



# Planning Commission Minutes

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

## August 13, 2024 REGULAR MEETING Minutes

### I. **CALL TO ORDER:**

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

#### **Commissioners Present:**

Lisa Verner  
Susan MacCracken Jain  
Kerry KenCairn  
Eric Herron  
Russell Phillips

#### **Staff Present:**

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

#### **Absent Members:**

Doug Knauer  
Gregory Perkinson

#### **Council Liaison:**

Paula Hyatt

### II. **ANNOUNCEMENTS**

#### **I. Staff Announcements**

Community Development Director Brandon Goldman made the following announcements:

- At its August 5, 2024 meeting the City Council reviewed the Homeless Persons Assessment Report provided by the Housing and Human Services Advisory Committee. This report included a variety of actions the City and county social services could take to assist unhoused persons.
- On August 20, 2024 the Council will review a request from KDA Homes to provide the remaining six affordable housing units at the Beach Creek subdivision to the City. KDA Homes had initially sought to reach an agreement with a local nonprofit affordable housing providers to take ownership of the units but were unsuccessful.
- Also on August 5, 2024, the Council reviewed an application to correct the property line at 375 East Nevada Street. This application was reviewed by the Commission in 2021, which found that the location of the property line and the Urban Growth Boundary (UGB) was not in error per existing City maps. The Commission at the time was supportive of making the modification if it was found that a correction was needed. The applicant subsequently prepared a new application that examined the Urban Growth Management Agreement between the City and the County and found there to be a discrepancy. Therefore the Council





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determined that the UGB should be corrected to align with the property.

### **2. Advisory Committee Liaison Reports** – None

### **III. CONSENT AGENDA**

#### **1. Approval of Minutes**

- a. June 25, 2024 Regular Meeting
- b. July 9, 2024 Study Session

#### **Commissioners Phillips/KenCairn m/s to approve the consent agenda as presented. DISCUSSION:**

Commissioner MacCracken Jain requested that the sentence “would only encompass the portion of the Science Building” located on page 5 of the July 9, 2024 minutes be changed to “would only encompass the **newer** portion of the Science Building” to more accurately represent her inquiry.

**Voice Vote: All AYES. Motion passed 5-0.**

### **IV. PUBLIC FORUM** – None

### **V. UNFINISHED BUSINESS**

- A. Approval of Findings for PA-T3-2024-00009, 2228 East Main Street.

#### **Ex Parte Contact**

No ex parte contact or site visits were disclosed since the July 9, 2024 meeting.

#### **Discussion and Decision**

Commissioner Phillips abstained from the discussion and vote of this item due to his absence from the July 9, 2024 meeting.

Senior Planner Aaron Anderson stated that several minor grammatical errors were made to sections 2.4.4 and 2.4.5 of the Findings. Chair Verner noted that section 2.4.5 of the Findings occurred twice, the correction of which would impact the numbering of each subsequent section. Mr. Anderson stated that these changes would be made.

**The Commission motioned to approve the findings with the corrections noted by staff and Chair Verner. Commissioner Phillips abstained from the vote due to his absence from the July 9, 2024 meeting Roll Call Vote: All AYES. Motion passed 4-0.**





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## VI. **OTHER BUSINESS**

### **A. Climate Friendly Areas Update**

#### **Staff Presentation**

Mr. Goldman stated that the City is currently working to align with the state's Climate-Friendly and Equitable Communities (CFEC) guidelines and that the City has received funding from the Department of Land Conservation and Development (DLCD) to complete this project. The City has since hired 3J Consultants and ECONorthwest to assist with developing the necessary code changes. Mr. Goldman stated that the purpose of Climate-Friendly Areas (CFAs) is to create sustainable urban growth while encouraging the development of mixed-use buildings and alternative transportation methods to reduce carbon emissions. The City has requested an exception to the December, 2024 deadline to complete this project in order to accommodate an ambitious public involvement process.

Planning Manager Derek Severson stated that the CFA guidelines apply to Oregon's metropolitan areas. These areas are traditionally downtown and a mix of office, retail, residential, and public use spaces. These CFAs would accommodate 30% or more of the City's future housing needs, which would require new design standards and rezoning of all designated spaces. Mr. Severson gave a brief timeline of the project, including items that the City has already completed, such as removing parking standards from all zones. The areas chosen for consideration as CFAs are the Railroad Property, the Transit Triangle, the Croman Mill Site, and the Downtown area.

Mr. Goldman stated that the City is expecting a proposal from Townmakers LLC in September to develop the Croman Mill Site, which is currently undergoing environmental cleanup to make it suitable for development. He noted that a cleanup plan is also under development for the Railroad Property and that the southern portion of the site is largely undeveloped. He stated that the Transit Triangle contains a mixture of developed and undeveloped areas and is a likely center for future growth. He added that the Downtown area is also being considered as a secondary site as it is unclear if it would require significant redevelopment (see attachment #1).

