

AGENDA LANDMARKS & DESIGN COMMISSION May 20, 2025

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/83923134464?pwd=r6MWfIAsB5OLwPw1REHsTKRbiXvWJk.1>

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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, May 20, 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 3/18/25 LDC Meeting Minutes
 - 3.B 4/1/25 LDC Meeting Minutes
 - 3.C 4/15/25 LDC Meeting Minutes
- 4. New Business**
 - 4.A Public hearing for consideration of a Certificate of Appropriateness (COA), for the restoration of second floor windows, removal of a fabric awning, and removal of a sign at 114 W. 4th Ave, Parcel ID #797033
- 5. Unfinished Business**
- 6. Public Comment**
- 7. Staff Update/Discussion Items**
 - 7.A Preservation Month Updates
- 8. Commission Representative Update**
- 9. Adjournment**



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



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

March 18, 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 by Marty Blackson at 5:45 p.m.

Present: Vicki Sannuto, Fred Redmon, Marty Blackson, Teresa Chanes, Julia Stringfellow

Absent: Jeff Watson, Cathy Poshusta

Others Present: Stacey Henderson-Planning Manager, Sadie Thayer

2. Approval of Agenda

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

3. Approval of Minutes

3.A Review and approval of the February 4, 2025 minutes.

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

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.

The appearance of fairness was reviewed. Staff member Henderson read the staff report. Staff recommended approval with no conditions. Staff prefer that the door remain white. The applicant was not present. Public comment opened. No public comment. Public comment closed. Commissioner Chanes motioned to approve the Certificate of Appropriateness with the findings of fact in the agenda packet for the newly installed door on the front facade of the house at 104 E 9th Ave. Parcel ID 373334. Motion approved 5-0.

5. Unfinished Business

5.A CLG Grant Application Discussion

Staff member Henderson spoke with DAPT and the grant can not be used for the historical signs discussed at recent meetings. Ms. Stanley can apply for a different grant that was located. Several options were discussed. Updating design guidelines for the Historic District using a consultant that includes an

ordinance change to locate design guidelines in one title in the Ellensburg Code. This option would include public participation and coordinating with the Ellensburg Downtown Association. A brochure or flow chart would possibly be created. Commissioner Chanes asked if replacing the downtown garbage cans with historic logos could be used as a project for the grant. Staff will inquire about this idea with DAPT. Ellensburg's 200-year anniversary was talked about as an option.

5.B Historic Preservation Month Update and Voting

Commissioner Chanes and Dorothy Stanley will be working with the library to use display cases during historic preservation month. The Ellensburg Downtown Association will have a window display for historic preservation month. The historic preservation awards will be held May 3, 2025, from 4:00 p.m.-6 p.m. at the museum. Commissioners are asked to think about nominations for the Commercial, Residential, and Commission categories for the awards. Public nominations are due by March 31, 2025. Ms. Thayer will be preparing for a scavenger hunt.

6. Citizen Comment

None

7. Staff Update/Discussion Items

Henderson stated the first meeting is possibly going to be cancelled, but the second meeting in May will be held.

Henderson spoke about a possible training camp in Wenatchee in April. She reviewed the topics and will send out the information.

8. Commission Representative Update

None

9. Adjournment

The meeting was adjourned at 6:35 p.m.



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

April 1, 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 by Fred Redmon at 5:45 p.m.

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

Absent:

Others Present: Stacey Henderson-Planning Manager; Kathy Boots-Planning Technician; Sadie Thayer; Dorothy Stanley

2. Approval of Agenda

Commissioner Blackson motioned to approve the agenda. Motion passed 7-0.

3. Approval of Minutes

No minutes were available.

4. New Business

None.

5. Unfinished Business

5.A Preservation Awards Nominations

The Commissioners discussed buildings that could be nominated for Commercial, Residential, and the Commissions' award. The public nominations were sent out to vote on and will end April 18, 2025.

Ms. Stanley stated that she would like to see a landscaping award. The houses she would like to see get awards are David Cross and Steve Wright for their restored residences. Ms. Stanley withdrew her name from the nominations.

5.B 2026 CLG Grant Application - Voting

The options being considered for next year's CLG grant are downtown design elements in the City Code with help from a hired consultant and a brochure possibly as a deliverable or an event to celebrate America's 250-year anniversary.

6. Citizen Comment

None

7. Staff Update/Discussion Items**7.A Future Items- Next Meeting**

May 4, 2025, will be the Historic Month celebration.

The May 6, 2025, meeting has been canceled due to the May 4, 2025, event.

The meeting on April 20, 2025, will have one item to review.

