

AGENDA LANDMARKS & DESIGN COMMISSION August 20, 2024

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/85278936841?pwd=loLEiaQuySgLqJ7JLSDwbuLYzRuV5e.1>

Meeting ID: 852 7893 6841

Passcode: 676986

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, August 20, 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 August 6, 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 321 N. Pearl St., Parcel ID #837336.
 - 4.B Public Hearing for consideration of a Certificate of Appropriateness (COA), for a proposal to replace two windows in their home located at 115 East 9th Ave. Parcel ID #113334.
 - 4.C 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.
- 5. Unfinished Business**
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
- 8. Commission Representative Update**
- 9. Adjournment**



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



Meeting Date: August 20, 2024

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

Agenda Subject: Review of August 6, 2024 meeting minutes.
Submitted by:
Department: Community Development

Suggested Motion/Action:
Review August 6, 2024 Meeting Minutes.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. 8.6.24 LDC Minutes



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

August 6, 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

The meeting was called to order at 5:45 p.m. by Redmon.

Present: Jeff Watson, Teresa Chanes (arrived at 5:47 p.m.), Vicki Sannuto, Marty Blackson, Fred Redmon

Absent: Zane Kanyer, Cathy Poshusta, Joshua Thompson-City Council Liaison

Others Present: Dan Carlson-Community Development Director; Jeremy Johnston-Planning Manager; Kathy Boots-Planning Technician; Jodi Polak; Joe Chanes (arrived 5:50 p.m.)

Commissioner Watson motioned to approve the absence of Commissioners Blackson and Kanyer. Motion passed 5-0.

2. Approval of Agenda

Commissioner Blackson motioned to approve the agenda. Motion passed 5-0.

3. Approval of Minutes

3.A Review of July 2, 2024 meeting minutes.

Commissioner Watson motioned to approve the July 2, 2024, LDC regular meeting minutes. Motion passed 5-0.

4. New Business

4.A Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed development of the back courtyard behind 417 N Pearl St, Parcel ID #316933.

Appearance of fairness reviewed. Staff member Johnston read the staff report recommending approval with one condition that the masonry bolts and anchors for the sign are to be carefully installed in the wall mortar joints as much as possible, to reduce the number of holes placed in the historic Terra cotta. The public comment period opened. The applicant was present but did not have anything to add. No public comment. The public comment period was closed. Commissioner Watson motioned to approve the Certificate of Appropriateness as outlined in the staff report including the findings of fact and with one

condition that the masonry bolts and anchors for the sign are to be carefully installed in the wall mortar joints as much as possible, to reduce the number of holes placed in the historic Terra cotta. Motion passed 5-0.

- 4.B Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed replacement of the upstairs windows of the historic Lindeman Building (Butterfield Garage), located at 425 N. Main Street, Parcel ID #106933.

Appearance of fairness reviewed. Staff member Johnston read the staff report recommending approval with no conditions. The public comment period opened. The applicant was present but did not have anything to add. No public comment. The public comment period was closed. Commissioner Watson inquired about funding for the project. The project is going to be self-funded. Commissioner Watson motioned to approve the Certificate of Appropriateness as outlined in the staff report including the findings of fact and with no conditions. Motion passed 5-0.

- 4.C Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed new construction of an informational Kiosk, at the corner of N. Main St & W 4th Ave.

Appearance of fairness reviewed. Commissioner Chanes recused herself. Staff member Johnston read the staff report recommending approval with no conditions. The public comment period opened. The applicant was present and wanted to make sure the Commissioners received the dimensions of the node. The dimensions were received. No public comment. The public comment period was closed. Commissioner Watson inquired if this was a node up for adoption. This node is small and was not available for adoption. Commissioner Blackson motioned to approve the Certificate of Appropriateness as outlined in the staff report including the findings of fact and with no conditions. Motion passed 4-0 (Commissioner Chanes abstained from voting due to recusal).

- 4.D Welcome New Members- Introductions

New Commissioners Vicki Sannuto and Teresa Chanes were introduced and gave a brief statement regarding their experience and interest in the commission.

5. Unfinished Business

None

6. Citizen Comment

None

7. Staff Update/Discussion Items

- 7.A Next Meeting- August 20. 3-COAs to review

- 7.B The LDC/City of Ellensburg has been awarded \$15,000 from the DAHP CLG grant funds, for the proposed mapping project. More to come at future meetings.

Commissioner Watson explained the project to the new Commissioners.

8. Commission Representative Update

Commissioner Watson asked about the First and Last Tavern. The Tavern recently went up for auction and is in a historic building. The new owners have started work on the building and obtained a permit. It appears the building will remain a tavern.

Commissioner Watson stated the thought that the Old Sunset Highway should be included in the historic district, although there are not very many historic buildings left.

9. Adjournment

The meeting was adjourned at 6:31 p.m.



Meeting Date: August 20, 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 321 N. Pearl St., Parcel ID #837336.

Submitted by:
Department: Community Development

Suggested Motion/Action:

Move to approve the Certificate of Appropriateness (COA) for the installation of the new sign on the storefront of 321 N. Pearl 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:

- 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 (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.

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 Geddis Building is an iconic building located in the heart of the Downtown Ellensburg National Register and Local Landmarks Historic Districts. Built in 1889, it sits at the southwest corner of the Pearl Street and 4th Avenue intersection. The Geddis building once displayed various Queen Anne style architectural characteristics, however, many distinguishing features were removed from this commercial block in the mid twentieth century (including an elaborate cornice). Metal siding covered the original façade at one point, but has since been removed and much of the original exterior was rehabilitated in recent years. This building has been home to many businesses over the years, and new rehabilitation projects continue to restore the historic character of this structure.

The applicant wishes to install a new sign at their storefront located at 321 N. Pearl St., the historic Geddis Building. The proposed sign and bracket would replace the existing sign bracket, in the same location as pictured in Exhibit B.2. Per the applicant submittal (Exhibit B.3) the sign is black with white lettering, and the brackets are black, which is compatible with the Geddis building façade and surrounding storefront signs. The proposed sign is 36" x 36", which is approximately the same size as neighboring signs, and will fit within the proposed location.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed new sign is compatible with the façade of the Geddis Building, does not create a false historical appearance, and is minimally invasive to the historic building fabric by being located in the same location as the existing sign.

