



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.

August 7, 2024

AGENDA

(5:00) CALL TO ORDER: Meeting held in person at 51 Winburn Way and via Zoom at:

READING OF LAND ACKNOWLEDGEMENT

"We acknowledge and honor the aboriginal people on whose ancestral homelands we live, —the Iikirakutsum 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. **(5:05) APPROVAL OF AGENDA**

II. **(5:10) APPROVAL OF MINUTES**

Minutes of July 3, 2024

III. **(5:15) PUBLIC FORUM**

IV. **(5:30) LIASON REPORTS**

A. Council Liaison – Jeff Dahle

B. Staff Liaison – Derek Severson

VI. **(5:45) PLANNING ACTION REVIEW**

PLANNING ACTION: PA-TI-2024-00241

SUBJECT PROPERTY: 27 N Main St

APPLICANT/OWNER: Alessandro Circiello

DESCRIPTION: A request for a Site Review for an exterior change to a Historic Contributing building. Changes include replacing the existing window with an accordion style window with a new standing height bar on the left side of the entrance and replacement of the existing awning with a retractable awning. The entrance itself is to remain unchanged. **COMPREHENSIVE PLAN DESIGNATION:** Downtown; **ZONING:** C-1-D; **MAP:** 39 1E 09 BB; **TAX LOT:** 8400

VII. **DISCUSSION ITEMS**

A. Review Board

B. Attendance Report

C. Butler-Perozzi Fountain update – Whitford

D. Chair Scharen – Recap/takeaways from City Council meeting on July 16th

VIII. **(6:30) ADJOURNMENT**



HPAC Committee Minutes (Draft)

July 3, 2024

5:00PM – 6:30PM

Community Development/Engineering Services Building – 51 Winburn Way

5:00PM CALL TO ORDER

Chair Scharen called the meeting to order at 5:00pm

Commissioners Present:	Council Liaison:
Scharen	Jeff Dahle (<i>absent</i>)
Shostrom	Staff Present:
Emery	Derek Severson; Planning Manager
Brouillard (via Zoom)	Regan Trapp; Admin Support (<i>absent</i>)
Skibby (via Zoom)	
Commissioners Absent:	Bonetti
Repp	Whitford

APPROVAL OF AGENDA

There were no amendments to the agenda.

APPROVAL OF MINUTES (5 min)

Shostrom/Emery m/s to accept the minutes of June 5, 2024. ALL AYES. Motion passed.

PUBLIC FORUM

There was no one in the audience wishing to speak.

LIAISON REPORTS

Council Liaison Dahle was absent.

Community Development Staff Liaison Severson noted the completion of the Alice Piel Walkway stairs and the Lithia Park/Gateway crosswalk. He also noted that demolition permits have been requested to demolish Cascade Hall and the structures at the softball field on the Southern Oregon University Campus (which are not within the historic districts). He also noted that on July 16th at 6:00 p.m. the Council will discuss commissions and committees' progress on their workplans with the chairs; he distributed copies of the bullet list of accomplishments that had been prepared for distribution to Council. *See "attachment B" for list of accomplishments.*

Brouillard provided an update on the Transportation Advisory Committee noting that they are looking at a full redesign for B Street as a bicycle boulevard to include one-way circulation on A, B and C Streets, and angled, back-in parking on B Street.



HPAC Committee Minutes (Draft)

PLANNING ACTION REVIEW

PLANNING ACTION: PA-TI-2024-00238

SUBJECT PROPERTY: 292 Gresham Street

OWNER/APPLICANT: Rogue Planning and Development for Gresham House, LLC

DESCRIPTION: A request for Site Design Review for the development of three dwellings in addition to the existing two dwellings. The proposal includes utility plans for extending public infrastructure to serve the new dwelling units; two exceptions to street standards; and proposed removal of four trees.

COMPREHENSIVE PLAN DESIGNATION: Multi-Family Residential; **ZONING:** R-2; **MAP:** 39-1E-09-CA; **TAX LOT:** 5400

Severson made a brief staff report explaining the details of the proposal. The applicant's agent Amy Gunter of Rogue Planning & Development Services, LLC, presented the proposal. HPAC members discussed the proposal.

