

**HISTORICAL BUILDINGS AND SITES COMMISSION  
MEETING MINUTES  
March 14, 2019 at 5:30 PM  
Courtyard Conference Room**

**COMMISSIONERS:**

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

**City/Staff/Council Liaisons:**

City Councilor Barry Eames  
Lora Glover – PCD Director

**Guests:**

Michael Holzinger

1. **Roll Call**
2. **Items from Public:** (opportunities for citizens to share information with the Committee regarding items that are not on the agenda)
  - a. None
3. **Consent Agenda:**
  - a. Minutes: February 21, 2019
    - o Chair Warren stated on page 1, item 5b, bullet 1, actual wording should be “late 1800’s.” In the last sentence of item 5b, actual wording should be “and work toward providing building identification plaques.”
    - o Chair Warren stated on page 2, bullet 7, cross out “they become they stay with the building.” Bullet 8, Chair Warren suggest checking to see if they have the authority on the National Historic registered plaques.
    - o Chair Warren stated on page 2, item c. Case Studies, actual wording should be “plus the Jacksonville and Medford websites.”
    - o Chair Warren stated on page 4, bullet 3, actual wording should be “downtown is all year.”
    - o Chair Warren commented that all should read Councilor Eames’ comments on page 3.

**Motion**

**Chair Warren moved and Commissioners Pell and Holzinger seconded the motion to approve the Minutes as amended. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McBerty, Commissioners: Ford, Holzinger, Pell and Wilson.**

**“NAYS”: None. Absent: Commissioner McConnell.**

**The motion passed.**

- b. Motion to approve January 17, 2019 minutes.

**Motion**

**Commissioner Holzinger moved and Commissioners Ford seconded the motion to approve the Minutes as amended. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McBerty, Commissioners: Ford, Holzinger, Pell and Wilson.**

**“NAYS”: None. Absent: Commissioner McConnell.**

**The motion passed.**

**4. Action Items (Recommendations / Decisions):**

- a. None

**5. Work Session Items:**

- a. **Plaque Quotes** – Chair Warren stated that they received a quote from Recognition Specialties, but they are higher than competitor quotes at \$576/ea. Artistic Bronze is the low bidder with a quote for \$325/ea.
- Plaques are to be bronze and embossed, with a leather or distressed background, and will be mounted the same way as previous plaques. Taylor will email out pictures of plaque samples.
  - Chair Warren stated that they will approve the plaques at the next meeting.
- b. **Comprehensive Clean Up Programs** – Chair Warren stated that this was one of the commission's top goals for this year, which they present to the City Council.
- A Business Improvement District (BID) is something that has been used in other municipalities. This is a different program than what has been previously discussed. They've talked about Local Improvement Districts and this has a similar function. It is unclear how challenging it would be to maintain.
  - There was discussion on whether this program was relevant to Grants Pass. Commission Holzinger expressed concern that the comparison was to larger and more affluent areas that can't be compared to Grants Pass. Commissioner Pell commented that the program is used in big cities and is more complex than what they want. Lora noted that this program was just a talking point and an option to consider as they go into the budget season. She also suggested that there could be a conversation to consider the Lodging Tax as an option to provide more cleanup facilities; although there was concern that this resource might not be an option.
  - Chair Warren stated it would be a controversial program and would create conflict between merchants and the city. These services are already paid for by downtown businesses and property owners through taxes, fees, licensing, etc. and property taxes downtown are higher than other commercial areas in the city. If the City goes in this direction that would mean an additional tax on a small business, which would be a mistake. He stated he would like the commission to know what the downtown budget is and what services they are receiving to continue this conversation.
  - Commissioner McConnell arrived.
  - Discussion continued regarding higher values, taxes and rents, so downtown should receive the services it specifically needs (cleanup, gum and graffiti removal). There are small business that are struggling and it is unrealistic to put any additional burden on them. If they want to keep downtown vital, then the hotel tax might be a better option.
  - Discussion followed that a BID could work on the miracle mile on Rogue River Hwy.
  - Other clean up options were discussed. The city is contracted with the mission and Community Corrections for cleanup services, but the daily cost is very high. Chair Warren requested that Lora provide information on contracts the City currently has for cleanup services and costs. He continued that they need to develop a consistent cleanup program, confirm who is responsible for costs and then develop a way to notify everyone downtown about the program.
- c. **Online Presence** – Chair Warren made calls and spoke to a web designer willing to come speak to the commission. He will be lining up a meeting asap.

- There was discussion on how they can increase their online presence. They currently have their own section embedded within the City's website and are also linked to the Experience Grants Pass website, but they want to enhance it.
- There was discussion on who updates the Facebook page. Updates for experience Grants Pass Facebook comes out of Jon Bowen's office and updates for the City are made by Karen Frerk. Jo Woerner assists with website updates.
- The Rogue Allure Program is in process of getting into place to promote businesses and hotels. There have been some technical difficulties that are being resolved. Lora will find out what the process is for how businesses are being added to the Rogue Allure website. Discussion continued with the question of how many people are online and how that is being handled. It was stated that the more avenues that get hit the better. Some of this could be discussed during the Tourism committee and audit. The Performance Audit Visioning and Enhancement (PAVE) Committee for tourism and downtown services will be discussing additional ways to promote downtown.
- Commissioner Pell stated he wanted to look at how historic was being promoted and compare it to other cities. He envisioned that they would have more of a presence within tourism.
- Chair Warren stated that Lora sent out an email to all commissioner requesting input for a Request for Proposal (RFP). He encourages everyone to email her, so she can complete it. They are meeting Friday at 4:00pm. PAVE will make recommendations to the City Council. The scope discussion should be completed tomorrow, or at next month's meeting.

