

HISTORICAL BUILDINGS AND SITES COMMISSION

MEETING MINUTES

January 21, 2016 – 6:00 P.M.

Courtyard Conference Room

A. ROLL CALL:

The Historical Buildings and Sites Commission met in regular session on the above date with Chair Dan McBerty presiding. Vice Chair Ward Warren and Commissioners Arden McConnell, Shirley Holzinger, Virginia Ford, and Don Hendricks were present. City Council Liaison Dennis Roler was absent. Representing the City staff was Parks & Community Development (hereafter: PCD) Senior Planner, Joe Slaughter and PCD Associate Planner, Justin Gindlesperger.

B. APPROVAL OF MINUTES: November 2015 meeting

MOTION/VOTE

Commissioner McConnell moved and Commissioner Hendricks seconded the motion to approve the minutes from November 19, 2015. The vote resulted as follows: “AYES”: Chair McBerty, Vice Chair Warren, and Commissioners McConnell, Holzinger, Ford, and Hendricks. **“NAYS”:** None. **Abstain:** None. **Absent:** None. **The motion passed.**

C. Electing New Chair and Vice Chair:

MOTION/VOTE

Commissioner McConnell moved and Commissioner Hendricks seconded the motion to elect Ward Warren as Chair. The vote resulted as follows: “AYES”: Commissioners McBerty, Warren, McConnell, Holzinger, and Hendricks. **“NAYS”:** None. **Abstain:** None. **Absent:** None. **The motion passed.**

MOTION/VOTE

Commissioner McConnell moved and Commissioner Warren seconded the motion to elect Dan McBerty as Vice Chair. The vote resulted as follows: “AYES”: Commissioners McBerty, Warren, McConnell, Holzinger, and Hendricks. **“NAYS”:** None. **Abstain:** None. **Absent:** None. **The motion passed.**

D. Redwood Empire Sign

- Joe Slaughter presented the previous signs over the years and went over the possible options for the Commissioner's recommendation.
- The Commissioners discussed pricing and requested bids, however pricing will be determined by Council, this meeting is just requesting a recommendation for styling.
- The Commission would like to request that the sign doesn't take funding away from other projects that have been previously decided on.
- There was discussion about liking the idea of the historic styling of the log sign, possibly with lighting. The Commission would like to wait on making a recommendation until they have some of their questions answered and can see various options.

E. ITEMS FROM PUBLIC:

- None

F. ITEMS FROM COMMISSIONERS:

- Concerns about the wording for color palettes were discussed. Some citizens were misunderstanding the wording and thought there were only three colors to choose from
- Concerns about the wording about the size of the proposed expansion.
- Possibly submit a clarification article to the paper to ease concerns.
- The meeting on the 18th will strictly be about the proposed expansion on the Historic District.
- It was requested to have the colors allowed in the Historic District at the meeting in case concerns are brought up by the public.

G. ADJOURMENT:

Chair Warren adjourned the meeting at 7:00 P.M.

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.

**CITY OF GRANTS PASS
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**COMPREHENSIVE PLAN MAP AND ZONE MAP AMENDMENT
HISTORIC DISTRICT EXPANSION
STAFF REPORT-HISTORIC BUILDINGS AND SITES COMMISSION**

Procedure Type:	Type IV: Historic Buildings and Sites Commission Recommendation and City Council Decision
Project Number:	15-40200004
Project Type:	Comprehensive Plan Map and Zone Map Amendment
Applicant:	City of Grants Pass
Planner Assigned:	Justin Gindlesperger
Application Received:	December 24, 2015
Application Complete:	December 24, 2015
Date of Staff Report:	February 11, 2016
Date of Public Hearing:	February 18, 2016

I. PROPOSAL:

The proposal is for a Comprehensive Plan Map Amendment and Zoning Map Amendment to expand the Historic Special Purpose District to encompass additional properties within the downtown area in order to enhance the protection of the City’s historical features. See **Exhibit 1** for a map of proposed district boundary.

II. AUTHORITY AND CRITERIA:

Sections 13.5.5 and 13.8.3 of the Grants Pass Urban Area Comprehensive Plan provide that joint review by the City Council and Board of County Commissioners shall be required for amendment and revision to Comprehensive Plan findings, goals, policies, and land use maps of the Comprehensive Plan. However, the 1998 Intergovernmental Agreement modified that provision with the result that the City Council will make the decision, and the County will have automatic party status.

Section 13.8.3 of the Comprehensive Plan provides that notice shall be as provided in Section 2.060 of the *Development Code* for a Type IV procedure. Sections 4.045 and 13.442 authorize the Historical Buildings and Sites Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure.

