

# CITY OF ASHLAND

## HISTORIC COMMISSION MEETING

### AGENDA

February 4, 2015 at 6:00 P.M.

- I. **REGULAR MEETING - CALL TO ORDER:** 6:00 p.m. – SISKIYOU ROOM in the Community Development/Engineering Services Building, located at 51 Winburn Way
- II. **APPROVAL OF MINUTES:** Historic Commission regular meeting of January 7, 2014
- III. **PUBLIC FORUM:** Business from the audience not included on the agenda. (Total time allowed for Public Forum is 15 minutes. Speakers are limited to 5 minutes or less, depending on the number of individuals wishing to speak.)
- IV. **COUNCIL LIAISON REPORT:** Introduction of new council liaison, Carol Voisin.
- V. **PLANNING ACTION REVIEW:**  
  
    **PLANNING ACTION:** 2014-02206  
    **SUBJECT PROPERTY:** 485 A Street  
    **OWNER/APPLICANT:** Steve & Kathy Hoxmeier  
    **DESCRIPTION:** A request for Site Design Review approval to add approximately 200 sq. feet to the existing mixed use commercial building located at 485 A Street. **COMPREHENSIVE PLAN DESIGNATION:** Employment; **ZONING:** E-1; **ASSESSOR'S MAP:** 39 1E 04AB; **TAX LOTS:** 6500
- VI. **OLD BUSINESS:**
- VII. **NEW ITEMS:**
  - A. Review Board Schedule
  - B. Project Assignments for planning actions
  - C. Historic Preservation Week: Event Schedule & Nominations. Week of May 18 – 22.
- VIII. **DISCUSSION ITEMS:**
  - A. Chautauqua Square ( Terry/Carol)
- IX. **COMMISSION ITEMS NOT ON AGENDA:**
- X. **ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development office at 541-488-5305 (TTY phone number is 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 Title1).

## ASHLAND HISTORIC COMMISSION

### Meeting Minutes

January 7, 2015

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

**REGULAR MEETING - CALL TO ORDER 6:01p.m.** – SISKIYOU ROOM in the Community Development/Engineering Services Building, located at 51 Winburn Way

**Historic Commissioners Present:** Mr. Skibby, Ms. Renwick, Mr. Swink, Mr. Emery, Mr. Whitford, Mr. Ladygo, Mr. Shostrom

**Commission Members Absent:** Mr. Giordano (E), Ms. Kencairn (U)

**Council Liaison :** Mike Morris

**Staff Present:** Staff Liaison: Amy Gunter, Clerk: Regan Trapp

#### **APPROVAL OF MINUTES:**

Ms Renwick motioned to approve minutes from December 5, 2014. Mr. Whitford seconded. No one opposed.

#### **PUBLIC FORUM:**

Pat Fretton, homeowner at 811 Iowa, addressed the Commission. Ms. Fretton expressed concern that someone is planning to develop in her neighborhood and wondering what protections she has against this. Ms. Gunter explained that the area is bound by some regulations regarding size of lot area, parking, and reduced size of buildings and basic setbacks. Ms. Fretton reported that the church at the corner of Siskiyou and Liberty is a recording studio. She stated that it is not a church as there have been no services. There has been drumming reported several times around 11pm. Ms. Gunter stated that they obtained a business license as a religious institution. Ms. Gunter recommended that Ms. Fretton get in contact with the City of Ashland's Code Enforcement Officer.

#### **COUNCIL LIAISON REPORT:**

Mike Morris gave the council liaison report. Mr. Morris gave details on the possible update of the Perrozi Fountain. The fountain has been deemed to be surplus property and will go out to bid. He reported that the marble used is not for exterior use and it will always leak water. Mr. Morris also reported that Iron Mike is zinc, not pot metal and they found a catalog where bases could be purchased. The City Council is looking into what to do with the statue. He also announced that there is a state of the city party on January 27, 2015 starting at 5:30pm at the Community Center, where the Ragland award will be presented.

#### **OLD BUSINESS:**

Mr. Emery asked about the pre-application on Van Ness. Ms. Gunter reported that they are going to go ahead with their application to move both of the houses and consolidate to 2 lots.

#### **NEW ITEMS:**

A. Review Board Schedule

B. Project Assignments for planning actions: Ms. Renwick reported that she spoke to the contractor at 270 First Street and said that they are not doing a metal roof.

**C. Historic Preservation Week:** Ms. Gunter discussed Historic Preservation Week. She added that Ms. Trapp will compile a list of everything in the Historic district that has had a building permit issued in 2014. Ms. Gunter reported that a rough copy of this will be available at the next meeting in February. Mr. Skibby mentioned that he would take the individual pictures of the winners.

