

AGENDA

LANDMARKS & DESIGN COMMISSION

October 17, 2023

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/83407664418?pwd=aXpXS2J2WXZMSEFOSE8waG1xcVhUT0>
9

Meeting ID: 834 0766 4418
Passcode: 814539

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADACoordinator@ellensburgwa.gov.

**CITY OF ELLENSBURG
LANDMARKS & DESIGN COMMISSION AGENDA**

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, October 17, 2023
5:45 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda** (No Public Comment)
- 3. New Business**
 - 3.A Review of 2024 City of Ellensburg Historic Preservation Grant Applications.
- 4. Citizen Comment**
- 5. Staff Update/Discussion Items**
 - 5.A 2024 Work Planning Meeting
- 6. Commission Representative Update**
 - 6.A EDA Update- Revitalize WA
- 7. Adjournment**



For more information on the Landmarks & Design Commission, contact Senior Planner Stacey Henderson at 509-925-8608.



Meeting Date: October 17, 2023

**City of Ellensburg
Landmarks & Design Commission Agenda Report**

Agenda Subject: Review of 2024 City of Ellensburg Historic Preservation Grant Applications.

Submitted by:
Department: Community Development

Suggested Motion/Action:

1. Review the submitted grant applications for the appropriateness of the proposal on a Landmarked property or in a Landmarked District per the Secretary of the Interior's Standards for Rehabilitation and the Historic Preservation Grants Program Guidelines (attached) and the City Grants Program Goals overall.
2. Complete the attached rating sheet by scoring each section per the standards; then tally the total score. Enter any comments in the applicable box on the sheet.
3. **Submit completed rating sheets to staff by the end of the meeting on October 17, 2023, after grant review and presentations.**
4. Vote on funding award recommendations to be sent to City Council.

Background/Summary:

Each year, the City Council-established and funded "Community Grants Program" provides a means "to support community efforts to address community needs and build the capacity of the City of Ellensburg." There are three (3) goals the grant program seeks to accomplish:

1. Foster civic engagement and involvement,
2. Develop responses and solutions which steward the community's health, environment and social network and resiliency, and
3. Develop programs which support community asset building and provide outreach through education and information which support program goals.

The Landmarks and Design Commission's stipend for 2024 is \$18,908.62, which is up from the 2023 amount of \$17,591. The **Historic Preservation Grant Program Goals** are outlined on page 1 of the attached Historic Preservation Grant Outline. The Commission shall review the applications received by the August 31, 2023, deadline.

Previous Council Action:
N/A

Analysis:
DISCUSSION:

Four (4) grant applications were received for the 2024 Historic Preservation Grants Program. All requests are outlined below in the attached applications. **The task of commission members will be to read and review the standards and goals discussed previously (as outlined in the attached Historic Preservation Grant Program Guidelines), then review and score each proposal based on its merits under the standards and those contained within the “Secretary of the Interior’s Standards for Rehabilitation.”** Based on these scores, the Commission can decide the amount, if any, to be awarded to each organization for its proposed project.

ATTACHMENTS:

1. Grant application received on 8/31/23, from Chris Gough. The grant request is for work at 309 W 5th Ave, the Historic Shoudy Mansion (built ca. 1892), which is individually listed on the National Register of Historic Places. The applicant is requesting funds to help offset the cost of repairing the extensive water damage that occurred upstairs due to a leaky roof. Proposed work also includes repairing and replacing four windows and the back door. The applicant is requesting \$6,000 today, have contributed \$1,500 cash, plan \$1,000 in-kind, and \$480 in cash from other sources, for a total project cost of \$8,435.44.
2. Grant application received on 8/31/23 from Joe Chanes, representing The Ellensburg Downtown Association. The applicant is requesting funds to help offset the cost of restoring a historic downtown mural. The mural is located on the historic Kleinburg building, at 307 N. Pearl Street, within the Ellensburg Downtown National Register and Local Landmarks districts. The proposed restoration plan is already approved by the Arts Commission (5/11/23) and the Landmarks and Design Commission (7/5/23). The applicant is requesting \$18,908.00 today, have paid \$1,479 to date to the artist, and is TBD on other funding sources, with an estimated total project cost of \$48,900.00.
3. Grant application received on 8/30/23 from Richard Mack, on behalf of the Independent Order of Odd Fellows. The grant request is for work at 307 North Pine St, the historic IOOF lodge (built ca. 1911), which is a historic contributing building located within the Ellensburg Downtown National Register District and Local Landmarks District. The applicant is requesting funds to repair and repaint the historic wood windows, and obtained an approved Certificate of Appropriateness for this work at the October 3, 2023 LDC meeting. The applicant is requesting \$11,760 today, have provided \$500 in cash, and will match \$4,390 in-kind, for a total project cost of \$16,550.
4. Grant application received on 8/31/23, from Jodi Polak. The grant request is for proposed work at 300 N Main Street, the historic Lyons Block, which is listed as a compatible building located within the Ellensburg Downtown National Register Historic District and Local Landmarks District. The applicant has requested funds to help offset the cost of replacing the existing single pane storefront windows and door along the front of their building. The applicant is requesting \$17,500 today, have provided \$2,391.40 in cash, and will match \$570 in-kind, for a total project cost of \$20,461.40.
5. Scoring Matrix (Staff can provide copies to be filled out at the meeting, or please print and bring your own.)

6. Copy of **Historic Preservation Grant Program Guidelines** with Introduction, Grant Program Goals, Type of Projects allowed, Program Guidelines, Project Timelines, Application Process, Review Process and Reporting Requirements and Accountability.

Financial Impact:

Grant funding awards to be recommended to City Council for 2024 projects.

Budget Adjustment: No

Attachments:

1. Attachment 1_ Gough_ Shoudy Mansion
2. Attachment 2_ Chanes_ EDA Mural
3. Attachment 3- Richard Mack- IOOF Windows
4. Attachment 4_ Polak_ Lyons Building
5. Attachment 5_ Scoring Matrix
6. Attachment 6_ Program Guidelines

City of Ellensburg Community Development Department 2023 Historic Preservation Grants Program Project Description

Project Information: Shoudy Manor Exterior Repairs

Description of the project (please be as detailed as possible).

Last year we had a number of significant issues in the home. First, water damage upstairs due to a leaky roof. We have repaired the roof to the best of our knowledge, but have a significant amount of water damaged drywall, insulation (has been removed already) and intend to demo three upstairs rooms and the hallway to expose the damaged materials and drywall and replace to avoid mold and other damage.

In addition to this project. The back door and four back windows need replacing. We had a \$1,600 gas bill in December (you read that right) and all of that heat is flying out under the old door with a 2" gap on the bottom, and the thin windows that have very little R Value. We plan to work with Jim's Glass and Knudson's to order windows and a door that match the historic Victorian style, and hope to have this part of the job done before winter strikes again!

Does this project involve a property listed on the Ellensburg Landmarks Register?

I am not sure that it is, as it falls just outside of the historic district. But this home is on the National Historic register, and was built by the Shoudy family in 1892 (city founders).

If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

This is the Shoudy Manor on 5th street. Originally built in 1892 by John and MaryEllen Shoudy as a wedding gift for their son Dexter. The home is on the National Historic Registry, and is a well known historic landmark in the city of Ellensburg. Many people tell us this is their favorite house in Ellensburg, and is often referred to as "Ellen's house." It is our understanding that John and MaryEllen lived here only briefly.

The alignment for this project meets the stated goal of the grant, which is to:

- *Provide assistance for renovation and rehabilitation of historic properties within the City of Ellensburg.*
- *Provide assistance to avoid demolition of historic properties.*

The home has been used as a rental for the past several decades, and has fallen into some pretty significant disrepair. I mentioned in the overview the need to clear out the damaged areas, and replace the windows and door that are making the home cold and expensive. We have a limited budget, but have been able to fix the roof this summer, and now need to turn our

attention to these issues. This is important work that prevents the home from descending into dysfunction and disrepair.

We are asking only for grant \$\$ to go toward the repair and replacement of the water damaged areas upstairs, and the four windows and back door. .

Local businesses we plan to use:

Jim's Glass - four windows replaced

Premier Paint and Floor Covering - mudd, tape & paint

Knudson's Lumber - Drywall and fastening needs

ProSite - Replacing insulation in the water damaged attic

Four Hammers Construction - Demolition and rebuilding the water damaged areas; replacing the back door.

Contact Information:

Chris & Rebekah Gough
309 W 5th Ave, Ellensburg/WA/98926

(206) 769-7638 - Chris' cell
(206) 356-8975 - Rebekah's cell

chrisdgough@gmail.com

Budget Plan

1. Personnel

Four Hammers Construction at \$75.00/hour, voluntarily reduced to \$65.00/hour.

- Prepping/plasticizing off water damaged work area (potential mold) (8 Hours)*
- Demolition (8 Hours) *
- Replacing damaged framing; hanging fresh drywall (8 Hours)
- Mudd, Tape, and Paint (8 Hours)*
- Demo of old door/casings/possible jamb. (2 Hours) *
- Hang new door to existing or new jamb, prime and paint, weather-seal (14 Hours) *

* 22 In Kind Labor Hours from Applicant (Valued @ ~ \$30 per hour)

Total Paid Hours to Four Hammers - 48

(48 x \$65) + (22 x \$30) = \$3,780 total labor

2. Supplies/Equipment Materials for Water Damaged Area

- Screws & Fasteners = \$60
- Paint = \$180
- Mudd = \$30
- Tape = \$12
- Framing Lumber/Blocking Material = \$85
- ½" Drywall (Walls)= \$14.47each x 16 = \$260

- 3/8" Drywall (Ceiling) \$19.10 x 12 = \$250
Total Supply/Materials Estimate = **\$877 total materials**

3. Jim's Glass Quote

- 4 Windows - \$432.11 (each) = \$1728.44
 - Materials for Install = \$100
 - Labor = \$750
- Total Window Replacement Cost = **\$2578.44**

4. Door Quote

- Prehung half light exterior door. Right Hand 3'x6'8". 4-9/16" jamb
- Total Door Cost ~ **\$1,200**

Project Cost

Amount Requested from the City: \$6,000

\$ Cash Amount from Applicant: \$1,500

\$ "In-Kind" Amount from Applicant: \$1,000

(Help with demolition, painting, dump runs, non-expert labor etc.)

\$ Cash from other Sources: \$480

(Four Hammers Construction reducing hourly wage by \$10... Estimated hours = 48)

Total Project Cost: \$8,435.44

Attachment 2- Joe Chanes- Kleinburg Historic Mural

City of Ellensburg Community Development Department 2024 Historic Preservation Grants Program Project Description

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

Contact Person

Name: Joe Chanes

Organization Representing: Ellensburg Downtown Association

Contact Address: 109 E 3rd Ave #1

City/State/Zip: Ellensburg, WA 98926

Phone (**two numbers preferred**): 509-312-8081 (personal cell), 509-856-7107 (work cell)

E-mail: Joechanes@gmail.com

Project Cost

Amount Requested from the City: \$18,908.00

Cash Amount from Applicant: \$ 1,479 (To Date to Artist for Renderings)

"In-Kind" Amount from Applicant: \$

Cash from other Sources: \$ Amount to be determined at project start from fund raising efforts

Please list other sources: Ellensburg Mural Restoration Community Fund (see attached flyer)

Total Project Cost: \$48,900.00

Return completed Application to:

Stacey Henderson, Senior Planner – Historic Preservation
City of Ellensburg Community Development Dept.
501 N. Anderson St.
Ellensburg, WA 98926

hendersons@ci.ellensburg.wa.us

Due Date: Wednesday, August 31, 2023 by 5 p.m.

