

September 2, 2021

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 "D" Street. Staff Hollingshead called the meeting to order at 10:01 a.m.

Historic Preservation meetings are recorded live. To view the full video, go to <https://livestream.com/lewiston> and select City Events/Miscellaneous Events.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Dennis Ohrtman (10:01 via ZOOM); Ed King (in person); Ged Randall (ZOOM); Leah Boots (in person); Vikky Ross (in person); Brett Gile; Linnea Noreen (left at 10:02 a.m.)

COMMISSIONERS EXCUSED: Greg Follett, Vice Chair;

STAFF MEMBERS PRESENT: Aaron Butler, IT (remote); Katie Hollingshead, Assistant Planner; Joel Plaskon, City Planner (ZOOM); Kayla Hermann, Assistant City Attorney

CITY COUNCIL LIAISON PRESENT: Kathy Schroeder, Mayor Pro-Tem

GUESTS: None

II. ELECTION OF TEMPORARY CHAIRPERSON TO CHAIR MEETING:

Staff Hollingshead asked for a nomination for a temporary Chairperson to chair the meeting. Commissioner Boots nominated Commissioner Ross and Commissioner King provided the second. Motion passed 7-0.

III. APPROVAL OF AUGUST 5, 2021 REGULAR MEETING MINUTES

Commissioner's Gile and Boots moved and seconded, respectively, to approve the August 5, 2021 regular meeting minutes. The motion passed 6-0 (Commissioner Noreen left the meeting before the vote).

IV. CITIZEN COMMENTS

None.

V. NEW BUSINESS

1. **ELECTION OF NEW CHAIRPERSON**

Chair Ross asked for nominations for a new Chairperson to serve out the remainder of the year. Commissioner Boots nominated Chair Ross to serve as Chair for the remainder of the year, Commissioner King provided the second. Commissioner Gile asked Chair Ross if she was willing to serve as Chairperson and Chair Ross said that she would be pleased to do so. Motioned passed 5-0 with Commission Ohrtman abstaining for lack of audio.

2. **PUBLIC HEARING for Certificate of Appropriateness, West End Historic District - 325 Main Street - Coldwell Banker Wall Signage:**

Chair Ross provided the public hearing process, opened the public hearing and asked for the staff report. Commissioner Gile disclosed that he had a professional relationship with the applicant and would be abstaining from the discussion and voting on the Certificate of Appropriateness. Staff Hollingshead presented the application and all supporting documentation that had been submitted. Staff Hollingshead reviewed the sections of City Code in regards to Signs in Historic Districts and Certificates of Appropriateness for the West End Historic District. Staff Hollingshead went through the photos of the installed signage, some Google earth photos of the building prior to the signage being installed, some street scape photos showing the surrounding buildings and associated signage on the surrounding buildings. Staff Hollingshead informed the Commission that, per the Nez Perce County Assessor's office, the building had a build date of 1965 and was standing when the Historic District was formed in 1975. The building has been used as a Real Estate Office since 1989 and previous received a Certificate of Appropriateness for an awning and signage in 1990. Staff Hollingshead confirmed with the Commission that all Commissioner's had received the seventeen (17) letters of support that Staff Hollingshead had forwarded to them prior to the start of the meeting. All Commissioner's confirmed that they had received and read all seventeen (17) letters. Chair Ross asked if the applicant was in attendance and they were not. Chair Ross asked for any public testimony. Gayla Filler of Lewiston stated that in her opinion there had been some "hanky panky" on the part of the applicant in disregarding the rules and installing the signage without a permit or a Certificate of Appropriateness. Ms. Filler stated that she was able to find the rules on the City website very quickly and felt that if something like this is allowed to continue a precedent will be set for people to do whatever they want in the Historic District. Staff Hollingshead read two (2) emails into the record (attached to these minutes) in support of the application. There being no other comments, Chair Ross closed the public hearing and opened the floor for Commission discussion. Commissioner Randall stated that he had a problem with the fact that the applicant had installed the

signage without getting either a permit or a Certificate of Appropriateness. He also felt like a majority of the letters received in support of the application came from one business with identical language. Commissioner Randall also stated that he felt there should be a fine imposed. The Commission and staff discussed what the HPC was actually reviewing and approving. Staff Hollingshead let the Commission know that the sign size was over the allowable amount and that the applicant was considering applying for a Variance through the Planning & Zoning Commission but that the HPC needed to just consider the application based on the West End Historic District Design Guidelines. Chair Ross lead the Commission through the Design Guidelines review sheet. Chair Ross came to Item #5 under section L "Use of signs that are compatible with and do not overwhelm the architecture of the building and district. Avoid plastic signs if possible. Consistent size and placement of signage contributes to unification of the downtown area." Commissioners Randall and Ohrtman both mentioned the size of the signage and that it was overwhelming, distracting and massive. Commissioner Ohrtman also mentioned that the signage seemed huge and out of place. Commissioner King added that he felt that business owners should be able to take advantage of the ability to display signage but within the developed codes and that downtown businesses should be good neighbors. Chair Ross confirmed that the Commission all agreed that the size was not compatible and did not comply with this item. The Commission continued through the rest of the review criteria. Commissioner Boots spoke up and said that she wanted to have it on the record that she felt that although the application does take it right to the edge, she feels that the argument could be made that the application did apply with Item #5. The Commission completed the review checklist. Chair Ross asked the Commission for a motion. Commissioner Randall motioned that the Certificate of Appropriateness be denied based on not being compliant with Item #5, specifically the size not being appropriate because it exceeded the size allowed by the sign code and that the signage does not contribute to the unification of the downtown area. Commissioner King provided the second. Staff Hermann suggested a roll call vote be taken.

