

AGENDA

LANDMARKS & DESIGN COMMISSION

November 5, 2024

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/84402242788?pwd=H3byB1zQMeJ3cuJEHmazXuwET19hjX.1>

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, November 5, 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**
- 4. New Business**
 - 4.A Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed re-installation of a sign at 111 W 3rd Ave, Parcel ID #887033.
 - 4.B Public Hearing for Consideration of a COA for the proposed installation of a new permanent sculpture at Unity Park, Parcel ID 146933.
 - 4.C Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed installation of two lighting fixtures at 307 N. Pearl Street, Parcel ID #837033.
 - 4.D Public Hearing for Consideration of a Special Valuation for Historic Properties Application, for the Historic Fitterer's Building, located at 114 W 4th Ave.
- 5. Unfinished Business**
 - 5.A City of Ellensburg 2024 Grant Extension Request
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
- 8. Commission Representative Update**
- 9. Adjournment**



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



Meeting Date: November 5, 2024

City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed re-installation of a sign at 111 W 3rd Ave, Parcel ID #887033.

Submitted by:

Department: Community Development

Suggested Motion/Action:

Move to approve the proposed sign at 111 W 3rd Ave, as proposed, with **one condition:**

1. The sign shall be illuminated from dusk to 10:00 pm only.

Background/Summary:

TYPE OF REVIEW:

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

A. Review required.

1. No person shall alter, repair, enlarge, newly construct, relocate, or demolish any registered landmark building, or any structure located on a property within a landmark district, nor install any exterior sign or mural pursuant to subsection (A)(2) of this section, without review by the commission and issuance of a COA or a demolition permit (ECC 15.280.110).
2. In the case of murals, the arts commission shall first review and provide recommendations to the commission regarding any proposal for a mural to be located on a registered landmark or within a landmark district. Factors to be considered by the arts commission include media to be used, method of application, stability, building/site, mural location and practicability of project.
3. This review shall apply to all exterior features of the building visible from a public right-of-way. This review applies whether or not a permit from the city of Ellensburg is required.
4. Review of alterations to Ellensburg landmarks register properties under this chapter is in lieu of design review required for projects and sign review per ECC 15.210.050(B).

Additionally, the Commission shall also review the Building Design criteria as found in ECC Chapter 15.530. More specifically, the building design criteria which is applicable to historic buildings and districts in found in ECC 15.530.020, as follows:

ECC 15.530.020 Building Design: Historic Buildings and Districts

A. Purpose. To preserve and reinforce the historic character of Ellensburg's downtown and older residential areas.

B. Historic Buildings and Districts Standards and Guidelines.

1) All development projects identified on the Ellensburg landmarks register are subject to review by the Ellensburg landmarks and design commission per Chapter 15.280 ECC and conformance with the following design standards for rehabilitating existing buildings.

- a. Retain and preserve the overall historic character of the building;
- b. Ensure that proposed alterations are compatible with the building's own architectural character, and do not create a false historical appearance;
- c. Retain and preserve early alterations which have architectural significance in their own right;
- d. Treat distinctive original features, finishes, and examples of skilled craftsmanship with sensitivity;
- e. Repair rather than replace deteriorated architectural features whenever possible;
- f. Use the gentlest means possible when surface cleaning exterior masonry;
- g. Protect and preserve significant archaeological sites affected by the project, or provide mitigation for their disturbance; and
- h. Design new additions to existing buildings and new infill construction to be compatible with the massing, scale, materials, and architectural features of adjacent historic structures.

These standards are supplemented and further defined or explained by that document entitled "Design Standards for the City of Ellensburg," as currently enacted.

2) Property owners of historic district buildings are also encouraged to use the Secretary of the Interior's Standards for the Treatment of Historic Properties (web: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>) (hard copy also available at City Hall) as a guide to preserve, rehabilitate, restore, reconstruct, or add to historic properties. These standards provide detailed recommendations on restoration, maintenance, repair, replacement, design, alterations, building materials, roofs, interiors, etc. [Ord. 4656 § 1 (Exh. O2), 2013.]

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

Review Required:

All signs erected in the C-C and C-C II zones shall undergo a design review process prior to the issuance of said sign permit according to the following requirements, except for those signs erected on buildings or premises which are identified as landmarks or are situated within a landmarks district which shall be governed by the requirements of the landmarks and design ordinance, Chapter 15.280 ECC.

- A. The applicant for the sign permit shall submit a scaled drawing of the sign along with information regarding the type of material involved, color scheme, type of lettering or symbols used, method of illumination and proposed location of mounting.
- B. The landmarks and design commission review will take into account the appropriateness of the design and appearance of the sign as it relates to the buildings and area surrounding the location.
- C. The landmarks and design commission shall meet and review with the applicant the proposed sign within 15 days from the date a written application for a sign permit is received by the city. The landmarks and design commission shall respond in writing to the applicant no later than five working days after the expiration of the said 15-day review period. The administrator shall not approve any sign permit application undergoing the design review until a written recommendation is received by the applicant or expiration of the above 20-day time limit, whichever comes first. The applicant's compliance with any recommendation made by the landmarks and design commission shall be voluntary. [Ord. 4573 § 3, 2010; Ord. 4245, 2000; Ord. 3402 § 1, 1983.]

Previous Council Action:

Analysis:

STAFF COMMENTS:

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

The applicant wishes to install a new sign at the storefront located at 111 W 3rd Ave, Parcel ID #887033, in Central Commercial (C-C) zoning. The proposed sign is approximately 32 inches tall by 10 feet wide, and would include the business logo and brand colors including red, green, and white. (Exhibit B.2) The sign itself is illuminated from the interior, and will be mounted on the exterior wall above the existing awning, in the location of the original sign. The applicant is proposing to mount the sign in the location of the original one, to utilize the existing electrical and mounting space.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed new sign is compatible with the façade of the Cadwell-Lyon Block. It would not permanently cause damage to historic fabric, as it would be installed on a wall that is largely comprised of materials that are not original to the historic building. Per Exhibit B.3, the business at this storefront location originally had a sign, that was removed when the façade restoration began years ago.

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

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

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

FINDING OF FACT:

If the Commission should choose to approve the COA, Staff would advise the Commission that the following Findings of Fact are applicable to this project:

Per ECC Sections 15.280.100, 15.530.020, and 3.12.200, the LDC has jurisdiction to review this project. The project has been found to be in keeping with one of the required Sign Code standards of ECC 3.12.200(B), specifically that:

1. Per ECC Sections 15.280.100, 15.530.020, and 3.12.200, the LDC has jurisdiction to review this project.

2. The project has been found to be in keeping with one of the required Sign Code standards of ECC 3.12.200(B), specifically that:

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

3. The project has also been found to be in keeping with one of the required building design standards of ECC 15.530.020, specifically that it:

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

4. The Applicant is the agent for the owner of this building and can pursue this action. The building is addressed as 111 W 3rd Ave, and is located in the Ellensburg Downtown National Register District and Local Landmarks District.

5. It is in the interest of the City of Ellensburg to have historic buildings maintained and preserved. If approved, this proposal would not negatively alter the character of the surrounding historic district.

In addition, if no public comment is received during the public hearing portion of the meeting, the following Finding of Fact would also be applicable:

6. No public comment was received.

After the close of the public hearing, if it is determined that additional findings of fact are pertinent, they should consist of concise statements of the underlying facts in support of the

decision made by the Landmarks & Design Commission. Findings of Fact should be made by the Commission, regardless of whether the project is approved or denied.

When making the final motion, the Commission may also include any conditions of approval that are appropriate to this application.

Financial Impact:

Budget Adjustment: No

Attachments:

1. P24-090 Exhibit A_ MAP
2. P24-090 Exhibit B.1_ APPLICATION
3. P24-090 Exhibit B.2_ COLORED PICTURES
4. P24-090 Exhibit B.3_ Old Sign

Exhibit A- Location Map

111 N. Main St.



Exhibit B.1- Application



P24-090

PA-10

APPLICATION

Landmarks & Design

Certificate of Appropriateness Application

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

The City of Ellensburg Landmarks and Design Commission, per Section 15.280.020 of the ECC, has jurisdiction over historic districts. It safeguards the heritage of the city as represented by those buildings, districts, objects, sites and structures which reflect significant elements of Ellensburg's history.

Review of changes to Landmarks Register properties is **required**, per Section 15.280.090. "No person shall alter, repair, enlarge, newly construct, relocate or demolish any registered landmark or any property located within a Landmark District nor install any exterior sign...without review by the Landmarks and Design Commission and approval of a **Certificate of Appropriateness**". This review shall apply to **all** exterior features of the property visible from a public right-of-way. **This review applies whether or not a permit from the City of Ellensburg is required.**

OFFICIAL USE ONLY:

Staff Person:	AW
Date Submitted:	9/18/24
Fee Total:	N/A
LDC FILE #:	P24-090
Associated Permit File #:	B24-XXX

PROPERTY OWNER:

(Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):	Pangea Property LLC	Day Phone:	
Mailing Address:	407 N PINE, EBURG		
E-mail:	andy@realworks.com	Cell Phone:	509-304-4125

*APPLICANT:

Other

☐ Owner ☐ Contractor ☒ Tenant

Name:	Jonathan Nilsen	Day Phone:	253-249-3853
Mailing Address:	2203 N Cobblefield St, Ellensburg, WA, 98926	jdnilsonllc@gmail.com	
E-mail:	JNilsenLLC@gmail.com	Cell Phone:	(253) 249-3853

CONTACT PERSON:		☐ Owner	☐ Contractor	☒ Tenant
Other				
Name:	SAA	Day Phone:		
Mailing Address:				
E-mail:		Cell Phone:		

PROJECT INFORMATION:				
This application shall be submitted, with all required information, to Community Development Staff and deemed a complete application, to be considered for a public meeting. At the duly-noticed public hearing, the Landmarks and Design Commission will make a decision of whether to approve, approve with conditions or deny the Certificate of Appropriateness application. Per Section 15.210.050.B, a denial may be appealed to the City Council. Please consult with the Senior Planner for Historic Preservation if you have any questions. All projects must meet the City of Ellensburg Design Standards (Title 15) and ECC 15.70, Landscaping Requirements. A copy of the Design Standards is available at the Community Development Department or located online at www.codepublishing.com/wa/ellensburg.				
☐	Parcel Number of Site:	887033		
☒	Site Address:	111 W 3 rd Ave, Ellensburg, WA, 98926		
☐	City Zoning Designation:	C-C	Is a building permit required:	☒ Yes ☐ No

(OVER)

PROJECT INFORMATION:		
☐	Project Description:	In a separate narrative, please describe how your project complies with the guidelines for historic properties listed in Sections 15.280.090, 15.530.020 & 15.530.030.
☐	Site Plan:	1. All building locations and dimensions to property lines and other structures. 2. Property lines and easements. 3. Setbacks, open space and landscaping. 4. Rights of way, curbs, parking sidewalks. (The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)
☐	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
☐	Exterior Lighting:	Identify the location, design, wattage and lighting orientation.
	Exterior building alterations, rehabilitation or restoration:	1. Scaled building elevations of all building sides. 2. Samples of types of materials to be used in the construction. 3. Paint colors & design (each paint color applied to 8-1/2" x 11" poster board. 4. Type of paint removal method (i.e. water, chemical, mechanical). 5. Repointing mortar joints – pointing styles and method. 6. Window repair/replacement/alteration detail.
X	Signage:	1. Colored design 2. Dimensions 3. Location – Drawing or photograph depicting sign(s) on the building or pole. 4. Type of illumination

☐	Dumpster:	1. Screening materials & colors 2. Location
☐	Special Valuation	Submit documentation for application for Special Valuation for Historic Purposes per ECC 15.280.110 if applicable.

PLEASE NOTE: Items marked above shall be submitted to the Community Development Department **Twenty-One (21) Calendar Days before** the regular scheduled meeting of the Landmarks & Design Commission to allow time for review, processing and advertising according to WA State Statute. The Landmarks & Design Commission meets on the first Tuesday of each month and, if needed, on the third Tuesday of each month.

Stacey Henderson, Senior Planner/ Historic Preservation, is the staff liaison to the Landmarks & Design Commission.

Telephone: (509) 925-8608

FAX: (509) 915-8655

E-mail: hendersons@ci.ellensburg.wa.us

SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:

I, Andrew Polak, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner: (or Authorized Agent)	 Manager, Pangaea Property LLC	Date:	9/15/2024
---	--	--------------	-----------

y:\community development\2-planning department\forms -updated 2022\planning applications\pa-10 ldc coa app.docx

Exhibit B.2- Colored Pictures



P24-090

Signage

Dimensions: Height – 32”
Width – 10’

Color Of Signage: Red, Green, and White

Location of Signage - On Building Face, Above Awning (See Photo On Next Page)

Adding 2nd Photo Showing What The Sign Looked Like On Its Previous Building







© 2024 Google



Meeting Date: November 5, 2024

City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Public Hearing for Consideration of a COA for the proposed installation of a new permanent sculpture at Unity Park, Parcel ID 146933.

Submitted by:
Department: Community Development

Suggested Motion/Action:

Move to approve the installation of the permanent sculpture at Unity Park, as proposed, with no conditions.

Background/Summary:

TYPE OF REVIEW:

Review of proposed changes to landmarks register properties is required per ECC 15.280.090 (A), as follows:

A. Review Required

- 1) No person shall alter, repair, enlarge, newly construct, relocate, or demolish any registered landmark, or any property located within a landmark district, nor install any exterior sign or mural pursuant to subsection (A)(2) of this section, without review by the landmarks and design commission and issuance of a COA. In the case of murals, the arts commission shall first review and provide its recommendations to the landmarks and design commission of any proposal for a mural to be located on a registered landmark or within a landmark district. Factors to be considered by the arts commission include media to be used, method of application, stability, building/site, mural location and practicability of project.
- 2) This review shall apply to all exterior features of the property visible from a public right-of-way. This review applies whether or not a permit from the city of Ellensburg is required.
- 3) Review of alterations to Ellensburg landmarks register properties under this chapter is in lieu of design review required for projects and sign review per ECC 15.210.050(B).

Additionally, the Commission shall also review the Building Design criteria as found in ECC Chapter 15.530. More specifically, the building design criteria which is applicable to historic buildings and districts is found in ECC 15.530.020, as follows:

ECC 15.530.020 Building Design: Historic Buildings and Districts

A. Purpose. To preserve and reinforce the historic character of Ellensburg's downtown and older residential areas.

B. Historic Buildings and Districts Standards and Guidelines.

1) All development projects identified on the Ellensburg landmarks register are subject to review by the Ellensburg landmarks and design commission per Chapter 15.280 ECC and conformance with the following design standards for rehabilitating existing buildings.

- a. Retain and preserve the overall historic character of the building;
- b. Ensure that proposed alterations are compatible with the building's own architectural character, and do not create a false historical appearance;
- c. Retain and preserve early alterations which have architectural significance in their own right;
- d. Treat distinctive original features, finishes, and examples of skilled craftsmanship with sensitivity;
- e. Repair rather than replace deteriorated architectural features whenever possible;
- f. Use the gentlest means possible when surface cleaning exterior masonry;
- g. Protect and preserve significant archaeological sites affected by the project, or provide mitigation for their disturbance; and
- h. Design new additions to existing buildings and new infill construction to be compatible with the massing, scale, materials, and architectural features of adjacent historic structures.

These standards are supplemented and further defined or explained by that document entitled "Design Standards for the City of Ellensburg," as currently enacted.

2) Property owners of historic district buildings are also encouraged to use the Secretary of the Interior's Standards for the Treatment of Historic Properties (web: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>) (hard copy also available at City Hall) as a guide to preserve, rehabilitate, restore, reconstruct, or add to historic properties. These standards provide detailed recommendations on restoration, maintenance, repair, replacement, design, alterations, building materials, roofs, interiors, etc. [Ord. 4656 § 1 (Exh. O2), 2013.]

Previous Council Action:

Analysis:

STAFF COMMENTS:

The subject parcel, located at the northwest corner of Pearl Street and 4th Ave, sits within the downtown National Register District and Local Landmarks District, on Parcel ID #146933, in Central Commercial (C-C) zoning. Currently, this parcel is the location of Unity Park, with a comfort station building, benches, a water feature, stage, and grass. The applicant, the City

of Ellensburg, recently finished constructing the new park in Fall of 2024.

In 2022, the City of Ellensburg obtained an approved COA from the Landmarks and Design commission for the approval of the removal of the existing structures on Parcel ID #146933, (P22-115). In 2023, the City of Ellensburg obtained an approved COA from the Landmarks and Design commission for the proposed new design of the Park including the comfort station structure, shade structures, benches, stage, water feature, and grass (P23-002). One condition of the P23-002 approval, was that the applicant shall come back and present any future art installations or expanded scope of work.

The City of Ellensburg has recently completed the development of Unity Park in downtown Ellensburg. In the summer of 2024, the City of Ellensburg Arts Commission solicited a call for artists through a 'Request for Qualifications' for a permanent art installation at Unity Park. A team of volunteers identified three finalists from the submissions, and on September 20th, selected a final art piece they would like to move forward through the permitting and approval process. The proposed structure is a six-foot-tall sculpture of two hands clasping one another. The sculpture will be made of outdoor clay, and the surface of the structure will be covered with relief carvings depicting indigenous wildlife and plant life of the Kittitas Valley. The proposed sculpture is intended to be a permanent fixture in Unity park, which is located within the Ellensburg Downtown National Register and Local Landmarks Historic District.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed new sculpture is compatible with the design of Unity Park, and the surrounding neighborhood. The installation of this sculpture does not permanently damage historic fabric, as the park was recently redesigned, and it utilizes materials and colors found in the surrounding area.

