in current day processing, there is a necessity to clarify the policies in the Code to better support all involved.

Ashland customers who find themselves in a past due situation are offered tiered payment plans depending on







## Council Business Meeting

how much they are behind. They may also qualify for City-sponsored assistance such as ALIEP (Ashland Low Income Energy Program), the Senior/Disabled Discount Program, or the Emergency Heat Program. Further, there is additional assistance through local organizations such as:

|                                                    |                               |
|----------------------------------------------------|-------------------------------|
| Access, Inc.                                       | Salvation Army                |
| Adult and Family Services                          | St. Vincent de Paul           |
| Ashland Senior Program                             | Jackson County Fuel Committee |
| Options for Housing, Resources & Assistance (OHRA) |                               |

Customers can access this info on the City website and the door hanger notification. Also, on the back of every invoice references the Ashland Municipal Code 14.02 that outlines the Utility Billing Customer Policies.

The intention of the revised AMC is to bring clarity to the policies, improve the process by adding additional measures that will help both customers and Staff involved with the delinquent process, and ensure the interests of the utilities are preserved. Primarily, updates include:

1. Various language clarifications
2. Clarifying Delinquency Process (14.02.040) & Appeal of Termination of Action Process (14.02.090)
3. Adding an internal, advisory Appeals Committee (which will include 1 UB staff, Deputy Finance Director, rotating Water or Electric staff, and a non-voting Council liaison).
4. Final appeal is City Manager, consistent with existing procedures in AMC

### **FISCAL IMPACTS**

### **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**

I move to approve the Second Reading of Ordinance 3242 – AMC 14.02 Utility Systems Customer Accounting Policies.

### **REFERENCES & ATTACHMENTS**

1. Ordinance 3242 - Amending AMC 14.02 UB Customer Acctg Policies

## ORDINANCE NO. 3242

### AN ORDINANCE AMENDING THE CUSTOMER ACCOUNTING POLICIES OF THE UTILITY SYSTEMS OF THE ASHLAND MUNICIPAL CODE CHAPTER 14.02

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:

#### SECTION 1.

### Chapter 14.02

### UTILITY SYSTEMS - CUSTOMER ACCOUNTING POLICIES

Sections:

- 14.02.010 Service - Application
- 14.02.015 ~~Senior Citizen Discount~~ Assistance Programs
- 14.02.020 Establishment of Credit
- 14.02.030 Bills - Due Date
- 14.02.040 Notice of Delinquent
- 14.02.050 Notice of Delinquency - Service of Notice
- 14.02.060 Notice of Delinquency - Personal Contact
- 14.02.070 Designation of Third Party to Receive Notice
- 14.02.080 Information on Financial Assistance
- 14.02.090 Appeal of Termination Action
- 14.02.100 Restrictions on Residential Terminations
- 14.02.110 Requirements for Restoration of Service
- 14.02.120 Penalty on Delinquent Accounts

#### 14.02.010 Service - Application

##### A. *Initial Application.*

1. Any person, firm or corporation desiring electric, water, and/or sewer service from the City must ~~make~~ **submit an** application ~~in writing on blanks~~ **through an online form**

provided ~~therefore~~ by the City, ~~or by letter, and agree whereby the applicant agrees~~ to abide by the rates, rules and regulations of the City.

2. The applicant must complete and submit the ~~form provided by the City, or send in by letter, and furnish the following service application in full and provide any additional information as needed for the application to be validly considered, if applicable:~~

~~a. Date of application.~~

~~b. Name of applicant.~~

~~c. Name of third party, if desired, who is designated by applicant to receive notice of termination.~~

~~d. Address of premises to be served.~~

~~e. Applicant's mailing address where bills are to be sent.~~

~~f. Date applicant desires initiation of service.~~

~~g. Purposes for which service is to be used.~~

~~h. Previous service address of the applicant within the City, if any.~~

~~i. A deposit or a letter of credit to establish credit of applicant as specified in Section [14.02.020](#).~~

~~j. Applications processing fee in the amount of ten dollars (\$10.00).~~

~~k. Such other information as the City may reasonably require.~~

B. *Subsequent Applications.* A current customer of the City of Ashland may connect utility service at a new location by telephone, **in person, or at the discretion of the Utility Billing office, by email or written notice**, if their account is current and their credit history shows no more than one (1) delinquency.

C. The application is merely a request for service and does not in itself bind the City to serve except under reasonable conditions, nor does it bind the customer to take service; but if the service is connected, the customer will be required to pay monthly minimum charges according to the applicable rate.



D. No application for electric, water and/or sewer service shall be accepted, or no new service shall be furnished to any person, firm or corporation who has any bill, fee or charge which has been due to the City for a period of thirty (30) days or more, until such bill, fee or charge has been paid in full. (Ord. 2649, amended, 1991)

#### **14.02.015     ~~Senior Citizen Discount Assistance Programs~~**

**A. The City offers assistance plans to customers who may have difficulty paying their utility bill. Eligibility requirements exist and customers must apply with the Utility Billing office online or in person as outlined on the City's website.**

**B. Funding for assistance programs is reviewed and approved through the budget process. Eligibility requirements are determined by funding levels and current utility rate studies. The Utility Billing office, with guidance from City Council, shall implement and manage assistance programs accordingly and in conformity with other City procedures.**

**C. Priority of the City's Assistance Programs shall be given to senior citizens and low-income households, and the process of qualification shall be equitable.**

**~~A. To qualify for the senior citizen discount, a person must be 65 years of age or disabled and 60 years of age and the total household income shall not exceed the Federal Community Services Administration poverty guidelines.~~**

**~~B. The senior citizen discount shall only apply to the applicant's residence.~~**

**~~C. A senior citizen desiring to receive a utility discount must submit an initial application to the City on forms provided by the City. In order to maintain continuous qualification for such discount, the senior citizen shall, not later than June 30 of each ensuing year, file an annual application for renewal on forms provided by the City. The City Manager or the City Manager's designee shall determine whether the applicant meets the qualifications and requirements of the City.~~**

**~~D. In special hardship cases, a committee of two (2) City Council members and the Senior Program Director may recommend that the City Manager grant exemptions to the foregoing income limitations where the circumstances justify such exemptions.~~** (Ord. 3192

§ 107, amended, 11/17/2020; Ord. 2673, amended, 1992)

## 14.02.020 Establishment of Credit

A. A customer shall establish credit with the City by depositing an amount equal to one and one-half (1 1/2) times the average monthly bill for the service address, rounded to the nearest five dollars. **A customer is required to pay the deposit within 10 days of service starting. If the customer does not tender the deposit, the account will be billed accordingly, and the service will be subject to disconnect if the deposit is not paid.** For new services, the Utility Services Division shall estimate the average monthly bill. A third party, other than the customer, may be permitted to post the required deposit, in which case the customer shall be deemed to have established credit as hereinafter provided. After a satisfactory payment record of ten (10) consecutive months with no more than one (1) delinquency, the deposit shall be refunded ~~to the person who posted the deposit to the account holder.~~

B. **A In lieu of a deposit described in Section A, a** customer may establish credit by providing a Letter of Credit from another utility **company**, which provided **the customer's heat source service** for a minimum of ten (10) consecutive months within the last year. The Letter of Credit from the utility company must furnish the following information:

1. Address (or addresses) served by the utility for this customer.
2. Length, type (residential/commercial), and time period at above location(s).
3. Number of past due mailer notices in the last year.

C. A customer to whom a deposit has been refunded, or to whom a Letter of Credit was accepted in lieu of a deposit, and who becomes delinquent may be required to reestablish credit by making a new deposit as specified in Section [14.02.020.A](#). Residential and commercial credit shall be established separately and credit for one type of service will not be used as credit reference for the other type of service. Once a customer has established credit, a deposit will not be required for additional locations as long as good credit is maintained. The City shall not terminate residential accounts solely for failure to re-establish credit under subsection [14.02.020.C](#). (Ord. 2649, amended, 1991; Ord. 2390, amended, 1986; Ord. 2242 § 1, amended, 1983)

### **14.02.030 Bills - Due Date**

All bills are due and payable upon receipt. If bills are not paid by the next billing date, a notice complying with section [14.02.040](#) shall be given that service will be disconnected if the bills are not paid by the date specified. (Ord. 2781 § 1, amended, 1996; Ord. 2390, amended, 1986; Ord. 2242 § 1, amended, 1983)

### **14.02.040 Notice of ~~Delinquent~~ Delinquency**

The City will give written notice to the customer before termination of service. The notice will contain:

- A. A clear explanation of the reasons of termination.
- B. The date of the proposed termination which shall be not less than seven or more than ten days from the date of ~~mailing~~ the notice as outlined in 14.02.050.
- C. A statement advising the customer ~~that he or she may of the~~ appeal ~~the proposed termination to the City Council by submitting a written request for a hearing to the City Recorder, Ashland City Hall, setting forth reasons for the appeal process, as outlined in AMC 14.02.090.~~
- D. A statement that no termination will take place ~~during the period of November to March inclusive~~, if the customer has obtained, prior to the proposed date of termination, a written statement from a licensed physician or a public or private agency providing physical or mental health care, that the termination would significantly endanger the physical health of a residential customer or any members of the customer's household. The customer shall also be advised that such certification must be renewed in writing every thirty days thereafter, unless the certification states that the condition is chronic, in which case the certification must be renewed annually. Any customer filing such a certification shall also be advised that they must enter into an arrangement with the City to pay any past due bills that accrue while the certificate is in effect.

**Failure to adhere to the payment arrangement may result in disconnection of service regardless of whether or not a valid physician certificate is in place.**



E. A statement that the City will not be liable for any loss incurred because of a disconnect for nonpayment of a utility bill. (Ord. 2781 § 2, amended, 1996)

#### **14.02.050 Notice of Delinquency - Service of Notice**

The Notice of Proposed Termination shall be mailed by first class mail to the last known address of the customer and to any third party designated by the customer pursuant to Section [14.02.070](#) to receive notices. Service shall be deemed complete as of the date of the mailing.

