

ASHLAND HISTORIC COMMISSION
Meeting Minutes

September 6, 2017

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

CALL TO ORDER:

Commission Chair, Shostrom called the meeting to order at 6:03pm in the Siskiyou Room at the Community Development and Engineering Offices located at 51 Winburn Way, Ashland OR 97520.

Commissioners Present:	Council Liaison:
Skibby	Rich Rosenthal
Emery	Staff Present:
Leonard	Maria Harris; Planning Dept.
Swink	Regan Trapp; Secretary
Von Chamier	Nathan Emerson; Planning Dept.
Whitford	
Shostrom	
Giordano	
Commissioners Absent:	

APPROVAL OF MINUTES:

Leonard motioned to approve minutes from August 2, 2017. Swink seconded. Voice vote; All AYES. Motion passed.

PUBLIC FORUM:

Melissa Mitchell-Hooge of the Ashland, Save our Schools and Playground Group and Jim Young of Lithia Arts Guild addressed the Commission regarding saving Briscoe School. Ms. Mitchell-Hooge submitted an informational packet to the Commission for their review. **(see attached, exhibit A)** Ms. Mitchell-Hooge emphasized, that in order to utilize the building they will need to increase the parking. She went on to say that this building has lots of historic value and there are many different things this building could be utilized for within the City. Ms. Mitchell-Hooge commented that Briscoe School is big enough to accommodate City Hall and other departments under one roof. The Commission was very responsive and supportive of the idea of the City saving this building.

COUNCIL LIAISON REPORT:

Rosenthal gave the Council Liaison report. Items discussed were:

- Consent agenda- New PW director, Paula Brown will be taking over for Mike Faught.
- Public art was approved for the Theater Corridor Project. Installation will be in the Spring of 2018.
- Approval of 1st reading of greenhouse gas targets.
- Senior Center citizen input in regards to the changes being enforced by Parks and Recreation Commission.

Shostrom read aloud the procedure for public hearings.

PLANNING ACTION REVIEW:

PLANNING ACTION: PA- 2017-01294

SUBJECT PROPERTY: 128 Central Avenue

APPLICANT: Rogue Planning & Development Services

OWNERS: Robert Baldwin

DESCRIPTION: A request for Site Design Review for an eight-unit multi-family development for the property located at 128 Central Avenue. The existing house contains two units, and the proposal would add six 475-square foot units at the rear of the property in two triplex structures accessed from the alley. The application also includes requests for a Conditional Use Permit to exceed the Maximum Permitted Floor Area in the Skidmore Academy Historic District by nine percent (395 square feet) and for a Tree Removal Permit to remove seven trees six-inches in diameter-at-breast-height or greater. **COMPREHENSIVE PLAN DESIGNATION:** High Density Multi-Family Residential; **ZONING:** R-3; **ASSESSOR'S MAP:** 39 1E 04CC; **TAX LOT:** 4500.

Von Chamier stated that her firm has been assigned the project but she will have no issue in making an unbiased decision. Harris stated that she felt that this would be a conflict of interest and to be on the safer side, Von Chamier should dismiss herself from this presentation.

Von Chamier recused herself from planning action review for PA-2017-01294.

Harris gave the staff report for PA-2017-01294.

Harris spoke about the letters from the neighbors that were submitted before the meeting and asked the Commissioners to review them prior to making a decision.

Shostrom opened the public hearing to the applicants.

Amy Gunter, applicant's representative, Rogue Planning and Development, 1424 S. Ivy St, Medford, addressed the Commission regarding this project. Ms. Gunter stated that there are no storm drain facilities in the neighborhood and the on-site retention would most likely be in the parking area. She went on to say that the alley is required by code to be paved.

Ron Davies, owner of 157, 159, & 171 Helman Street addressed the Commission regarding this project. Mr. Davies has concerns about the paving of the alley which is required by code. He is concerned about potential overflow onto his property and wants to know what kind of sidewalk and gutters will be added. Mr. Davies stressed the importance of keeping the lot coverage normal

Ms. Gunter addressed the Commission regarding Mr. Davies concerns.

Shostrom closed the public hearing and opened to the Commission for comments.

Giordano motioned to approve PA-2017-01294 with recommendations. Swink seconded. Voice vote; All AYES. Motion passed.

Recommendations of Historic Commission for PA-2017-01294:

- The Historic Commission believes the scale and massing is similar to buildings along the alley. However, the Commission believes a portion of the development could be two story and designed to meet the Historic District Design Standards in order to preserve trees.
- Use smooth siding, not textured hardy plank.
- Add 3 to 4-inch framing between single hung windows.