Emery noted that the property is not within the National Register of Historic Places-listed Siskiyou Hargadine District but is at the southerly edge of the locally adopted historic district. The property is non-contributing within the local district. Generally, the historic homes in the vicinity are all downhill, including the Craftsman at 500 Holly Street. It was further noted that there is an apartment complex adjacent and a trailer court with RV parking nearby. Emery indicated that the project as proposed isn't altering the Gresham streetscape and seems to fit the neighborhood and stated that he had no issues with the designs as proposed. Scharen concurred with Emery.

HPAC members discussed the windows on Cottage #4, questioning the clerestory-style window placement over double-hung windows. Shostrom indicated he felt this worked as a contemporary interpretation of the 1950's design of the existing home. Brouillard questioned whether the windows could be treated similarly on Cottages #3 and #4. Shostrom suggested that the windows on #4 worked to tie-in the first and second stories.

There was also discussion of having only one window on the north elevation of Cottage #5 noting that this was both to avoid exposure to the adjacent unit and because the electric meters and HVAC equipment was being placed on this north side.

Shostrom noted that he felt the proposal was a great use of the site and indicated that he liked the proposed cottages' contemporary take on 1950's design of the existing home. Brouillard concurred.

Skibby expressed some concern with plain metal roofing and indicated that grey or darker standing seam metal to match the existing home would be preferable.



HPAC Committee Minutes (Draft)

Shostrom/Skibby m/s to recommend approval of this application as presented. Voice vote: All AYES. Motion passed.

PLANNING ACTION: PA-TI-2024-00241

SUBJECT PROPERTY: 27 N Main St

APPLICANT/OWNER: Alessandro Circiello

DESCRIPTION: A request for a Site Review for an exterior change to a Historic Contributing building. Changes include replacing the existing window with an accordion style window with a new standing height bar on the left side of the entrance and replacement of the existing awning with a retractable awning. The entrance itself is to remain unchanged.

COMPREHENSIVE PLAN DESIGNATION: Downtown; **ZONING:** C-1-D; **MAP:** 39 1E 09 BB; **TAX LOT:** 8400

See "attachment A" for plans submitted.

Severson introduced the item. Applicant Alessandro Circiello briefly explained the proposal, noting the wood tones proposed, removal of the soffit, keeping the stone veneer to better relate to the adjacent façade and using stones removed below the window to raise the level of stonework on the columns by about one foot. Circiello noted that he was applying for a city beautification grant. He explained that there will be a retractable awning that will extend out four- to five-feet, and that the windows will be accordion-style, trimmed in dark wood or copper rather than aluminum. Discussion points included:

- Skibby questioned that there were only color renderings and no scalable, architectural drawings or cross-sections of the proposal. Circiello emailed drawings to staff during the meeting, and they were presented on screen.
- Skibby expressed concern that the board and batten as presented seemed too primitive. He suggested that a solid color would help. It was noted that the boards are a solid color in walnut, and that the boards as shown are a lighter color. Shostrom suggested that if the bats were not a contrasting color it would be more historically appropriate, and the applicant agreed to make that change. There was discussion of what color the stain would be on the walnut, with emphasis on selecting a single color and having a monochromatic treatment (rather than contrasting bats).
- Shostrom summarized the discussion and suggested that the current treatment of this building is not historic, and the current proposal is an incremental improvement when the remainder of the building (i.e. the Little Tokyo space) is not being addressed.
- Emery discussed the awning, removal of the soffit and restoring the full window height and expressed hope that the columns can ultimately be restored. Shostrom expressed his preference that the awning be a stationary installation rather than retractable. Skibby noted that originally there were awnings that tipped forward, whereas these will unroll out. Emery concluded that he liked the design as submitted and had no issue with any of the details and felt that it was great as is.



HPAC Committee Minutes (Draft)

There was consensus that material sample details were needed to see the actual materials and colors proposed. Circiello noted that there was going to be some additional time needed to obtain building permits and as such, it would not pose a problem for his timeline to bring material and color samples back for the Commission to review at the next meeting on August 7th.

DISCUSSION ITEMS

A. Review Board Schedule

Shostrom and Emery volunteered to cover the Review Board on Thursday, July 11th. Brouillard indicated that he could cover on July 25th. Severson indicated he would reach out to other members after the meeting to check their availability.