Mr. Severson detailed the CFA community engagement objectives, which include an open house and presentation on September 17, 2024, as well as press coverage, public noticing, and new items to spread awareness of the project and garner feedback. He outlined the upcoming meetings to review this project:

#### **Advisory Committees, Planning Commission & Council**

September – November 2024





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- **2024-09-04 4:00 P.M.** Historic Preservation Advisory Committee (Hybrid)
- **2024-09-05 5:00 P.M.** Social Equity and Racial Justice Advisory Committee (Zoom)
- **2024-09-12 5:30 P.M.** Climate and Environment Policy Advisory Committee (Hybrid)
- **2024-09-19 6:00 P.M.** Transportation Advisory Committee (Zoom)
- **2024-09-26 4:00 P.M.** Housing and Human Services Advisory Committee (Hybrid)
- **2024-10-22 7:00 P.M.** Planning Commission Study Session (Hybrid)
- **2024-11-04 5:30 P.M.** City Council Study Session (Hybrid)

### **Public Meeting/Open house**

September 17, 2024 (4:00 to 6:00 p.m., Siskiyou Room & via Zoom)

- Present Project Scope, Goals & Recommendations
  - o Code Audit Findings
  - o Market Study Findings
  - o Code Concepts
- Online Survey

### **Questions of Staff**

Chair Verner asked if additional meetings could be scheduled in the event that more review is deemed necessary. Mr. Goldman responded by noting that the Commission has a dual-role under the Ashland Municipal Code (AMC), where one of its duties is to act as the Citizen Involvement Committee to ensure public participation through the planning process. As such, the Commission could determine if more meetings are necessary to ensure sufficient public engagement. Mr. Severson stated that a Highway Impact Analysis will also be conducted which would include Highway 99.

Commissioner Phillips asked if the Transit Triangle met the minimum width requirement for CFAs referenced in the meeting packet materials. Mr. Severson responded that the outline of the CFAs displayed in the staff presentation were designed to accommodate this minimum width. Mr. Goldman remarked that the minimum diameter for a CFA is 750ft and the Transit Triangle would otherwise not comply with this minimum standard without the buffer designated in the packet.

Chair Verner asked if there is a maximum number of CFAs that the City could designate or if all four options could be chosen. Mr. Severson responded that there is no limit and that the City could designate all four locations as CFAs if it wished.

Commissioner MacCracken Jain noted that two of the selected locations are largely undeveloped while another is underdeveloped, and asked if this was a consideration when these areas were selected. Mr. Severson responded that those considerations are not likely factored in by the state. He stated that the City has already adopted specific regulations in the Transit Triangle that are similar to state CFA regulations in order to encourage that type of redevelopment. He added that





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redevelopment of underdeveloped areas was also the goal of the Ashland Corridor standards adopted in the 1980s-1990s. Mr. Goldman stated that some communities are overlaying their CFAs with fully-developed higher-density areas because these areas already qualify under CFA standards and then attempting to have these areas meet the necessary 30% housing capacity. He pointed out that the City, by choosing areas that are undeveloped or largely underdeveloped, had the potential to consolidate future development of CFAs in a way that is more efficient than identifying pre-existing areas that would be difficult to redevelop. Commissioner MacCracken Jain pointed out that the transportation corridor benefits from its proximity to SOU, the Ashland High School, and public transportation, and could be developed in a more efficient way than it has historically to maximize these benefits. Mr. Severson stated that cities of Ashland's size have two options for development: the prescriptive option includes requirements such as minimum density and maximum building height increases, while the outcomes option focuses on a target development level to create a minimum of 20 homes and jobs per net acre. He noted that there has been a call from some citizens to go further in these allowances and encourage higher buildings and greater density within CFAs.

Commissioner MacCracken Jain asked how this project aligned with the update to the Transportation System Plan (TSP). Mr. Goldman responded that the City had not yet entered into a contract to develop the TSP update, so the CFA project would likely be completed first and could help inform the development of the TSP. Commissioner MacCracken Jain asked if consultation funds could be used to assist with the TSP update. Mr. Goldman responded that the Public Works Department is working with the Oregon Department of Transportation (ODOT) to receive funding, but that a scope of work has not yet been outlined.

The Commission determined that an extension request to the CFA development process should be made to the state.

The Commission discussed whether to extend the CFA regulations to encompass the entirety of the City, not just within the designated areas. It was agreed that such an expansion could have unintended consequences and that development should be managed.

The Commission discussed if the proposed CFA boundaries should be adjusted to include adjacent developed multi-family residential zones. The Commission generally agreed that allowing the proposed changes to take effect in adjacent residential zones could have a deleterious effect on the neighborhood, particularly regarding buildings of up to 55ft.

Mr. Severson asked the Commission whether a new CFA zone should be implemented over the selected areas, or if an overlay should be utilized. Commissioner Herron remarked that it is easier to develop in a zone that contains an overlay rather than one that is rezoned. The Commission generally agreed that a CFA overlay over existing zones would be most beneficial in all proposed CFAs except for the Croman Mill Site which could receive a new zone when developed.





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Commissioner Herron asked if the CFA locations were based upon density or they can encompass parks or open spaces. Mr. Severson responded that the guidelines require that cities allow public uses within CFAs, such as parks, including requesting policy adoptions stating that these uses are prioritized by the City. He elaborated that if the City were to develop a new public-facing facility, such as one for the Utility Billing Department, that it should be located in a CFA if possible. He added that these regulations would not inherently protect park spaces, but they would not be detrimental to them.

Commissioner Phillips requested clarification regarding parking benefit districts. Mr. Severson responded that these are districts that received funding through parking permits, parking tickets, and metered revenue. He explained that some cities have held art shows utilizing similar funding sources.

Commissioner Herron asked if the City could review parking structures during this process, citing the lack of parking space in the downtown area. Mr. Severson responded that the Downtown Parking Management and Circulation Ad Hoc Advisory Committee submitted a report to the Council in 2016 identifying a number of overparked areas or lots that are empty a majority of the week that could be used as additional parking. Commissioner Herron remarked that the City could help manage parking since parking is no longer required for developments.

