

# AGENDA

## LANDMARKS & DESIGN COMMISSION

### January 7, 2025

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/85829459835?pwd=IJakQ1CylFIxR2k0LzmamY7jiX03.1>

#### **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 [ADAcordinator@ellensburgwa.gov](mailto:ADAcordinator@ellensburgwa.gov).*

**CITY OF ELLENSBURG  
LANDMARKS & DESIGN COMMISSION AGENDA  
Council Chambers  
501 North Anderson Street  
Ellensburg, WA 98926  
And remotely via Zoom  
Tuesday, January 7, 2025  
5:45 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
  - 3.A October 1, 2024 Meeting Minutes
  - 3.B November 5, 2024 Meeting Minutes
- 4. New Business**
  - 4.A Elect new Chair and Vice-Chair
  - 4.B 2025 Project and Event Planning
- 5. Unfinished Business**
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
- 8. Commission Representative Update**
- 9. Adjournment**



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



Meeting Date: January 7, 2025

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

**Agenda Subject:** October 1, 2024 Meeting Minutes  
**Submitted by:**  
**Department:** Community Development

---

**Suggested Motion/Action:**

Review and approve the October 1, 2024 meeting minutes.

**Background/Summary:**

**Previous Council Action:**

**Analysis:**

**Financial Impact:**

Budget Adjustment: No

**Attachments:**

1. 10.01.24 LDC Minutes corrected



## **CITY OF ELLENSBURG**

## **Minutes of Landmarks & Design Commission, Regular Meeting**

**Date of Meeting**

**October 1, 2024**

**Time of Meeting**

**5:45 PM**

**Place of Meeting**

**Council Chambers  
501 North Anderson Street  
Ellensburg, WA 98926  
And remotely via Zoom**

### **1. Call to Order and Roll Call of Members**

The meeting was called to order by Commissioner Redmon.

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

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

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

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

### **2. Approval of Agenda**

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

### **3. Approval of Minutes**

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

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

### **4. New Business**

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

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

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

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

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

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

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

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

## **5. Unfinished Business**

None

## **6. Citizen Comment**

None

## **7. Staff Update/Discussion Items**

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

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

#### **8. Commission Representative Update**

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

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

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

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

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

#### **9. Adjournment**

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



Meeting Date: January 7, 2025

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

**Agenda Subject:** November 5, 2024 Meeting Minutes  
**Submitted by:**  
**Department:** Community Development

---

**Suggested Motion/Action:**  
Review November 5, 2024 meeting minutes.

**Background/Summary:**

**Previous Council Action:**

**Analysis:**

**Financial Impact:**

Budget Adjustment: No

**Attachments:**  
1. 11.5.24 LDC Minutes



## **CITY OF ELLENSBURG**

## **Minutes of Landmarks & Design Commission, Regular Meeting**

**Date of Meeting**

**November 5, 2024**

**Time of Meeting**

**5:45 PM**

**Place of Meeting**

**Council Chambers  
501 North Anderson Street  
Ellensburg, WA 98926  
And remotely via Zoom**

### **1. Call to Order and Roll Call of Members**

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

Present: Jeff Watson, Vicki Sannuto, Fred Redmon, Marty Blackson

Absent: Cathy Poshusta (excused), Teresa Chanes (excused)

Others Present: Stacey Henderson-Senior Planner Historic Preservation, Kathy Boots-Planning Technician, Jodi Polak, Jon Nilsen, Brad Case, Kristin Ames

Commissioner Blackson motioned to approve the absences. Motion passed 4-0.

### **2. Approval of Agenda**

Commissioner Sannuto motioned to approve the agenda with a change in the order of the COA's. Motion passed 4-0.

