

AGENDA

LANDMARKS & DESIGN COMMISSION

October 15, 2024

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/86918291182?pwd=aE35rbQSnOfn7u70JFZlP9g556mOGG.1>

Meeting ID: 869 1829 1182

Passcode: 130990

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAACoordinator@ellensburgwa.gov.

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

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, October 15, 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 the October 1, 2024, Landmarks and Design Commission Meeting minutes.
- 4. New Business**
 - 4.A Review of 2025 City of Ellensburg Historic Preservation Grant Applications
- 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.



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

October 1, 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 by Commissioner Redmon.

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

Absent: Zane Kanyer (unexcused), Cathy Poshusta (excused)

Others Present: Stacey Henderson-Senior Planner Historic Preservation, Kathy Boots-Planning Technician, Derek Mayo-City Engineer

Commissioner Redmon motioned to excuse the absence of Commissioner Poshusta. Motion passed 5-0.

2. Approval of Agenda

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

3. Approval of Minutes

3.A Review of August 20, 2024 LDC Meeting Minutes

Commissioner Redmon motioned to approve the regular meeting minutes from August 24, 2024. Motion passed 5-0.

4. New Business

4.A Letter of Support for Public Works Historic Pathway and Lighting Project.

Derek Mayo, City of Ellensburg Engineer, asked for a letter of support from the Landmarks and Design Commission. Public Works is applying for a federal grant to put sidewalks and lighting on Third Avenue and Water Street to the Train Depot. Historic pavestones and globe lighting will be used. Trees and a transit stop will be added. The project is estimated at \$800,000 and the City of Ellensburg will match 50% of the grant. The timeline for the project is three-four years. The project has been on the Public Works Capital Projects list for 14 years. Commissioner Redmon motioned to provide a letter of support for the project. Motion passed 5-0.

- 4.B Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed installation of new sign graphics at 300 N Pearl St., Parcel ID #777033.

Appearance of fairness reviewed. Staff member Henderson read the staff report. Staff recommended approval with one condition that the sign shall be illuminated from dusk to 10 p.m. only. Public comment opened. Applicant not present. No public comment. Public comment closed. Commissioner Watson motioned to approve the Certificate of Appropriateness for the proposed installation of new sign graphics at 300 N Pearl Street with one condition, as staff recommended, and the findings of fact on page 13 of the agenda packet. Motion passed 5-0.

- 4.C Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed installation of a new sign face at 207 N. Main St., Parcel ID #047033.

Appearance of fairness reviewed. Staff member Henderson read the staff report. Staff recommended approval with one condition that the sign shall be illuminated from dusk to 10 p.m. only. Public comment opened. Applicant not present. No public comment. Public comment closed. Commissioner Watson motioned to approve the Certificate of Appropriateness for the proposed installation of a new sign at 207 N Main Street with one condition, as staff recommended, and the findings of fact on page 24 of the agenda packet. Motion passed 5-0.

- 4.D Public Hearing for consideration of a Certificate of Appropriateness (COA) for the proposed awning replacements and new barber pole at 114 W 4th Ave., Parcel ID #797033.

Appearance of fairness reviewed. Staff member Henderson read the staff report. Staff recommended approval with no conditions. A building permit for the awning and barber pole is in the process. Public comment opened. Applicant not present. No public comment. Public comment closed. The Commission discussed adding a condition that both the attachments of the barber pole be attached to mortar joints to reduce damage to historic brick or if they don't line up, at least one attachment is in the mortar joint. Commissioner Watson motioned to approve the Certificate of Appropriateness at 114 W 4th Avenue for the proposed installation of new awnings along Main Street, and a barber pole next to the main entrance with one condition, that the barber pole must attach to mortar joints, to reduce damage to historic brick. If both attachments do not line up to a mortar joint, then the applicant shall ensure at least one attachment is in a mortar joint, and the findings of fact on page 35 and 36 of the agenda packet. Motion passed 5-0.

5. Unfinished Business

None

6. Citizen Comment

None

7. Staff Update/Discussion Items

The October 15, 2024, meeting will be to review the grant applications.

The November 5, 2024, meeting will have several Certificates of Appropriateness to review, and Kelle Vandenberg will talk about the new creative district.

8. Commission Representative Update

Commissioners brought to the attention of staff that Shooters had a mural on the building that did not come before the Landmarks and Design Commission. Staff member Henderson will reach out to the owners.

Contracts for the CLG grant are being created, and then a subcommittee will be formed. Commissioner Watson explained many ways the new map can be built.

Commissioner Redmon will be absent for the October 15, 2024, meeting.

Commissioner Chanes will recuse herself from one of the grant applications because of a conflict of interest.

Staff stated that Commissioner Kanyer has stepped down from the Commission, so the city is looking for applicants.

9. Adjournment

The meeting was adjourned at 6:33 p.m.



Meeting Date: October 15, 2024

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

Agenda Subject: Review of 2025 City of Ellensburg Historic Preservation Grant Applications

Submitted by:
Department: Community Development

Suggested Motion/Action:

Staff requests that the commission review the grant applications, and make a recommendation to be provided to City Council regarding how the funds should be allocated to applicants for the 2025 Historic Preservation Grant Program.

Background/Summary:

BACKGROUND:

Each year, the City Council-established and funded “Community Grants Program” provides a means “to support community efforts to address community needs and build the capacity of the City of Ellensburg.” There are three (4) goals the grant program seeks to accomplish:

- 1) Foster public initiative and participation in maintaining National, State, and Ellensburg registers of historic places.
- 2) Provide assistance for renovation and rehabilitation of historic properties within the City of Ellensburg.
- 3) Develop programs to create incentives for historic preservation and provide outreach thru education and information programs.
- 4) Provide assistance to avoid demolition of historic properties.

The Landmarks and Design Commission’s stipend for 2025 is \$18,523.54. **The Historic Preservation Grant Program Goals** are outlined on page 1 of the attached Historic Preservation Grant Outline. The Commission shall review the applications received by the August 31, 2024, deadline.

DISCUSSION:

Seven (7) grant applications were received for the 2025 Historic Preservation Grants Program. One application was removed from consideration by staff, as it did not meet the grant program requirements. The six (6) remaining requests are outlined below in the attached applications. The task of commission members is to read and review the standards and goals as outlined in the attached Historic Preservation Grant Program Guidelines, and then please review the scoring matrix and each application before the October 15 meeting. The scoring matrix can be filled out at the meeting after each applicant has been given an opportunity to present their project, but familiarizing yourself with the projects, applications,

and scoring will help the process run smoothly. Based on the scores, the Commission can decide the amount, if any, to be awarded to each organization for its proposed project.

Please submit completed rating sheets to staff by the end of the meeting on October 15, 2024, after grant review and presentations.

Previous Council Action:

Analysis:

ATTACHMENTS:

1) Grant application received before 8/31/24, from Dorothy Stanley. The grant request is to install two bronze roadside plaques advertising the First Railroad Historic District. One sign is proposed at N. Main and 9th Ave, and the other sign is proposed at 10th Avenue and Wildcat Way. The applicant has proposed the specific wording of the signs, sign information, and photographs of the specific proposed locations in their application. The proposal includes a request to the City for installation and maintenance of the sign. **The applicant is requesting \$2,000 from the City, with a match of \$2,000, plus applicant hours, for an estimated total project cost of \$4,142.00.**

Staff notes: The applicant does not yet have a COA for the proposed signs, but has discussed with City Staff the proposal and possible Public Works requirements regarding the City installing and maintaining the signs. The applicant is aware that these approvals will have to be obtained before the signs can be installed.

2) Grant application received on 8/8/24 from Jodi Polak, building owner of the historic Lindeman Building. The applicant is requesting funds to help offset the cost of installing new windows on the upper floor of the Lindeman Building. Per the application provided, they would like to replace the existing windows, which are not original, with gridded wood windows, to help return the building to its original look. The Lindeman building is located at 425 N. Main Street in the Historic Downtown National Register and Local Landmarks District. **The applicant is requesting \$18,523.54 from the City, with an applicant match of \$90,703.02, for a total project cost of \$109,226.56.**

Staff Notes: The LDC approved this proposed window replacement at the August 6, 2024 LDC meeting (P24-059). The COA approval and application materials are attached.

3) Grant application received on 8/29/24 from the Ellensburg Downtown Association. The applicant is requesting funds to help offset the cost of restoring a historic downtown mural. The mural is located on the historic Kleinburg building, at 307 N. Pearl Street, within the Ellensburg Downtown National Register and Local Landmarks districts. **The applicant is requesting \$10,000 from the City, and has listed additional matching funding sources in their application, with a total project cost of \$40,000.**

Staff Notes: The proposed Mural restoration plan was approved by the Arts Commission (5/11/23) and the Landmarks and Design Commission (7/5/23). The COA approval and application materials are attached (P23-043).

4) Grant application received on 8/30/24 from Richard Huie, building owner. The applicant is requesting funds to offset the cost of developing a full restoration and modernization plan for the Historic Collins Block building, located at 118 E 4th Ave. The applicant has provided a detailed project description and proposed timeline of the project, and expects to research the building history, assess the façade and structure, and plan updates to ADA and life safety building aspects. **The applicant is requesting \$5,000 from the City, and will be providing the remaining \$70,000 in project cost, for a total project cost of \$75,000.**

Staff Notes: No additional permits are necessary to complete this report.

5) Grant application received on 8/30/24, from Sadie Thayer. The applicant is requesting funds to create a historic resource inventory of properties in and around the downtown Ellensburg area that are of African-American background and residence, with the intention of creating a full historic resource inventory. The project involves multiple properties, some already located within a historic district, and some that are not currently listed. **The applicant is requesting \$2,500 from the City, and will be providing the remaining in-kind amount of \$5,000, for a total project cost of \$7,500.**

Staff Notes: No additional permits are necessary to complete this project.

6) Grant application received 8/30/24, from Marissa Lee. The applicant is requesting funds to survey, inventory, and create a resource of possible historic sidewalks and their designs in the Downtown Historic District area. **The applicant has provided photographic examples of items of interest, and a detailed timeline of the work. The applicant is requesting \$1,015 in funds to conduct this survey and inventory, and will be providing their own hours as well, for a total project cost of \$1,015.**

Staff Notes: No additional permits are necessary to complete this project.

7) Scoring Matrix (Staff can provide copies to be filled out at the meeting, or please print and bring your own.)

8) Copy of Historic Preservation Grant Program Guidelines with Introduction, Grant Program Goals, Type of Projects allowed, Program Guidelines, Project Timelines, Application Process, Review Process and Reporting Requirements and Accountability.

Financial Impact:

Budget Adjustment: No

Attachments:

1. Attachment 1- Dorothy Stanley_Signs
2. Attachment 2- Jodi Polak_Windows
3. Attachment 3- EDA- Mural Restoration
4. Attachment 4- Richard Huie- Collins Block
5. Attachment 5- Sadie Thayer- KCHM
6. Attachment 6- Marissa Lee- Sidewalk
7. Attachment 7- Scoring Matrix
8. Attachment 8- Program Guidelines

Attachment 1- Dorothy Stanley Application- Historic Signs

City of Ellensburg Community Development Department 2025 Historic Preservation Grants Program Project Description

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative: 15x18 Bronze Roadside Plaque, bracket holder and metal pole to be installed and maintained by the City of Ellensburg Public Works. The signs would read "First Railroad Historic Addition," this area has been placed on the National Register of Historic Places by the United States Department of Interior. One sign would be at North Main and 9th Avenue, the other sign at 10th Avenue and Wildcat Way. See Photos of Sites.

