

AGENDA

LANDMARKS & DESIGN COMMISSION

September 30, 2025

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/84094023618?pwd=3bagG9yQkwrPbkXAkqNiEPqiXhsHsR.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, September 30, 2025
5:45 PM - Special Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
 - 3.A August 19, 2025 LDC Meeting Minutes
- 4. New Business**
 - 4.A Review of 2026 City of Ellensburg Historic Preservation Grant Applications
- 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 Associate Planner Chace Pedersen at 509-962-7108.



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

August 19, 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

Commissioner Blackson called the meeting to order at 5:45 p.m.

Present: Fred Redmon, Vicki Sannuto, Julia Stringfellow, Scott Carlson, Marty Blackson, Teresa Chanes, Jeff Watson

Absent:

Others Present: Chace Pedersen- Associate Planner; Kathy Boots- Planning Technician; Stacey Henderson-Planning Manager; one member of the public.

2. Approval of Agenda

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

3. Approval of Minutes

3.A 6/17/2025 LDC Meeting Minutes

Commissioner Chanes motioned to approve the June 17, 2025, minutes.
Motion passed 6-0.

3.B 7/15/2025 LDC Meeting Minutes

Commissioner Redmon motioned to approve the minutes from July 15, 2025.
Redmon amended his motion to reflect that it is not Scott Carlson that banks at 118 W 5th Avenue but rather Jeff Watson. Motion passed 6-0.

4. New Business

None.

5. Unfinished Business

None.

6. Citizen Comment

None.

7. Staff Update/Discussion Items

7.A 2026 Periodic Update - Historic Preservation Chapter

Chace Pedersen discussed with the Commission that the 2026 Periodic Update

to the Comprehensive Plan is underway. The Historic Preservation Chapter will be looked at by the Commission to see if any changes need to occur. Staff have reviewed the Historic Preservation Chapter and do not have any recommended changes at this time. A land acknowledgment statement for indigenous people was an interest. Examples of other municipalities were discussed. Commissioner Watson motioned to create a subcommittee to review Chapter 8 and other chapters and evaluate stated goals and programs in the Comprehensive Plan. Watson amended his motion to reflect an October 2025 deadline for committee recommendations and the subcommittee to meet twice in September 2025. Motion passed 6-0. A subcommittee was formed with Commissioner Blackson and Stringfellow and staff.

7.B Periodic Update Open House

A periodic update open house is scheduled for September 17, 2025. Flyers were shown to the Commission.

7.C 2025 Annual Comp Plan Update

Chace Pedersen provided information on the 2025 Annual Comp Plan update. He will send out a draft.

7.D Historic Preservation Grant

Chace Pedersen let the Commission know that Historic Preservation Grant applications are due by the end of the day, August 29, 2025. The October 2025 meeting will be used to score the applications.

8. Commission Representative Update

Pedersen reminded the Commission that there is an Accessory Dwelling Unit information session happening tonight at Hal Holmes. Commissioner Chanes stated that registration for the PLACES conference ends at the end of August 2025.

9. Adjournment

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



Meeting Date: September 30, 2025

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

Agenda Subject: Review of 2026 City of Ellensburg Historic Preservation Grant Applications

Submitted by:
Department: Community Development

Suggested Motion/Action:

Staff requests the commission review the grant applications and make a recommendation to be provided to City Council regarding how the funds should be allocated to applicants for the 2026 Historic Preservation Grant Program.

Background/Summary:

The Ellensburg City Council has developed a community grants program to be administered by the Landmarks and Design Commission (LDC). This document presents the LDC's goals and guidelines for this program, called Historic Preservation Grants.

The Community Grants Program was developed by City Council to support community efforts to address community needs and build the capacity of the City. Each year, the City designates 0.3% of the previous year's sales tax revenue (April 1st to March 31st) to provide matching fund grants to community groups toward making improvements in the community. When the program was developed in 2015, it was anticipated that the funds available thru the program would average \$10,000 annually. Since that time, the grant awards for historic preservation have grown from \$11,140 in 2016, to **\$22,225.94 for 2026**. Each year, the available grant funding will vary dependent on sales tax revenue from the prior year.

Grant Program Goals

- Foster public initiative and participation in maintaining National, State, and Ellensburg registers of historic places.
- Provide assistance for renovation and rehabilitation of historic properties within the City of Ellensburg.
- Develop programs to create incentives for historic preservation and provide outreach thru education and information programs.
- Provide assistance to avoid demolition of historic properties.

DISCUSSION:

Two (2) grant applications were received for the 2026 Historic Preservation Grants Program and are outlined below in the attached applications. The task of commission members is to read and review the standards and goals as outlined in the attached Historic Preservation Grant Program Guidelines, and then please review the scoring matrix and each application before the September 30 meeting. The scoring matrix can be filled out at the meeting after

each applicant has been given an opportunity to present their project, but familiarizing yourself with the projects, applications, and scoring will help the process run smoothly. Based on the scores, the Commission can decide the amount, if any, to be awarded to each organization for its proposed project.

Please submit completed rating sheets to staff by the end of the meeting on September 30, 2025, after grant review and presentations.

Previous Council Action:

Analysis:

Attachments:

1) Grant application received on 8/29/2025 from Jill Scheffer on behalf of Kim Rivera (Ellensburg Dance Ensemble) and Richard Huie (building owner). The grant request is for funding in support of architectural services to research and design a fire-code compliant secondary entrance for the historic Collins Building. **The applicant is requesting \$12,000 from the City, with no matching funds, for an estimated total project cost of \$12,000.**

Staff Notes: The applicant will be required to seek a COA from the LDC before starting the proposed project.

2) Grant application received on 8/29/2025 from Sadie Thayer. The applicant is requesting funds to create a historic resource inventory of 30 residential and commercial properties in Ellensburg designed, altered, or consulted on by award-winning architect Edla Muir (1906–1971). **The applicant is requesting \$5,000 from the City, and will be providing the remaining in-kind amount of \$10,000 for a total project cost of \$15,000.**

Staff Notes: No additional permits are necessary to complete this project.

3) Scoring Matrix (Staff can provide copies to be filled out at the meeting.)

4) Copy of Historic Preservation Grant Program Guidelines with Introduction, Grant Program Goals, Type of Projects Allowed, Program Guidelines, Project Timelines, Application Process, Review Process, and Reporting Requirements and Accountability.

