



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.

April 5, 2023

AGENDA

CALL TO ORDER: Meeting held in person at 51 Winburn Way and via Zoom at <https://zoom.us/j/93146254692>

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. (6:05) APPROVAL OF AGENDA
- II. (6:10) APPROVAL OF MINUTES
Minutes of March 8, 2023
- III. (6:15) PUBLIC FORUM
- IV. (6:30) LIASON REPORTS
 - A. Council Liaison
 - B. Staff Liaison – Derek Severson.
- V. (6:40) DISCUSSION ITEMS
 - A. HPW - Event schedule and nominations list review
 - Deadline for blurbs is May 1st.
 - Talk about individual awards for Historic Preservation.
 - What are the events planned?
 - B. Review Board sign ups
 - C. Proposed HPAC priorities for 2023.
 - Review attachment A of the March 8th Draft Mins in preparation for this discussion.
- VI. (7:20) INFORMATION ITEMS
- VII. ADJOURNMENT

Next Meeting Date: May 3, 2023





HPAC Committee Minutes (Draft)

March 8, 2023

6:00PM – 8:00PM

Community Development/Engineering Services Building – 51 Winburn Way

6:00PM CALL TO ORDER

Chair Hovenkamp called the meeting to order at 6:04PM

Commissioners Present:	Council Liaison:
Shostrom	Mayor Tonya Graham
Hovenkamp	Staff Present:
Emery	Derek Severson; Senior Planner
Von Chamier – via Zoom	Regan Trapp; Admin Support
Scharen	
Whitford	
Repp	
Bonetti	
Commissioners Absent:	Skibby

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.”

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

Commissioner suggested amendments to Agenda.

- No further discussion on Butler-Perrozi Fountain.
- Priorities of HPAC discussion – To be emailed out to the Committee and placed in the minutes.
(See attachment A)

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

Historic Commission meeting of February 8, 2023

Shostrom/Repp m/s to accept the minutes of February 8, 2023. ALL AYES. Motion passed.

(6:15) PUBLIC FORUM (15 min)

There was no one in the audience wishing to speak.

(6:30) LIAISON REPORTS (10 min)

Mayor Graham was not in attendance, so no report was given.

Severson gave the staff report. Items discussed were:



HPAC Committee Minutes (Draft)

- Annual update to Council by HPAC is scheduled for April 18th at 6PM to be given by Hovenkamp. Staff will assist with write-up.
- Annual Commission re-appointments are due in April – Emery, Scharen, Repp and Bonetti are all up for re-appointment. Email Severson if you would like to continue your appointment.
- Attendance report submitted to Committee and will be sent to Admin for approval. **(See attachment B)**
- All vacancies in Community Development close to being filled. Code Compliance, planning position will all be starting soon. Comm-Dev director position has closed.
- Review Board to start on April 20th from 2PM-3PM.
- Elks Mural was approved by Council and will go into private fundraising stage.
- Butler-Perrozi Fountain going to PAC for recommendations.
- Pioneer Hall and Community Center plans due this Spring.
- The first medallion will be installed prior to Preservation Week.

(6:40) DISCUSSION ITEMS (20 min)

- Follow up on Butler-Perrozi Fountain -Removed from agenda.
- Historic Preservation Week – Location, properties, and walking tour.

May 17th @12PM Location TBD

- Ideas for locations to include -Carpenter Hall, Butler Bandshell.

Historic Preservation Awards Discussion

259 N Laurel – Addition (EMERY)
761 E. Main – 2 nd unit (SCHAREN)
166 N Laurel – Multi-Family (WHITFORD)
145 N Main – Mixed-Use (REPP)
143-145 N First – Mixed-Use (BONETTI)

- Peter Finkle to develop a walking tour looking at history and architecture with Shostrom.
 - Mausoleum will be open for “self-guided” tours.
 - Unveiling of MAP Project medallions likely to be in place by mid-May in time for HPW.
 - Trapp to email out contact info for all award recipients soon.
- HPAC Subcommittee – MAP Project next steps (Hovenkamp)
 - Painting on crosswalks in the Plaza with some sort of historic theme. PAC to investigate the methods on how to sustain this over time without lots of wear and tear. The Committee would like to investigate other options and stay away from painting the sidewalks and streets. Committee agreed that this is not a good idea for the plaza area, and they would like to look at options with more staying power.
 - Committee would like to continue momentum on MAP project next steps and continue to next phase in the Downtown District.

