

HISTORICAL BUILDINGS AND SITES COMMISSION

MEETING MINUTES

April 21, 2016 – 6:00 P.M.

Courtyard Conference Room

A. ROLL CALL:

The Historical Buildings and Sites Commission met in regular session on the above date with Chair Ward Warren presiding. Vice Chair Dan McBerty and Commissioners Arden McConnell, Virginia Ford, Shirley Holzinger, and Don Hendricks were present. Also present was City Council Liaison Dennis Roler and representing the City staff was Parks & Community Development (hereafter: PCD) Director Lora Glover and PCD Planner Justin Gindlesperger.

B. Volunteer of the Year Discussion – Darin Fowler

- The order of the agenda was done out of order and the Mayor’s discussion was completed prior to the activation of the recording.

C. APPROVAL OF MINUTES:

- **February 18, 2016 (corrected)** Pg. 1-6
- **March 17, 2016** Pg. 7-10
- **March 29, 2016** Pg. 11-12

MOTION/VOTE

Commissioner Warren moved and Commissioner McConnell seconded the motion to approve the minutes from February 18, 2016, March 17, 2016, and March 29, 2016 as corrected. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McBerty, and Commissioners McConnell, Holzinger, Ford, and Hendricks. “NAYS”: None. Abstain: None. Absent: None. The motion passed.

- It was requested by Commissioner McConnell to include guest speakers from the March 17, 2016 meeting. However, on review of the minutes, there were no presentations from the public nor were any guests introduced during the recorded minutes. City staff believes that the guests Commissioner McConnell referenced may be from the March 10, 2016 special meeting that was not recorded due to a clerical error.

D. Items from Staff

- There was a request at a previous meeting for a list of the locations that opted out of the Historic District. Justin gave this list to the Commission. The items in yellow are outside of the established district.
- Justin made a copy of the letters submitted by the locations that requested to opt out for Commissioner McBerty.

E. Items from Public

- Dennis Dreher – Co-Chair for the Committee on Public Art (COPA). Mr. Dreher and Commissioner Warren had a discussion about a possible approval process for murals within the Historic District.
- There is a mural proposed for the Herb Shop wall that will come before HBSC for approval. Mr. Dreher would like to see a combined approval process for COPA and HBSC to approve murals within the Historic District. As of now murals have to be approved by COPA and any that fall within the district will also need approvals from HBSC.
- Mr. Dreher emailed some proposed ideas to Commissioner Warren.
- COPA will be putting out a call for artists for the Napa building (old Chets building.) The NAPA owners would prefer an old car theme for the north wall.
- COPA has some criteria in place for the approval of murals, however the guidelines need revision. Mr. Dreher feels this would be a perfect time to revise and work with HBSC to meet as a unified force.
- A subcommittee has been formed within COPA to work with HBSC on the mural approval processes.
- Commissioner Warren let Mr. Dreher know that HBSC will have a discussion and he will report back to COPA.
- Karen Oakley – 240 SW H St. Shadex Hair Salon
- Ms. Oakley would like to replace the picket fence on the corner of H and 4th St. They want to put in a decorative metal fence.
- There will be a public hearing in the next month's agenda.
- Karen submitted pictures of the current fence as well as the proposed fence to PCD.

- Commissioner Warren apologized for the misunderstanding between PCD and Ms. Oakley about the date of the meeting her request would be heard. He let her know that his guess is that as long as the fence meets City guidelines for code the design will be up to HBSC and improvements will likely be approved as they sound like an improvement to the look of the Historic District.
- Her request will be reviewed at the May 19th meeting – Ms. Oakley can request a copy of the staff report prior to the meeting.

F. Items from Commissioners

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- Commissioner Warren took at moment to congratulate the Commission and everybody on the Commission for all of the hard work that went into the expansion. He would also like to congratulate Councilor Roler and City staff. It is remarkable when you look at what was accomplished without outside help. There was an 84% approval rating based off of his calculations.

