

APPENDIX

SAMPLE QUESTIONNAIRE

FACILITY STUDY QUESTIONNAIRE

Please attach additional information as needed if space provided is not enough.

DEPARTMENT: Administrative Services/Finance Department DEPARTMENT HEAD: Lee Tuneberg

TELEPHONE NO.: 552-2003 EXT.

PLEASE LIST 4 OR 5 OF YOUR PRIMARY CONCERNS:

1. Security – adequately controlled ingress/egress to allow public access without jeopardizing employee safety and city resources. Issues include public restrooms, “strangers” wandering the building and dealing with angry people..
2. Operational efficiency – sufficient space to afford a positive work environment where there is appropriate space to do what needs to be done, a comfortable environment (light, heat, cooling, privacy and openness when appropriate) and adequate tools to do the work. Space for ergonomic furniture, files and meetings are needed. Open work environment is appropriate in several areas but adequate office/meeting space is needed to provide sufficient confidentiality.
3. Access to our internal and external customers to provide the services they expect---issues include employee (personal), staff (business) and public parking, entry for residential, business and handicapped customers
- 4.
- 5.

PLEASE LIST ALL SUB-DEPARTMENTS ASSOCIATED WITHIN YOUR DEPARTMENT:

1. Finance Admin/Risk Management/Parking Enforcement (City Hall)
2. Accounting/Parks Accounting (City Hall)
3. Customer Service-Utility Billing-Itron/Business licenses/Sales taxes(City Hall)
4. Purchasing/Inventory (90 N Mountain)
5. Municipal Court (transitioning to Administration Department) (Civic Center/Council Chambers)

WHICH OTHER DEPARTMENTS NEED TO BE ADJACENT OR RELATIVELY CLOSE TO YOUR DEPARTMENT?

1. It would be best if all divisions were together for cross support/back up
2. Administration relies on Finance
3. City Recorder relies on Finance

WHERE, IN TOWN, SHOULD YOUR DEPARTMENT BE LOCATED FOR THE OPTIMUM EFFICIENCY?

Civic Center area

DEPARTMENT STAFF:

OF EXISTING STAFF MEMBERS: 19.9 FTE (16.25 without Courts' 3.65 FTE)

OF ANTICIPATED STAFF IN 5 YEARS: 18 IN 10 YEARS: 18

SPECIAL DEPARTMENT NEEDS: without Courts

SUPPORT FACILITIES	QUANTITY	SIZE
CONFERENCE ROOMS (City Hall)	one	12x20
STORAGE AREAS (UB, Accounting, Admin)	three	10x12
BREAK / LUNCH ROOM/conference room?	one	12x12
LOADING AREA (Purchasing)	one	12x12
Offsite – records retention	one	BIG

OTHER:

Courts needs Judge Office, Supervisor space, clerk space, file space, Jury room, lunch room.

PUBLIC FACILITIES:	Admin	Acctng	Purchasing	Utilities	Court
WAITING AREA:			1	1	1
PUBLIC COUNTER:				1	1
PUBLIC WINDOW:				2 - 3	2
INTERVIEW AREA:	1				
WORK STATIONS:	4	7	1	6	4
PUBLIC TOILETS:			1	1	1

Presumes that Admin/Accounting shares Utilities restrooms, waiting area and public counter.

SPECIAL PROVISIONS:

Utility Group needs sufficient storage for billing supplies and direct access to Mail Room for sorting mail, processing batch payments, copying, faxing, etc.

OTHER:

MISCELLANEOUS INFORMATION:

DO YOU EXPECT YOUR DEPARTMENT TO UNDERGO ANY MAJOR CHANGES WITHIN THE NEXT 10 YEARS THAT MAY HAVE AN IMPACT ON YOUR SPACE NEEDS? (i.e. CONSOLIDATIONS, COMPUTER SYSTEM CHANGES, ETC.)

None expected at this time.

ARE THERE ANY ALTERNATE FUNDING SOURCES (OTHER THAN CITY FUNDS) AVAILABLE FOR CONSTRUCTION IMPROVEMENTS? IF SO, PLEASE EXPLAIN:

No

ANTICIPATED SQUARE FOOTAGE OF OPTIMUM FACILITY:

All together? No idea but no less than we currently have.

WHAT FEATURES DOESN'T YOUR DEPARTMENT CURRENTLY HAVE THAT WOULD MAKE IT RUN MORE EFFECTIVELY?

Offices with doors on it where appropriate. Open area in accounting for "free" exchange of information (fewer walls). Meeting/training/lunch room. Security to stop strangers from walking through from any one of the 6 entry ways. Better security at front counters and better alarms to summon police or other staff.

Front UB counter needs to be more ergonomic and efficient...three windows rather than two.

DOES THIS DEPARTMENT REQUIRE FREQUENT TRAVEL IN TOWN?

IF SO, PLEASE EXPLAIN WHAT LOCATION IN TOWN, IF ANY, WOULD HELP MINIMIZE THIS.

For most of us NO. Purchasing must travel to Finance multiple times each day for picking up or dropping off requisitions, contracts, purchase orders, supplies and other documents. Purchasing also goes to other city and parks buildings. Purchasing has an assigned city vehicle.

Infrequently I have to do the bank run for the City Recorder. Routinely in the Spring, a few times in the Fall and monthly I (we) must transport information and documents to the Civic Center for the various meetings. Sometimes we transport documents to the Parks office. We have no staff car or city vehicle parking so any transport requires getting personal vehicles "out of hock."

OTHER COMMENTS:

SEE ATTACHED

PLEASE FILL OUT THE FOLLOWING SPACE REQUIREMENTS FOR EACH TYPE OF STAFF POSITION IN YOUR DEPARTMENT. PLEASE MAKE ADDITIONAL COPIES IF NEEDED. PROVIDE SEPARATE SHEET FOR EACH STAFF POSITION.

STAFF POSITION:

NUMBER OF STAFF WITH THIS TITLE:

TYPE OF OFFICE OR WORKSTATION (ENCLOSED VS. OPEN LANDSCAPE TYPE) AND NUMBER OF WORK STATIONS:

FURNISHINGS REQUIRED:

SPECIAL NEEDS:

ARE THERE ANY OTHER STAFF POSITIONS THAT NEED TO BE LOCATED ADJACENT OR NEAR THIS PERSON? IF SO, WHO?

IS THERE FREQUENT CROSS TOWN TRAVEL FOR THIS STAFF POSITION? IF SO, WHAT LOCATION MIGHT MINIMIZE THIS DISTANCE?

FACILITY STUDY QUESTIONNAIRE

Please attach additional information as needed if space provided is not enough.

PLEASE FILL OUT THE FOLLOWING SPACE REQUIREMENTS FOR EACH TYPE OF STAFF POSITION IN YOUR DEPARTMENT. PLEASE MAKE ADDITIONAL COPIES IF NEEDED. PROVIDE SEPARATE SHEET FOR EACH STAFF POSITION.

STAFF POSITION: Accounting Project Person

NUMBER OF STAFF WITH THIS TITLE: 1

TYPE OF OFFICE OR WORKSTATION (ENCLOSED VS. OPEN LANDSCAPE TYPE) AND NUMBER OF WORK STATIONS:

Quiet area to do accounting work but not necessarily an office, one workstation

FURNISHINGS REQUIRED:

Files, bookcases,

SPECIAL NEEDS:

No

ARE THERE ANY OTHER STAFF POSITIONS THAT NEED TO BE LOCATED ADJACENT OR NEAR THIS PERSON? IF SO, WHO?

Close to all Accounting Division Manager

IS THERE FREQUENT CROSS TOWN TRAVEL FOR THIS STAFF POSITION? IF SO, WHAT LOCATION MIGHT MINIMIZE THIS DISTANCE?

No.

CONFERENCE REPORTS

Conference Report



CLIENT: City of Ashland
PROJECT: Facilities Master Plan Update
LOCATION: Ashland, Oregon
REPORT NO. 001
JOB NO. 0752
DATE: November 26, 2007

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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Lee Tunenberg, Mike Morris, Joe Franell, Ann Seltzer, Keith Woodley, Paula Brown, David Wilkerson, Ken Ogden

I. PURPOSE OF MEETING: Kick-Off Meeting

II. PROJECT STRUCTURE:

- A. Paula is on board for another three months, Ann Seltzer will co-lead the project, and will take over after Paula's departure. The attendees present represent all the staff members on the ad hoc committee.
- B. Mike will provide access to facilities, as well as previous documentation.
- C. Committee will meet monthly.
- D. Project likely will extend until June, not March as originally forecast.
- E. Last plan was done in 1999, needs updating. Certain projects are on hold (council chambers, police station, et). Strong desire for MASTER PLAN to avoid "piecemeal" approach to repairs, work.
- F. In 2005, space needs analysis was done for Council Chambers.
- G. Goal / end product: overall plan to guide city for 20 years.
- H. THINK OUTSIDE THE BOX!!! But not outside the UGB.
- I. Consider adding Juli DiChiro to larger committee. Other possibilities include Jim Teece and Bruce Moats.
- J. Look at space utilization from the standpoint of conservation as well as efficiency.
- K. Ann requested that ORW build in time to get any information that is required of Department Heads, so that they can add it into their workload. Staff members from this group do not need to be present.
- L. One of the goals of the Master Plan Update is to provide the substantiation of any needed changes
- M. Key elements for council support: Smaller, greener, trade-offs for housing. How to address growth space so that it does not seem excessive? ("intern" spaces), or a luxury (tie in to staff retention, "workforce retention").
- N. Ann has the ability to get survey data from the city website (answers to particular questions).
- O. Ken suggested that the Council be included in the process, either in small groups or individually. David suggested using the study sessions to accomplish this. Ann agreed that this would be a great way to get council support, check perceptions, and verify information received from all user groups – even council. Lee and Paula agreed that both meeting venues are an important way to interface with the council. Ann will schedule these meetings.

III. MISC PLANNING THOUGHTS:

- A. 90 North Mountain Shops are probably in the wrong place, could be better used as location for low-income housing. Additional new land would be required.
- B. Fire Station 2 is well located, but is it the best location?
- C. Is Parks included in the Master Plan? Possible to consolidate / co-locate all heavy equipment from various departments (parks, streets, etc).
- D. Use of Grove for other purposes has been resolved with regard to CDBG funds.
- E. What about use of schools? Possible co-location of yards?? Look for redundancy . . . even consider co-location w/ ODOT. Look for possible partnerships with other agencies: Jackson Co, USFS, ODOT, ACH, OSF
- F. Benefit to co-locating Public Safety functions (fire and police).
- G. Security is a concern at City Hall. In 1999, PRESENCE of City Hall downtown is very important!! Must keep City Attorney, City Administrator, and Mayor all together. Finance Director could move.
- H. City Hall space is leased, not owned. Moving out of City Hall entirely is probably not an option.
- I. City looked at Wells Fargo bank space previously.
- J. Community input will likely include complaints about noise issues at B Street yards, Gun Club,
- K. Dick Wonderscheid is looking at solar panel utilization at 90 N. Mountain. These panels can be moved. AFN head-in can be moved at a cost.
- L. Certain facilities CANNOT be moved: cemeteries, city hall, hospital, FS1, library. Identify these "sacred" locations to show to public that this group is looking for the most efficiency.
- M. Consider getting rid of fueling depot
- N. Shortage of records storage, in poor condition. Also short on equipment storage (valuable stuff) that needs to be protected.
- O. In order to garner funding for future improvements. Getting the Plan adopted is critical.
- P. Mike to gather existing data on facilities (CAD dwgs of exit plans; staff roster by title). ORW to send Programming Worksheet to Mike for review, prior to distribution to dept heads.

IV. NEXT STEPS:

- A. Next Construction Meeting: **Thursday, January 17 at 3:30 pm**, at Siskiyou Conference Room. Subsequent meetings will be on the second Thursday, beginning in February.
- B. At this meeting, ORW will have done all existing conditions analysis and background work
- C. Open Houses:
 - 1. First meeting, after SECOND ad hoc meeting: look at options
 - 2. Second meeting, end of March: optimal configuration
 - 3. Third meeting: "we heard you", how it's resolved.
- D. ORW to revise schedule and add to contract. Schedule will be issued as Microsoft Project file as well. Schedule to include tentative dates for Open Houses (tentative **Thur**, 4pm to 6pm) with Ad Hoc committee meeting just beforehand, to give them a **ROLE** in the Open House process.

E. Council study session needs be scheduled for early April, before budget process intensifies.

Route to:	<input type="checkbox"/> Ogden	<input type="checkbox"/> Wilkerson	<input type="checkbox"/> Brown
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ccemail

Conference Report



CLIENT: City of Ashland
PROJECT: Facilities Master Plan Update
LOCATION: Ashland, Oregon
REPORT NO. 002
JOB NO. 0752
DATE: January 17, 2008

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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Lee Tunenberg, Mike Morris, Joe Franell, Ann Seltzer, Keith Woodley, Paula Brown, Ken Ogden, Alice Hardesty, Keith Woodley, Carol Voisin, Mike Broomfield, George Kramer, Dale Shostrom, Don Macklin, Dawn Lamb

I. PURPOSE OF MEETING: Progress Meeting

II. BACKGROUND / OVERVIEW:

- A. The project team members introduced themselves, and Paula reviewed the group's charge and direction. Future meetings will be held on second or third Thursdays at 2:00 pm.
- B. David noted that conference reports will be sent to Paula and Ann, for distribution to committee members. The group's progress also will be posted on the city's website.
- C. Ken reviewed ORW's progress to date, since the project Kick-Off meeting. Ken described ORW's approach to interviewing department heads, in order to determine their current and future facility needs. The scope of the Master Plan update also includes the investigation of vacant properties, as well as the possible acquisition of new property. Ken noted that sometimes, the existing space is adequate, it only needs to be better utilized.
- D. ORW has finished inputting the drawings of all of the city's facilities, and has measured all the existing spaces. ORW is now ready to begin interviewing the various city department heads, to determine their facility requirements.

