



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

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time: Tuesday, April 6, 2021, 5:49 p.m.
Place of Meeting: Remote Meeting via Zoom
Present: Members: Mollie Edson, Dorothy Stanley, Marty Blackson, Lathan Wedin, Zane Kanyer, Amy McCoy and Megan West
Absent:
Others Present: Stacey Henderson, Senior Planner – Historic Preservation; Kirsten Sackett, Community Development Director; Alicia Winbauer, Community Development Secretary; Brad Case, Parks & Recreation Director; David Miller, City Council Liaison; Applicants Andrew and Jodi Pollack; Dana Hunter; Jeannie Bayles; Steve Weidenbach; and Blake Collins, Owner Pearl Bar & Grill, Member of the Public

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 5:49 pm.

All in favor, motion passed.

2. Approval of the agenda

Commissioners discussed changing the order of the agenda but kept the agenda the same. No motion was made to approve the agenda as submitted.

3. Approval of the minutes of the Meeting of March 16, 2021.

Commissioner Edson proposed an amendment to the minutes of March 16, 2021, for Item D on page 4. The minutes state that Commission Blackson made a motion to move forward with the public hearing for the demolition of the bank drive at the next available meeting. Edson proposed to strike the phrase "at the next available meeting".

Commissioner Stanley made a motion to approve the minutes of March 16, 2021 as amended. Commissioner McCoy seconded.

All in favor, motion passed.

4. New Business

- A. (P21-026) Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed decorative stucco design and painting of the awning, at the McCormack Building, addressed as 200 E 4th Ave., Parcel ID # 557033.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. In response to the appearance of fairness questions no issues were raised and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson presented the Staff report and shared her screen to display the application exhibits and describe the project. This project was originally for a three-dimensional lit decorative element and it is now just two-dimensional, and not illuminated in any way. The applicant had no additions to add to the report but wanted to thank Senior Planner Henderson for her help in researching the building and helping them find suitable colors.

Commissioner Kanyer asked about the height of the element above the roof line. Mr. Weidenback reported it would be between 4 and 6 inches. There was discussion about the doors not matching and the applicant expects to be replacing those when they have all of the spaces rented.

Commissioner McCoy read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness (COA) be **granted** by the Commission for painting the awning over the entrance and applying a decorative stucco design above the awning, located at 200 E. 4th St., as proposed, with **no conditions**:

Commissioner West seconded. No discussion.

All in favor; motion passed.

The commissioners noted that they approve of all the work the applicant has been doing on this building and look forward to seeing the progress.

B. (P21-023) Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed repainting of the storefront at 107 W Third Ave., Parcel ID #87033.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson presented the Staff report and shared her screen to display the application exhibits. The applicant is making the changes to help define their space from the neighbors. This one-part commercial block building, known as the Valley Cafe once had one business using both sides of the building and it made sense for the exterior to match. The applicant is moving their business, Food for the Skin, into the west side of the building. The proposal is to paint a portion of the storefront with Sherwin Williams color "Whitetail". They would paint over the red stucco finish, but not over any of the exposed brick masonry. Planner Henderson noted the applicant will be returning to the commission to get approval for the awning when they have figured out a design. The agent for the applicant, Dana Hunter, described the reason for the color choice.

Commissioner West read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Approval be **granted** by the Commission for the proposed paint color, with **one condition**:

1. The applicant shall only paint the red stucco as proposed, and take all necessary precautions to protect the exposed masonry throughout the painting process.

Commissioner McCoy seconded. No discussion.

All in favor; motion passed.

- C. (P21-020) Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed new signs and repainting at 412 N. Main St, Parcel ID #286933.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson presented the Staff report and shared her screen to display the application exhibits related to this project. The Early Bird Café is proposing to make several improvements to the exterior of the building including a repaint of the exterior, attaching a new sign on the exterior of the building, and putting new signage in the existing mounted sign. Henderson explained that there had been a little confusion on the projecting sign, and it was already installed. The applicant and building department thought because it was already there it was okay to just change out the sign. That new sign face is still under consideration for approval by the commission even though it is already installed.

Henderson said that the metal sign to go on the front of the building will use the same brackets that are already on the front of the building from the previous tenant.