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

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

FINDING OF FACT:

If the Commission should choose to follow the recommendation of Staff and approve the COA, Staff would advise the Commission that the following Findings of Fact are applicable to this project:

1. Per ECC Sections 15.280.100, and 15.530.020, the LDC has jurisdiction to review this project.
2. The project has been found to be in keeping with one of the required building design standards of ECC 15.530.020, specifically that:
 - 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 property and can pursue this action. The Parcel is ID #149633, 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 the historic character of the district maintained and preserved. If approved, this proposal would not negatively alter the character-defining features of the downtown historic district.

In addition, if no public comment is received during the public hearing portion of the meeting, the following Finding of Fact would also be applicable:

5. No public comment was received.

After the close of the public hearing, if it is determined that additional findings of fact are pertinent, they should consist of concise statements of the underlying facts in support of the decision made by the Landmarks & Design Commission. Findings of Fact should be made by the Commission, regardless of whether the project is approved or denied.

When making the final motion, the Commission may also include any conditions of approval that are appropriate to this application.

Financial Impact:

Budget Adjustment: No

Attachments:

1. P24-094 Exhibit A_ Location Map
2. P24-094 Exhibit B.1_ APPLICATION
3. P24-094 Exhibit B.2_ SITE PLAN
4. P24-094 Exhibit B.3_ ART COMMISSION APPROVAL
5. P24-094 Exhibit B.4_ PRODUCT SPECIFICATIONS

Exhibit A- Location Map

Parcel ID #146933

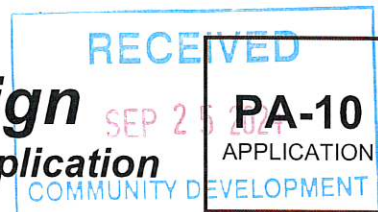


Exhibit B.1- Application



Landmarks & Design

Certificate of Appropriateness Application



Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

The City of Ellensburg Landmarks and Design Commission, per Section 15.280.020 of the ECC, has jurisdiction over historic districts. It safeguards the heritage of the city as represented by those buildings, districts, objects, sites and structures which reflect significant elements of Ellensburg's history.

Review of changes to Landmarks Register properties is **required**, per Section 15.280.090. "No person shall alter, repair, enlarge, newly construct, relocate or demolish any registered landmark or any property located within a Landmark District nor install any exterior sign...without review by the Landmarks and Design Commission and approval of a **Certificate of Appropriateness**". This review shall apply to **all** exterior features of the property visible from a public right-of-way. **This review applies whether or not a permit from the City of Ellensburg is required.**

OFFICIAL USE ONLY:

Staff Person:	KB
Date Submitted:	9-25-24
Fee Total:	N/A
LDC FILE #:	P24-094
Associated Permit File #:	

PROPERTY OWNER: (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):	CITY OF ELLensburg	Day Phone:	(509) 925-8639
Mailing Address:	501 N ANDERSON		
E-mail:	casebeci.ellensburg.wa.us	Cell Phone:	

*APPLICANT: ☐ Owner ☐ Contractor ☐ Tenant ☒ Other PARK & RIDE DIVISION

Name:	BRAD CASS	Day Phone:	(509) 925-8639
Mailing Address:	501 N ANDERSON		
E-mail:	casebeci.ellensburg.wa.us	Cell Phone:	

CONTACT PERSON: ☐ Owner ☐ Contractor ☐ Tenant ☒ Other PARK & RIDE DIVISION

Name:	BRAD CASS	Day Phone:	SEE ABOVE
Mailing Address:	SEE ABOVE		
E-mail:	SEE ABOVE	Cell Phone:	

PROJECT INFORMATION:

This application shall be submitted, with all required information, to Community Development Staff and deemed a complete application, to be considered for a public meeting. At the duly-noticed public hearing, the Landmarks and Design Commission will make a decision of whether to approve, approve with conditions or deny the Certificate of Appropriateness application. Per Section 15.210.050.B, a denial may be appealed to the City Council. Please consult with the Senior Planner for Historic Preservation if you have any questions. All projects must meet the City of Ellensburg Design Standards (Title 15) and ECC 15.70, Landscaping Requirements. A copy of the Design Standards is available at the Community Development Department or located online at www.codepublishing.com/wa/ellensburg.

☐	Parcel Number of Site:	146933		
☐	Site Address:	UNITY PARK - 4TH & PEARL		
☐	City Zoning Designation:	C-C	Is a building permit required:	☐ Yes ☐ No

(OVER)

PROJECT INFORMATION:

☐	Project Description:	In a separate narrative, please describe how your project complies with the guidelines for historic properties listed in Sections 15.280.090, 15.530.020 & 15.530.030.
☐	Site Plan:	1. All building locations and dimensions to property lines and other structures. 2. Property lines and easements. 3. Setbacks, open space and landscaping. 4. Rights of way, curbs, parking sidewalks. (The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)
☐	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
☐	Exterior Lighting:	Identify the location, design, wattage and lighting orientation.
☐	Exterior building alterations, rehabilitation or restoration:	1. Scaled building elevations of all building sides. 2. Samples of types of materials to be used in the construction. 3. Paint colors & design (each paint color applied to 8-1/2" x 11" poster board. 4. Type of paint removal method (i.e. water, chemical, mechanical). 5. Repointing mortar joints – pointing styles and method. 6. Window repair/replacement/alteration detail.
☐	Signage:	1. Colored design 2. Dimensions 3. Location – Drawing or photograph depicting sign(s) on the building or pole. 4. Type of illumination.
☐	Dumpster:	1. Screening materials & colors 2. Location
☐	Special Valuation	Submit documentation for application for Special Valuation for Historic Purposes per ECC 15.280.110 if applicable.

PLEASE NOTE: Items marked above shall be submitted to the Community Development Department **Twenty-One (21) Calendar Days before** the regular scheduled meeting of the Landmarks & Design Commission to allow time for review, processing and advertising according to WA State Statute. The Landmarks & Design Commission meets on the first Tuesday of each month and, if needed, on the third Tuesday of each month.

Stacey Henderson, Senior Planner/ Historic Preservation, is the staff liaison to the Landmarks & Design Commission.

Telephone: (509) 925-8608

FAX: (509) 915-8655

E-mail: hendersons@ci.ellensburg.wa.us

SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:

I, Brandon Cass, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner: (or Authorized Agent)	<u>B.H.</u>	Date:	<u>9/24/24</u>
--	-------------	-------	----------------

Exhibit B.2- Site Plan

RECEIVED

SEP 25 2024

COMMUNITY DEVELOPMENT

Installation Plan and Placement Indication



I propose that the sculpture be placed in the open area at the southeast corner of Unity Park centered between the water feature, shade structure and lighting and sound support area. This location will provide a visual marker as you land in the park, there is a clear view of it from many points within the park, and it will not visually detract from other sculptures or performances. To fix the sculpture to the ground I will use a hammer drill to bore holes into the existing concrete pad that will line up with holes build into the ceramic sculptures bottom mounting plate. Using epoxy and bolts, the sculpture will then be fixed into place, similar to how the shade structures are to be installed in the park.

Exhibit B.3- Narrative



Date: September 24, 2024
To: Landmarks & Design Commission
From: Brad Case, Parks & Recreation Director
Subject: Unity Park Art Installation

In the summer of 2024, the City of Ellensburg Arts Commission call for artist was solicited through a 'Request for Qualifications' for a permanent art installation at Unity Park. Ten different artists responded to the call, a team of volunteers made up of Arts Commission members, City Council, and community members scored the submittals and identified three finalists. On September 20th the finalist presented their proposal to the evaluation team and from that process Crista Ann Ames was selected.

As stated in her proposals, Ms. Ames proposes to create a six-foot-tall freestanding sculpture of two larger-than-life (10x life scale) arms with hands clasping one another, a symbol of joining together and human connection. The surface of the sculpture will be covered with relief carvings depicting indigenous fauna and flora of the Kittitas Valley. The carvings will be done in varying scales with some wildlife at life scale or a bit larger and much of the plant life larger than naturally found. Covering the surface of the arms with carvings is meant to further inspire a metaphor of unity and coming together, the natural and human world in harmony with one another.

Exhibit B.4- Product Specifications



Proposed Design

For Unity Park in downtown Ellensburg, I propose to create a six-foot-tall freestanding sculpture of two larger-than-life (10x life scale) arms with hands clasping one another, a symbol of joining together and human connection. The surface of the sculpture will be covered with relief carvings depicting indigenous fauna and flora of the Kittitas Valley. The carvings will be done in varying scales with some wildlife at life scale or a bit larger and much of the plant life larger than naturally found. Covering the surface of the arms with carvings is meant to further inspire a metaphor of unity and coming together, the natural and human world in harmony with one another.



Harmonize -Crista Ann Ames



The sculpture will be made of commercially made outdoor clay and the surface will be finished with an array of color and earth tone glazes that reflect the species represented in the relief carving. The finished sculpture will be fixed directly to the concrete pad as if the arms are emerging from the ground. This will encourage viewers to interact with the sculpture, being able to walk up and discover what is hidden in the carved surface.

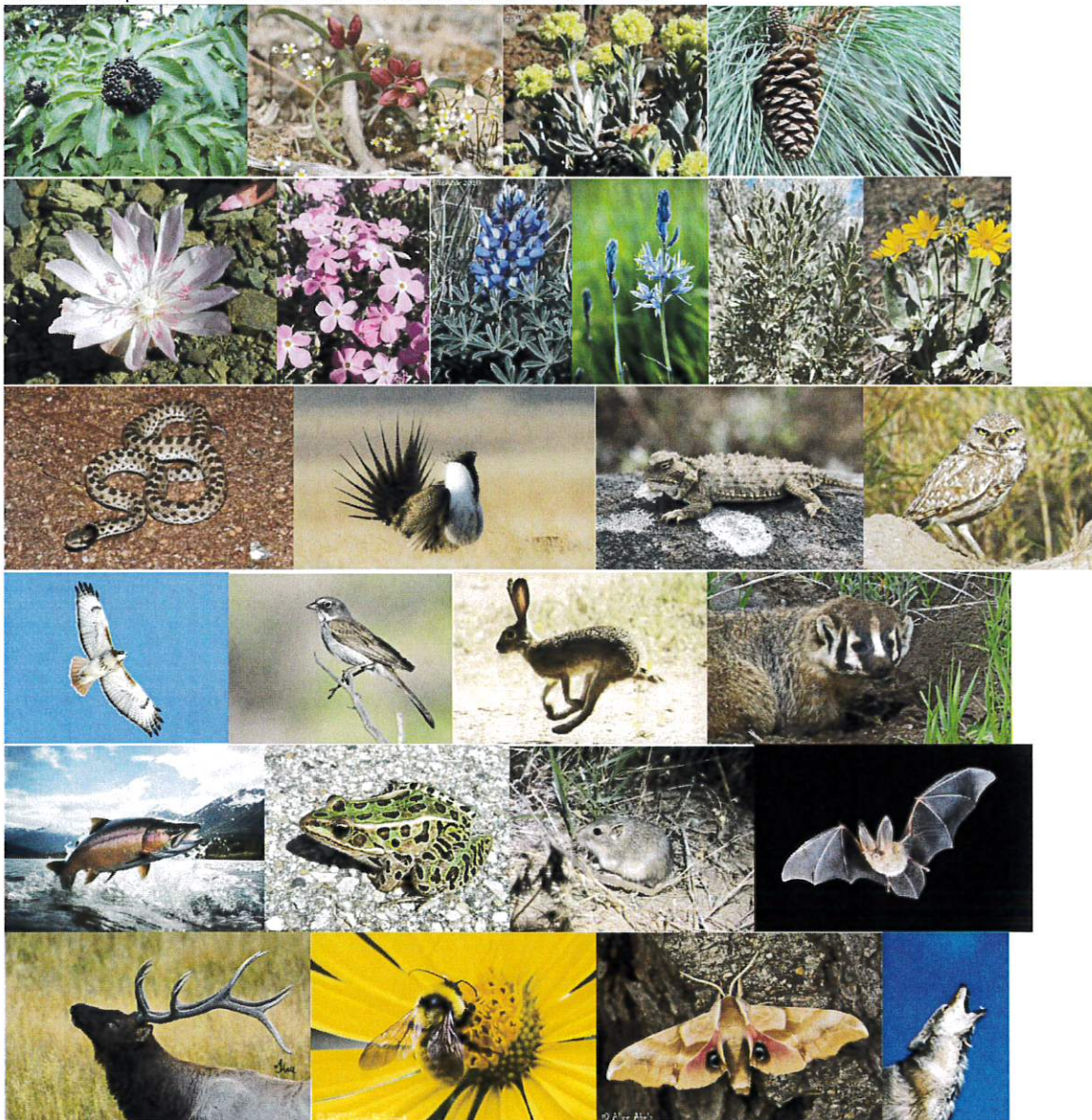
* The above color is not exact to the finished sculpture.

An inventory of all the fauna and flora depicted will be on an accompanying plaque with identification guide for viewers to discover all the species represented.

Below are the Fauna and Flora represented in the model for the sculpture:

Big Sagebrush (*Artemisia tridentata*), **Camas** (*Camassia quamash*), **Bitterroot** (*Lewisia rediviva*), **Arrowleaf balsamroot** (*Balsamorhiza sagittata*), **Rock Lupine** (*Lupinus saxosus*), **Spreading phlox** (*Phlox diffusa*), **Fragile onion** (*Allium scilloides*), **Ponderosa pine** (*Pinus ponderosa*), **Douglas' buckwheat** (*Eriogonum douglasii*), **Blue elder** (*Sambucus Cerulea*), **Northern leopard frog** (*Lithobates pipiens*), **Pygmy short-horned lizard** (*Phrynosoma douglasii*), **Northern Desert Nightsnake** (*Hypsiglena chlorophaea*), **Chinook salmon** (*Oncorhynchus tshawytscha*), **Red-tailed hawk** (*Buteo jamaicensis*), **Greater sage-grouse** (*Centrocercus urophasianus*), **Sagebrush sparrow** (*Artemisiospiza nevadensis*), **Burrowing Owl** (*Athene cunicularia*), **Elk** (*Cervus canadensis*), **Coyote** (*Canis latrans*), **American badger** (*Taxidea taxus*), **Great Basin pocket mouse** (*Perognathus parvus*), **Black-tailed jackrabbit** (*Lepus californicus*), **Townsend's big-eared bat** (*Corynorhinus townsendii*), **Western eyed Spyhnx** (*Smerinthus ophthalmica*), **Morrison bumblebee** (*Bombus morrisoni*)

*additional species can be added or subtracted for the final artwork



Timeline

Unity Park / Harmonize – Crista Ann Ames

August 2024

- Unity Park site tour (completed)

September 2024

- Research outdoor clay and glazes (completed)
- Create 1/5th scale model of sculpture
- Present initial concept proposal
- Modify proposal and presentation based on input

October 2024

- Concept unveiling and ribbon cutting at Unity Park
- City Council Approval

November 2024

- Order clay materials
- Collect source imagery
- Create footprint and building plan accounting for clay shrinkage
- Fabricate cart for building and transporting sculpture
- Create waster slab and base plate of sculpture

December 2024- January 2025

- Begin building clay arms
- Start carving fauna and flora into clay arms

February 2025

- Transport sculpture in progress to University of Montana, Missoula
- Continue building clay arms/hands and carving fauna and flora

March 2025

- Finish building clay arms/hands
- Prepare clay sculpture for slow drying

April 2025

- Dry clay sculpture completely before firing

May 2025

- Glaze and fire clay sculpture
- Order epoxy, mounting hardware and supplies for installation
- Pack sculpture for transport

June 2025

- Transport and install artwork

Three Letters of Support

RADIUS
GALLERY

120 N Higgins Ave
Missoula, MT 59802
406.541.7070
info@radiusgallery.com
www.radiusgallery.com

August 22, 2024

Dear Ellensburg Arts Commission,

I met Crista Ames for the first time when I invited her to participate in Radius Gallery's inaugural Ceramics Invitational exhibition in 2016. She was then a recent graduate of the University of Montana School of Art, and a year into a residency at The Clay Studio of Missoula. Two luminaries in the field of Ceramics—Julia Galloway and Adrian Arleo—were helping me select prospective participants for the Invitational, and because of their connections the show was shaping up to include several well-established, prominent makers. When I mentioned that I would like to include an emerging artist in the group, they each thought about it for a moment, then looked at me resolutely and said, practically in unison, "Crista Ames." There was no doubt.

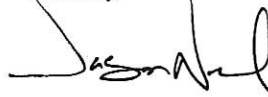
The sculptures Crista contributed were some of the most striking pieces in the exhibition, and the show was instrumental in establishing the gallery's reputation as a showcase for high-end, collectable contemporary ceramics. Radius started representing Crista soon after that first Invitational, and in subsequent exhibitions, large and small, her work has been only more impressive. As an artist, Crista is reliably—no, *undeterably*—ambitious. She goes for it. And by that I don't mean that she merely has the capacity to rise to the occasion. I mean she goes for it *every time*. Her sculptures are bold, distinctive, thoroughly conceived, and full of heart.

