

IMPORTANT: Any citizen may orally address the Parks Commission on non-agenda items during the Public Forum. Any citizen may submit written comments to the Commission on any item on the Agenda, unless it is the subject of a public hearing and the record is closed. Time permitting, the Presiding Officer may allow oral testimony. If you wish to speak, please out the Speaker Request Form located near the entrance to the Council Chambers. The chair will recognize you and inform you as to the amount of time allotted to you, if any. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to speak, and the length of the agenda.



## **AGENDA FOR REGULAR MEETING**

### **ASHLAND PARKS & RECREATION COMMISSION**

**July 25, 2016**

**Council Chambers, 1175 E. Main Street**

**7:00 p.m.**

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - a. Study Session—June 20, 2016
  - b. Regular Meeting—June 27, 2016
- III. PUBLIC PARTICIPATION
  - a. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
  - a. Nutley Street Easement Approval (Action)
- VI. NEW BUSINESS
  - a. Discussion of Proposed Food and Beverage Tax Amendments (Information)
- VII. SUBCOMMITTEE AND STAFF REPORTS
  - a. Forestry and Trails Presentation (Information)
  - b. Bee City USA Subcommittee Update (Information)
  - c. 4<sup>th</sup> of July Wrap-up Report (Information)
  - d. Performance Audit Update (Information)
- VIII. ITEMS FROM COMMISSIONERS
- IX. UPCOMING MEETING DATES
  - a. Study Session—August 15, 2016
    - The Grove, 1195 E. Main Street—7:00 p.m.
  - b. Regular Meeting—August 22, 2016
    - Council Chambers, 1175 E. Street—7:00 p.m.
- X. ADJOURNMENT



City of Ashland  
PARKS AND RECREATION COMMISSION  
STUDY SESSION  
MINUTES  
June 20, 2016

**ATTENDEES**

Present: Commissioners Gardiner, Landt, Lewis, Shaw; Director Black; Superintendent Dickens; Assistant Manuel

Also Present: Jeffrey McFarland, Supervisor of Forestry, Trails and Open Space Properties

Absent: Commissioner Miller; City Council Liaison Mayor Stromberg; Superintendent Dials; Executive Assistant Dyssegard

**CALL TO ORDER**

Chair Gardiner called the meeting to order at 5:30 p.m. at the Parks Administration Office, 340 S. Pioneer St.

**HITT ROAD FIELD TRIP**

The Commission and staff traveled by van to a parcel of land adjacent to Hitt Road located above Lithia Park. A tour was conducted of the area, which was under consideration for purchase as a potential trail acquisition. Staff noted that the land traversed through properties owned by the City of Ashland, Jackson County and private individuals. The Commission was provided with a ground view of the proposed acquisition property and the possibilities for connectivity with existing intersecting trails, including Birdsong Trail and the Hearts Trail.

Staff referenced the APRC Trail Master Plan, adopted in 2006, that specified the creation of “a grid of trails that unifies the urbanized area and reaches outward to the Cascades and other open spaces.” It was stated that acquisition of the Hitt Road property would further that goal.

Commissioners discussed the property in detail, highlighting the value of additional access for residential neighborhoods via a hiking trail or hiking trail loop as well as an improved fire safety corridor. The land could also serve as a connection point to the Ashland watershed.

It was stated that area flora and fauna would benefit from non-native invasive species treatments and the implementation of a fuels reduction plan, toward the goal of protecting valuable forest lands. Commissioner Landt talked about the laddering effect caused by uncontrolled undergrowth and the importance of public access for increased forest management in the area.

Adjacent private properties were identified and two promontories explored. Discussion took place about a buildable lot on the property and the impact of the lot with regard to the potential acquisition. McFarland commented that the two promontories along Hitt Road had potential for development as trail viewpoints. One of the two promontories was deemed suitable as a staging area for wildfire management.

Commissioners agreed that a survey of the parcel and a map illustrating both public and private ownership of parcels adjacent to the land would provide valuable perspectives with respect to the proposed land acquisition.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

*The Minutes are not a verbatim record. The narrative has been summarized to reflect the discussions made. Ashland Parks and Recreation Commission Study Sessions, Special Meetings and Regular Meetings are digitally recorded and available upon request.*

City of Ashland  
PARKS AND RECREATION COMMISSION  
Regular Meeting  
Minutes  
June 27, 2016

**ATTENDEES**

**Present:** Commissioners Gardiner, Landt, Lewis, Miller, Shaw; Director Black; Superintendents Dickens and Dials; Executive Assistant Dyssegard; Assistant Manuel

**Absent:** City Council Liaison Mayor Stromberg

**CALL TO ORDER**

Chair Gardiner called the meeting to order at 7:00 p.m. at Council Chambers, 1175 E. Main Street

**APPROVAL OF MINUTES**

Study Session – May 16, 2016

**Motion:** Shaw moved to approve the Minutes for May 16, 2016, as presented. Lewis seconded.  
The vote was all yes with Landt abstaining.

Regular Meeting – May 23, 2016

**Motion:** Landt moved to approve the Minutes for May 23, 2016, as presented. Miller seconded.  
The vote was all yes.

Special Meeting – May 31, 2016

**Motion:** Lewis moved to approve the Minutes for May 31, 2016, as presented. Miller seconded.  
The vote was all yes.

**PUBLIC PARTICIPATION**

- **Open Forum**

There was none.

**ADDITIONS AND DELETIONS**

Gardiner announced a change to the **SUBCOMMITTEE AND STAFF REPORTS**, stating that the Forestry and Trails presentation would be postponed until the July 25 regular meeting.

**UNFINISHED BUSINESS**

There was none.

**SUBCOMMITTEE AND STAFF REPORTS**

- **Performance Audit (Information)**

Director Black introduced Ginny Jaquith, lead consultant representing Matrix Consulting Group, the firm hired by APRC to conduct Ashland Parks and Recreation Commission's Performance Audit. He said Ms. Jaquith would present a draft of Performance Audit findings and provide recommendations. Final changes would be made following Commission and Performance Audit Steering Committee reviews, with the document returned to the Commission for final review and approval at the July regular meeting.

Jaquith said the project report started with a working description of the entire APRC operation and ended with recommendations for improvements designed to increase organizational efficiencies and facilitate changes to support the high level of services already in place and promote growth. Jaquith referred to the existing strategic plan, goals and objectives, noting that they provide the basic framework for the future. She observed that current APRC management was capable of providing the leadership to move forward. She acknowledged the strong working relationships between APRC, the City of Ashland and APRC clients served.

Jaquith shared ways to streamline internal operations, find pathways to enhance existing services and re-focus on maintaining existing sites before seeking additional parks system acquisitions. Key recommendations were divided into four categories: Administration, Parks, Recreation and the Oak Knoll Golf Course.