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program: Yes

Contact Person

Name: Dorothy S. Stanley

Organization Representing: Myself

Contact Address: 201 E. 9th Ave

City/State/Zip: Ellensburg, WA 98926

Phone (two numbers preferred): 509-925-3385

E-mail: fcs@fairpoint.net

Project Cost

Amount Requested from the City: \$2000.00

Cash Amount from Applicant: \$ To Be determined when sign sets are shipped,
Pd by Dorothy S. Stanley

"In-Kind" Amount from Applicant: \$

Cash from other Sources: \$2000.00

Please list other sources:

Littles County Historical Museum gift
from Historic Ellensburg

Total Project Cost: \$

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Shipping Costs				
to be paid at				
time of shipping				
by Dorothy's study				
Sub Total	\$	\$	\$	\$

2. Supplies/Equipment Materials				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
405 Letters				
Roadside Plaque	\$1576.00	\$2000.00	Applicant pay	\$2000.00
		Kittitas County	extra postage	
Brackets - 2	\$1966.00	Historical	which would be	
		Museum	determined at	
Posts - 2	600.00		shipping	
Sub Total	\$4142.00	\$2000.00	\$	\$2000.00

3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Ellensburg				
Public Works	NA			
Install &				
maintain				
Sub Total	\$	\$	\$	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
	\$4142.00	\$2000.00	Available upon ordering signs	\$2000.00

FRANKLIN BRONZE PLAQUES

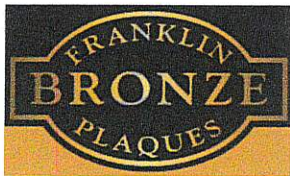


With great care and attention to detail, we take the love, appreciation and memories you have for a person, place or moment and turn them into a beautiful tribute that will last a lifetime. We offer free design service, expedited production and/or shipping and additional products beyond those manufactured in our facility, striving to provide excellent customer service, along with a superior product at a reasonable price in a timely manner. Various discounts are available for new and ongoing plaque programs.



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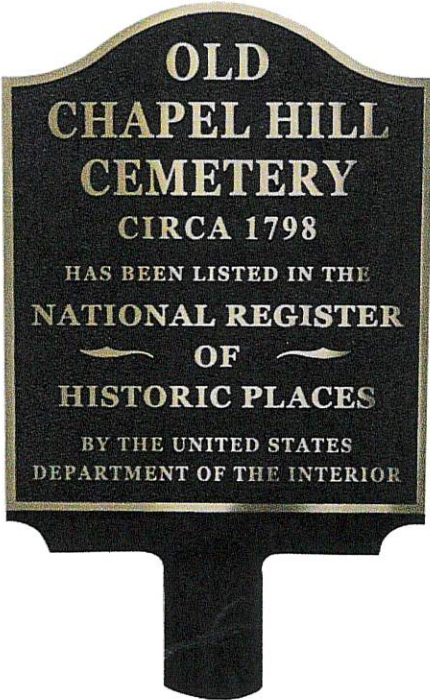
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PRICING HOME ABOUT US PLAQUES PLAQUE RESTORATION LAYOUT SAMPLES OPTIONS FAQ CONTACT US

VISIT SAND CASTING SITE

CATEGORIES:

- Plaques
 - Completed Projects
 - Custom Shapes
 - Memorial Plaques
 - Embossed Background Relief
 - Aluminum Plaques
 - Recognition and Award Plaques
 - Bas Relief Images
 - Full Color Aluminum Photos
 - Dedication Monuments
 - Etchings
 - Flat Relief Images and Graphics
 - Great Places in America
 - House Plaques
 - ImageCast™ Plaques and Medallions
 - Military and Governmental Seals
 - Military Memorials
 - National Register Plaques
 - Historic Markers
 - Plaque Programs
 - Pet Memorials
 - Bronze Cemetery Markers
 - Matching Veterans Marker
 - Roadside Markers
 - Perpetual Plaques
- Layout Samples
- Options
 - Portraits
 - Standard Borders
 - Background Finishes
 - Background Textures
 - Mounting Options



15" X 18" BRONZE ROADSIDE PLAQUE; (17583)

Description:
15" x 18" Bronze Roadside Plaque; Single Line Border; Black Background Finish; National Register Custom Style B (17583)

Bracket Sign Holder
Metal sign pole





Attachment 2- Jodi Polak- Windows

City of Ellensburg Community Development Department 2025 Historic Preservation Grants Program Project Description

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

The existing upstairs windows have started to deteriorate. Some have lost the integrity of the wood frames and some have broken or missing glass. A previous owner had replaced some of the gridded windows with non-gridded vinyl windows. We would like to replace all of the windows with gridded windows to return the building to its original look. The new windows will be a wood window that is clad on the exterior.

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

Yes, The Lindeman Building located at 425 N Main Street is listed in the Downtown Ellensburg National Register Landmark District.

Contact Person

Name:	Jodi Polak
Organization Representing:	RWX 1907, LLC
Contact Address:	PO Box 724
City/State/Zip:	Ellensburg, WA 98926
Phone (two numbers preferred):	509-304-8209; 509-304-4125
E-mail:	jodi@realworks.us

Project Cost

Amount Requested from the City:	\$	\$18,523.54
Cash Amount from Applicant:	\$	\$90,703.02
"In-Kind" Amount from Applicant:	\$	
Cash from other Sources:	\$	
Please list other sources:		
Total Project Cost:	\$	\$109,226.56

Return completed Application to:

Stacey Henderson, Senior Planner – Historic Preservation
City of Ellensburg Community Development Dept.
501 N. Anderson St.
Ellensburg, WA 98926

hendersons@ci.ellensburg.wa.us

Due Date: Wednesday, August 31, 2025

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date
Measure & Bid Windows	McKinney Glass	June 2024	June 2024
Schedule w/ The Gym	RWX 1907, LLC	Spring 2025	Spring 2025
Demo & Install Windows	McKinney Glass	Summer 2025	Summer 2025

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Sub Total	\$	\$	\$	\$

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Install Windows	\$109,226.56		\$90,703.02	
Sub Total	\$	\$	\$	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Install Windows	\$109,226.56		\$90,703.02	

Notification Process

Notice will be published in the Ellensburg Daily Record.

Notice will be mailed to previous applicants from the past five years.

Notice will run on the City's website (www.ci.ellensburg.wa.us).



THE LANDMARKS & DESIGN COMMISSION

Findings of Fact and Decision

Upper Level Window Replacement at 425 N. Main St Submitted by Jodi and Andy Polak

This matter, having come before the City of Ellensburg Landmarks & Design Commission (hereinafter, LDC) in an open record public hearing on Tuesday, August 6, 2024, to consider the application (P24-059) submitted by Jodi and Andy Polak. The proposal is to replace all of the windows on the upper level of the Lindeman Building (Butterfield Garage), with fiberglass windows clad with wood on the interior. The proposed window designs reflect the existing and historic window grid pattern. The proposed work is located within the Downtown Ellensburg National Register Historic District, and Local Landmarks District, at 425 N. Main Street, Parcel ID #106933.

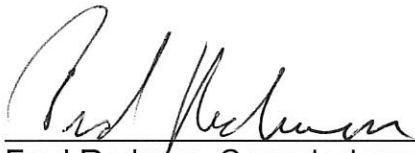
The LDC, having taken evidence at the hearing, makes the following **Findings of Fact** and **Decision** related to the above referenced matter:

FINDINGS OF FACT

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 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.
3. The Applicant is the agent for the owner of this building and can pursue this action. The building is addressed as 425 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-defining features of the historic building.
5. No public comment was received.

DECISION

Based upon the above Findings of Fact as stated in the August 6, 2024 agenda packet, the LDC hereby **approves** the window replacements, as proposed, at 425 N. Main St., with **no conditions**.



Fred Redmon, Commissioner, LDC

08/06 /, 20 24

Appeals: Per ECC 15.280.090(C)(2)(e) and 15.230.070(A), an appeal of this decision may be filed with the City Clerk within 14 calendar days after written notice of the decision is mailed, accompanied by a non-refundable fee of **\$425.00**. The requirements for the contents of an appeal are set forth in ECC 15.230.070(D). The City Council shall consider the appeal at a scheduled closed record public hearing. The City Council may affirm the decision of the Commission, remand to the Commission for further proceedings, or reverse the decision of the Commission. Filing of an appeal shall suspend the issuance of any building or other required permit until the City Council has taken final action on the appeal.

Lindeman Building Proposal for Upper Widows

425 N Main St. Ellensburg

Landmarks & Design Application - June 28th, 2024

Built around 1925, the building located on the southwest corner of 5th Avenue and Main Street in Ellensburg housed the Lindeman Power Equipment Company until 1937. This company built tractor engines and machinery, and was eventually purchased by John Deere. The building currently houses Maximus Gym, Udderly Espresso Downtown, The May Salon, Julep, and Egley's Bail Bonds.

Below: Current



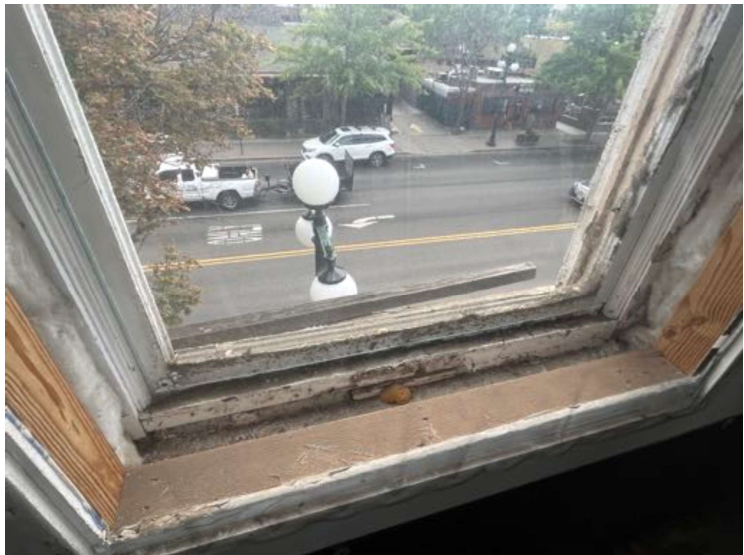
The existing main floor windows, doors, and trim are black, the body is white.

Some of the existing upstairs windows have broken glass and deteriorated frames. Some of the gridded windows have been replaced by non-gridded vinyl windows. We would like to replace all of the windows with gridded windows to return the building to its original look. The new windows will be wood on the interior, clad on the exterior. The exterior will be black to match the main floor windows.



Existing Building Photos.

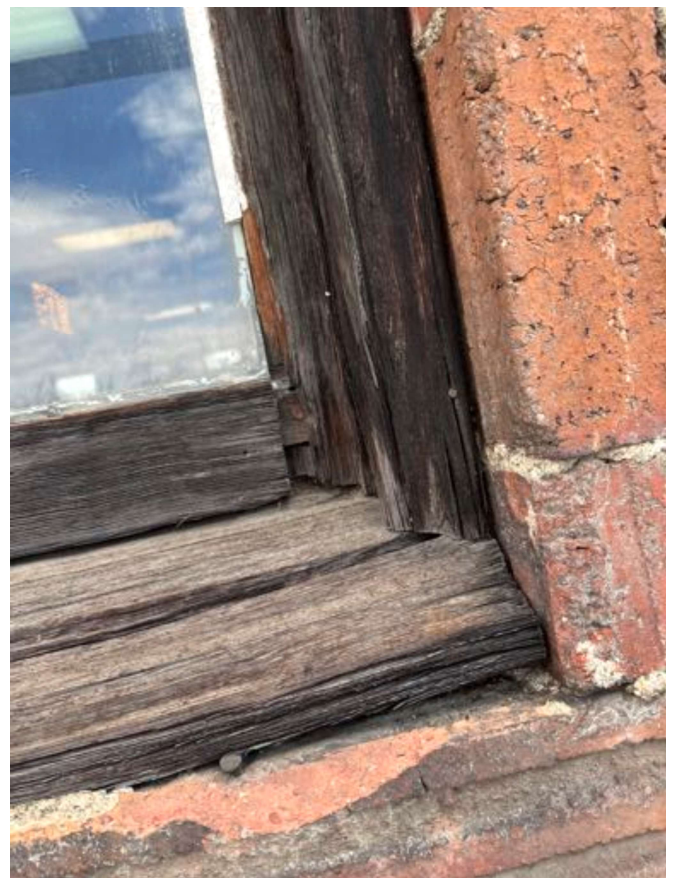




Existing Window Conditions.