B. Attendance Report

Severson indicated that he had not prepared the attendance report but would include it in the packet for the August 7th meeting.

ADJOURNMENT

Next meeting is scheduled for August 7, 2024, at 4:00pm at, 51 Winburn Way

There being no other items to discuss, the meeting adjourned at 6:27 p.m.

Respectfully submitted by Regan Trapp/Derek Severson

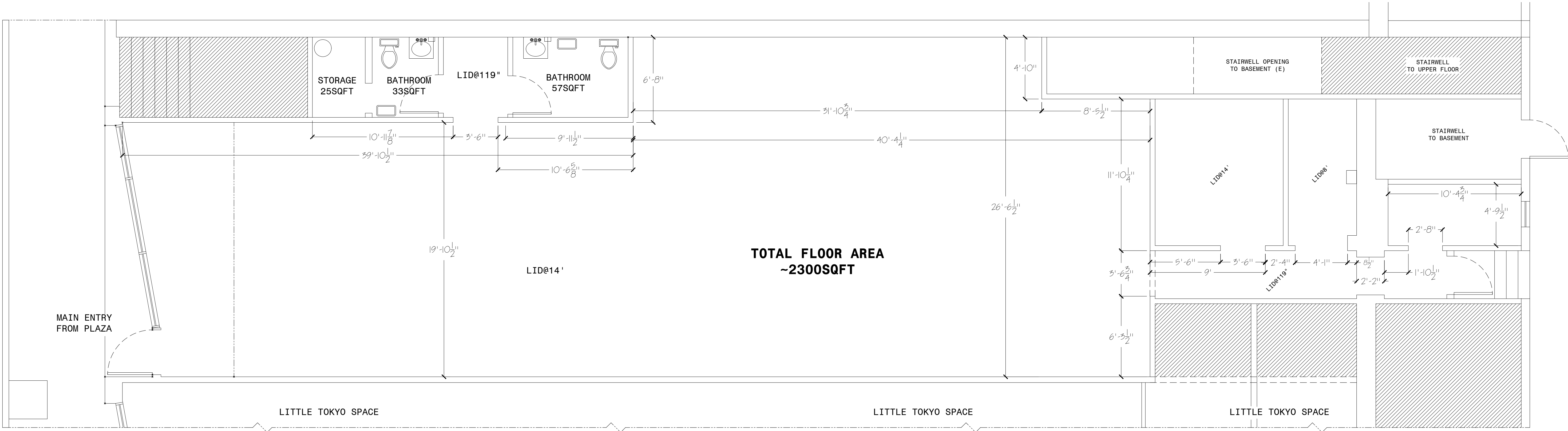
Historic Preservation Advisory Committee (HPAC)

2023/2024 Priorities Update

Mid-Year Update – July 16, 2024

During the first half of 2024, the HPAC completed the following items in pursuit of the current workplan:

- *On-going review of land use actions and building permits within the historic districts at the regular monthly meetings, including the Alice Peil Walkway Stairs, 348 N. Main St., the Community Center, Pioneer Hall, 27 N. Main, and 292 Gresham St.*
- *Continued to conduct the HPAC Review Board as a resource to property owners, designers, contractors and staff considering projects within the historic districts*
- *Formed a subcommittee, reviewed and provided comment to the Oregon Department of Transportation (ODOT) on their multi-phase/multi-year crosswalk projects, asking for more compatible treatment of the areas which are currently installed as grouted rock.*
- *Conducted Preservation Week Activities with the PAAC, Ashland Chamber of Commerce, SOU & WalkAshland including a ribbon cutting for the Marking Ashland Places (MAPI) project, preservation awards, a walking tour, and self-guided tours of the historic mausoleum at Mountain View Cemetery.*
- *Commissioners and staff attended and presented at the 2024 Oregon Heritage Tourism Conference in Talent along with the PAAC and Ashland Chamber of Commerce.*
- *HPAC members served on subcommittee with PAAC and APRC to identify locations for the “hub and spokes” for the next Marking Ashland Places (MAPII) project in the Downtown Historic District.*
- *HPAC reviewed and supported, and HPAC members served on a subcommittee to select final designs for the Gateway Crosswalk.*
- *HPAC reviewed & supported the Playwright’s Walk concept.*
- *HPAC reviewed and supported the community-driven effort to create a public mural installation at the Elks Building in Downtown Ashland entitled “Where the Crow Lights” by artist John Pugh.*
- *HPAC reviewed proposed mural concepts for KS Wild and NW Nature Shop and expects to have further review if/when final mural designs are created.*
- *HPAC members have worked with Parks Foundation to support restoration of the Perozzi Fountain in Lithia Park.*



