

AGENDA

LANDMARKS & DESIGN COMMISSION

December 3, 2024

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/87859498813?pwd=6SaLyEo3avnE6fudCdCglqfxyKpjEw.1>

Meeting ID: 878 5949 8813

Passcode: 680408

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, December 3, 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 Creative District Presentation
- 5. Unfinished Business**
 - 5.A 2024 Grant Extension Request
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
 - 7.A 2025 Work Planning Meeting- January 7.
- 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: December 3, 2024

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

Agenda Subject: 2024 Grant Extension Request
Submitted by:
Department: Community Development

Suggested Motion/Action:

Move to approve the proposed 2024 grant extension to 2025, and recommend approval of the additional window work to be completed within the original grant budget of \$11,000.

Background/Summary:

The applicant is requesting a grant extension for their 2024 grant to be completed in the 2025 calendar year. Most of the original proposed work is complete, with exception of painting the windows, which needs to be completed in the spring. The applicant also has mentioned, per their extension request, that this work has come in under budget, and they would like to put the remaining grant funds towards additional window work on the building.

Previous Council Action:

LDC Recommended approval of \$11,000 Historic Preservation Grant Funds to be awarded to IOOF for the proposed window work, to be completed in the 2024 calendar year.

Analysis:

Staff recommends approval of both requests, as (1) one year long extension is allowed per the grant application guidelines, and the additional scope of work would additionally help restore the building, without requiring additional funds from the City.

Financial Impact:

No financial impact. The same amount of grant funds would be used, for a larger amount of work to be done, within the allowed 1 year extension.

Budget Adjustment: No

Attachments:

1. Extension Request
2. Attachment 3- Richard Mack- IOOF Windows

Stacey Henderson

From: Russ Humphrey <russ@doublejoy.com>
Sent: Friday, November 22, 2024 3:09 PM
To: Stacey Henderson
Subject: [Ext] Re: Follow up About Grant

Importance: High

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
Thanks for meeting me today. Here is my response:

Re: 2024 Historical Preservation Grant Agreement dated 9 January 2024

Project status as of 19 November:

Repair broken glass – done 30 April 2024,
Replace putty on East and South windows – done on East windows, 23 September 2024.
Repaint East and South windows – done on East windows, 15 November 2024

Reason for extension request:

The painter ran out of time to finish on the South windows, so this must be postponed until next Spring.

Reason for expansion of scope request:

One surprising note: This project has come in significantly under budget. There are 2 reasons for this. First, the vendor did a terrible job of re-glazing the windows. Most importantly they didn't clean the glass before putting the putty on the window. I complained about this, and they agreed to accept a significantly reduced amount, leaving us with an extra \$1500 . Secondly, the bid for re-painting the windows came in at about \$6500, but the company put us off for months, so I told them I would get the job done using some other company. The replacement painter has invoiced us slightly more than half of the original bid for the work done on the 4 large windows on the East

face, and their invoice also includes re-painting the front door and another small window, so that the whole East face has a fresh coat of paint.

The net of these 2 occurrences comes out to about \$3200.

Expansion of scope request:

We would like to be able to uncover the 4 large windows that are on the alley side of the building, but the most significant issue is that 3 of the 16 large panes of glass are broken and completely gone.

Given that I have priced the panes at about \$600 each, I am hoping to get bids for their replacement not significantly higher than the net windfall.

Attached are photos of the rear (West) face of the lodge. The 3 missing windows are pointed out.

Russ Humphrey
IOOF Lodge 20 Treasurer





Window 2





On Nov 19, 2024, at 3:35 PM, Stacey Henderson <hendersons@ci.ellensburg.wa.us> wrote:

Hello Russ,

Thank you for coming in today. As discussed, if you can please provide me a written explanation of where your 2024 grant project is at (status), what still needs to be done, why you are requesting the extension, and the additional scope of work you would like to add due to the extra funds left over, I can get you on the agenda for December 3.

Please also include a few photographs of the additional windows you would like to include in this grant scope of work.

This can be emailed.

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

<image001.png>

Attachment 3- Richard Mack- IOOF Windows

City of Ellensburg Community Development Department

2024 Historic Preservation Grants Program

Project Description

Project Information: Odd Fellows (IOOF) Building Window Refurbishment

Description of the project:

Purpose:

The purpose of this \$11,760 grant request is to partially fund the refurbishment of windows on the east and south sides of the IOOF building at 307 North Pine Street. The property is in the downtown sector, and appropriately it contributes to the Ellensburg and the national landmark registers. The IOOF is seeking historic designation at the Local, State and Federal levels.

Need:

Because these are the original 1911 windows, several of them have been broken, and all of them require re-glazing, crack filling and repainting. These actions will not only preserve the windows, but the glazing and re-caulking will serve to lessen energy use. Furthermore, because the east side windows are 35 feet above the sidewalk, safety considerations about falling glass from the cracked and broken windows will also be mitigated.

There are four large compound (three panes) windows that face east onto Pine Street, dimensions 120" x 120" each. There are four double hung windows that face south onto 3rd Avenue, dimensions 56" x 90".

Actions:

All work will be undertaken from the outside of the building, using a lift to the top story. First, old putty and glazing points will be removed, and the intact windows will be re-glazed. Cracked glass and parts of frames will be replaced. Next, the frames and surrounds will be scraped of old peeling paint down to the original wood. All the windows and frames will be repainted in appropriate colors.

Materials:

Materials which will be purchased by the grant include: glass to replace the broken windows, putty and glazing, wood, points, caulk, and wood, sealant, and paint.

