

AGENDA

LANDMARKS & DESIGN COMMISSION

April 16, 2024

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/82956182793?pwd=dVh4TTJkT0tJQTN5Ym1NQmdPRkJsQT09>

Meeting ID: 829 5618 2793

Passcode: 545202

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
Tuesday, April 16, 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 April 2, 2024 Landmarks and Design Commission meeting minutes.
- 4. New Business**
 - 4.A Public Hearing for consideration of a Certificate of Appropriateness (COA), for a proposal to install new windows on the north and east sides of the house at 907 N. C Street, Parcel ID #623334.
 - 4.B Aaron Presents Robert's Rules of Order to Landmarks and Design Commission
- 5. Unfinished Business**
 - 5.A Update on Historic Preservation Award results and discussion.
- 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: April 16, 2024

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

Agenda Subject: Review of April 2, 2024 Landmarks and Design Commission meeting minutes.

Submitted by:
Department: Community Development

Suggested Motion/Action:
Move to approve the April 2, 2024 meeting minutes.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. 4.2.24 LDC Minutes



CITY OF ELLENSBURG Minutes of Landmarks & Design, Regular Meeting – Joint Meeting with the Affordable Housing Commission

Date of Meeting **April 2, 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

Commissioner Watson called the meeting to order at 5:46 p.m.

Present: Andy Polak, Jeff Watson, Dorothy Stanley, Cathy Poshusta (departed at 6:42pm), Fred Redmon (joined at 6:40pm)

Absent: Zane Kanyer (excused), Marty Blackson (excused)

Affordable Housing Commissioners present: Kim Funston, Courtney Garzone, John Perrie, Peter Stone, Delano Palmer – Council liaison

Absent: Sarah Bedsaul (excused), Dan Witkowski (excused)

Also present: Stacey Henderson- Senior Planner-Historic Preservation, Dan Carlson- Community Development Director, Jeremy Johnston-Planning Manager, Lily Frey- Housing & Grants Administrator, Sadie Thayer, Joshua Thompson – LDC Council liaison

2. Approval of Agenda

Commissioner Stanley moved to approve the agenda. Motion passed 4-0.

3. Approval of Minutes

Commissioner Stanley moved to approve the March 5, 2024 minutes. Motion passed 4-0.

4. New Business

4A. Presentation by John Chatburn of the Spokane Housing Authority: Affordable Housing and Historic Preservation

Chatburn provided an overview of the affordable housing development process, noting that different resident groups have different needs and challenges. Chatburn noted that adding additional project goals or sources of funding adds complexity and expense; however most projects will require at least a mix of funding sources, known as a capital stack. Process stages include feasibility, funding, underwriting, closing and construction.

Chatburn presented four examples of historic buildings converted to affordable housing in Spokane and managed by the Spokane Housing Authority:

1. Cornerstone Courtyard, adaptive reuse of a historic warehouse,

2. The Pearl on Adams, which had been housing but was renovated and restored,
3. Parsons, originally a single room occupancy hotel rehabilitated in 2016, and
4. Agnes Kehoe Place, a converted high school and neighborhood revitalization project.

Commissioners asked about different affordable housing funding mechanisms, including historic tax credits, low-income housing tax credits (LIHTC) and HUD section 202 and 811 funding, and effects on residents' rents.

Chatburn recommended coordinating with other bodies to ensure new historic preservation housing developments are part of broader neighborhood investment plans to increase impacts and discussed options for managing the complexity of mixed-use building redevelopment.

5. Unfinished Business

5A. 2024 Historic Preservation Awards

Henderson presented results of the community site for the preservation awards: the Oddfellows building received 127 votes and the windmill building received 134 votes.

Commercial Award

- Staff recommended the Masonic Temple at 110 W 6th Ave
- Staff recommended the Lyons Block at 300 N Main.
- Commissioner Watson recommended the Kittitas County Museum, building, the Cadwell.
- Commissioner Polak noted interior renovations were part of the Masonic and Oddfellows renovations. Stanley asked whether the voting focus should be on interior or exterior features and Henderson noted generally exterior but interior work can be included where known.

