

**MINUTES FOR THE ASHLAND CONSERVATION COMMISSION**  
**Wednesday, September 24, 2014**  
**Siskiyou Room, 51 Winburn Way**

**1. Call to Order**

Chair Marni Koopman called the meeting to order at 6:04 p.m. in the Siskiyou Room.

Commissioners Mark Weir, Thomas Beam, Risa Buck, Jim McGinnis, Jim Hartman, Roxane Beigel-Coryell, and Brian Sohl were present. Councilor Rich Rosenthal was present. Commissioner Shel Silverberg was absent.

**2. Announcements**

Salmon Fest will occur on October 4. Buck encourages youth participant in “Slam for Salmon” event.

**3. Public Forum**

Christina LeFever from the Rogue Valley Pollinator Project came to the group to request support for their upcoming request to Council to make Ashland a Bee City, USA. Talent recently became the 2<sup>nd</sup> Bee City and they have also been working on getting Rogue River and Jacksonville to join. Explained that Bee City, USA projects and support are not just for bees, but are for all pollinators.

Laura Ferguson teaches bee-keeping and would also like the Commission to offer their support for the Bee City, USA request. She spoke about the various pollinators and how they work within, particularly, our food production system. She would like the Commission to provide up to \$1,000 in financial support for their projects.

Kat Gould gave an update on recent projects at Helman School. She has started the process for idle-free zones but would encourage the commissioners to attend School Board meetings to see if they can make additional progress in their own schools. Is working with the Chamber of Commerce to create one single notice regarding after-school programs, rather than have each group individually send out notices to all students. Reminded the group to continue to encourage the Council to proceed with fossil-fuel divestment.

Camilla Thorndike and Natalie Mitchell spoke about an upcoming state-wide campaign for carbon pricing. They are working to change the policy of under-priced fossil-fuels. They believe that this effort will succeed where others have failed because it is revenue-neutral. They estimate \$900 will go back to each citizen to off-set the rise in prices on all fossil fuels.

The Group had a discussion for clarification with each of the presenters and asked that discussions about Bee City USA and the Carbon Tax be placed on the next agenda. McGinnis recommended that info, particularly for the carbon tax, go to the sustainability sub-committee so they can make a recommendation to the group for the next meeting.

**4. Reports/ Presentations/ Updates**

*Council Update* – Rosenthal thanked Beigel-Coryell and McGinnis for their presentation at the last Council Study Session. Thought it was well-done, even though Council had questions about

the use of the STAR framework. Thought it was positive that Council recognized the need for more Conservation staff.

Rosenthal will be out of town for the next Commission meeting. The group agreed that he should extend an invitation to Councilor Morris to sit in on the commission in his place.

*City Conservation & Operations* – Hanks stated water levels in the reservoir are in good shape after the rain and continued citizen conservation. Conservation staff found an opportunity to partner with Public Works on the upcoming N. Mountain street project. They will be removing the grass in the median and replacing with low-water plantings. Additionally, the Mountain Meadows area is working with the City to remove some of their grass areas to reduce water usage. North Mountain Nature Center will be installing an artificial turf demo project in an area not typically successful at growing grass. Will be good place for educational signage. Hanks is working with the new Park's Director on including Parks in the upcoming city facilities water audit. Lastly, Julie Smitherman is working with a group who is doing some information sessions regarding lower water use grass seeds. They will be working with the School District next year to test some of the new seeds.

*BYOB project* – Hanks and Buck would like the sub-committee to meet to discuss the next steps in getting the word out, as the deadline fast approaches. The sub-committee decided to meet on September 29<sup>th</sup> at 4:00 p.m. in the Siskiyou Room.

*Ashland School District* – Hartman gave update on progress of the roof project. Stated there has been interest from other groups due to low-watering. He is working with Brent Thompson to improve things at the football field, including needing more recycling containers and adding announcements as part of the game. The group thanked him for writing the composting article which will be in an upcoming Sneak Preview.

*Ad-hoc Recycle Center Committee* – Beam and Beigel-Coryell gave update on the recommendation which will be presented to Council. Group discussed financing, and that charges will require further discussion. The committee feels good about the end result of their work.

