

AGENDA LANDMARKS & DESIGN COMMISSION May 21, 2024

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/89153616352?pwd=eFFjdC83NEo0b0RINEZEcTdGWkFtUT09>

Meeting ID: 891 5361 6352

Passcode: 507822

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, May 21, 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 16, 2024 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 300 N. Main St., Parcel ID #887033.
 - 4.B Presentation and letter of support request from Sadie Thayer on behalf of the Kittitas County Historical Society.
- 5. Unfinished Business**
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
 - 7.A Next Meeting- June 4, 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: May 21, 2024

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

Agenda Subject: Review of April 16, 2024 meeting minutes.
Submitted by:
Department: Community Development

Suggested Motion/Action:
Move to approve April 16, 2024 meeting minutes.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:
1. 4.16.24 LDC Minutes



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

April 16, 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

Redmon called the meeting to order at 5:47 p.m.

Present: Cathy Poshusta, Andy Polak, Dorothy Stanley, Fred Redmon, Marty Blackson
(present for Certificate of Appropriateness)

Absent: Zane Kanyer, Jeff Watson

Others Present: Stacey Henderson-Senior Planner-Historic Preservation; Kathy Boots-Planning Technician; Aaron Reiman; Sadie Thayer, Cathy Staloch, and two members of the public

2. Approval of Agenda

Stanley motioned to approve the agenda. Motion passed 4-0.

3. Approval of Minutes

- 3.A Review of April 2, 2024 Landmarks and Design Commission meeting minutes. Stanley motioned to approve the regular meeting minutes for April 2, 2024. Motion passed 4-0.

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.
Appearance of fairness reviewed. Stanley stated she is the applicant's neighbor. Henderson read the staff report. The North & East windows are being replaced. The staff recommend approval with no conditions. The staff amended the staff report to include the findings of facts that were posted online but not part of the packet sent out. The applicant did not have anything to add. Public comment opened. The staff did not have anything to add. The applicant did not have anything to add. The frame of the windows was clarified. Public comment closed. Polak motioned to approve the Certificate of Appropriateness for a proposal to install new windows on the North & East sides of the house at 907 N C Street, Parcel ID #623334. Motion approved with a 4-0 vote.

- 4.B Aaron Presents Robert's Rules of Order to Landmarks and Design Commission
Aaron Reiman, Assistant City Attorney, reviewed Robert's Rules of Order.

5. Unfinished Business

- 5.A Update on Historic Preservation Award results and discussion.
The staff updated on the historic preservation awards winners. There is going to be a press release for the awards ceremony. The staff inquired about who had plans to attend the ceremony. The meeting is advertised, so a quorum will not be an issue. The first meeting in May has been canceled. The City of Ellensburg will have a Proclamation for historic preservation next month. There is a scavenger hunt planned for the event. The staff will send out the scavenger hunt information. Stanley, Thayer, and staff will be working on the library displays. The EDA has provided window space for historic preservation displays.

6. Citizen Comment

None

7. Staff Update/Discussion Items

None

8. Commission Representative Update

None

9. Adjournment

The meeting was adjourned at 6:30 p.m.



Meeting Date: May 21, 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 300 N. Main St., Parcel ID #887033.

Submitted by:
Department: Community Development

Suggested Motion/Action:
Move to grant the Certificate of Appropriateness (COA) for the new sign at 300 N. Main St., as proposed, 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:

1. 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 (ECC 15.280.110).
 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.

1. 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 Cadwell-Lyon's Block is a Historic Non-Contributing building located within the Downtown Ellensburg National Register Historic District and Local Landmarks Historic District. Originally built ca. 1897 as an Italianate two-story brick masonry building with a corner entry, multiple storefronts, and apartments above (Exhibit B.2); this building has since been refinished in stucco with board and batten wood panels along the second story, and is missing the original corner entry bay at 3rd and Main. This building was heavily remodeled into a "modern business and office building" in 1963, after the second-floor apartments suffered a devastating fire in 1962.

The applicant has proposed to add a sign over the door to their office space located within this Cadwell-Lyons Block building. The proposed sign is a polymetal sign panel, 10' X 3', to be installed above the suite door visible from Main Street and 3rd Ave. Per the applicant email (Exhibit B.3), they plan to install the new sign to the existing mounting hardware and bolts, and the sign will not involve back lighting.