Crista also has a strong sense of professionalism. She has participated in ten major group shows at Radius Gallery (not including our annual Holiday Shows, for which she has made new work ten years running). In every instance Crista has met deadlines, produced the requisite paperwork, communicated in a clear and timely manner, and generally demonstrated greater organizational proficiency than many artists with more years of experience.

And so it is with great enthusiasm that I recommend Crista for Ellensburg's Unity Park project. I believe her concept for the public artwork—larger-than-life arms with hands clasped together, decorated with indigenous flora and fauna—is potent, accessible, and thematically on point. I also believe that, given the opportunity, she will knock Ellensburg's socks off, as she has Radius's so many times. While Crista may not have as much experience as others when it comes to making large public artworks, I have zero doubt that she'll produce something amazing, durable and timeless. To me, this project looks like a logical next step in the trajectory of her already highly impressive career.

Finally, I'll just add that I was initially surprised when Crista told me, a few years ago, that she was moving to Ellensburg. As her friend (and as a native Washingtonian myself) I was certainly supportive of her decision. But understand, when Crista was just in *graduate school* at the University of Montana, the whole Missoula arts community knew who she was. She was a standout, head and shoulders. And many of us assumed she would head to one of the country's major arts centers—New York, LA, Chicago, Miami, etc.—to launch her career. That she decided instead to return to Central Washington is in many ways more impressive. Living there makes her career path more challenging, to be sure, but I so admire her determination to live her values, to connect to and support a community, to stay close to her roots. She will do right by her adopted hometown.

Sincerely,



Jason Neal
Owner, Radius Gallery

Renee Adams
51 Goodwin Rd, Thorp, WA 98946
509-964-2443
reneejaneadams@gmail.com

September 10, 2024

To the Unity Park Public Art Selection Committee,

It is with enthusiasm and confidence that I recommend Crista Ann Ames as a finalist for the new Ellensburg Unity Park public art project. I have known Crista since 2019 and had the pleasure of working with her as staff members of Gallery One, as professional colleagues through Punch Projects, and as mentors and friends. I can confidently say that her talent, vision, and dedication to the arts make her an exceptional candidate for this opportunity.

Crista is a gifted artist whose work is not only well executed and proficient in terms of technical execution but also thoughtful and powerful in the themes and narratives she explores. The large scale in which she has worked for some time is a testament to her ability to easily translate what she does into a public art context. Referencing the human form in unconventional ways, her works easily connect with diverse communities and resonate deeply with audiences. Having experienced her sculptures on display at Gallery One and Punch, I have seen first-hand the positive response visitors have to her work and the way they transform spaces and engage viewers in meaningful ways.

One of Crista's most impressive qualities is her commitment to community engagement. As a resident at Gallery One she transformed the sculpture studio to a welcoming space for people of all ages and abilities, thus developing a community centered around clay. Her collaborative approach, combined with her deep respect for public spaces and the people who inhabit them, makes her a perfect fit for this public art endeavor.

Furthermore, Crista's professionalism and dedication to her practice are unparalleled. She manages complex projects with grace, often traveling to other states for residencies where she can work on larger pieces. Not only is she good at ensuring her vision is fully realized while staying on schedule, she also has the ability to navigate the logistical challenges of large-scale works.

Crista Ann Ames has all the qualities you seek in a public artist: creativity, passion, technical skill, and a deep understanding of the impact public art can have on communities. I have no doubt that she will bring an extraordinary vision to your project and create something that will leave a lasting legacy in our community.

Please feel free to contact me if you require any further information or have any questions.

Sincerely,
Renee Adams
Gallery One Exhibition Coordinator, Punch Gallery Member/Owner



Julia Galloway
School of Visual and Media Arts
University of Montana
Missoula, MT 59812
www.umt.edu/art
c. 585 368 8096
julia.galloway@umontana.edu

September 9, 2024

Dear Review Committee,

This is a letter of recommendation for artist **Crista Ames** for the **Unity Park** sculpture competition. In this recommendation I will address two important factors of this proposal. First, the planned sculpture and second, the artist herself. The concept for this sculpture is rooted in the local environment and is made from sustainable materials, and Crista's artwork, career and creativity continues to be impressive, thoughtful, and dedicated.

The six-foot freestanding sculpture of two larger than life arms clasping one another, surface with carved local flora and fauna from Kittitas Valley is a fabulous blend of 'human' and 'nature'. Arms lifting up in inspiration and hope, and covered with the natural bounty of Ellensburg; such a thoughtful and timely concept. This blend of human and nature is deeply related to Ellensburg Land Acknowledgment as it honors the local land and its histories practiced subsistence.

This artwork is made from industrial tested ceramics – clay which supports the concept itself as well as ceramics being one of the more environmentally sustainable materials. The idea of this sculpture is wonderful – hands made from earth, rising up from the ground in hope and displaying the regional nature. This has a beautiful symmetry about it. In addition, making sculpture out of ceramics is one of the more sustainable methods of creating artwork. Traditional outdoor sculpture tends to be produced from materials with a very large and dubious footprint. Most iron and steel comes from China in cargo ship – a very long way for very heavy materials. Resin fiberglass – also primarily produced in China, is profoundly dangerous materials in original production, as well as exposure to the artist. Teak wood is rot resistant and has the longest life of hard woods in an outdoor environment. Most of the Teak come from Myanmar and Bangladesh. Concrete as a material has great longevity, however environmentally it is more problematic than it seems, concrete causes up to 8% of global CO2 emissions. Ceramic material has a much-reduced carbon footprint. In making the sculpture, the clay materials are from the United States, primarily South Dakota, Missouri and Tennessee. The kiln the sculpture is fired in is reusable for at least ten years being made from well insulated soft brick. Though fired with natural gas, the consumption is about the same amount of driving a car for five hours. Having the material and method of making support the idea of human unity with nature itself has conviction.

Crista Ames was a student of my program, graduating in 2015. Since this time, she has become a compassionate, dedicated, and thoughtful artist. She is a mover and shaker in the field of figurative sculpture. The depth of her ideas and how her work reflects the world back to us is inspiring. Her resume is impressive. She is disciplined in her artmaking and creative practice, dedicated, every day, going to the studio and researching her subject matter and making processes. She is quickly becoming a master of her building techniques, pushing her ideas and scale of her artwork. To have artwork of Crista caliber in the center of Ellensburg would be a gift to the community.

Best of luck with your jury process, you have a real winner here.

Sincerely,

Julia Galloway



Meeting Date: November 5, 2024

City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed installation of two lighting fixtures at 307 N. Pearl Street, Parcel ID #837033.

Submitted by:
Department: Community Development

Suggested Motion/Action:

Move to approve the proposed installation of the lighting fixtures on the front façade of 307 N. Pearl Street, as proposed, with no conditions.

Background/Summary:

TYPE OF REVIEW:

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

A. Review required.

1. No person shall alter, repair, enlarge, newly construct, relocate, or demolish any registered landmark building, or any structure located on a property within a landmark district, nor install any exterior sign or mural pursuant to subsection (A)(2) of this section, without review by the commission and issuance of a COA or a demolition permit (ECC 15.280.110).
2. In the case of murals, the arts commission shall first review and provide recommendations to the commission regarding any proposal for a mural to be located on a registered landmark or within a landmark district. Factors to be considered by the arts commission include media to be used, method of application, stability, building/site, mural location and practicability of project.
3. This review shall apply to all exterior features of the building visible from a public right-of-way. This review applies whether or not a permit from the city of Ellensburg is required.
4. Review of alterations to Ellensburg landmarks register properties under this chapter is in lieu of design review required for projects and sign review per ECC 15.210.050(B).

Additionally, the Commission shall also review the Building Design criteria as found in ECC Chapter 15.530. More specifically, the building design criteria which is applicable to historic buildings and districts in found in ECC 15.530.020, as follows:

ECC 15.530.020 Building Design: Historic Buildings and Districts

A. Purpose. To preserve and reinforce the historic character of Ellensburg's downtown and older residential areas.

B. Historic Buildings and Districts Standards and Guidelines.

1) All development projects identified on the Ellensburg landmarks register are subject to review by the Ellensburg landmarks and design commission per Chapter 15.280 ECC and conformance with the following design standards for rehabilitating existing buildings.

- a. Retain and preserve the overall historic character of the building;
- b. Ensure that proposed alterations are compatible with the building's own architectural character, and do not create a false historical appearance;
- c. Retain and preserve early alterations which have architectural significance in their own right;
- d. Treat distinctive original features, finishes, and examples of skilled craftsmanship with sensitivity;
- e. Repair rather than replace deteriorated architectural features whenever possible;
- f. Use the gentlest means possible when surface cleaning exterior masonry;
- g. Protect and preserve significant archaeological sites affected by the project, or provide mitigation for their disturbance; and
- h. Design new additions to existing buildings and new infill construction to be compatible with the massing, scale, materials, and architectural features of adjacent historic structures.

These standards are supplemented and further defined or explained by that document entitled "Design Standards for the City of Ellensburg," as currently enacted.

2) Property owners of historic district buildings are also encouraged to use the Secretary of the Interior's Standards for the Treatment of Historic Properties (web: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>) (hard copy also available at City Hall) as a guide to preserve, rehabilitate, restore, reconstruct, or add to historic properties. These standards provide detailed recommendations on restoration, maintenance, repair, replacement, design, alterations, building materials, roofs, interiors, etc. [Ord. 4656 § 1 (Exh. O2), 2013.]

Previous Council Action:

Analysis:

STAFF COMMENTS:

The Kleinberg Building, built ca. 1889, is located at 307 North Pearl Street, and is a three-story Italianate style building with a one-story addition near the rear of the building. The second and third levels remain largely intact with original architectural detailing including

recessed vertical panels with terra-cotta rosettes, Greek key motifs, and vases of flowers. The Kleinberg brothers opened their clothing store in January 1890, and over time several other businesses used the building. Somewhere between 1917-1927, a "Wrigley's P.K. Chewing Sweet" mural appears on the south façade of this building (Exhibit C.2). Around 1939, "The Hub Clothiers" appears on the side of the Kleinberg where Wrigley's gum mural was located. 1946-1951, Ross Bros. started as the de facto company replacing "The Hub Clothiers".

The applicant wishes to install two light sconces at the storefront located at 307 N. Pearl Street #101. The proposed fixtures would flank the main entry door into the building and the first-floor restaurant, as seen in Exhibit B.3. Each fixture is approximately 31 1/8" tall, and they would project from the wall approximately 15", as seen in Exhibit B.2. The applicant has selected copper as the finish, and specifically a lighting fixture from Bevolo Gas and Electric Light Company. The proposed lights would be installed on an edifice located within the Downtown Ellensburg National Register Historic District, and Local Landmarks District, in Central Commercial (C-C) zoning.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed new lighting fixtures are unobtrusive and compatible with the historic colors and style of this building façade, as well as the character of the surrounding Downtown Ellensburg District.

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

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

FINDINGS OF FACT:

If the Commission should choose to approve the COA, Staff would advise the Commission that the following Findings of Fact are applicable to this project:

1. Per ECC Sections 15.280.100, 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 307 N. Pearl St, and is located in the Ellensburg Downtown National Register District and Local Landmarks District.
4. It is in the interest of the City of Ellensburg to have historic buildings maintained and preserved. If approved, this proposal would not negatively alter the character of the surrounding historic district.

In addition, if no public comment is received during the public hearing portion of the meeting, the following Finding of Fact would also be applicable:

5. No public comment was received.

After the close of the public hearing, if it is determined that additional findings of fact are pertinent, they should consist of concise statements of the underlying facts in support of the decision made by the Landmarks & Design Commission. Findings of Fact should be made by the Commission, regardless of whether the project is approved or denied.

When making the final motion, the Commission may also include any conditions of approval that are appropriate to this application.

Financial Impact:

Budget Adjustment: No

Attachments:

1. P24-095 Exhibit A_ LOCATION MAP
2. P24-095 Exhibit B.1_ APPLICATION
3. P24-095 Exhibit B.2_ PROPOSED LIGHT FIXTURES
4. P24-095 Exhibit B.3_ PROPOSED LOCATION

Exhibit A- Location Map

307 N Pearl, Ellensburg WA 98926



Exhibit B.1- Application



Landmarks & Design Certificate of Appropriateness Application



Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

The City of Ellensburg Landmarks and Design Commission, per Section 15.280.020 of the ECC, has jurisdiction over historic districts. It safeguards the heritage of the city as represented by those buildings, districts, objects, sites and structures which reflect significant elements of Ellensburg's history.

Review of changes to Landmarks Register properties is **required**, per Section 15.280.090. "No person shall alter, repair, enlarge, newly construct, relocate or demolish any registered landmark or any property located within a Landmark District nor install any exterior sign...without review by the Landmarks and Design Commission and approval of a **Certificate of Appropriateness**". This review shall apply to **all** exterior features of the property visible from a public right-of-way. **This review applies whether or not a permit from the City of Ellensburg is required.**

OFFICIAL USE ONLY:

Staff Person:	AW
Date Submitted:	9/27/24
Fee Total:	N/A
LDC FILE #:	P24-095
Associated Permit File #:	

PROPERTY OWNER: (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):	Dale & Susan Sherman	Day Phone:	425-829-2217
Mailing Address:	307 N. Pearl #101, Ellensburg, WA 98926		
E-mail:	shermkd@gmail.com	Cell Phone:	" "

*APPLICANT:

☐ Owner ☐ Contractor ☒ Tenant ☐ Other

Name:	Camis Davis - The Huntsman	Day Phone:	509-989-4141
Mailing Address:	103 N. Mt Daniels Drive, Ellensburg, WA 98926		
E-mail:	camisdavis@gmail.com	Cell Phone:	509-989-4141

CONTACT PERSON:

☒ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	The Huntsman Tavern	Day Phone:	509-925-8325
Mailing Address:	103 N. Mt. Daniels, Ellensburg, WA 98926		
E-mail:	camisdavis@gmail.com	Cell Phone:	509-989-4141

PROJECT INFORMATION:

This application shall be submitted, with all required information, to Community Development Staff and deemed a complete application, to be considered for a public meeting. At the duly-noticed public hearing, the Landmarks and Design Commission will make a decision of whether to approve, approve with conditions or deny the Certificate of Appropriateness application. Per Section 15.210.050.B, a denial may be appealed to the City Council. Please consult with the Senior Planner for Historic Preservation if you have any questions. All projects must meet the City of Ellensburg Design Standards (Title 15) and ECC 15.70, Landscaping Requirements. A copy of the Design Standards is available at the Community Development Department or located online at www.codepublishing.com/wa/ellensburg.

☐	Parcel Number of Site:	837 033
☐	Site Address:	307 N. Pearl Street #101
☐	City Zoning Designation:	C-C
	Is a building permit required:	☐ Yes ☒ No

(OVER)

PROJECT INFORMATION:

☐	Project Description:	In a separate narrative, please describe how your project complies with the guidelines for historic properties listed in Sections 15.280.090, 15.530.020 & 15.530.030.
☐	Site Plan:	1. All building locations and dimensions to property lines and other structures. 2. Property lines and easements. 3. Setbacks, open space and landscaping. 4. Rights of way, curbs, parking sidewalks. (The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)
☐	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
☒	Exterior Lighting:	Identify the location, design, wattage and lighting orientation.
☐	Exterior building alterations, rehabilitation or restoration:	1. Scaled building elevations of all building sides. 2. Samples of types of materials to be used in the construction. 3. Paint colors & design (each paint color applied to 8-1/2" x 11" poster board. 4. Type of paint removal method (i.e. water, chemical, mechanical). 5. Repointing mortar joints – pointing styles and method. 6. Window repair/replacement/alteration detail.
☐	Signage:	1. Colored design 2. Dimensions 3. Location – Drawing or photograph depicting sign(s) on the building or pole. 4. Type of illumination.
☐	Dumpster:	1. Screening materials & colors 2. Location
☐	Special Valuation	Submit documentation for application for Special Valuation for Historic Purposes per ECC 15.280.110 if applicable.

PLEASE NOTE: Items marked above shall be submitted to the Community Development Department **Twenty-One (21) Calendar Days before** the regular scheduled meeting of the Landmarks & Design Commission to allow time for review, processing and advertising according to WA State Statute. The Landmarks & Design Commission meets on the first Tuesday of each month and, if needed, on the third Tuesday of each month.

Stacey Henderson, Senior Planner/ Historic Preservation, is the staff liaison to the Landmarks & Design Commission.

