



# Planning Commission Agenda

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

## February 13, 2024 REGULAR MEETING AGENDA

I. **CALL TO ORDER:** 7:00 p.m., Civic Center Council Chambers, 1175 E. Main Street

II. **ANNOUNCEMENTS**

III. **CONSENT AGENDA**

1. **Approval of Minutes**

- a. January 9, 2024 Regular Meeting
- b. January 23, 2024 Special Meeting

IV. **PUBLIC FORUM**

Note: To speak to an agenda item in person you must fill out a speaker request form at the meeting and will then be recognized by the Chair to provide your public testimony. Written testimony can be submitted in advance or in person at the meeting. If you wish to discuss an agenda item electronically, please contact [PC-publictestimony@ashland.or.us](mailto:PC-publictestimony@ashland.or.us) by February 13, 2024 to register to participate via Zoom. If you are interested in watching the meeting via Zoom, please utilize the following link: <https://zoom.us/j/95680468671>

V. **OTHER BUSINESS**

- A. **Review of the Community Development Work Plan for 2024**
- B. **Croman Mill Site Cleanup Update**

VI. **OPEN DISCUSSION**

VII. **ADJOURNMENT**

**Next Scheduled Meeting Date:** February 27, 2024 Study Session







# Planning Commission Minutes

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

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

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

### **Commissioners Present:**

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

### **Staff Present:**

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

### **Absent Members:**

Lisa Verner

### **Council Liaison:**

Paula Hyatt

## **II. ANNOUNCEMENTS**

Community Development Director Brandon Goldman made the following announcement:

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

## **III. CONSENT AGENDA**

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

- a. December 12, 2023 Regular Meeting

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

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





# Planning Commission Minutes

## IV. PUBLIC FORUM

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

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

## V. UNFINISHED BUSINESS

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

#### **Ex Parte Contact**

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

#### **Deliberation and Decision**

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

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

## VI. TYPE II PUBLIC HEARING

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







# Planning Commission Minutes

## **Ex Parte Contact**

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

## **Staff Presentation**

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

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

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

## **Questions of Staff**

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

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



## Planning Commission Minutes

sidewalks would be.

### **Applicant Presentation**

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

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

### **Questions of the Applicant**

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

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

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

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

### **Deliberation and Decision**

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

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



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

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

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

### **Ex Parte Contact**

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

### **Staff Presentation**

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

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

### **Questions of Staff**

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





## Planning Commission Minutes

surveyed at this vacation.

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

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

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

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

### **Public Comments**

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

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



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

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

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

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

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

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

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

### **Decision**

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

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





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**OWNER / APPLICANT:** City of Ashland Public Works Department

**DESCRIPTION:** The Planning Commission will consider a request to vacate a portion of Mountain Meadows Drive right-of-way near Fair Oaks Avenue and make a recommendation to the City Council. **COMPREHENSIVE PLAN DESIGNATION:** Health Care Services District;

**ZONING:** HC **MAP:** Adjacent to 39 1E 04AD and 39 1E 04AD; **TAX LOT:** 233 and 234

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

### **Ex Parte Contact**

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

### **Staff Presentation**

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

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

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

### **Questions of Staff**

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





## Planning Commission Minutes

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

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

### **Decision**

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

**V. OPEN DISCUSSION** – None

### **VI. ADJOURNMENT**

*Meeting adjourned at 8:32 p.m.*

*Submitted by,  
Michael Sullivan, Executive Assistant*



**Remarks of James P. Jarrard**  
**Ashland Planning Commission**  
January 9, 2024

Hello. I believe that I've not had the opportunity to meet anyone on the dais. I have read the work and listened to the comments of many of you.

Some of the information I've read is on the matter of a local housing developer renegeing on their commitment to the City to provide building lots for affordable housing at no cost. This change in availability of affordable housing has been in local news publications as well.

I come before you to publicly apologize for a scrivener's error in a public document submitted to each of you. On the date of my apparently offending letter, October 30th, I was also preparing teaching materials for my upcoming seminars. The instructional materials weren't yet complete. Regrettably, with multiple tasks competing for my time and attention, I chose to put my attention on being prepared for my instructional obligations instead of on a double check of an advocacy letter to you.

I apologize for my clerical error and regret that some of you took an affront to this error in document preparation. I have learned from this error the importance of redoubling the checks to documents, ensuring the absence of word processing errors. I ask that my apologies to you for this error be entered into the public record.

I have submitted my written apology to the Chairwomen of this commission and the City Recorder. I ask that my apology for this scrivener's error be entered into the public record for this meeting of the commission along with supporting documents and a request that the error be corrected in official public documents from past meetings.

I give this apology to each of you freely and of my own will, without threat or coercion. I sincerely hope that you receive the apology in the spirit it is given.

Thank you



1072 Clear Creek Dr.  
Ashland, Oregon 97520

December 13, 2023

Mr. Brandon Goldman, Director  
Ashland Planning Commission Staff Liaison  
51 Winburn Way  
Ashland, Oregon 97520

Dear Director Goldman,

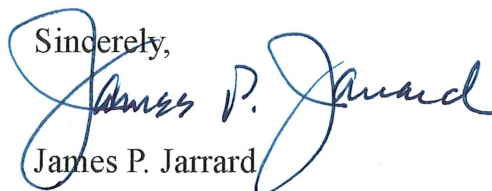
Please allow me to send you a sincere apology for a clerical error in my correspondence to you dated October 30, 2023. This correspondence concerned the renegeing of KDA Homes, Incorporated on their corporate obligation to provide housing lots in the Beach Creek subdivision to Habitat for Humanity's affordable housing projects at no, or low cost.

In this correspondence I inadvertently indicated that Habitat for Humanity or any other affordable housing project manager would have to pay you \$70,000.00 rather than pay KDA Homes, Incorporated \$70,000.00 to build affordable housing in Beach Creek. This clerical error was due to an unpracticed use of 'cut-and-paste' in a word processing program. It is my understanding that most modern land-use/purchase contracts have provisions for correcting clerical errata of this type. I believe the Acting City Attorney, Mr. McGearry, most inexpertly indicated that an error of this type did actually occur.

To clarify, the property developer, KDA Homes, Inc., chose to unilaterally change the conditions of the City's approval to build in the City of Ashland and subsequently charge Habitat for Humanity or any subsequent affordable home project developer \$70,000.00 infrastructure costs. You, in your position as liaison to the Planning Commission, would not be the recipient of that payment, nor have you, nor would you solicit such a payment. It is my understanding that the Planning Commission did allow KDA Homes, Inc. to unilaterally change the provisions of their agreement with the City on the Beach Creek subdivision in regard to providing affordable housing lots at low, or no, cost.

It is my intent to come before the Ashland City Planning Commission to personally express my contrition in this matter.

Sincerely,



James P. Jarrard

October 30, 2023

City of Ashland  
ATTN: Brandon Goldman, Staff Liaison  
City Planning Commission  
51 Winburn Way  
Ashland, Oregon 97520

RE: PA-T2-2023-00043, October 25, 2023

I am writing to express concern about proposed changes to the Beach Creek subdivision plan before the builder fulfills its original affordable housing obligations. The proposed changes are distributed to nearby city residents as Planning Action: PA-T2-2023-00043 dated October 25, 2023.

As I understand, the initial agreement required the builder to provide 8 lots to nonprofit organizations for affordable housing, with no infrastructure costs. However, the builder later asked the nonprofits to pay Brandon Goldman \$70,000 per lot for infrastructure. This caused the initial partner, Habitat for Humanity, to withdraw. Subsequently, the builder agreed to fulfill its obligations for 25% of its obligations (2 of 8 lots)

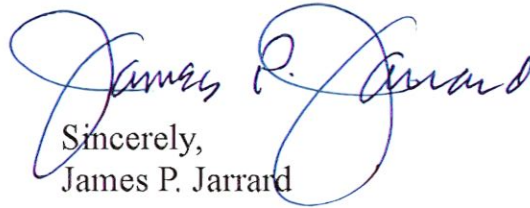
While the builder has since provided 2 affordable lots, they still need to find nonprofit partners for the remaining 6 before any modifications should be approved. The builder made a commitment to this community to provide 8 affordable lots, and it is imperative that the full obligation is met. While I understand the builder's desire for flexibility, it is imperative that the city holds firm on the initial affordable housing obligations. Ashland is facing a severe shortage of affordable workforce housing. This obligation may also be codified in Ashland Municipal Code (AMC).

I urge the Commission to reject any proposed subdivision changes until the builder secures partners for the remaining 6 affordable lots. The City of Ashland has a severe shortage of affordable workforce housing. Reducing guaranteed affordable units from 8 to 2 would represent a major setback in addressing this critical need. In the absence of effective leadership in Ashland, responsibility of upholding community standards falls to the Planning Commission on this issue. The wealth and community heft of the builder (KDA Homes, Incorporated) should hold no sway with the Planning Commission.

Please stand firm and require the builder to fulfill the original affordable housing commitment of 8 lots before approving any modifications. Doing so will

demonstrate Ashland's dedication to equitable development and serving the housing needs of all its residents.

Thank you for your strong leadership on this issue. I am confident the Commission will make the fair decision and hold the builder accountable to their promises.

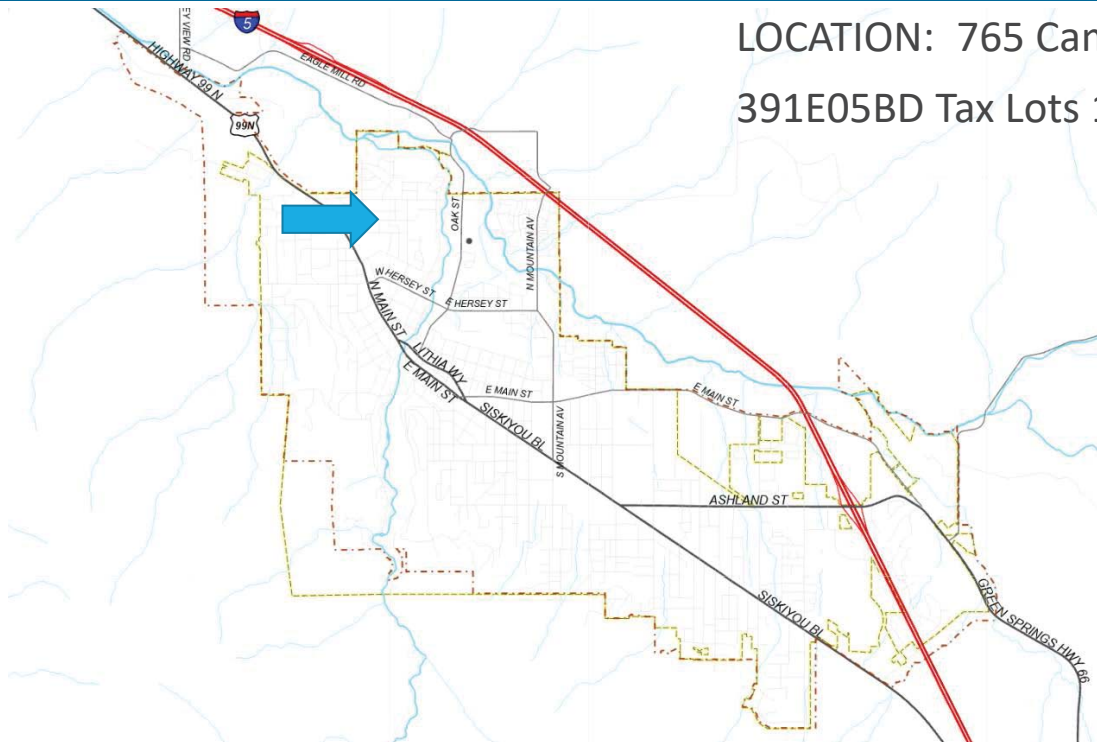
  
Sincerely,  
James P. Jarrard

Ashland Resident  
1072 Clear Creek Drive  
Ashland, Oregon 97520



PA- T2-2023-0045  
765 Cambridge - Cottages

PLANNING  
COMMISSION  
JAN 9, 2023



LOCATION: 765 Cambridge St.  
391E05BD Tax Lots 1100



# Application Request

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The request is for approval of an Outline and Final Plan Approval of five lot subdivision and cottage housing development (four residential development lots and a common area lot)

An exception to street standards to not install park row and sidewalk

Staff feels that an exception to the park row requirement is reasonable, however sidewalk is an essential part of the transportation network and should be installed.