Therefore, this project meets the following criteria of said section:

- b) 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 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 project has also been found to be in keeping with one of the required building design standards of ECC 15.530.020, specifically that it:
 - b) Ensure(s) that proposed alterations are compatible with the building's own architectural character and do not create a false historical appearance.
4. The Applicant is the agent for the owner of this building and can pursue this action. The building is addressed as 321 N. Pearl St., and is located in the Ellensburg Downtown National Register District and Local Landmarks District.
5. 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:

6. 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. P24-068 Exhibit A_ MAP

2. P24-068 Exhibit B.1_APPLICATION
3. P24-068 Exhibit B.2_PHOTO AND NARRATIVE
4. P24-068 Exhibit B.3_SIGN PROPOSAL AND OWNER AUTHORIZATION

Exhibit A- Location Map

321 N. Pearl St.





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) 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:	7/29/24
Fee Total:	N/A
LDC FILE #:	P24-068
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):	MISS, LLC	Day Phone:	509-304-4125
Mailing Address:	PO Box 724 Ellensburg, WA 98926		
E-mail:	Andy@realworks.us	Cell Phone:	

***APPLICANT:** ☐ Owner ☐ Contractor ☒ Tenant ☐ Other

Name:	Valo	Day Phone:	509-929-3311
Mailing Address:	321 N Pearl St. Ellensburg, WA 98926		
E-mail:	karen@valo cellars.com	Cell Phone:	509-924-3311

CONTACT PERSON: ☐ Owner ☐ Contractor ☐ Tenant ☒ Other manager

Name:	Karen Bach	Day Phone:	
Mailing Address:	3410 Wilson Cr. Rd. Ellensburg, WA 98926		
E-mail:	karen@valo cellars.com	Cell Phone:	509-929-3311

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:	837336
☒	Site Address:	321 N. Pearl 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.

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, Karen Bach, (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>7-29-24</u>
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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

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From: Karen Bach <karen@valocellars.com>

Sent: Monday, July 29, 2024 11:30 AM

To: Stacey Henderson <hendersons@ci.ellensburg.wa.us>

Subject: [Ext] Re: Landmarks and Design Commission Application- for 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.

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Here is my app! And pics of the sign and brackets to be used. Sign is 36"x36" brackets will just replace already existing ones on the building. Please let me know if there is anything else you need from me! Thank you

On Mon, Jul 29, 2024, 10:26 AM Stacey Henderson <hendersons@ci.ellensburg.wa.us> wrote:

Exhibit B.3- Sign Proposal and Owner Authorization

RECEIVED 7/29/24
COMMUNITY
DEVELOPMENT
P24-068



36"x36" Sign, Approved by Jodi Polak, Managing Member of MJSS, LLC (Owner) 7/29/2024.

A handwritten signature in black ink, appearing to read 'Jodi Polak'.





Meeting Date: August 20, 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 replace two windows in their home located at 115 East 9th Ave. Parcel ID #113334.

Submitted by:

Department:

Community Development

Suggested Motion/Action:

Move to approve the Certificate of Appropriateness (COA) for the window replacements, as proposed, at 115 East 9th Ave, 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 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 house at 115 East 9th is historically known as the Spalding House, per the original First

Railroad District Nomination Form. This house, built ca. 1905, is considered a historic-contributing house to the overall historic district. This is a 1.5 story vernacular bungalow style home, with wood cladding, and a side gable roof. The windows add visual character to the home, with 12 over 1 original wood windows, which remain relatively intact throughout the house.

The applicant seeks approval to replace two windows in their home located at 115 East 9th Ave. Per the narrative (Exhibit B.2), the home was remodeled ca. late 1950's, and in the kitchen, a large double paned picture window was added (visible from C Street). (Exhibit C.1) This present window does not match the original windows that are otherwise still present throughout the rest of the home. The applicant has proposed to replace this window with exterior wood French doors that have window grids to match the rest of the original window grids. (Exhibit B.4) The other proposed window replacement involves a window located on the back of the home, barely visible from the public alley. They plan to replace this window with a smaller wood, gridded window, to accommodate a rearranging of the interior space.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds the proposed window replacements with French style wood windows with matching grids, to be a compatible proposal with regards to both style and material choice. These window replacements would increase cohesion throughout the house facades, and the materials are a closer in-kind material replacement to what is there currently. Staff finds this proposal to not detract from the overall historic character of the house or the surrounding 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
- b) 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 115 East 9th Ave, 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. P24-069 Exhibit A Location Map
2. P24-069 Exhibit B.1 APPLICATION
3. P24-069 Exhibit B.2 NARRATIVE
4. P24-069 Exhibit B.3 EXISTING WINDOWS AND RENDERING
5. P24-069 Exhibit B.4 PROPOSED WINDOWS
6. P24-069 Exhibit C.1 HPI Form Photographs