- Do not use white windows.
- Increase size of porch posts to larger than 4 x 4 – wrap 4 x 4 or use 6 x 6.
- Use decorative or flat balustrade on porch railing of new units, do not use proposed 2 x 2.

PLANNING ACTION: PA- 2017-01310

SUBJECT PROPERTY: 981 Siskiyou Blvd.

OWNERS: MH Smith Inc.

APPLICANT: MNM Fund LLC

DESCRIPTION: A request for Site Design Review, Conditional Use Permit and Tree Removal Permit approval for a three-unit multi-family residential development for the property located at 981 Siskiyou Blvd. The proposal includes retaining the existing residence and constructing two units at the rear of the property. The Conditional Use Permit request is to exceed the maximum permitted floor area for the historic district by 164 square feet. The Tree Removal Permit request is to remove three trees to the west of the existing home including an Italian cypress, maple and an ash tree. **COMPREHENSIVE PLAN DESIGNATION:** Commercial; **ZONING:** C-1; **ASSESSOR'S MAP:** 39 1E 09DA; **TAX LOT:** 8100.

There was no ex-parte contact or conflict of interest indicated by the Commission.

Harris gave the staff report for PA-2017-01310.

Shostrom opened the public hearing to the applicants.

Amy Gunter, applicant's representative, Rogue Planning and Development, 1424 S. Ivy St, Medford, and Melanie Smith, applicant of MNM Fund and General Contractor, Ashland, addressed the Commission regarding this project.

Dominic Smith, neighbor residing at 965 Siskiyou Blvd, Ashland, addressed the Commission regarding the project. Mr. Smith stated that his property line is 2 feet into the property at 981 Siskiyou and halfway into the tree that is slated for removal. He wants to know if anyone had done any measuring on the lot in order to start this project. Mr. Smith does not want the tree removed as it would have him looking right through the windows of the property being built and is looking into paying a surveyor to see where the property lines actually lie.

Melanie Smith, MNM Funds, addressed the Commission regarding Mr. Smith's concerns. Ms. Smith stated that her measurements are based on fence lines and where the neighboring property lines lie.

Shostrom closed the public hearing and opened to the Commission for comments.

Shostrom motioned to deny PA-2017-01310. Leonard seconded. Voice vote; All AYES. Motion passed.

Recommendations of Historic Commission for PA-2017-01310:

- The Historic Commission determined the proposal does not meet the Historic District Design standards and therefore does not meet the approval criteria for a Conditional Use Permit to exceed the allowed maximum permitted floor area (MPFA). The Commission does not recommend approving the application.
 - **Height, Scale, Massing, Form** (AMC 18.4.2.050.B 2, 3, 4, 9)
The Historic Commission's concern is that the proposed structure is out of scale with historic buildings in the vicinity. Specifically, the proposed design is box-like and has very little architectural detail such as variations in massing. Additional items that were identified by the commission follow.
 - The front entrances should be well-defined and would typically have a landscape buffer between the entrance and driveway (Entrances AMC 18.4.2.050.B.10).
 - The slider windows are not historically compatible (AMC 18.4.2.050.C.2.g).

- Needs historically compatible architectural details such as water table, belly band and double hung windows.
- Square footage used in MPFA calculations is inconsistent with unit sizes outlined in application and may not be accurate.

PLANNING ACTION: PA-2017-01417

SUBJECT PROPERTY: 228 B St

OWNER: Hani Hajje

APPLICANT: Kerry KenCairn

DESCRIPTION: A request for Site Design Review, Conditional Use Permit approval, and Tree Removal Permit for the property located at 228 B Street. The proposal involves the development of a two-story, 1008-square foot detached addition to accommodate two additional Traveler Accommodation units. A Tree Removal Permit is also requested to remove five Leyland Cypress trees, one 7" in diameter pine tree, and one 9" in diameter flowering plum tree. The requested approval would allow operation of a seven unit traveler accommodation including six guest units and one owners unit. **COMPREHENSIVE PLAN DESIGNATION:** Multifamily Residential; **ZONING:** R2; **ASSESSOR'S MAP:** 39 1E 16AD; **TAX LOT #:**6200

Von Chamier recused herself since she works with Kerry KenCairn who is the applicant on this project. Emery stated he has worked with the applicant on several instances but will not affect his decision on this project.

Harris gave the staff report for PA-2017-01417.

Shostrom opened the public hearing to the applicants.