**Weir/Beam m/s to endorse the memo, with the noted changes, going to Council.** Discussion: group discussed the minor differences between the memo in the packet and the version going to Council. **Voice Vote: All Ayes. Motion passes.**

*Sustainability Sub-Committee* (Council study session re-cap) – The group discussed the parts of the meeting which left them confused and how they will use the opportunities in the Climate & Energy section of the STARR Framework to take away the fear or lack of understanding. The group was very pleased that Council clearly acknowledged the need for additional staff.

Group discussed whether the Sustainability Sub-Committee should be re-named the Climate and Energy Sub-Committee to align more with what Council asked of them.

**Beam/Weir m/s to rename the Sustainability Sub-Committee to the Climate and Energy**

**Sub-Committee. No discussion. Voice Vote: All Ayes. Motion Passes.**

Group discussed whether the subcommittee needed a change in membership now that the focus had changed. Agreed it was unnecessary. The group discussed the next steps, which includes a response from the commission to Council to get as much clarification as they can. The sub-committee will work on that at their next meeting.

*Leaf Bag Program & Compost Classes* – Buck thanked the group for leading the compost classes. She requested that on the January commission agenda there be time for the group to determine the schedule for next year. She also thanked the group for helping with their work in the Leaf-Bag Program.

**5. Old Business**

*Commission Goals* – Group discussed some of the minor work changes needed. They will discuss further assignments and timelines for the goals at the next commission meeting.

*Sneak Preview Column* – Hartman informed the group it will likely be called, “Conservation Corner.” Due to deadlines and the need for both the commission and the city to give approval to articles before they are submitted, the committee needs to be working at least two months out from publication. They determined the following topics:

- November edition (due Oct 23) - BYOB, author to be determined at the sub-committee meeting.
- December edition (due Nov 23) - Holiday Wrapping, written by Beam
- January edition (due late Dec) – Waste Prevention Resolutions, written by Buck

The article authors will bring their articles to the meeting one month before the due date for the group and the City to give a thumbs up or make required changes. The group is to send topic ideas and possible months for publication to Hanks, who will start a “master calendar” to be further discussed at the October meeting.

**Weir/Beam m/s to accept Hartman’s article as-written. No discussion. Voice Vote: All Ayes. Motion Passes.**

**6. New Business**

*Cigarette Butt Collection* – The city has a plan to purchase and install (attach to light poles) collectors with “sponsored by” or “cleaned up by” which ever business takes on that particular collector (typically the bar or restaurant nearest).

**Weir/ Beigel-Coryell m/s to move forward with this project. No discussion. Voice Vote: All Ayes. Motion Passes.**

Meeting adjourned at 8:02 p.m.

Respectfully submitted,  
Diana Shiplet  
Executive Secretary

**CITY OF  
ASHLAND**  
ASHLAND PLANNING COMMISSION  
REGULAR MEETING  
MINUTES  
September 9, 2014

**CALL TO ORDER**

Chair Richard Kaplan called the meeting to order at 7:05 p.m. in the Civic Center Council Chambers, 1175 East Main Street.

**Commissioners Present:**

Troy J. Brown, Jr.  
Michael Dawkins  
Richard Kaplan  
Debbie Miller  
Melanie Mindlin  
Tracy Peddicord  
Lynn Thompson

**Staff Present:**

Bill Molnar, Community Development Director  
Maria Harris, Planning Manager  
Amy Gunter, Assistant Planner  
April Lucas, Administrative Supervisor

**Absent Members:**

None

**Council Liaison:**

Mike Morris, absent

**ANNOUNCEMENTS**

Community Development Director Bill Molnar announced OSF is holding an open house on September 22 to consider changes to the brick area outside the theater. He also noted the August 22, 2013 Transportation Commission minutes that were handed out and commented on the Commission's review of potential improvements to North Mountain Ave. He clarified the City's Public Works Department has been evaluating this area and there are a number of recommendations from the Transportation Commission reflected in the minutes. Mr. Molnar stated several of the improvements have already been completed and the Public Works Department is scheduled to resurface the area in early November and will re-stripe the road at that time. He added rumble strips are being considered as well.

