



HPAC Committee Minutes (Draft)

February 8, 2023

Special Meeting time of 5PM-7PM

Community Development/Engineering Services Building – 51 Winburn Way

5:00PM CALL TO ORDER

Hovenkamp called the meeting to order at the Butler-Perozzi Fountain at 5:01pm

Parks Foundation in attendance:

Mark Knox

Mike Gardiner

Hovenkamp/Repp m/s for the Historic Commission to endorse the concept from the consultant for restoration of the Butler-Perozzi Fountain and the foundation, with the understanding that there will be areas that need replacement. ALL AYES. Motion Passed

Commissioners Present:	Council Liaison:
Shostrom	Mayor Tonya Graham
Hovenkamp	Staff Present:
Emery	Derek Severson; Senior Planner
Von Chamier	Regan Trapp; Admin Support
Scharen	Brandon Goldman; Acting Comm-Dev Director
Whitford	
Repp	
Commissioners Absent:	Skibby
	Bonetti

READING OF LAND ACKNOWLEDGEMENT

Land Acknowledgement was read by Von Chamier

"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."



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(6:05) APPROVAL OF AGENDA (5 min)

- Commissioner suggested amendments to Agenda.

(6:10) APPROVAL OF MINUTES (5 min)

- Historic Commission meeting of December 7, 2022

Shostrom/Whitford m/s to approve the minutes of December 7, 2022. ALL AYES. Motion passed.

(6:15) PUBLIC FORUM (15 min)

There was no one in the audience wishing to speak.

(6:30) LIAISON REPORTS (5 min)

Mayor Graham gave liaison report.

- Mayor Graham discussed the process of how the open seats for City Council will be filled. She stated that in the future, another Councilor will be assigned to this Committee.

The Staff report was not given.

(6:35) DISCUSSION ITEMS (10 min)

Historic Preservation Week

- All Committee members have been assigned properties to look at and will go to each assigned site, take photos and report back at the March meeting. **(See assignments in attachment A)**
 - All photos need to be emailed to Derek by March 1st.
 - Trapp will look into options for renting Pioneer Hall and Ashland Library for awards on May 17-18.
 - Hovenkamp, Repp, Scharen and Shostrom will form a sub-committee to plan another event during Historic Preservation Week.
 - Severson will call Peter Finkle to see if he can do a walking tour.

Debrief on Annual Retreat/next steps. **(See attachment B)**

- Need a process of laying out all the possibilities of what could be worked on as a committee.
- Hovenkamp asked Staff to investigate attendance reports for the Committee.



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ADJOURNMENT

Next meeting is scheduled for March 8, 2023, at 6:00pm at, 51 Winburn Way Whitford/Repp m/s to adjourn. ALL AYES. Motion passed.

There being no other items to discuss, the meeting adjourned at 6:58pm

Respectfully submitted by Regan Trapp

PEOPLE SAVING PLACES - May 14-20 2023 (Location TBD)

Permit number	Permit Address	Group Assign	Permit description	Approval state	Final date	Owner Last Name	Owner First Name	Owner Address	Appdate
ARU									
BD-R-2021-00670	9 Nutley/114 Granite	Sam	Move historic bungalow	Issued/Need Final elec		Mastain	Mardi	114 Granite	7/13/2021
ADDITION									
BD-2017-02323 & BD-R-2018-00064	263 N Second	Dale	Addition, interior remodel, restoration of roof and porch	Issued- No finals yet	2/2/2018	Benton	John/Myra		
BD-R-2021-00586	259 N. Laurel	Bev	Addition and remodel. 2nd story	Issued					2/19/2021
BD-R-2021-00642	131 Church	Piper	Small bedroom/bath addition	Issued		Colwell	Coleen/Mike		4/27/2021
BD-R-2021-00622	830 Iowa	Bill	Room addition with bathroom	Issued	10/27/2021	Benson	Joanne		3/22/2021
BD-R-2022-00745	501 Allison	Katy	Bathroom addition & remodel	Finaled	9/2/2022	Greenblatt			
SFR									
BD-R-2021-00694	761 E. Main	Shelby	2nd unit on lot	Finaled		Dallagiacomo-Rhodes	Carol		9/27/2021
BD-R-2020-00547	882 B Street	Eric	Demo & rebuild	Finaled		Nible	Chris		12/10/2020
BD-R-2021-00700	241 Seventh	Sam	2nd unit on lot	Finaled		Bar-Gem Vineyards			9/23/2021
MFR									
BD-R-2018-00147, BD-R-2018-00152, BD-R-2019-00306, BD-R-2019-00308-BD-R-2019-00307	158-166 N. Laurel	Bev	2021 project-Not complete/ Duplex & manager unit - 158, 160, 162, 166 have been finaled. Waiting on 164.	Work still being done on project		Agakhanov	Vadim	262 B Street, Ashland	7/29/2019
MIXED USE									
BD-MU-2020-00015	145 N. Main	Katy	Creating a residential unit inside. Exterior changes	Finaled	Dec-22	Comte/Bonetti	Donn/Eric	175 Piedmont	9/21/2020
BD-MU-2021-00018	143/145 N. First	Dale	Mixed Use - Plaza North	Finaled	22-Oct	Plaza East LLC		815 Alder Creek	10/16/2019
COMMERCIAL CIVIC									
INDIVIDUAL									

