

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

**COMMISSIONERS:**

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

**STAFF/LIAISON MEMBERS:**

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

**COUNCIL LIAISON:**

Joel King

**GUESTS:**

1. **Roll Call** – Chair Warren called the meeting to order.
2. **Introductions:**
3. **Public Comment: None**
4. **Approval of Minutes:**

- a. Meeting Minutes – June 15, 2023

**MOTION**

**Vice Chair McConnell moved, and Chair Warren seconded the motion to approve the June 15, 2023, meeting minutes. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, and Marsh. “NAYS”: None. Abstain: None. Absent: Commissioners Charat and Crowder.**

**The motion passed.**

**5. Action Items:**

- a. 303-00122-23: Proposed New Business Signs, located at 246 SW “I” Street, Noel Sheckells, Property Owner
  - i. The request is for a design review of two signs located at 246 Southwest I Street.
  - ii. The building is in an Oregon State Historic Site and is located within the Grants Pass Historic District boundary.
  - iii. Approval is based on Criteria found in Section 13.400 of the Grants Pass development Code.
  - iv. The applicants gave testimony about the vision for their future business which included details about their proposed sign design and construction.
  - v. The Commission discussed several key concerns about whether or not the proposed sign meets the Criteria of the Development Code, including materials and lighting.

- vi. The hearing was continued until the August meeting.
- vii. The applicant made final comments that they would consider the feedback given by the Commission and propose revisions during the next meeting.

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

- a. Public Hearing Schedule - Lawnridge-Washington Historic Design Overlay District
  - i. Staff gave an update about the progress of the Lawnridge-Washington Historic Design Overlay District project and confirmed that the application would be ready for review by the Commissions at the next meeting.
- b. Historic District banner installation update
  - i. Staff updated the Commission on the progress with the Historic Banner Project.
  - ii. Council confirmed the direction for staff will be to install banners every other pole, which will be roughly 50 banners installed on light poles in the Historic District.
  - iii. It is anticipated that banners will be installed by early August.
- c. Riverside Park caretaker's cottage
  - i. Staff confirmed with the Commission that there are no current projects identified that will affect the caretaker's cottage in Riverside Park.
  - ii. The Commission discussed a concern as to the status of maintenance of the structure and that Council should prioritize and ensure the maintenance of the historically significant structure.
  - iii. Because of the historical significance of the building the Commission discussed recognizing the structure as a local landmark and attaching a bronze plaque.
  - iv. The following motions were unanimously approved:

**MOTION**

**Chair Warren moved, and Vice Chair McConnell seconded the motion that the Riverside Park Caretaker's House be listed on the City of Grants Pass local landmark list, and that it receives a local landmark bronze plaque similar to those on the historic buildings downtown in the historic district. The vote resulted as follows: "AYES": Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, and Marsh. "NAYS": None. Abstain: None. Absent: Commissioners Charat and Crowder.**

**The motion passed.**

**MOTION**

**Commissioner Miller moved, and Chair Warren seconded the motion that the caretaker's house at Riverside Park receive repair and maintenance to stop any deterioration and preserve its opportunity for future use, and also that the city investigate possible uses for the building. The vote resulted as follows: "AYES": Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Miller, and Marsh. "NAYS": None. Abstain: None. Absent: Commissioners Charat and Crowder.**

**The motion passed.**

- d. Plaques for local landmarks
  - i. Staff will continue to work with a vendor to create bronze plaques which will be attached to buildings approved as local historic landmarks.

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

- a. Historic District Banner Project Update
- b. Update on caretakers building in Riverside Park
- c. Local Landmark Plaque Update

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

**Next Meeting: August 10, 2023**

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