

AGENDA

LANDMARKS & DESIGN COMMISSION

January 18, 2024

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/81601574480?pwd=MTJMUWRlbmd0UkY5cGpiSGpqVG5sdz09>

Meeting ID: 816 0157 4480

Passcode: 568897

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 18, 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 January 4, 2024 Landmarks and Design Commission Meeting minutes.
- 4. New Business**
 - 4.A Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed installation of a new sign at 404 N Pine St., Parcel ID #487033.
- 5. Unfinished Business**
 - 5.A Historic Preservation Awards Discussion
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
 - 7.A Next meeting is February 6, 2024.
- 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: January 18, 2024

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

Agenda Subject: Review of January 4, 2024 Landmarks and Design
Commission Meeting minutes.

Submitted by:
Department: Community Development

Suggested Motion/Action:

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. 1.4.24 LDC Meeting Minutes



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

January 4, 2024

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

Present: Fred Redmon, Cathy Poshusta, Andy Polak, Dorothy Stanley, Marty Blackson, Jeff Watson (arrived at 5:47 p.m.)

Absent: Zane Kanyer

Also Present: Stacey Henderson-Senior Planner-Historic Preservation; Kathy Boots-Planning Technician; Sadie Thayer; Jodi Polak; Joshua Thompson-City Council Liaison; Brandon Drexler

Commissioner Watson motioned to excuse the absence of Zane Kanyer. Motion passed 6-0.

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 December 5, 2023 Landmarks and Design Commission meeting minutes.

Commissioner Stanley motioned to approve the December 5, 2023, regular meeting minutes. Motion approved 6-0.

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. Appearance of fairness reviewed. A staff report was read by Henderson recommending approval. Public comment opened. Drexler explained to the Commission that the wall would need to be opened up to see the condition. Drexler is recommending to the owner to replace the entire wall and add foundation. The owner has not made a decision on the extent of the approved work, so the Certificate of Appropriateness has been worded to partially or fully replace the wall. Commissioner Stanley would prefer to have the windows match the building on the other side of the alley. Public comment closed.

Commissioner Watson motion to approve the Certificate of Appropriateness for the proposed wall replacement on the back of the building at 310 N Peal Street. No discussion. Motion passed 6-0.

5. Unfinished Business

5.A Elect new Chair and Vice Chair

Commissioner Kanyer was absent for the meeting but relayed to staff that the decision of chair and vice chair could be made in his absence. Commissioner Watson motioned to retain Redmon and Blackson as Chair and Vice Chair. Redmon will be chair. Blackson will be Vice Chair.

5.B City Website Page DRAFT Review

Henderson reviewed changes to the Landmarks & Design web page on the City of Ellensburg website. The site now has the meeting schedule for the Landmarks & Design Commission for 2024, new tabs with updated information, and a timeline of the process of getting a Certificate of Appropriateness. A Commission member suggested adding a statement to the timeline of a COA that if the application is not adequate, the review could take longer. A link to the Kittitas County Compass map will be added. The National and Local Historic district PDF map will be easier to access on the website. The link to the Sanborn map may not be working correctly. A slideshow of historical buildings may be added and rotated. A final draft of the website will be reviewed by the Commission. The COA application and PDF of the district map would be helpful for users to have located next to each other. Commission members are still having difficulties accessing City email.

5.C CLG 101- Training- Video (10 MIN)

The video was not working properly. Members will view on their own.

6. Citizen Comment

None

7. Staff Update/Discussion Items

7.A Next LDC Meeting- January 18, 2024

Due to the upcoming holiday, the next meeting will be held on THURSDAY.

The subcommittee is scheduled to meet on January 11th, 2024.

There is a T-Mobile grant developers may want to look at.

Preservation awards will be given out at the May 4th, 2024 ceremony. At the next meeting, the members will decide what categories will be chosen and if they would like the nominations to be voted on.

Stanley inquired about the Country Cafe sign to see if they had applied for a COA.

8. Commission Representative Update

8.A EDA Representative Update

The EDA director stepped down. The interim director is Teresa Chavez.

9. Adjournment

The meeting was adjourned at 6:36 p.m.



Meeting Date: January 18, 2024

City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed installation of a new sign at 404 N Pine St., Parcel ID #487033.

Submitted by:
Department: Community Development

Suggested Motion/Action:

Move to approve the Certificate of Appropriateness (COA) for the installation of a new sign at 404 N Pine St., Parcel ID #487033.