III. GENERAL DISCUSSION:

- A. Ann asked about the usefulness of past studies and reports. Ken noted that those reports will be used as a springboard for ORW's work. David noted that previous studies – if limited in scope – might have had different outcomes and recommendations.
- B. Alice asked about vacant lands and areas, with regard to storage facilities and open space. Ken noted that the development of open spaces will be reviewed. Alice noted that the air space over the parking areas also should be included.
- C. Mike asked that the finished Master Plan report should be included in the city's accessibility plan, to ensure conformance with the federal governments' requirements for barrier removal.
- D. Paula noted that, although interviews will be conducted with all department heads, the members of this committee should also feel free to provide input on space utilization.
- E. Ken reviewed ORW's "Space Program Questionnaire" in detail. Paula will provide electronic copies to committee members for their reference. The questionnaire asks about each department's (current and future) staff needs, required adjacencies, location requirements, space and storage requirements, and other amenities.

- F. Ken noted that the Space Program Questionnaires need to be completed by the department heads and returned PRIOR to the next meeting, hopefully no later than January 25.
- G. Paula noted that the larger commissions and council also should be interviewed. Ken suggested that this could happen in a “miscellaneous” meeting.
- H. Ken asked all the department heads to “take off their blinders” in responding to the questionnaire, in order to record their ‘wish list’ items. Ken noted that not all of these requests will become a reality, but the request needs to be made nonetheless.
- I. Don asked about how public spaces (e.g the Grove) will be handled. Ken and David explained that, even though these spaces might be ‘associated’ with a particular group, the Master Plan process will define all the user groups for these spaces.
- J. Alice asked about possible overlaps with other agencies, including the school district, Parks, ODOT, SOU, and Jackson County. Ken noted that these inter-agency relationships can have a great symbiotic impact on the outcome of Master Plan.
- K. George asked about item 3H in the last conference report, regarding the disposition of City Hall. George noted that this issue was reviewed in 1999. It appears that, if the mayor and city recorder are not located there, then the land will revert to the Helman family.
- L. George asked about how input would be selected on the vacant land. Ken noted that the size and zoning will be key elements in determining the best use, or perhaps considered for sale or other use (e.g. parks). George then asked specifically about the large property on the other side of the freeway (outside the UGB). Alice noted that David Chapman should be a part of this discussion.
- M. Joe noted that geographic features which could affect access (e.g. Ashland Creek) also should be considered.
- N. Alice asked about whether certain issues would be ‘out of bounds’ (e.g. something requiring a variance or new real estate purchase). David and Ken noted that these items will be approached cautiously, but will be included if that is the committee’s direction and recommendation.
- O. Carol asked about the public process. Paula noted that the ’99 Master Plan received a high degree of public input. David noted that open houses will be scheduled at certain project milestones. Ken and Paula suggested that these meetings be held at various locations around town, so that citizens can get a ‘feel’ for all the buildings.
- P. George and Joe noted that travel distances should also be addressed, to ensure that departments are well located for the locations that they must travel to. David noted that this will be added to the questionnaire. Don asked that parking (staff and visitor) also be included in the questionnaire.

IV. NEXT STEPS:

- A. Next Meeting: **Thursday, February 14 at 2:00 pm**, at Siskiyou Conference Room. Subsequent meetings will be on the second Thursday of each month.
- B. ORW will prepare a Project Schedule for review at the February meeting.

Route to:	<input type="checkbox"/> Paula Brown	<input type="checkbox"/> Dawn Lamb	<input type="checkbox"/> Ann Seltzer
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Conference Report

CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 003
JOB NO. 0752
DATE: January 29, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Tuneberg, Ogden

I. PURPOSE OF MEETING: Finance Department, space needs

II. GENERAL DISCUSSION

A. Departments related to Finance:

1. Courts: Civic Center
2. Purchasing: Warehouse
3. Utilities: City Hall
4. Payroll: City Hall
5. Accounts: City Hall

B. General needs

1. Security and control of public access to department, existing building has too many points of entry. *Security and control of public access are certainly very important. I think I should also emphasize that providing public service and access to this service for residential and commercial customers, young and old, capable and disadvantaged, remain as high priorities. (rev. 2/20/08 Tuneberg)*
2. Conference space needed
3. Additional storage space needed. Records are currently sent offsite to the cemetery
4. Privacy for payroll, currently shared space with city recorder.
5. Courts
 - a. Security needed often deal with irate customers.
 - b. Closer to main finance department would be desirable
6. Public and employee parking is a challenge downtown
7. Purchasing
 - a. Area needed for bulk storage, orders occur more often due to lack of storage space
 - b. Location preferable at warehouse

C. Department Growth

1. Employee growth anticipated to be 1 to 1.5 over the course of 10 years.

D. Misc.

1. Tuneberg gave Ogden a copy of 2008 budget

E. Program of spaces:

1. Finance Directors Office
 - a. Needs privacy, work station and small conf table

2. Risk Manager's Office
3. Accounting Manager's Office *should include a small conference table to work with visitors and staff (rev. 2/20/08 Tuneberg)*
4. General Work area
 - a. (2) staff accountant work stations
 - b. Accounts payable work station
 - c. Payroll work station
 - d. Accounting projects work station
5. Conference Room 12 x 20
6. Lunch/Break room 12 x 12
7. Office work room *I'm thinking this is the mail/copier room where significant processing occurs. If not, I am not sure what this is. If so, then we need to address this work room as accommodating 2-4 people at a time as we utilize the various activities that go over here: copying, mail delivery, sorting and distribution, faxing, printing, binding, etc. (rev. 2/20/08 Tuneberg)*
8. Storage
9. Utilities area *Staff wanted to emphasize the need for a secure area for cash drawers when stored, but I think we should also recognize security for those handling cash, and the cash at the front counter (rev. 2/20/08 Tuneberg)*
 - a. Public lobby
 - b. (3) cashier work stations at public counter
 - 1) One transient work station desk for cashiers
 - c. ITRON work station
 - d. (3) billing clerk workstations
 - e. Utility billing manager office
 - 1) Small conf table
 - f. Storage room and file space
10. Purchasing *at 90 N Mountain and for drop off/pick up at City Hall there is the need for parking the city-owned vehicle. (rev. 2/20/08 Tuneberg)*
 - a. Workstation
 - b. Bulk storage area
 - c. Shipping / receiving area 12 x 12
11. Courts *is transitioning from Admin Services to Administration but the need for the Court Room and Jury Room need to be included (rev 2/20/08 Tuneberg)*
 - a. Judge Office
 - b. Court Supervisor Office
 - c. (3) Court clerk workstations
 - d. Public counter with security screen
 - e. Court bailiff, no workstation
 - f. Offsite records
12. Toilets
 - a. Public
 - b. employees

Conference Report

CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 004
JOB NO. 0752
DATE: January 29, 2008

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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Tina, Appicello, Seltzer, Bennet (partial), Ogden

I. PURPOSE OF MEETING: Administration department needs

II. GENERAL DISCUSSION

A. City Attorney

1. Security is a major concern. Method of controlling public access is needed. Currently the handicap entrance enters right into the city attorney area. Attorney staff often ends up directing the public to other departments. A counter or half height wall would define a separation between public and private area. Security and separation for files also needed. A security alarm/notification button at reception desk needed.
2. Growth
 - a. There is a potential for one additional attorney within the next 5 years and one more additional within 10 years.
3. Adjacencies
 - a. Needs to be close to Administration, City Recorder and Mayor
 - b. More involvement is occurring with Com Dev.
 - c. Existing set up and location works well.
4. Work stations that use LEDS need to be able to secured and visually screened to maintain confidentiality.
5. The configuration of the space requires access through the law library and some offices which compromises confidentiality and productivity. The size of the library may be reduced due to information now available on line. The library space is used often for conferences. A separate conf room is needed. Direct access from city attorney's office would be desirable.
6. Misc. Discussion
 - a. Existing City Hall building must house Mayor and City Recorder to meet the requirements by the donating party. This will be verified.
 - b. Public sentiment has previously shown City Hall needs to remain downtown.

B. Administration

1. Public access is difficult to this space. There is not a single clear entrance for the building.
2. Adjacencies
 - a. Close to finance is critical during budget time
 - b. Mayor
 - c. City Recorder

3. A large training room or flexible space is needed. Should be able to accommodate 100 people.
 4. The existing configuration of HR is not conducive to confidentiality or productivity. This layout needs to be modified. HR is frequented often by city employees.
- C. Program of spaces
1. **City Attorney**
 - a. City Attorney Office
 - b. Assistance City Attorney Office
 - c. Paralegal Office
 - d. Attorney office
 - e. Legal secretary work station
 - f. Law library/conference room
 - g. Public waiting area
 - h. File storage room
 - i. Shared access to toilet and break room facilities acceptable.
 2. **Administration**
 - a. Mayor's Office
 - b. City Administrator's Office
 - c. Executive Secretary work station
 - d. Management Analyst's Office
 - e. Human Resource Manager's Office
 - f. HR office
 - g. HR Support work station
 - h. Public waiting area
 - i. Conference room (6 to 8 people)
 - j. Work/copy/print room
 - k. Storage/files
 - l. Shared break and toilet facilities acceptable

Route to:	<input type="checkbox"/> Ogden	<input type="checkbox"/> Wilkerson	<input type="checkbox"/> File
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Document3
ccfax

Conference Report

CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 005
JOB NO. 0752
DATE: January 29, 2008

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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Franell, Ogden, Richard

I. PURPOSE OF MEETING: Information technologies department needs

II. GENERAL DISCUSSION

- A. I.T. has been co-located within the Electrical Department and has been “an expand to fit” scenario. The existing layout has caused challenges and has forced the department to become fragmented. This expansion has also challenged and taken away space from the electric department.
- B. The AFN Head in is located within this structure and would be extremely expensive to re-locate.
- C. There is no security in the existing building and no ability for visitors to find their way. A centralized reception desk is needed.
- D. A conference room has been carved out of the existing lunch room. It is used several times per day, acoustical separation is not good. A conference room that can accommodate 20 persons is needed.
- E. Access to a shop close by is needed.
- F. Employee and guest parking is a challenge.
- G. I.T. clerical support is shared with Electrical.
- H. Staffing
 - 1. 16 existing staff members
 - 2. Growth anticipated to be up to 20 in five years,

III. PROGRAM OF SPACES

- A. I.T. Director’s office
- B. Support/secretary work station
- C. AFN Customer Service Specialist
- D. (3) User support technician offices
 - 1. (x) work stations
- E. Help desk Manager
 - 1. (x) open workstations
- F. (2) Network Administrator’s offices
- G. (2) Developer / DBA work stations
- H. Computer Services Manager Office
 - 1. (2) work stations in office
- I. AFN Operations Manager

Conference Report

CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 006
JOB NO. 0752
DATE: January 29, 2008

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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Holderness, Gail, X, Ogden

I. PURPOSE OF MEETING: Police Department facility needs

II. GENERAL DISCUSSION

A. Priority needs

1. Interview area for 4-6 people, adjacent to lobby
2. Visual privacy/confidentiality for records area monitors
3. Larger lobby with area for chairs
4. Fingerprint room adjacent to lobby
5. All offices need small closets, uniforms etc.
6. Offices needs sound insulation
7. Larger conference room needed (often go to Grove for staff meetings)
8. Currently there is no training facility. Space needed for 30 – 40 people. Used for area command meetings. Would be used about 40 – 50 times per year. Must have presentation capabilities and storage.
9. Operational planning conference room needed.
10. Larger property evidence room needed. Must keep some items forever. Provide separate ventilation for this room. Approximately twice as much space needed.
11. Offsite storage being used 8 x 10
12. Investigations area too small
13. Privacy needed for sex crimes officer.
14. Lead detective office needed
15. Workout room/fitness equipment needed
16. Larger locker rooms needed
17. Provide ATM machine in public lobby. Comfort/safety for public
18. Briefing room used several times per day. 10 persons/ 20 max. needs to be screened from general work area due to sensitive materials on display. Must have technology capabilities. Mailboxes for officers located here.
19. Report writing area (10) stations (offices should be located adjacent to this area)
20. Supplies area
 - a. Uniforms, equipment, ammunition vault
21. Volunteer work stations (how many?)
22. Archives adjacent to records

23. Adequate heating and cooling
24. Back up generator required
25. 20 public visits per day. Up to 30 or 40 finger prints can be done when that program is available.

B. Location

1. Downtown preference
2. Willing to co-locate with fire department, could share some facilities.
3. A separate contact station will be provided downtown.

C. Police fleet

1. 8 marked cars, 4 unmarked cars, 1 motorcycle, 3 alt vehicles, 17 personal vehicles (doubles at shift overlap)

D. Misc. Discussion

1. There are some "drug" monies available for facility improvements \$200k - \$300k.

III. PROGRAM OF SPACES

A. Public lobby/waiting area

1. Public toilets

B. Records/general work area

1. (4) work stations

C. Records Clerk Office

D. Chief's Office

E. (3) Administration Offices

1. 3 visitors chairs

F. (5) Patrol officers workstations (17 officers)

G. (5) Patrol supervisors work stations

H. (4) Investigation Officer offices

I. (5) Sergeants workstations

J. (1) Property/Evidence Office

K. Property evidence room, 400 sf.

L. (2) Volunteer offices

M. (3) Volunteer work stations

N. Fingerprinting room

O. (3) Interview room

P. Conference room (10 – 15 people)

Q. Conference room (30 – 40 people)

R. Lunch break room

S. Training room 30 – 40 people

T. Misc storage 200 sq ft

U. Men's Locker room / toilets

V. Women's Locker room / toilets

W. Booking area / booking holding

X. Sex Crimes Officer office

Y. Archives

Z. Utility/Mech

AA.

Conference Report

CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 007
JOB NO. 0752
DATE: January 29, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Wanderscheid, Scott, Mary, Ogden

I. PURPOSE OF MEETING: Electric Department facility needs

II. GENERAL DISCUSSION

A. Priority needs

1. Additional covered storage
2. Conference room
3. Additional office needed for estimator, currently working in crew room. Not conducive for meetings. Heavy public access.
4. I.T. has displaced many electric department work stations. Two workstations are located in the unconditioned mezzanine area of the warehouse.
5. Centralized public reception area
6. Security

B. Adjacencies

1. Com Dev, Public Works
2. Conservation employees are located in the Com Dev building.

C. Misc. Discussion

1. The Hardesty property at the bottom of Oak Street has been considered as a possible location for the yard. Wanderscheid has a concern about the potential for this property to flood which would prevent access in an emergency.
2. Electric department generates approximately 5-10 public trips per day.
3. Additional material yards are currently located on Nevada St and B st. Much time is wasted locating and rounding up materials, one centralized location would be more efficient.
4. Parking for employees, city vehicles and the public is always an issue.
5. Public access to the yard needs to be controlled.