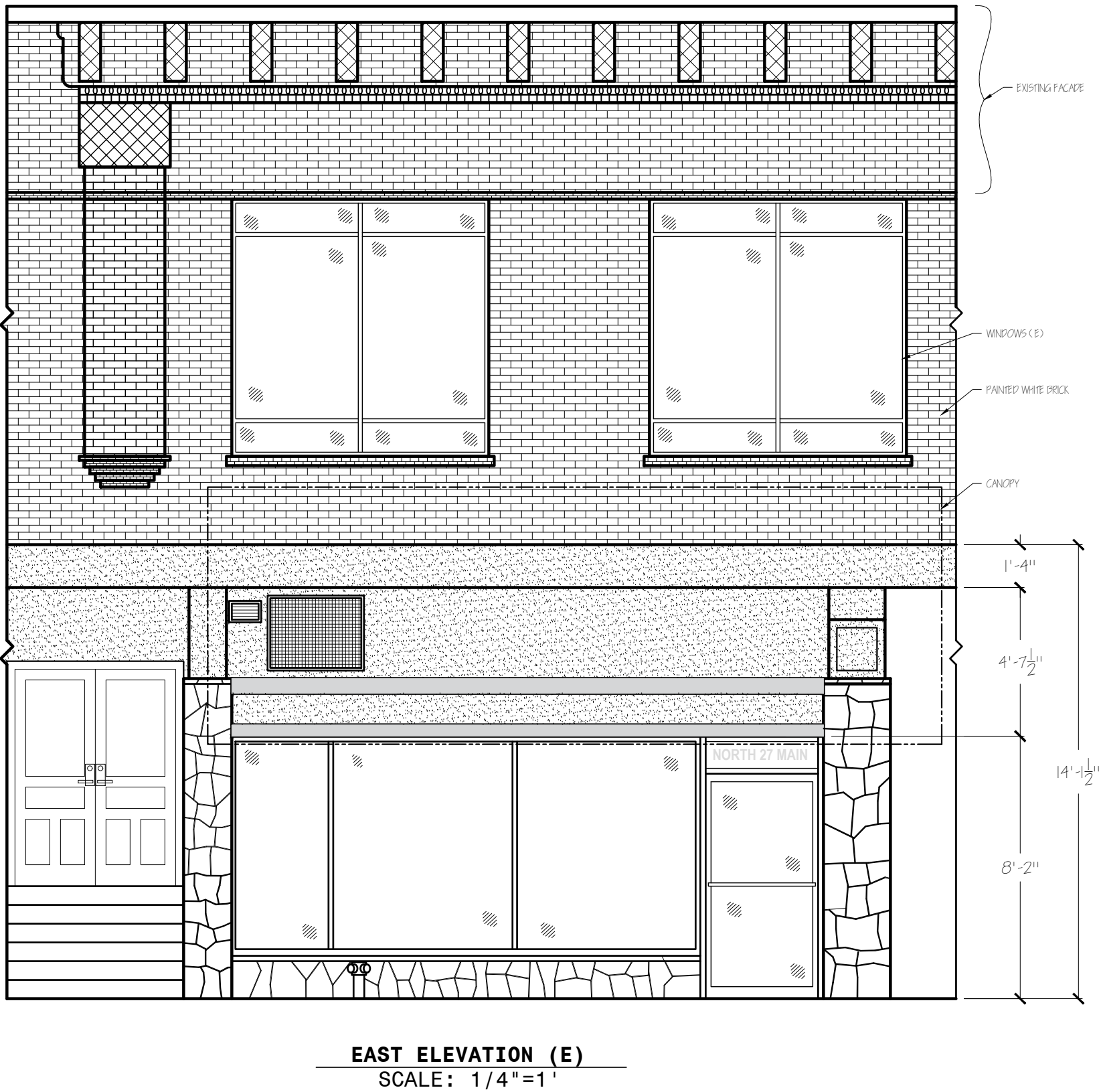
FLOOR PLAN (E)
SCALE 1/4"=1'

