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| **COMMISSIONERS PRESENT:**  Eric Laurence  Cassie Hibbert  Katie Boula  Rod Muilenburg  **STAFF PRESENT:**  Kendra VanCleave, Secretary  Mike Boquist, City Planner  **CITIZENS PRESENT**  Paul Swigert | **COMMISSIONERS ABSENT EXCUSED:**  **DISCUSSION/DISPOSITION** |
| **CALL TO ORDER/ROLL CALL** | HIBBERT called this Regular Session of the Commission to order at 6:00 p.m., and asked for Roll Call; a quorum was determined to be present. |
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| **AGENDA APPROVAL** | The Agenda was approved as presented |
| **CONSENT AGENDA**   1. Consider Minutes from September 10, 2020 meeting.   **OLD BUSINESS**  None | HIBBERT asked that two items be clarified in the minutes:   1. Transom windows replacement in the Sattem application do not relate to the replacement of the full transom window assembly and that glass only was being replaced. 2. SHPO approval referenced in the Sattem application is not an approval as SHPO only makes recommendations and comments.   BOULA made the following Motion, with LAURENCE providing the Second.  **MOTION:** I Move that the Minutes of the September 10, 2020 meeting be approved as amended to include the two items clarifying the transom window replacement being glass only and that SHPO makes recommendations and comments and doesn’t approve projects.  **USC:** Unanimous |
| **NEW BUSINESS**  a. Election of Chair and Vice Chair   1. *Consideration of Historical Appropriateness*   *1212 Adams Ave; 1212 Adams Avenue*  *Paul Swigert* | BOULA nominated HIBBERT to remain as Chair, HIBBERT accepted the nomination, LAURENCE provided the second  **MOTION:** I move that Cassie Hibbert remain as Landmarks Chair.  **USC**: Unanimous  LAURENCE nominated BOULA for Vice Chair, BOULA accepted the nomination, HIBBERT provided the Second.  **MOTION:** I move that Katie Boula be nominated to Vice Chair.  **USC:** Unanimous  HIBBERT asked for Commissioner declarations. There were none.  HIBBERT asked for the staff report.  BOQUIST opened with the application requesting a determination of Historic Appropriateness for an alley façade project that includes the construction of a stairway and deck to/from the second floor, install new exterior metal windows and a wood door. The upper floor has been boarded up and vacant for many years. Such improvements are necessary for gaining access to the second floor and to support a residential occupancy.  The applicant proposed to construct the stairway and deck structure in steel, with redwood decking. Such design is intended to compliment the historic character of the downtown, while also differentiating the old historic building elements from the new construction  BOQUIST continued that the upper floor was historically designed, constructed and occupied as a residential dwelling(s), with access via an exterior door roughly located in the center of the alley façade. A secondary access may have existed through the adjacent building.  Additionally, BOQUIST commented on the history of the plywood on the back wall. Prior to 2010 there was exposed brick when New Day Enterprises occupied the building. During their tenancy, the building leaked and as a quick fix a contractor installed 2x4’s in order to stabilize the brick and then put metal siding on. In 2012 code enforcement was done as Landmarks did not approve the metal siding. Applicant at the time went back to Landmarks and approved the wood panels that are on the building today.  HIBBERT asked for applicant testimony.  SWIGERT commented that his project entails on the second-floor alley side rehabilitating the original exit on the upper floor. Replacing the exterior windows with a metal window similar to the original. Also replacing the exit door. Additionally, the deck and stairway installation are for a fire escape.  HIBBERT asked about the egress on existing windows and if the plywood is being removed on the back wall. SWIGERT commented he is not proposing to remove the plywood as it is built in and the existing windows, he is unsure if the window openings meet egress. The contractor is working on dimensions.  BOULA asked if the current door which is historically appropriate could be restored. SWIGERT responded that it could not be restored, it is falling apart, but he would like to find a door similar.  HIBBERT commented for the applicant to do further research on a door then submit for administrative approval.  BOULA made further comment on the window replacement that the center mullion should be consistent with the design and dimensions of original trim on outside.  There was commission discussion on the window openings and if they needed to be enlarged and type of window. Additionally, there was discussion on the stairway attachment.  HIBBERT entertained a Motion.  LAURENCE introduced the following Motion, with BOULA providing the Second.  **MOTION**: I move that the Finds of Fact and Conclusions set forth in the Staff Report be amended and that the Project be deemed historically appropriate and conditionally approved with the following conditions:   1. Door – more research on door product. Install a door similar to the original door. Come back for administrative approval 2. Windows – use existing window openings. If openings need enlarged, application needs to come back to Commission. 3. Window product - approved for bronze anodized aluminum to match original window with center mullion. 4. Stairway- not bolted directly into any masonry.   **USC**: Unanimous |
| **STAFF COMMENTS** | None. |
| **COMMISSIONER COMMENTS:** | BOULA commented that she is sitting on the EOU Grand Staircase group. |

**There being no further business to come before this Regular Session of the Commission, HIBBERT adjourned the meeting at 7:01 p.m. The Commission is scheduled to meet again in Regular Session, Thursday, February 11, 2021, at 6:00 p.m., in the Council Chambers of City Hall, 1000 Adams Avenue, La Grande, Oregon.**

**ATTEST: APPROVED:**

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**Kendra VanCleave Chairperson**

**Department Secretary**

**DATE APPROVED:\_\_\_\_\_\_\_\_\_\_\_:**