5) Supplemental documentation for the grant application received from Sadie Thayer. **The applicant is requesting an additional \$5,000 in funding in addition to the original \$5,000 request for a total amount of \$10,000.**

6) Supplemental documentation for the grant application received from Ellensburg Dance Ensemble. **The applicant is requesting an additional \$6,670 in funding in addition to the original \$12,000 request for a total amount of \$18,670.**

Financial Impact:

Budget Adjustment: No

Attachments:

1. City of Ellensburg 2026 Grant Application - EDE
2. City of Ellensburg 2026 Grant Application - Sadie Thayer
3. Scoring Matrix_Hist Pres Grant 2026
4. Application_Hist Pres Grants Prog 2026
5. City of Ellensburg 2026 Grant Application Supplement - Sadie Thayer
6. City of Ellensburg 2026 Grant Application - EDE Supplemental Request

Project Title: Design & Secondary Exit Planning for the Historic Collins Building

1. Project Description

The Ellensburg Dance Ensemble (renter and nonprofit) and Richard Huie (building owner) are seeking \$12,000 from the City of Ellensburg Historic Preservation Commission in support for architectural services to research and design a fire-code compliant secondary entrance for the historic Collins Building. The proposed project will address a critical life-safety and accessibility need in the historic Collins Building while preserving and adapting the structure for continued community use. At present, the building's secondary exit onto Pine Street is a pair of heavy double metal doors with a swing-style gravity latch. This configuration does not comply with current fire and building codes, which require that exits be fitted with a panic push bar for safe and immediate egress. In addition, the existing doorway opens onto a 1.5-foot drop to the sidewalk, creating an unsafe condition and rendering the exit unsuitable as a required second means of egress.

As a result, the building is currently limited to an occupancy of 49 people. This restriction directly impacts the activities of current tenants—including the Ellensburg Dance Ensemble (EDE)—and prevents the upstairs from being safely renovated or occupied. Without a compliant second exit, the building cannot support expanded use by EDE or other potential community, cultural, or educational tenants.

The project seeks grant funding to work closely with the building owner's architect to finalize design solutions that:

- Reconfigure the Pine Street exit to meet code (panic hardware, safe landing, and ADA-compliant egress path).
- Explore whether modifications to the Pine Street entrance or an alternative 4th Avenue entrance to the upstairs would provide the best long-term solution for code compliance and building usability.
- Integrate modern safety requirements in a manner sensitive to the historic character of the 1910 Collins Building.

This design and planning phase is essential groundwork before construction can occur. The building owner is simultaneously exploring the renovation of the upstairs spaces for expanded use. A properly designed and approved secondary entrance will unlock this potential, supporting downtown revitalization and enhancing the Collins Building's role as a historic, vibrant, and safe community space.

Looking forward, this project will significantly increase the building’s cultural and community capacity. For Ellensburg Dance Ensemble, a compliant secondary exit will raise the allowable occupancy, enabling larger audiences for performances, safer rehearsals, and expanded educational programming. For the building as a whole, the ability to renovate and activate the upstairs opens the door to future arts, cultural, and mixed-use tenants—fostering economic vitality and ensuring that the Collins Building continues its historic role as a cornerstone of Ellensburg’s downtown life.

2. Historic Significance

- The Collins Building, constructed in late 1910 by clothing retailer Charles Ludwig Collins, stands as a distinguished example of early-20th-century Ellensburg architecture.
- Its original construction followed the devastating Ellensburg Fire of 1889 and was realized by noted builder George A. Knox; the building features a prominent “Collins Block 1910” Tenino sandstone marker.
- Its continued use—from Collins’s men’s clothing store (1911–1921), through J.C. Penney’s remodel in 1931, to various other historical tenants—reflects its enduring role in the civic and commercial history of Ellensburg.

3. Applicant & Contact Information

Applicant / Contact Person: Kim Rivera

Ellensburg Dance Ensemble (renter & nonprofit) & Richard Huie (building owner)

Address: 118 E 4th Ave, Ellensburg, WA 98926

Phone: 509-859-2287

Email: kimrivera@ellensburgdance.org

4. Project Work Plan

Step	Description	Responsible Party	Estimated Start	Estimated Completion
1	Kick-off meeting with building owner, architect, and grant team	EDE Board, Richard Huie & Architect	Nov 2025	Nov 2025

Step	Description	Responsible Party	Estimated Start	Estimated Completion
3	Schematic design of secondary exit (including materials/look)	Architect	Nov 2025	Jan 2026
4	Code & regulatory review—especially for egress/fire safety standards	Architect / Engineer	Dec 2025	Feb 2026
5	Preliminary design review	Architect / Applicant	Jan 2026	Feb 2026
6	Final design package & construction-ready drawings	Architect	Mar 2026	July 2026
7	Final report preparation & close-out documentation	Applicant	July 2026	Aug 2026

5. Budget Plan

Category	Total Cost	Applicant In-Kind	Applicant Cash	Requested Grant
Professional Services (Architect, Engineer)	\$12,000			\$12,000
Total	\$12,000			\$12,000

6. Project Timeline

- Application Submission: by Friday, August 29, 2025
- Oral Presentation: at LDC meeting on the first Tuesday in October 2025, followed by City Council decision in November 2025
- Project Execution: Completed during calendar year 2026 (eligible project period)
- Mid-Project Report: due by August 15, 2026
- Final Project Report: due by October 31, 2026

7. Statement of Need and Impact

The Collins Building's current limitations present both an urgent challenge and an important opportunity. At present, the absence of a compliant secondary exit restricts occupancy to just 49 people, limiting the ways this historic building can safely serve the community. The existing Pine Street doors—heavy double metal panels with a swing gravity latch and a 1.5-foot drop to the sidewalk—fall short of modern fire code requirements. To bring the building into compliance, a properly designed secondary exit with push-bar hardware and a safe, accessible landing is essential. Without this improvement, both tenants and visitors face unnecessary safety risks, and the building's potential remains unrealized.

This project exemplifies the balance of preservation with adaptation. The Collins Building is a cornerstone of Ellensburg's historic downtown fabric, carrying with it more than a century of architectural and cultural legacy. By introducing a thoughtfully designed secondary exit, the project ensures that the building continues to meet modern safety and accessibility standards while preserving its historic character. Rather than compromising the structure's heritage, this intervention demonstrates how careful rehabilitation can extend the usefulness of historic spaces well into the future.

Beyond safety and compliance, the project offers meaningful educational value. The design process, code analysis, and final documentation will serve as a case study for other historic property owners in Ellensburg. By sharing the methods and outcomes of this project, we hope to provide a model for how preservation-minded owners can integrate modern requirements into historic structures in ways that honor their architectural integrity.

Most importantly, the impact of this project will be felt across the community. With a compliant secondary exit, the Collins Building will be able to accommodate larger audiences and expanded programming by tenants like the Ellensburg Dance Ensemble. The planned renovation of the upstairs will unlock space for additional arts, cultural, or mixed-use tenants, bringing renewed energy and economic vitality to the downtown core. The Collins Building is more than just brick and stone—it is a living landmark that anchors Ellensburg's identity. By ensuring its safety, functionality, and preservation, this project sustains not only a historic building but also the civic pride, cultural opportunities, and heritage tourism that benefit the entire community.

8. Supporting Documentation (Attached)

- Photos of secondary entrance

9. Conclusion

This grant proposal enables the completion of design and planning for a crucial safety enhancement at the historic Collins Building, reinforcing both its structural integrity and historical character. Funding supports the culmination of a thoughtful, preservation-conscious process, in compliance with Ellensburg's Historic Preservation Grants Program. With this step, the Collins Building can safely and meaningfully expand its role as a cultural and historic hub in downtown Ellensburg.

