

**Historical Buildings and Sites Commission
MEETING MINUTES
March 9, 2023
5:15 pm Council Chambers**

COMMISSIONERS:

Ward Warren (Chair)
Arden McConnell (Vice Chair)
Terri Collins-Bain
Nathan Miller
Sandra Crowder
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:

Michael Black
Dave Morrison
Dana Pierce – Economic Development Manager

1. **Roll Call** – Chair Warren called the meeting to order at 5:17 pm.
2. **Introductions:** None
3. **Public Comment:** Michael Black and Dave Morrison, representatives of Black Oak Neighborhood LLC, gave an update on their subdivision project located at the corner of SW Judson Street and SW K Street.
 - a. The site of the subdivision project is the previous site of the Forest Service.
 - b. There are three historic structures located on the site.
 - c. Mr. Black informed the Commission that he will be proposing a Right of way Vacation to City Council which will create a street design that will better preserve the large historic structure on the site.
 - d. Mr. Black gave indication that at some time in the future he may request review from the HBSC to do a partial demolition of the existing historic structure furthest to the west. The reason for the request would be in part to make an existing non-conforming sewer manhole more compliant with current standards.
 - e. A future proposal would also include re-roofing the main historic building.
4. **Approval of Minutes:**
 - a. Meeting Minutes – February 9, 2023

MOTION

Vice Chair McConnell moved, and Commissioner Miller seconded the motion to approve the February 9, 2023, meeting minutes as presented. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, Crowder, and Charat. “NAYS”: None. Abstain: None. Absent: None.

The motion passed.

5. Action Items:

- a. New Commissioner applications: review and recommendation

- i. Nathan Miller - the Commission agreed that Mr. Miller had excellent answers to his provided application questions. Mr. Miller is a current member of the Commission and is seeking re-appointment. After deliberation the Commission voted unanimously to recommend Mr. Miller for appointment by City Council.

MOTION

Vice Chair McConnell moved, and Commissioner Miller seconded the motion to approve the February 9, 2023, meeting minutes as presented. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, Crowder, and Charat. “NAYS”: None. Abstain: None. Absent: None.

The motion passed.

- ii. Linda Cole – was the only applicant for the position of property owner in the Historic District. The Commission voted unanimously to recommend Ms. Cole for appointment by City Council.

MOTION

Chair Warren moved, and Vice Chair McConnell seconded the motion to recommend to Council that applicant Linda Cole be appointed as a member of the Historical Buildings and site Commission. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, Crowder, and Charat. “NAYS”: None. Abstain: None. Absent: None.

The motion passed.

- b. Discussion and possible motion of annual budget for the HBSC for educational and promotional purposes
 - i. Due to upcoming Council budgeting discussions the Commission would like to be considered for allocation of an annual budget.
 - ii. Project examples that could utilize funding are plaques to recognize Historic Local Landmarks and for a video that could be used for educational and promotional purposes.
 - iii. Commission projects requiring funding would align with the mission of the HBSC.
 - iv. After deliberation the Commission voted unanimously to request a budget of \$35,000 a year be allocated by Council to the HBSC.

MOTION

Chair Warren moved, and Vice Chair McConnell seconded the motion to recommend that Council adopts and implements an annual budget for the HBSC to be used for promotional and educational purposes that align with Commission goals in the amount of \$35,000 per year. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, Crowder, and Charat. “NAYS”: None. Abstain: None. Absent: None.

The motion passed.

- c. Update, discussion, and possible motion for Historic District banners
 - i. 3 concept designs of the banners were presented to the Commission for their review.
 - ii. The Commission voted unanimously to recommend a selected design, and that Council consider funding be provided to the project.

MOTION

Chair Warren moved, and Commissioner Charat seconded the motion to recommend Council fund welcoming banners in the Historic District and utilize the graphic that received a consensus approval vote by the members of the HBSC during their monthly meeting on March 9th 2023 and that funding approval by Council be made expeditiously so that the banners can be installed by the upcoming tourist season. The vote resulted as follows: "AYES": Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, Crowder, and Charat. "NAYS": None. Abstain: None. Absent: None.

The motion passed.

6. Matters from Commission Members and Staff

- a. Discuss details of upcoming Conservation District forum
 - i. Staff gave an update on the scheduling for the Conservation District Forum, and that the new date will likely be in April.
 - ii. Staff confirmed that the Conservation District Design Standards draft provided by George Kramer had been revised to include standards for Accessory Dwelling Units.
- b. Discuss adding guidelines regarding security cameras in the Historic District to the Development Code
 - i. The City of Grants Pass Economic Development Manager, Dana Pierce, gave an update and was available for questions.
 - ii. Background and process concerns about grant funding for security cameras were discussed.
- c. Discuss Upper Floor Housing
 - i. The topic will be moved to a future agenda.

7. Future Agenda Building for Next Meeting:

- a. Hong Kong Local Landmark
- b. New Plaques for recently approved Local Historic Landmarks
- c. Memorializing the Railroad History of Grants Pass

8. Adjourn: before 7:01 pm

Next Meeting: April 13, 2023

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