### **B. Annual Retreat Discussion**

The Commission discussed meeting at the Phoodery in Phoenix before making several site visits around Phoenix, Talent, and Ashland. Some potential sites included the new development at 188 Garfield Street and some established mobile home parks in Phoenix. Chair Verner requested that staff develop a list of potential site visit locations and meeting dates.

### **V. OPEN DISCUSSION – None**

### **VI. ADJOURNMENT**

*Meeting adjourned at 8:31 p.m.*

*Submitted by,  
Michael Sullivan, Executive Assistant*



# Climate Friendly Areas

Planning Commission Update  
August 13, 2024

# Rules Apply in Oregon's Metropolitan Areas

These contain  
over 60% of  
Oregon's  
population and  
70% of jobs





Source: Metro

## What is a Climate Friendly Area?

- Imagine downtowns and neighborhood centers
- Walkable area with a mix of residential, office, retail, services, and public uses
- High-quality pedestrian, bicycle, and transit services
- Parking is well-managed



## Additional rule provisions

### Climate-Friendly Areas

- Sized so zoned building capacity in combined Climate-Friendly Area(s) can accommodate 30+% of community housing needs  
(or 25 acres for cities 5,000-10,000 population)
- May include abutting high density residential or employment areas
- Local governments may choose prescriptive or outcome-based standards (next slide)

# Climate-Friendly & Equitable Communities Timeline

CFA Study

*Completed*

Parking

*Eliminate Mandates*

*Completed*

CFA Code

*Audit & Market  
Analysis*

*Underway*

CFA

*Zoning/Code  
Adoption*

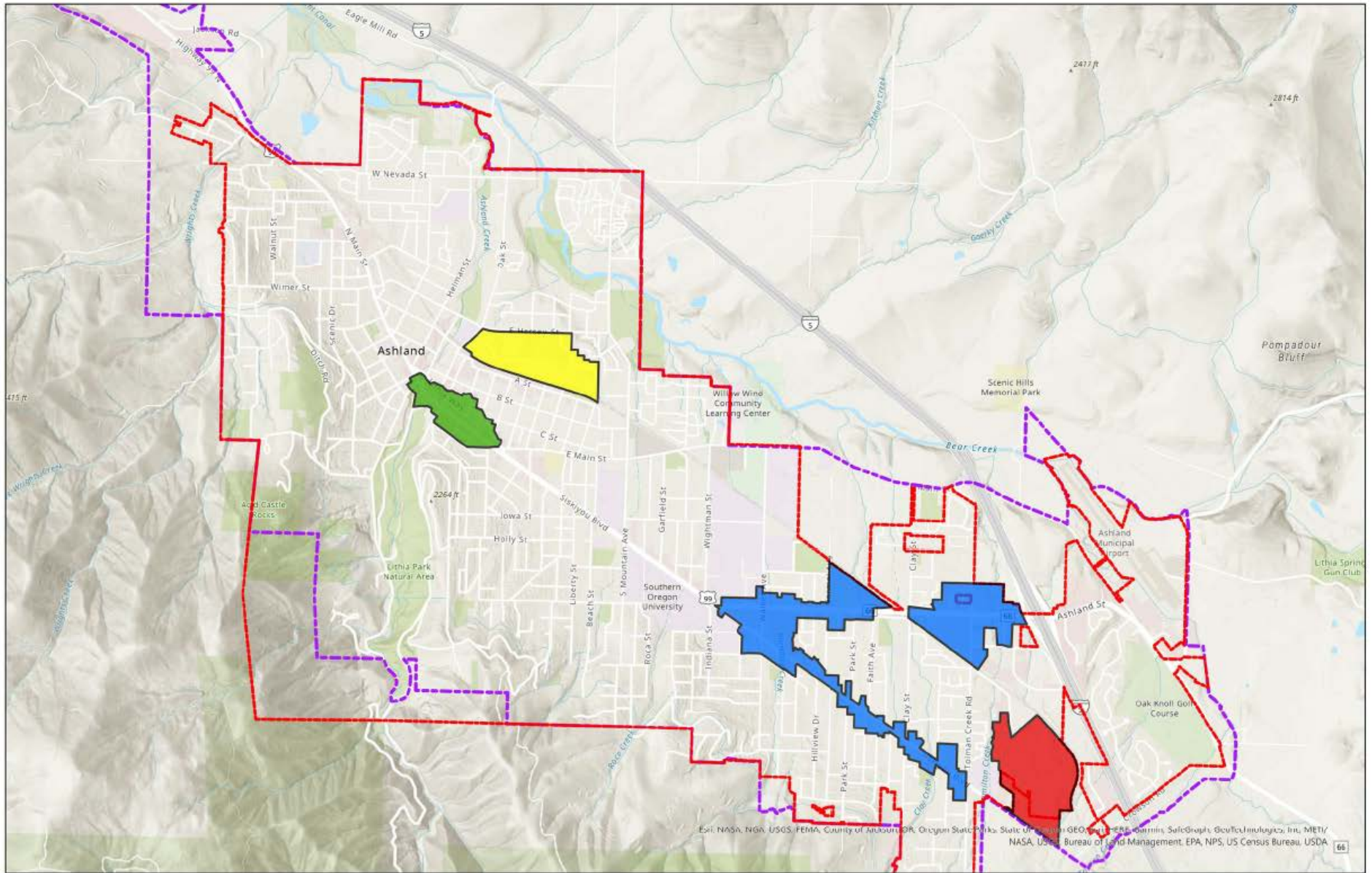
*Pending*

**Phase 1, the required CFA study** identified four potential CFAs and evaluated development standards that may be applied within them.