Attachment 3- Ellensburg Downtown Association- Mural Restoration

City of Ellensburg Community Development Department 2025 Historic Preservation Grants Program Project Description

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

- Professionally prepare brick surface to renovate existing historic mural on the historic Kleinberg building in the heart of Ellensburg's downtown core on Pearl Street. Please see page 2-3.

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

-Yes, this project is located on the highly visible south facing wall of the Kleinberg building that was constructed in 1889 and is on the National Historic Register.

Contact Person

Joe Chanés

Name:

Organization Representing: Ellensburg Downtown Association

Contact Address: 109 E 3rd Suite 1

City/State/Zip: Ellensburg, WA 98926

Phone **(two numbers preferred)**: 509-312-8081 (mobile),

E-mail: joechanes@gmail.com

Project Cost

Amount Requested from the City: \$10,000 or any applicable amount

Cash Amount from Applicant: \$20,000 earmarked from EDA Budget

"In-Kind" Amount from Applicant: \$2,500 (difference left if received full grant request)

Cash from other Sources: \$6,000 Umpqua Bank Charitable Fund Grant

Please list other sources: \$1,500 Donation from Dale & Susan Sherman, Building Owners

Total Project Cost: **\$40,000**

City of Ellensburg Community Development Department

2025 Historic Preservation Grants Program

Project Description:

Kleinberg Building Mural Restoration Project

"Ross' the Hub" Mural

Circa 1939-43

Project Information (Attach additional sheets as needed):

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

The Ellensburg Downtown Association (EDA) has taken on the important responsibility of restoring murals in downtown Ellensburg, with the goal of preserving our community's rich history. Our first project is the restoration of the "Ross the Hub" mural on the historic Kleinberg building, located on Pearl Street. This mural was chosen due to its high visibility, large size, historical significance, and current poor condition.

In collaboration with our community partners—the Landmarks & Design Commission, the City of Ellensburg, and the Kittitas County Historic Museum—we have conducted extensive research and obtained the building owner's permission to proceed. Utilizing a local artist, this mural will be carefully restored to its original luster and be a beacon of our historical tradition that makes up a large part of our community.

The Kleinberg Building's "Ross the Hub" mural holds a significant place in our town's history. The Kleinberg family first established a pool hall and cigar bar called "The Hub" in 1890. In 1908, the Ross family acquired the building, converting the space into a men's department store named "The Hub Clothiers." The current mural is believed to have been created between 1939 and 1943, with updates made through 1946 as business partnerships evolved. The mural advertises well-known brands of the time, such as Stetson Hats, Levi's jeans, and Justin and Nokona boots. Ross' The Hub Clothiers remained a staple of Ellensburg's downtown from 1908 until 1960.

This restoration project aligns with the objectives of the 2025 Historic Preservation Grants Program by providing essential assistance for the renovation and rehabilitation of a historic building in downtown Ellensburg. It also serves as a precursor to our broader vision of establishing an Ellensburg Mural Walking Tour, which will be a valuable resource for both our community and visitors, enhancing our town's appeal as a tourist destination. By undertaking this project, we are also ensuring the continued preservation of a historic property listed on our register of historic places.

Work Plan Summary:

- Prepare existing brick for mural restoration by scraping entire surface, applying brick conditioner and multiple basecoats.
- Restore image utilizing vector points so image can be “tiled” on wall to re-create.
- Professionally restore image on Kleinberg building utilizing snorkel lift. Approximate duration 30 business days

The total project cost is **\$40,000**. The Ellensburg Downtown Association currently has \$20,000 in their annual “mural fund” earmarked for this project. Additional funds secured include a \$6,000 grant from Umpqua Bank’s Charitable Foundation and \$1,500 from Dale and Susan Sherman who own the Kleinberg building. We are requesting another \$10,000 from the Historic Preservation Grant and the remaining amount would be in-kind donations of supplies and equipment.

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

- Yes the Kleinberg Building is listed on the Ellensburg Landmarks Register.

Contact Person

Name: Joseph Chanes

Organization Representing: Ellensburg Downtown Association

Contact Address: 109 E 3rd Ave, Suite 1

City/State/Zip: Ellensburg, WA 98926

Phone (two numbers preferred): 509.312.8081 (mobile)

E-mail: joechanes@gmail.com

Return completed Application to:

Stacey Henderson, Senior Planner – Historic Preservation
City of Ellensburg Community Development Dept.
501 N. Anderson St.
Ellensburg, WA 98926

hendersons@ci.ellensburg.wa.us

Due Date: Wednesday, August 31, 2025

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date
Prep Exterior Brick	Lynne McCowin	Fall '24 or Spring '25	TBD
Plot Vector Points	Lynne McCowin	Fall '24 or Spring '25	
Apply 2 layers Base	Lynne McCowin	Fall '24 or Spring '25	
New Mural Application	Lynne McCowin	Fall '24 or Spring '25	

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Artist Labor	\$20,500		\$10,500	\$10,000
Sub Total	\$ 20,500	\$	\$10,500	\$10,000

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Equip. Rentals	\$6,000	\$2,500	\$3,500	
Paint/Supplies	\$3,300		\$3,300	
Large Format Printing	\$1,200		\$1,200	
Sub Total	\$	\$	\$ 8,000	\$

3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Masonry Prep	\$3,000		\$3,000	
Bonding Issurance	\$6,000		\$6,000	
Sub Total	\$	\$	\$ 9,000	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
\$40,000	\$40,000	\$2,500	\$27,500	\$10,000



THE LANDMARKS & DESIGN COMMISSION

Findings of Fact and Decision Application for a Certificate of Appropriateness (COA) Submitted by Agent Joe Chanes

This matter, having come before the City of Ellensburg Landmarks & Design Commission (hereinafter, LDC) for a **Certificate of Appropriateness** (hereinafter, COA), in an open record public hearing on Wednesday, July 5, 2023, considered the application (P23-043) submitted by agent Joe Chanes, for the proposed mural restoration located on the south façade of the Kleinberg building, at 307 N. Pine St., Parcel ID #837033. The proposed mural restoration would be located within the Downtown Ellensburg National Register Historic District and Local Landmarks District, in Central Commercial (C-C) zoning.

The LDC, having taken evidence at the hearing, makes the following **Findings of Fact** and **Decision** related to the above referenced matter:

FINDINGS OF FACT

1. Per ECC Section 15.720.040, the LDC has jurisdiction to review this project.
2. The project has been found to be in keeping with the mural requirements of ECC 15.720.030 "Standards and Guidelines", specifically subsection C items 1-3, and subsection D items 1-6
3. The Applicant is the agent for the owner of the Redmon Building, addressed as 307 N. Pearl St.; located in the Downtown Ellensburg National Register and local Landmarks Districts.
4. It is in the interest of the City of Ellensburg, per ECC 15.720.010 and .020 to promote the orderly placement of artwork in the form of murals.
5. No public comment was received.

DECISION

Based upon the above Findings of Fact, the LDC hereby **approves** the **Certificate of Appropriateness (COA)** for the proposed restoration of the Ross Bros. Mural, as proposed, on the south façade of 307 North Pearl St, with **three conditions**:

1. The applicant shall apply the preservation standards found in the *National Park Service Historic Preservation Brief 1- Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings*. Specifically, that the cleaning of the building be done through the gentlest means possible, and utilizing an appropriate paint including no paint sealers.
2. If the final design, materials, dimensions, or plans severely deviate from the current proposal, a recreation of the original mural, the applicant shall bring the mural proposal back to the LDC for additional review.
3. The applicant will provide a written authorization and signed maintenance plan from the building owner before final issuance of the COA can take place.


Marty Blackson, Chair, LDC

September 26, 2023

Appeals: Per ECC 15.280.090(C)(2)(e) and 15.230.070(A), an appeal of this decision may be filed with the City Clerk within 14 calendar days after written notice of the decision is mailed, accompanied by a non-refundable fee of **\$425.00**. The requirements for the contents of an appeal are set forth in ECC 15.230.070(D). The City Council shall consider the appeal at a scheduled closed record public hearing. The City Council may affirm, modify or reverse the decision of the Commission, or remand the decision to the Commission for further proceedings. Filing of an appeal shall suspend the issuance of any building or other required permit until the City Council has taken final action on the appeal.



The Kleinberg Building Mural Restoration Project

A restoration of our history

The Kleinberg Building in downtown Ellensburg was built by successful hay merchants Samuel and Henry Kleinberg in 1889 using unreinforced masonry following the great fire downtown earlier that year. We have selected this mural to be the first of several historical mural restoration projects, primarily as it is an iconic representation of our rodeo town legacy and this last September, our community celebrated 100 years of the Ellensburg Rodeo.

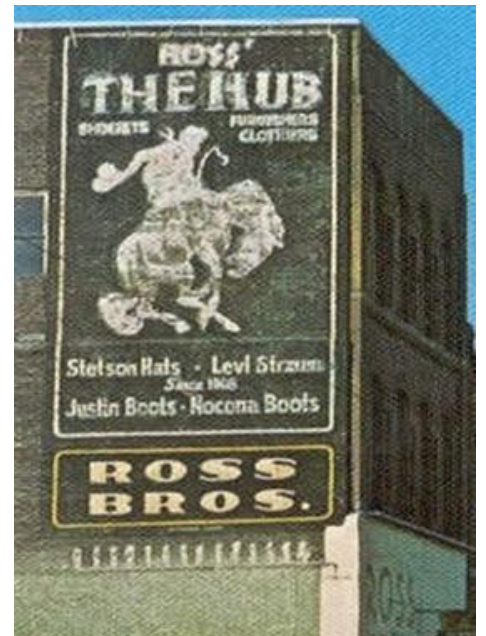
Working with our community partners, the Landmarks & Design Commission, The City of Ellensburg, the Ellensburg Rodeo, and the Historic Museum, we have done extensive research and have signed a contract with the building owner's to move forward with this project.

The project entails a total restoration of the mural.

- Prep & repair existing surface as needed
- Restoring image vector points, creating “tiles” to recreate image
- Paint mural surface using lift



L: The Kleinberg Building
circa 2023



R: The Kleinberg
Building Mural inset
circa 1960s

Exhibit C.2- Research
Circa 1889-1905:

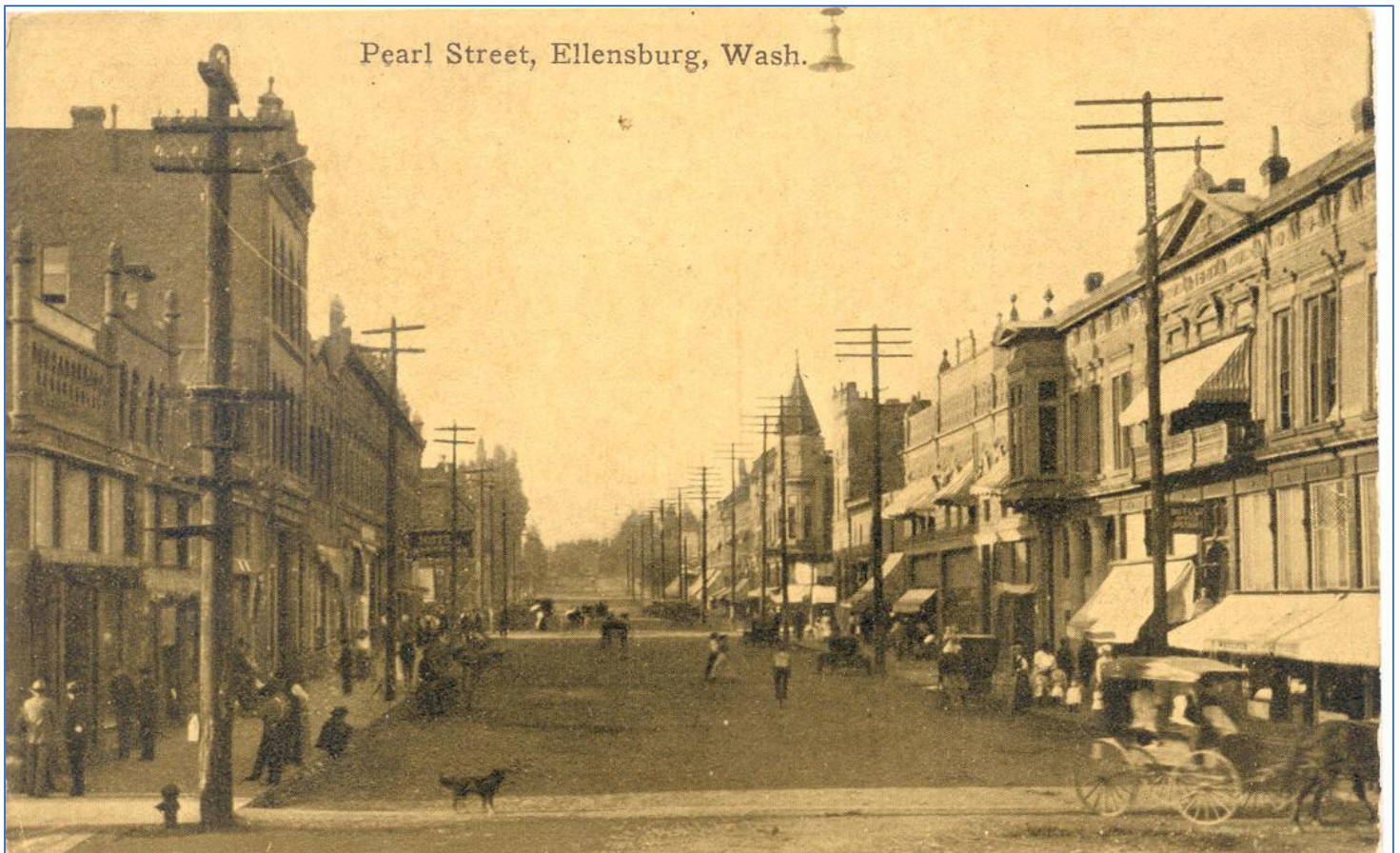


KCHM Collection Image # N:002:008

This postcard image, described as “Street scene, Ellensburg, Wash.”, features a historic photograph of Pearl Street taken before 1905 based on the lack of the Pautzke Building (aka Rehmke Building #2, built in 1905) and the expansion of the Smithson Block (which occurs in 1906). This postcard features a stamp on the back dated 1908.

The Kleinberg Building lacks any mural in this photograph.

Circa 1906-1911:



KCHM Collection Image # N:002:001

This image is dated based on the presence of buildings in the image and the stamp on the back of the postcard (dated 1911).

The Kleinberg Building still lacks the mural in this postcard image.

Circa 1901-1911:



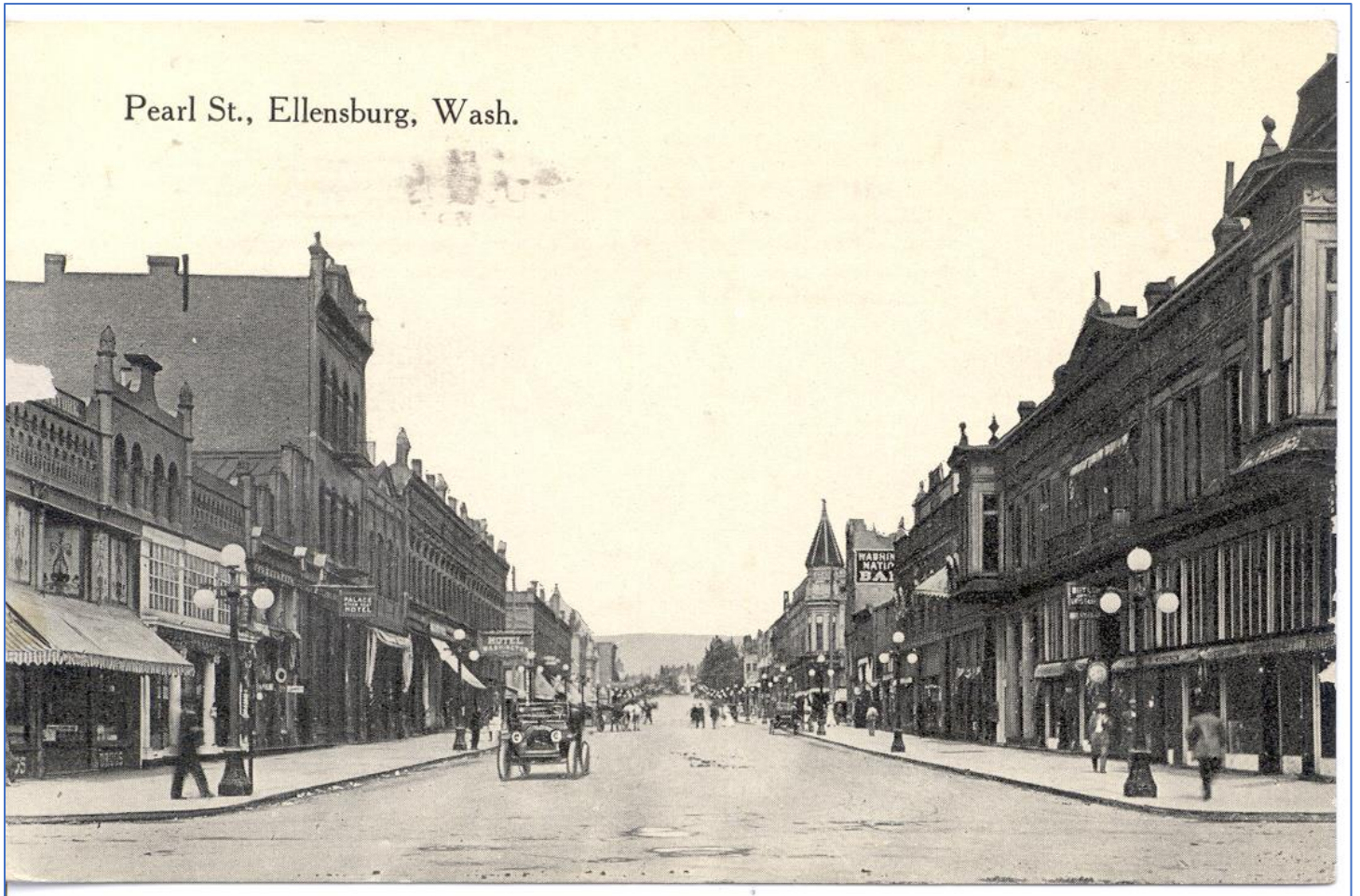
KCHM Collection Image # Unknown

(Original postcard image unable to be located at the time of this report. Scanned image identified as "Pearl Street".)

This image is dated based on the presence of buildings in the image. The Farmers Bank Building (aka Land Title Building) is not present in this image, which it was built in 1911.

The Kleinberg Building still lacks the mural in this postcard image.

Circa 1919:

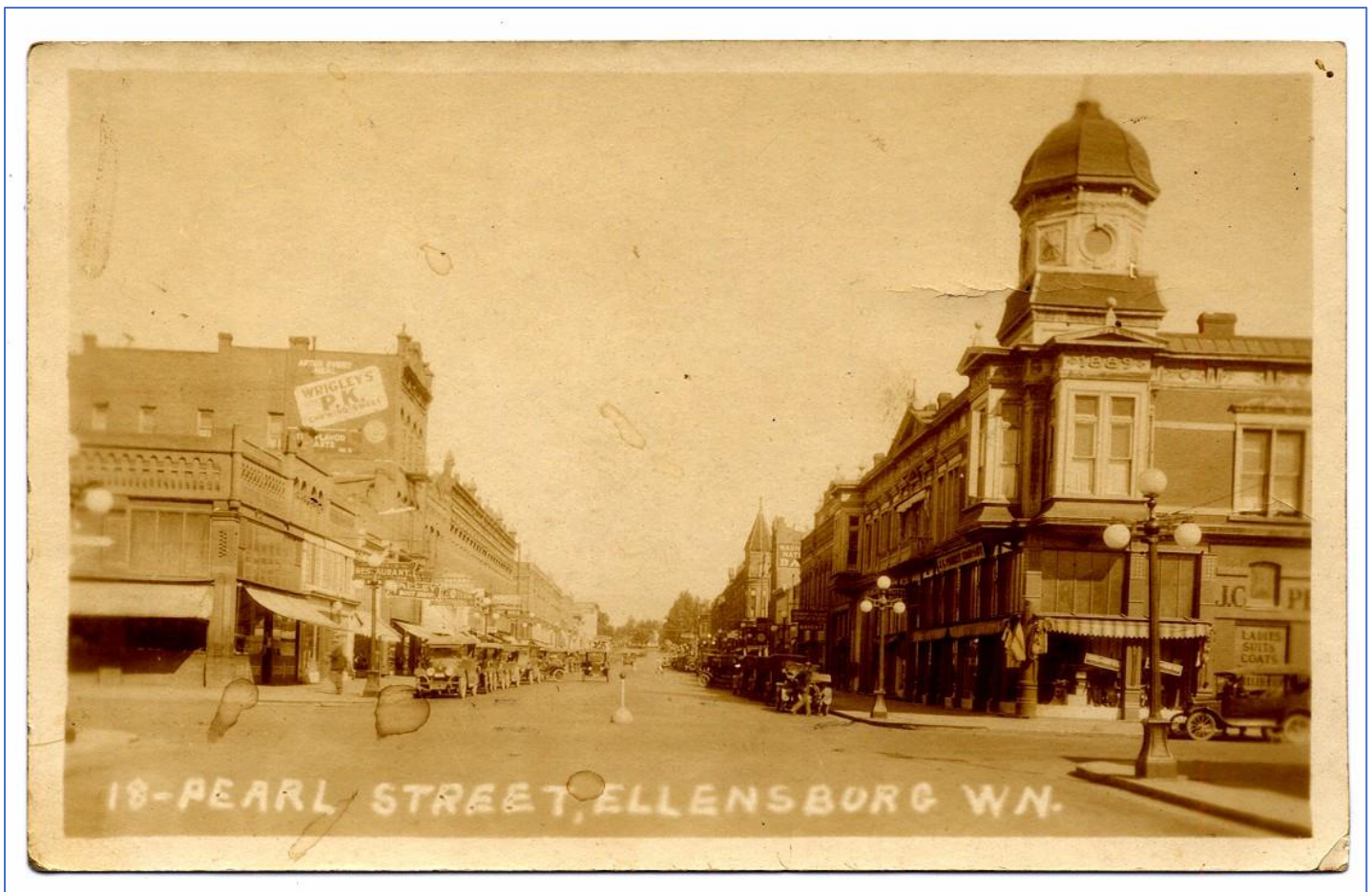


KCHM Collection Image # N:002:292

This image is dated as 1919 based on postcard stamp on back of postcard image and the presence of early automobiles in the photo.

The Kleinberg Building lacks any mural in this postcard image.

Circa 1917-1927:



KCHM Collection Image # N:002:003

This photographic postcard is believed to be dated as such based on the continued presence of the J. C. Penney & Co. business in the Kreidel Building. In circa 1927, it relocates to the C. L. Collins Block where it resides until the early 1960s then relocates to a remodeled Washington Motor Coach Company building (aka Greyhound Motor Coach Company Building).

The mural at this time is the "Wrigley's P. K. Chewing Sweet" mural.

Circa 1925-1927:



KCHM Collection Image # 1998:040:019A

This photographic postcard is believed to be dated as such based on the continued presence of the J. C. Penney & Co. business in the Kreidel Building. In circa 1927, it relocates to the C. L. Collins Block where it resides until the early 1960s then relocates to a remodeled Washington Motor Coach Company building (aka Greyhound Motor Coach Company Building). The dating is also based on some architectural changes to the Owl Drug Store building, the C. J. Breier & Co. building, and others depicted.