D. Department Growth

1. (1) electrician and (1) conservation over the next 5 years
2. 1 or 2 more between 5 and 10 years.

III. PROGRAM OF SPACES

- A. Electrical Department Director's Office
- B. Electric/IT Administrative Secretary
- C. Operator Superintendent Office
- D. Estimators Office

- E. Electrician Office
- F. Warehouse storekeeper Office
- G. Conference Room (25 people)
- H. Break room (25 people)
- I. Crew room (25 people)
- J. SCADA control room 10 x 20
- K. Public counter/lobby
- L. Public/Employee toilets
- M. (3) line installers*
- N. (2) line truck operators*
- O. (1) tree trimmer*
- P. (1) electric meter reader*
- Q. (1) Connect/Disconnect*
 - 1. *Space for mail and email access (transient shared desks)
- R. (2) Lead Working Line Installer work stations
- S. (1) GIS specialist work station
- T. (1) Meter Relay Tech work station
- U. (3) Conservation Analyst work stations (Community Development)
- V. Warehouse
- W. Loading area
- X. Outside Covered Storage
- Y. Yard Storage

Route to:	<input type="checkbox"/> Ogden	<input type="checkbox"/> Wilkerson	<input type="checkbox"/> File
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Conference Report

CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 008
JOB NO. 0752
DATE: January 30, 2008

2950 east barnett road
medford oregon 97504
541 779.5237
541 772.8472 f
www.ORWarchitecture.com

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Christensen, April, Ogden

I. PURPOSE OF MEETING: City Recorder's facility needs

II. GENERAL DISCUSSION

- A. City recorder is the only elected department head. Direct and open public access is important. Although security needs to be considered. A panic button would be adequate to address any security concerns.
- B. Location on the plaza is important.
- C. Investigation of history on building indicated that it needed to remain a "Town Hall" or City Hall....there is no requirement indicated for the Mayor or City Recorder to occupy the building. This information has been provided to City Administrator.
- D. The current City Hall building lacks clear entrance. A separate entrance to the Recorder's office is desired.
- E. Passport services offered 1 day per week.
- F. Finance traffic disruptive.
- G. A work station for citizen research is needed.
- H. More general and secure storage areas are needed. Currently an offsite storage unit is being rented as well as space at the cemetery. Existing vault is adequate, space at cemetery and rented units are not in compliance with state regulations.
- I. Adjacent to finance desirable, all checks are signed by City Recorder. Storage facility is considered in current capital improvements plan.
- J. Larger public waiting area is desired.
- K. Parking is a problem for staff. Public parking is adequate.

III. PROGRAM OF SPACES

- A. Public lobby
 - 1. Research work station
- B. City Recorder Assistant work station
 - 1. Larger public counter
 - 2. More storage casework
- C. City Recorder's office
- D. Secure Storage
- E. General Storage
- F. Shared toilet/break room acceptable

Conference Report



CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 009
JOB NO. 0752
DATE: January 30, 2008

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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Woodley, Ogden

I. PURPOSE OF MEETING: Fire department facility needs

II. GENERAL DISCUSSION

- A. Woodley gave Ogden the program of spaces prepared by Peck Smiley for the recent Fire Station #2 proposal.
- B. Response times and coverage locations were discussed. Fire station #2 is in an ideal location.
- C. Discussion of the potential for adjacent property acquisition was discussed. Properties included Ross Johnson, The old Handyman site, a property across the street owned in part by Leo Zupan.
- D. The impact on the park and potential street closure was discussed. Woodley discussed the need for a training tower that could house the replacement park rest rooms.
- E. Ogden later toured the fire station # 2 with Woodley. The existing facility is challenged by age, size and function. There are problems with the ventilation of the apparatus bays.
- F. Ogden will review program of spaces provided. See attached program.
- G. Fire station #1 is serving the department well.

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Conference Report



CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 010
JOB NO. 0752
DATE: February 4, 2008

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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Molnar, Ogden

I. PURPOSE OF MEETING: Community Development Facility needs

II. GENERAL DISCUSSION

A. Priority Needs

1. Fragmentation of department is a concern. Several planners are located away from the core group. Several work stations are challenged with acoustical distractions.
2. Conference space is always a challenge. Several other departments are using facilities. Additional space is needed.
3. The small copy work stations seem to be underutilized. These areas could potentially be used for something else.
4. Some options for staff/work station relocation were discussed.
5. Molnar stated optimum location would be to remain downtown. A good sense of the pulse of the community can be obtained downtown.
6. For the most part Com Dev does not have many challenges with their facility.

Route to:	<input type="checkbox"/> Ogden	<input type="checkbox"/> Wilkerson	<input type="checkbox"/> File
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Conference Report



CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 011
JOB NO. 0752
DATE: February 4, 2008

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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Olsen, Ogden

I. PURPOSE OF MEETING: Public Works Facilities Needs

II. GENERAL DISCUSSION

A. Priority Needs

1. Consolidated storage yards: 10-15 acres
- 2.

B. Misc. Discussion

1. Public works has yards throughout the community. These have been located away from neighborhoods, but as the community grows, residential units are now disturbed by the use of the yards. Any new yards need to be located away from neighborhoods.
2. Hardesty property is located outside the city limit. Would be a good location for public works yard. Also concerned about potential flooding. Good location next to water treatment plant and away from neighbors.

Route to:	<input type="checkbox"/> Ogden	<input type="checkbox"/> Wilkerson	<input type="checkbox"/> File
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Document11
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Conference Report



CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 012
JOB NO. 0752
DATE: February 4, 2008

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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Robertson, Geiss, Ogden

I. PURPOSE OF MEETING: Parks Department Facility needs

II. GENERAL DISCUSSION

A. Priority needs

1. The North Mountain Nature Center has outgrown its space. The programs have been increasing and have been maintaining a steady growth. There is a need for an additional outside classroom. There is a need for offices/workstations for 5 full time employees and several volunteers. Earth day overwhelmed this facility and had to be relocated to ScienceWorks.
2. The maintenance shops are located well. Lithia, N, Mountain and Hunter Park. The facility at the Golf course is tight on storage and short on parking. The Lithia park maintenance facility could be moved to another part of town as long as it is in the same "service bubble".
3. The community center needs an office space and a bride's room.
4. New restrooms needed at Sherwood Park.

B. Misc. Discussion

1. For the most part the parks department is in good condition.
2. A competitive swimming natatorium would be a benefit to the entire rogue valley. Could this be located near ScienceWorks?

Route to:	<input type="checkbox"/> Ogden	<input type="checkbox"/> Wilkerson	<input type="checkbox"/> File
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Document10
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Conference Report



CLIENT: City of Ashland
PROJECT: Facilities Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 013
JOB NO. 0752
DATE: March 6, 2008

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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Ken Ogden, Dawn Lamb, Alice Hardesty, John Fields, Dale Shostrom, George Kramer, Carol Voisin, Keith Woodley, Ann Seltzer, Lee Tuneberg, Joe Franell, Mike Morrison Jr., Mike Broomefield

I. PURPOSE OF MEETING: Progress Update; Department locations input

II. GENERAL DISCUSSION

- A. The Grove
 - 1. Consider changing to a Community Conference Center with meeting rooms.
- B. City Hall offices
 - 1. Decided that city presence should not be eliminated from the downtown location.
- C. Finance Department
 - 1. Willing to move to different location.
 - 2. Could provide a bill payment drop-off at Community Development counter.
 - 3. Move may help alleviate parking problems, however, could also adversely affect merchant business.
- D. Community Development Building
 - 1. Question was asked about adding a second floor to existing building.
 - 2. Second floor would raise negative feedback from neighboring residents as it would obstruct their view of Lithia Park.
- E. The Yard
 - 1. Think about moving elsewhere in town, possibly outside the UGB or another industrial appropriate area.
 - 2. Consider the Gun Club as potential site location.
 - 3. Need to keep new location away from areas of residential growth due to noise of the facility.
- F. Miscellaneous
 - 1. Ken stated it would be beneficial to consider acquiring new property for the Fire Department and the yard.
 - 2. Is Railroad District an option for Storage Area and some Departments?
 - 3. Consider Water Street parking lot – what is the flood risk?
 - 5. Briscoe location decided as being too far out.

Route to:	<input type="checkbox"/> Ogden	<input type="checkbox"/> Dawn Lamb	<input type="checkbox"/> File
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Document10
cc e-mail

Conference Report

CLIENT: City of Ashland
PROJECT: Ashland Master Planning
LOCATION: Siskiyou Room, 51 Winburn Way
REPORT NO. 032708-14
JOB NO. 0752
DATE: March 27, 2008

2950 east barnett road
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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

ATTENDEES: Ogden, Zook, Seltzer, Broomfield, Navickas, Hardesty, Shostrom, Appicello(partial), Mackin, Morrison, Olsen, Voisin, Woodley.

I. PURPOSE OF MEETING: Project Status Review Meeting

- Needs List review
- Available space update

II. AGENDA:

A. DEPARTMENT RELOCATION AND MODIFICATIONS UPDATE

1. Ogden reiterated these responses are potential solutions for the “wish lists” provided by department heads. As mentioned to each department head at the time of programming the ultimate wish list might not be provided due to budgetary and other constraints. Overall city needs need to be taken into consideration along with how each department will need to interface with others. Priorities will be determined by the committee and endorsed prior to final recommendation by ORW.
2. Ogden explained these are just draft studies to determine if the overall square footage will fit into the designated spaces. Floor plans have been prepared to confirm the layout will fit. These are not intended to be final solutions. Ultimate final solutions will need further discussion with department heads. Seltzer suggested all future printed material will be marked “draft”.
3. Ann will distribute packets to department heads to gauge if the current direction is meeting the needs of those departments. (i.e. Joe Franell responded with needs for a public counter)
4. Feedback and communication is necessary to move toward a plan that accommodates the needs of all departments during this early programming phase.
5. This preliminary approach is an attempt to work within the existing space without the need for extensive demolition. As we move forward, more aggressive solutions can be investigated. These solutions also translate to higher construction costs.
6. Departments with the most new program needs are being addressed first. Parks, Com Dev and fire station #2 are still to be provided.

B. MASTER PLAN DISCUSSION POINTS

1. The Grove remodel can potentially accommodate Finance and provide “shared space” as a response to the desire for additional conference/meeting space for each department, i.e. gym conversion.
2. Discussion of 2,600 sf expansion of council chambers with additional level as an option. Ogden explained support spaces for television is included in this square footage.
3. As illustrated in the current scheme, the courts could abandon the hallway to make room for office and IT.
4. Sign and welding needs approximately 50% more space and the current allotment is amenable to Maintenance.
5. Concerns raised over space for recreation programs in the Grove – possible relocation to school facilities.

6. Consider opportunities to expand at yard property for new construction needs.
- C. AVAILABLE PROPERTY
1. Approximately 10 acres needed for “yard” (Public works, electrical and maintenance).
 - a. Important is the need for a single source site for “yard” to facilitate efficient “search and acquisition of materials/items”.
 2. Appropriate location should be outside of residential areas, i.e. industrial?.
 3. Potential locations: Ashland Gun club, ODOT property, Hardesty?
 - a. $\frac{3}{4}$ of gun club property currently used by club. The remainder is utilized by Public works – complaints about traffic at site are regular and the terrain does not lend itself to equipment storage (total lot is 23.5 acres). Dale illustrated that this is also an historic site as a source of Lithia Springs.
 - b. Hardesty property could have potential flood dangers
 - c. ODOT not interested in sharing property with city.
 - d. Ogden presented other options located at both the north and south ends of town, these properties have a significant acquisition cost of approximately \$1,500,000.00 to \$2,000,000.00 and up.
 4. A tour of potential sites including fire station and city building properties will be arranged.
- D. FIRE DEPARTMENT STATION #2
1. Fire Station #2 needs a community solution.
 2. Current station is 2866 sf .12,000 sf has been recommended by previous consultants for new facility.
 - a. Recommend separating description into “Vehicle garage SF” and “Station needs SF”.
 3. Consider the benefits and constraints of both a new site and expansion on current site.
 - a. A space needs survey was performed in ‘94 & ’04.
 - b. A vacant property survey was done in ’06.
 - c. Water line under Sherwood and access to property through neighborhood a challenge.
 - d. Response time is an issue -4 minutes for ambulance is an ordinance. 5 minutes for fire is unofficial standard.
 4. Consider a middle ground between “wish list” and fiscally conservative.
 5. The location of this fire house does not warrant the same aesthetic standards as the downtown station and savings might be realized with this in mind.
 6. The Ross site would meet the needs but temporary corridors and transition would be an issue.
 7. Emergency vehicles are required to be secured (ambulance drugs, etc.) – 7 Vehicles total.
 8. Possibilities for Sherwood site are limited but a potential SOU property swap could be an option.
- E. COMMUNITY DISCUSSION
1. Tentatively scheduled for late April.
 2. Consider the information desired from community input. Community involvement should be actionable and substantive.
 3. Consider the community space needs - i.e. public building, meeting space, public restrooms, rental space?
 4. Emphasize a public understanding that the MP is addressing community needs while continuing a responsible stewardship of community funds.
 5. Specific Fire Station discussion addressing the needs and feasibility to gain public support. Include images of existing spaces to illustrate the needs for health and safety.
- F. GENERAL DISCUSSION
1. Eric expressed interest in relocation of the asphalt yard and the possibility for community discussion – possibly Croman sites for yard?
 2. Consider moving Council Chambers and Police downtown.
 3. Investigate the potential for locating facilities at current parking lot sites.
 4. Investigate the possibility of breaking off some of the yard components to outlying site(s) such as telephone pole, aggregate and soil storage.
 5. Investigate the potential for a multi-level yard.