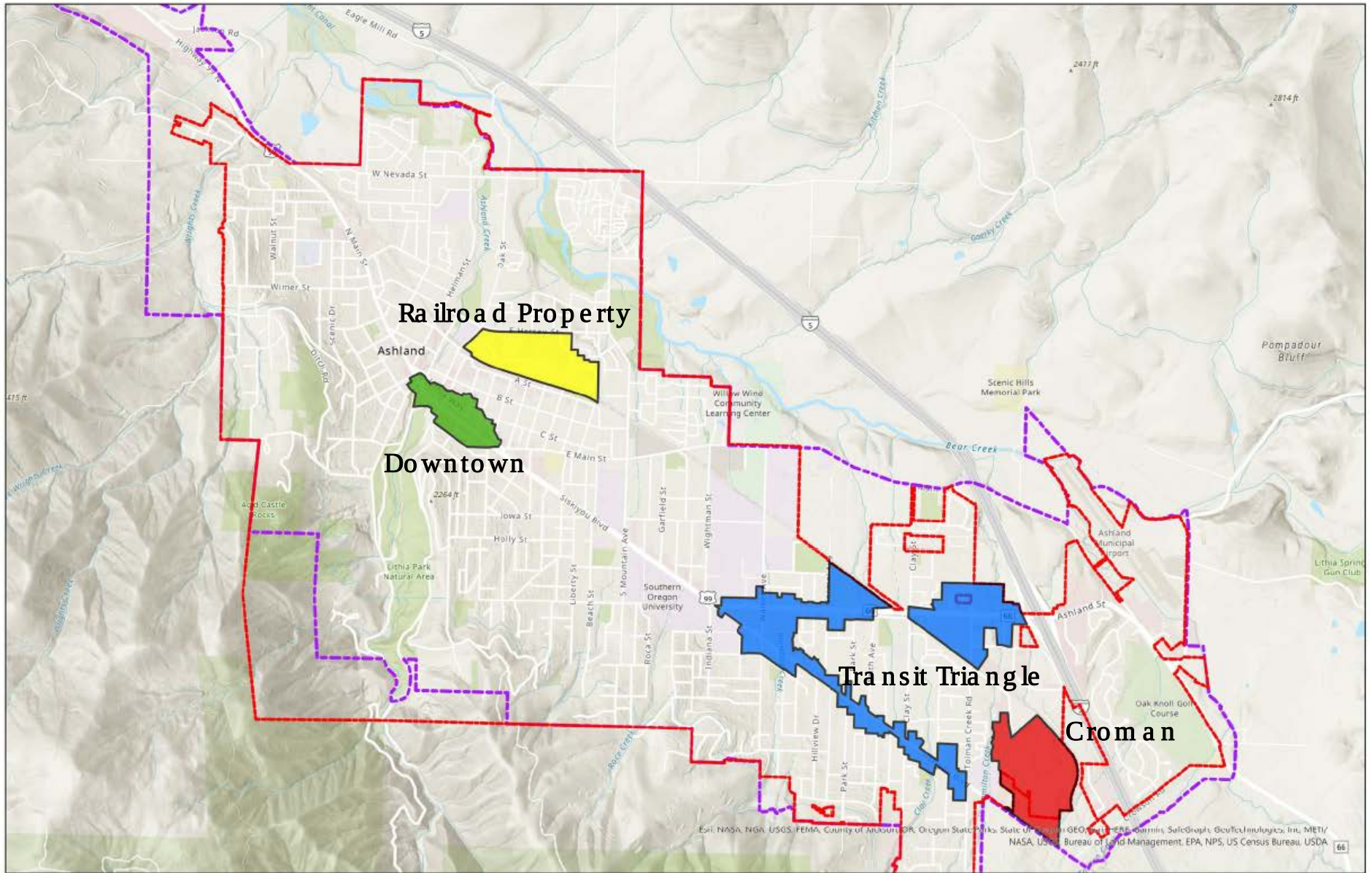
**Phase 2, CFA locations and development standards** will adopt & amend zoning in these areas to comply with applicable CFA standards.

The second phase must be completed by December 31, 2024, *unless a time-extension request is approved.*

