

AGENDA

LANDMARKS & DESIGN COMMISSION

January 4, 2024

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/83223374349?pwd=ajgrRUdISmRUWjN4c2hDcWpXUzdOdz09>

Meeting ID: 832 2337 4349

Passcode: 231937

AMERICANS WITH DISABILITIES ACT

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

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Thursday, January 4, 2024
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 December 5, 2023 Landmarks and Design Commission meeting minutes.
- 4. New Business**
 - 4.A Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed wall replacement on the back of the building at 310 N. Pearl St.
- 5. Unfinished Business**
 - 5.A Elect new Chair and Vice Chair
 - 5.B City Website Page DRAFT Review
 - 5.C CLG 101- Training- Video (10 MIN)
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
 - 7.A Next LDC Meeting- January 18, 2024
- 8. Commission Representative Update**
 - 8.A EDA Representative Update
- 9. Adjournment**



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



Meeting Date: January 4, 2024

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

Agenda Subject: Review of December 5, 2023 Landmarks and Design
Commission meeting minutes.

Submitted by:
Department: Community Development

Suggested Motion/Action:
Move to approve December 5, 2023 Landmarks and Design Commission meeting minutes.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:
1. 12.5.23 LDC MINUTES



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

December 5, 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

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

Present: Fred Redmon, Cathy Poshusta, Andy Polak, Dorothy Stanley, Marty Blackson, Jeff Watson, Zane Kanyer

Also Present: Stacey Henderson-Senior Planner- Historic Preservation; Kathy Boots-Planning Technician; Sadie Thayer

2. Approval of Agenda

Commissioner Watson motioned to approve the agenda as presented. Motion passed 7-0.

3. Approval of Minutes

- 3.A Review of November 7, 2023 Landmarks and Design meeting minutes.
Commissioner Stanley motioned to approve the LDC regular meeting minutes from November 7, 2023, as presented. Motion passed 7-0.

4. New Business

- 4.A 2023 Review
Staff member Henderson reviewed 2023 accomplishments. The Commission met 19 times in 2023. Three new Commissioners were appointed, 16 Certificates of Appropriateness, one Special Valuation, three approved preservation grant recipients, a subcommittee formed, and a training.
- 4.B 2024 Work Plan
Henderson presented items the Commissioners may want to continue working on in 2024 as part of their work plan:
-The First Railroad Survey Subcommittee will continue and bring back possible nominations to the Commission. The members can then decide how they would like to conduct outreach to owners, such as, in person or sending a brochure. A brochure for current inventory members and one for potential new inventory members may be needed.
-Staff are working on a draft website page which will be presented at the

January 2024 meeting.

- The group discussed outreach to the community about potential resources available if a structure is on the inventory. Members will identify groups they would like to do outreach to.

- A possible event sharing window preservation information

- Historic preservation activities in May

- Sadie Thayer stated May 4th, 2023, is the 135th anniversary of the Ellensburg fire and during preservation month she will have an event and possible scavenger hunt.

- CLG Grants in October

- The demolition code was presented to the City Council for first reading and is scheduled for a second reading on December 18, 2023

- Map project

4.C WISAARD Tutorial

A tutorial was shown on how to access information without logging on. Any changes can be sent to staff to update.

5. Unfinished Business

None

6. Citizen Comment

None

7. Staff Update/Discussion Items

December 19, 2023 meeting has been canceled

8. Commission Representative Update

Commissioner Stanley recommended going to the Ellensburg Public Library and reading "lost in america".

9. Adjournment

Meeting was adjourned at 6:45 p.m.



Meeting Date: January 4, 2024

City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed wall replacement on the back of the building at 310 N. Pearl St.

Submitted by:
Department: Community Development

Suggested Motion/Action:

Move to grant the Certificate of Appropriateness (COA) for the proposed partial or full replacement of the east wall of the back addition, as proposed, at 310 N. Pearl St, with **no conditions**.