The text or map of the Comprehensive Plan may be recommended for amendment and amended provided the criteria in Section 13.5.4 of the Comprehensive Plan Policies Document are met. The Historic Special Purpose District may be amended provided the Criteria in Section 4.045 of the *Development Code* are met.

III. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

IV. BACKGROUND AND DISCUSSION:

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. The current Historic District boundaries were approved by the City Council in 2013 to protect the "old town" district along G Street, as identified in Policy 3.50 of the Comprehensive Plan.

The Historic Building and Sites Commission has identified additional resources in the downtown area, outside the current Historic District, that would benefit from expansion of the district. By expanding the Historic District, the City will be able to further preserve and protect the historic features in accordance with Section 13.411 of the Development Code. The expanded district will include properties along NW 6th Street between NW 'D' Street and SW 'J' Street and properties between SW 4th Street and SW 7th Street, south of the existing district.

As part of the proposed expansion, the HBSC recently developed design guidelines for local historic landmark structures and structures within the historic district. The design guidelines will provide administrative review and approval for exterior improvements that conform to the design guidelines.

V. CONFORMANCE WITH APPLICABLE CRITERIA:

A. For comprehensive plan map amendments, Comprehensive Plan Policy 13.5.4 requires that all of the following criteria be met:

CRITERION (a): Consistency with other findings, goals and policies in the Comprehensive Plan.

Staff Response: Satisfied. The proposal is consistent with the applicable Goals and Policies found in Element 8 ~ Economy and Element 13 ~ Land Use of the Comprehensive Plan for reasons summarized below.

Element 8 – Land Use

Goal: To improve, expand, diversify and stabilize the economic base of the community.

Policy 8.8(e) – "The City shall assist in maintaining the Downtown commercial area as a vital business and office district by encouraging private building owners to maintain and improve their buildings."

1st Conclusion under Criterion (a):

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. Historic Districts protect and enhance the City's attractions and downtown core area. Along with protecting the structures and consideration towards complimenting the existing historic fabric of the downtown core area, Historic Districts also stabilize, and improve, property values for structures within those districts, providing incentives for property owners to maintain and improve their buildings.

Element 13. Land Use:

Goal: To provide a vision of the future through maps and policies that shall guide and inform the land use decisions of the present, in such a manner that:

- (d) is responsive to the wishes of the citizens and property owners of the planning area, and

Policy 13.2.4 Other Maps:

The Development Code shall include a Zoning Map that shall include Special Purpose District Maps and Utility Maps, which maps and their criteria and standards shall meet the following basic functions:

- (b) The Special Purpose District Maps and Standards shall determine which special development standards and review procedures, if any, apply to any given development proposal.

Policy 13.2.5 Special Purpose Districts:

Special Purpose Districts shall be adopted to include the following:

- (c) Historic: delineating areas of historic value to the community, whose primary function is to encourage viable and economic use of historic areas while conserving and enhancing the area's historic resources.

2nd Conclusion under Criterion (a):

While zoning is not ideally suited to deal with areas of specific needs, Special Purpose Districts are used to identify special development standards and review procedures. The Historic District serves to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history. The preservation of historic sites lends a sense of place and renovation of historic buildings can be less expensive than to provide equivalent floor area through new construction.

CRITERION (b): A change in circumstances validated by and supported by the database or proposed changes to the database, which would necessitate a change in findings, goals and policies.

Staff Response: Satisfied. The proposed amendment will not change the database and the underlying zoning will remain in place for the properties within the expanded Historic District. The proposed amendment would amend the plan and zoning map and would not require the amending of findings, goals or policies.

CRITERION (c): Applicable planning goals and guidelines of the State of Oregon.

Staff Response: Satisfied. The proposal is consistent with four (4) of the nineteen (19) applicable statewide planning goals described below:

Goal 1: Citizen Involvement

The proposal is reviewed and noticed according to the requirements for a Type IV-B procedure. Owners of property within the proposed boundary expansion and property owners within two hundred and fifty (250) feet were sent notice of the application. Public notice is posted for both the Historic Building and Sites Commission and City Council hearings in the *Daily Courier* (the local newspaper), on the City of Grants Pass website, www.grantspassoregon.gov and on the first floor of the City Hall building. Such notification provides the public an opportunity to provide written or oral comments on the matter either before or at the hearings.

The City has an acknowledged Citizen Involvement Program adopted under Resolution 1748 that insures the public can actively engage in the planning process.

No comments were received from surrounding property owners during the notice period.

Conclusion: The City's procedures outlined in the *Comprehensive Plan and Development Code* pertaining to citizen involvement are being followed. The proposal is consistent with Goal 1 standards and requirements.