In response to questions from the Commission, the applicant noted that the shades that were covering the windows at the top of the building will go back up with the new paint color and trim. The applicant tried it without the shades for a few weeks but it really heats up the building too much without them.

Commissioner Wedin asked about the exposed conduit that is attached to the illuminated sign and spotlights, and asked if there was a way to get rid of the conduit. The applicant explained the challenges with doing so. Commissioner Edson asked if the main metal sign will be illuminated, and the applicant said that it would be by the spotlights already in place. In response to another questions, the applicant said that the side of the building will also be the same color as the main façade.

Commissioner McCoy read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness (COA) be **granted** by the LDC for the proposed new signs and repainting at 412 N. Main St. with **no conditions**.

Commissioner Wedin seconded. No discussion.

All in favor; motion passed.

The commission thanked the applicant for her time.

- D. (P21-028) Public hearing for consideration of a Certificate of Appropriateness (COA) to remove the handrail and decorative brick barrier lining the pedestrian ramp along Main Street, and install a black metal railing, at the Lindeman building (Butterfield Garage) at 425 N Main Street, Ellensburg WA 98926.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson presented the Staff report and shared her screen to display the application exhibits. This COA is a little difficult to present as it is difficult to envision without standing in front of the space. She said that the applicants want to cover the handicap accessible ramp with reinforced metal plates and remove the existing railing up the ramp and the decorative brick side walls. They will then close off the entrance of the ramp with another piece of metal and add a railing to match the railing around the courtyard of the other business.

The covering of the ramp will allow for a much more usable space for the new tenant to utilize for outdoor dining. The rail is necessary to be able to serve alcohol in the space. The ramp is not the only accessible entrance to the building. There is an entrance in the back alley way that is accessible to all of the businesses on the 1st floor and there is a ramp on the north side of the building into the new tenant space. The applicants noted that the planned covering can be removed if, at any time, they decide the ramp is needed in the future.

Commissioner Blackson asked why not brick the front where the ramp was, to make it more uniform. The applicant responded that it wouldn't be as removable as the metal covering and they might either put a bench in front of it or a planter to cover it up. There were further questions and discussion about the visual of the railing and its placement.

Commissioner McCoy wanted clarification that the commission is only voting on the changes to the space, not the accessibility issue. Planner Henderson advised that the Building Official has said there is an ADA accessible entrance on the other side of the building, so this change is permissible in terms of ADA access. As such, the Commission is only looking at the changes to the space in relation to the requirements of the historic district. Commissioner McCoy asked the applicants what they thought of the condition to add a sign advertising the ADA accessible location. The applicants felt that the signage would be a good thing so that people know there is an alternate accessible access.

Commissioner Blackson read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness (COA) be **granted** by the Commission for the proposed removal of the handrail and decorative brick barrier, and installation of railing, as proposed, with **one condition**:

1. The applicant shall place signage on the proposed new railing to notify customers of the accessible entrance in the back of the building.

Commissioner West seconded.

In discussion, Commissioner McCoy feels the sign is very important for patrons that will be confused by the removal of the ramp and wondered how far it is to the back door. All of the commissioners were pleased by the removability of the ramp. There was discussion on whether it would need to come back to the LDC if a change is proposed, and they stated that it would need to come back.

All in favor; motion passed.

The commission thanked the applicants for their work.

- E. (P21-025) Public hearing for consideration of a Certificate of Appropriateness (COA) to demolish the drive through portion of the Old Wells Fargo Bank building on the northwest corner of 4th Ave and Pearl St., Parcel ID #146933.

