



HPAC Committee Agenda

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

July 2, 2025

AGENDA

(4:00) CALL TO ORDER: Meeting held in person & via Zoom at:
<https://zoom.us/j/94651222716?pwd=a2baQqHyhve7j9Of1DfY6ZhKDgidvW.1> (**Meeting ID:** 946 5122 2716;
Passcode: 276620)

READING OF LAND ACKNOWLEDGEMENT

"We acknowledge and honor the aboriginal people on whose ancestral homelands we live, — the Ikirakutsum Band of the Shasta Nation, including the original past indigenous inhabitants, as well as the diverse Native communities who make their home here today. We also recognize and acknowledge the Shasta village of K'wakhakha — "Where the Crow lights"—that is now the Ashland City Plaza."

I. (4:05) APPROVAL OF AGENDA

II. (4:10) APPROVAL OF MINUTES

Minutes of April 2, 2025 *(There was no quorum for May or June, and as such no minutes.)*

III. (4:15) PUBLIC FORUM

IV. (4:30) LIASON REPORTS

Council Liaison – Jeff Dahle

Staff Liaison – Derek Severson

SERJAC Liaison – Victoria Sage

V. (4:45) DISCUSSION ITEMS

A. Review Board Assignments – July & August 2025

B. Historic Preservation Week De-brief

C. Discuss the Possibility of Quarterly Meetings

i. January, April, July & October ?

ii. Land Use Item Review *meetings as needed?*

iii. Review Board *meetings as needed?*



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VI. (5:00) LAND USE ITEM REVIEW

PLANNING ACTION: PA-T1-2025-00271
SUBJECT PROPERTY: 142 East Main Street
OWNER/APPLICANT: Taylored Elements Construction/Allen Connolly
DESCRIPTION: A request for Site Design Review approval to allow the construction of a coffee kiosk with walk-up window for the property located at 142 East Main Street. The property is considered a primary contributing historic resource in the Ashland Downtown Historic District and is designated the McGee-Fortmiller Building. As proposed, the walk-up coffee kiosk would replace an ATM machine previously located on the building's East Main Street façade.
COMPREHENSIVE PLAN DESIGNATION: Commercial Downtown; **ZONING:** C-1-D; **ASSESSOR'S MAP:** 39 1E 09BC; **TAX LOT #:** 700

VII. (5:30) ADJOURNMENT

Draft Minutes - April



HPAC Committee Minutes DRAFT

April 2, 2025

CALL TO ORDER

Chair Scharen called the meeting to order at 4:09 p.m. In attendance were Chair Shelby Scharen, Bill Emery, Sam Whitford, Mark Brouillard, Katy Repp, and Eric Bonetti. Also, in attendance were, Planning Commission Liaison Lisa Verner (attending via Zoom), Social Equity & Racial Justice Advisory Committee (SERJAC) member Victoria Sage (attending via Zoom) and Community Development Staff Liaison Derek Severson. Committee member Terry Skibby and City Council Liaison Jeff Dahle were absent.

READING OF LAND ACKNOWLEDGEMENT

Chair Scharen read the land acknowledgement.

APPROVAL OF AGENDA

Given that the applicant for the land use item at 80 Hargadine was present, HPAC members opted to move this item forward on the agenda so the applicant would not be required to wait through the full agenda.

APPROVAL OF MINUTES

Whitford/Repp m/s to approve the minutes of March 5, 2025 as presented. Voice vote: All AYES. Motion Passed.

PUBLIC FORUM

There was no one present wishing to speak.

PLANNING ACTION REVIEW

PLANNING ACTION: PA-T1-2025-00263

SUBJECT PROPERTY: 80 Hargadine Street

OWNER / APPLICANT: Gary Caperna, Architect LLC for Bryan Cope

DESCRIPTION: A request for Conditional Use Permit (CUP) to allow an expansion to the existing garage and the attached roof-deck. The existing garage and attached deck are legal non-conforming structures due to the encroachment into the required front yard setback. There is currently a 0-foot setback with possible encroachment into the public right of way for the structures. The Land Use Ordinance allows for the expansion of a non-conforming structure through a CUP permit.

COMPREHENSIVE PLAN DESIGNATION: Multi-Family Residential; **ZONING:** R-2;

ASSESSOR'S MAP: 39 1E 09BC; **TAX LOT #:** 4900

Severson provided a brief explanation of the project, and applicant Bryan Cope spoke briefly in support of his request. There was brief discussion of how best to address the garage door – either as presented in historic photos or as currently exists, with a row of windows to provide some light into the garage.



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Whitford/Repp m/s to approve the proposal as presented. Discussion: It was agreed that doors to match the existing (with windows) or to match the historic treatment in the photos presented were equally acceptable. Voice vote: All AYES. Motion passed.

LIASON REPORTS

Council Liaison Jeff Dahle was absent.

Community Development Staff Liaison/Planning Manager Derek Severson provided a brief report noting that the budget process for the coming biennium was getting underway, and that the city was looking at an approximately 15 percent increase in personnel costs while property tax revenues are capped and transient occupancy tax receipts are down. He indicated that at this stage in the process, all city departments were looking at about a five percent cut to last year's budgets. He also noted that the Southern Oregon University Masterplan update would be moving forward in the near term.

Victoria Sage provided a quick check-in on behalf of SERJAC.

DISCUSSION ITEMS

Review Board

Members volunteered for timeslots to cover May 2025 Review Board as follows:

<u>DATE</u>	<u>COMMITTEE MEMBERS ATTENDING</u>		
May 8th	Brouillard	Emery	
May 22nd	Scharen	Whitford	Repp

Severson noted that there were no items for the Review Board on April 3rd.

Historic Preservation Week

Awards

Severson presented a slideshow of potential award winner photographs. Winners were selected and write-up assignments made as follows:

<u>ADDRESS</u>	<u>NOMINEE, CATEGORY & WRITE-UP</u>		
599 E. Main St.	Gil Livni	Commercial	Brouillard
153-155 Alida St.	Derek Sherrell	Compatible New Construction	Whitford
104 S. First St.	Erickson	Residential Remodel	Emery





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51 Winburn Way Alice Peil Stairs	City/Jason Strait	Civic	Bonetti
Near 5 N. Main St.	Walking Upstream, by Glory Nylander	Public Art/Artist	(Severson to provide original PAAC write-up)
Photo Contest	TBD	TBD	Repp

Severson noted that write-ups need to be returned to staff for inclusion in the brochures no later than April 28th.

Historic Preservation Week Activities

Subcommittee members Scharen, Repp & Bonetti discussed the events schedule for the week:

1. **WalkAshland Railroad District Walking Tour** (May 13th, 1:00-3:30 p.m.)

Brouillard indicated that he would attend this event.

2. **“Meet the Ghosts” in Ashland Cemetery** (May 14th, 2:00-4:00 p.m.)

Repp noted that she was organizing this and had a number of volunteer ghosts and a number of scripts for “residents” of the cemetery. She noted that she could use additional volunteer ghosts, particularly male ghosts. She explained she was working with George Kramer, the Southern Oregon Historical Society and Peter Finkle of Walk Ashland.

Bonetti and Repp indicated that they would be present, and Brouillard indicated he may be able to attend.

3. **Photo Contest Booth on the Plaza** (May 15th, 3:00-5:00 p.m.)

Repp noted that she would bring a tent, table and whatever means was necessary to display photos to select winners. Repp noted that she would be out for the May 7th meeting but would get photo contest submissions to staff by May 6th for discussion at the meeting. There was discussion of the need to determine prizes, beyond recognition and an award, for the photo contest winner. *It was noted that this coincided with a sidewalk sale in the downtown.*

Scharen, Brouillard, Repp and Emery indicated that they would be present for this event.

Severson noted that a self-guided tour of the Mountainview Cemetery’s historic mausoleum was a regular event each year and could be added to





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the schedule on Friday.

4. **Awards Ceremony & Pioneer Hall Fest (?)** (May 17th, 2:00-4:00 p.m.)

It was noted that this would include awards for the projects selected as well as the photo award winner. Severson indicated that he would extend an invitation to the Mayor as has been the tradition. Brouillard, Scharen, Whitford and Emery indicated that they would be in attendance.

II. **ADJOURNMENT**

The meeting was adjourned at 5:25 p.m.

Next Meeting is May 7th at 4:00 p.m.

Review Board - July/Aug



Better Together

July 2025

HPAC Review Board

Meet at 3:00pm - Lithia Room

Every other week

****Staff to email if there is anything to review on the off weeks****

<u>DATE</u>	<u>COMMITTEE MEMBERS ATTENDING</u>		
July 3rd			
July 17th			
July 31st			

*Call 541-488-5305 to verify there are items on the agenda to review



August 2025

HPAC Review Board

Meet at 3:00pm - Lithia Room

Every other week

****Staff to email if there is anything to review on the off weeks****

DATE	<u>COMMITTEE MEMBERS ATTENDING</u>		
Aug 14th			
Aug 28th			

*Call 541-488-5305 to verify there are items on the agenda to review

142 E Main - PA-T1-2025-00271



Ashland Historic Commission
Design Review Form

Applicant Paddington / Tailored Elements Date 5/22/25

Address 142 E Main

Proposed Action _____

- Commercial Mixed Use Multi-Family Residential
 New Construction Changes to Existing Structure

Historic Review Board Comments:

- Supportive of metal awning generally as depicted. (downlighting) & powder coated
- Like that windows match arch above.
- Counter detail to be worked out in final app based on building code requirements.
- No issue with colors, tasteful & well done.
- Great proposal.