#### **14.02.060 Notice of Delinquency - Personal Contact**

A. At least 72 hours prior to the proposed termination of residential service, the City shall attempt in good faith to contact the person in possession of the residence and their designated representative in person, inform them that termination is imminent, explain the alternatives and assistance available, and determine the reason or reasons the customer has not responded to the Notice of Proposed Termination.

B. Immediately prior to termination of residential service, the City shall attempt in good faith to make a personal contact with the above persons and advise them of the proposed action.

C. If the customer appears unable to comprehend the consequences of the notices or service termination, for any reason, the City shall delay the termination of service until it has appropriately notified the Department of Human ~~Resources~~ Services. In such case the customer shall have an additional five (5) business days beyond the termination date stated in the notice to reach agreement with the City, or to appeal the matter according to the City Council AMC 14.020.090, before he or she may be terminated.

D. Procedures used and efforts made by a utility to make the personal contacts under this section shall be documented. If personal contacts cannot be made, notices shall be left in a conspicuous place at the residence, stating that service will be terminated in the case of the second personal contact.

## **14.02.070 Designation of Third Party to Receive Notice**

The City will offer its customers the option to designate a third party to receive the notice of termination set forth in Section [14.02.040](#). Notification of this option shall be made upon initiation of service.

## **14.02.080 Information on Financial Assistance**

Prior to terminating service, the City will inform residential customers who cannot pay their bills of the names and telephone numbers of appropriate units within the State Department of Human ~~Resources~~ **Services** or other social service agencies which may help the customer determine what federal, state or private aid may be available to that customer.

## **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.~~

~~A. 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. A customer may appeal a proposed termination to the Utility Appeals Committee . An appeal shall entail the following steps:~~

- ~~i. Appeal Form: The customer must submit a "Request to Appeal Termination" form to the City Recorder. The "Request to Appeal Termination" form shall be located either online on the City's website, or by request to the City Recorder.~~
- ~~ii. Review: Upon receipt of the "Request to Appeal Termination," the Utility Appeals Committee will review the "Request to Appeal Termination" and provide a recommendation to the Finance Director, who shall make the final decision regarding termination. The Finance Director shall notify the customer of the decision per the notice standards outlined AMC 14.02.050.~~

- a. The Utility Appeals Committee shall be appointed by the Finance Director and shall include 1 staff person from the Utility Billing Division, 1 staff person from the Water or Electric Division, and 1 Division Manager or Department Head. One non-voting Council Liaison may also sit on the committee.
  - iii. Appeal of Finance Director Decision: Under the Administrative Appeals Process outlined in AMC 2.30.020, a customer has 10 days to file a written notice of appeal of the Finance Director's Decision with the City Recorder. After the administrative appeal process, the Hearings Officer shall make written findings on termination, to include any findings regarding fines, fees, and any possible termination timeline.
  - iv. No Appeal: If the customer does not file an administrative appeal, the customer has fourteen days, from the date of the Finance Director's notice, to comply with the Finance Director's decision or be subject to termination at the conclusion of the fourteen days.
  - v. Utility Stay Pending Appeal:
    - a. If a "Request to Appeal Termination" is received before service has been terminated, termination will be stayed pending either a final determination by the Finance Director or the Hearings Officer.
    - b. Any customer whose service has been disconnected shall not have their service reinstated until the full amount of the delinquent utilities has been paid or an online "Request to Appeal Termination" has been submitted and processed in accordance with AMC 14.02.040, if such appeal request had not already been submitted and processed for the said service account. The customer shall pay a service fee to be fixed by Council resolution for reconnection.
- B. ~~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~~



## **14.02.100     Restrictions on Residential Terminations**

- A. Physical Disabilities - the City will not terminate service of a residential customer or refuse to restore service on request, if the City has been advised in writing by a licensed physician, or public or private agency providing physical or mental health care, that termination of service would significantly endanger the physical health of the customer or any member of the customer's household and a certification under Section [14.02.040.D](#) is in effect. However, the City reserves the right to install a service limiter type meter while such certification is in effect.
- B. Weekends and Holidays - Residential service shall not be terminated on, or the day prior to, a weekend or Holiday.
- C. Accounts not related to residential service - the City will not terminate residential service of a customer for failure to pay for a nonresidential service at another address, nor shall service be terminated for a nonresidential service for failure to pay for a residential service at another address.

## **14.02.110     Requirements for Restoration of Service**

Except as provided in Section [14.02.090](#) during the pendency of an appeal, if a residential customer's service has been properly terminated under the above policies, the City shall not be required to restore or provide service at the same or any other location at which the customer resides without payment in full of any overdue amounts, together with any deposits and reconnection charges authorized in this Section. If service has been disconnected for nonpayment, a reconnection charge as specified by Resolution will be paid with the delinquent account if the reconnection is requested to be made during regular working hours of the Electric Department; or an afterhours charge as specified by Resolution during other hours or on weekends or Holidays, before service is restored. Any customer not having a current deposit whose service has been disconnected for nonpayment will be regarded as a new customer, and a new deposit shall be required before service is restored. (Ord. 2649, amended, 1991; Ord. 2345 § 1, amended, 1985)

## 14.02.120 Penalty on Delinquent Accounts

A penalty of one and one-half percent (1 1/2%) per month may be charged on the delinquent portion of all utility accounts in excess of five hundred dollars (\$500.00) or more, beginning on the thirtieth day following the original due date established in Section [14.02.030](#). (Ord. 2242 § 1, amended, 1983)

**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.

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



# Council Business Meeting

Date: September 17, 2024

|             |                                                                                               |
|-------------|-----------------------------------------------------------------------------------------------|
| Agenda Item | Second Reading ORD 3243 Amending AMC Chapter 9.08.170.D.6 and 9.080170.D.11 Unnecessary Noise |
| From        | Sabrina Cotta                                                                                 |
| Contact     | sabrina.cotta@ashland.or.us                                                                   |

## **SUMMARY**

This is the Second Reading of an ordinance adjusting the hours for construction, repair of buildings, excavation of streets and highways during the summer months (June through September). The current construction activity window is from 7:00 a.m. to 7:00 p.m. during the weekdays and from 8:00 a.m. to 6:00 p.m. on the weekends. The ordinance adjusts the construction activity window by providing two additional hours during the a.m. period. The ordinance also adjusts the use of blowers or similar devices for municipal employees during the 9:00 p.m. to 6:00 a.m. period.

## **POLICIES, PLANS & GOALS SUPPORTED**

City Council Goals, Visions and Values:

- Public Safety
- Quality infrastructure and facilities through timely maintenance and community investment

Essential Services

- Infrastructure

## **BACKGROUND AND ADDITIONAL INFORMATION**

Several communities are changing start times for construction work and the use of blowers and similar devices by allowing earlier starting times when there is forecast to be a heat advisory warning in order to protect the health of workers. The earlier start time would apply both public and private entity operations. The ability to start earlier would benefit the employees who are subject to intense heat during normal operational hours between 7:00 a.m. and 7:00 p.m. on weekday workdays.

In 2022 Oregon adopted updates to Oregon Administrative Rules (OAR) to better protect employees from heat related illnesses. The Oregon Occupational Health and Safety Administration (OR-OSHA) administers these new rules, reference attachment #2 and #3 for background information on rules and frequently asked questions (FAQ).

From a municipal operation standpoint for work within the public right of way (street, storm, water, wastewater) the current 7:00 a.m. start time equates to “starting” actual work an hour later based on mobilization from the City’s yard at 90 North Mountain to the construction location and then “setup” to begin work. Allowing a 5:00 a.m. start time will allow workers to mobilize to the construction site and begin work activities between 6:00 and 7:00 a.m. generally. This is especially beneficial to the Street Division when performing pavement maintenance related activities during the summer months when high/extreme temperatures impact workers’ health.

## **FISCAL IMPACTS**

The impact of not making these changes could create delays in completing construction and maintenance related projects that tend to be impacted by hotter weather events like pavement maintenance, striping/markings, etc. Residents, businesses and other affected groups would be affected by noise from construction activities at an earlier hour.

## **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**







## Council Business Meeting

Staff recommends that the City Council approve the Second Reading of the attached ordinance.

Recommended Motion:

"I move to approve Second Reading of Ordinance #3243, **"An Ordinance Amending AMC Chapter 9.08.170.D.6 and 9.08.170.D.11 Unnecessary Noise to Accommodate Working Conditions in Extreme Heat Between June and September"**.

### REFERENCES & ATTACHMENTS

1. ORD 3243 Amending AMC 9.08.170 Unnecessary Noise Accommodating Extreme Heat\_Second Reading
2. OR-OHSA OAR Background Information\_fs91
3. OR-OHSA Heat Related Illness FAQ\_5866



## ORDINANCE NO. 3243

### AN ORDINANCE AMENDING AMC CHAPTER 9.08.170.D.6 and 9.08.170.D.11 UNNECESSARY NOISE, TO ACCOMMODATE WORKING CONDITIONS IN EXTREME HEAT FROM JUNE THROUGH SEPTEMBER.

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:

**SECTION 1.** Ashland Municipal Code Chapter 9.08.170 Unnecessary Noise is hereby amended as follows:

**D. *Noises Prohibited.*** The following acts are declared to be per se violations of this chapter.

This enumeration does not constitute an exclusive list:

1. *Unreasonable Noises.* The unreasonable making of, or knowingly and unreasonably permitting to be made, any unreasonably loud, boisterous or unusual noise, disturbance, commotion or vibration in any boarding facility, dwelling, place of business or other structure, or upon any public street, park, or other place or building. The ordinary and usual sounds, noises, commotion or vibration incidental to the operation of these places when conducted in accordance with the usual standards of practice and in a manner which will not unreasonably disturb the peace and comfort of adjacent residences or which will not detrimentally affect the operators of adjacent places of business are exempted from this provision.
2. *Animals and Birds.* Unreasonably loud and raucous noise emitted by an animal or bird for which a person is responsible. A person is responsible for an animal if the person owns, controls or otherwise cares for the animal or bird.
3. *Vehicle Horns, Signaling Devices, and Similar Devices.* The sounding of any horn, signaling device, or other similar device, on any automobile, motorcycle, or other vehicle on any right-of-way or in any public space of the City, for more than ten consecutive seconds. The sounding of any horn, signaling device, or other similar device, as a danger warning is exempt from this prohibition.
4. *Nonemergency Signaling Devices.* Sounding or permitting sounding of any amplified signal from any bell, chime, siren, whistle or similar device, intended primarily for nonemergency purposes, from any place for more than ten consecutive seconds in any hourly period. The

reasonable sounding of such devices by houses of religious worship, ice cream trucks, seasonal contribution solicitors or by the City for traffic control purposes is exempt from the operation of this provision.