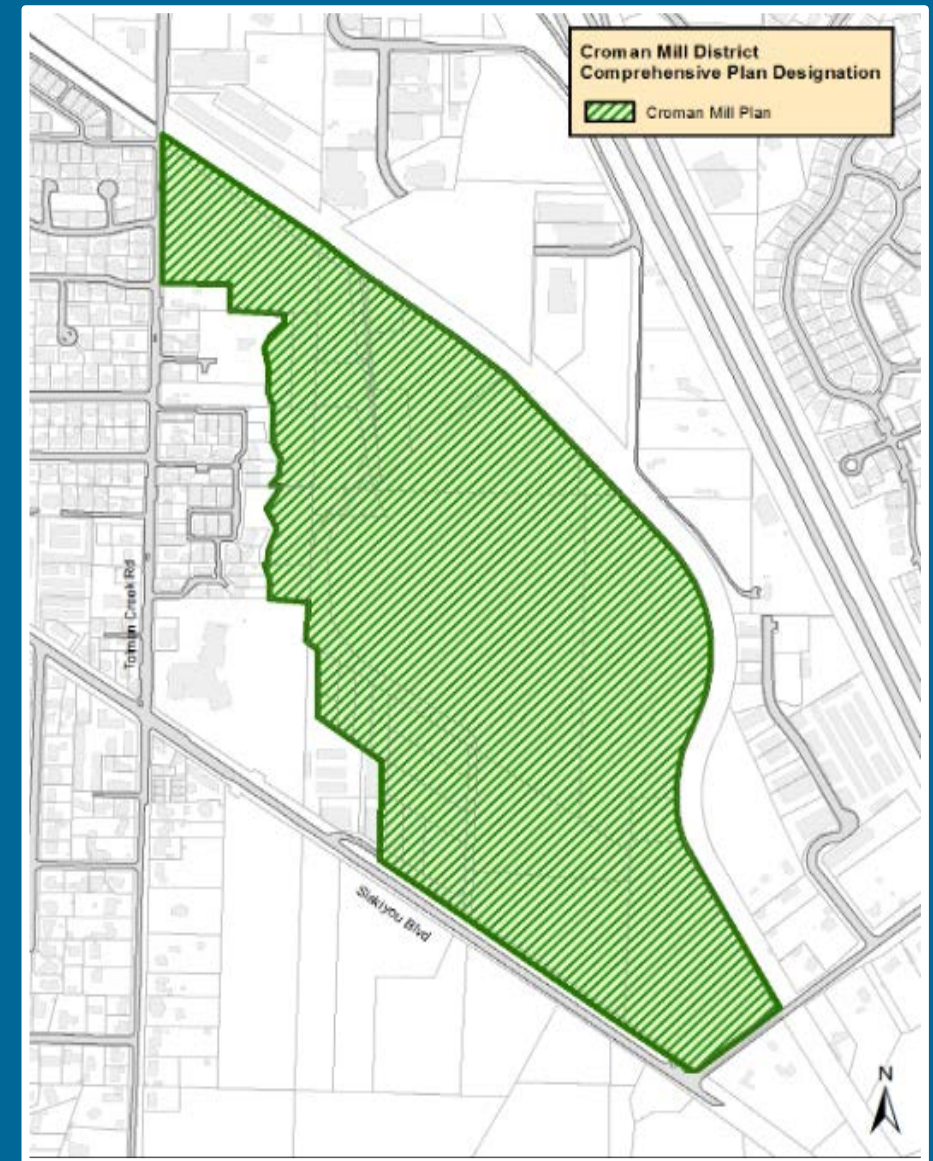




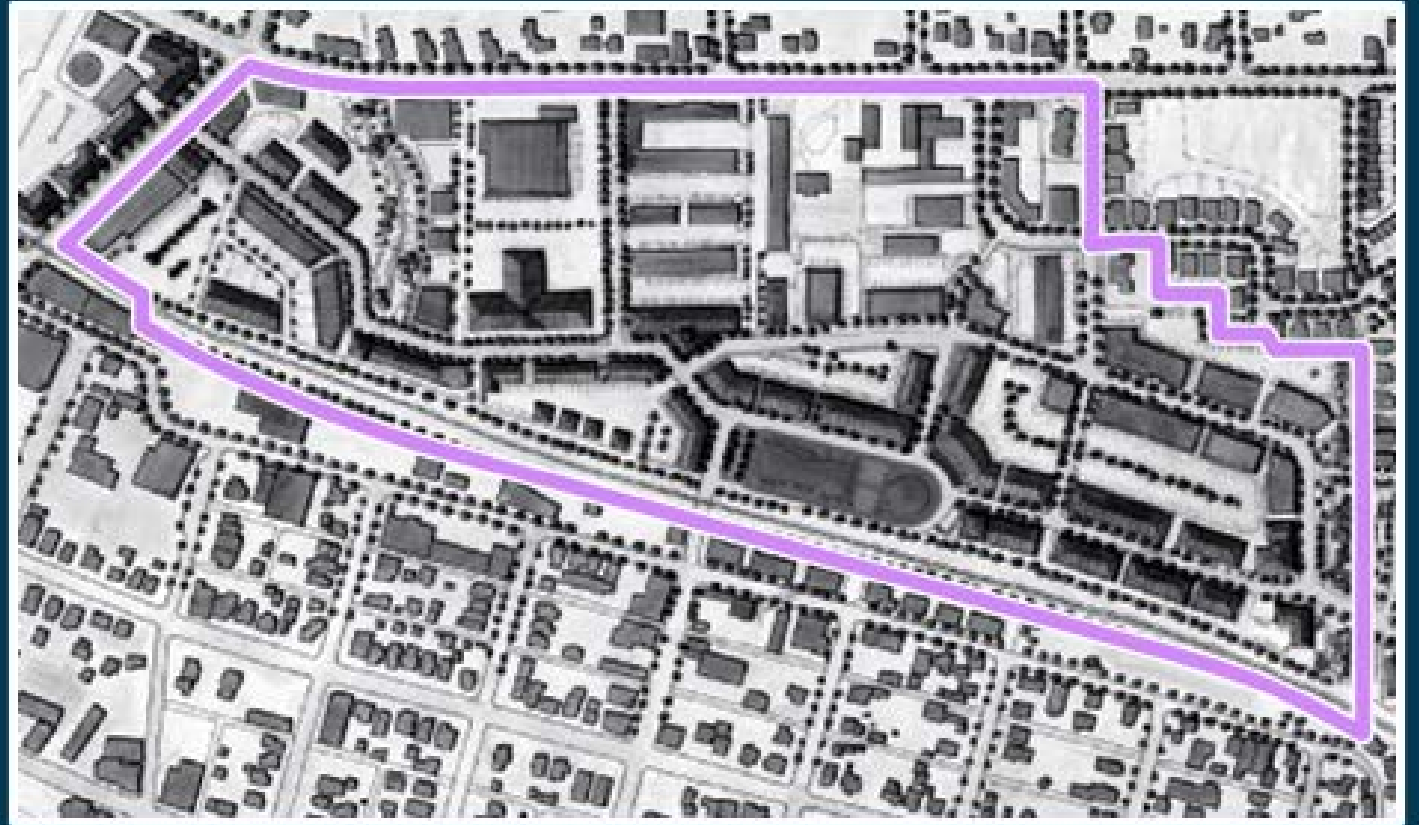
# CFA Potential Areas Identified in Report