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date
Prep Existing Brick	Lynne McCowin	06/03/2024	06/14/2024
Paint Base Layers x3	Lynne McCowin	06/17/2024	06/21/2024
Paint Mural	Lynne McCowin	06/24/2024	07/26/2024

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Design Fee's	\$1,479		\$1,479	
Masonry Repair	\$1,500		\$1,500	
Mural Restoration	\$28,200			\$18,908
Sub Total	\$31,179	\$	\$ 2,979	\$18,908

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Lift Rental	\$5,700		\$5,700	
Lg Format Printing	\$1,250		\$1,250	
Paints/Materials	\$3,271		\$3,271	
Sub Total	\$10,221	\$	\$10,221	\$

3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Artist License/Bond	\$7,500		\$7,500	
Sub Total	\$ 7,500	\$	\$ 7,500	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
	\$48,900		\$17,721	\$18,908

Landmarks and Design Commission Purposes

Comprehensive Plan Goals/Policies/Programs

Create and maintain landmark registers

- Historic resource inventory
- Ellensburg landmarks register
- Review citizen nominations to ELR
- Submit nominations to WA & National Registers

HP-1 A1
HP-1 A1, HP-2 A7
HP-1 A1
HP-1 A1, A2

Review proposals to alter (including signage) or demolish landmarks

- Adopt standards to guide review & COA issuance
- Advise DCD on development proposals affecting historic resources
- Compile resources to assist in avoiding demolition
- Consider proposing a property maintenance ordinance

HP-1 A2, A4, HP-2 A8, HP-3 B1
HP-2 A6, A8
HP-1 A4, HP-2 A1, A4, A9, HP-4 A1
HP-1 A3

Create incentives for historic preservation

- Develop incentive programs for reuse and redevelopment
- Investigate funding sources for preservation & heritage tourism
- Review requests for special valuation of historic properties

HP-2 A1, A2, A3, HP-3 A1, HP-4 A1, A2
HP-2 A2, A3, HP-5 A1
HP-2 A2

Outreach and advice

- Advise Council on city activities affecting historic resources
- Advise Council generally on historic preservation & heritage tourism
- Establish relationships with nonprofits & other governments
- Provide info to historic property owners on maintenance & rehab.
- Conduct educational and interpretive programs

HP-2 A6, A9

HP-3 B3, HP-5 B1
HP-2 A5, HP-4 A1, HP-5 A1
HP-1, A5, B1, B2, HP-2 A8, HP-3 A2, B1
HP-1 A5, B2, B3, HP-2 A5

Landmarks and Design 2024 Historic Preservation Grant Request

Contact Person:

Joe Chanes

Ellensburg Downtown Association

109 E 3rd Ave #1

Ellensburg, WA 98926

Phone: 509-312-8081

Phone: 509-856-7107

Project Cost:

Amount requested from the city: \$ 18908.00

Cash Amount from Applicant: \$1,479 (To date to Artist)

In-Kind Amount from Applicant:

Cash from other sources: \$ AMOUT TBD AT PROJECT START (Currently \$2,000 in fund)

List sources: Ellensburg Mural Restoration Community Fund (see attached Flyer)

Total Project cost: \$ 48900.00

- We are currently applying for T-Mobile Community Grant and Community Fund Raising

Our Purpose: Our Historic Downtown is in jeopardy of losing our historic murals to the elements unless we begin to restore these physical and artful creations of Ellensburg's history.

Our Approach: The Ellensburg Downtown Association, a non-profit affiliated with Main Street America has put Murals Restoration as one of our major initiatives and will be the lead agency as we partner with the Chamber of Commerce, Central Washington University, The Ellensburg School District, The Ellensburg Rodeo, The Kittitas County Fair, The City of Ellensburg, Landmarks and Design, the Kittitas County Historical Museum and our community members to create a sustainable funding pipeline that will help us to continue to restore murals throughout the city. We are currently raising funds through the community via individual donors. We actively look for Grants to help fund these goals.

Meeting Grant Program Goals: Our Downtown is a National Historic District. This project meets the goal of preserving Ellensburg's buildings and its history through renovation and rehabilitation of historic properties. We are proud of our history and are excited about the restoration of our historic murals!

The Project:

307 N. Pearl St. | The Kleinberg Building | "Ross the Hub" Mural | Circa 1939-43

We have selected this mural to be the first of several historical mural restoration projects, primarily due to its high visibility, large size, and historical significance.

Working with our community partners, the Landmarks & Design Commission, The City of Ellensburg, and the Kittitas County Historic Museum, we have done extensive research and have the building owner's permission to move forward with this project. Utilizing a local artist, this mural will be carefully restored to its original luster and be a beacon of our historical tradition that makes up a large part of our community.

This project has already been previously approved by the Arts Commission, Landmarks & Design, and is in the process of obtaining the necessary permit to begin restoration.

History:

The restoration of the Kleinberg Building 'Ross' The Hub' Mural will help us preserve our community's heritage and history. The Kleinberg family first opened a local pool hall/cigar bar in 1890 that was called "The Hub". The store changed hands in 1908 when the Ross family came to Ellensburg. The Ross family changed the space from a pool hall to a men's department store and rebranded as "The Hub Clothiers". The current mural was thought to be the first created between 1939-1943, with additions leading up to 1946 as business partnerships changed hands. As you can see from the mural, they sold Stetson Hats, Levis jeans, and both Justin and Nokona boots among other department store items. Ross' The Hub Clothiers is thought to have been in operation from 1908 -1960.

SHOVEL READY PLAN

The Ellensburg Downtown Association hired professional mural artist, Lynne McCowin, to evaluate the proposed “Ross’ The Hub” mural on the Kleinberg building. This mural is in the most need of restoration in Downtown Ellensburg. Below is her detailed estimate and restoration plans.

We also performed outreach to local artists groups and held “auditions” for restoration artists. It is so important to find artists that believe in and commit to restoring the murals to their original colors and concepts. We have contracted with a local artist to restore the mural under the supervision of one of our board members.

Mural Repair Evaluation

July 31, 2023

(Lynne McCowin)

Note: Mural restoration should be done using the composition piece as reference for color when possible.

Kleinberg Building – “Ross’ The Hub” Mural – Circa 1939-1943

Problems: 600 sq ft mural of existing paint on exterior brick has mostly faded and deteriorated past repair. Brick is in fair condition. This is a southern exposed wall that sees sunlight most of the day causing deterioration to mural. Mural has been neglected for 50+ years. This will need to be a major restoration project that will ultimately result in the replication of the original image.

Restoration: Restoration will begin with professional brick preparation consisting of cleaning of dust and debris from the surface of the brick and professionally blading the brick to remove the original mural and any surface deficiencies on the brick itself. Vector points of original postcard artwork will need to be created to create a “tiling” of the image to be painted on the exterior wall.

Cost estimate: This will be a time consuming restoration. A 5 year maintenance plan will be imperative. Restoration/Replication of this mural will be in the \$45-50,000 range.

Access and duration of this project will both pose challenges.

ELLENSBURG DOWNTOWN ASSOCIATION

MURAL ARTISTS AGREEMENT FOR

ELLENSBURG CITY MURAL

This agreement dated _____, 2023 is entered into by the Ellensburg Downtown Association (hereinafter is called EDA) and the Independent Mural Artist Contractor, *Lynne McCowin*. (Hereinafter called Artist).

Whereas the EDA, Rookwood Properties, the Artist, Landmarks and Design and the City of Ellensburg have partnered to restore the historical "Ross' The Hub" mural on the Kleinberg Building. It will be a restoration project of a mural that holds historical significance to the downtown Ellensburg core.

Whereas the Artist was selected by the EDA/Rookwood Properties through a selection process to commission the restoration of the Kleinberg mural.

Therefore, in consideration of the mutual covenants, conditions and performances hereafter described, the parties hereto agree as follows.

TERM OF AGREEMENT: This agreement between the Parties shall commence on _____, 2023 and shall remain in effect until completion date of _____, 202X. If weather has delayed completion, EDA may extend installation deadline.

SCOPE OF WORK: The Artist shall perform the artistic services as described in EXHIBIT A of this contract (hereinafter called artistic services), The Artist will provide the paint, scaffolding and misc. supplies for the artistic services.

SCHEDULE: Time is of the essence for the start of this project. Factors such as weather and mural access will dictate the project schedule. The Artist will be required to provide a detailed project schedule prior to start of project. The Artist will be held responsible for meeting their schedule. Any delays from weather, materials requisition, or personal matters will need to be communicated in writing to the EDA representative in a timely manner. Failure to do so can result in hold of payment, or termination of agreement.

INDEPENDENT CONTRACTOR: The parties intend that an independent contractor relationship be created by this Agreement, Subject to the paragraphs within, the implementation of the services lie solely with the discretion of the Artist. No agent, employee, servant or representative of the Artist shall be deemed to be an employee, nor entitled to any benefits EDA provides for its employees. The Artist is totally responsible for the performance of any agent, employee, servant of representative during the performance of this agreement.

COMPENSATION: Artist will be paid a total of, and not to exceed \$XX,XXX. \$XX,XXX will be paid at the signing of contract (Preliminary Costs) and the remaining at bi-weekly draws by Artist for their agreed upon services in Exhibit A. Other Rates may be in effect for miscellaneous services and will be detailed in Exhibit A, if applicable.

OWNERSHIP AND USE OF DOCUMENTS: Artist shall become the owner of the Artwork produced by the Artist under this agreement and shall have all rights to use & reuse the artwork image as they see fit. The Artist shall retain the right to claim authorship of the Artwork and to prevent the use of the Artist's name on any Artwork or portion of Artwork that the Artist did not create. Should the EDA have the need to reproduce the artwork for any form for marketing purposes to promote Downtown Ellensburg; written permission will need to be granted by the artist. The physical mural itself on the Kleinberg Building will be property of Rookwood Properties, LLC. Under no circumstances should the mural be altered or removed unless written consent is provided by the City of Ellensburg Landmarks & Design and Ellensburg Downtown Association. The physical mural is considered a "historical mural" and will remain as such.

COMPLIANCE WITH LAWS. The Artist, as an independent contractor, shall comply with all applicable federal, state or local laws and ordinances, and is solely responsible for the payment of taxes applicable to the services performed under this Agreement, including regulations for licensing, certification and operation of facilities, maintenance of insurance and records, programs and accreditation, licensing of individuals, and any other standards of criteria as described in this Agreement to assure quality of services.

INDEMNIFICATION AND HOLD HARMLESS FOR LIABILITY. The Artist shall indemnify and hold EDA/Rookwood Properties, LLC and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, loss, damages, or costs, of whatsoever kind or nature, brought against EDA/Rookwood Properties, LLC arising out of, or in connection with, or incident to, the execution of this Agreement and/or the Artist's performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of EDA/Rookwood Properties, LLC, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Artist; and provided further, that nothing herein shall require the Artist to hold harmless or defend EDA/Rookwood Properties, LLC its agents, employees, and/or officers for damages or loss caused by EDA/Rookwood Properties, LLC sole negligence. The provisions of this section shall survive the expiration or termination of this Agreement. The Artist also agrees to defend, indemnify and hold harmless Rookwood Properties, LLC, Inc (Building owner) its officers, employees and assigns for any injuries of damages that may occur while on site

INSURANCE. Said Artist shall secure insurance from an insurance company authorized to do business in the State of Washington, and maintain during the full term of this Agreement, general comprehensive liability insurance expressly naming the Ellensburg Downtown Association as an additional insured against all claims and risks in connection with the services to be performed by the Artist under this Agreement, specifying that the insurer will not terminate, reduce, or otherwise change such insurance coverage without providing at least thirty (30) days prior written notice of such action to EDA. The Artist shall provide to EDA upon request, a Certificate of Insurance, or other evidence of such insurance, all in a form satisfactory to EDA, documenting that the insurance that may be required under this section is in full force and effect.