5. *Emergency Signaling Devices.* The intentional sounding or permitting the sounding outdoors of any emergency signaling device including fire, burglar, civil defense alarm, siren, whistle, or similar emergency signaling device, except in an emergency or except as provided in subsections [D.5.a](#) and [b](#), below.

a. Testing of an emergency signaling device shall occur between 7:00 a.m. and 7:00 p.m. Any testing shall use only the minimum cycle test time. In no case shall such test time exceed five minutes. Testing of the emergency signaling system shall not occur more than once in each calendar month.

b. If a false or accidental activation of an alarm occurs more than twice in a calendar month, the owner or person responsible for the alarm shall be in violation of this chapter.

6. *Construction or Repair of Buildings, Excavation of Streets and Highways.* The construction, demolition, alteration or repair of any building or the excavation of streets and highways other than between the hours of 7:00 a.m. ~~and to~~ 7:00 p.m. on weekdays, and 8:00 a.m. ~~and to~~ 6:00 p.m. on weekends and holidays, except in the case of an emergency in the interest of the public welfare and safety. In cases of emergency, construction or repair noises are exempt from this provision.

**Beginning in the month of June and lasting through September, the hours in this section are accordingly adjusted to 5:00 a.m. to 7:00 p.m. on weekdays, and 6:00 a.m. to 6:00 p.m. on weekends and holidays, with the above exceptions to still apply, in order to improve working conditions in extreme heat.**

In nonemergency situations, the City Manager may issue a permit, upon application, if the City Manager determines that the public health and safety, as affected by loud and raucous noise caused by construction or repair of buildings or excavation of streets and highways between the hours of 7:00 p.m. and 7:00 a.m., will not be impaired, and if the City Manager further determines that loss or inconvenience would otherwise result. The permit shall grant permission in nonemergency cases for a period of not more than five days. The permit may be renewed once



for a period of five (5) days or less. The actual owner of property may do work on property which is owner occupied between the hours of 6:00 p.m. and 10:00 p.m. without obtaining a permit under this paragraph.

7. *Radios, Televisions, Boomboxes, Stereos, Musical Instruments and Similar Devices.* The use or operation of a radio, television, boombox, stereo, musical instrument, or similar device that produces or reproduces sound in a manner that is plainly audible to any person other than the player(s) or operator(s) of the device, and those who are voluntarily listening to the sound, and which unreasonably disturbs the peace, quiet, and comfort of neighbors and passers-by, or is plainly audible at a distance of 50 feet from any person in a commercial or industrial area, or public space. The use or operation of a radio, television, boombox, stereo, musical instrument, or similar device that produces or reproduces sound in a manner that is plainly audible to any person other than the player(s) or operator(s) of the device, and those who are voluntarily listening to the sound, and unreasonably disturbs the peace, quiet, and comfort of neighbors in residential or noise sensitive areas, including multifamily or single-family dwellings.

8. *Loudspeakers, Amplifiers, Public Address Systems, and Similar Devices.* The unreasonably loud and raucous use or operation of a loudspeaker, amplifier, public address system, or other device for producing or reproducing sound is prohibited without a permit from the City Manager. The City Manager may grant a permit to responsible persons or organizations for the broadcast or amplification of sound as a part of a national, state, or City event, public festival, or special events of a noncommercial nature. If the City Manager does not grant the permit, the matter may be appealed to an outside hearings officer pursuant to AMC Chapter [2.30](#). This permit shall not be required for any public performance, gathering, or parade for which a permit authorizing the event has been obtained from the City.

9. *Yelling, Shouting, and Similar Activities.* Yelling, shouting, hooting, whistling, or singing in residential or noise sensitive areas or in public places, between the hours of 10:00 p.m. and 7:00 a.m., or at any time or place so as to unreasonably disturb the quiet, comfort, or repose of reasonable persons of ordinary sensitivities. This section is to be applied only to those situations where the disturbance is not a result of the content of the communication but due to the volume, duration, location, timing or other factors not based on content.

10. *Noise Sensitive Areas – Schools, Courts, Churches, Hospitals, and Similar Institutions.* The creation of any unreasonably loud and raucous noise adjacent to any noise sensitive area while it

is in use, which unreasonably interferes with the workings of the institution or which disturbs the persons in these institutions; provided, that conspicuous signs delineating the boundaries of the noise sensitive area are displayed in the streets surrounding the noise sensitive area.

11. *Blowers and Similar Devices.* In residential or noise sensitive areas, between the hours of 9:00 p.m. and 8:00 a.m., the operation of any noise-creating blower, power fan, power tools or any internal combustion engine, the operation of which causes noise due to the explosion of operating gases or fluids; provided, that the noise is unreasonably loud and raucous and can be heard across the property line of the property from which it emanates.

**Blowers or similar devices may be used between the hours of 6:00 a.m. to 9:00 p.m. by City employees or City-contracted service providers.**

12. *Commercial Establishments Adjacent to Residential Property.*

a. Unreasonably loud and raucous noise from the premises of any commercial establishment, including any outdoor area which is part of or under the control of the establishment, between the hours of 11:00 p.m. and 7:00 a.m., which is plainly audible from the property line of any residential property.

b. The use of a mechanical device operated by compressed air, steam, or otherwise, unless the noise thereby created is effectively muffled.

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

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

The foregoing ordinance was first 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:

 9.6.24  
\_\_\_\_\_  
Carmel Stout Zahran, Assistant City Attorney



## Key requirements: Oregon OSHA's permanent rules for heat illness prevention

On May 9, 2022, Oregon adopted two permanent rules – 437-002-0156 and 437-004-1131 – following direction from Oregon Gov. Kate Brown to protect workers from heat-related illnesses.

The rules' key requirements are identical and apply to any workplace where extreme heat caused by weather can expose workers to heat-related illnesses – medical conditions resulting from the body's inability to cope with a particular heat load; 437-004-1131 applies to agricultural workplaces and 437-002-0156 applies to all other workplaces. The rules do not apply to buildings and structures that have mechanical ventilation that keep the indoor heat index less than 80 degrees Fahrenheit.

The key requirements are based on a set of numbers called the heat index – sometimes called the apparent temperature – published by the National Oceanic and Atmospheric Administration's National Weather Service. There is a direct relationship between air temperature and relative humidity; the heat index indicates what the temperature feels like to the human body when relative humidity and the air temperature are combined.

Oregon OSHA's rules for preventing heat illnesses apply to workplaces whenever an employee is working and the heat index equals or exceeds 80 degrees Fahrenheit. More requirements apply (see High heat



practices, below) when the heat index exceeds 90 degrees Fahrenheit.

### Exemptions – There are both full and partial exemptions in the rules

**Full exemptions:** Incidental heat exposures, exposures to heat generated from the work process, emergency operations, and buildings and structures that have a mechanical ventilation system that keeps the heat index below 80 degrees Fahrenheit.

**Partial exemptions:** Employers whose employees perform either “rest” or “light” workloads, associated support activities for wildland firefighters, and employees who work from home.

## KEY REQUIREMENTS

### Access to shade

Establish one or more shade areas when the heat index equals or exceeds 80 degrees Fahrenheit. Shade may be provided by natural or artificial means that do not expose employees to unsafe or unhealthy conditions and that do not discourage access or use.

Those performing “rest” or light” work, as defined by the rules, are exempt from the provisions for shade when the heat index is less than 90 degrees Fahrenheit. Shade must:

- Be open to the air or have mechanical ventilation for cooling.
- Be located as close as practical to the areas where employees are working.
- Accommodate at least the number of employees on recovery, rest, or meal periods so they have room to sit.

When an employee’s access to shade is not possible in a particular situation – during high winds or when an

employee is walking through range land, for example – the employer must identify and implement cooling measures that provide equivalent protection to shade.

### Drinking water

Other rules require water to be provided at all times, but the specific requirements for these rules are described below.

- Enough drinking water must be available so that each employee can consume 32 ounces per hour.
- Drinking water must be cool (66 to 77 degrees Fahrenheit) or cold (35 to 65 degrees Fahrenheit).
- Drinking water packaged as a consumer product and electrolyte-replenishing drinks that do not contain caffeine – sports drinks, for example – are acceptable substitutes, but should not completely replace the required water.

Employers are not required to supply the entire quantity of drinking water for employees at the beginning of a shift; employers may begin the shift with smaller quantities of water if they have a procedure that ensures any water consumed during the shift will be replaced.

Those performing “rest” or light” work, as defined by the rules, are exempt from the specific quantities of water when the heat index is less than 90 degrees Fahrenheit - but still required in other Oregon OSHA provisions.

### Supervisor and employee annual training

Employers must ensure that all employees – including new, supervisory, and nonsupervisory employees – are trained **annually** in the following topics, in a language they can readily understand, before they begin work at sites where the heat index will be 80 degrees Fahrenheit or higher:

- The environmental and personal risk factors for heat illness, including the extra burden of heat caused by exertion, clothing, and personal protective equipment.
- The procedures for complying with the requirements of this standard, including the employer's responsibility to provide water, daily heat index information, shade, cool-down rests, how to report symptoms of heat-related illness, and access to first aid, as well as the employees' right to exercise their rights under this standard without fear of retaliation.
- How to adapt to working in a hot environment.



- The importance of employees immediately reporting symptoms or signs of heat illness – in co-workers or themselves.
- The effects of nonjob factors – such as medications, alcohol, and obesity – on tolerance to heat stress.
- The main types of heat-related illnesses – heat cramps, heat exhaustion, heat syncope, and heat stroke – and their signs and symptoms.
- The importance of frequent consumption of small quantities of water, up to 32 ounces per hour.

