

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

**COMMISSIONERS:**

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

**STAFF/LIAISON MEMBERS:**

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

**COUNCIL LIAISON:**

Joel King

**GUESTS:**

Tori Middelstadt – Travel Grants Pass  
Cal Kenney – CoPA Chair

1. **Roll Call** – Chair Warren called the meeting to order at 5:15 pm.
2. **Introductions:**
3. **Public Comment:**
  - a. Tori Middlestadt, Executive Director of Visit Grants Pass, gave an update to the Commission about up coming projects that will be proposed in Downtown Grants Pass.
  - b. The main project discussed was painting decorative sidewalks and crosswalks in the Historic District.
  - c. The intent of the project is to improve safety and the beatification of downtown.
  - d. The proposed project would affect two crosswalks in the Historic District.
  - e. Commissioner Terri Collins-Bain agreed to serve as a liaison for the project as it develops.
4. **Approval of Minutes:**
  - a. Meeting Minutes – May 11, 2023
    - i. Revision: page 2, item 5 will add “with black trim and black signage that includes the word downtown”.
    - ii. Revision: page 3, Item 6 will add “it was suggested by the Commission to alternate banners and flower baskets on every other pole”.

**MOTION**

**Commissioner McConnell moved, and Chair Warren seconded the motion to approve the May 11, 2023, meeting minutes with revisions. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, Charat, and Crowder. “NAYS”: None. Abstain: None. Absent: Commissioner Marsh.**

**The motion passed.**

## 5. Action Items:

- a. Beaver Alley Mural Discussion and possible action
  - i. Cal Kenney, Chair for the City of Grants Pass Committee on Public Art, presented comments regarding a mural project proposed to be located in the Historic District.
  - ii. The mural is proposed to be located in the beaver alley that connects to the Beaver Parking Lot to 6<sup>th</sup> street.
  - iii. Although a design illustration concept was not presented the primary content of the proposed mural will feature dogs.
  - iv. It was stated that review and approval of murals located in the Historic District are the responsibility of the Historical Buildings and Sites Commission in accordance with Section 13.400 of the Grants Pass Development Code.
  - v. The presentation ended with CoPA members wanting to discuss the feedback during a future CoPA meeting. Chair Warren and Commissioner Miller offered to serve as members of a joint CoPA and HBSC subcommittee.
  - vi. Any future mural proposal in the Historic District will need to be submitted as an application for HBSC Review.

## 6. Matters from Commission Members and Staff:

- a. Historic District Banner Project Update
  - i. Staff updated the Commission on a presentation that will be given to Council.
  - ii. Three options will be presented to Council: 1. Banners will be placed on all light poles in the Historic District 2. Banners will be placed on every other light pole in the Historic District, 3. New poles will be installed at the gateways to the Historic District and the poles.
  - iii. Initial costs will be presented to Council for each option.
- b. NW Conservation District Update
  - i. A letter is being drafted by staff that will be sent out to all residents of the Conservation District area which will outline some of the changes to the guidelines based on feedback received at the recent outreach event.
- c. Update and Current Status of Parklets Program
  - i. One application has been received by staff.
  - ii. The application seeks to pursue a “pre-made” parklet.
  - iii. Plans for the “build-it-yourself” option are anticipated to be available soon which will make it easier for business owners to construct.
- d. Update on Caretakers Building in Riverside Park
  - i. Staff updated the Commission that there are currently no active plans for the caretakers building in Riverside Park.
  - ii. There have been past discussions about pursuing a project to expand the parks Department Maintenance yard, but those discussions are not currently part of any project or plan.
  - iii. The Commission identified the long history with the structure and would like more information about potential plans and uses for the structure at the next meeting.
- e. New Local Landmark Plaque Installation Discussion

- i. Staff Updated the Commission on the three recent Local Landmark buildings.
  - ii. Staff will move forward with working with a vendor to create mock-ups of plaques to be reviewed by the Commission at a later date.
- f. Member attendance and removal
  - i. The Commission voted unanimously to start the removal process of member Cynthia Charat for lack of attendance. Cynthia had three consecutive unexcused absences.

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

- a. Local Landmark Plaque Update
- b. Commission Member removal for lack of attendance

**8. Adjourn: before 6:45 pm**

**Next Meeting: August 10, 2023**

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