3

# Prepared Findings

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The applicant in this case provided detailed findings formatted very similarly to City finding documents in an effort to ease the application. These are located between pages 79 – 87 in your meeting packet. Because the applicant had hoped for approval of the street exception these findings include language speaking to their approval.

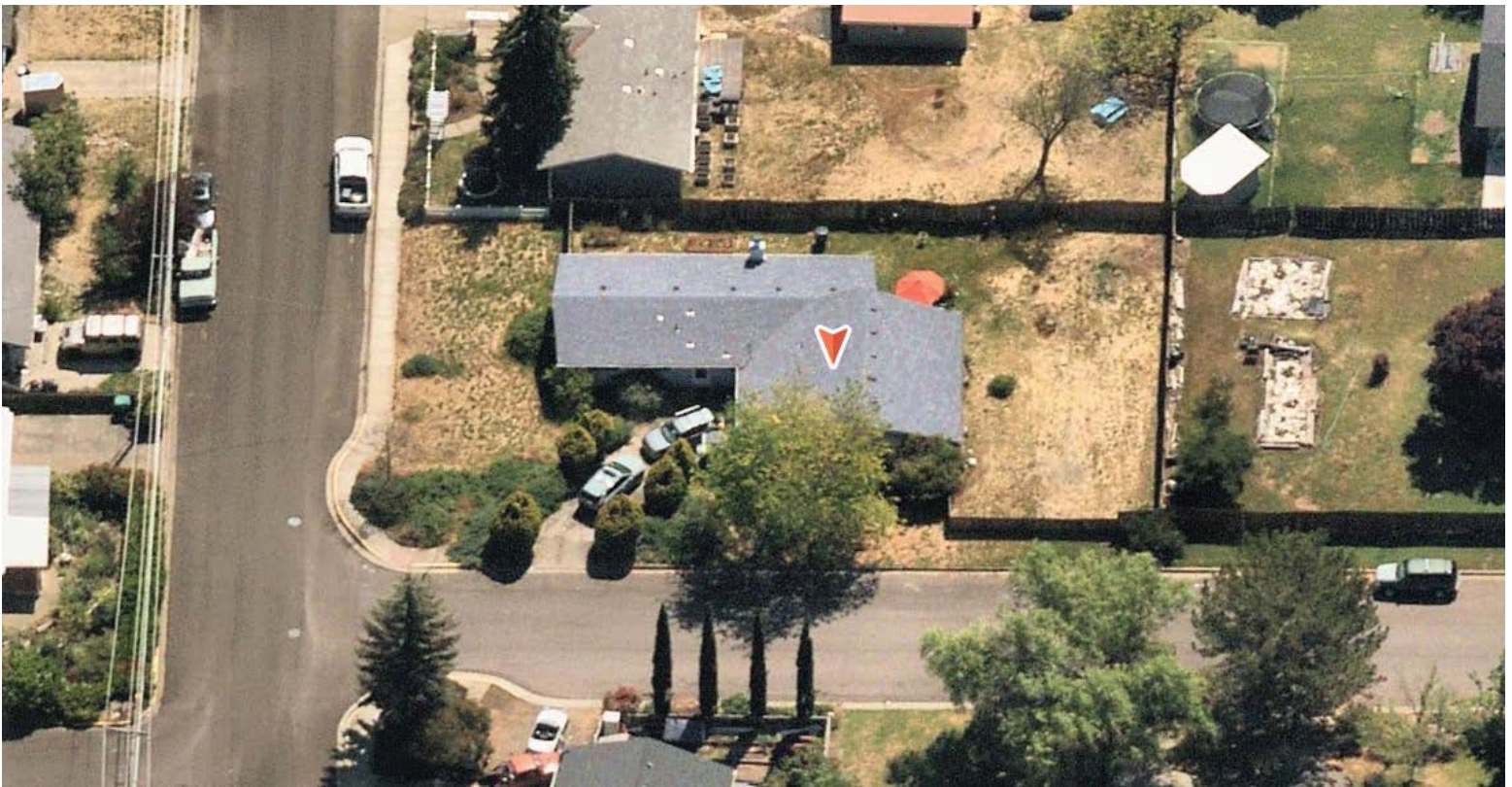
The Findings that have been prepared for your consideration (pages 57-73) include the staff recommendation to deny the exception in part, allowing for the relief from the parkrow standards (based on existing ROW width and curb location, but require the installation of a five-foot curb tight sidewalk.

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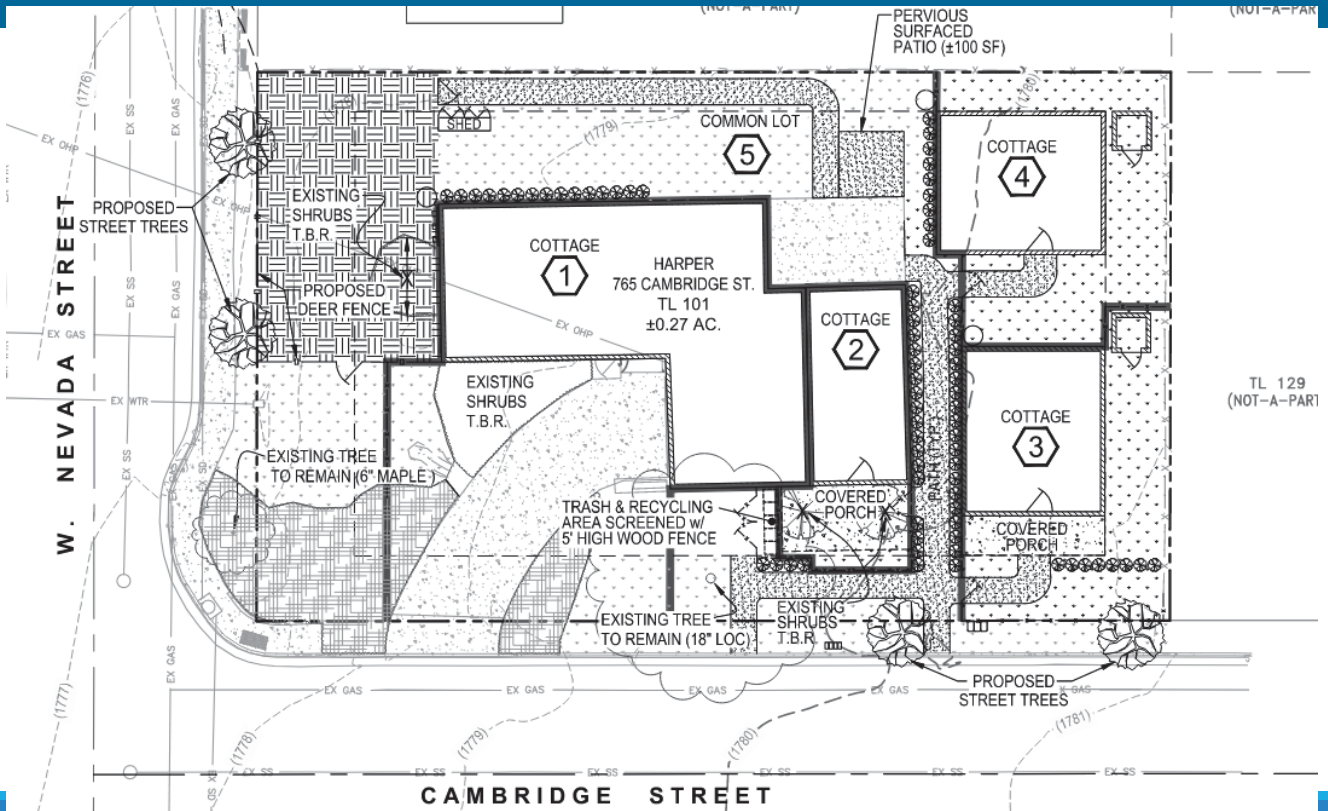




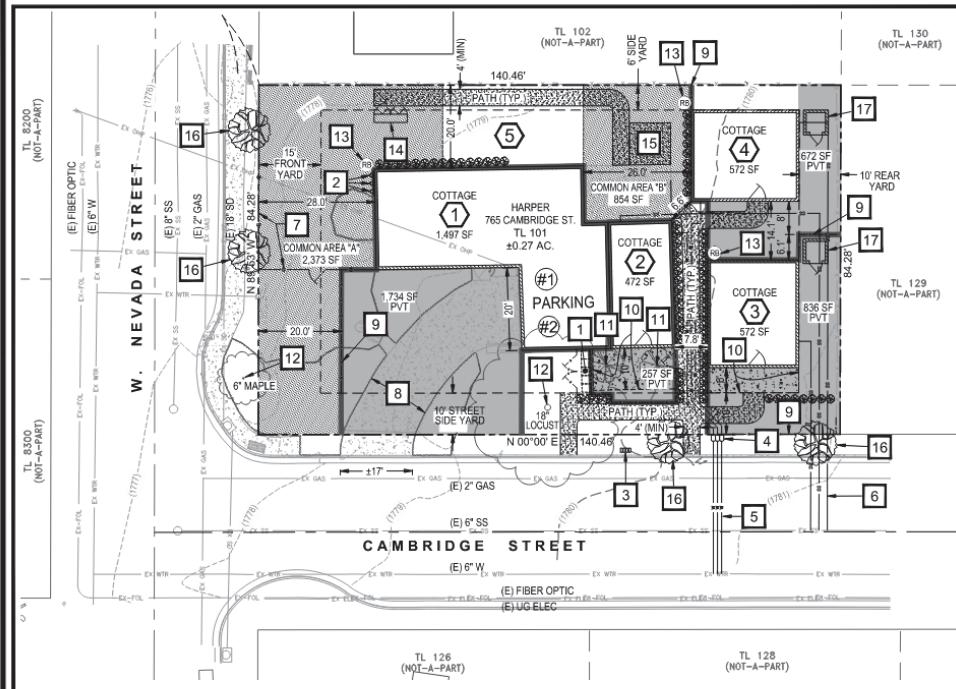
nearmap







# SITE PLAN FOR CAMBRIDGE ST. COTTAGE HOUSING



## PROPOSED COTTAGES

PROPOSED LOT SIZE	DWELLINGS	OPEN SPACE <sup>1</sup>
3,447 SF	1,497 SF	1,734 SF (PRIVATE)
729 SF	472 SF	257 SF (PRIVATE)
1,408 SF	572 SF	836 SF (PRIVATE)
1,400 SF	572 SF	672 SF (PRIVATE)
4,859 SF	N/A	3,227 SF (COMMON)
<b>TOTAL = 11,843 SF</b>	<b>3,113 SF</b>	

<sup>1</sup> EXISTING SINGLE FAMILY RESIDENCE TO BE STRUCTURALLY MODIFIED TO CREATE TWO ATTACHED DWELLINGS  
<sup>2</sup> PRIVATE AND COMMON OPEN SPACE AREAS CALCULATED IN ACCORDANCE WITH AMC CHAPTER 13.3.300 C.445

## SITE STATISTICS

COMMON OPEN SPACE	PROPOSED ON-SITE PARKING
3,227 SF / 11,843 SF = 27.2%	2 EXISTING SPACES FOR COTTAGE #1
FLOOR-AREA RATIO (FAR)	<b>TOTAL = 2 SPACES</b>
3,113 SF / 11,843 SF = 26.3%	
LOT COVERAGE	
5,189 SF / 11,843 SF = 43.8%	