- GENERAL NOTES:**
- EXISTING BUILDING AREA: ~2300 SQFT
 - ALL FEATURES ARE EXISTING UNLESS NOTED OTHERWISE.
 - PROPOSED ADDITIONAL SPACE: N/A - INTERIOR REMODEL AS NOTED IN PLANS
 - NO MAJOR CHANGES TO CITY SERVICES, SUCH AS SEWER, WATER, OR ELECTRICAL
 - MAIN USE TO BE CHANGED FROM A MERCHANTILE STORE TO A CAFE W/FOOD SERVICE
 - EAST ACCESS FROM PLAZA TO SPACE & WEST CREEK ACCESS REMAINS UNCHANGED

PROJECT NOTES

- 1) EAST ELEVATION VIEWS DEPICT THE EXISITNG STOREFRONT AS BUILT.
- 2) PROPOSED NEW FRONTAGE:
- AWNING REMOVED
 - NEW FOLDING WINDOWS OVER BAR TO FIT IN EXISTING WINDOW LINE.
 - WINDOWS FOLD INWARD AND TO THE LEFT AS VIEWED FROM THE FRONT AND WILL NOT IMPEDE SIDEWALK TRAFFIC.
 - FINAL WINDOW DESIGN PER MFG; WINDOW PANEL QTY AND HEIGHT MAY VARY.
 - NEW DOOR IN EXISTING LOCATION
 - FINAL ROCK/STUCCO FASCIA TBD.

ATTACHMENT A



- PROJECT - LUMINA CAFE 27 NORTH MAIN ST ASHLAND OREGON 97520		OWNER ALEX CIRIOELLO 3332 HARRISON ST ASHLAND OREGON	GENERAL CONTRACTOR JOHN A. SHULL C & D 541-941-2259 CCBW04940	DATE 6-26-24	TITLE EXTERIOR ELEVATIONS	SHEET NO. A-1.01
REVISION 0	DWG SIZE D	SCALE AS NOTED	TOLERANCE N/A	DWG MS2024-LUMINA-06		

NOTICE OF APPLICATION

PLANNING ACTION: PA-T1-2024-00241

SUBJECT PROPERTY: 27 N Main St

APPLICANT/OWNER: Alessandro Circiello

DESCRIPTION: A request for a Site Review for an exterior change to the Historic Contributing building at 27 North Main Street. Changes include replacing the existing storefront window with an accordion style window with a new standing height bar on the left side of the entrance, replacing the existing awning with a retractable awning, and installing exhaust venting at the rear of the building.

COMPREHENSIVE PLAN DESIGNATION: Downtown; **ZONING:** C-1-D; **MAP:** 39 1E 09 BB; **TAX LOT:** 8400

HISTORIC PRESERVATION ADVISORY COMMITTEE MEETING: *Wednesday August 7, 2024 at 5:00 PM at 51 Winburn Way*

NOTICE OF COMPLETE APPLICATION:

July 24, 2024

DEADLINE FOR SUBMISSION OF WRITTEN COMMENTS:

August 7, 2024



COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5305
Fax: 541.552.2050
TTY: 800.735.2900

The Ashland Planning Division Staff has received a complete application for the property noted on Page 1 of this notice.

A copy of the application, including all documents, evidence and applicable criteria are available online at "What's Happening in my City" at <https://gis.ashland.or.us/developmentproposals/>. Copies of application materials will be provided at reasonable cost, if requested. Application materials may be requested to be reviewed in-person at the Ashland Community Development & Engineering Services Building, 51 Winburn Way, via a pre-arranged appointment by calling (541) 488-5305 or emailing planning@ashland.or.us.

Any affected property owner or resident has a right to submit written comments within the 14-day comment period to planning@ashland.or.us or to the City of Ashland Planning Division, 51 Winburn Way, Ashland, Oregon 97520 prior to 4:30 p.m. on the deadline date shown on Page 1.

