

AGENDA

LANDMARKS & DESIGN COMMISSION

March 18, 2025

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/83923134464?pwd=r6MWflAsB5OLwPw1REHsTKRbiXvWJk.1>

Meeting ID: 839 2313 4464

Passcode: 390277

AMERICANS WITH DISABILITIES ACT

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**CITY OF ELLENSBURG
LANDMARKS & DESIGN COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, March 18, 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 Review and approval of the February 4, 2025 minutes.
- 4. New Business**
 - 4.A Public Hearing for consideration of a Certificate of Appropriateness (COA), for the newly installed door on the front facade of the house at 104 E 9th Ave. Parcel ID #373334.
- 5. Unfinished Business**
 - 5.A CLG Grant Application Discussion
 - 5.B Historic Preservation Month Update and Voting
- 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: March 18, 2025
City of Ellensburg
Landmarks & Design Commission Agenda Report

Agenda Subject: Review and approval of the February 4, 2025 minutes.
Submitted by:
Department: Community Development

Suggested Motion/Action:
Move to approve the February 4, 2025 minutes, as proposed.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

- Attachments:**
1. 2.4.25 LDC Minutes



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

February 4, 2025

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 5:44 p.m.

Present: Jeff Watson, Vicki Sannuto, Fred Redmon, Marty Blackson, Cathy Poshusta, Teresa Chanes

Absent:

Others Present: Stacey Henderson-Planning Manager, Kathy Boots-Planning Technician, Sadie Thayer, Chace Pedersen -Associate Planner, Mark Rud-Associate Planner, Dan Carlson-Director, Dale Sherman

2. Approval of Agenda

Commissioner Blackson motioned to approve the agenda. Motion passed 6-0.

3. Approval of Minutes

3.A December 3, 2024 LDC Meeting Minutes
Commissioner Chanes motioned to approve the minutes from December 3, 2024. Motion passed 6-0.

3.B Approval of January 7, 2025 meeting minutes.
Commissioner Sannuto motioned to approve the minutes from January 7, 2025. Motion passed 6-0.

4. New Business

4.A Public Hearing for Consideration of a Special Valuation for Historic Properties Application, for the Historic Fish Block, at 114 E. 4th Ave, parcel ID# 757033. Appearance of fairness was reviewed. Staff member Henderson read the staff report. Staff recommended approval of the special valuation with the work that occurred from 2022-2024 with the following conditions:

- 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. The application has been submitted to the Assessor's Office and the decision will be made by December 31, 2024. The tax 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. The applicant was present. Public comment opened. No applicant comment. No public comment. Public comment closed. Commissioner Watson motioned to approve the special valuation for the Historic Fish Block, at 116 E 4th Ave, as proposed in the February 4, 2025, staff report.

5. Unfinished Business

- 5.A 2025 Workplan Discussion and CLG Grant Discussion
Henderson reviewed the 2025 work plan of projects and goals. She updated the Commission that the Railroad subcommittee would meet in February. The CLG grant update is that staff met with Commissioner Watson and City GIS staff. Staff talked to DAPT regarding grant funds and options for use. The grant can not be used for scanning. The funds can be used for GIS staff and/or a consultant. Part of the work plan for 2025 is to review and revise the Comprehensive Plan section that relates to Historic Preservation. Discussion around potential projects for the CLG grant application for 2026 took place. Commissioners would like to research adding plaques or signs to the Historic Districts. The subcommittee will be Commissioner Watson, Chanes, and Redmon. Goals for 2025 are public education, City Hall 100 year anniversary, public outreach, presentations to groups, letter to owners in Historic District, and Historic Preservation month.

6. Citizen Comment

None

7. Staff Update/Discussion Items

- 7.A Planning department staffing and next meeting.
A new Commission member, Julia Stringfellow, was selected. The recommendation will go to City Council later in February.

Henderson announced that she was promoted to Planning Manager and will be phased out of the Landmarks and Design Commission. Associate Planner Mark Rud and Chace Pedersen were introduced. Each spoke to the Commission and will be trained to be assigned staff for the Commission.

The second meeting in February has been canceled. Staff will provide a list of upcoming meetings.

8. Commission Representative Update

Commissioner Watson discussed his research into addresses with input from Sadie Thayer.

Commissioner Chanes stated the Ellensburg Downtown Association will be assisting with Historic Preservation Month.

9. Adjournment

The meeting was adjourned at 6:29 p.m.



Meeting Date: March 18, 2025

City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Public Hearing for consideration of a Certificate of Appropriateness (COA), for the newly installed door on the front facade of the house at 104 E 9th Ave. Parcel ID #373334.

Submitted by:
Department: Community Development

Suggested Motion/Action:

Move to approve the COA for the new front door, as installed, at 104 E 9th Ave, with **no conditions**.

