

**ASHLAND HISTORIC COMMISSION**  
**Meeting Minutes**

April 8, 2015

**Community Development/Engineering Services Building – 51 Winburn Way – Siskiyou Room**

**REGULAR MEETING - CALL TO ORDER 6:00p.m.**

SISKIYOU ROOM in the Community Development/Engineering Services Building, at 51 Winburn Way.

**COMMISSION MEMBERS PRESENT**

Mr. Skibby, Mr. Shostrom, Mr. Swink, Mr. Whitford, Mr. Giordano, Ms. Kencairn, Mr. Ladygo, Mr. Emery

**COMMISSION MEMBERS ABSENT**

Ms. Renwick (E)

**COUNCIL LIAISON**

Carol Voisin

**STAFF PRESENT**

Staff Liaison: Amy Gunter, Clerk: Regan Trapp

**APPROVAL OF MINUTES:**

Mr. Giordano approved minutes from March 4, 2015. Ms. Kencairn seconded. Mr. Whitford abstained. No one opposed.

**PUBLIC FORUM:**

There was no one in the audience wishing to speak.

**COUNCIL LIAISON REPORT:**

Ms. Voisin gave the council liaison report. She explained that the City Council will host an event to honor volunteers on August 30<sup>th</sup>. More info will be provided at a later date. Council appointed Tighe O'Meara as the new acting police chief in lieu of Chief Holderness' retirement. Ms. Voisin stated that the City Council awarded a \$75,000 grant to the Public Arts Commission for an art project that is near the Varsity Theater. She added that the Beautification Commission projects have been delayed until September of 2015. Ms Voisin went on to say that Capital improvement projects were passed totaling 35 million dollars. She reported that the welcome center government agreement will be negotiated for paid staff with some added stipulations that the council agreed on. Lithia artisans market will hang penants on 2 light poles on Winburn Way. The chamber has been exempted from paying the \$1800 special event fee for the Children's Halloween parade. The City council approved the 2<sup>nd</sup> reading of the short term rental ordinance. The decision states that there will be no short term rentals in R- 1 zones and they extended short term rentals in R-2 and R-3 with no restrictions.

Mr. Skibby read aloud the procedures for public hearings.

**PLANNING ACTION REVIEW:**

**PLANNING ACTION:** 2015-00374

**SUBJECT PROPERTY:** 160 Lithia Way

**OWNER/APPLICANT:** Doug & Dionne Irvine

**DESCRIPTION:** A request for a modification of a previous Site Review and Conditional Use Permit approval (PA #2012-00740) which allowed construction of a new 13,800 square foot, three-story mixed-use building on the vacant property located at 160 Lithia Way. The modification proposed is limited to enclosing six of the site's seven parking spaces, which are located off of Will Dodge Way at the rear of the site and which are intended to provide required parking for hotel guests. Roll-up coil doors will be installed to provide added security for guest vehicles. These doors are proposed to remain open during typical business hours, but would close at night and allow for restricted guest access with the entry of a key code. A required ADA-accessible parking space would remain open at all times. **COMPREHENSIVE PLAN DESIGNATION:** Downtown Commercial; **ZONING:** C-1-D; **ASSESSOR'S MAP:** 39 1E 09 BA; **TAX LOT:** 10800

Ms. Gunter gave the staff report for PA-2015-00374.

Mr. Skibby opened the public hearing. No one was wishing to speak. Mr. Skibby closed the public hearing and opened for commission comments.

Mr. Shostrom motioned to approve PA-2015-00374. Ms. Kencairn seconded. No one opposed.

**PLANNING ACTION:** PA-2015-00541

**SUBJECT PROPERTY:** 345 Lithia Way

**APPLICANT:** Kistler, Small, White Architects for Double R Products

**OWNER:** Hays Oil

**DESCRIPTION:** A request for a modification of a previously approved Site Review approval (PA-2014-01226) to convert the Lithia Way Texaco located at 345 Lithia Way into a retail and restaurant establishment. The proposal is to add an outdoor seating area adjacent to the building on the south façade adjacent to Lithia Way and a modification to the proposed exterior finishes.

**COMPREHENSIVE PLAN DESIGNATION:** Commercial; **ZONING:** C-1;

**ASSESSOR'S MAP:** 39 1E 09BD; **TAX LOTS:** 1801

Ms. Gunter gave the staff report for PA-2015-00541.

Mr. Skibby opened the public hearing. No one was wishing to speak. Mr. Skibby closed the public hearing and opened for commission comments.