Telephone: (509) 925-8608

FAX: (509) 915-8655

E-mail: hendersons@ci.ellensburg.wa.us

SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:

I, Camis Dams, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

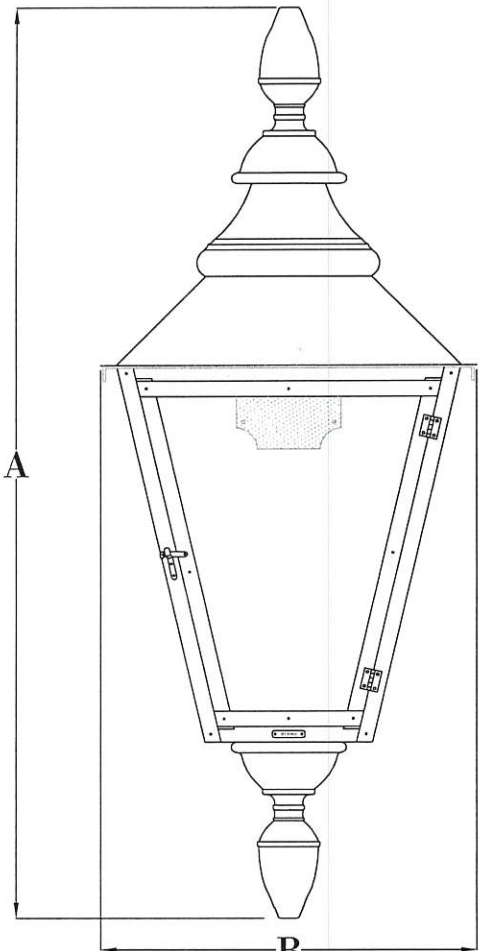
I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner:
(or Authorized Agent)

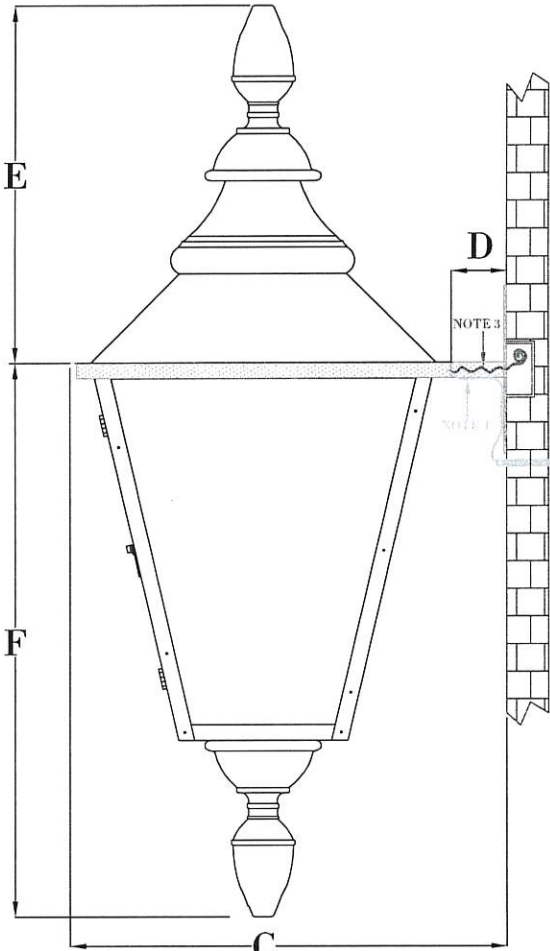
See attacher

Date:

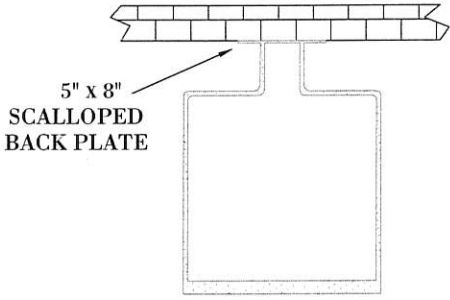
9/27/24



FRONT VIEW
(NTS)



SIDE VIEW
(NTS)



TOP VIEW
(NTS-BRACKET ONLY)

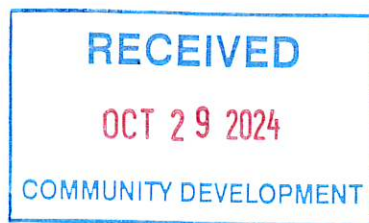
RECEIVED
OCT 29 2024
COMMUNITY DEVELOPMENT

- NOTES:
- 1. MOUNTING HARDWARE SUPPLIED BY OTHERS
 - 2. FIXTURES ARE HANDCRAFTED. DIMENSIONS MAY VARY PLUS OR MINUS $\frac{1}{4}$ "
 - 3. ELECTRIC LIGHTS SUPPLIED WITH 18/2 WIRE WITH GROUND
 - 4. GAS LIGHTS SUPPLIED WITH $\frac{3}{16}$ " COPPER GAS LINE AND $\frac{3}{16}$ " x $\frac{1}{4}$ " GAS LINE ADAPTOR

SIZE:	31" 25" LS	35" 28" LS	43" 35" LS
A:	31 $\frac{1}{8}$ "	34 $\frac{7}{8}$ "	43"
B:	12 $\frac{1}{2}$ "	14 $\frac{1}{2}$ "	17 $\frac{7}{8}$ "
C:	15"	17"	20 $\frac{3}{8}$ "
D:	2 $\frac{1}{2}$ "	2 $\frac{1}{2}$ "	2 $\frac{1}{2}$ "
E:	13"	13 $\frac{3}{4}$ "	16 $\frac{3}{4}$ "
F:	18 $\frac{1}{8}$ "	21 $\frac{1}{8}$ "	26 $\frac{1}{4}$ "

BEVOLO GAS & ELECTRIC LIGHTS			DRW BY:	JJG	COPYRIGHT 20019, BEVOLO GAS & ELECTRIC LIGHTS. DRAWINGS & DESIGNS ARE OWNED BY BEVOLO AND REMAIN THE SOLE AND EXCLUSIVE PROPERTY OF BEVOLO GAS & ELECTRIC LIGHTS. DRAWINGS AND DESIGNS SHALL NOT BE DUPLICATED IN WHOLE OR PART.
LIGHT:	LONDON STREET w/ LONDON BOTTOM	DATE:	APP. BY:	JJG	
BRACKET:	STANDARD WALL MOUNT	5-8-19	REVISION:	2	

Exhibit B.3- Proposed Location



approx
sconce
placement

Install in Ellensburg on vertical beam
approx 9.75ft. from the ground. Four
3/8 lag bolt to building beam. w/
mounting plate.



Meeting Date: November 5, 2024

City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Public Hearing for Consideration of a Special Valuation for Historic Properties Application, for the Historic Fitterer's Building, located at 114 W 4th Ave.

Submitted by:
Department: Community Development

Suggested Motion/Action:

The commission has reviewed the Code and finds the application to meet all four required criteria. Therefore, the commission recommends that the Special Valuation for Historic properties application be approved by the Commission for the Fitterer building, located at 114 W. 4th Ave. with the following conditions, per RCW 84.26.050(2)(a) thru (f):

- a. Monitor the property for its continued qualification for the special valuation;
- b. Comply with rehabilitation plans and minimum standards of maintenance as defined in the agreement;
- c. Make the historic aspects of the property accessible to public view one day a year, if the property is not visible from the public right-of-way;
- d. Apply to the local review board for approval or denial of any demolition or alteration; and
- e. Comply with any other provisions in the original agreement as may be appropriate.
- f. Applicant shall submit a notarized budget to the Community Development Department prior to finalizing the Special Valuations Agreement.

Background/Summary:
PROJECT DESCRIPTION:

The applicant seeks Special Valuation for the rehabilitation work done to the historic Fitterer building during the 2024 calendar year. This building is a historic contributing building within the Downtown Ellensburg National Register District and Local Landmarks District, located on parcel ID #797033, in Central Commercial (C-C) zoning. (See Exhibit A)

TYPE OF REVIEW:

In reviewing this request, the Landmarks and Design Commission must take into consideration the review criteria from the Ellensburg City Code (ECC), as well as the rules outlined in the Revised Code of Washington (RCW). Pertinent sections from the ECC and the RCW are provided within this memo, followed by brief commentary from staff.

The procedures for the Landmarks and Design Commission to approve a Special Valuation for Historic Properties Applications are outlined in ECC 15.280.130, Special Valuation for Historic Properties, which states the following:

- A. There is hereby established and implemented a special valuation program for historic properties as provided in Chapter 84.26 RCW and Chapter 254-20 WAC.
- B. The Ellensburg landmarks and design commission is hereby designated as the local review board for the purposes set forth in Chapter 84.26 RCW and is authorized to perform all functions of a local review board authorized by Chapter 84.26 RCW and Chapter 254-20 WAC.
- C. The class of properties eligible to apply for special valuation in the city of Ellensburg means all properties listed on the Ellensburg landmarks register, or properties contributing to an Ellensburg landmarks register historic district, which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.
- D. The landmarks and design commission shall adopt administrative rules for implementing special valuation and shall comply with all other local review board responsibilities identified in Chapter 84.26 RCW and Chapter 254-20 WAC.
- E. Any decision of the landmarks and design commission acting on any application for classification as historic property eligible for special valuation may be appealed to superior court under RCW 34.05.510 through 34.05.598 in addition to any other remedy of law. Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the county board of equalization. [Ord. 4656 § 1 (Exh. O2), 2013.]

As noted above, the Landmarks and Design Commission has been designated as the local review board for reviewing special valuation applications. Pertinent sections from the RCW outlining additional responsibilities and review criteria are provided below:

RCW 84.26.030 Special Valuation Criteria.

Four criteria must be met for special valuation under this chapter. The property must:

- (1) Be an historic property;**
- (2) Fall within a class of historic property determined eligible for special valuation by the local legislative authority;**
- (3) Be rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2)* within twenty-four months prior to the application for special valuation; and**
- (4) Be protected by an agreement between the owner and the local review board as described in RCW 84.26.050(2).**

*RCW 84.26.020(2) "Cost" means the actual cost of rehabilitation, which cost shall be at least 25% percent of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation.

It is the responsibility of the Landmarks and Design Commission to determine if the application for special valuation meets all four of the criteria described in the RCW

above. This will be further discussed in the staff analysis in this memo.

The process required for applying for the special valuation is described in RCW 84.26.040 as follows:

RCW 84.26.040 Application—Fees.

An owner of property desiring special valuation under this chapter shall apply to the assessor of the county in which the property is located upon forms prescribed by the department of revenue and supplied by the county assessor. The application form shall include a statement that the applicant is aware of the potential tax liability involved when the property ceases to be eligible for special valuation. Applications shall be made no later than October 1 of the calendar year preceding the first assessment year for which classification is requested. The assessor may charge only such fees as are necessary to process and record documents pursuant to this chapter.

The applicant submitted an application to the Kittitas County Assessor's office utilizing the state approved form. The application (Exhibit B.1), along with the applicant's narrative (Exhibit B.2) and budget (Exhibit B.3) were received by the City Community Development Department on March 23, prior to the October 1 annual deadline. The referral process, and the review process, are described in RCW 84.26.050 as follows:

RCW 84.26.050 Referral of application to local review board—Agreement—Approval or denial.

- (1) Within ten days after the filing of the application in the county assessor's office, the county assessor shall refer each application for classification to the local review board.
- (2) The review board shall approve the application if the property meets the criterion of RCW 84.26.030 and is not altered in a way which adversely affects those elements which qualify it as historically significant, and the owner enters into an agreement with the review board which requires the owner for the ten-year period of the classification to:
 - (a) Monitor the property for its continued qualification for the special valuation;
 - (b) Comply with rehabilitation plans and minimum standards of maintenance as defined in the agreement;
 - (c) Make the historic aspects of the property accessible to public view one day a year, if the property is not visible from the public right-of-way;
 - (d) Apply to the local review board for approval or denial of any demolition or alteration; and
 - (e) Comply with any other provisions in the original agreement as may be appropriate.
- (3) Once an agreement between an owner and a review board has become effective pursuant to this chapter, there shall be no changes in standards of maintenance, public access, alteration, or report requirements, or any other provisions of the agreement, during the period of the classification without the approval of all parties to the agreement.

- (4) An application for classification as an eligible historic property shall be approved or denied by the local review board before December 31 of the calendar year in which the application is made.
- (5) The local review board is authorized to examine the records of applicants.

If the Landmarks and Design Commission should choose to grant the special valuation, the following procedures will apply, and will be carried out by City Staff:

RCW 84.26.060 Notice to assessor of approval—Certification and filing—Notation of special valuation.

- (1) The review board shall notify the county assessor and the applicant of the approval or denial of the application.
- (2) If the local review board determines that the property qualifies as eligible historic property, the review board shall certify the fact in writing and shall file a copy of the certificate with the county assessor within ten days. The certificate shall state the facts upon which the approval is based.
- (3) The assessor shall record the certificate with the county auditor.
- (4) The assessor, as to any historic property, shall value the property under RCW 84.26.070 and, each year the historic property is classified and so valued, shall enter on the assessment list and tax roll that the property is being specially valued as historic property.

Previous Council Action:

Analysis:

STAFF ANALYSIS:

State law gives the authority to the Landmarks and Design Commission, as the local review board, to approve or deny Special Valuation for Historic Properties. The City Code vests this authority in the Landmarks and Design Commission per ECC 15.280.110, as cited on pages 1 -2, herein.

The criteria that the Commission must consider in this application are found in RCW 84.26.030 (described on page 2, herein). The application meets criterion # 1 and #2, as the property is over 50 years old and a contributing building within the Downtown Ellensburg National Register District and the Local Downtown Historic District. The remaining two criteria (#3 and #4) before the commission are as follows:

3. Has the cost of the rehabilitation of the Geddis building by the applicant been “at least 25% of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation”, per RCW 84.26.020(2), as referenced by ECC 15.280.110(C) and;
4. “Is [the building] not altered in a way which adversely affects those elements which qualify it as historically significant?”

Definitions

RCW 84.26.020 (2) defines cost as “the actual cost of rehabilitation, which cost shall be at least twenty-five percent of the assessed valuations of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation.”

RCW 84.26.020(7) defines rehabilitation (terminology originally from the Secretary of the Interior’s Standards) as “the process of returning a property to a state of utility through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its architectural and cultural values.”

DAHP Brochure- defines Qualified Rehabilitation Expenditures (Exhibit C.b) – as “Qualified rehabilitation expenditures are expenses chargeable to the project and include improvements made to the building within its original perimeter, architectural and engineering fees, permit and development fees, loan interest, state sales tax and other expenses incurred during the rehabilitation period. Not included are costs associated with acquisition of the property, or the enlargement of the building. The local review board in each jurisdiction determines which expenditures are qualified.”

Analysis

The applicant has worked with the City and Landmarks and Design Commission recently, to obtain a COA for their proposed new awnings on the exterior of the Fitterer building, as they worked to rehabilitate the interior and exterior of the Fitterer Building (ca. 1909) in its current location at 114 W 4th Ave., Parcel ID #797033.

As part of the Special Valuation submittal package (P24-102), the applicant has provided supporting documentation including before and after photographs, expenditures from the 2024 calendar year, architectural drawings, and the application submitted to the county.

The submitted expenses lists associated rehabilitation costs of the building structure and systems, as well as architectural and engineering services, new building insulation, building materials and labor, drywall, and permitting costs. (Exhibit B.2) The pictures submitted in (Exhibit B.3) demonstrate the original state of the building, and the building after rehabilitation was complete. The building has benefited from this rehabilitation with infrastructure upgrades, structural improvements, and fire safety enhancements.

The cost of the rehabilitation as presented by the applicant includes the **grand total of \$2,446,108**. Ultimately, the Commission is responsible for determining which costs are allowed under the definition of qualified rehab expenses. The Department of Archaeology and Historic Preservation Special Valuation Pamphlet, (Exhibit C.1) explains the Special Valuation process, and lists possible qualifying expenditures.

The Kittitas County Assessor’s Valuation at 114 W 4th Ave., for the building, prior to the rehabilitation (*minus the land value, which remained at \$108,000 for 2021-2024, and*

increased to \$158,880 in 2025) was as follows:

2021:	\$778,410
2022:	\$778,410
2023:	<u>\$857,420</u>
2024:	\$1,065,320
2025:	\$705,810

Thus the cost of the rehabilitation of the Fitterer Building has exceeded “at least twenty-five percent of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation” (or \$108,000 in this case) required by *RCW 84.26.020(2). **The applicant’s rehabbing cost as submitted equals 210% the assessed valuation of the historic property prior to rehabilitation, excluding the cost of the land.**

FINDING OF FACT:

If the Commission should choose to follow the recommendation of Staff and approve the application for Special Valuation for Historic Properties, Staff would advise the Commission that the following Findings of Fact are applicable to this project:

1. Per ECC Section 15.280.110, the LDC has jurisdiction to review this project.
2. The project has been found to be in keeping with the requirement of ECC 15.280.110 which incorporates the language of RCW 84.26.030 specifically that the property must:
 - 1) Be an historic property;
 - 2) Fall within a class of historic property determined eligible for special valuation by the local legislative authority;
 - 3) Be rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) within twenty-four months prior to the application for special valuation; and
 - 4) Be protected by an agreement between the owner and the local review board as described in RCW 84.26.050
3. The Applicant is the owner of this property and can pursue this action. The structure is addressed as 114 W 4th Ave, Ellensburg, WA 98926, and is a contributing building in the Downtown Ellensburg National Register District and the local Downtown Historic District.
4. It is in the interest of the City of Ellensburg to have historic buildings rehabilitated. This project has not negatively altered the character-defining features of the historic Geddis building, but rather, has enhanced and preserved them.

