

# AGENDA

## LANDMARKS & DESIGN COMMISSION

### May 19, 2026

Hybrid Meeting In-person and via Zoom



#### Accessibility

The City of Ellensburg strives to make our services, programs, and activities readily accessible.

- Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."
- Members of the public who do not speak English or who have limited proficiency may request an interpreter if they wish to participate in public meetings.
- The City will provide reasonable accommodation for members of the public with disabilities.

#### Rules for Public Comment

Any person engaging in conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting including but not limited to:

1. Unduly repetitive or irrelevant remarks;
2. Use of intimidating, threatening, or abusive language;
3. disobedience of an order to be seated or to discontinue further comments;
4. and/or engaging in violent behavior,

will be deemed out of order and may be removed from the meeting and/or have his or her virtual microphone muted.

*The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email [ADAcordinator@ci.ellensburg.wa.us](mailto:ADAcordinator@ci.ellensburg.wa.us)*



**CITY OF ELLENSBURG  
LANDMARKS & DESIGN COMMISSION AGENDA  
Council Chambers  
501 North Anderson Street  
Ellensburg, WA 98926  
And remotely via Zoom  
Tuesday, May 19, 2026  
5:45 PM - Regular Meeting**

- 1. Call to Order and Roll Call**
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
  - 3.A 3.17.26 LDC Meeting Minutes
  - 3.B 4.07.26 LDC Meeting Minutes
- 4. Public Comment**
- 5. New Business**
  - 5.A Public hearing for consideration of a Certificate of Appropriateness (COA), for the replacement of the Ellensburg Rodeo sign/mural at 303 N Main Street, Parcel ID #247033
  - 5.B Public hearing for consideration of a Certificate of Appropriateness (COA), for the replacement of aluminum windows at 1006 N C Street, Parcel ID #593434
  - 5.C Public hearing for consideration of a Certificate of Appropriateness (COA), for the installation of a front porch and fence at 115 E 9th Ave, Parcel ID #113334
- 6. Unfinished Business**
- 7. Staff Update/Discussion Items**
  - 7.A Historic Preservation Month Updates
- 8. Commission Representative Update**
- 9. Adjournment**



For more information on the Landmarks & Design Commission, contact Associate Planner Chace Pedersen at 509-962-7108.



Meeting Date: May 19, 2026  
City of Ellensburg

**Landmarks & Design Commission Agenda Report**

**Agenda Subject:** 3.17.26 LDC Meeting Minutes  
**Submitted by:**  
**Department:** Community Development

**Suggested Motion/Action:**  
Move to approve the March 17, 2026, Landmarks & Design Commission meeting minutes.

**Background/Summary:**

**Previous Council Action:**

**Analysis:**

**Financial Impact:**

Budget Adjustment: No

**Attachments:**

1. 03.17.26 LDC Minutes



**CITY OF ELLENSBURG**

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

**Date of Meeting**

**March 17, 2026**

**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**

Commissioner Redmon called the meeting to order at 5:45 pm.

**Present:** Teresa Chanes, Vicki Sannuto, Marty Blackson, Scott Carlson, Jeff Watson

**Absent:** Fred Redmon, Julia Stringfellow

Blackson motioned to excuse. Motion passed 5-0.

**Others Present:** Chace Pedersen – Associate Planner; Dan Carlson – Community Development Director

**2. Approval of Agenda**

Commissioner Chanes motioned to approve the agenda. Motion Passed 5-0.

**3. Approval of the Minutes**

3.A. January 22nd, 2026, Meeting Minutes

3.B. February 3rd, 2026, Meeting Minutes

Commissioner Chanes motioned to approve the meeting minutes. Motion Passed 5-0.

**4. Public Comments**

**None.**

**5. New Business**

5.A CLG Grant Project Presentation - Historic Ellensburg Story Map

Pedersen introduced Spencer Howard, a consultant for the development of HESM. He presented project information, including the use of story maps, the content within a story map, audience experience with a story map, template options, and examples of other city story maps. The schedule includes the creation of a first draft, a second draft, public meetings, and the completion of the final story map, which is expected by September 30, 2026. Spencer also invited comments while demonstrating the *City of Walla Walla: Story Map Tour*.

The commissioners reviewed the content of the story maps, examined proposed projects, and discussed the maintenance of historic plaques. They welcome supporting materials from the public and will share these sources publicly. Commissioner Sannuto addressed the issues that need to be resolved in the current historic survey.

Commissioner Watson talked about the existing scope of work that will help establish a baseline historic map.

#### 5.B Historic Preservation Awards Nominees - Discussion/Decision

Pedersen described the categories of awards and the associated opening/due dates, along with guidelines for nominee requirements, and then discussed the previous award winners. Commission recommendations were collected for residential; 3 structures were identified for their window restoration, siding use, and addition design. A community member supports Kathy's residence.

Commissioner Chanes motioned to nominate 907 C St for the residential award. Motion passed 4-0. Commissioner Vicky abstained.

Commission recommendations were collected for commercial; 1 structure was identified for the façade work, and interior renovations. Commissioner Blackson motioned to nominate the Odd Fellows structure for the commercial award. Motion passed 4-0. Commissioner Watson abstained.

Peterson announces that the staff would like to recognize Dorothy Stanley for the Commission Award. Commissioner Watson motions to nominate Dorothy for the commission awards. Motion passed 4-0. Commissioner Sannuto abstained.

### **6. Unfinished Business**

None.

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

#### 7.A Commissioner Training

Peterson discussed training for open public meetings and will share helpful webinars with the commissioners. He also addressed the land acknowledgment statement for the historical preservation chapter and updates on giveaways for the preservation awards.

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

Chanes informs the Places conference event sessions are due April 13<sup>th</sup>.

### **9. Adjournment**

The meeting was adjourned at 6:57 pm.



Meeting Date: May 19, 2026  
City of Ellensburg

**Landmarks & Design Commission Agenda Report**

**Agenda Subject:** 4.07.26 LDC Meeting Minutes  
**Submitted by:**  
**Department:** Community Development

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**Suggested Motion/Action:**  
Move to approved the April 7, 2026, Landmarks & Design Commission meeting minutes.

**Background/Summary:**

**Previous Council Action:**

**Analysis:**

**Financial Impact:**

Budget Adjustment: No

**Attachments:**

1. 04.07.26 LDC Minutes



**CITY OF ELLENSBURG**

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

**Date of Meeting**

**April 7, 2026**

**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**

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

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

**Absent:** Jeff Watson

Blackson motioned to excuse. Motion passed 6-0.

**Others Present:** Chace Pedersen – Associate Planner; Dan Carlson – Community Development Director; Denise Tlatelpa – Planning Technician; and community members.