**D. Notes from SHPO:** Ms. Gunter mentioned that no one submitted any proposals for the RFP, part of the CLG grant to possibly modify the code to include residential site review. Ms. Gunter said that she is in contact with SHPO to see if the proposal can be re-written with some revisions.

**E. Attendance report, July 2014 – Dec 2014:** Ms. Gunter said that it has been requested that if there are concerns with attendance that a representative from the Commission should meet with the Mayor to discuss this.

**DISCUSSION ITEMS:**

Mr. Shostrom asked about the update on restoration/preservation of the masonry column (old Normal School) on Siskiyou Blvd. Ms. Gunter shared that George Kramer has said that the City should resurface them. Ms Gunter commented that this is a project that, for now, is on the back burner.

**Review Board Schedule**

January 8 <sup>th</sup>	Sam, Keith, Allison
January 15 <sup>th</sup>	Terry, Sam, Dale
January 22 <sup>nd</sup>	Terry, Allison, Andrew
January 29 <sup>th</sup>	Terry, Sam, Bill
February 5 <sup>th</sup>	Keith, Bill, Andrew

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

PA-2014-01956	Lithia & First	All
PA-2014-01880	280 Liberty	Skibby
PA-2014-01126	345 Lithia Way-Gas station conversion to retail/restaurant-No building permit yet	Giordano
PA-2014-00725	469 Allison-Under construction	Swink
PA-2014-00710/711	143/135 Nutley	Swink and Whitford
PA-2014-01283	172 Skidmore	Shostrom
PA-2014-00251	30 S. First St. – No new permits issued	Whitford
BD-2013-00813	374 Hargadine – Under construction/almost done	Swink
PA-2013-01388	14 Calle Guanajuato(Sandlers)Restaurant-Under construction/almost done	Renwick
PA-2013-01421	270 N. First St.	Renwick
PA-2013-01828	310 Oak St. (Thompson)	Shostrom
PA-2014-01837	95 Winburn Way-Ice Rink Cover	All

**ANNOUNCEMENTS & INFORMATIONAL ITEMS:**

Next meeting is scheduled for February 4, 2015, 6:00 pm.  
*There being no other items to discuss, the meeting adjourned at 7:25 pm.*  
 Respectfully submitted by Regan Trapp



**NOTICE OF APPLICATION**

**PLANNING ACTION:** 2014-02206

**SUBJECT PROPERTY:** 485 A Street

**OWNER/APPLICANT:** Steve & Kathy Hoxmeier

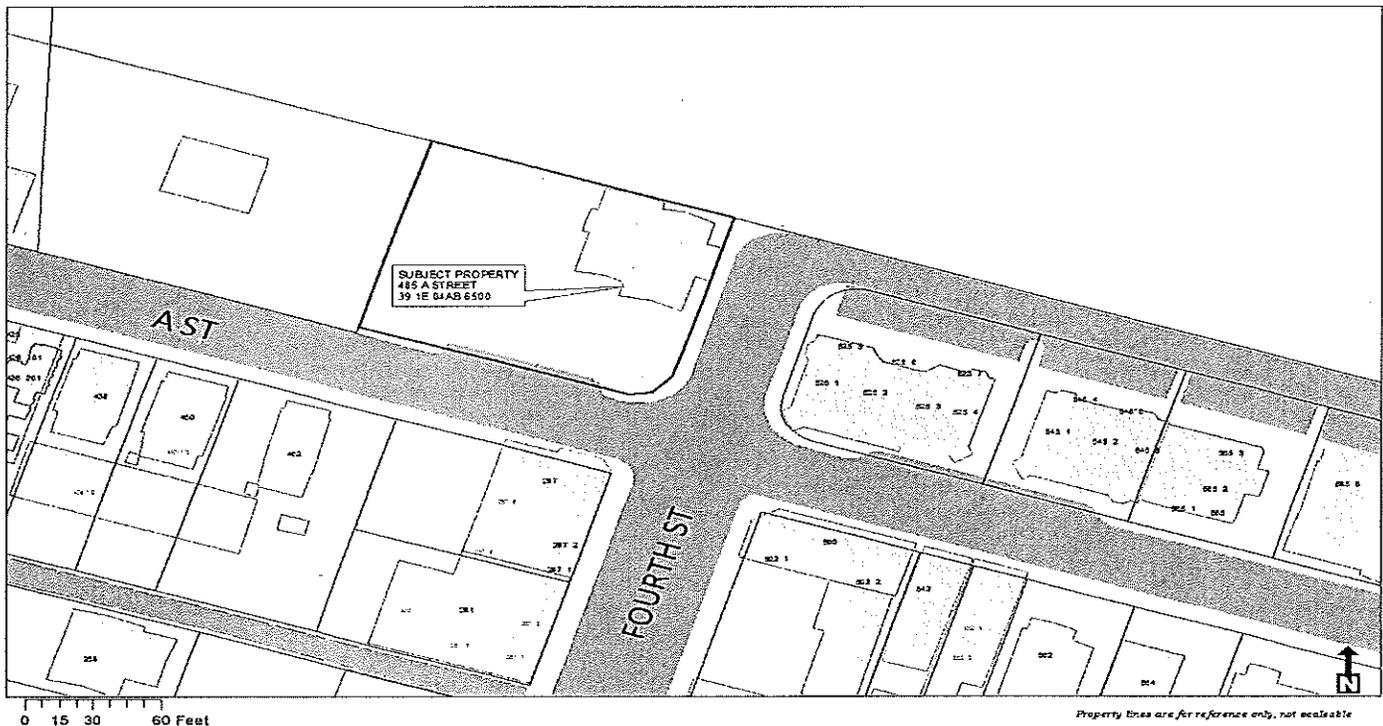
**DESCRIPTION:** A request for Site Design Review approval to add approximately 200 sq. feet to the existing mixed use commercial building located at 485 A Street. **COMPREHENSIVE PLAN DESIGNATION:** Employment; **ZONING:** E-1;