**NOT AN
EXIT**











**City of Ellensburg
Landmarks and Design Commission
2026 Historic Preservation Grants Program**

Introduction

The Ellensburg City Council has developed a community grants program to be administered by the Landmarks and Design Commission (LDC). This document presents the LDC's goals and guidelines for this program, called **Historic Preservation Grants**.

The Community Grants Program was developed by City Council to support community efforts to address community needs and build the capacity of the City. Each year, the City designates 0.3% of the previous year's sales tax revenue (April 1st to March 31st) to provide matching fund grants to community groups toward making improvements in the community. When the program was developed in 2015, it was anticipated that the funds available thru the program would average \$10,000 annually. Since that time, the grant awards for historic preservation have grown from \$11,140 in 2016, to \$22,225.94 for 2026. Each year, the available grant funding will vary dependent on sales tax revenue from the prior year.

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Types of Projects

Based upon an analysis of the LDC's purposes as set forth in the Code and in the Comprehensive Plan goals, policies and programs, the grant program will focus on projects in the goal areas listed above. Specific examples of the types of projects are as follows:

- Construction projects aimed at preserving, rehabilitating, or restoring the exterior character-defining features of structures designated as historic (or located within

an historic district), or aimed at maintaining the structural integrity of a historic structure.

- Restoration of historic murals located on structures listed on the Ellensburg Landmarks Register (or located within an Ellensburg Landmarks historic district).
- Rehabilitation of Ellensburg Landmarks Register Historic structures or properties within Ellensburg Landmarks Register Historic districts.
- Conduct surveys of historic properties to identify properties or districts with potential for listing on the Ellensburg Landmarks Register.
- Support installation of interpretive signs
- Move endangered register-eligible properties

Program Guidelines

Eligible Applicants: Owners of historic buildings (eligible sites), non-profit organizations, civic groups, neighborhood groups. Partnerships among individuals and/or groups will also be considered.

Eligible Sites: Non-governmental properties within the City limits. Brick and mortar projects will only be awarded to properties that are currently listed as an individual landmark, or which are within the boundaries of an Ellensburg Landmarks District, or National Register District. Other sites within the City of Ellensburg may be considered if the purpose of the grant is to survey a property seeking historic designation.

Eligible Expenses: Personnel, professional services, supplies and materials, construction costs, lodging and mileage.

Match: Matching funds are encouraged but not required for this program. If applications score similarly, preference may be given to a project proposing matching funds. The following items count as matching funds: cash, volunteer hours, and donated materials, equipment use, or professional services. Donated professional Services will be valued at the “reasonable and customary” rate. The applicant may NOT use City Staff time as a match. Any anticipated work performed by City employees of the project must be included in the total funding being requested.

Project Timeline

Application Due Dates: Applications must be submitted by **Friday, August 29, 2025**. Applications shall be submitted in person to the **Community Development Dept., City Hall, 501 N. Anderson Street, Ellensburg, WA 98926** or by email: pedersenc@ellensburgwa.gov.

Award Decisions: The Landmarks and Design Commission reviews all requests for Historic Preservation Grants at its first October meeting (the first Tuesday) and makes a recommendation to City Council. Grant awards to applicants who have received grant awards in the past will be considered, but may be given lower priority, depending on the number of requests received in any given year. Final award decisions will be made by the City Council at a regularly scheduled November Council meeting.

Project Time Limit: Projects will be awarded every year, and recipients have the next calendar year to complete the project after contracts are signed.

Extension: Each recipient may obtain a maximum of one extension to complete the originally proposed project. Applicant shall submit a request for extension before October 31, 2026, to allow time for LDC review and make a recommendation to council.

Application Process

Project Applications: Applications must be made either on paper or electronically on forms provided by the Community Development Department. Physical address and email for obtaining forms is **Community Development Dept., City Hall, 501 N. Anderson St, Ellensburg, WA 98926**. Applications will be reviewed by City staff to determine eligibility. Only those applications that meet the grant requirements will be forwarded to the Landmarks and Design Commission for consideration.

Project Description: Please provide a detailed description of the project, including purpose, project approach, location, applicant's contact information, a summary of project costs and how the project meets the grant program goals.

Work Plan: List in chronological order the specific steps you will take to complete this project. Next to each step, identify who will be responsible for the activity and the estimated date of completion.

Budget Plan: List each resource and quantity needed to complete your project. Calculate the total cost for each resource, including tax. Next, break down the total cost of each resource by how much is applicant in-kind, applicant cash, and how much of the City's funds you will spend on this resource. Volunteer labor is valued at the standard IRS hourly rate, equipment use donations are valued at the hourly rate the equipment would be rented for and donated professional services are valued at the "reasonable and customary" rate for the services.

Review Process

Written applications are due to the Department by **August 29th** and will be reviewed by the Planning Staff to determine eligibility. All eligible projects will be forwarded to the Landmarks and Design Commission and scored using the rating form included in the application packet. Projects meeting the eligibility requirements will be moved forward in the review process, and will be expected to give an oral presentation to the Commission.

Applicants chosen must present their projects to the Landmarks and Design Commission (LDC) at its regularly scheduled October meeting on the first Tuesday. In the presentation, it will be necessary to give an overview of the project and explain how it addresses the LDC's purposes and the City's Comprehensive Plan goals, policies and programs as outlined in the application packet. The Comprehensive Plan itself is available on the City's website, with the Historic Preservation Chapter found here: [https://www.ellensburgwa.gov/DocumentCenter/View/14713/C-8-HISTORIC-PRESERVATION?bidId=.](https://www.ellensburgwa.gov/DocumentCenter/View/14713/C-8-HISTORIC-PRESERVATION?bidId=)

The LDC will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present the project. Applicants may be asked to present their projects again to the City Council.

The City reserves the right to not expend all the funds available in this program per applicable laws and policies.

Reporting Requirements and Accountability

A contract, if awarded, will be executed to outline the specific conditions of the project. All successful applicants are required to submit:

- **Mid-project report by August 15, 2026**
- **Final project report to the LDC by October 31, 2026**

These reports should reflect the work described in the applicant's initial grant application, any diversions from the original project, lessons learned, and show photographs of the work completed. Reporting and any request for reimbursement must include all receipts of expenditure, timesheets, volunteer sign in, and all other supporting documents that pertain to reimbursement requests.

**City of Ellensburg Community Development Department
2026 Historic Preservation Grants Program
Project Description**

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

This project will create a historic resource inventory of 30 residential and commercial properties in Ellensburg designed, altered, or consulted on by award-winning architect Edla Muir (1906–1971). Between 1949 and 1958, Muir shaped Ellensburg's mid-century built environment through projects ranging from the Webster Café Building to remodels of shops and salons, larger commercial buildings, and custom residences for local professionals. Research will confirm her involvement, assess whether her alterations remain, and provide property owners with guidance and preservation resources. The project will also draw on archival drawings in the Edla Muir papers at UC Santa Barbara and culminate in a public exhibit. By documenting this overlooked legacy, the project fills a gap in Ellensburg's architectural record, encourages stewardship, and supports nominations to the Landmarks Register, advancing the city's historic preservation goals.