Those performing “rest” or light” work, as defined by the rules, are exempt from the training requirements when the heat index is less than 90 degrees Fahrenheit.

## High heat practices

When the heat index exceeds 90 degrees Fahrenheit, employers must implement the following additional high heat practices:

- Ensure that effective communication by voice, observation, or electronic means is maintained so that employees working at the site can contact a supervisor when necessary. Cellphones and text messaging may be used for this purpose only if reception in the area is reliable.
- Ensure that employees are monitored for signs of heat illness, and whether medical attention is necessary, using one or more of the following:
  - Regular communication with employees working alone – by radio, cellphone, or other alternative means.
  - A mandatory buddy system.
  - Other equally effective means of observation or communication
- Designate and equip one or more employees at each site who can call for emergency medical



services and allow other employees to call for emergency services when designated employees are not immediately available.

- Ensure that each employee takes heat illness prevention rest breaks, based upon one of the three options in the rules, regardless of the length of the shift.
  - The rest break can take place with any other meal or rest period required by policy, rule, or law if the timing of the break coincides with the required meal or rest period.
  - The preventive cool-down rest break is a work assignment.

### Emergency medical plan

When the ambient temperature at a site exceeds the heat index of 80 degrees Fahrenheit, employers must implement an emergency medical plan that complies with 437-002-0161, Medical and first aid (agricultural

employers must implement, per [437-004-1305\(4\)](#)), and includes procedures for:

- Responding to employees' signs and symptoms of possible heat illness, including the use of first aid and how emergency medical services will be provided. If a supervisor observes or an employee reports signs or symptoms of heat illness, the supervisor must take immediate action appropriate to the severity of the illness.
  - If a supervisor observes signs or an employee reports symptoms of heat illness, the employee must be relieved from duty and provided with a means to reduce body temperature.
  - If the signs or symptoms indicate severe heat illness – such as decreased consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions – immediately implement the emergency response procedures.



- An employee exhibiting signs or symptoms of heat illness must be monitored and must not be left alone or sent home without being offered on-site first aid or provided with emergency medical services.
- Contacting emergency medical services and, if instructed to do so by medical professionals, transporting employees to a place where they can be reached by an emergency medical provider.
- Ensuring that clear and precise directions to the site are provided to emergency responders so they can quickly find the affected employee.

### Acclimatization

Employers must develop effective acclimatization practices that allow employees to gradually adapt to working at sites where the ambient temperature heat exceeds the heat index of 80 degrees Fahrenheit. Employers may either develop their own acclimatization plan or follow guidance from the National Institute for Occupational Safety and Health (NIOSH).

More heat-related illness resources can be found at [osha.oregon.gov/pages/topics/heat-stress.aspx](https://osha.oregon.gov/pages/topics/heat-stress.aspx)



[Visit Oregon OSHA](https://osha.oregon.gov)

### WORKERS

Your employer cannot retaliate against you for reporting any workplace health or safety concern or violation, for more information on your rights visit Oregon OSHA.





# Frequently Asked Questions (FAQs): Heat Illness Prevention

(OARs 437-002-0156 and 437-004-1131)

## Table of contents

|                                                  |                    |
|--------------------------------------------------|--------------------|
| <a href="#">Scope and application</a>            | <a href="#">1</a>  |
| <a href="#">Exemptions</a>                       | <a href="#">2</a>  |
| <a href="#">Access to shade</a>                  | <a href="#">5</a>  |
| <a href="#">Drinking water</a>                   | <a href="#">6</a>  |
| <a href="#">High heat practices</a>              | <a href="#">6</a>  |
| <a href="#">Emergency Medical Plan</a>           | <a href="#">10</a> |
| <a href="#">Acclimatization Plan</a>             | <a href="#">11</a> |
| <a href="#">Heat Illness Prevention Plan</a>     | <a href="#">11</a> |
| <a href="#">Supervisor and employee training</a> | <a href="#">12</a> |
| <a href="#">Training documentation</a>           | <a href="#">12</a> |
| <a href="#">Miscellaneous</a>                    | <a href="#">13</a> |

**Note:** Because worker exposure to high temperature conditions that can increase the risk of heat illness is not limited to a specific industry, work activities covered under Division 3 (Construction) or Division 7 (Forest Activities) are required to comply with OAR 437-002-0155, per additional applicability requirements under OAR 437-003-0005 and OAR 437-007-0004, respectively. Agricultural employers are required to comply with 437-004-1131.

## Section (1) Scope and application

### To whom does this rule apply?

This standard applies whenever an employee performs work activities, whether in indoor or outdoor environments, where the heat index (apparent temperature) equals or exceeds 80 degrees Fahrenheit.

### When did this rule take effect?

The rule went into effect on June 15, 2022.

### How long will it remain in effect?

The rule will remain in effect unless amended or repealed by Oregon OSHA.

### When employees are inside, when does the rule apply?

When the outside ambient air temperature increases the indoor heat index to equal or exceed 80 degrees Fahrenheit, this rule applies. An exception to this rule is when an employee’s exposure to heat is generated only from the work process – such as what occurs in foundries – and is not subject to this standard. In such cases, employers must follow the requirements of OAR 437-002-0144(2).

However, when two of the same hazards exist – heat generated from a process and ambient heat – employers must follow the requirements that provide the higher level of employee protection.



## Section (2) Exemptions

### Are there exemptions to these rules?

The following workplaces and operations are fully exempt from these rules:

- Incidental heat exposures where an employee is not required to perform work activities for more than 15 minutes in any 60-minute period.
- Exposures to heat generated from the work process – such as occurs in bakeries – are not subject to this standard. In such cases, employers must follow the requirements of Division 2, Subdivision J, OAR 437-002-0144(2).

**Note:** In the summary of the Comments and Agency Decision document published in May 2022, Oregon OSHA added a note to clarify when the rule related to hot processes applies. It is Oregon OSHA's intention that heat generated only by the processes will be covered by OAR 437-002-0144(2). However, when additional heat is introduced into the workplace outside of the hot process, then this rule would apply as well. When these two rules are compared to one another, the heat illness prevention rules are the most protective when it comes to protecting employees from experiencing a heat-related illness.

- When employees are engaged in emergency operations directly involved in the protection of life or property, or the restoration of essential services – such as evacuation, rescue, medical, structural firefighting, law enforcement, utility servicing – the rules do not apply.
- Buildings and structures that have a mechanical ventilation system that keeps the heat index below 80 degrees Fahrenheit are not subject to these rules. This exemption only applies when the mechanical ventilation system is functioning normally.

The following workplaces and operations are partially exempt from these rules:

- Employers whose employees perform either “rest” or “light” workloads (refer to Table 1 under section 1 in Appendix A, Information for Heat Illness Prevention) are exempt from the requirements of sections (3) through (10) of the rules only when the heat index is less than 90 degrees Fahrenheit.
- Associated support activities for wildland firefighters such as fire camp services and fire management are exempt only from the requirements of section (7) of the rules.
- Employees who work from home are subject only to the training requirements in sections (9) and (10) of the rules.

[My building has a mechanical ventilation system that keeps the heat index below 80 degrees Fahrenheit; however, it is currently broken. Am I required to follow the heat illness prevention rules?](#)

Yes. The exemption only applies if the mechanical ventilation system is functioning normally.

[Do I need to train my employees who work from home?](#)

Employees who work from home are subject only to the training requirements in sections (9) and (10) of the rules.

[Back to Table of Contents](#)

2

What are some engineering or administrative controls that can be used to lower the risk of an employee experiencing a heat-related illness?

**Engineering controls** that require a physical change to the worksite are mostly limited to five areas:

1. Increased ventilation
2. Air cooling
3. Use of fans
4. Shielding of the heat source
5. Use of insulation

There are also **administering controls** that are mainly limited to five areas:

1. Limiting or modifying the duration of exposure time (e.g., work/rest)
2. Reducing the metabolic component of the total heat load
3. Enhancing the heat tolerance of the workers by, for example, heat acclimatization and physical conditioning
4. Training the workers in safety and health procedures for work in hot environments
5. Medical screening of workers to be aware of which individuals have low heat tolerance and/or low physical fitness

Today, the heat index is predicted to be more than 80 degrees Fahrenheit, but it won't reach that heat index until the late afternoon; does the rule apply all day?

No; the rule only applies at the time when the heat index exceeds 80 degrees Fahrenheit.

Do indoor swimming pools fall under the scope of this rule?

Indoor swimming pools present unique workplaces, as due to the large volume of heated water, the humidity in these environments is relatively high and, in most instances, higher than the relative humidity outdoors. Employees at indoor swimming pools have access to drinking water and shade. Based on the workload examples in the Informational Appendix, lifeguards indoors would be mostly performing "light" workloads.

What about lifeguards at an outdoor pool that sit under the shade for the majority of their shift; are they required to take a heat illness prevention rest break in the shade?

No, lifeguards that spend the majority of their shift sitting in the shade, performing either "rest" or "light" work, are not required to take their heat illness prevention rest breaks in the shade.

Does this rule apply to kitchens and cooking areas?

Employee exposures to heat generated from only a work process are covered under Division 2, Subdivision J, OAR 437-002-0144(2) – such as occurs in foundries or bakeries – are not subject to this standard unless employees are also exposed to a heat index that equals or exceeds 80 degrees Fahrenheit.

The heat illness prevention rule requirements still apply in a kitchen setting. The rules would not apply in situations where the heat conditions exist when the employer determines there's no influence on the indoor heat index from the outdoor ambient temperature. Where ambient temperatures are exacerbated by work processes, such as you would find in a kitchen, the heat rule still expects you to address those exposures.

[Back to Table of Contents](#)

3

For group homes: An individual with developmental disabilities lives independently and a staff member provides in-home care for her for two hours a day. When the staffer arrives, there is no air conditioning or fan, and it's 85 degrees inside. What are the employer's responsibilities?