Residential Award

- Staff recommended 100/102 S Main Street, which housed two African American families in 1910-1917.
- Commissioner Stanley recommended 906 E 1st Ave, built by Paul Lundstrom.
- Commissioner Stanley recommended 209 N Alder, designed by James Cowan.
- Commissioner Stanley recommended 1107 Franklin Ave for its mid-century landscaping.

Commission Award

Commissioner Watson recommended adding Lynne McCowin to the ballot.

Commissioner Watson suggested adding award categories to recognize various types of historic structures such as turn-of-the-century and mid-century buildings for future award years.

Henderson offered to gather before and after photos on the commercial projects where possible and to circulate an electronic survey to commissioners to select the final award winners.

6. Citizen Comment

None

7. Staff Update/Discussion Items

7A. Preservation Month event – May 4

A preservation month event is scheduled for May 4 and will be noticed as a public meeting to enable all commissioners to attend. Henderson asked for volunteers to present the preservation awards.

Henderson will email commissioners with more information and an event flyer will cover selected projects. Commissioner Stanley mentioned that the first railroad addition garage sale is also scheduled for May 4. Commissioner Stanley recommended outreach to the *Daily Record* about preservation month.

7B. Historic Preservation Month Scavenger Hunt

Thayer shared details about the scavenger hunt that will launch at the May 4 event. The activity is modeled after examples from the City of Tacoma and Clark County; it will use riddles or cryptic clues to suggest historic features or buildings and will be accessible to non-experts. Thayer has had success with using scavenger hunts to help museum visitors engage with items and displays.

7C. Next meeting: April 16, 2024

The next Landmarks & Design Commission meeting is scheduled for April 16 as commissioners were not available for a meeting on April 9. It will include the Certificate of Appropriateness review rescheduled from March 19 and may be a short meeting.

Henderson confirmed that Landmarks & Design Commission has the library windows reserved for May. The Ellensburg Downtown Association has also offered its storefront windows for preservation month displays.

8. Commission Representative Update

Commissioner Redmon attended the Unity Park groundbreaking and noted it was successful event for the historic district.

9. Adjournment

Commissioner Watson adjourned the meeting at 7:04 p.m.



Meeting Date: April 16, 2024

City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Public Hearing for consideration of a Certificate of Appropriateness (COA), for a proposal to install new windows on the north and east sides of the house at 907 N. C Street, Parcel ID #623334.

Submitted by:

Department: Community Development

Suggested Motion/Action:

Move to grant the Certificate of Appropriateness for the window replacements, as proposed, at 907 N. C Street, with no conditions.

Background/Summary:

TYPE OF REVIEW:

Review of proposed changes to structures within landmarks districts is required per **ECC 15.280.100(A)**, as follows:

A. Review Required.

1. No person shall alter, repair, enlarge, newly construct, relocate, or demolish any registered landmark building, or any structure located on a property within a landmark district, nor install any exterior sign or mural pursuant to subsection (A)(2) of this section, without review by the commission and issuance of a COA or a demolition permit (ECC15.280.110).
2. In the case of murals, the arts commission shall first review and provide recommendations to the commission regarding 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.
3. This review shall apply to all exterior features of the building visible from a public right-of-way. This review applies whether or not a permit from the city of Ellensburg is required.
4. 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.]

Previous Council Action:

Analysis: STAFF COMMENTS

The house at 907 N. C Street, construction ca. 1938, is a one-story side gabled house with a Jerkinhead roof. It appears this house was moved to this location ca. 1965. The existing windows along the eastern façade on C. Street are not original to the house, but rather, vinyl windows added to the house at an unknown time. The picture windows along the front do appear to be original, and feature a distinctive design in the upper light.

The applicant seeks approval to install new windows on the north and east elevations of their

residential house at 907 N. C Street, Parcel ID #623334, in Residential Low (R-L) zoning. The proposal includes replacing the windows along the eastern side of the house that faces C Street, as well as the two main picture windows along the northern front façade facing 10th Ave. As seen in Exhibit B.4, the applicant would like to replace the existing windows with wood clad windows, and has selected similar double hung windows to what exists now along C Street, and picture windows with the same decorative grid line for the picture windows along 10th. The windows along C Street are not original to the house, they are vinyl windows that were replaced years ago, and need to be replaced again.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that replacing the vinyl windows along C. Street that are not original, with wood clad windows, is a compatible replacement. The applicant has done detailed research to demonstrate the need for replacing the front picture windows, and appears to have selected as compatible replacement as possible as to not alter the historic character of the front façade of the house. The window selections will not detract from the overall historic character of the dwelling, as many main features that contribute to the character of the home will be retained with the wood material and similar window design. In addition, staff finds this proposal to not detract from the overall historic character of the surrounding district. Therefore, this project meets the following two criteria of said section:

1. Retains and preserve(s) the overall historic character of the building, and
2. Ensure(s) that proposed alterations are compatible with the building's own architectural character and do **not** create a false historical appearance

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 15.280.100 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
 - b) Ensure(s) that proposed alterations are compatible with the building's own architectural character and do not create a false historical appearance.
3. The applicant is the owner of this dwelling and can pursue this action. The house is addressed as 907 N. C Street, located in the First Railroad Addition National Register and Local Landmark Districts.

4. It is in the interest of the City of Ellensburg to have historic buildings maintained and preserved. This proposal would not negatively alter the character-defining features of the historic building, but rather, enhance them.

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. P24-015- Exhibit A_Location Map
2. P24-015 Exhibit B.1_APPLICATION
3. P24-015 Exhibit B.2_NARRATIVE
4. P24-015 Exhibit B.3_PHOTOS
5. P24-015 Exhibit B.4_PROPOSED WINDOWS

Exhibit A- Location Map

907 N. C Street

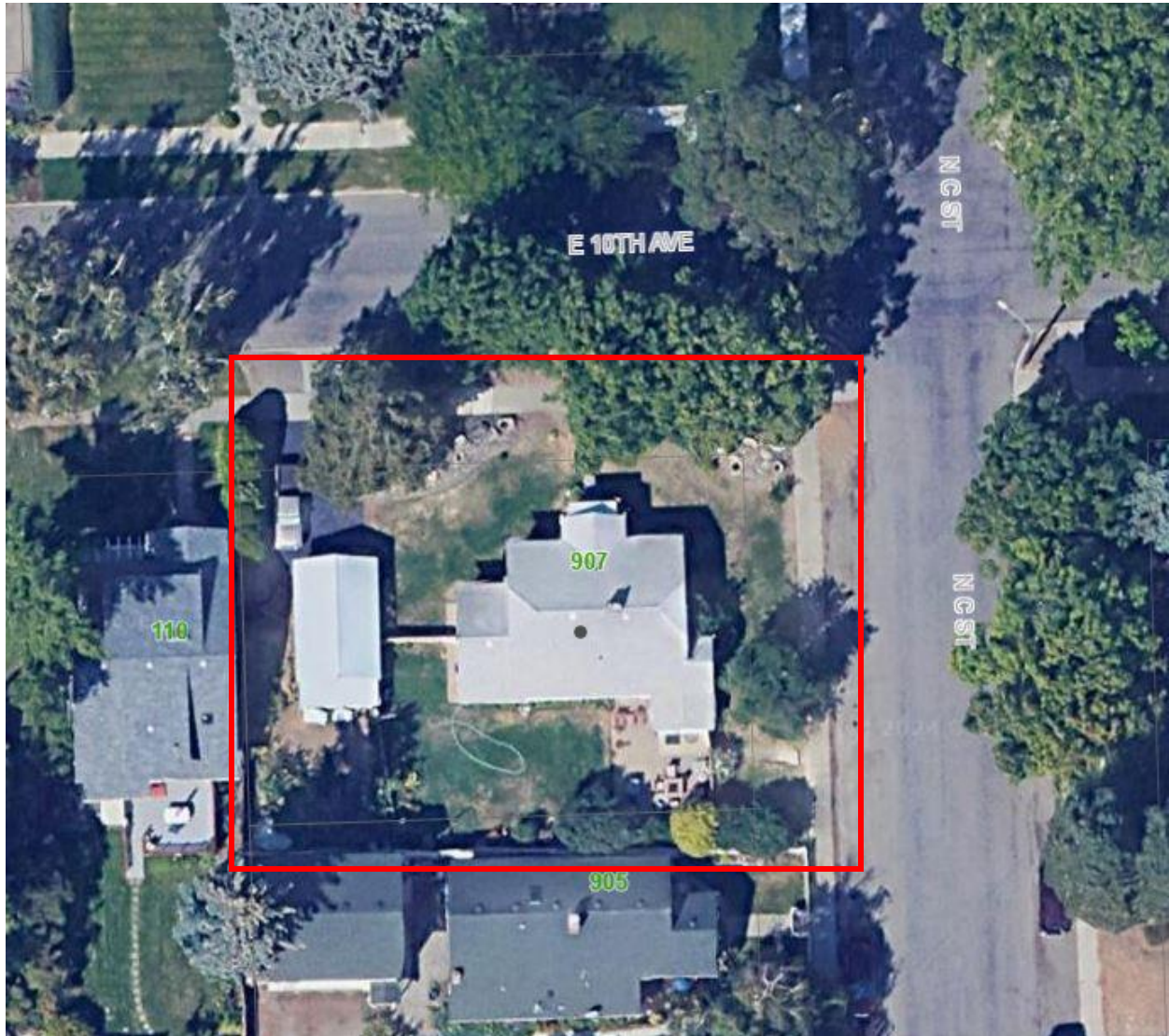


Exhibit B.1- Application



Landmarks & Design Certificate of Appropriateness Application

RECEIVED

FEB 20 2024

P24-015

COMMUNITY DEVELOPMENT

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:

2/20/24

Fee Total:

N/A

LDC FILE #:

P24-015

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):

Cathlyn Staloch

Day Phone:

509 859-3536

Mailing Address:

907 N C Street Ellensburg WA

E-mail:

cstaloch@yahoo.com

Cell Phone:

(same)