In the spirit of protecting the historic design and compatibility of your project, if you wish to amend your building plan in order to apply any recommendations of the Historic Review Board, we encourage you to prepare an addendum and resubmit it to the Building Department.

Shelby, Eric & Sam

Applicant Signature

Historic Review Board Signature

DZ-25-009 - Taylored Elements - Paddington Jewel Box - Coffee Kiosk**Job Number:** DZ-25-009**Client:** Taylored Elements Construction**Type:** ADA Requirements Write Up by DE'ZIN LLC**Location:** 142 East Main Street, Ashland, OR.**Date:** Updated 5-29-2025**Notes:**

Public Access to Front Counter:	
<u>2017 ICC A117.1 Accessible and Usable Buildings and Facilities:</u>	Compliance Notes:
Section 305 CLEAR FLOOR SPACE	
305.3 Size	
305.3.2 Existing buildings and facilities.	The McGee-Fortmiller Building was built in 1925.
In existing buildings and facilities, the clear floor space shall be 48 inches (1220 mm) minimum in length and 30 inches (760 mm) minimum in width.	The clear space in front of the intended coffee kiosk/window is currently the depth of the sidewalk (approx. 60") deep, and 44" wide.
305.4 Knee and toe clearance.	
Unless otherwise specified, clear floor space shall be permitted to include knee and toe clearance complying with Section 306.	The current knee and toe clearance beneath the service counter as designed shall be 24.5" in height, 44" wide, and 25" deep.
306.2 Toe clearance	
306.2.1 General.	
Space beneath an element between the floor and 9 inches (230 mm) above the floor shall be considered toe clearance and shall comply with Section 306.2.	
306.2.2 Maximum depth.	
Toe clearance shall be permitted to extend 25 inches (635 mm) maximum under an element.	The current design allows 25" for toe clearance beneath the service counter.



306.2.3 Minimum depth.	
Where toe clearance is required at an element as part of a clear floor space complying with Section 305, the toe clearance shall extend 17 inches (430 mm) minimum beneath the element.	
306.2.5 Width.	
Toe clearance shall be 30 inches (760 mm) minimum in width.	The current design allows 44" for toe clearance beneath the service counter.
305.7 Alcoves.	
If a clear floor space is in an alcove or otherwise confined on all or part of the three sides, additional maneuvering clearances complying with Sections 305.7.1 and 305.7.2 shall be provided, as applicable.	The current design allows for both a parallel approach and a forward approach.
305.7.1 Parallel approach.	
Where a clear floor space is positioned for a parallel approach, the alcove shall be 60 inches (1525 mm) minimum in width where the depth exceeds 15 inches (380 mm).	The alcove's current design clears 88" of parallel space when the service windows are open. The service counter is 44" in width, centered in the 88" clear space.
305.7.2 Forward approach.	
Where a clear floor space is positioned for a forward approach, the alcove shall be 36 inches (915 mm) minimum in width where the depth exceeds 24 inches (610 mm).	The alcove's current design is 44" wide, with a depth of 1.5". The clear area beneath the service counter as designed shall be 24.5" in height, 44" wide, and 25" deep.
Section 904 SALES AND SERVICE COUNTERS AND WINDOWS	
904.2 Approach.	
All portions of counters required to be accessible shall be located adjacent to a walking surface complying with Section 403.	The current sidewalk creates 48" of clear width. The running slope of the sidewalk is not greater than 1:20.

904.3 Sales and service counters and windows.	
Sales and service counters and windows shall comply with Section 904.3.1 and either Section 904.3.3. Where counters are provided, the accessible portion of the countertop shall extend the same depth as the public portion of the sales and service countertop provided for standing customers.	The accessible service counter is 32" above floor level, and is 15.25" deep. The standing height service counter is 37.25" above floor level, and is 15.25" deep.
904.3.2 Parallel approach.	
A portion of the public use side of the counter surface 36 inches (915 mm) minimum in length and 26 inches (660 mm) minimum to 36 inches (915 mm) maximum in height above the floor shall be provided. A clear space for a parallel approach adjacent to the accessible counter shall be provided. The space between the accessible counter surface and any projecting objects above the accessible counter shall be 12 inches (305 mm) minimum.	The service counter is 44" in length, and 32" above ground level. There are no projecting objects above the counter.
Exception: Where the counter is less than 36 inches (915 mm) in length, the entire counter surface shall be 26 inches (660 mm) minimum to 36 inches (915 mm) maximum in height above the floor.	
904.3.3 Forward approach.	
A portion of the public use side of the counter surface 30 inches (760 mm) minimum in length and 36 inches (915 mm) maximum in height above the floor shall be provided. A clear floor space positioned for a forward approach to the accessible counter shall be provided. Knee and toe clearance complying with Section 306 shall be provided under the accessible counter. The space between the accessible counter surface and any projecting objects above the accessible counter shall be 12 inches (305 mm) minimum.	The service counter is 44" in length, and 32" above ground level. There are no projecting objects above the counter. The clear area beneath the service counter as designed shall be 24.5" in height, 44" wide, and 25" deep.



1679 Jackson Rd ■ Ashland OR 97520 ■ 541.690.1617

Project Narrative

142 E. Main St. – Coffee Kiosk

6-2-2025

Applicant – Taylorred Elements Construction

Design – DE’ZIN LLC

The property at 142 East Main in Ashland is historically known as the Fortmiller building. It has transformed over the years and has most recently been leased into the Paddington Family stores as a new location for their Jewel Box and Oregon Stores combined location.

Paddington Station Coffee Kiosk
142 East Main Street
39 1E 09 BC; Tax Lot: 700

PROPOSAL FOR SITE REVIEW PERMIT COFFEE KIOSK 400 SQUARE FOOT COMMERCIAL RENOVATION

This proposal is a request for a Site Review Permit to construct a coffee kiosk in the historic McGee-Fortmiller Building, located at 142 East Main Street.

The property was purchased by Allen Connolly in September of 1995 and remodeled in the early 2000s. The current renter plans to renovate the space previously used for a cash machine and install a walk-up door/window within the existing commercial structure.

COMPREHENSIVE PLAN DESIGNATION:

Basic Site Review Zone, Detail Site Review Zone, Downtown Historic District and Downtown Design Standards Zone.

ZONING DESIGNATION:

DOWNTOWN

LOT AREA:

.017 Acres

APPLICABLE ORDINANCES:

Non-Residential Development	18.4.2.040
Historic District Development	18.4.2.050
Downtown Design Standards	18.4.2.060
Americans with Disabilities Act	904.4.2

ADJACENT ZONING/USE: Downtown



Project Site from East Main Street

Site:

The subject property is located at 142 East Main Street. The property is a .017-acre space, is rectangular in shape measuring approximately 50' along the street, and 140' deep. The property has a slight grade, dropping roughly 2' along the frontage from the east property line to the west. The building has four floors with a rough total of 16,370 s.f.

The property is currently occupied by the retailer Paddington Jewel Box. The building was constructed in 1925 and remodeled in 1935 with the most recent modifications being a shipping facility at the rear of the building constructed for the retailer Earthly Goods in early 2000s. The building is considered a primary contributing, historic structure of the Ashland Downtown Historic District.

Proposal:

The applicants are requesting a Type I - Site Review Permit to renovate the existing opening previously used for a cash machine and provide a sidewalk accessible walk/roll-up kiosk for coffee and snacks.

Design:

The kiosk is designed to complement the design of the existing and adjacent buildings in the historic district. The exterior design will consist of a double casement window, countertop, and awning. Colors will be consistent with the current scheme of the building with the addition of red accents. The awning will be black with off-white lettering.

Parking:

No parking will be required.

Bicycle Parking:

N/A

Utilities:

Water and sewer are pre-existing. The electric meter and service are pre-existing.

Response to Standards and Criteria:

Non-Residential Development - Detail Site Review Standards 18.4.2.040 C

Detailed Site Review Standards. Development that is within the Detail Site Review overlay shall, in addition to complying with the standards for Basic Site Review in subsection 18.4.2.040.B, above, conform to the following standards. See conceptual site plan of detail site review development in Figure 18.4.2.040.C.1 and maps of the Detail Site Review overlay in Figures 18.4.2.040.C.2 through 5.

