

Historical Buildings and Sites Commission
MEETING MINUTES
May 11, 2023
5:15 pm Council Chambers

COMMISSIONERS:

Ward Warren (Chair)
Arden McConnell (Vice Chair)
Terri Collins-Bain
Nathan Miller
Sandra Crowder - Absent
Cynthia Charat - Absent
Samuel Marsh

STAFF/LIAISON MEMBERS:

Bradley Clark – Director Community Development (absent)
Mark Trinidad – Planning Manager
Jason Maki – Associate Planner

COUNCIL LIAISON:

Joel King

GUESTS:

James Conway – Economic Development Specialist
Becky Shane – CoPA Member
Jason Canady – Public Works Director

1. **Roll Call** – Chair Warren called the meeting to order at 5:15 pm.
2. **Introductions:**
 - a. New Member Appointment – Sam Marsh
 - b. Reappointment – Cynthia Charat
 - c. Reappointment – Arden McConnell
3. **Public Comment:**
 - a. James Conway, staff liaison to the Committee on Public Art and the Tourism Advisory Committees gave an update on the creation of the City Art Walk Tour Map.
 - b. James introduced CoPA member Becky Shane.
 - c. Becky Shane gave an update on a couple projects that CoPA hopes to pursue soon, including community created murals, asphalt art, and utility box wraps.
4. **Approval of Minutes:**
 - a. Meeting Minutes – April 13, 2023

MOTION

Vice Chair McConnell moved, and Chair Warren seconded the motion to approve the April 13, 2023, meeting minutes as presented. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, and Marsh. “NAYS”: None. Abstain: None. Absent: Commissioners Charat and Crowder.

The motion passed.

5. Action Items:

- a. Downtown Welcome Center Design Options Discussion and Possible Motion
 - i. City of Grants Pass Public Works Director, Jason Canady, presented an update on the Downtown Welcome Center remodel project.
 - ii. Several concepts were shown to the Commission for their comment.

- iii. The project includes reconfiguration of the restrooms to include three exterior-facing public restrooms, the remodel of the patio area, and a portion of interior will be remodeled to reconfigure the office space.
 - iv. A main driver of the remodel is the replacement of the buildings siding which is failing and is in need of repair.
 - v. The Commission deliberated, provided comment, and generally showed support for the white color scheme concept.
 - vi. Formal approval will occur as part of an application for review by the Historical Buildings and Site Commission.
- b. Parklet Design Review Discussion and Possible Motion
- i. Mark Trinidad, Planning Manager, presented an update on the Parklet Program.
 - ii. Council has asked for comment from the HBSC on proposed pre-approved parklet designs and options.
 - iii. 3 separate parklet design options were presented to the Commission, which include: pre-approved design to be constructed by applicant, a pre-constructed kit style, and a do-it-yourself option which would require artwork.
 - iv. Comment was made that staff should be aware of Halloween events when considering the time required to take down the parklets for the winter season.
 - v. It was discussed that most business that have concrete barrier rentals do not allow for them to be painted, however the option for vinyl wraps may help alleviate that challenge.

MOTION

Chair Warren moved, and Vice Chair McConnell seconded the motion to approve all three of the parklet options presented, including have art that meets the criteria that staff presented, and that also meets all of the council's directives. The vote resulted as follows: "AYES": Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, and Marsh. "NAYS": None. Abstain: None. Absent: Commissioners Charat and Crowder.

The motion passed.

- c. Lawnridge-Washington Conservation District Community Draft Revisions
- i. General comments about the Conservation District outreach event were made that the event was well attended and there was a good discussion.
 - ii. Several comments made by the public at the outreach event were incorporated into the draft design guidelines.
 - iii. Staff presented several revisions that were added to the most recent draft of the design guidelines.

MOTION

Chair Warren moved, and Member Collins-Bain seconded the motion to accept the revisions and move forward, with the exception of adding the one provision that no review is necessary if they follow the guidelines. The vote resulted as follows: "AYES": Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, and Marsh. "NAYS": None. Abstain: None. Absent: Commissioners Charat and Crowder.

The motion passed.

6. Matters from Commission Members and Staff

- a. Historic District Banner Project Update
 - i. Staff gave an update about “test” banners that had been installed on H Street. The goal of the test banners was to get feedback from HBSC member and Council members.
 - ii. The update included a challenge identified by staff which makes it difficult to co-locate the banners and the flower baskets at the same time on the same pole.
 - iii. Staff will provide a height clearance standard at the next meeting.
- b. Bohemian Project Update
 - i. The Public Works Department has been in direct contact with the property owners, and had encouraged them to focus on aspects of the project that would allow for the sidewalk barriers to come down so that the sidewalks could be opened back up.
- c. Riverside Park Sign Update
 - i. Staff gave an update to the Commission that the Riverside Park sign project has been completed and that the new sign has been installed at the corner of E. Park Street and 7th Street.
- d. Railroad History Discussion
 - i. The creation of a sub-committee was discussed the goal of the committee would be to advance forward project ideas that memorialize the history of railroad culture in Grants Pass.
- e. Anti-Graffiti Program
 - i. Chair Warren voiced concerns about a recent increase in graffiti and offered some ideas on how the community can help to decrease instances of graffiti.

7. Future Agenda Building for Next Meeting:

- a. Creating and installing plaques for the recent historic landmarks (Wonder Bur, The McConnell House, and The Cornell House)
- b. Hong Kong Local Landmark
- c. Memorializing the Railroad History of Grants Pass

8. Adjourn: before 6:48 pm

Next Meeting: June 15, 2023

Summary minutes prepared by Jason Maki, Associate Planner, Grants Pass Community Development.