**ASSESSOR'S MAP:** 39 1E 04AB; **TAX LOTS:** 6500

**NOTE:** The Ashland Historic Commission will also review this Planning Action on **Wednesday, February 4, 2015 at 6:00 PM** in the Community Development and Engineering Services building (Siskiyou Room), located at 51 Winburn Way.

**NOTICE OF COMPLETE APPLICATION:** January 27, 2015

**DEADLINE FOR SUBMISSION OF WRITTEN COMMENTS:** February 10, 2015



The Ashland Planning Division Staff has received a complete application for the property noted above.

Any affected property owner or resident has a right to submit written comments to the City of Ashland Planning Division, 51 Winburn Way, Ashland, Oregon 97520 prior to 4:30 p.m. on the deadline date shown above.

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 application which allows for a 14 day comment period. 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 18.108.040)

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.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and will be provided at reasonable cost, if requested. All materials are available at the Ashland Planning Division, Community Development & Engineering Services Building, 51 Winburn Way, Ashland, Oregon 97520.

If you have questions or comments concerning this request, please feel free to contact the Ashland Planning Division at 541-488-5305.

## SITE DESIGN AND USE STANDARDS

### 18.72.070 Criteria for Approval

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

- A. All applicable City ordinances have been met or will be met by the proposed development.
- B. All requirements of the Site Review Chapter have been met or will be met.
- C. The development complies with the Site Design Standards adopted by the City Council for implementation of this Chapter.
- D. That adequate capacity of City facilities for water, sewer, paved access to and through the development, electricity, urban storm drainage, and adequate transportation can and will be provided to and through the subject property. All improvements in the street right-of-way shall comply with the Street Standards in Chapter 18.88, Performance Standards Options.

To the City of Ashland,

January 16, 2015

We, Steve and Kathy Hoxmeier, the applicants, would like to submit the amended application for Planning Action #2014-02206.

We propose to add 200 sq ft. to the north side of the Ashland Yoga Center. This 8 ft. extension (8' x 23') will provide additional storage space for both the Center and personal use. Storage for equipment, lockers, & supplies.

The "attic" area of this extension will provide additional storage for, and accessed by the upstairs, 1-bedroom apartment. Tenants have often commented on the lack of adequate closet space. The extra storage unit will be welcomed immensely.

The proposed addition will have the minimal visual impact on the neighborhood. Beyond construction, no one may be aware of any change! The changes in the submitted elevation revisions are very subtle. The East, north, and west elevations are shown as existing, and as proposed. They may seem old but they are accurate and to scale. They provide correct representations of the proposed addition.

From the east, the building is shown to be longer, and shows a smaller, auxiliary entrance off of the 4<sup>th</sup> St. porch. This entrance certainly is not necessary for the new storage area, however, it is proposed for future (lobby) potential.

From the north, the elevation drawing reflects the completed, (and originally intended), design. Two small windows have been added.

The change in the west elevation is only noticeable from the rear of the parking lot.