## **ADMINISTRATION**

### **Key recommendations for the Administration Division:**

- **An expanded Capital Improvement Plan (CIP) that would include a Repair and Replacement Plan ensuring that aging park amenities could be repaired or replaced without delay.**
- **Updated technology, accessible throughout the organization.**
- **Streamlined policies and procedures tracking historical policies while providing greater clarity regarding the policies and procedures currently used.**
- **Revised or re-negotiated joint use agreements and maintenance agreements between entities such as those with the City of Ashland, Ashland School District and other organizations.**  
*Jaquith noted that APRC often did not receive proper remuneration or in-kind reciprocation for services provided. She said reassessing and possibly renegotiating agreements would be an important next step.*
- **Continued promotion of the APRC “brand”**  
*Jaquith encouraged enhanced visibility for the APRC brand, designed to increase recognition of the programs offered and highlight their inherent value.*
- **Create a separate Golf Operations Unit under the Administration Division**  
*Jaquith outlined opportunities for increased capacity and improved revenue generation.*
- **Alternative Governance Structure**  
*Jaquith said no changes were recommended for APRC’s existing governance structure.*

## **RECREATION**

### **Key recommendations for the Recreation Division:**

- **Development of a strategic plan based on current goals and objectives**  
*Jaquith stated that a comprehensive plan would define the next steps for moving forward as a Recreation Division and help with the development of program offerings, staff training and the identification of budgetary needs.*
- **Conduct a Community Needs Assessment**  
*An assessment would help identify underserved populations in the community, gaps in the types of programs and services offered and shortfalls in cost recovery.*
- **Create a policies and procedures manual, available to all Recreation personnel**  
*Such a policy would clarify personnel roles and promote consistency throughout.*
- **Refine customer feedback processes**  
*Jaquith identified the Nature Center as a model for customer feedback and evaluation. A refined APRC customer feedback process would assist Recreation personnel in determining what programs worked, what programs were not cost-effective, the numbers of people attending programs and any changes needed. She suggested an online evaluation system to reach a maximum number of participants.*

- **Formulate and implement a Program Cost Recovery Policy**  
*This policy would assist Recreation management in identifying cost-effective programs while providing flexibility in setting a fee structure in response to market forces.*
- **Identify the underserved populations in Ashland**  
*Staff could use the tools listed above to take note of the underserved and develop appropriate programming to fill those needs.*

## **PARKS**

Jaquith said the Parks Division was highly regarded in the community and a valuable asset for Ashland. She stated that maintaining existing parks and open spaces was an important priority and the acquisition of new sites should be secondary.

### **Key recommendations for the Parks Division:**

- **Prepare a detailed inventory of the parks, trails and open spaces to be used in planning.**  
*A greater level of detail would help identify future maintenance and reduce costs, as proactive maintenance generally forestalls deterioration of facilities and landscaping.*
- **Differentiate between APRC facilities and public places that are available to the public. Disseminate information about the trails: where they are and what facilities are available.**  
*Jaquith said mixed information was posted on the website, making it more difficult for the public to process available resources.*
- **Increase awareness of the condition of each park or open space and determine the level of acceptable conditions.**  
*This would change the focus to preventable maintenance and facilitate proper resource management. Jaquith noted that some sites needed a higher level of service than others. Once identified, this information would help direct resources to the places they were most needed.*
- **Develop maintenance standards and performance targets.**  
*Jaquith recommended implementing routine maintenance procedures that were consistent throughout.*
- **Cross-train personnel in skilled areas.**  
*Special functions, such as irrigation management, are carried out by a few highly trained people. Building staffing depth through cross-training would result in broader application of those skills.*
- **Increase seasonal maintenance crew.**  
*Hiring for seasonal fluctuations would ensure the high level of service expected by the public.*
- **Adopt a computerized maintenance management system.**  
*Easy access to maintenance data will assist with identification of preventable maintenance and facilitate the management of related expenses.*

## **GOLF COURSE**

Jaquith reported that there are a number of municipal golf course business models across the country that could provide an alternative to current APRC operations. In the meantime, setting up the Oak Knoll Golf Course as a separate combined division (maintenance operations and clubhouse) would provide a higher level of oversight and increase APRC's opportunities for revenue generation. Jaquith suggested converting to a golf course Enterprise Fund that provided a business structure model.

Combining the clubhouse and golf maintenance operations would reduce redundancies and enhance management of the unit. Jaquith said golfers' perceptions of the grounds and amenities were crucial to a successful venture.

**Key recommendations for the Golf Course Division include:**

- **Operate the Oak Knoll Golf Course as a business model with business management strategies.**  
*Adoption would provide a more flexible operation that could be adjusted for seasonal fluctuations. Market strategies could incent clients to use the facility during down times, with promotional strategies adjusted accordingly.*
- **A separate golf course unit would free employees to focus on the potential for expanding programs as appropriate for golf course facilities.**  
*Jaquith emphasized the balance between investment in the golf course and revenue generation, noting that there were significant opportunities for increased programs and services.*
- **The condition of the greens is important to golfers' perceived value.**  
*The condition of golf course amenities is a key element to providing a good experience for golfers, regardless of the fee structure. .*

Discussion

Shaw clarified the current Golf Course budget and confirmed the importance of Oak Knoll facilities as a revenue generator for APRC.

Landt questioned the proposed change to APRC's organizational structure, indicating that the Oak Knoll Golf Course was listed as a unit of the Administration Division. Jaquith replied that the unit would report to APRC Director Black and the organizational chart would list it as a Division in the same way that Parks and Recreation were listed.

Gardiner discussed the opportunities for customer feedback within the Recreation Division. He noted current efforts to obtain customer feedback and asked whether further refinement was needed. Superintendent Dials replied that the system for program evaluations and customer feedback followed by the Nature Center could be applied to all Recreation programs. Utilizing their system would add depth and provide additional levels of helpful feedback.

In reply to a question by Gardiner, Dials said one way to broaden and strengthen recreational programs would be to add an advisory level group of citizens to assist with planning. Black agreed, stating that a group comprised of two Commissioners, some staff and several residents could generate new ideas and options for the Recreation Division. Jaquith added that the proposed organizational changes could enable Recreation staff to focus more fully on underserved populations.

Landt initiated a discussion about underserved populations in Ashland and suggested identifying those groups in order to provide additional outreach. Jaquith explained that in her view, alternative youth sports would engage Ashland youth lacking in interest for traditional sports such as baseball or football. She pointed out that teens are a difficult segment to reach. Engaging youth at earlier educational levels, such as Junior High, could lead to increased teen involvement. Older youth and active adults were also identified as segments of the community in need of additional programming.

Gardiner asked about the recommendation for a Recreation Master Plan, specifically the importance of a Master Plan when goals and objectives for the Division were already in place. Jaquith replied that a Master Plan would build on current goals and objectives and assist the Division in planning for the future.

Gardiner asked about the current process for program development and models for recreational master planning. Dials noted that debriefing each event or program helped staff focus on future improvements. New programs were typically initiated by staff or community members wishing to teach a class. She said program offerings had been expanded significantly from the original small core of offerings conducted out of the Nature Center, Daniel Meyer Pool and Ice Rink. Planning for future programs would facilitate more structured growth and assist with outreach for underserved populations. In response to a question from Gardiner, Jaquith said there are a number of master planning models to emulate, including those from the National Recreation and Parks Association.

Shaw observed that defining target groups partially depended on customers' level of fitness and ability. He acknowledged the Commission's support of ongoing training for staff by encouraging regional and national conference attendance, thereby aligning with best industry practices.

Black said the proposed reorganization of the Golf Course Division would not create a need for additional FTEs. He reported that staff was already moving forward in implementing many of the suggestions in the APRC Performance Audit. Discussion of goals for the Senior Center, Master Planning for Recreation and the restructuring of Oak Knoll Golf Course were already underway or ongoing. He stated that the Audit would be reviewed by the Commission to assist staff in establishing priorities and timelines for implementing the most immediate needs as outlined in the report.