G. NEXT MEETING

1. Tentatively mid -late April.
2. "Option II" illustrating a more aggressive plan including a new City Hall building and consolidation of some program elements.

<input type="checkbox"/> Ogden	<input type="checkbox"/> Roemer	<input type="checkbox"/> Wilkerson	<input type="checkbox"/> File
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Conference Report

CLIENT: City of Ashland
PROJECT: Facility Master Plan
LOCATION: Ashland, Oregon
REPORT NO. 15
JOB NO. 0752
DATE: April 17, 2008

2950 east barnett road
medford oregon 97504
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UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Frannel, Woodley, Chapman, Kramer, Seltzer, Olsen, Shostrom, Dale ?, Ogden, Voisen, Hardesty, Broomfield

I. PURPOSE OF MEETING: Facility master plan update and property tour

II. GENERAL DISCUSSION

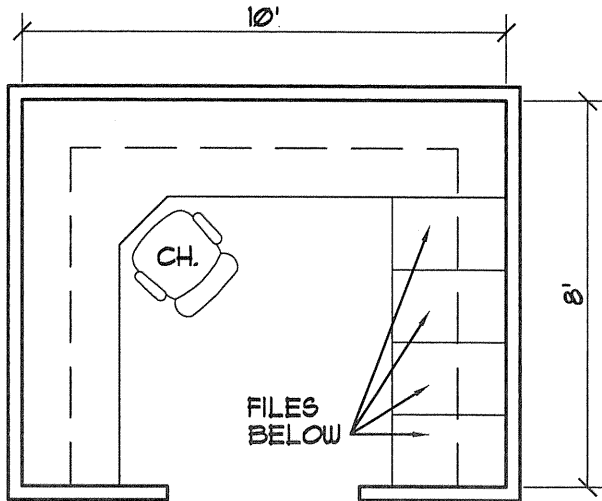
- A. Ogden updated department layouts. Having received feedback from Administration, IT and Com Dev these plans were distributed. One additional layout for Admin will be forthcoming with Legal upstairs and HR downstairs.
1. Exterior elevator at existing city hall cannot be eliminated, it is shared by Shakespeare.
 2. Security and Public Entry is much improved with these layouts.
 3. Ogden provided an example cost spread sheet. This format is currently being established, cost will be refined as the refined cost data is received.
- B. Ogden presented possible options for new facilities downtown. Conceptual diagrams and potential cost estimates for each option were provided. Ogden explained cost are based on industry standards, more refined estimates are in the process of being developed. These estimate sheets will be updated as costs are developed, the handout provided are primarily to show format at this time.
1. Option One – Hargadine Parking Lot
 - a. Single story building, ½ of upper tier
 - b. Single story building occupying entire upper level of parking lot
 2. Option Two – Lithia Way / Pioneer Street Parking Lot
 - a. Single story building
 - b. Two story building
 3. Option Three – Wells Fargo Property
 4. Option Four – Second Story of Com Dev Building
- C. Comments on Downtown options
1. All options should consider maximum build out of sites. A single story building should not be considered for the downtown core.
 2. Parking loss will be a concern. Options to provide additional spaces downtown need to be considered.
 3. It is unlikely the second story Com Dev option will be viable. Property acquisition is unrealistic. Neighbor views need to be considered.

4. If the Wells Fargo option is to be developed further, the entire site should be developed, so that buildings face both Lithia Way and Main Street. The property acquisition allowance shown is probably too low, should be more in the \$4,000,000.00 range. The historical Oregon Hotel once occupied the site Kramer will forward images to the committee. A rebuild of that image would be significant.
- D. Fire Station # 2
1. Ogden said he had reviewed the program of spaces of the proposed facility provided by Woodley. He said the space allocations are not out of reason for the functions they need to accommodate. Cost can potentially be reduced by simplifying the design and materials, yet maintaining durability. The design for a building in the vicinity of fire station # 2 does not necessarily need to mimic the design of the fire station downtown.
 2. Ogden reviewed the costs and configurations of the stations being constructed in Grants Pass.
 3. The largest allocation of square footage for station #2 is for the apparatus bays. 6 vehicles and one trailer need to be housed inside.
- E. Public open houses
1. Seltzer discussed the revised format for the open houses. There will be three venues, City Hall, Civic Center and Fire Station #2. The dates for these meetings are May 12, 13 and 15.
 2. The main objective is to define what the publics needs and challenges are with the city facilities and support infrastructure.
- F. Misc. Discussion
1. The chamber should be utilized to solicit the opinions and needs of downtown merchants.
 2. There may be property available for the yard at the airport.
 3. Ogden was asked if a future parking projection/needs analysis would be included in this report. Ogden stated he did not have the tools or resources available to make that analysis.
 4. Hardesty asked if Ogden had reviewed the availability of the SOS plumbing property on Water Street. Ogden said, " he hadn't, but would review".
- G. Property tours
1. Washington Street Properties
 2. Gun Club
 3. Ashland Street Property
 4. North interchange properties
 5. Eagle Mill Road Property
 6. Emperatrice Property
 7. Mountain Ave Property
- H. Next meeting Scheduled for May 1st, 2:00 pm at the Com Dev Bldg.

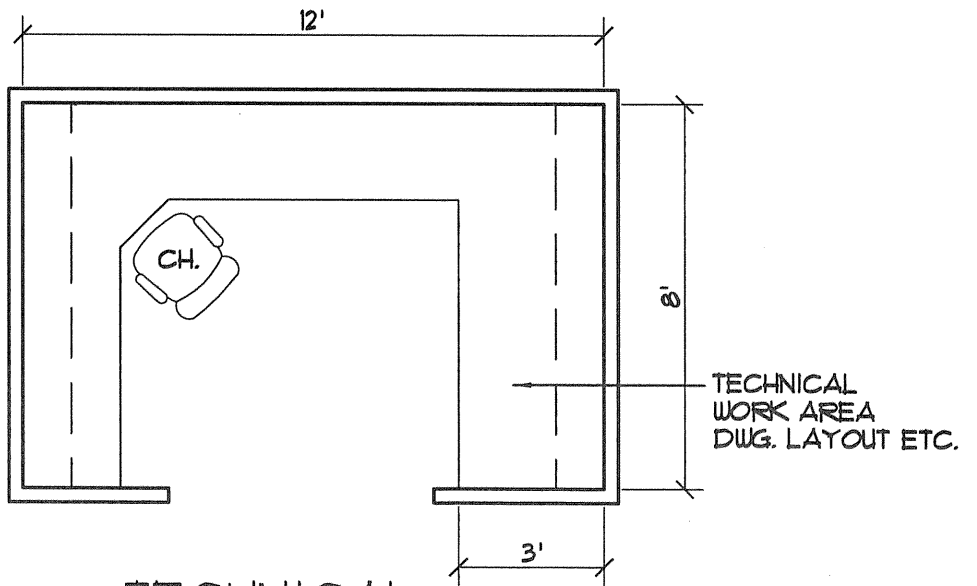
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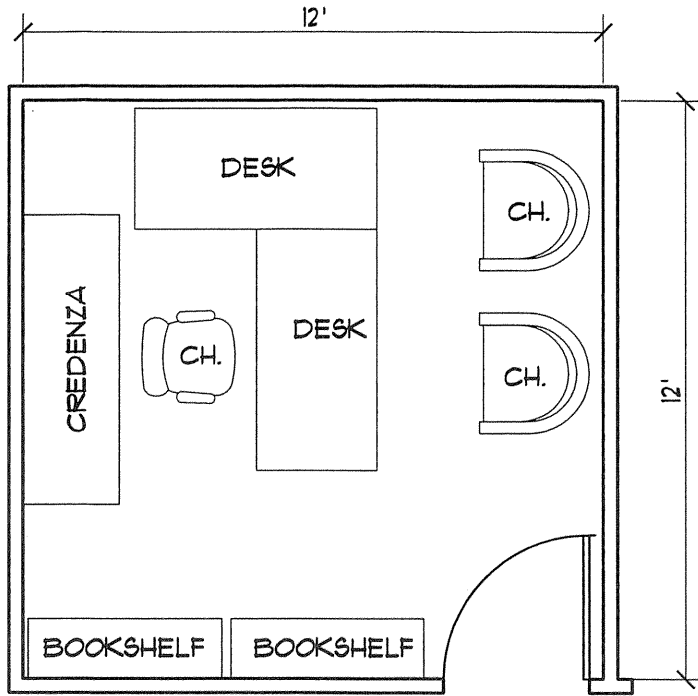
STANDARD OFFICE LAYOUTS