**AD-HOC COMMITTEE UPDATES**

***Normal Neighborhood Plan Working Group:*** Commissioner Kaplan announced the next meeting will be on September 18 and a panel of representatives has been asked to provide testimony to the Working Group. He provided a summary of the discussion topics from the prior meetings which included: open space and conservation areas, the railroad crossing and East Main Street improvements, financing options, density, and the street network. Commissioner Kaplan noted an alternate plan has been presented that shifts the density to the south by the railroad tracks, provides moderate density in the interior, and retains the neighborhood serving commercial along East Main Street. He stated this plan would reduce the overall density and therefore the City would need to determine where they will make up the difference.

Mr. Molnar stated if the Council shows interest in the revised plan, he will advocate that the alternate plan come back to the Planning Commission for review and comment.

***Downtown Beautification Committee:*** Commissioner Dawkins provided an overview of the approved improvements, including: historical markers, a new "Welcome to Ashland" sign, replacing tree wells, replacing street lights with LED lights and retrofitting them with water for hanging baskets, adding a sculpture near Earthly Goods, and improving the landscaping at the corner of Winburn Way and North Main and the parking lot at the corner of Lithia Way and Pioneer Street.

## CONSENT AGENDA

### A. Approval of Minutes

#### 1. August 12, 2014 Regular Meeting.

Commissioners Brown/Dawkins m/s to approve the Consent Agenda. Voice Vote: all AYES. Motion passed 5-0. [Commissioners Mindlin and Thompson abstained]

## PUBLIC FORUM

No one came forward to speak.

## UNFINISHED BUSINESS

### A. Approval of Findings for PA-2014-00710, 143 Nutley.

#### Ex Parte Contact

Commissioner Dawkins stated he went by the site again. No ex parte contact was reported.

Commissioners Dawkins/Brown m/s to approve the Findings for PA-2014-00710. Voice Vote: all AYES. Motion passed 5-0. [Commissioners Mindlin and Thompson abstained]

### B. Approval of Findings for PA-2014-00967, 572-582 Fair Oaks.

Commissioner Dawkins stated he went by the site again. No ex parte contact was reported.

Commissioners Miller/Dawkins m/s to approve the Findings for PA-2014-00967. Voice Vote: all AYES. Motion passed 5-0. [Commissioners Mindlin and Peddicord abstained]

## TYPE II PUBLIC HEARINGS

### A. PLANNING ACTION: #2014-01354 & #2014-01355

SUBJECT PROPERTY: 1016 Clear Creek Drive

APPLICANT: Rick and Judy Lindeman and Urban Development Services, representing Mark Newberger Exempt Trust

DESCRIPTION: A request for modifications of the Aleph Springs Subdivision approval (PA #2008-00183) which involved: a 12-lot, 15-unit Performance Standards Subdivision; Site Review approval for a two-story, six-unit residential building; an Exception to Street Standards; Tree Removal Permits; and Lot Line Adjustments. The modifications requested include: 1) partitioning the property at 1016 Clear Creek Drive into two separate single family residential parcels; 2) Conditional Use Permit and Site Review to allow for an accessory residential unit approval for one of the newly created parcels. COMPREHENSIVE PLAN DESIGNATION: Single Family Residential; ZONING: R-1-5; ASSESSOR'S MAP: 39 1E 09AA; TAX LOTS: 1608 and 1702.

Commissioner Kaplan read aloud the public hearing procedures for land use hearings.

#### Ex Parte Contact

Commissioner Kaplan stated he made a site visit and knows the applicants, but was not aware of the details of their application and has not discussed it with them. No ex parte contact was reported.

#### Staff Report

Assistant Planner Amy Gunter presented the staff report. She explained the Aleph Springs subdivision was originally approved in 2006 and came back in 2007 with modifications; final plan approval occurred in 2008. Ms. Gunter stated the applicant is requesting to modify the 2008 approval and take one of the lots originally approved for six units and create two single family lots.

Ms. Gunter reviewed the site and stated the proposed density complies with the subdivision requirements and both lots meet the minimum lot size requirements. She added the street improvements have already been completed and

stated the majority of the infrastructure has already been installed. Ms. Gunter reviewed the proposed conditions for approval and noted the typographical error in the trash enclosure condition and stated this would be corrected. She added staff will also add a condition that required the flag drive to be signed as 'no parking'.