**2. Approval of Agenda**

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

**3. Approval of the Minutes**

**None.**

**4. Public Comments**

**None.**

**5. New Business**

**5.A Historic Preservation Month Planning**

Pedersen announced that the nominations have been sent out to the public for voting, with the final voting date set for April 17th. He also presented the schedule for the Historic Preservation Award show and confirmed the allocated times for the presentations.

The commissioners discussed the upcoming tour at the museum and agreed to contact them to schedule. They also mentioned the need to explore the rules and guidelines for future nominees. Additionally, Pedersen updated the group on the opening event for Historic Preservation Month and the prizes being collected for the events.

**6. Unfinished Business**

**None.**

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

Denise Tlatelpa, with the Community Development department, will be attending for clerical support. Tlatelpa made a short introduction.

Pedersen provided an overview of the new Zoom Webinar format, which enables the muting or removal of disruptive attendees. He has sent the commissioners individual links for both monthly meetings, and they will be joining as panelists in the webinar.

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

Chanes informs the Places conference event sessions are due Monday, April 14<sup>th</sup>.

### **9. Adjournment**

Blackson motioned to adjourn the meeting at 6:03 pm. Motion passed 6-0.



Meeting Date: May 19, 2026  
City of Ellensburg

**Landmarks & Design Commission Agenda Report**

**Agenda Subject:** Public hearing for consideration of a Certificate of Appropriateness (COA), for the replacement of the Ellensburg Rodeo sign/mural at 303 N Main Street, Parcel ID #247033

**Submitted by:**  
**Department:** Community Development

**Suggested Motion/Action:**

Move to approve COA for Ellensburg Rodeo Board, authorized agent, for the removal and replacement of an Ellensburg Rodeo sign/mural at 303 N Main Street, as proposed, with no conditions.

**Background/Summary:**

**TYPE OF REVIEW:**

Review of proposed changes to landmarks register properties 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 as 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.]

Review Required:

All signs/murals erected in the C-C and C-C II zones shall undergo a design review process prior to the issuance of said sign permit according to the following requirements, except for those signs erected on buildings or premises which are identified as landmarks or are situated within a landmarks district which shall be governed by the requirements of the landmarks and design ordinance, Chapter 15.280 ECC and murals ordinance, Chapter 15.285 ECC.

- A. The applicant for the sign permit shall submit a scaled drawing of the sign along with information regarding the type of material involved, color scheme, type of lettering or symbols used, method of illumination, if any, and proposed location of mounting.
- B. The landmarks and design commission review will consider the appropriateness of the design and appearance of the sign as it relates to the buildings and area surrounding the location.
- C. The landmarks and design commission shall meet and review with the applicant the proposed sign within 15 days from the date a written application for a sign permit is received by the city. The landmarks and design commission shall respond in writing to the applicant no later than five working days after the expiration of the said 15-day review period. The

administrator shall not approve any sign permit application undergoing the design review until a written recommendation is received by the applicant or expiration of the above 20-day time limit, whichever comes first. The applicant's compliance with any recommendation made by the landmarks and design commission shall be voluntary. [Ord. 4573 § 3, 2010; Ord. 4245, 2000; Ord. 3402 § 1, 1983.

**Previous Council Action:**

**Analysis:**

**STAFF COMMENTS:**

The building at 303 N Main Street, was originally built as The Shoudy-Cadwell Block and was constructed immediately following the devastating fire of July 4, 1889, by John Shoudy and Edward Cadwell. John Shoudy who laid out the original Platt for Ellensburg in 1872, built this block as a hotel with street level store fronts. The upper story of the building housed the Hotel Ellensburg considered quite elegant for its day with 90 rooms, a large lobby with an open fireplace and a library (Ellensburg Public Library Local building files). The hotel continued to operate, with rooms and apartments to rent, until the 1960's. The street level storefronts have had many occupants but one of the earliest and most well-known was T.W. Farrell's Harness and Saddle at 301 North Main. Farrell occupied this location on the corner of 3rd and main starting in November 1894 into the early 1900s and was the creator of the "Ellensburg Tree Saddle" used for roping cattle (Ellensburg Localizer Nov. 24, 1894, Washington Rural Heritage). Over the years many other businesses have occupied these storefronts including cafes, bike shops, clothing stores and a printing shop.

The applicant wishes to replace the existing Ellensburg Rodeo sign/mural with a comparable sign/mural to celebrate Ellensburg's annual Labor Day Weekend Fair and Rodeo. The property is located at 303 N Main St., Parcel ID #247033, in Central Commercial (C-C) zoning. The applicant has submitted plans (Exhibit B.3), showing the size of the existing sign/mural and the proposed sign/mural. Additionally, the applicant has informed staff the Ellensburg Rodeo Board will be perform ongoing maintenance and inspect the mural annually (Exhibit B.4)

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed work on this historic contributing building will not detract from the overall historic character of the neighborhood, nor will it create a false historical appearance on the building itself. As such, staff finds that this project meets the following two criteria of said section (cited above):

- a) Retain(s) and preserves the overall historic character of the historic district, and
- b) Ensure(s) that the 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 approved by the Commission for the installation of new sign/mural, as proposed, at 303 N. Main St., 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 historic district, and
  - b. Ensure(s) that the proposed alterations are compatible with the building's own architectural character and do not create a false historical appearance.
3. The applicant is the agent for the owner of this building and can pursue this action. This building is a contributing building in the Downtown Ellensburg National Register and local Landmark Districts.
4. It is in the interest of the City of Ellensburg to protect the historic integrity and character of historic districts. This proposal, if approved, would not negatively impact the 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.