Background/Summary:

TYPE OF REVIEW:

Review of proposed changes to structures within landmarks districts is required per **ECC 15.280.090(A)**, as follows:

1. Review Required

1. No person shall **alter**, repair, enlarge, newly construct, relocate, or demolish any registered landmark, **or any property located within a landmark district, nor install any exterior sign** or mural pursuant to subsection (A)(2) of this section, without review by the landmarks and design commission and issuance of a COA. In the case of murals, the arts commission shall first review and provide its recommendations to the landmarks and design commission of any proposal for a mural to be located on a registered landmark or within a landmark district. Factors to be considered by the arts commission include media to be used, method of application, stability, building/site, mural location and practicability of project.
2. This review shall apply to all exterior features of the property visible from a public right-of-way. This review applies whether or not a permit from the city of Ellensburg is required.
3. Review of alterations to Ellensburg landmarks register properties under this chapter is in lieu of design review required for projects and sign review per ECC 15.210.050(B).

Additionally, the Commission shall also review the Building Design criteria as found in ECC Chapter 15.530. More specifically, the building design criteria which is applicable to historic buildings and districts is found in ECC 15.530.020, as follows:

ECC 15.530.020 Building Design: Historic Buildings and Districts

A. Purpose. To preserve and reinforce the historic character of Ellensburg's downtown and older residential areas.

B. Historic Buildings and Districts Standards and Guidelines.

1) All development projects identified on the Ellensburg landmarks register are subject to review by the Ellensburg landmarks and design commission per Chapter 15.280 ECC and conformance with the following design standards for rehabilitating existing buildings.

- a. Retain and preserve the overall historic character of the building;
- b. Ensure that proposed alterations are compatible with the building's own architectural character, and do not create a false historical appearance;
- c. Retain and preserve early alterations which have architectural significance in their own right;
- d. Treat distinctive original features, finishes, and examples of skilled craftsmanship with sensitivity;
- e. Repair rather than replace deteriorated architectural features whenever possible;
- f. Use the gentlest means possible when surface cleaning exterior masonry;
- g. Protect and preserve significant archaeological sites affected by the project, or provide mitigation for their disturbance; and
- h. Design new additions to existing buildings and new infill construction to be compatible with the massing, scale, materials, and architectural features of adjacent historic structures.

These standards are supplemented and further defined or explained by that document entitled "Design Standards for the City of Ellensburg," as currently enacted.

2) Property owners of historic district buildings are also encouraged to use the Secretary of the Interior's Standards for the Treatment of Historic Properties (web: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>) (hard copy also available at City Hall) as a guide to preserve, rehabilitate, restore, reconstruct, or add to historic properties. These standards provide detailed recommendations on restoration, maintenance, repair, replacement, design, alterations, building materials, roofs, interiors, etc. [Ord. 4656 § 1 (Exh. O2), 2013.]

Previous Council Action:

Analysis: STAFF COMMENTS

The Smithson Building at 310 N. Pearl Street, was constructed ca. 1907, and is a historic contributing building within the Ellensburg Downtown National Register District and Local Landmarks District. This building is two stories tall and sits mid-block between 3rd and 4th

Avenue facing Pearl Street, where it has operated as a hardware store since at least 1909, according to Sanborn Fire Insurance Maps. It is of brick masonry construction, with a built-up roof and three broad bays along the front façade. There are two additions on the rear of this building. The addition to the north is constructed of structural clay tile and has a slanted roof that extends from the second floor to a lower two-story façade on the alley. It has a corrugated metal roof and a concrete finish over brick on the alley.

