



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.

December 6, 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 November 8, 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-2023-00220

SUBJECT PROPERTY: 38 E Main St

APPLICANT/OWNER: Cynthia Guthrie for Bingham Sacks LLC

DESCRIPTION: A request for a Site Review for an exterior change to a Historic Contributing building. Changes include adding a roll up window with a new counter on the left side of the entrance and removing existing planter boxes at the corner window to the right of the entrance. The entrance itself is to remain unchanged. **COMPREHENSIVE PLAN DESIGNATION:** Commercial; **ZONING:** C-1-D; **MAP:** 39 1E 09 BB; **TAX LOT:** 99001

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

A. Review Board

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

Next Meeting Date: January 3, 2023





HPAC Committee Minutes (Draft)

November 8, 2023

5:00PM – 6:00PM

Community Development/Engineering Services Building – 51 Winburn Way

5:00PM CALL TO ORDER

Hovenkamp called the meeting to order at 4:57PM

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

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.”

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

- Commissioner suggested amendments to Agenda.

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

- Historic Commission meeting of September 6, 2023

Amendment of minutes for September 6, 2023 – Recommendation for Roll-up window at Martoli’s Pizza:

Committee members recommended looking at the height of the barstools relative to the height of the bar surface. They suggested that there would be a need to change the height of each stool, dictated by the slope of the sidewalk, so that each seat height is the same relative to the level bar height.

Scharen/Bonetti m/s to accept the amended minutes of September 6, 2023. ALL AYES. Motion passed.



HPAC Committee Minutes (Draft)

(5:15) PUBLIC FORUM (15 min)

There was no one in the audience wishing to speak.

(5:30) LIAISON REPORTS (5 min)

Councilor Dahle was not in attendance, so no liaison report was given.

Severson gave the staff report. Items discussed were:

- Council Meeting on 12/18/23 – All Committee members should attend to listen to the discussion regarding workplans for all Commissions.

(5:40) PLANNING ACTION REVIEW (20 min)

PLANNING ACTION: PA- T1-2023-00216

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 IE 09 AD; **TAX LOT:** 4400

There were no conflicts of interest or ex-parte contact indicated.

There were no applicants present for PA-T1-2023-00216.

Shostrom/Bonetti to approve PA-T1-2023-00216 with recommendations. Voice vote. ALL AYES. Motion passed.

Recommendations for PA-T1-2023-00216

- 1) That if metal roofing is used, it be standing seam metal roofing rather than corrugated metal, and that it be a darker color to match the roofing of the other two buildings on site (i.e., bronze, gray or charcoal).
- 2) That the roof pitch on the new unit matches the roof on the existing middle unit.
- 3) That the windows, including the proposed awnings windows for the bedroom and bathroom, shall generally match the windows on the middle unit in size, proportion and trim.
- 4) That the exterior siding should match the existing middle unit in terms of type, exposure and trim.

(6:00) DISCUSSION ITEMS (10 min)



HPAC Committee Minutes (Draft)

A. Map II Project – Scharen

- o 3 locations chosen for hub – Bluebird Park, Downtown Plaza, or at the entrance to Lithia Park.

Whitford/Shostrom m/s to approve the vicinity of the entrance to Lithia Park as the location to place the hub sculpture for Map II Project. Voice vote. ALL AYES. Motion passed.

B. Review Board

(6:15) ADJOURNMENT

Next meeting is scheduled December 6, 2023, at 4:00pm at, 51 Winburn Way

Whitford/Scharen m/s to adjourn. ALL AYES. Motion passed.

There being no other items to discuss, the meeting adjourned at 5:46pm

Respectfully submitted by Regan Trapp

HERITAGE* TOURISM* and ECONOMIC DEVELOPMENT*

SAVE THE DATES WEDNESDAY JANUARY 17, 2024 AND FEBRUARY 21, 2024

A new brochure that showcases Jackson County historic sites will be printed in January 2024 thanks to a partnership between Travel Southern Oregon and the Jackson County Heritage Association. The partnership also funds one year's distribution of the new brochure to 72 hotels and chambers of commerce, the Medford Airport, and the South Ashland Visitors' Center.