In addition, if no public comment is received during the public hearing portion of the meeting, the following Finding of Fact would also be applicable:

5. No public comment was received.

After the close of the public hearing, if it is determined that additional findings of fact are pertinent, they should consist of concise statements of the underlying facts in support of the decision made by the Landmarks & Design Commission. Findings of Fact should be made by the Commission, regardless of whether the project is approved or denied.

When making the final motion, the Commission may also include any conditions of approval that are appropriate to this application.

Financial Impact:

Budget Adjustment: No

Attachments:

1. P24-102 EXHIBIT A_LOCATION MAP
2. P24-102 Exhibit B.1- CITY AND COUNTY APP
3. P24-102 Exhibit B.2- EXPENDITURES
4. P24-102 Exhibit B.3- NARRATIVE and PHOTOS
5. P24-102 Exhibit B.4- BUILDING PLANS
6. P24-102 Exhibit C.1- SV INFO SHEET

Exhibit A- Location Map

114 W 4th Ave



Exhibit B.1- City and County Application



Landmarks & Design Certificate of Appropriateness Application

RECEIVED 10/18/24
COMMUNITY
DEVELOPMENT
P24-102

PA-10
APPLICATION

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

The City of Ellensburg Landmarks and Design Commission, per Section 15.280.020 of the ECC, has jurisdiction over historic districts. It safeguards the heritage of the city as represented by those buildings, districts, objects, sites and structures which reflect significant elements of Ellensburg's history.

Review of changes to Landmarks Register properties is **required**, per Section 15.280.090. "No person shall alter, repair, enlarge, newly construct, relocate or demolish any registered landmark or any property located within a Landmark District nor install any exterior sign...without review by the Landmarks and Design Commission and approval of a **Certificate of Appropriateness**". This review shall apply to **all** exterior features of the property visible from a public right-of-way. **This review applies whether or not a permit from the City of Ellensburg is required.**

OFFICIAL USE ONLY:

Staff Person:	KB
Date Submitted:	10/18/24
Fee Total:	N/A
LDC FILE #:	P24-102
Associated Permit File #:	

PROPERTY OWNER: (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):	Ellensburg Central, LLC	Day Phone:	206-799-1059
Mailing Address:	PO Box 2945, Chelan, WA 98816		
E-mail:	adam@cbcascade.com	Cell Phone:	206-799-1059
*APPLICANT:	☒ Owner ☐ Contractor ☐ Tenant ☐ Other _____		
Name:	Adam Rynd	Day Phone:	206-799-1059
Mailing Address:	PO Box 2945, Chelan, WA 98816		
E-mail:	adam@cbcascade.com	Cell Phone:	206-799-1059
CONTACT PERSON:	☒ Owner ☐ Contractor ☐ Tenant ☐ Other _____		
Name:	Adam Rynd	Day Phone:	206-799-1059
Mailing Address:	PO Box 2945, Chelan, WA 98816		
E-mail:	adam@cbcascade.com	Cell Phone:	206-799-1059

PROJECT INFORMATION:

This application shall be submitted, with all required information, to Community Development Staff and deemed a complete application, to be considered for a public meeting. At the duly-noticed public hearing, the Landmarks and Design Commission will make a decision of whether to approve, approve with conditions or deny the Certificate of Appropriateness application. Per Section 15.210.050.B, a denial may be appealed to the City Council. Please consult with the Senior Planner for Historic Preservation if you have any questions. All projects must meet the City of Ellensburg Design Standards (Title 15) and ECC 15.70, Landscaping Requirements. A copy of the Design Standards is available at the Community Development Department or located online at www.codepublishing.com/wa/ellensburg.

☒	Parcel Number of Site:	797033	
☒	Site Address:	114 W 4th Avenue, Ellensburg, WA 98926	
☒	City Zoning Designation:	Central Commercial	Is a building permit required: ☐ Yes ☒ No

(OVER)

PROJECT INFORMATION:

☐	Project Description:	In a separate narrative, please describe how your project complies with the guidelines for historic properties listed in Sections 15.280.090, 15.530.020 & 15.530.030.
☐	Site Plan:	1. All building locations and dimensions to property lines and other structures. 2. Property lines and easements. 3. Setbacks, open space and landscaping. 4. Rights of way, curbs, parking sidewalks. (The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)
☐	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
☐	Exterior Lighting:	Identify the location, design, wattage and lighting orientation.
	Exterior building alterations, rehabilitation or restoration:	1. Scaled building elevations of all building sides. 2. Samples of types of materials to be used in the construction. 3. Paint colors & design (each paint color applied to 8-1/2" x 11" poster board. 4. Type of paint removal method (i.e. water, chemical, mechanical). 5. Repointing mortar joints – pointing styles and method. 6. Window repair/replacement/alteration detail.
☐	Signage:	1. Colored design 2. Dimensions 3. Location – Drawing or photograph depicting sign(s) on the building or pole. 4. Type of illumination.
☐	Dumpster:	1. Screening materials & colors 2. Location
☒	Special Valuation	Submit documentation for application for Special Valuation for Historic Purposes per ECC 15.280.110 if applicable.

PLEASE NOTE: Items marked above shall be submitted to the Community Development Department **Twenty-One (21) Calendar Days before** the regular scheduled meeting of the Landmarks & Design Commission to allow time for review, processing and advertising according to WA State Statute. The Landmarks & Design Commission meets on the first Tuesday of each month and, if needed, on the third Tuesday of each month.

Stacey Henderson, Senior Planner/ Historic Preservation, is the staff liaison to the Landmarks & Design Commission.

Telephone: (509) 925-8608

FAX: (509) 915-8655

E-mail: hendersons@ci.ellensburg.wa.us

SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:

I, Adam Rynd for Ellensburg Central, LLC, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner: (or Authorized Agent)	<i>Adam Rynd</i>	Date:	10/25/2024
---	------------------	--------------	------------

**Application and Certification of Special Valuation
on Improvements to Historic Property**
Chapter 84.26 RCW

RECEIVED
SEP 09 2024
MIKE HOUGARDY
KITITAS COUNTY ASSESSOR

File With Assessor by October 1

File No: _____

I. Application

County: Kittitas

Property Owner: Ellensburg Central, LLC

Parcel No./Account No: 797033

Mailing Address: PO Box 2945, Chelan, WA 98816

Legal Description: Lot 1, Block 15, ELLENSBURG ORIGINAL, as per plat thereof recorded in Book 1 of Plats, page 1, records of Kittitas County, State of Washington.

Property Address (Location): 114 W 4th Avenue, Ellensburg, WA 98926

Describe Rehabilitation:

Complete interior renovation of the building, including reinforcing framing for 2nd floor, seismic retrofit, new sprinkler system, fire alarm, all new electrical, all new HVAC (retired gas boiler), and all new plumbing.

Property is on: (check appropriate box) ☐ National Historic Register ☒ Local Register of Historic Places

Building Permit No: B24-063

Date: 4/10/2024

Jurisdiction: Ellensburg, WA

County/City

Rehabilitation Started: April 2024

Date Completed: September 2024

Actual Cost of Rehabilitation: \$ 1,950,000

Affirmation

As owner(s) of the improvements described in this application, I/we hereby indicate by my signature that I/we am/are aware of the potential liability (see reverse) involved when my/our improvements cease to be eligible for special valuation under provisions of Chapter 84.26 RCW.

I/We hereby certify that the foregoing information is true and complete.

Signature(s) of All Owner(s):

Adam Rynd

II. Assessor

The undersigned does hereby certify that the ownership, legal description and the assessed value prior to rehabilitation reflected below has been verified from the records of this office as being correct.

Assessed value exclusive of land prior to rehabilitation: \$ 1,065,320

Date: 9/9/24

Assessor/Deputy

Dana Dlern

Exhibit B.2- EXPENDITURES

Fitterer Building Investments - 2024 Calendar Year

Row Labels	Total Investment
Andrews & Andrews	\$27,447
Architecture	\$27,447
Audian	\$10,722
Network Gear	\$10,722
Aurora Painting	\$16,260
Painting Labor	\$16,260
CAMPBELL AND CO	\$28,859
HVAC Demo	\$7,592
Plumbing (Progress payment)	\$4,754
progress payment	\$13,284
Progress payment - Grinder Pump	\$3,228
Carmine Red	\$1,900
Architecture	\$1,900
Cascade Cleaning	\$8,500
Construction Clean	\$8,500
Central WA Fire Protection	\$889
Fire Extinguishers	\$889
City of Ellensburg	\$59,960
Permits + Electric Upgrade Fee	\$59,960
Columbia Plateau	\$3,048
Roof Repair	\$3,048
Elk Heights Carpentry	\$4,335
3rd floor carpentry	\$4,335
Keller Supply Co.	\$2,717
Bathroom Plumbing Fixtures	\$2,717
LAKESIDE HEATING/AIR	\$480,513
HVAC	\$480,513
Masonry Core Drilling	\$2,331
4 holes for Fire Sprinkler Connections	\$2,331
Meier HVAC Engineer	\$874
HVAC Engineering	\$874
Moore Fire	\$155,535
Completion of Fire Suppression	\$111,757
Sprinkler Progress Payment	\$43,779
PARAMOUNT ELEC.	\$489,114
August Electrical	\$48,620
DEMO + MATERIAL	\$38,419
Elec. Gear Last 50% + L.V + Alarm	\$83,851
Elec. Gear purchase	\$54,896
Electric Work	\$33,262
Electrical - Woody's + Sweet Spot	\$6,542
July Invoice	\$81,877
June Invoice	\$39,768
May Invoice	\$31,467
September 2024 Electric	\$70,412
PONDEROSA CON.	\$747,994
1st Floor Structural	\$70,947
3RD FLOOR FRAMING	\$28,754
3rd Floor Framing, Rot Repair, & Foundation Prep	\$53,771
April Labor	\$54,102

Fitterer Building Investments - 2024 Calendar Year

Row Labels	Total Investment
Counter Construction - Woody's + Sweet Spot	\$14,184
DEMO - First / Second/ Third Floor	\$46,070
Dump Fees	\$483
Dump Fees & Rentals	\$413
Foundation, 1st Subfloor, 2nd windows	\$26,906
Framing & Dump Fees	\$105,121
Labor- Painting and Carpentry	\$56,102
Labor- Painting and Carpentry (Aug 23-Sep13)	\$24,862
Materials	\$63,415
Materials 6/26	\$15,249
Materials for 1st floor framing	\$60,077
Paint and Materials	\$4,510
Paint Supplies	\$16,187
Paint, General, Carpentry Labor	\$61,284
PLASTER DEMO	\$3,686
Rot Repair & Foundation	\$41,871
Precision Glass	\$72,661
Doors & Windows	\$53,292
Metal Doors and Frames	\$16,572
Window Install	\$2,797
PROSITE	\$75,770
Attic Fill (West) 50% paid	\$11,653
Blown in Insulation	\$12,331
ROOF INSULATION	\$51,786
Reecer Creek Excavating	\$21,246
Asphalt + hot tap & 4th Street Alley Patching	\$6,004
Utilities Dig	\$15,241
Rob Thomas Drywall	\$57,142
2nd Floor Drywall	\$14,846
3rd Floor Drywall	\$25,404
Drywall	\$16,892
RufusTech	\$6,671
Low Voltage Finish Work	\$6,671
Sherwin Williams	\$27,263
Paint and Primer	\$27,263
SSF Engineers	\$10,830
Engineering	\$10,830
Standard Paint & Flooring	\$89,942
3rd Floor LVP	\$7,006
All building carpet + 1st floor LVP	\$82,936
Valley Steel Works	\$11,857
Bar Brackets	\$291
Handrail	\$9,439
Roof Ladder	\$2,127
Waterline Creations	\$18,888
Quartz Countertops	\$7,375
Quartz Countertops - Woody's + Sweet Spot	\$11,513
Xalos Flooring LLC	\$12,842
1st and 3rd Floor LVP Installation	\$12,842
Grand Total	\$2,446,108

Exhibit B.3- Narrative and Before and After Photographs

October 2024

To: **Landmarks & Design Commission**

From: **Adam & Kelli Rynd – Owners of the Fitterer Building**

Subject: **Special Valuation Overview on the Fitterer Building**

We are pleased to submit this application detailing the extensive renovations completed on the historic Fitterer Building in the heart of downtown Ellensburg. This project transformed the building into a vibrant mixed-use space while preserving its historic charm and enhancing its utility for modern purposes. We appreciate your thoughtful consideration of our application for Special Valuation for Historic Purposes.

Mixed-Use Reconfiguration

The renovation project reconfigured the building to support a variety of uses, including retail spaces, a wine tasting room, and office areas. By integrating these diverse functionalities, we aim to foster a lively and dynamic environment that attracts locals and visitors to historic downtown Ellensburg.

Display of Local Art

We are committed to celebrating and supporting the local arts community by prominently displaying works of local artists throughout the common areas of the building. This beautifies the space and creates opportunities for artists to showcase their talents to a broader audience.

Fire Safety Enhancements

A state-of-the-art fire sprinkler and alarm system has been installed building-wide to ensure the safety of all occupants. This system meets all current fire safety standards and significantly enhances the building's resilience against fire hazards.

Structural Improvements

Several critical structural improvements were undertaken, including the replacement and addition of stairwells to improve accessibility and egress. Bathrooms have been added on each floor to enhance convenience for tenants and visitors, and ADA-compliant access has been incorporated on the first floor to ensure inclusivity for all.

One of the most significant aspects of this renovation was the complete rebuild of the second floor support structure. This overhaul involved modernizing the space while maintaining the historic integrity of the building, including the original tin ceiling and exposing long-covered brick walls. In the process, we uncovered a 120+ year-old ghost billboard featuring Levi Strauss & Co. Coveralls that even the Fitterer family were surprised to discover. The second floor now offers state-of-the-art office spaces that are both functional and aesthetically pleasing.

Infrastructure Upgrades

To support the building's new functionalities, we have replaced all electrical systems throughout the building and added high-speed wired and wireless internet. These upgrades ensure a reliable power supply and support modern communication needs. Additionally, new plumbing has been installed to improve water efficiency and reliability.

Energy-Efficient HVAC Systems

In alignment with our commitment to sustainability, all-new energy-efficient HVAC systems have been installed. These systems not only provide optimal climate control for all areas of the building but also contribute to reduced energy consumption and environmental impact. The old gas-fired boiler system and radiator units were decommissioned and we disconnected the building from the downtown natural gas supply line.