Lewis commented that the Audit would become a valuable tool for future planning. He felt that the Commission and staff had identified many of the points raised in the Audit and were in the process of brainstorming solutions. Lewis described "next steps" as evaluating and assessing Performance Audit recommendations, determining budgetary impacts and assigning timelines for implementation. Lewis recalled the Recreation Division's small stature prior to Superintendent Dials' arrival in 2004, with few programs offered as compared with the current roster. He noted the Golf Course Subcommittee's current efforts to address many issues raised in the Audit.

Shaw noted that the Performance Audit contained a recommendation for additional seasonal hiring during peak times. He inquired about a suggestion for financing the extra staffing. Shaw indicated support for expanding volunteer assistance by encouraging participation in enjoyable projects. He acknowledged the value of work groups donating services on an occasional or regular basis. He voiced support for neighbors reporting maintenance concerns about their neighborhood parks and said promoting ownership of local parks could result in safer and cleaner facilities.

Jaquith said seasonal personnel could concentrate on maintenance issues, such as keeping restrooms clean and well supplied during the busy season, with volunteers committing their time for a project or two year-round.

Gardiner commented that City Administrator Dave Kanner recently noted the lack of a specific process for cultivating future Parks Commission members. It was stated that Ashland City Council appoints citizens to act as liaisons, thereby creating a pool of mentored candidates for future Council openings. Gardiner suggested that citizens at large could be asked to join APRC Subcommittees to engage their interest in Parks Commission business.

Black indicated satisfaction with the Performance Audit, stating that he looked forward to moving forward with proposed recommendations. There followed a brief discussion about the timelines for adoption and next steps toward prioritizing and addressing Audit findings. Black stated that the Commission would approve the final document and the results would be shared with the Ashland City Council as an information item.

Shaw expressed appreciation for the detailed overview of APRC operations as outlined in the Performance Audit and said the ideas presented would lead to improvements.

- **4<sup>th</sup> of July Events Update (Information)**

Black reminded the Commission about their invitations from the Chamber of Commerce for a pre-4th of July BBQ on June 30. He talked about APRC's final preparations for the 4th of July Parade highlighting the 100-year celebration of Lithia Park. He said APRC was selected as the Grand Marshal for the parade and he invited the Commission to be a presence in the APRC float. All staff, family of staff, volunteers and Commissioners would be provided with a commemorative T-shirt for their participation, identifying them as members of APRC. He said a BBQ lunch would be hosted by APRC on the 4<sup>th</sup> and he invited the Commission to attend. A 50-year time capsule dedication was scheduled at the Lithia Park Bandshell at approximately 1:30 p.m. Dickens described items slated for inclusion in the capsule and said APRC was currently accepting articles and artifacts from those interested in participating.

- **Helman School Tennis Courts**

Shaw noted that the resurfacing of the Helman School tennis courts was completed and new nets were expected soon. Once set up, the tennis courts would be open to the public for tennis and pickleball.

### **ITEMS FROM STAFF AND COMMISSIONERS**

Dials announced that the Calle Guanajuato mural dedication, painted on the side of Sesame Restaurant, would take place on Thursday, June 30, 2016, at 10:30 a.m. She invited those present to attend.

### **UPCOMING MEETING DATES**

- Study Session, July 18, 2016 @ The Grove, 1195 E. Main Street, 7:00 p.m.
- Regular Meeting, July 25, 2016 @ Council Chambers, 1175 E. Main Street, 7:00 p.m.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

*The Minutes are not a verbatim record. The narrative has been condensed and paraphrased to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions, Special Meetings and Regular meetings are digitally recorded and available upon request.*

# ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

## COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Matt Miller  
Vanston Shaw



Michael A. Black, AICP  
Director

TEL: 541.488.5340  
FAX: 541.488.5314  
parksinfo@ashland.or.us

## PARKS COMMISSION STAFF REPORT

**TO:** Ashland Parks and Recreation Commission

**FROM:** Michael Black

**DATE:** July 21, 2016

**SUBJECT:** Nutley Easement Request

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### BACKGROUND

Staff was approached by Amy Gunter, a representative of the property owner at 114 Granite Street, with a request for an easement over parks property from the Nutley St. right-of-way to allow for a vehicular access to the rear (east) of 114 Granite Street. The request is a result of a desire to move the existing home at 114 Granite Street to the rear of the lot to function as an accessory dwelling unit. The existing home is a historic structure in the Skidmore Academy Historic District and possesses the additional distinction of being the part time residence of Johnny Gruelle, the author of *Raggedy Ann and Andy*.

### EXISTING CONDITIONS

Bounded on the west and east by Granite St. and Winburn Wy. at the cross-street of Nutley, a .75 acre piece of Lithia Park houses the a parking lot for the Park, a seasonal ice rink and the chiller apparatus for the ice rink. Additionally, that property contains a small lawn area wrapping from Winburn Way around to Nutley. At the narrowest point, the grassy area is only 15' wide. Lithia Park, in its entirety, is recorded at 100 acres of land.



NUTLEY EASEMENT REQUEST - 1.25.2016

At the southeast corner of Granite St. and Nutley St., APCR owns the corner property – still part of .75 acre piece discussed above. It has been purported as being reserved for a Lithia Park entry sign in the future. There are no plans for the placement of sign at that location at this time and the property contains no other park improvements than grass, trees and shrubs.

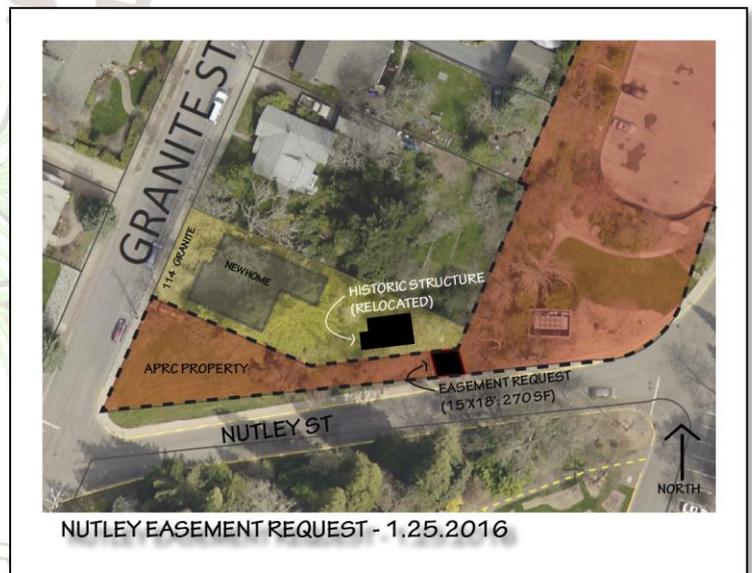
The property requiring the easement is located at 114 Granite St. The property abuts Lithia Park property on the south and east of 114 Granite St and has a heavy slope from Granite St. downward to the east.

A curb-cut is already present at the site where the easement is being requested and it appears that there has been vehicular access through/over parks property for some time. The access is largely unimproved and the drive path is currently a natural surface that appears to undulate greatly. The access appears to have been for gardening and moving debris and yard waste from the rear yard of 114 Granite St.

## PROPOSAL

The owner of 114 Granite St. has a desire to build a new larger residence on their property. The historic home is currently located where the new structure will be sited, requiring demolition of the home or relocation. The owner has proposed their plan in a pre-app through planning and the Historic Commission. The owner has not been given approval for building the new home, or relocating the existing home, but they have begun the process of obtaining those approvals.