Results:

The refurbished windows will bring the top story of the building back to its original appearance. Also, the safety concerns of falling glass will be mitigated. The proposed project lends itself to the grant program goals in that it will provide for the rehabilitation of an historic facade within the landmark downtown area. Thus, it is a basis for preserving, rehabilitating, and restoring the exterior character, defining features of this historic structure.

Notes:

Lodge #20 of the Washington State IOOF is a non-profit 501 © 8 institution. The origins of this Ellensburg chapter date to 1886; the current building was constructed in 1911.

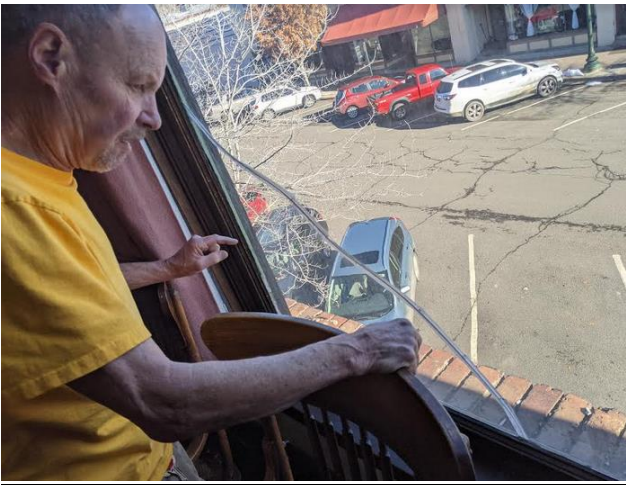
The IOOF Building Committee looked into having period replacement windows made and installed. The estimates, over \$100,000, could not be justified. Repair of the existing windows is a sensible option.

Because of the modular nature of this project, if full funding is not possible, we can delete certain windows from the project, and use a number of windows appropriate to the available funding. The remaining window(s) will be refurbished later.

We understand that the structure is also the first all concrete structure in Eastern Washington.

Pictures of the building facade and close-ups of the condition of the windows, glass, and frames are pasted below.





Contact Information

Name: Dr. David Soltz, Noble Grand (Presiding Officer)

Organization: Independent Order of Odd Fellows, Washington State Lodge# 20

Street Address: 307N. Pine St, Ellensburg, WA 98926

Mailing Address: PO Box 154, Ellensburg, WA 98926

Phone: (570) 204 7893; (509) 962-9768

Email: Dsoltz@gmail.com

Project Cost

Amount Requested from the City: \$11,760

Cash Amount from Applicant: \$200

“In-Kind” Amount from Applicant: \$4590 (Nine days use of IOOF member’s boom truck)

Cash from other Sources: \$0

Total Project Cost: \$16,550

Historic Preservation Grants Program Work Plan

<u>Steps</u>	<u>Responsible Party</u>	<u>Start Date</u>	<u>Completion Date</u>
Secure Permits	D.Soltz	1/4/2024	1/8/2024
Remove Glazing & Points + Broken Glass	Jim’s Glass	3/6/24	3/8/2024
Replace Glass, Points & Re-glaze 3 broken	Jim’s Glass	3/7/2024	3/12/2024
Scrape Wood Frames + Repair + Fill + Re-glaze remainder	Glenn Jones, Painter	3/19/2024	3/27/2024
Paint Sealer, Primer, & Finish Coat	Glenn Jones, Painter	4/4/2024	4/12/2024

Budget Plan

1. Personnel

	Total Cost	“In-Kind”	App Cash	City Match
General Help	\$1200	\$800	\$500	\$0

Sub-Total	\$1200	\$800	\$500	\$0

2. Supplies/Equipment

	Total Cost	“In-Kind”	App Cash	City Match
Paint, Putty, etc	\$300			\$300
Lift Rental	\$3290	\$3290		\$0
Misc	\$300	\$300		
Sub Total	\$3890	\$3590		\$300

3. Professional Services

Item	Total Cost	“In-Kind”	App Cash	City Match
Jim’s Glass	\$4,300			\$4300
Glenn Jones	\$7160			\$7160
Sub Total	\$11,460			\$11,460

Project Total	Total Cost	In Kind	Applicant Cash	Requested Grant
	\$16,550	\$4390	\$500	\$11,760



Filed
Secretary of State
State of Washington
Date Filed: 04/21/2018
Effective Date: 04/21/2018
UBI #: 192 000 302

Annual Report

BUSINESS INFORMATION

Business Name:
ELLENSBURGH LODGE NO. 20 INDEPENDENT ORDER OF ODD FELLOWS

UBI Number:
192 000 302

Business Type:
WA NONPROFIT CORPORATION

Business Status:
ACTIVE

Principal Office Street Address:
1900 BRICK RD, ELLENSBURG, WA, 98926, USA

Principal Office Mailing Address:
PO BOX 154, ELLENSBURG, WA, 98926-1911, USA

Expiration Date:
05/31/2019

Jurisdiction:
UNITED STATES, WASHINGTON

Formation/Registration Date:
05/17/1887

Period of Duration:
PERPETUAL

Inactive Date:

Nature of Business:

REGISTERED AGENT CONSENT

To change your Registered Agent, please delete the current Registered Agent below.

Registered Agent Consent (Check One):



I am the Registered Agent. Use my Contact Information.



I am not the Registered Agent. I declare under penalty of perjury that the WA Nonprofit Corporation has in its records a signed document containing the consent of the person or business named as registered agent to serve in that capacity. I understand the WA Nonprofit Corporation must keep the signed consent document in its records, and must produce the document on request.

RCW [23.95.415](#) requires that all businesses in Washington State have a Registered Agent.

This document is a public record. For more information visit www.sos.wa.gov/corps