LIABILITY INSURANCE: Artist shall have liability insurance and shall provide proof of Insurance to the EDA.

NO SUBCONTRACTING. The Artist may not subcontract any of its services under this Agreement unless such subcontract is specifically approved by in writing by both parties as an addendum to this contract.

TERMINATION OF AGREEMENT. Either party may terminate this Agreement for just cause by providing to the other party prior written notice of termination specifying in such notice the effective date thereof. In the event of termination by EDA because of the Artist's default, the Artist shall not be relieved of liability to EDA for any damages sustained by EDA by reason of such default or arising from the performance of improper performance under this Agreement; and in that connection, in addition to all other remedies available to KDP, it may withhold, for the purpose of setoff, any compensation due to the Artist.

NO WAIVER. No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default of any of the terms, covenants, and conditions of this Agreement. The payment or acceptance of compensation for any period after a default shall not be deemed a waiver of any right or acceptance of defective performance.

AMENDMENTS. The parties hereto expressly reserve the right to amend this Agreement from time to time as they deem necessary and appropriate; provided; that no modification hereof shall be valid unless in writing and signed by the authorized representatives of the parties hereto.

APPLICABLE LAW. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought hereunder shall be in the Superior Court for Kittitas County.

COMPLETE AGREEMENT. This Agreement contains the complete Agreement between the parties.

DATED this ____ day of _____, 2023

EDA: Ellensburg Downtown Association

109 W. 3rd Ave. Suite 3

Ellensburg, WA. 98926

Darren Reid

EDA Board President

Date: _____

Signature _____

Phone _____

ARTIST: Lynne McCowin

1004 E 2nd Ave.

Ellensburg, WA. 98926

name _____

Date: _____

Signature _____

Phone _____

Exhibit A

SCOPE OF WORK:

Attention Joe Chanes RE: 2023 Budget Analysis

Restoration of Kleinberg Building Mural in Ellensburg, WA

Today's Date: 7-31-2023

**A more Detailed Itemization of the job cost is available*

Licensing Bonding and Insurance	\$7,500.00
Lift C/O United Rental 85FT. For 28 days	\$5,709.43 incl. tax.
Gas & Coolant for Lift	\$150.00
Large format printing for Cartoon: Rider and some Fonts	\$1,200.00 +tax
Other sundries: Tapes and special brushes C/C Standard Paint	\$600.00
Paints (Mural Grade Acrylic)	\$2,500.00 + tax
Brick Conditioner (SealKrete)	\$330.00 + tax
Labor: Masonry Repair	\$1500.00 + tax
Labor: Scraping entire surface, applying brick conditioner, applying 3 Basecoats of black, drafting on line work, main image, and typography (600 sq. ft. X 5+ Layers @ 8.40 @ square ft =3000 sq ft.)	\$25,200.00

Other PELIMINARY Labor and supply costs:

Vectorized Fonts for Prototype C/O Fastlane Signs	\$420.00
Oversize printing for Prototype	\$82.98
Metal Substrata and paint for Prototype	\$197.93
Graphic sundries C/o Jerrols	\$178.00
50 hrs labor:	\$600.00

AGREEMENT FOR KLEINBERG MURAL

This agreement is between the Ellensburg Downtown Association, 109 E 3rd Ave. Suite 1, Ellensburg, WA. and Rookwood Properties LLC, 2920 NE Jackson School Road, Hillsboro, OR 97124. Made on this 21st day of August, 2023

Project Description: The Kleinberg Mural Project consists of a mural restoration to be installed/painted on the south side wall of the Kleinberg Building located at 307 N. Pearl Street, Ellensburg, WA. The Ellensburg Downtown Association is responsible for the entire process including Permits, Approval of artwork, artist agreements, supplies and installation.

The purpose of restoring the Kleinberg Mural is part of a larger EDA goal to revitalize historic murals in Downtown Ellensburg.

TERMS. ROOKWOOD PROPERTIES LLC agrees to allow this mural installation with the following provisions as listed:

- A. ROOKWOOD PROPERTIES LLC to review artwork concepts and finalists.
- B. "Artist" will be responsible for insurance and bond.
- C. Ellensburg Downtown Association will acquire a signed waiver from artist hired that holds ROOKWOOD PROPERTIES LLC harmless for any injury that happens as a result of their work on site.
- D. The mural restoration will require proper preparation to the building surface as outlined by artist in their proposal. Mural restoration to be painted on the building surface.
- E. ROOKWOOD PROPERTIES LLC would be sole owner of the "Kleinberg Mural".
- F. ROOKWOOD PROPERTIES LLC agrees to maintain the mural and keep it in good condition
 - ii. Yearly mural inspection & and repair as necessary.
- F. ROOKWOOD PROPERTIES LLC agrees to notify and seek approval of the Ellensburg Downtown Association/City of Ellensburg of any change that might affect the mural and/or its purpose. This is a historical mural that may not under any circumstances be altered or removed.
- G. Life of this Mural is 30+ years with proper maintenance. After 5 years, both parties have the right to negotiate another agreement.
- H. ROOKWOOD PROPERTIES LLC may decide to sell the building during this contract. The EDA understands this and if needed, will work with both parties to assure a positive outcome for all parties.

Amendments: All Amendments to this agreement must be in writing and signed by both parties

Signatures:

Building Owner: Susan Sheehan / CO-Manager

Ellensburg Downtown Association Officer: _____

Exhibit C.2- Research
Circa 1889-1905:

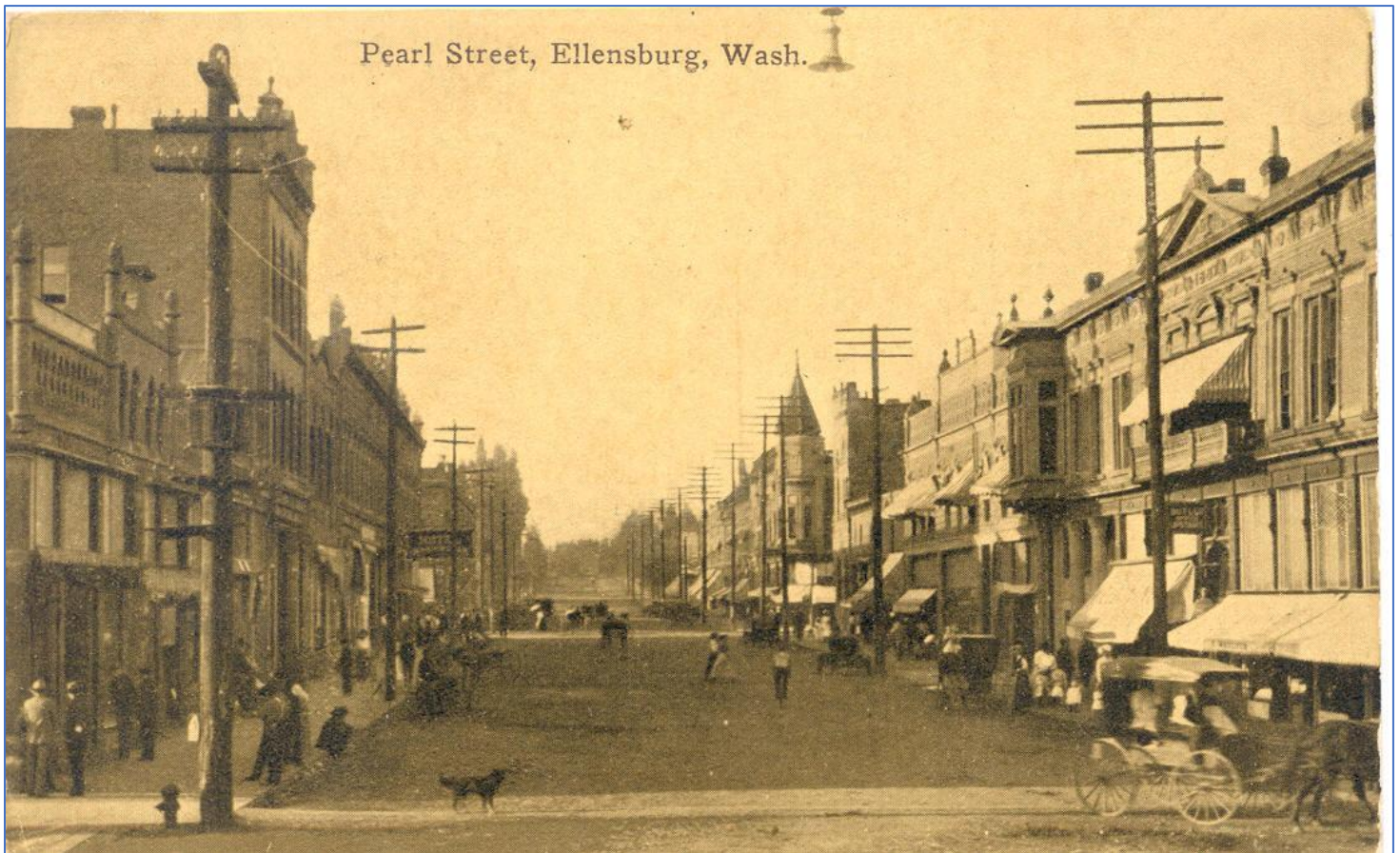


KCHM Collection Image # N:002:008

This postcard image, described as “Street scene, Ellensburg, Wash.”, features a historic photograph of Pearl Street taken before 1905 based on the lack of the Pautzke Building (aka Rehmke Building #2, built in 1905) and the expansion of the Smithson Block (which occurs in 1906). This postcard features a stamp on the back dated 1908.

The Kleinberg Building lacks any mural in this photograph.

Circa 1906-1911:



KCHM Collection Image # N:002:001

This image is dated based on the presence of buildings in the image and the stamp on the back of the postcard (dated 1911).

The Kleinberg Building still lacks the mural in this postcard image.