1. Discussion of promotional strategy for expanded district

- Commissioner McBerty is going to continue reaching out to the locations that opted out, the timeframe should be within the same time frame to get the walking tour map out. (summer?)
- Councilor Roler reached out to Lora about getting the walking map moving forward. She should coordinate with Jon Bowen. The Commission requested that other groups be involved; Tourism should have a hand in the walking map as well as the Chamber of Commerce.
- The Commission had a conversation about the proposed walking map. Due to space limitations it was suggested that a few key buildings have historical information on the map itself with the remaining building's history online. The Commission and Councilor Roler would like to see an interactive map that brings up the history of each location.
- Commissioner McConnell asked where funding is coming from. Councilor Roler believes there is money set aside for the Historic District and is going to look into the budget. Commissioner Warren suggested that money from the Hotel tax should be used to assist with the production of the walking map.
- Commissioner Warren is going to send an email to Lora and possibly Aaron to see about speeding up the process of getting a walking map out after talking to Jon Bowen.

2. Updating landmarks

- Commissioner Warren requested a subcommittee to update the landmark list. He had previously asked Lora for an updated list as the one online is from 1981. Lora said that Commissioners McBerty and Holzinger have been working on an update list.
- Justin is going to look into the development code rules about how to remove and add landmarks. Some of the landmarks listed on the current list are vacant lots and will need to be removed.
- Commissioner Holzinger let the Commission know that the Historical Society is working on the descriptions of the different sites.
- Commissioners Holzinger, McBerty, McConnell, and Ford volunteered to be on the landmark subcommittee.
- The Commission would like to add some landmarks to the walking tour map and feature some of the prominent landmarks. (Climate City)
- Can you make State owned locations as a landmark? (Caveman Bridge, etc) Justin is going to research the rules on making State owned locations landmarks.
- The Commission brought up several inaccuracies in the City's list. Justin asked for all inaccuracies to be emailed to him and Lora.

3. Other Items for Commissioners

- Commissioner Warren asked for volunteers for the mural subcommittee. Commissioners Warren and Holzinger volunteered to work with COPA.
- The criteria for murals would be to approve it if it is a good addition to our Historic District.
- Commissioner Warren requested to have a volunteer to take photos of historic signs and murals. Commissioner Holzinger and Michael Holzinger volunteered.
- Commissioner Warren volunteered to work on promotion of the district. Commissioners McConnell and Council Roler will assist.
- The First Impressions group made a comment about the lack of signs on G St that can be seen from 6th St. Colleen with the Chamber of Commerce is bringing that topic to a meeting today.

- Commissioner Hendricks brought up that the commission may need to amend the current sign size code for HBSC to accommodate the addition of signs on G St.
- Commissioner Warren asked about the Cigar Cave sign and if it was considered a sign or a mural. Justin let the Commission know that the sign is the message where it says “Cigar Cave”, this was approved and is within their size allowance. The art surrounding the sign was approved as a mural.
- Any signs that don’t meet the guidelines in the development code will come before the HBSC.
- The Commission discussed the trees being a distraction from the proposed signs. The trees getting to a point where they are so large they block visibility of buildings. Options were discussed; ie. to trim them, replace them, or possibly prune them. They also cause concerns about safety when they become so large they push up the sidewalks and become a tripping hazard, etc.
- Two tree committee members were at the meeting and will discuss it at their next meeting.
- The Commission had a discussion about wanting the wayfinding signs that say Old Town to say Historic District. The signs should have “Grants Pass” smaller to allow for the rest of the information to be larger.
- The Commission would like an update on the proposed Redwood sign.
- Commissioner Warren requested to have an honorary moment for future meetings to talk about things that citizens are doing that are promoting the history of Grants Pass and promoting the Historic District. Dan Older - Grants Pass Memories Facebook page. Mr. Older post a new historic photo each day. Joan Momsen.

G. Adjournment

Next meeting: May 19, 2016

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.