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

This project focuses on commercial and residential buildings constructed or altered between 1949 and 1958. Several are already listed in the Downtown Historic District on the Ellensburg Landmarks Register, including "Moser's Clothing Store" (Geddis Building), "Mr. John Smithson Building" (Woods Ace Hardware), and "Kittitas County Abstract Company Office Building" (Dickson Building). Others, such as the 1955 "Mr. Frank L. Schuller Supermarket Building" (Happy's Market), are not yet listed but appear eligible. Surveying and documenting these properties will expand context for existing landmarks and educate owners about historic property stewardship and preservation resources. This outreach aims to encourage new nominations to the Landmarks Register while raising community awareness of Ellensburg's mid-20th-century architectural heritage. In doing so, the project directly supports the grant program's goals of preservation, public engagement, and recognition of the city's historic built environment.

Contact Person

Name: Sadie Thayer

Organization Representing: Kittitas County Historical Society, Inc.

Contact Address: 114 E 3rd Ave

City/State/Zip: Ellensburg, WA 98926

Phone (**two numbers preferred**): Work: 509-925-3778 | Cell: 509-929-1267

E-mail: sadie.thayer@kchm.org

Project Cost

Amount Requested from the City: \$ 5,000.00

Cash Amount from Applicant: \$

"In-Kind" Amount from Applicant: \$ 10,000.00

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$ 15,000.00

Return completed Application to:

Chace Pedersen- Associate Planner
City of Ellensburg Community Development Dept.
501 N. Anderson St.
Ellensburg, WA 98926

pedersenc@ellensburgwa.gov

Due Date: Friday, August 29, 2025

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date
Identify & survey eligible properties; photograph	Museum Staff	01/01/2026	04/30/2026
Research & document eligible properties; connect w/ UCSB	Museum Staff	01/01/2026	06/30/2026
Education & Outreach to owners of eligible properties	Museum Staff	04/01/2026	08/31/2026
Exhibit on information & property history at Museum	Museum Staff	05/01/2026	12/31/2026
Continued outreach & followup on historic preservation needs	Museum Staff	09/01/2026	12/31/2026

1. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Museum Staff	\$6,000.00	\$6,000.00		
Volunteer Researcher	\$1,500.00	\$1,500.00		
Sub Total	\$ 7,500.00	\$ 7,500.00	\$	\$

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

2. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Sub Total	\$	\$	\$	\$

3. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Educational/Outreach Materials - including flyers, StoryMaps, handouts, copies of architectural drawings, exhibit materials, etc.	\$7,500.00	\$2,500.00		\$5,000.00
Sub Total	\$ 7,500.00	\$ 2,500.00	\$	\$ 5,000.00

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
\$15,000.00	\$15,000.00	\$10,000.00		\$5,000.00

Notification Process

Notice will be published in the Ellensburg Daily Record.

Notice will be mailed to previous applicants from the past five years.

Notice will run on the City's website (www.ellensburgwa.gov)

Landmarks and Design Commission Purposes

Comprehensive Plan Goals/Policies/Programs

Create and maintain landmark registers

Historic resource inventory

HP-1 A1

Ellensburg landmarks register

HP-1 A1, HP-2 A7

Review citizen nominations to ELR

HP-1 A1

Submit nominations to WA & National Registers

HP-1 A1, A2

Review proposals to alter (including signage) or demolish landmarks

Adopt standards to guide review & COA issuance

HP-1 A2, A4, HP-2 A8, HP-3 B1

Advise DCD on development proposals affecting historic resources

HP-2 A6, A8

Compile resources to assist in avoiding demolition

HP-1 A4, HP-2 A1, A4, A9, HP-4 A1

Consider proposing a property maintenance ordinance

HP-1 A3

Create incentives for historic preservation

Develop incentive programs for reuse and redevelopment

HP-2 A1, A2, A3, HP-3 A1, HP-4 A1, A2

Investigate funding sources for preservation & heritage tourism

HP-2 A2, A3, HP-5 A1

Review requests for special valuation of historic properties

HP-2 A2

Outreach and advice

Advise Council on city activities affecting historic resources

HP-2 A6, A9

Advise Council generally on historic preservation & heritage tourism

HP-3 B3, HP-5 B1

Establish relationships with nonprofits & other governments

HP-2 A5, HP-4 A1, HP-5 A1

Provide info to historic property owners on maintenance & rehab.

HP-1, A5, B1, B2, HP-2 A8, HP-3 A2, B1

Conduct educational and interpretive programs

HP-1 A5, B2, B3, HP-2 A5

Historic Preservation Grant Program 2026

Project Name

Reviewer:

Date:

Category (Highlights for each category listed)	Maximum Points Allowed	Actual Points Awarded	Comments
1. Project Description Proposal introduction. Did the applicant provide a clear understanding of the proposal and its budget?	10		
2. Project Benefit Does the project address a particular need or Grant Program Goal as specified in Program Guidelines?	30		
3. Groups/Individuals Qualifications Does the applicant have qualified people performing the work, per the Secretary of the Interior's Standards? Does the applicant demonstrate a clear understanding of satisfying the program guidelines?	25		
4. Work Plan Does the proposal clearly define the applicant's approach to completing the objectives and tasks outlined in scope of his or her proposal? Does the applicant have a clear understanding of the proposed project?	25		
5. Budget Does the applicant have a realistic budget?	10		
TOTAL SCORE	100 points possible		

**City of Ellensburg
Landmarks and Design Commission
2026 Historic Preservation Grants Program**

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- Foster public initiative and participation in maintaining National, State, and Ellensburg registers of historic places.
- Provide assistance for renovation and rehabilitation of historic properties within the City of Ellensburg.
- Develop programs to create incentives for historic preservation and provide outreach thru education and information programs.
- Provide assistance to avoid demolition of historic properties.

Types of Projects

Based upon an analysis of the LDC's purposes as set forth in the Code and in the Comprehensive Plan goals, policies and programs, the grant program will focus on projects in the goal areas listed above. Specific examples of the types of projects are as follows:

- Construction projects aimed at preserving, rehabilitating, or restoring the exterior character-defining features of structures designated as historic (or located within

an historic district), or aimed at maintaining the structural integrity of a historic structure.

- Restoration of historic murals located on structures listed on the Ellensburg Landmarks Register (or located within an Ellensburg Landmarks historic district).
- Rehabilitation of Ellensburg Landmarks Register Historic structures or properties within Ellensburg Landmarks Register Historic districts.
- Conduct surveys of historic properties to identify properties or districts with potential for listing on the Ellensburg Landmarks Register.
- Support installation of interpretive signs
- Move endangered register-eligible properties

Program Guidelines

Eligible Applicants: Owners of historic buildings (eligible sites), non-profit organizations, civic groups, neighborhood groups. Partnerships among individuals and/or groups will also be considered.

Eligible Sites: Non-governmental properties within the City limits. Brick and mortar projects will only be awarded to properties that are currently listed as an individual landmark, or which are within the boundaries of an Ellensburg Landmarks District, or National Register District. Other sites within the City of Ellensburg may be considered if the purpose of the grant is to survey a property seeking historic designation.

