



**COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg WA 98926**

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time: Tuesday, March 2 2021, 5:45 p.m.
Place of Meeting: Remote Meeting via Zoom
Present: Members: Mollie Edson, Dorothy Stanley, Marty Blackson, Megan West; Lathan Wedin; Zane Kanyer
Absent: Amy McCoy
Others Present: Stacey Henderson, Senior Planner – Historic Preservation; Kirsten Sackett, Community Development Director; David Miller, City Council Liaison; Karin Green, EDA Director

Note: These are **Summary** Minutes *not* Verbatim Minutes

1. Call to order and roll call of members

Meeting called to order by Chairwoman Edson at 5:47 pm.

All in favor, motion passed.

2. Approval of the agenda

Commissioner Stanley made a motion to move Commissioner introductions to the front of the agenda. Blackson second.

All in favor, motion passed.

3. Approval of the minutes of the Meeting of January 19, 2021.

Commissioner West made a motion to approve the minutes of January 19, 2021. Commissioner Blackson seconded.

All in favor, motion passed.

4. New Business

a. Introductions

Chairwoman Edson asked for introductions from all commissioners, staff members, and the Council liaison. Zane Kanyer and Lathan Wedin were specifically introduced as the newest members of the commission.

b. EDA Director Introduction

Karin Green was introduced as the new Executive Director of the Ellensburg Downtown Association. She has been working for the board for the past month, after moving over from

the Tacoma area. She values history and architecture, and also values when she can be part of great historic projects.

Commission West asked if the Commission would like to continue receiving a monthly EDA update. The Commissioners agreed that they would like to continue with the updates.

Specific to EDA updates, West noted that restaurant month just ended, and they have had good success with it. The new EDA Director is getting familiarized with the community and with the goals of the EDA.

c. Historic Preservation Month

Chairwoman Edson noted that we have had some successful Historic Preservation month activities in previous years that were non-COVID. She noted that one of the challenges that the City has encountered is folks within the historic districts not knowing that they must apply before making modifications to their structures. The Commission has tried to provide educational materials and opportunities during historic preservation month in past years.

Edson suggested that it would be useful to talk to Sadie Thayer of the historical museum, about possibly running some newspaper articles that focus on different historic aspects of our community.

Senior Planner Henderson said that in college one of her professors did an architectural scavenger hunt of their downtown area. She said this activity can be done outside and involve different historic buildings. The idea would be for people to locate certain types of architecture or structures and take photos and submit. She thought this could be a good way to help people learn some basics about Ellensburg's history, the downtown, and about architecture. Edson said that in the past the EDA had done something similar where the photos were taken in advance, and it was up to the community to identify the location of the pictures. West said they will look through the EDA files and see if they can find the old templates.

Edson would like the commissioners to look around town for good features for picture-taking opportunities. She would also like to make this an activity that is fun for children.

5) Old Business - None.

6) Citizen Comment - None

7) Staff Update/Discussion Items

a. Landmarks & Design Commission Training and Information Session

Senior Planner Henderson began her presentation by sharing her screen to display the home page of the City website. She displayed the City Calendar and how to locate meeting dates and agendas. She also demonstrated how to locate the Landmarks & Design Commission webpage and talked through the information on the page. She then showed how to access the Community Development department page, and how to find additional pages related to historic preservation. She then demonstrated how to locate the Maps on the City webpage. She displayed the "Eburg Map", and demonstrated how to find the boundaries of the historic districts. She also showed the Historic Ellensburg map, which includes information about many historic houses and buildings in Ellensburg.

Henderson then demonstrated how to access the Ellensburg City Code (ECC) online. She said that a lot of what the Commission works on is to conduct design review and issue Certificates of Appropriateness, approve Special Valuations, review demolition applications, and issue City of Ellensburg Historic Preservation Grants once a year. She explained that ECC 15.280 outlines the powers, duties and procedures of the commission.

One of the main responsibilities of the Commission is to conduct design review for any exterior alteration of historic structures. She explained that applicants apply through the Community Development Department, and the applications gets forwarded on to the LDC through Staff. Henderson explained some basics about the public hearing requirements, including the 14-day public noticing requirements, and the 14-day appeal period following COA approvals.

Chair Edson wanted to make sure that the Commissioners understand that COA's are subject to the quasi-judicial public hearing requirements and there are specific procedures that must be followed. Commissioner Wedin asked about the steps for a commissioner to recuse themselves from certain projects. Discussion ensued on the Appearance of Fairness questions. Henderson then provided additional explanation of how the review process works.

Henderson provided an update on the work of the demolition ordinance. A historic preservation consultant is currently working with City staff to make the revisions. The next step will be for it to be reviewed by the City Attorney and then it will go back for review by the subcommittee.

Henderson then provided a brief explanation on the Special Valuation process. She also provided a brief explanation on resources available from DAHP (Department of Archaeology and Historic Preservation) and from the National Park Service.

Henderson then provided information about the LDC's Historic Preservation Grant Program.

8) Commission Representative Updates.

- a. There were no updates from the Commissioners.

9) Adjournment

Commissioner West made a motion to adjourn the meeting. Commissioner Stanley seconded. All in favor, motion passed. Chair Edson adjourned the meeting at 6:46 pm.