## **6. Information Sharing:**

### **a. Items from Staff:**

- Update on Forest Service Compound on "L" Street
  - Chair Warren requested what the agreement with the City and/or the Historic Building and Sites Commission was when they came before us and where they are currently on the project and what the timeline is. Also, the status of the Redwood Hotel grant.
  - Lora stated she will send out the decision regarding the agreement with the City. She has not heard from them. The time duration is 18 months from the approval and then they can get two six-month extensions. The approval date is unknown – probably came before the commission last summer. Lora will verify the time.
- Update on Redwood Hotel
  - Lora talked about completed work at the Redwood Hotel and what still needs to be done. There was discussion that it appeared no work was being done.
  - Lora stated that they will be developing a Parking Task Force to review the parking study they received. Lora will send out the 60-page study to commissioners.
  - Commissioner McConnell wanted to go on record regarding the parking. She suggested that when cities have run out of land for parking they encourage employees to start using electric scooters. By doing this, it has relieved the stress on parking. She has suggested the City consider this option.
  - Commissioner Pell asked if there has been further discussion on the Alley Activation, regarding where the funding is going to come from.

- Lora stated that this project did make it into the workplan and they are proposing to add money from the General Fund. It was thought that the funds would come through Blue Zones, but representatives indicated they would have to use City funds. They can investigate the possibility of grants. Then decide what the project is going to be, for example, an archway. Can it be incorporated into the plaza? Do they have something physical or something they do with components. They will be reaching out to their committees, once the Blue Zone group turns it over to the City.
- There was discussion about what alleys are included in the Alley Activation project. There are three alleys - behind The Haul, the Golden Rule building, and the Wing building. They could consider another alley in the future.

**b. Items from Commissioners:**

- Landmark List
  - List was updated November 8, 2016. Commissioners Ford, Holzinger and McConnell worked on the Landmark List.
  - The Elks Lodge was sold and that they want nothing to do with the City. It is for sale again, including the Vitality Center.
  - Diversion Dam is still there. Caveman Bridge (ODOT) is the owner. They will have to check if they can put a landmark on that. Chair Warren stated that he has had conversations with the ODOT Historian who will be down for the May 3<sup>rd</sup> celebration and they can discuss the issue with him. He will also talk to him about the Redwood Empire sign being a landmark.
  - Chair Warren encouraged members to attend the event in the Taprock parking lot on Friday, May 3<sup>rd</sup>, at 10:30am. Chair Warren is working on a parking and transportation plan. It was suggested that he contact Scott Chancy of Josephine County Transit regarding shuttles. People are welcome to park in the Hellgate Parking Lot.
  - Fruitdale Grange is a landmark.
  - Riverside School/Coalition for Kids is up for sale. It was discussed that it should be a landmark and that they need to get it through before it gets sold and demolished. It was also discussed that because the property is for sale, the sellers might be concerned about limiting what could be done on the property.
  - The City Park and Grants Pass Pharmacy should be landmarks. The owner of Grants Pass Pharmacy has requested a letter detailing what it means to be a landmark. There was discussion that they need to speak to Grants Pass Pharmacy property owners to get their permission to add them to the list. It was requested that Commissioner McConnell reach out to the pharmacy owners.
  - Croxton Pioneer Memorial Park is owned by the City and there is funding at the state level for memorial parks.
  - Regarding the property list, it was requested that the list be emailed to Lora, who will print hard copies for commissioners.
  - Commissioner McConnell will email pictures of the Redwood sign that the state puts out. There was discussion on doing a display sign and where to place it. Possibly have a second sign at the Welcome Center that directs people to go see it. It would be nice to have one that shows the Redwood Empire Trail. It was discussed that a large sign with pictures and history should be located near the bridge, near Taprock or Hellgate.

- Commissioner McConnell will research historic Grants Pass homes and Grants Pass businesses.
- There was discussion regarding conservation districts. Chair Warren suggested they do some research.
- Vice Chair McBerty requested a CLG (Certified Local Government) status from Lora. She stated that she is sending in Commissioner Wilson's resume and double checking on his resume. The resumes must be reviewed by the state, so it is a slow process.

**c. Items from City Council Liaison**

- Councilor Eames stated that they have been concentrating on the water plant and they have made progress. He has been speaking to a potential seller. He thinks that in the next 6 to 9 months they will be working on replacing it. It is a 90-year-old structure. He specifically asked Jason Canady about the life of the facility and was told it could be 20 years or it could go tomorrow.

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

- Lora stated that Commissioner Holzinger mentioned it is time for elections. The HBSC is unique because the commission has a two year turn over. Term memberships are four years. They will do elections in April.
- Lora confirmed that Chair Warren is going to see about getting a web designer.
- Lora confirmed that they are going to review the pictures of the plaques, so they can pick the contractor that they want.
- Lora will bring back budget information for the downtown.
- Lora will provide the costs of the contracts with the missions and the correction crews.
- Lora will find out how businesses get on Rogue Allure.
- Chair Warren requested a presentation on the Alley Activation.

**8. Adjournment**

- a. Meeting adjourned at 6:58 PM.

**Next scheduled meeting: April 11, 2019, at 5:30 PM**

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