Ashland Planning Division Staff determine if a land use application is complete within 30 days of submittal. Upon determination of completeness, a notice is sent to surrounding properties within 200 feet of the property submitting the application. After the comment period and not more than 45 days from the application being deemed complete, the Planning Division Staff shall make a final decision on the application. A notice of decision is mailed to the same properties within 5 days of decision. An appeal to the Planning Commission of the Planning Division Staff's decision must be made in writing to the Ashland Planning Division within 12 days from the date of the mailing of final decision. (AMC 18.5.1.050.G)

The ordinance criteria applicable to this application are attached to this notice. Oregon law states that failure to raise an objection concerning this application, by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes your right of appeal to the Land Use Board of Appeals (LUBA) on that issue. Failure to specify which ordinance criterion the objection is based on also precludes your right of appeal to LUBA on that criterion. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow this Department to respond to the issue precludes an action for damages in circuit court.

If you have questions or comments concerning this request, please feel free to contact Veronica Allen at 541-552-2042 or veronica.allen@ashland.or.us

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at 541-488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting. (28 CFR 35.102.-35.104 ADA Title I).

SITE DESIGN AND USE STANDARDS

18.5.2.050

The following criteria shall be used to approve or deny an application:

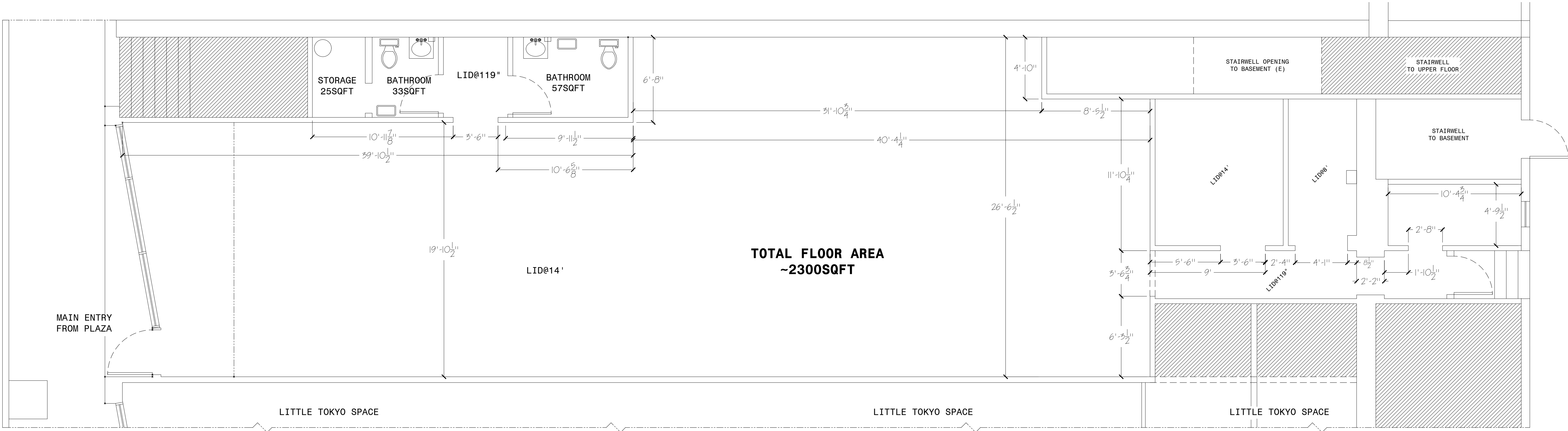
- A. **Underlying Zone:** The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.
- B. **Overlay Zones:** The proposal complies with applicable overlay zone requirements (part 18.3).
- C. **Site Development and Design Standards:** The proposal complies with the applicable Site Development and Design Standards of part 18.4, except as provided by subsection E, below.
- D. **City Facilities:** The proposal complies with the applicable standards in section 18.4.6 Public Facilities and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property and adequate transportation can and will be provided to the subject property.
- E. **Exception to the Site Development and Design Standards:** The approval authority may approve exceptions to the Site Development and Design Standards of part 18.4 if the circumstances in either subsection 1 or 2, below, are found to exist.
 1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty.; or
 2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards.

COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5305
Fax: 541.552.2050
TTY: 800.735.2900



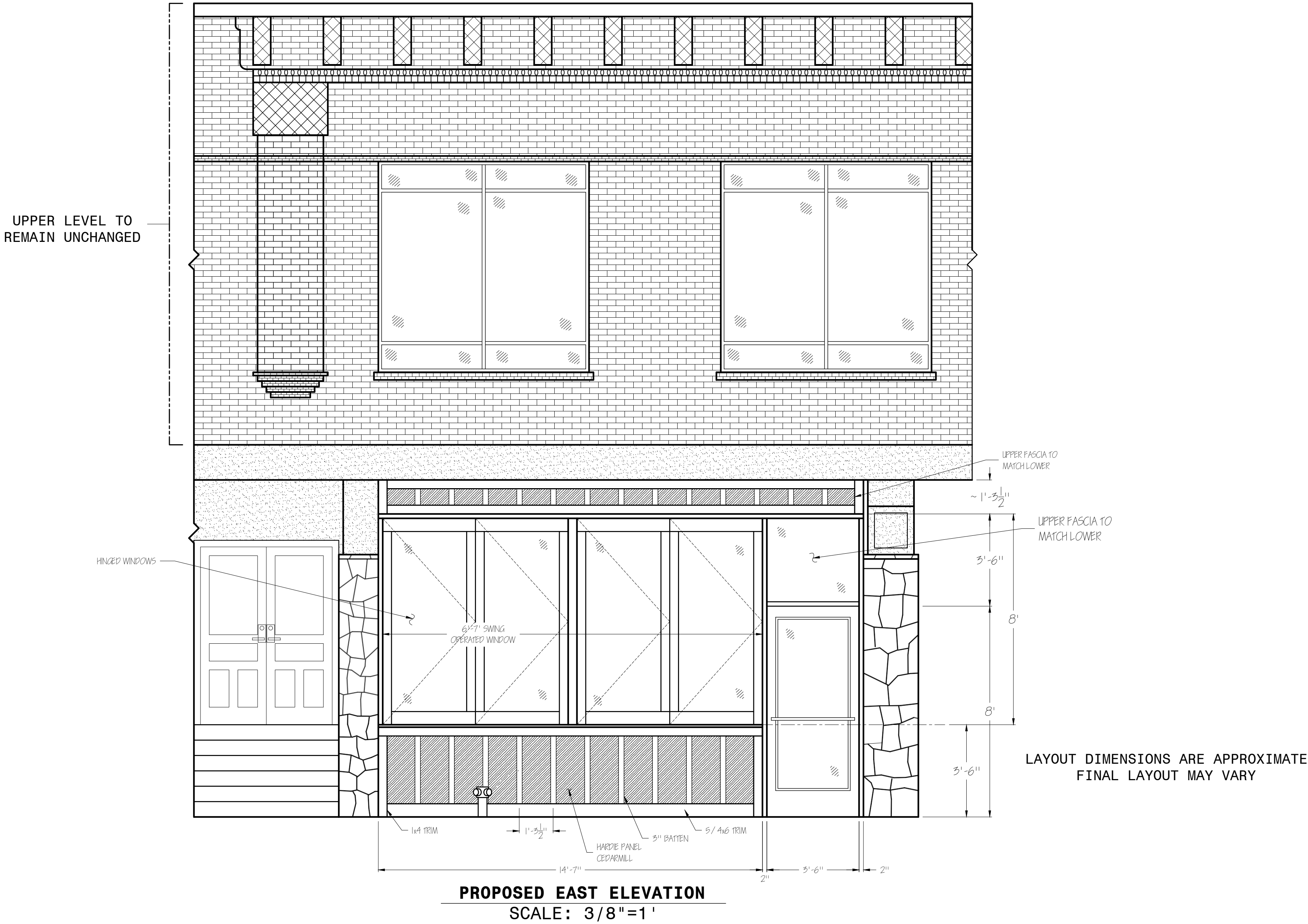


FLOOR PLAN (E)
SCALE 1/4"=1'