During a current interior remodel, the applicant has become concerned about the structural integrity of the rear wall of the back addition. They are proposing to either entirely or partially rebuild the east wall of the warehouse addition, depending on the condition of the wall as they investigate. The applicant is proposing to leave the existing wood structure of the east wall in place, while removing the terra cotta block in-fill to allow for inspection of the structural integrity. If the structure of the lower half of the existing wall is found to be in good condition, only the upper half will be replaced with new wood framing and the existing structure enhanced. Partial or full reconstruction would include window replacements in the same location, and a new exterior wall painted gray to keep in character with the existing and neighboring buildings of the alley. The proposed gray is intended to be compatible to the existing CMU block walls, to minimally detract from the building and alley.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that, as proposed, this plan will allow for structurally updating the addition, while only replacing materials as necessary, creating minimal impact to the structure, surrounding alley, and district. Therefore, this project meets the following two criteria of said section:

- a. Retains and preserve(s) the overall historic character of the building, and
- e. Repairs rather than replaces deteriorated architectural features whenever possible;

FINDINGS OF FACT

If the Commission should choose to follow the recommendation of Staff and approve the COA, Staff would advise the Commission that the following Findings of Fact are applicable to this project:

1. Per ECC Sections 15.280.090, and 15.530.020, the LDC has jurisdiction to review this project.
2. The project has been found to be in keeping with two of the required building design standards of ECC 15.530.020, specifically that it:
 - a. Retains and preserve(s) the overall historic character of the building, and
 - e. Repairs rather than replaces deteriorated architectural features whenever possible;
3. The Applicant is the agent for the owner of this building and can pursue this action. The building is addressed as 310 N. Pearl St. and is located in the Ellensburg Downtown National Register District and Local Landmarks District.

4. It is in the interest of the City of Ellensburg to have historic buildings maintained and preserved. If approved, this proposal would not negatively alter the character-defining features of the historic building.

In addition, if no public comment is received during the public hearing portion of the meeting, the following Finding of Fact would also be applicable:

5. No public comment was received.

After the close of the public hearing, if it is determined that additional findings of fact are pertinent, they should consist of concise statements of the underlying facts in support of the decision made by the Landmarks & Design Commission. Findings of Fact should be made by the Commission, regardless of whether the project is approved or denied.

When making the final motion, the Commission may also include any conditions of approval that are appropriate to this application.

Financial Impact:

Budget Adjustment: No

Attachments:

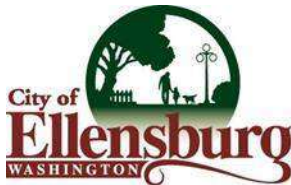
1. P23-129 Exhibit A_Location Map
2. P23-129 Exhibit B.1_APPLICATION
3. P23-129 Exhibit B.2_NARRATIVE AND PHOTOS

EXHIBIT A- Location Map

310 N. Pearl St.



Exhibit B.1- Application



Landmarks & Design Certificate of Appropriateness Application

RECEIVED 12/15/23
COMMUNITY
DEVELOPMENT
P23-129

PA-10
APPLICATION

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

The City of Ellensburg Landmarks and Design Commission, per Section 15.280.020 of the ECC, has jurisdiction over historic districts. It safeguards the heritage of the city as represented by those buildings, districts, objects, sites and structures which reflect significant elements of Ellensburg's history.

Review of changes to Landmarks Register properties is **required**, per Section 15.280.090. "No person shall alter, repair, enlarge, newly construct, relocate or demolish any registered landmark or any property located within a Landmark District nor install any exterior sign...without review by the Landmarks and Design Commission and approval of a **Certificate of Appropriateness**". This review shall apply to **all** exterior features of the property visible from a public right-of-way. **This review applies whether or not a permit from the City of Ellensburg is required.**

OFFICIAL USE ONLY:

Staff Person:	KB
Date Submitted:	12/15/23
Fee Total:	N/A
LDC FILE #:	P23-129
Associated Permit File #:	

PROPERTY OWNER: (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):	Flying W Holdings Ellensburg LLC	Day Phone:	
Mailing Address:	23 S Wenatchee Ave Ste 220, Wenatchee, WA 98801		
E-mail:	brandon@stansmerrymart.com	Cell Phone:	509-669-8666

