

**Historical Buildings and Sites Commission
MEETING MINUTES
January 19, 2023
5:15 pm Council Chambers**

COMMISSIONERS:

Ward Warren (Chair)
Arden McConnell (Vice Chair)
Terri Collins-Bain
Nathan Miller
Sandra Crowder (absent)
Cynthia Charat
Vacant

STAFF/LIAISON MEMBERS:

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

COUNCIL LIAISON:

Joel King (absent)

GUESTS:

Lori Warnick
Graeme Bradbury

1. **Roll Call** – Chair Warren called the meeting to order at 5:17 pm.
2. **Introductions:** None.
3. **Public Comment:** None.
4. **Approval of Minutes:**
 - a. Meeting Minutes – November 10, 2022
 - i. Amendments:
 1. Page two will reflect the correct spelling for Terri Collins-Bain
 2. Minutes will reflect the correct spelling for Sandi Crowder
 3. Page two will be updated to show "outdoor sidewalk dining".

MOTION

Commissioner Miller moved, and Chair Warren seconded the motion to approve the November 10, 2022, meeting minutes as amended. The vote resulted as follows: "AYES": Chair Warren, Commissioners Charat, Collins-Bain, and Miller. "NAYS": None. Abstain: None. Absent: Commissioner Crowder.

The motion passed.

5. Action Items:

- a. Public Hearing for 303-00121-22; Alteration and Expansion of Existing Historic Structure – 421 NW B Street
 - i. Staff presented the details of staff report provided in the Commission packet.
 - ii. Several members of the Commission discussed a concern that a window was not being proposed on the north elevation of the proposed alteration.
 - iii. Commissioner Miller articulated a motion that would require, as a condition of approval, that a window be added to the north elevation with the intent of making the proposed alteration being symmetrical with the existing design of the structure. The motion was seconded by Chair Warren.

MOTION

Commissioner Miller moved, and Chair Warren seconded the motion to approve the proposal with the condition that the north elevation of the proposed addition shall include a window that matches the look and style of the window on the left side of the north elevation. The intent is to create a symmetrical design when looking at the structure from NW B Street. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Charat, Collins-Bain, and Miller. “NAYS”: None. Abstain: None. Absent: Commissioner Crowder.

The motion passed.

- b. Election of Officers:
 - i. After deliberation by the members of the Commission, the commission elected Commissioner Warren as Chair and Commissioner McConnell as Vice Chair.

MOTION

Commissioner Charat moved, and Commissioner Miller seconded the motion to elect Commissioner Warren as Chair of the Commission. The vote resulted as follows: “AYES”: Commissioners McConnell, Charat, Collins-Bain, and Miller. “NAYS”: None. Abstain: Commissioner Warren. Absent: Commissioner Crowder.

The motion passed.

MOTION

Commissioner Warren moved, and Commissioner Collins-Bain seconded the motion to elect Commissioner McConnell as Vice Chair of the Commission. The vote resulted as follows: “AYES”: Commissioners Warren, Charat, Collins-Bain, and Miller. “NAYS”: None. Abstain: Commissioner McConnell. Absent: Commissioner Crowder.

The motion passed.

6. Matters from Commission Members and Staff

- a. NW Conservation District Update
 - i. Staff asked the Commission to provide any thoughts or ideas for public outreach opportunities that have the goal to get the message out to the residents that will be impacted by the district.
 - ii. A presentation by George Kramer is scheduled for the February meeting.
- b. CLG Grant Discussion
 - i. Item was moved to a future agenda
- c. Central Business District Downtown Plan Update
 - i. Staff updated the Commission that the next step for staff is to see the results of City Council Strategic Planning meeting.
- d. Façade Improvement Grant Program Discussion
 - i. Staff confirmed that the remaining amount in the grants program is \$1,445.21.
 - ii. The Commission discussed the idea that the grant be specifically used on properties in the Historic District.

- e. Historic District Banner Update
 - i. Staff gave an update that a grant request for \$15,000 was successfully submitted that will help to fund the project.
 - ii. Staff intends to present designs for review by the Commission at an upcoming meeting.
- f. Riverside Park Sign Update
 - i. Staff updated the commission with information that the font of the sign being proposed by the contractor does not match the existing sign on 6th Street.
 - ii. Chair Warren mentioned that he has a contact that may be able to help with matching the font style of the two signs.

7. Future Agenda Building for Next Meeting:

- a. NW Conservation District Presentation with George Kramer
- b. City Council Strategic Planning Goals Update
- c. CLG Grants Discussion
- d. Railroad History Discussion

8. Adjourn: before 7:15 pm

Next Meeting: February 9, 2023

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