## SITE PLAN NOTES

- |   |   |    |                                  |
|---|---|----|----------------------------------|
| 1 | TRASH & RECYCLING AREA SCREENED w/ 5' HIGH WOOD FENCE | 9  | 4' HIGH INTERIOR FENCING         |
| 2 | PROPOSED ELECTRIC METERS (3 TOTAL)                    | 10 | PROPOSED COVERED PORCH           |
| 3 | (4) PROPOSED MAILBOXES                                | 11 | EXISTING SHRUB TO BE REMOVED     |
| 4 | (3) PROPOSED WATER METERS                             | 12 | EXISTING TREE TO REMAIN          |
| 5 | (3) PROPOSED WATER SERVICES                           | 13 | PROPOSED RAIN BARREL             |
| 6 | (3) PROPOSED 4" SEWER LATERALS                        | 14 | PROPOSED GARDEN SHED             |
| 7 | PROPOSED DEER FENCE                                   | 15 | PROPOSED PERVIOUS SURFACED PATIO |
| 8 | EXISTING DRIVEWAY TO REMAIN                           | 16 | PROPOSED STREET TREE (4 TOTAL)   |
|   |   | 17 | 6x6' STORAGE SHED (2 TOTAL)      |

## PROPOSED SITE PLAN

SCALE: 1" = 20' (11x17)



**HARPER COTTAGE HOUSING**  
 765 CAMBRIDGE ST. ASHLAND, OR 97520  
 MAP 39-1E-05-AD, TAX LOT 101

DESIGNED BY: JG  
 PROJECT: 24-076  
 SHEET NUMBER: 2 of 4  
 DATE: 13 NOV 2023

Table 18.2.3.090.C.1.a. Cottage Housing Development Density

Zones	Maximum Cottage Density	Minimum Number of Cottages per Cottage Housing Development	Maximum Number of Cottages per Cottage Housing Development	Minimum Lot Size (Accommodates Minimum Number of Cottages)	Maximum Floor Area Ratio (FAR)
R-1-5, NN-1-5, NM-R-1-5	1 cottage dwelling unit per 2,500 square feet of lot area	3	12	7,500 square feet	0.35

# Density Standards

## Cottage Housing Details

0.27 Ac zoned R-1-5

18.2.3.090 Allows cottage housing in the R-1-5 zone for lots larger than 7500 sq. ft. at a rate of 1/2500 sq. ft.

$$11,837 \text{ sq. ft.} / 2500 = 4.7 \text{ \& FAR} = 11837 \times 0.35 = 4142$$

As Proposed: “The project will create four units. Two units are attached and will be the result of dividing the existing home into two units (1,497 sq. ft. and 472 sq. ft.) and two new cottages which will be 572 sq ft in size.” total 3,113 sq. ft. < 4,142 FAR limit





NOTE: EXISTING FENCES ALONG SOUTH AND EAST PROPERTY LINES OMITTED FOR CLARITY.

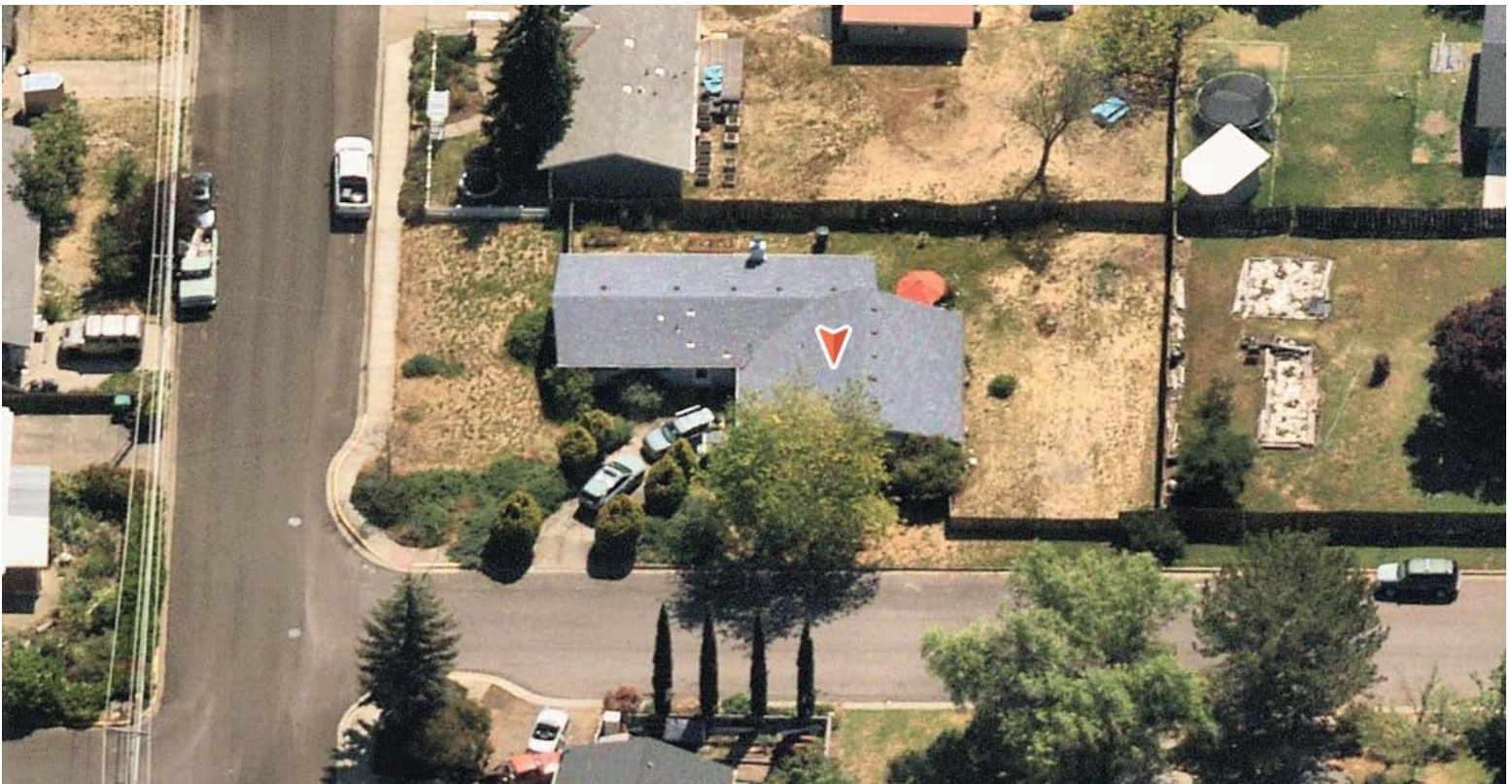
SW AXON (WINTER SOLSTICE) 



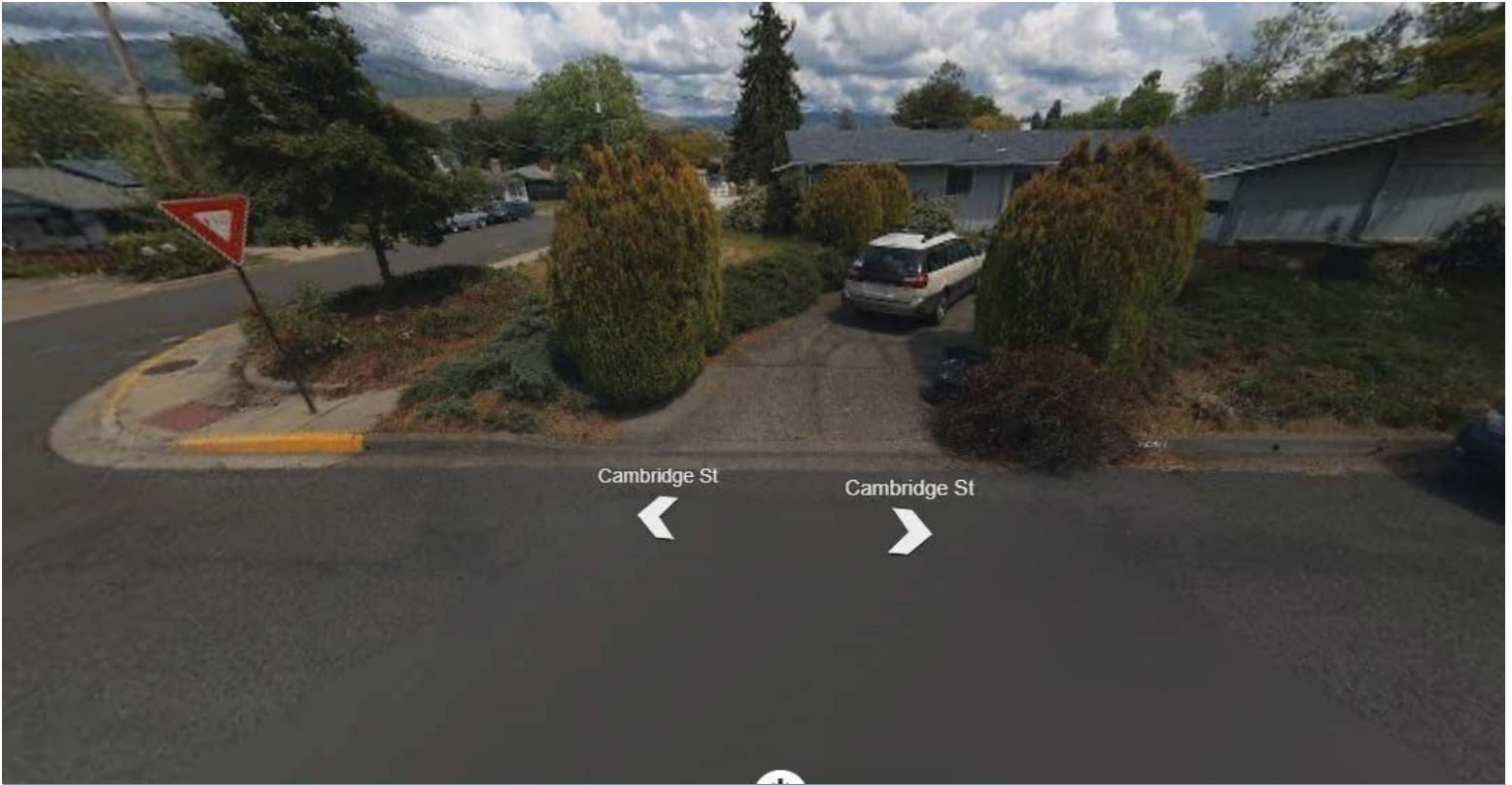
TYPE OF STREET	AVERAGE DAILY TRIPS (ADT)	RIGHT-OF-WAY WIDTH	CURB-TO-CURB PAVEMENT WIDTH	WITHIN CURB-TO-CURB AREA			PARKING	CURB on both sides	PARK-ROW on both sides	SIDE-WALKS on both sides
				MOTOR VEHICLE TRAVEL LANES	MEDIAN AND/OR CENTER TURN LANE	BIKE LANES on both sides				
Neighborhood Street	less than 1,500				NA	NA 3				
Parking One Side		47'-51'	22'	15' Queuing			7'	6"	5'-8'1"	5'-6'
Neighborhood Street										
Parking Both Sides		50'-57'	25'-28'	11'-14' Queuing			7'	6"	5'-8'1"	5'-6'

# Street Standards

PRESENT IMPROVEMENTS ARE ROW OF 47' AND PAVING 33' WIDE.







# Street Standards

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City standards envision six- to six-foot sidewalks, seven-foot parkrow planting strips, a six-inch curb, seven-foot parking bays, and eleven- to fourteen total travel lane.

The city-standard cross-section includes a total right-of-way width of 50-55 feet although the existing right-of-way is only 47 feet.

Staff feels that based on the existing sidewalk along the northside of the project extending the existing pedestrian network is important, but that the exception to parkrow is justified based on the ROW width.

