

AGENDA

LANDMARKS & DESIGN COMMISSION

December 5, 2023

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/84407796385?pwd=Z2Q1SURYcmJCOU01UUY0bjRicDMzQT09>

Meeting ID: 844 0779 6385

Passcode: 048644

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**CITY OF ELLENSBURG
LANDMARKS & DESIGN COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, December 5, 2023
5:45 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda** (No Public Comment)
- 3. Approval of Minutes**
 - 3.A Review of November 7, 2023 Landmarks and Design meeting minutes.
- 4. New Business**
 - 4.A 2023 Review
 - 4.B 2024 Work Plan
 - 4.C WISAARD Tutorial
- 5. Unfinished Business**
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
- 8. Commission Representative Update**
- 9. Adjournment**



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



Meeting Date: December 5, 2023
City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Review of November 7, 2023 Landmarks and Design meeting minutes.

Submitted by:

Department: Community Development

Suggested Motion/Action:
Move for approval of November 7, 2023 meeting minutes as presented.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

- Attachments:**
- 1. 11.7.23 LDC minutes



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

November 7, 2023

Time of Meeting

5:45 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Present- Fred Redmon, Cathy Poshusta, Andy Polak, Dorothy Stanley, Marty Blackson, Jeff Watson

Absent: Zane Kanyer

Also present- Dan Carlson-Community Development Director, Jeremy Johnston-Community Development Planning Manager, Kathy Boots- Community Development Planning Technician; Monica Miller-Council Liaison

Commissioner Redmon called the meeting to order at 5:45 p.m.

2. Approval of Agenda

Commissioner Stanley motioned to approve the agenda as presented. Motion passed 6-0.

3. Approval of Minutes

3.A Review of October 3, 2023 Landmarks and Design Commission Minutes.

Commissioner Redmon motioned to approve the October 3, 2023, regular meeting minutes as presented. Motion passed 6-0.

3.B Review of October 17, 2023 Landmarks and Design Commission meeting minutes.

Commissioner Stanley motioned to approve the October 17, 2023, regular meeting minutes as presented. Motion passed 6-0.

4. New Business

4.A Public Hearing for Consideration of a Certificate of Appropriateness (COA) to install a removable panel system around the outdoor seating at 416 N. Main Street, submitted by Darren Nelson, agent for owner.

Appearance of fairness reviewed. Staff report read. Findings of Fact read. Staff

recommend approval with no conditions. Public comment opened. Darren Nelson presented his project. Commissioner Redmon asked a clarifying question. Public comment closed. Commissioner Watson motioned to approve the panel system as proposed, at 416 N Main St. Parcel ID #286933, with no conditions. No discussion. Motion approved 6-0.

5. Unfinished Business

5.A LDC Project Updates

Johnston stated he would be meeting with the Public Information Officer today to discuss updates to the website. He will be presenting a draft to the Planning Commission on November 9, 2023. Once the Planning Commission recommends approval to the City Council, it will be put on the City Council agenda and potentially adopted by the end of the year.

6. Citizen Comment

None

7. Staff Update/Discussion Items

7.A November 21, 2023 LDC Meeting Cancelled

The next meeting is December 5, 2023. Developing work goals will be the focus at the December 5, 2023, meeting.

8. Commission Representative Update

The First Railroad sub-committee will be meeting on November 8, 2023.

9. Adjournment

Meeting Adjourned at 6:00 p.m.



Meeting Date: December 5, 2023

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

Agenda Subject: 2023 Review
Submitted by:
Department: Community Development

Suggested Motion/Action:

Background/Summary:

It has been a busy year, as the December 5 meeting marks the 19th LDC meeting of the year! Thank you to each and every commissioner, member of the public, EDA, and Kittitas County Historical Museum- Sadie Thayer, for the interest, passion, and time contributed towards historic preservation in the City of Ellensburg this year.

Welcome New 2023 Members! - Cathy Poshusta, Jeff Watson, and Andy Polak! They were quickly put to work on this commission, and have provided valuable feedback and thoughtful consideration regarding projects within the community.

Design Review - The LDC issued 16 Certificates of Appropriateness this year. Commissioners began the year reviewing permits and proposed designs related to the proposed new Unity Park, which would be located within the downtown historic district. Additional design review included new signs, exterior restoration work, a new proposed mural, and a historic mural restoration.

Funding - The Commission approved one Special Valuation proposal, and recommended funding of three proposed local preservation projects through the City of Ellensburg Historic Preservation Grant program.

Historic Preservation Month - The commission read an official proclamation for the Month of May to be Historic Preservation Month. Later in May, the LDC co-hosted a historic preservation award ceremony at the Kittitas County Historical Society, where attendees learned about current projects happening at CWU, upcoming restoration work on the Historical Museum, and the recent projects receiving awards for 2023.

First Railroad Survey and Nomination Update - A subcommittee is currently working to review and final edit the HPI forms and report created through the recent reconnaissance level survey of the First Railroad Addition Historic District. The subcommittee members are reviewing every single entry, revising, and editing, with the end deliverable of an updated and newly adopted First Railroad Addition Landmarks District nomination form.

Revitalize WA - Several members of the LDC attended the yearly Revitalize WA Main Street and Historic Preservation Conference in Vancourver WA, to connect to other CLG

communities and stay informed on current events in the historic preservation world.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None



Meeting Date: December 5, 2023

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

Agenda Subject: 2024 Work Plan
Submitted by:
Department: Community Development

Suggested Motion/Action:

Provide feedback and staff direction on commission priorities for 2024.

Background/Summary:

Current Projects Include:

- First Railroad Survey Subcommittee
- LDC Website Update (Staff)
- May 4, 2024- Historic Preservation Month Planning - Events
- Demolition Code (Staff)

Additional Projects discussed:

- Preparation for CLG Grant Application- Website Map Project
- Update Downtown Historic District (staff)
- Historic Property Inventory
- CLG Grants (October)

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None



Meeting Date: December 5, 2023
City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: WISAARD Tutorial
Submitted by:
Department: Community Development

Suggested Motion/Action:

Background/Summary:
Staff would like to perform a brief demonstration on how to access the WISAARD map and resources logged for Ellensburg.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:
None