Shostrom/Scharen m/s that the next phase of the MAP Project be Downtown. ALL AYES. Motion Passed.

ADJOURNMENT

Next meeting is scheduled for April 5, 2023, at 6:00pm at, 51 Winburn Way

Hovenkamp/Repp m/s to adjourn. ALL AYES. Motion passed.

There being no other items to discuss, the meeting adjourned at 8:03pm

Respectfully submitted by Regan Trapp

DRAFT Recommendations for HPAC 2023 Priorities

March 8, 2023 HPAC Meeting

- 1) **Restart weekly Review Board Meetings** on Thursday afternoons.
- 2) **Review and Update the Information on the City's website related to Historic Preservation**

Review the Inventory of Properties in the Historic Districts, which are in the Planning office in binders that include photos along with historic narratives. Determine what information from the Inventory of Properties can be made available online. Is it feasible to include scans of the photos?

- For the Downtown Historic District see:
<https://www.ashland.or.us/SIB/files/DowntownHistoricDistrict.pdf>
- For the Siskiyou-Hargadine Historic District see:
<https://www.ashland.or.us/SIB/files/SiskiyouHagadineHistoricDistrict.pdf>
- For the Railroad Historic District, see:
<https://www.ashland.or.us/SIB/files/RailroadHistoricDistrict.pdf>
- For the Skidmore-Academy Historic District see:
<https://www.ashland.or.us/SIB/files/SkidmoreAcademyHistoricDistrict.pdf>

Centralize information on the City website related to Historic Preservation. For example, some information is located under the Planning Department that should also be included under Historic Preservation

Review the notebooks provided to HPAC members over the last 10-15 years to determine what background information should be included on the website, so that going forward new members would be able to find all the relevant information related to HPAC policies and procedures, including those described in the Ashland Municipal Code (AMC).

Request staff from Information Technology provide training for HPAC members about how to make more effective use of GIS (Geographic Information Systems) and Story Maps when evaluating historic properties and planning actions.

- 3) When HPAC meetings are not loaded up with planning actions, take advantage of the extra time to **provide some continuing education on the information that HPAC members should know in order to carry out their responsibilities**, such as:

Review the Ashland Municipal Code (AMC 2.24) to understand HPAC's role and responsibilities as an Advisory Body to the City Council.

Become familiar with the regulations for Building Placement, Orientation, and Design for residential and non-residential developments, as well as Historic District developments, and Downtown Ashland (AMC 18.4.2).

Provide a short workshop on how to read the monthly packets, which include becoming familiar with the definition of terms related to Planning Actions reviewed by HPAC. For example, understand the difference between a contributing and non-contributing property, conforming and non-conforming property, etc.

Become familiar with the different kinds of planning actions, such as site reviews, or conditional use permits, etc.

Review the national standards for historic preservation from the National Park's Service's National Register of Historic Places.

Become familiar with the responsibilities of being designated as a Certified Local Government under the State Historic Preservation Office (SHPO).

4) Raise Public Awareness of Historic Preservation and HPAC's Role

Plan special events and activities that educate the general public about the role historic preservation plays in revitalizing neighborhoods, and promoting tourism that highlights the historic and cultural heritage of Ashland, such as the annual Historic Preservation Week in May.

Identify target professional groups, such as realtors, developers, designers and architects, to inform them of the design standards, as well as building materials, that are required in properties located within the Historic Districts. This information is already available in pamphlet form.

Strategize ways to make new homebuyers moving into Ashland's historic districts aware of the City's process in regards to making exterior improvements to their properties (See attached *Historic Building Brief #1 "Living With Historic Buildings"*).