The Historic Commission found that the proposal did not comply with the Historic District design standards for commercial development (AMC 18.4.2.060.C) They found that the wood elements being added were out of scale proportion wise and that the wood and the patterned tile were incompatible with the original architectural character of the building. It was suggested that the tile be monochromatic or a single color and that stucco with control joints or rivulets would create a simple façade, more appropriate for the downtown historic district.

Mr. Shostrom motioned to deny PA-2015-00541. Mr. Whitford seconded. No one opposed.

**PLANNING ACTION:** PA-2015-00493

**SUBJECT PROPERTY:** 37 North Main Street

**APPLICANT:** Robert Saladoff, Architect

**OWNER:** Evye & Victor Szanto

**DESCRIPTION:** A request for Site Design Review to permit a tenant improvement of the property located at 37 North Main Street to include an interior remodel to create two tenant spaces, associated accessibility improvements, and changes to the façade including alteration to the entry

and the addition of new awnings. **COMPREHENSIVE PLAN DESIGNATION:** Commercial Downtown; **ZONING:** C-1-D; **ASSESSOR'S MAP:** 39 1E 09BB; **TAX LOTS:** 8600

Ms. Gunter gave the staff report for PA-2015-00493

Mr. Skibby opened the public hearing.

Robert Saladoff, architect, residing at 3519 NE 15<sup>th</sup> Ave, Portland, OR. Mr. Saladoff spoke about the tenant improvement at 37 North Main Street.

Mr. Skibby opened for questions from the commission to the applicant.

Mr. Skibby opened up to the public for comments.

Ann Wilton, renter of 37 N. Main, and owner of Renaissance Rose, read a letter from Grantland, Blodgett, Shaw & Abel, LLP into record. Ms. Gunter took the letter in for review by the planner and the legal department.

Mr. Skibby opened up to commission comments.

Ms. Kencairn motioned to approve as designed, Mr. Shostrom seconded. No one opposed.

#### **OLD BUSINESS:**

There was no old business to discuss.

#### **NEW ITEMS:**

- A. Review Board schedule.
- B. Project Assignments for planning actions.
- C. Historic Preservation Week: Winner selection and description blurb assignments
  - 522&528 Rock** – Mr. Shostrom, Mr. Emery
  - 14 Calle Guanajuato**- Mr. Whitford
  - 175 Lithia Way** – Mr. Shostrom
  - 5 B Steet** –Mr. Giordano
  - 56 Church** – Mr. Swink
  - Civic Award** - Ms. Kencairn
  - Individual Award**- Mr. Ladygo

The mayor will conduct the awards presentation along with Mr. Shostrom and the consultant for the CLG(Matt Davis). Mr. Skibby will give a short opening statement. Mr. Skibby will take pictures of all the properties and awards recipients.

The presentation to the City Council will be moved to May 5, 2015. Mr. Swink will give the presentation to Council.

#### **DISCUSSION ITEMS:**

- A. **Downtown Beautification discussion**  
Ms. Kencairn suggested tabling this until May when she has more time to discuss this.
- B. **Wildfire Lands update-Wildfire Hazard Zone Evaluation**  
Brandon Goldman senior planner for City of Ashland and Margueritte Hickman Fire Marshall for City of Ashland gave the presentation. They discussed the wildfire lands

overlay and existing standards for development in the wildfire land areas. They discussed this in depth and answered questions from the commission. They will develop a webpage for all of information and data collected. They are interested in any feedback from the Commission and want to hear from everyone. Ms. Hickman requested that if anyone else has questions or comments to please email the fire department.

**COMMISSION ITEMS NOT ON AGENDA:**

The commission raised concerns about work being done without permits at 60 Alida and 685 E. Main. Ms Gunter stated that she would look into this with Mr. Flynn, code enforcement officer for the City Of Ashland.

**Review Board Schedule**

April 9 <sup>th</sup>	Terry, Bill, Andrew
April 16 <sup>th</sup>	Allison, Terry, Tom
April 23 <sup>rd</sup>	Terry, Sam, Andrew
April 30 <sup>th</sup>	Allison, Terry, Kerry
May 7 <sup>th</sup>	Terry, Sam, Keith

