

## Online Resources

- **Land Use Code & Maps**
- **Comprehensive Plan**
- **Planning Commission Information**
- **Public Hearing Staff Report**  
Available one week from the public hearing date at the Community Development & Engineering Services Building and online.

[www.ashlandoregon.gov](http://www.ashlandoregon.gov)

## Contact Information

For further information, please contact the Community Development Department.

**Physical Address:**

51 Winburn Way  
Ashland, OR 97520

**Mailing Address:**

20 E Main Street  
Ashland, OR 97520

**Phone:** 541-488-5305

**Fax:** 541-488-6006

**E-mail:** [planning@ashlandoregon.gov](mailto:planning@ashlandoregon.gov)

**Website:** [www.ashlandoregon.gov](http://www.ashlandoregon.gov)

**CITY OF  
ASHLAND**  
Community Development Department  
20 East Main Street  
Ashland, Oregon 97520

## Participating in Ashland Land Use Decisions



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## Participating in Land Use Decisions

The City of Ashland encourages, promotes, and uses citizen input in its decision making. An important way that you can influence land use matters in the City of Ashland is to provide comments on a proposed land use action.

Your participation in the land use decision making process does not guarantee that the final decision will be the one that you favor. However, by providing comments, known as “testimony”, you ensure that your opinion is heard and considered by decision makers.

## Finding Out About Pending Land Use Actions

Many people find out about a proposed land use action when they receive a mailed land use notice from the City. The City is required to send these notices to property owners and residents within a certain distance (often 200 feet) from the affected property. The notice describes the land use request, the property, hearing date, and the relevant section of the Land Use Code and Comprehensive Plan that apply to the application. A staff contact is listed for further information.

Other ways that the City notifies the public of pending land use actions:

- Signs posted on the affected property.
- Legal notices and meeting announcements in at [www.Ashland.News](http://www.Ashland.News)
- Planning Commission meeting information posted on the City’s website.

## Gathering Background Information

Here are some ways you can learn more about what is being proposed:

- ✓ Review the planning action file.
- ✓ Discuss any questions or concerns you have with the City planner working on the application.
- ✓ Review the land use criteria that will be used to evaluate the case. The criteria that are relevant are included in the Land Use Notice and in the Staff Report prepared for the public hearing. Other criteria that you feel are applicable also may be identified.
- ✓ Review the staff report, available one week before the hearing.

## Options for Providing Input

There are several options for providing comments on the proposed land use action. Some may find it inconvenient or intimidating to testify at a hearing. You may want to prepare written comments instead of, or in addition to, oral testimony. You also may want to consider preparing your comments with other individuals or organizations.

It is recommended that you try to send any written comments to the City at least 10 days before the hearing, so that your comments can be included with the staff report that is provided to the decision makers and the public. This will give other interested citizens and the decision makers the most amount of time to consider your comments. Comments received after the staff report is prepared will be distributed at the hearing. You may choose to comment again after reviewing the staff report.

The brochure “*Tips for Providing Effective Testimony*” provides additional suggestions. Copies are available at the Community Development & Engineering Services Building at 51 Winburn Way (*across from Lithia Park*) or online at: [www.ashland.or.us](http://www.ashland.or.us)