



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.

November 8, 2023

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 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."

I. **(5:05) APPROVAL OF AGENDA**

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

Minutes of September 6, 2023

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

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

A. Council Liaison – Jeff Dahle

B. Staff Liaison – Derek Severson

V. **(5:40) PLANNING ACTION REVIEW:**

PLANNING ACTION: PA- TI-2023-00216

SUBJECT PROPERTY: 263/265 Sixth Street

OWNER / APPLICANT: Justin Hymas, Ashland Builders

DESCRIPTION: A request for Site Design Review approval to construct one new 635 square foot residential unit at 263/265 Sixth Street. There are currently two residences on the lot. Site Design review is required for development of three or more units. The area east of the proposed residence will be designated Open Space. The main access to the proposed unit is from the alley. The applicant is requesting exceptions to the Historic District Development Standards for a metal roof and awning windows. **COMPREHENSIVE PLAN DESIGNATION:** Multi Family Residential; **ZONING:** R-2; **MAP:** 39 1E 09 AD; **TAX LOT:** 4400

VI. **(6:00) DISCUSSION ITEMS**

A. MAP II Project

B. Review Board

VII. **(6:15) ADJOURNMENT**

Next Meeting Date: December 6, 2023





HPAC Committee Minutes (Draft)

September 6, 2023

4:00PM – 5:00PM

Community Development/Engineering Services Building – 51 Winburn Way

6:00PM CALL TO ORDER

Chair Hovenkamp called the meeting to order at 4:03

Commissioners Present:	Council Liaison:
Shostrom	Jeff Dahle - Zoom
Hovenkamp	Staff Present:
Bonetti - Zoom	Derek Severson; Planning Manager
Repp - Zoom	Regan Trapp; Admin Support
Scharen	
Whitford	
Commissioners Absent:	S kibby
	Emery

READING OF LAND ACKNOWLEDGEMENT

Land Acknowledgement was read by Hovenkamp.

"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."

(4:05) APPROVAL OF AGENDA (5 min)

- Commissioner suggested amendments to Agenda.

(4:10) APPROVAL OF MINUTES (5 min)

- Historic Commission meeting of June 7, 2023

Whitford/Scharen m/s to accept the minutes of June 7, 2023. ALL AYES. Motion passed.

(4:15) PUBLIC FORUM (15 min)

There was no one in the audience wishing to speak.



HPAC Committee Minutes (Draft)

(4:30) LIAISON REPORTS (5 min)

Councilor Dahle gave liaison report. Items discussed were:

- The council advisory committee workplan will be updated to the Committee at the next meeting in October.
- Council moving forward with the shelter at 2200 Ashland Street. They will be canvassing the neighborhood on Monday 9/11 and having a neighborhood meeting on Wednesday 9/13. Letters will be going out to neighbors on Friday 9/8.
- No staff report was given by Severson.

(4:40) DISCUSSION ITEMS (10 min)

A. Roll-Up Window at Martolli's Pizza/38 East Main Street

- Cynthia Guthrie, architect on the project, was present to discuss the proposal. Cynthia wanted to clear up the confusion that the project is a roll up window, and NOT a door. The window will be custom fit, to fit the height and width of the area. The base will be pushed back to accommodate the countertop under the window will fill the framed area with stucco. Severson reminded the Committee that this is just at the pre-application stage and a formal submittal will be forthcoming. This meeting is just to address comments and recommendations for the applicant.

Committee recommendations and discussion

- Committee members were generally supportive of the idea and of the specific proposal.
- Committee members recommended looking at the height of the bar stools relative to the height of the bar surface and suggested that there might be a need to have off-set or stepped bar surface heights for the street-side and restaurant-size seats.
- Committee members also suggested that the stools for the sidewalk-side seating might need to be movable or removable rather than a permanent/fixed installation.



HPAC Committee Minutes (Draft)

B. Marking Ashland Places (MAP) II Project Next Steps (See item C)

C. Plaque highlighting history of Siskiyou Boulevard

- This item should go hand in hand with the MAP II Project Next Steps. We should denote some of the history of Siskiyou Blvd and make this a priority per Brent Thompson's letter. The details will be sorted out within the subcommittee, which will be made up of HPAC members, Hovenkamp, Shostrom, Scharen, 2 committee members from PAC, Peter Finkle, and a Parks Representative.

Whitford/Bonetti m/s to have Hovenkamp, Shostrom and Scharen represent the MAPS II project on the new subcommittee. Voice vote. ALL AYES, Motion passed.

D. Council Advisory Committee Workplan Direction

- This item has been tabled until October meeting.