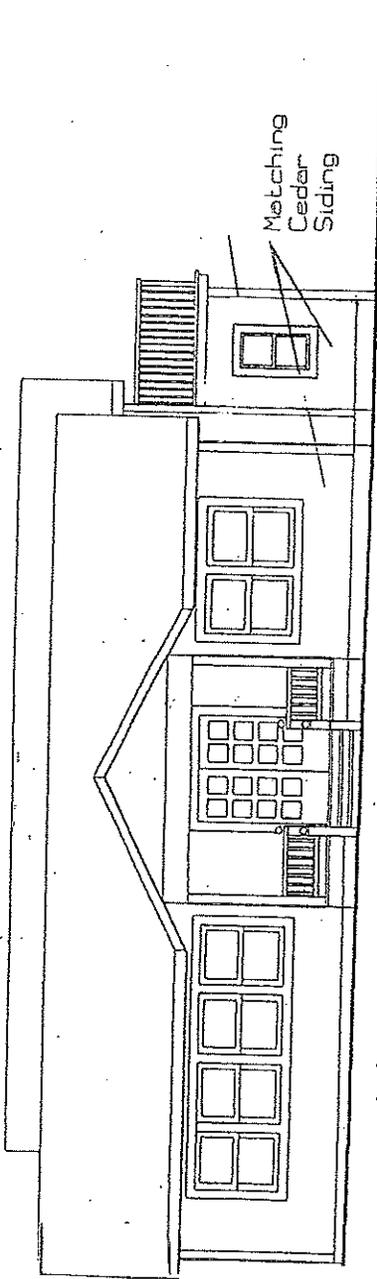
Landscaping areas have more than met the required minimums, as previous approved plans have shown. Total area of landscaping at 4,000+ sq ft is about 25-30% of total lot area.

This 200 sqft. Addition may require an additional parking space. Fortunately, the parking lot is presently designed to accommodate a much larger building.

The energy demands generated by this expansion will be limited to 3-4 extra lights and 6-8 outlets.

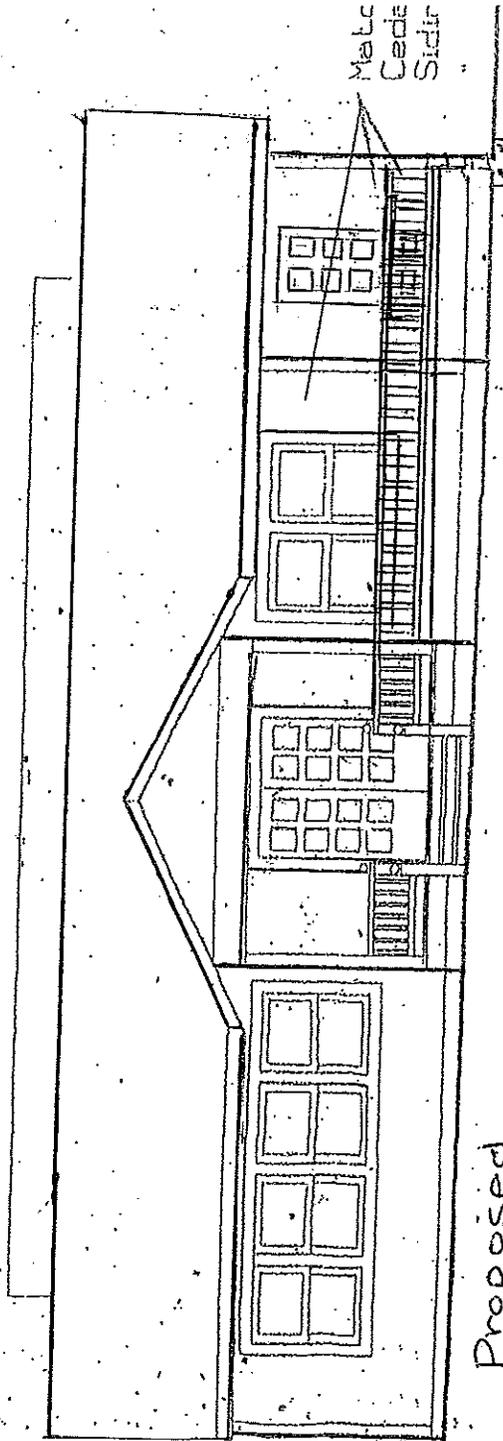
All components of the addition - siding, windows, doors, trim, paint, and roof shall match that of the existing building.