Conclusion

The completion of the Fitterer Building renovation marks a significant milestone in our efforts to revitalize historic downtown Ellensburg. This project exemplifies the potential of community collaboration in preserving historic landmarks while adapting them to meet contemporary needs. We extend our gratitude to the City of Ellensburg, including the Landmarks & Design Commission, for their support and guidance throughout this project.

~~~

## **Acknowledgements**

We want to extend our gratitude to the Fitterer family. Jon & Susan Fitterer and Brad & Connie Fitterer were the 4th generation caretakers of this landmark building that was constructed by their family more than 115 years ago. Their trust and partnership in allowing us to purchase this remarkable building have made this all possible. Their family's legacy in this community is profound, and we are committed to honoring it by permanently retaining the "Fitterer Building" name.

Special thanks to our construction partners, Henry Thomas and Troy Morris, who recently merged their businesses to form TM Construction, Inc. Their expertise and dedication have transformed the Fitterer Building into a space the community can enjoy and celebrate. More than 20 subcontractors were involved in this project and we especially appreciate the work of Andrews & Andrews architects, Carmine Red Architecture, SSF Engineers, Campbell & Co, Lakeside Heating & Air, and Paramount Electric.

We are grateful to the City of Ellensburg for their support to transform and modernize the Fitterer Building. Chuck, Kathy, Stacey, Alicia, and everyone we've worked with at Ellensburg City Hall have been helpful at every step of the process. We also appreciate the expertise of Dan and Jeremy from Kittitas Valley Fire as we enhanced the building with a fire alarm and sprinkler system. Your collective support and collaboration have been invaluable throughout this project, and we truly appreciate the guidance we've received over the past year from the City of Ellensburg and Kittitas Valley fire.

**Before Photos – 1<sup>st</sup> Floor**



## Before Photos – 2<sup>nd</sup> Floor



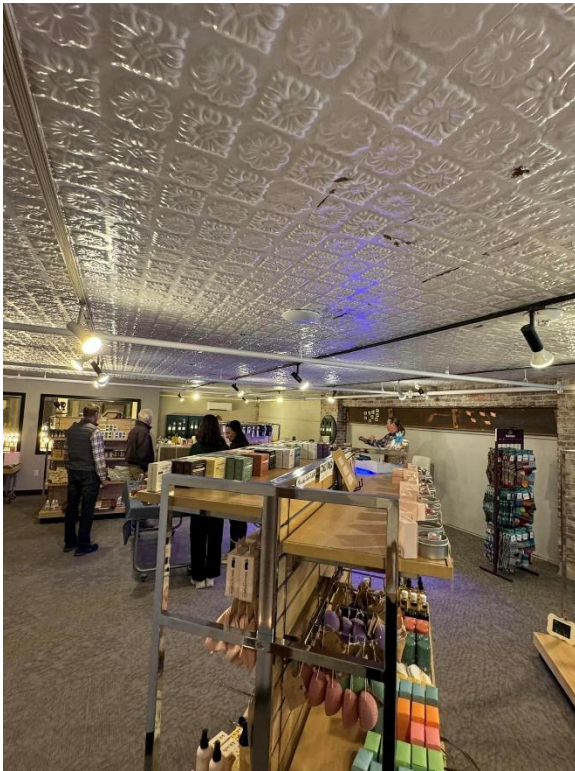
**Before Photos – 3<sup>rd</sup> Floor**



## After Photos – 1<sup>st</sup> Floor



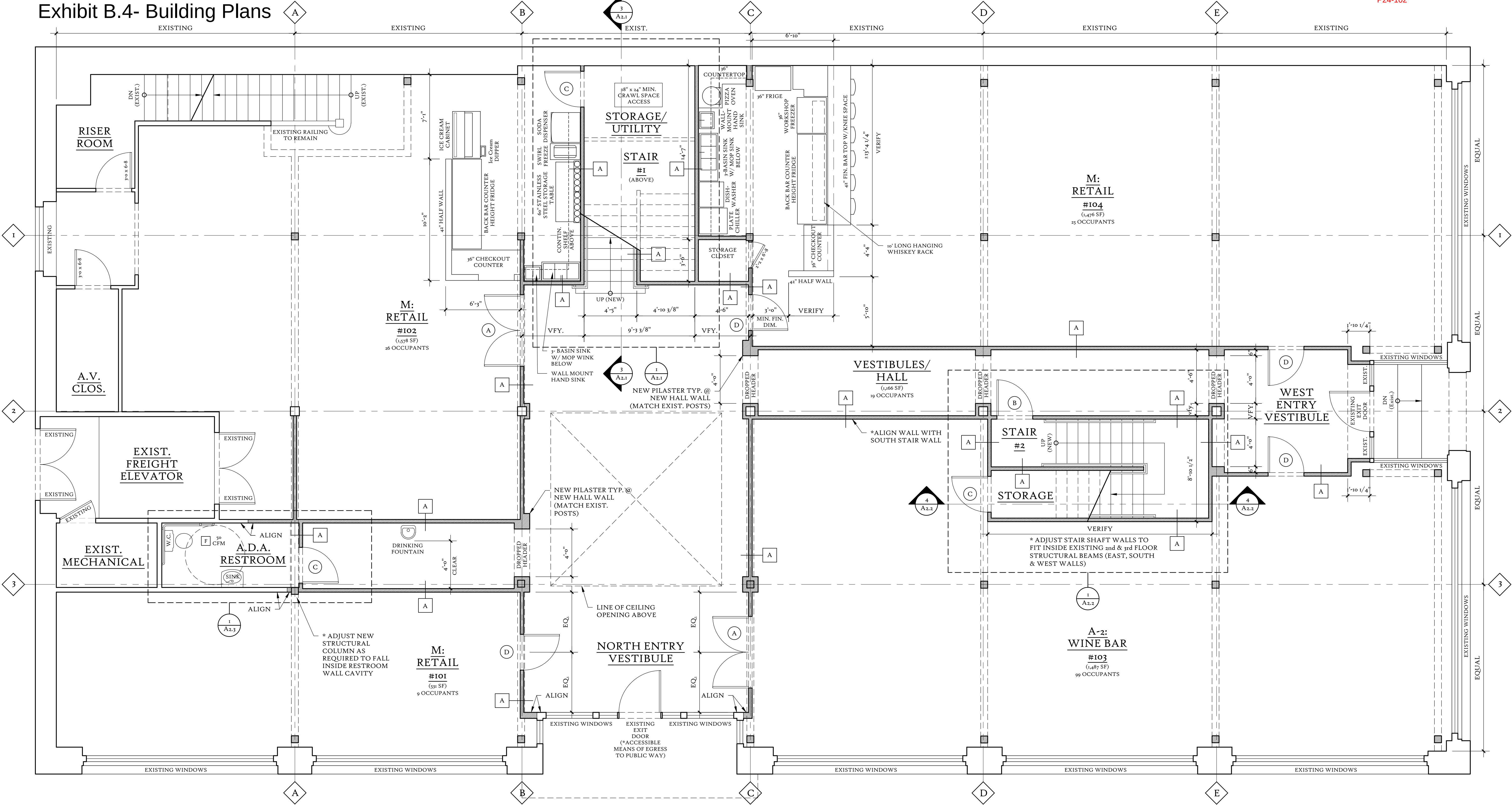
## After Photos – 2<sup>nd</sup> Floor



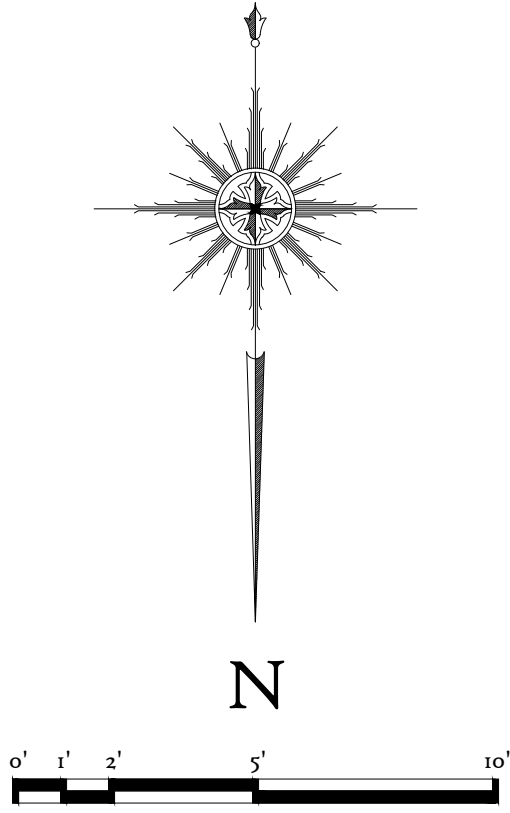
## After Photos – 3<sup>rd</sup> Floor



Exhibit B.4- Building Plans

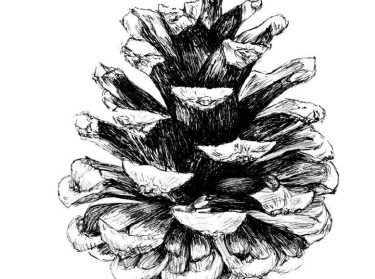


| DRAWING LEGEND |                         |
|----------------|-------------------------|
|                | EXISTING WALL TO REMAIN |
|                | NEW 2 x 4 WOOD WALL     |



8840 REGISTERED ARCHITECT  
JASON JOINER ANDREWS  
STATE OF WASHINGTON

FITTERER BUILDING REMODEL



114 W. 4th AVE.  
ELLENSBURG, WA

Andrews & Andrews  
ARCHITECTS  
P.O. Box 199  
ROSLYN • WASHINGTON 98941  
T: 425-445-2941

STATUS:

CONSTRUCTION DRAWINGS

DRAWING TITLE:

FIRST FLOOR PLAN

SCALE: DATE: PROJECT NO.:

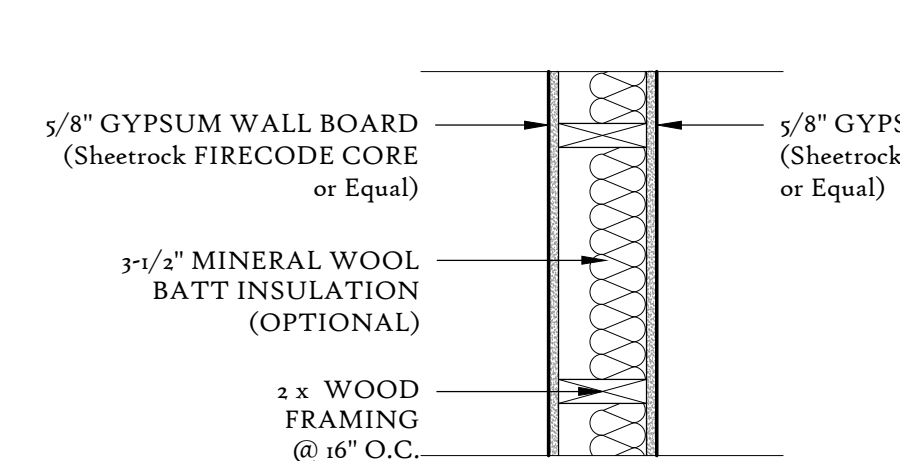
Varies July 29, 2024 23.09

DRAWING NUMBER:

A1.1

I FIRST FLOOR PLAN

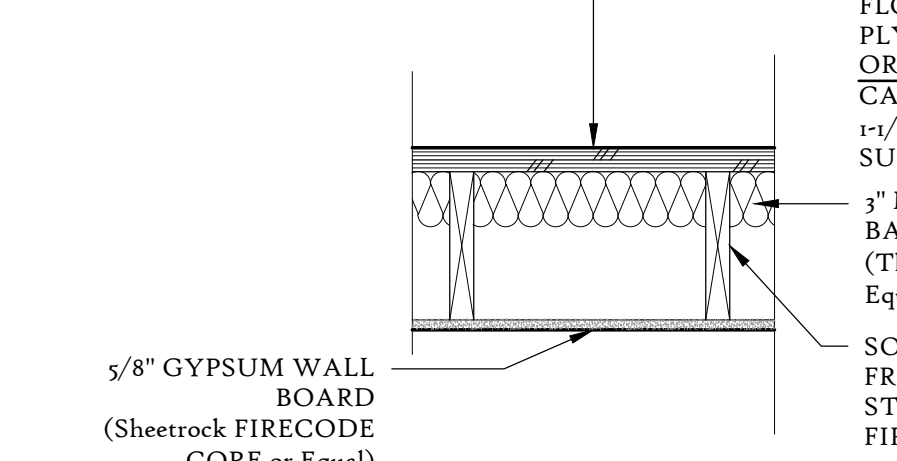
A1.1 1/4" = 1'-0" SCALE



A 1-HOUR WALL ASSEMBLY

A1.1 1" = 1'-0" SCALE

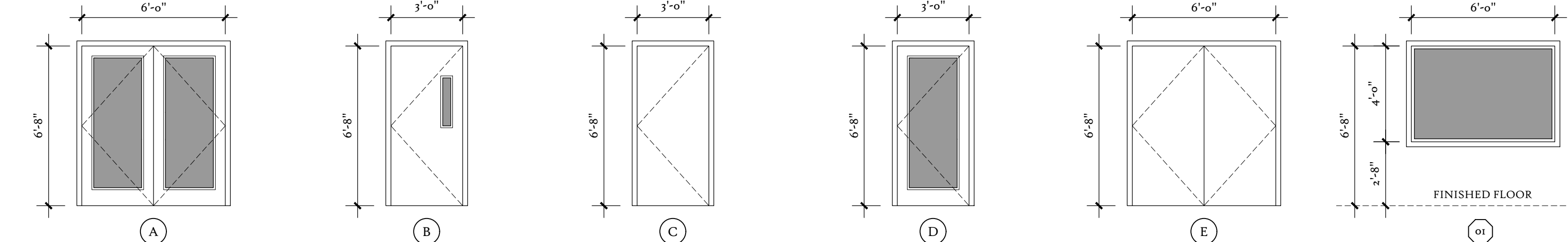
UL U-305  
34 STC SOUND



B 1-HR. FLR/CLG. ASSEMBLY

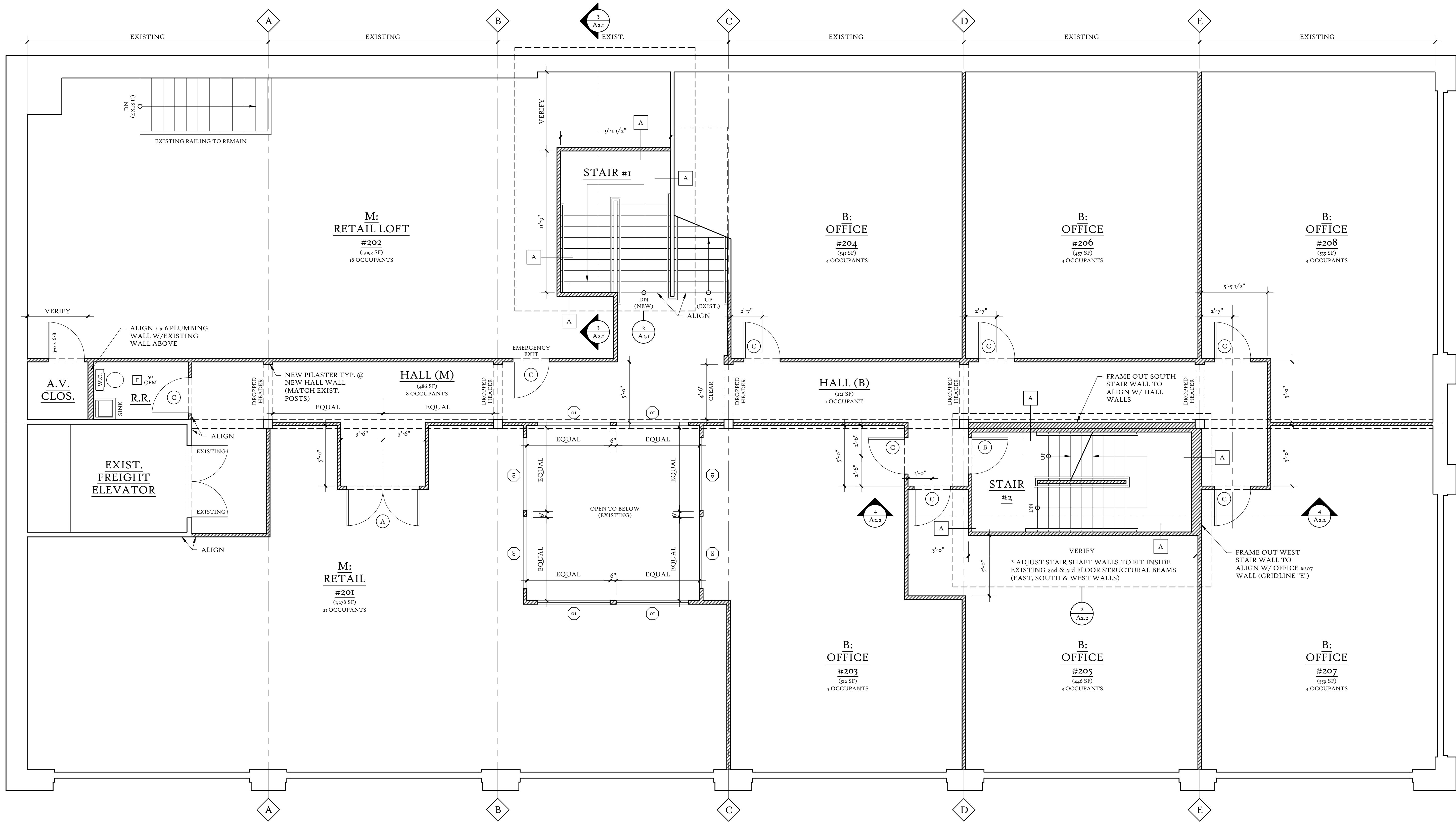
A1.1 1" = 1'-0" SCALE

UL L-501



2 DOOR & WINDOW TYPES

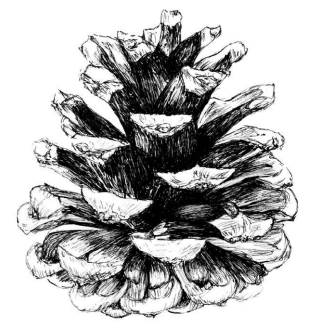
A1.1 1/4" = 1'-0" SCALE



| DRAWING LEGEND |                         |
|----------------|-------------------------|
|                | EXISTING WALL TO REMAIN |
|                | NEW 2 x 6 WOOD WALL     |



FITTERER  
BUILDING  
REMODEL



114 W. 4th AVE.  
ELLENSBURG, WA

Andrews & Andrews  
ARCHITECTS  
P.O. Box 199  
ROSLYN • WASHINGTON 98941  
T: 425-445-2941

STATUS:

CONSTRUCTION DRAWINGS

DRAWING TITLE:

SECOND FLOOR PLAN

| SCALE:       | DATE:         | PROJECT NO.: |
|--------------|---------------|--------------|
| 1/4" = 1'-0" | July 29, 2024 | 23.09        |

DRAWING NUMBER:

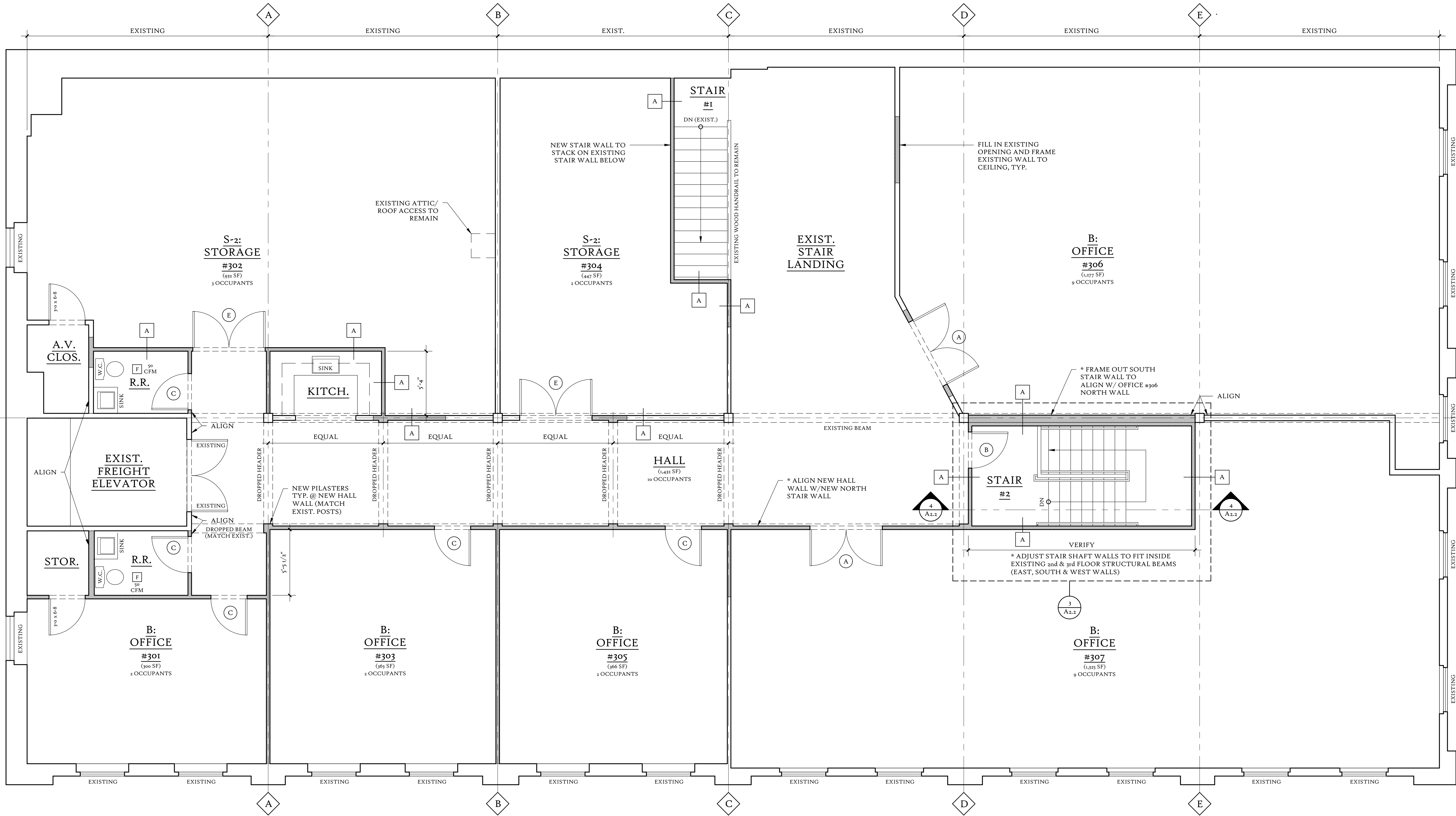
A1.2



I  
A1.2

SECOND FLOOR PLAN

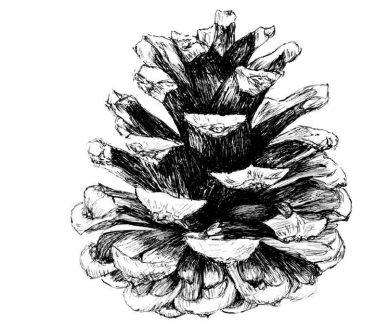
1/4" = 1'-0" SCALE



| DRAWING LEGEND |                         |
|----------------|-------------------------|
|                | EXISTING WALL TO REMAIN |
|                | NEW 2 x 4 WOOD WALL     |



## FITTERER BUILDING REMODEL



114 W. 4th AVE.  
ELLENSBURG, WA

**Andrews & Andrews**  
ARCHITECTS  
P.O. Box 199  
ROSLYN • WASHINGTON 98941  
T: 425-445-2941

STATUS:

CONSTRUCTION DRAWINGS

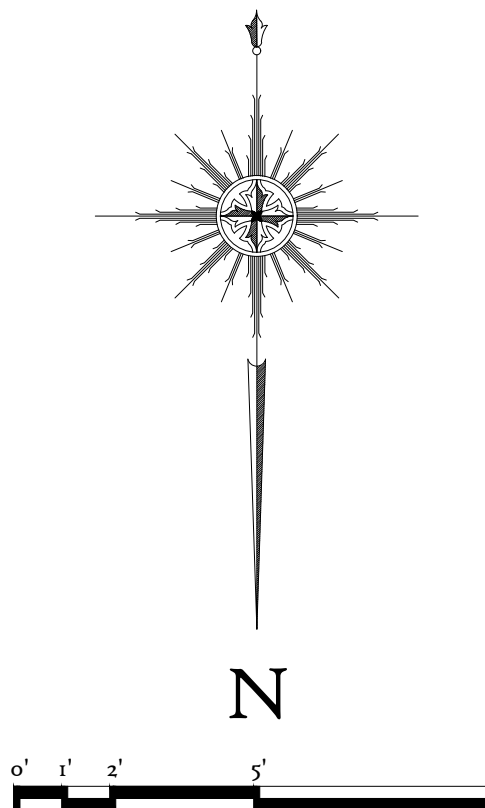
DRAWING TITLE:

THIRD FLOOR PLAN

| SCALE:       | DATE:         | PROJECT NO.: |
|--------------|---------------|--------------|
| 1/4" = 1'-0" | July 29, 2024 | 23.09        |

DRAWING NUMBER:

A1.3



I  
A1.3

## THIRD FLOOR PLAN

1/4" = 1'-0" SCALE

# Special Valuation: A Local Tax Incentive Program

## BACKGROUND

During its 1985 session, the Washington State Legislature determined that as the state approached its centennial year, the preservation of a lasting legacy of historic resources was an important goal. In order to reach this goal, the legislature passed a law which allows a "special valuation" for certain historic properties within the state. The primary benefit of the law is that during the ten year special valuation period, property taxes will not reflect substantial improvements made to the

### Definition:

*"Special Valuation" is the revision of the assessed value of a historic property which subtracts, for up to ten years, such rehabilitation costs as are approved by a local review board.*

property.

Prior to the passage of this law, owners restoring historic buildings were subject to increased property taxes once the improvements were made. This had the effect of discouraging some owners from rehabilitating their historically significant structures. The Legislature decided that restoration of these properties would be encouraged if tax relief were available. Property tax relief was selected as a tool which could provide the financial incentives necessary to promote rehabilitation of eligible historic properties. Since passage of this law, over thirty-five local governments have implemented programs which allow their constituents to take advantage of this tax relief.

## IMPLEMENTATION

Only local governments which implement the law are eligible to pass

on the tax relief to the public. The local government identifies the types of properties that are eligible for special valuation, and designates a local review board that will review applications.

## ELIGIBILITY

To be classified as eligible for special valuation, a property must first meet the following criteria:

**1.** It must be listed in the National Register of Historic Places, individually, or certified as contributing to the significance of a National Register Historic District, in order to receive a statement that a property is certified as contributing to the significance of a National Register Historic District, a property owner should contact their local government, or the Washington State Office of Archaeology and Historic Preservation,

**OR 2.** It must be listed in the Local Register of Historic Places established by a Certified Local Government,

**AND 3.** It must be of a class of properties approved by the local government.

Eligible properties which undergo substantial rehabilitation may receive special valuation if the rehabilitation

work is approved by the local review board. The work must have been conducted within two years prior to application, and must be equal in cost to at least 25% of the assessed value of the structure prior to rehabilitation.

## REQUIREMENTS

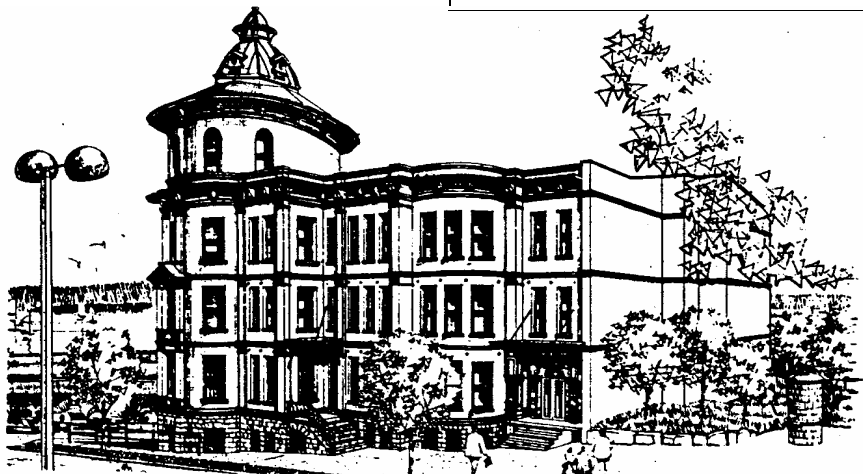
### Protection of the Property

Property owners who want to take advantage of special valuation must sign an agreement with the local review board that guarantees they will meet the following standards during the ten-year property tax exemption period:

- The property must be maintained in good condition.
- The owner must obtain approval from the local review board prior to making further improvements.
- The property must be visible from a public right-of-way, or otherwise be made available for public view once every year.

The penalty for violating the agreement or other program requirements is substantial. All back taxes which would otherwise have been owed, interest on back taxes, and a penalty equal to 12% of back taxes

*(Continued on page 4)*



The One Pacific Building, 7th & Pacific, Tacoma, WA

The One Pacific Building

7th & Pacific, Tacoma, WA The Harris Architects

# How the Application Process Works:

**APPLICANT:** • Submits application to the assessor no later than 24 months after beginning date of rehabilitation work.

**ASSESSOR:** • Reviews application for completeness.  
• Verifies legal owner, legal description, etc.  
• Submits application to local review board within ten working days.

**LOCAL REVIEW BOARD:** • Reviews application and attachments.  
• Determines approval or denial of application no later than December 31st of application year.  
• If application is approved, notifies applicant, assessor, and State Advisory Council within ten days.  
• Executes agreement with applicant.  
• Returns application to assessor.

**ASSESSOR:** • Records agreement.  
• Files application, agreement and certification statement (if applicable) with the county recording authority.  
• Determines special valuation and enters in tax roles separately from the normal assessed value.

## HOW ELIGIBLE PROPERTIES ARE DEFINED

To be eligible for special valuation, a property must be:

1. Listed in the National Register of Historic Places, individually or certified as contributing to the significance of a National Register Historic District.

**OR**

2. Listed in the Local Register of Historic Places established by a Certified Local Government (for more information about the Certified Local Government Program, contact the CLG Coordinator at 360-586-3074).

**AND**

3. It must be of a class of historic properties approved by the local government.

Note: The local government in each community determines which classes of historic properties are eligible for special valuation, and may elect to exclude some classes of property from the program.

# The Timetable

**WITHIN 2 YEARS PRIOR TO DATE OF APPLICATION:** • **Rehabilitation work begun and completed.**

**BEFORE OCTOBER 1 (IF SPECIAL VALUATION IS DESIRED FOR FOLLOWING YEAR):** • Applicant submits application.

**WITHIN 10 WORKING DAYS:** • Assessor completes review and submits application to local review board.

**BEFORE DECEMBER 31:** • Local Review Board approves (or denies) application and executes agreement.

**WITHIN 10 DAYS OF ISSUING THEIR DECISION:** • Local Review Board submits approved application and agreement to assessor; assessor records documents.

**FIRST YEAR - JANUARY 1:** • Special valuation effective.

**SECOND YEAR THROUGH ELEVENTH YEAR:** • Taxes reflect special valuation.

**TENTH YEAR:** • Special valuation ends.

**TWELFTH YEAR:** • Taxes reflect revaluation of property following end of special valuation.

## DETERMINING SPECIAL VALUATION

The amount of property tax you will pay is based on the special valuation of your property. Special valuation is simply a value, for property tax purposes, which is calculated by subtracting qualified rehabilitation expenditures from the total assessed value of the property. Your property tax may change from year to year because of changes in the assessed value, but the qualified rehabilitation expenditures will continue to be deducted from the new assessment for the full ten-year period of special valuation.

(Continued from page 1)  
and interest may be due.

If the property is sold, the new owner must sign an agreement with the local review board ensuring that program requirements will be satisfied for the duration of the special valuation period, or the seller may be subject to the penalties discussed above.

**Qualified Rehabilitation Expenditures**

The total cost of the rehabilitation must be equal to at least 25% of the assessed value of the property, exclusive of land value, prior to rehabilitation. “Qualified rehabilitation expenditures” are expenses chargeable to the project and include improvements made to the building within its original perimeter, architectural and engineering fees, permit and development fees, loan interest, state sales tax and other expenses incurred during the rehabilitation period. Not included are costs associated with acquisition of the property, or the enlargement of the building. The local review board in each jurisdiction determines which expenditures are qualified. Qualified rehabilitation expenditures for special valuation are the same as those for the federal Investment Tax Credits. (For a detailed explanation, see 26 CFR 1.48-12(c).)

**Rehabilitation Standards**

In order to be eligible for special valuation, properties must retain their historic character after rehabilitation. The standards used by the local review board in their review and approval of the rehabilitation work are *The Washington State Advisory Council’s Standards for Rehabilitation*. The State Advisory Council adopted *The Secretary of the Interior’s Standards for Rehabilitating Historic Buildings* as their standards.

**THE APPLICATION PROCESS**

An interested property owner files an application with the assessor’s office

after the rehabilitation work is completed. The assessor transmits the application to the local review board, which schedules a public meeting to discuss the application.

The board may determine the approval or denial of the application at this meeting, or may request additional information. Once the board has made its determination, the applicant and the assessor will be notified within ten days.