E. Review Board sign-ups

- Sept 7 – Canceled
- Sept 14 – Repp, Whitford
- Sept 21 – Repp, Shostrom, Hovenkamp
- Sept 28 – Repp, Scharen, Shostrom

ITEMS NOT ON THE AGENDA

Hovenkamp alerted the Committee that Jeff Lalonde is teaching an architecture class at Olli. Hovenkamp is registered and more are invited to sign up. She suggested that maybe Mr. Lalonde would waive the registration fee for Committee members. Classes will start the week of Sept 10th and run for 10 sessions.

ADJOURNMENT

*Next meeting is scheduled for October 4, 2023, at 4:00pm at, 51 Winburn Way
There being no other items to discuss, the meeting adjourned at 4:50 pm
Respectfully submitted by Regan Trapp*

Planning Application for a third unit at 265 6th St.

Density: The base density for R-2 zoned property is 13½-dwelling units per acre. For the subject property, this equates to 0.22 acres x 13.5 du/acre = 2.97 dwelling units as a base density. However, the minimum lot area for three dwellings is 9,000 square feet and the lot is approximately 9,583 square feet. Within the R-2 zone, the maximum allowed lot coverage is 65 percent. Lot coverage includes the total area of a lot covered by buildings, parking areas, driveways, and other solid surfaces that will not allow natural water infiltration into the soil. Landscaping, including living plants, vegetative ground cover, and mulch, which allows natural soil characteristics and water infiltration, and retention is not considered lot or site coverage. This is within the allowed density. The development of 3 or more dwellings requires site design review.

Discussion – The density calculations submitted in the Pre-Application remain well within the acceptable range. The maximum allowed lot coverage is 6228sf while the total coverage including the proposed building (655sf) is 4910sf. Since the Pre-App meeting, I have decided to add a small, covered deck to the front of the house adding 34sf of impermeable surfaces.

Site Review: For multifamily residential developments, careful design considerations must be made to ensure that the development is compatible with the surrounding neighborhood. Site Design Review criteria are largely design-focused, and all newly proposed structures should address building location and orientation as well as historic standards. Site Design Review standards and criteria for Residential Development would need to be met as outlined in Chapter 18.4.2.030. In addition, Historic District Design Standards in Chapter 18.4.2.050 would apply.

Discussion – The placement and orientation of the building will be appropriate in relation to the alleyway as that provides the main access. All other points listed in 18.4.2.030 and 18.5.2.050 are met in this design.

MPFA: AMC 18.2.5.070 provides for the Maximum Permitted Floor Area in Historic districts. A final application would need to detail the amount of GHFA within the historic district.

Lot area x Adj. Factor = Adjusted lot area x graduated FAR = MPFA 9,583.2 x .73 = 6,995.74 x 0.42 = 2,938.21

Based on the application materials it appears that there are 2,233 GHFA. It should be noted that the assessor lists the main house as only 1,274 sq. ft.

Discussion – The property will remain within the allowable MPFA of 2,938.21sf. The GHFA will be 2,854sf once the third unit is complete.

Historic District: The Historic Preservation Advisory Committee Review Board reviewed the application materials during the August 17, 2023, meeting. Members recommended making the third unit match the existing middle unit in terms of materials, siding, double-hung windows, roof, etc. The final Site Review

application submittal should also include necessary submittals to review the design for compliance with the Historic District Development Standards of 18.4.2.050. (ie. Including scalable elevations of all sides and clear details of materials and trim, see AMC 18.5.2.040.B.).

Discussion – If possible, I would like to install a metal roof on the building to reduce the fire hazard. I would also like to install two short and wide awning windows. One would be on the south side and the other on the east side. Neither would be noticeable from the street or the alley. The siding and trim will match 263. See attached images. I would like to use fiber cement board siding to match and reduce fire hazard.

Open Space: The final application will need to clearly address the open/recreational space requirement demonstrating that the proposed open/recreation space is located and treated in a way to accommodate human recreational use and complies with the definitions in the Land Use Ordinance.

Discussion – The area to the east of the proposed third unit will be designated as Open Space. It is required to be greater than 8% of the lot size which equals 777sf. The amount labeled Open Space on the plans provides 1012sf.

Parking: With Climate Friendly & Equitable Communities (CFEC) rules, the City can no longer require off-street parking. Any parking provided must meet 18.4.3.

Discussion – There will be no changes made to the existing parking layout.

Parking/Parking Lot Treatment: All parking lots and other hard surfaces are to be designed in a way that captures and treats runoff with landscaped medians and swales.

Discussion – There will be no changes made to the existing parking layout.