The answer to this depends on several factors. To begin with, Oregon OSHA does not always have jurisdiction over adult foster homes, as outlined in this memo: <https://osha.oregon.gov/OSHArules/interps/jurisdictionadultfosterhomes.pdf>. When Oregon OSHA does not have jurisdiction over a business, none of our rules apply, including the rules for excessive heat.

If the employer is covered by Oregon OSHA's jurisdiction, we would not require the employer to install equipment in a client's home. However, it is the responsibility of every employer to ensure their employees are adequately protected from any recognized hazard. If there are clients who prefer a warm environment and the weather forecast anticipates high heat, you may want to have your employees make those visits earlier in the day to avoid the heat.

You may also look to personal cooling options for your employees when you cannot rearrange schedules. If no other options are available, you still need to take the heat into account when the heat index reaches levels of concern and ensure employees are adequately protected.

**My employees work in a building that has air conditioning, but what happens if the air conditioning breaks?**

If the air conditioning breaks and the indoor heat index equals or exceeds 80 degrees Fahrenheit, then the heat illness prevention rules apply. If Oregon OSHA receives a complaint about this situation, it will be evaluated on a case-by-case basis. OSHA Compliance Officers should discuss this with their managers.

**What are the rules for when the heat index is 80 degrees Fahrenheit or more?**

Employers must provide the following:

- Access to sufficient shade
- Access to 32 ounces of water per hour for each employee at all times
- Effective communication in the event of an emergency
- Training about workplace risk factors and controls, employee rights, and personal risk factors to all employees *before* they are exposed to a heat index of 80 degrees Fahrenheit

**What is the heat index and how do you calculate the heat index inside?**

The heat index, also known as the apparent temperature, is what the temperature feels like to the human body when relative humidity is combined with the air temperature. The heat index is calculated using equations published by the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service. It can be readily determined using the OSHA-NIOSH Heat Safety Tool App (<https://www.cdc.gov/niosh/topics/heatstress/heatapp.html>) or the online calculator available from the National Weather Service (<https://www.wpc.ncep.noaa.gov/html/heatindex.shtml>).

One may measure the indoor temperature and relative humidity, then input into the NIOSH Heat Safety Tool App, or one may measure the indoor temperature and relative humidity, then use the NOAA Heat Index Calculator to determine the heat index temperature. Lastly, monitors that measure the heat index both indoors and outdoors are available and relatively inexpensive.

[Back to Table of Contents](#)

4



## What is a heat illness?

Heat illnesses are medical conditions resulting from the body's inability to cope with a particular heat load, and include heat cramps, heat exhaustion, heat syncope, and heat stroke.

## What are some warning signs and symptoms of heat-related illnesses?

### Heat Stroke

High body temperature (103 degrees Fahrenheit or higher); hot, red, dry, or damp skin; fast, strong pulse; headache; dizziness; nausea; confusion; and losing consciousness (passing out)

### Heat Exhaustion

Heavy sweating; cold, pale, and clammy skin; fast, weak pulse; nausea or vomiting; muscle cramps; tiredness or weakness; dizziness; headache; and fainting (passing out)

### Heat Cramps

Heavy sweating during intense exercise; and muscle pain or spasms

### Sunburn

Painful, red, and warm skin; and blisters on the skin

### Heat Rash

Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases)

More information: <https://www.cdc.gov/disasters/extremeheat/warning.html>

Source: Centers for Disease Control

I employ workers who spend most of their day inside air-conditioned vehicles and are not exposed to excessive heat for more than 15 minutes in a 60-minute period. Does this rule apply?

No, under these circumstances, employees would be fully exempt.

## Section (3) Access to shade

### How does OSHA define shade?

Shade is blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with working air conditioning.

### What does "immediately and readily available" mean?

Immediately means "instantly" and readily available means "close at hand."

### May I provide my employees with wide-brimmed hats for shade?

While it is a good idea to provide hats for employees, hats do not provide enough shade.

### What are some alternatives to providing shade to my employees?

Alternative cooling methods may be used when providing shade is infeasible, such as on the side of a steep slope, or if providing shade creates a greater hazard, such as during extremely windy conditions. Alternative cooling methods include (but are not limited to) evaporative cooling vests, cooling towels, and wraps.

[Back to Table of Contents](#)

5

## Section (4) Drinking water

How much water does my employer need to give me per hour?

When the heat index in the work area equals or exceeds 80 degrees Fahrenheit, employers must supply each employee 32 ounces per hour.

Is it acceptable to provide noncaffeinated sports drinks instead of water?

Drinking water packaged as a consumer product and electrolyte-replenishing beverages that do not contain caffeine (for example, sports drinks) are acceptable substitutes, but should not completely replace the required quantities of water.

Do I have to provide my employees the entire quantity of drinking water at the beginning of their shift?

No, as long as there are procedures to supply the employees with drinking water throughout the shift.

May I reimburse my employees if drinking water is purchased?

Yes; drinking water must be provided at no cost to employees.

## Section (5) High heat practices

What are the rules for when the heat index is 90 degrees Fahrenheit or more?

When the heat index exceeds 90 degrees, all of the rules for 80 degrees apply, plus:

- Effective communication with a supervisor is required through voice, observation, or electronic means; observation and monitoring of employees for signs and symptoms of heat-related illness
- Ensure that employees are observed for alertness and signs and symptoms of heat illness, and monitored to determine whether medical attention is necessary
- A cool down or rest period of at least 10 minutes is required for every two hours of work
- Develop and implement emergency medical and acclimatization plans

### Work/rest schedules

What are the options when developing a work/rest schedule?

(A) Implement a written, employer-specific heat illness prevention work/rest schedule using the minimum rest break durations and intervals in Table 1 ([on the next page](#)), that is employer-adjusted to effectively protect employees from heat illness.

**Table 1. Minimum employer-specific rest break durations and intervals:**

| Heat index temperature (°F) | Rest break durations       |
|-----------------------------|----------------------------|
| 90 or greater               | 10 minutes every two hours |
| 100 or greater              | 15 minutes every hour      |

These four elements are required to be in an employer's heat illness prevention work/rest schedule:

1. The effect of personal protective equipment (PPE) on the body's ability to retain heat
2. The effect of the type of work clothing on the body's ability to retain heat
3. Relative humidity, whether work activities are indoors or outdoors
4. The intensity of the work being performed

**OR**

Implement an effective heat illness prevention work/rest schedule based upon recommendations from [NIOSH](#).

**OR**

Implement a written simplified heat illness prevention work/rest work rest schedule using Table 2 below.

**Table 2. Minimum simplified rest break durations and intervals:**

| Heat index temperature (°F) | Rest break durations       |
|-----------------------------|----------------------------|
| 90 or greater               | 10 minutes every two hours |
| 95 or greater               | 20 minutes every hour      |
| 100 or greater              | 30 minutes every hour      |
| 105 or greater              | 40 minutes every hour      |

**Note:** The Table 2 work/rest schedule is only required during the specified heat index temperatures.

**Note:** Preventative rest breaks under subsection (5) (e) are only required during the specified heat index temperatures, and may be provided concurrently with any other meal or rest period required by policy, rule or law, if the timing of the preventative rest break coincides with the otherwise required meal or rest period. However, the preventative rest break must be calculated using only the time spent in the shade and when employees are not performing work other than light work such as that performed in an office setting. Except when preventative rest breaks coincide with the existing unpaid meal break, the preventative rest break is a work assignment and must be compensated accordingly. Preventative rest breaks are only required during the time of the shift that the ambient heat index equals or exceeds 90 degrees Fahrenheit.

Oregon OSHA also describes employers' three options for heat illness prevention rest schedules in this [fact sheet](#).

### Are heat illness prevention rest breaks required for vehicle salespeople?

It depends on how long they are working in the sun. If they work in the sun when the heat index is equal to or greater than 90 degrees Fahrenheit for more than 15 minutes in a 60-minute period, the answer is yes.

### Can vehicle salespeople work during their heat illness prevention rest break?

Yes, if the work is performed in a temperature-controlled environment and they are performing either "rest" or "light" work and this must be done at the employees' discretion. An employer may not require that employees work when they are on their heat illness prevention rest break.

[Back to Table of Contents](#)

7



Are heat illness prevention rest breaks required for those who perform work in an attic?

It depends on how long the work is performed in the attic. Presuming that the attic work takes longer than 15 minutes in a 60-minute period, then heat illness prevention rest breaks would be required. This type of work would not normally be classified as “rest” or “light.”

Are heat illness prevention rest breaks required for employees who work outside at summer camps for children when the heat index is equal to or exceeds 90 degrees Fahrenheit?

Oregon OSHA recognizes that these situations are dynamic and that it might not be possible for employees supervising children to take their heat illness prevention rest breaks when the heat index is equal to or greater than 90 degrees Fahrenheit at regular intervals. Employers should attempt to apply engineering and administrative controls to reduce these employees’ exposure. Employers should plan for these situations and make provisions for water and shade, when possible. When providing shade is impossible, employers should use alternative cooling methods for these employees.

If an employee is working and the heat index is 90 degrees Fahrenheit or higher, and the employer has to give breaks in the shade, can the employer rotate that employee to work inside for a while (to provide shade and a break from sun and heat), and then rotate the employee back out away from the shade?

No, and this note from the rule below explains why.

**Note:** The purpose of the heat illness prevention rest breaks is to allow the body to cool down and recover from working when the heat index equals or is greater than 90 degrees Fahrenheit. However, there is nothing that prevents an employer from rotating employees inside where the heat index is less than 80 degrees Fahrenheit.

Can we ask our employees to stretch their muscles or participate in other activities during the rest periods?

No. The purpose of the rest period is to allow employees to rest, cool down, and recover from working in the heat.

Can an employee take a break outside of the designated rest break schedule if they are experiencing symptoms? If that is true, which provision of the rules points to that allowance?

Employees experiencing symptoms of heat-related illness should use the training they received to determine the most appropriate steps, including seeking rest in shade. The employer’s emergency medical plan and heat illness prevention plan may provide details on the process to take when employees are experiencing symptoms.