Commissioner Randall	Aye
Commissioner Ohrtman	Aye
Commissioner King	Aye
Commissioner Boots	Ney
Commissioner Ross	Aye

The motion carried 4-1-1 with Commissioner Gile abstaining.

3. DISCUSSION ABOUT EGRESS WINDOWS IN NORMAL HILL HERITAGE OVERLAY ZONE AND EXEMPTION FROM CERTIFICATE OF

APPROPRIATENESS: Staff reviewed that a majority of the most recent applications for Certificate of Appropriateness in the Normal Hill Heritage Overlay Zone have been for basement egress windows, which, since visible from the street, require a review. Staff Hollingshead said that usually the installation of an egress window is not making a major architectural change to a home and is being done for adherence to the fire and building safety codes. Staff Hollingshead reminded the Commission that Certificates of Appropriateness in the Normal Hill Heritage Overlay Zone have to be reviewed and acted on within fourteen (14) days and that the most recent two (2) applications were approved without action because a quorum of Commissioner's could not be obtained. Staff asked the Commission for some consideration and discussion regarding the possibility of adding this type of application to the list of exempted work and making a recommendation to the Planning & Zoning Commission for a code amendment. The Commission discussed the desire to make safety improvements more easily accessible. Commissioner Orhtman motioned to have staff draft the recommendation to exclude basement egress windows from the required Certificate of Appropriateness in the Normal Hill Heritage Overlay Zone and take that recommendation to the Planning & Zoning Commission for their approval and subsequent recommendation to City Council. Commissioner Randall provided the second. Motion passed 6-0.

VI. OLD BUSINESS

1. **ABOVE GROUND UTILITY STRUCTURES:** Assistant Attorney Hermann reviewed the changes that had been made to the Ordinance following the August meeting of the Historic Preservation Commission. Commissioner's reviewed the Ordinance. Commissioner Boots motioned to recommend approval of Ordinance 4820 to City Council. Commissioner Gile seconded. Motion passed 6-0. Staff will schedule the Ordinance for Public Hearing at City Council.
2. **NORMAL HILL HERITAGE OVERLAY EXPANSION:** Staff Hollingshead reminded the Commission that they had cancelled the special work session meeting regarding this topic and had asked that it be put on the September agenda. Staff Hollingshead told the Commission that they could choose to form a subcommittee or, in light of recent resignations from the Commission, choose to table the topic and concentrate on the other projects in the works. Commissioner Randal motioned to table the Normal Hill Heritage Overlay Expansion subcommittee formation until

open Commission seats have been filled. Commissioner Boots provided a second. Motion passed 6-0.

3. UPDATE FROM THE SIDEWALK VAULT COMMITTEE:

Commissioner King told the Commissioner that he had been working on correlating the two (2) existing inventory lists and had found several inconsistencies. He asked the other members of the subcommittee if he could join the subcommittee because he had found the work on the vaults to be very interesting to him. Chair Ross presented a report that she had compiled and passed out copies to the Commission. Chair Ross stated that the purpose of the subcommittee is to create a document that will include information regarding the legal ownership of the vaults, the responsibilities regarding maintenance and repair of the vaults and other factual information that property owners would find helpful. Chair Ross told the Commission that this is a prime time to complete a full inventory of the vaults with the upcoming street and water line improvements that will be made to Main and D streets. Chair Ross asked staff to forward the report to Community Development Director Laura Von Tersch and Public Works Director Dustin Johnson for their feedback.

4. UPDATE FROM THE PLAQUES PROJECT COMMITTEE:

Commissioner King gave an update and showed the Commission some examples of plaques and what could be engraved on them. Commissioner King visited Northwest Engraving and got some price quotes and some information about engraving a QR code on the plaque. Chair Ross asked Commissioner King what information he thought he would be able to come back with at the October meeting since Commissioner Noreen had resigned and he was the lone member of the subcommittee now. Staff Hollingshead encouraged Commissioner King to concentrate on the buildings already listed on the walking tour map since the historical information was already available about those buildings. Commissioner King will report again at the October meeting.

VII. COMMISSIONER COMMENTS: Commissioner Noreen let the Commission know that she had accepted a full time teaching position and would not be able to continue as a Commissioner. Commissioner Noreen also let the Commission know that she was able to stay for the full meeting and left the meeting at 10:02 a.m.

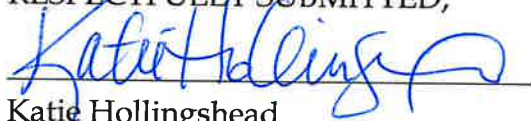
Chair Ross asked that it be put on record that future Certificate's of Appropriateness in the West End Historic District not have Public Hearings and instead just notice for a public comment period.

VIII. **STAFF-COMMISSION COMMUNICATIONS:** Staff Hollingshead let the Commission know that she had sent out August timecards to the Commission just prior to the meeting and asked the Commissioner's to please complete them and return them to her.

IX. **ADJOURN**

There being no further business, Chair Ross adjourned the meeting of the Historic Preservation Commission at approximately 12:07 p.m.

RESPECTFULLY SUBMITTED,



Katie Hollingshead
Recording Secretary



Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this 7 day of October, 2021.