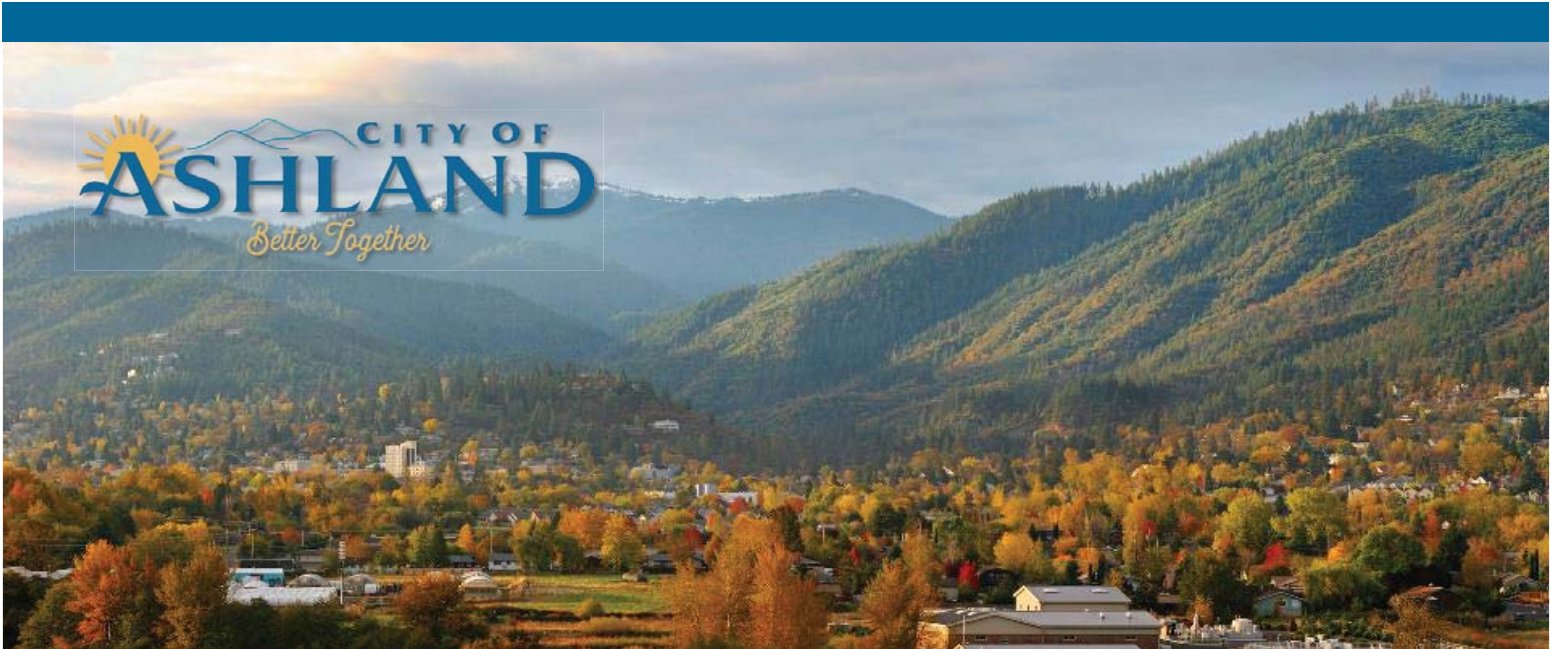
# Approval Criteria for Exception to Street Standards

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1. Exception to the Street Design Standards. The approval authority may approve exceptions to the street design standards in section 18.4.6.040 if the circumstances in either subsection B.1.a or b, below, are found to exist.
  - a. There is demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site or proposed use of the site; and the exception is the minimum necessary to alleviate the difficulty; and the exception is consistent with the purpose, intent, and background of the street design standards in subsection 18.4.6.040.A; and the exception will result in equal or superior transportation facilities and connectivity considering the following factors where applicable:
    - i. For transit facilities and related improvements, access, wait time, and ride experience.
    - ii. For bicycle facilities, feeling of safety, quality of experience (i.e., comfort level of bicycling along the roadway), and frequency of conflicts with vehicle cross traffic.
    - iii. For pedestrian facilities, feeling of safety, quality of experience (i.e., comfort level of walking along roadway), and ability to safely and efficiently cross roadway; or
  - b. 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 purposes, intent, and background of the street design standards in subsection 18.4.6.040.A.







# Planning Commission

Right-of-Way Vacations  
January 9, 2024

## Proposed Right-of-Way Vacations

### Fern Street

Consider request to vacate a portion of R-oW near 1109 Fern Street.  
Make a recommendation to Council.

### Mountain Meadows

Consider request to vacate a portion of R-oW near Fair Oaks Avenue & Golden Aspen Place.  
Make a recommendation to Council.

PLANNING  
COMMISSION



R-o-W Vacation

# Fern Street

Street Connectivity

Bicycle & Pedestrian Access

Utility Easements



R-o-W Vacation

# Fern Street

**Street Connectivity** – Grades don't allow street improvements. Easements to support driveway access to adjacent lots should be maintained.

**Bicycle & Pedestrian Access** – Given block lengths and perimeters with vacation are at least twice the standard (3,100' v. 1,200'-1,600'), staff believe a mid-block pedestrian easement would be beneficial to the future walkability of the neighborhood.

**Utility Easements** – Staff believe reserving a public utility easement to support future development in the area would be beneficial in the long-term.





# QUESTIONS? *Recommendation...*



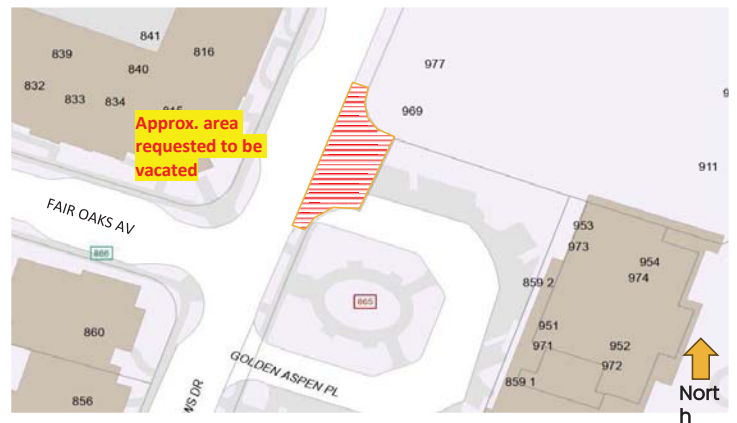
R-o-W Vacation

## Mountain Meadows Drive

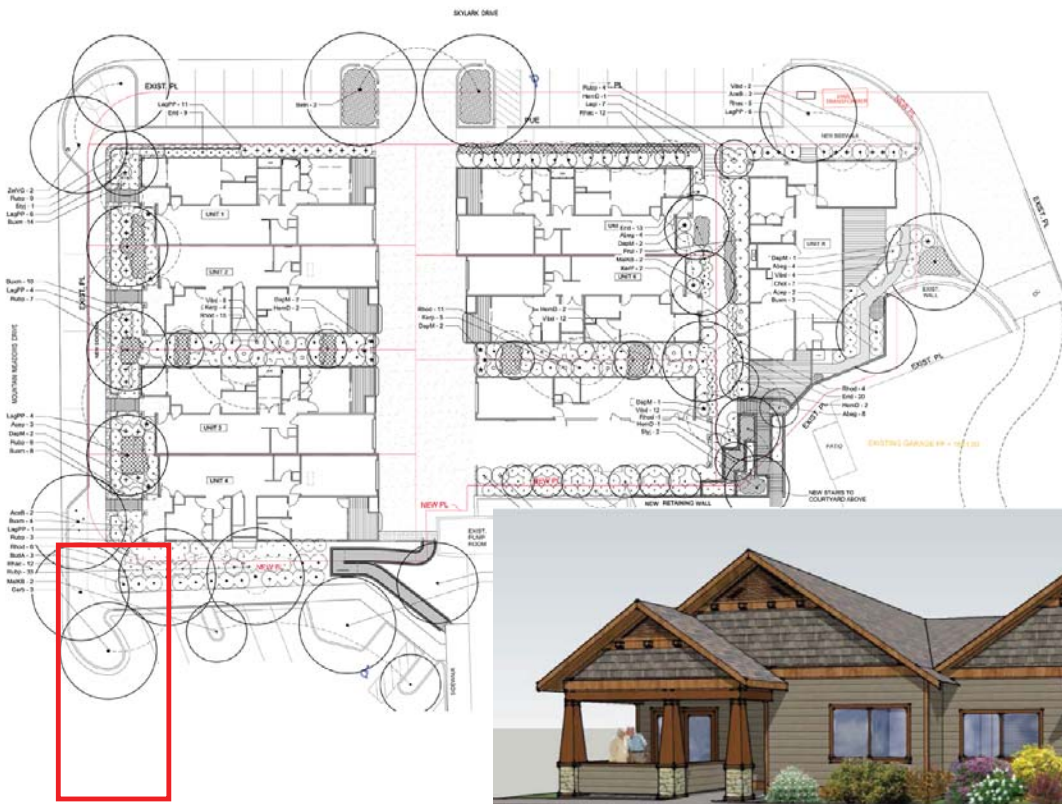
Street Connectivity

Bicycle & Pedestrian Access

Utility Easements







Mountain Hill Estates  
 Approved in 2021  
 Initial Sitework Underway



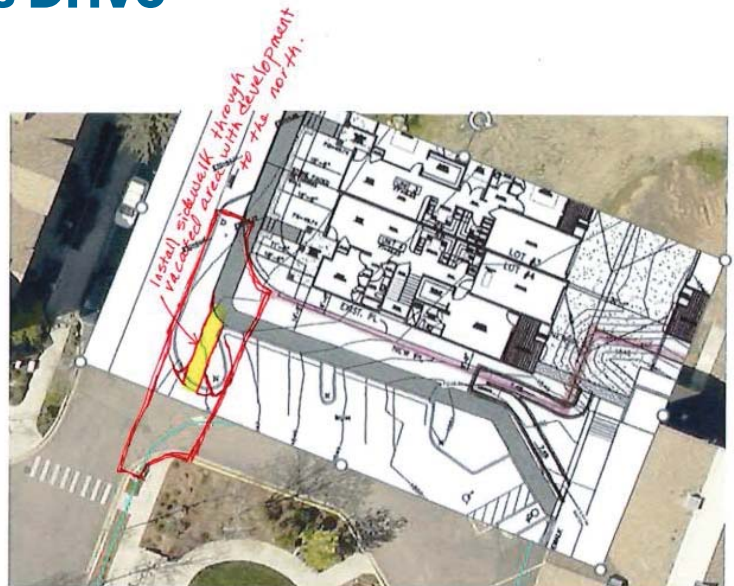
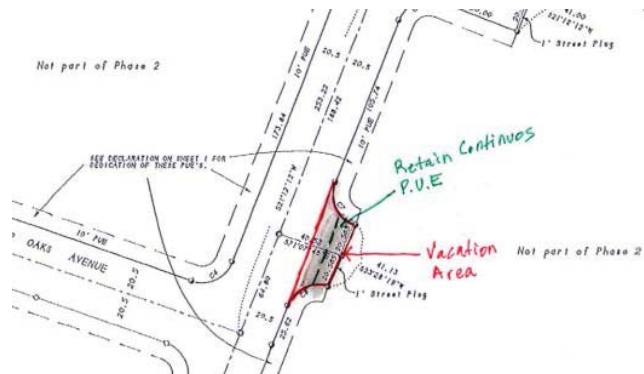
R-o-W Vacation

# Mountain Meadows Drive

Street Connectivity

Bicycle & Pedestrian Access

Utility Easements



QUESTIONS?  
Recommendation...



**Planning Commission**

Right-of-Way Vacations  
January 9, 2024



# Planning Commission Minutes

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

**January 23, 2024**

**SPECIAL MEETING**

**DRAFT 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. She noted that Commissioner Perkinson was attending the meeting via Zoom.

### **Commissioners Present:**

Lisa Verner  
Doug Knauer  
Kerry KenCairn  
Russell Phillips  
Susan MacCracken Jain  
Gregory Perkinson

### **Staff Present:**

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

### **Absent Members:**

Eric Herron

### **Council Liaison:**

Paula Hyatt

## **II. ANNOUNCEMENTS**

Community Development Director Brandon Goldman made the following announcements:

- The City is holding its annual town hall meeting on January 24, 2024, 5:30-7:30 p.m. in the Stevenson Union Building at SOU.
- The City Council will be receiving its quarterly update from Townmakers, LLC on February 5, 2024, regarding their potential development of the Croman Mill Site. Mr. Goldman noted that there had not been any substantial changes to their proposal since their last update.

## **III. PUBLIC FORUM – None**

## **IV. TYPE III PUBLIC HEARING**

### **A. Recommendation of draft ordinance for Parks, Trails, and Open Space Map Update**

Chair Verner stated that the Commission would be making a recommendation to the Council for a final decision. She directed attention to public comments received after the meeting packet had been distributed, and thanked all those who had submitted their testimony (see attachment #1).