Goal 2: Land Use

The Grants Pass *Comprehensive Plan and Development Code* outline the planning process to consider a Comprehensive Plan Map Amendment and the Zoning Map Amendment. The process requires the application to be heard by both the Historic Building and Sites Commission and the City Council. The Historic Building and Sites Commission will review the proposal and provide a formal recommendation that will be considered by the City Council for final decision. Specific criteria have been adopted that relate to the proposal. The review bodies will evaluate the proposal against those criteria in order to make a decision.

Conclusion: The application is being reviewed through the City's land use process, making it consistent with the purpose of statewide Goal 2.

Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces

The Historic District serves to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history. The preservation of historic sites lends a sense of place and renovation of historic buildings can be less expensive than to provide equivalent floor area through new construction.

Conclusion: The proposal to expand the historic district serves the purpose of Goal 5 by adding protections to resources within the current district and incorporating resources into the district.

Goal 9: Economic Development

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. Historic Districts protect and enhance the City's attractions and downtown core area. Along with protecting the structures and consideration towards complimenting the existing historic fabric of the downtown core area, Historic Districts also stabilize, and improve, property values for structures within those districts, providing incentives for property owners to maintain and improve their buildings.

Conclusion: The proposal protects and enhances the City's attractions to tourists and visitors, providing support and stimulus to businesses, thus meeting the standards and requirements of Goal 9.

CRITERION (d): Citizen review and comment.

Staff Response: Satisfied. Public notice of the proposal was mailed to properties within the proposed boundary of the expanded Historic District and surrounding properties in accordance with the Comprehensive Plan and Development Code procedures. No comments were received from property owners during the notice period.

CRITERION (e): Review and comment from affected governmental units and other agencies.

Staff Response: Satisfied. Affected governmental units and agencies were notified.

Notice of the proposal was mailed to the Department of Land Conservation and Development (DLCD) on December 23, 2015. No comments were received.

Notice of the proposal was mailed to Josephine County on December 23, 2015, in accordance with the 1998 Intergovernmental Agreement. The County had no comments.

CRITERION (f): A demonstration that any additional need for basic urban services (water, sewer, streets, storm drainage, parks, and fire and police protection) is adequately covered by adopted utility plans and service policies, or a proposal for the requisite changes to said utility plans and service policies as a part of the requested Comprehensive Plan amendment.

Staff Response: Satisfied. Water, sewer, storm, and streets are all present within the proposed Historic District expansion. Therefore, the proposed amendment is in conformance with the Comprehensive Plan.

CRITERION (g): Additional information as required by the review body.

Staff Response: Satisfied. Additional information will be provided upon request of the review body.

CRITERION (h): In lieu of item (b) above, demonstration that the Plan was originally adopted in error.

Staff Response: Not Applicable. There is no indication that the original boundaries were adopted in error.

B. For amendments to the Historic District Special Purpose District Map, Section 4.045 of the City of Grants Pass Development Code requires that all of the following criteria be met:

CRITERION 1: The designation of a District or Landmark serves the purpose of this section.

Staff Response: Satisfied. The Historic District serves to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history. The proposal to expand the historic district serves the purpose of this section by adding protections to resources within the current district and incorporating resources into the district.

CRITERION 2: The boundaries of a District are adequate and suitable for designation.

Staff Response: Satisfied. The proposed expansion is adequate and suitable for designation to provide additional buffer from non-contributing development that would detract from the historic resources within the district. The expanded district will also incorporate additional historic resources that are located outside of the existing district that will benefit from the same protections as the local Landmarks and structures within the existing historic district.

CRITERION 3: Consideration of the positive and negative effects of the designation upon residents, businesses, or property owners of the area.

Staff Response: Satisfied. The proposed expansion has considered the positive and negative effects of the designation. Expansion of the district will require historic review for modifications to structures within the district boundary. Historic review will only apply to exterior modifications and not affect the allowable uses of the property, as determined by the underlying zoning district. As part of the proposed expansion, the HBSC recently developed design guidelines for local historic landmark structures and structures within the historic district. The design guidelines will provide administrative review and approval for exterior improvements that conform to the design guidelines.

VI. RECOMMENDATION:

Staff recommends the Historic Buildings and Sites Commission recommend that the City Council **APPROVE** the proposed Historic District expansion, as presented in Exhibit 1.

VII. HISTORIC BUILDINGS AND SITES COMMISSION ACTION:

A. Positive Action: Recommend approval of the request:

1. as submitted.
2. as modified by the Historic Buildings and Sites Commission with the following revisions (list):

B. Negative Action: Recommend denial of the request for the following reasons (list):

C. Postponement: Continue item

1. indefinitely.
2. to a time certain.

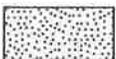
NOTE: This is a legislative decision. State law does ***not*** require that a decision be made on the application within 120 days.

VIII. INDEX TO EXHIBITS:

1. Historic District Map



Legend



Existing Historic District



Proposed Historic District

EXHIBIT 1