# Potential Climate Friendly Areas



Croman Mill District

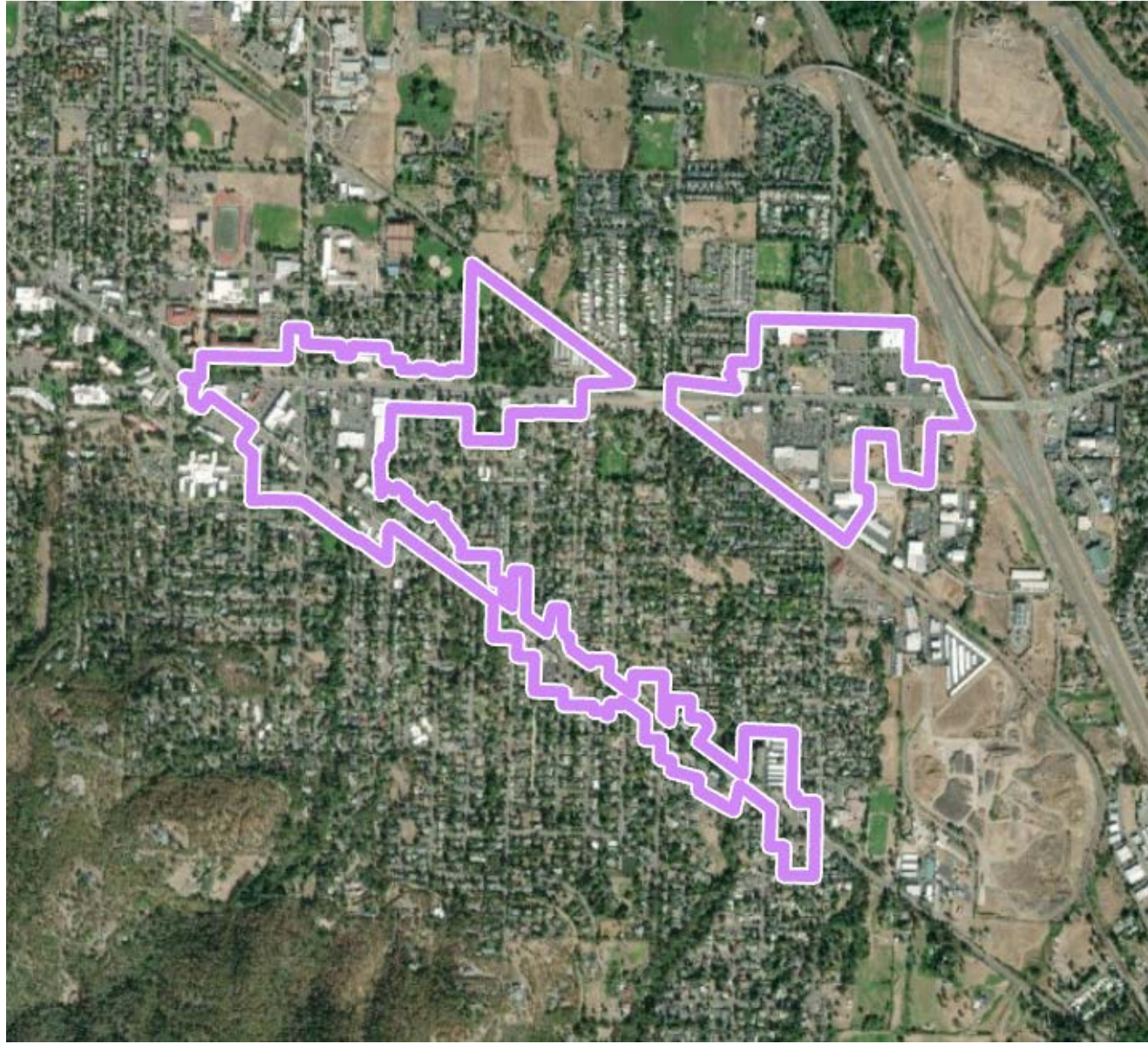


- **Approx. 57 acres.**
- Southern portion largely undeveloped.
- Clean-up Plan under development.
- 2001 Master plan not adopted, Street plan adopted.



