

**HISTORICAL BUILDINGS AND SITES COMMISSION  
MEETING MINUTES  
April 11, 2019 at 5:30 PM  
Courtyard Conference Room**

**COMMISSIONERS:**

Ward Warren (Chair)  
Rob Pell (Vice Chair)  
Dan McBerty – Absent  
Arden McConnell  
Jolie Wilson – Late  
Shirley Holzinger  
Virginia Ford

**City/Staff/Council Liaisons:**

Barry Eames (City Councilor)  
Lora Glover (PCD Director) – Late  
Taylor Graybehl (Assistant Planner)

**Guests:**

**Citizens:**  
Travis Boersma  
Michael Holzinger

**1. Roll Call:**

- a. Chair Warren opened the meeting and took roll.
- b. Lora Glover and Commissioner Wilson were not present at this time.

**2. Introductions:**

- a. Travis Boersma, Dutch Bros owner, came to give the committee an update on his downtown plans.

**3. Public Comment:**

- a. Travis Boersma:
  - o Travis discussed plans for his property located off 6<sup>th</sup>, G and 4<sup>th</sup> Streets. His company has been growing, so he will be temporarily moving half of his staff back to his Merlin location, where his roasting facility is located. His long-term plan is to build a new structure for his corporate office. There is no start date currently.
  - o Lora Glover arrived.
  - o Travis continued, stating he believes it will take approximately three years to complete once construction begins.
  - o He went on to state that cost and determining the best way to proceed has been a factor in proceeding. He is considering doing it in two phases.
  - o Chair Warren asked the commission if they could continue discussion with Travis, even though he is a member of the public, and was not added to this week's agenda.
  - o The consensus from the commission was yes.
  - o There was discussion about Travis' parking lot and how the City relies on it.
  - o They discussed one of the commission's goals of putting in a museum downtown.
  - o Travis mentioned that he has had some dialogue with the Visitors Center about the potential of incorporating public safety into it.
  - o There was discussion about working with Dutch Bros to bring scooter rentals into town to decrease traffic and as a tool for tourists to utilize.
  - o There was discussion about the Tillamook Cheese Factory and its success.
  - o Chair Warren expressed enthusiasm that Travis is working to make Grants Pass a hub for horse racing.
  - o Travis confirmed that he now has a commercial horse racing license.

- Lora stated that the City is setting up a Downtown Parking Taskforce to assist with a parking study. She wants to keep Travis involved as he begins to develop his downtown project.
- Commissioner Wilson arrived some time before the approval of minutes.

**4. Approval of Minutes:**

- a. Approval of Minutes for March 14, 2019
  - Commissioner McConnell asked for clarification on what she had been assigned to do, as mentioned on Page 5, first sentence. Chair Warren believed it was related to conservation districts, but they have decided not to pursue that.

**Motion**

**Commissioner Pell moved, and Commissioner McConnell seconded the motion to approve the Minutes as submitted. The vote resulted as follows: “AYES”: Chair Warren, Commissioners McConnell, Wilson, Pell, Holzinger, and Ford. “NAYS”: None. Absent: Vice Chair McBerty. The motion passed.**

**5. Action Items:**

- a. **Elections of Chair and Vice Chair**
  - Commissioner Ford nominated Ward Warren as Chair.

**Motion**

**Commissioner Ford moved, and Commissioner Pell seconded the motion to nominate Ward Warren as Chair for this commission. The vote resulted as follows: “AYES”: Chair Warren, Commissioners McConnell, Wilson, Pell, Holzinger, and Ford. “NAYS”: None. Absent: Vice Chair McBerty. The motion passed.**

- Commissioner McConnell nominated Commissioner Pell as Vice Chair.

**Motion**

**Commissioner McConnell moved, and Commissioner Holzinger seconded the motion to nominate Rob Pell as Vice Chair for this commission. The vote resulted as follows: “AYES”: Chair Warren, Commissioners McConnell, Wilson, Pell, Holzinger, and Ford. “NAYS”: None. Absent: Vice Chair McBerty. The motion passed.**

- b. **Alley Activation**

- Lora shared information that Blue Zone had provided at the Open Group meeting.
- Commissioner McConnell asked how it is being funded. Lora stated that the City Council could potentially contribute to part of it. It is not being funded by Blue Zone.
- Lora stated that Alley Activation was originally brought to Grants Pass by Tom Shower, with an intent to bring out different events, like food, winetasting or music. Blue Zone became involved and talked about putting in hardscapes, and permanently altering the alleys. There have been many ideas, but nothing has been formulated at this time.

- Chair Warren wanted it on the record that the HBSC (Historical Buildings and Sites) Commission should be involved in any art that is put on the alley walls because murals fall under the commission's purview.
- The discussion continued with issues concerning funding, Blue Zone's involvement, and about the potential for vandalism if they decide to build permanent structures in the alleys.
- The commission will be discussing this topic as it progresses.