Ms. Gunter concluded her presentation and stated the application meets all criteria and staff is recommending approval.

### **Applicant's Presentation**

**Mark Knox/485 W Nevada and Rick Linderman/550 W Nevada:** Mr. Knox stated they have no issues with the two conditions mentioned by staff. He clarified only one of the lots will develop immediately and voiced his appreciation for the applicant's willingness to provide a path to the Havarah. Mr. Knox stated this application meets the coverage, density, and trip generation requirements as well as all of the items laid out in the original subdivision approval. He asked for the Commission's approval and stated they are available to answer any questions they may have.

### **Public Testimony**

**Mark Decker/998 Clear Creek/**Stated this will be his new neighbor and stated he has reviewed the plan and supports this proposal. Mr. Decker noted he is on the board of the Homeowners Association and stated reducing the density is the right thing to do. He voiced his support for keeping the path to the Havarah and stated the HOA supports this application.

*Commissioners Kaplan closed the hearing and the record at 8:00 p.m.*

### **Deliberations & Decision**

Commissioner Brown noted a typographical error on condition 4(b) and stated the word "on" in the first sentence should be removed.

Commissioner Miller voiced concern with the industrial style design of the proposed residence and stated it seems incompatible with the neighborhood.

**Commissioners Dawkins/Peddicord m/s to approve Planning Action #2014-01354 and #2014-01355 with the conditions of approval recommended by staff. Roll Call Vote: all AYES. Motion passed unanimously.**

### **OTHER BUSINESS**

#### **A. Identification of ULUO Key Amendments – Council Request.**

Mr. Bill Molnar explained the City Council held a meeting on the Unified Land Use Ordinance (ULUO) and while it was noticed as a public hearing and first reading, the Council determined they needed another meeting to review the key amendments more thoroughly before they took a vote on the ordinance. He stated Mayor Stromberg asked each city councilor to identify the items they felt needed to be discussed more in depth and asked the Planning Commission to provide a list as well. Mr. Molnar clarified these should be items the Commission feels would be of most interest to the community.

Planning Manager Maria Harris provided a brief overview of the Staff Memo and explained she grouped the key amendment suggestions into two categories: conserving land use and resources, and improving the planning application process.

The Commission reviewed the key amendment list contained in the Staff Report and the full amendment matrix, and offered their suggestions for which items should be included on the list to the Council. Commissioner Brown asked if the Commission could have additional time to analyze the full amendment matrix and provide recommendations for key amendments at a future meeting. Staff indicated due to the Council's meeting timeline, there is not adequate time to bring this item back for further discussion. Commissioner Mindlin stated the Commission has spent a lot of time working on this and believes if there was something substantive missing from the list they would have remembered what it was, and feels the Staff Report accurately captures the more significant items. The Commission continued

their discussion of potential key amendments and agreed to recommend the following items for further City Council review:

- Allow cottage housing in single family residential zones
- Add solar orientation standards for street and lot layout in residential zones
- Increase the affordable housing density bonus and maximum density bonus in multi-family zones
- Change in approval process for accessory residential units
- Change in side yard setback abutting residential zones
- Increase in allowed building height in commercial zones
- Building separation in large-scale non residential development
- Accessory residential unit review process
- Change in threshold for public hearing for non-residential basic site review applications

In addition to putting forth the list of amendments, staff was asked to elaborate in their memo to the City Council the policy objectives behind the recommended changes, and to provide both the existing and proposed code language.

### **ADJOURNMENT**

Meeting adjourned at 9:00 p.m.

*Submitted by, April Lucas  
Administrative Supervisor*

**CITY OF  
ASHLAND**  
ASHLAND PLANNING COMMISSION  
STUDY SESSION  
MINUTES  
September 23, 2014

**CALL TO ORDER**

Chair Richard Kaplan called the meeting to order at 7:00 p.m. in the Civic Center Council Chambers, 1175 East Main Street.