## Railroad Property

# Transit Triangle



## Transit Triangle

- **Approximately 167 acres**
- Undeveloped or underdeveloped
- Largely auto-dependent uses in “strip development” pattern
- Likely a center of future growth
- Adjacent to SOU on west end



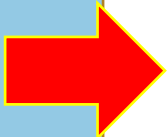
## Transit Triangle Overlay



## Downtown

- Largely Developed without off-street parking requirements
- National Register-Listed Historic District

Given the level of development and the historic status, the Downtown is being looked at as a CFA, but was not analyzed under the lens of the prescriptive CFA methodology given it is nearly built out.



|                 |                            | Prescriptive Option                             |                                                                                                          | Outcomes Option            |
|-----------------|----------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------|
| Population      | Climate Friendly Area Size | Minimum Density<br>(for single-use residential) | Maximum Allowed Building Height<br>No Less Than<br>(for at least one CFA per community if multiple CFAs) | Target Development Level   |
| 5,001 – 9,999   | 25+ acres                  | 15 dwelling units/net acre                      | 50 feet                                                                                                  | 20 homes and jobs/net acre |
| 10,000 – 24,999 | Could fit 30% of housing   | 15 dwelling units/net acre                      | 50 feet                                                                                                  | 20 homes and jobs/net acre |
| 25,000 – 49,999 | Could fit 30% of housing   | 20 dwelling units/net acre                      | 60 feet                                                                                                  | 30 homes and jobs/net acre |
| 50,000+         | Could fit 30% of housing   | 25 dwelling units/net acre                      | 85 feet                                                                                                  | 40 homes and jobs/net acre |

## Overarching Community Engagement Objectives

The public involvement process aims to meet the following objectives:

- Inform the community with timely, transparent, and accurate information.
- Educate community members about planning and decision-making processes.
- Consult and involve the community in the identification, refinement and prioritization of policy updates needed to guide growth and development in Ashland. Ensure community members understand how decisions are made, their concerns are heard, and they know how their feedback influenced decisions.
- Partner with city and agency representatives to ensure officials are engaged in the planning process and key decisions.
- Reach a diversity of stakeholders who reflect Ashland's greater community.



## **Advisory Committees, Planning Commission & Council**

September – November 2024

- **2024-0904 4:00 P.M.** Historic Preservation Advisory Committee (Hybrid)
- **2024-0905 5:00 P.M.** Social Equity and Racial Justice Advisory Committee (Zoom)
- **2024-0912 5:30 P.M.** Climate and Environment Policy Advisory Committee (Hybrid)
- **2024-0919 6:00 P.M.** Transportation Advisory Committee (Zoom)
- **2024-0926 4:00 P.M.** Housing and Human Services Advisory Committee (Hybrid)
- **2024-1022 7:00 P.M.** Planning Commission Study Session (Hybrid)
- **2024-1104 5:30 P.M.** City Council Study Session (Hybrid)

## **Public Meeting/Open house**

September 17, 2024 (4:00 to 6:00 p.m., Siskiyou Room & via Zoom)

- Present Project Scope, Goals & Recommendations
  - o Code Audit Findings
  - o Market Study Findings
  - o Code Concepts
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# Public Engagement



## **Council and Planning Commission**

- **Study Sessions**
- **Adoption: Public Hearings**
  - Zone Change or Overlay adoption
  - Ordinance Amendments
  - Design Standard amendments
  - Highway Impact Analysis
  - Multimodal Transportation Gap Summary

## Deadline Extension Request:

Should the City formally request an extension to the December 31, 2024 deadline from DLCD to align with the consultant contract timeline?

Factors to be emphasized in this request would be our efforts to ensure comprehensive public engagement and code analysis.

- Delayed DLCD/Consultant contract initiation of work
- DLCD contract extends through May 2024.
- City of Ashland public engagement efforts
- Progress made by Dec.31, 2024.
- Closely-related studies informed by final decisions



# General Discussion Questions

### **Height Allowances in E-1/C-1 Zones:**

Should height allowances proposed for CFAs (maximum 50', 60',?) be applicable across all C-1 or E-1 zones, modifying the land use zoning code universally, or should these allowances be restricted to the designated CFA areas?

### **Density Regulations in E-1/C-1 Zones:**

Is it advisable to eliminate maximum density regulations in all E-1 and C-1 zones, or should this de-regulation be limited to areas designated under the CFA overlay?

The existing zones have maximum densities of 15 dwellings per acre in E-1, and 30 units per acre in C-1. The Transit triangle overlay area presently removes density maximums within that overlay.



## **Boundary Adjustments to Exclude Multifamily Residential Zones:**

Should proposed CFA boundaries be adjusted to include or exclude adjacent developed multifamily residential zones?

The CFEC rules allow inclusion of adjacent multifamily areas provided they have at least a 15-dwelling units per acre density. R-2 districts currently have a 13.5-dwelling units per acre base density, and a maximum height of 35' or 2.5 stories.

If such areas were to be included within the CFA boundaries Planning Staff and the consultants would need to evaluate whether any other regulatory changes for CFA designation would impact the existing character of these zones. (OAR 660-012-0320 )



## **New CFA zone, CFA overlay, and or general code amendments:**

Does the Council have a preference between creating a new CFA zone and re-zoning the proposed areas as the “CFA” zone, or creating a new “overlay zone” which could be applied over the existing zones of each area?

A new CFA Zone could simplify the application of the new rules in the designated areas specifically, whereas a new overlay could be created and applied with less disruption to the existing regulations and processes.

Adopting specific code amendments (ie density/height allowances) in all E-1 or C-1 zones could apply CFA supportive changes throughout these zones, outside of designated CFAs. This hybrid approach provides greater consistency in the application of the land use framework citywide.