Kerry Kencairn, applicant, 147 Central Ave, Ashland, OR, addressed the Commission regarding this project. Ms. Kencairn gave the background on the project and stated that they have tried their best to bring it into compliance with the Historic District Design Standards. Ms. Kencairn expressed that the Historic Commission review board did not like the original placement of the stairs so the applicant moved them to accommodate bike parking and the water heater.

Shostrom closed the public hearing and opened to the Commission for comments.

Shostrom motioned to approve PA-2017-01417 with recommendations. Swink seconded. Voice vote; All AYES. Motion passed.

Recommendations of Historic Commission for PA-2017-01417:

- Porch on south elevation – add beam across the top and wrap post or use 6 x 6 posts.
- Add belly band at second level to match carriage house.
- Add water table band or skirt at bottom.
- Match balustrades and hand rails of main house for staircase.
- Consider tucking stairs tight to building or covering.

PLANNING ACTION: PA-2017-01649

SUBJECT PROPERTY: 84 Dewey St

APPLICANT: Taylored Elements Construction

OWNER: Kathy Hill

DESCRIPTION: A request for a Site Design Review to allow for the conversion and addition to an existing guest house to be a 263 sq.ft. accessory resident unit (ARU) on the subject property.

COMPREHENSIVE PLAN DESIGNATION: Multi-Family Residential; **ZONING:** R-2; **ASSESSOR'S MAP:** 39 1E 09AC; **TAX LOT:** 11300.

There was no ex-parte contact or conflict of interest indicated by the Commission.

Harris gave the staff report for PA-2017-01649.

Shostrom opened the public hearing to the applicants.

Kathy Hill, 84 Dewey Street, Ashland, addressed the Commission regarding this project and expressed that she would be happy to answer any questions they had.

Shostrom closed the public hearing and opened to the Commission for comments.

Whitford motioned to approve PA-2017-01649 with recommendations. Leonard seconded. Voice vote; All AYES. Motion passed.

Recommendations of Historic Commission for PA-2017-01649:

- Match corner boards and frieze boards on front (street) elevation of house.
- Match siding on house.
- Consider steeper roof pitch on new structure.

NEW ITEMS:

- Review board schedule.
- Project assignments for planning actions

DISCUSSION ITEMS:

Harris conveyed that only City staff are allowed on an applicant's private property and when Commissioners are doing their site visits they need to be sure to stay in the public right of way.

COMMISSION ITEMS NOT ON AGENDA:

There were no items to discuss.

OLD BUSINESS:

There were no items to discuss.

Review Board Schedule

September 7 th	Terry, Keith, Piper
September 14 th	Terry, Tom, Bill
September 21 st	Terry, Bill, Piper
September 28 th	Terry, Bill, Dale
October 5 th	Terry, Keith, Sam

Project Assignments for Planning Actions

PA-2014-00710	143 Nutley	Swink & Whitford
PA-2014-02206	485 A Street	Whitford
PA-2015-00878	35 S. Pioneer	Leonard
PA-2015-01695	399 Beach	Skibby
PA-2016-00847	252 B Street	Whitford
PA-2016-01027	276 B Street	Shostrom & Leonard
PA-2016-02103	133 Alida	Swink
PA-2016-02095	563 Rock St.	Whitford
PA-2016-02114	556 B	Von Chamier
PA-2017-00013	15, 35, 44 & 51 S. Pioneer Street	ALL
PA-2017-00235	114 Granite	Leonard
PA-2017-00325	746 C Street	Von Chamier
PA-2017-00200	165 Water	ALL
PA-2017-00707	550 E. Main	Skibby
PA-2017-00838	250 Alta Ave	Emery

PA- 2017-01054	220 Hargadine	Shostrom & Whitford
PA-2017-00969	244 Hargadine	Shostrom & Whitford
PA-2017-01279	692 B Street	Leonard
PA-2017-01294	128 Central	Emery & Swink
PA-2017-01417	228 B Street	Whitford
PA-2017-01310	981 Siskiyou Blvd	Shostrom
PA-2017-01649	84 Dewey Street	Von Chamier

ANNOUNCEMENTS & INFORMATIONAL ITEMS:

Next meeting is scheduled October 4, 2017 at 6:00 pm

There being no other items to discuss, the meeting adjourned at 9:28pm

Respectfully submitted by Regan Trapp

Ashland School District

Facility & Capacity Assessment Report

Briscoe Elementary School (Closed Facility)
 Address: 265 N Main Street
 Area: 33,980 square feet
 Buildings: Original Building 1948
 Music Addition 1997
 Enrollment 2004: 0 students



FINDINGS

Architectural - Findings

Briscoe Elementary School is currently a closed school that is being leased to two different businesses. A portion of the school is housing the Migrant Headstart. The other portion is housing a community of local artist studios. Overall the school is in moderate condition. There is no off street parking and very limited playground areas. The classroom capacity of the facility can support 275 students. The multipurpose room can support 235 for eating and over 500 in an assembly. The adjacent kitchen is extremely inadequate and the stage is not used for performances. The library and offices are inadequate with current capacity. The whole facility lacks conference and meeting spaces for staff, parents and students.