- GENERAL NOTES:**
- EXISTING BUILDING AREA: ~2300 SQFT
 - ALL FEATURES ARE EXISTING UNLESS NOTED OTHERWISE.
 - PROPOSED ADDITIONAL SPACE: N/A - INTERIOR REMODEL AS NOTED IN PLANS
 - NO MAJOR CHANGES TO CITY SERVICES, SUCH AS SEWER, WATER, OR ELECTRICAL
 - MAIN USE TO BE CHANGED FROM A MERCHANTILE STORE TO A CAFE W/FOOD SERVICE
 - EAST ACCESS FROM PLAZA TO SPACE & WEST CREEK ACCESS REMAINS UNCHANGED

PROJECT NOTES

- 1) EAST ELEVATION VIEWS DEPICT THE EXISITNG STOREFRONT AS BUILT.
- 2) PROPOSED NEW FRONTAGE:
- AWNING REMOVED
 - NEW FOLDING WINDOWS OVER BAR TO FIT IN EXISTING WINDOW LINE.
 - WINDOWS FOLD INWARD AND TO THE LEFT AS VIEWED FROM THE FRONT AND WILL NOT IMPEDE SIDEWALK TRAFFIC.
 - FINAL WINDOW DESIGN PER MFG; WINDOW PANEL QTY AND HEIGHT MAY VARY.
 - NEW DOOR IN EXISTING LOCATION
 - FINAL ROCK/STUCCO FASCIA TBD.



EAST ELEVATION (E)
SCALE: 1/4"=1'

- PROJECT - LUMINA CAFE 27 NORTH MAIN ST ASHLAND OREGON 97520		OWNER ALEX CIRIOELLO 3332 HARRISON ST ASHLAND OREGON	GENERAL CONTRACTOR JOHN A. SHULL C & D 541-941-2259 CCBW4940	DATE 6-26-24	TITLE EXTERIOR ELEVATIONS	SHEET NO. A-1.01
REVISION 0	DWG SIZE D	SCALE AS NOTED	TOLERANCE N/A	DWG MS2024-LUMINA-06		



August 2024

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>		
Aug 8th			
Aug 22nd			

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

Meeting	Hovenkamp	Shostrom	Scharen	Bonetti	Repp	Whitford	Emery	Skibby	Brouillard
January (No meeting)									
February		Absent		Absent				Zoom	N/A
March					Zoom			Zoom	N/A
April			Absent	Absent				Zoom	
May (No meeting)									
June	N/A			Absent	Zoom	Absent		Zoom	
July	N/A			Absent	Absent	Absent		Zoom	Zoom
Attendance	100%	80%	80%	20%	80%	60%	100%	100%	100%

The Planning Commission and Budget Committee shall set their own meeting attendance requirements. All members of other Regular or ad hoc advisory bodies must attend at least seventy-five percent (75%) of the full advisory body's noticed meetings, study sessions and special meetings in each full year of their tenure. A person removed from the advisory body for noncompliance with attendance requirements subsequently may be appointed to fill the vacancy on the advisory body by means of the normal appointment process of that advisory body.

A member should provide at least 48-hour notice to both the chair of the advisory body and the staff liaison regarding any planned absence from a scheduled meeting of the advisory body. In the event an unexpected emergency will cause a member to be absent from the meeting, the member must, if possible, notify the chair or the staff liaison within a reasonable time in advance of the meeting.

Each advisory body should review member attendance and report to the City Recorder approximately every six months. City Recorder will advise the Mayor on the need for appointments or re-appointments, if necessary. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

HPAC MembershipList - Web

Commissioner Name	Term	E-Mail
Bill Emery	4/30/26	bill@ashlandhome.net
Dale Shostrom	4/30/27	shobro@jeffnet.org
Sam Whitford	4/30/27	skwhippet@charter.net
Terry Skibby	4/30/25	terryskibby@gmail.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
Mark Brouillard	4/30/26	mtbrouillard@msn.com
Council Liaison Jeff Dahle		jeff.dahle@council.ashland.or.us
Derek Severson Staff Liaison		Derek.Severson@ashland.or.us
Regan Trapp Admin Support		regan.trapp@ashland.or.us

Updated 5.1.2024