8. Commission Representative Update

None

9. Adjournment

The meeting was adjourned at 6:37 p.m.



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

April 15, 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 by Marty Blackson at 5:45p.m.

Present: Julia Stringfellow, Vicki Sannuto, Fred Redmon, Marty Blackson, Cathy Poshusta

Absent: Jeff Watson (excused); Teresa Chanes (excused)

Others Present: Stacey Henderson-Planning Manager; Chace Pedersen-Associate Planner; three members of the public

Commissioner Stringfellow motioned to excuse the absences of Commissioners Watson and Chanes. Motion passed 5-0.

2. Approval of Agenda

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

3. New Business

- 3.A Public Hearing for consideration of a Certificate of Appropriateness (COA), for a new sign at 115 W 3rd Ave. Parcel ID # 887033

The appearance of fairness was reviewed. The staff read a staff report. Staff recommended approval with no conditions. An applicant representative was present but did not have comments. Public comment opened. No public comment. Public comment closed. Commissioner Redmon motioned to approve the Certificate of Appropriateness with the findings of fact in the agenda packet for the new sign at 115 W 3rd Avenue Parcel 373334. Motion approved 5-0.

4. Unfinished Business

None

5. Citizen Comment

None

6. Staff Update/Discussion Items

Henderson stated that the City of Ellensburg was notified the funding was stopped for the CLG grant. The contract can not move forward on any billable hours. The Federal

Government has frozen the funds for next year so no new CLG applications can be applied for.

Staff updated the Commission on the Comprehensive Plan.

The first meeting in May 2025 may be canceled if no Certificates of Appropriateness are submitted.

6.A Preservation Month Updates

Pedersen let the Commission know the preservation month awards would be ordered. The community vote ends April 18, 2025. On May 1, 2025, the scavenger hunt will start. The presentation is being created.

7. Commission Representative Update

None

8. Adjournment

The meeting was adjourned at 6:03 p.m.



Meeting Date: May 20, 2025
City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: Public hearing for consideration of a Certificate of Appropriateness (COA), for the restoration of second floor windows, removal of a fabric awning, and removal of a sign at 114 W. 4th Ave, Parcel ID #797033

Submitted by:

Department: Community Development

Suggested Motion/Action:
Move to approve COA for Ellensburg Central, LLC for the restoration of second floor windows, removal of a fabric awning, and removal of a sign at 114 W. 4th Ave, 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 historic Fitterer's Building was built ca. 1909 and is a two-story masonry building with a flat roof, shallow corbelled brick cornice, and metal coping. Originally intended to be three stories, construction of the building started in June of 1908, which used approximately 225,000 locally fired bricks from a local brick yard. The building was completed in 1909 and has operated as the Fitterer Bros furniture store until 2022. The Fitterer's Building went

through a substantial restoration/renovation in 2024 which saw updates to much of the building's structural and mechanical components and the addition of retail and office spaces.

The applicant seeks approval for the restoration of second floor windows, removal of a fabric awning, and the removal of an existing sign at 114 W 4th Ave, Parcel ID #797033, in Central Commercial (CC) zoning. The restored windows are to match the historical design of the Fitterer Building second floor windows. The windows to be restored are on both the 4th Avenue and Main Street facades of the building. On 4th Avenue, there will be six (6) window sections with seven (7) windows per section. On Main St., there will be two (2) window sections with nine (9) windows per section. Steel beams are to be revealed on the 4th Avenue side of the building to match the Main Street side of the building. New fascia boards will be installed below the windows and painted a rust brown to match the steel beams. The vertically mounted neon "FURNITURE" sign on the 4th Avenue side of building will be removed. The fabric awning above the 4th Avenue entrance will be removed. Both existing "Fitterer's" signs are to be retained.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds the restoration of the window sections, removal of the fabric awning, and removal of the vertically mounted neon sign does not detract from the overall historic character of the structure. 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.

RECOMMENDATION:

Staff has reviewed the criteria in the Code and recommends that the Certificate of Appropriateness (COA) be granted by the Commission for the restored second floor windows, awning removal, and sign removal, as proposed, at 114 W 4th Ave, with no conditions.

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 property owner of this building and can pursue this action. The

building is addressed as 114 W 4th Ave and is located in the Downtown Ellensburg Historic District and Downtown Ellensburg National Register.