The graphic to the right shows that the new home would be located on the Granite St. frontage and the historic home would be moved to the rear of the home. It is our understanding the accessory dwelling would be used as a rental property and guest home for the primary residence. The easement will be required to enter the property by vehicles as per a Ashland City Code requirement. In addition, the owner is requesting that the easement allow utilities to run from Nutley St. to 114 Granite St. under the driveway.



## PROPOSED EASEMENT DESCRIPTION

The request is for a vehicle and utility easement at the narrowest point of the APCR parks property. The dimensions of the requested easement are 15' by 17'. The owner of 114 Granite proposes that the easement be paved either with traditional nonporous paving materials or porous materials such as pavers, stones, honeycomb cell grass, etc. In order for the driveway to function correctly, the level of the existing ground would have to be elevated to match the street/sidewalk elevation and smoothed.

## FINDINGS

Staff has reviewed the information provided by the applicant and the Real Estate Subcommittee has met to discuss the matter. The matter was presented to the subcommittee on January 6, 2016. Due to the fact that this is a real estate matter, the subcommittee did not make a formal public recommendation on the matter.

Staff has found that the easement will be necessary for the applicant to obtain permits to relocate the accessory structure at the rear of her lot if she chooses to build a new home in its place. The historic cottage at 114 Granite St. has some significant history and the owner is considering their options as they plan the new home. The owner has expressed interest in moving the historic home and has the area to do so at the rear of her property. The only issue is that she needs legal access from Nultey to allow for ingress and egress of traffic to the lower unit – this is a planning requirement. Since we own the property between 114 Granite and Nutley St., we are virtually her only option for access to the cottage at its new location. This should not be construed to think that with the approval of the Commission, the owner will be required to obtain entitlement through the City of Ashland.

With due authority granted by the Commissioners, staff has negotiated with the applicant and we have agreed to the fee of \$3,372.00 for the easement.

Staff feels that from a community development perspective and the need to preserve historic structures within Ashland, *if* the application for a new home is approved by the City, the requested easement could be granted with the following conditions:

1. The owner agrees to pay \$3,372.00 to Ashland Parks and Recreation Commission as fee consideration for the easement.
2. The easement is contingent upon the approval of the Community Development Department of the City of Ashland for a permit to build a new home at 114 Granite Street that requires moving the historic structure currently located at the site.
3. The easement will be conditioned to allow the relocation of the historic cottage currently located at 114 Granite St. only and no other new or relocated structures.
4. The easement will be conditioned to allow vehicular and utility access to the cottage only and will not be extended to any property other than 114 Granite St.
5. The Owner will be responsible for the mitigation and restoration of any and all utilities and drainage on APRC property affected by the construction of the driveway.
6. The easement may be terminated at any time by mutual consent of the parties, upon abandonment, loss or change of any purpose of the Easement stated in Section 4, or after breach of any term or condition stated in Section 5 by Grantee. "Loss or change of any purpose of the Easement" includes the removal of the structure, or any major or substantive change to the structure that would change its historic nature or designation.

Attachments: Final Easement Language; Aerial View of Property; Property Owner Letter Requesting Consideration of an Easement; Planning Dept. Pre-application Application;





December 22, 2015

City of Ashland Parks Department Director  
Attn: Michael Black  
320 Pioneer Street  
Ashland, OR 97501

Request for easement across City of Ashland property at the corner of Nutley and Granite Street.

Dear Michael,

This letter is in regards to the City of Ashland Parks property at the corner of Granite Street and Nutley Street. The tax lot extends down Nutley and is part of the larger ice-skating rink and parking lot. There is a driveway curb cut approximately mid-block on the north side of Nutley Street. This driveway accesses the lower portion of the property located at 114 Granite Street.

The property at 114 Granite Street is occupied by a 540 square foot bungalow that was constructed sometime between 1911 and the 1920s. The structure was constructed on the south half of the to the north at 108 Granite Street. The exact year of construction is unknown but the structure appears on the Sandborn Fire Insurance Maps from 1928.

The bungalow is a historic contributing resource in the City of Ashland Historic Resources Inventory for the Skidmore Academy Historic District. Known as the Barnthouse Bungalow (property owners at time of registry). *The structure is a traditional 20<sup>th</sup> century bungalow. The house has even more historic significance beyond the information provided in the National Register Listing. In 1925, Johnny Gruelle the author of the Raggedy Ann and Andy books is known to have stayed at the property (letters and photos provide evidence of this).*

Due to the bungalows layout and construction, it cannot be expanded or enlarged without significantly altering the historic façade of the structure. Instead of demolishing the structure the property owner is seeking to relocate it down the hill at the rear of the property, place the structure on an adequate foundation and preserve a piece of Ashland's history. This is a major undertaking and the best measure of protection for the historic contributing structure is for it to continue its life as a dwelling unit, possibly for another 95 years. Though relocation of historic structures does alter the historic streetscape, the proposed preservation and relocation retains the historic story of Ashland. Preservation retains the embodied energy of the structure and keeps valuable building materials out of the landfill.

There are two purposes to the formal easement request. One is for access to a required parking space, the other is for utilities.

Though small, the bungalow at 540 sf exceeds the City of Ashland parking threshold for only requiring one parking space. The granting of an ingress / egress access easement would allow for access to a required parking space. The second required parking space is being sought as an on-street credit. See the attached site plan showing the proposed site layout.



Additionally, due to the sites topographical constraints, a utility easement is sought to install the storm water and sanitary sewer lines across the City's property then downhill in Nutley Street to the public lines that are available on Winburn Way. With the installation of the lines in the public right-of-way, they will likely be required to be sized to allow additional tie-ins. This would provide the City of Ashland Parks Department with a little more flexibility in the uses of the triangular portion of the property in question.

The requested width of the easement is to be 17-feet. The driveway may require a short retaining wall along the lower, east side. The driveway surface has not been selected but could be any number of surfaces that can withstand the weight of a vehicle including, paver stones, honeycomb cell grass pavers, grass-crete or concrete wheel strips. If allowed, the surface of the driveway on the city's property could remain as is, compacted gravel.

Surveying and legal fees for the creation and recording of the easement would be covered by the property owner.

Thank you for your time and consideration. If any additional information is needed or if there are any questions, please feel free to contact me. This is a time sensitive request in that the approval of the driveway easement request is holding up the application for the Conditional Use Permit for the home to become an Accessory Residential Unit and a Physical and Environmental Constraints Review Permit to disturb the hillside slopes for the construction of the new single family residence.

Amy Gunter  
Rogue Planning and Development Services  
541-951-4020  
Amygunter.planning@gmail.com  
www.rogueplanning.com

Attachment: map of requested easement area  
Site plan with parking space and ARU placement  
Historic Resources Inventory  
Site photographs

OREGON INVENTORY OF HISTORIC PROPERTIES  
HISTORIC RESOURCE SURVEY SHEET



Historic Name: \_\_\_\_\_

Common Name: \_\_\_\_\_

Address: 114 Granite Street  
Ashland, Oregon

Owner: Barnhouse, Verle  
Carmel

Address: 108 Granite Street  
Ashland, Oregon

Lot 10 Block 6

Addition UM/Mane

Plat T39, B1E, 59, 5C

Tax Lot 3400

Date of Construction Between 1911 and 1928

Present use/function Residence Original use/function: Residence

Area of significance/study theme: \_\_\_\_\_ Arch./Bldr., if known \_\_\_\_\_

Architectural style: \_\_\_\_\_

Plan type/shape: Rectangular No. of stories: One

Foundation material: Concrete block Basement (y/n): Daylight

Roof form & materials: Gable, single ridge; composition shingle

Wall construction: Frame Structural frame: \_\_\_\_\_

Primary window type: One over one double hung sash

Primary exterior surfacing materials: Horizontal double trap

Outstanding decorative features: \_\_\_\_\_

Condition: Excellent  Good  Fair  Deteriorated  Moved \_\_\_\_\_ (date)

Associated Structures: Detached garage

Exterior alterations/additions (dated): \_\_\_\_\_

Known archeological features of site: \_\_\_\_\_

Noteworthy landscape features: \_\_\_\_\_

Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

Negative No.: Roll 12-31 Slide No.: \_\_\_\_\_

(4-17-1984)

State Inventory No. 1142



SW COR. SEC. 90

8DA

R-1-7.5

R-2

STRAWBERRY LANE

MONTVIEW STREET

STREET

39 1E 9

NE COR. 75/885

R-1-10-P

E. LINE 75/605

319.7' S. & 872.55' W. (274.6' LEAD) OF E. 1/4 COR. SEC. 8

SW COR. PATTERSON LOT 8/458'

NE COR. LEAD LOT PER 457/6

NE COR. LEAD LOT 14/470

346.50' (527' COR.)

