

**HISTORICAL BUILDINGS AND SITES COMMISSION
MEETING MINUTES
August 8, 2019 at 5:30 PM
Courtyard Conference Room**

COMMISSIONERS:

Ward Warren (Chair)
Rob Pell (Vice Chair)
Virginia Ford
Shirley Holzinger
Arden McConnell
Jolie Wilson – Absent

City/Staff/Council Liaisons:

City Councilor Barry Eames – Absent
Lora Glover – PCD Director – Absent
Bradley Clark – Principal Planner
Donna Rupp – Associate Planner

Guests:

Michael Holzinger
CoPA (Committee on Public Art) Sub-committee

Due to technical difficulties, audio was not recorded.

1. **Roll Call** Chair Warren called the meeting to order at 5:30 pm.
2. **Introductions**
 - a. None.
3. **Public Comment:** (opportunities for citizens to share information with the Committee regarding items that are not on the agenda)
 - a. Michael Holzinger noted that the building at 242 SW J Street has had the roofing replaced and that cedar shake was replaced by asphalt shingle.
 - b. Chair Warren requested that Action Item 5b. “CoPA Sub-Committee Update on Alley Beautification Project” be moved ahead of item 4. “Approval of Minutes” to allow the guests to make a choice to stay for the entire meeting discussions if they chose to do so.
 - c. **CoPA Sub-Committee update on Alley Beautification Project.**
 - o Three CoPA members presented ideas from other cities which have made Alley Beautification Projects part of their identity. They discussed ideas for an interactive, well-lit space where people can take photos and identify the area as part of Grants Pass.
 - o Discussion included the need to let artists decide the best way to reach the goal, as well as adding an artist guideline to incorporate the sense of place and the history of Grants Pass into future artwork. CoPA asked the Commission to contact them with ideas for historic themes or images that are unique to Osprey Alley and could be incorporated into future art in this alleyway.
 - o Commissioners requested that they be allowed to see concepts. CoPA members agreed to include all stakeholders in the decision making process.
4. **Approval of Minutes**
 - a. **July 11, 2019**
 - o Chair Warren noted that this was the first time that verbatim minutes were presented and that 41 pages was out of line. Commissioners agreed that the minutes were difficult to follow and cumbersome. Commissioner McConnell stated that she contacted the City Manager’s Office directly to give feedback about the minutes. They would like to see summary minutes unless land use

decisions are part of the agenda, and then they would request verbatim minutes. All commissioners agreed with this concept, but a motion was not put forward to support it.

Motion

Chair Warren moved and Commissioner Holzinger seconded the motion to NOT approve the Minutes as presented. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners: Ford, Holzinger, and McConnell. "NAYS": None. Absent: Commissioner Wilson. The motion passed.

5. Action Items:

a. Review Committee applicant applications

- Commissioner McConnell noted that the new HBSC Commissioner applicant, Bill Richardson, will be on the August 21st City Council agenda for potential approval.

b. Item 5b discussed under section 3.

c. Council, Commission Decision Making

- Commissioners discussed the intent of this form. Commissioner Pell said he agreed with most of it but had a problem with item 5. He stated the Council discussed this specific item at length when they authorized use of the form but had no firm conclusions or clarification about it. Chair Warren said it had been driven by behavior in other committees. Chair Warren suggested that Commissioner Pell contact the Mayor and Council President Flaming directly to request additional clarification. Commissioner Pell agreed. There was discussion of what "consensus" means. Staff suggested that the sheet could be signed and returned at a later meeting. No sheets were signed at this meeting.

d. Update on Historic Plaque Names

- Staff member Rupp updated the Commission on names. All names are spelled correctly, and a supplier has been confirmed for producing them. Two sites – J. Scott House and the Rogue Theatre will not have plaques. Owners from two others have agreed – Schmidt House and Redwoods Hotel. There are 7 more owners who need to be contacted to receive approval for installing the plaques before the plaques can be ordered. Chair Warren has agreed to contact owners of Albert Building, Historic City Hall, and Traveler's Hotel. Staff will contact Grants Pass Post Office, Isham Warehouse, Owl Billiard Parlors and US National Bank.