See attached *exhibit "Preservation Planning for Local Governments" from Oregon Heritage* (<http://www.oregonheritage.org>).

Commissioner	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	RETREAT	23-Jan	23-Feb
Shostrom	ZOOM		ZOOM	ZOOM		ZOOM				PRESENT	PRESENT	PRESENT	PRESENT		PRESENT
Hovenkamp	ZOOM		ABSENT	ZOOM		ZOOM				PRESENT	PRESENT	PRESENT	PRESENT		PRESENT
Emery	ZOOM		ZOOM	ZOOM		ZOOM				PRESENT	PRESENT	PRESENT	PRESENT		PRESENT
Von Chamier	ZOOM		ZOOM	ZOOM		ZOOM				PRESENT	PRESENT	ABSENT	PRESENT		PRESENT
Bonetti			<i>(Prior to appointment)</i>							PRESENT	PRESENT	PRESENT	PRESENT		ABSENT
Whitford	ZOOM		ZOOM	ZOOM		ZOOM				PRESENT	PRESENT	PRESENT	PRESENT		PRESENT
Repp			<i>(Prior to appointment)</i>							PRESENT	ZOOM	PRESENT	ZOOM		PRESENT
Scharen			<i>(Prior to appointment)</i>							ABSENT	ZOOM	PRESENT	PRESENT		PRESENT
Skibby	LATE		ZOOM	ABSENT		ZOOM				ABSENT	ZOOM	ABSENT	ABSENT		ABSENT
Swink	ZOOM		ZOOM	ZOOM		ZOOM				<i>No longer on the Commission.</i>					

AMC 2.10.025.B. The Planning Commission and Budget Committee shall set their own meeting attendance requirements. **All members of other Regular or ad hoc advisory bodies must attend at least seventy-five percent (75%) of the full advisory body's noticed meetings, study sessions and special meetings in each full year of their tenure.** A person removed from the advisory body for noncompliance with attendance requirements subsequently may be appointed to fill the vacancy on the advisory body by means of the normal appointment process of that advisory body.

Historic Preservation Week Memo

Date: Wednesday, May 17, 2023

Time: 12:30PM

Location: Lithia Bandshell

Award Winners

259 N Laurel – Addition (EMERY)
761 E. Main – 2 nd unit (SCHAREN)
166 N Laurel – Multi-Family (WHITFORD)
145 N Main – Mixed-Use (REPP)
143-145 N First – Mixed-Use (BONETTI)

WRITE-UPS DUE ON MAY 1st

Committee to discuss the following:

Details of Peter Finkle/Dale Shostrom walking tour

- Date/Time?
- Location?

Details of “self-guided” tours at Mausoleum

- Date/Time

COMMUNITY DEVELOPMENT DEPARTMENT

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

Tel: 541.488.5305
Fax: 541.552.2050
TTY: 800.735.2900





April 2023

HPAC Review Board

Meet at 2:00pm - Lithia Room

<u>DATE</u>	<u>COMMITTEE MEMBERS ATTENDING</u>		
April 20th			
April 27th			

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

2023 Oregon Heritage Virtual Summit

April 27-28

Investing in Your Volunteers: Engage, Sustain, Value

REGISTRATION NOW OPEN!

www.oregonheritage.org



Oregon Parks and Recreation Department
Oregon Heritage
725 Summer St NE, Suite C
Salem, OR 97301

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2023 Oregon Heritage Virtual Summit

Investing in Your Volunteers: Engage, Sustain, Value

April 27-28

- Registration now open, \$5/person
- Giveaways for attendees include chance to win mini-grants for volunteer appreciation
- Groundbreaker Speakers will emphasize the role of centering community engagement and how that impacts volunteer programs
- Hear from Oregon volunteer managers and volunteers on challenges and opportunities and stories of impact
- Practical workshop to help build/rebuild your volunteer program



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DEREK SEVERSON
CITY OF ASHLAND
51 WINBURN WAY
ASHLAND OR 97520-2735

www.oregonheritage.org

Grants open now!