**Commissioners Present:**

Michael Dawkins  
Richard Kaplan  
Debbie Miller  
Melanie Mindlin  
Lynn Thompson

**Staff Present:**

Bill Molnar, Community Development Director  
Maria Harris, Planning Manager  
April Lucas, Administrative Supervisor

**Absent Members:**

Troy J. Brown, Jr.  
Tracy Peddicord

**Council Liaison:**

Mike Morris

**ANNOUNCEMENTS**

Community Development Director Bill Molnar announced the open house for the Plaza West Building located on Lithia Way and reminded the commissioners to refrain from ex parte if they attend.

Commissioner Mindlin noted the recent Planning Commissioners Journal article on permaculture and encouraged the commissioners to read it.

**PUBLIC FORUM**

No one came forward to speak.

**PRESENTATION**

**A. RVTD Transportation Demand Management Presentation by Edem Gomez, TDM Planner.**

TDM Planner Edem Gomez provided a short presentation that addressed the following topics:

- Definition of TDM (Transportation Demand Management).
- RVTD's bus pass programs, including U-pass and Fare Share.
- RVTD's yearly highlights.
- RVTD's Rideshare program.
- RVTD's Drive Less Connect program.
- RVTD's system map and available routes.
- Trip planning and real time transit program. Mr. Gomez highlighted RVTD's mobile app, which allows users to see in real time where on the route their bus is located, when the bus will arrive, and how far behind schedule it may be.
- Statistics on Ashland's downtown route stations, which are the most used stations in the valley.
- TDM next steps.
- The individualized market campaign for Southern Oregon University that is funded by ODOT.
- RVTD's bus rapid transit program.



Mr. Gomez concluded his presentation and commented briefly on land use and transit focus points. He explained density and infill support transit, and downtown Ashland's high transit numbers validates this. He stated the mixed use developments in Ashland have increased transit activity, and noted the desire for riders to be able to have bus stops close to their final destinations.

Mr. Gomez was asked to comment on RVTD's Saturday service. He explained this is currently funded through a grant and RVTD does not have the funds to keep it long term. He clarified transit is subsidized regardless of ridership levels, but added the high ridership numbers on Saturday makes a strong case for expanding weekend service.

## **DISCUSSION ITEM**

### **A. Discussion of Master Planning Approach.**

Community Development Director Bill Molnar and Planning Manager Maria Harris provided a presentation on three of the City's master planning efforts: 1) North Mountain Neighborhood, 2) Croman Mill District, and 3) the Normal Neighborhood Plan.

#### **North Mountain Neighborhood**

The North Mountain Neighborhood master planning began in 1994 and the plan was adopted in 1997. The area is approximately 75 acres in size and there were 9 separate property owners, with 8-9 existing residences nearby. The area lacked facilities, had very limited paved access, and most of the owners were interested in creating a plan. Ms. Harris noted the City was aware of the property owners' interests in developing this area, and there was concern about a piecemeal approach versus a more coordinated effort. She stated what resulted was a master plan and noted it has been amended over time. Ms. Harris explained some of the funding started with a state grant and the key elements to this plan were a gridded system, creating neighborhood identity, and the dedication of the Bear Creek floodway and greenway as public park land. She added this was also the first time the City adopted a neighborhood business overlay.

#### **Croman Mill District**

The Croman Mill District master planning began in 2007 and the plan was adopted in 2010. The area was owned by 6 property owners, with the Croman Corp owning the majority at approximately 70 acres. Ms. Harris stated most of the participants were supportive and willing to go through the master planning process; and noted they were looking to get something going on this property which had been abandoned for a number of years. She stated this area had limited public facilities and infrastructure and there was a council goal to develop a plan. Ms. Harris stated this plan was also funded by a state grant and stated when a grant is received the City is obligated to work through the state's process and work with a consultant from the state's preapproved list. She added the City is currently speaking with the state about the ability to work with more local consultants. Ms. Harris cited the requirement for the City to have enough land to accommodate job growth for the next 20 years, and stated the Croman site was one of just two areas left in the City where the City could plan for future employment use. She noted there was pressure for this area to be used for residential development and an application came forward after the master plan was adopted to rezone a portion of the site, but the Planning Commission denied that application. Ms. Harris stated the key elements to this plan were industrial and office use lands, a neighborhood center, the preservation of natural features (Hamilton Creek, pond and wetlands), a central open space element, a main spine into the property, creating a unique identity for this area, and maintaining access to the railroad.

