

**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 - Absent

**STAFF/LIAISON MEMBERS:**

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

**COUNCIL LIAISON:**

Joel King

**GUESTS:**

Gabi Johnson – Grants Pass Remembrance  
Noel Sheckells – Edson Café Sign Review Applicant

1. **Roll Call** – Chair Warren called the meeting to order at 5:15 pm.
2. **Introductions:**
3. **Public Comment:** Gabi Johnson – Grants Pass Remembrance
  - a. Gabi Johnson introduced herself as a resident of Grants Pass and a member of Grants Pass Remembrance, a group working on reconciliation and changing the town's image as a "sundown town."
  - b. Gabi presented the idea of installing a historical marker in Grants Pass to acknowledge the town's history as a sundown town and its journey toward becoming a "sunrise community."
  - c. She mentioned that the group's vision was to have the historical marker at the Welcome Center, possibly near an existing marker about the foot race.
  - d. She emphasized that this historical marker would be the first of its kind in the nation, acknowledging the town's history as a sundown town and its commitment to change.
  - e. She noted that the Oregon Remembrance Project would cover the costs of creating and installing the historical marker.
  - f. After Gabi's presentation, the Chair, requested that she provide written documentation of the proposal to the commission or to staff for further review and discussion.
4. **Approval of Minutes:**
  - a. Meeting Minutes – July 13, 2023

**MOTION**

**Vice Chair McConnell moved, and Commissioner Collins-Bain seconded the motion to approve the July 13, 2023, meeting minutes as amended. The vote resulted as follows: "AYES": Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, and Miller. "NAYS": None. Abstain: None. Absent: Commissioners Charat, Crowder, and Marsh.**

**The motion passed.**

## 5. Action Items:

- a. 405-00137-23 (hearing): Lawnridge-Washington Historic Design Overlay District Design Standards for Residential Construction
  - i. The Lawnridge-Washington Historic Design Overlay District project has been in development for several years, including a public forum a few months ago.
  - ii. The proposal aims to protect the historic residential character and architectural styles of the area.
  - iii. The amendment would be included in Section 13.025 of the Grants Pass Development Code, and additional sections are proposed to be added to address purpose, design standards, applicability, and review procedures.
  - iv. Staff recommended approval of the development code text amendment as submitted. After deliberation by the Commissioners, the Commission unanimously voted to recommend approval to the City Council.

### MOTION

**Chair Warren moved, and Vice Chair McConnell seconded the motion to approve the Lawnridge-Washington Historic Design Overlay District Design Standards for Residential Construction. The vote resulted as follows: "AYES": Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, and Miller. "NAYS": None. Abstain: None. Absent: Commissioners Charat, Crowder, and Marsh.**

**The motion passed.**

- b. 405-00137-23 (findings): Lawnridge-Washington Historic Design Overlay District Design Standards for Residential Construction
  - i. The meeting proceeded to discuss the approval of the findings of fact, with revisions recommended by one of the commissioners. Normally, this step would be done at a later time, but it was expedited to keep the process moving forward.
  - ii. During the discussion, a clarification was made regarding the term "conservation district." It was confirmed that the proposal was not for a conservation district but for a historic design overlay district, which focused on preserving architectural styles and character rather than regulating aspects like paint color.
  - iii. The Commission proposed two specific changes to the findings of fact:
    1. In Section 13.710 under the purpose, to add the phrase, "Preserve the integrity and historic character of the neighborhood" before continuing with the existing text.
    2. In Section 13.711, to add the phrase, "And historical character of the neighborhood" to a sentence discussing the enhancement of architectural standards.
  - iv. After these amendments were discussed and agreed upon, a motion was made to approve the findings of fact with these revisions. The motion was seconded and unanimously approved by the commission.

## MOTION

**Vice Chair McConnel moved, and Chair Warren seconded the motion to approve the Findings of Fact for the Lawncridge-Washington Historic Design Overlay District Design Standards for Residential Construction. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, and Miller. “NAYS”: None. Abstain: None. Absent: Commissioners Charat, Crowder, and Marsh.  
The motion passed.**

- c. 303-00122-23: Proposed New Business Signs, located at 246 SW “I” Street, Noel Sheckells, Property Owner
  - i. The meeting involved a continued hearing regarding a proposal for new business signs at 246 Southwest I Street.
  - ii. Staff provided background information on the proposal and mentioned that there were two revisions submitted by the applicant since the previous meeting. These revisions included changes to the proposed sign on I Street, with the use of metal letters and indirect lighting.

## MOTION

**Chair Warren moved, and Commissioner Miller seconded the motion to approve the proposal for new business signs, located at 246 SW “I” Street, with the revisions that have been presented by applicant. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, and Miller. “NAYS”: None. Abstain: None. Absent: Commissioners Charat, Crowder, and Marsh.  
The motion passed.**

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

- a. Historic District Banner Project Update
  - i. Chair Warren began by thanking the staff, commission members, artist, Terri of TLC, and others involved in the installation of the historic district banners. The banners were praised for their contribution to the Historic District and downtown area.
  - ii. Staff provided more details about the banners. It was mentioned that 50 banners were ordered and installed by the end of July. However, only 48 banners were installed, as two locations posed challenges for installation. One location was in front of the post office, where the banner would have been obstructed by trees. The other location was on the east side of G Street, between 6th and 7th streets, where conflicts with an existing awning and light pole prevented installation.
  - iii. It was noted that there were plans to potentially revisit the banner placement for the next season and make adjustments based on feedback and experiences during the winter season.
  - iv. There was a brief discussion about the flower baskets that were also installed, with confirmation that they had all found new homes on antique street poles within the downtown area.
- b. Update on caretakers building in Riverside Park

- i. At the previous Commission meeting, two motions related to the rebuilding of the caretaker's cottage in Riverside Park were presented to the City Council.
    - ii. Staff informed the Commission that a tour of the building is scheduled for the upcoming Monday, August 14th, at 10:30 AM. All Commissioners are welcome to attend this tour.
    - iii. The purpose of the tour is to allow Council members to see the condition of the building and assess its potential. The direction of the project will depend on Council's feedback and decisions following the tour.
  - c. New Local Landmark Plaque Installation Discussion
    - i. Staff will wait to hear an update from Council on whether or not the Reed Building will be considered for a historical plaque.
    - ii. Staff will present more information at the next meeting.
  - d. Commission Member – Cynthia Charat
    - i. The Chair addressed the Commission and explained that Cynthia had missed several meetings without providing an excuse, which was in violation of the committee and commission handbook.
    - ii. The Commission expressed their opinions that attendance is crucial, and voted to recommend upholding the previous vote to remove Cynthia.
    - iii. The motion passed, and Cynthia's removal from the Commission would be forwarded to the City Council for approval.

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

- a. Update on caretakers building in Riverside Park
- b. Local Landmark Plaque Update
- c. Development Code vs Municipal Code Conflicts
- d. Connecting with opted out property owners

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

**Next Meeting: September 14, 2023**

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