If the application is filed with the assessor’s office before October 1 and approved by the board, special valuation goes into effect the following year.

**DEADLINES TO REMEMBER**

Application for special valuation must be made no later than 24 months after the beginning of the rehabilitation work.

**October 1** is the deadline for applications when special valuation is desired for the following year.

**PARTICIPATING JURISDICTIONS**

At the time of this publication, the following cities and counties have implemented the special valuation program:

|               |                     |
|---------------|---------------------|
| Auburn        | Newcastle           |
| Bellingham    | North Bend          |
| Black Diamond | Olympia             |
| Bothell       | Pierce County       |
| Camas         | Port Townsend       |
| Carnation     | Puyallup            |
| Centralia     | Ritzville           |
| Chehalis      | Seattle             |
| Cheney        | Shelton             |
| Clark County  | Shoreline           |
| Dayton        | Skykomish           |
| Everett       | Snohomish County    |
| Issaquah      | Snoqualmie          |
| Kenmore       | Spokane City/County |
| Kennewick     | Steilacoom          |
| King County   | Tacoma              |
| Kirkland      | Thurston County     |
| La Center     | Tumwater            |
| Lacey         | Vancouver           |
| Longview      | Walla Walla         |
| Marysville    | Wenatchee           |

Technical assistance in implementing the special valuation program is available to local governments from OAHF.

**IMPORTANT CONSIDERATIONS**

- In order for a historic property to be eligible for special valuation, it must have been substantially rehabilitated within 24 months prior to the date of application.
- In order for a phased rehabilitation to be eligible, each phase of the rehabilitation must cost at least 25% of the assessed value of the property, exclusive of land value, prior to commencing that phase of work. Work on each phase must have been completed within 24 months prior to the date of application for special valuation for that phase.
- Improvements must be consistent with the historic character of the building. During the ten-year period of special valuation, additional improvements to the property are also subject to compliance with the *Washington State Advisory Council’s Standards for Rehabilitation*.
- The property must be maintained in good condition as long as the special valuation is in effect.
- Special valuation may apply to a wide range of properties, at the discretion of the local government in each jurisdiction.
- Applications may be submitted at any time, however the deadline is October 1 when special valuation is desired for the following year. Reduction in property taxes appears one year after special valuation designation and applies until the year following the end of the ten-year period of special valuation.
- Property owners who receive special valuation for a rehabilitation project may also apply for the federal Investment Tax Credits for the same project.

**FOR INFORMATION**

For further information about the special valuation program, contact:

Office of Archaeology and Historic Preservation  
1063 S. Capitol Way, Suite 106  
PO Box 48343  
Olympia, Washington 98504-8343  
360-586-3074  
[www.oahp.wa.gov](http://www.oahp.wa.gov)

# Special Valuation: For the Assessor

The assessor's role in the special valuation program is limited to processing the application forms and maintaining records of special valuation assessments for properties approved by the local review board. The assessor maintains two separate values on the tax rolls - the special valuation and the normal assessed value - for affected properties.

## RESPONSIBILITIES

1. **UPON RECEIPT OF AN APPLICATION**, the assessor must:
  - a. **RECORD** the date of receipt
  - b. **REVIEW** the application for completeness:
    - Verify the legal owner
    - Verify the legal description
    - Verify the legal description and parcel or tax account number
  - c. **TRANSMIT** the application and attachments to the local review board within 10 days of receipt
2. **UPON RECEIPT OF AN APPROVED APPLICATION** and agreement from the local review board, the assessor must:
  - a. **RECORD** the application, agreement, and certification statement (if applicable)
  - b. **TRANSMIT** copies to the county recording authority
  - c. **DETERMINE** the special valuation:
    - The total assessed value of the property (including improvements and land), minus the qualified rehabilitation expenditures, equals the special valuation. This special valuation will change to reflect changes in the total assessed value, and will be in effect for 10 years.
  - d. **ENTER** the determined special valuation on the tax rolls separately from the normal assessed value
  - e. **CHARGE** processing fees to the applicant, as necessary, in addition to any fees associated with a title search (these fees shall be payable to the county auditor or county recorder)
  - f. **INDICATE** the special valuation on the yearly tax statement
  - g. **RETAIN** copies of all documents
  - h. **REVALUE** properties on the regular revaluation cycle, deducting the cost therefrom to determine the taxable value
3. **UPON TERMINATION** of the 10-year special valuation period, the assessor must:
  - a. **REVALUE** the property without consideration for special valuation
  - b. **ENTER** the new value on the tax rolls
4. **IF THE TERMS OF THE AGREEMENT** are violated, **OR** the property ownership changes without indication that the new owner will sign an agreement to meet the program requirements for the duration of the special valuation period, **OR** the property is disqualified for special valuation, the assessor must:
  - a. **LEVY** the back taxes (which otherwise would have been due) plus interest and penalty:
    - Rehabilitation costs times the levy rate for the elapsed portion of the year,
    - Plus interest (from April 30) normally charged on delinquent tax bills

## THE APPLICATION PROCESS

|                           |                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>          | · Submits application to assessor no later than 24 months after beginning date of rehab work                                                                                                                                                                                                                                |
| <b>Assessor</b>           | · Reviews application for completeness<br>· Verifies legal owner and legal description<br>· Submits application to local review board within 10 working days                                                                                                                                                                |
| <b>Local Review Board</b> | · Reviews application and attachments<br>· Determines approval or denial of application no later than December 31 of application year<br>· If application is approved, notifies applicant, assessor, and State Advisory Council within ten days<br>· Executes agreement with applicant<br>· Returns application to assessor |
| <b>Assessor</b>           | · Records agreement<br>· Files agreement and application with county recording authority<br>· Determines special valuation and enters                                                                                                                                                                                       |

- Plus an additional 12% penalty.

(For additional information, see WAC 458-15-090)

## THE TIME LAG

Due to the lag in property tax payments, special valuation status will precede, by one year, the reduction of taxes due on affected properties. Thus the reduced tax will apply until the year following the end of the 10-year special valuation period.

## IMPORTANT DEADLINES

- Application for special valuation must be made no later than 24 months after the beginning date of the rehabilitation work.
- October 1 is the deadline for applications when special valuation is desired for the following year.

## PHASED PROJECTS

Properties which are rehabilitated in phases may receive special valuation for each phase, provided that qualified rehabilitation expenditures for each phase exceed 25% of the assessed value of the property, exclusive of land value, at the time that phase began. Each phase is treated as though it were a separate project, and is subject to all requirements of the special valuation program.

# Special Valuation: For the Local Review Board

It is helpful for the local review board to meet with an applicant for special valuation **before** the rehabilitation work begins, and to review their project to ensure that it complies with *The Washington State Advisory Council's Standards for Rehabilitation*, as well as any additional local standards. This preliminary meeting is mandatory in some communities, and is suggested as a first step in the special valuation process which may avoid conflicts later on.

## RESPONSIBILITIES

**1. UPON RECEIPT OF AN APPLICATION** from the assessor, the local review board must:

- a. **SCHEDULE** a public meeting at which the application will be approved or denied
- b. **DETERMINE** eligibility of the property for special valuation based on the following criteria:
  - Is the property historic?
  - Is it included within a class of historic properties determined eligible for special valuation by the local government?
  - Will the rehabilitation work comply with the State Advisory Council's Standards by not adversely affecting those elements qualifying the property as historically significant?
- c. **REVIEW** the applicant's documentation of qualified rehabilitation expenditures to assure that they were at least 25% of the assessed value of the property, exclusive of land value, prior to rehabilitation

**2. IF THE PROPERTY IS DETERMINED ELIGIBLE** for special valuation, the local review board must:

- a. **PREPARE** and enter into an agreement (on behalf of the local government) with the applicant. The agreement must guarantee that certain minimum standards (listed below) were met during the 10-year period of special valuation
- b. **APPROVE** the application upon execution of the agreement with the applicant
- c. **TRANSMIT** copies of the application, agreement and certification statement (if applicable) to the assessor's office for recording
- d. **NOTIFY** the Washington State Advisory Council of the application approval
- e. **MONITOR** the property during the 10-year special valuation period to assure continued compliance with the requirements of the special valuation program

**3. IF THE PROPERTY IS DETERMINED INELIGIBLE** for special valuation, the local review board must:

- a. **ADVISE** the applicant of the reason(s) for denial
- b. **EXPLAIN** that the applicant may appeal the decision to Superior Court

**4. IF AN APPROVED PROPERTY IS LATER**

**DISQUALIFIED**, due to either the owner's failure to comply with the terms of the agreement, **OR** to a loss of historic value due to alterations, the local review board must **NOTIFY** the owner, the assessor and the Washington State Advisory Council of the disqualification.

## MINIMUM STANDARDS FOR A SPECIAL VALUATION AGREEMENT

During the 10-year period of special valuation, the property owner shall:

- a. **MAINTAIN** the property in safe and sound condition and

## THE APPLICATION PROCESS

|                           |                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>          | · Submits application to assessor no later than 24 months after beginning date of rehab work                                                                                                                                                                                                                                |
| <b>Assessor</b>           | · Reviews application for completeness<br>· Verifies legal owner and legal description<br>· Submits application to local review board within 10 working days                                                                                                                                                                |
| <b>Local Review Board</b> | · Reviews application and attachments<br>· Determines approval or denial of application no later than December 31 of application year<br>· If application is approved, notifies applicant, assessor, and State Advisory Council within ten days<br>· Executes agreement with applicant<br>· Returns application to assessor |
| <b>Assessor</b>           | · Records agreement<br>· Files agreement and application with county recording authority                                                                                                                                                                                                                                    |

protect it from the elements, and repair deteriorated or broken exterior features, in compliance with *The Washington State Advisory Council's Standards for Rehabilitation*

- b. **OBTAIN** written consent of the local review board prior to making further improvements or alterations to the property
- c. **MAKE** the property accessible to the public once each year if it is not normally visible from a public right-of-way
- d. **OBTAIN** written consent of the local review board prior to demolishing the property
- e. **NOTIFY** the assessor within 30 days if the property becomes disqualified for special valuation, e.g. if the terms of the agreement are violated

## IF THE PROPERTY IS SOLD

If an approved property is sold, and the new owner desires continuation for the special valuation, he must **SIGN** an agreement with the local review board ensuring that program requirements will be satisfied for the duration of the special valuation period.

