

**Historical Buildings and Sites Commission
MEETING MINUTES
February 10, 2022
5:15 pm Council Chambers**

COMMISSIONERS:

Ward Warren (Chair)
Arden McConnell (Vice Chair)
Virginia Ford
Shirley Holzinger
Nathan Miller
Sandra Crowder (absent)
Cynthia Charat

STAFF/LIAISON MEMBERS:

Bradley Clark – Director Community Development
Jason Maki – Associate Planner

COUNCIL LIAISON:

Joel King

GUESTS:

1. **Roll Call** – Chair Warren called the meeting to order at 5:18 pm.
2. **Introductions: None.**
3. **Public Comment:** None.
4. **Approval of Minutes:**

- a. December 23, 2021 (special meeting):

MOTION

Commissioner Holzinger moved, and Vice Chair McConnell seconded the motion to approve the December 23, 2021 minutes as amended. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Ford, Miller, Charat, and Holzinger.

“NAYS”: None. Abstain: None. Absent: Crowder.

The motion passed.

- b. January 13, 2022:

MOTION

Chair Warren moved, and Commissioner Ford seconded the motion to approve the January 13, 2022 minutes as amended. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Ford, Miller, Charat, and Holzinger.

“NAYS”: None. Abstain: None. Absent: Crowder.

The motion passed.

5. Action Items:

- a. Local Landmark Invite Letter
 - Commissioner McConnell previously had concerns about language in the Local Landmark Letter that had the potential to cause confusion when navigating the website.
 - After discussion staff made edits to the current letter to reflect the requested edits by the commission.

- b. Discussion and possible action on adding National Register properties to the Local Landmarks list
 - It is proposed by the commission that properties already on the National Register list should have an easier and more streamlined process for being approved as local landmarks.
 - Staff recommended that a Development Code amendment to Article 13 be proposed to add language that would approve local landmarks already on the National Register list with only the property owner's signature.
 - Staff will create a draft of the code amendment for the HBSC to review at their next meeting.

6. Matters from Commission Members and Staff:

- a. New Member Appointment
 - The commission welcomed Cynthia Charat as a new member of the Commission.
- b. Strategic Planning Update
 - Community development Director, Bradley Clark, presented "starred" items from Council's Strategic Planning Session that related to the efforts of the HBSC.
 - There was one two star item which prioritized a goal to help revitalize the Redwood Hotel
 - One Star Items included:
 - A downtown comprehensive cleanup program
 - Develop new maps (art, historic, downtown historic, biking)
 - Increase communication between advisory committees
- c. New Local Landmark Applications
 - The Commission discussed four potential new landmark applications: 121 NE B Street, 961 SE 8th Street, Caveman Bowl (1230 Rogue River Highway), Wonder Bur (116 SW H Street)
 - Chair Warren obtained signed applications requesting local landmark status from the property owners at Caveman Bowl and the Wonder Bur
 - Chair Warren mentioned that he helped to coordinate a news story with the Daily Courier that would highlight the 4 building being considered for local landmark status.
 - Commissioner Ford made comment about how she enjoyed when the Mayor used to give an award for best landscaped yard, and posed the question if we should we bring the award back.
- d. Status of New Sign at Riverside Park
 - Staff gave a status update on the historic landmark signage project
 - Commissioners deliberated on whether the park's entrance on 6th Street was to be duplicated and to be used to replace the sign located on the corner of East Park Street and 7th Street.
 - Staff was asked to get more information and report back at the next meeting.
- e. Historic District Map
 - Staff updated the Commission on the status of the Chamber of Commerce having a small amount of historic district maps delivered.

- Chair Warren asked clarifying question about whether the Downtown Welcome Center has enough historic district maps. Staff did not know , but would follow up.
- f. Downtown Taskforce Update
 - Staff gave an update that at the City Council meeting on Feb 16th meeting the Council will be appointing 9 members to the Caveman Plaza taskforce
 - Councilor Joel King made comment that a consultant was retained by Council to create a plan related to implementing Urban Renewal District dollars that is anticipated to benefit downtown and the Historic District
- g. Redwood Empire Sign Update
 - Chair Warren gave an update to the commission based on a conversation with Jason Canady and mentioned he was hopeful the Redwood Empire sign would be repaired this spring.

7. Future Agenda Building for Next Meeting:

- a. Draft Local Landmark Development Code Text Amendment
- b. Riverside Park Signage

8. Adjourn: 6:34 pm

Next Meeting: March 10, 2022

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