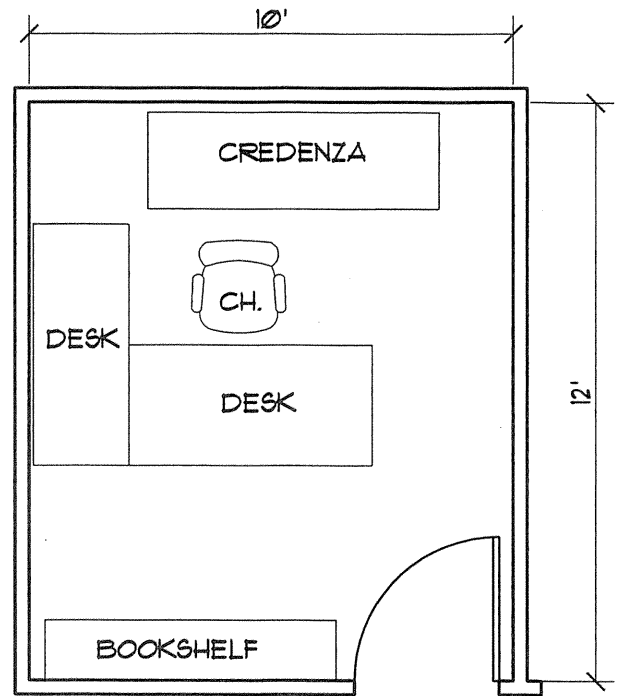
STANDARD
WORK STATION



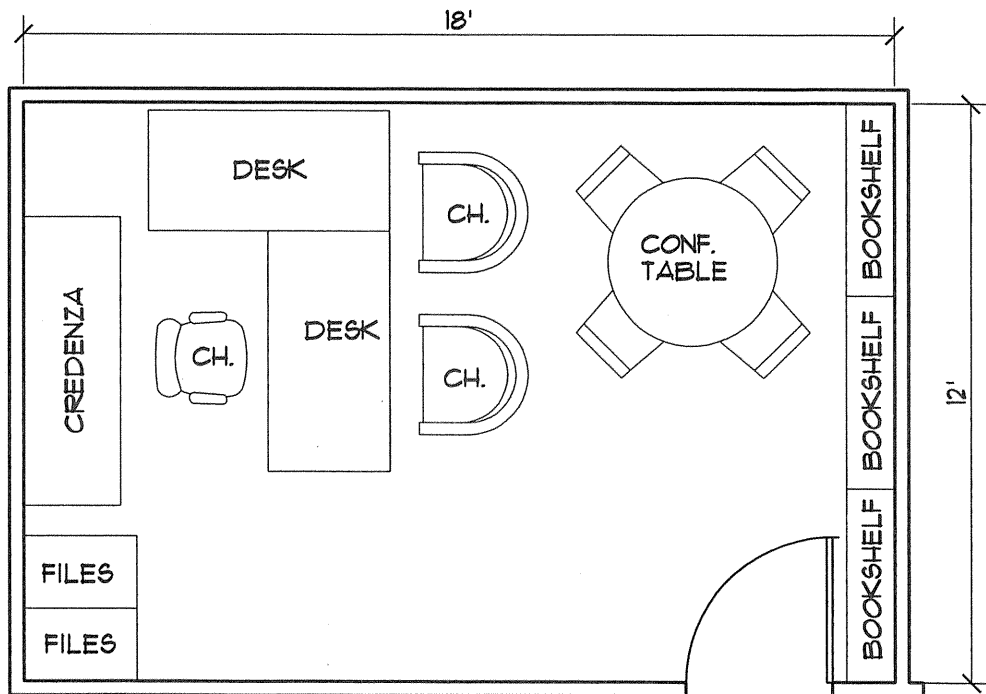
TECHNICAL
WORK STATION



STANDARD OFFICE



SUPPORT OFFICE



DIRECTOR'S OFFICE

CITY OWNED PROPERTY INVENTORY WITH ZONING

Map Index	Type	Common Name	MAP/TAXLOT	LOCATION	GIS acres	Zoning
1	Cemetery	Ashland Cemetery	391E09AC12600	750 E MAIN ST	3.94	R-2
2	Cemetery	Mountain View Cemetery	391E10DD100	440 Normal Av	11.49	R-2
3	Cemetery	Pioneer (Hargadine) Cemetery- not owned by City	391E05BD600	370 Sheridan	1.48	R-1-7.5
4	Cemetery	South Mausoleum	391E15AA6300	550 NORMAL AVE	0.03	R-1-5
4	Cemetery	South Mausoleum	391E15AA6400		1.86	R-1-5
10	City Yard	E Nevada Yard (electric)	391E04BD104	E Nevada St	0.11	R-1-5
10	City Yard	E Nevada Yard (electric)	391E04BD306		0.06	R-1-5
10	City Yard	E Nevada Yard (electric)	391E04BD400		0.31	R-1-5
11	City Yard	B Street Corporation Yard	391E09AA1900	1097 B ST/1099 B ST	1.67	R-1-5 / R-3
11	City Yard	B Street Corporation Yard	391E09AA2100		0.18	R-3
11	City Yard	B Street Corporation Yard	391E09AA2500		0.22	R-3
11	City Yard	B Street Corporation Yard	391E09AA2600		0.13	R-3
11	City Yard	B Street Corporation Yard	391E09AA2700		0.16	R-3
12	City Yard	Glenview Yard	391E161300	Glenview Dr	4.09	R-1-7.5 / WR / WR-20
13	City Yard	Granite St Yard	391E17600	Granite St	89.76	WR-20
20	Facility	Ashland Community Hospital	391E05DB2100	278 MAPLE ST	6.35	HC
20	Facility	Ashland Community Hospital	391E05DB2400	560 CATALINA DR	0.50	HC
21	Facility	ComDev/PW Building	391E09BC2100	51 WINBURN WAY	0.45	R-1-7.5
22	Facility	Pioneer Hall/Winburn Wy Community Center	391E09BC2500	73 Winburn Wy/ 69 Winburn Wy	0.35	R-1-7.5
23	Facility	Main City Yard, Civic Center, the Grove	391E10BC5302	90 N Mountain/1175 E Main	8.10	E-1
24	Facility	Ashland Public Library	391E09BD6700	410 SISKIYOU BLVD	0.77	R-2
25	Facility	Fire Station #1	391E09AC15000	495 SISKIYOU BLVD	0.15	C-1
25	Facility	Fire Station #1	391E09AC15200	457 SISKIYOU BLVD	0.31	C-1
25	Facility	Fire Station #1	391E09AC15300	455 SISKIYOU BLVD	0.23	C-1
26	Facility	Ashland Municipal Airport	391E11300		17.64	E-1
26	Facility	Ashland Municipal Airport	391E12301	403 DEAD INDIAN MEMORIAL RD	47.24	E-1
26	Facility	Ashland Municipal Airport	391E12307		2.59	E-1
26	Facility	Ashland Municipal Airport	391E12308		4.16	E-1
26	Facility	Airport/Sky Research parcel	391E12309	445 DEAD INDIAN MEMORIAL RD	8.16	E-1
26	Facility	Ashland Municipal Airport	391E12310		11.43	E-1
26	Facility	Ashland Municipal Airport	391E13B2001		2.74	E-1
27	Facility/Reservoir	Alsing Reservoir	391E231802	1511 Tolman Creek Rd	6.62	RR-10
28	Facility/Reservoir	Fallon Reservoir	391E08DB201	201 Hitt Rd	5.06	WR
29	Facility/Reservoir	Crowson Reservoir	391E16BA1204		0.09	RR-.5
29	Facility/Reservoir	Crowson Reservoir	391E16BA1500	696 Terrace St	5.66	RR-.5
30	Open Space	Imperatrice Property 2	381E27100	Butler Creek Rd	162.27	EFU
30	Open Space	Imperatrice Property 3	381E28500	Butler Creek Rd	125.10	EFU
30	Open Space	Imperatrice Property 6	381E28600	Butler Creek Rd	37.17	EFU
30	Open Space	Imperatrice Property 4	381E28700	Butler Creek Rd	80.67	EFU
30	Open Space	Imperatrice Property 7	381E32100	Butler Creek Rd	2.26	EFU
30	Open Space	Imperatrice Property 8	381E32100	Butler Creek Rd	0.33	EFU
30	Open Space	Imperatrice Property 5	381E32200	Butler Creek Rd	68.56	EFU
30	Open Space	Imperatrice Property 1	381E33200	Butler Creek Rd	414.79	EFU
31	Open Space	Strawberry Lane property	391E08BD102	Westwood St	1.06	RR-.5
31	Open Space	Strawberry Lane property	391E08BD103	Westwood St	0.51	RR-.5
31	Open Space	Strawberry Lane property	391E08BD104	Strawberry Ln	0.50	RR-.5

Map Index	Type	Common Name	MAP/TAXLOT	LOCATION	GIS acres	Zoning
32	Open Space	Lithia Springs Gun Club	391E12400	Emigrant Creek Rd	22.06	EFU / OSR
32	Open Space	Lithia Springs Gun Club	391E12400	Emigrant Creek Rd	0.97	EFU / OSR
33	Open Space	Lithia Springs	392E07700	Emigrant Creek Rd	3.99	OSR
33	Open Space	Lithia Springs	392E07800	Emigrant Creek Rd	38.09	EFU / OSR
33	Open Space	Lithia Springs	392E07800	Emigrant Creek Rd	0.19	EFU / OSR
34	Open Space	Single Fam Lot next to golf course	391E14AD800	Twin Pines Cr	0.14	R-1-10
35	Open Space	Watershed	391E161100		114.48	FR
35	Open Space	Watershed	391E161100		42.67	FR
35	Open Space	Watershed	391E16BC200		19.39	WR-20
35	Open Space	Watershed	391E16BD300		19.91	WR-20
35	Open Space	Watershed	391E20200		4.57	FR
35	Open Space	Watershed	391E28200		44.10	FR
35	Open Space	Watershed	391E32200		162.16	FR
40	OSF	Administration	391E09BC1200	15 S Pioneer	0.08	C-1-D
40	OSF	Administration	391E09BC1400	15 S Pioneer St	0.01	C-1-D / R-1-7.5
41	OSF	the Bricks	391E09BC1400		0.12	C-1-D / R-1-7.5
41	OSF	the Bricks	391E09BC1500		0.04	C-1-D
42	OSF	Black Swan/Chamber office	391E09BC1100	110 E MAIN ST	0.28	C-1-D
43	OSF	New Theatre	391E09BC800	40 S Pioneer St	0.27	C-1-D
43	OSF	New Theatre	391E09BC901	40 S Pioneer St	0.36	C-1-D
50	Parking Lot	Water St Parking Lot	391E09BB10900	Water St, s side	0.15	C-1
50	Parking Lot	Water St Parking Lot	391E09BB200	Water St, n side	0.16	C-1
51	Parking Lot	Lithia Way Parking Lot	391E09BA10800	Lithia Wy	0.17	C-1-D
51	Parking Lot	Lithia Way Parking Lot	391E09BA11500	Lithia Wy	0.60	C-1
52	Parking Lot	Hargadine Parking (contract to City)	391E09BC300		0.23	C-1-D
52	Parking Lot	Hargadine Parking Structure	391E09BC400	175 Hargadine	0.23	C-1-D
53	Parking Lot	Parking/Darex Skating Rink	391E09100	61 Winburn Wy	0.78	R-1-7.5
54	Parking Lot	Second St Parking Lot	391E09BD6200	S Second St	0.23	C-1-D
59	Parks/OSF/Facility	City Hall/ Elizabethan Theatre/Lithia Park	391E09100	20 E MAIN ST	26.09	R-1-7.5
59	Parks/OSF/Facility	City Hall/ Elizabethan Theatre/Lithia Park	391E09BC1901		0.01	R-1-7.5
60	Parks/Facility	Wastewater Treatment Plant Property/Dog Park	391E04BB200	1195 OAK ST	23.69	R-1-7.5
61	Parks/Facility	Recycling Center/Skate Park	391E04CD1201	220/230 Water St	1.22	E-1
62	Parks/Facility	Fire Station #2/Sherwood Park	391E15AA6200	1860 ASHLAND ST	0.91	R-2
63	Parks	Oak Knoll Golf Course	391E13B2200	3060 HWY 66	71.57	R-1-10
63	Parks	Oak Knoll Golf Course	391E14AD6223		1.61	R-1-10
64	Parks	YMCA Park	391E11C1101	315 TOLMAN CR RD	6.38	C-1 / R-2
65	Parks	Clay St Park	391E14BB701	Clay St	3.38	R-1-5
66	Parks	Garden Way Park	391E15AC6300	Garden Wy and Clark Av	1.74	R-1-7.5
67	Parks	Hunter Park/Senior Center	391E10DB800	1699 HOMES AVE	9.95	R-1-5
68	Parks	Garfield Park	391E10BC2701	70 GARFIELD ST	2.96	R-1-10
69	Parks	Railroad Park	391E09AB6509	785 A ST	1.66	E-1

Map Index	Type	Common Name	MAP/TAXLOT	LOCATION	GIS acres	Zoning
70	Parks	Bear Creek Greenway	391E04BB101	Near WWTP	1.27	R-1-7.5 / RR-5
70	Parks	Bear Creek Greenway	391E04BB102		0.30	R-1-7.5 / RR-5
70	Parks	Bear Creek Greenway	391E05100		20.81	R-1-7.5
71	Parks	Dirt Jump Park	391E04BB600	end of Oxford St	0.10	R-1-7.5
72	Parks	Conservation Area, Bear Creek floodplain	391E04AC400	310 E NEVADA ST	2.33	NM
72	Parks	Conservation Area, Bear Creek floodplain	391E04AC402		2.23	NM / R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04BD1102		0.46	R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04BD1904		1.96	R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04CA101		1.01	R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04CA2902		0.26	R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04DB400		4.14	NM / R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04DB500		6.24	NM / R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E10B1001	Evergreen Ln	0.26	R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E10B1104	1393 Evergreen Ln	0.31	R-1-5
73	Parks	N Mountain Park	391E04DA300	Adjacent to N Mountain Av	2.99	R-1-5
73	Parks	N Mountain Park	391E04DD100		6.74	R-1-5 / EFU
73	Parks	N Mountain Park	391E04DD200	620 N MOUNTAIN AVE	0.61	R-1-5
73	Parks	N Mountain Park	391E04DD300	544 N MOUNTAIN AVE	0.77	R-1-5
73	Parks	N Mountain Park	391E04DD400		25.32	R-1-5 / EFU
73	Parks	N Mountain Park	391E04DD500		0.31	R-1-5
74	Parks	Scenic Park	391E05AC3400	N Main St	1.57	R-2
75	Parks	Undeveloped Park	391E08BD100	Westwood at Strawberry	9.60	RR-.5 / WR
76	Parks	Hald-Strawberry Park	391E05DC3001	Grandview to Stawberry above TID	0.84	RR-.5 / R-1-10
76	Parks	Hald-Strawberry Park	391E05DC3002		0.51	RR-.5
76	Parks	Hald-Strawberry Park	391E08AB205		4.74	RR-.5
76	Parks	Hald-Strawberry Park	391E08AB400		18.89	RR-.5 / R-1-10
76	Parks	Hald-Strawberry Park	391E08AB400		0.49	RR-.5 / R-1-10
76	Parks	Hald-Strawberry Park	391E08AC103		5.77	RR-.5
77	Parks	Piedmont Park	391E08AD4304	Piedmont St	1.44	RR-.5 / R-1-10
78	Parks	Vogel Park	391E04CA2709	E Hersey near Ashland Creek	0.40	R-1-5
78	Parks	Vogel Park	391E04CB6600		1.78	R-1-5
78	Parks	Vogel Park	391E04CB6601		0.24	R-1-5
78	Parks	Vogel Park	391E04CD3700		0.09	R-1-5
78	Parks	Vogel Park	391E04CD800	27 E HERSEY ST	4.53	R-1-5
78	Parks	Vogel Park	391E04CD806		0.15	R-1-5
79	Parks	Bluebird Park	391E09BB10001		0.01	C-1-D
79	Parks	Bluebird Park	391E09BB9600		0.13	C-1-D
80	Parks	Calle Guanajuato	391E09BB7500	Calle Guanajuato	1.16	R-1-7.5
80	Parks	Calle Guanajuato	391E09BB9100	Calle Guanajuato	0.13	R-1-7.5
81	Parks	Alice Peil Walkway	391E09BB7100		0.04	R-1-7.5
82	Parks	Siskiyou Mtn Park	391E22500		271.20	FR
83	Parks	Oredson Todd Woods	391E22300		10.19	WR
84	Parks	Lithia Park	391E09100	Granite St	6.49	R-1-7.5
84	Parks	Lithia Park	391E09100	Granite St	41.66	R-1-7.5
84	Parks	Lithia Park	391E161300	Granite St	20.83	R-1-7.5 / WR / WR20
84	Parks	Lithia Park	391E17AA700	Granite St	0.33	R-1-7.5
84	Parks	Lithia Park	391E17AA900	Granite St	1.96	R-1-7.5
85	Parks	Cottle Property	391E16BA1205		0.24	R-10-10
85	Parks	Cottle Property	391E16BA1300		4.00	R-10-10
86	Parks	Undeveloped Parkland	391E16BD211	Terrace St	2.14	WR