The mural at this time is the "Wrigley's P. K. Chewing Sweet" mural.

Circa 1935-1936



Washington Rural Heritage

<https://www.washingtonruralheritage.org/digital/collection/ellensburg/id/1661/rec/70>

Photo is described by KCHM Staff as depicting the burnt-out shell of the Owl Drug Store Building and the C. J. Breier & Co. building. The fire had occurred in the buildings on December 14, 1935. The burnt-out buildings remained on site until early 1936 when the City of Ellensburg impressed upon the property owner, John Faust, to remove the structure. Faust contracted the Civilian Conservation Corps (CCC) to remove the brick and use it in building the museum building at Gingko Petrified Forest State Park.

The “Wrigley’s P. K. Chewing Sweet” mural on the southern side of the Kleinberg Building had been noticeably damaged by fire.

Circa 1939-1946



KCHM Collection Image # 1991:010:063

This image was taken of the Ellensburg Rodeo parade after the Owl Drug Store fire, circa 1939-1946. The date is given as such based on the lack of the C. J. Breier & Co. building in the immediate left of the image, and the presence of the Nicholson Drugs Company (established in 1939). Other dating elements include the presence of the "Pautzke Studios Photos" sign and the Williams-Smithson Hardware business (instead of Woods Ace Hardware). When The Hub Clothiers becomes Ross Bros., another neon sign is added to the business sign after 1946 which also helps to point the date of this image.

The southern wall of the Kleinberg Building features a mural for "THE HUB CLOTHIERS" and a larger mural space with edge decoration (overall view of larger mural is not visible in this photograph).

Circa 1942:



Washington Rural Heritage

<https://www.washingtonruralheritage.org/digital/collection/ellensburg/id/2096/rec/17>

This photograph was taken by Fred L. Breckon on June 25, 1942 and depicts brothers and business partners Irving E. Jacobson and Abe W. Jacobson. In the background is shown Martha's Tavern and the southern side of the Kleinberg Building including large blank mural and smaller "THE HUB CLOTHIERS" mural.

Circa 1946-1951



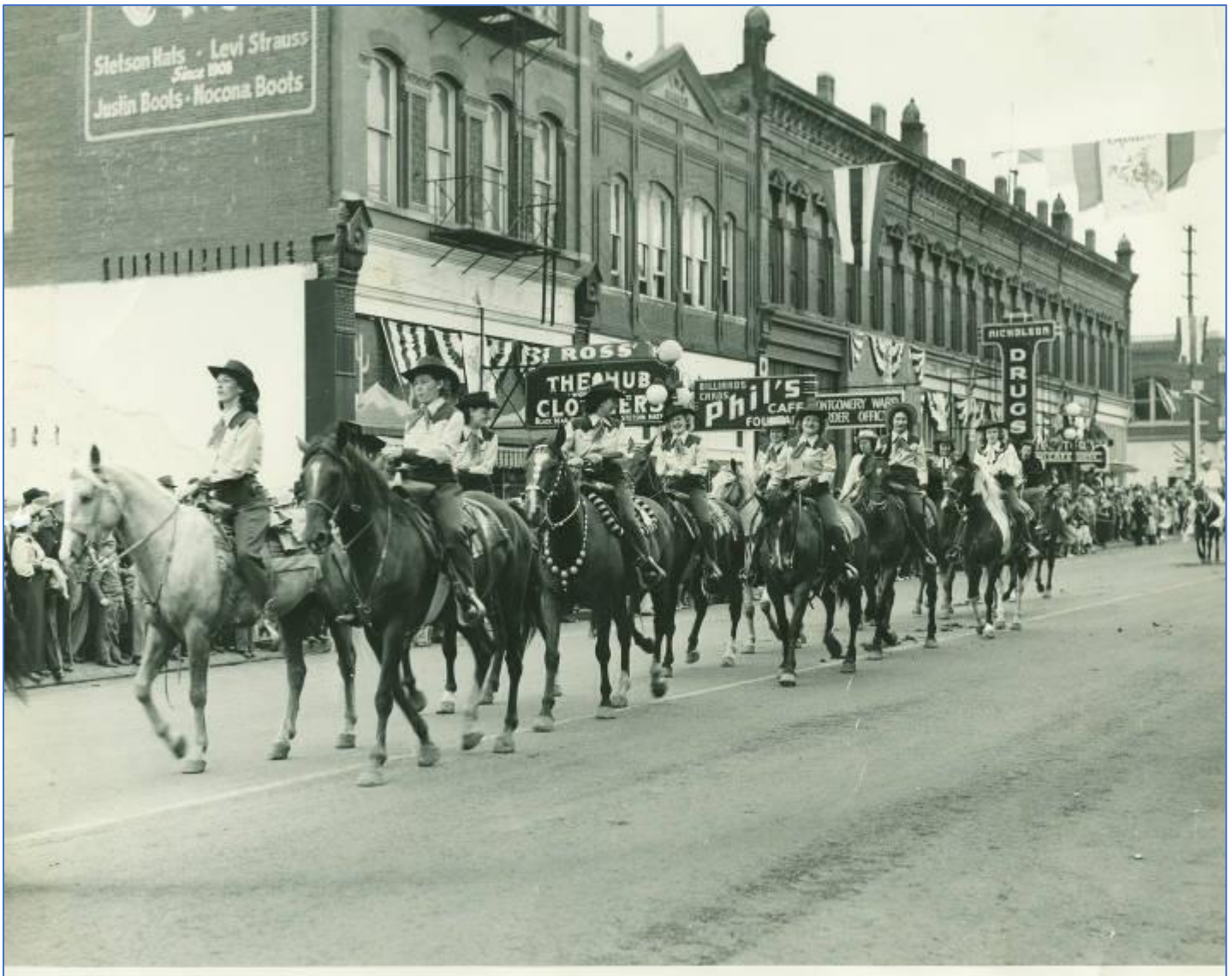
Washington Rural Heritage

<https://www.washingtonruralheritage.org/digital/collection/ellensburg/id/98/rec/58>

Photo is identified by KCHM Staff as having been taken between 1946 and 1951 due to the presence of Phil's Café. The business was no longer present in the 1952 Ellensburg City Polk Directory. Ross Bros. also had started as the de facto company replacing "The Hub Clothiers" upon the death of Wigfall H. Ross (from a heart attack in the store on August 16, 1946). Wigfall's sons Richard P. Ross and James W. Ross took over operations; but James left the partnership circa 1950 to go into agriculture, while Richard closed the business circa 1960, but the business remained listed as "Ross Bros." until its closure.

The business originally began as "The Hub Clothiers" when Wigfall H. Ross and John B. Moser came to Ellensburg in 1908 and opened a men's clothing and furnishings store in the Kleinberg Building. Wigfall was the salesman/manager, and in 1922, he became the business partner to Moser. In 1938, Wigfall became full owner of "The Hub Clothiers" when Moser passed away. Wigfall remained owner until his own death in 1946

Circa 1950-1951



Washington Rural Heritage

<https://www.washingtonruralheritage.org/digital/collection/ellensburg/id/71/rec/76>

This photograph is described in context as having been taken in the early 1950s. The presence of Phil's Café places the photo to either 1950 or 1951, as the business was not present in the 1952 Ellensburg City Polk Directory, unless the photo was taken in the late 1940s. It is also possible as having been taken around this time as the sign language has changed from "Ross Bros." to "Ross'" with "The Hub Clothiers" below this. The second sign has had the addition of sales lines like Black Bear... and Stetson Hats and more to it.

The smaller "Ross Bros." mural has been removed at this point which might reflect the change in business where James W. Ross and Richard P. Ross dissolve their business partnership, leaving the business in the sole hands of Richard. The partnership was created upon the death of their father, Wigfall H. Ross, in 1946 to continue "The Hub Clothiers" which only lasted until circa 1960.

Circa 1955-1968:



KCHM Collection Image # 1998:051:025

This image is dated as such as the Antlers Hotel Building is still standing in the background and is later destroyed by fire in 1968.

At some time between 1955 and 1968, the Ross Bros. small mural was repainted on the Kleinberg Building.

Circa 1968-1979



KCHM Collection Image # N:002:032

This image was taken circa 1968-1979, based on the missing Antlers Hotel building and the presence of the Olympia Block. (It may also be likely in the early 1970s based on the lack of restoration to the Geddis Block and the Davidson Building as well as the presence of the off-street parking lot adjacent to the Kleinberg Building.)

The Kleinberg Building was home at the time to a florist and the mural was showing some signs of weathering and age (at approximately 20-30 years of age).

At some time between 1955 and 1968, the Ross Bros. small mural was repainted on the Kleinberg Building.

This postcard is the best identification for the full mural image. **It is the opinion of KCHM Staff that the mural reads:**

**ROSS'
THE HUB
SHOESETS FURNISHERS
CLOTHIERS**

**Stetson Hats • Levi Strauss
Since 1908
Justin Boots • Nocona Boots**

Attachment 4- Richard Huie- Collins Block

City of Ellensburg Community Development Department 2025
Historic Preservation Grants Program

Restoration and Update Planning for Historic Collins Block Building in Downtown Ellensburg National Register District A Proposal by the 118 Group LLC

Project Description:

The purpose of this project is to plan the comprehensive restoration and modernization of a historic building located within the Downtown Ellensburg National Register District. The Collins Block building on 4th and Pine, a significant piece of the city's architectural heritage, requires careful planning to preserve its historic character while updating it to meet modern accessibility and functional needs.

This planning effort aims to restore the building's facade, improve upper floor access points, remove outdated structures like a freight elevator, create a plan to clear accumulated debris from upstairs spaces and redesign these spaces for future use. The project aligns with the broader goals of historic preservation in Ellensburg by fostering community involvement, preserving cultural heritage, and revitalizing an important building in the Downtown Ellensburg National Register District.

The new owner of the building, 118 Group LLC, understands that historic buildings are tangible links to the past, representing the architectural, cultural, and social history of a community. Restoring the Collins Block building will help preserve the unique character and identity of Ellensburg, allowing future generations to connect with their shared heritage.

In addition, having a restored façade and accessible upstairs at the Collins Block will help boost the local economy by continuing the rich tradition of historic building restoration in downtown Ellensburg. The new owners know that heritage tourism can draw visitors who are interested in history and culture that contributes to the economic vitality of Ellensburg. The 118 Group is also committed to ensuring sustainable reuse of the building, rather than demolishing and constructing new. Conserving resources, reducing waste, and minimizing the environmental impact associated with new construction is a key value.

As a cornerstone of Pine Street, restoration and revitalization of the Collins Block will add to the historical impact of this part of the Downtown Ellensburg National Register District. Very few buildings on Pine Street can have the same level of impact of the Collins Block. It can serve as clear evidence of revitalization which can make the street a more attractive and vibrant place to live, work, and visit.

Project Approach:

1) Historic Research and Assessment:

- a) Conduct thorough research to document the building's historical significance and original design elements.
- b) Assess the current condition of the facade, interior spaces, and structural components.

- 2) **Facade Restoration Planning:**
 - a) Develop a detailed plan for restoring the building's facade, ensuring that any repairs or updates are in line with historical accuracy.
 - b) Include considerations for materials, craftsmanship, and color schemes that reflect the building's original appearance.
- 3) **Access Points and Structural Updates:**
 - a) Design new, ADA-compliant access points to improve the building's accessibility.
 - b) Plan for the safe removal of the obsolete freight elevator, ensuring that this process does not compromise the building's structural integrity.
- 4) **Second Floor Redesign:**
 - a) Plan to clear the upstairs spaces of accumulated junk and construction materials, making them ready for future use.
 - b) Redesign these spaces to accommodate potential new uses, such as office spaces, studios, or community areas, while preserving historic features.
- 5) **Community Involvement and Public Outreach:**
 - a) Engage the community through presentations to the Ellensburg Landmarks & Design Commission to gather input and foster a sense of ownership in the preservation efforts.
- 6) **Compliance and Approvals:**
 - a) Ensure all plans comply with local, state, and federal regulations regarding historic preservation.
 - b) Work closely with the City of Ellensburg to obtain necessary approvals and permits.