SE COR. 68-11306

LITHIA

5-P  
5-1

1200

GRADITE

NE COR. 220/440

701

1201

10 CHAINS S. AND 5.62 CHAINS W. OF E. 1/4 COR. SEC. 8 PER 74/04623

1301

1300

S.E. COR. 220/440

PART OF 193/604 & ADD 220/140

10 CHS. S. AND 5.62 CHS. W. OF E. 1/4 COR. SEC. 8

148-278 R. ESMT.

SW COR 220/440

1500

1401

76.92 S. AND 336.28' W. OF E. 1/4 COR. SEC. 8

S. LINE OF 200/33

ASHLAND CULTURAL RESOURCE INVENTORY

Significance: Compatible  
Legal Description: T39 R1E S9BC, Tax Lot 3400  
Account No: 10067519  
Present Owner: Barnhouse, Verl G./ Carmel  
108 Granite Street  
Ashland, Oregon 97520

Address: 114 Granite Street



1910  
Barnhouse Verl G.

Shape: Rectangular  
Roof: Gable, single ridge; composition shingle  
Sheathing: Horizontal double drop  
Openings: One-over-one double hung sash  
Foundation: Concrete block  
Siting: Southeast side of Granite Street and Nutley  
Condition: Good



Friday, October 4, 1974

Dear Judie,

The visit, this summer, with you seems to have been pleasant for both of us. Gladys has written a wonderful letter, which I regret not having answered. I have only just returned home from several weeks in Southern California and Catalina. I've returned to quantities of work in "politics" such as dinners, etc. I'm delighted to recall the year "uncle" Johnny spent in 1925 with us in Ashland.

My parents first knew Johnny Gruelle and Myrtle in Silvermine, Conn when he was doing "Brutus" for the New York Herald. This was in 1911. He always delighted me with stories of Mr. Twee Diddle who made his home in large holes of trees. Once he made tracks in the snow up to our five-place and retracking - so I knew Santa had really gone down our chimney, for you see that year we had gone to our summer home for

toy animal sag.

Gruelle's gave a lovely new year's dinner at a restaurant on the plaza near the Masonic Hall, that year. I didn't get to go for it was for adults. Johnny made original place cards, you may be able to locate some of them. I have my mothers button, afraid it might get lost or damaged. Myrtle is still alive and lives in

Florida

Justine (Johnny's) Brother & his family are also in Florida. Justine still carries on his brother's work signing it as <sup>Johnnie</sup> J. Gruelle. Hope this helps. Truly, Lynette

Christmas

At that time they had but one child -  
Marcella. Marcella was named for a dear  
friend's sister. This friend was Worth Brem -  
illustrator of the first "Purrod & Sam" books.  
Marcella died before Worth (named for  
Worth Brem) and Dicky were born. She was  
13 when she died from heart trouble caused  
from a small pox vaccine.

Raggedy Ann started from an old rag doll  
Johnny found in the attic of his mother's  
home. Grandma Brwelle had made it for  
Johnny, Justin and Prudy. At first Grandma  
Brwelle and Aunt Prudy stenciled the faces  
by hand in Prudy's home in Norwalk, Conn.  
mother and I had come out to Ashland  
in 1922 Myrtle and Johnny became  
interested in the West.

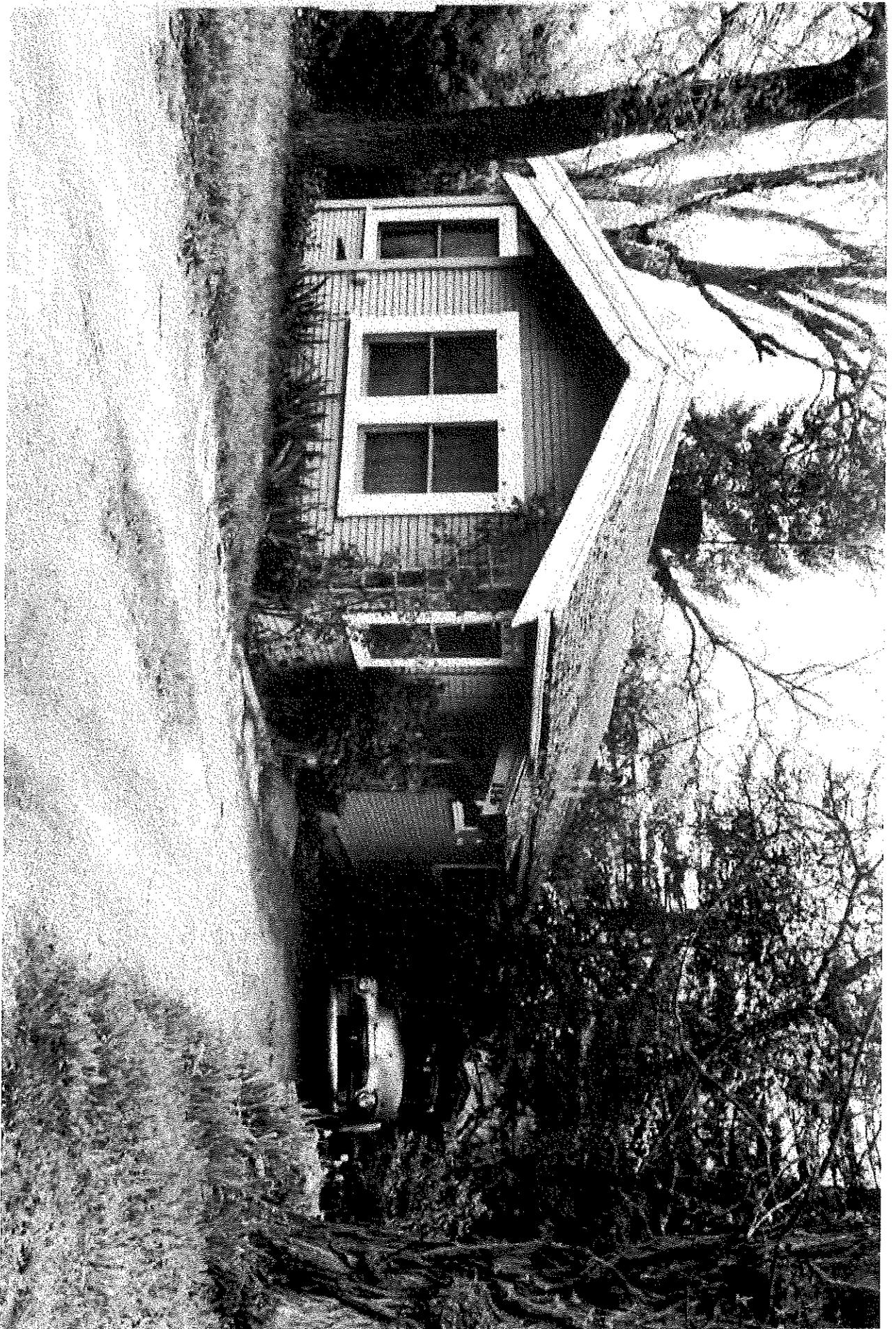
Johnny designed a camper for the  
trip across the United States. It was very  
much like the present day "winsbagle" spelling?