e. Recommendation to Council

- Conservation Districts for Historic neighborhoods – Chair Warren stated he has spoken with the Mayor, the City Manager, a residential developer, and others about the idea of pursuing a residential conservation district along Washington and Lawnridge Avenues. The Commission decided to begin the process of exploring a Conservation District for historic neighborhoods.
- There was discussion of HB 2001 which automatically allows increased density in residential zones. Commissioners expressed concerns that historic residences could build incompatible housing on the same lot that would not

- maintain the character of the historic neighborhoods. Chair Warren offered to give a presentation at a Council workshop.
- A full review will be necessary with public input, and commission recognizes that this is the first step in the process.

Motion

Chair Warren moved and Commissioner McConnell seconded the motion to forward a recommendation to the City Council to pursue a process of exploring a residential conservation district in the northwest part of the City. The vote resulted as follows:

“AYES”: Chair Warren, Vice Chair Pell, Commissioners: Ford, Holzinger, and McConnell. “NAYS”: None. Absent: Commissioner Wilson.

The motion passed.

6. Matters from Commission Members and Staff:

a. Local Landmarks Progress

- Staff updated Commission on progress. The Croxton Memorial Park application is completed. The Grants Pass Pharmacy application is still in progress. Donna spoke to Michelle (co-owner) at the pharmacy about expanding the drafted narrative. Michelle said she would speak to her father to get more history on the Pharmacy and then return it to staff.

b. Certified Local Government Update

- Staff noted that Anne has finished a major project and will be able to begin incorporating the OAR (Oregon Administrative Rule) language into the Grants Pass ordinance to meet the requirements of the SHPO (State Historic Preservation Office) representative.

c. Commission Decision Making Form

- Repeat of Action Item 5c.

7. Future Agenda Building for Next Meeting

- a. Update on Historic Plaques – approval by owners to install them by Staff and Commissioner Warren.
- b. Update on Local Landmarks – the Commission asked staff to bring back some information about the history of the GP Water Treatment Plant.
- c. Certified Local Government Update.
- d. Review Decision Making Form – ask for signatures.
- e. Review development code language for Historical District Signs; remove or re-define allowable uses of vinyl and fiberglass.

8. Adjournment

- a. Meeting adjourned at 6:58 PM.

Next scheduled meeting: September 10, 2019, at 5:30 PM

Minutes prepared by Donna Rupp and Bradley Clark, City of Grants Pass Community Development.

Section 13.453 Elements of Compatibility: These criteria are intended to create a range of appropriate options that will allow owners to proceed with as little delay as is feasible while still assuring the goals of the Historic District are met.

- (5) Awnings/Marquees. Awnings/Marquees can help unify or provide interest to an otherwise undistinguished exterior. The installation of new awnings and marquees on existing structures require review by the HSBC:
 - (a) Awnings and Marquees shall be mounted directly to the structure.
 - (b) Preferred materials are canvas or metal (depending upon the age and design of the building).
 - (c) Vinyl is not recommended.
 - (d) Awnings/Marquees should be properly maintained.
- (6) Signs. All signage applying for approval will be reviewed for compliance with the following design criteria:
 - (a) Placement. Signage shall be installed in appropriate sign areas, as defined by the existing architecture of the façade. See Figure 20-38.
 - (b) Material. Sign materials shall be consistent with the traditional character of the Historic District. Appropriate materials include:
 - (i) Metal, including iron, steel, brass, copper, aluminum and other natural finishes.
 - (ii) Painted metal, including powder-coated or enameled metals.
 - (iii) Wood, including painted or natural, carved or sand-blasted lettering.
 - (iv) Vinyl or other sheet claddings for backing panels or cut lettering only.
 - (v) Fiberglass, high-density urethane foam and similar cast or formed materials to create 3-dimensional objects.
 - (c) Illumination. Signs may be illuminated or non-illuminated and shall use forms consistent with the Historic District. Appropriate illumination includes exposed neon tubing and indirect illumination.
 - (d) Shapes. Signage in the Historic District is encouraged to employ complex shapes, mixed mounting types and multiple forms in the design.
 - (e) Awnings. Awnings in the Historic District may incorporate signs and may project over the right-of-way.