# Planning Commission Minutes

## **Staff Presentation**

Mr. Severson began by reiterating that the Commission would be making a formal recommendation on the Parks, Trails and Open Space (PTOS) ordinance update to the Council for a final decision. He stated that a first reading of the draft ordinance would be held at the Council's February 20, 2024 Business Meeting.

Mr. Severson directed the Commission's attention to the public comments that staff received prior to the meeting. The first was received from Amy Gunter on behalf of the owner of 755 North Mountain Avenue, and spoke to the identification on the proposed map of NM-G of the North Mountain Neighborhood Plan as an area for acquisition for parks purposes. In regards to Ms. Gunter's letter, Mr. Severson clarified that this area was already identified for acquisition in the North Mountain Neighborhood Plan, and that there are ways the land could be acquired without triggering a modification to that plan.

Mr. Severson summarized the remaining public comments which spoke to the expansion of the Central Bike Path (CBP). Mr. Severson detailed how the TPOS map update is to be used in conjunction with the Trails Master Plan, which designated the expansion of the CBP as a critical improvement. He also pointed out that the Transportation System Plan designated the CBP as a high priority.

Mr. Severson stated that staff is generally supportive of adopting the map update with any recommendations that the Commission has for Council (see attachment #2).

## **Questions of Staff**

Commissioner Knauer noted that Ms. Gunter's letter had expressed concern that additional encumbrances could be placed on the property at 755 North Mountain Avenue if this map update was approved. Mr. Severson responded that it is staff's opinion that this update would not pose any additional encumbrances on the property. He explained that the TPOS is a supporting document to the City's Comprehensive Plan, and that chapter 8 speaks to the need for the City to negotiate with property owners when purchasing land and that such properties shall be purchased without resulting in direct condemnation. Mr. Goldman noted that the North Mountain Neighborhood Master Plan established zoning and allowances for that property. Therefore, provided that Ms. Gunter's client submitted plans consistent with this application, it would be processed with the underlying zoning. Mr. Goldman added that even if the Council approved the TPOS plan as presented, staff would note the location of the floodplain, the Greenway dedication, and the proposed street system to ensure that any proposed development did not preclude those connections. Commissioner KenCairn clarified that the owner of 755 North Mountain Avenue could build a single-family on one lot and retain the remaining lots.

The Commission discussed how the City could acquire land in order to expand the CBP. Mr. Goldman



## Planning Commission Minutes

explained that the Public Works Department would be the acquiring party as part of the Transportation System Plan, either through easements or by purchasing the properties, which would then be approved by the Council. The Commission lamented the fact that the expansion of the CBP had been a top priority for the City for over ten years, but that no progress had been made in that time. Interim Parks Director Leslie Eldridge stated that the CBP represents vital connectivity corridors, but that their expansion is not actionable by the Ashland Parks & Recreation Department. She cautioned City residents from beseeching the Ashland Parks & Recreation Commission (APRC) to undertake the expansion of the CBP, stating that they are simply an interested party. Ms. Eldridge added that the Parks & Recreation Commission is drafting a resolution showing its goals and aspirations for the City.

The Commission discussed how public comments received, and how those comments made by the Commission, could be included in a motion to encourage the completion of the CBP. Chair Verner suggested that a "Whereas" clause be included in a motion that highlighted the need for progress to be made on this project, particularly given length of time that it has been designated a high priority. Commissioner Knauer agreed, emphasizing that it should be clear which City departments are responsible for this project and that action needs to be taken.

### **Public Comments**

**Rick Landt**/Mr. Landt introduced himself as a member of the APRC. In relation to the resolution referred to by Ms. Eldridge, Mr. Landt stated that approving that resolution would show the APRC's commitment to the Traffic Safety Plan and the Trails Master Plan. He emphasized the importance of expanding the CBP, but added that there are other important trails in the City and not everything could be included in the TPOS plan.

Mr. Landt lauded the changes to the TPOS map update, citing the removal of 277 acres compared to the 2002 plan currently in place, and the trail corridors being shown on the proposed map. He also pointed out that the map update lists the Trails Master Plan corridors and stated that this map is intended to be used in conjunction with the APRC Trails Master Plan, which identifies critical connectivity corridors for acquisition or easements.

Mr. Landt also clarified that the APRC is only interested in acquiring the riparian areas of the property referenced in Ms. Gunter's letter.

**Gary Shaff**/Mr. Shaff stated that every City department, Commission, and Committee is obligated to follow the Comprehensive Plan, and that the City's inaction regarding the expansion of the CBP reflected its lack of a unified vision. He insisted that the expansion of the CBP be listed as a top priority in the TPOS map update, and by extension the Comprehensive Plan, to ensure that the City funds and completes this project. Mr. Shaff pointed out that the state's new Climate Friendly and Equitable Communities guidelines direct cities to reduce carbon emissions by encouraging



## Planning Commission Minutes

alternative forms of transportation, and that it should be a priority for all City departments, Commissions, and Committees ensure the expansion of the CBP to help reach this goal (see attachment #3).

Chair Verner closed the Public Hearing and Public Record at 7:48 p.m.

### **Deliberation and Decision**

The Commission discussed how a resolution could be included in a recommendation of approval that encouraged the completion of the CBP. Ms. Eldridge reiterated that the APRC can label the CBP as a critical connectivity project, but does not have the authority to complete the CBP itself. Commissioner Knauer expressed concern over the public's perception of the City's priorities as listed on the proposed TPOS map update. He pointed to areas listed on the map that are outside of the City limits, while projects like the CBP remain incomplete.

Commissioner KenCairn remarked that any direction for the completion of the CBP needs to come from the Council, and suggested that a motion include a request for the completion of the CBP to be considered a high priority. Chair Verner responded that a "Whereas" clause could be included in the motion to this effect. Commissioner Phillips asked if the Commission should recommend that the completion of the CBP be included in the Comprehensive Plan. Chair Verner responded that it already exists in the Comprehensive Plan. Mr. Goldman elaborated that Transportation System Plan was adopted as a technical support document to the Comprehensive Plan, so the CBP is already included in it.

Chair Verner suggested that the Commission recommend that the expansion of the CBP be considered a priority by Council. Commissioner Knauer further suggested that Council direct specific City departments to complete this undertaking. Commissioner KenCairn commented that it is not up to the Commission to direct responsibility for such a project.

**Commissioners MacCracken Jain/KenCairn m/s to recommend approval of the draft ordinance and adoption of the Parks, Trails and Open Space map as an official map supporting the Ashland Comprehensive Plan's Chapter VIII "Parks, Open Spaces and Aesthetics" with the following amendment:**

**Add a new "Whereas" clause as follows:**

**"Whereas, the Central Bike Path has been a priority listed on both the new "Parks, Open Space and Trails Map" and the City's Transportation Systems Plan and, after more than 10 years of such listing, should be funded and completed."**

**Roll Call Vote: All AYES. Motion passed 6-0.**

### **V. OPEN DISCUSSION**





## Planning Commission Minutes

Commissioner Knauer requested that the Commission discuss the Comprehensive Plan and the vision for the City at a future Study Session. He stated that this would assist the Commission in making decisions that are guided by the Comprehensive Plan. Mr. Goldman responded that this topic could be reviewed at the February 27, 2024 Study Session.

Commissioner MacCracken Jain expressed appreciation for all citizens who submitted public comments and were involved in this process.

### **VI. ADJOURNMENT**

*Meeting adjourned at 8:11 p.m.*

*Submitted by,  
Michael Sullivan, Executive Assistant*



**From:** [V Clark](#)  
**To:** [Planning Commission - Public Testimony](#)  
**Cc:** [info@ashlandclimate.org](mailto:info@ashlandclimate.org)  
**Subject:** Extend the central bike path  
**Date:** Saturday, January 20, 2024 10:28:01 AM

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[EXTERNAL SENDER]

Commissioners,

Please place extending the central bike path to Crowson road part of your 20 year priority list. This is an essential part of making our community accessible for all. Most importantly it encourages and supports alternate (non carbon burning) means of transportation and recreation.

Thank you  
Virginia Clark  
1023 Clay Street  
Ashland

Sent from my iPhone



## Michael Sullivan

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**From:** Julia Sommer <juliamsommer@gmail.com>  
**Sent:** Saturday, January 20, 2024 5:40 PM  
**To:** Planning Commission - Public Testimony  
**Subject:** PC testimony on improvement priorities

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[EXTERNAL SENDER]

Please make extending/completing the Central Bike Path a priority!!  
This is especially important for bicyclists trying to traverse downtown.

Julia Sommer  
1158 Village Square Dr.  
Ashland

## Michael Sullivan

---

**From:** Barbara Settles <bashinkas@yahoo.com>  
**Sent:** Sunday, January 21, 2024 8:25 AM  
**To:** Planning Commission - Public Testimony  
**Subject:** Priority: central bike path.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[EXTERNAL SENDER]

Please make the central bike path extension a priority. Attracting bikers and their families from their cars 🚗 to visit and run errands in our valley with this extension is important for us to meet our city's goals of carbon reduction. Thank you for your work.

Barb Settles

Sent from my iPhone

## Michael Sullivan

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**From:** Harlan Bittner <hbittner3@gmail.com>  
**Sent:** Sunday, January 21, 2024 6:35 PM  
**To:** Planning Commission - Public Testimony  
**Cc:** info@ashlandclimate.com  
**Subject:** 01/23/24 PC Hearing Testimony

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[EXTERNAL SENDER]

To the Ashland City Council,

Please prioritize the extension of the Central Bike Path to be included in the 20-year plan for parks, open space and trails. I understand that the CBP has always been intended to extend west to near the railroad underpass and east to Crowson Road. Though Ashland has recently taken steps to improve bicycle facilities in the city, there is a public need for further improvement to enable safe and convenient bicycling for all.

Thank you for your consideration.

Harlan Bittner  
[Hbittner3@gmail.com](mailto:Hbittner3@gmail.com)

## Michael Sullivan

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**From:** Lisa Brill <lisa4bikes@gmail.com>  
**Sent:** Sunday, January 21, 2024 7:38 PM  
**To:** Planning Commission - Public Testimony  
**Cc:** info@ashlandclimate.org; SVBoard  
**Subject:** 01/23/24 PC Hearing Testimony

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[EXTERNAL SENDER]

To: The Ashland Planning Commission  
Date: January 21, 2024

On behalf of the Siskiyou Velo bicycle club, I ask the Planning Commission to please prioritize the extension of the Central Bike Path so it is included in the 20-year plan for parks, open space and trails. I understand that the CBP was always intended to extend west to near the railroad underpass and east to Crowson Road. Though Ashland has recently taken steps to improve bicycle facilities in the city, there is a public need for further improvement to enable safe and convenient bicycling for all. Thank you for your consideration.

Lisa Brill  
President, Siskiyou Velo  
c: 510-432-3971

## Michael Sullivan

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**From:** j harris <jaylharris@gmail.com>  
**Sent:** Sunday, January 21, 2024 12:58 PM  
**To:** Planning Commission - Public Testimony  
**Subject:** Fwd: "01/23/24 PC Hearing

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[EXTERNAL SENDER]

>  
> Greetings Commissioners,  
>  
> I regularly bike from Ashland towards Talent and beyond, using  
> both existing Greenway and Hwy 99, neither route is optimal for some  
> users, and a continuation of the Central Bike Path would serve a a public need in making bike and pedestrian travel  
more attractive, and surely safer than biking on Hwy 99.  
>  
> Please give extending this Central Bike Path your consideration.  
>  
> Thanks,  
>  
> J Harris  
> 1003 Beswick  
> Ashland  
>

## Michael Sullivan

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**From:** Nancy Keeley <keeley@lithiawater.com>  
**Sent:** Sunday, January 21, 2024 4:30 PM  
**To:** Planning Commission - Public Testimony  
**Cc:** info@ashlandclimate.org  
**Subject:** 01/23/24 PC Hearing Testimony.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[EXTERNAL SENDER]

As a long-time Ashland resident and cyclist I strongly support extending the CPB. This important and long-awaited next step to making Ashland more bike friendly would meet the public need for safe, accessible and comprehensive bicycle routes.