Exhibit A- Location Map

907 N. C Street

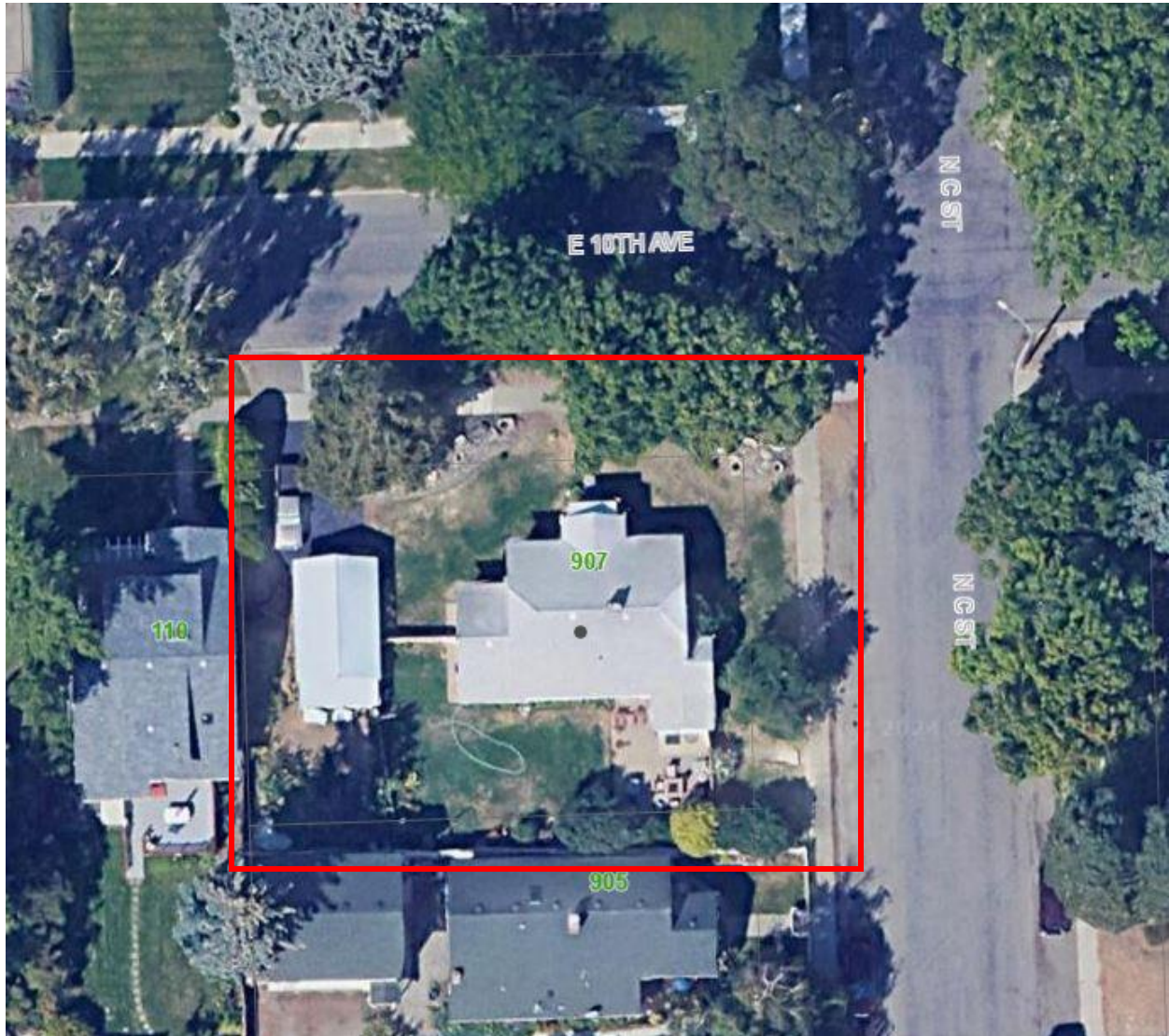


Exhibit B.1- Application

RECEIVED 7/31/24
COMMUNITY
DEVELOPMENT
P24-069



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) 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:	7/31/24
Fee Total:	N/A
LDC FILE #:	P24-069
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):	Jason & Ashley Nordberg	Day Phone:	509.833.9135
Mailing Address:	115 East 9th Ave Ellensburg WA 98924		
E-mail:	ashley1nordberg@gmail.com	Cell Phone:	509.856.5717

***APPLICANT:**

☒ Owner

☐ Contractor

☐ Tenant

☐ Other

Name:	as above	Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

CONTACT PERSON:

☐ Owner

☒ Contractor

☐ Tenant

☐ Other

Name:	Kevin Breinholt	Day Phone:	509-674-8282
Mailing Address:			
E-mail:	royalpacifichomes@gmail.com	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:	113334		
☐	Site Address:	115 East 9th Ave Ellensburg WA 98924		
☐	City Zoning Designation:	Residential	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, Ashley Nordberg, (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)

Ashley Nordberg

Date:

7/26/24

Exhibit B.2- Narrative

Ashley Nordberg
115 East 9th Ave
Ellensburg, WA 98926
07/28/24

Landmarks and Design Commission
Community Development Department
501 N Anderson St.
Ellensburg, WA 98926

Dear Landmarks and Design Commission:

Jason Nordberg and myself Ashley Nordberg are home owners in the First Railroad Addition Historic District since August 2016. Since purchasing this home at 115 East 9th Ave we have been incrementally updating the interior of the home. We have aimed to maintain and refresh some of its historic beauty and balance that with more modern comfort. I've attached some photos of before and after for example.

We are now in a place to be able to take on a more ambitious renovation project, and are working with a local contractor Kevin Breinholt of Royal Pacific Homes to finally update our kitchen and bathroom on the main floor. Our project is largely interior but we do intend to make two changes that will affect the exterior of the home, as such we are seeking approval from the Landmarks and Design Commission.

In the late 1950s the home was remodeled, and in the kitchen a large double paned window (facing C St) was added. It is unclear if this replaced a window that was present already, or if this was added; Irregardless, the present window doesn't match the original windows that are otherwise still present throughout nearly the entire rest of the home. We plan to take this window out and replace it with exterior French doors that have windows grids to match the rest of the home's original windows. Also note that we want to maintain the top of window datum across the new French doors, so we may need to have taller doors. I've added an image below as an example of the proposed doors. In the future we plan to add a deck in the front where these doors would lead out onto, though that is not a part of our current construction project due to budget constraints.

The other planned change to the exterior is an original window on the backside of the home facing the alley, that is currently in a pantry area. This window does not face the street, it is only visible from the private backyard, the public can only see this window should they be walking down the alley, and even then, is largely blocked by the garage. Our intent is to remove this window and replace it with a smaller window to accommodate a rearranging of the interior space to modernize and expand the only downstairs bathroom. As the interior remodel requires a window size that does not match the existing, we will make sure the new window matches as closely as possible to the existing windows. So both the proposed new window and French doors would be wood framed square window panes, painted plain white to match the current exterior color.

Please accept my sincere thanks for your time and consideration of my request.

Sincerely, Ashley Nordberg

Exhibit B.3- Existing Windows and Rendering

View from C st of proposed window to become new door, interior view looking out onto C st.





Current window at back of home, and below is intended update:



The following pages are examples of our previous renovations. These are

added only to demonstrate our commitment to maintaining the original beauty of this historic home.



Dining room photos from 2016 listing just prior to our purchase of the home.

Below: Oct 2017 after 6 -10 layers of wallpaper, painted wallpaper, tar-paper, and fabric were removed along with a gazillion tiny nails and staples, to reveal the original shiplap.





Above: living room photos from 2016 listing.

Left: Spring 2020 repeating the process of removing another 6 -10 layers of wallpaper/paint, tar paper, and fabric to uncover the shiplap.

Below: August 2021 after existing 1930s hardwood floors were refinished.





Above: Den photo from 2016 listing.

Left: In salute to the previous owner George Town a WW2 Army veteran, we retained the bicentennial wall paper from the (his) homes last major facelift that was assumed to have been be done in the mid-late 1970s.

Below: July 2021, again brought walls down to the original shiplap, tin accent wall, half wall and door were added and the den is now my home office.



**BUILDERS FIRSTSOURCE -
YAKIMA #23**1301 E MEAD P.O. BOX 10388
YAKIMA , WA 989091388
509-575-1600**Quote Information****Customer:**

Cash Contractor

Salesperson:

Javier Campos

javier.campos@bldr.com

Date quoted: 8/7/2024

Quote valid through:

Quote No	PO	Sidemark	Notes
2361391		Royal Pacific - Nordberg	

Quote Pricing**Sub-Total: \$17,423.41****Sales Tax (0.000%): \$0.00****Quote Total: \$17,423.41**

*(**Lead Time**) when displayed next to the Item # is the estimated time for the Retailer to receive the Item from the Vendor. The time taken for the End Customer to receive the Item may be different and is subject to the Retailer's Lead Time policy.