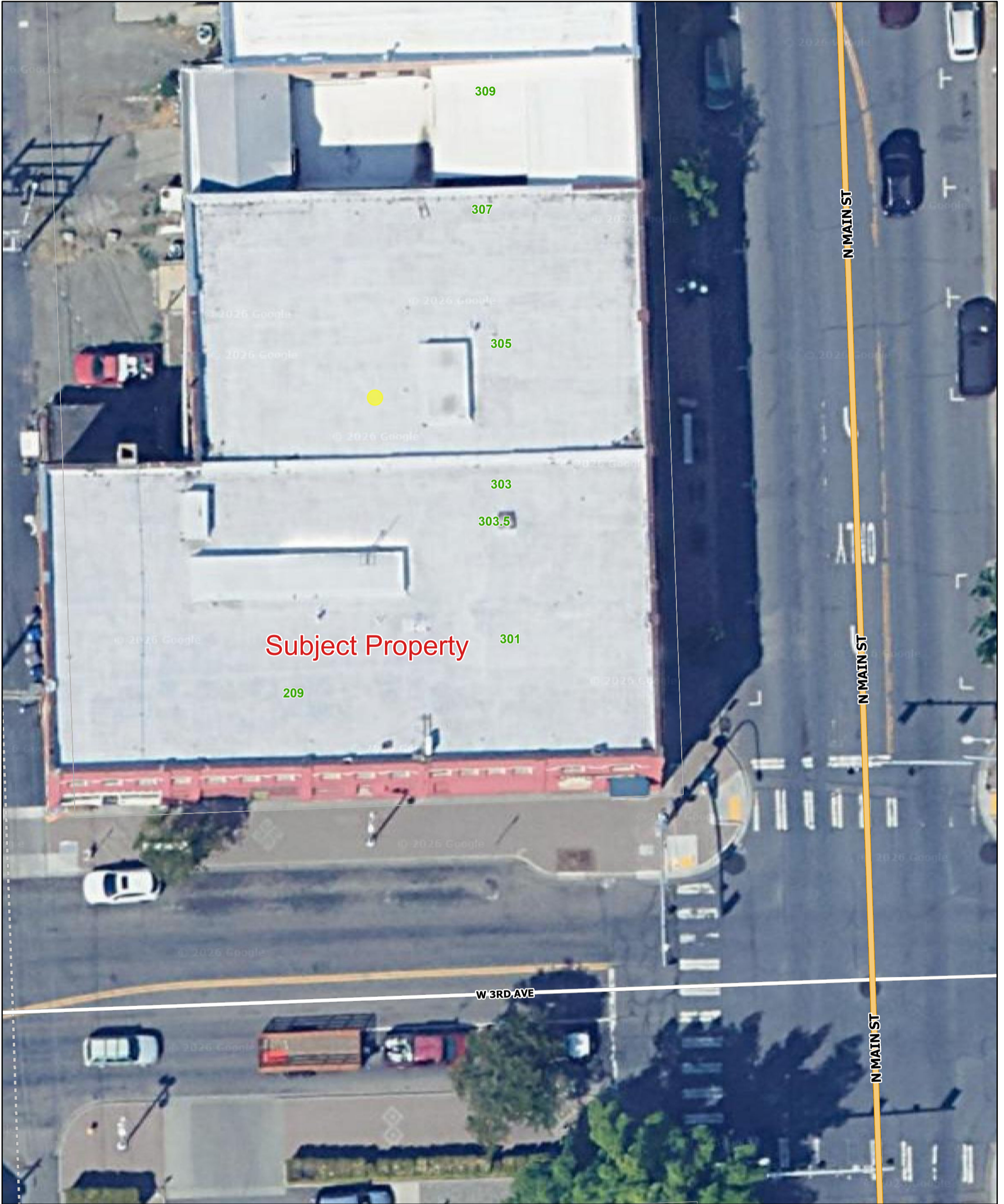
**Financial Impact:**

Budget Adjustment: No




**Attachments:**

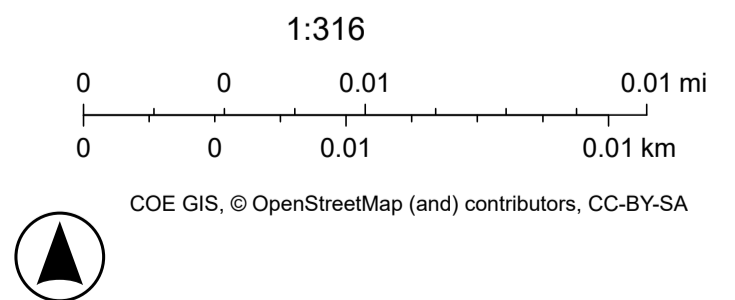
1. Exhibit A - Location Map
2. Exhibit B.1 - APPLICATION
3. Exhibit B.2 - NARRATIVE
4. Exhibit B.3 - SITE PLAN
5. Exhibit B.4 - Maintenance Plan

# Exhibit A - Location Map



5/13/2026, 2:09:32 PM

-  ArcGIS World Geocoding Service
-  Tax Parcel Query (COMPAS)
- Owner Address (COMPAS)
- Site Address (COMPAS)
-  Alley
- Addresses
- Active





# 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) 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:	
<b>Staff Person:</b>	DT
<b>Date Submitted:</b>	04/07/26
<b>Fee Total:</b>	N/A
<b>LDC FILE #:</b>	P26-039
<b>Associated Permit File #:</b>	

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

Legal Owner Name(s):	Legacy 404 LLC	Day Phone:	541-678-3269
Mailing Address:	11 W Adams St. Burns, OR 97720		
E-mail:	legacy404llc@gmail.com	Cell Phone:	

**\*APPLICANT:**       Owner     Contractor     Tenant     Other Mural Tenant

Name:	Ellensburg Rodeo Board	Day Phone:	509-962-7831
Mailing Address:	609 N Main St. Ellensburg, WA 98926		
E-mail:	megan@EllensburgRodeo.com	Cell Phone:	

**CONTACT PERSON:**       Owner     Contractor     Tenant     Other Mural Tenant

Name:	Jodi Polak	Day Phone:	
Mailing Address:			
E-mail:	jodipolak@EllensburgRodeo.com	Cell Phone:	509-304-8209

**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](http://www.codepublishing.com/wa/ellensburg).

<input checked="" type="checkbox"/>	Parcel Number of Site:	247033
<input checked="" type="checkbox"/>	Site Address:	303 N Main St. Ellensburg, WA 98926
<input type="checkbox"/>	City Zoning Designation:	Is a building permit required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**PROJECT INFORMATION:**

<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	Site Plan:	<ol style="list-style-type: none"> <li>1. All building locations and dimensions to property lines and other structures.</li> <li>2. Property lines and easements.</li> <li>3. Setbacks, open space and landscaping.</li> <li>4. Rights of way, curbs, parking sidewalks.</li> </ol> (The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)
<input type="checkbox"/>	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
<input type="checkbox"/>	Exterior Lighting:	Identify the location, design, wattage and lighting orientation.
<input type="checkbox"/>	Exterior building alterations, rehabilitation or restoration:	<ol style="list-style-type: none"> <li>1. Scaled building elevations of all building sides.</li> <li>2. Samples of types of materials to be used in the construction.</li> <li>3. Paint colors &amp; design (each paint color applied to 8-1/2" x 11" poster board.</li> <li>4. Type of paint removal method (i.e. water, chemical, mechanical).</li> <li>5. Repointing mortar joints – pointing styles and method.</li> <li>6. Window repair/replacement/alteration detail.</li> </ol>
<input type="checkbox"/>	Signage:	<ol style="list-style-type: none"> <li>1. Colored design</li> <li>2. Dimensions</li> <li>3. Location – Drawing or photograph depicting sign(s) on the building or pole.</li> <li>4. Type of illumination.</li> </ol>
<input type="checkbox"/>	Dumpster:	<ol style="list-style-type: none"> <li>1. Screening materials &amp; colors</li> <li>2. Location</li> </ol>
<input type="checkbox"/>	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, Jen Keady, (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.