Mechanical and Plumbing Systems - Findings

HEATING

The building still has the original steam boiler. The piping ranges from new replacement to old original black iron, so ranges from good to bad condition. All piping is asbestos insulated. The school does have two steam boilers but one has been out of commission for years. The second boiler was decommissioned because it needed burner work. To get it operating and recertified would cost more than the boiler is worth. With only one operable boiler, a failure could result in freezing pipes and building closure.

The heating controls are the original pneumatic equipment. The pneumatic controls are outdated but we have been able to keep the components functioning, however finding parts is getting more and more difficult.

The rooms are heated by wall units in most of the building and there is an air handler with coils in the gymnasium. All are outdated and parts are no longer available. The original building has no cooling other than a few window mounted units the renters (OCDC) have installed. Also note the renters (OCDC) have split some classrooms so had to add wall mounted heat pumps to cover heating as the original heating system was not able to function with the rooms split. The Music Building addition has roof top Trane gas fired heaters with AC (package units).

Pumps and circulation for water heating system are old but are in fair condition. Steam traps need annual attention and return pumps have been replaced so are in good condition.

Water heating systems range from old to new and all are in good condition. All the piping is original equipment, galvanized pipe and in poor condition.

Plans for the Heating/Cooling System

1. The boilers are outdated and approaching failure. We recommend replacing them with condensing boilers. This would also include asbestos removal and all boiler room piping removal. Estimated cost: \$500,000
2. All the room heaters are steam equipment, outdated and parts no longer available. Everything needs replaced with something compatible with hot water systems. The piping is asbestos wrapped so would have to be removed/abated at the same time. This project would also include a lot of room surfacing removal and replacement. Estimated cost: \$500,000
3. The Music Building heaters already need to be replaced. There are three units. Estimated cost: \$35,000
4. Add DDC controls for the HVAC system. Estimated cost: \$250,000

Plumbing Systems and Fixtures

The water supply for domestic hot and cold water is the original galvanized pipe. Many of the pipes have failed, especially on the hot water side. We have replaced many of them but major pipe failure may only be a day away. All the hot and cold water piping is asbestos insulated. Because of the condition of the galvanized pipe the water is terrible in taste, color and odor. Filters have been installed on many devices.

The plumbing fixtures, sinks, toilets, faucets, and bathroom partitions are for the most part original equipment. We have changed out some fixtures as they have failed.

Plans for Plumbing Systems and Fixtures

1. All the galvanized pipe needs replaced, both hot and cold water sides. Through the years non-compatible pipe and fittings have been added, causing electrolysis, which creates more failures in the system. All the pipe is asbestos insulated which adds cost to any repairs or replacement. Replacement would include asbestos removal, wall surfacing removal/replacement, painting and probable concrete work. Estimated cost: \$350,000
2. All the toilets, faucets and sinks are past their expected life span and need to be replaced with efficient units. Estimated cost: \$250,000
3. Replace the bathrooms partitions. Estimated cost: \$35,000

ELECTRICAL SYSTEMS - FINDINGS

The school is original equipment main and sub panels, old and outdated. Many panels are at full capacity. We find on these old panels they don't "break" the power source when there is a problem. Much of the old system is the old style fuses which are getting harder to find for failure replacements. The outlets and switches range from old to new and need replaced as well.

Plans for the Electrical Systems

1. Change out all the original main and sub panels to Square D, QO main and sub panel. Estimated cost: \$350,000

ROOFING - SYSTEM

The roofing was in good condition until our roofing consultant recommended coating them to expand the life span. The roof coating has failed for the most part and has damaged the roofs. The Music Building is single ply rubber and needs to be replaced in the next few years.

Plans for the Roofing System

1. Replace all the roofs with plied up asphalt with new, more efficient insulation. Estimated cost: \$750,000

WINDOWS

All the windows are wood sash and past their life span. All are rotten and in poor condition.