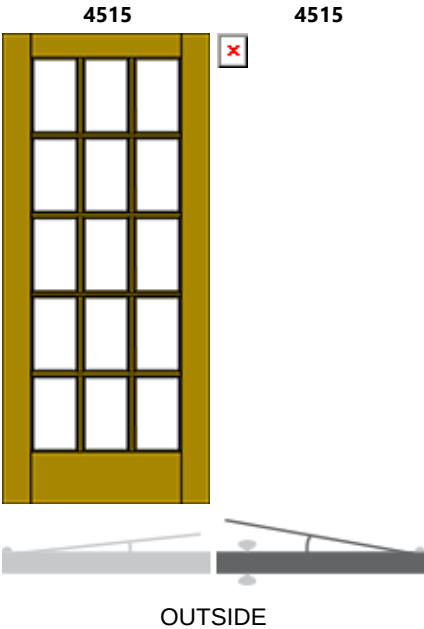
Customer signature: _____ Date: _____

Printed name: _____

Item 1

5070 Fir Door & Jamb

Product Type	Exterior Doors
Product Line	Stile and Rail Wood Doors
Door Configuration	Double Prehung
Door Handing	Right Hand Inswing (2B)
Door Height	7/0
Door Width	5/0
Product Series	Rogue Valley Door Special Order
Model Number	4515
Door Category	Clear Glass Doors
Material	Wood
Wood Species	Fir
Door Thickness	1 3/4"
Glass Shape	Full Lite Rectangle
Glass Collection	Clear Glass Collection
Door Style	15 Lite (4515)
Glass Name	Clear IG
Grille Type	1-1/4" TDL
Low-E Glass	Low-E
Glass Thickness	5/8"
Door Sticking Option	Ovolo
Stile Width	5-1/2"
Wood Veneer Thickness	1/16" Veneer Rogue Standard
Door Protection Cover	Door Protection Cover
Lock System Type	Lock Prep Only - No Hardware
Door Bore	Double Bore (Lockset w/ Deadbolt)
Bore Backset	2 3/8"
Edge Prep	Mortise (Radius Corner)
Jamb Species	Fir
Jamb Width	6 9/16"
Weatherstrip	Bronze Weatherstrip
Astragal	RV1308 Astragal
Exterior Trim	No Brickmould
Sill	Mill Tru-D Composite Adjustable Sill
Hinge Finish	Brushed Nickel (US15)
Hinge Type	Ball-Bearing
Hinge Shape	5/8" Radius
Add-Ons	No



Size	Width	Height
Rough Opening	62 15/16"	86"
Net Unit Size	62 3/16"	85 5/8"

Notes:

Rogue Valley Special - extended lead times

Vendor Item Description

5/0 x 7/0 - Right Hand Inswing (2B) - 4515 - Exterior Rogue Valley S/O Wood Double Prehung
- 2/6 x 7/0 Rogue S/O, 1 3/4" Fir 4515, 5/8" Clear IG Low-E 1-1/4" TDL, Ovolo Stkg, 1/16" Vnr, 5-1/2" Stile - Double Bore (Lockset w/ Deadbolt) 2 3/8" - Mortise (Radius Corner) Edge Prep - 6 9/16" Fir Jamb - Bronze Weatherstrip - No Brickmould - Fir RV1308 Astragal - Mill Tru-D Composite Adjustable Sill - Brushed Nickel (US15) 5/8" Radius Ball-Bearing Hinges - Door Protection Cover

Item Price: \$5,635.65

Quantity: 1

Item Total: \$5,635.65

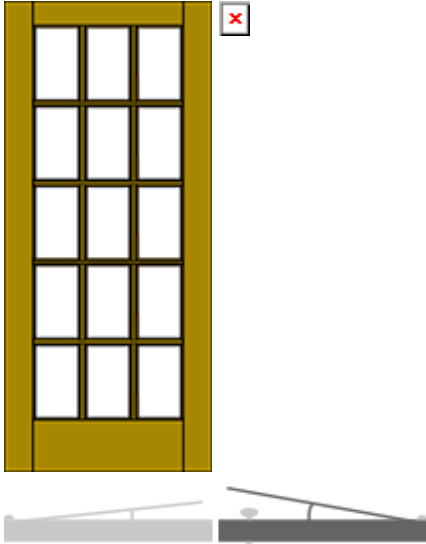
Item 2

5070 Primed Slab & Jamb

Product Type	Exterior Doors
Product Line	Stile and Rail Wood Doors
Door Configuration	Double Prehung
Door Handing	Right Hand Inswing (2B)
Door Height	7/0
Door Width	5/0
Product Series	Rogue Valley Door Special Order
Model Number	4515
Door Category	Clear Glass Doors
Material	Wood
Wood Species	Primed
Door Thickness	1 3/4"
Glass Shape	Full Lite Rectangle
Glass Collection	Clear Glass Collection
Door Style	15 Lite (4515)
Glass Name	Clear IG
Grille Type	1-1/4" TDL
Low-E Glass	Low-E
Glass Thickness	5/8"
Door Sticking Option	Ovolo
Stile Width	5-1/2"
Wood Veneer Thickness	1/16" Veneer Rogue Standard
Door Protection Cover	Door Protection Cover
Lock System Type	Lock Prep Only - No Hardware
Door Bore	Double Bore (Lockset w/ Deadbolt)
Bore Backset	2 3/8"
Edge Prep	Mortise (Radius Corner)
Jamb Species	Primed
Jamb Width	6 9/16"
Weatherstrip	Bronze Weatherstrip
Astragal	RV1308 Astragal
Exterior Trim	No Brickmould
Sill	Mill Tru-D Composite Adjustable Sill
Hinge Finish	Brushed Nickel (US15)
Hinge Type	Ball-Bearing
Hinge Shape	5/8" Radius
Add-Ons	No

4515

4515



OUTSIDE

Size	Width	Height
Rough Opening	62 15/16"	86"
Net Unit Size	62 3/16"	85 5/8"

Notes:

Rogue Valley Special - Extended Lead Times

Vendor Item Description

5/0 x 7/0 - Right Hand Inswing (2B) - 4515 - Exterior Rogue Valley S/O Wood Double Prehung
- 2/6 x 7/0 Rogue S/O, 1 3/4" Primed 4515, 5/8" Clear IG Low-E 1-1/4" TDL, Ovolo Stkg, 1/16" Vnr, 5-1/2" Stile - Double Bore (Lockset w/ Deadbolt) 2 3/8" - Mortise (Radius Corner) Edge Prep - 6 9/16" Primed Jamb - Bronze Weatherstrip - No Brickmould - Primed RV1308 Astragal - Mill Tru-D Composite Adjustable Sill - Brushed Nickel (US15) 5/8" Radius Ball-Bearing Hinges - Door Protection Cover