Parking Area Screening (AMC 18.4.4.030.F.2): Where a parking area is adjacent to a residential building it shall be setback at least eight feet from the building and shall provide a continuous hedge screen. Any new fences will require a fence/zoning permit

Discussion – There will be no changes made to the existing parking layout. The fence heights will not change. There will be a small fence line change to create some separation between buildings.

Trash & Recycling: The final application will need to address the placement and screening of trash and recycling facilities to address standards. Applicants may wish to consult Recology to verify sizing and placement of the trash and recycling facilities are adequate.

Discussion – Trash and recycling bins will be located in low-visibility locations on the plans. Each unit will have its own trash and recycling location.

Street Improvements/Street Trees: City standards require development to provide street frontage improvements (sidewalks, parkrow planting strips with irrigated street trees, streetlights, etc.) for the property's full street frontage. The frontage along Sixth Street is fully improved.

Discussion – No change will be made.

Alley Improvements: City alley standards call for a 12-foot paved width buffered by two-foot unpaved (i.e. gravel or planted) strips on both sides. Applicants should anticipate that they may be required to pave the alley to comply with street standards and would be well-advised to contact both the Fire Marshal to verify how the alley will play into addressing fire apparatus access requirements and the Public Works Department for improvement standards.

Discussion – No change is required by the Fire Marshall or the Public Works Department.

Adequate Capacity of Public Utilities: The applicant is responsible for determining if adequate water, sanitary sewer, storm sewer, and electricity services, and paved access/adequate transportation are available or can be extended to serve the proposed development. The Site Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail service locations for each proposed lot, and plans will not be deemed complete without a utility plan which includes an Electric Department-approved electric service plan.

Discussion – All public utilities will be sufficient to accommodate the new unit.

Building Separation: The final application would need to demonstrate compliance with the R-2 Building Separation requirements from Table 18.2.5.030.A which requires separation equal to one-half the height of the tallest building, where building height is measured at the two closest exterior walls. The maximum separation required is 12 feet.

Discussion – The minimum building separation required for the two adjacent buildings is 5 feet. The new unit will be built 10 feet away from the existing building.

18.5.2.050 Approval Criteria: An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria

A. Underlying Zone. The proposal complies with all of the applicable provisions of the underlying, 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.

Discussion – All applicable provisions are satisfied by the proposed plans.

B. Overlay Zones. The proposal complies with applicable overlay zone requirements (part 18.3).

Discussion – All Overlay Zone requirements are satisfied by the proposed plans.

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.

Discussion – All Site Development and Design Standards are met by the proposed plans.

D. City Facilities. The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and 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.

Discussion – After discussing the details of the proposed plans with all of the City Facilities representatives listed below, there are no concerns. All facilities and utilities will be able to accommodate the new unit.

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, 2, or 3, 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;
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; or
3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of section 18.2.3.090. (Ord. 3147 § 9, amended, 11/21/2017)

Discussion – I would like this project to be considered for two exceptions, The first excepting would be for the roofing material and color, and the second exception for two of the window styles.

The homeowner wants to have a white, metal roof installed for a couple of reasons. The color and material both have separate benefits that are important to communities in a changing climate. First, a metal roof is more fire resistant than any other roof type. This is, of course, very important being a home built in a fire prone environment. Not only does it help protect the home itself, but it also protects the surrounding homes as it reduces the nearby potential fire hazard materials. Secondly, a white roof will reflect a certain amount of heat away from the inside of the building acting to reduce the need for energy to cool the space (<https://www.energy.gov/energysaver/cool-roofs>). It can also help to lower the temperature of surrounding areas where there are a lot of buildings and pavement.

The roof would be different than those of the buildings surrounding it, but would largely be unnoticeable. The third unit sits to the farthest edge of the property away from historic 6th St. Also, the gable end faces the alley. A view of the roof will be nearly impossible as it will be hidden by 265 6th and surrounding trees from the street and hidden by its own gable structure from the alley. Not only are there benefits to a white, metal roof; it will also be unnoticeable from the surrounding area.

The way the studio is laid out inside also necessitates the use of awning windows in two locations. First, in the bathroom. There will be a horizontally oriented window opening on the east wall to provide ventilation to the shower and privacy for the user. There will also be a similarly shaped window opening above the bed location on the south wall to provide natural light and ventilation while retaining privacy. Both of these windows could be sliders, but I believe the awning style fits better with the style we are going for in the third unit. Neither of these windows will be visible from 6th St. or from the alley.