***APPLICANT:**



Owner



Contractor



Tenant



Other

Name:

same

Day Phone:

Mailing Address:

/

E-mail:

/

Cell Phone:

/

CONTACT PERSON:



Owner



Contractor



Tenant



Other

Name:

same

Day Phone:

Mailing Address:

/

E-mail:

/

Cell Phone:

/

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:

623334



Site Address:

907 N C Street



City Zoning Designation:

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. <i>Feb 28 / Mar 19 mtg</i>		

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>Cathryn Stalock</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)	<u>Cathryn Stalock</u>	Date:	<u>2/20/24</u>

The windows in my house are single pane windows, some with cracked lead ^{ne} ~~pane~~s, the glazing is cracked, and the windows casing are all old lead based paint. The windows have storm windows over, but lack insulating factors. Most probably minimal insulation in the 1938 house. This house was moved in the 1960's when the College acquired the land. I have a contractor Matt Schock, who formerly worked for Jim's Glass, that will install the windows.

— The windows will be triple pane, energy efficient and will have an upper grid line similar to what is there. All windows will be the size of the present windows

The current windows on "C"
Street are already vinyl windows,
and the 2 picture windows on
10th Street are the other
windows visible from the street.

— I hope you

Cathryn Staloch

907 "C" St.

Elvrog WA 98926

castaloch@yahoo.com

509-859-3536
WD I

1-e/o/e

Exhibit B.3- Photographs

Kathy Boots

From: Cathlyn Staloch <castaloch@yahoo.com>
Sent: Tuesday, February 20, 2024 1:21 PM
To: Kathy Boots
Subject: [Ext] Replace window 907 C st