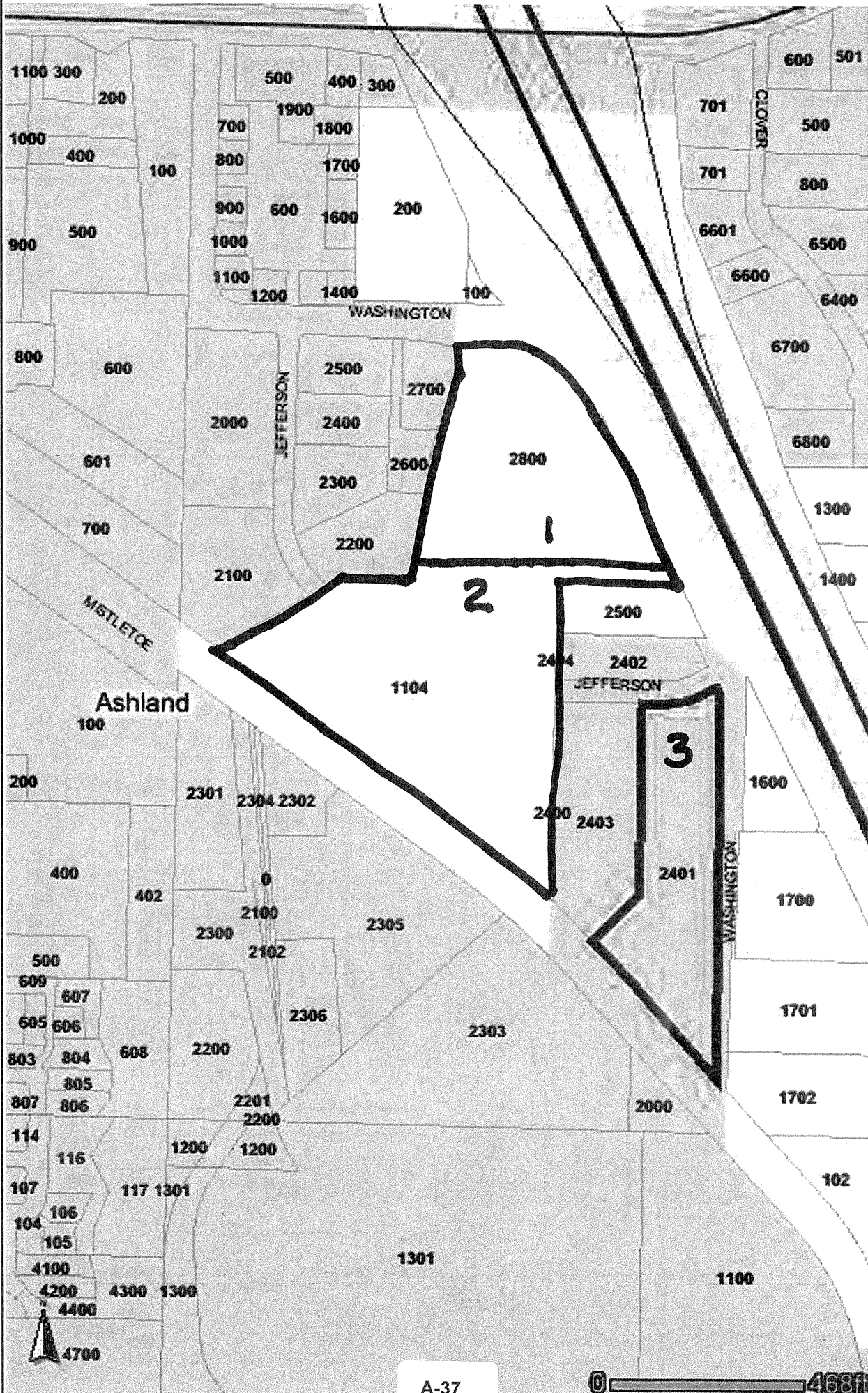
Map Index	Type	Common Name	MAP/TAXLOT	LOCATION	GIS acres	Zoning
87	Parks	Liberty St Park	391E16AC200	Liberty St	1.05	WR / RR-5
88	Parks	Glenwood Park	391E16AA3700	Glenwood Dr	2.25	R-1-7.5
89	Parks	Triangle Park	391E09DA7900	Siskiyou Bl	0.34	R-2
90	Parks	Granite St Property	391E08DA1901	259 Granite St	4.17	WR
90	Parks	Granite St Property	391E08DD500	Granite St	0.56	WR / WR-20
91	Parks	Lawrence Property	391E08DC100	Granite St	35.57	WR-20
92	Parks	Burnson Property	391E08DD705	327 Granite St	12.13	WR / WR-20
94	Other	Empty Lot	391E05DA2700	430 N Main St	0.28	E-1
95	Other	Unknown	391E08AC105	top of Nutley St	0.47	RR-5
96	Other	Unknown	391E08AC104	off of Strawberry Lane	0.17	RR-5
97	Other	State Forestry (ODF)	391E14A2300	400 MISTLETOE RD	1.76	M-1
98	Other	Mistletoe Rd Right of Way	391E14A2100	Mistletoe Rd	0.06	M-1
98	Other	Mistletoe Rd Right of Way	391E14A2102	Mistletoe Rd	0.07	M-1
98	Other	Mistletoe Rd Right of Way	391E14A2201	Mistletoe Rd	0.14	M-1
98	Other	Mistletoe Rd Right of Way	391E14A2304	Mistletoe Rd	0.09	M-1
98	Other	Mistletoe Rd Right of Way	391E14D1201	Mistletoe Rd	0.16	M-1
98	Other	Mistletoe Rd Right of Way	391E14D1300	Mistletoe Rd	2.14	M-1
98	Other	Mistletoe Rd Right of Way	391E14D2490	Mistletoe Rd	0.52	E-1 / RR-5
99	Other	unknown	391E04B1000	E Nevada St	0.04	R-1-5 / RR-5
99	Other	unknown	391E04CA3300	Helman St	0.04	R-1-5
99	Other	unknown	391E04CA3303	Helman St	0.06	R-1-5
99	Other	unknown	391E04CC300	near Van Ness Av, RR tracks	0.03	R-3
99	Other	unknown	391E05DC2803	299 Ditch Rd	0.36	RR-5
99	Other	unknown	391E09BC201	near Hargadine Parking structure	0.06	C-1-D
99	Other	unknown	391E09CB1500	Terrace St	0.23	RR-5 / R-1-10
99	Other	unknown	391E09DB7300	between Fairview and Sherman	0.10	R-2
99	Other	unknown	391E10D1001	E Main St	0.22	RR-5
99	Other	unknown	391E10D290	E Main St	0.47	RR-5
99	Other	unknown	391E11C1201	next to YMCA park	0.05	R-2
99	Other	unknown	391E11C3700	Upper Clay St	0.28	R-2
99	Other	unknown	391E14CB100	Siskiyou Bl	2.36	R-1-1.75
99	Other	unknown	391E16AA800	Glenwood Dr, across from park	0.01	R-1-1.75
99	Other	unknown	391E17AA1112	596 Ashland Creek Dr	0.37	RR-5 / WR
NOT CITY OWNED						
101		Elks Parking Lot		Lithia Wy		
102		The Plaza				

PROPERTY ACQUISITION

Map Maker Application

Front Counter Legend

-  Highlighted Feature
-  Tax Lot Outlines
-  Tax Lot Numbers
-  City Limits
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-  Central Point
-  Eagle Point
-  Gold Hill
-  Jacksonville
-  Medford
-  Phoenix
-  Rogue River
-  Shady Cove
-  Talent



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Property Details

For Property Located At
Washington St

Jackson County

Owner Info:

Owner Name:	Bramscher Craig A	Tax Billing Zip+4:	9736
Tax Billing Address:	7118 Highway 66	Recording Date:	06/02/2005
Tax Billing City & State:	Ashland OR	Annual Tax:	\$1,406
Tax Billing Zip:	97520	Universal Land Use:	Vacant Land (Nec)

Location Info:

Census Tract:	28.00	Old Map:	39S-1E-14
Zoning:	Rr-5		

Tax Info:

Tax ID:	0010623120	Market Value:	\$290,530	\$ 2,000,000.00
Tax Year:	2007	Township:	39S	
Annual Tax:	\$1,406	Range:	01E	
Assessment Year:	2007	Section:	14	
Assessed Value:	\$108,810	Township Range:	391E14	
Market Land Value:	\$290,530	LEGAL:	39 S 1E W 14 A0 01104	

Characteristics:

Lot Acres:	8.41	Lot Sq Ft:	366339.6
------------	------	------------	----------

Last Market Sale:

Recording Date:	06/02/2005	Deed Type:	Warranty Deed
Settle Date:	05/25/2005	Owner Name:	Bramscher Craig A
Sale Price:	\$1,325,000	Seller:	Healy Douglas K & Nina M
Document No:	32764		

Mortgages:

Lender:	Private Individual	First Mort Amt:	\$925,000
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Sales History:

Recording Date:	06/02/2005	07/14/2004	03/04/1997	12/13/1993
Sale Price:	\$1,325,000	\$826,000		
Buyer Name:	Bramscher Craig A	Healy Douglas K & Nina M	Young Barbara J Trustee Fbo	Mkm Investor's Ltd Ptnrship
Seller Name:	Healy Douglas K & Nina M	Young Barbara J Trust		
Document No:	32764	40228	11268	44282
Document Type:	Warranty Deed	Warranty Deed	Quit Claim Deed	Bargain & Sale Deed

Mortgage History:

Mortgage Date:	11/16/2007	11/16/2007	02/21/2006	08/26/2005
Mortgage Amt:	\$500,000	\$1,500,000	\$320,000	\$250,000
Mortgage Lender:			Cupertino Cap	* Other Institutional Lenders
Mortgage Type:			Conventional	Conventional

Courtesy of Kerry Zook
SOMLS GPMLS

1-2

The data within this report is compiled by First American CoreLogic from public and private sources. If desired, the accuracy of the data contained herein can be independently verified by the recipient of this report with the applicable county or municipality.

Map Maker Application

Front Counter Legend

Highlighted Feature

Tax Lot Outlines

Tax Lot Numbers

City Limits

Ashland

Butte Falls

Central Point

Eagle Point

Gold Hill

Jacksonville

Medford

Phoenix

Rogue River

Shady Cove

Talent

902	206	210	122	123
900	207	209	126	124
	208		125	
300	1600		129	127
400	1500	131		100
500	1400	132		135
600	1300	133		136
	1200			
700	900	1100		
1001	800	1000		128

200

100

2100

MAIN

WIGHTMAN

CAMPUS

1300

1100

WALKER

1200

903

1800

909

Ashland

910

100

IOWA

101

100

990

402

400

904

502

500

200

600

601

2

200

100

STADIUM

700

800

HUNTER



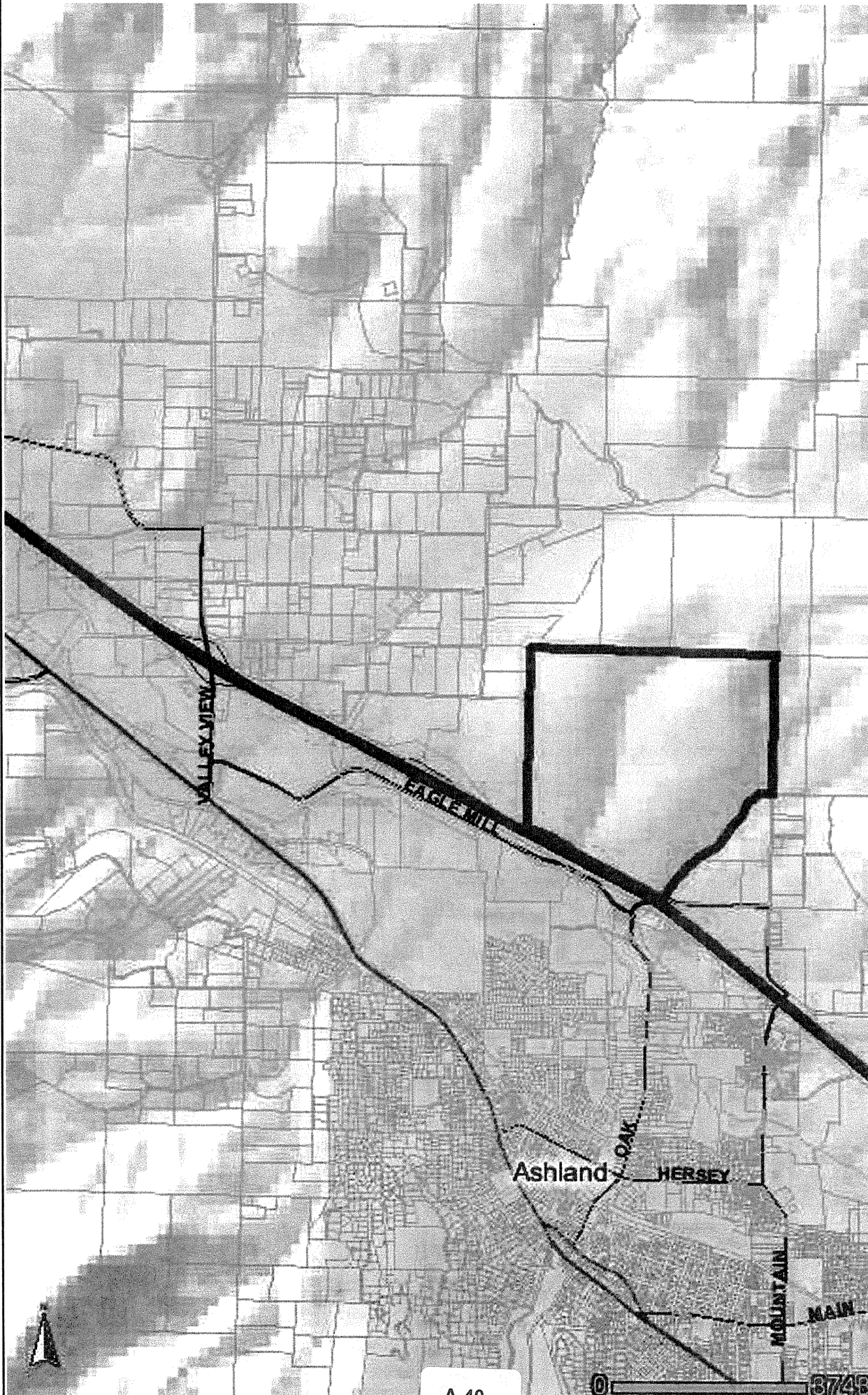
JACKSON COUNTY Oregon

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Map Maker Application

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JACKSON COUNTY
Oregon

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Navigation				
Account Sequence	Map TL Sequence	Assessment Year 2007	Print Window	Close Window

Assessment Info for Account 1-012367-6 Map 381E33 Taxlot 200

Report For Assessment Purposes Only Created March 26, 2008

Account Info	Tax Year 2007 Info	Land Info
Account: 1-012367-6	Tax Type: Advalorem	Tax Code: 5-08
Map Taxlot: 381E33 200	Due Date: 11/15/07	Acreage: 359.98
Owner: ASHLAND CITY OF	Amount: \$224.83	Zoning:
<input type="checkbox"/> Situs Address	Tax Report: Details	EFU
MOUNTAIN AVE N ASHLAND/COUNTY R	Tax Code: 5-08	Land Class:
Mailing Address: ASHLAND CITY OF CITY HALL	Tax Rate: 12.9179	OD 0.00 Ac
ASHLAND OR, 97520	District Rates: Details	VB 28.10 Ac
<input type="checkbox"/> Associated Taxlots 2 Acct	District Amounts: Details	IVB 12.18 Ac
5-08 R 1-012360-1 381E32 200 ACTIVE	Tax Rate Sheet: Details	VBI 19.40 Ac
5-08 R 1-012687-6 381E32 100 ACTIVE		VIB 30.96 Ac
Appraiser: 74		IVBI 18.78 Ac
		VIBI 129.72 Ac
		VIIH 120.84 Ac
		Property Class: 550
		Stat Class: 000
		Unit ID: 182554-3
		Maintenance Area: 2
		Neighborhood: 000
		Study Area: 21
		Account Status: ACTIVE
		Tax Status: Assessable
		Sub Type: NORMAL

Sales Data (AS 400)

Last Sale	Sale Date	Instrument Number	Sales History
\$946,000.00	4/15/1996	1996-11715 Details	Details