Enclosed: Site Plan, East, North, & West Elevations



Matching Cedar Siding

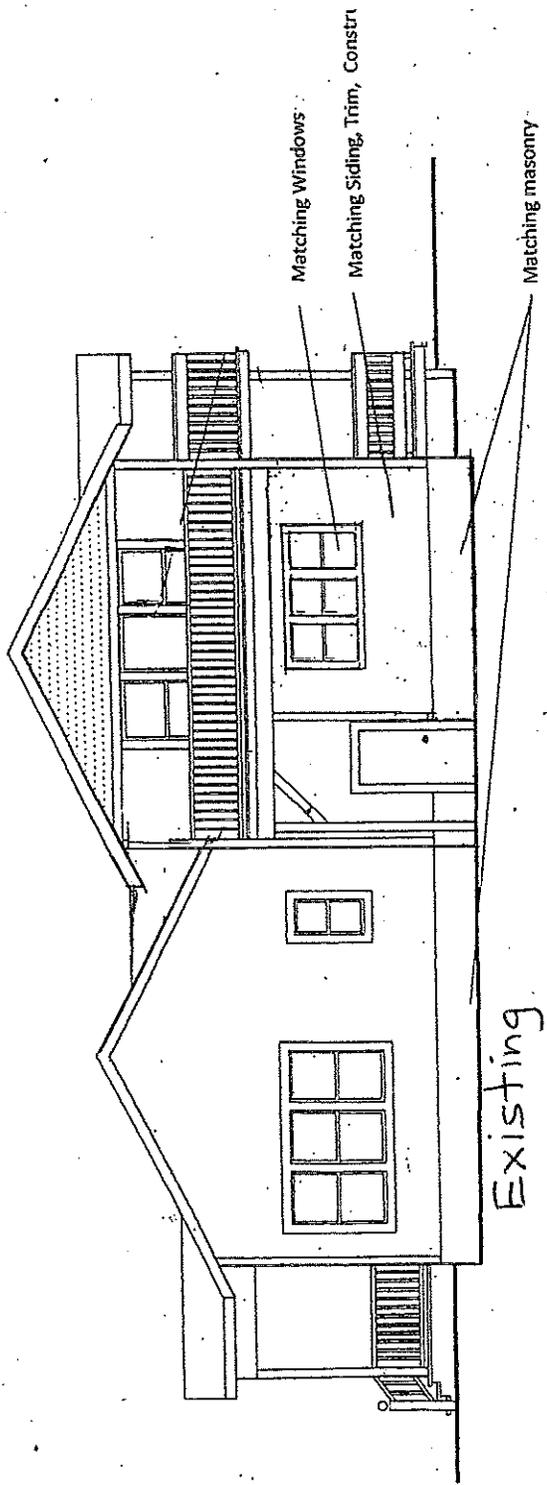
Existing



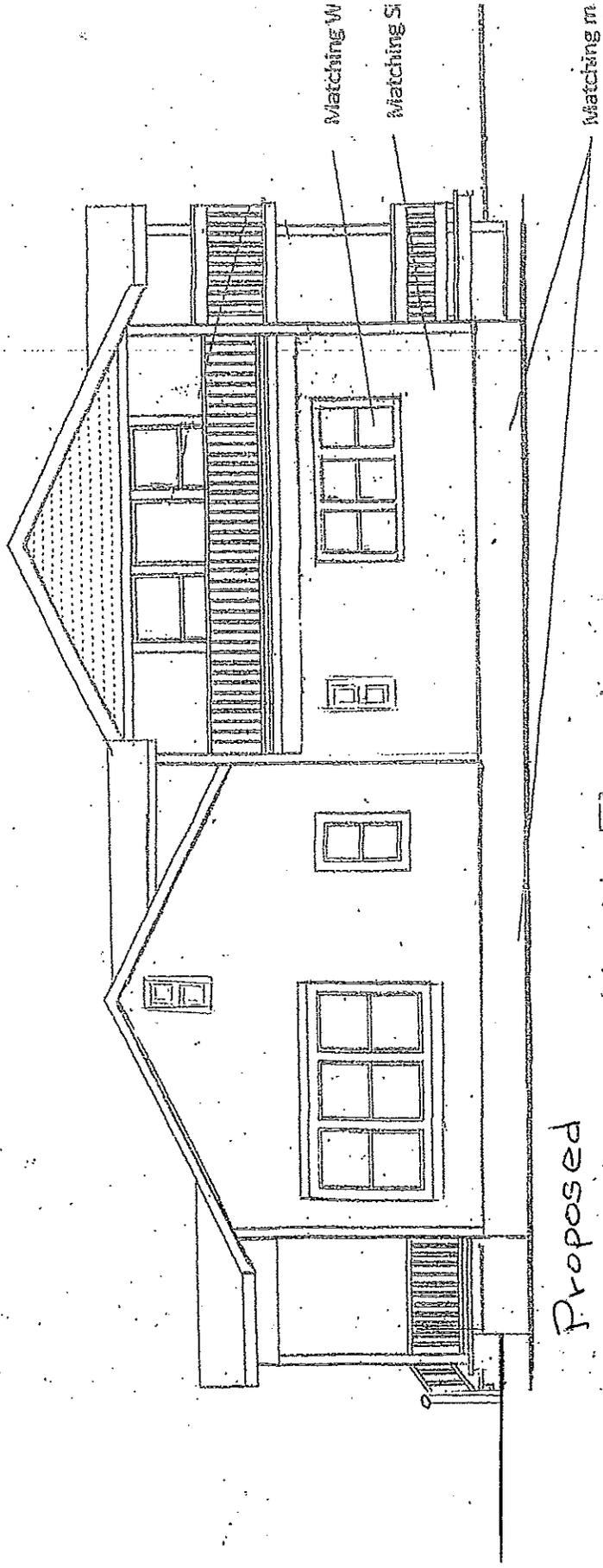