Location:

The project is in the Downtown Ellensburg National Register District, a designated area known for its historic buildings and cultural significance. The Collins Block building, located on 4th and Pine, is a key component of this district, contributing to the area's unique character and historical value.

Summary of Project Costs:

Historic Research and Assessment: \$5,000
Facade Restoration Planning: \$15,000
Access Points and Structural Updates Design: \$20,000
Second Floor Redesign: \$25,000
Community Involvement and Public Outreach: \$5,000
Compliance and Approvals: \$5,000
Total Estimated Cost: \$75,000

Alignment with Grant Program Goals:

- **Foster Public Initiative and Participation:** This project will actively involve the community in the planning and preservation process, ensuring that the building remains a valued and recognized part of Ellensburg's historic landscape.
- **Assist in Renovation and Rehabilitation:** The project directly addresses the need for professional planning to restore and update a historic property, contributing to the broader goal of maintaining the city's architectural heritage.
- **Develop Incentives and Outreach Programs:** The project will create opportunities for public education and engagement, fostering a greater appreciation for historic preservation within the community.

- **Avoid Demolition:** By planning for the building's restoration and updating, this project aims to preserve and repurpose the structure, preventing any risk of demolition due to neglect or obsolescence.

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

Yes, this project involves the Collins Block Building located on the corner of 4th Avenue and Pine Street within the Downtown Ellensburg National Register District. According to the Kittitas County Historical Museum, the Collins building was built in 1910 after the original building was lost in the 1889 Great Ellensburg Fire. There is Tenino sandstone on the Collins Block signage on the façade, which makes it a unique building according to the Kittitas County Historical Museum Director. The building originally housed a telegraph company and a clothing store owned and operated by Mr. Collins. Subsequently, JC Penny renovated the building and operated a store until the 1960's. Several other businesses have come and gone, but the building currently houses Ellensburg Floral & Gifts and The Ellensburg Dance Ensemble's Studio B.

Contact Person

Name: Richard Huie (building owner)

Organization Representing: 118 Group LLC

Address:

Phone (two numbers preferred): 206-454-0681

E-mail: huierich@gmail.com

Project Cost

Amount Requested from the City: \$5,000.00

Cash Amount from Applicant: \$70,000.00

"In-Kind" Amount from Applicant: \$

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$75,000.00

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date
Conduct thorough research to document the building's historical significance and original design elements.	118 Group LLC	11/1/2024	12/31/2024
Assess the current condition of the facade, interior spaces, and structural components.	118 Group LLC	11/1/2024	12/31/2024
Develop a detailed plan for restoring the building's facade	118 Group LLC	1/1/2025	10/31/2025
Design new, ADA-compliant access points	118 Group LLC	1/1/2025	6/1/2025
Plan for the safe removal of the freight elevator	118 Group LLC	1/1/2025	6/1/2025
Redesign 2 nd floor to accommodate potential new uses while preserving historic features	118 Group LLC	1/1/2025	10/31/2025
Regular presentations and attendance at Landmarks & Design Commission for project updates and input	118 Group LLC	As scheduled	As scheduled
Secure necessary approvals and permits	118 Group LLC	TBD	TBD

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Sub Total	\$	\$	\$	\$

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Sub Total	\$	\$	\$	\$

3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Carmine Red Architecture	\$75,000.00		\$70,000.00	\$5,000.00
Sub Total	\$	\$	\$70,000.00	\$5,000.00

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
	\$75,000.00		\$70,000.00	\$5,000.00

**City of Ellensburg
Landmarks and Design Commission
2025 Historic Preservation Grants Program**

Introduction

The Ellensburg City Council has developed a community grants program to be administered by the Landmarks and Design Commission (LDC). This document presents the LDC's goals and guidelines for this program, called **Historic Preservation Grants**.

The Community Grants Program was developed by City Council to support community efforts to address community needs and build the capacity of the City. Each year, the City designates 0.3% of the previous year's sales tax revenue (April 1st to March 31st) to provide matching fund grants to community groups toward making improvements in the community. When the program was developed in 2015, it was anticipated that the funds available thru the program would average \$10,000 annually. Since that time, the grant awards for historic preservation have grown from \$11,140 in 2016, to \$18,523.54 for 2025. Each year, the available grant funding will vary dependent on sales tax revenue from the prior year.

Grant Program Goals

- Foster public initiative and participation in maintaining National, State, and Ellensburg registers of historic places.
- Provide assistance for renovation and rehabilitation of historic properties within the City of Ellensburg.
- Develop programs to create incentives for historic preservation and provide outreach thru education and information programs.
- Provide assistance to avoid demolition of historic properties.

Types of Projects

Based upon an analysis of the LDC's purposes as set forth in the Code and in the Comprehensive Plan goals, policies and programs, the grant program will focus on projects in the goal areas listed above. Specific examples of the types of projects are as follows:

- Construction projects aimed at preserving, rehabilitating, or restoring the exterior character-defining features of structures designated as historic (or located within

an historic district), or aimed at maintaining the structural integrity of a historic structure.

- Restoration of historic murals located on structures listed on the Ellensburg Landmarks Register (or located within an Ellensburg Landmarks historic district).
- Rehabilitation of Ellensburg Landmarks Register Historic structures or properties within Ellensburg Landmarks Register Historic districts.
- Conduct surveys of historic properties to identify properties or districts with potential for listing on the Ellensburg Landmarks Register.
- Support installation of interpretive signs
- Move endangered register-eligible properties

Program Guidelines

Eligible Applicants: Owners of historic buildings (eligible sites), non-profit organizations, civic groups, neighborhood groups. Partnerships among individuals and/or groups will also be considered.

Eligible Sites: Non-governmental properties within the City limits. Brick and mortar projects will only be awarded to properties that are currently listed as an individual landmark, or which are within the boundaries of an Ellensburg Landmarks District, or National Register District. Other sites within the City of Ellensburg may be considered if the purpose of the grant is to survey a property seeking historic designation.

Eligible Expenses: Personnel, professional services, supplies and materials, construction costs, lodging and mileage.

Match: Matching funds are encouraged but not required for this program. If applications score similarly, preference may be given to a project proposing matching funds. The following items count as matching funds: cash, volunteer hours, and donated materials, equipment use, or professional services. Donated professional Services will be valued at the “reasonable and customary” rate. The applicant may NOT use City Staff time as a match. Any anticipated work performed by City employees of the project must be included in the total funding being requested.

Project Timeline

Application Due Dates: Applications must be submitted by **Friday, August 30, 2024**. Applications shall be submitted in person to the **Community Development Dept., City Hall, 501 N. Anderson Street, Ellensburg, WA 98926** or by email: hendersons@ci.ellensburg.wa.us.

Award Decisions: The Landmarks and Design Commission reviews all requests for Historic Preservation Grants at its first October meeting (the first Tuesday) and makes a recommendation to City Council. Grant awards to applicants who have received grant awards in the past will be considered, but may be given lower priority, depending on the number of requests received in any given year. Final award decisions will be made by the City Council at a regularly scheduled November Council meeting.

Project Time Limit: Projects will be awarded every year, and recipients have the next calendar year to complete the project.

Extension: Each recipient may obtain a maximum of one extension to complete the originally proposed project. Applicant shall submit a request for extension before October 31, 2025, to allow time for LDC review and recommendation to council.

Application Process

Project Applications: Applications must be made either on paper or electronically on forms provided by the Community Development Department. Physical address and email for obtaining forms is **Community Development Dept., City Hall, 501 N. Anderson St, Ellensburg, WA 98926**. Applications will be reviewed by City staff to determine eligibility. Only those applications that meet the grant requirements will be forwarded to the Landmarks and Design Commission for consideration.

Project Description: Please provide a detailed description of the project, including purpose, project approach, location, applicant's contact information, a summary of project costs and how the project meets the grant program goals.

Work Plan: List in chronological order the specific steps you will take to complete this project. Next to each step, identify who will be responsible for the activity and the estimated date of completion.

Budget Plan: List each resource and quantity needed to complete your project. Calculate the total cost for each resource, including tax. Next, break down the total cost of each resource by how much is applicant in-kind, applicant cash, and how much of the City's funds you will spend on this resource. Volunteer labor is valued at the standard IRS hourly rate, equipment use donations are valued at the hourly rate the equipment would be rented for and donated professional services are valued at the "reasonable and customary" rate for the services.

Review Process

Written applications are due to the Department by **August 31st** and will be reviewed by the Historic Preservation planner to determine eligibility. All eligible projects will be forwarded to the Landmarks and Design Commission and scored using the rating form included in the application packet. Projects meeting the eligibility requirements will be moved forward in the review process, and will be expected to give an oral presentation to the Commission.

Applicants chosen must present their projects to the Landmarks and Design Commission (LDC) at its regularly scheduled October meeting on the first Tuesday. In the presentation, it will be necessary to give an overview of the project and explain how it addresses the LDC's purposes and the City's Comprehensive Plan goals, policies and programs as outlined in the application packet. The Comprehensive Plan itself is available on the City's website, with the Historic Preservation Chapter found here: <https://www.ci.ellensburg.wa.us/DocumentCenter/View/10355/Historic-Preservation?bidId=>.

The LDC will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present the project. Applicants may be asked to present their projects again to the City Council.

The City reserves the right to not expend all the funds available in this program per applicable laws and policies.

Reporting Requirements and Accountability

A contract, if awarded, will be executed to outline the specific conditions of the project. All successful applicants are required to submit:

- **Mid-project report by August 15, 2025**
- **Final project report to the LDC by October 31, 2025**

These reports should reflect the work described in the applicant's initial grant application, any diversions from the original project, lessons learned, and show photographs of the work completed. Reporting and any request for reimbursement must include all receipts of expenditure, timesheets, volunteer sign in, and all other supporting documents that pertain to reimbursement requests.

**City of Ellensburg Community Development Department
2025 Historic Preservation Grants Program
Project Description**

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

The project is to undertake survey to create a historic resource inventory of properties in and around the downtown Ellensburg area that are of African-American background and residence, with the intention of creating a full historic resource inventory, providing owners information on historic property ownership, rehabilitation, and assess for the potential of nomination to the Ellensburg Landmarks Register with consideration of intention possible further nomination onto the Washington Heritage Register and/or the National Register for Historic Places in the future. This would also be accompanied with educational and interpretative end results, such as a StoryMaps page dedicated to the properties found historically significant and within research parameters; exhibition through yearlong displays at the Kittitas County Historical Museum which detail not only property research but individual/family and/or business histories; and connection through local events of significance such as the community celebration of Juneteenth.

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

This project involves multiple properties, with some within the Ellensburg Landmarks Register through the Downtown Historic District (like those of the Rehmke Building on West 4th and the Robert Turner Building – part of the Concrete Block on North Pine). It also includes several properties not in the Ellensburg Landmark Register, like the current location of Johnson's Auto Glass on South Main Street which was once home to the African Baptist Church. By surveying these properties for their connection to the record on African American history, it provides an opportunity to educate the owners, providing them information on historic property ownership and historic preservation resources available, and hopefully result in the end goal of obtaining new nominations to the Ellensburg Landmarks Register. In the meantime, it would also provide greater context for properties already on the Ellensburg Landmarks Register.

Contact Person

Name: Sadie Thayer

Organization Representing: Kittitas County Historical Society, Inc.