1. Orientation and Scale.

- a. Developments shall have a minimum Floor Area Ratio (FAR) of 0.50. Where a site is one-half an acre or greater in size, the FAR requirement may be met through a phased development plan or a shadow plan that demonstrates how development may be intensified over time to meet the minimum FAR. See shadow plan example in Figure 18.4.2.040.C.1.a. Plazas and pedestrian areas shall count as floor area for the purposes of meeting the minimum FAR.
- b. Building frontages greater than 100 feet in length shall have offsets, jogs, or have other distinctive changes in the building façade.
- c. Any wall that is within 30 feet of the street, plaza, or other public or common open space shall contain at least 20 percent of the wall area facing the street in display areas, windows, or doorways. Windows must allow view into working areas, lobbies, pedestrian entrances, or display areas. Blank walls within 30 feet of the street are prohibited. Up to 40 percent of the length of the building perimeter can be exempted for this standard if oriented toward loading or service areas.
- d. Buildings shall incorporate lighting and changes in mass, surface or finish to give emphasis to entrances.
- e. Infill or buildings, adjacent to public sidewalks, in existing parking lots is encouraged and desirable.
- f. Buildings shall incorporate arcades, roofs, alcoves, porticoes, and awnings that protect pedestrians from the rain and sun.

2. Streetscape.

- a. Hardscape (paving material) shall be utilized to designate “people” areas. Sample materials could be unit masonry, scored and colored concrete, grasscrete, or combinations of the above.
- b. A building shall be set back not more than five feet from a public sidewalk unless the area is used for pedestrian activities such as plazas or outside eating areas, or for a required public utility easement. This standard shall apply to both street frontages on corner lots. If more than one structure is proposed for a site, at least 65 percent of the aggregate building frontage shall be within five feet of the sidewalk.

3. Buffering and Screening.

- a. Landscape buffers and screening shall be located between incompatible uses on an adjacent lot. Those buffers can consist of either plant material or building materials and must be compatible with proposed buildings.

b. Parking lots shall be buffered from the main street, cross streets, and screened from residentially zoned land.

4. Building Materials.

a. Buildings shall include changes in relief such as cornices, bases, fenestration, and fluted masonry, for at least 15 percent of the exterior wall area.

b. Bright or neon paint colors used extensively to attract attention to the building or use are prohibited. Buildings may not incorporate glass as a majority of the building skin.

The project is located at 142 Main Street Ashland within the existing McGee-Fortmiller building with a lot size of approximately 0.17 acres. The existing floor area will not be affected.

The existing frontage of the building is 50'-0" wide, and has several jogs and offsets. A painted plywood panel currently occupies the area of frontage that will become the coffee kiosk. This area of the frontage is approximately 7'-0" wide, and centered between existing decorative brick pilasters. The existing opening will be modified to accommodate a double casement window and service counter.

The kiosk window space will occupy 52% of the existing 7' frontage (3'-8").

The lighting fixtures and type have to be determined; however, the lighting will be located beneath the new awning, comply with the dark sky initiative, will be generally hidden from direct view, and will place emphasis on the kiosk.

The coffee kiosk will be occupying an area of frontage that is currently blank wall.

The service counter for the coffee kiosk will be covered by a black metal awning with a depth of 3' and a length of approximately 6'-4".

The Right of Way is an existing paved public sidewalk.

The frontage is immediately adjacent to the existing sidewalk and falls within the 5' setback requirement. The service counter extends from the edge of the public sidewalk into the building space by approximately 3'.

The adjacent lots are of compatible usage. Landscape buffers are not required.

As the nearest parking lot is at the rear of the building, buffering will not be required.

Only minor changes will be made to the existing historic masonry to accommodate the kiosk window, and secure its open position during service hours.

The existing masonry of the building is painted shades of beige and will remain this color. Muted red accents of color will be applied to the double casement windows, kiosk paneling, counter, and existing second level window.

Historic District Design Standards AMC 18.4.2.050

Purpose, Applicability, and Background.

1. Purpose and Intent. Ashland's Historic District is very important to all of the City's residents. Not only does this area contain the City's beginnings, but it is also the area of some of the most prominent landmarks in Ashland including the Plaza, East Main Street commercial area, Lithia Park, and many important residential districts. For the most part, the main architectural themes have already been laid down and must be considered in the design of any new structures or renovation of existing structures. This does not mean that all new structures must be a lavish imitation of an architectural style whose heyday is past, but sensitivity to surrounding buildings and the existing land use patterns is essential to the successful development.

2. Applicability. The City of Ashland has adopted ordinances to assure that all development in the Historic District overlay remains compatible with the existing integrity of the Historic District.

a. In new construction of single-family residences, the Historic Commission will use these standards to make recommendations to the applicant.

b. If a development requires a **Type I**, II, or III review procedure (e.g., Site Design Review, Conditional Use Permit) and involves new construction, or restoration and rehabilitation, or any use greater than a single-family use, the authority exists in the law for the Staff Advisor and the Planning Commission to require modifications in the design to match these standards. In this case the Historic Commission advises both the applicant and the Staff Advisor or other City decision maker.

B. Historic District Design Standards. In addition to the standards of part [18.4](#), the approval authority uses the following standards for new construction, and restoration and rehabilitation of existing buildings within the Historic District overlay.

1. Transitional Areas. For projects located at the boundary between zones or overlays, appropriate adjustments to building form, massing, height, scale, placement, or architectural and material treatment may be considered to address compatibility with the transitional area while not losing sight of the underlying standards or requirements applicable to the subject property.

2. Height.

Recommended: Construct new buildings to a height within the range of historic building heights on and across the street.
Avoid: New construction that varies in height (i.e., too high or too low) from historic buildings in the vicinity.

3. Scale.

RECOMMENDED: Height, width, and massing of new buildings conform to historic buildings in the immediate vicinity.
AVOID: Height, width, or massing of new buildings that is out of scale with historic buildings in the vicinity.

4. Massing.

RECOMMENDED: Small, varied masses consistent with historic buildings in the immediate vicinity.

AVOID: Single, monolithic forms that are not relieved by variations in massing.

5. Setback.

RECOMMENDED: Front walls of new buildings are in the same plane as facades of adjacent historic buildings.

AVOID: Front walls that are constructed forward of or behind setback line of adjacent historic buildings.

6. Roof.

RECOMMENDED: Roof shape, pitches, and materials consistent with historic buildings in the immediate vicinity.

AVOID: Roof shapes, pitches, or materials not historically used in the immediate vicinity.

7. Rhythm of Openings.

RECOMMENDED: Pattern or rhythm of wall to door/window openings on the primary façade or other visually prominent elevation is maintained. Maintain compatible width-to-height ratio of bays in the façade.

AVOID: A pattern or rhythm of window/door openings that is inconsistent with adjacent historic buildings.

8. Base or Platforms.

RECOMMENDED: A clearly defined base, or platform characteristic of historic buildings in the immediate vicinity.

AVOID: Walls that appear to rise straight out of the ground without a distinct platform or base at the ground level.

9. Form.

RECOMMENDED: Form (i.e., vertical/horizontal emphasis of building) that is consistent with that of adjacent historic buildings.

AVOID: Form that varies from that of existing adjacent historic buildings.

10. Entrances.

RECOMMENDED: Well-defined primary entrances with covered porches, porticos, and other architectural features compatible but not imitative of historic counterparts.

AVOID: Façades with minimally defined primary entrances.

11. Imitation of Historic Features.

RECOMMENDED: Accurate restoration of original architectural features on historic buildings. New construction, including additions, that is clearly contemporary in design, which enhances but does not compete visually with adjacent historic buildings.

AVOID: Replicating or imitating the styles, motifs, or details of historic buildings.

12. Additions.

RECOMMENDED: Additions that are visually unobtrusive from a public right-of-way, and do not obscure or eliminate character defining features of historic buildings.

AVOID: Additions on the primary façade or any elevation that is visually prominent from a public right-of-way, and additions that obscure or destroy character defining features.

13. Garage Placement.

RECOMMENDED: Garage placed behind the primary historic building with access from a side street or alley if available.

AVOID: Garage placed beside or in front of the primary historic building.

C. Rehabilitation Standards for Existing Buildings and Additions.

1. Purpose. Because there is so much activity these days in the improvement of older housing, new terminology has been introduced. The difference between “restoring”, “rehabilitating”, and “remodeling” may seem academic, but each results in a major difference in the way the job or project may turn out. See also, definitions of restoration and rehabilitation in part [18.6](#).
2. Rehabilitation Standards. In addition to the standards of part [18.4](#), the approval authority uses the following standards for existing buildings and additions within the Historic District Overlay. These standards apply primarily to residential historic districts, residential buildings in the Downtown Historic District, and National Register-listed historic buildings not located within the Historic District Overlay. The purpose of the following standards is to prevent incompatible treatment of buildings in the Historic District Overlay and to ensure that new additions and materials maintain the historic and architectural character of the district.
 - a. Historic architectural styles and associated features shall not be replicated in new additions or associated buildings.
 - b. Original architectural features shall be restored as much as possible, when those features can be documented.
 - c. Replacement finishes on exterior walls of historic buildings shall match the original finish. Exterior finishes on new additions to historic buildings shall be compatible with, but not replicate, the finish of the historic building.
 - d. Diagonal and vertical siding shall be avoided on new additions or on historic buildings except in those instances where it was used as the original siding.
 - e. Exterior wall colors on new additions shall match those of the historic building.
 - f. Imitative materials including but not limited to asphalt siding, wood textured aluminum siding, and artificial stone shall be avoided.
 - g. Replacement windows in historic buildings shall match the original windows. Windows in new additions shall be compatible in proportion, shape and size, but not replicate original windows in the historic building.
 - h. Reconstructed roofs on historic buildings shall match the pitch and form of the original roof. Roofs on new additions shall match the pitch and form of the historic building, and shall be attached at a different height so the addition can be clearly differentiated from the historic building. Shed roofs are acceptable for one-story rear additions.
 - i. Asphalt or composition shingle roofs are preferred. Asphalt shingles which match the original roof material in color and texture are acceptable. Wood shake, wood shingle, tile, and metal roofs shall be avoided.
 - j. New porches or entries shall be compatible with, but not replicate, the historic character of the building.
 - k. New detached buildings shall be compatible with the associated historic building and shall conform to the above standards.