Match Cedar Siding

Proposed

East Elevation



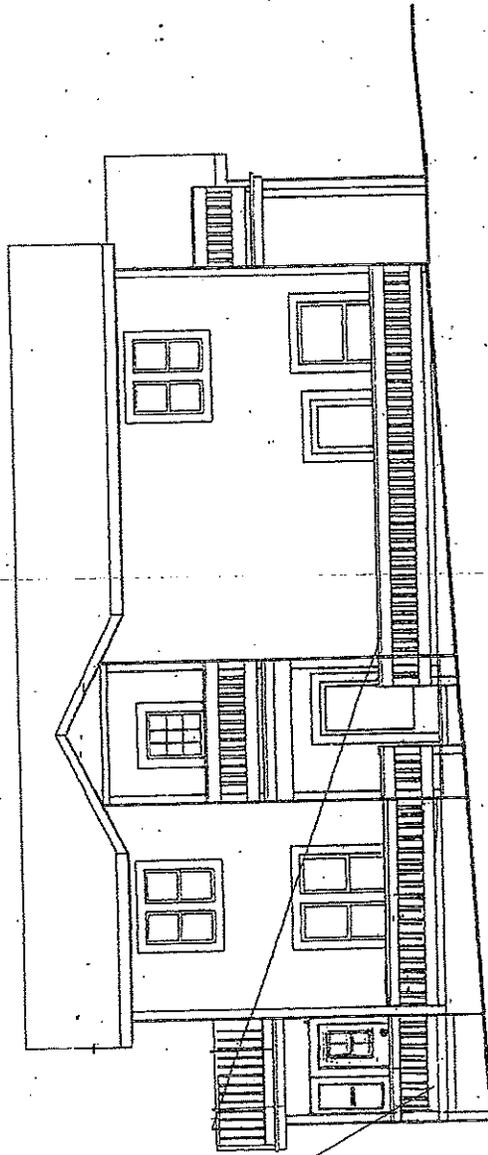
Existing



Proposed

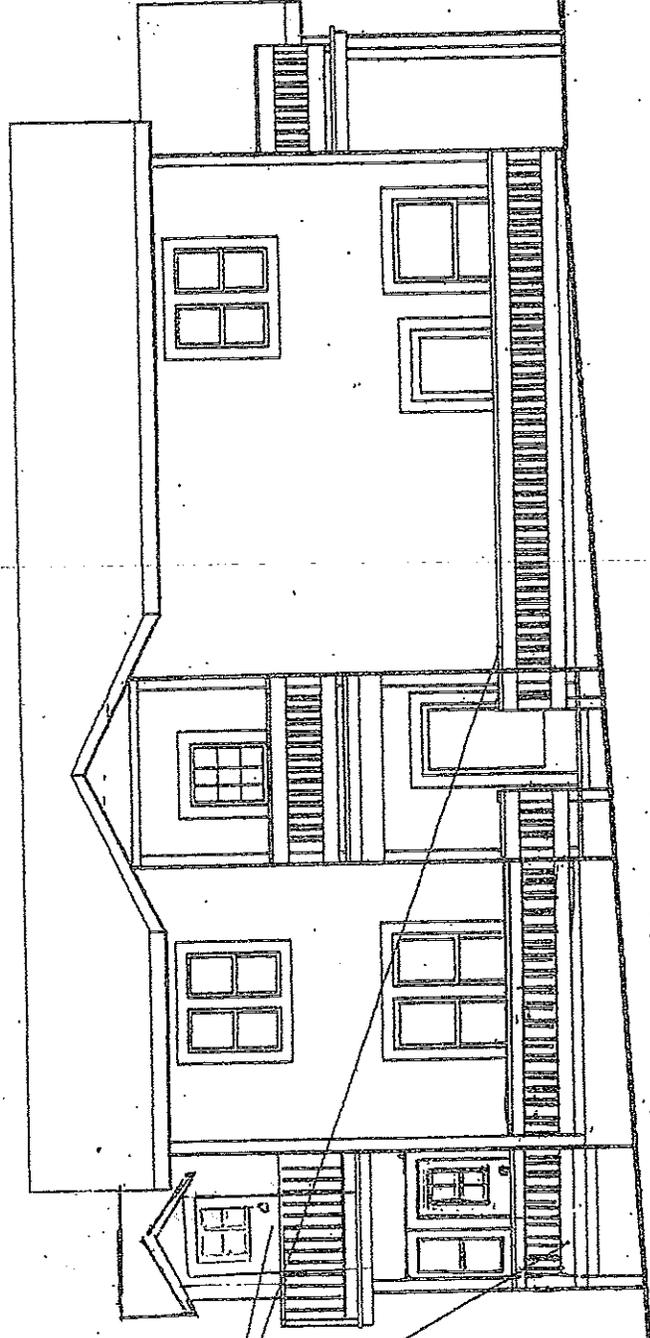
North Elevation

Scale: 1/8" = 1'-0"