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

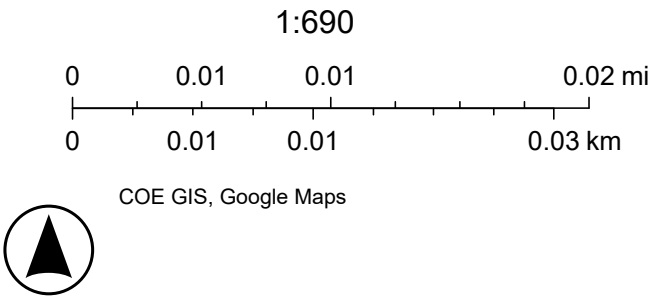
Attachments:

1. P25-050 - Exhibit A - Location Map
2. P25-050 - Exhibit B.1 - Application
3. P25-050 - Exhibit B.2 -Site Plan and Narrative

Exhibit A - Location Map - 114 W. 4th Ave



5/14/2025, 10:00:51 AM





Landmarks & Design

Certificate of Appropriateness Application

RECEIVED 4/29/25
COMMUNITY
DEVELOPMENT
P25-050

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:	4/29/2025
Fee Total:	N/A
LDC FILE #:	P25-050
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:	4/28/2025
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Fitterer Building: 114 W 4th Ave Restoring Second Floor Windows

RECEIVED 4/29/25
COMMUNITY
DEVELOPMENT
P25-050



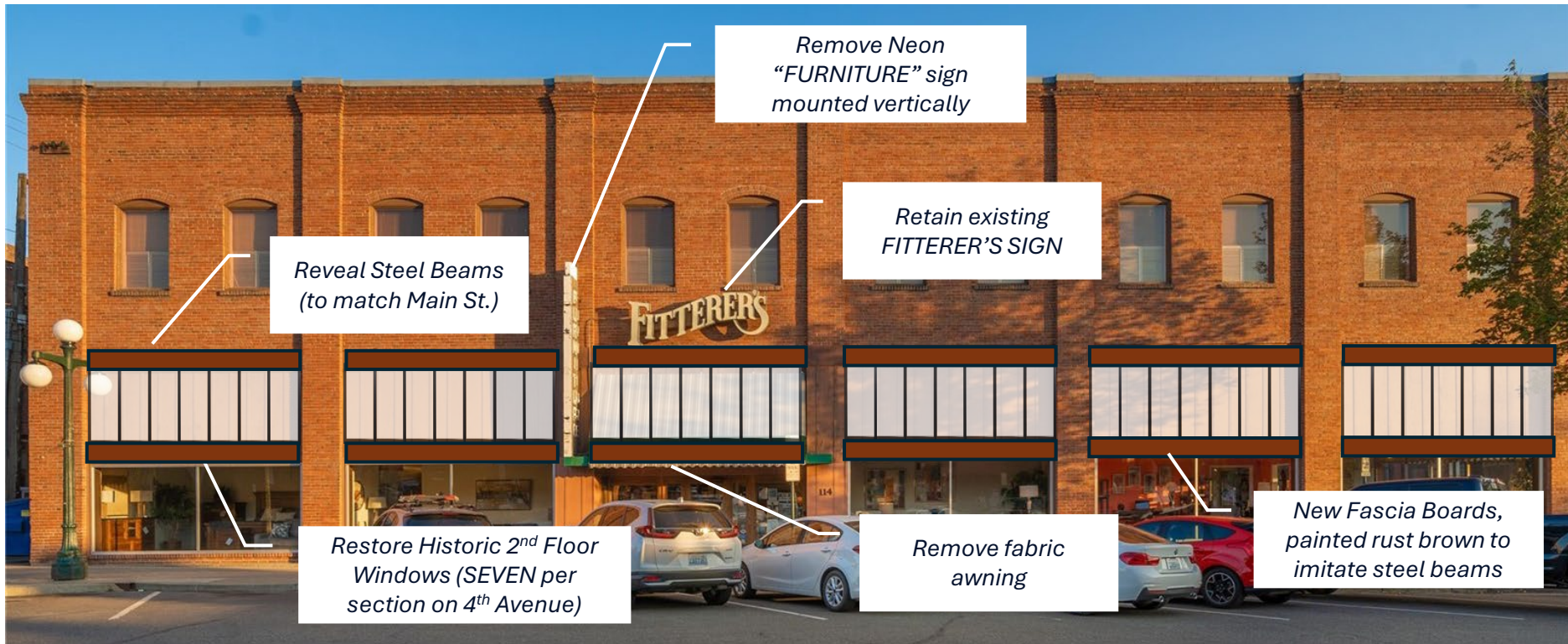
Fitterer Building: 114 W 4th Ave

Existing 4th Avenue side



Fitterer Building: 114 W 4th Ave

Exterior Restoration to 4th Avenue side



Fitterer Building: 114 W 4th Ave

Existing Main Street side



Fitterer Building: 114 W 4th Ave

Exterior Restoration to Main Street side