Contact Address: 114 E 3rd Ave

City/State/Zip: Ellensburg, WA 98926

Phone **(two numbers preferred)**: Work: 509-925-3778 | Cell: 509-929-1267

E-mail: sadie.thayer@kchm.org

Project Cost

Amount Requested from the City: \$ 2,500.00

Cash Amount from Applicant: \$

"In-Kind" Amount from Applicant: \$ 5,000.00

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$ 7,500.00

Return completed Application to:

Stacey Henderson, Senior Planner – Historic Preservation
City of Ellensburg Community Development Dept.
501 N. Anderson St.
Ellensburg, WA 98926

hendersons@ci.ellensburg.wa.us

Due Date: Wednesday, August 31, 2025

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date
Identify & survey eligible properties; photograph	Museum Staff	01/01/2025	03/31/2025
Research & document eligible properties	Museum Staff	01/01/2025	06/30/2025
Education & Outreach to owners of eligible properties	Museum Staff	04/01/2025	08/31/2025
Exhibit on information & property history at Museum	Museum Staff	05/01/2025	12/31/2025
Continued outreach & followup on historic preservation needs	Museum Staff	09/01/2025	12/31/2025

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Museum Staff	\$5,000.00	\$5,000.00		
Sub Total	\$ 5,000.00	\$ 5,000.00	\$	\$

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Educational/Outreach Materials - including flyers, StoryMaps, handouts, etc.	\$2,500.00			\$2,500.00
Sub Total	\$ 2,500.00	\$	\$	\$ 2,500.00

3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Sub Total	\$0.00	\$	\$	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
\$7,500.00	\$7,500.00	\$5,000.00		\$2,500.00

Notification Process

Notice will be published in the Ellensburg Daily Record.

Notice will be mailed to previous applicants from the past five years.

Notice will run on the City's website (www.ci.ellensburg.wa.us).

Landmarks and Design Commission Purposes

Comprehensive Plan Goals/Policies/Programs

Create and maintain landmark registers

- Historic resource inventory
- Ellensburg landmarks register
- Review citizen nominations to ELR
- Submit nominations to WA & National Registers

HP-1 A1
HP-1 A1, HP-2 A7
HP-1 A1
HP-1 A1, A2

Review proposals to alter (including signage) or demolish landmarks

- Adopt standards to guide review & COA issuance
- Advise DCD on development proposals affecting historic resources
- Compile resources to assist in avoiding demolition
- Consider proposing a property maintenance ordinance

HP-1 A2, A4, HP-2 A8, HP-3 B1
HP-2 A6, A8
HP-1 A4, HP-2 A1, A4, A9, HP-4 A1
HP-1 A3

Create incentives for historic preservation

- Develop incentive programs for reuse and redevelopment
- Investigate funding sources for preservation & heritage tourism
- Review requests for special valuation of historic properties

HP-2 A1, A2, A3, HP-3 A1, HP-4 A1, A2
HP-2 A2, A3, HP-5 A1
HP-2 A2

Outreach and advice

- Advise Council on city activities affecting historic resources
- Advise Council generally on historic preservation & heritage tourism
- Establish relationships with nonprofits & other governments
- Provide info to historic property owners on maintenance & rehab.
- Conduct educational and interpretive programs

HP-2 A6, A9
HP-3 B3, HP-5 B1
HP-2 A5, HP-4 A1, HP-5 A1
HP-1, A5, B1, B2, HP-2 A8, HP-3 A2, B1
HP-1 A5, B2, B3, HP-2 A5

**City of Ellensburg
Landmarks and Design Commission
2025 Historic Preservation Grants Program**

Introduction

The Ellensburg City Council has developed a community grants program to be administered by the Landmarks and Design Commission (LDC). This document presents the LDC's goals and guidelines for this program, called **Historic Preservation Grants**.

The Community Grants Program was developed by City Council to support community efforts to address community needs and build the capacity of the City. Each year, the City designates 0.3% of the previous year's sales tax revenue (April 1st to March 31st) to provide matching fund grants to community groups toward making improvements in the community. When the program was developed in 2015, it was anticipated that the funds available thru the program would average \$10,000 annually. Since that time, the grant awards for historic preservation have grown from \$11,140 in 2016, to \$18,523.54 for 2025. Each year, the available grant funding will vary dependent on sales tax revenue from the prior year.

Grant Program Goals

- Foster public initiative and participation in maintaining National, State, and Ellensburg registers of historic places.
- Provide assistance for renovation and rehabilitation of historic properties within the City of Ellensburg.
- Develop programs to create incentives for historic preservation and provide outreach thru education and information programs.
- Provide assistance to avoid demolition of historic properties.

Types of Projects

Based upon an analysis of the LDC's purposes as set forth in the Code and in the Comprehensive Plan goals, policies and programs, the grant program will focus on projects in the goal areas listed above. Specific examples of the types of projects are as follows:

- Construction projects aimed at preserving, rehabilitating, or restoring the exterior character-defining features of structures designated as historic (or located within

an historic district), or aimed at maintaining the structural integrity of a historic structure.

- Restoration of historic murals located on structures listed on the Ellensburg Landmarks Register (or located within an Ellensburg Landmarks historic district).
- Rehabilitation of Ellensburg Landmarks Register Historic structures or properties within Ellensburg Landmarks Register Historic districts.
- Conduct surveys of historic properties to identify properties or districts with potential for listing on the Ellensburg Landmarks Register.
- Support installation of interpretive signs
- Move endangered register-eligible properties

Program Guidelines

Eligible Applicants: Owners of historic buildings (eligible sites), non-profit organizations, civic groups, neighborhood groups. Partnerships among individuals and/or groups will also be considered.

Eligible Sites: Non-governmental properties within the City limits. Brick and mortar projects will only be awarded to properties that are currently listed as an individual landmark, or which are within the boundaries of an Ellensburg Landmarks District, or National Register District. Other sites within the City of Ellensburg may be considered if the purpose of the grant is to survey a property seeking historic designation.

Eligible Expenses: Personnel, professional services, supplies and materials, construction costs, lodging and mileage.

Match: Matching funds are encouraged but not required for this program. If applications score similarly, preference may be given to a project proposing matching funds. The following items count as matching funds: cash, volunteer hours, and donated materials, equipment use, or professional services. Donated professional Services will be valued at the “reasonable and customary” rate. The applicant may NOT use City Staff time as a match. Any anticipated work performed by City employees of the project must be included in the total funding being requested.

Project Timeline

Application Due Dates: Applications must be submitted by **Friday, August 30, 2024**. Applications shall be submitted in person to the **Community Development Dept., City Hall, 501 N. Anderson Street, Ellensburg, WA 98926** or by email: hendersons@ci.ellensburg.wa.us.

Award Decisions: The Landmarks and Design Commission reviews all requests for Historic Preservation Grants at its first October meeting (the first Tuesday) and makes a recommendation to City Council. Grant awards to applicants who have received grant awards in the past will be considered, but may be given lower priority, depending on the number of requests received in any given year. Final award decisions will be made by the City Council at a regularly scheduled November Council meeting.

Project Time Limit: Projects will be awarded every year, and recipients have the next calendar year to complete the project.

Extension: Each recipient may obtain a maximum of one extension to complete the originally proposed project. Applicant shall submit a request for extension before October 31, 2025, to allow time for LDC review and recommendation to council.

Application Process

Project Applications: Applications must be made either on paper or electronically on forms provided by the Community Development Department. Physical address and email for obtaining forms is **Community Development Dept., City Hall, 501 N. Anderson St, Ellensburg, WA 98926**. Applications will be reviewed by City staff to determine eligibility. Only those applications that meet the grant requirements will be forwarded to the Landmarks and Design Commission for consideration.

Project Description: Please provide a detailed description of the project, including purpose, project approach, location, applicant's contact information, a summary of project costs and how the project meets the grant program goals.

Work Plan: List in chronological order the specific steps you will take to complete this project. Next to each step, identify who will be responsible for the activity and the estimated date of completion.

Budget Plan: List each resource and quantity needed to complete your project. Calculate the total cost for each resource, including tax. Next, break down the total cost of each resource by how much is applicant in-kind, applicant cash, and how much of the City's funds you will spend on this resource. Volunteer labor is valued at the standard IRS hourly rate, equipment use donations are valued at the hourly rate the equipment would be rented for and donated professional services are valued at the "reasonable and customary" rate for the services.

Review Process

Written applications are due to the Department by **August 31st** and will be reviewed by the Historic Preservation planner to determine eligibility. All eligible projects will be forwarded to the Landmarks and Design Commission and scored using the rating form included in the application packet. Projects meeting the eligibility requirements will be moved forward in the review process, and will be expected to give an oral presentation to the Commission.

Applicants chosen must present their projects to the Landmarks and Design Commission (LDC) at its regularly scheduled October meeting on the first Tuesday. In the presentation, it will be necessary to give an overview of the project and explain how it addresses the LDC's purposes and the City's Comprehensive Plan goals, policies and programs as outlined in the application packet. The Comprehensive Plan itself is available on the City's website, with the Historic Preservation Chapter found here: <https://www.ci.ellensburg.wa.us/DocumentCenter/View/10355/Historic-Preservation?bidId=>.

The LDC will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present the project. Applicants may be asked to present their projects again to the City Council.

The City reserves the right to not expend all the funds available in this program per applicable laws and policies.

Reporting Requirements and Accountability

A contract, if awarded, will be executed to outline the specific conditions of the project. All successful applicants are required to submit:

- **Mid-project report by August 15, 2025**
- **Final project report to the LDC by October 31, 2025**

These reports should reflect the work described in the applicant's initial grant application, any diversions from the original project, lessons learned, and show photographs of the work completed. Reporting and any request for reimbursement must include all receipts of expenditure, timesheets, volunteer sign in, and all other supporting documents that pertain to reimbursement requests.

**City of Ellensburg Community Development Department
2025 Historic Preservation Grants Program
Project Description**

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

Step 1: Walk around Downtown Ellensburg, taking pictures of all of the various sidewalk designs (that is, the gray and red brick sidewalks and the patterns therein, not plaques/chalk drawings/etc.) and noting their locations.

Step 2: Sort the designs- get the locations of the unique designs, and see if the non-unique ones follow a pattern (for ex., if they're the same along a given street).

Step 3: Cross-reference the unique designs with town records to find what businesses or landmarks they might refer/have referred to.

Step 4: Consult town historian at the library to check my work and ask about any designs I couldn't ID on my own.

Step 5: Create a .pdf field guide of the designs and their locations. At this step, I'll also be re-taking photographs if needed (for example, inclement weather during initial photography outing).

Step 6: Print .pdf and deliver to library (along with digital version on request) for inclusion in town archives.

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

I'm unsure whether the sidewalks are considered a property or not, but I do believe they should count as historical. Some of the references in the sidewalk designs are already defunct (when I asked about them, the examples I was given were a key design near a former locksmith, and a bicycle near a bike rack that had since been removed). As well, at least some of the brick sidewalks are within the Downtown Landmark District.

Contact Person

Name: Marissa Lee

Organization Representing: N/A

Contact Address: 108 E 9th AVE

City/State/Zip: Ellensburg, WA 98926
Phone **(two numbers preferred)**: (206) 898-5220

E-mail: lee.marissa.816@gmail.com

Project Cost

Amount Requested from the City: \$ 1015*

Cash Amount from Applicant: \$ 0

"In-Kind" Amount from Applicant: \$ 0

Cash from other Sources: \$ N/A

Please list other sources:

Total Project Cost: \$ 1015*

(*Also requires time from a city employee, though hopefully minimal)

Return completed Application to:

Stacey Henderson, Senior Planner – Historic Preservation
City of Ellensburg Community Development Dept. 501 N.
Anderson St.
Ellensburg, WA 98926

hendersons@ci.ellensburg.wa.us

Due Date: Wednesday, August 31, 2025

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date
Photography	Marissa Lee	10-7-24	10-11-24
Research	Marissa Lee	10-14-24	10-18-24
Review	Marissa Lee	10-21-24	10-21-24
Collation and Printing	Marissa Lee	10-22-24	10-25-24

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Marissa Lee	50 hrs @ 20/hr	N/A	N/A	\$1000
Sub Total	\$	\$	\$	\$ 1000

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Paper/Cover	\$15			
Sub Total	\$	\$	\$	\$ 15

3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Historian Reference	2 hrs @ 30/hr			(City resource)
Sub Total	\$	\$	\$	\$ (unknown?)