Circa 1901-1911:



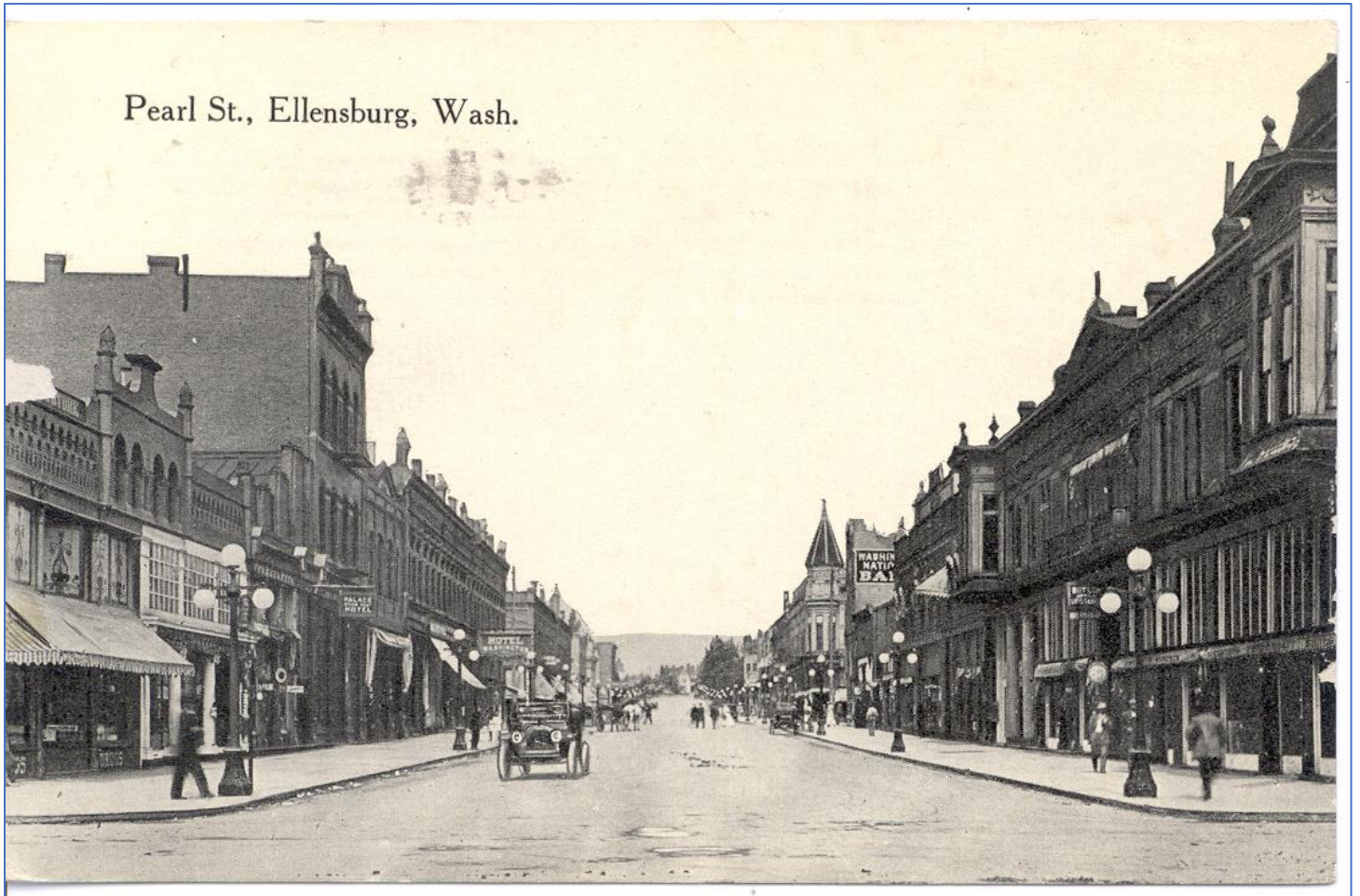
KCHM Collection Image # Unknown

(Original postcard image unable to be located at the time of this report. Scanned image identified as "Pearl Street".)

This image is dated based on the presence of buildings in the image. The Farmers Bank Building (aka Land Title Building) is not present in this image, which it was built in 1911.

The Kleinberg Building still lacks the mural in this postcard image.

Circa 1919:

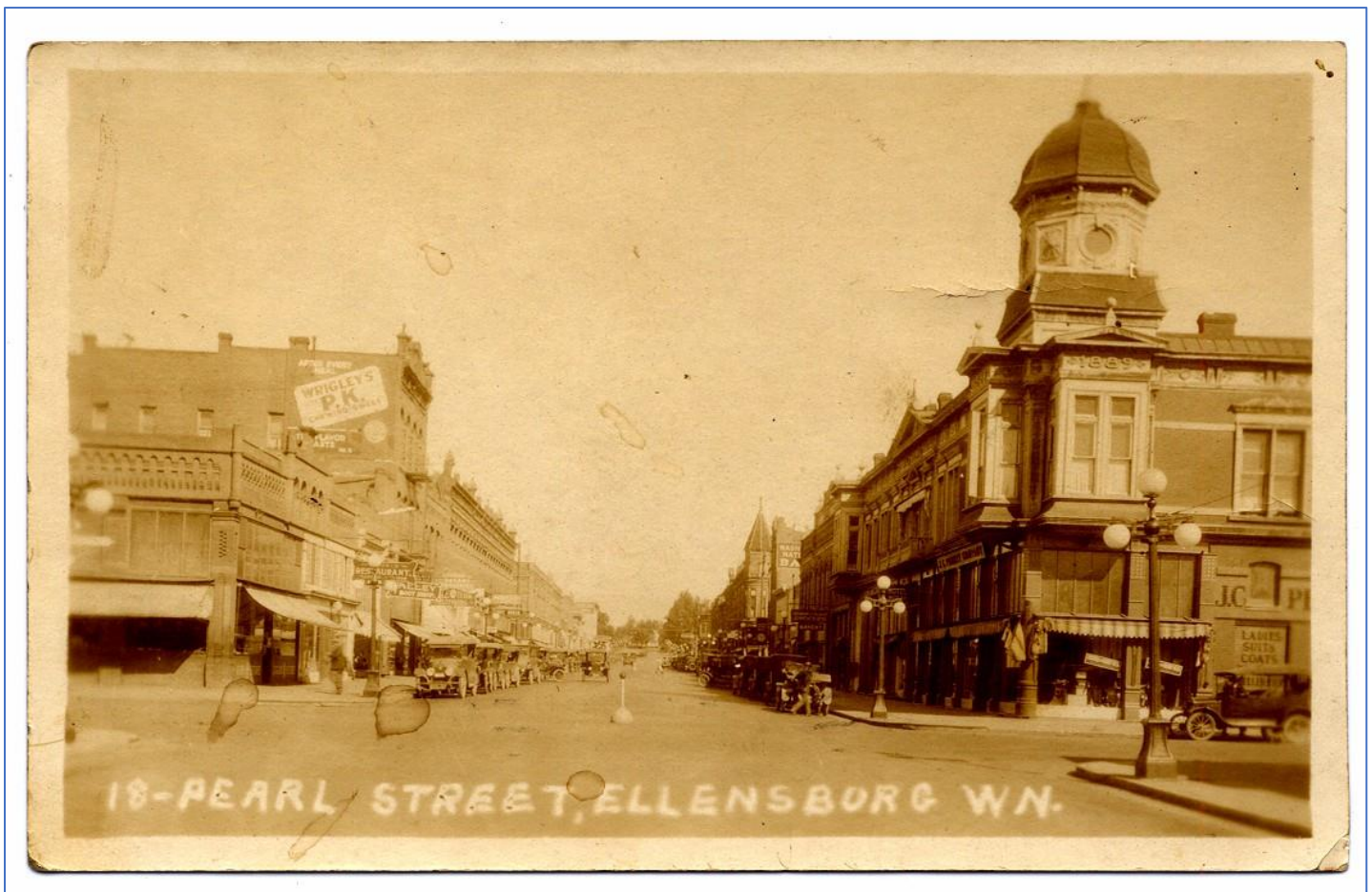


KCHM Collection Image # N:002:292

This image is dated as 1919 based on postcard stamp on back of postcard image and the presence of early automobiles in the photo.

The Kleinberg Building lacks any mural in this postcard image.

Circa 1917-1927:



KCHM Collection Image # N:002:003

This photographic postcard is believed to be dated as such based on the continued presence of the J. C. Penney & Co. business in the Kreidel Building. In circa 1927, it relocates to the C. L. Collins Block where it resides until the early 1960s then relocates to a remodeled Washington Motor Coach Company building (aka Greyhound Motor Coach Company Building).

The mural at this time is the "Wrigley's P. K. Chewing Sweet" mural.

Circa 1925-1927:



KCHM Collection Image # 1998:040:019A

This photographic postcard is believed to be dated as such based on the continued presence of the J. C. Penney & Co. business in the Kreidel Building. In circa 1927, it relocates to the C. L. Collins Block where it resides until the early 1960s then relocates to a remodeled Washington Motor Coach Company building (aka Greyhound Motor Coach Company Building). The dating is also based on some architectural changes to the Owl Drug Store building, the C. J. Breier & Co. building, and others depicted.

The mural at this time is the "Wrigley's P. K. Chewing Sweet" mural.

Circa 1935-1936



Washington Rural Heritage

<https://www.washingtonruralheritage.org/digital/collection/ellensburg/id/1661/rec/70>

Photo is described by KCHM Staff as depicting the burnt-out shell of the Owl Drug Store Building and the C. J. Breier & Co. building. The fire had occurred in the buildings on December 14, 1935. The burnt-out buildings remained on site until early 1936 when the City of Ellensburg impressed upon the property owner, John Faust, to remove the structure. Faust contracted the Civilian Conservation Corps (CCC) to remove the brick and use it in building the museum building at Ginkgo Petrified Forest State Park.

The “Wrigley’s P. K. Chewing Sweet” mural on the southern side of the Kleinberg Building had been noticeably damaged by fire.

Circa 1939-1946



KCHM Collection Image # 1991:010:063

This image was taken of the Ellensburg Rodeo parade after the Owl Drug Store fire, circa 1939-1946. The date is given as such based on the lack of the C. J. Breier & Co. building in the immediate left of the image, and the presence of the Nicholson Drugs Company (established in 1939). Other dating elements include the presence of the "Pautzke Studios Photos" sign and the Williams-Smithson Hardware business (instead of Woods Ace Hardware). When The Hub Clothiers becomes Ross Bros., another neon sign is added to the business sign after 1946 which also helps to point the date of this image.

The southern wall of the Kleinberg Building features a mural for "THE HUB CLOTHIERS" and a larger mural space with edge decoration (overall view of larger mural is not visible in this photograph).

Circa 1942:



Washington Rural Heritage

<https://www.washingtonruralheritage.org/digital/collection/ellensburg/id/2096/rec/17>

This photograph was taken by Fred L. Breckon on June 25, 1942 and depicts brothers and business partners Irving E. Jacobson and Abe W. Jacobson. In the background is shown Martha's Tavern and the southern side of the Kleinberg Building including large blank mural and smaller "THE HUB CLOTHIERS" mural.