Item Price:

\$4,563.92

Quantity:

1

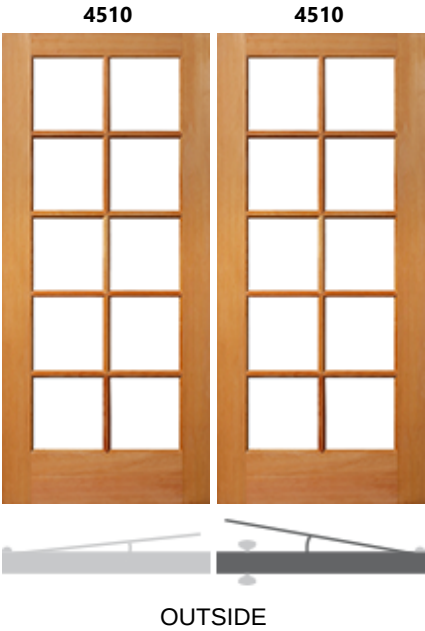
Item Total:

\$4,563.92

Item 3

5068 Fir Door

Product Type	Exterior Doors
Product Line	Stile and Rail Wood Doors
Door Configuration	Double Prehung
Door Handing	Right Hand Inswing (2B)
Door Height	6/8
Door Width	5/0
Product Series	Builders Choice
Model Number	4510
Door Category	Clear Glass Doors
Material	Wood
Wood Species	Fir
Door Thickness	1 3/4"
Glass Shape	Full Lite Rectangle
Glass Collection	Clear Glass Collection
Door Style	10 Lite
Glass Name	Clear IG
Grille Type	1-3/8" TDL
Low-E Glass	No
Glass Thickness	5/8"
Door Sticking Option	Ovolo
Door Protection Cover	Door Protection Cover
Lock System Type	Lock Prep Only - No Hardware
Door Bore	Double Bore (Lockset w/ Deadbolt)
Bore Backset	2 3/8"
Edge Prep	Mortise (Radius Corner)
Jamb Species	Fir
Jamb Width	6 9/16"
Weatherstrip	Bronze Weatherstrip
Astragal	Fir Astragal
Exterior Trim	No Brickmould
Sill	Mill Tru-D Composite Adjustable Sill
Hinge Finish	Brushed Nickel (US15)
Hinge Type	Ball-Bearing
Hinge Shape	5/8" Radius
Add-Ons	No



Size	Width	Height
Rough Opening	62 15/16"	82"
Net Unit Size	62 3/16"	81 5/8"

Notes:

Fir Jamb / Builders Choice Door - 4-6 Weeks Lead Time

Vendor Item Description

5/0 x 6/8 - Right Hand Inswing (2B) - 4510 - Exterior Wood Double Prehung
- 2/6 x 6/8 1 3/4" Fir 4510, 10 Lite Clear IG No Low-E TDL, Ovolo Stkg - Double Bore (Lockset w/ Deadbolt) 2 3/8" - Mortise (Radius Corner) Edge Prep - 6 9/16" Fir Jamb - Bronze Weatherstrip - No Brickmould - Fir Astragal - Mill Tru-D Composite Adjustable Sill - Brushed Nickel (US15) 5/8" Radius Ball-Bearing Hinges - Door Protection Cover

Item Price: \$3,163.51

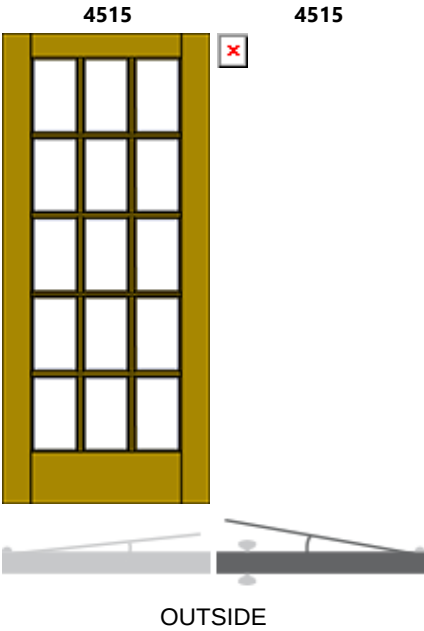
Quantity: 1

Item Total: \$3,163.51

Item 4

5068 Primed

Product Type	Exterior Doors
Product Line	Stile and Rail Wood Doors
Door Configuration	Double Prehung
Door Handing	Right Hand Inswing (2B)
Door Height	6/8
Door Width	5/0
Product Series	Rogue Valley Door Special Order
Model Number	4515
Door Category	Clear Glass Doors
Material	Wood
Wood Species	Primed
Door Thickness	1 3/4"
Glass Shape	Full Lite Rectangle
Glass Collection	Clear Glass Collection
Door Style	15 Lite (4515)
Glass Name	Clear IG
Grille Type	1-1/4" TDL
Low-E Glass	No
Glass Thickness	5/8"
Door Sticking Option	Ovolo
Stile Width	5-1/2"
Wood Veneer Thickness	1/16" Veneer Rogue Standard
Door Protection Cover	Door Protection Cover
Lock System Type	Lock Prep Only - No Hardware
Door Bore	Double Bore (Lockset w/ Deadbolt)
Bore Backset	2 3/8"
Edge Prep	Mortise (Radius Corner)
Jamb Species	Primed
Jamb Width	6 9/16"
Weatherstrip	Bronze Weatherstrip
Astragal	RV1308 Astragal
Exterior Trim	No Brickmould
Sill	Mill Tru-D Composite Adjustable Sill
Hinge Finish	Brushed Nickel (US15)
Hinge Type	Ball-Bearing
Hinge Shape	5/8" Radius
Add-Ons	No



Size	Width	Height
Rough Opening	62 15/16"	82"
Net Unit Size	62 3/16"	81 5/8"

Notes:

Primed Jamb / Rogue Valley Special Order Door - Extended Lead Times

Vendor Item Description

5/0 x 6/8 - Right Hand Inswing (2B) - 4515 - Exterior Rogue Valley S/O Wood Double Prehung
- 2/6 x 6/8 Rogue S/O, 1 3/4" Primed 4515, 5/8" Clear IG No Low-E 1-1/4" TDL, Ovolo Stkg, 1/16" Vnr, 5-1/2" Stile - Double Bore (Lockset w/ Deadbolt) 2 3/8" - Mortise (Radius Corner) Edge Prep - 6 9/16" Primed Jamb - Bronze Weatherstrip - No Brickmould - Primed RV1308 Astragal - Mill Tru-D Composite Adjustable Sill - Brushed Nickel (US15) 5/8" Radius Ball-Bearing Hinges - Door Protection Cover