ATTACHMENT B

Overview of the January 6, 2023 Retreat

Review of Presentations

A review of the recent restructuring of City Commissions into Standing Advisory Committees that advise the City Council directly, and Management Advisory Committees that are established at the request of the City Manager or Department Heads.

The roles and responsibilities of the former Historic Commission as outlined in the Municipal Code were adopted in full as part of a Council Resolution establishing the Historic Preservation Advisory Committee (HPAC). The Council decided to make these changes to the citizen advisory groups in the form of a resolution, as opposed to amending the City's Municipal Code, because it provides greater flexibility for the Council to assess the new structure and make changes as needed in the next two years.

A review of the three types of procedures conducted by the City's Planning Department that outline the planning process in which HPAC participated, including Administrative Decisions, Quasi-Judicial Decisions, and Property Specific Developments.

The weekly Review Boards that had been conducted by a subset of HPAC members to review upcoming planning actions was discontinued in 2020 as a result of the Covid pandemic. These should be able to resume in the next month or so, once the building is opened and there are staff available to support those Review Boards.

A review of what are appropriate and inappropriate communications among HPAC members related to meetings, site-visits, and planning actions.

HPAC members are considered public officials and have to abide by City policies that ensure transparency and impartiality in all its deliberations. All City planning actions require public notice whenever there is a discussion among five members or more, which is the current quorum. Consequently, the members of HPAC should generally bring all comments related to upcoming agenda items and actions before all members of HPAC. All HPAC members are encouraged to make site visits for upcoming planning actions. However, these must be done individually and there should not be any conversation with the project owner or representative.

A review of the audit findings and recommendations related to Ashland's designation as a Certified Local Government (CLG) by the State Historic Preservation Office (SHPO), under the Oregon Parks and Recreation Department.

An audit report by Kuri Gill, of SHPO, was filed on September 2, 2022 showing areas for improvement in HPAC's performance, such as protecting historic properties, maintaining property records and updating outdated surveys of historic properties, as well as providing public education and promoting community awareness of HPAC's mission and goals.

ATTACHMENT B

As a CLG, the city of Ashland and HPAC are eligible to apply for grants from SHPO. However, current staffing levels are insufficient to manage any outside grants at this time.

A review of HPAC Design Standards and their application as outlined in the Ashland Municipal Code, 18.42.

Through a mix of discussion and photographs, the standards for building placement, orientation, and design were reviewed, for both residential and non-residential development, along with those for the four Historic Districts and for the Downtown.

HPAC Priorities and Goals

Promoting Education and Public Awareness

Plan special events and activities that bring attention to the importance of historic preservation in the community.

Find new ways, aside from the Review Boards, to inform and assist owners and builders who want to make external changes to properties in the Historic Districts. HPAC should promote conversation with owners and builders earlier in the planning process in order for HPAC to advise them about the design standards. This more collaborative approach could help to mitigate some public perception that HPAC puts too many roadblocks in the way of remodeling and development.

Promote communication with local realtors and new homebuyers about the role and function of HPAC's program and design standards through the use of published materials or direct correspondence. In addition, it might be beneficial to include information on HPAC to new residents to Ashland.

Update the records of the 1999 survey of properties in the Historic Districts and make sure the photographs are scanned and available on the City's website.

Centralize the online content related to Historic Preservation in the City's website, since currently some of this information is under the Planning Department link.

Make better use of the GIS (Geographic Information System) and Story Maps that are available on the City of Ashland's website, both to improve HPAC's review process as well as to use in conversations with potential project applicants and the general public.