<b>Signature of Legal Owner:</b> (or Authorized Agent)		<b>Date:</b>	4.5.26
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# Record Printing Building Proposal for Exterior Mural

**303 N Main Street, Ellensburg**

Landmarks & Design Application - April 6, 2026

## Project Description

### Record Printing Building Exterior Mural

The existing mural on Ellensburg's Historic Record Printing Building was painted by Sven Sundbaum and installed in 1983 to celebrate Ellensburg's annual community gathering the Labor Day Weekend Fair and Rodeo. The existing mural is painted plywood screwed to three vertical wood slats that are attached to the brick building. We propose to remove the deteriorated painted plywood and attach a new painted plywood mural to the existing vertical wood slat substrate with wood screws. The original artist, Sven Sundbaum has provided a proposal to recreate the mural of new material with the same dimension. The Building Owner has provided a letter of their support, and with the Arts Commission and Landmarks and Design's approval we would like to proceed with commissioning this mural.



Existing Mural



Looking North across 3rd Ave at the mural and Record Printing Building



Substrate of the mural viewed from the side

Substrate of the mural viewed from the bottom



Wood screws attaching mural to vertical slats



Artist's proposed recreation

8'-0"

RODEO ART HERE \_ TBD

ELLENBURG  
World Famous

RODEO  
*And*

KITTITAS COUNTY

FATHER

LABOR DAY  
WEEKEND

12'-0"



www.svensundbaum.com (253) 561-9508

2123 95th Ave Ct. E. Edgewood, WA 98371

to: Ellensburg Rodeo Association

date: March 23, 2026

proposal

PROJECT DESCRIPTION		
QTY		
(1)	Recreation of Ellensburg Rodeo sign ( as per approved design ) 3 panels of 4' x 8' - 3/4" MDO plywood. Materials, paints and finishes included.	7850.00
	Delivery of panels to Ellensburg by Wed, Aug 2 Installation not included.	250.00

**AGREEMENT TERMS**

Old Kustom ( Sven Sundbaum) agrees to fabricate and handpaint artwork of sign as per attached design.  
Preferable to have an early start date in April. Delays could push delivery date ahead.

**PAYMENT TERMS**

A deposit of 50% is required for starting project.  
Balance is due on completion.

total	8100.00
sales tax 8.6 %	696.60
total	8796.60
-deposit	4000.00
balance	4796.60

CUSTOMER SIGNATURE

DATE

## Jodi Polak

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**From:** Megan Meeks  
**Sent:** Thursday, April 2, 2026 2:13 PM  
**To:** Jodi Polak  
**Subject:** FW: Rodeo/Fair Mural Restoration

Hi Jodi,

Please see below for authorization from the building owners.

Thanks!  
Megan

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**From:** Forrest Keady <forrestkeady11@gmail.com>  
**Sent:** Thursday, April 2, 2026 2:06 PM  
**To:** Megan Meeks <Megan@Ellensburgrodeo.com>  
**Subject:** Re: Rodeo/Fair Mural Restoration

This sounds great!

Please use this email as our written, expressed, full support, and authorization to move forward with the mural restoration on our building!

Amazing and exciting!

Thank you all!

Forrest + Jen  
541-678-3269

# Record Printing Building Proposal for Exterior Mural

**303 N Main Street, Ellensburg**

Landmarks & Design Application - April 6, 2026

## Project Description

### Record Printing Building Exterior Mural

The existing mural on Ellensburg's Historic Record Printing Building was painted by Sven Sundbaum and installed in 1983 to celebrate Ellensburg's annual community gathering the Labor Day Weekend Fair and Rodeo. The existing mural is painted plywood screwed to three vertical wood slats that are attached to the brick building. We propose to remove the deteriorated painted plywood and attach a new painted plywood mural to the existing vertical wood slat substrate with wood screws. The original artist, Sven Sundbaum has provided a proposal to recreate the mural of new material with the same dimension. The Building Owner has provided a letter of their support, and with the Arts Commission and Landmarks and Design's approval we would like to proceed with commissioning this mural.



Existing Mural



Looking North across 3rd Ave at the mural and Record Printing Building

## Chace Pedersen

---

**From:** Jodi Polak <JodiPolak@Ellensburgrodeo.com>  
**Sent:** Tuesday, May 5, 2026 5:00 PM  
**To:** Chace Pedersen; Jen & Forrest; Megan Meeks  
**Cc:** Stacey Henderson  
**Subject:** RE: [Ext] Re: P26-039 Rode Sign/Mural - Deemed Complete

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

Hi Chace,

The artist will be providing us with touch-up paint. The rodeo board plans to inspect the mural annually, wipe it down to remove dust, etc., and perform any touch-ups or fastener tightening as needed.

Thank you,  
Jodi

---

**From:** Chace Pedersen <pedersenc@ellensburgwa.gov>  
**Sent:** Monday, April 27, 2026 9:40 AM  
**To:** Jen & Forrest <legacy404llc@gmail.com>; Megan Meeks <Megan@Ellensburgrodeo.com>; Jodi Polak <JodiPolak@Ellensburgrodeo.com>  
**Cc:** Stacey Henderson <hendersons@ellensburgwa.gov>  
**Subject:** RE: [Ext] Re: P26-039 Rode Sign/Mural - Deemed Complete

Good morning,

I did have one question about the mural. Do you any information related to the ongoing maintenance of the sign/mural, once installed (i.e., maintenance plan)? If you could provide this information prior to the hearing that would be helpful!

Thanks,  
**Chace Pedersen** (he/him)  
Associate Planner | **City of Ellensburg**  
501 North Anderson Street | Ellensburg, WA 98926  
P. (509) 962-7108  
[pedersenc@ellensburgwa.gov](mailto: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.



Meeting Date: May 19, 2026  
City of Ellensburg

**Landmarks & Design Commission Agenda Report**

**Agenda Subject:** Public hearing for consideration of a Certificate of Appropriateness (COA), for the replacement of aluminum windows at 1006 N C Street, Parcel ID #593434

**Submitted by:**  
**Department:** Community Development

**Suggested Motion/Action:**

Move to approve COA for Dale & Stephanie Hubbard, property owners, for the replacement of aluminum frame windows with vinyl frame windows at 1006 N C Street, as proposed, with no conditions.