Circa 1946-1951



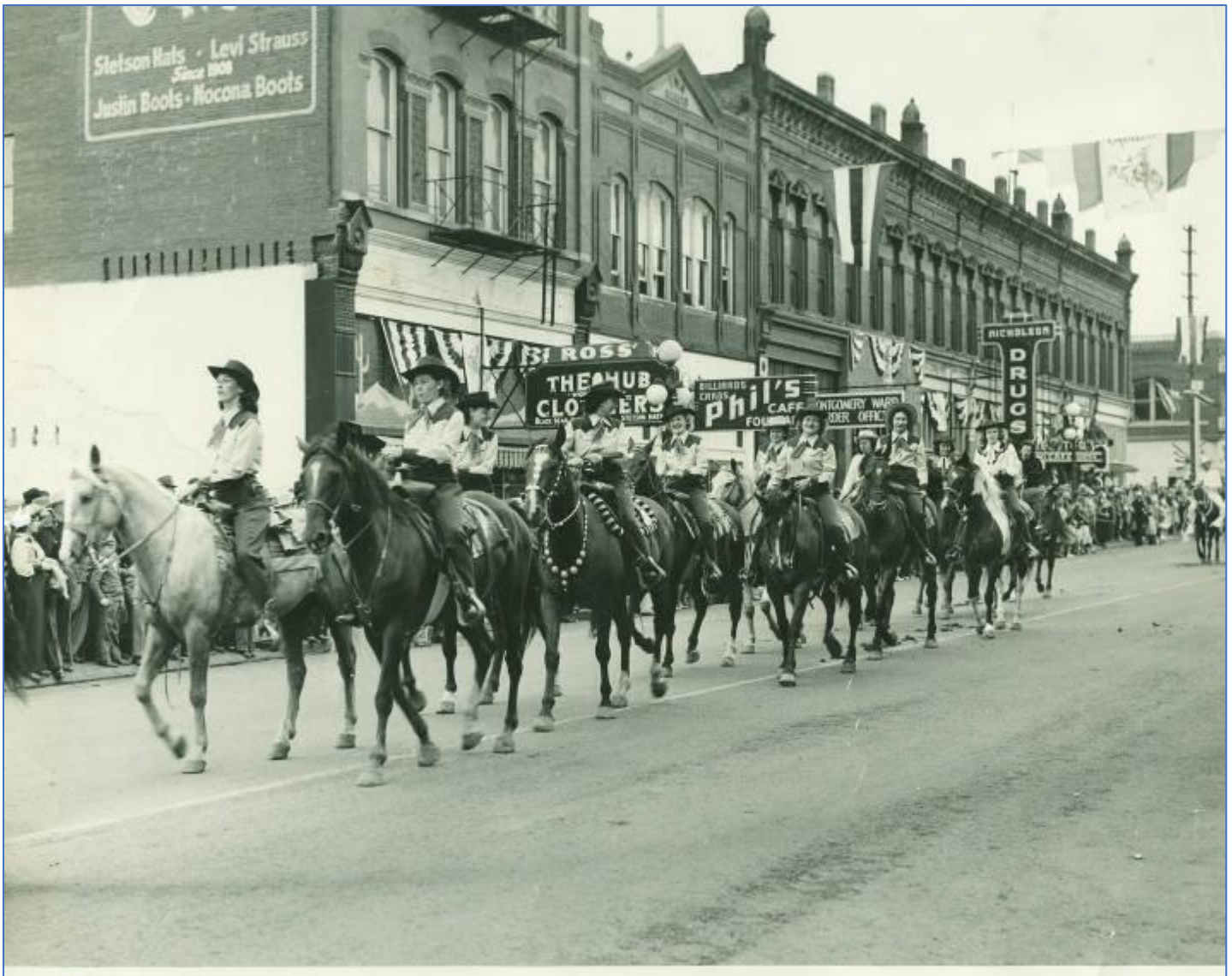
Washington Rural Heritage

<https://www.washingtonruralheritage.org/digital/collection/ellensburg/id/98/rec/58>

Photo is identified by KCHM Staff as having been taken between 1946 and 1951 due to the presence of Phil's Café. The business was no longer present in the 1952 Ellensburg City Polk Directory. Ross Bros. also had started as the de facto company replacing "The Hub Clothiers" upon the death of Wigfall H. Ross (from a heart attack in the store on August 16, 1946). Wigfall's sons Richard P. Ross and James W. Ross took over operations; but James left the partnership circa 1950 to go into agriculture, while Richard closed the business circa 1960, but the business remained listed as "Ross Bros." until its closure.

The business originally began as "The Hub Clothiers" when Wigfall H. Ross and John B. Moser came to Ellensburg in 1908 and opened a men's clothing and furnishings store in the Kleinberg Building. Wigfall was the salesman/manager, and in 1922, he became the business partner to Moser. In 1938, Wigfall became full owner of "The Hub Clothiers" when Moser passed away. Wigfall remained owner until his own death in 1946

Circa 1950-1951



Washington Rural Heritage

<https://www.washingtonruralheritage.org/digital/collection/ellensburg/id/71/rec/76>

This photograph is described in context as having been taken in the early 1950s. The presence of Phil's Café places the photo to either 1950 or 1951, as the business was not present in the 1952 Ellensburg City Polk Directory, unless the photo was taken in the late 1940s. It is also possible as having been taken around this time as the sign language has changed from "Ross Bros." to "Ross'" with "The Hub Clothiers" below this. The second sign has had the addition of sales lines like Black Bear... and Stetson Hats and more to it.

The smaller "Ross Bros." mural has been removed at this point which might reflect the change in business where James W. Ross and Richard P. Ross dissolve their business partnership, leaving the business in the sole hands of Richard. The partnership was created upon the death of their father, Wigfall H. Ross, in 1946 to continue "The Hub Clothiers" which only lasted until circa 1960.

Circa 1955-1968:



KCHM Collection Image # 1998:051:025

This image is dated as such as the Antlers Hotel Building is still standing in the background and is later destroyed by fire in 1968.

At some time between 1955 and 1968, the Ross Bros. small mural was repainted on the Kleinberg Building.

Circa 1968-1979



KCHM Collection Image # N:002:032

This image was taken circa 1968-1979, based on the missing Antlers Hotel building and the presence of the Olympia Block. (It may also be likely in the early 1970s based on the lack of restoration to the Geddis Block and the Davidson Building as well as the presence of the off-street parking lot adjacent to the Kleinberg Building.)

The Kleinberg Building was home at the time to a florist and the mural was showing some signs of weathering and age (at approximately 20-30 years of age).

At some time between 1955 and 1968, the Ross Bros. small mural was repainted on the Kleinberg Building.

This postcard is the best identification for the full mural image. **It is the opinion of KCHM Staff that the mural reads:**

**ROSS'
THE HUB
SHOESETS FURNISHERS
CLOTHIERS**

**Stetson Hats • Levi Strauss
Since 1908
Justin Boots • Nocona Boots**

Attachment 3- Richard Mack- IOOF Windows

City of Ellensburg Community Development Department

2024 Historic Preservation Grants Program

Project Description

Project Information: Odd Fellows (IOOF) Building Window Refurbishment

Description of the project:

Purpose:

The purpose of this \$11,760 grant request is to partially fund the refurbishment of windows on the east and south sides of the IOOF building at 307 North Pine Street. The property is in the downtown sector, and appropriately it contributes to the Ellensburg and the national landmark registers. The IOOF is seeking historic designation at the Local, State and Federal levels.

Need:

Because these are the original 1911 windows, several of them have been broken, and all of them require re-glazing, crack filling and repainting. These actions will not only preserve the windows, but the glazing and re-caulking will serve to lessen energy use. Furthermore, because the east side windows are 35 feet above the sidewalk, safety considerations about falling glass from the cracked and broken windows will also be mitigated.

There are four large compound (three panes) windows that face east onto Pine Street, dimensions 120" x 120" each. There are four double hung windows that face south onto 3rd Avenue, dimensions 56" x 90".

Actions:

All work will be undertaken from the outside of the building, using a lift to the top story. First, old putty and glazing points will be removed, and the intact windows will be re-glazed. Cracked glass and parts of frames will be replaced. Next, the frames and surrounds will be scraped of old peeling paint down to the original wood. All the windows and frames will be repainted in appropriate colors.

Materials:

Materials which will be purchased by the grant include: glass to replace the broken windows, putty and glazing, wood, points, caulk, and wood, sealant, and paint.

Results:

The refurbished windows will bring the top story of the building back to its original appearance. Also, the safety concerns of falling glass will be mitigated. The proposed project lends itself to the grant program goals in that it will provide for the rehabilitation of an historic facade within the landmark downtown area. Thus, it is a basis for preserving, rehabilitating, and restoring the exterior character, defining features of this historic structure.

Notes:

Lodge #20 of the Washington State IOOF is a non-profit 501 © 8 institution. The origins of this Ellensburg chapter date to 1886; the current building was constructed in 1911.

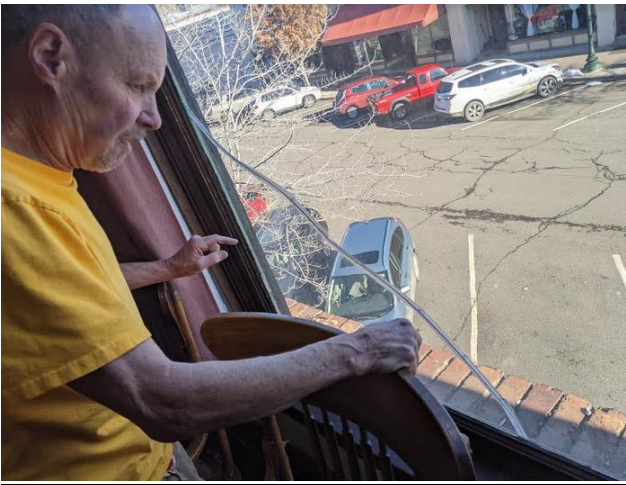
The IOOF Building Committee looked into having period replacement windows made and installed. The estimates, over \$100,000, could not be justified. Repair of the existing windows is a sensible option.

Because of the modular nature of this project, if full funding is not possible, we can delete certain windows from the project, and use a number of windows appropriate to the available funding. The remaining window(s) will be refurbished later.

We understand that the structure is also the first all concrete structure in Eastern Washington.

Pictures of the building facade and close-ups of the condition of the windows, glass, and frames are pasted below.





Contact Information

Name: Dr. David Soltz, Noble Grand (Presiding Officer)

Organization: Independent Order of Odd Fellows, Washington State Lodge# 20

Street Address: 307N. Pine St, Ellensburg, WA 98926

Mailing Address: PO Box 154, Ellensburg, WA 98926

Phone: (570) 204 7893; (509) 962-9768

Email: Dsoltz@gmail.com

Project Cost

Amount Requested from the City: \$11,760

Cash Amount from Applicant: \$200

“In-Kind” Amount from Applicant: \$4590 (Nine days use of IOOF member’s boom truck)

Cash from other Sources: \$0

Total Project Cost: \$16,550

Historic Preservation Grants Program Work Plan

<u>Steps</u>	<u>Responsible Party</u>	<u>Start Date</u>	<u>Completion Date</u>
Secure Permits	D.Soltz	1/4/2024	1/8/2024
Remove Glazing & Points + Broken Glass	Jim’s Glass	3/6/24	3/8/2024
Replace Glass, Points & Re-glaze 3 broken	Jim’s Glass	3/7/2024	3/12/2024
Scrape Wood Frames + Repair + Fill + Re-glaze remainder	Glenn Jones, Painter	3/19/2024	3/27/2024
Paint Sealer, Primer, & Finish Coat	Glenn Jones, Painter	4/4/2024	4/12/2024

Budget Plan

1. Personnel

	Total Cost	“In-Kind”	App Cash	City Match
General Help	\$1200	\$800	\$500	\$0

Sub-Total	\$1200	\$800	\$500	\$0

2. Supplies/Equipment

	Total Cost	“In-Kind”	App Cash	City Match
Paint, Putty, etc	\$300			\$300
Lift Rental	\$3290	\$3290		\$0
Misc	\$300	\$300		
Sub Total	\$3890	\$3590		\$300

3. Professional Services

Item	Total Cost	“In-Kind”	App Cash	City Match
Jim’s Glass	\$4,300			\$4300
Glenn Jones	\$7160			\$7160
Sub Total	\$11,460			\$11,460

Project Total	Total Cost	In Kind	Applicant Cash	Requested Grant
	\$16,550	\$4390	\$500	\$11,760



Filed
Secretary of State
State of Washington
Date Filed: 04/21/2018
Effective Date: 04/21/2018
UBI #: 192 000 302

Annual Report

BUSINESS INFORMATION

Business Name:
ELLENSBURGH LODGE NO. 20 INDEPENDENT ORDER OF ODD FELLOWS

UBI Number:
192 000 302

Business Type:
WA NONPROFIT CORPORATION

Business Status:
ACTIVE

Principal Office Street Address:
1900 BRICK RD, ELLENSBURG, WA, 98926, USA

Principal Office Mailing Address:
PO BOX 154, ELLENSBURG, WA, 98926-1911, USA

Expiration Date:
05/31/2019

Jurisdiction:
UNITED STATES, WASHINGTON

Formation/Registration Date:
05/17/1887

Period of Duration:
PERPETUAL

Inactive Date:

Nature of Business:

REGISTERED AGENT CONSENT

To change your Registered Agent, please delete the current Registered Agent below.

