

**Historical Buildings and Sites Commission
MEETING MINUTES
February 9, 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

GUESTS:

George Kramer

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 – January 19, 2023

MOTION

Chair Warren moved, and Commissioner Collins-Bain seconded the motion to approve the January 19, 2023, meeting minutes as presented. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, and Charat. “NAYS”: None. Abstain: None. Absent: Commissioner Crowder.

The motion passed.

5. **Action Items:**
 - a. Findings of Fact for 303-00121-22; Alteration and Expansion of Existing Historic Structure – 421 NW B Street

MOTION

Vice Chair McConnell moved, and Chair Warren seconded the motion to approve the Findings of Fact for project 303-00121-22, as amended. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, and Charat. “NAYS”: None. Abstain: None. Absent: Commissioner Crowder.

The motion passed.

6. **Information:**
 - a. NW Conservation District Presentation – George Kramer

- i. Invited guest, George Kramer, presented the findings of his draft for the LawnrIDGE-WASHINGTON Conservation District Design Standards for Residential Construction.
 - ii. The intention of the design standards document is to create objective standards for review of building construction within the boundaries of the Conservation District.
 - iii. The Commission asked for clarification regarding standards for placement of Accessory Dwelling Units – the topic will be discussed at a future meeting.
 - iv. The Commission gave feedback to staff on the language presented in the draft outreach letter to property owners within the district boundary.
 - b. Discussion and possible motion regarding Conservation District
 - i. Staff presented details about scheduling an outreach event for the property owners who will be affected by the Conservation District standards.
 - ii. Staff confirmed that the Commission does not need to motion a recommendation at this stage and that Council has already shown support for the Conservation District concept.
 - iii. Once a formal Development Code Amendment is proposed for Article 13 it will be reviewed by the HBSC for recommendation to Council.

7. Matters from Commission Members and Staff

- a. City Council Strategic Planning Results
 - i. Central Business District Downtown Plan Update
 - 1. It was confirmed by Staff that several projects incorporated in the Downtown Plan are currently underway and were not reprioritized during City Council strategic planning, such as: art walk, trees, the visitor center, and banners.
 - 2. The downtown plaza was identified as a priority item during strategic planning.
 - b. Discussion and possible motion regarding Upper Floor Housing downtown
 - i. Item will be discussed at a future meeting.
 - ii. The Commission indicated a concern with potential parking impacts.
 - c. Discussion and possible motion regarding the historic Flanagan House (former Yankee Pot Roast)
 - i. It was confirmed by Staff and Councilor King that the transfer of the Flanagan House to the City was agreed upon by Council.
 - ii. The Flanagan House is a Local Landmark and a National Register Property.
 - iii. Councilor King updated the Commission that a future use of the building has not been identified.
 - d. CLG Grant Discussion
 - i. Staff confirmed that the City Grant Writer could help support a CLG grant request, but that the content of the grant request would have to be provided for by the Commission and Planning Staff.
 - ii. Due to timing and deadlines the Commission is encouraged to start the process of identifying an eligible project now with the goal of submitting a grant request application for 2024.
 - iii. Discussion will be added to future agendas.
 - e. Historic District Banner Update
 - i. Staff updated the Commission that the next step in the project timeline is to present designs to the Commission for review and approval

7. Future Agenda Building for Next Meeting:

- a. NW Conservation District Design Standard Guidelines revision discussion
- b. Discussion and possible motion regarding Upper Floor Housing downtown

8. Adjourn: before 7:01 pm

Next Meeting: March 9, 2023

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