**c. Historical Plaques**

- Chair Warren stated that the lowest bidder is Artistic Bronze.
- He asked that Taylor contact them asap to get picture samples, verify the timeframe for delivery, and confirm that there has been no price change.
- He'd like to make a final decision at the next meeting on May 9<sup>th</sup>.
- Commissioner McConnell asked what the date was for the Caveman Bridge opening. Chair Warren and Lora confirmed it was May 3<sup>rd</sup>.
- Chair asked if the timeframe works, the pricing hasn't changed, and the plaques look like the ones on the building, can staff order them? Lora replied that they will send an email confirmation of the order to the commission for approval before placing the order.
- Lora stated that May 9<sup>th</sup> is a City Budget Meeting, so she will not be able to attend the HBSC meeting.
- Chair Warren suggested the possibility of moving the HBSC meeting to an earlier date.
- There was a discussion about the handout that Michael Holzinger provided. Lora agreed that HBSC needs to look at it, but the timeline is not feasible. They would not be able to go through the RFP (Request for Proposal) process as quickly as requested.
- Michael said they do have a subcommittee working on it.

**6. Matters from Commission Members and Staff:**

**a. Review process for Landmark Recommendation:**

- Chair Warren asked Lora for an update email regarding the Forest Service Compound that was discussed in the last meeting.
- Taylor explained the review process for Landmark Recommendation as outlined in the handout. A group would submit a preapplication with the required fee, staff would review and make their recommendations. The application is then brought before the commission, and they in turn would make a recommendation to the City Council.
- Lora stated it is similar in format to a text amendment to the code and takes approximately three to four months to process.
- Chair Warren commented that the state historian with ODOT (Oregon Department of Transportation) will be presenting the Caveman Bridge opening on May 3<sup>rd</sup>. He encourages everyone to attend and arrive no later than 10:15 AM at the Taprock parking lot.
- He stated that he has the support of ODOT and SHPO (State Historic Preservation Office) in making the Caveman Bridge and Redwood Empire Sign historic landmarks.
- Lora requested that the commission make a consolidated list of the locations and buildings they would like to have as landmarks, so staff can work on multiple at once.

- Chair Warren asked Commissioner McConnell if she had contacted the owners of Grants Pass Pharmacy. She stated they have been out of town and she has left phone messages.
- Commissioner Ford provided the landmark list. It includes, Diversion Dam, Caveman Bridge, Fruitdale Grange, Riverside School, Riverside Park, Grants Pass Pharmacy, and Croxton Pioneer Memorial Park. They have excluded the Elks Lodge.
- There was discussion about looking into grants for City-owned cemeteries.
- Commissioner McConnell suggested they have a one-time meeting with long-time residents of Grants Pass to get their input on potential landmarks.
- There was discussion about the railroad trestle on G Street. Lora stated it was a hazard and has been removed.

**b. Downtown Services Budget:**

- Lora provided the current year's downtown budget. Some of the projects mentioned include installing ambient lighting on the Caveman Bridge, the Redwood Empire Sign, the Downtown Plaza, and the rehabilitation of the Redwood Parking Lot behind the Rogue Theater, which is on hold right now.
- She also gave an update on the Military Flag Memorial that was planned for the E and F Street confluence by the Human Bean. Due to space constraints at this location, the flags are now going to be a part of the Public Safety Station.
- Chair Warren asked what the plans were for the Downtown Plaza. Lora stated it was on hold due to pressure to start working on other projects, including Dollar Mountain, as well as trying to figure out what Travis Boersma is going to do with his project.
- There was discussion about the lighting on H Street. Lora stated they have engineers bidding on the project to redo the lights and sidewalks.
- Lora continued with the budget, stating that most of the money for resources comes from the lodging tax, and some from parking permits.
- The expenses are broken out into personnel services, materials and supplies, contractual and professional services, direct charges and capital outlay.
- Lora stated that the budget book will be ready to share with the commission at the end of the month.
- There was discussion about the conflict between the Budget and HBSC meeting times. Lora stated the Budget Meetings are May 7<sup>th</sup> and 9<sup>th</sup>, and she believes she will be attending the May 9<sup>th</sup> meeting.
- Chair Warren stated he would like to move their next meeting to a different date, so he can attend the Budget Meeting. Lora suggested HBSC meet on May 16<sup>th</sup>.

**c. Certified Local Government Update:**

- Taylor sent in all the required documents and is waiting for approval from Carrie Gill.
- Lora wanted the commission to review the documents and send her any comments or questions, as she would like to get this on the City Council's May agenda.
- Lora presented a sidewalk café permit request from The Haul to put up a free-standing shade structure in the alley next to their building.

- There was discussion about concerns regarding the required space for pedestrians and ADA access and the style of the structure not fitting the City's historical look.
- Lora stated that they would deny the permit and request that the owner submit an application.
- Lora also stated that she believes it will end up in front of the City Council for a final decision.
- She asked the commission if they would like to review and approve the application. The consensus among the commission was yes.

**7. Future Agenda Building for Next Meeting:**

- Lora will be working on The Haul issue and requests that any additional ideas or items be given to her now.
- Chair Warren stated he will review the downtown services document.
- Taylor will send out an email about the plaques for the commission's approval before placing the order.
- Commissioner McConnell provided information on historical markers and how to get them.

**8. Adjourn:**

- a. Meeting adjourned at 6:56 PM.

**Next scheduled meeting: TBD**

Minutes prepared by Julia Wright, City of Grants Pass Administration.