Please add it to the list list for the 20-year priorities for parks, open space, and trails.

Nancy Keeley  
78 N Third St  
Ashland, OR

## Michael Sullivan

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**From:** Nikki Orlaineta <nicole.rene78@gmail.com>  
**Sent:** Sunday, January 21, 2024 11:41 AM  
**To:** Planning Commission - Public Testimony  
**Cc:** info@ashlandclimate.org  
**Subject:** "01/23/24 PC Hearing Testimony."

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[EXTERNAL SENDER]

Ashland Planning Committee:

It has come to my attention that a draft has been made available for the 20 year plan prioritizing parks, open space, and trails.

From my understanding, there is no mention in the draft of completing the extension of the Central Bike Path (CBP). This is concerning as use of alternative modes of transportation will become essential for a myriad of reasons over the next 20 years. Let's not forget that Ashland is a leader in the valley on climate initiatives and reducing reliance on fossil fuels. Having bike infrastructure as part of sustainability goals is paramount to preserving, if not improving, the livability standard within the City of Ashland.

Please strongly consider adding the CBP to the draft proposal in anticipation of future community needs.

Thank you for your time and consideration.

Nikki Orlaineta

## Michael Sullivan

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**From:** Mark S. <mark.stonick@gmail.com>  
**Sent:** Sunday, January 21, 2024 12:43 PM  
**To:** Planning Commission - Public Testimony  
**Cc:** info@ashlandclimate.org  
**Subject:** 01/23/24 PC Hearing Testimony.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[EXTERNAL SENDER]

As someone who rides his bike through Ashland often, including today, I am disappointed that the extension of the Central Bike Path is not in the plan for future projects. Please reconsider adding this to your list on behalf of the public need.

Thanks,

Mark Stonick



## Michael Sullivan

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**From:** Richard Strahm <rstrahm@jeffnet.org>  
**Sent:** Sunday, January 21, 2024 5:40 PM  
**To:** Planning Commission - Public Testimony  
**Cc:** info@ashlandclimate.org  
**Subject:** 01/23/24 PC Hearing Testimony.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[EXTERNAL SENDER]

parks, open space and trails 20 year draft priority list

It would be so nice if the bicycling opportunities in Ashland were expanded. More than that, it's a public need for alternative transportation and fitness availability.

I am not an Ashland resident, but I do have many fond memories of cycling through the center of the city. The dragging parts were the city streets, especially in the railroad district, where narrow pavement and high traffic cause much anxiety. The best parts are the Central Bike Path, also paralleling the railroad tracks but not far enough. Please include plans in your priority list to extend the Bike Path from Jackson Road to Crowson Road. Thank you. Richard Strahm, Central Point

## Michael Sullivan

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**From:** Mike Vergeer <mvergeer@yahoo.com>  
**Sent:** Monday, January 22, 2024 1:12 PM  
**To:** Planning Commission - Public Testimony  
**Subject:** 01/23/24 PC Hearing Testimony

[EXTERNAL SENDER]

Hi.

I'm Mike Vergeer, and while I work for RVTD to promote transportation options like biking and walking, I do not represent RVTD with this note.

I write today to ask that you prioritize extension of the Central Bike Path in both directions.

You may already know that most Ashland residents would like to occasionally get out of their cars to get around town by biking and walking. And yet, MOST residents do NOT walk or bike much. In my line of work, I talk to these people every day. Day after day, I hear about two obstacles that keep people from biking and walking more often: it's not safe, and it's not convenient. People who use it love the central bike path. Personally, I think it's the single greatest thing about this town, but it just doesn't connect that many destinations. It's pretty safe, but it's not all that convenient. It needs to extend northwestward and southeastward to the UGBs to connect more Ashland residents to more Ashland destinations.

It seems there is no one city entity that governs the central bike path and proposed extensions thereof. We need a coordinated effort between multiple departments/commissions in this city, because the central bike path is both recreation AND basic transportation. We need this bike path extension not only for great bang per buck with regard to recreational opportunities, but we also really need it if the city is to meet its mandated targets to reduce carbon emissions and to build Climate-Friendly and Equitable Communities, much of which will be included as the Transportation Advisory Committee stewards an update to the city's Transportation System Plan in coming months.

I wrote an email last month about this very topic to Leslie Eldridge, interim director of APRC, and I got a very nice reply email assuring me that APRC commissioners like the idea, that bike path extensions are already in the 2020 Trails Master Plan. But it remains unclear whether anyone in any city entity is picking up the baton, because the bike path does not clearly lie in one entity's jurisdiction.

I want to make sure that the central bike path extension is more than a good idea, more than an endorsement or a resolution from APRC. I want to make sure it gets locked into the city's comprehensive plan, becomes city policy, and then can we go after grant funding to build it. If we're ever to build these extensions, we need somebody to spearhead the effort, someone who can reach to other city electeds and staff in different departments and commissions to make it happen. If you have read this far, please consider being that one person to make it happen.

Thank you for your attention to this matter.

--Mike Vergeer  
300 Creekside Rd  
Ashland, OR 97520  
541-631-9280



Parks, Trails & Open Space Map Adoption Planning Commission Special Meeting  
**Public Hearing/Council Recommendation** 1/23/2024

### Study Session 11/28

- Study Session
- Present Draft Map
- PC to provide feedback to Planning & Parks staff
- No formal action required tonight.

### Hearing 1/23

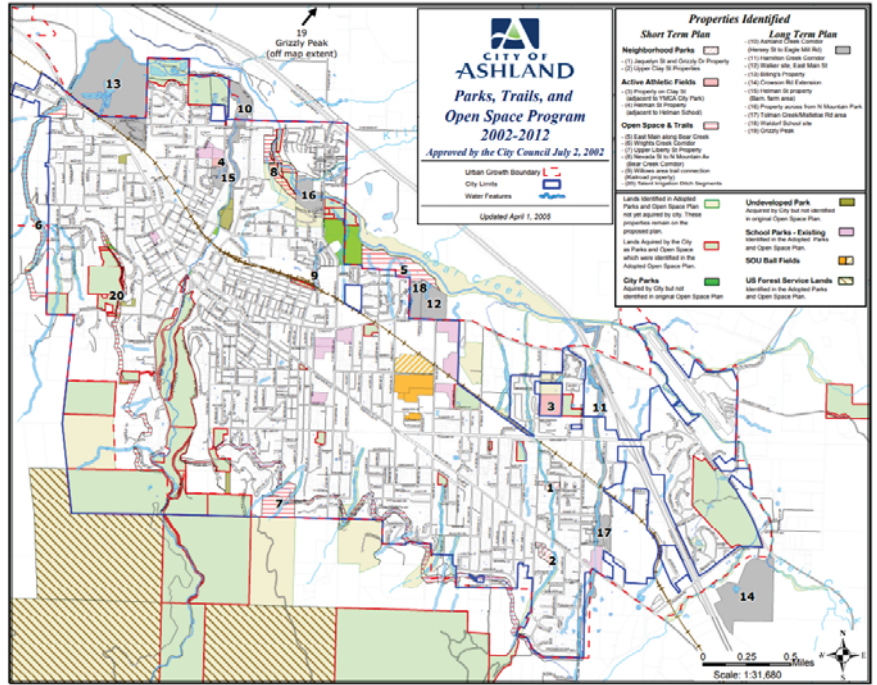
#### TONIGHT

- Special Meeting
- PC public hearing to consider final draft map
- PC to make formal recommendation to the Council with regard to map adoption (*motion will suffice; no later findings adoption*)

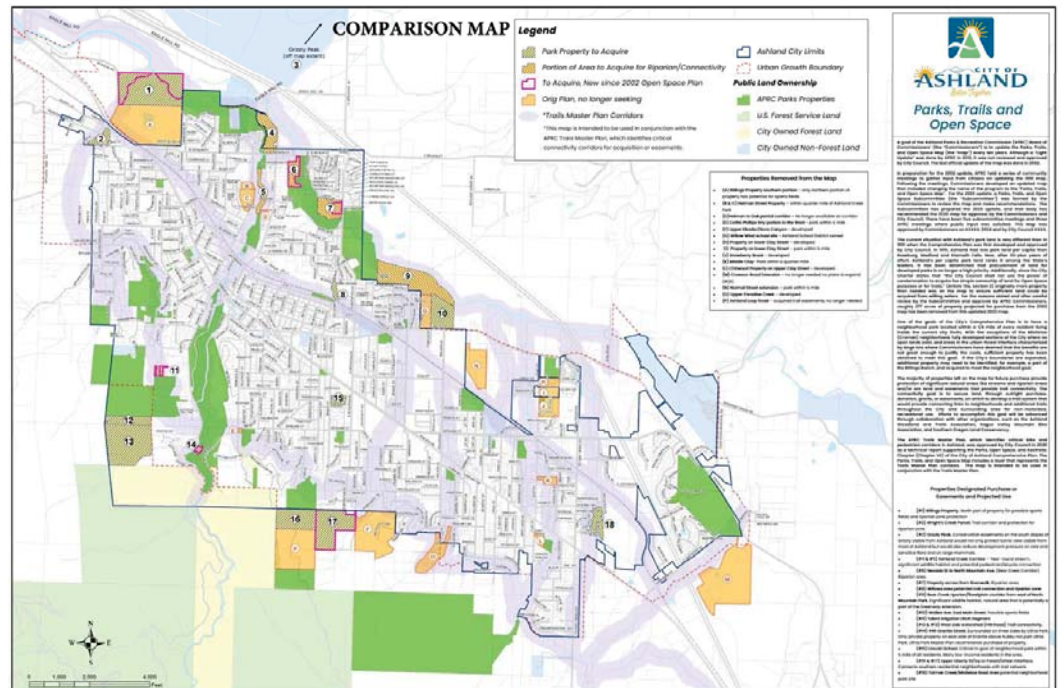
### Adopt

- **2/20** Council Public Hearing & First Reading
- **3/5** Council Second Reading



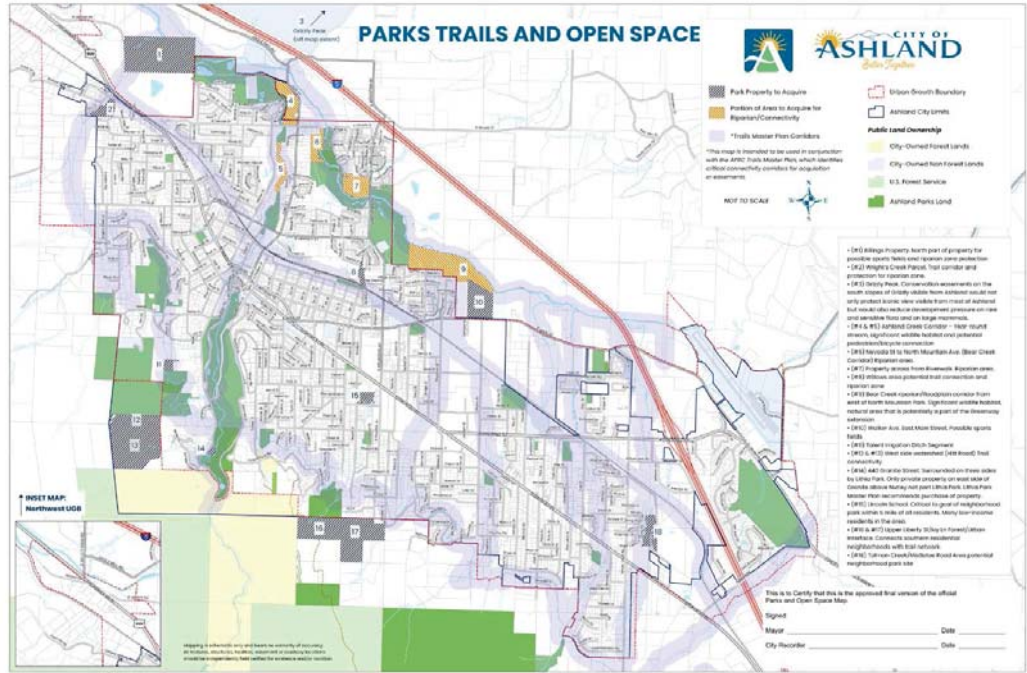


Parks, Trails & Open Space Map Adoption Planning Commission Special Meeting  
**2002-2012 Adopted Map** 1/23/2024