Before opening the hearing on this matter Chairwoman Edson asked staff for clarification of the options available to the commission to either postpone, or continue, the hearing to a later date so that more information could be obtained before a decision is made. She asked if it was in the purview of the commission to ask for more info, or for clarified info. Director Sackett said that it could come back, but there would need to be a rationale for the delay and a notice in the paper for a continued public hearing. If that were to occur, the Commission could request more information to be presented at the next meeting, but as it is a quasi-judicial matter the Commissioners would not be able to speak to others about the matter. Commissioner Blackson was surprised the matter came so soon to the commission. Commissioner Edson agreed. Commissioner McCoy asked for clarification regarding whether this was an informational notice, or if this was the actual COA meeting. Planner Henderson responded that this is the public hearing for the COA. Director Sackett suggested that the commission open the hearing and start the discussion. Commissioner Edson just wanted to be sure that it could be postponed if the commission wanted.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson presented the Staff report regarding the proposed demolition of the drive-thru portion of the Wells Fargo bank building located at the corner of 4th and Pearl. She shared her screen to display the application exhibits. She described the demolition approval process that is in the City code, and referred back to the report and discussion at the last meeting. With the initial meeting concluded, it is now coming back to the commission. She noted that this was the public hearing to decide if the commission would approve the Certificate of Approval for the demolition of the drive through portion only. She stated that the building itself is not eligible to be listed individually, or as a historic contributing building, for another ten years.

The applicant Brad Case gave the commission the background on the purchase of the property and the process they pursued to get public input on the plans for the space. The city met with a landscape architect, and invited stakeholders, business owners, and public event groups, to meet with the landscape architects. The City had a social media campaign to get feedback from the public, and hosted an open house at the pavilion. The City worked to get feedback from the community for over a year. Common threads that came up through the process included: Open and flexible use of the space, inviting, and safe. There was no consensus about keeping the bank building itself (which isn't part of this COA) but there was not much concern regarding getting rid of the bank drive through. Other things that will change is the pavilion will be demolished, and the bull statue will be moved to a different location on the property, depending on the final concept of the park. The idea to demolish the drive through went to the Parks and Recreation Commission; they decided it should be demolished based on the feedback received from the public and stakeholders.

The member of the public, Blake Collins, asked the applicant about the impact and timing of the demolition. The applicant expected the actual demo to take about 30 days to complete, and for not much else to be changed in the short term until more decisions are made regarding what the park will look like. There would only be short-term affects for the public while the demo happened but it would be back to normal for the public for the long term. Eventually, the pavilion will be removed and the bank building will be reevaluated. Mr. Collins asked if there was a complete timeline or if this is the only thing being contemplated at this time. Director Case responded that this demolition is the only phase at this time because the money for this phase was awarded as a grant through the County. The whole park project is expected to cost \$1.25-1.5 million.

Commissioner McCoy appreciated the explanation the applicant provided to the commission to clarify what the project entailed.

Commission Wedin asked if there was ever discussion about the space being enclosed instead of demolished. The response was that there was discussion, but the feedback was that the community wanted more openness. Wedin asked if there was a programming checklist for the park space. Case responded that the checklist identified by the public input would include: Open spaces for events and vendors, elements of play, an element of water, openness and being able to see into the park area, safety, and good sightlines.

Commissioner Kanyer wanted to know what the area would look like after the demolition took place. The response was that it would be kept as open space. Kanyer said he wants to make sure the demolition area is not a blight until the new park is completely built out. He asked how the City will make sure that it is attractive until the new park is complete. The response was that the plan is to keep the area under the previous drive through space as hard space, and they will try to save the existing plants. Kanyer then wanted to know what conditions that the commission could add to the approval. Planner Henderson clarified that conditions could be added, and that there are already several conditions on the approval. It would need to be a specific item the commission could discuss and add to the approval.

Commissioner West asked about the lights that are in the drive through at this time, and wanted to know if there was a plan to add more lights. Case said that this hasn't been addressed, but they believe there might be more ambient light without the structure that will get into the park.

Commissioner Edson commented that the commission has been updating the demolition ordinance and finding what is needed in the new ordinance by having this come before the commission at this time. She feels that the allowing of the demolition before there is a solid plan means more disruption for downtown. She asked if the downtown businesses were notified about this proposal. Planner Henderson said that they were not individually told about this hearing, noting that this review is a Type II review which requires a notice in the newspaper about the hearing. Director Sackett also noted that if this is approved the information officer can make an announcement to the public.

Commissioner McCoy wanted to know if other entities were notified of the possible disruption, like the farmer's market or other events. Mr. Case noted that the Farmers Market group was part of the planning of the park and the market wasn't interested in the space for the market at this time or in the future.

Commissioner Edson asked about the timing for the demo if it is approved. Case said that there are no events scheduled at this time for the rest of the year. There will be a bidding process with the scope of the work, but it is expected that the demolition would be able to start pretty quickly.