Registered Agent Consent (Check One):



I am the Registered Agent. Use my Contact Information.



I am not the Registered Agent. I declare under penalty of perjury that the WA Nonprofit Corporation has in its records a signed document containing the consent of the person or business named as registered agent to serve in that capacity. I understand the WA Nonprofit Corporation must keep the signed consent document in its records, and must produce the document on request.

RCW [23.95.415](#) requires that all businesses in Washington State have a Registered Agent.

This document is a public record. For more information visit www.sos.wa.gov/corps

**City of Ellensburg
Landmarks and Design Commission
2024 Historic Preservation Grants Program**

Introduction

The Ellensburg City Council has developed a community grants program to be administered by the Landmarks and Design Commission (LDC). This document presents the LDC's goals and guidelines for this program, called **Historic Preservation Grants**.

The Community Grants Program was developed by City Council to support community efforts to address community needs and build the capacity of the City. Each year, the City designates 0.3% of the previous year's sales tax revenue (April 1st to March 31st) to provide matching fund grants to community groups toward making improvements in the community. When the program was developed in 2015, it was anticipated that the funds available thru the program would average \$10,000 annually. Since that time, the grant awards for historic preservation have grown to \$18,908.62 for 2024. Each year, the available grant funding will vary dependent on sales tax revenue from the prior year.

Grant Program Goals

- Foster public initiative and participation in maintaining National, State, and Ellensburg registers of historic places.
- Provide assistance for renovation and rehabilitation of historic properties within the City of Ellensburg.
- Develop programs to create incentives for historic preservation and provide outreach thru education and information programs.
- Provide assistance to avoid demolition of historic properties.

Types of Projects

Based upon an analysis of the LDC's purposes as set forth in the Code and in the Comprehensive Plan goals, policies and programs, the grant program will focus on projects in the goal areas listed above. Specific examples of the types of projects are as follows:

- Construction projects aimed at preserving, rehabilitating, or restoring the exterior character-defining features of structures designated as historic (or located within

an historic district), or aimed at maintaining the structural integrity of a historic structure.

- Restoration of historic murals located on structures listed on the Ellensburg Landmarks Register (or located within an Ellensburg Landmarks historic district).
- Rehabilitation of Ellensburg Landmarks Register Historic structures or properties within Ellensburg Landmarks Register Historic districts.
- Conduct surveys of historic properties to identify properties or districts with potential for listing on the Ellensburg Landmarks Register.
- Support installation of interpretive signs
- Move endangered register-eligible properties

Program Guidelines

Eligible Applicants: Owners of historic buildings, non-profit organizations, civic groups, neighborhood groups. Partnerships among individuals and/or groups will also be considered.

Eligible Sites: Non-governmental properties within the City limits. Brick and mortar projects will only be awarded to properties that are currently listed as an individual landmark, or which are within the boundaries of an Ellensburg Landmarks District, or National Register District. Other sites within the City of Ellensburg may be considered if the purpose of the grant is to survey a property seeking historic designation.

Eligible Expenses: Personnel, professional services, supplies and materials, construction costs, lodging and mileage.

Match: Matching funds are encouraged but not required for this program. If applications score similarly, preference may be given to a project proposing matching funds. The following items count as matching funds: cash, volunteer hours, and donated materials, equipment use, or professional services. Donated professional Services will be valued at the “reasonable and customary” rate. The applicant may NOT use City Staff time as a match. Any anticipated work performed by City employees of the project must be included in the total funding being requested.

Project Timeline

Application Due Dates: Applications must be submitted by 5 p.m. on **Wednesday, August 31, 2023**. Applications shall be submitted in person to the **Community Development Dept., City Hall, 501 N. Anderson Street, Ellensburg, WA 98926** or by email: hendersons@ci.ellensburg.wa.us.

Award Decisions: The Landmarks and Design Commission reviews all requests for Historic Preservation Grants at its first October meeting (the first Tuesday) and makes a recommendation to City Council. Grant awards to applicants who have received grant awards in the past will be considered, but may be given lower priority, depending on the number of requests received in any given year. Final award decisions will be made by the City Council at a regularly scheduled November Council meeting.

Project Time Limit: Projects will be awarded every year, and recipients have the next calendar year to complete the project.

Extension: Each recipient may obtain a maximum of one extension to complete the originally proposed project. Applicant shall submit a request for extension before October 31, 2023, to allow time for LDC review and recommendation to council.

Application Process

Project Applications: Applications must be made either on paper or electronically on forms provided by the Community Development Department. Physical address and email for obtaining forms is **Community Development Dept., City Hall, 501 N. Anderson St, Ellensburg, WA 98926**. Applications will be reviewed by City staff to determine eligibility. Only those applications that meet the grant requirements will be forwarded to the Landmarks and Design Commission for consideration.

Project Description: Please provide a detailed description of the project, including purpose, project approach, location, applicant's contact information, a summary of project costs and how the project meets the grant program goals.

Work Plan: List in chronological order the specific steps you will take to complete this project. Next to each step, identify who will be responsible for the activity and the estimated date of completion.

Budget Plan: List each resource and quantity needed to complete your project. Calculate the total cost for each resource, including tax. Next, break down the total cost of each resource by how much is applicant in-kind, applicant cash, and how much of the City's funds you will spend on this resource. Volunteer labor is valued at the standard IRS hourly rate, equipment use donations are valued at the hourly rate the equipment would be rented for and donated professional services are valued at the "reasonable and customary" rate for the services.

Review Process

Written applications are due to the Department by 5 p.m. on **August 31, 2023** and will be reviewed by the Historic Preservation planner to determine eligibility. All eligible projects will be forwarded to the Landmarks and Design Commission and scored using the rating form included in the application packet. Projects meeting the eligibility requirements will be moved forward in the review process, and will be expected to give an oral presentation to the Commission.

Applicants chosen must present their projects to the Landmarks and Design Commission (LDC) at its regularly scheduled October meeting on the first Tuesday. In the presentation, it will be necessary to give an overview of the project and explain how it addresses the LDC's purposes and the City's Comprehensive Plan goals, policies and programs as outlined in the application packet. The Comprehensive Plan itself is available on the City's website, with the Historic Preservation Chapter found here: <https://www.ci.ellensburg.wa.us/DocumentCenter/View/10355/Historic-Preservation?bidId=>.

The LDC will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present the project. Applicants may be asked to present their projects again to the City Council.

The City reserves the right to not expend all the funds available in this program per applicable laws and policies.

Reporting Requirements and Accountability

A contract, if awarded, will be executed to outline the specific conditions of the project. All successful applicants are required to submit:

- **Mid-project report by August 15**
- **Final project report to the LDC by October 31, 2023.**

These reports should reflect the work described in the applicant's initial grant application, any diversions from the original project, lessons learned, and show photographs of the work completed. Reporting and any request for reimbursement must include all receipts of expenditure, timesheets, volunteer sign in, and all other supporting documents that pertain to reimbursement requests.

**City of Ellensburg Community Development Department
2024 Historic Preservation Grants Program
Project Description**

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

The existing storefront door has been difficult to operate due to sagging. We have requested repair, but were told that based on the age the storefront it should be replaced. The glazing is single pane and allows for condensation that results in water damage to the interior walls during the winter. We will remove and replace the existing single pane storefront windows and door with insulated glass & frame.

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

Yes, The Lyon's Block located at 300 N Main Street is listed in the Downtown Ellensburg National Register Landmark District.

Contact Person

Name:	Jodi Polak
Organization Representing:	Pangaea Property, LLC
Contact Address:	PO Box 724
City/State/Zip:	Ellensburg, WA 98926
Phone (two numbers preferred):	509-304-8209; 509-304-4125
E-mail:	jodi@realworks.us

Project Cost

Amount Requested from the City:	\$	\$17,500
Cash Amount from Applicant:	\$	\$2,391.40
"In-Kind" Amount from Applicant:	\$	\$ 570.00
Cash from other Sources:	\$	
Please list other sources:		
Total Project Cost:	\$	\$20,461.40

Return completed Application to:

Stacey Henderson, Senior Planner – Historic Preservation
City of Ellensburg Community Development Dept.
501 N. Anderson St.
Ellensburg, WA 98926

hendersons@ci.ellensburg.wa.us

Due Date: Wednesday, August 31, 2023 by 5 p.m.

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date
Measure storefront	Pangaea Property, LLC.	Summer 2023	Summer 2023
Request bids	Pangaea Property, LLC.	Summer 2023	Summer 2023
Temporary Repairs	Pangaea Property, LLC.	Fall 2023	Fall 2023
Schedule w/ tenants	Pangaea Property, LLC.	Spring 2023	Spring 2023
Remove existing storefront	Central Valley Glass	Spring 2024	Spring 2024
Install new storefront	Central Valley Glass	Spring 2024	Spring 2024

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Pangaea Property, LLC.		Project Management		
Sub Total	\$	\$ 570	\$	\$

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Central Valley Glass	\$19,891.40			
Sub Total	\$ 19,891.40	\$	\$	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
\$20,461.40	\$19,891.40	\$570	\$2,391.40	\$17,500

Landmarks and Design Commission Purposes

Comprehensive Plan Goals/Policies/Programs

Create and maintain landmark registers

- Historic resource inventory
- Ellensburg landmarks register
- Review citizen nominations to ELR
- Submit nominations to WA & National Registers

HP-1 A1
HP-1 A1, HP-2 A7
HP-1 A1
HP-1 A1, A2

Review proposals to alter (including signage) or demolish landmarks

- Adopt standards to guide review & COA issuance
- Advise DCD on development proposals affecting historic resources
- Compile resources to assist in avoiding demolition
- Consider proposing a property maintenance ordinance

HP-1 A2, A4, HP-2 A8, HP-3 B1
HP-2 A6, A8
HP-1 A4, HP-2 A1, A4, A9, HP-4 A1
HP-1 A3

Create incentives for historic preservation

- Develop incentive programs for reuse and redevelopment
- Investigate funding sources for preservation & heritage tourism
- Review requests for special valuation of historic properties

HP-2 A1, A2, A3, HP-3 A1, HP-4 A1, A2
HP-2 A2, A3, HP-5 A1
HP-2 A2

Outreach and advice

- Advise Council on city activities affecting historic resources
- Advise Council generally on historic preservation & heritage tourism
- Establish relationships with nonprofits & other governments
- Provide info to historic property owners on maintenance & rehab.
- Conduct educational and interpretive programs

HP-2 A6, A9

HP-3 B3, HP-5 B1
HP-2 A5, HP-4 A1, HP-5 A1
HP-1, A5, B1, B2, HP-2 A8, HP-3 A2, B1
HP-1 A5, B2, B3, HP-2 A5



Proposal Number: 01

Central Valley Glass
30 W Mead Ave
Yakima, WA 98902

Phone: 509-453-6326

Fax:

Submitted To: Pangaea Property, LLC
Attention: Jodi Polak
Date Of Bid: 8/31/2023

Project Name: 115 W 3rd St
Prepared By: Adolfo Mora

Value Of Proposal:

Total Dollars:	\$18,350.00	Taxable: (Yes)	Tax: \$1,541.40	Total: \$19,891.40
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INCLUSIONS

Framing System: M451T CENTER GLAZED/SCREWSPLINE THERMALLY IMPROVED STOREFRONT FRAMING SYSTEM.