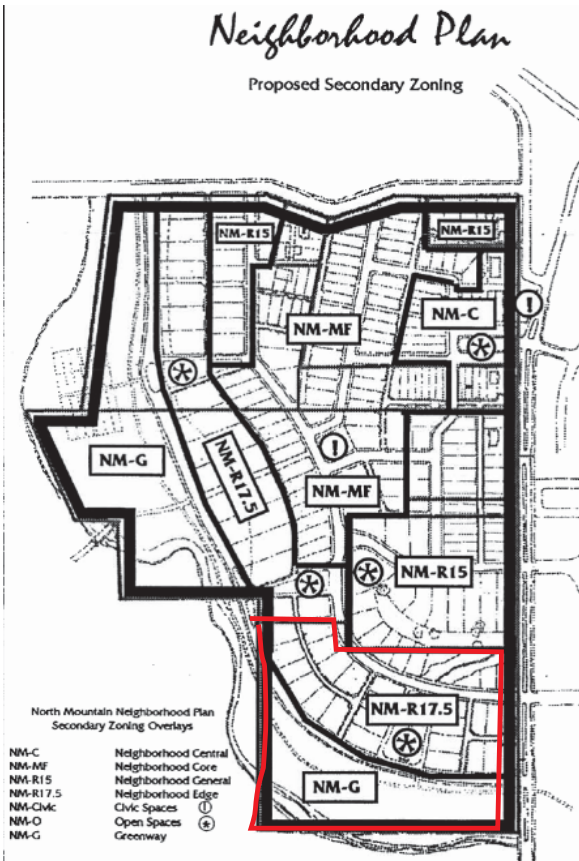


Parks, Trails & Open Space Map Adoption Planning Commission Special Meeting  
**Comparison Map** 1/23/2024





# Parks, Trails & Open Space Map Adoption Planning Commission Special Meeting Proposed Update 1/24/2024



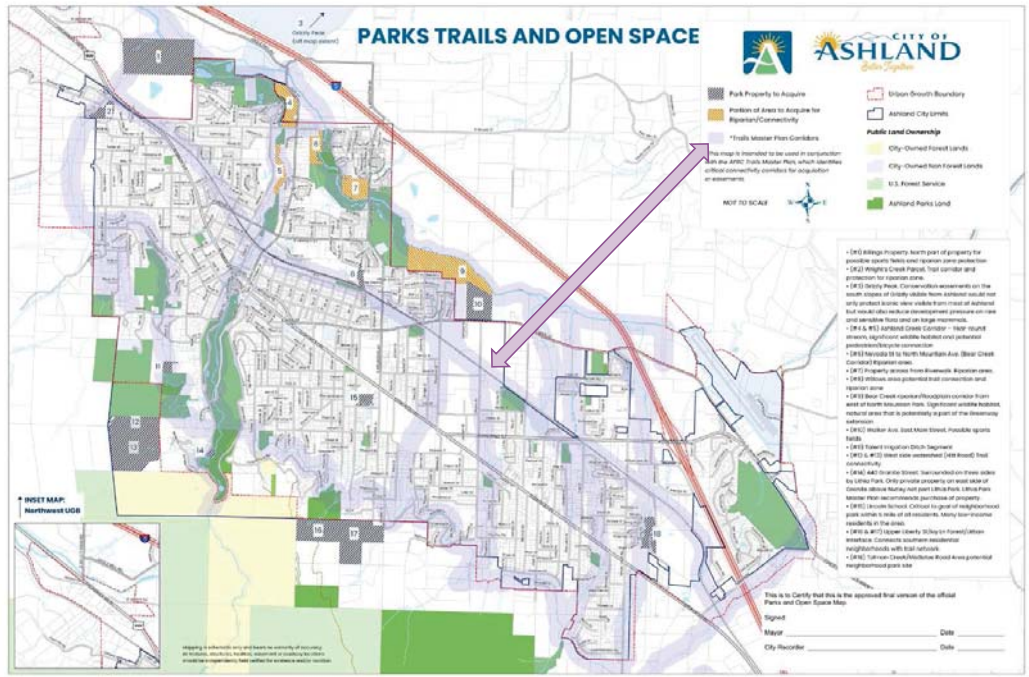
**AMC 18.3.5.090 North Mountain Greenway Zone (NM-G)**

**A. Applicability.** All projects containing land identified on the North Mountain Neighborhood Plan map as part of the North Mountain/Bear Creek Greenway shall dedicate that area so designated to the City for park purposes. It is recognized that previous zone changes allowing increases in allowable development density (up-zoning) as part of the North Mountain Neighborhood Plan imparted significant value to properties, and the required dedication of those lands within the North Mountain/Bear Creek Greenway for park purposes is both necessary based on the impacts of planned development and proportional to the value bestowed upon the property through the change in zoning designation.

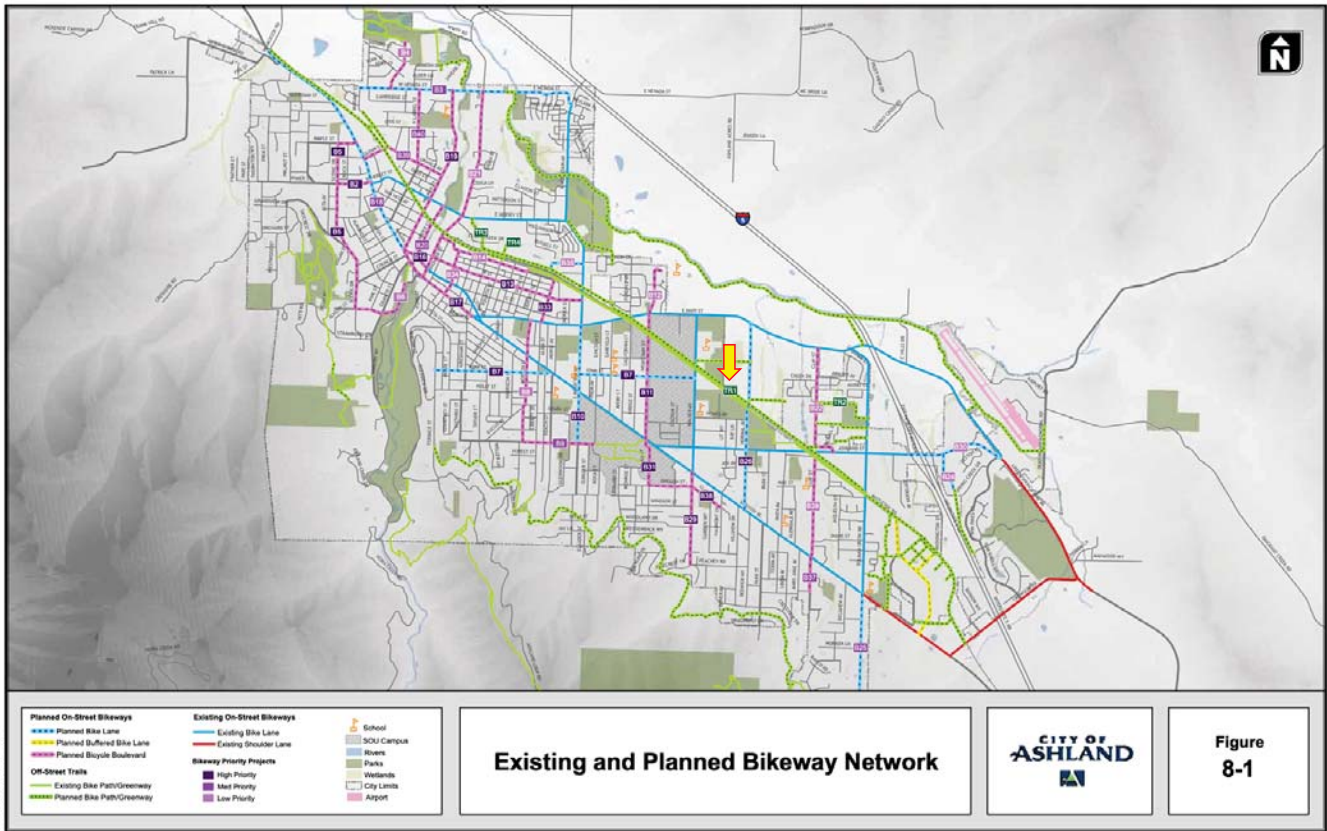
**B. Dedication on Final Survey Plat.** The dedication of lands within the North Mountain/Bear Creek Greenway shall be indicated on the final survey plat accompanying all partitions, subdivisions, and Performance Standards developments.

**C. Development Restrictions.** It is recognized that lands within the North Mountain/Bear Creek Greenway are identified as part of Ashland's Floodplain Corridor Lands, and are prohibited from further development, except as outlined in chapter 18.3.10 Physical and Environmental Constraints Overlay.





Parks, Trails & Open Space Map Adoption Planning Commission Special Meeting  
**Proposed Update** 1/24/2024



<b>Project #:</b> TR1		<b>Northside Trail</b>	
<b>Description:</b> Develop a multi-use path on the north side of the railroad tracks between Tolman Creek Road and the planned multi-use path just west of Orchard Ave.			
<b>Category:</b> Multi-Use Path	<b>Functional Classification:</b> N/A	<b>Priority:</b> High	<b>Total Cost:</b> \$2,000,000
<b>Project Goals Met:</b>			
Create a Green Template <input checked="" type="checkbox"/>	Improve Safety <input checked="" type="checkbox"/>	Facilitate Economic Growth and Maintain Small Town Character <input checked="" type="checkbox"/>	Balance Mobility and Access <input checked="" type="checkbox"/>
<b>Project Location:</b>			Safe Routes to School <input type="checkbox"/>
<b>Project Image:</b>			

(TR1) Northside Trail	Multi-use Path – From Orchard Avenue to Tolman Creek Road	-	Expand existing bicycle network	High (0-5 Years)	\$2,000,000
(TR2) New Trail	Multi-use Path – From Clay Street to Tolman Creek Road	-	Expand existing bicycle network	Medium (5-15 Years)	\$400,000
(TR3) New Trail	Multi-use Path – From new trail to Hersey street	-	Expand existing bicycle network	Development Driven	\$220,000
(TR4) New Trail	Multi-use Path – From A Street to Clear Creek Drive Extension	-	Expand existing bicycle network	Development Driven	\$110,000

Parks, Trails & Open Space Map Adoption Planning Commission Special Meeting  
**Proposed Update** 1/24/2024

## Introduction

The draft Parks, Open Space and Trails map reflects the priorities of the Parks Department. However, the proposal is an amendment to the City's Comprehensive Plan and, as such, should reflect the needs and vision of the entire community. Clearly, the extension of the Central Bike Path to the eastern and western urban growth boundaries is a part of that vision and has been for at least two decades. It is time to get it done!

The extension is needed NOW. How else will the city reduce its vehicle miles of travel as required by the Climate Friendly and Equitable Communities Rule? How else is the city going to make Ashland more affordable for those households who can forego or reduce their car ownership. How else is the city going to reduce traffic congestion? There are additional benefits to the community and are identified in Streets for Everyone written findings.

The Parks, Open Space and Aesthetics element of the Comprehensive Plan is not the Park Department's Element just as the Housing Element is not the Housing and Human Services Committee's element. Rather, each and every element of the Comprehensive Plan belongs to everyone and reflects the entire community's vision for the future.

There can be little doubt that the Central Bike Path and its extension to the east and west urban growth boundaries is central to Ashland's future. The POST map should reflect it as a listed priority. In fact, the extension of the Central Bike Path, is so important to the city's future, that it should be a priority for all the city's departments including Parks, Planning, Public Works, Housing, and Climate as well as the City Council. *and included in a future update of the city's capital improvement program.*

Thank you,

Gary Shaff

Co-chair Streets For Everyone

# **OTHER BUSINESS**

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## **Review of the Community Development Work Plan for 2024**





# Memo

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DATE: February 13, 2024  
TO: Planning Commission  
FROM: Derek Severson, *Planning Manager*  
RE: Community Development Work Plan for 2024

This list below details the key projects anticipated for the Community Development Department (i.e. the Planning, Building, Housing and Compliance Divisions) for the remainder of 2024.