I. The latest version of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be used in clarifying and determining whether the above standards are met.

The design standards for new buildings that include transitional areas, height, scale, massing, setback, and roof are not applicable as the building is existing.

The coffee kiosk will be placed within an existing opening that has historically contributed to the rhythm of openings. The kiosk will also be centered beneath an existing second story window which has also defined the rhythm of openings.

As the building is existing, the base or platform has already been established and will not be changed.

The addition of the coffee kiosk windows will be consistent with the style or form of the main facade, and surrounding historic buildings.

The service window of the kiosk will be defined with use of color and materials, emphasizing its function and presence. The windows will be glass side out when closed, and a menu will be visible on the window area during service hours.

The service window is inspired by the historic nature of the building. The panels of the kiosk's casement windows are of the same style and proportions as the second level window, incorporating similar muntins and mullions. The counter's style is informed by the brick subsill of the upper-level window. The recessed panels below the counter are intended to incorporate additional complimentary details. The service windows will be held open by hardware that is secured to the existing brick facade, placed within mortar gaps, so it is easily repaired in the future.

An awning will be added over the coffee kiosk, to protect both the patrons of the shop and the employees from the elements. While the building does not currently have any awnings, it does have a recessed covered area around its main doors. The section of the facade where the kiosk will be placed is also tied in stylistically with the main facade, but is separated by both texture and a column of brick. We believe a permanent awning placed below the existing cornice will help to protect patrons and employees, define the entrance of the kiosk, and be the least impactful on the existing facade. We plan to install a metal awning that will be consistent in appearance with other awnings used on adjacent buildings.

A garage is not planned as part of the kiosk project.

We believe the new coffee kiosk will be a complimentary addition to Frank Chamberlain Clark's building design. The kiosk is intended to blend in with the existing façade. The perimeter around the kiosk will be maintained, some existing colors will be used in the new counter, windows and panels will be similar or complimentary. The awning will be low profile and minimally impact the building's appearance. The muted red accents will add a bit of character to the kiosk, but shouldn't draw any more attention than the building's existing copper accents. The goal of this kiosk is to convert an empty, unattractive section of the façade, and renew it with a functioning, accessible space for downtown patrons to gather, and pick up a treat.

Downtown Design Standards AMC 18.4.2.060

Purpose, Intent, and Background.

1. Purpose and Intent. The purpose of the Downtown Design Standards is to respect the unique heritage and to enhance the appearance and livability of the area as it develops and changes. Section [18.4.2.060](#) implements the Ashland Downtown Plan. The design standards contained in this section are based on the Downtown Plan; where the intent of this section is unclear, the approval authority shall refer to the Downtown Plan in interpreting this section.

3. Background. The Downtown Design Standards were adopted by the City Council on August 7, 1998 (Ordinance No. [2825](#)).

B. Applicability. Chapter [18.4.2.060](#) applies to all development within the Downtown Design Standards overlay as shown in Figure [18.4.2.060.B](#).

C. Downtown Design Standards.

1. Height. Building height shall vary from adjacent buildings, using either stepped parapets or slightly dissimilar overall height to maintain the traditional staggered streetscape appearance as illustrated in Figures [18.4.2.060.C.1](#), 5, and 10. Avoid treatment shown in Figure [18.4.2.060.C.3](#). An exception to this standard would be buildings that have a distinctive vertical division/façade treatment that visually separates it from adjacent buildings. Multi-story development is encouraged in the downtown as illustrated in Figures [18.4.2.060.C](#) 1, 5, 6, and 10.

2. Setback.

a. Except for arcades, alcoves, and other recessed features, building shall maintain a zero setback from the sidewalk or property line as illustrated in Figures [18.4.2.060.C.2](#), 5, 6 and 10. Areas having public utility easements or similar restricting conditions shall be exempt from this standard.

b. Ground level entries should be recessed from the public right-of-way and have detailing and materials that create a sense of entry as illustrated in Figures [18.4.2.060.C.2](#), 5, 6, and 10. Avoid treatment shown in Figure [18.4.2.060.C.3](#).

c. Recessed or projecting balconies, verandas, or other useable space above the ground level on existing and new buildings shall not be incorporated in a street facing elevation. Avoid treatments shown in Figure [18.4.2.060.C.4](#) and 7.

3. Width.

a. The width of a building shall be extended from side lot line to side lot line as illustrated in Figures [18.4.2.060.C.5](#). An exception to this standard would be an area specifically designed as plaza space, courtyard space, dining space, or rear access for pedestrian walkways.

b. Lots greater than 80 feet in width shall respect the traditional width of buildings in the downtown area by incorporating a rhythmic division of the façade in the building's design as illustrated in Figures [18.4.2.060.C.5](#), and 10. Avoid treatment shown in Figure [18.4.2.060.C.3](#).

4. Openings.

- a. Ground level elevations facing a street shall maintain a consistent proportion of transparency (i.e., windows) compatible with the pattern found in the downtown area as illustrated in Figures [18.4.2.060.C.1](#), 5, 6, and 10.
- b. Scale and proportion of altered or added building elements, such as the size and relationship of new windows, doors, entrances, column, and other building features shall be visually compatible with the original architectural character of the building as illustrated in Figures [18.4.2.060.C.5](#) and 6. Avoid treatments shown in Figure [18.4.2.060.C.4](#) and 9.
- c. Upper floor windows orientation shall primarily be vertical (height greater than width) as illustrated in Figures [18.4.2.060.C.1](#), 5, and 6. Avoid treatment shown in Figure [18.4.2.060.C.8](#).
- d. Except for transom windows, windows shall not break the front plane of the building as illustrated in Figure [18.4.2.060.C.5](#).
- e. Ground level entry doors shall be primarily transparent as illustrated in Figures [18.4.2.060.C.10](#). Avoid treatment shown in Figure [18.4.2.060.C.4](#).
- f. Windows and other features of interest to pedestrians such as decorative columns or decorative corbelling shall be provided adjacent to the sidewalk as illustrated in Figures [18.4.2.060.C.1](#) and 5. Avoid treatments shown in Figure [18.4.2.060.C.4](#) and 7. Blank walls adjacent to a public sidewalk are prohibited.

5. Horizontal Rhythms.

- a. Prominent horizontal lines at similar levels along the street's street front shall be maintained as illustrated in Figures [18.4.2.060.C.1](#), 5, 8, and 10. Avoid treatments shown in Figure [18.4.2.060.C.4](#) and 8.
- b. A clear visual division shall be maintained between ground level floor and upper floors as illustrated in Figures [18.4.2.060.C.1](#), 5, 6, and 10.
- c. Buildings shall provide a foundation or base, typically from ground to the bottom of the lower window sills, with changes in volume or material, in order to give the building a sense of strength as illustrated in Figures [18.4.2.060.C.1](#), 5, and 10. Avoid treatments shown in Figure [18.4.2.060.C.4](#) and 8.

6. Vertical Rhythms.

- a. New construction or storefront remodels shall reflect a vertical orientation, either through actual volumes or the use of surface details to divide large walls, so as to reflect the underlying historic property lines as illustrated in Figures [18.4.2.060.C.5](#) and 6. Avoid treatment shown in Figure [18.4.2.060.C.3](#).
- b. Storefront remodeling or upper story additions shall reflect the traditional structural system of the volume by matching the spacing and rhythm of historic openings and surface detailing as illustrated in Figure [18.4.2.060.C.6](#). Avoid treatments shown in Figure [18.4.2.060.C.4](#) and 9.

7. Roof Forms. Sloped or residential style roof forms are discouraged in the downtown area unless visually screened from the right-of-way by either a parapet or a false front. The false front shall incorporate a well defined cornice line or cap along all primary elevations as illustrated in Figures [18.4.2.060.C.1](#), 5, and 10. Avoid treatment shown in Figure [18.4.2.060.C.7](#).