Item Price: \$4,060.33

Quantity: 1

Item Total: \$4,060.33

UNIT SUMMARY

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes.
Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

\$ 1365⁰⁰

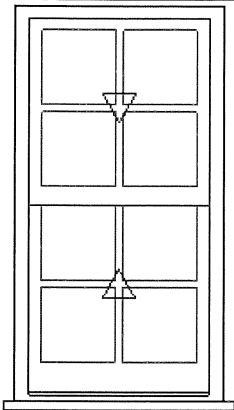
NUMBER OF LINES: 1	TOTAL UNIT QTY: 1	EXT LIST PRICE: USD	1,453.00
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LINE	MARK UNIT	PRODUCT LINE	ITEM	LIST PRICE	QTY	EXTENDED LIST PRICE
1		Ultimate Wood	Double Hung CN 2020 RO 26 3/8" X 49 1/2" Entered as CN 2020	1,453.00	1	1,453.00

LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1	Mark Unit:	List Price:		1,453.00
Qty: 1		Ext. List Price:	USD	1,453.00



As Viewed From The Exterior

Entered As: CN
Egress Information
Width: 21 13/16" Height: 18 1/4"
Net Clear Opening: 2.76 SqFt

Bare Pine Exterior	
Bare Pine Interior	
Ultimate Wood Double Hung	906.00
CN 2020	
Rough Opening w/ Subsill	
26 3/8" X 49 1/2"	
Top Sash	
Bare Pine Sash Exterior	
Bare Pine Sash Interior	
IG	
Low E2 w/Argon	
Black Perimeter and Spacer Bar	
7/8" SDL - With Spacer Bar - Black.....	272.00
Rectangular - Special Cut 2W2H	
Bare Pine Ext - Bare Pine Int	
Ovolo Exterior Glazing Profile	
Ovolo Interior Glazing Profile	
Bottom Sash	
Bare Pine Sash Exterior	
Bare Pine Sash Interior	
IG	
Low E2 w/Argon	
Black Perimeter and Spacer Bar	
7/8" SDL - With Spacer Bar - Black.....	272.00
Rectangular - Special Cut 2W2H	
Bare Pine Ext - Bare Pine Int	
Ovolo Exterior Glazing Profile	
Ovolo Interior Glazing Profile	
White Sash Lock	
White Jamb Hardware	23.00
Aluminum Screen	
Stone White Surround	
Bright View Mesh	
***Screen/Combo Ship Loose	
4 9/16" Jambs	
Exterior Casing - None.....	-20.00
Bare Pine Standard Subsill	
No Installation Method	
***Note: Screen/Combo/Storm OSM based on factory applied casing and subsill.	
Field application may require special sizing.	
***Note: Unit Availability and Price is Subject to Change	

Project Subtotal List Price: USD	1,453.00
0.000% Sales Tax: USD	0.00
Project Total List Price: USD	1,453.00

Exhibit C.1- HPI Form Photographs



Historic Property Report

Historic Name: Spalding, A.C., House

Property ID: 4002

Photos



primary (south) facade



garage/rear facade



East facade



SE Corner



south and east facades



south facade from street



Historic Property Report

Historic Name: Spalding, A.C., House

Property ID: 4002



south and west facades



Garage



Original HPI form(s)



Meeting Date: August 20, 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 approve the certificate of appropriateness for the proposed new sign on the front facade of 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:

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 (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.

- 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 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 wishes to install a new sign at the storefront located at 300 N. Main Street, Parcel ID #887033, in Central Commercial (C-C) zoning. The proposed sign is approximately 7ft tall by 19ft wide, and would be painted on a primed aluminum panel with exterior acrylic paints. (Exhibit B.3) The sign itself will be painted on to the aluminum panel with acrylic paint, sealed with clear acrylic sealant, and coated with Graf-X WB Anti-Graffiti layer for protection. They propose to mount the sign to the building in the four corners and along the middle (6 locations total) with anti-vandal hardware and Tapcon screws and anchors. (Exhibit B.3) The proposed signage would be installed on an edifice located within the Downtown Ellensburg National Register Historic District, and Local Landmarks District.

The intention of the sign, as seen in rendering (Exhibit B.2), is to alert people as they are entering the newly created Downtown Creative District. Although not a mural, the applicant has taken this proposed design to the Arts Commission as well, and has received a recommended approval of the design.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed new sign is compatible with the façade of the Cadwell-Lyon Block. It would not permanently cause

damage to historic fabric, as it would be installed on a wall that is largely comprised of materials that are not original to the historic building.

Therefore, this project meets the following criteria of said section:

- b) Ensure(s) that proposed alterations are compatible with the building's own architectural character and do not create a false historical appearance.

In Addition, the proposed sign appears to satisfy requirements of ECC 3.12- Sign Code, specifically regarding the limitations on size, height, and material.

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 project has also been found to be in keeping with one of the required building design standards of ECC 15.530.020, specifically that it:
 - b) Ensure(s) that proposed alterations are compatible with the building's own architectural character and do not create a false historical appearance.
4. 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.
5. 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:

6. 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. P24-073 Exhibit A_ MAP
2. P24-073 Exhibit B.1- APPLICATION
3. P24-073 Exhibit B.2- NARRATIVE
4. P24-073 Exhibit B.3-PROPOSAL

Exhibit A- Location Map

300 N. Main St.



Exhibit B.1- Application



Landmarks & Design Certificate of Appropriateness Application

RECEIVED 8/2/24
COMMUNITY
DEVELOPMENT
P24-073

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:	8/2/24
Fee Total:	N/A
LDC FILE #:	P24-073
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):	Andy and Jodi Polak	Day Phone:	5093044125
Mailing Address:	PO BOX 724 Ellensburg WA 98926		
E-mail:	andy@realworks.us	Cell Phone:	

*APPLICANT: ☐ Owner ☐ Contractor ☒ Tenant ☐ Other

Name:	Erin Oostra	Day Phone:	5098996255
Mailing Address:	213 E Stanford Ave Ellensburg WA 98926		
E-mail:	erin@nuwavegallery.co	Cell Phone:	5098996255

CONTACT PERSON: ☐ Owner ☐ Contractor ☒ Tenant ☐ Other

Name:	Erin Oostra	Day Phone:	5098996255
Mailing Address:	213 E Stanford Ave Ellensburg WA 98926		
E-mail:	erin@nuwavegallery.co	Cell Phone:	5098996255

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:	
☒	Site Address:	300 N MAIN STREET 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, Andrew Polak, (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)

Andrew Polak
Andrew Polak (Aug 2, 2024 12:09 PDT)

Date:

Aug 2, 2024

Exhibit B.2- Narrative



DOWNTOWN ENTRY MURAL | GRANT APPLICATION

Overview:

Nuwave Gallery would be thrilled to partner with the Arts Commission to sponsor a colorful mural that welcomes folks into historic Downtown Ellensburg on Third and Main. With permission already granted by the building owners, Nuwave will hire a local artist to create a mural that is inspired by local birds, flowers, fields, and designs. This will create a bright spot on the corner of 3rd and Main Streets, as people drive in from I-90. It will let visitors know they have arrived in historic downtown- the epicenter of their adventures, simultaneously providing a unique and irresistible spot to commemorate their visit with a photo.