**Background/Summary:**

**TYPE OF REVIEW:**

Review of proposed changes to landmarks register properties 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 as 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 1006 N C Street, was built circa 1940, and sits within the First Railroad Addition National Landmark Historic District. The existing home is one and a half stories and appears to have composition shingle roofing, wood shingle siding, and a mixture of aluminum frame and vinyl frame windows.

The applicant wishes to replace existing aluminum framed windows with new white vinyl framed windows. The property is located at 1006 N C St., Parcel ID #593434, in Residential Low (R-L) zoning. The applicant has submitted photos (Exhibit B.3), showing the size and placement of existing aluminum windows and information on the proposed vinyl windows.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed work on

this non-contributing building will not detract from the overall historic character of the neighborhood, nor will it create a false historical appearance on the building itself. As such, staff finds that this project meets the following two criteria of said section (cited above):

- a) Retain(s) and preserves the overall historic character of the historic district, and
- b) Ensure(s) that the 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 recommend that the Certificate of Appropriateness (COA) be approved by the Commission for the installation of vinyl windows, as proposed, at 1006 N C Street, 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 historic district, and
  - b. Ensure(s) that the 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. This building is a non-contributing building in the First Railroad Addition National Historic District.
4. It is in the interest of the City of Ellensburg to protect the historic integrity and character of historic districts. This proposal, if approved, would not negatively impact the 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.

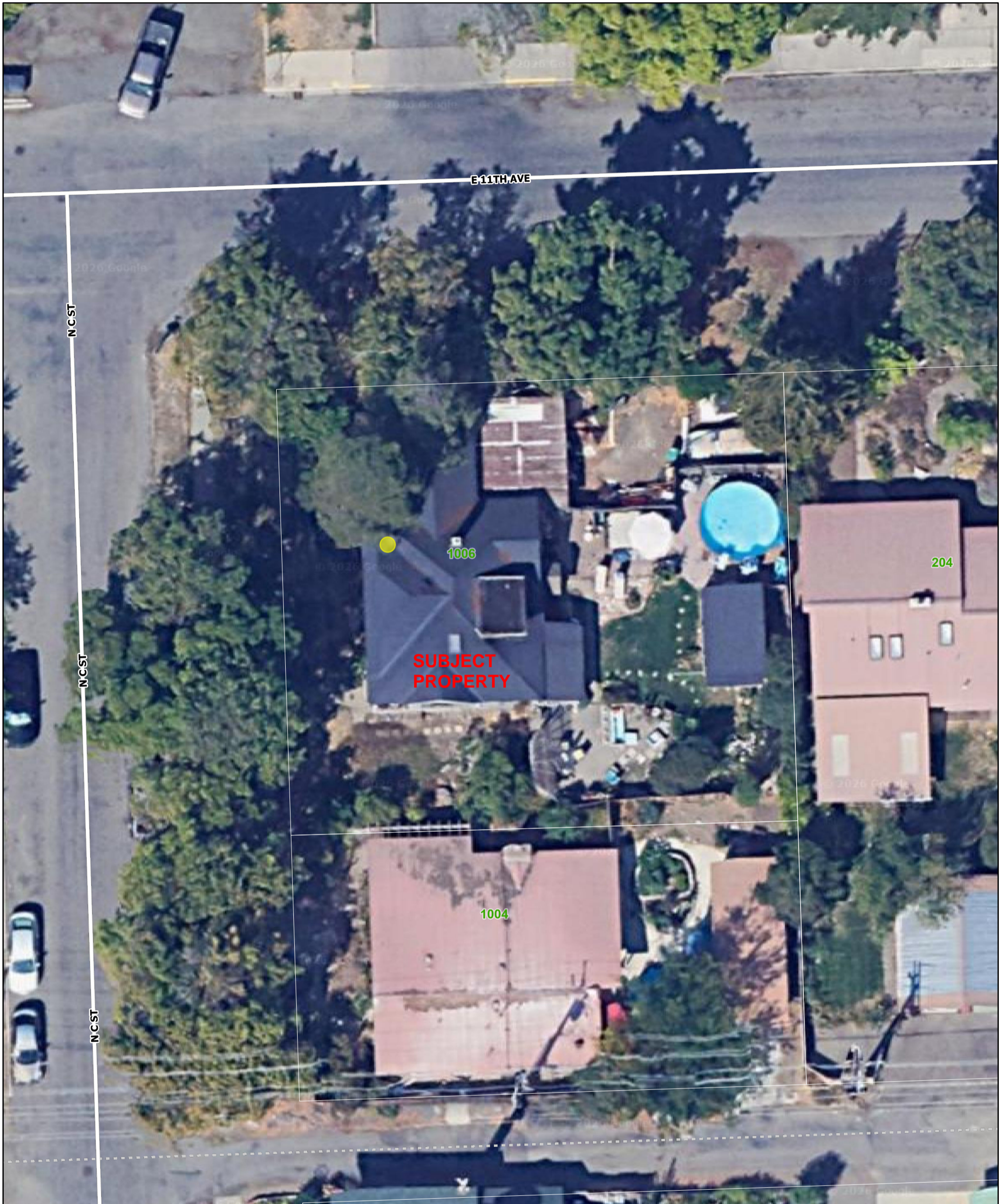
**Financial Impact:**

Budget Adjustment: No







**Attachments:**

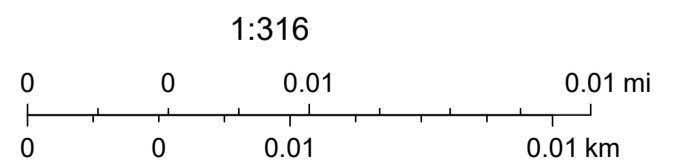
1. Exhibit A - LOCATION MAP
2. Exhibit B.1 - APPLICATION
3. Exhibit B.2 - NARRATIVE
4. Exhibit B.3 - SITE PLAN & IMAGES

# Exhibit A - Location Map



5/14/2026, 8:59:21 AM

-  ArcGIS World Geocoding Service
-  Alley
-  City Parcels
-  Addresses
-  Road
-  Active



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# 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:	DT
Date Submitted:	4/17/26
Fee Total:	N/A
LDC FILE #:	P-26-044
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):	Day Phone:	
Dale & Stephanie Hubbard		
1006 C Street		
Mailing Address:	E-mail:	Cell Phone:
hdale@hdale9321@gmail.com		

**\*APPLICANT:**       Owner       Contractor       Tenant       Other \_\_\_\_\_

Name:	Day Phone:	
Mailing Address:		
E-mail:	Cell Phone:	

**CONTACT PERSON:**       Owner       Contractor       Tenant       Other \_\_\_\_\_

Name:	Day Phone:	
Dale		
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](http://www.codepublishing.com/wa/ellensburg).