They stayed the year of 1925 as our  
guests in the little house next to 108 Brant  
facing Nutley. (you can recognize it from the  
enclosed picture).

The summer (part of it) they spent  
with us up at Lake of the Woods that  
summer our cabin had several pack rats  
Johnny had the cure - Rags, being a rat terrier  
was to sleep in the cabin with Worth, Dicky,  
my mother and me. It didn't work - Rags  
was so scared he got under the covers  
with the boys.

Our cabin walls were completely  
covered with the original paintings for the  
book "The Camel with the Wrinkled Knees" one  
of the Raggedy Ann, & Andy books. They were  
beautiful, some being as large as 4' x 8'.  
This book was developed from a very cheap  
toy from a little store window. It was so  
cheap the stuffings had settled letting the





Circa 1930



# Pre Application Conference

eric test2

Permit Number: PL-2015-00325

<b>A P P L I C A N T</b>	<b>Job Address:</b> 114 GRANITE ST ASHLAND OR 97520	<b>C O N T R A C T O R</b>	<b>Contractor:</b> <b>Address:</b>
	<b>Owner's Name:</b> MARDI MASTAIN		<b>Phone:</b>
	<b>Customer #:</b> 08141		<b>State Lic No:</b>
	<b>MARDI MASTAIN</b>		<b>City Lic No:</b>
	<b>Applicant:</b> 114 GRANITE ST		<b>Sub-Contractor:</b>
	<b>Address:</b> ASHLAND OR 97520		<b>Address:</b>
	<b>Phone:</b>		<b>Phone:</b>
	<b>Applied:</b> 02/19/2015		<b>State Lic No:</b>
<b>Issued:</b>	<b>City Lic No:</b>		
<b>Expires:</b> 08/18/2015			
<b>Maplot:</b> 391E09BC3401			

**DESCRIPTION:** Residential Site Review - New home and moving the existing home  
Pre-App scheduled for April 8, 2015 @ 3:00 pm

### VALUATION

Occupancy Type	Construction	Units	Rate Amt	Actual Amt	Constuction Description
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Total for Valuation:

### MECHANICAL

### ELECTRICAL

### STRUCTURAL

### PERMIT FEE DETAIL

Fee Description	Amount	Fee Description	Amount
Pre Application Conference Fee	131.00		

### CONDITIONS OF APPROVAL

COMMUNITY DEVELOPMENT    Tel: 541-488-5305  
 20 East Main St.            Fax: 541-488-5311  
 Ashland, OR 97520        TTY: 800-735-2900  
 www.ashland.or.us

Inspection Request Line: 541-552-2080

# CITY OF ASHLAND

# Pre-Application Conference Application

*Mardi Mastain - 114 Granite Street Ashland, OR*

**Project Name: Mardi Mastain 114 Granite Street Ashland, OR**

Today's Date: 12-Feb-2015

City Of Ashland Land Use Pre-Application ... [ref : CoA Web](#)

## Files Included:

1. **Site Survey Drawing ... by: Polaris Land Surveying LLC**
  - 1.1. Mastain-114-Granite-St\_Site-Survey-map\_v111111.pdf
2. **Site Plan Drawing with new Home Proposal**
  - 2.1. MM\_114-Granite\_v150105\_sf-2682\_roof-8-12.dwg
3. **Tax Assessor Map**
  - 3.1. Jackson-Co-Tax-Assessor-Map-39-1E-09BC.pdf

## Project Description

1. This is a new home construction project for:
  - 1.1. 114 Granite Street, Ashland, OR 97520
    - 1.1.1. Assessor Map # 39 1E 09BC
    - 1.1.2. Tax Lot # 3401
    - 1.1.3. 0.19 Acre
  - 1.2. **Owner / Applicant: Mardi Mastain**
    - 1.2.1. 114 Granite St, Ashland, OR 97520
    - 1.2.2. 541-261-3000
    - 1.2.3. mardimastain@hotmail.com
2. The project will consist of relocating the existing 550 SF Single Story historic structure to the back of the lot, with no basement, and constructing a new home at the front of the lot.
3. The new home will be in the style of an American Craftsman Era Home, that will fit in with the existing architecture of the neighborhood. It will have roof gables on the front and back, an attached garage, and a basement.
4. In the current proposal the area of the new home building envelope is 2682 SF.
5. Combined square footage of both structures (new and existing homes) is 3232 SF.
6. Another existing structure, a dilapidated garden shack (about 3' x 4.5'), will be removed.

## Additional Details for Site Plan Drawing

1. Existing utilities are shown on the site survey drawing, and will not be affected.

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2. The existing curb-cut will be removed, and relocated as shown on the new site plan. The distance to the nearest neighboring curb-cut is well over 24'.
3. No fences will be affected by the new construction.
4. Minimum topographic contours are shown. Detailed contours are on the site survey.
5. The new structure will have a two car garage. The present structure on the property will have one parking space next to it once it is moved to the lower section of the property.
6. Existing landscaping is detailed on the site survey. Tree removals are indicated on the site plan.
7. Building envelopes are indicated on the site plan.