**Project Assignments for Planning Actions – Review Update**

PA-2014-01956	Lithia & First	All
PA-2014-01880	280 Liberty	Skibby
PA-2014-00725	469 Allison	Swink
PA-2014-00710/711	143/135 Nutley	Swink and Whitford
PA-2014-01283	172 Skidmore	Shostrom
PA-2014-00251	30 S. First St	Whitford
BD-2013-00813	374 Hargadine	Swink
PA-2013-01388	14 Calle Guanajuato(Sandlers)Restaurant	Renwick
PA-2013-01421	270 N. First St.	Renwick
PA-2013-01828	310 Oak St. (Thompson)	Shostrom
PA-2014-02206	485 A Street	Renwick
PA-2015-00178	156 Van Ness Ave	Kencairn
PA -2015-00374	160 Lithia Way	<b>Not Assigned</b>
PA-2015-00541	345 Lithia Way	Giordano
PA-2015-00493	37 N. Main	Skibby

**ANNOUNCEMENTS & INFORMATIONAL ITEMS:**

Next meeting is scheduled for May 6, 2015, 6:00 pm.

*There being no other items to discuss, the meeting adjourned at 8:06pm.*

Respectfully submitted by Regan Trapp

**CITY OF  
ASHLAND**  
ASHLAND PLANNING COMMISSION  
REGULAR MEETING  
MINUTES  
April 14, 2015

**CALL TO ORDER**

Chair Richard Kaplan called the meeting to order at 7:00 p.m. in the Civic Center Council Chambers, 1175 East Main Street.

**Commissioners Present:**

Troy J. Brown, Jr.  
Michael Dawkins  
Richard Kaplan  
Melanie Mindlin  
Lynn Thompson

**Staff Present:**

Bill Molnar, Community Development Director  
Derek Severson, Associate Planner  
April Lucas, Administrative Supervisor

**Absent Members:**

Debbie Miller  
Tracy Peddicord

**Council Liaison:**

Greg Lemhouse, absent

**ANNOUNCEMENTS**

Community Development Director Bill Molnar stated the City Council passed second reading of the accessory travelers accommodation ordinance and reminded the group that the Annual Retreat is Saturday, May 9. He also introduced the city's new assistant planner Zechariah Heck.

**AD HOC COMMITTEE UPDATES**

Commissioner Kaplan announced the Normal working group meets tomorrow and the next meeting of the Downtown Parking and Circulation group is Wednesday, June 3.

**CONSENT AGENDA**

**A. Approval of Minutes**

1. February 24, 2015 Study Session.
2. March 10, 2015 Regular Meeting.
3. March 31, 2015 Study Session.

Commissioners Thompson/Dawkins m/s to approve the Consent Agenda. Voice Vote: All AYES. Motion passed unanimously.

**PUBLIC FORUM**

No one came forward to speak.

**TYPE II PUBLIC HEARING**

**A. PLANNING ACTION: PA-2014-02106**

**SUBJECT PROPERTY:** 2352 Morada Ln.

**APPLICANT/OWNER:** Ron & Lisa Albano

**DESCRIPTION:** The Planning Commission will review staff's approval of a request for Site Review and Conditional Use Permit approvals to construct a new approximately 1,000 square foot accessory residential unit behind the existing home at 2352 Morada Lane. The item is being considered by the Planning Commission to correct an error in the mailing of the notice of decision. **COMPREHENSIVE PLAN DESIGNATION:** Single Family Residential; **ZONING:** R-1-7.5; **ASSESSOR'S MAP:** 39 1E 14CD; **TAX LOT:** 4700.

Commissioner Kaplan read aloud the public hearing procedures for land use hearings.

### **Ex Parte Contact**

Commissioners Brown, Kaplan and Dawkins declared site visits, and Commissioner Dawkins stated he attended the Tree Commission meeting where this application was discussed. No ex parte contact was reported.

### **Staff Report**

Associate Planner Derek Severson explained the application is a request for a conditional use permit to construct an accessory residential unit (ARU) at 2352 Morada. He stated the accessory unit would be located in the backyard behind the main residence and the footprint of the structure is 1,000 sq.ft. with a loft space approximately 250 sq.ft. in size. Mr. Severson noted the proposed footprint size is the maximum gross habitable floor area for an ARU allowed by ordinance. He reviewed the proposed design, floor plan, and elevations and clarified the Tree Commission has reviewed this application and their recommendations have been incorporated into the conditions.

Mr. Severson stated this application is before the commission due to a noticing error that occurred during staff's review and approval. He explained the neighboring property owner's address of record was in Chicago, IL at the time this action was originally noticed and they missed the deadline for the initial comment period and asked that the notice of decision be mailed to their address on Morada St. instead. This was noted in the file but was missed during the preparation of the mailing list for the notice of decision and subsequently the neighbors missed the appeal deadline as well. He stated the code provides a remedy for this and the Planning Commission will now hear the request and their decision will supersede the planning staff's approval. He added the neighbors concerns are primarily focused on the height and placement of the ARU at the rear corner of the property.