Eligible Expenses: Personnel, professional services, supplies and materials, construction costs, lodging and mileage.

Match: Matching funds are encouraged but not required for this program. If applications score similarly, preference may be given to a project proposing matching funds. The following items count as matching funds: cash, volunteer hours, and donated materials, equipment use, or professional services. Donated professional Services will be valued at the “reasonable and customary” rate. The applicant may NOT use City Staff time as a match. Any anticipated work performed by City employees of the project must be included in the total funding being requested.

Project Timeline

Application Due Dates: Applications must be submitted by **Friday, August 29, 2025**. Applications shall be submitted in person to the **Community Development Dept., City Hall, 501 N. Anderson Street, Ellensburg, WA 98926** or by email: pedersenc@ci.ellensburg.wa.us.

Award Decisions: The Landmarks and Design Commission reviews all requests for Historic Preservation Grants at its first October meeting (the first Tuesday) and makes a recommendation to City Council. Grant awards to applicants who have received grant awards in the past will be considered, but may be given lower priority, depending on the number of requests received in any given year. Final award decisions will be made by the City Council at a regularly scheduled November Council meeting.

Project Time Limit: Projects will be awarded every year, and recipients have the next calendar year to complete the project after contracts are signed.

Extension: Each recipient may obtain a maximum of one extension to complete the originally proposed project. Applicant shall submit a request for extension before October 31, 2026, to allow time for LDC review and make a recommendation to council.

Application Process

Project Applications: Applications must be made either on paper or electronically on forms provided by the Community Development Department. Physical address and email for obtaining forms is **Community Development Dept., City Hall, 501 N. Anderson St, Ellensburg, WA 98926**. Applications will be reviewed by City staff to determine eligibility. Only those applications that meet the grant requirements will be forwarded to the Landmarks and Design Commission for consideration.

Project Description: Please provide a detailed description of the project, including purpose, project approach, location, applicant's contact information, a summary of project costs and how the project meets the grant program goals.

Work Plan: List in chronological order the specific steps you will take to complete this project. Next to each step, identify who will be responsible for the activity and the estimated date of completion.

Budget Plan: List each resource and quantity needed to complete your project. Calculate the total cost for each resource, including tax. Next, break down the total cost of each resource by how much is applicant in-kind, applicant cash, and how much of the City's funds you will spend on this resource. Volunteer labor is valued at the standard IRS hourly rate, equipment use donations are valued at the hourly rate the equipment would be rented for and donated professional services are valued at the "reasonable and customary" rate for the services.

Review Process

Written applications are due to the Department by **August 29th** and will be reviewed by the Planning Staff to determine eligibility. All eligible projects will be forwarded to the Landmarks and Design Commission and scored using the rating form included in the application packet. Projects meeting the eligibility requirements will be moved forward in the review process, and will be expected to give an oral presentation to the Commission.

Applicants chosen must present their projects to the Landmarks and Design Commission (LDC) at its regularly scheduled October meeting on the first Tuesday. In the presentation, it will be necessary to give an overview of the project and explain how it addresses the LDC's purposes and the City's Comprehensive Plan goals, policies and programs as outlined in the application packet. The Comprehensive Plan itself is available on the City's website, with the Historic Preservation Chapter found here: <https://www.ci.ellensburg.wa.us/DocumentCenter/View/10355/Historic-Preservation?bidId=>.

The LDC will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present the project. Applicants may be asked to present their projects again to the City Council.

The City reserves the right to not expend all the funds available in this program per applicable laws and policies.

Reporting Requirements and Accountability

A contract, if awarded, will be executed to outline the specific conditions of the project. All successful applicants are required to submit:

- **Mid-project report by August 15, 2026**
- **Final project report to the LDC by October 31, 2026**

These reports should reflect the work described in the applicant's initial grant application, any diversions from the original project, lessons learned, and show photographs of the work completed. Reporting and any request for reimbursement must include all receipts of expenditure, timesheets, volunteer sign in, and all other supporting documents that pertain to reimbursement requests.

**City of Ellensburg Community Development Department
2026 Historic Preservation Grants Program
Project Description**

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

Contact Person

Name:

Organization Representing:

Contact Address:

City/State/Zip:

Phone **(two numbers preferred)**:

E-mail:

Project Cost

Amount Requested from the City: \$

Cash Amount from Applicant: \$

“In-Kind” Amount from Applicant: \$

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$

Return completed Application to:

Chace Pedersen- Associate Planner
City of Ellensburg Community Development Dept.
501 N. Anderson St.
Ellensburg, WA 98926

pedersenc@ci.ellensburg.wa.us

Due Date: Friday, August 29, 2025

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Work Plan**

Steps	Responsible Party	Start Date	Completion Date

1. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	
Sub Total	\$	\$	\$	\$

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

2. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Sub Total	\$	\$	\$	\$

3. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant

Notification Process

Notice will be published in the Ellensburg Daily Record.

Notice will be mailed to previous applicants from the past five years.

Notice will run on the City's website (www.ci.ellensburg.wa.us).

Landmarks and Design Commission Purposes	Comprehensive Plan Goals/Policies/Programs
Create and maintain landmark registers	
Historic resource inventory	HP-1 A1
Ellensburg landmarks register	HP-1 A1, HP-2 A7
Review citizen nominations to ELR	HP-1 A1
Submit nominations to WA & National Registers	HP-1 A1, A2
Review proposals to alter (including signage) or demolish landmarks	
Adopt standards to guide review & COA issuance	HP-1 A2, A4, HP-2 A8, HP-3 B1
Advise DCD on development proposals affecting historic resources	HP-2 A6, A8
Compile resources to assist in avoiding demolition	HP-1 A4, HP-2 A1, A4, A9, HP-4 A1
Consider proposing a property maintenance ordinance	HP-1 A3
Create incentives for historic preservation	
Develop incentive programs for reuse and redevelopment	HP-2 A1, A2, A3, HP-3 A1, HP-4 A1, A2
Investigate funding sources for preservation & heritage tourism	HP-2 A2, A3, HP-5 A1
Review requests for special valuation of historic properties	HP-2 A2
Outreach and advice	
Advise Council on city activities affecting historic resources	HP-2 A6, A9
Advise Council generally on historic preservation & heritage tourism	HP-3 B3, HP-5 B1
Establish relationships with nonprofits & other governments	HP-2 A5, HP-4 A1, HP-5 A1
Provide info to historic property owners on maintenance & rehab.	HP-1, A5, B1, B2, HP-2 A8, HP-3 A2,B1
Conduct educational and interpretive programs	HP-1 A5, B2, B3, HP-2 A5

Chace Pedersen

From: Sadie Thayer <sadie.thayer@kchm.org>
Sent: Friday, September 26, 2025 10:46 AM
To: Chace Pedersen
Cc: Stacey Henderson; Daniel Carlson; Christopher Horner
Subject: [Ext] RE: 2026 Historic Preservation Grant Funding
Attachments: Edla Muir Ellensburg buildings by Year.docx

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

Dear Chace and the Landmarks and Design Commission,

Thank you for notifying me about the potential availability of additional funding for this project.