<input type="checkbox"/>	Parcel Number of Site:	
<input type="checkbox"/>	Site Address:	
<input type="checkbox"/>	City Zoning Designation:	Is a building permit required: <input type="checkbox"/> Yes <input type="checkbox"/> No

**PROJECT INFORMATION:**

<input type="checkbox"/>	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.
<input type="checkbox"/>	Site Plan:	<ol style="list-style-type: none"> <li>1. All building locations and dimensions to property lines and other structures.</li> <li>2. Property lines and easements.</li> <li>3. Setbacks, open space and landscaping.</li> <li>4. Rights of way, curbs, parking sidewalks.</li> </ol> (The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)
<input type="checkbox"/>	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
<input type="checkbox"/>	Exterior Lighting:	Identify the location, design, wattage, and lighting orientation.
<input checked="" type="checkbox"/>	Exterior building alterations, rehabilitation, or restoration:	<ol style="list-style-type: none"> <li>1. Scaled building elevations of all building sides.</li> <li>2. Samples of types of materials to be used in the construction.</li> <li>3. Paint colors &amp; design (each paint color applied to 8-1/2" x 11" poster board.</li> <li>4. Type of paint removal method (i.e., water, chemical, mechanical).</li> <li>5. Repointing mortar joints – pointing styles and method.</li> <li>6. Window repair/replacement/alteration detail.</li> </ol>
<input type="checkbox"/>	Signage:	<ol style="list-style-type: none"> <li>1. Colored design</li> <li>2. Dimensions</li> <li>3. Location – Drawing or photograph depicting sign(s) on the building or pole.</li> <li>4. Type of illumination.</li> </ol>
<input type="checkbox"/>	Dumpster:	<ol style="list-style-type: none"> <li>1. Screening materials &amp; colors</li> <li>2. Location</li> </ol>
<input type="checkbox"/>	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, Dale Hubbard, (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 here within is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner: (or Authorized Agent)		Date:	4/16/20
--	---	-------	---------

1806 □ 9.



Replacing Aluminum windows with Vinyl.

Same rough design of Sliders, Trim design is like the photo provided.



E 11TH AVE

NC ST

1009

1005

1003

1006

1004

1002

204

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208

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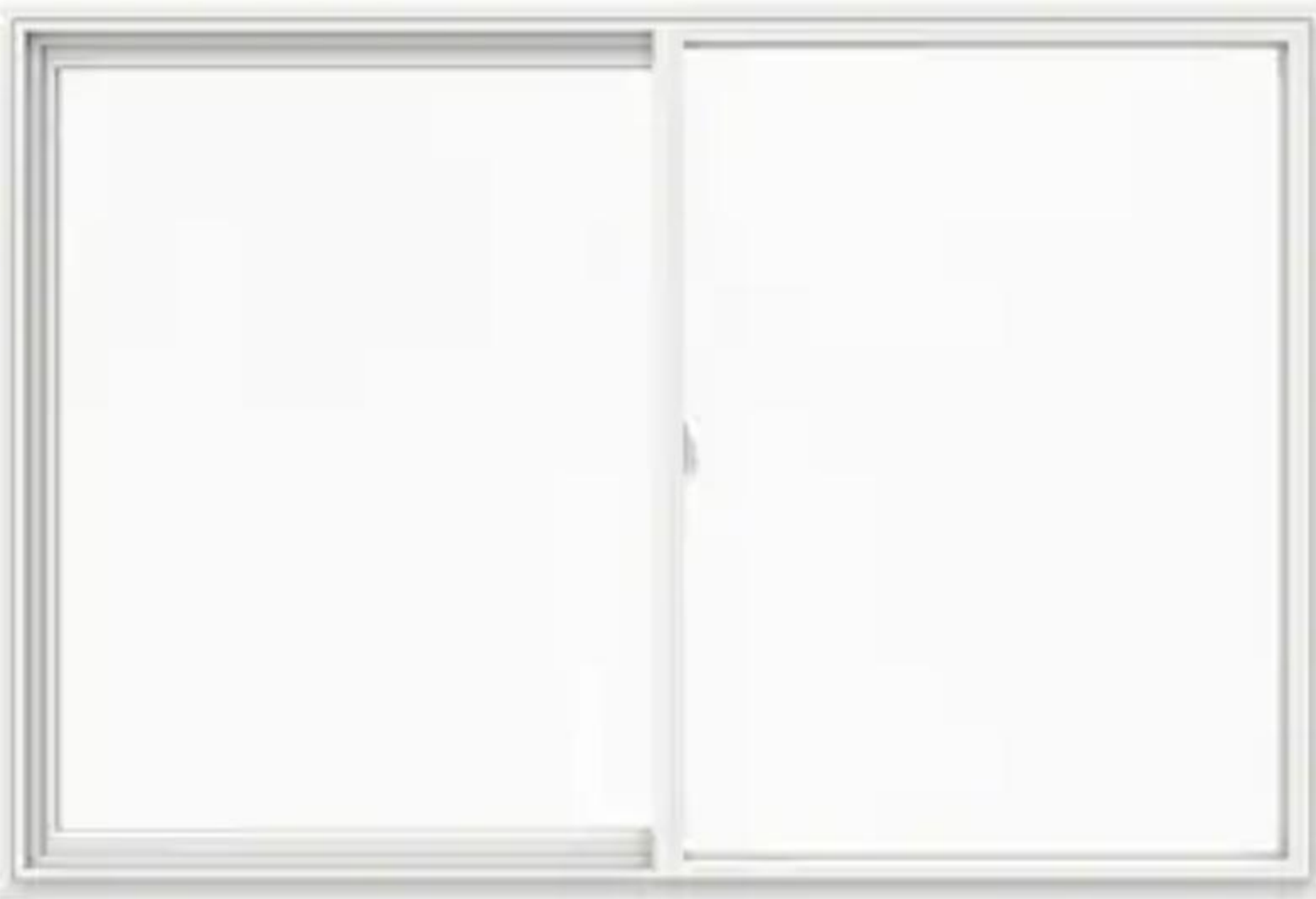
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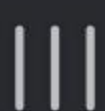
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1



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Meeting Date: May 19, 2026  
City of Ellensburg

**Landmarks & Design Commission Agenda Report**

**Agenda Subject:** Public hearing for consideration of a Certificate of Appropriateness (COA), for the installation of a front porch and fence at 115 E 9th Ave, Parcel ID #113334

**Submitted by:**  
**Department:** Community Development

**Suggested Motion/Action:**

Move to approve COA for James & Ashley Nordberg, property owners, for the construction of a porch and fence at 115 E 9th Ave, as proposed, with one condition:

- The maximum fence height shall be 42 inches if constructed less than five feet from the property line or sidewalk, whichever is less.