*APPLICANT: ☐ Owner ☒ Contractor ☐ Tenant ☐ Other

Name:	Belsaas & Smith Construction, Inc.	Day Phone:	509-925-9747
Mailing Address:	PO Bx 926, Ellensburg, WA 98926		
E-mail:	jodip@belsmith.com	Cell Phone:	509-304-8209

CONTACT PERSON: ☐ Owner ☒ Contractor ☐ Tenant ☐ Other

Name:	Jodi Polak, Belsaas & Smith Construction	Day Phone:	509-925-9747
Mailing Address:	PO Bx 926, Ellensburg, WA 98926		
E-mail:	jodip@belsmith.com	Cell Phone:	509-304-8209

PROJECT INFORMATION:

This application shall be submitted, with all required information, to Community Development Staff and deemed a complete application, to be considered for a public meeting. At the duly-noticed public hearing, the Landmarks and Design Commission will make a decision of whether to approve, approve with conditions or deny the Certificate of Appropriateness application. Per Section 15.210.050.B, a denial may be appealed to the City Council. Please consult with the Senior Planner for Historic Preservation if you have any questions. All projects must meet the City of Ellensburg Design Standards (Title 15) and ECC 15.70, Landscaping Requirements. A copy of the Design Standards is available at the Community Development Department or located online at www.codepublishing.com/wa/ellensburg.

☒	Parcel Number of Site:	747033	
☒	Site Address:	310 N Pearl St.	Building Permit: B23-082
☒	City Zoning Designation:	Central Commercial	Is a building permit required: ☒ Yes ☐ No

(OVER)

PROJECT INFORMATION:

☒	Project Description:	In a separate narrative, please describe how your project complies with the guidelines for historic properties listed in Sections 15.280.090, 15.530.020 & 15.530.030.
☐	Site Plan:	1. All building locations and dimensions to property lines and other structures. 2. Property lines and easements. 3. Setbacks, open space and landscaping. 4. Rights of way, curbs, parking sidewalks. (The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)
☐	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
☐	Exterior Lighting:	Identify the location, design, wattage and lighting orientation.
☐	Exterior building alterations, rehabilitation or restoration:	1. Scaled building elevations of all building sides. 2. Samples of types of materials to be used in the construction. 3. Paint colors & design (each paint color applied to 8-1/2" x 11" poster board. 4. Type of paint removal method (i.e. water, chemical, mechanical). 5. Repointing mortar joints – pointing styles and method. 6. Window repair/replacement/alteration detail.
☐	Signage:	1. Colored design 2. Dimensions 3. Location – Drawing or photograph depicting sign(s) on the building or pole. 4. Type of illumination.
☐	Dumpster:	1. Screening materials & colors 2. Location
☐	Special Valuation	Submit documentation for application for Special Valuation for Historic Purposes per ECC 15.280.110 if applicable.

PLEASE NOTE: Items marked above shall be submitted to the Community Development Department **Twenty-One (21) Calendar Days before** the regular scheduled meeting of the Landmarks & Design Commission to allow time for review, processing and advertising according to WA State Statute. The Landmarks & Design Commission meets on the first Tuesday of each month and, if needed, on the third Tuesday of each month.

Stacey Henderson, Senior Planner/ Historic Preservation, is the staff liaison to the Landmarks & Design Commission.

Telephone: (509) 925-8608

FAX: (509) 915-8655

E-mail: hendersons@ci.ellensburg.wa.us

SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:

I, Brandon Wright, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner: (or Authorized Agent)	<u>Brandon D. Wright</u>	Date:	12/13/2023
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Smithson Building Proposal for Alley Wall(Ace Hardware)

310 N Pearl Street, Ellensburg

Landmarks & Design Application - Dec 13, 2023

Project Description

The original two story, brick Smithson Building, with flat roof was rebuilt after the July 4th 1889 fire and the first business to occupy the lower floor was the hardware company Williams-Smithson Co. It has housed a hardware store since then, most recently occupied by Woods-Ace Hardware who moved into the building in 1943. Both the building and business were recently purchased by the current owner.