8. Materials.

a. Exterior building materials shall consist of traditional building materials found in the downtown area including block, brick, painted wood, smooth stucco, or natural stone. Avoid treatments shown in Figure [18.4.2.060.C.4](#) and 9.

b. In order to add visual interest, buildings are encouraged to incorporate complex paneled exteriors with columns, framed bays, transoms, and windows to create multiple surface levels as illustrated in Figures [18.4.2.060.C.1](#), 5, and 10. Avoid treatments shown in Figure [18.4.2.060.C.7](#), 8, and 9.

9. Awnings, Marquees, or Similar Pedestrian Shelters.

a. Awnings, marquees, or similar pedestrian shelters shall be proportionate to the building and shall not obscure the building's architectural details. If mezzanine or transom windows exist, awning placement shall be placed below the mezzanine or transom windows where feasible as illustrated in Figures [18.4.2.060.C.1](#), 5, 6, and 10. Avoid treatments shown in Figures [18.4.2.060.C.4](#) and 9.

b. Except for marquees, similar pedestrian shelters such as awnings shall be placed between pilasters as illustrated in Figures [18.4.2.060.C.1](#) and 5. Avoid treatment shown in Figure [18.4.2.060.C.9](#).

c. Sidewalk coverings along storefronts shall have prominent horizontal lines at similar levels as illustrated in Figure [18.4.2.060.C.5](#). Avoid treatment shown in Figure [18.4.2.060.C.8](#).

10. Other.

a. Non-street or alley facing elevations are less significant than street facing elevations. Rear and sidewalls of buildings should therefore be fairly simple (e.g., wood, block, brick, stucco, cast stone, masonry clad, with or without windows).

b. Visual integrity of the original building shall be maintained when altering or adding building elements. This shall include such features as the vertical lines of columns, piers, the horizontal definition of spandrels and cornices, and other primary structural and decorative elements as illustrated in Figure [18.4.2.060.C.6](#). Avoid treatments shown in Figure [18.4.2.060.C.4](#) and 9.

c. Restoration, rehabilitation, or remodeling projects shall incorporate, whenever possible, original design elements that were previously removed, remodeled, or covered over as illustrated in Figure [18.4.2.060.C.6](#). Avoid treatments shown in Figure [18.4.2.060.C.4](#) and 9.

d. Parking lots adjacent to the pedestrian path are prohibited. An exception to this standard would be paths required for handicapped accessibility.

e. Pedestrian amenities such as broad sidewalks, surface details on sidewalks, arcades, alcoves, colonnades, porticoes, awnings, and sidewalk seating shall be provided where possible and feasible.

f. Uses that are exclusively automotive such as service stations, drive-up windows, auto sales, and tire stores are discouraged in the downtown. The City shall use its discretionary powers, such as Conditional Use Permits, to deny new uses, although improvements to existing facilities may be permitted.

11. Exception to Standards. An exception to the Downtown Design Standards may be granted pursuant to [18.5.2.050.E](#) Exception to the Site Development and Design Standards.

The coffee kiosk will be incorporated into the façade of the existing McGee-Fortmiller building. The building's height will not be affected.

The coffee kiosk's face will maintain a zero setback from the sidewalk, with the service counter extending into the working space of the building.

There will be no public entry to the space for patrons. The walk/roll up service window will be the only public access to the coffee kiosk. Employees will enter the coffee kiosk from the interior of Paddington Jewel Box. The employee entrance/exit of the space will also function as the emergency exit towards the main entrance of the building, if needed.

There will be no above ground usable space (balconies, verandas, etc.) constructed as part of this project.

The building width is established and will not change.

The wall opening for the kiosk is existing and has historically contributed to the rhythm of openings of the surrounding buildings. The new kiosk windows, counter, and decorative panels will be consistent with and complimentary to the existing and neighboring buildings.

The casement windows of the service counter are consistent with nearby openings. The windows will incorporate arched tops, with mullions and muntins to tie in with the existing window above. The window opening will maintain the pattern, scale, and proportion of surrounding openings.

The awning and service counter create horizontal elements that repeat other horizontal elements on the facade. These create a clear foundation for the service counter, and separate the service window from the upper level of the structure.

The new coffee kiosk is vertically consistent with existing building elements.

The roof form is established and will not change as part of this project.

The coffee kiosk will be created with painted wood framed casement windows, with painted wooden paneling details beneath the service counter. The counter itself will be finished with brick details in the style of the existing building. This will maintain the face of the kiosk at a zero setback from the sidewalk.



1679 Jackson Rd ■ Ashland OR 97520 ■ 541.690.1617

The awning shall be placed below the existing horizontal cornice of the main façade. This will maintain the division from the upper level, and shelter patrons from the elements. We intend to extend the awning to the edges of the brick pilasters. The awning will span approximately 6'-4"

The kiosk is entirely street facing and will maintain the original building elements. The only parking in proximity is streetside. No parking will be created for this project. Pedestrian access will only be from the existing sidewalk.

Response to ADA Standards for Accessible Design:

904.4.2 Forward approach.

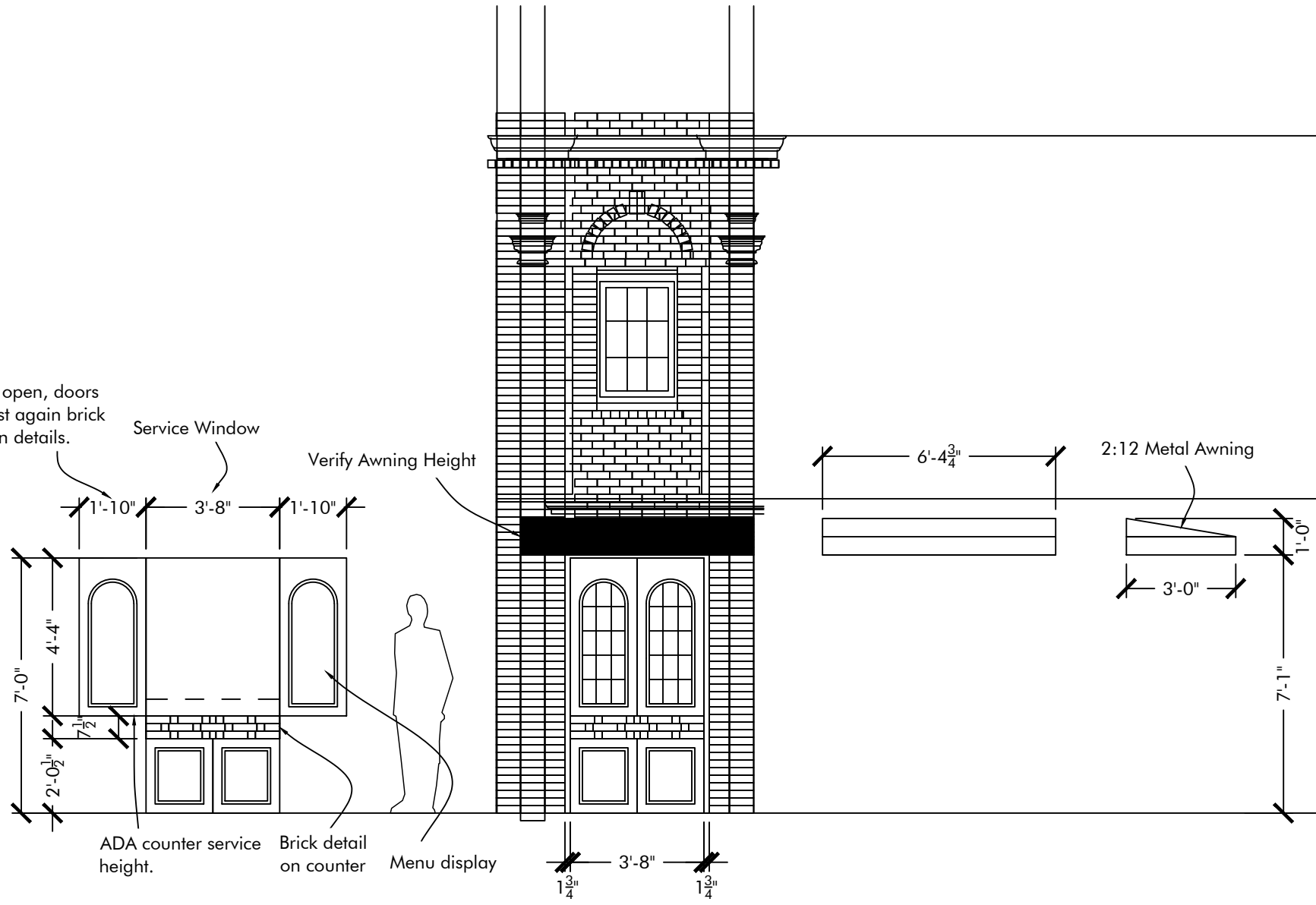
A portion of the public use side of the counter surface 30 inches (760 mm) minimum in length and 36 inches (915 mm) maximum in height above the floor shall be provided. A clear space positioned for a forward approach to the accessible counter shall be provided. Knee and toe clearance complying with Section 306 shall be provided under the accessible counter. The space between the accessible counter surface and any projecting objects above the accessible counter shall be 12 inches (305 mm) minimum.