Value Summary Detail (For Assessment Year 2007)

Market Value Summary (For Assessment Year 2007)

Code Area	Type	Acreage	RMV	M5	MAV	AV
5-08	LAND	359.98	\$ 4,111,090	\$ 0	\$ 0	\$ 0
Value History Details			Total: \$ 4,111,090	\$ 0	\$ 0	\$ 0

Specially Assessed Value Summary (For Assessment Year 2007)

Code Area	Type	Acreage	SAV	MSAV	AV
5-08	LAND	359.98	\$ 44,023	\$ 20,986	\$ 20,986
Total:			\$ 44,023	\$ 20,986	\$ 20,986

Total (Market + Specially Assessed) Value Summary (For Assessment Year 2007)

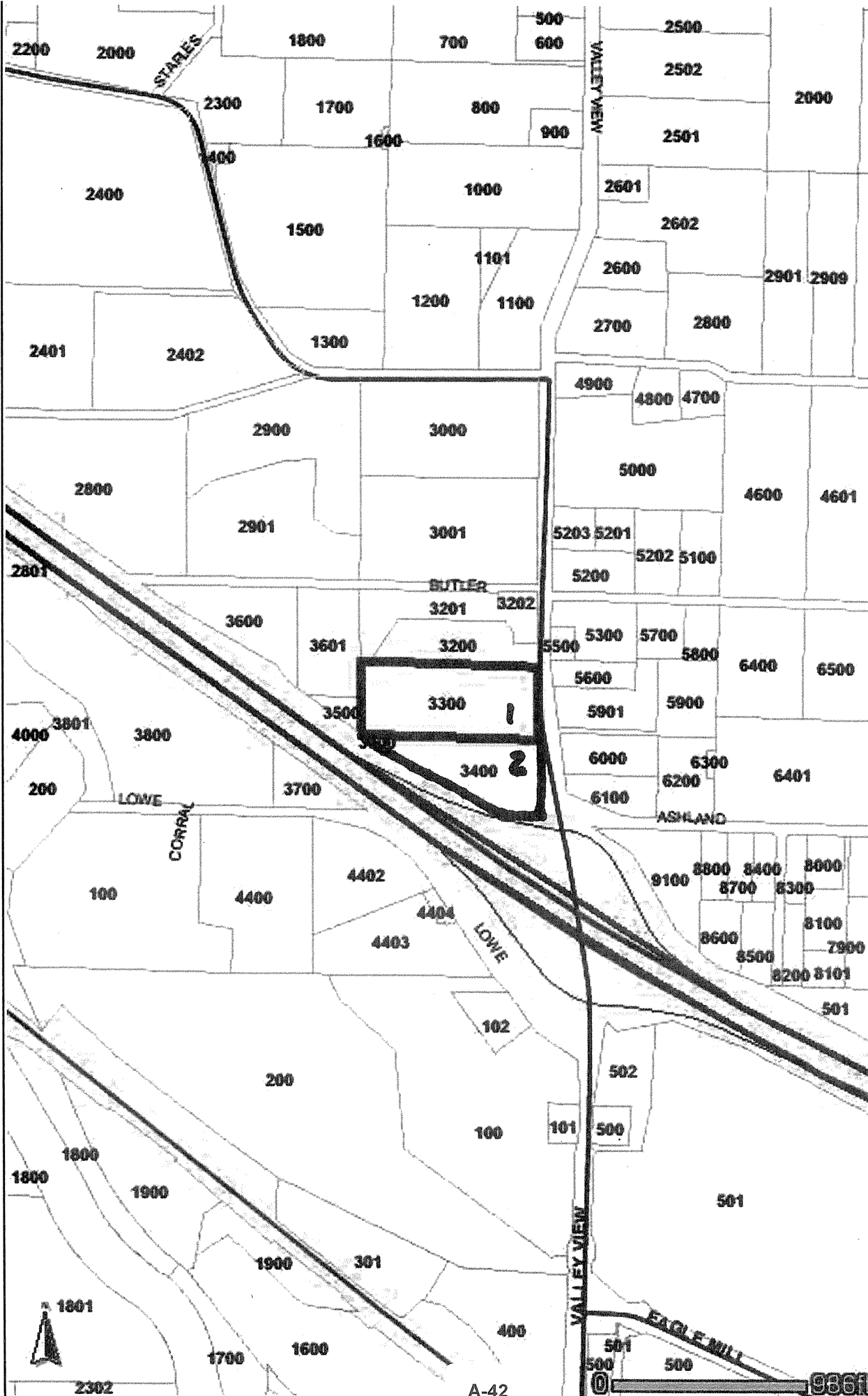
Code Area	Type	Acreage	RMV	M5	MAV	AV
5-08	LAND	359.98	\$ 4,111,090	\$ 44,023	\$ 20,986	\$ 20,986
Total:			\$ 4,111,090	\$ 44,023	\$ 20,986	\$ 20,986

Improvements

3

Map Maker Application
Front Counter Legend

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JACKSON COUNTY
Oregon

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ASSESSMENT & PLANNING DETAILS

Account Details	Sales	Deed Card
Overlay Report	Permit Details	Tax Report

 Click to zoom map to this taxlot.

Account 1-012629-2

Map & TaxLot	381E30 3300_ pdf
Tax Code	5-08
Acreage	6.80
Zoning	RR-10
Land Class	UNK 6.80 Ac
Property Class	401
Stat Class	232
Unit ID	182436-1
Maintenance Area	2
Neighborhood	000
Study Area	21
Account Status	ACTIVE
Tax Status	Assessable
Sub Type	NORMAL
Owner	MINUTOLI ANDREA J TRUSTEE MINUTOLI KATSUKO T TRUSTEE MINUTOLI ANDREA J AND KATSUKO T TRUST
Situs Address	647 VALLEY VIEW RD ASHLAND/COUNTY <input type="checkbox"/> R
Mailing Address	MINUTOLI ANDREA J TRUSTEE 25 PALOMINO CIR NOVATO CA, 94947
	<input type="checkbox"/> 381E30 3300 Totals 1 Imp
Taxlot Acreage	6.80
	1-012629-2 Improvements
Building # 1	1942 3170 SqFt DUPLEX CLASS 3 UPPER LEVELS

4.1

ASSESSMENT & PLANNING DETAILS

Account Details	Sales	Deed Card
Overlay Report	Permit Details	Tax Report

Click to zoom map to this taxlot.

Account 1-012630-8

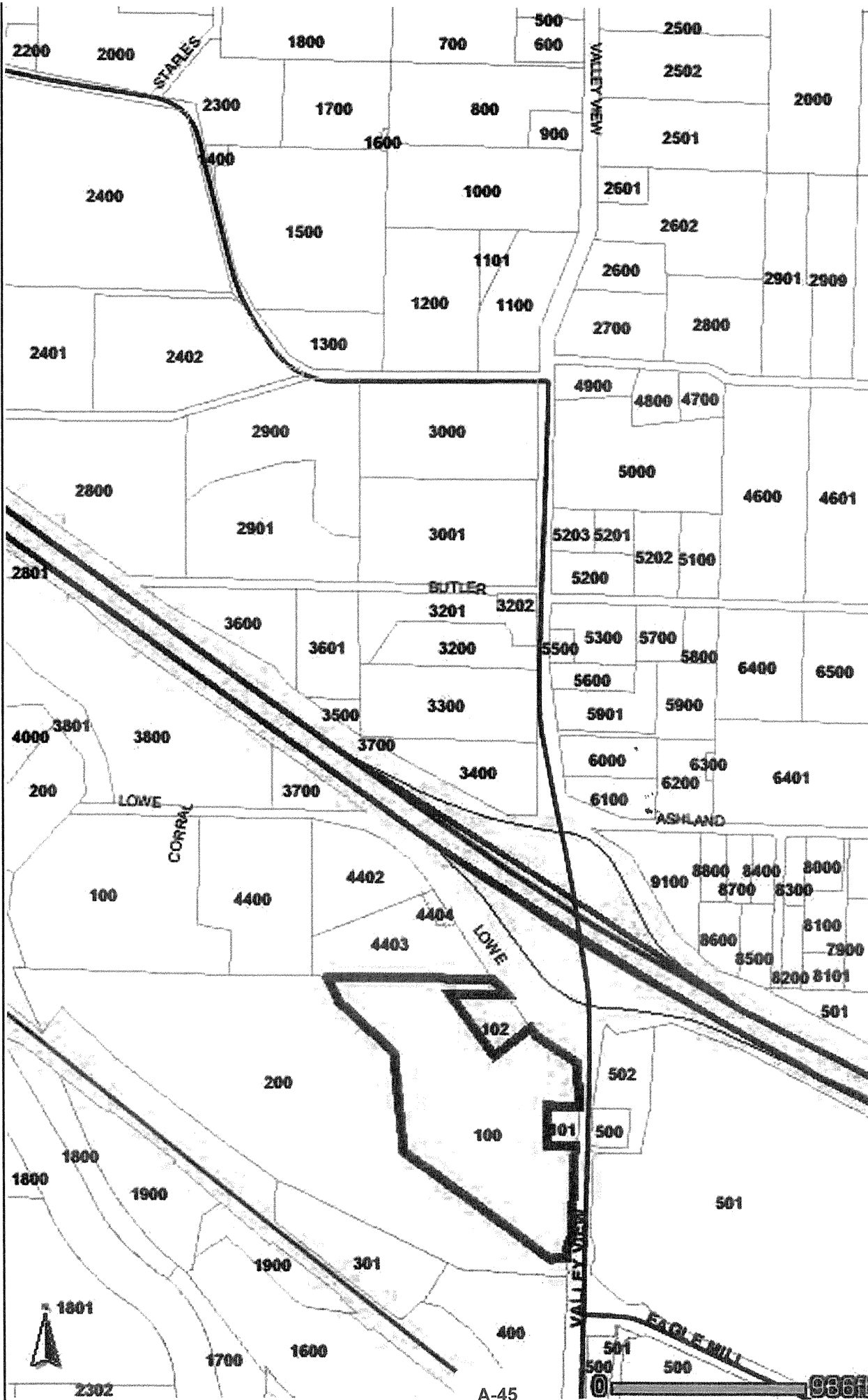
Map & TaxLot	381E30 3400 pdf
Tax Code	5-08
Acreage	3.87
Zoning	RR-10
Land Class	UNK 3.87 Ac
Property Class	401
Stat Class	122
Unit ID	182437-1
Maintenance Area	2
Neighborhood	000
Study Area	21
Account Status	ACTIVE
Tax Status	Assessable
Sub Type	NORMAL
Owner	MINUTOLI ANDREA J TRUSTEE MINUTOLI KATSUKO T TRUSTEE MINUTOLI ANDREA J AND KATSUKO T TRUST
Situs Address	563 VALLEY VIEW RD S ASHLAND/COUNTY <input type="checkbox"/> R
Mailing Address	MINUTOLI ANDREA J TRUSTEE ET AL 25 PALOMINO CIR NOVATO CA, 94947
	<input type="checkbox"/> 381E30 3400 Totals 1 Imp
Taxlot Acreage	3.87
	1-012630-8 Improvements
Building # 1	1930 1344 SqFt Two story

4.2

Map Maker Application

Front Counter Legend

-  Highlighted Feature
-  Tax Lot Outlines
- Tax Lot Numbers**
- City Limits**
-  Ashland
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-  Talent



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JACKSON COUNTY Oregon

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ASSESSMENT & PLANNING DETAILS

Account Details	Sales	Deed Card
Overlay Report	Permit Details	Tax Report

Click to zoom map to this taxlot.