Target Audience:

All tourists entering historic downtown and anyone looking for a fun backdrop in Ellensburg for photos.

Benefit:

Visitors need a reason to drive the extra mile into historic Downtown Ellensburg. With many people working hard on driving traffic that way, how will folks know when they have arrived? With a beautiful, colorful mural that welcomes them. This mural will be a bright sign for all to know they've arrived. Additionally, it will provide a spot for all to take photos in front of and share with their friends.

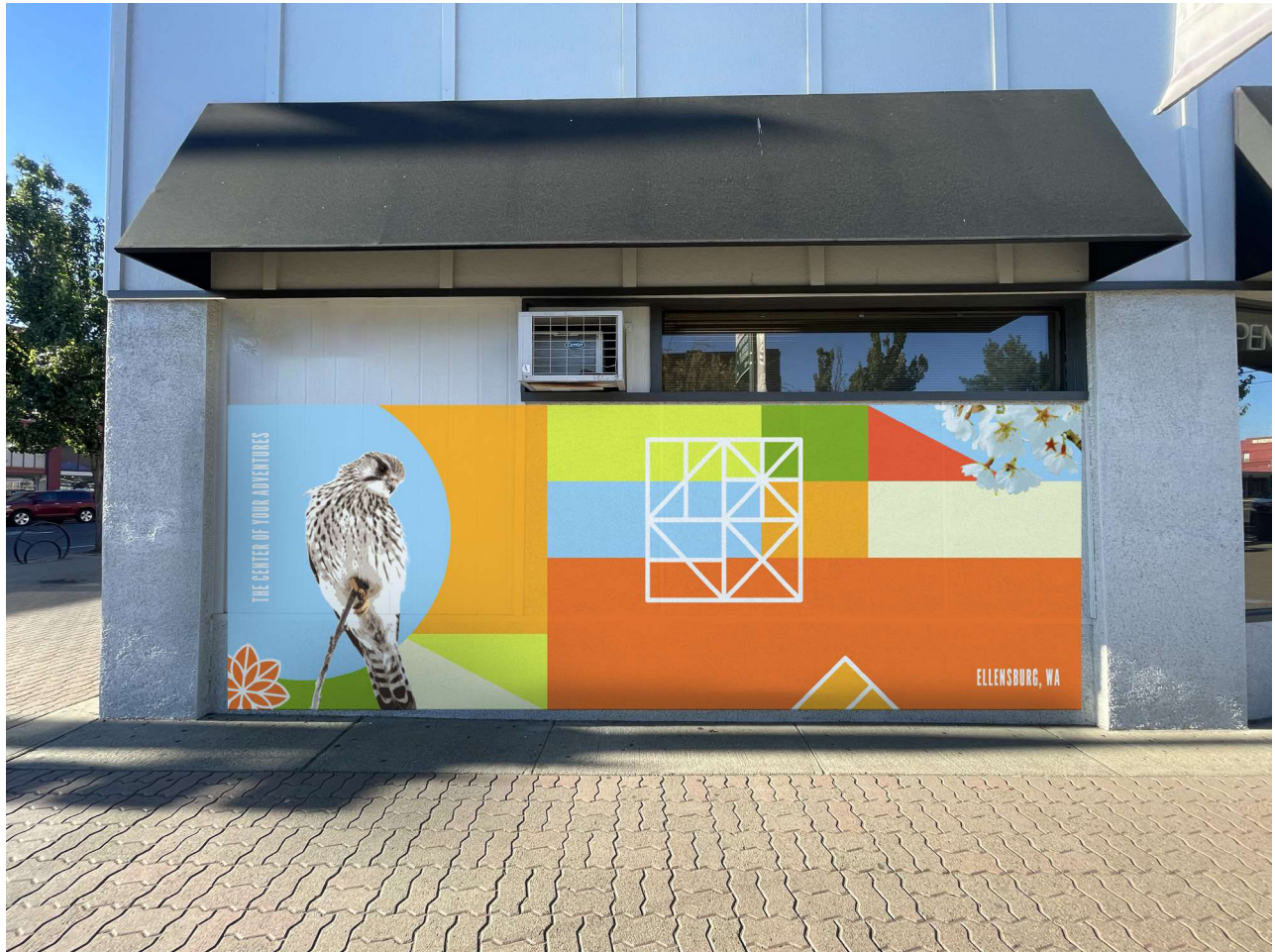
Funding:

We will use the funding to pay for all materials for this detachable mural. The mural will be painted off-site then installed just in a few hours to ensure minimal disruption to the sidewalk, building, and tenants. The mural will be painted on aluminum paneling to ensure longevity and covered in anti-graffiti coating to ease in maintenance. Funds will also be utilized to pay the artist, installer, and rental fee to the, already approved by, building owners for use of space.

Acknowledgment:

In addition to the mural a small plaque will be installed informing everyone this project was sponsored by the Ellensburg Arts Commission and Nuwave Gallery.

ROUGH MOCKUP



INSPIRATION FROM CHICAGO



Selected Artist: KYLE KRAUSKOPF

Multi-talented artist Kyle Krauskopf is a creative force who lives and breathes his art. His recent accomplishment, *The Meantime Chronicles*, involved crafting weekly original short stories and poems paired with hand-drawn illustrations. This project coincided with his pivotal role in establishing Nuwave Gallery in Ellensburg, Washington, where these works debuted on March 3, 2023. Kyle's prolific drive is evident in past ventures like *Small Drawings High Hopes*, *365 Days of Wood*, and ongoing projects like *Gratefully in your Debt*.

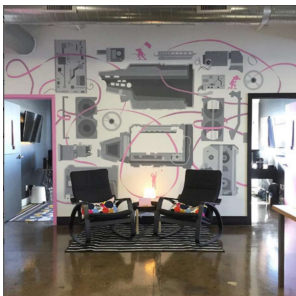
He's not just an artist; Kyle is a philanthropic pillar, co-founding The Museum of Museums and contributing to The Belltown Artwalk's revival, Flying Bike Cooperative Brewery's branding, and Base Camp Studios, all in Seattle, WA. An avid supporter of mental health, he frequently collaborates with The National Alliance on Mental Illness, believing in the power of lending an ear or helping hand for the betterment of all. Even during his "breaks," his mind bubbles with the next big idea.