MATERIAL FINISH: #29 BLACK : PERMANODIC

DOORS: Entry - 3'0 X 7'0 STANDARD MS LOCK OP LH NARROW STILE DOOR

Entry - 3'0 X 7'0 STD MS LOCK OP RH TF451 FRAME W/TRANSOM
10" BOTTOM RAIL
SUB SQUARE STOP FOR 1 GLASS STOP
LCN SURFACE MOUNTED CLOSER 4040H

Glass: 1" CLEAR INSULATED TEMPERED 1/4 SOLARBAN 70 1" CLEAR INSULATED ANNEALED 1/4 SOLARBAN 70

Shop Drawings: INCLUDED

NOTES

1. QUOTE VALID FOR 30 DAYS
 2. TAXES NOT INCLUDED
 3. PRICE SUBJECT TO CHANGE IF ADDITIONAL MATERIAL/LABOR IS REQUIRED
-

Project Name: 115 W 3rd St

Frame Set Name: Frame Set 1

Metal Group: M451T CG/SS/OG STOPS DOWN

Required: 1

Back Member Color: #29 BLACK : PERMANODIC

Frame Name: Entry

D/S: 1

Frame Type: Standard

Panels: 3

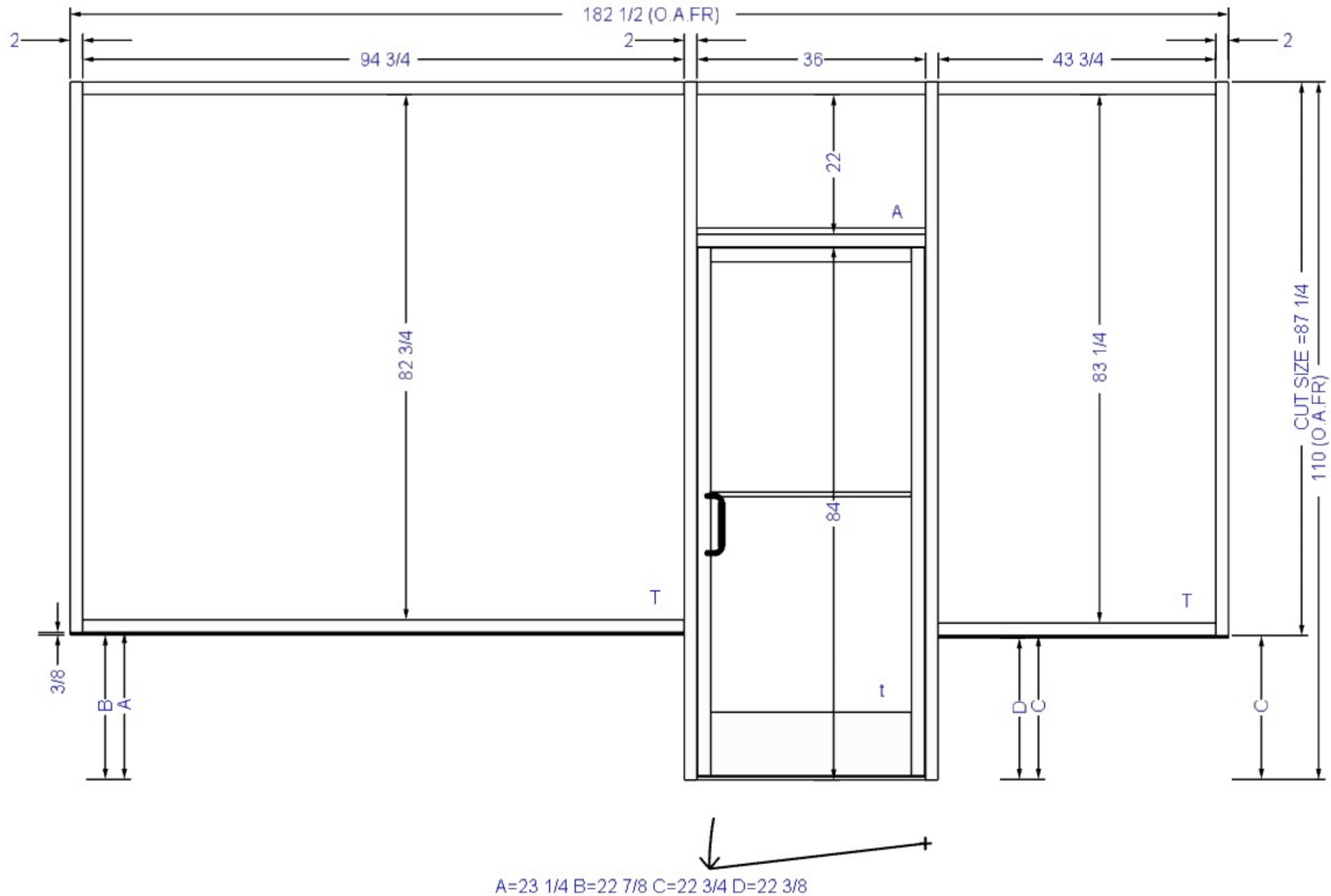
Rows: 2

Frame Width: 182 1/2

Frame Height: 110

8/31/2023 11:53 AM

Face Member Color: #29 BLACK : PERMANODIC



Project Name: 115 W 3rd St

Frame Set Name: Frame Set 1

Metal Group: M451T CG/SS/OG STOPS DOWN

Required: 1 Back Member Color: #29 BLACK : PERMANODIC

Frame Name: Frame 1

Frame Type: Standard

Frame Width: 46

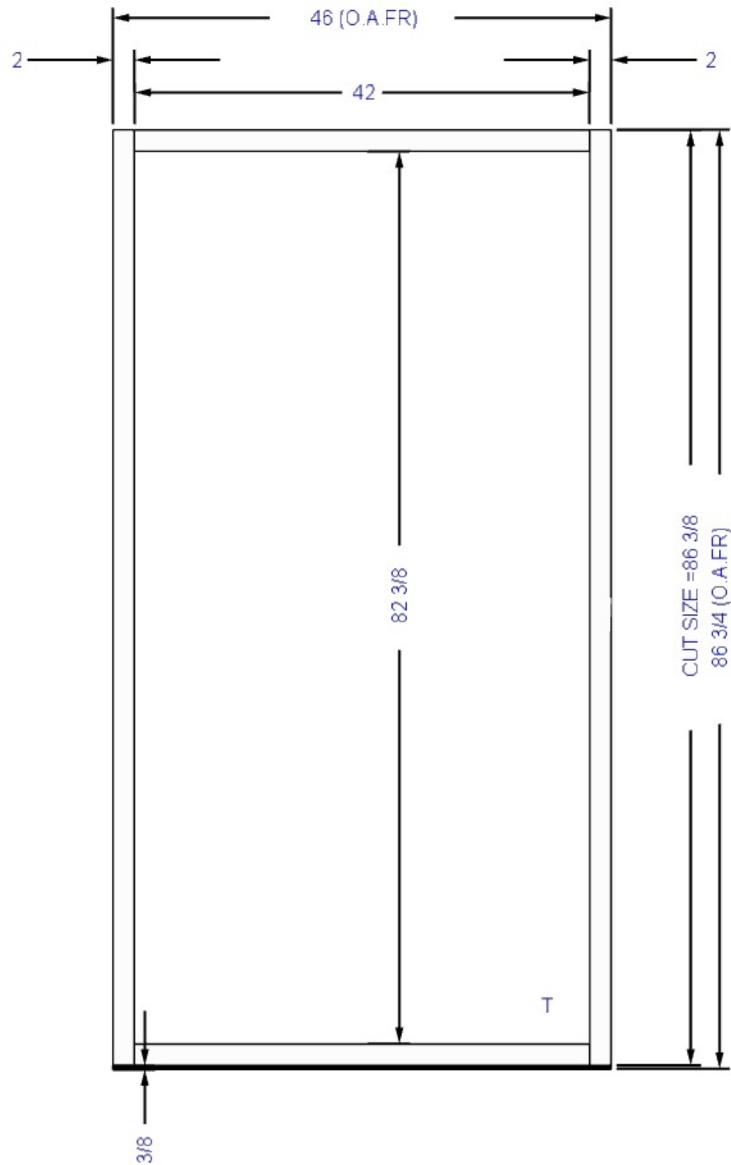
Face Member Color: #29 BLACK : PERMANODIC

Panels: 1

8/31/2023 11:53 AM

Rows: 1

Frame Height: 86 3/4



Project Name: 115 W 3rd St

Frame Set Name: Frame Set 1

Metal Group: M451T CG/SS/OG STOPS DOWN

Required: 1

Back Member Color: #29 BLACK : PERMANODIC

Frame Name: Frame 2

D/S: 1 Frame Type: Standard

Frame Width: 74 1/2

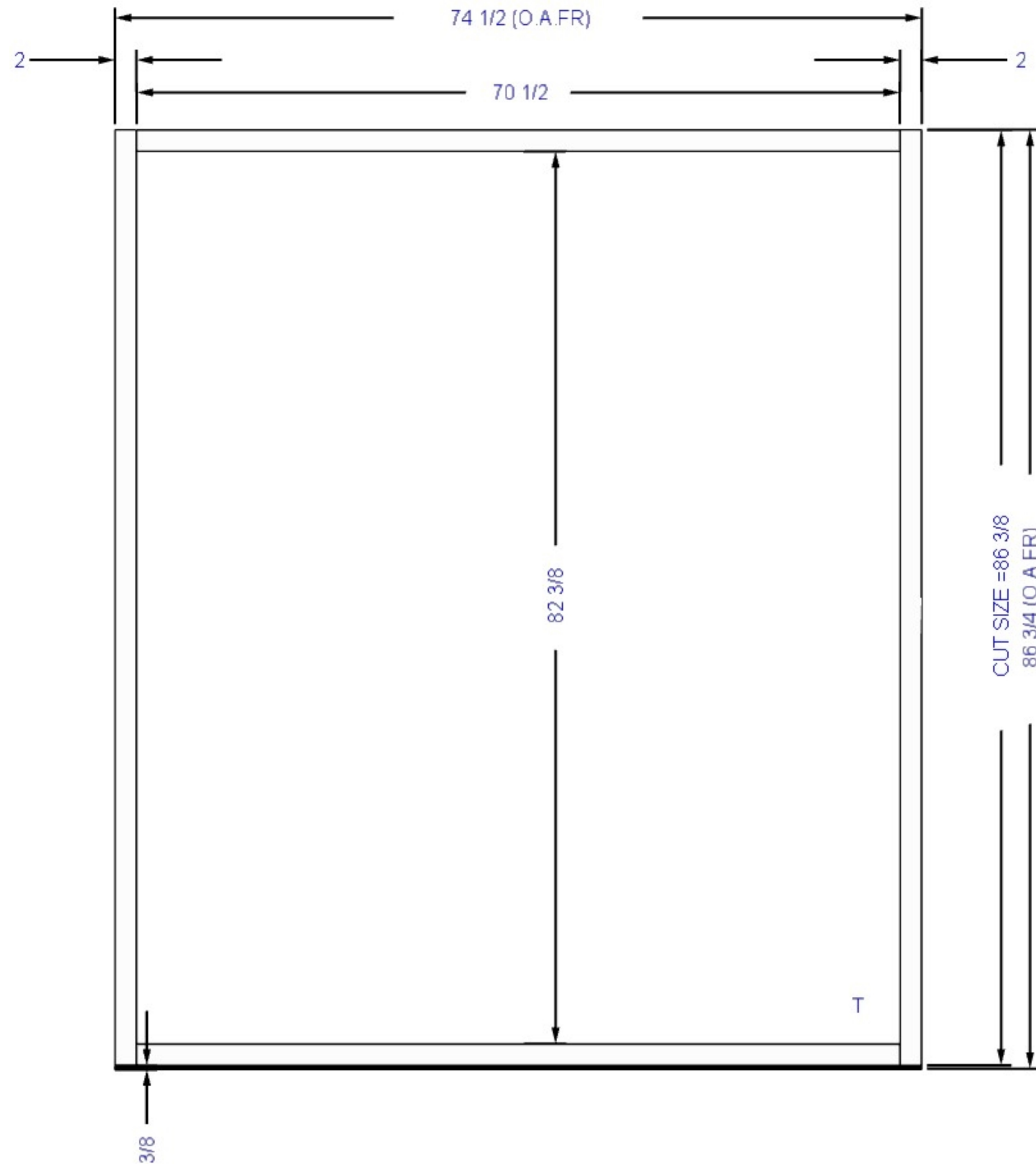
Face Member Color: #29 BLACK : PERMANODIC