**Additional "Pre-Application Conference Application" Information**

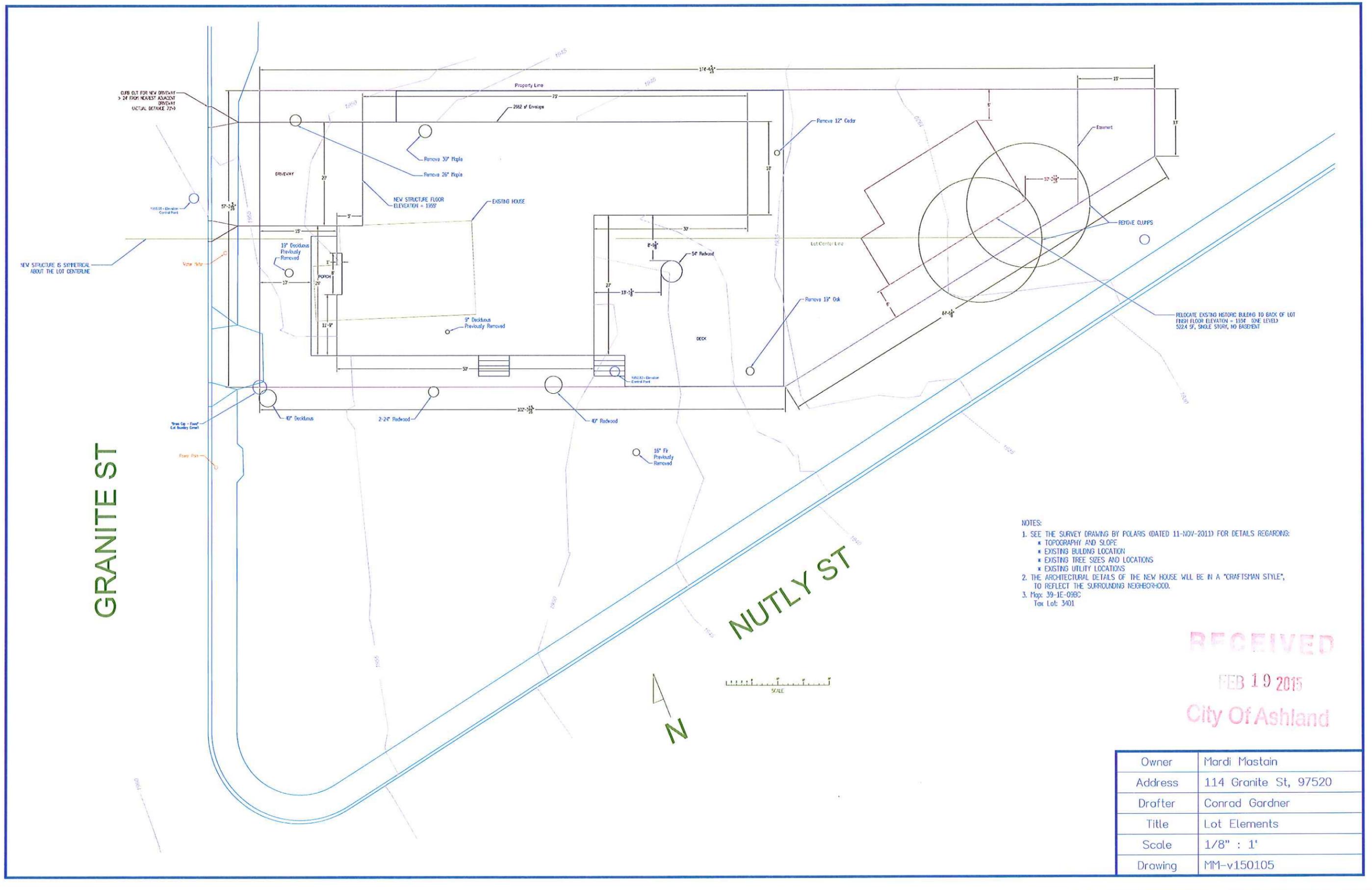
1. Firms Preparing Plans
    - 1.1. S. Conrad Gardner  
Design Engineer  
541-778-7100  
scgwww@gmail.com
    - 1.2. Additional Firms will be listed as they are decided on.
  2. Development Timeline
    - 2.1. Estimated Start Date is June 2015
    - 2.2. A detailed timeline is still in development.
- 

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GRANITE ST

NUTLY ST

- NOTES:
- SEE THE SURVEY DRAWING BY POLARIS (DATED 11-NOV-2011) FOR DETAILS REGARDING:
    - TOPOGRAPHY AND SLOPE
    - EXISTING BUILDING LOCATION
    - EXISTING TREE SIZES AND LOCATIONS
    - EXISTING UTILITY LOCATIONS
  - THE ARCHITECTURAL DETAILS OF THE NEW HOUSE WILL BE IN A "CRAFTSMAN STYLE", TO REFLECT THE SURROUNDING NEIGHBORHOOD.
  - Map: 39-1E-098C  
Tax Lot: 3401

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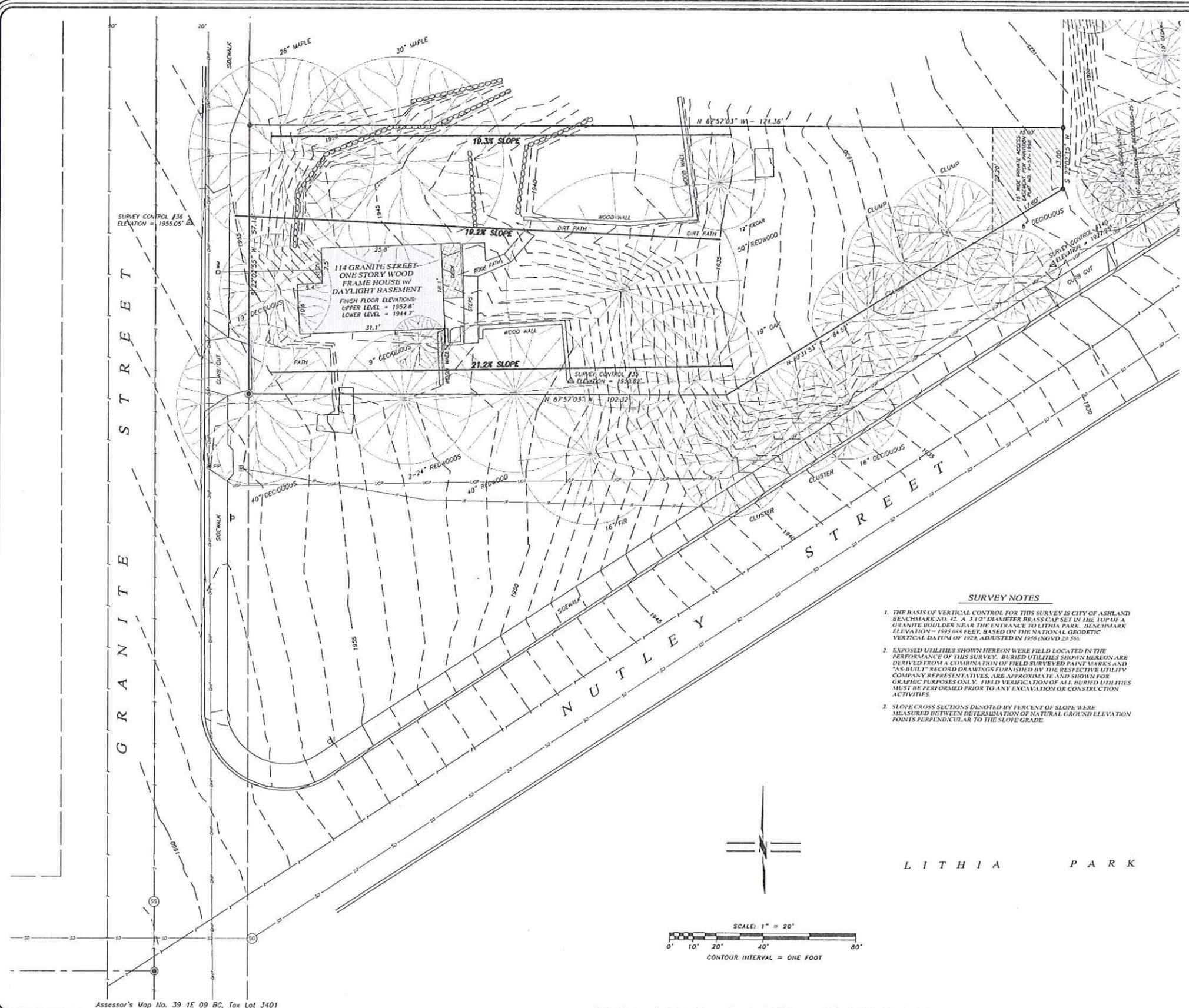
FEB 19 2015

City Of Ashland

Owner	Mardi Mastain
Address	114 Granite St, 97520
Drafter	Conrad Gardner
Title	Lot Elements
Scale	1/8" : 1'
Drawing	MM-v150105