#### **Normal Neighborhood Plan**

The Normal Neighborhood Plan area is approximately 95 acres and is owned by 26 different property owners. Some property owners had no interest in annexing or developing their property or participating in the master planning process; but there was also a significant amount of land owned by individuals who wanted to develop it. Ms. Harris noted there was some development pressure for this area, and a pre-application conference occurred. She noted that several times over the last decade the issue came up about whether there should be a planning process for this area, and after the RPS process and the City's decision to not identify future growth areas outside the urban growth boundary, this area was identified by the City Council as a place to accommodate future residential demand and they adopted a Council goal to create a plan.

Ms. Harris explained tonight is an opportunity for informal discussion about the City's master planning process and stated staff will need to report back to the Council and provide an assessment of this approach.

Commissioner Thompson asked if the City had criteria to determine when a neighborhood planning effort will happen, as opposed to letting the area develop in a piecemeal approach. Mr. Molnar stated there is no criteria codified in the land use code and stated these areas stood out because they were large areas with limited development, lacked infrastructure, and there was movement from property owners who wanted to develop. He added you can either let development occur within the existing zoning, or create a master plan which provides the opportunity to look at a broader set of issues, create an identify for the area, and allow the neighborhood to participate in the vision for the area.

Commissioner Miller asked if Oak Knoll, Quiet Village, or the Greenmeadows neighborhoods were master planned. Commissioner Dawkins stated No, and stated the developer was able to build out these areas. Mr. Molnar added these neighborhoods were master planned, but it was a private and not public process. He stated the owners owned much larger pieces of land and had the ability to design whole neighborhoods.

Commissioner Kaplan recommended they postpone this discussion until the City Council makes a decision on the Normal Neighborhood Plan. He stated the issues raised by the Council regarding the master planning process seem to focus on the Normal Plan and they should wait until Normal is done and see what went well and what didn't work.

Staff was asked if there are any other areas in town susceptible to master planning. Mr. Molnar clarified there is nothing of the scale of the three plans identified. He stated transit corridors may be looked at next (such as Ashland St) as well as the Winburn Way corridor.

Commissioner Thompson commented on the difficulty of these plans. She stated when you invite all the different interests to the table and ask them to think about what they want and don't want; points of disagreement arise and the City is forced to come down on the issues. She stated master plans for areas that already have some development will be a contentions and difficult process. She pointed to Normal and cited all the compromises that were made, and yet they still did not come to a plan that everyone supported.

Commissioner Kaplan stated he is still not clear on how they should proceed and stated this discussion will be limited until the Normal process is complete. He stated the Normal Plan has all of the elements – all of the things that went well, and all the things that went poorly.

Commissioner Thompson stated the rationale for embarking on a master plan needs to be clearly identified and the City Council needs to agree that this is the road they want to go down, and then establish some parameters.

Commissioner Mindlin stated there have been very good reasons for the master plans done so far, and stated the lack of involvement from the City Council on the front end is a major problem. She noted all the staff time and dollars spent creating these plans, and stated it is frustrating when the council members are not involved.

Councilor Morris agreed with Mindlin and stated the elected councilors for the most part don't understand land use law and the Council that starts the process may not be the same Council as when it finishes. He agreed that the Council needs to provide better direction on what they expect to see for the master planning process and stated there is not a clear answer on how to do master plans.

Commissioner Kaplan commented that mid-course feedback from the City Council would be helpful so the Commission could adjust direction if needed.

Commissioner Dawkins voiced his concern with the state grants and stated the master planning can get totally out of hand. He gave his opinion that the property owners and staff should approach the City Council and ask for money to do a plan, and stated the money from the state does not compare to all the staff time costs for the City.

Commissioner Miller voiced her objection to the use of out of area consultants.

Comment was made that one benefit of out of the area consultants is a new pool of ideas. Additional suggestion was made to have a one year time limit on master planning.

Mr. Molnar thanked the Commission for their input and stated staff will begin to structure this into a format that they can build on. He added he will discuss with Commissioner Kaplan the next steps for this item.

**ADJOURNMENT**

Meeting adjourned at 8:50 p.m.

*Submitted by, April Lucas  
Administrative Supervisor*