Mr. Severson explained the height of the proposed structure is 12.5 ft. at the west elevation and slopes up to 19 ft. at the south elevation. In further review of the application, staff believes the loft area was not adequately addressed in the original review and Mr. Severson listed the following potential issues for the commission to discuss: 1) the headroom of the loft area is unclear; if it is built with more than 7 ft. of headroom it would constitute habitable floor area and would push the proposed structure beyond the maximum allowed 1,000 sq.ft., and 2) lofts are not explicitly addressed in the code and would be need to be considered in light of the definition of a story.

### **Commission Questions**

Commissioner Dawkins expressed concern with the loft area and questioned why this would not count towards the usable area. Mr. Severson stated the code indicates that an ARU can be up to 1,000 sq.ft. in size and that anything less than 7 ft. in headroom is not considered habitable floor area. He added the commission does have some discretion because the code is not clear on how to treat loft spaces, however they will need to be clear on their decision so that a finding can be made.

### **Applicant's Presentation**

**Matthew Clason/220 Dead Indian Memorial Rd/**Displayed several photos of the proposed structure and its placement on the lot. Mr. Clason stated the highest point of the roof is 18.4 ft. and the low point is 11.4 ft., with 10 ft. and 7 ft. setbacks to the rear and side property lines. He explained they have lowered the overall height of the structure by burying the slab to minimize the impact on the neighbor's views and noted they have also removed the windows on the south facing wall to increase privacy. Mr. Clason stressed that at no time during the pre-application meeting or subsequent conversations with staff were they informed of the story definition and stated this proposal exhibits careful site planning and supports the City's infill policy. He displayed a drawing of the ceiling heights of the loft area, which slopes from 3 ft. to 7 ft., and explained the structure has been placed in order to maintain the existing lawn, deck and established trees. He added if they were to rotate the structure or use a different roof shape, it would greatly impact the neighbor's view compared to the current design.

### **Public Testimony**

**Charles & Ruth Terbush/1332 Apple/**Stated they do not object to the accessory residential unit but are concerned with the height. Ms. Terbush stated the 250 sq.ft. loft seems to be a way to get around the size limitation and forces the added height to the structure. She added the flat roof line will loom over her backyard and impact their ability to enjoy their yard space, and questioned whether the structure is out of character for the neighborhood. Ms. Terbush added this application sets a

concerning precedence for the neighborhood and clarified their concerns for this proposal occurred once they found out it was not going to be a single story as they were originally told.

### Applicant's Rebuttal

**Matthew Clason**/Clarified there is no attic or crawl space in the proposed structure and it was designed to be thermal efficient with all spaces being insulated and conditioned. He noted attics are highly inefficient and this upper floor is intended to be used as storage space in the lower 3 ft. height area.

### Questions of the Applicant

Commissioner Brown questioned how the structure fits with the character of the neighborhood with the amount of blank wall and roof. Mr. Clason stated the windows that were originally proposed have been removed to address the neighbors concerns with privacy. Commissioner Thompson asked if the application is in compliance with the setback requirements of 1.5 stories. Mr. Clason stated because of the 3 ft. wall height it is not considered an additional story and there is no additional setback. Commissioner Mindlin asked if the structure could be moved farther from the property line and Mr. Clason responded that increasing the rear setback would infringe on the garden space and noted the space between the two structures is only 13 ft.

*Commissioner Kaplan closed the record and the public hearing at 8:00 p.m.*

### Deliberations & Decision

Commissioner Dawkins expressed concern with the additional loft space and feels that it goes against the 1,000 sq.ft. limitation. He also suggested a condition to require vegetation on the blank south facing wall to lessen the impact. Commissioner Kaplan commented on the character of the neighborhood and stated there are varying sizes and design styles and it is an extremely varied neighborhood.

Staff was asked to comment on the revised drawing presented by the applicant during their presentation. Mr. Severson stated it appears the loft area meets the definition for a half-story; however under the code that was in place at the time of the application there is ambiguity in how half-stories are treated. He added the newly adopted code removed this ambiguity and clearly states that half-stories must be setback back an additional 5 ft.