Background/Summary:

TYPE OF REVIEW:

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

A. 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 in 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.]

Additionally, review of proposed signs or changes to signs located within the Downtown Ellensburg National Register District or Local Downtown District is required per **ECC 3.12.200** as follows:

Review Required:

All signs erected in the C-C and C-C II zones shall undergo a design review process prior to the issuance of said sign permit according to the following requirements, except for those signs

erected on buildings or premises which are identified as landmarks or are situated within a landmarks district which shall be governed by the requirements of the landmarks and design ordinance, Chapter 15.280 ECC.

A. The applicant for the sign permit shall submit a scaled drawing of the sign along with information regarding the type of material involved, color scheme, type of lettering or symbols used, method of illumination and proposed location of mounting.

B. The landmarks and design commission review will take into account the appropriateness of the design and appearance of the sign as it relates to the buildings and area surrounding the location.

C. The landmarks and design commission shall meet and review with the applicant the proposed sign within 15 days from the date a written application for a sign permit is received by the city. The landmarks and design commission shall respond in writing to the applicant no later than five working days after the expiration of the said 15-day review period. The administrator shall not approve any sign permit application undergoing the design review until a written recommendation is received by the applicant or expiration of the above 20-day time limit, whichever comes first. The applicant's compliance with any recommendation made by the landmarks and design commission shall be voluntary. [Ord. 4573 § 3, 2010; Ord. 4245, 2000; Ord. 3402 § 1, 1983.]

Previous Council Action:

Analysis:

STAFF COMMENTS:

The Redmon building, located at 404 N. Pine St, was built ca. 1964, and is a one-story western-false front reproduction style building with a largely rectangular footprint and flat roof. Originally occupied by Safeway and later by Goodwill, the western style false front parapet was added as part of a significant remodel of the exterior and interior of the building that occurred after 2003, when Goodwill industries moved locations to Water Street. The south elevation of the building, faces 4th Ave and an empty parking lot. This wall is largely made of concrete block, and does not include any windows or architectural detailing.

The applicant wishes to install a new sign on the front façade of the historic Redmon Building, advertising The Ridge Restaurant and Bar. The proposed sign would replace the existing Lily's Cantina sign at the top of the front façade. Per the applicant narrative (Exhibit B.2) they plan to use the same back light and sign location, and change out the face plate. The new sign will be relatively the same size as the existing, and utilize the back light and frosted glass to highlight the lettering on the sign.

FINDINGS OF FACT:

RECOMMENDATION: Staff has reviewed the criteria in the Code, and **recommends** that the Certificate of Appropriateness (COA) be granted by the LDC for the new sign on the front façade of 404 N. Pine St, as proposed, with **no conditions**.

If the Commission should choose to 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, 15.530.020, and 3.12.200, the LDC has jurisdiction to review this project.
2. The project has been found to be in keeping with one of the required Sign Code standards of ECC 3.12.200(B), specifically that:
 - a. The landmarks and design commission review will take into account the appropriateness of the design and appearance of the sign as it relates to the buildings and area surrounding the location.
3. The Applicant is the agent for the owner of this building and can pursue this action. The building is addressed as 404 N. Pine 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 of the surrounding historic district.

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. P24-001 Exhibit A_ MAP
2. P24-001 Exhibit B.1_ APPLICATION
3. P24-001 Exhibit B.2_ NARRATIVE
4. P24-001 Exhibit B.3_ COLORED PICTURES

Exhibit A- Location Map

404 N. Pine St., Ellensburg, WA 98926



Exhibit B.1- Application



Landmarks & Design Certificate of Appropriateness Application

RECEIVED

JAN 02 2024

PA-10
APPLICATION

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) comdev@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:	1-2-24
Fee Total:	N/A
LDC FILE #:	P24-001
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):	Ellensburg ACRE LLC	Day Phone:	509 899-1522
Mailing Address:	404 N Pine St		
E-mail:	custerhdt@gmail.com	Cell Phone:	(509) 899-1522

*APPLICANT:

☒ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	The Ridge Restaurant & Bar	Day Phone:	(509) 899-1522
Mailing Address:	404 N Pine St		
E-mail:	theridgeburg@gmail.com	Cell Phone:	(509) 899-1522

CONTACT PERSON:

☒ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	Jeremy Custer	Day Phone:	(509) 899-1522
Mailing Address:	706 W 11th Ave		
E-mail:	custerhdt@gmail.com	Cell Phone:	509 899-1522

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:	487033	
☐	Site Address:	404 N Pine St	
☐	City Zoning Designation:	CC	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

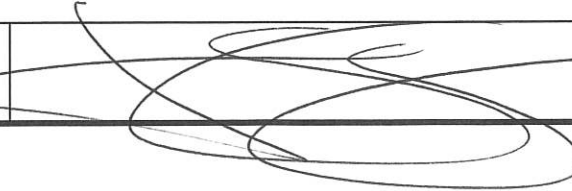
SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:		
I, <u>Terry Custer</u> , (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state 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)		Date: <u>1/3/2024</u>

Exhibit B.2- Narrative

RECEIVED
12/2/23
COMMUNITY
DEVELOPMENT
P24-001

Alicia Winbauer

From: Jeremy Custer <custerhtd@gmail.com>
Sent: Thursday, December 28, 2023 1:17 PM
To: Community Development Permits
Subject: [Ext] The Ridge Sign

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

We will be putting our logo on the building in the same location that the current Lilly's sign is at. We will use the same back light and just change out the face plate. We will keep it the same shape and use a frosted glass so The Ridge will show through as white.

Let me know if you have any questions.

Thank you,
Jeremy Custer
509-899-1522

Exhibit B.3- Proposed Sign







Meeting Date: January 18, 2024

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

Agenda Subject: Historic Preservation Awards Discussion
Submitted by:
Department: Community Development

Suggested Motion/Action:

Discuss and vote on Historic Preservation Award Categories and Nominations.

Background/Summary:

May 4, 2024 the Kittitas County Historical Museum and Landmarks and Design Commission will be hosting a second annual Historic Preservation Awards at the Museum from 4-6. It is important to start discussing the awards format and qualifying nominations now, in order to be able to make selections in time to invite members of the public and award recipients.

Staff Recommendations

For categories and possible nominations:

- Commercial Award
 - Possible Nomination: Masonic Temple- for their 2023 large interior remodel, facade restoration with preservation grant, previous structural improvements, etc
 - Possible Nomination: Lyons Block building- interior and exterior renovation.
 -
- Residential Award
 - Possible Nomination: 2 houses at 100 and 102 S. Main St. Heavily rehabbed and restored over the past year or two. They are locally significant, as they were homes to two African American families in about 1910-1917. Jimmy Gratton, who was born 1860 lived at 102 South Main – and later became a community treasure in the 1940s and 1950s for walking in the parade with his pet goose, Sam. The home at 100 S Main was home to George Wilbur Brewer and his wife.
 -
- Commission Award
 - This award can vary year to year as to what the commission decides to recognize. Can include a person (steward of preservation), a project, a site, etc.
 -
- Community Award
 - The idea is to encourage the public to nominate a favorite historic building or project they want to recognize. Encourage public outreach,
 - The format could include: call for nominations in Month of February (with the note that the commission will select three to move forward for voting)

- Call for votes between top three in Month of March.

Guidelines for Awards:

- Work on project needed to occur at some point between January 1, 2023 and December 31, 2023. Didn't have to start and finish in one year, but work needed to occur in 2023, as the intention is to honor projects in 2023.
- Building or structure being honored is over 50 years old/ eligible for listing on Ellensburg Landmarks Register

Previous Council Action:

Previous recipients include:

2021

Geddis Building- Commercial
McCormack Building- Commercial
New York Cafe- Commercial
Redmon house Remodel- Residential
Charlie Anderson House- Residential
Ames House- Residential

2022

600 West University Way- Multifamily
506 N Walnut- Single Family and Compatible Infill
McCormack Building- Commercial
Berkshire Hathaway 400 WEst 5th Ave- Tennant Improvement
Mollie Edson- Stewardship Award
Colin Condit and Margaret Condit- Stewardship Award

2023

Ace Hardware Building- Commercial
902 E. Capitol Ave- Residential Award
911 E. 3rd Ave- Compatible Infill
Darren Reid and Steve Reid- Stewardship
Larry Nickel- Posthumous

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. Staff Recommendations

Masonic Temple- 110 W 6th Ave



Lyons Block- 300 N Main St



Houses- 100/102 S. Main St.