I am requesting an additional \$5,000 to support the Museum's documentation of architect Edla Muir's work in Ellensburg. Reproduction fees for drawings and specifications from Muir's papers at UC Santa Barbara (<https://oac.cdlib.org/findaid/ark:/13030/c87080rk>; <https://www.museum.ucsb.edu/>) are \$70 per item—a cost that makes acquiring more of the full set needed to document her 30 local properties prohibitive. Additional funds would allow us to obtain more images and make the project feasible.

Archivist Marlene Moser is especially excited about the project and the opportunity to study Muir's Ellensburg work, particularly buildings that remain largely unaltered. Her guidance ensures accurate documentation.

Funds would also help offset other project costs, including outreach and exhibit development, enabling us to share materials with the public, expand the exhibit, and highlight Muir's overlooked contributions to Ellensburg's mid-century built environment.

Also, of note, significant in-kind contributions—travel to UCSB and additional staff research time onsite at their museum—already support the project but are not reflected in this request.

Please find attached a list of Muir's entire body of work, with each building connected to its year of design or construction, to provide a complete context for the project.

Thank you for considering this supplemental request. I am happy to provide additional documentation if needed.

Sincerely,
Sadie

Sadie Thayer
Museum Director

Kittitas County Historical Museum
114 E 3rd Ave
Ellensburg, WA 98926
P: 509-925-3778
E: sadie.thayer@kchm.org

Visit us online at <http://www.kchm.org>!

Find us on Facebook at <http://www.facebook.com/KittitasCountyMuseum>!

From: Chace Pedersen <pedersenc@ellensburgwa.gov>

Sent: Friday, September 26, 2025 9:36 AM

Cc: Stacey Henderson <hendersons@ellensburgwa.gov>; Daniel Carlson <carlsond@ellensburgwa.gov>; Christopher Horner <hornerc@ellensburgwa.gov>

Subject: 2026 Historic Preservation Grant Funding

Good morning,

Thank you again for your recent City of Ellensburg Historic Preservation grant application. After reviewing all requests for the 2026 grant cycle, we found that the total funding requested from all applications did not reach the full amount of funds available. Because of this, there may be an opportunity to provide additional funding to your project.

If you wish to request additional funds, please submit supplemental documentation that demonstrates the need for the additional funding and how the additional funding would be used to further your project.

Please provide this information to me by 5pm on Monday, September 29, 2025. The additional documentation will be made available to the Landmarks & Design Commission for review. If you have any questions, please feel free to contact me.

Thank you,

Chace Pedersen (he/him)

Associate Planner | **City of Ellensburg**

501 North Anderson Street | Ellensburg, WA 98926

P. (509) 962-7108

pedersenc@ellensburgwa.gov



Confidentiality Notice: This e-mail may contain confidential and privileged information. If you have received this message by mistake, please notify me immediately by replying to this message or telephoning me, and do not review, disclose, copy or distribute.

Advisory: Please be advised the City of Ellensburg is required to comply with the Public Records Act, Chapter 42.56 RCW. This act establishes a strong state mandate in favor of disclosure of public records. Therefore, the information you submit to the City via email, including personal information, may ultimately be subject to disclosure as a public record.

*If information is **highlighted**, it has been added to from KCHM files or accessed information.*

https://oac.cdlib.org/findaid/ark:/13030/c87080rk/entire_text/

Architectural projects Series 3: 1930-1986

Physical Description: 40.29 Linear feet (3.5 half record storage boxes, 1 oversize storage box and 9 flat file drawers)

creator: Muir, Edla, 1906-1970

Scope and Contents note

Series contains architectural drawings, including originals and reproductions, and project files, which hold specifications, calculations, financial documents, for architecture and design projects by Edla Muir, circa 1930-1986, arranged alphabetically by client or building name. The majority of Muir's designs were for clients in Southern California, but she did some work in Ellensburg, Washington, where she and her husband purchased property.

1949-1950:

Known Addresses:

319 Pearl Street, Ellensburg, Commercial:

Webster's Café commercial building (Ellensburg, WA) 1949-1950

Drawer 223, FlatFile 256

Architectural Drawings 1949-1950

Scope and Contents note

14 original drawings and 1 reproduction: exterior rendering, floor plan, various sketches and plans.

1954:

Known Addresses:

1115 Franklin, Ellensburg, Residential:

Brotherton, Mr. and Mrs. Harley house alterations 1115 Franklin (Ellensburg, WA) 1954

Drawer 230, FlatFile 34

Architectural Drawings 1954

Scope and Contents note

4 original drawings: lower floor plan and foundation plan, floor plan and interiors, elevations and plot plan.

Additional notes: Harley B. Brotherton & Margaret A. Brotherton. Harley B. Brotherton was involved with the W. Brotherton Seed Co.

207-209 East 5th Avenue, Ellensburg, Commercial (aka 5th and Ruby Streets):

Dano, Harrison K. and Overland, Harold S. office building 5th and Ruby Streets (Ellensburg, WA) 1954

Drawer 229, FlatFile 51

Architectural Drawings 1954

Scope and Contents note

5 original drawings: floor plan and schedule, foundation and typical wall details, elevations and details, elevations and doors, roof and plot plans and details.

Box 5, Folder 113

Project Files 1954

Scope and Contents note

Set of specifications.

Additional Notes: Officially known as the Dano-Overland Building, 1957

420 North Pearl Street, Ellensburg, Commercial (aka 5th and Pearl Streets):

Ellensburg City Hall building alterations 5th and Pearl Streets (Ellensburg, WA) 1954

Drawer 229, FlatFile 70

Architectural Drawings 1954

Scope and Contents note

4 original drawings: floor plans and details, sections and details and interiors and details.
Box 5, Folder 119

Project Files 1954

Scope and Contents note

Set of specifications.

Additional notes: Building originally built circa 1886. Building demolished in 1930. New Building in 1930.



Source: The Spokesman Review, January 22, 1954

203 East 5th Avenue, Ellensburg, Commercial:

Rahkonen, Lois "Band Box" beauty shop 203 East 5th Street (Ellensburg, WA) 1954

Drawer 224, FlatFile 193

Architectural Drawings 1954

Scope and Contents note

6 original drawings and 2 reproductions: revised plans, floor plan and foundation plan, exterior elevations and details, plot plan and details, details and booth work, booth work, full size details.

Box 6, Folder 174

Project Files 1954

Scope and Contents note

Set of specifications as well as an addendum, a page of calculations and sketches for reinforcing steel for concrete block walls.

Additional notes: Building demolished in order to build the Yakima Federal Savings & Loan Bank building circa 1966. Ellensburg Federal Savings & Loan and Yakima Federal Savings & Loan had merged officially (along with other branches of the Federal Home Loan & Savings group in the Columbia Plateau area) bringing together the company that presently exists in 1959. The official build date of the Ellensburg branch office still needs to be officially identified but location was listed in the 1966 and 1968 Ellensburg City Polk Directories as "5th and Pine." The Museum also has a secondary photograph on file via a yearbook.