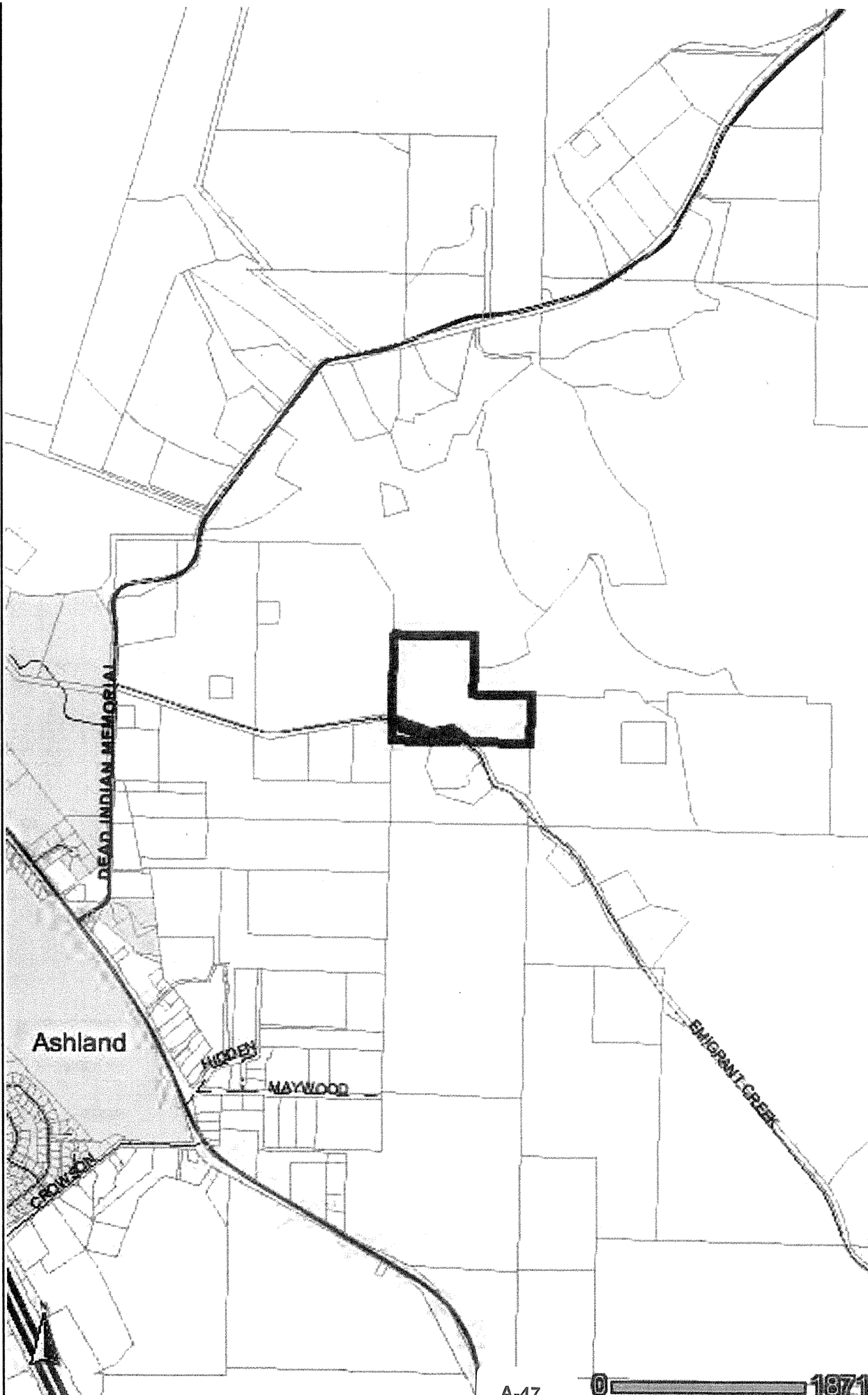
Account 1-012643-8

Map & TaxLot	381E31 100 pdf	
Tax Code	5-08	
Acreage	18.40	
Zoning	IC	
	OSR	
Land Class	UNK 18.40 Ac	
Property Class	201	
Stat Class	000	
Unit ID	182454-2	
Maintenance Area	2	
Neighborhood	000	
Study Area	00	
Account Status	ACTIVE	
Tax Status	Assessable	
Sub Type	NORMAL	
Owner	KENNEY CHARLES J	
	HINNEWINKEL DARREL G	
	BREEZE R P/ANNETTE G	
Situs Address	459 VALLEY VIEW RD ASHLAND/COUNTY	<input type="checkbox"/> R
Mailing Address	BREEZE R P/ANNETTE G C/O NORTH ASHLAND INTERCHANGE PROP. LLC 1175 MAIN ST 10 MEDFORD OR, 97504	
	<input type="checkbox"/> Associated Taxlots 2 Acct	
Tax Code 5-13	<input type="checkbox"/> R	1-012344-9 381E31 100 PURGED
Acreage	<input type="checkbox"/> 0.00	
Tax Code 5-08	<input type="checkbox"/> R	1-088788-2 381E31 100 A1 ACTIVE
Acreage	<input type="checkbox"/> 0.00	
	<input type="checkbox"/> 381E31 100 Totals , 1 Imp	
Taxlot Acreage	18.40	
	1-088788-2 Improvements	
Building # 1	0 SqFt Franchise Fast Food	

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Map Maker Application
Front Counter Legend

-  Highlighted Feature
-  Tax Lot Outlines
-  City Limits
-  Ashland
-  Butte Falls
-  Central Point
-  Eagle Point
-  Gold Hill
-  Jacksonville
-  Medford
-  Phoenix
-  Rogue River
-  Shady Cove
-  Talent



6



JACKSON COUNTY
Oregon

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ASSESSMENT & PLANNING DETAILS

Account Details	Sales	Deed Card
Overlay Report	Permit Details	Tax Report

 Click to zoom map to this taxlot.













Account 1-011572-0

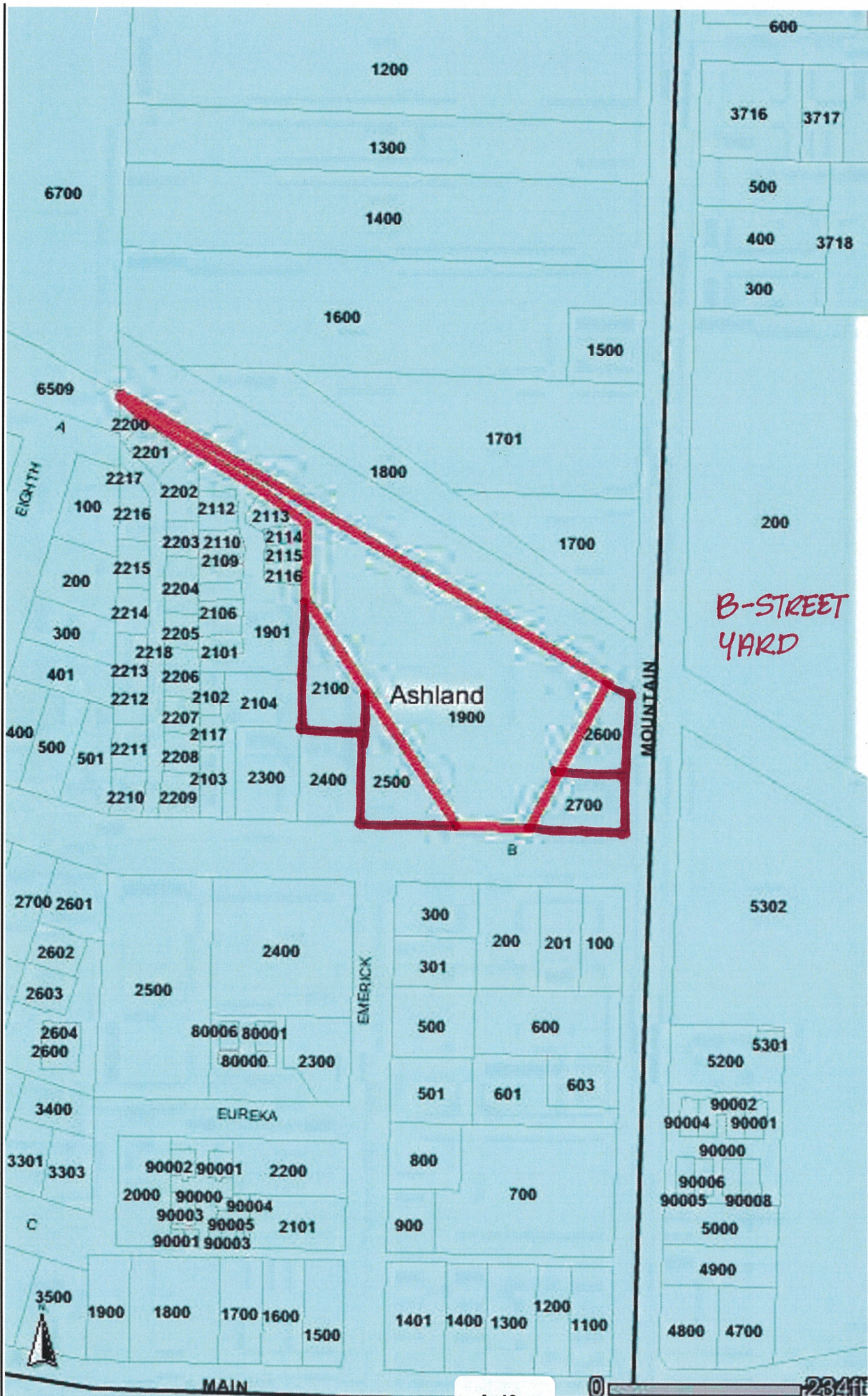
Map & TaxLot	391E12 400 pdf	
Tax Code	5-04	
Acreage	23.44	
Zoning	EFU	
	OSR	
Land Class	UNK 23.44 Ac	
Property Class	401	
Stat Class	300	
Unit ID	200938-2	
Maintenance Area	2	
Neighborhood	000	
Study Area	27	
Account Status	ACTIVE	
Tax Status	Assessable	
Sub Type	NORMAL	
Owner	ASHLAND CITY OF	
Situs Address	555 EMIGRANT CR RD ASHLAND/COUNTY <input type="checkbox"/> R	
Mailing Address	ASHLAND CITY OF ASHLAND GUN CLUB PO BOX 953 ASHLAND OR, 97520	
	<input type="checkbox"/> Associated Taxlots 1 Acct	
Tax Code 5-04	R	1-012023-1 392E07 800 ACTIVE
Acreage	38.69	
	<input type="checkbox"/> 391E12 400 Totals 1 Imp	
Taxlot Acreage	23.44	
	1-011572-0 Improvements	
Building # 1	0 0 SqFt Residential Other Improvements	

6

Map Maker Application

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B-STREET YARD

Ashland
1900

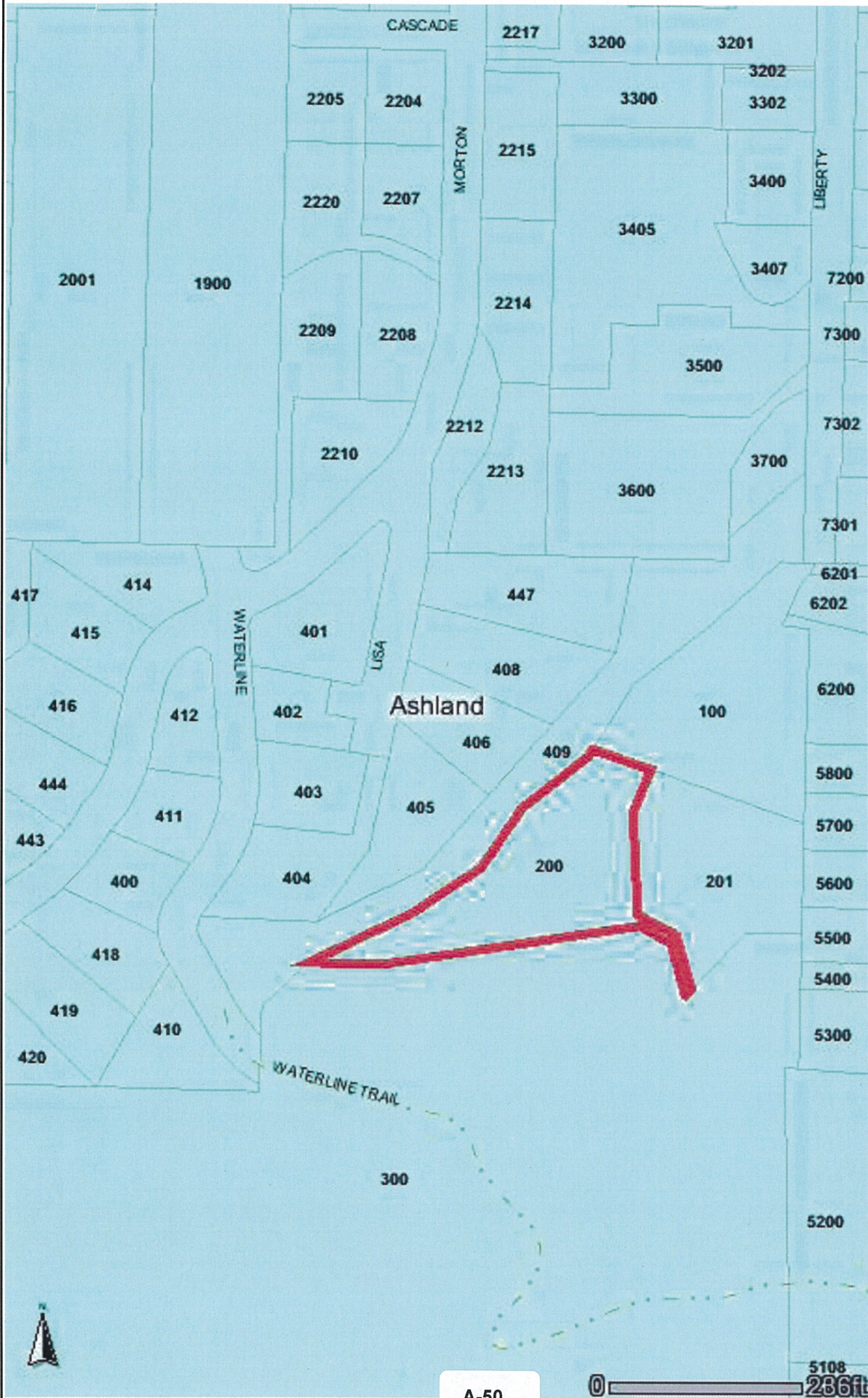


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Map Maker Application

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COST ESTIMATING DATA

From: Ken Ogden [mailto:ken@orwarch.com]
Sent: Thursday, May 01, 2008 9:07 AM
To: jimj@archcost.com
Cc: stanp@archcost.com
Subject: Ashland Facilities Master Plan

Good Morning Jim and Stan,

I left a message with Stan this morning regarding this project. I am doing an analysis of the city wide facilities and am trying to develop rough estimates for various scopes of work that include the following. Could you please give me an estimate of your fees to provide some of this information. I know it is not really defined as to the scope, but here are the categories I am looking for:

1. Finishes (such as new carpet/paint)

Finishes over gross areas 12.00 to 18.00 / sf

Depending on carpet quality 26.00 to 50.00 / sy (2.89 to 5.56 / sf)

Paint walls .55 / sf

Paint ceilings .75/ sf

Paint Door & frame 125.00 / leaf

ACT Ceilings 3.25 to 4.50 / sf

2. Light remodel (demolition of existing non-bearing walls and new Tenant Improvement type walls) Minor adjustments to MEP systems.

35.00 to 50.00 / sf

3. Medium remodel (same as above, but involving some load bearing walls)

45.00 to 70.00 / sf

4. Heavy remodel (gutting existing, new tenant layouts, major interior type renovation, no new square footage

75.00 to 125.00 / sf

5. Building additions/new construction conventional office type wood frame construction

Office type – 175.00 to 200.00 / sf

6. New construction (Civic type building, brick exterior, LEED etc)

200.00 to 250.00 / sf (depends on program, size (floor plate, footprint, etc)

7. New construction metal building warehouse, minor interior office construction

95.00 to 140.00 / sf

8. Surface site work, (parking lots, paving, fine grading only, landscape)

10.00 to 25.00 / sf (storm water systems ???)

I hope this is clear and not too ambiguous, if you have any questions, please feel free to contact me.

Thanks for your help.

Ken

Stan Pszczolkowski, AIA

Architectural Cost Consultants, LLC

8060 SW Pfaffle Street, Suite 110

Tigard, Oregon 97223

voice 503-718-0075

fax 503-718-0077

email stanp@archcost.com

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