EDUCATION:

Yale University- The Science of Well Being, 2020

Ball State University- B.F.A., Studio Art-Emphasis in Drawing, 2009

MURAL SAMPLES:



PROPOSED BUDGET:

Our goal is to use the entire \$2500 for the mural. That includes professional installation, wall rental, paints, graffiti protectant, a plaque, and promotion. Any additional costs will be covered by Nuwave Gallery.

Description of Expense		Amount	Sources of funds
Artist Fees	Payment to pre-approved ar	\$800	Arts Commission
Professional Services	Installation	\$200	Arts Commission
Rental	Wall rental per year	\$1/yr	Nuwave Gallery
Promo/Marketing	Social Media	Unknown	<u>Nuwave</u> Gallery
Supplies	Paint / Metal / Plaque	\$1000	Arts Commission
Other	Any Misc Overages	n/a	Nuwave Gallery



YOU HAVE ARRIVED



ELLENSBURG
CREATIVE DISTRICT



ERIN OOSTRA

PNW ARTIST, DESIGNER + GALLERY OWNER

INSTAGRAM: @ERINOOOSTRA
ERINOOOSTRA.COM

GALLERY IG: @NUWAVEGALLERY
NUWAVEGALLERY.CO



On Wed, Mar 6, 2024 at 3:21 PM Erin Oostra <erin@nuwavegallery.co> wrote:

Hi!

Kelle, yes please! I have attached the artwork mockup.

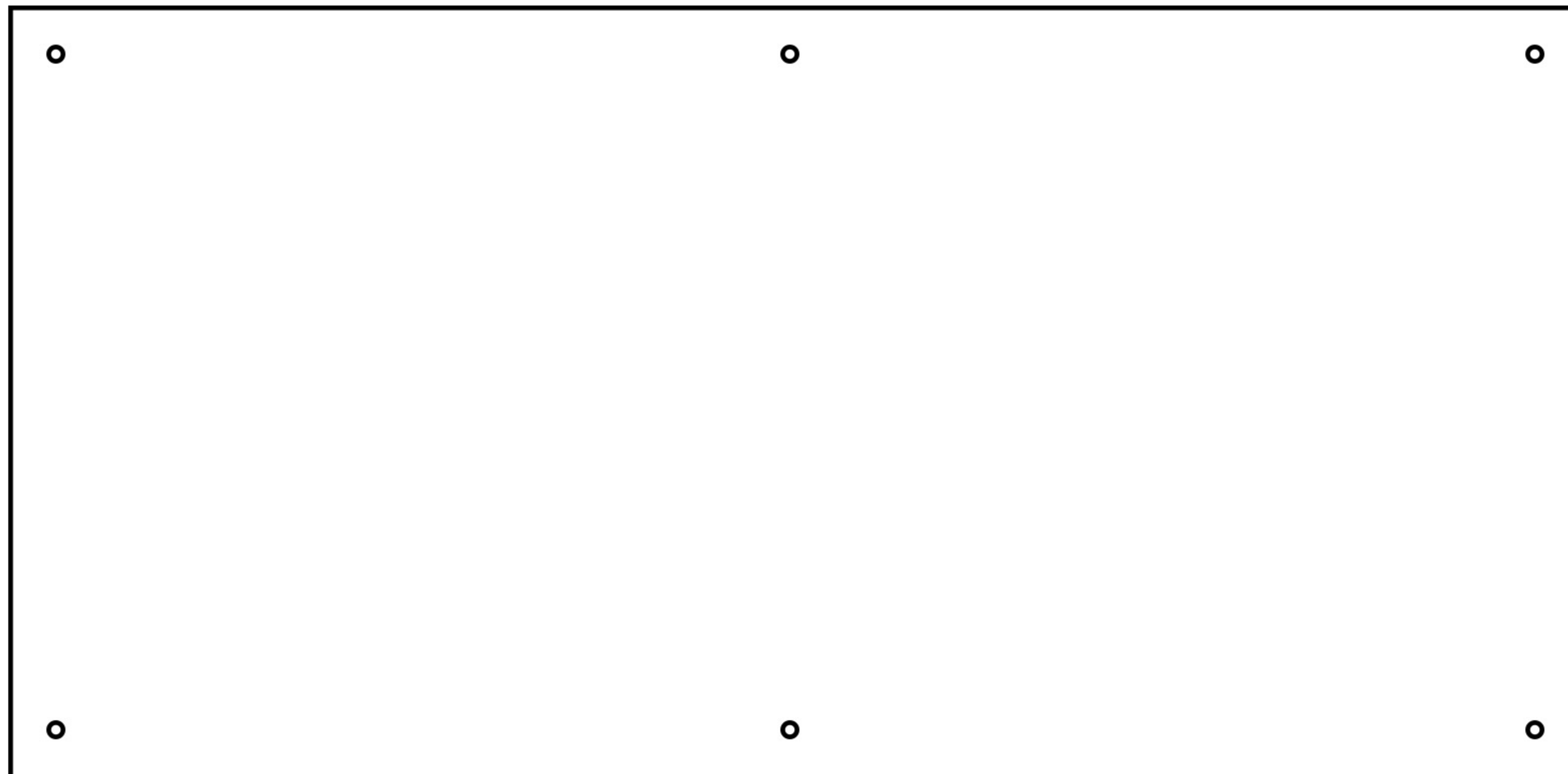
Stacey, We aren't in a huge rush for the mural, but as soon as I get the green light, I can get going. Do you need specific swatches? Attached is an image of what we are aiming for color-wise. I can send you the exact paint colors if needed.

Here are some additional details:

- *Painting will be done on primed aluminum panel
- *Anti-vandal hardware and Tapcon screws and anchors will mount it to the building in four corners
- *Painting will be done with exterior acrylic paints
- *Painting will be sealed with clear acrylic sealant
- *Painting will be coated Graf-X WB Anti-Graffiti layer for preservation since it is at standing level

The mural will be attached to the building rather than painted on the building, so it shouldn't interfere with any building cleaning. I will be in charge of cleaning the mural and keeping it touched up as agreed upon with the building owner.

I hope to have everything submitted and attend the April 2nd landmarks meeting if possible!



4-6 points of contact with wall
depending on size of mural

concrete anchor
to be mounted in the wall



anchor splits when screw
is inserted to grip concrete



specialty anti-vandal screws
to be used for mural security