Background/Summary:

TYPE OF REVIEW:

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

A. Review required.

1. No person shall alter, repair, enlarge, newly construct, relocate, or demolish any registered landmark building, or any structure located on a property within a landmark district, nor install any exterior sign or mural pursuant to subsection (A)(2) of this section, without review by the commission and issuance of a COA or a demolition permit (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 house at 104 E 9th Ave, construction circa 1905-1909, is a one and one-half story Craftsman Bungalow with a rectangular plan and poured concrete foundation. The porch has a battered balustrade wall clad in shingles and battered wood supports. The front-gabled roof has a deep overhanging eave with exposed rafter tails, knee braces, and decorative bargeboard. (Exhibit C.2)

In 2022, the applicant applied for a COA to replace the siding on this house, which was approved by the Landmarks Commission on October 7, 2022 (P22-098). The applicant has

now installed a new front door, not realizing this work also needed to come before the Landmarks Commission. The applicant is seeking retroactive approval for this door, and has offered to paint the door the same color yellow as the house.

The applicant seeks approval for the front entry door that was installed at 104 E 9th Ave, Parcel ID #373334, in Residential Low (R-L) zoning. The applicant was unaware that replacing a front door requires a COA, and staff was notified of the work after the fact. Photographs of the original and replacement door can be found in Exhibit B.3.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the replacement door does not detract from the overall historic character of the dwelling. In addition, staff finds the proposal to not detract from the overall historic character of the surrounding district. Therefore, this project meets the following two criteria of said section:

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

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 two of the required building design standards of ECC 15.530.020, specifically that it:
 - a) Retains and preserve(s) the overall historic character of the building, and
 - b) Ensure(s) that proposed alterations are compatible with the building's own architectural character and do not create a false historical appearance.
3. The Applicant is the owner of this building and can pursue this action. The building is addressed as 104 E 9th Ave, and is located in the First Railroad 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. P25-008 EXHIBIT A Location Map
2. P25-008 Exhibit B.1 APPLICATION
3. P25-008 Exhibit B.2 NARRATIVE
4. P25-008- EXHIBIT B.3- Photographs

Exhibit A- Location Map

104 E 9th Ave



Exhibit B.1- Application

RECEIVED

FEB 03 2025

P25-008



Landmarks & Design Certificate of Appropriateness Application

PA-10
APPLICATION

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) comdev@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:	2/3/25
Fee Total:	N/A
LDC FILE #:	P25-008
Associated Permit File #:	B24-549

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

Legal Owner Name(s):	Gerry Placheta	Day Phone:	509-965-6966
Mailing Address:	104 E 9th E-burg WA 98926		
E-mail:		Cell Phone:	509-965-6966

*APPLICANT:

☐ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	Renalby Anderson	Day Phone:	509-771-8337
Mailing Address:			
E-mail:		Cell Phone:	

CONTACT PERSON:

☐ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:		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:	373334	
☐	Site Address:	104 E 9th E-burg WA 98926	
☐	City Zoning Designation:	R-L	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, Gerry Plachta, (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>Gerry Plachta</u>	Date:	<u>1-30-2025</u>
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Exhibit B.2- Narrative

RECEIVED

P25-008

FEB 03 2025

COMMUNITY DEVELOPMENT

The new front door will be painted yellow matching the house. The door is made for energy fitness and make the house comfortable to live in. The house is over 100 years old and need energy conservation work.



Exhibit B.3: Photographs

Existing/ Original Door:



New Door:



Front Elevation:





Meeting Date: March 18, 2025

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

Agenda Subject: CLG Grant Application Discussion
Submitted by:
Department: Community Development

Suggested Motion/Action:

Commission to suggest and agree upon 2026 CLG Grant Application topic.

Background/Summary:

Staff asks that the commission discuss and select a CLG Grant project for the 2026 grant cycle.

Past CLG Grant Projects: <https://dahp.wa.gov/local-preservation/certified-local-government-program/past-clg-grant-products>

Signs- There has been discussion at previous meetings has been to apply for the CLG Grant funding to fund the historic district signage. Upon further discussion between Staff and DAHP, it appears signs and banners are not eligible projects for CLG Grant Projects. Moving forward, staff plans to discuss with Public Works possible ways to allow these signs to be installed in the future, and will be attempting to obtain grant funding through the William G Pomeroy Foundation Grant.

Design Guidelines- Staff discussed with DAHP the possibility of a CLG Grant project to update the Historic District Design Guidelines. Helpful design guidelines can help members of the community better understand what is required of them, and what they are able to do with their historic buildings. This may be a good opportunity for community outreach- including collaboration with EDA, public meetings and outreach, and public input.

America's 250 Celebration- 2026 is America's 250 celebration. There is possible opportunity here to get funding for some sort of survey, research, app creation, etc, that celebrates or evaluates preservation in Ellensburg over the years.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None



Meeting Date: March 18, 2025

City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Historic Preservation Month Update and Voting
Submitted by:
Department: Community Development

Suggested Motion/Action:

Consider possible eligible projects for awards to vote at the April 1 meeting.

Background/Summary:

Preliminary discussion and update for Historic Preservation Month Awards and activities.

Library Display: Dorothy Stanley and Vicki Sannuto

EDA Window Display: Staff, Sadie, and Teresa

Awards Notices: Public Nominations- Due March 31 (staff)

Public Voting- Due April 18th (ish) (staff)

Awards Categories: Commercial Project

Residential Project

Commission Award

Public Award

Awards Event: May 4- 4-6 pm.

Scavenger Hunt: Museum to develop questions and clues

Hunt Open all month of May

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None