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















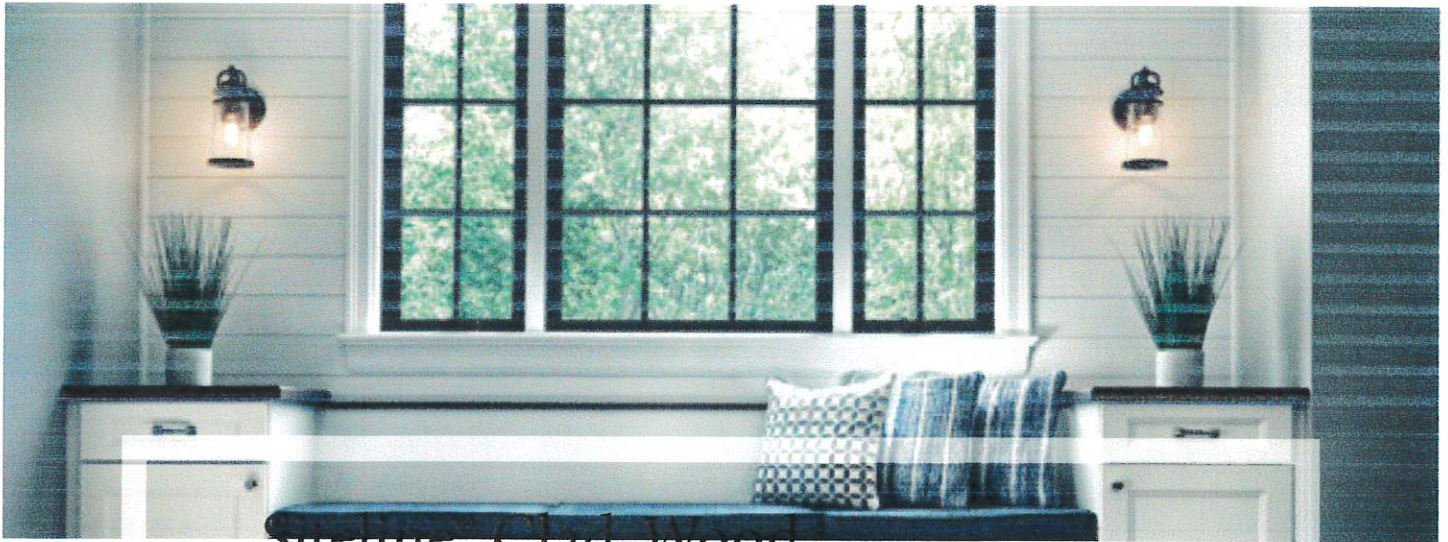
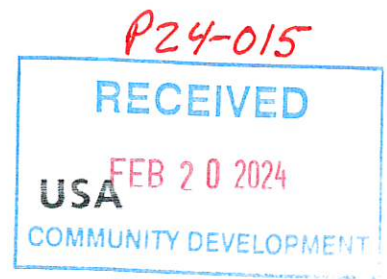


Sent from my iPhone

Exhibit B.4- Proposed Windows

JELD-WEN.

(/en-us)



Siteline Clad-Wood

JELD-WEN® Siteline® Wood and Clad-Wood windows are crafted with clear goals in mind: bringing exquisite beauty, dependability, and versatility to every room in your home.

17

Models Available

Moderate

Maintenance Level

\$\$\$
Price Range

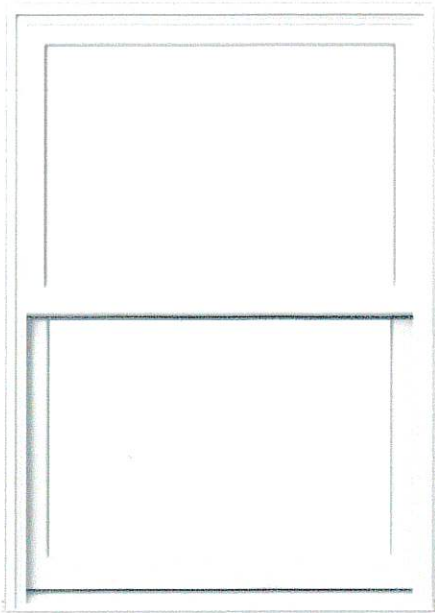
LIMITED
20-YEAR
WARRANTY

Able to duplicate
grid line in upper
part of old windows

P24-015

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FEB 20 2024



Siteline™ Clad-Wood

Double-Hung Pocket

Our signature double-hung window, featuring concealed jamb liners that provide a uniform look, with a pocket frame that makes installation quick and easy. Built with AuraLast® pine, with extensive options for colors, finishes, grilles and glass.

(/en-us/products/windows/siteline-clad-wood/double-hung-pocket)

P24-015

JELD-WEN® Sitaline® Wood and Clad-Wood windows showcase elegance, thoughtful engineering, and long-lasting performance. Available with AuraLast® pine, these windows are designed to protect against termites, wood rot, and water damage. The clad exterior protects the life of your wood window, promoting longevity, and decreasing maintenance. Perfect for any architectural style ranging from farmhouse to modern, or historical to contemporary.



Sitaline® Clad-Wood highlights

MAINTENANCE LEVELModerate

PROJECT TYPENew construction and replacement

WOOD OPTIONSAuraLast® pine.