Blake Collins, commented that he feels the span and scope of the project will be important to many of the different people in the downtown area, and any advance notice will help for planning accordingly for those people. He also thinks the renovation will be good for the downtown.

Commissioner Edson closed the public portion of the hearing.

Commissioner McCoy read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness (COA) be **granted** by the Commission for the demolition of the drive through portion of the old Wells Fargo Mini-Bank building, with **three conditions**:

1. Photo documentation of the edifice shall be completed prior to the demolition, and such records shall be provided to the City of Ellensburg and the Kittitas County Historic Museum
2. Any architectural reusable or recyclable materials shall be harvested as part of the demolition process to minimize adverse impacts to the environment.
3. The west wall of the building shall be repaired post demolition to a clean and appealing appearance that does not detract from the character of the building or the surrounding neighborhood.

Commissioner West seconded.

Commissioner McCoy asked if there are any issues to be worried about with the demolition, regarding vibrations for the surrounding downtown buildings. Commissioner Kanyer responded that he doesn't feel that is an issue to be worried about.

Commissioner Kanyer asked if now is the time to add conditions to the approval. Commissioner Edson said that he would need to make a motion to amend the original motion. Commissioner Kanyer thinks that at a minimum there should be some conditions that provide what the interim park area will look. He would like to make sure the plants are preserved and the hardscape is replaced.

Commissioner Edson commented that there should be more public notification of this demolition. The citizens have not been made aware that this is happening, as the first notice that the commission is voting on it tonight was in the paper.

Commissioner Wedin commented that he feels that this demolition as a first step is a good one. Wedin stated the reasons to approve are that 1) it has no historical value, and 2) it is impeding to the space rather than bringing value to the future park. He also understands the potential that the project might take a long time, and we need to make sure the demo area is kept as a usable space and not an eyesore. He appreciates Commissioner Kanyer's amendments.

Commissioner West wants an amendment that the surrounding business owners will be notified of the impending demolition and about future steps. Maybe the announcement of the demolition could be a celebration of the first step towards a new park.

Commissioner Stanley commented that she agrees with protecting the vegetation.

Discussion ensued on how the amendments would be worded by the commission. After much input the motion was amended to read as follows:

The Certificate of Appropriateness (COA) be **granted** by the Commission for the demolition of the drive through portion of the old Wells Fargo Mini-Bank building, with **six conditions**:

1. Photo documentation of the edifice shall be completed prior to the demolition, and such records shall be provided to the City of Ellensburg and the Kittitas County Historic Museum
2. Any architectural reusable or recyclable materials shall be harvested as part of the demolition process to minimize adverse impacts to the environment.
3. The west wall of the building shall be repaired post demolition to a clean and appealing appearance that does not detract from the character of the building or the surrounding neighborhood.

4. The existing surrounding vegetation shall be protected in the best manner possible during the demolition process.
5. After removal of the drive through structure and associated infrastructure, the exposed land must be restored with new hardscape and vegetation.
6. The applicant shall make communication a priority, and shall notify the residents and business owners in the downtown district prior to progression of the demolition activities.

Edson called the question by each commissioner individually. Commissioners Kanyer, Wedin, McCoy, and West, voted aye. Commissioners Edson, Stanley, and Blackson voted nay. Motion passed 4-3.

Commissioner Edson commented that the commission heard over and over from the applicants how great staff is to work with. She thanked Senior Planner Henderson, and also noted that the commission also appreciates working with her. All of the commissioners agreed.

5) B. Historic Preservation Grant Update

Planner Henderson noted that she had sent a link with information about a grant opportunity that she would like the commission to spread the word to historic building owners. There are not many grants that makes money available for brick and mortar preservation and the amount could be up to \$75,000.00. This grant does so she wants to spread the word.

6) Commission Update:

Commissioner Kanyer advised the commission that the Main Street Now conference is next week. It's all on-line so encouraged everyone to check it out. He will send info to the rest of the commission.

7) Adjournment

Commissioner Wedin made a motion to adjourn the meeting. Commissioner Blackson seconded. All in favor, motion passed. Chair Edson adjourned the meeting at 8:22 pm.