

**Historical Buildings and Sites Commission**  
**MEETING MINUTES**  
**April 13, 2023**  
**5:15 pm Council Chambers**

**COMMISSIONERS:**

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

**STAFF/LIAISON MEMBERS:**

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

**COUNCIL LIAISON:**

Joel King

**GUESTS:**

1. **Roll Call** – Chair Warren called the meeting to order at 5:15 pm.
2. **Introductions:** Commissioner Miller was reappointed to the Commission and is filling the Historic District Property Owner.
3. **Public Comment:** None
4. **Approval of Minutes:**
  - a. Meeting Minutes – March 9, 2023

**MOTION**

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

**The motion passed.**

**5. Action Items:**

- a. New Member Application Review and Interviews
  - i. Linda Cole – Citizen at Large:
    1. Linda grew up in Grants Pass and loves downtown “the way that it is”.
    2. “I think that’s one of the draws that brings in the tourism is that we have our downtown area”.
    3. “I just think they have so much character and charm and personality. I don’t know if there’s a certain thing that I have a passion about. I would just like to be able to, I guess, just increase awareness of what we have to offer as far as the town, as far as the historic downtown area”.
    4. Linda asked what does Citizen at Large mean? Chair Warren explained that different members fill different roles on the Commission.
  - ii. Sam Marsh – Citizen at Large:

1. Sam is a local news director for KAJO, KLDR, KRRM radio in Grants Pass and he has a long family history in the area.
  2. Sam’s grandmother came to Grants Pass by train in 1911.
  3. “I can go down the middle of Grants Pass and not only tell you what business used to be there, but what business was there 30 years ago or 40 years ago”.
  4. “Well, I think every downtown needs to have a vibrant economy. That's the way the town survives and the fact that we have a really unique, nice downtown district with lots of neat shops, you can name off several that I think are popular not only to Grants Pass residents, but from people in the other parts of the Rogue Valley that will come here. It's really important to the economy to have a strong downtown”.
- iii. Arden McConnell - Local Historical Society Representative:
1. Arden is a current member in good standing on the Commission and is seeking reappointment.
  2. “I'm working on some really important issues, preservation issues, like a new historic museum for Grants Pass. Another is memorializing our trains. All the history of our trains helped Grants Pass so much early in the time. So, I'm in the midst of working on some wonderful projects and I just plan to complete them”.
- iv. Cynthia Charat – Citizen at Large:
1. Cynthia was absent from the meeting but was voted by the Commission to be reappointed to her Citizen at Large position.

**MOTION**

**Commissioner Miller moved, and Chair Warren seconded the motion to reappoint Arden McConnell to City Council for the Historic Society membership position. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, and Crowder. “NAYS”: None. Abstain: None. Absent: Commissioner Charat.**

**The motion passed.**

**MOTION**

**Vice Chair McConnell moved, and Chair Warren seconded the motion to nominate Sam Marsh to City Council for one of the Citizen-at-Large positions. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, and Crowder. “NAYS”: None. Abstain: None. Absent: Commissioner Charat.**

**The motion passed.**

**MOTION**

**Commissioner Collins-Bain moved, and Vice Chair McConnell seconded the motion to reappoint Cynthia Charat to City Council for the Historic Society membership position. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners**

**Collins-Bain, Miller, and Crowder. “NAYS”: None. Abstain: None. Absent: Commissioner Charat. The motion passed.**

- b. Discussion and possible motion related to identifying new local landmarks with plaques banners.
  - i. The topic was moved to a future agenda.

**6. Matters from Commission Members and Staff**

- a. Historic District Banner Project Update
  - i. Staff confirmed that Tourism dollars have been approved to be spent on the Banner project, but the specific budget amount has not been defined.
  - ii. Staff hopes to have the test banners ordered, delivered, and installed by the next meeting.
- b. Commission Budget Motion Update
  - i. Councilor King updated the Commission that no decision has been made by Council regarding the allocation of a budget to the HBSC.
  - ii. Councilor King indicated that because of the ongoing City-wide budget deficit it is not likely a budget will be allocated in the near term.
- c. Lawnridge-Washington Conservation District Design Standards Update
  - i. Staff sent out a mailer to about 130 property owners inviting them to the public open house to discuss the design guidelines for the Lawnridge-Washington Conservation District.
  - ii. The date for the outreach event is Tuesday, April 25<sup>th</sup> at 6:00 pm.
  - iii. Chair Warren suggested an edit to the design guidelines to include “Accessory Dwelling Units” to sections of the draft guidelines that discuss additions.
  - iv. A question was asked by the Commission about standards for structures destroyed by calamity, staff will follow up with more information.
- d. Lawnridge-Washington Conservation District Community Outreach Update
- e. Seasonal Parklets in the Historic District
  - i. Chair Warren reminded the group that the Central Business District Taskforce last year voted unanimously to bring back the parklets but to improve the appearance of them.
  - ii. Chair Warren mentioned that having four to six pre-approved parklet designs would make easier for business owners to pick a design that fits their needs and has already been reviewed and approved by HBSC.
  - iii. Staff discussed the basic framework of the Parklet Program.
  - iv. Staff gave an update the ARPA funding is available to be used to pay for parklets, and property owners can be reimbursed for the cost of their parklets.

**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
- d. Riverside Park Sign Update

**8. Adjourn: before 6:48 pm**

**Next Meeting: May 11, 2023**

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