Timelines: For a standard type 1 planning action we have a 10-day window to determine if we have a complete application. Following the determination of a complete application a NOC is mailed beginning a 2-week public comment period. The local code requires that we render a decision within 45 days of the NOC, however we try to be no more than 3 weeks from the NOC. Once a decision has been made a Notice of Decision is mailed. Once the NOD is mailed there is a 12-day appeal window where an appeal may be filed to the Planning commission. The decision by the Planning Commission on the appeal of a type 1 decision is the final decision of the City. Any further appeal would be heard at LUBA

Other Department's Comments

FIRE DEPARTMENT: Please contact Division Chief Ralph Sartain of the Fire Department for any additional information at (541) 552-2229 or via e-mail to ralph.sartain@ashland.or.us .

Discussion – The Fire Department is requiring an internal fire sprinkler system due to insufficient emergency vehicle access.

BUILDING DEPARTMENT: Please contact the Building Division for any additional information at (541) 488-5309.

Discussion – All applicable building codes are being taken into consideration throughout the design process.

CONSERVATION DEPARTMENT: There may be current City of Ashland rebates for the installation of high efficiency toilets (HET) as well as some appliances such as refrigerators, dishwashers and washing machines. Appliances may also be eligible for state tax credits through the Oregon Department of Energy. There may also be opportunities for homes to be built more sustainably or more energy-efficiently with financial and/or technical assistance from the City. For more information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 552-2062 or e-mail Dan.Cunningham@ashland.or.us. A handout on the city's "Smartbuild" program for new

construction is attached at the end of this document. Conservation staff are available to provide any further information or assistance on these programs.

Discussion – We may be installing fixtures and insulation that will meet or exceed the building code requirements.

PUBLIC WORKS DEPARTMENT: For any further information, please contact Karl Johnson at (541) 552-2415 or via e-mail to: karl.johnson@ashland.or.us.

Discussion – No concern from the Public Works Department.

ELECTRIC DEPARTMENT: The applicant will need to contact Rick Barton in the Electric Department at (541) 552-2082 to discuss service requirements and fees. An approved electric service plan is required to be included in the final application submittal for the application to be deemed complete. Rick can arrange an on-site meeting to assess service requirements and will prepare a schematic service plan to be incorporated into the applicants' civil drawings. Please allow additional time for scheduling an on-site meeting with Rick Barton, subsequent preparation of a schematic plan, and incorporation of this plan into your submittals. Applications will not be deemed complete without an approved electric service plan.

Discussion – No concern from the Electric Department.

WATER AND SEWER SERVICE: Please Contact Steve Walker at 541-552-2326 or e-mail walkers@ashland.or.us with any questions regarding water utilities.

Discussion – No concern from the Water or Sewer Departments.

ZONING DISTRICT REQUIREMENTS

See Table 18.2.5.030.A. “Standards for Urban Residential Zones” for R-2 Zoning District Zoning: R-2 Multi-Family Residential

Landscaping Requirements: 35 percent of the lot area. Size- and species-specific landscaping & irrigation plan required, including park rows and open space, at time of formal application. Avoid using lawn. Provide irrigation system. Include street trees, one per 30 feet of street frontage.

Discussion – The entire front and side yards are landscaped. The Open Space will also need to be landscaped in order to meet the standard of 35% minimum landscape area.

Parking, Access, and Internal Circulation: As per AMC 18.4.3. Please note that on-street parking credits and other parking management strategies are discretionary, and existing and anticipated future parking

will be looked at closely in considering requests. The applicants would need to speak with the Building Division regarding any required ADA-accessible parking and any associated requirements for providing accessible routes on-site.

Discussion – There is no concern with parking, access and internal circulation.

Lot Coverage: A maximum of 65 percent of the lot may be covered with building footprints, driveways, parking spaces and other lot coverage. Compliance with lot coverage standards should be demonstrated in the application.

Discussion – Total coverage does not exceed 65% as demonstrated in the plans.

Standard Setbacks: Front yards shall be a minimum of 15 feet, excluding garages which require a 20-foot front setback. Unenclosed porches shall be permitted with a minimum setback of eight feet. Side yards require six feet; the side yard of a corner lot abutting a public street shall have a ten-foot setback; rear yard, ten feet plus ten feet for each story in excess of one story. In addition, the setbacks must comply with Chapter 18.4.8 which provides for Solar Access.

Discussion – The setback requirements are cut in half for this particular unit and therefore the building will be within the allowed distance.