Plans for Windows

1. They need to be replaced with new vinyl high efficiency windows and new wood trim with some structure replacement. The windows are lead containing in the paint and possibly asbestos in the window glazing so removal environmental costs are high. Estimated cost: \$550,000

INTERIOR FINISHES AND HARDWARE

Most of the interior floors are 9x9 asbestos floor tiles or asbestos sheet goods. OCDC has removed some during the years and the district has as well. Some of the carpet is old and needs to be replaced.

The school is in need of paint both interior and exterior.

All interior and exterior doors are worn out, and their hardware all needs to be replaced.

Plans for Interior Finishes and Hardware

1. Remove all the asbestos floor tile and asbestos sheet goods. Replace with VCT or sheet goods. Estimated cost: \$550,000
2. Paint the complete interior and exterior. Estimated cost: \$75,000
3. Replace all interior doors with solid core birch and replace all exterior doors with new commercial door and jamb assemblies. Estimated Cost: \$225,000

Briscoe Forum FAQs

What's this all about?

In 2003, Briscoe Elementary School was closed due to declining enrollment throughout Ashland. For nearly 14 years, Ashland School District (ASD) has leased this property out to various tenants. ASD and the district facilities committee are collecting information to make a recommendation to the School Board about the best path forward with Briscoe.

So why are we talking about this now?

The Ashland School Board has a responsibility to use our community resources and tax dollars to best serve our students. This is part of a larger, district-wide review of all district assets in preparation for a potential bond issue in 2018.

Give me some reasons that the district might want to keep Briscoe as it currently is.

The Briscoe building is a beautiful school with a long history. The open space and playground next to it is precious open space and enjoyed by neighborhood residents. Additionally, the current tenants (Oregon Child Development Center and Lithia Arts Guild, among others) all contribute to the community. Finally, the rental income each year exceeds expenses by somewhere between \$30,000 to \$147,000.

Those are some good reasons! So why would the district consider letting this property go?

The Briscoe building itself has over \$3M in deferred maintenance, according to a 2014 internal review. Between the asbestos, leaking windows, outdated electrical, and ancient boiler (just to name a few) this building is close to its "end of useful life." Even with the short-term income each year from renters, the math just doesn't work in the long-term to make this building "profitable" for the district as a landlord. And this doesn't factor in the liability the district has, if someone were to get hurt or injured on the property.

Couldn't we just use future bond money to repair Briscoe?

That is a choice that the school board could make, and is central to the discussion and decision-making around this. Doing this would mean that taxpayer money would be re-directed from our active schools and students into a rental property.

But what if we need to use Briscoe in the future? What if student enrollment goes way up?

Unfortunately, that's not likely. The high point for ASD enrollment in the past 25 years occurred in 1993, when 3,546 students attended Ashland schools. By the time Briscoe was closed in 2003, that number had dropped to 3,008. Enrollment for 2016 landed at 2896, including 285 students who live outside the school district boundaries.

The most recent demographer report (February 2017) indicates that enrollment will continue to decline further over the next 10 years, unless the district continues to accept students from outside Ashland. Even if enrollment were to surge in the more

distant future, the district still has capacity in our current active schools and properties to accommodate that.

What factors will the district and school board consider in deciding what to do?

The overarching question for decision-makers is this: *How can Ashland School District best use its funding and resources to perform our mission and serve our students?*

We want to focus on our core mission of education.

We want to be good neighbors and conscientious community partners.

We want to responsibly plan for the future – both short and long-term – so that we can continue to provide the best education possible for all students.

How can I let you know how I feel about all this?

The district is hosting a community forum on **May 4, 2017** to share data and hear your thoughts and ideas. You can also email Briscoe@ashland.k12.or.us.

Briscoe Community Forum

When: May 4, 2017

Where: Ashland High School Library

Time: 7:00 PM until 8:30 PM

Where can I get more information?

Visit the ASD website at www.ashland.k12.or.us and click the link for “Briscoe Forum.” Here, you’ll find the most recent demographers report, enrollment history, an overview of deferred maintenance, and other information.

When will a decision be made?

The last of the data, an engineering report with a better estimate of maintenance and repairs, is expected in June. At that point, the district and the facilities committee will consider all the information and make a recommendation to the Ashland School Board.

Decision Timeline

May 4, 2017: Community forum

Early June: engineering report expected

Mid-June: Facilities committee meeting to review data and make recommendation to school board. (Date TBD)

June and/or July: School board considers recommendation