FINDINGS OF FACT:

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 15.280.100, 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 300 N. Main 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. P24-039 Exhibit A_MAP
2. P24-039 Exhibit B.1_APPLICATION
3. P24-039 Exhibit B.2_RENDERING
4. P24-039 Exhibit B.3_EMAIL

Exhibit A- Location Map

300 N Main St., Ellensburg, WA 98926



Exhibit B.1- Application



Landmarks & Design Certificate of Appropriateness Application

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:	5/1/24
Fee Total:	N/A
LDC FILE #:	P24-039
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):		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

*APPLICANT: ☐ Owner ☐ Contractor ☒ Tenant ☐ Other

Name:	Kaung Ko	Day Phone:	509-899-0950
Mailing Address:	411 W. 2nd Ave, Ellensburg WA		
E-mail:	rootspt@theiroots.net	Cell Phone:	

CONTACT PERSON: ☐ Owner ☐ Contractor ☒ Tenant ☐ Other

Name:	see above	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:	887033
☒	Site Address:	300 N. Main, Ellensburg WA, 98926
☐	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.		

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>Andrew Polak</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)	 Manager, Pangaea Property, LLC	Date:	4/29/2024



Exhibit B.2- Sign Rendering

PROOF

509.925.7446

801 Prospect Street
Ste. 3
Ellensburg, Wa 98926

RECEIVED 5/1/24
COMMUNITY
DEVELOPMENT
P24-039

CONTACT- Kuang, 509.899.0950, rootspt@theirroots.net



Roots PT sign

- * polymetal sign panel
- * size: 10' x 3'
- * quantity: 1

Cost: \$690.00 +tax

- * installation
includes lift rental: **\$350 + tax**

Setup/design

- * \$40/hr
- * .5 hours

Cost: \$20.00 no tax

Grand total: \$1,147.36

NOTES

☐

Approved As Is.

☐

Approved w/ changes

☐

Please Re Proof

To begin production-
• Sign proof
• 50% deposit required

Upon completion / pickup of signs-
• Remaining 50% due
(UNLESS other arrangements have been made.)

for admin use only

Follow-up communication:

Please note date and communication
method (example; email, phone call,
in person, etc)

Agreed to / signed by

Date

Please Email form

These designs are exclusive property of Fast Lane Signs.
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parts of this design may be accomplished with the express
written consent of Fast Lane Signs. © 2018

Exhibit B.3_Email

Stacey Henderson

From: Kaung Ko <kaung.c.ko@gmail.com>
Sent: Thursday, May 2, 2024 8:46 PM
To: Stacey Henderson
Subject: Re: FW: [Ext] L and D form.

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

There are bolts already on the building so they will be bolted to that. It will not have a back light.

On Wed, May 1, 2024 at 1:52 PM Stacey Henderson <hendersons@ci.ellensburg.wa.us> wrote:

Hello Kaung,

Thank you for sending this information over. I am forwarding this to our Planning Tech Kathy Boots so she can intake and process the application. Your proposal looks good, and pretty straight forward, I think we can get you on the agenda for the **May 21** meeting if you are available that day. Please let me know if that will work, if not, the **June 4** meeting would be the next one.

Additional information we will need includes: - How is this sign attached to the building?

- Is this sign backlit? (some are, and I couldn't tell from the mock-up)

Thank you!

Stacey Henderson M.S.

Senior Planner- Historic Preservation

Community Development

501 N. Anderson Street

Ellensburg, WA 98926

Office: (509) 925-8608

Email: hendersons@ci.ellensburg.wa.us



From: Kaung Ko <kaung.c.ko@gmail.com>
Sent: Tuesday, April 30, 2024 3:54 PM
To: Stacey Henderson <hendersons@ci.ellensburg.wa.us>
Subject: [Ext] L and D form.

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

Hello Ms. Henderson,

My name is Kaung Ko, owner of Roots Physical Therapy. I wanted to reach out in regards to signage at my new spot on 300 N. Main Street. have attached the application with permission from the owner. I've also attached my idea behind what i am trying to achieve.

Kaung Ko.