# TOPOGRAPHIC SURVEY

LOCATED AT  
**114 GRANITE STREET**  
**ASHLAND, OREGON**  
 LYING SITUATE WITHIN  
 NORTHWEST QUARTER OF SECTION 9,  
 TOWNSHIP 39 SOUTH, RANGE 1 EAST, WILLAMETTE MERIDIAN  
 CITY OF ASHLAND, JACKSON COUNTY, OREGON  
 FOR  
**MARDI MASTAIN**  
 114 Granite Street  
 Ashland, Oregon 97520

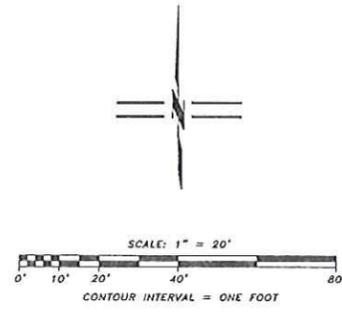


### LEGEND

- ▲ SURVEY CONTROL POINT, AS DESCRIBED
- IRON PIN MONUMENT - FOUND
- IRON PIPE MONUMENT - FOUND
- ⊙ BRASS CAP - FOUND
- PROPERTY LINE
- - - BOUNDARY LINE
- - - CENTERLINE
- - - EASEMENT LINE
- - - FENCELINE
- - - WATER LINE
- - - BURIED NATURAL GAS LINE
- - - BURIED FIBER OPTIC LINE
- - - STORM DRAIN LINE
- - - SANITARY SEWER LINE
- - - BURIED POWER LINE
- ⊘ ROCK WALL
- CONTOUR LINE
- GUY ANCHOR
- ⊕ PP POWER POLE
- ⊕ HP HEAT PUMP
- ⊕ PC POWER CABINET
- ⊕ AL AREA LIGHT
- ⊕ WM WATER METER
- ⊕ WV WATER VALVE
- ⊕ FH FIRE HYDRANT
- ⊕ CB CATCHBASIN
- ⊕ CI CURB INLET
- ⊕ SM STORM SEWER MANHOLE
- ⊕ SS SANITARY SEWER MANHOLE
- ⊕ CN CLEANOUT
- ⊕ TB TELEPHONE BOOTH
- ⊕ GM GAS METER
- ⊕ GV GAS VALVE
- ⊕ IB IRRIGATION BOX
- ▨ CONCRETE SURFACE
- ▨ WOOD SURFACE
- ▨ BUILDING
- ☼ CONIFER TREE (AS DESCRIBED)
- ☼ DECIDUOUS TREE (AS DESCRIBED)

### SURVEY NOTES

1. THE BASIS OF VERTICAL CONTROL FOR THIS SURVEY IS CITY OF ASHLAND BENCHMARK NO. 42, A 3" DIAMETER BRASS CAP SET IN THE TOP OF A GRANITE BOLDER NEAR THE ENTRANCE TO LITHIA PARK. BENCHMARK ELEVATION = 1935.688 FEET, BASED ON THE NATIONAL GEODETIC VERTICAL DATUM OF 1929, ADJUSTED IN 1956 (NGVD 29 56).
2. EXPOSED UTILITIES SHOWN HEREON WERE FIELD LOCATED IN THE PERFORMANCE OF THIS SURVEY. BURIED UTILITIES SHOWN HEREON ARE DERIVED FROM A COMBINATION OF FIELD SURVEYED POINT MARKS AND "AS-BUILT" RECORD DRAWINGS FURNISHED BY THE RESPECTIVE UTILITY COMPANY REPRESENTATIVES, ARE APPROXIMATE AND SHOWN FOR GRAPHIC PURPOSES ONLY. FIELD VERIFICATION OF ALL BURIED UTILITIES MUST BE PERFORMED PRIOR TO ANY EXCAVATION OR CONSTRUCTION ACTIVITIES.
3. SLOPE CROSS SECTIONS DENOTED BY PERCENT OF SLOPE WERE MEASURED BETWEEN DETERMINATION OF NATURAL GROUND ELEVATION POINTS PERPENDICULAR TO THE SLOPE GRADE.



L I T H I A P A R K

REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR  
 POLARIS LAND SURVEYING, P.C.  
 OREGON  
 JULY 11, 1988  
 SHAWN KAUFMANN  
 2683 LB  
 RENEWAL DATE: 6/30/2013

SURVEYED BY:  
**POLARIS LAND SURVEYING LLC**  
 P.O. BOX 459  
 ASHLAND, OREGON 97520  
 (541) 482-5009  
 DATE: NOVEMBER 11, 2011  
 PROJECT NO. 681-11

Assessor's Map No. 39 1E 09 BC, Tax Lot 3401

**POLARIS LAND SURVEYING**

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 FEB 19 2015  
 City of Ashland

PINE ST

NUTLEY ST

GRANITE ST

WINBURN WY



Return Document to:  
Barbara Christensen, City Recorder,  
20 East Main, Ashland, OR 97520

## **RIGHT OF WAY EASEMENT AND AGREEMENT**

1. **Grant.** Subject to all prior easements or encumbrances of record, City of Ashland, (the "Grantor"), owner of property described as a portion of 391E09 TL100 at the northwesterly corner of Winburn Way and Nutley Street (the "Property") hereby grants to, Mardi Mastain, her successors and assigns (the "Grantee"), a permanent, appurtenant and nonexclusive easement for a right of way 17 feet in width together with the right of access to the right of way from adjacent land of Grantor for all activities in connection with the purposes for which this easement has been granted.

2. **Description.** The location of the easement is along the general course(s) now located by Grantee on, over or under the surface of the Property, this easement more particularly described as an area seventeen (17.0) feet in width, more particularly described as follows:

**See Exhibit A, herein attached and incorporated,** (the "Easement Area").

3. **True and Actual Consideration:** **\$3,372.00**, the sufficiency of which the Grantor deems sufficient.

4.. **Purpose.** This easement is solely for access to and for establishing permanent placement of the Barnhouse Bungalow, (the "Structure"), to maintain the historic value of the Structure as placed, and the construction, reconstruction, operation, maintenance, repair, replacement of a driveway and landscaping, and any utility needed by the Structure including but not limited to water, sewer, electricity, and communications, and whether they are above or underground, and all accessories and appurtenances thereto (hereafter referred to altogether as "Facilities") necessary or desirable to the Structure.

Further purposes of this easement is the present and (without payment therefore) the future right of Grantee to keep the Easement Area and said adjacent lands clear of all brush, trees, timber, structures and other hazards which might endanger Grantee's Easement Area, Structure or Facilities or impede Grantee's activities to operate and maintain the Structure and Facilities.

### **5. Terms and Conditions.**

5.1 Grantee is limited to strict adherence to the purpose of this Easement as set forth in Section 4 above.

5.2 Grantor shall have the right to use the area within the easement in any manner that does not reasonably interfere with Easement Area, Structure and Facilities within the easement area.

5.3 Grantee shall provide Grantor reasonable notice prior to performing work in the Easement Area. Pursuant to such work, Grantee shall:

A. Fill any and all excavations as soon as practicable after opening;

B. Dispose of all brush and debris;

C. Replace in their former condition all improvements, trees, ornamental shrubs and crops, if practicable, as soon as possible after damage or destruction, but if not practicable then pay to Grantor the reasonable value thereof.

D. Accepts all organizing, performance and financial responsibility for maintenance or repair of the Easement Area, Structure and Facilities on the easement.

E. To pay Grantor for any and all damage that may arise from construction, reconstruction, operation, maintenance, repair, replacement, enlargement or removal of the Easement Area, Structure and/or Facilities;