## IMPORTANT DEADLINES

- An application for special valuation must be approved or denied before December 31 of the year in which the application is made.
- Within 10 days of approving an application for special valuation, the local review board must notify the applicant and the assessor of their decision and must transmit copies of the application and its attachments, and the agreement, to the assessor's office.

## PHASED PROJECTS

Properties which are rehabilitated in phases may receive special valuation for each phase, provided that qualified rehab expenditures for each phase exceed 25% of the assessed value of the property, exclusive of land value, at the time that phase began. Each phase is treated as though it were a separate project, and is subject to all requirements of the special valuation program.

# Special Valuation: For the Local Government

The action of the local government is the first step in implementing the special valuation program in each jurisdiction, thus allowing its constituents the potential to realize substantial tax savings. Since passage of the law, approximately thirty-five local governments have implemented the special valuation program.

## RESPONSIBILITIES

**WHEN ESTABLISHING THE SPECIAL VALUATION PROGRAM** for the jurisdiction, the local government must:

1. **IMPLEMENT** the special valuation law through ordinance or administrative rule
2. **IDENTIFY** one or more classes of historic properties in the community which are eligible for special valuation
3. **DESIGNATE** a local review board to review application, and approve or deny properties for special valuation
4. **APPOINT** members to the local review board

## IMPORTANT CONSIDERATIONS

- Once the local government has identified a class of eligible historic properties, it may amend the criteria defining the class at any time. However, if the new criteria are more restrictive than the previous criteria, the new criteria may not take effect for a period of two years following October 1 of the year in which the change is made. Amendments to the criteria will not disqualify properties already subject to special valuation.
- The law permits multiple local governments within the same county to jointly designate, under an interlocal agreement, a single local review board to administrate the program.

## THE APPLICATION PROCESS

|                           |                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>          | · Submits application to assessor no later than 24 months after beginning date of rehab work                                                                                                                                                                                                                                |
| <b>Assessor</b>           | · Reviews application for completeness<br>· Verifies legal owner and legal description<br>· Submits application to local review board within 10 working days                                                                                                                                                                |
| <b>Local Review Board</b> | · Reviews application and attachments<br>· Determines approval or denial of application no later than December 31 of application year<br>· If application is approved, notifies applicant, assessor, and State Advisory Council within ten days<br>· Executes agreement with applicant<br>· Returns application to assessor |
| <b>Assessor</b>           | · Records agreement<br>· Files agreement and application with county recording authority<br>· Determines special valuation and enters                                                                                                                                                                                       |

# Special Valuation: For the Applicant

Applications for special valuation will be reviewed, and approved or denied, by a local review board designated by the local government. The board will make their determination at a public meeting, during which the applicant may be present.

It is advisable (and in some communities it is mandatory) for the applicant to consult with the local review board before beginning the rehabilitation work, to ensure that the project will comply with the board's standards.

## RESPONSIBILITIES

**1. WHILE CONDUCTING THE REHABILITATION**, the applicant must:

- a. **MONITOR** rehabilitation work to ensure that it conforms with *The Washington State Advisory Council's Standards for Rehabilitation*
- b. **MAINTAIN** accurate records of project costs, and dates of project work

**2. WHEN APPLYING FOR SPECIAL VALUATION**, the applicant must **FILE** an application for special valuation with the assessor's office (on the Department of Revenue form) no later than two years after beginning the rehabilitation project. The application must include as attachments:

- a. The legal description of the property
- b. Comprehensive exterior and interior photographs of the property before and after rehabilitation
- c. Architectural plans or other legible drawings depicting the completed project
- d. A notarized affidavit attesting to the actual cost of rehabilitation work
- e. A statement from (the appropriate local official) indicating that the property is a certified historic structure if it is located in an historic district

**3. IF A PROJECT IS APPROVED**, the applicant must:

- a. **SIGN** an agreement with the local review board guaranteeing that during the 10-year period of special valuation he or she shall:
  - **MAINTAIN** the property in safe and sound condition and protect it from the elements, and repair deteriorated or broken exterior features, in compliance with *The Washington State Advisory Council's Standards for Rehabilitation*
  - **OBTAIN** written consent of the local review board prior to making further improvements or alterations to the property
  - **MAKE** the property accessible to the public once each year if it is not normally visible from a public right-of-way
  - **OBTAIN** written consent of the local review board prior to demolishing the property
  - **NOTIFY** the assessor within 30 days if the property becomes disqualified for special valuation, e.g. if the terms of the agreement are violated
- b. **PAY** processing fees (and title search fees, if required) charged by the assessor's office

**4. IF THE PROJECT IS DENIED**, because the property is determined ineligible for special valuation, the applicant may **APPEAL** to the decision of the Local Review Board to Superior Court, or the County Board of Equalization.

## THE APPLICATION PROCESS

|                           |                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>          | · Submits application to assessor no later than 24 months after beginning date of rehab work                                                                                                                                                                                                                                |
| <b>Assessor</b>           | · Reviews application for completeness<br>· Verifies legal owner and legal description<br>· Submits application to local review board within 10 working days                                                                                                                                                                |
| <b>Local Review Board</b> | · Reviews application and attachments<br>· Determines approval or denial of application no later than December 31 of application year<br>· If application is approved, notifies applicant, assessor, and State Advisory Council within ten days<br>· Executes agreement with applicant<br>· Returns application to assessor |
| <b>Assessor</b>           | · Records agreement<br>· Files agreement and application with county recording authority<br>· Determines special valuation and enters                                                                                                                                                                                       |

**5. IF THE PROJECT IS LATER DISQUALIFIED** for special valuation, or in the event of any dispute, the applicant may **APPEAL** to the County Board of Equalization.

**6. IF THE PROPERTY IS SOLD**, and the new owner desires continuation of the special valuation, her or she must **SIGN** an agreement with the local review board ensuring that the program requirements will be satisfied for the duration of the special valuation period.

## IMPORTANT DEADLINES

- Application for special valuation must be made no later than 24 months after the beginning date of the rehabilitation work.
- October 1 is the deadline for applications when special valuation is desired for the following year. NOTE: due to the lag in property tax payments, the tax reduction will appear one-year after special valuation designation, and it applies until the year following the end of the 10-year special valuation period.

## PHASED PROJECTS

Properties which are rehabilitated in phases may receive special valuation for each phase, provided that qualified rehabilitation expenditures for each phase exceed 25% of the assessed value of the property, exclusive of land value, at the time that phase began. Each phase is treated as though it were a separate project, and is subject to all requirements of the special valuation program.



Meeting Date: November 5, 2024  
City of Ellensburg

**Landmarks & Design Commission Agenda Report**

**Agenda Subject:** City of Ellensburg 2024 Grant Extension Request  
**Submitted by:**  
**Department:** Community Development

---

**Suggested Motion/Action:**  
Move to approve grant extension request into 2025.

**Background/Summary:**  
The applicant was awarded a 2024 City of Ellensburg Historic Preservation Grant. They plan to finish the project within the 2024 calendar year, but delays continue to arise in the construction process. To ensure a smooth finish to the awarded project and grant completion, the applicant has decided to request an extension, in case the project overlaps into the 2025 calendar year.

**Previous Council Action:**

**Analysis:**

**Financial Impact:**

Budget Adjustment: No

**Attachments:**  
1. Extension Request

## Stacey Henderson

---

**From:** Jodi Polak <Jodi@realworks.us>  
**Sent:** Thursday, October 17, 2024 10:56 AM  
**To:** Stacey Henderson  
**Subject:** Re: [Ext] Re: 2024 Grant Check-In

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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

Hi Stacey,

We are still in the process of scheduling the storefront door installation due to long material lead times, contractor availability, and coordinating around tenant events, and would like to request an extension of the timeline to use our 2024 Grant funds to allow flexibility if the installation isn't completed before the end of the year, though this is still our goal.

Thank you,  
Jodi

Jodi Polak,  
509-304-8209

On Wed, Oct 16, 2024 at 5:29 PM Stacey Henderson <[hendersons@ci.ellensburg.wa.us](mailto:hendersons@ci.ellensburg.wa.us)> wrote:

No- we just need a written request explaining what still needs to be done/ why you need the extension.

Thank you,

**Stacey Henderson M.S.**

**Senior Planner- Historic Preservation**

**Community Development**

**501 N. Anderson Street**

**Ellensburg, WA 98926**

**Office: (509) 925-8608**

**Email: [hendersons@ci.ellensburg.wa.us](mailto:hendersons@ci.ellensburg.wa.us)**



---

**From:** Jodi Polak <[Jodi@realworks.us](mailto:Jodi@realworks.us)>  
**Sent:** Wednesday, October 16, 2024 11:11 AM  
**To:** Stacey Henderson <[hendersons@ci.ellensburg.wa.us](mailto:hendersons@ci.ellensburg.wa.us)>  
**Subject:** Re: [Ext] Re: 2024 Grant Check-In

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

Okay, we should request an extension then. Is there paperwork that you need from us?

Thank you,

Jodi

On Wed, Oct 16, 2024 at 10:10 AM Stacey Henderson <[hendersons@ci.ellensburg.wa.us](mailto:hendersons@ci.ellensburg.wa.us)> wrote:

Hi Jodi,

We would need to know as soon as possible, so that we can get it on an LDC agenda, because then it still has to go to council before the end of the year.

Thank you,

**Stacey Henderson M.S.**

**Senior Planner- Historic Preservation**

**Community Development**

**501 N. Anderson Street**

**Ellensburg, WA 98926**

**Office: (509) 925-8608**

**Email: [hendersons@ci.ellensburg.wa.us](mailto:hendersons@ci.ellensburg.wa.us)**



---

**From:** Jodi Polak <[Jodi@realworks.us](mailto:Jodi@realworks.us)>

**Sent:** Wednesday, October 16, 2024 9:59 AM

**To:** Stacey Henderson <[hendersons@ci.ellensburg.wa.us](mailto:hendersons@ci.ellensburg.wa.us)>

**Subject:** [Ext] Re: 2024 Grant Check-In

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

Good Morning, Stacey,

We have not yet completed this project. We are still hoping to complete it this year. When is the deadline for extension, if we need to request one?

Thank you,

Jodi

On Fri, Oct 11, 2024 at 10:04 AM Stacey Henderson <[hendersons@ci.ellensburg.wa.us](mailto:hendersons@ci.ellensburg.wa.us)> wrote:

Hi Jodi!

I apologize if this was already taken care of, I am taking over the grant paperwork, and I'm trying to check in to see where the 2024 grants are at? Is your 2024 grant project still in progress? Complete? Do you still need to be reimbursed? If it is complete, I want to make sure we get a final report to include into the paperwork.

Thank you,

**Stacey Henderson M.S.**

**Senior Planner- Historic Preservation**

**Community Development**

**501 N. Anderson Street**

**Ellensburg, WA 98926**

**Office: (509) 925-8608**

**Email: [hendersons@ci.ellensburg.wa.us](mailto:hendersons@ci.ellensburg.wa.us)**