Sometime later a wood-framed, shed roof, structure with terracotta hollow block in-fill between the framing was built to essentially create a masonry fenced storage area off the back of the building. The exterior on the alley side has been covered with a light layer of gray stucco.



Looking northwest at the bulging stucco siding of the east elevation of the warehouse addition. An abandoned opening that was in-filled with CMU block is visible behind the gas meter.



Looking southeast at the gray stucco siding of the warehouse addition. Some exposed terra cotta block is visible under the window on the right side of the photo.



Looking northeast at the large cracks in the gray stucco siding, indicative of the bulging and deterioration of the east wall of the warehouse addition.

It is the new Owner's desire to stabilize the warehouse addition and continue to use this area for storage. It is the Contractor's recommendation that the east wall of the warehouse be partially or entirely rebuilt to structurally support the existing shed roof and prevent further sagging and bulging.

The Contractor recommends the existing wood structure of the east wall be left in place and the terracotta block in-fill be removed to allow inspection of the structural integrity. If the structure of the lower half of the existing wall is found to be in good condition, only the upper half will be replaced with new wood framing and the existing structure enhanced. The windows would be replaced, and new cement-board siding installed and painted gray on the exterior to remain in character with the look of the existing.

If the structure of the lower half of the existing wall from the mezzanine to the ground level is found to be in poor condition, the entire east wall will be rebuilt. The windows would be replaced in the same location, and the exterior of the wall would be painted gray to keep in character with the existing and neighboring buildings of the alley. Photos of neighboring buildings are shown below.



The KC Chamber of Commerce owned building to the north of the Ace Hardware warehouse is occupied by DA Davidson & Catalyst.



Further north is the building occupied by Wells Fargo Bank.



Across the alley to the north is the building occupied by Maurices.



Across the alley on the north side is a warehouse building occupied by Paramount Electric for storage.



Across the alley to the south is the I.O.O.F. Lodge occupied by Perma Color at street level.

The original two story, brick, historic Smithson Building has a warehouse addition that was not part of the original building. The east wall of this addition has deteriorated. With The Commission's approval the deteriorated portion of this wall will be removed and replaced with a structurally sound wall, capable of supporting the existing roof structure and preventing further deterioration of the warehouse addition. This wall will maintain the same window layout and color scheme of the existing and be in character with the alley-facing sides of the neighboring buildings.



Meeting Date: January 4, 2024

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

Agenda Subject: Elect new Chair and Vice Chair
Submitted by:
Department: Community Development

Suggested Motion/Action:

Discuss and elect a new chair and vice chair for the Landmarks and Design Commission.

Background/Summary:

At the beginning of each year, each commission elects a chair and vice-chair for the 2024 calendar year. Commissioners can nominate each other, or themselves.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None



Meeting Date: January 4, 2024

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

Agenda Subject: City Website Page DRAFT Review
Submitted by:
Department: Community Development

Suggested Motion/Action:

Background/Summary:

Please take a look at the DRAFT remodeled Landmarks and Design Commission page. Please be ready to discuss, review, and make initial suggestions on improvements. Landmarks and Design Page: [Landmarks & Design Commission | Ellensburg, WA](#)

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None



Meeting Date: January 4, 2024

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

Agenda Subject: CLG 101- Training- Video (10 MIN)
Submitted by:
Department: Community Development

Suggested Motion/Action:

Background/Summary:

When the schedule allows, beginning today, we will start watching brief training videos. Any commissioners with specific training requests, please reach out to staff to incorporate into a future agenda.

Do any commissioners have a place of inspiration in Ellensburg? Maybe we highlight these places or share them on the website?

(3 MIN) [What's Your Why Challenge - featuring Adrian Scott Fine \(youtube.com\)](https://www.youtube.com/watch?v=iy2rE0uGoOY) - www.youtube.com/watch?v=iy2rE0uGoOY

Helpful CLG 101- Training

(FIRST 10 MIN) CLG 101- Training-
<https://www.youtube.com/watch?v=Uq394qF75JY&t=471s>

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None