The following rules (OAR 437-002-0156 or OAR 437-004-1131) would relate to the above answer:

(6) Emergency medical plan. The employer’s Emergency Medical Plan must address employee exposure to excessive heat, in accordance with OAR 437-002-0161(4). When employers are performing Construction activities, they must also comply with 29 CFR 1926.50. For those employers that fall under Division 7 Forest activities, they must comply with OAR 437-007-0220. These plans must address the types medical situations that employees could encounter, including conditions relating to excessive heat exposure.

### Heat Illness Prevention Plan:

(8)(a) How employees will be trained on the hazards of heat exposure and the necessary steps to prevent heat-related illnesses;

[Back to Table of Contents](#)

(8)(b) How to recognize the symptoms of dehydration, and how to respond to suspected heat-related illnesses in others;

(8)(e) How employees will be provided sufficient space to rest in a shaded area or cool climate-controlled area, and where heat-affected employees may cool off and recover when signs and symptoms of heat-related illnesses are recognized;

### **Supervisor and employee training:**

(9)(b) The employer's procedures for complying with the requirements of this standard, including, but not limited to, the employer's responsibility to provide water, heat index information (including the risks to experiencing a heat-related illness), shade, preventative rest breaks, and access to first aid, as well as how employees can exercise their rights under this standard without fear of retaliation;

(9)(f) The importance for employees to immediately report to the employer, directly or through the employee's supervisor, signs and symptoms of heat illness in themselves or in others.

### **Does Oregon OSHA have the authority to classify a rest break as a "work assignment"?**

Yes, Oregon OSHA has the regulatory authority to classify rest breaks as "work assignments."

Our employees work by 'piece rate' and they do not want to take additional rest breaks when the heat index is equal to or greater than 90 degrees Fahrenheit; what are our options?

Employers are required to provide heat illness prevention rest breaks for employees who work by "piece rate."

Can we use one heat illness prevention rest break for a group of our employees and another one for another group of our employees?

Yes, employers may use one option for a group of employees and another option for another group of employees, as long as employees don't switch between groups.

For the Simplified Work/Rest Schedule, does 10 minutes every two hours mean 110 minutes of work and 10 minutes rest, or 120 minutes work and then 10 minutes rest? Likewise, is it 40 minutes work/20 minutes rest, or 60 minutes work, then 20 minutes rest?

10 minutes every two hours means 110 minutes of work and 10 minutes rest; and 20 minutes every hour means 40 minutes work and 20 minutes rest.

Is there a specific top temperature (from natural or work-related heat) that workers should not be in?

It would vary from individual to individual, based on a number of factors (i.e., fitness of the individual, hydration status, medications, etc.).

A heat index of 108 degrees Fahrenheit is specified as a maximum in some peer-reviewed publications, but this is more of a guidance rather than an absolute.

As a general rule, Oregon OSHA does not prohibit work.

Can I use the NIOSH heat stress app if my employer has chosen the NIOSH work/rest schedule?

No, because there are adjustments that are required that are underneath the NIOSH work/rest schedule. As an example, it is 80 degrees with a relative humidity of 50 percent, and employees are working

in full sun. Due to working in full sunlight, the notes say add 13 degrees = 93 degrees. The adjustment for relative humidity at 50 percent is  $6 + 93 = 99$  heat index. IF you were to use the app and enter the temperature and relative humidity, you would only get a heat index of 81, the same as the heat index chart. The NIOSH app does not take into account the effect of sunlight. Heat index values were created for shady, light-wind conditions.

Can an employer just send an employee home without pay to comply with this heat law instead of allowing the person to take the designated breaks?

This is a question for the Oregon Bureau of Labor & Industries.

How would flaggers workload be classified?

Flaggers are performing work at least at the "moderate" level.

Am I required to provide heat illness prevention rest breaks if the heat index is equal to or above 90 degrees Fahrenheit for less than two hours?

No.

If the heat index does not exceed 95 degrees until 4 p.m. and employees are scheduled to get off work at 5 p.m. am I required to furnish heat illness prevention rest breaks?

The answer depends on which work/rest schedule the employer has chosen.

IF the employer has chosen option A (employer-designed work/rest schedule), the answer is "no."

IF the employer has chosen option B (NIOSH), then the answer is "yes"; employers should provide a 15-minute heat illness rest break after every 45 minutes of work when the heat index is 95 degrees Fahrenheit.

IF the employer has chosen option C (simplified work/rest schedule), then the answer is "yes"; employers should provide a 20-minute heat illness rest break after every 40 minutes of work when the heat index is 95 degrees Fahrenheit.

## Section (6) Emergency Medical Plan

Are all employers required to develop an Emergency Medical Plan?

Previously, not all employers were required to have an Emergency Medical Plan. However, for the purpose of this rule, all employers in General Industry, Construction, and Forestry are now required to have an Emergency Medical Plan that addresses heat illness prevention.

What are the required elements for an Oregon OSHA Emergency Medical Plan?

The required elements for an Oregon OSHA Emergency Medical Plan may be found below and in the rules [here](#).

- (a) An emergency medical plan to ensure the rapid provision of medical services to employees with major illnesses and injuries shall be developed. In such cases, the employer shall determine that the service will be available in an emergency.
- (b) If a physician or an ambulance with emergency medical technicians is readily accessible to the place of employment, then the minimum emergency medical plan must contain the emergency telephone number of the ambulance service. The emergency telephone number shall be posted conspicuously at the place of employment.
- (c) Employers in areas with a designated 911 telephone number may use the 911 service in lieu of posting the specific ambulance telephone number.
- (d) If the place of employment is not in proximity to emergency medical services, then the employer shall

[Back to Table of Contents](#)

10



have, in addition to the information required in 437-002-0161(4)(a), a definite plan of action to be followed in the event of serious injury to an employee. The plan of action shall consist of the arrangements for:

- (A) Communication – two-way radio telephone, or provision for emergency communication to contact the emergency medical services.
- (B) Transportation – availability of transportation to a point where an ambulance can be met or to the nearest suitable medical facility. Vehicles provided for this purpose shall be available at all times, shall have right-of-way over all vehicles or equipment under the control of the employer, and shall be equipped so that due consideration can be given to the proper care and comfort of the injured employee.
- (C) Qualified medical personnel at destination.
- (D) All employees shall be knowledgeable concerning the qualified first aid person(s), the first aid requirements, and emergency medical plan.

[Do you have a sample emergency medical plan?](#)

Sample plans are available online but they need to be tailored to the business operations and locations where employees are working. It's important to note: The emergency medical plan was required for some employers prior to the heat illness rules.

#### Resources:

- [Federal OSHA - How to plan for workplace emergencies and evacuations](#)
- [Oregon OSHA - Expecting the Unexpected](#)

## Section (7) Acclimatization Plan

What are some good resources to learn more about acclimatization?

- [CDC NIOSH Heat Stress Acclimatization Plan](#)
- [CDC Acclimatizing Workers](#)

- [Oregon OSHA's Local Emphasis Program – Preventing Heat-Related Illness](#)

What are the definitions of “acclimated” and “unacclimated”?

Acclimated means that employees are used to working in high-temperature environments, and unacclimated means that employees are not used to working in high-temperature environments.

[I own a bank and my tellers work inside. I also sponsor golf tournaments, and my tellers volunteer at the tournaments. What are the expectations regarding acclimatization?](#)

Oregon OSHA recognizes that under this situation, acclimatization would be impossible to achieve. However, the employer should take steps to prevent these employees from suffering a heat-related illness by providing shade, water, increased heat illness prevention rest breaks, and alternative cooling methods such as cooling vests, cooling towels, misters, etc.

[As an employer, how do I integrate these items into my acclimatization plan?](#)

A sample acclimatization and rest break plan for heat illness prevention can be found [here](#).

## Section (8) Heat Illness Prevention Plan

Are there resources to assist in developing a Heat Illness Prevention Plan?

Yes, here are samples:

- [OSHA Heat-Illness Prevention Plan](#)
- [Oregon OSHA sample Heat Illness Prevention Plan](#), also available in [Spanish](#).

[Back to Table of Contents](#)

11

## Section (9) Supervisor and employee training

What topics must all employees, whether supervisors or non-supervisory, be trained on annually to prevent heat-related illness?

Prior to being exposed to high heat, all employees must be trained in:

- The environmental and personal risk factors (for example, chronic obstructive pulmonary disease, asthma, kidney disease, obesity, etc.) for heat illness that may limit an individual's tolerance to excessive heat, as well as the added burden of heat load on the body caused by exertion, clothing (refer to Section 5 in Appendix A, Information for Heat Illness Prevention), and personal protective equipment.
- The employer's procedures for complying with the requirements of this standard, including, but not limited to, the employer's responsibility to provide water, heat index information (including the risks to experiencing a heat-related illness), shade, preventative rest breaks, and access to first aid, as well as how employees can exercise their rights under this standard without fear of retaliation.
- The importance of frequent consumption of small quantities of water, up to 32 ounces per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- The concept, importance, and methods of the acclimatization plan pursuant to the employer's procedures under section (8).
- The different types of heat illness, the common signs and symptoms of heat illness, and the appropriate first aid and emergency response to the different types of heat illness, including how heat illness may progress quickly from mild signs and symptoms to a serious and life-threatening condition.

- The importance for employees to immediately report to the employer, directly or through the employee's supervisor, signs and symptoms of heat illness in themselves or in others.
- The effects of nonoccupational factors (e.g., drugs, alcohol, and obesity) on tolerance to occupational heat stress.

Do we have to train our employees when they work in an office environment?

The heat rule applies to people who will be working in the heat, whether indoors or outdoors. It does not apply to workers who work indoors with mechanical ventilation that keeps the indoor heat index below 80 degrees Fahrenheit.

## Section (10) Training documentation

What are employers required to do under this section?

Employers must verify compliance with section (9) by preparing and maintaining written or electronic training records that can be provided to Oregon OSHA upon request. Such records must contain the name or identification of each employee trained, the date(s) of the training, and the name of the person who conducted the training. The most recent annual training record for each affected employee must be maintained.

Oregon OSHA expects employers to make necessary changes to work practices in response to such environmental changes so that the required routine ventilation maintenance activities are completed in a timely and appropriate manner. For example, an employer could ensure that such maintenance activities are scheduled for times that the heat is expected to be less intense, such as early morning.