Panels: 1

8/31/2023 11:53 AM

Rows: 1

Frame Height: 86 3/4



Historic Preservation Grant Program 2024

Project Name

Reviewer:

Date:

Category (Highlights for each category listed)	Maximum Points Allowed	Actual Points Awarded	Comments
1. Project Description Proposal introduction. Did the applicant provide a clear understanding of the proposal and its budget?	10		
2. Project Benefit Does the project address a particular need? Is the project appropriate for a National/State/Local Register District per the Secretary of the Interior's Standards?	30		
3. Groups/Individuals Qualifications Applicant has identified team members and experience on similar projects? Does the applicant have qualified people performing the work, per the Secretary of the Interior's Standards?	25		
4. Work Plan Does the proposal clearly define the applicant's approach to completing the objectives and tasks outlined in scope of his or her proposal? Does the applicant have a clear understanding of the proposed project?	25		
5. Budget Does the applicant have a realistic budget?	10		
TOTAL SCORE	100 points possible		

**City of Ellensburg
Landmarks and Design Commission
2024 Historic Preservation Grants Program**

Introduction

The Ellensburg City Council has developed a community grants program to be administered by the Landmarks and Design Commission (LDC). This document presents the LDC's goals and guidelines for this program, called **Historic Preservation Grants**.

The Community Grants Program was developed by City Council to support community efforts to address community needs and build the capacity of the City. Each year, the City designates 0.3% of the previous year's sales tax revenue (April 1st to March 31st) to provide matching fund grants to community groups toward making improvements in the community. When the program was developed in 2015, it was anticipated that the funds available thru the program would average \$10,000 annually. Since that time, the grant awards for historic preservation have grown from \$11,140 in 2016, to \$18,908.62 for 2024. Each year, the available grant funding will vary dependent on sales tax revenue from the prior year.

Grant Program Goals

- Foster public initiative and participation in maintaining National, State, and Ellensburg registers of historic places.
- Provide assistance for renovation and rehabilitation of historic properties within the City of Ellensburg.
- Develop programs to create incentives for historic preservation and provide outreach thru education and information programs.
- Provide assistance to avoid demolition of historic properties.

Types of Projects

Based upon an analysis of the LDC's purposes as set forth in the Code and in the Comprehensive Plan goals, policies and programs, the grant program will focus on projects in the goal areas listed above. Specific examples of the types of projects are as follows:

- Construction projects aimed at preserving, rehabilitating, or restoring the exterior character-defining features of structures designated as historic (or located within

an historic district), or aimed at maintaining the structural integrity of a historic structure.

- Restoration of historic murals located on structures listed on the Ellensburg Landmarks Register (or located within an Ellensburg Landmarks historic district).
- Rehabilitation of Ellensburg Landmarks Register Historic structures or properties within Ellensburg Landmarks Register Historic districts.
- Conduct surveys of historic properties to identify properties or districts with potential for listing on the Ellensburg Landmarks Register.
- Support installation of interpretive signs
- Move endangered register-eligible properties

Program Guidelines

Eligible Applicants: Owners of historic buildings, non-profit organizations, civic groups, neighborhood groups. Partnerships among individuals and/or groups will also be considered.

Eligible Sites: Non-governmental properties within the City limits. Brick and mortar projects will only be awarded to properties that are currently listed as an individual landmark, or which are within the boundaries of an Ellensburg Landmarks District, or National Register District. Other sites within the City of Ellensburg may be considered if the purpose of the grant is to survey a property seeking historic designation.

Eligible Expenses: Personnel, professional services, supplies and materials, construction costs, lodging and mileage.

Match: Matching funds are encouraged but not required for this program. If applications score similarly, preference may be given to a project proposing matching funds. The following items count as matching funds: cash, volunteer hours, and donated materials, equipment use, or professional services. Donated professional Services will be valued at the “reasonable and customary” rate. The applicant may NOT use City Staff time as a match. Any anticipated work performed by City employees of the project must be included in the total funding being requested.

Project Timeline

Application Due Dates: Applications must be submitted by **Wednesday, August 31, 2023**. Applications shall be submitted in person to the **Community Development Dept., City Hall, 501 N. Anderson Street, Ellensburg, WA 98926** or by email: hendersons@ci.ellensburg.wa.us.

Award Decisions: The Landmarks and Design Commission reviews all requests for Historic Preservation Grants at its first October meeting (the first Tuesday) and makes a recommendation to City Council. Grant awards to applicants who have received grant awards in the past will be considered, but may be given lower priority, depending on the number of requests received in any given year. Final award decisions will be made by the City Council at a regularly scheduled November Council meeting.

Project Time Limit: Projects will be awarded every year, and recipients have the next calendar year to complete the project.

Extension: Each recipient may obtain a maximum of one extension to complete the originally proposed project. Applicant shall submit a request for extension before October 31, 2023, to allow time for LDC review and recommendation to council.

Application Process

Project Applications: Applications must be made either on paper or electronically on forms provided by the Community Development Department. Physical address and email for obtaining forms is **Community Development Dept., City Hall, 501 N. Anderson St, Ellensburg, WA 98926**. Applications will be reviewed by City staff to determine eligibility. Only those applications that meet the grant requirements will be forwarded to the Landmarks and Design Commission for consideration.

Project Description: Please provide a detailed description of the project, including purpose, project approach, location, applicant's contact information, a summary of project costs and how the project meets the grant program goals.

Work Plan: List in chronological order the specific steps you will take to complete this project. Next to each step, identify who will be responsible for the activity and the estimated date of completion.

Budget Plan: List each resource and quantity needed to complete your project. Calculate the total cost for each resource, including tax. Next, break down the total cost of each resource by how much is applicant in-kind, applicant cash, and how much of the City's funds you will spend on this resource. Volunteer labor is valued at the standard IRS hourly rate, equipment use donations are valued at the hourly rate the equipment would be rented for and donated professional services are valued at the "reasonable and customary" rate for the services.

Review Process

Written applications are due to the Department by **August 31st** and will be reviewed by the Historic Preservation planner to determine eligibility. All eligible projects will be forwarded to the Landmarks and Design Commission and scored using the rating form included in the application packet. Projects meeting the eligibility requirements will be moved forward in the review process, and will be expected to give an oral presentation to the Commission.

Applicants chosen must present their projects to the Landmarks and Design Commission (LDC) at its regularly scheduled October meeting on the first Tuesday. In the presentation, it will be necessary to give an overview of the project and explain how it addresses the LDC's purposes and the City's Comprehensive Plan goals, policies and programs as outlined in the application packet. The Comprehensive Plan itself is available on the City's website, with the Historic Preservation Chapter found here: <https://www.ci.ellensburg.wa.us/DocumentCenter/View/10355/Historic-Preservation?bidId=>.

The LDC will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present the project. Applicants may be asked to present their projects again to the City Council.

The City reserves the right to not expend all the funds available in this program per applicable laws and policies.

Reporting Requirements and Accountability

A contract, if awarded, will be executed to outline the specific conditions of the project. All successful applicants are required to submit:

- **Mid-project report by August 15**
- **Final project report to the LDC by October 31, 2023.**

These reports should reflect the work described in the applicant's initial grant application, any diversions from the original project, lessons learned, and show photographs of the work completed. Reporting and any request for reimbursement must include all receipts of expenditure, timesheets, volunteer sign in, and all other supporting documents that pertain to reimbursement requests.

**City of Ellensburg Community Development Department
2024 Historic Preservation Grants Program
Project Description**

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

Contact Person

Name:

Organization Representing:

Contact Address:

City/State/Zip:

Phone **(two numbers preferred)**:

E-mail:

Project Cost

Amount Requested from the City: \$

Cash Amount from Applicant: \$

"In-Kind" Amount from Applicant: \$

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$

Return completed Application to:

Stacey Henderson, Senior Planner – Historic Preservation
City of Ellensburg Community Development Dept.
501 N. Anderson St.
Ellensburg, WA 98926

hendersons@ci.ellensburg.wa.us

Due Date: Wednesday, August 31, 2024

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Sub Total	\$	\$	\$	\$

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Sub Total	\$	\$	\$	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant

Notification Process

Notice will be published in the Ellensburg Daily Record.

Notice will be mailed to previous applicants from the past five years.

Notice will run on the City's website (www.ci.ellensburg.wa.us).

Landmarks and Design Commission Purposes

Comprehensive Plan Goals/Policies/Programs

Create and maintain landmark registers

- Historic resource inventory
- Ellensburg landmarks register
- Review citizen nominations to ELR
- Submit nominations to WA & National Registers

HP-1 A1
HP-1 A1, HP-2 A7
HP-1 A1
HP-1 A1, A2

Review proposals to alter (including signage) or demolish landmarks

- Adopt standards to guide review & COA issuance
- Advise DCD on development proposals affecting historic resources
- Compile resources to assist in avoiding demolition
- Consider proposing a property maintenance ordinance

HP-1 A2, A4, HP-2 A8, HP-3 B1
HP-2 A6, A8
HP-1 A4, HP-2 A1, A4, A9, HP-4 A1
HP-1 A3

Create incentives for historic preservation

- Develop incentive programs for reuse and redevelopment
- Investigate funding sources for preservation & heritage tourism
- Review requests for special valuation of historic properties

HP-2 A1, A2, A3, HP-3 A1, HP-4 A1, A2
HP-2 A2, A3, HP-5 A1
HP-2 A2

Outreach and advice

- Advise Council on city activities affecting historic resources
- Advise Council generally on historic preservation & heritage tourism
- Establish relationships with nonprofits & other governments
- Provide info to historic property owners on maintenance & rehab.
- Conduct educational and interpretive programs

HP-2 A6, A9
HP-3 B3, HP-5 B1
HP-2 A5, HP-4 A1, HP-5 A1
HP-1, A5, B1, B2, HP-2 A8, HP-3 A2, B1
HP-1 A5, B2, B3, HP-2 A5