## **PLANNING DIVISION**

### **Parks, Trails, and Open Space Plan Map Adoption**

Ashland Parks & Recreation Commission (APRC) and Planning Commission hearings are complete; the City Council will conduct first reading at a public hearing on February 20<sup>th</sup>. [*Brandon, Derek & Parks Director Leslie Eldridge*]

### **Development Process Management Advisory Committee (DPMAC)**

The DPMAC was initiated by Council in 2023 to look at ways that the local development process and associated Community Development procedures might be streamlined. Meetings are underway, and the DPMAC's evaluation and recommendations for improvement are to be completed and presented to the City Manager and Council by July 1, 2024. [*Brandon, Development Services Coordinator April Lucas, Building Official Steven Matiacco and Derek*]

### **Accessory Residential Unit (ARU) Incentive Program**

In conjunction with the process improvements sought through formation of the DPMAC, this project seeks to create an incentive program to encourage the development of ARU's as is being done in a number of other cities. The Community Development Department will acquire ARU plans from local architects with licenses

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to allow their free distribution. These plans will be pre-approved to allow for accelerated permitting. [Brandon & Associate Planner Jennifer Chenoweth]

### **Economic Opportunities Analysis (EOA)**

This project was identified and funded in the current budget, but a grant was obtained from the Department of Land Conservation & Development (DLCD) and consultant selection is now getting underway. This item includes an update of the Buildable Lands Inventory (BLI) to look at the consumption/availability of Employment lands since the last BLI update. The EOA will be coordinated with a concurrent EOA by the City of Medford to gain efficiencies relative to regional issues and public engagement. [Brandon, Derek & Associate Planner Veronica Allen]

### **Climate Friendly & Equitable Communities (CFEC) Climate Friendly Area (CFA) Designation and Zoning and Map Amendments**

A technical assistance grant application has been submitted for consultant assistance to designate CFA's and make the associated code and map amendments to formalize this designation. The state anticipates a grant award announcement early in 2024, and is also working to create model codes and standards to support this effort. In addition, Ashland is serving as one of two test cases in the state to conduct the transportation modeling associated with CFA designation in cooperation with the Oregon Department of Transportation (ODOT) and the Department of Land Conservation & Development (DLCD). [Brandon & Derek]

### **Manufactured Home Park Zoning Ordinance**

This project will develop a "Manufactured Home Park Zone" and associated regulations in seeking to preserve Ashland's existing manufactured home parks. Staff have applied for a DLCD technical assistance grant and we are on a waiting list pending funds becoming available. In the meantime, staff will conduct public outreach and begin the legislative process for a code amendment. [Brandon, Derek & Associate Planner Veronica Allen]

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### **Southern Oregon University (SOU) Masterplan “Light Update”**

State law requires that the City and University jointly develop and adopt a campus masterplan every ten years. The current masterplan is four years overdue for an update. Staff are working in collaboration with SOU on a ‘light update’ of the master plan which will focus on changes to the current plan that have occurred since its 2010 adoption through the Conditional Use Permit (CUP) process as well as looking at some of SOU’s short-term priorities which include the demolition of Cascade Hall, and potential development of senior housing on campus. This light update will also need to consider the potential disposition of some residential property currently being sold by the university and looking at re-zoning to enable non-university redevelopment. *[Brandon & Derek]*

### **Former Croman Mill Site & Railroad Property Environmental Clean-Ups**

The property owners and their environmental consultants are working with the Oregon DEQ to develop a voluntary environmental clean-up programs. Clean-up of these properties, and timing of the clean-ups, will have long-term impacts as the city considers designating both property as CFAs. *[Brandon, Derek and Greg Aitken]*

### **Croman Mill Site Re-Development**

Staff continue to work with the property owner and potential developers Townmakers LLC as Townmakers seeks to annex the portion of the property outside the city limits, amend the existing district master plan, seek land use approvals for the re-development of the property and craft development agreements to guide that redevelopment. *[Brandon, Derek and Senior Planner Aaron Anderson]*

### **Playwright Walk**

This plan proposes the creation of a "Playwright Walk" in Ashland, designed to inspire both residents and visitors to follow a specific path where they can see plaques honoring both renowned and local playwrights. This initiative is being realized through collaborations with philanthropists, government bodies, and local groups. Although it is not a project directly undertaken by the City of Ashland, the Community Development Department is providing support at request of the City

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Manager due to the participation of the Public Arts Advisory and the Historic Preservation Advisory Committees.

### **Annexations**

In addition to the former Croman Mill site annexation discussed above, Planning staff also anticipates annexation applications from Ashland Parks & Recreation for their new East Main Street Park and from Casitas LLC for the third iteration of the Grand Terrace project at 1511 Highway 99 North. These applications are all expected within the first half of 2024.

### **Commission & Committee Support**

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Community Development continues to provide staff support to a number of elected and appointed bodies, including:

- **City Council**

[**Liaison:** Brandon]

- **Planning Commission (PC)**

[**Liaison:** Brandon]

- **Historic Preservation Advisory Committee (HPAC)**

*HPAC continues to serve in reviewing and making recommendations on land use applications within Ashland's four National Register-listed historic districts as well as reviewing pre-application conference proposals and building permits. In addition, HPAC annually conducts Historic Preservation Week activities including awards, events and tours. HPAC is also working with PAAC and APRC on the second phase of the "Marking Ashland Places (MAP)" project which will focus on the downtown. [**Liaison:** Derek]*

- **Public Arts Advisory Committee (PAAC)**

*PAAC continues to work with APRC and HPAC on the "Marking Ashland Places (MAP)" Project's second phase which will focus on the downtown [**Liaison:** Associate Planner Jennifer Chenoweth]*

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- **Housing and Human Services Advisory Committee**

The Housing and Human Services Advisory Committee assesses and makes recommendations to the City Council for addressing the continuum of housing and human services needs for the purpose of enhancing community health and well-being. [**Liaison:** *Housing Program Manager Linda Reid*]

- **Homeless Services Masterplan Subcommittee**

A subcommittee of Housing & Human Services was created to develop a masterplan document outlining the City's role in providing and supporting resources and services to address the issues of homelessness in the Ashland Community. The Plan will serve as a roadmap of the homeless response system; identify local strengths, weaknesses, and performance gaps to better inform and plan for the City's investments of limited resources to address issues of homelessness in the Ashland Community. [**Liaisons:** *Housing Program Manager Linda Reid & Associate Planner Veronica Allen*]

- **Tree Management Advisory Committee (Tree MAC)**

The Tree MAC serves an advisory role to the Staff Advisor, providing recommendations on land use actions, building permits and tree removal permits as they relate to tree preservation, protection, and removal. [**Liaison:** *Senior Planner Aaron Anderson*]

- **Development Process Management Advisory Committee (DPMAC)**

The DPMAC will meet through July of 2024 to analyze and make recommendations on improvements to the local development process. [**Liaison:** *Development Services Coordinator April Lucas*]

- **Building Appeals Board & Demolition/Relocation Review Committee**

This committee serves on an as needed basis to consider appeals on Building Codes issues as well as appeals of Demolition/Relocation Review Permits. [**Liaison:** *Building Official Steven Matiaco*]

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## Upcoming Study Sessions

The Planning Division is looking at a number of topics for study sessions in the coming year. These include:

- **Expirations, Vesting and Modification of Land Use Approvals** – This item came up at Commissioners’ request out of discussions around the 822 Oak Street application, and will include looking at expiration timelines for land use actions, the possibility for extension, vesting and modifications of approved land use applications.
- **Unbundled Parking** – Discussions during the adoption of code changes to eliminate parking minimums citywide, as required under the Climate-Friendly & Equitable Communities (CFEC) rulemaking, raised the issue of whether unbundling of parking should also be considered. This will be a topic for discussion at an upcoming study session.
- **Comprehensive Plan** – Also at Commissioners’ request, we’ll begin bringing individual chapters of the Comprehensive Plan to study sessions to discuss and consider how the Comprehensive Plan goals and policies relate to the land use ordinance and the City’s long-term vision.
- **Annual Planning Commission Retreat** – We’ll be asking Commissioners to consider their availability for our next annual Planning Commission Retreat and will be looking for Commissioner-suggested topics of discussion.
- **Site Visits** – In conjunction with the Annual Retreat or separately, we’ll be planning some site visits to recently completed projects, likely to include the Midtown Urban Lofts now under construction on Garfield Street.

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## **BUILDING DIVISION**

### **Building Code/Floodplain Code Updates**

In addition to building permit reviews and inspections, the Building Division is working on updates to local building and floodplain codes in response to requirements put forth by the Building Codes Division, State of Oregon and Federal Emergency Management Agency (FEMA). [*Building Official Steven Matiaco and Certified Floodplain Manager/Senior Planner Aaron Anderson*]

## **HOUSING DIVISION**

### **Homelessness Master Plan**

The Homelessness Master Plan Subcommittee was Council initiated on December 5, 2023 and is to have its work completed by July 1, 2024. It is a working group/subcommittee of the Housing and Human Services Advisory Committee. Subcommittee work will include evaluating and considering revisions to the Camping Ordinance (#3228); considering severe weather shelter thresholds and funding; planning for the long-term use of 2200 Ashland Street; and looking at strategies for implementing and managing the master plan. [*Housing Program Manager Linda Reid and Associate Planner Veronica Allen*]

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# **OTHER BUSINESS**

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## **Croman Mill Site Cleanup Update**





# Memo

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**DATE:** February 13, 2024  
**TO:** Planning Commissioners  
**FROM:** Brandon Goldman, Community Development Director  
**RE:** Former Croman Mill site cleanup update

The ongoing cleanup efforts at the former Croman Mill site are focused on addressing soil contamination, primarily concerning the presence of dioxins and furans. The process is being conducted in strict adherence to Department of Environmental Quality (DEQ) standards, ensuring environmental safety and proper management of the excavated material. This update is provided as a general informational item, acknowledging the Planning Commission's interest in the status of the cleanup, despite the Commission having no regulatory role over the cleanup activities. The successful completion of this cleanup is essential for the future development plans of the site.

The cleanup project is aligned with DEQ's environmental policies, which emphasize sustainable redevelopment and adherence to clean fill standards. It also supports the city's goal of transforming the site into a viable space for mixed land use, thereby contributing to the city's broader objectives of environmental stewardship and sustainable development.

### Background and Additional Information

The 60-acre site located near Ashland's southern end is undergoing a comprehensive DEQ-led environmental cleanup to prepare for redevelopment, potentially including residential use. The site's contamination stems from operations dating back from 1934 to 1995, leading to surface soil contamination. Elevated levels of dioxins and furans identified in spring 2023 necessitated the current cleanup efforts, which involve soil removal, disposal at approved sites, and ongoing assessments to address all contamination adequately.

The [SCS Engineering Interim Remedial Action report](#) outlines the cleanup strategy, including excavation, monitoring, and confirmation sampling to ensure the complete removal of contaminants. This initial phase, undertaken by the Croman Corporation under DEQ

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supervision, will be followed by further testing and, if necessary, additional remediation efforts to thoroughly cleanse the site.

Recently, the DEQ requested the Croman Corporation provide additional information concerning the remaining piles of wood waste at the former Croman Mill site. This request is part of the process to determine whether these materials meet the criteria for clean fill, a crucial step before any further removal of solid waste materials from the site can proceed. Until DEQ can make this clean fill determination based on the additional information provided by Croman Corporation, the removal of these materials is on hold. This pause is necessary to ensure that the disposal of the wood waste complies with environmental safety standards and regulations, maintaining the integrity of the cleanup and redevelopment efforts.

The collective aim of the property owner, City, and DEQ is to effectively remediate the site to facilitate its redevelopment into a mixed-use area, with a significant focus on residential development. This endeavor reflects a shared commitment to environmental safety, sustainability, and the revitalization of the area, benefiting public health and the community's economic and residential landscape.

This memo serves to keep the Planning Commission informed on the progress of the Croman Mill site cleanup, recognizing its importance for the future development of the area.

**Attachments:**

All materials relating to the cleanup of the former Croman Mill Site are located online at [www.ashland.or.us/cromanupdate](http://www.ashland.or.us/cromanupdate)

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