Existing

Matching  
Railing

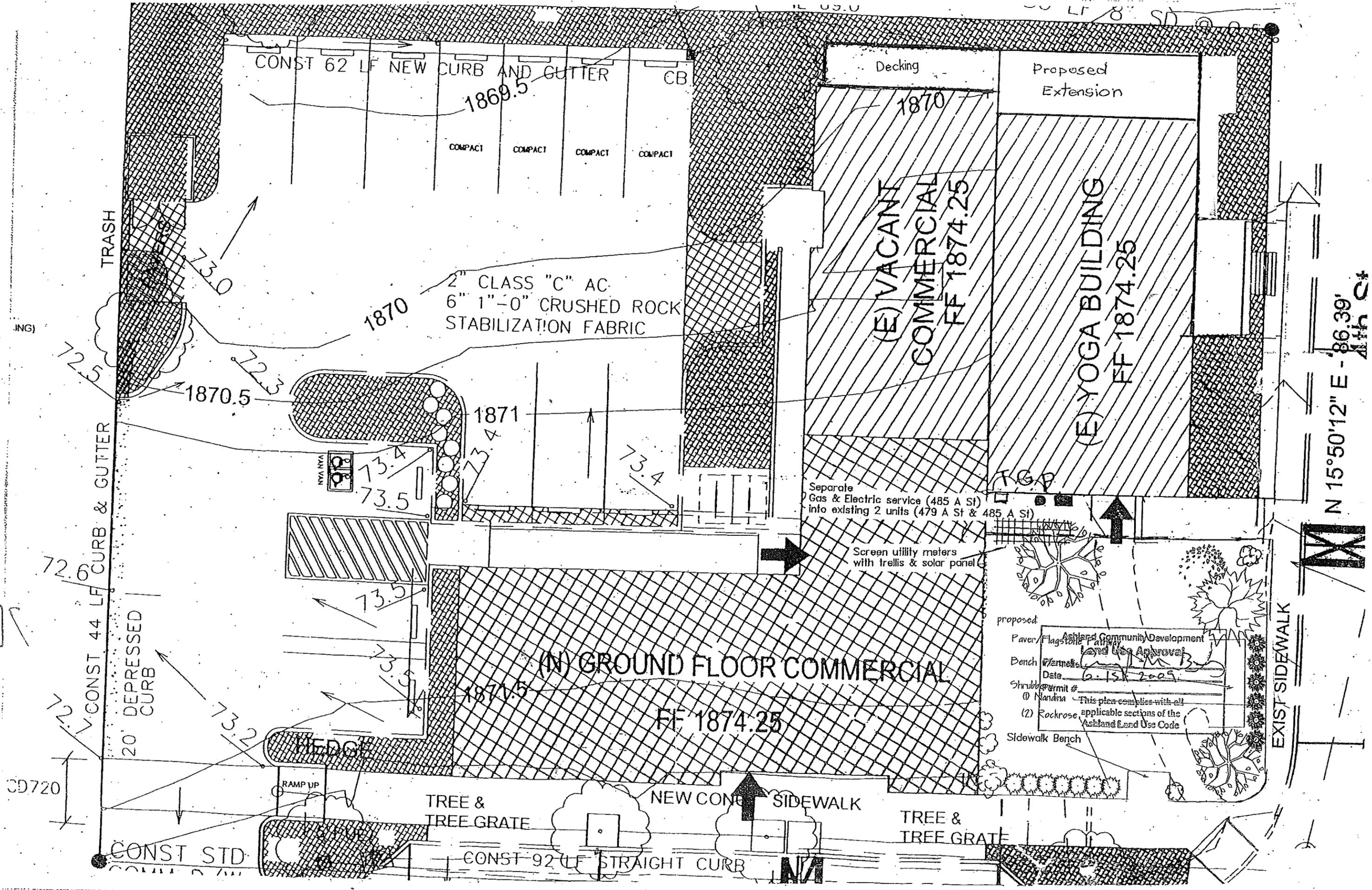


Proposed

Matching  
Railing

West Elevation

Scale:  $\frac{1}{8}'' = 1'0''$



CONST 62 LF NEW CURB AND GUTTER CB

1869.5

COMPACT COMPACT COMPACT COMPACT

Decking

Proposed Extension

1870

(E) VACANT COMMERCIAL FF 1874.25

(E) YOGA BUILDING FF 1874.25

2" CLASS "C" AC  
6" 1"-0" CRUSHED ROCK  
STABILIZATION FABRIC

1870

1871

Separate Gas & Electric service (485 A St) into existing 2 units (479 A St & 485 A St)