The commission questioned how to apply the definition of story, which reads "*If the wall face of the upper most floor at the rear or side yard setback line is more than three feet from the floor level below, the upper floor shall be considered a story for the purposes of setbacks.*" Comment was made that one side of the upper floor is 3 ft., but the rear is 7 ft. and questioned if both walls have to be over 3 ft. to constitute a story, or if just one wall over 3 ft. constitutes a story. Mr. Severson remarked that the commission will need to make a decision in how the upper floor is treated and whether they recommend a 10 ft., 15 ft., or 20 ft. setback. Comment was made that applying a 20 ft. setback would likely prohibit the ARU from being built.

**Commissioners Mindlin/Thompson m/s to approve Planning Action #2014-02106 with a condition that the building be considered a story and a half and be moved 15 ft. from the rear property line. DISCUSSION:** Mindlin commented that it is clearly a story and a half and because the whole project pushes the maximum on the size of the ARU the applicant can either restrict its size or increase the setback. Regarding mass and scale, she stated this is a contemporary neighborhood and does not think the architecture is out of place and stated she is willing to accept that the blank wall was done to benefit the neighbors. Brown stated the law is clear that if the upper floor is more than 3 ft. at either the side yard or rear yard than it is considered a story and a half. He asked staff how they would have applied the old code if someone came into their office with an upper floor greater than 3 ft. in height. Mr. Severson and Mr. Molnar stated staff would have said it constitutes a story but appears to meet the definition of a half story and would have applied a 15 ft. setback to the portion that is a half story. **Roll Call Vote: Commissioners Brown, Dawkins, Mindlin, Thompson, and Kaplan, YES. Motion passed unanimously.**

Commissioner Dawkins recommended the definition of livable space be reevaluated and stated the 7 ft. rule may be excessive.

**ADJOURNMENT**

Meeting adjourned at 8:30 p.m.

*Submitted by,  
April Lucas, Administrative Supervisor*



**CITY OF  
ASHLAND**  
ASHLAND PLANNING COMMISSION  
SPECIAL MEETING  
MINUTES  
April 28, 2015

**CALL TO ORDER**

Chair Richard Kaplan called the meeting to order at 4:10 p.m. in the Siskiyou Room, 51 Winburn Way.

**Commissioners Present:**

Michael Dawkins  
Richard Kaplan  
Melanie Mindlin  
Tracy Peddicord  
Lynn Thompson (*Arrived at 4:15 pm*)

**Staff Present:**

Bill Molnar, Community Development Director  
Derek Severson, Associate Planner  
April Lucas, Administrative Supervisor

**Absent Members:**

Troy J. Brown, Jr.  
Debbie Miller

**Council Liaison:**

Greg Lemhouse, absent

**ANNOUNCEMENTS**

Community Development Director Bill Molnar announced the Planning Commission's annual retreat is scheduled for next Saturday, May 9. He also announced Commission Appreciation Day is August 30 at 3 pm at the Oak Knoll Golf Course.

**AD-HOC COMMITTEE UPDATES**

Commissioner Dawkins stated the public hearing for the Normal Neighborhood Plan has been postponed and the working group is scheduled to meet on May 7 to review the Mayor's proposal for the area. Commissioner Kaplan announced that he is going to continue to serve on the Normal working group, but the commission will need to find a replacement for the Downtown Parking and Circulation committee.

**ADOPTION OF FINDINGS**

A. **Approval of Findings for PA-2014-02106, 2352 Morada Lane.**

**Ex Parte Contact**

No ex parte contact was reported.

**Commission Discussion & Decision**

Commissioner Thompson questioned the accuracy of the findings. She stated the loft space appears to meet the definition for a story and cited the code language that reads *"If the wall face of the upper most floor at the rear or side yard setback line is more than three feet above the floor level below, the upper floor shall be considered a story for the purposes of setbacks."* The commissioners discussed whether the upper floor was a story or a half story and there was general agreement that the story definition may apply, however it was also noted that this was not discussed at the hearing and the commission voted to approve this as a half story, not a full story with a 20 ft. setback. The approving motion from the last meeting was read for the group: *"Commissioners Mindlin/Thompson m/s to approve Planning Action #2014-02106 with the condition that the building be considered a story and a half and be moved 15 feet from rear property line."*

Commissioners Dawkins/Mindlin m/s to approve the Findings for PA-2014-02106. DISCUSSION: Commissioner Thompson asked that the minutes reflect her concern that this not set precedent. Roll Call Vote: Commissioners Dawkins, Mindlin, Thompson and Kaplan, YES. Motion passed 4-0. *[Commissioner Peddicord abstained]*

**ADJOURNMENT**

Meeting adjourned at 4:35 p.m.

*Submitted by,  
April Lucas, Administrative Supervisor*