### **3. Approval of Minutes**

No minutes available

### **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 3<sup>rd</sup> Ave, Parcel ID #887033. Appearance of fairness reviewed. Staff member Henderson read the staff report. Staff recommended approval with one condition that the sign shall be illuminated from dusk to 10 p.m. only. Public comment opened. The applicant Jon Nilsen was present but had nothing to add. No public comment. Public comment closed. Commissioner Watson motioned to approve the Certificate of Appropriateness with the condition that the sign shall be illuminated from dusk to 10p.m. only.
- 4.B Public Hearing for Consideration of a COA for the proposed installation of a new permanent sculpture at Unity Park, Parcel ID 146933. Appearance of fairness reviewed. Staff member Henderson read the staff report. Staff recommended approval with a change in location of the sculpture as requested. Public comment opened. Brad Case spoke about the project

and hopes to have the location and sculpture completed in the spring or summer. Kristin Ames the artist had a small replica of the sculpture and explained that the species of shrubs on the sculpture are local to Ellensburg. She explained the materials and how it will be constructed and secured. No public comment. Public comment closed. This sculpture will be required to get a building permit.

Commissioner Watson motion to approve the certificate of appropriateness with no conditions including the findings of fact referenced in the agenda report and the exact location of the sculpture to be determined by Brad Case with the Building/Planning Department approval. Motion passed 4-0.

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.

Appearance of fairness reviewed. Staff member Henderson read the staff report. Staff recommended approval with no conditions. Public comment opened. The applicant Camas Davis was present and introduced herself. No public comment. Public comment closed. Commissioner Watson motioned to approve the Certificate of Appropriateness with no conditions. Commissioner Blackson inquired about the gas for the lights and if the fixture gets broken will the gas shut off. The sconces provide very little light and would be on 24/7. Commissioner Watson motion to approve the certificate of appropriateness with no conditions including the findings of fact referenced in the agenda report and the lights mounted at 7' above the surface as required. Motion passed 4-0. The Huntsman hopes to open in January 2025.

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.

Appearance of fairness reviewed. Staff member Henderson read the staff report. Staff recommended approval of the special valuation with the work that occurred in 2024. The application has been submitted to the Assessor's Office and the decision will be made by December 31st, 2024. The taxes change will start in 2025, and the building will be maintained. Henderson reviewed the RCW's and how this project qualifies. The expenses submitted qualify. Henderson made a change to the findings of fact from the Geddis building to the Fitterer building. The applicant was not present. Public comment opened. No public comment. Public comment closed. Commissioner Watson motioned to approve the Certificate of Appropriateness with no conditions. Commissioner Redmon inquired if the City requires proof of expenses and Henderson stated the City does not require proof. Commissioner Watson motion to approve the certificate of appropriateness with no conditions including the findings of fact referenced in the agenda report with the correction of the Fitterer's building. Motion passed 4-0.

## 5. Unfinished Business

5.A City of Ellensburg 2024 Grant Extension Request

Staff member Henderson reviewed the Jodi Polak extension request for the

2024 Historic Preservation Grant award. Polak explained that the door is planned on being installed by the end of the year but may be delayed since a new contractor is needed. Commissioner Watson motioned to recommend approval to the City Council of the 2024 Historic Preservation Grant award for a one-year extension through 2025.

#### **6. Citizen Comment**

None

#### **7. Staff Update/Discussion Items**

Henderson updated the Commission members that Jeremy Johnston is no longer working for the City and a new Planning Manager is being advertised.

The morning rotary group has approved a presentation from the Landmarks and Design Commission. Henderson will make the slides for the presentation. Commissioner Blackson volunteered to be the presenter.

#### **8. Commission Representative Update**

Commissioner Watson discussed the GIS project and had some questions that will need to be answered. He suggested that part of the funds be used for a Central Washington University work study student to assist with the project.

#### **9. Adjournment**

The meeting was adjourned at 7:04 p.m.



Meeting Date: January 7, 2025

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

**Agenda Subject:** 2025 Project and Event Planning  
**Submitted by:**  
**Department:** Community Development

---

**Suggested Motion/Action:**

**Background/Summary:**

Discussion regarding plans, projects, and schedule for 2025. Please come ready to discuss what you would like the commission to focus on, and what projects you would like to work on and support.

**Previous Council Action:**

**Analysis:**

**Financial Impact:**

Budget Adjustment: No

**Attachments:**

None