Source: The Spokesman Review, July 1, 1954

Current address: 111 East University Way*, Ellensburg, Commercial (aka 8th Ave and C St):

***Edla Muir Lambie's remodel existed at 117 East 8th Avenue**

Jerrold's store building 8th and C Streets (Ellensburg, WA) 1954

Drawer 227, FlatFile 120

Architectural Drawings 1954

Scope and Contents note

4 original drawings and 1 reproduction: foundation plan, floor plan, elevations and framing sections, plot plan and details, property survey.

Additional notes: In 1954, the property was listed for an asphalt addition. Building has underwent additional remodels. In the book, "The Unfinished History of Jerrold's, Third Edition", on pages 15-17, it

refers to the new 40 by 40 foot building with a drive-in and inside seating and convenience store, built in 1954 after the move of the Culp House to C Street and the demolition of another property. "From 1954 to 1960 the store was enlarged 2 times adding 40 feet each time to the north."

200 East 6th Avenue, Ellensburg, Commercial (aka 6th Ave and Pine St):

Taylor-Richardson clinic alterations 6th and Pine Streets (Ellensburg, WA) 1954-1955

Drawer 223, FlatFile 243

Architectural Drawings 1954-1955

Box 6, Folder 197

Project Files 1955

Scope and Contents note

Set of specifications and addendum.

Additional notes: Listed as a 1929 build



Source: The Spokesman Review, November 4, 1955

102 West 3rd Avenue, Ellensburg, Commercial (aka 3rd Ave and Pearl St):

Webster Hotel alterations 3rd and Pearl Streets (Ellensburg, Washington) 1954

Drawer 223, FlatFile 255

Architectural Drawings 1954

Scope and Contents note

4 original drawings: floor plans, elevations, details, rear entrance alterations.
Box 6, Folder 204

Project Files 1954

Scope and Contents note

Set of specifications.

Additional notes: Destroyed by fire on January 29, 1980.

371 Thorp Cemetery Road, Thorp, Residential:

Harrell, Mr. and Mrs. Paul ranch house (Ellensburg, WA) 1954

Drawer 228, FlatFile 95

Architectural Drawings 1954

Scope and Contents note

8 original drawings: elevations, floor plans, sections and various sketches.

Additional notes: Home of Paul Arley Harrel (1924-2017) and Marjorie J. Erickson Harrel (1925-2015). Thorp area. In Paul Harrel's obituary, it was noted "In accordance with his wishes, Paul passed in the home he built, on the farm he had lived on his entire life, surrounded by family." (<https://www.legacy.com/us/obituaries/dailyrecordnews/name/paul-harrel-obituary?pid=186693377>). Home address identified through location of Harrel family's Willowbrook II Farms.

1954:

Known Addresses:

1312 Sanders Road, Ellensburg, Residential:

Chase, Goodwin ranch alterations (Ellensburg, WA) 1954

Drawer 229, FlatFile 42

Architectural Drawings 1954

Scope and Contents note

6 original drawings: remodel of bed rooms, window details, lavatory plans, full size details and carport addition plans.

Additional notes: 1956 Metsker identifies property as being on south side of Sanders Rd. 1312 Sanders Road: Property previously owned by James Carmody. Purchased by Steve Willard. Taken down to one wall and rebuilt in 2003.

Unknown Addresses:

Balcom, Mr. and Mrs. Maurice ranch house alterations (Thorp, WA) 1954

Drawer 230, FlatFile 10

Architectural Drawings 1954

Scope and Contents note

6 original drawings: foundation plan, floor plan, exterior elevations, roof plan and details, interior elevations, interior elevations and details.

Box 5, Folder 92

Project Files 1954

Scope and Contents note

Set of specifications.

Additional notes: No property shown in the 1956 Metsker map. However, he was listed between 1952 and 1959 as residing in Thorp, no address or direct location given. May have been renting a number of properties. Was in partnership with Eric Moe as "Balcom and Moe," potato farmers and using a 4-plane fleet, circa 1949.

Newman, Dr. Leonard animal hospital alterations (Ellensburg, WA) 1954

Drawer 226, FlatFile 173

Architectural Drawings 1954

Scope and Contents note

4 original drawings: foundation plan, floor plan, elevations, frame details.

Additional notes: Location given in 1958 as "1 mile south on Yakima Highway, RFD2, WO 2-7527"; listed as well as "Route 2, Box 2aa". Property also identified in the 1956 Metsker as being located in the southwest corner of Section 12 of Township 17 North, 18 East W.M.

1955:

Known Addresses:

513 North Pearl Street, Ellensburg, Commercial (aka 6th Ave and Pearl St):

Ellensburg Chamber of Commerce board room Antlers Hotel (Ellensburg, WA) 1955

Drawer 229, FlatFile 69

Architectural Drawings 1955

Scope and Contents note

1 original drawing: floor plan and elevation.

Additional notes: Property was lost to fire on October 24, 1967.

Pearl Street, Ellensburg, Commercial:

Hanson, Fred commercial building alterations Pearl Street (Ellensburg, WA) 1955

Drawer 228, FlatFile 94

Architectural Drawings 1955

Scope and Contents note

2 original drawings: plan and elevations and details, details and notes.

415 North Pearl Street, Ellensburg, Commercial:

Kittitas County Abstract Company office building alterations 415 North Pearl Street (Ellensburg, WA) 1955

Drawer 227, FlatFile 135

Architectural Drawings 1955

Scope and Contents note

2 original drawings: plan and interiors and details, counter details.

Additional notes: Current location is Jim Carkner's Edward Jones office.

Kittitas County Fairgrounds (Fair and Rodeo Buildings), Ellensburg, Commercial:

Kittitas County Fair and Rodeo buildings (Ellensburg, WA) 1955

Drawer 227, FlatFile 136

Architectural Drawings 1955

Scope and Contents note

3 original drawings: three possible site plans, agriculture exhibit plans, dairy exhibit perspective.

4th Ave and Pearl St, Ellensburg, Commercial:

Moser's clothing store alterations 4th and Pearl Streets (Ellensburg, WA) 1955

Drawer 226, FlatFile 166

Architectural Drawings 1955

Scope and Contents note

2 original drawings: floor plan, interiors and details.

8th Ave, Ellensburg, Commercial:

Schuller, Mr. Frank L. supermarket building 8th Avenue (Ellensburg, Washington) 1955

Drawer 224, FlatFile 209

Architectural Drawings 1955

Scope and Contents note

8 original drawings and 2 reproductions: plumbing plan, site plan, basement and foundation plan, first floor plan, elevations and sections, roof framing, sections, electrical plan, drain connection plan, heating layouts.

Box 6, Folder 180

Project Files 1955

Scope and Contents note

Set of specifications, addendum and small scale sketches.

Pearl St, Ellensburg, Commercial:

Smithson, Mr. John commercial building alterations Pearl Street (Ellensburg, Washington) 1955

Drawer 224, FlatFile 231

Architectural Drawings 1955

Scope and Contents note

2 original drawings: plan and elevation and details, details and alternate plan.