The JCHA and Travel Southern Oregon are also teaming up to produce two professional development workshops to enhance the skills and knowledge of the travel and hospitality industries, city staff and elected officials, and heritage advocates. The goal of these workshops is to develop and enhance strategic partnerships at the intersection of heritage, tourism, and economic development.

Let's work together to craft strategic partnerships and develop meaningful outcomes that raise the visibility of Southern Oregon's heritage sites and organizations, increase tourism, and improve our communities.

professional development workshops are no cost; lunch provided

Jackson
County
Heritage
Association
and
Travel
Southern
Oregon



For more information contact
Maureen Flanagan Battistella
Southern Oregon University SOAN
541-552-0743 or battistem@sou.edu

Heritage Tourism 101: The Intersection of Heritage, Tourism and Economic Development

Wednesday, January 17, 2024, 10a-4p | Talent Community Center

Keynote Speaker: Shawn Irvine, Economic Development Director, City of Independence, Oregon

Appreciate the economic and human values of heritage tourism; Understand the basics of the tourism industry; Learn about successful partnerships in Southern Oregon; Develop strategic partnerships and collaboration.

Successful new partnership ideas that emerge from the workshop will be featured in Travel Southern Oregon's newsletter over the next six months.

Heritage Tourism 201: Telling Authentic Stories with Historical Re-enactments

Wednesday, February 21, 2024, 9a-3p | Jacksonville City Hall Assembly Room

Keynote Speakers: Danielle Mancuso (The Lantern) + Dr. Anna Sloan (Anthropologist)

Delivery + Content = Impact. Appreciate the power of story, grounded in fact; Understand the importance of both content and delivery; Learn about how historical re-enactments are conducted in historic homes, in cemeteries, within a town, on a trail or the river; Get energized about how you can put these ideas into action; Practice historical re-enactment techniques with renown drama coach Betsy Bishop.

NOTICE OF APPLICATION

PLANNING ACTION: PA-T1-2023-00220
SUBJECT PROPERTY: 38 E Main St
APPLICANT/OWNER: Cynthia Guthrie for Bingham Sacks LLC
DESCRIPTION: A request for a Site Review for an exterior change to a Historic Contributing building. Changes include adding a roll up window with a new counter on the left side of the entrance and removing existing planter boxes at the corner window to the right of the entrance. The entrance itself is to remain unchanged. **COMPREHENSIVE PLAN DESIGNATION:** Commercial; **ZONING:** C-1-D;
MAP: 39 1E 09 BB; **TAX LOT:** 99001

NOTE: The Ashland Historic Commission will review this Planning Action on **Wednesday, December 6, 2023 at 5:00 PM** at 51 Winburn Way.

NOTICE OF COMPLETE APPLICATION: November 22, 2023

DEADLINE FOR SUBMISSION OF WRITTEN COMMENTS: December 6, 2023



COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5305
Fax: 541.552.2050
TTY: 800.735.2900

The Ashland Planning Division Staff has received a complete application for the property noted on Page 1 of this notice.

A copy of the application, including all documents, evidence and applicable criteria are available online at “What’s Happening in my City” at <https://gis.ashland.or.us/developmentproposals/>. Copies of application materials will be provided at reasonable cost, if requested. Application materials may be requested to be reviewed in-person at the Ashland Community Development & Engineering Services Building, 51 Winburn Way, via a pre-arranged appointment by calling (541) 488-5305 or emailing planning@ashland.or.us.

Any affected property owner or resident has a right to submit written comments within the 14-day comment period to planning@ashland.or.us or to the City of Ashland Planning Division, 51 Winburn Way, Ashland, Oregon 97520 prior to 4:30 p.m. on the deadline date shown on Page 1.

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 the application. 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 18.5.1.050.G)

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.

If you have questions or comments concerning this request, please feel free to contact Veronica Allen at 541-552-2042 or veronica.allen@ashland.or.us

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator’s office at 541-488-6002 (TTY phone number 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 Title I).

SITE DESIGN AND USE STANDARDS

18.5.2.050

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

- A. **Underlying Zone:** The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), 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.
- B. **Overlay Zones:** The proposal complies with applicable overlay zone requirements (part 18.3).
- 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.
- D. **City Facilities:** The proposal complies with the applicable standards in section 18.4.6 Public Facilities and that 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.
- 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 or 2, 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.; or
 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.

COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way
Ashland, Oregon 97520
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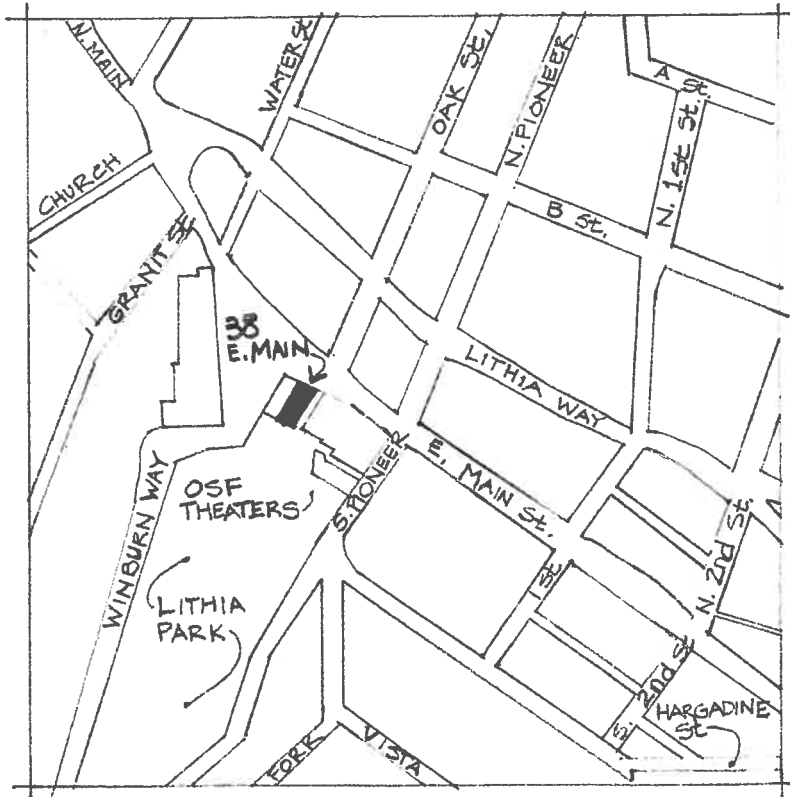
Written Findings

Site 38 E Main Street

November 9, 2023

The property at 38 E Main, occupied by Martolli's Hand Tossed Pizza since 2010, is in the Pioneer Building, which was constructed in the 1880's with a substantial rebuild in the 1900. It is a Mixed Use building with eateries and shops on the ground floor and business/residence mix on upper floors. It is located in the C-I-D zone and subject to the Historic District Development Standards and the Downtown Design Standards.

The proprietors of Martolli's, Mark Hedford and Brad Martell, want to enhance the streetscape by inviting interaction between pedestrian traffic and the restaurant's interior. They are proposing to remove the existing front window and planter box, which creates a barrier between the street and interior, and replace it with an Anodized black/dark brown roll-up window to counter height (like Skout, at 21 Winburn Way) with a new, solid wall base that matches the existing surround in texture and color (see drawing provided). The new infill window and wall will be placed at the back of the existing opening, allowing for more flexible seating space on the sidewalk side. This will continue to be done with the required ROW Encroachment Permit. The new window and wall proposal will continue to respect the Downtown Design Standards by maintaining the same opening rhythm, size, stable building base and compatible color/materials. They would also like the option of removing the planter only, at the corner window for an updated, cleaner look and more table space. Like the front window bay, this new solid wall base would match the existing surround in texture, color and height of the existing base. The window will remain unchanged. The project will not create any increase in demand to the City Utilities and /or facilities. We feel this will be a positive addition to the downtown/plaza experience and brings some welcome vibrancy to the Plaza area.