**Background/Summary:**

**TYPE OF REVIEW:**

Review of proposed changes to landmarks register properties 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 as 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 115 East 9th is historically known as the Spalding House, per the original First Railroad District Nomination Form. This house, built ca. 1905, is considered a historic-contributing house to the overall historic district. This is a 1.5 story vernacular bungalow style home, with wood cladding, and a side gable roof. The windows add visual character to the home, with 12 over 1 original wood windows, which remain relatively intact throughout the house.

The applicant proposes to construct a porch starting at the side entrance of the home,

extending to and wrapping around the rear of the home. Additionally, the applicant proposes a 5-foot-tall cedar fence in the side yard of the subject property. Per ECC 15.320.120(A)(2), the maximum height for fences in a corner lot side yard flanking a street is 42 inches if placed less than five feet from the property line or sidewalk, whichever is less. The site plan indicates the fence is to be located approximately 7' 3" from the side property line. The subject property is located at 115 East 9th Ave, Parcel ID #113334, in Residential Low (R-L) zoning. The applicant has submitted a narrative detailing the proposal (Exhibit B.2), photos of existing conditions and future conditions (Exhibit B.3), and a site plan detailing work on the subject property (Exhibit B.4).

In review of the criteria found in ECC 15.530.020(B)(1), staff find that the proposed work on this historic contributing building will not detract from the overall historic character of the neighborhood, nor will it create a false historical appearance on the building itself. As such, staff find that this project meets the following two criteria of said section (cited above):

- a) Retain(s) and preserves the overall historic character of the historic district, and
- b) Ensure(s) that the 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 recommend that the Certificate of Appropriateness (COA) be approved by the Commission for the construction of a porch and fence, as proposed, at 115 E 9th Ave, with one condition:

- The maximum fence height shall be 42 inches if constructed less than five feet from the property line or sidewalk, whichever is less.

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 historic district, and
  - b. Ensure(s) that the proposed alterations are compatible with the building's own architectural character and do not create a false historical appearance.
3. The applicant is the the owner of this building and can pursue this action. This building is a contributing building in the First Railroad Addition National Register and Local Landmarks Historic District.
4. It is in the interest of the City of Ellensburg to protect the historic integrity and character

of historic districts. This proposal, if approved, would not negatively impact the 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. Exhibit A - Location Map
2. Exhibit B.1 - APPLICATION
3. Exhibit B.2 - NARRATIVE
4. Exhibit B.3 - EXISTING & PROPOSED IMAGES
5. Exhibit B.4 - SITE PLAN

# Exhibit A - Location Map



5/14/2026, 9:46:19 AM

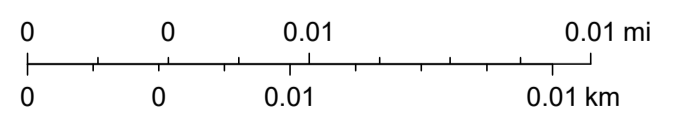
 ArcGIS World Geocoding Service

---- Alley

Addresses

Active

1:316



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# 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:	DT
Date Submitted:	04/07/26
Fee Total:	N/A
LDC FILE #:	P26-047
Associated Permit File #:	B26-

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

Legal Owner Name(s):	Jason Ashley Nordberg	Day Phone:	
Mailing Address:	115 E 9th Ave, Ellensburg, WA, 98926		
E-mail:	jasonnordberg@gmail.com	Cell Phone:	509-833-9135

**\*APPLICANT:**       Owner     Contractor     Tenant     Other \_\_\_\_\_

Name:		Day Phone:	
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](http://www.codepublishing.com/wa/ellensburg).

<input type="checkbox"/>	Parcel Number of Site:	113334		
<input type="checkbox"/>	Site Address:	115 E 9th Ave, Ellensburg, WA 98926		
<input type="checkbox"/>	City Zoning Designation:	Residential	Is a building permit required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**PROJECT INFORMATION:**

<input type="checkbox"/>	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.
<input type="checkbox"/>	Site Plan:	<ol style="list-style-type: none"> <li>1. All building locations and dimensions to property lines and other structures.</li> <li>2. Property lines and easements.</li> <li>3. Setbacks, open space and landscaping.</li> <li>4. Rights of way, curbs, parking sidewalks.</li> </ol> (The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)
<input type="checkbox"/>	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
<input type="checkbox"/>	Exterior Lighting:	Identify the location, design, wattage, and lighting orientation.
<input type="checkbox"/>	Exterior building alterations, rehabilitation, or restoration:	<ol style="list-style-type: none"> <li>1. Scaled building elevations of all building sides.</li> <li>2. Samples of types of materials to be used in the construction.</li> <li>3. Paint colors &amp; design (each paint color applied to 8-1/2" x 11" poster board.</li> <li>4. Type of paint removal method (i.e., water, chemical, mechanical).</li> <li>5. Repointing mortar joints – pointing styles and method.</li> <li>6. Window repair/replacement/alteration detail.</li> </ol>
<input type="checkbox"/>	Signage:	<ol style="list-style-type: none"> <li>1. Colored design</li> <li>2. Dimensions</li> <li>3. Location – Drawing or photograph depicting sign(s) on the building or pole.</li> <li>4. Type of illumination.</li> </ol>
<input type="checkbox"/>	Dumpster:	<ol style="list-style-type: none"> <li>1. Screening materials &amp; colors</li> <li>2. Location</li> </ol>
<input type="checkbox"/>	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

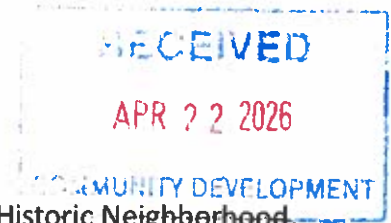
E-mail: hendersons@ci.ellensburg.wa.us

**SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:**

I, Jason Nordberg, (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 here within is written permission from the owner(s) authorizing my actions on his/her/their behalf.

<b>Signature of Legal Owner:</b> (or Authorized Agent)		<b>Date:</b> Apr. 21, 2026
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To whom it may concern,

In regards to 115 E 9<sup>th</sup> Ave, Ellensburg, WA , a property located in the Historic Neighborhood, 1st Railroad Addition:

In the tradition of turn-of-the-century houses having grand porches, we are pleased to propose our plans for a grand porch of our own. This will be the third porch that our house has had, the first being original to the 1910 construction. This front porch was eventually absorbed into the living room by 1938 , when the front end of the house was remodeled and a new front entrance was built, around 1936 or so.