The coffee kiosk has been designed using this ADA design standard. Please see the separate ADA write up attached to this document.

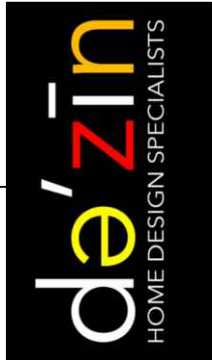
Kyle Taylor
President
541-621-8095

kyle@tayloredelements.com

When open, doors will rest against brick column details.



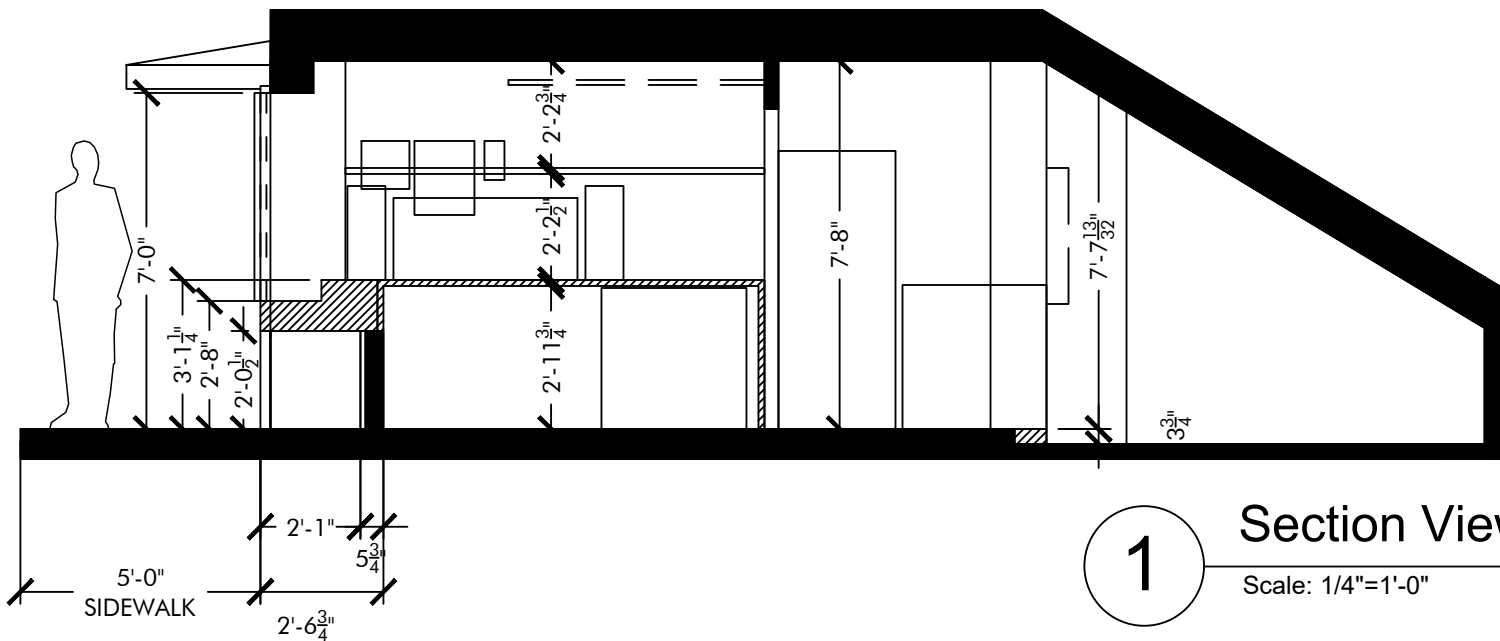
1 North Elevation - Front
 Scale: 1/4"=1'-0"
 Date: 05/29/2025



DESIGNER:
 DE'ZIN LLC
 170 HARRISON STREET
 ASHLAND, OR 97520
 +1 (503) 917-0267
 inquiries@dezinfinehomes.com

CONTRACTOR:
 Taylored Elements
 1679 Jackson Rd.
 Ashland, OR 97520
 541-690-1617
 office@tayloredelements.com

PROJECT:
 Paddington Jewel Box
 Coffee Window
 142 East Main St,
 Ashland, OR

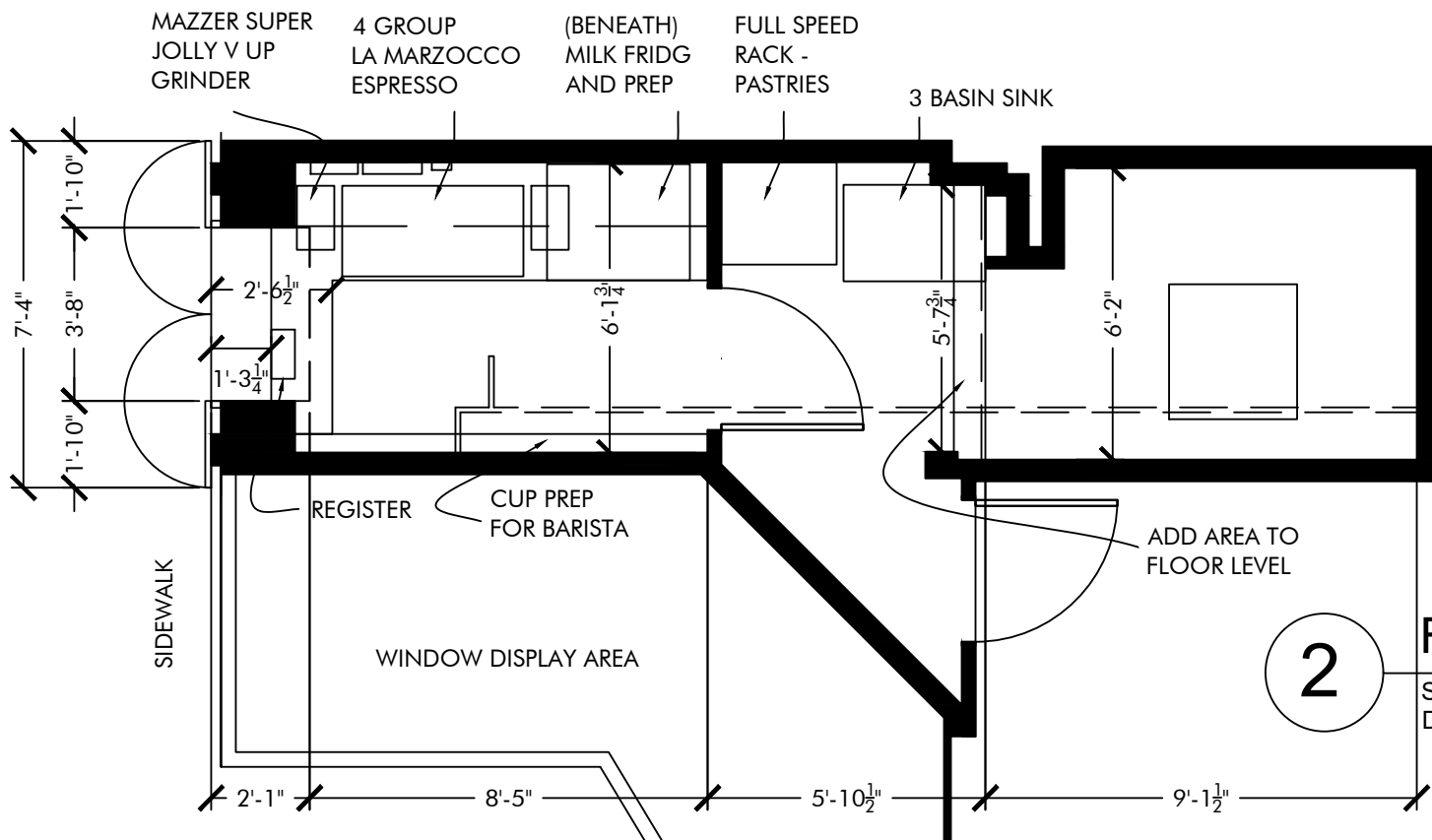


1

Section View (Interior)

Scale: 1/4"=1'-0"