An employer always has the option to prove that such activities are (at times) truly infeasible (e.g., ice storm in winter). In such cases, that determination is left up to the employer to be able to demonstrate infeasibility, and that determination would be reviewed on a case-by-case basis should there be a compliance inspection.

[Back to Table of Contents](#)

12

## Miscellaneous

Is there a chart that summarizes the rule requirements?

Yes

| Heat index                            | Rule requirements                                                                                                                                                                                                                                                              |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Equals or exceeds <b>80</b> degrees F | Enough shade must be provided to accommodate those on their heat illness prevention rest and meal breaks                                                                                                                                                                       |
| Equals or exceeds <b>80</b> degrees F | Cool or cold drinking water must be provided; up to 32 ounces per employee per hour                                                                                                                                                                                            |
| Equals or exceeds <b>80</b> degrees F | Acclimatization begins                                                                                                                                                                                                                                                         |
| Equals or exceeds <b>80</b> degrees F | Emergency plans developed/updated to address employee exposure to excessive heat                                                                                                                                                                                               |
| Equals or exceeds <b>80</b> degrees F | Develop and implement an acclimatization plan and procedures in writing. Employers have two options.                                                                                                                                                                           |
| Equals or exceeds <b>80</b> degrees F | Develop, implement, and maintain an effective heat illness prevention plan in writing.                                                                                                                                                                                         |
| Equals or exceeds <b>80</b> degrees F | Provide heat illness prevention training to all employees, including new employees, supervisory and non-supervisory employees, prior to June 15, 2022.                                                                                                                         |
| Equals or exceeds <b>80</b> degrees F | Training must be documented.                                                                                                                                                                                                                                                   |
|                                       |                                                                                                                                                                                                                                                                                |
| Equals or exceeds <b>90</b> degrees F | Implement high heat practices (i.e., a communication system to identify employees that may be experiencing a heat-related illness; a system that allows designated and other employees to call emergency medical services; and a system for monitoring the indoor heat index). |
| Equals or exceeds <b>90</b> degrees F | Develop and implement a written heat illness prevention rest break schedule; employers must choose from one of three options.                                                                                                                                                  |

[Back to Table of Contents](#)

13





# Council Business Meeting

**Date:** September 17, 2024

|                    |                                                                                                    |
|--------------------|----------------------------------------------------------------------------------------------------|
| <b>Agenda Item</b> | Contract for TAP ARPA Grant Scope 1 – Bear Creek Drive Waterline Seismic Retrofit, Project 2021-13 |
| <b>From</b>        | Scott Fleury, Director                                                                             |
| <b>Contact</b>     | 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 is a request to approve a public improvement contract with Pilot Rock Excavation to seismically strengthen a section of the Talent-Ashland- Phoenix (TAP) intertie potable water pipeline within the City of Phoenix along Bear Creek Drive.

Bids were received August 22<sup>nd</sup> from two contractors with Pilot Rock Excavation providing the low bid at \$504,000. If the contract is approved staff will work with the contractor and partner communities to develop a schedule to perform onsite activities during late 2024 and early 2025.

## **POLICIES, PLANS & GOALS SUPPORTED**

City Council Priorities, Visions and Values:

- Public Safety, including emergency preparedness for climate change risk
- Quality infrastructure and facilities through timely maintenance and community investment
- Regional cooperation
- Wildfire risk reduction and CEAP

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.

## **BACKGROUND AND ADDITIONAL INFORMATION**

The Bear Creek Driver Waterline Seismic Retrofit will address concerns regarding the potential earthquake induced liquefaction of the soil in which a portion of the TAP pipeline is buried. Restraint joints will be added to the pipeline through the zone of concern to address weak points and expansion/flex joints will be added at the edges of the zone to allow the accommodation of any pipeline movement during and following a liquefaction event.

The project has the potential to impact traffic patterns in Phoenix as the section of pipeline covered by the project is buried under highway 99. Night work is planned if road closures are required to accommodate the work.

The ARPA TAP grant work scope has been split into two separate construction work packages to align with the type of work being performed. The first scope of work (for which approval is now being sought) involves retrofitting a section of the TAP pipeline which runs through a potential seismic liquefaction zone in Phoenix.

The second scope of work for construction activities should come before the Council in late October or early November for contract approval, covers the remainder of the grant work and is focused on booster pumps stations improvements along the TAP pipeline route. These pump station improvements include increasing pump capacity, adding emergency generators and modifying piping to allow the TAP pipeline to backflow water from Ashland to Talent and Phoenix.





# Council Business Meeting

## **Procurement Process: Invitation to Bid**

As required by AMC and State Procurement Codes based on the estimated construction cost for the project, a formal competitive solicitation was required for the bidding process.

The invitation to bid (construction drawings and construction specifications) for the Bear Creek Driver Waterline Seismic Retrofit project were posted on OregonBuys, Oregon's procurement network on July 23, 2024. Notice was given in the Daily Journal of Commerce and placed on the City's website the following day. Bids were received on August 22, 2024, with two contractors submitting bids. All 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 Bear Creek Drive Waterline Seismic Retrofit project is funded 100% from the ARPA grant received. If the grant amount is exceeded in the construction phase then each community will pay their appropriate share based on the TAP Master Plan cost allocation basis.

## **SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS**

Next steps include issuing notice to proceed after award of contract and coordinating the schedule of work activities with Pilot Rock Excavation and the City of Phoenix. The City of Ashland will work with the City of Phoenix to ensure citizens are aware of the planned project activity and any impacts to traffic patterns are clearly communicated.

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

- I move to award a public improvement contract to Pilot Rock Excavation for Project No. 2021-13 Bear Creek Drive Waterline Seismic Retrofit, in the amount of \$504,000.
- I move to deny the contract with Pilot Rock Excavation and request Public Works perform a new solicitation for the Bear Creek Drive Waterline Seismic Retrofit project.

## **REFERENCES & ATTACHMENTS**

1. 09 17 24 Award of Bid for TAP ARPA Scope 1 - Waterline Seismic.Atch2
2. 09 17 24 Award of Bid for TAP ARPA Scope 1 - Waterline Seismic.Atch1

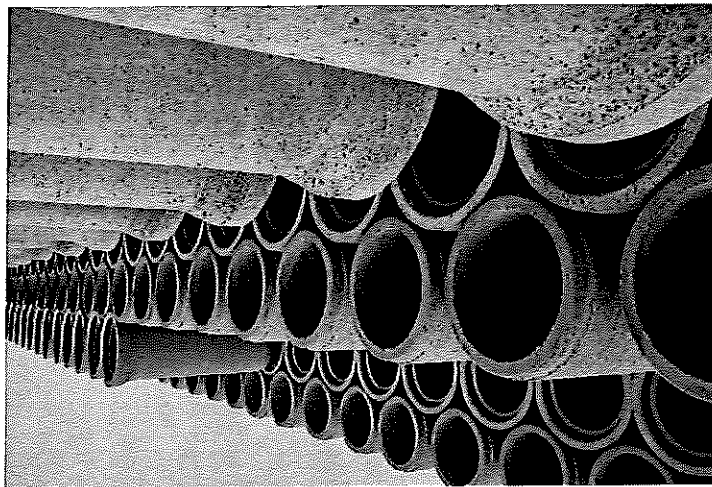
BIDS DUE BY: 2:00 PM PST, August 22nd, 2024

PROJECT TYPE: PUBLIC IMPROVEMENT

PROJECT NUMBER  
2021 - 13

BEAR CREEK DRIVE WATERLINE SEISMIC RETROFIT

PROJECT NAME:



CITY OF ASHLAND, OREGON



INVITATION TO BID  
FOR A PUBLIC WORKS CONSTRUCTION PROJECT



**CHECKLIST FOR BID SUBMITTAL**

1. Part I – Bid & Contract Documents
  - ☒ Fill in bidder information on the first page.
  - ☒ Indicate amount of bid bond in paragraph 18.
  - ☒ Indicate bidder status in paragraph 26.
  - ☒ Indicate number of addenda received in paragraph 34.
  - ☒ Fill in bidder information and sign paragraph 37.
  - ☒ Fill in unit prices and amounts for all bid items.
  - ☒ Fill in the total bid amount.
2. First Tier Subcontractor Disclosure Form
  - ☒ Fill in this form and include with bid schedule (or within 2 hours of closing).
3. Bid Bond
  - ☒ Provide 10% bid bond on form included in Exhibit E
4. Prequalification
  - ☒ Provide three (3) examples of previous projects similar in nature to the work scope described in this Invitation to Bid as part of bid package.

## **PART I – BID & CONTRACT DOCUMENTS**



# BID AND BID SCHEDULE

NAME OF BIDDER Pilot Rock Excavation Inc

CONTACT Ayson Fowler

ADDRESS 356 BATEMAN DR

CITY Central Point STATE OR ZIP 97502

TELEPHONE NO. 541-779-4916

FAX NO. 541-423-8419

EMAIL ADDRESS Ayson@pilotrock.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, or reasonably incidental to, the completion of all the work in connection with the Bear Creek Drive Waterline Seismic Retrofit Project No 2021-13 (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, investigations, 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 August 1<sup>st</sup>, 2024, starting at the Phoenix Townhall located at 112 W 2<sup>nd</sup> St. 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 Invitation to Bid 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 needed prior to contract signing 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 is 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 "Line 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, transportation, 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 Cities of Ashland and Phoenix 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 5%, 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 as stated in Exhibit M – 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 Ashland or Phoenix without first obtaining a City Business License and paying the fee prescribed pursuant to City of Ashland and City of Phoenix ordinance. The Contractor and their subcontractors shall obtain a City of Ashland and City of Phoenix Business License prior to beginning any work within city limits.

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 ☒ 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 or City of Phoenix 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 1 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;
- The subcontract dollar value.
- The category of Work that the Subcontractor would be performing

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

River Rock Excavation Inc Firm Name of Bidder  
Allyson Fowler Signature of Bidder

Allyson Fowler Printed Name of Bidder

President Official Title

157139 CCB Number

OREGON State of Incorporation

Dated this 22nd day of August 2024

River Rock Excavation Inc Name of Bidder

356 BATEMAN DR. CENTRAL POINT OR 97502 Address

541-779-4916 Telephone No.

