

**HISTORICAL BUILDINGS AND SITES COMMISSION
MEETING MINUTES
July 20, 2017 – 6:00 P.M.
Courtyard Conference Room**

1. 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, Commissioners Arden McConnell, Shirley Holzinger, Kathy Marshbank and Virginia Ford were present. City Council Liaison Dennis Roler was present as well as Staff Liaison Tom Schauer. Guest George Kramer and Michael Holzinger were also present.

2. Items from the Public:

- Michael Holzinger introduced the Art in a Box program.
- Michael stated there were six of the ODOT boxes in the Historic District.
- Michael handed out maps with the ODOT boxes marked.

3. Consent Agenda:

a. Minutes: June 15, 2017

- Chair Warren commented that the format of the minutes is different. They are not verbatim.
- Tom stated that we do summary minutes now. We do have recordings of the minutes. He will look into how someone could listen to those.
- Chair Warren stated that on page 3 it say ‘Update from Arts Committee’. He would like it to say, “Update from Arts Committee Liaison”.

MOTION/VOTE

**Chair Warren moved and Commissioner McConnell seconded the motion to approve the minutes from June 15, 2017 as amended. The vote resulted as follows: “AYES”: Chair Warren, Commissioners McConnell, Ford, Holzinger and Marshbank. “NAYS”: None. Absent: None. Abstain: Vice Chair McBerty.
The motion passed.**

b. Findings: None

4. Land Use Hearings: None

5. Action Items (Recommendations/Decisions):

- a. Historic Preservation Awards
 - o Chair Warren would like to make recommendations to the City Council recognizing people who have made special efforts towards historic preservation.
 - o Discussion followed.

MOTION/VOTE

Commissioner McConnell moved and Commissioner Ford seconded the motion that the HBSC chooses Michael Oaks as the first recipient of an award bestowed upon those in the community who have made exceptional efforts towards historic preservations in Grants Pass. HBSC will make like awards up to twice a year. The vote resulted as follows: "AYES": Chair Warren, Vice Chair McBerty, Commissioners McConnell, Ford, Holzinger and Marshbank. "NAYS": None. Absent: None. Abstain: None. The motion passed.

6. Work Session Items:

- a. George Kramer: Code updates/CLG
 - o Tom introduced George Kramer to the Commission.
 - o George talked about the CLG status and State Law.
 - o George asked the Commission what their goals are.
 - o Discussion followed.
 - o George will give recommendations to this Commission on getting their codes in compliance with the State.

7. Information Sharing:

- a. Items from Staff:
 - o Sign Code excerpts for Historic District included in packet.
 - o Tom stated he is working on getting a list of all the landmarks and properties within the District as well as all codes that go along with them.
 - o Tom explained the packet and the need for clarification of some of the codes.
 - o Tom stated that not everything was accurate in the article in the Grants Pass Daily Courier about the Taqueria sign.
 - o There was discussion on this.

b. Items from Commissioners

- Commissioner McConnell reported on the Arts Society. They will not have a booth at the fair this year.
- Commissioner Holzinger talked about the CoPA meeting. They are working on naming another parking lot.
- Commissioner Holzinger stated there would be a mural at the Glass Forge.

8. Old Business:

- Commissioner Holzinger asked about the mural on 4th Street. There was questions about the pallet.
- Commissioner McConnell will ask about the blue on this mural and if it will be muted.
- Commissioner McConnell asked if there was going to be a mural at the Napa lot.
- It was stated that this project has started.
- Chair Warren asked Tom to check into this.
- Commissioner McConnell shared ideas from the Josephine County Historical Society meeting.
- Discussion followed.

9. Agenda Building for Next Minutes:

- Commissioner McConnell will put together a presentation from the Josephine County Historical Society meeting for next meeting.

10. Adjournment

- The meeting was adjourned at 7:40 PM

Next meeting: August 17, 2017.

Minutes prepared by Dianne Phelan, City Administration.



MEMO

To: Historical Buildings and Sites Commission
Dennis Roler, Liaison
From: Tom Schauer
Re: CLG / Code Updates
Date: August 10, 2017

I would like to provide an update on some of the work underway and some of the issues and questions we have encountered and are working through.

1. We are reviewing the new administrative rule, the SHPO model code (which hasn't yet been updated to reflect the revision in the new administrative rule, codes from other communities, Secretary of Interior standards, and our various historic resource documents.
2. We have been reviewing the documents that comprise the City's historic resource inventory and survey to ensure we have a complete record of those documents compiled together in one location. The 1982 city-wide survey used a more cursory type of rating system than the 1992 and 2016 surveys of the CBD area, so the data is less complete for the properties in that survey. For the more detailed CBD surveys, the "significance type" categories have changed since the 1992 survey. While the new 2016 survey included nearly all of the previous properties, there were a few differences. We are working on converting the old "significance type" categories to the new categories, or working to add those few properties to the updated inventory using the new "significance type" categories.
3. We have been reviewing, compiling, updating and formatting the Historic Resource list to ensure that it identifies all properties which are designated as local landmarks, National Register Landmarks, within the local historic district, and/or within the National Register Historic District. In addition, several properties have more than one of these designations.