Date: 05/29/2025



2

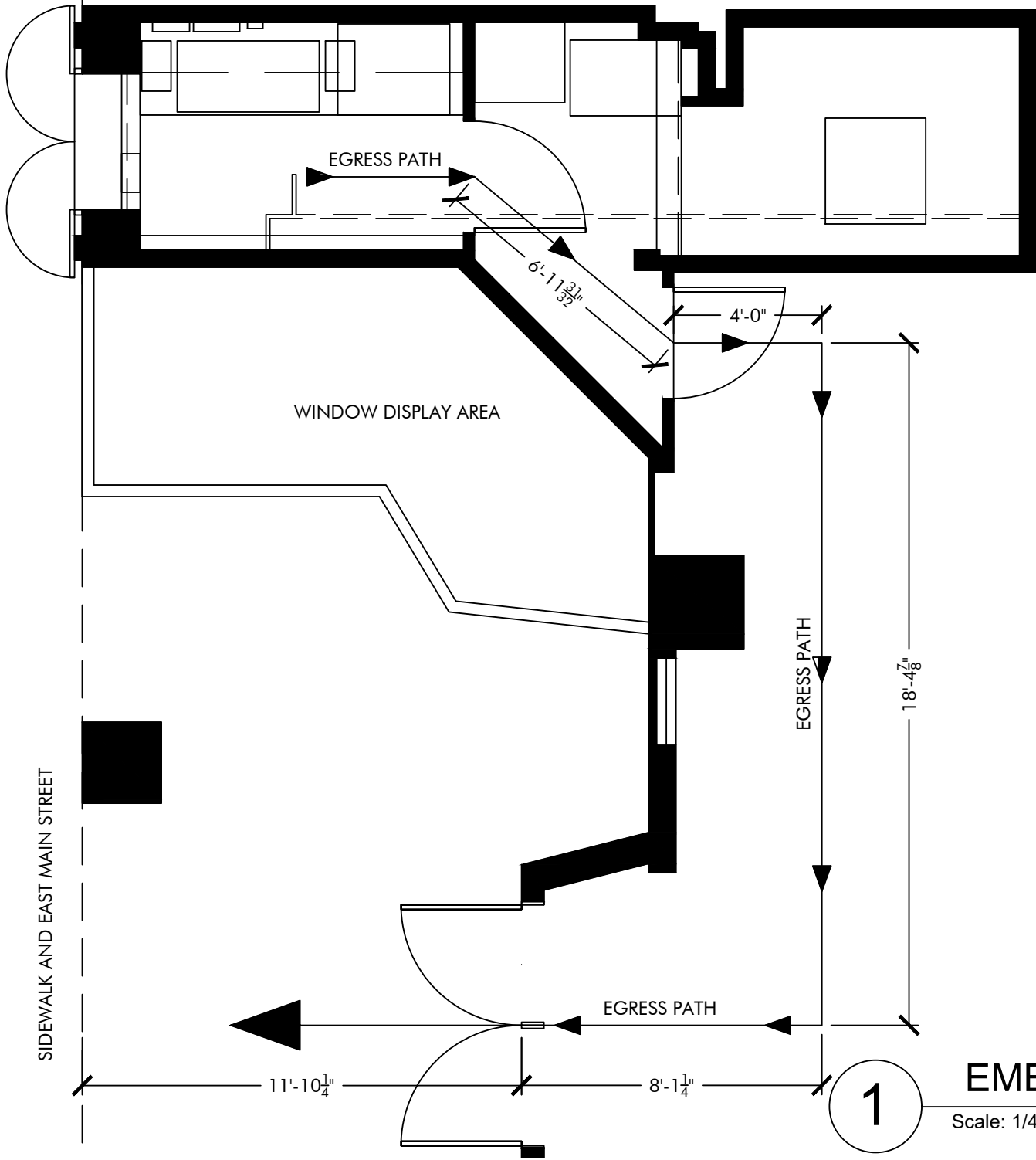
Floor Plan

Scale: 1/4"=1'-0"
Date: 05/29/2025

DESIGNER:
DE'ZIN LLC
170 HARRISON STREET
ASHLAND, OR 97520
+1 (503) 917-0267
inquiries@dezinfinehomes.com

CONTRACTOR:
Taylored Elements
1679 Jackson Rd,
Ashland, OR 97520
541-690-1617
office@tayloredelements.com

PROJECT:
Paddington Jewel Box
Coffee Window
142 East Main St,
Ashland, OR



SIDEWALK AND EAST MAIN STREET

WINDOW DISPLAY AREA

EGRESS PATH

EGRESS PATH

EGRESS PATH

1

EMERGENCY EXIT

Scale: 1/4"=1'-0"

Date: 05/29/2025

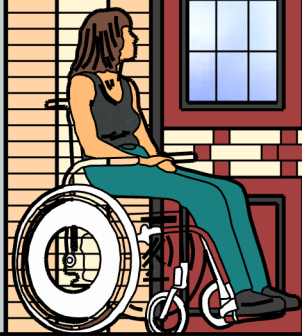


DESIGNER:
 DE'ZIN LLC
 170 HARRISON STREET
 ASHLAND, OR 97520
 +1 (503) 917-0267
 inquiries@dezinfinehomes.com

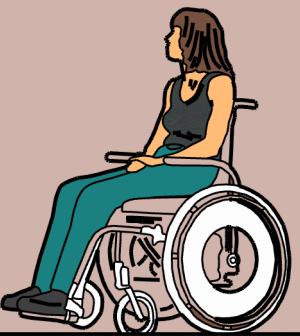
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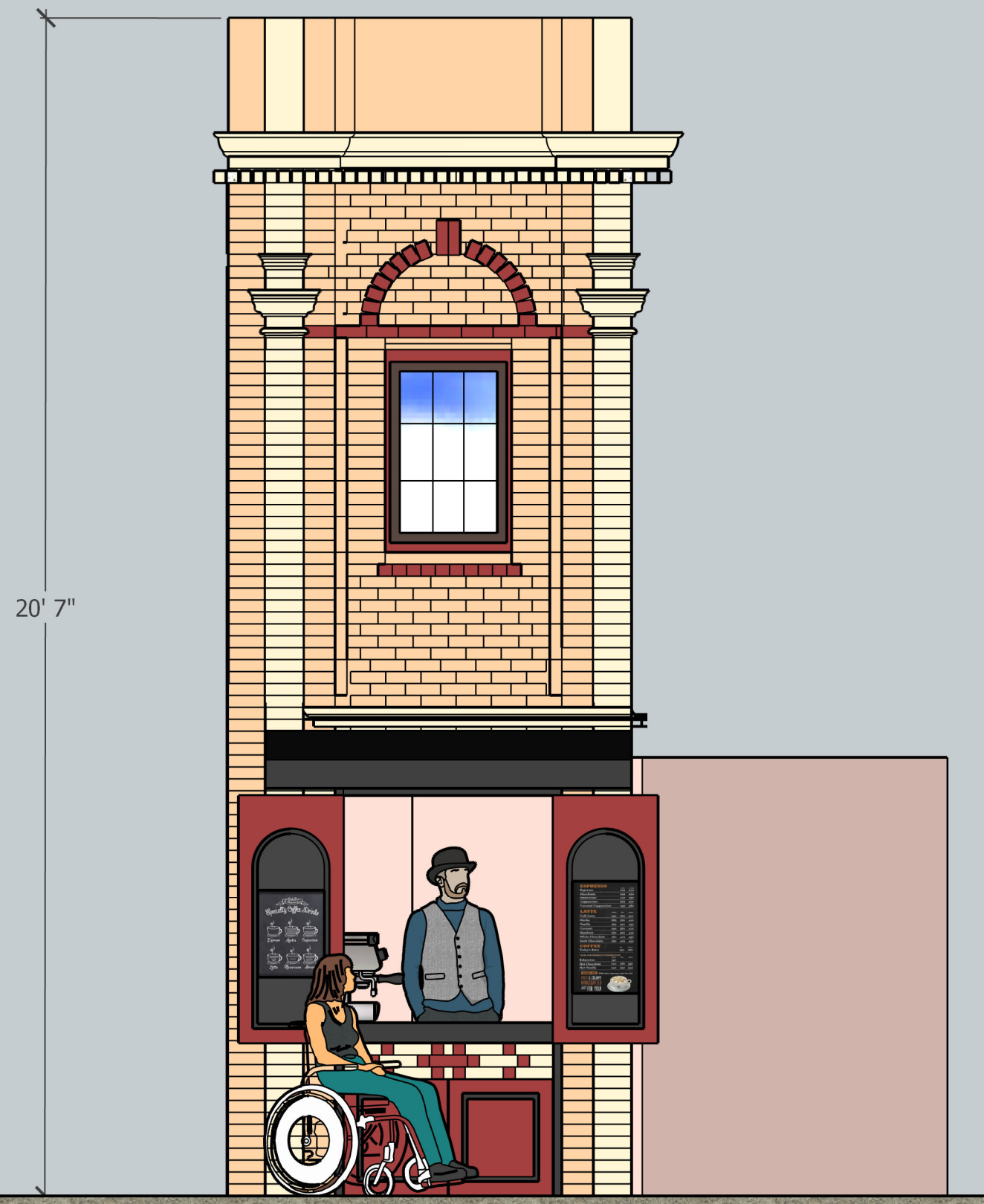
PROJECT:
 Paddington Jewel Box
 Coffee Window
 142 East Main St,
 Ashland, OR

20' 7"