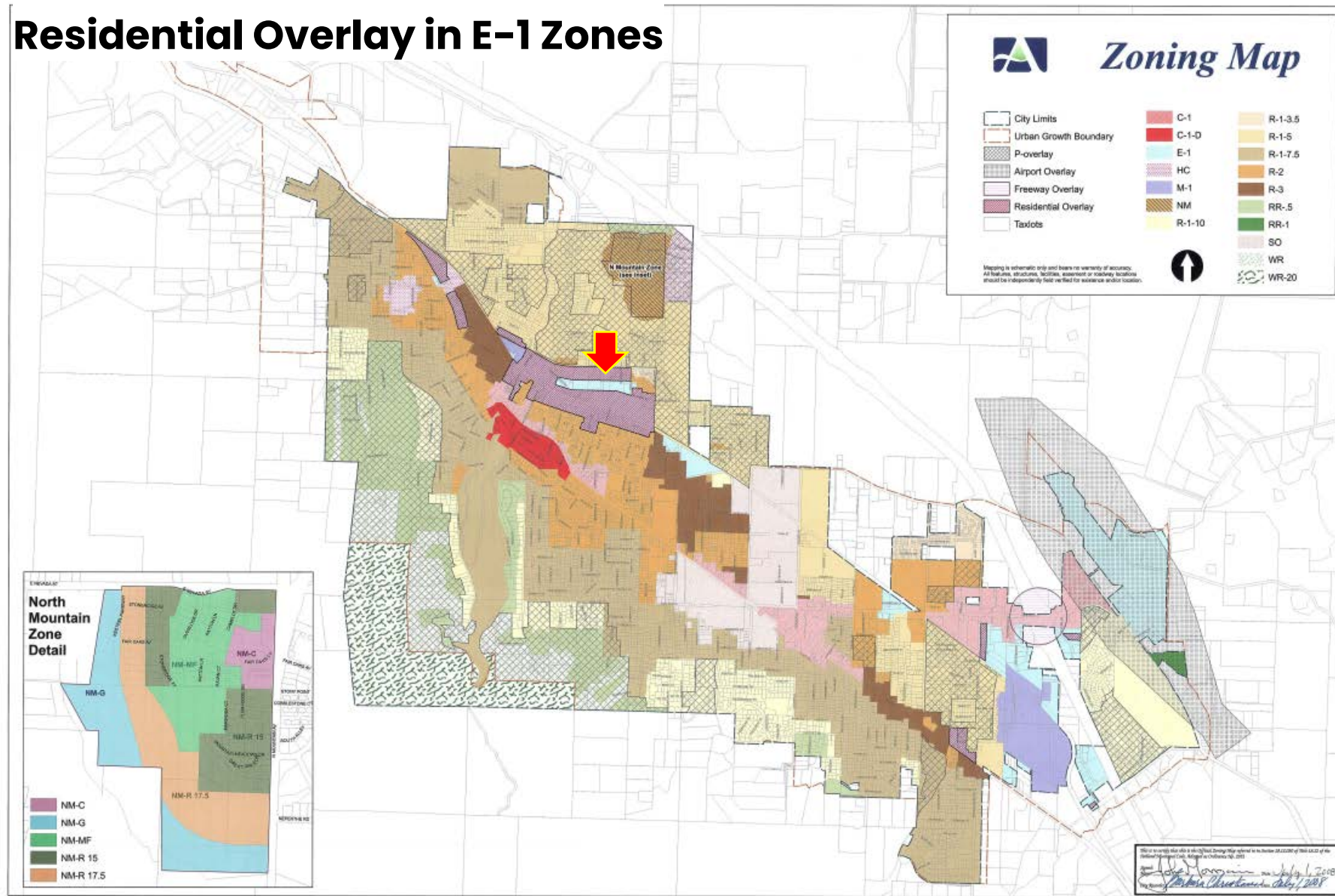
## **Residential Overlay in E-1 Zones**

Currently, mixed-use residential is only allowed in those portions of the E-1 (Employment) zones where there is an -R (Residential) overlay.

E-1 zones within the CFAs will need to allow residential, meaning that the -R overlay would need to be extended into these areas, or the regulations adjusted to eliminate the -R overlay and allow residential in all E-1 zones.



# Residential Overlay in E-1 Zones



# Additional Discussion?



# Climate Friendly Areas

Planning Commission Update  
August 13, 2024

- 2024-0904 4:00 p.m. Historic Preservation Advisory Committee [Staff Liaison: Derek] (Siskiyou Room @ 51 Winburn Way & via ZOOM) *\*Staff can cover if not in scope.*
- 2024-0905 5:00 p.m. Social Equity & Racial Justice Advisory Committee [Staff Liaisons: Ann Seltzer/Kerrick Gooden] (via ZOOM)
- 2024-0912 5:30 p.m. Climate & Environmental Policy Advisory Committee [Staff Liaison: Chad Woodward] (Siskiyou Room @ 51 Winburn Way & via ZOOM)
- 2024-0917 4:00 - 6:00 p.m. Public Open House [Staff: Derek/Brandon & Planners] (Siskiyou Room @ 51 Winburn Way & via ZOOM)
- 2024-0918 to -1002? On-Line Survey Window
- 2024-0919 6:00 p.m. Transportation Advisory Committee [Staff Liaison: Scott Fleury] (via ZOOM)
- 2024-0926 4:00 p.m. Housing & Human Services Policy Advisory Committee [Staff Liaison: Linda Reid] (Siskiyou Room @ 51 Winburn Way & via ZOOM)
- 2024-1022 7:00 p.m. Planning Commission Study Session [Staff Liaisons: Brandon/Derek] (Council Chambers @ 1175 East Main & Virtual)
- 2024-1104 5:30 p.m. City Council Study Session [Staff Liaisons: Sabrina Cotta/Brandon] (Council Chambers @ 1175 East Main & via Zoom)