BID SCHEDULE

| No. | Spec No. | Description                                                         | Bid Unit | Qty | Unit Cost \$ | Line Total \$ |
|-----|----------|---------------------------------------------------------------------|----------|-----|--------------|---------------|
| 10  | 210      | Mobilization                                                        | LS       | 1   | 40,000-      | 40,000.00     |
| 20  | 221      | Temporary Work Zone Traffic Control, Complete                       | LS       | 1   | 14,000-      | 14,000.00     |
| 30  | 280      | Erosion and Sediment Control                                        | LS       | 1   | 500-         | 500.00        |
| 40  | 405      | Potholing                                                           | EA       | 12  | 3000-        | 36,000.00     |
| 50  | 405      | Trench Excavation for Expansion Joint Installation                  | LF       | 200 | 120-         | 24000.00      |
| 60  | 1140     | 24-Inch Split Bell Restraint Harness for Existing Ductile Iron Pipe | EA       | 49  | 5,500-       | 269,500.00    |
| 70  | 1140     | 24-Inch Flexible Expansion Joint                                    | EA       | 2   | 60,000-      | 120,000.00    |

BID TOTAL

\$504,000.00

FIVE HUNDRED AND FOUR THOUSAND DOLLARS AND NO CENTS.

Author Representative  
August Fowler

Total Written in Dollars

August 22, 2024

Author Representative Signature

Date



## FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

### INSTRUCTIONS

#### Instructions for Submitting Form

Submit the First-Tier Subcontractor Disclosure form in any of the following manners:

- Not later than two working hours after the time set for opening Bids. (For example, before 4:00 PM after a 2:00 PM Bid Opening.) Submit according to one of the following methods:
- Print the form from the Bid Booklet, fill it in, and:
  - o Deliver to the following address where it can be time and date stamped:

City of Ashland  
Community Development and Engineering Services Building  
51 Winburn Way  
Ashland, OR 97520, or

#### Instructions for First-Tier Subcontractor Disclosure

If the bid for this project exceeds \$100,000 bidders are required to disclose information about first-tier subcontractors that will furnish labor or labor and materials (See ORS 279C.370) if the contract amount of a first-tier subcontractor is greater than or equal to: 1) 5% of the total bid or \$15,000, whichever is greater; or, 2) \$350,000, regardless of the percentage of the total project Bid.

- The name of the subcontractor
- The category of work that the subcontractor will be performing
- The dollar amount of the subcontract

If the Bidder will not be using any first-tier subcontractors as defined above, the Bidder is still required to submit the form, with the appropriate box checked or enter "NONE" on the first line.

**THE AGENCY MUST REJECT BIDS if the Bidder fails to submit the disclosure form with this information by the stated deadline.**

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

Project Name BEAR CREEK DR. WATERLIPS SEISMIC RETROFIT  
Project Number 2021-13  
Bid Opening Date AUGUST 22, 2024  
Name of Bidding Contractor PIER ROCK EXCAVATION INC.

☒ CHECK THIS BOX IF YOU WILL NOT BE USING ANY FIRST-TIER SUBCONTRACTORS OR IF YOU ARE NOT SUBJECT TO THE DISCLOSURE REQUIREMENTS (SEE INSTRUCTIONS)

|               |                  |
|---------------|------------------|
| Firm Name     | Category of Work |
| Dollar Amount |                  |
| Firm Name     | Category of Work |
| Dollar Amount |                  |
| Firm Name     | Category of Work |
| Dollar Amount |                  |
| Firm Name     | Category of Work |
| Dollar Amount |                  |
| Firm Name     | Category of Work |
| Dollar Amount |                  |
| Firm Name     | Category of Work |
| Dollar Amount |                  |
| Firm Name     | Category of Work |
| Dollar Amount |                  |

(Attach additional sheets as necessary)

EXHIBIT E: BONDS (BID, PERFORMANCE, PAYMENT)

Bid Bond #HA10106240

We, Pilot Rock Excavation, Inc., a corporation or partnership duly organized under the laws of the State of Oregon, as "PRINCIPAL," and \_\_\_\_\_, a corporation or partnership duly organized under the laws of the State of Oregon, as "SURETY,"

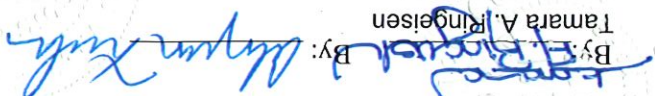
hereby jointly and severally bind ourselves, our respective heirs, executors, administrators, successors and assigns firmly by these presents to pay unto the City of Ashland, Oregon, (OBLIGEE) the sum of \_\_\_\_\_ Dollars.

(Ten Percent (10%) of Bid Amount)

The condition of the obligation of this bond, is that the PRINCIPAL herein has in response to City's Notice to Contractors and Invitation to Bid, submitted its Offer for the Bear Creek Drive Waterline Seismic Retrofit Project 2021-13, which Offer is incorporated herein and made a part hereof by this reference, and Principal is required to furnish bid security in an amount equal to ten (10%) percent of the total amount of the bid pursuant to ORS 279C.365 and the City's public contracting rules and contract documents.

NOW THEREFORE, if the Offer, submitted by PRINCIPAL, is accepted, and if the Contract pursuant to the Offer is awarded to the PRINCIPAL, and if the PRINCIPAL executes such contract and furnishes such good and sufficient Performance and Payment Bonds as required by the Bidding and Contract documents within the time specified and fixed by the Documents, then this obligation shall be void; otherwise it shall remain in full force and effect. If the PRINCIPAL shall fail to execute the proposed Contract and to furnish the Performance and Payment Bonds, the SURETY hereby agrees to pay the OBLIGEE the surety bond sum as liquidated damages within ten (10) days of such failure.

IN WITNESS WHEREOF, we have caused this instrument to be executed and sealed by our duly authorized legal representatives this 22nd day of August, 2024.

Hudson Insurance Company  
Pilot Rock Excavation, Inc.  
Principal  
356 Bateman Dr, Central Point, OR 97502  
Address  
By:  Tamara A. Ringelisen  
Attorney-in-Fact

[A certified copy of the Agent's Power of Attorney must be attached hereto.]

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Oregon.



Bond Number: HA10106240



POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Tamara A. Ringelsen  
of the State of OR

its true and lawful Attorney(s)-in-Fact, at New York, New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking shall obligate said Company for any portion of the penal sum thereof in excess of the sum of Twenty Five Million Dollars (\$25,000,000.00). Such bonds and undertakings when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary. In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 2nd day of June, 2022, at New York, New York.

HUDSON INSURANCE COMPANY

By:   
Michael P. Citrone  
Senior Vice President

STATE OF NEW YORK  
COUNTY OF NEW YORK

SS.

On the 2nd day of June, 2022 before me personally came Michael P. Citrone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the corporation described herein and which executed the above instrument, that he knows the seal of said Corporation, that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name thereto by like order.



(Notarial Seal)

CERTIFICATION

STATE OF NEW YORK  
COUNTY OF NEW YORK

SS.

The undersigned Dina Daskalakis hereby certifies:  
That the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27<sup>th</sup>, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOLVED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is now in force.  
Witness the hand of the undersigned and the seal of said Corporation this 22 day of June, 2024.

By:   
Dina Daskalakis, Corporate Secretary



# Pilot Rock Excavation, Inc.

"Excavation and Pipeline Specialists"

August 21, 2024

Bear Creek Drive Waterline Seismic Retrofit  
Project Number: 2021-13

Prequalification

Owner: City of Phoenix  
Contact: Eric Swanson (541) 535-1944  
Project Name: Charlotte Ann Water District Highway 99 Relocation  
Contract Amount: \$2,056,365  
Completion: July 2024  
Description: Replacement and relocation of 3,300 lf of 16" DI waterline

Owner: Medford Water  
Contact: Andy Huffman (541) 621-4332  
Project Name: Medford Water Table Rock Road Resilient Water Pipeline Project  
Contract Amount: \$15,000,000  
Completion: January 2025  
Description: Installation of 15,000 lf of 42" DI Restrained waterline and valves

Owner: Rogue Valley Sewer  
Contact: Nick Bakke (541) 727-6874  
Project Name: Vilas Road Siphon Abandonment  
Contract Amount: \$525,535  
Completion: September 2023  
Description: Relocation of 8" PVC SS mainline, services and manholes.

CITY OF ASHLAND - ENGINEERING DIVISION  
SUMMARY OF PROPOSALS

Project: Bear Creek Drive Waterline Seismic Retrofit  
Project No.: 2021-13  
Date of Bid Opening: August 22, 2024 at 2:00 PM

Corrected Engineer’s Estimate: NA  
No of Addenda: 1

|                                                                | 1                                                        | 2                                                                    | 3 | 4 | 5 |
|----------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------|---|---|---|
| Name of Bidder & Address                                       | Knife River Materials<br>PO Box 1145<br>Medford OR 97501 | Pilot Rock Excavation<br>356 Bateman Drive<br>Central Point OR 97502 |   |   |   |
| All Alternates Bid Yes/No                                      | Yes                                                      | Yes                                                                  |   |   |   |
| Base Bid                                                       | NA                                                       | NA                                                                   |   |   |   |
| Total Bid                                                      | \$1,180,900                                              | \$504,000                                                            |   |   |   |
| Name of Bonding Co.                                            | Liberty Mutual                                           | Hudson                                                               |   |   |   |
| Amount of Bid Bond.                                            | 10%                                                      | 10%                                                                  |   |   |   |
| Nos. of Addenda Acknowledged (should be 1)                     | 1                                                        | 1                                                                    |   |   |   |
| Pre-Qualification Three Examples of Previous Work              | Yes                                                      | Yes                                                                  |   |   |   |
| Completed & Signed Bid Form (including subcontract disclosure) | Yes                                                      | Yes                                                                  |   |   |   |
| Responsive Bid?                                                | Yes                                                      | Yes                                                                  |   |   |   |