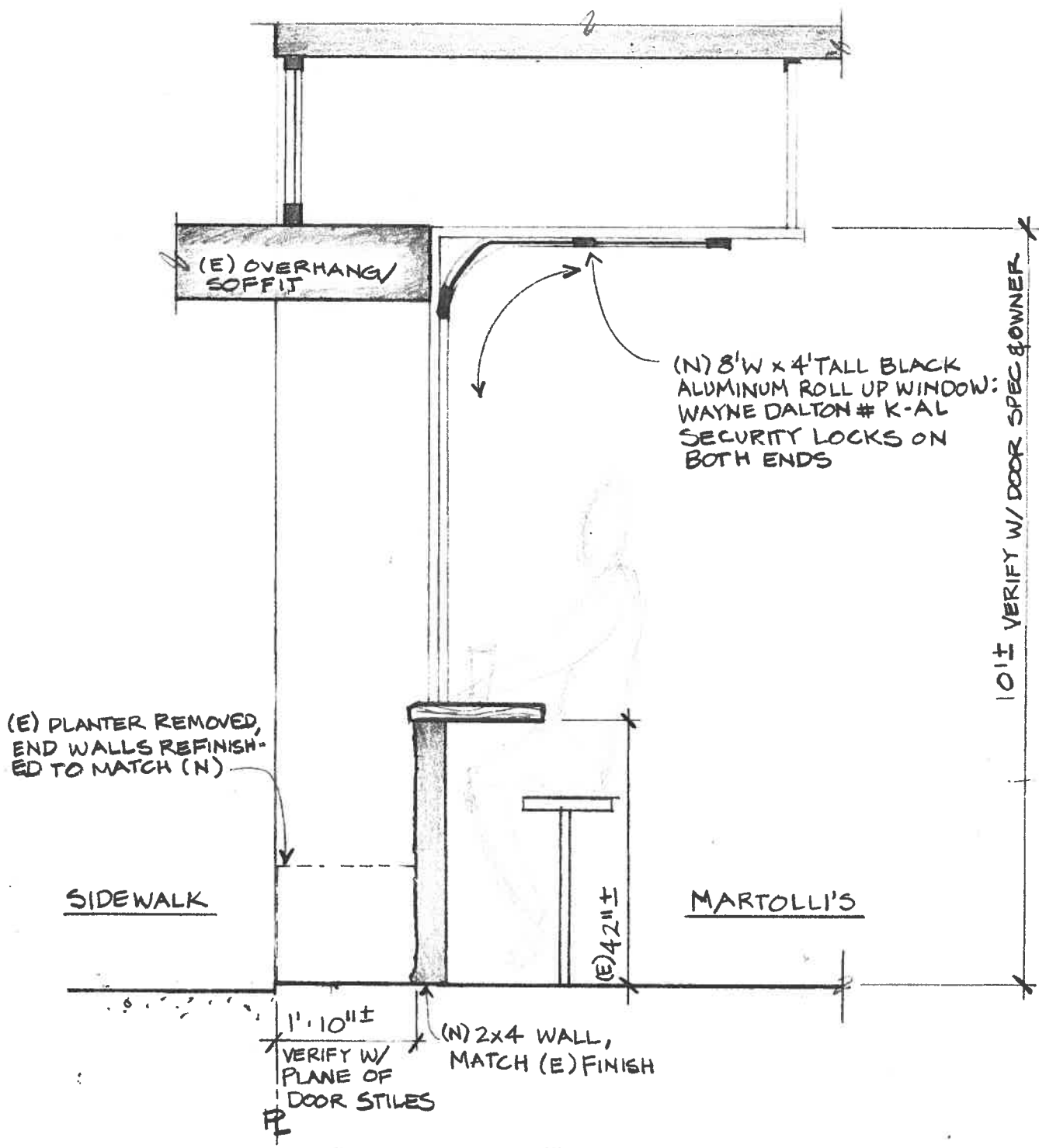
VICINITY MAP:
NO SCALE





ELEVATION-COLOR RENDITION
SCALE: 1/8" ±

8.29.23
REVISED 10-13-23



(E) PLANTER REMOVED, END WALLS REFINISHED TO MATCH (N)

SIDEWALK

MARTOLLI'S

1'10"±
 VERIFY W/
 PLANE OF
 DOOR STILES
 F

(N) 2x4 WALL,
 MATCH (E) FINISH

10'± VERIFY W/ DOOR SPEC & OWNER

SECTION @ (N) WINDOW
 SCALE: 1/2" = 1'-0"

10.11.23



December 2023

HPAC Review Board

Meet at 3:00pm - Lithia Room

<u>DATE</u>	<u>COMMITTEE MEMBERS ATTENDING</u>		
Dec 7th		Hovenkamp	Shostrom
Dec 14th			
Dec 21st			
Dec 28th			
Jan 4th			

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