Alley

- A 16" DBH Fir - Remove
- B 18" DBH Pine - Remove
- C 12" DBH Hawthorne - Remove
- D 12" DBH Hawthorne - Remove
- E 8" DBH Hawthorne - Remove
- G 16" DBH Apple - Protect

Existing Building
One Bedroom
Single Story
959sf

Patio
106sf

7'-3"

GHFA
265 6th St = 1,274sf
263 6th St = 959sf
New ARU = 621sf
Total GHFA = 2,854sf

Rear Porch
54 sf

Existing Building
Two Bedroom
Single Story
1274sf

Walkway
54sf

Front Porch
240 sf

Proposed Building
Studio
Single Story
621sf
Deck 34sf

10'

6'

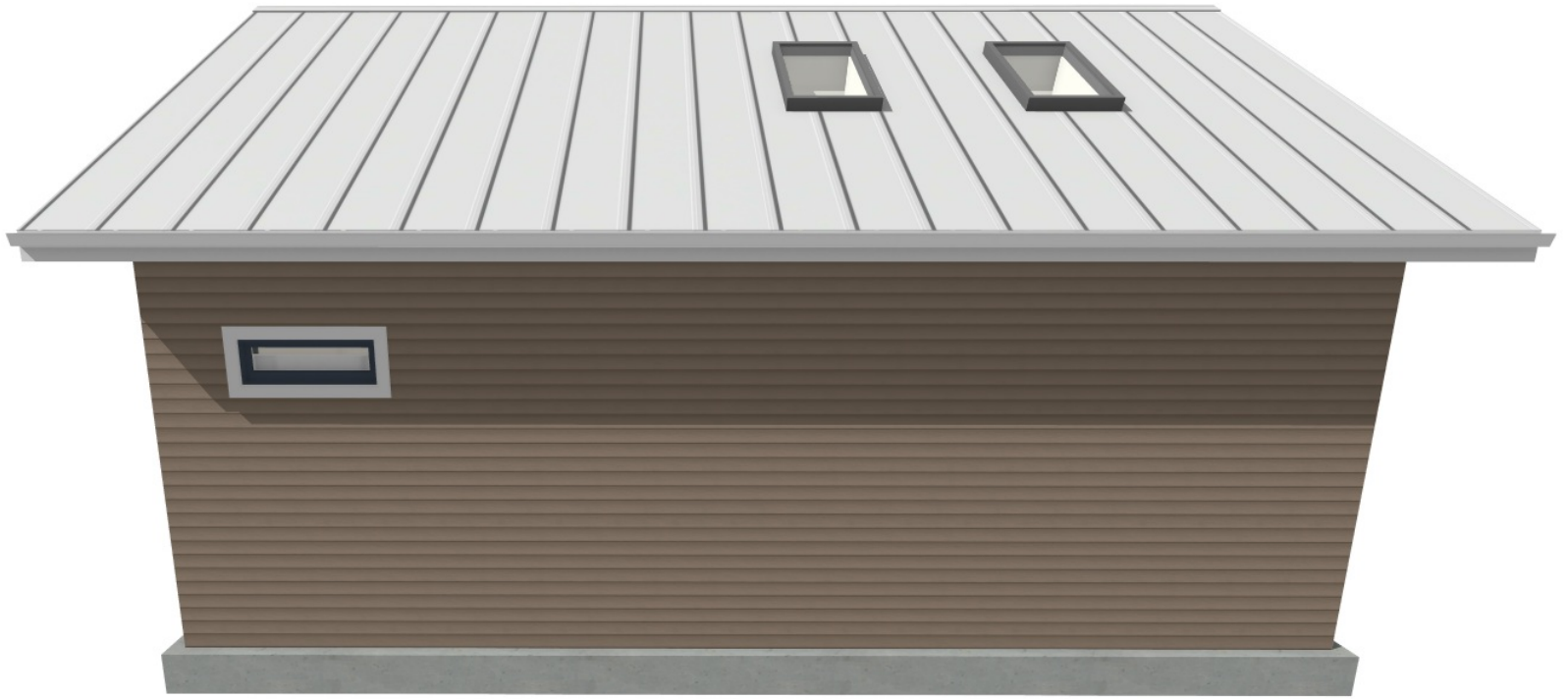
Open Space
22.5' x 45'

263/265 6th St
391E09AB
4400
Lot Size: 9365sf
Zoning: R-2

Lot Coverage
Total Structure Coverage: 3342 sf
Total Parking Coverage: 1588 sf
Impervious Surfaces: 4930 sf
Lot Size: 9583.2 sf
Percent Covered: 51.4%



6th st













263



November 2023

HPAC Review Board

Meet at 3:00pm - Lithia Room

DATE	<u>COMMITTEE MEMBERS ATTENDING</u>		
Nov 2			
Nov 9			
Nov 16			
Nov 30			

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