Screen utility meters with trellis & solar panel

(N) GROUND FLOOR COMMERCIAL

FF 1874.25

proposed

Ashland Community Development  
Land Use Approval

Bench  
Date 6-15-2009

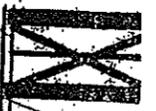
Shrub Permit #  
(1) Nandina  
(2) Rockrose

This plan complies with all applicable sections of the Ashland Land Use Code

Sidewalk Bench

EXIST SIDEWALK

N 15°50'12" E - 86.39'



(ING)

CD720

CONST STD

CONST 92 LF STRAIGHT CURB

NEW CONG SIDEWALK

TREE & TREE GRATE

TREE & TREE GRATE

RAMP UP

20' DEPRESSED CURB

CONST 44 LF CURB & GUTTER

TRASH

HEDGE

T.G.P.

72.5

1870.5

73.4  
73.5

73.4

73.5

73.2

1871.5

72.6

72.5

73.0

72.5

72.5

72.6

73.2

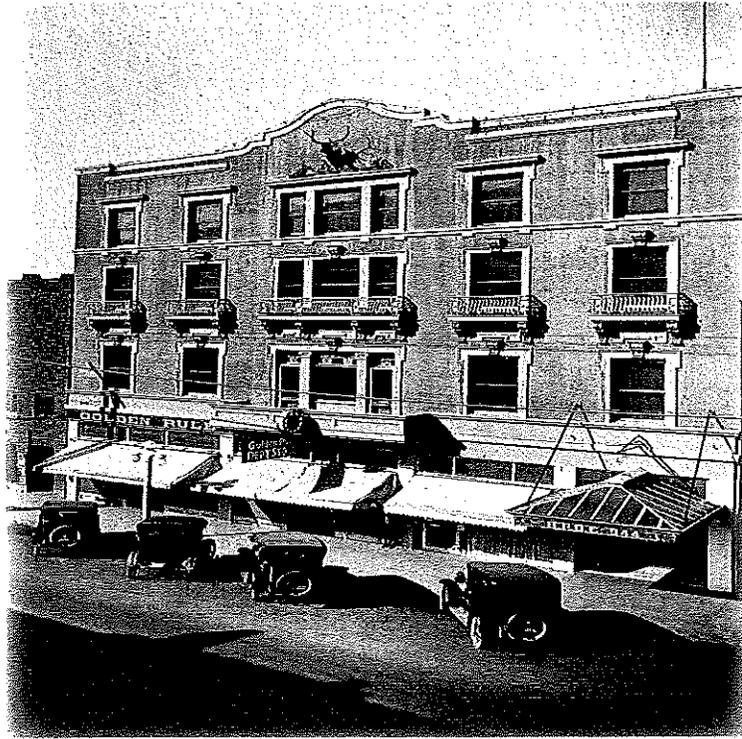
72.6

72.5

## PROJECT ASSIGNMENTS FOR PLANNING ACTIONS

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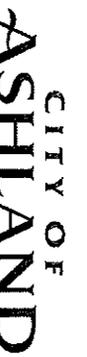
# February 2015



## Ashland Historic Review Board Schedule Meet at 3:00pm, Lithia Room\*

February 5th	Keith, Bill, Andrew
February 12th	
February 19th	
February 26th	
March 4th	

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



## ASHLAND HISTORIC COMMISSION Membership List

Commissioner's Name	Term Expiration	Mailing Address	Home Phone	Work Phone	E-Mail Address
Allison Renwick	4-30-2015	157 Sixth Street	482-6788		allison@mind.net
Dale Shostrom	4-30-2015	309 N Pioneer Street	482-8737	482-9761 Fax 488-2767	shobro@jeffnet.org (Cell - 621-9761)
Keith Swink	4-30-2016	524 Granite St.	482-8802	821-4375	kswink@mind.net
Kerry Kencairn	4-30-2016	545 A Street		488-3194	kerry@kencairnlandscape.com
Sam Whitford	4-30-2015	355 Scenic Drive	482-3450	821-0474	skwhippet@mind.net
Terry Skibby Chairman	4-30-2016	611 Beach Street	482-2805		terryskibby321@msn.com
Tom Giordano	4-30-2017	105 Lincoln St #A		482-9193 (Call to fax)	tomarch@charter.net
Bill Emery	4-30-2017	2962 Grizzly Drive	488-0660	944-8897	bill@ashlandhome.net
Andrew Ladygo	4-30-2017	345 Fair Oaks Avenue	708-5118	None	allad@ashlandhome.net
Carol Voisin Council Liaison		908 Fox Street	482-3559		carol@ccouncil.ashland.or.us
Amy Gunter Assistant Planner		City of Ashland Planning Dept.		552-2044	guntera@ashland.or.us
Regan Trapp Admin. Staff		City of Ashland Planning Dept.		552-2233	regan.trapp@ashland.or.us