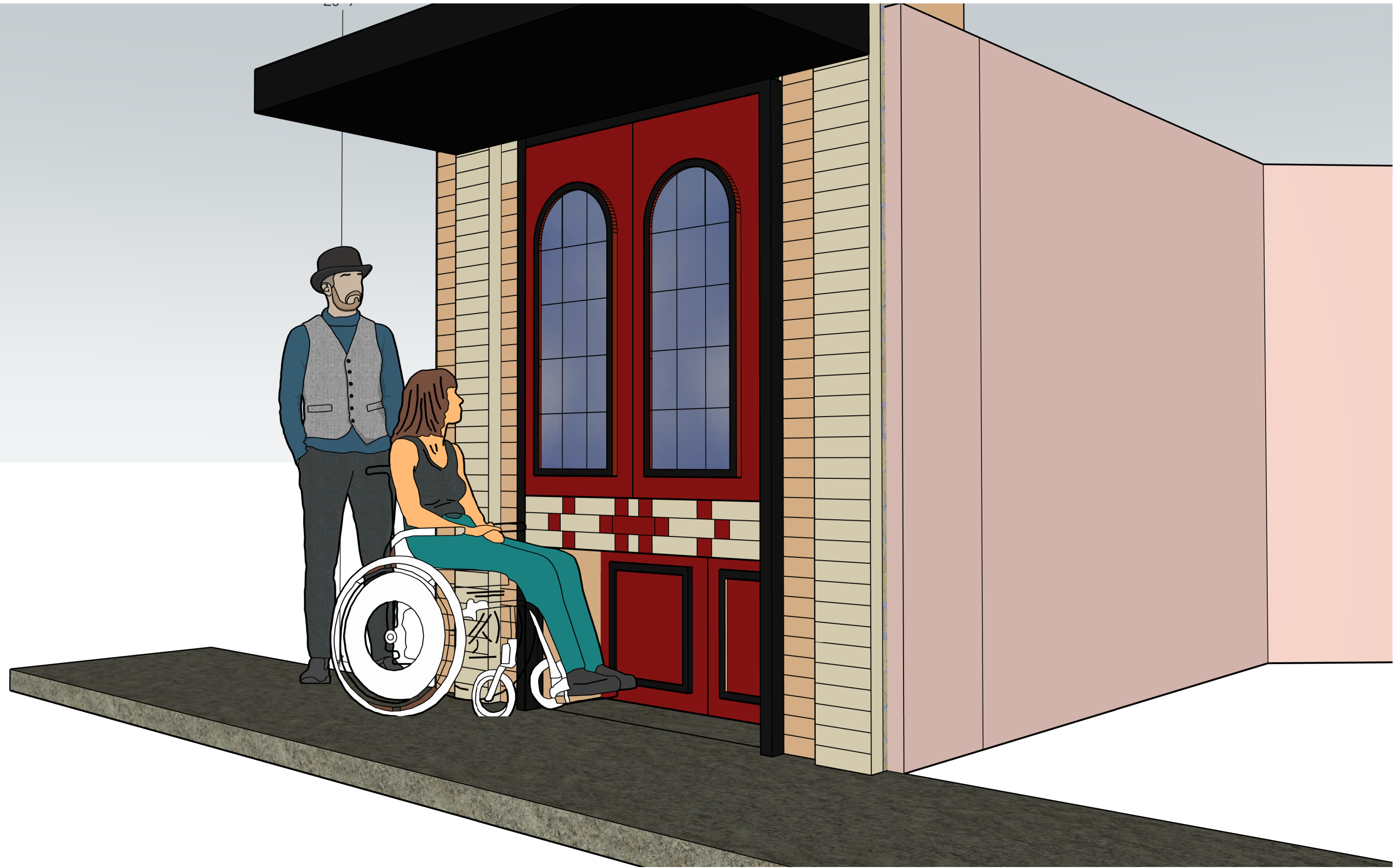


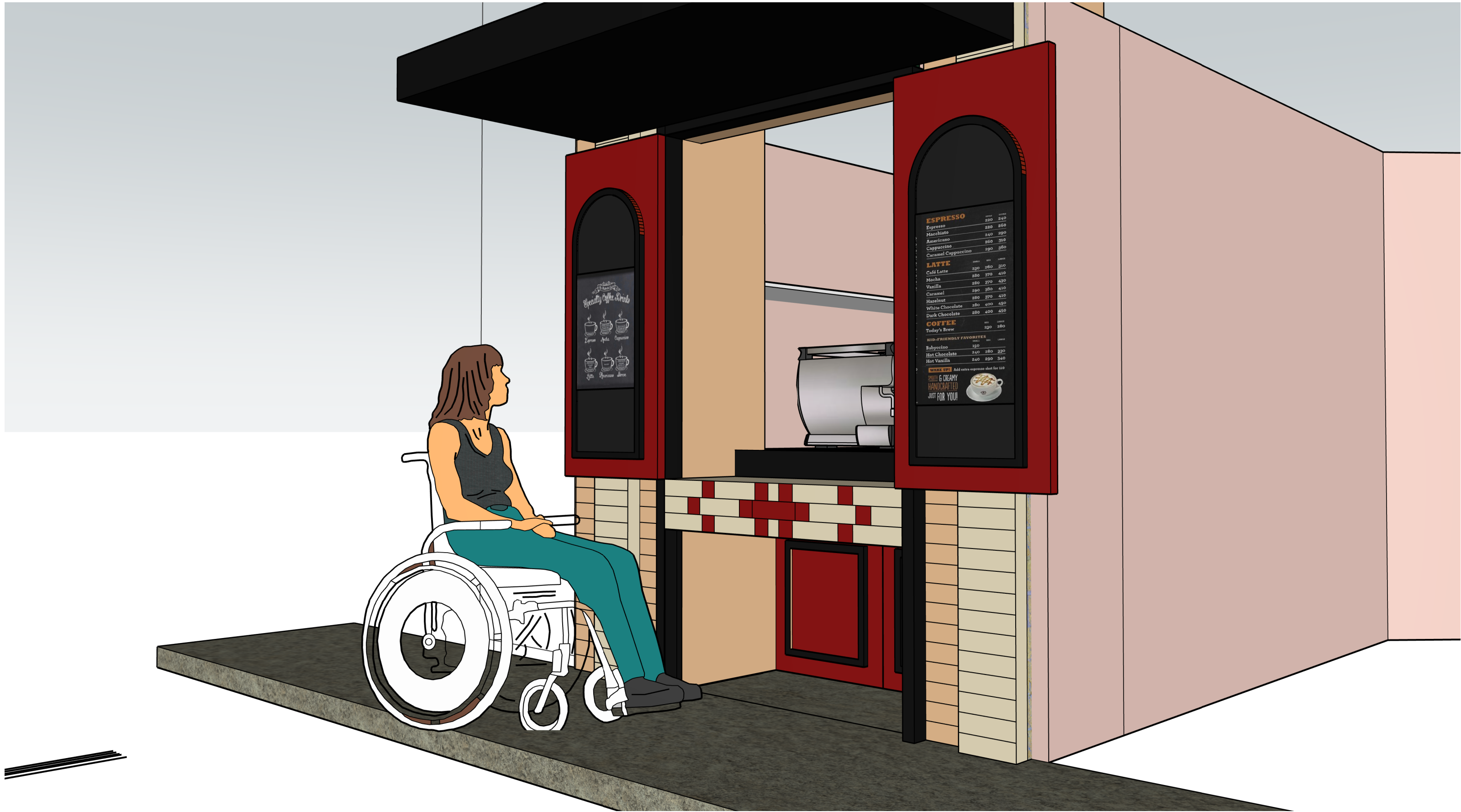
20' 7"











ESPRESSO

	Small	Large
Espresso	230	240
Macchiato	230	260
Americano	240	290
Cappuccino	260	310
Caramel Cappuccino	290	360

LATTE

	Small	Large
Café Latte	230	260
Mocha	280	310
Vanilla	280	320
Caramel	290	330
Hazelnut	290	340
White Chocolate	380	400
Dark Chocolate	380	400

COFFEE

	Small	Large
Today's Brew	190	280

KID-FRIENDLY FAVORITES

	Small	Large
Babyccino	150	-
Hot Chocolate	240	280
Hot Vanilla	240	290

WALK UP! Add extra espresso shot for 110
SMOOTH & CREAMY
HANDCRAFTED
JUST FOR YOU!





Le Cafe



THE PADDINGTON JEWEL BOX



paddington



2 HOUR PARKING 8-30 AM TO 5-30 PM





Le Cafe



THE PADDINGTON JEWEL BOX

paddington

PENDLETON

2 HR PARKING 8-10 AM TO 5:30 PM

HPAC

MembershipList - Web

Commissioner Name	Term	E-Mail
Bill Emery	12/31/26	bill@ashlandhome.net
Sam Whitford	12/31/27	skwhippet@charter.net
Terry Skibby	12/31/25	trskib@aol.com
Eric Bonetti	4/30/26	ashlandoregon@gmail.com
Shelby Scharen	4/30/26	shelby@scharendesignstudio.com
Katy Repp	4/30/26	Kaylynnrepp@gmail.com
Deborah Delauney	4/30/27	deborah.delaunay@gmail.com
Lisa Verner Planning Commission Liaison		lisaverner815@icloud.com
Jeff Dahle Council Liaison		jeff.dahle@council.ashland.or.us
Derek Severson Staff Liaison		Derek.Severson@ashland.or.us
Regan Trapp Admin Support		regan.trapp@ashland.or.us