The list is being formatted for easy reference to determine all designations that apply to a property. State law provides that local governments are required to protect National Register properties, and those were not previously included in the list. Under the new administrative rules, state law applies directly to protection of these properties until they are protected by local ordinance.

The current list in the Development Code only includes addresses, so the new format is being compiled to provide additional information to better link the resource list to the inventory and survey. This includes the addition of map and tax lot numbers, historic and/or common names, reference to the survey information, type of designation

(local/national landmark and/or district), and type of significance (significant, contributing, noncontributing, or out of period). Some landmarks inventoried in 1982 are no longer present or have been altered, so the list needs to be updated to reflect the current status.

4. The review criteria in the Development Code currently focus predominantly on two issues: (1) design standards/aesthetics, and (2) more general purpose statements and goals pertaining to historic preservation. We are working on incorporating the Secretary of Interior Standards for rehabilitation. These address and provide more specific guidance on retaining elements of a building that have historic significance. I believe this process of evaluating new code provisions will be valuable in helping distill thinking on this aspect of preservation and associated policies, and will provide more guidance to applicants, staff, and the Commission about this aspect of review, which is not addressed in detail in the current code.

This requires some analysis regarding which standards apply to different activities. For example, the design standards would generally apply to rehabilitation, alterations and additions, and new construction within a historic district, except where it may be necessary to retain historic elements that may conflict with the design standards. However, most of the Secretary of Interior rehabilitation standards wouldn't apply to new construction within a historic district. Further, they might apply differently to a project intended to retain the character of a significant or contributing building than they would apply to a project intended to restore an altered noncontributing building to its prior appearance where historic elements are still present but have been covered over.

Some of the direction provided in the Secretary of Interior guidelines for rehabilitation differ from those for their guidelines for preservation or restoration, so those different issues may need to be rectified as the standards are incorporated into the Development Code.

Some of the Secretary of Interior standards also address the use/change of use of historic buildings, something that could potentially conflict with zoning issues (and which wouldn't necessarily always make sense if applied to noncontributing buildings within a district).

5. In addition to addressing exterior alterations and additions, some of the Secretary of Interior standards and guidelines address issues such as appropriate methods for cleaning and repairing historic features, repair vs. replacement of historic features, etc., so it will be important to clearly specify which of these types of activities require review and which are exempt from review. Guidance can still be provided to activities that are exempt from review.

6. Currently, the submittal requirements of the Development Code do not require the applicant to be aware of or submit the historic survey documentation, historic significance designation, or other historic information or photos for a building or application. That may lead to an applicant focusing exclusively on the architectural design standards or failing to work with a designer with experience in historic preservation. To address new Secretary of Interior standards and guidelines, it will be useful to include submittal requirements that increase the applicant's awareness of and ability to address the proposal in the context of the building's history and historic elements in addition to the design standards.
7. It will be necessary to identify the "period of significance" for the expanded local historic district, which includes properties identified through the 1960s as eligible - contributing. For the G Street National Historic District, that has already been identified in the materials, and pertains to a period closer to the turn of the century in the 1900s. We will want to clearly address review objectives for not-eligible /out of period buildings within the historic districts that might be more than 50 years old and have significance for a different period than was established for the historic district.
8. The Development Code describes landmarks as 40 years or older, whereas National Register and SHPO guidance typically address those which are at least 50 years old, with some exceptions for exceptionally important resources that are less than 50 years old. The new administrative rules note that evaluation of significance should be based on National Register Criteria for Evaluation, historic context statement, and historic preservation plan. Therefore, this probably needs to be changed to reflect the National Register criteria.

The 1992 Survey and Inventory of the CBD contains a Historic Context Statement that can serve as the basis for evaluation, but it should be further reviewed in the future to ensure consistency with these provisions, and potentially incorporated into the main Comprehensive Plan document. In addition, there should be a future update to the documents that comprise the City's historic preservation plan. The Comprehensive Plan background information, findings, and policies should be updated to incorporate and further articulate the policies inherent in the inventory and survey documents and the historic resource protection program.

Grants Pass Development Code – Criteria for Approval for Historic Review:

13.452 Criteria for Approval. The decision to approve an alteration or new construction shall be based upon the following:

- (1) Complies with the applicable development standards of this section;
- (2) The purpose of the Historic Districts, Section 13.411;
- (3) The general compatibility of the signage, exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used in the construction of the new building or structure;
- (4) The effect of the proposed new structure on the character of the district; and
- (5) The economic effect of the new structure on the historic value of the district.

13.411 Purpose. The purpose of this section is to:

- (1) Effect and accomplish the protection, enhancement and perpetuation of such improvements and of districts which represent or reflect elements of the City's and County's cultural, social, economic, political and architectural history;
- (2) Safeguard the City's and County's historic, aesthetic and cultural heritage as embodied and reflected in such improvements and districts;
- (3) Complement any National Register Historic Districts designated in the City;
- (4) Stabilize and improve property values in such districts;
- (5) Foster civic pride in the beauty of historic buildings, structures, sites, signage and noble accomplishments of the past;
- (6) Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business and industry thereby provided;

Secretary of the Interior - Standards for Rehabilitation:

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.