Project Total	Total Cost	Applicant “InKind”	Applicant Cash	Requested Grant
\$1015				\$1015

Notification Process

Notice will be published in the Ellensburg Daily Record.

Notice will be mailed to previous applicants from the past five years.

Notice will run on the City’s website (www.ci.ellensburg.wa.us).

Landmarks and Design Commission Purposes

Comprehensive Plan Goals/Policies/Programs

Create and maintain landmark registers

Historic resource inventory

HP-1 A1

Ellensburg landmarks register

HP-1 A1, HP-2 A7

Review citizen nominations to ELR

HP-1 A1

Submit nominations to WA & National Registers

HP-1 A1, A2

Review proposals to alter (including signage) or demolish landmarks

Adopt standards to guide review & COA issuance

HP-1 A2, A4, HP-2 A8, HP-3 B1

Advise DCD on development proposals affecting historic resources

HP-2 A6, A8

Compile resources to assist in avoiding demolition

HP-1 A4, HP-2 A1, A4, A9, HP-4 A1

Consider proposing a property maintenance ordinance

HP-1 A3

Create incentives for historic preservation

Develop incentive programs for reuse and redevelopment

HP-2 A1, A2, A3, HP-3 A1, HP-4 A1, A2

Investigate funding sources for preservation & heritage tourism

HP-2 A2, A3, HP-5 A1

Review requests for special valuation of historic properties

HP-2 A2

Outreach and advice

Advise Council on city activities affecting historic resources

HP-2 A6, A9

Advise Council generally on historic preservation & heritage tourism

HP-3 B3, HP-5 B1

Establish relationships with nonprofits & other governments

HP-2 A5, HP-4 A1, HP-5 A1

HP-1, A5, B1, B2, HP-2 A8, HP-3 A2, B1

Provide info to historic property owners on maintenance & rehab.

Conduct educational and interpretive programs

HP-1 A5, B2, B3, HP-2 A5





Attachment 7- Scoring Matrix

Historic Preservation Grant Program 2025

Project Name

Reviewer:

Date:

Category (Highlights for each category listed)	Maximum Points Allowed	Actual Points Awarded	Comments
1. Project Description Proposal introduction. Did the applicant provide a clear understanding of the proposal and its budget?	10		
2. Project Benefit Does the project address a particular need or Grant Program Goal as specified in Program Guidelines?	30		
3. Groups/Individuals Qualifications Does the applicant have qualified people performing the work, per the Secretary of the Interior's Standards? Does the applicant demonstrate a clear understanding of satisfying the program guidelines?	25		
4. Work Plan Does the proposal clearly define the applicant's approach to completing the objectives and tasks outlined in scope of his or her proposal? Does the applicant have a clear understanding of the proposed project?	25		
5. Budget Does the applicant have a realistic budget?	10		
TOTAL SCORE	100 points possible		

Attachment 8- Historic Preservation Grant Program Guidelines

City of Ellensburg Landmarks and Design Commission 2025 Historic Preservation Grants Program

Introduction

The Ellensburg City Council has developed a community grants program to be administered by the Landmarks and Design Commission (LDC). This document presents the LDC's goals and guidelines for this program, called **Historic Preservation Grants**.

The Community Grants Program was developed by City Council to support community efforts to address community needs and build the capacity of the City. Each year, the City designates 0.3% of the previous year's sales tax revenue (April 1st to March 31st) to provide matching fund grants to community groups toward making improvements in the community. When the program was developed in 2015, it was anticipated that the funds available thru the program would average \$10,000 annually. Since that time, the grant awards for historic preservation have grown from \$11,140 in 2016, to \$18,523.54 for 2025. Each year, the available grant funding will vary dependent on sales tax revenue from the prior year.

Grant Program Goals

- Foster public initiative and participation in maintaining National, State, and Ellensburg registers of historic places.
- Provide assistance for renovation and rehabilitation of historic properties within the City of Ellensburg.
- Develop programs to create incentives for historic preservation and provide outreach thru education and information programs.
- Provide assistance to avoid demolition of historic properties.

Types of Projects

Based upon an analysis of the LDC's purposes as set forth in the Code and in the Comprehensive Plan goals, policies and programs, the grant program will focus on projects in the goal areas listed above. Specific examples of the types of projects are as follows:

- Construction projects aimed at preserving, rehabilitating, or restoring the exterior character-defining features of structures designated as historic (or located within

an historic district), or aimed at maintaining the structural integrity of a historic structure.

- Restoration of historic murals located on structures listed on the Ellensburg Landmarks Register (or located within an Ellensburg Landmarks historic district).
- Rehabilitation of Ellensburg Landmarks Register Historic structures or properties within Ellensburg Landmarks Register Historic districts.
- Conduct surveys of historic properties to identify properties or districts with potential for listing on the Ellensburg Landmarks Register.
- Support installation of interpretive signs
- Move endangered register-eligible properties

Program Guidelines

Eligible Applicants: Owners of historic buildings (eligible sites), non-profit organizations, civic groups, neighborhood groups. Partnerships among individuals and/or groups will also be considered.

Eligible Sites: Non-governmental properties within the City limits. Brick and mortar projects will only be awarded to properties that are currently listed as an individual landmark, or which are within the boundaries of an Ellensburg Landmarks District, or National Register District. Other sites within the City of Ellensburg may be considered if the purpose of the grant is to survey a property seeking historic designation.

Eligible Expenses: Personnel, professional services, supplies and materials, construction costs, lodging and mileage.

Match: Matching funds are encouraged but not required for this program. If applications score similarly, preference may be given to a project proposing matching funds. The following items count as matching funds: cash, volunteer hours, and donated materials, equipment use, or professional services. Donated professional Services will be valued at the “reasonable and customary” rate. The applicant may NOT use City Staff time as a match. Any anticipated work performed by City employees of the project must be included in the total funding being requested.

Project Timeline

Application Due Dates: Applications must be submitted by **Wednesday, August 31, 2024**. Applications shall be submitted in person to the **Community Development Dept., City Hall, 501 N. Anderson Street, Ellensburg, WA 98926** or by email: hendersons@ci.ellensburg.wa.us.

Award Decisions: The Landmarks and Design Commission reviews all requests for Historic Preservation Grants at its first October meeting (the first Tuesday) and makes a recommendation to City Council. Grant awards to applicants who have received grant awards in the past will be considered, but may be given lower priority, depending on the number of requests received in any given year. Final award decisions will be made by the City Council at a regularly scheduled November Council meeting.

Project Time Limit: Projects will be awarded every year, and recipients have the next calendar year to complete the project.

Extension: Each recipient may obtain a maximum of one extension to complete the originally proposed project. Applicant shall submit a request for extension before October 31, 2025, to allow time for LDC review and recommendation to council.

Application Process

Project Applications: Applications must be made either on paper or electronically on forms provided by the Community Development Department. Physical address and email for obtaining forms is **Community Development Dept., City Hall, 501 N. Anderson St, Ellensburg, WA 98926**. Applications will be reviewed by City staff to determine eligibility. Only those applications that meet the grant requirements will be forwarded to the Landmarks and Design Commission for consideration.

Project Description: Please provide a detailed description of the project, including purpose, project approach, location, applicant's contact information, a summary of project costs and how the project meets the grant program goals.

Work Plan: List in chronological order the specific steps you will take to complete this project. Next to each step, identify who will be responsible for the activity and the estimated date of completion.

Budget Plan: List each resource and quantity needed to complete your project. Calculate the total cost for each resource, including tax. Next, break down the total cost of each resource by how much is applicant in-kind, applicant cash, and how much of the City's funds you will spend on this resource. Volunteer labor is valued at the standard IRS hourly rate, equipment use donations are valued at the hourly rate the equipment would be rented for and donated professional services are valued at the "reasonable and customary" rate for the services.

Review Process

Written applications are due to the Department by **August 31st** and will be reviewed by the Historic Preservation planner to determine eligibility. All eligible projects will be forwarded to the Landmarks and Design Commission and scored using the rating form included in the application packet. Projects meeting the eligibility requirements will be moved forward in the review process, and will be expected to give an oral presentation to the Commission.

Applicants chosen must present their projects to the Landmarks and Design Commission (LDC) at its regularly scheduled October meeting on the first Tuesday. In the presentation, it will be necessary to give an overview of the project and explain how it addresses the LDC's purposes and the City's Comprehensive Plan goals, policies and programs as outlined in the application packet. The Comprehensive Plan itself is available on the City's website, with the Historic Preservation Chapter found here: <https://www.ci.ellensburg.wa.us/DocumentCenter/View/10355/Historic-Preservation?bidId=>.

The LDC will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present the project. Applicants may be asked to present their projects again to the City Council.

The City reserves the right to not expend all the funds available in this program per applicable laws and policies.

Reporting Requirements and Accountability

A contract, if awarded, will be executed to outline the specific conditions of the project. All successful applicants are required to submit:

- **Mid-project report by August 15, 2025**
- **Final project report to the LDC by October 31, 2025**

These reports should reflect the work described in the applicant's initial grant application, any diversions from the original project, lessons learned, and show photographs of the work completed. Reporting and any request for reimbursement must include all receipts of expenditure, timesheets, volunteer sign in, and all other supporting documents that pertain to reimbursement requests.

**City of Ellensburg Community Development Department
2025 Historic Preservation Grants Program
Project Description**

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

Contact Person

Name:

Organization Representing:

Contact Address:

City/State/Zip:

Phone **(two numbers preferred)**:

E-mail:

Project Cost

Amount Requested from the City: \$

Cash Amount from Applicant: \$

"In-Kind" Amount from Applicant: \$

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$

Return completed Application to:

Stacey Henderson, Senior Planner – Historic Preservation
City of Ellensburg Community Development Dept.
501 N. Anderson St.
Ellensburg, WA 98926

hendersons@ci.ellensburg.wa.us

Due Date: Wednesday, August 31, 2025

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Sub Total	\$	\$	\$	\$

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Sub Total	\$	\$	\$	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant

Notification Process

Notice will be published in the Ellensburg Daily Record.

Notice will be mailed to previous applicants from the past five years.

Notice will run on the City's website (www.ci.ellensburg.wa.us).

Landmarks and Design Commission Purposes

Comprehensive Plan Goals/Policies/Programs

Create and maintain landmark registers

- Historic resource inventory
- Ellensburg landmarks register
- Review citizen nominations to ELR
- Submit nominations to WA & National Registers

HP-1 A1
HP-1 A1, HP-2 A7
HP-1 A1
HP-1 A1, A2

Review proposals to alter (including signage) or demolish landmarks

- Adopt standards to guide review & COA issuance
- Advise DCD on development proposals affecting historic resources
- Compile resources to assist in avoiding demolition
- Consider proposing a property maintenance ordinance

HP-1 A2, A4, HP-2 A8, HP-3 B1
HP-2 A6, A8
HP-1 A4, HP-2 A1, A4, A9, HP-4 A1
HP-1 A3

Create incentives for historic preservation

- Develop incentive programs for reuse and redevelopment
- Investigate funding sources for preservation & heritage tourism
- Review requests for special valuation of historic properties

HP-2 A1, A2, A3, HP-3 A1, HP-4 A1, A2
HP-2 A2, A3, HP-5 A1
HP-2 A2

Outreach and advice

- Advise Council on city activities affecting historic resources
- Advise Council generally on historic preservation & heritage tourism
- Establish relationships with nonprofits & other governments
- Provide info to historic property owners on maintenance & rehab.
- Conduct educational and interpretive programs

HP-2 A6, A9
HP-3 B3, HP-5 B1
HP-2 A5, HP-4 A1, HP-5 A1
HP-1, A5, B1, B2, HP-2 A8, HP-3 A2, B1
HP-1 A5, B2, B3, HP-2 A5