Box 6, Folder 190

Project Files 1955

Scope and Contents note

Notes and small scale sketches.

913 E 2nd Ave, Ellensburg, Residential:

Welding, Dr. D. H. house alterations 913 East 2nd Street (Ellensburg, WA) 1955

Drawer 223, FlatFile 260

Architectural Drawings 1955

Scope and Contents note

3 original drawings: garage addition plans, plot plan and future development.

1956:

Known Addresses:

Capitol Avenue, Ellensburg, Residential:

Williams, Dr. and Mrs. Harold house Capitol Avenue (Ellensburg, Washington) 1956

Drawer 223, FlatFile 264

Architectural Drawings 1956

Scope and Contents note

6 original drawings: foundation and plot plans, lower floor plans, upper floor plans and chimney section, elevations, sections and elevations and details, full size details.

Box 6, Folder 209

Project Files 1956

Scope and Contents note

Set of specifications.

1956:

Unknown Addresses:

Dano, Mr. and Mrs. Harrison K. house (Ellensburg, WA) 1956

Drawer 229, FlatFile 50

Architectural Drawings 1956

Scope and Contents note

9 original drawings and 1 reproduction: details, site and roof plan, foundation plan and details, floor plan, sections and elevations and details, elevations and details, fireplace plan and details and interiors and cabinets.

Box 5, Folder 112

Project Files 1956

Scope and Contents note

Heating calculations.

Lincoln School superintendent's office alterations (Ellensburg, WA) 1956

Drawer 226, FlatFile 151

Architectural Drawings 1956

Scope and Contents note

1 original drawing: cabinets and counters, etc.

Moser, John house alterations (Ellensburg, WA) 1956

Drawer 226, FlatFile 165

Architectural Drawings 1956

Scope and Contents note

2 original drawings: elevations, carport addition plans.

Payne, Mr. and Mrs. Harold ranch house (Ellensburg, WA) 1956

Drawer 225, FlatFile 186

Architectural Drawings 1956

Scope and Contents note

6 original drawings: foundation plan, floor plan, elevations and sections, elevations and details, interior elevations, interiors and chimney plan.

1958:

Known Address:

4690 Naneum Rd; Formerly known as RFD3 (Route 3 Box 123).

Lambie, Clyde and Muir, Edla ranch house (Ellensburg, WA) 1958

Drawer 226, FlatFile 142

Architectural Drawings nd

Scope and Contents note

2 original drawings and 2 reproductions: floor plans, exterior rendering.
Box 4, Folder 81

Articles and Clippings 1958

Scope and Contents note

Copy of Sunset Magazine with an article titled "The Magic of Remodeling," featuring the Lambie house.

Additional Note: House was located at 4690 Naneum Rd as identified in the 1956 Metsker Map (Township 18 N., Range 19 E. W. M., Section 21)



Undated:

Known Addresses:

306 N Pine St, Ellensburg, Commercial:

Unidentified commercial building 306 Pine Street (Ellensburg, WA) undated

Drawer 222, FlatFile 271

Architectural Drawings undated

Scope and Contents note

2 original drawings: floor plans.

Undated:

Unknown Addresses:

Coppock house (Ellensburg, WA) undated

Drawer 229, FlatFile 44

Architectural Drawings nd**Scope and Contents note**

1 original drawing: floor plan sketch.

Dwyer house (Ellensburg, WA) undated

Drawer 229, FlatFile 65

Architectural Drawings nd**Scope and Contents note**

4 original drawings: various sketches and floor plans.

Pott, Jr., Mr. and Mrs. Jacob ranch house alterations (Ellensburg, WA) undated

Drawer 225, FlatFile 192

Architectural Drawings undated**Scope and Contents note**

2 original drawings: elevations, floor plans.

Chace Pedersen

From: Jill Scheffer <jill.scheffer@ellensburgdance.org>
Sent: Sunday, September 28, 2025 2:11 PM
To: Chace Pedersen
Cc: Stacey Henderson; Kim Rivera; huierich@gmail.com
Subject: Re: [Ext] Re: 2026 Historic Preservation Grant Funding

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

Thank you for the opportunity to apply for additional funding. Below is our supplemental request. Can you let me know if this is adequate or if you need any additional information?

Jill

Additional Request: Contractor Time for Project Coordination

Ellensburg Dance Ensemble (EDE) is requesting additional funding to support contracted time dedicated to ensuring that the second exit of the Collins Building is designed, permitted, and completed in accordance with historic preservation standards and modern life-safety codes.

While the construction itself will be carried out by licensed contractors, EDE has a critical role in coordinating with the building owner, the architect, and city officials to ensure the project stays on track and meets both functional needs and preservation requirements. As a nonprofit tenant and community stakeholder, our staff must provide input on programmatic needs (such as circulation for classes and performances) while also safeguarding the historical character of the structure.

Scope of Work

EDE —primarily members of the board being paid for the time as contractors or our Studio Director—will perform the following project-related tasks:

- **Architectural Coordination:** Attend regular design meetings with the architect and building owner to review plans, ensure alignment with historic guidelines, and provide input on how the new exit integrates with existing spaces.
- **Historic Preservation Compliance:** Communicate with the City’s historic preservation staff to ensure proposed solutions respect the Collins Building’s historic façade and interior character.
- **Documentation & Reporting:** Prepare required grant progress reports, maintain records of design iterations and approvals, and produce final documentation that will serve as an educational resource for future preservation projects.
- **Community Engagement:** Coordinate messaging about the project’s progress to our board, donors, students, and the public to highlight the value of preserving the Collins Building.

Estimated Staff Time & Allocation

We estimate that approximately **145 hours** will be required over the course of the project (November 2025 – November 2026), broken down as follows:

- Design coordination: ~60 hours
- Historic preservation compliance & meetings: ~25 hours

- Grant documentation, reporting & archiving: ~40 hours
- Community updates and outreach: ~20 hours

EDE requests **\$6,670** in additional funding to help offset these staff costs, calculated at an average of **\$46/hour** for professional administrative and project management time.

Need and Impact

This additional funding will allow EDE to dedicate focused professional time to the project, reducing delays and ensuring that all design decisions preserve the historic integrity of the Collins Building. By investing in administrative capacity, the grant will help ensure a smoother project process, more accurate documentation for future preservation efforts, and ultimately a more successful and sustainable adaptation of the building for arts and community use.

On Fri, Sep 26, 2025 at 4:51 PM Chace Pedersen <pedersenc@ellensburgwa.gov> wrote:

Good evening,

I think it would be ok to include item one of your previous email in the supplemental application materials. You will need to be detailed about how the hours will be used towards the grant project and how the funds would be allocated.

Item number 2 (lost income) would not qualify for grant funding.

Ultimately, how the grant funds get allocated (and to what portions of the project) will be up to the recommendation of the Landmarks & Design Commission and the decision of City Council.

Please let me know if you have any questions and I will try to respond to you as quickly as I am able.

Thanks,

Chace Pedersen (he/him)

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