

HISTORICAL BUILDINGS AND SITES COMMISSION

SPECIAL MEETING MINUTES

June 2, 2016 – 4:00 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, and Shirley Holzinger were present. Also present was City Council Liaison Dennis Roler and representing the City staff was Parks & Community Development (hereafter: PCD) Director Lora Glover.

B. Findings of Fact:

- **303-00100-16 Oakley H Street Historic Review**
- **303-00101-16 Garden Valley Mural Historic Review**

MOTION/VOTE

Commissioner Warren moved and Commissioner Holzinger seconded the motion to approve and adopt the findings of fact for 303-00100-16 and 303-00101-16 as presented.

The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McBerty, and Commissioners McConnell, Holzinger, and Ford. “NAYS”: None. Abstain: None. Absent: None. The motion passed.

C. Historic District Map Discussion

- Commissioner Warren met with Jon a few times and discussed concepts and potential layouts. He then invited him to present his mockups to the commission.
- Jon is working on an overall map that will encompass the entire city, the historic district will be part of that map. This map will be posted online, Commissioner Warren emphasized that there be a distinct boarder showing the historic district.
- All of the buildings within the expanded district will be on the map, but the opt-outs will not be individually listed. They will however be in the boundary.

- Commissioner Warren and Jon discussed different colors to make the map stand out and the historic district stand out.
- They plan to feature some of the more contributing buildings.
- Jon Bowen would like to thank the commission for the expansion of the district. He believes the historic district is going to be vastly beneficial for the city and the downtown merchants.
- Tourism currently gets requests for a walking tour, but not at a high demand. By creating the map and offering it he hopes that it will become something that is regularly done.
- Jon is working on a digital map for the tourism website. This will tie in with the pedestrian wayfinding the city is working on.
- Jon is trying to put together a paper map that will meet the needs of the HBSC. He will try to make something that will be printed on a legal size page and will need to know what information the HBSC wants to see on the map.
- Jon showed his mockups to the HBSC.
- He will be attending a merchant meeting tonight with the intent of introducing the value and appeal of the new district. He believes it will be great for city pride and great for diversity while creating a unity within merchants in the historic district.
- The commission and Jon had a discussion of preferences between the mockup visuals presented.
- Jon showed the HBSC a previously made map that was sponsor driven; we are not currently looking at a sponsor driven map, but possibly could in the future.
- Jon would like to match the new wayfinding signs to the map to have a unified look to show the brand of the historic district and to make a cohesive look for tourists.
- The Commission mentioned that they weren't sure how the cartoon style can be unified throughout the city.
- Commissioner Warren mentioned that he didn't care for the white dotted line signifying the historic district. He would like to see something bold and colorful.

- The commission had a discussion on their preferences on the map choices Jon brought.
- The commission asked where the key will be on the map. Jon let them know it would be on the reverse side of the map, it will include a short list with the year it was built, current occupant, etc.
- The question of what happens if the business' change was brought up. Jon let them know that it can be changed on the website easily and edits could be map to the map for the next printing.
- Commissioner Warren believes it would be a boost for the businesses to have them listed on the map.
- Commissioner McConnell and Holzinger both disagree and suggest that the historical owner or builder be placed on the paper map.
- Commissioner Warren expressed a concern that not all of the original builder's information will be available.
- Jon requested a list of the buildings that the commission would like to see on the map. Commissioner Warren went through the inventory and came up with approximately 30 buildings. The commission considered which they would leave out if the list needed to be shortened.
- Jon said that if they did a brief description of each building with the date it was built, its address, and its original use he may be able to fit all 30. The commission agreed that they will not include the current occupant.
- Commissioner Warren asked for a volunteer to gather the information that Jon requested. It was brought up that the City may already have a list to that affect and staff will get the list to the commission.
- The commission agreed on a 11 by 17 inch map with a modified border and colors. One side will have the map and the other side will have approximately 30 contributing buildings with a small photograph and the address, the date the building was built, the name of the building, and one or two lines on the history of the building.
- The commission agreed to have the pictures be the current state of the building on the paper map but they would like to have the original photos on the website alongside the current state of the building to show the original charm.

D. Signage Proposal Discussion

- The commission would like to see the downtown signs changed to historic district signs. Jon explained that this is already in the works with the City's wayfinding signs project. The signs will be fit in with the city's new branding.
- Commissioner Warren was curious about additional options for the wayfinding signs. Jon let him know they could discuss it in further detail at a later date.

E. Items from Staff

- Lora asked if the commission would like to cancel the June meeting, the commission agreed to cancel the meeting and hold a special meeting concerning the historic district map if needed.

F. Items from Public

- None.

G. Items from Commissioners

- Commissioner McConnell stressed that she would like to see verbatim minutes. Councilor Roler let the commission know that he was told that the City was unable to get a contract minute taker to make a proposal for the job. Councilor Roler let Arden know that she could write a letter to the Council and Mayor expressing her concerns.
- Commissioner Holzinger asked Lora if a new clock in the district had been approved. Lora said that it could have been and that if the building opted out it's within their rights to add it.
- Commissioner Warren suggested an overlay to avoid having opt-outs add items that do not fit into the historic district.

H. Adjournment

Next meeting: July 21, 2016

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