The second porch was built at the back entrance. This was in place by 1928, but was subsequently enclosed as well.

This newest porch starts at the side entrance, extends towards the back of the house, and will wrap around the back of the house, creating a new living space for gathering and enjoying our wonderful neighborhood.

It is to be finished with cedar posts, railings, skirting, and Newel Post Caps, to give it an historical appearance , thus keeping in the style of the first half of the 1900's. I have included a picture of a porch that our contractor built on an older house like ours as a reference.

Joining the porch, will be a period correct cedar fence, with dog-eared tops, which will extend in a straight line from the porch to the garage. This fence will stand approximately 5 feet tall. I have included sample pictures of what it will look like when finished.

Due to oversight on my part, we have already begun construction. I have included pictures of our progress so far, so it's easy to imagine what it will look like when completed. The decking itself is a greyish color, with subtle blue highlights that match our house colors.

I have also included an 1/8" scale drawing of our property, with the proposed changes drawn in red.

I apologize for the oversight on my part of not submitting this application earlier. Thank you for taking the time to consider our project. We look forwards to obtaining your approval through a Certificate of Appropriateness .

Thank-you,

Jason Nordberg

(509)833-9135

[Jasonnordberg1@gmail.com](mailto:Jasonnordberg1@gmail.com)

4/22/2026

RECEIVED  
04-22-26  
COMMUNITY  
DEVELOPMENT  
P26-047





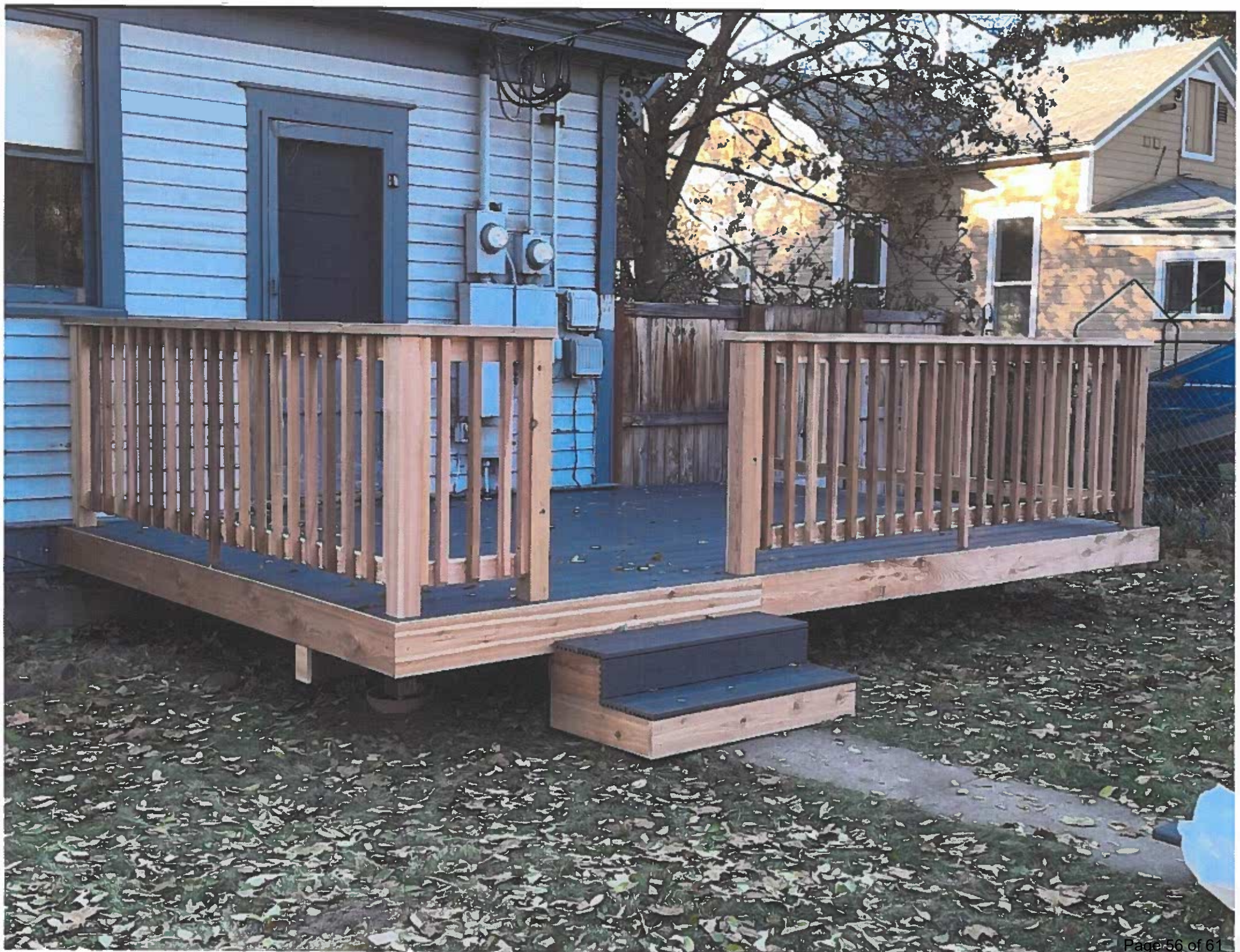
Cedar Posts  
↳

New deck  
is grey with  
blue tint

posts will  
have  
Newel Caps







This is a deck that our contractor built. Ours will be similar, but with Newel post caps, and cedar skirting.



New Cedar fence design example, with Newel Post caps  
5' in height



# New Cedar Fence design







*City of Ellensburg*

# PROCLAMATION

National Historic Preservation Month 2026  
"People Saving Places"

**WHEREAS**, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals and public agencies in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

**WHEREAS**, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

**WHEREAS**, historic preservation is an effective tool for revitalizing neighborhoods, managing growth and sustainable development, fostering local pride and maintaining community character while enhancing livability; and

**WHEREAS**, Ellensburg encourages the preservation and active use of historic structures to enhance the city's quality of life, economic vibrancy, and environmental sustainability; and

**WHEREAS**, Ellensburg's Preservation Month May 2026, honors national historic preservation month at a City, State, and National level, and is cosponsored by the Ellensburg Landmarks and Design Commission, Ellensburg Downtown Association, Kittitas County Historical Museum, and the National Trust for Historic Preservation.

**Now, Therefore**, We, the City Council of the City of Ellensburg, do proclaim May 2026 as National Historic Preservation Month and call upon the people of Ellensburg to join their fellow citizens across the United States of America in recognizing and participating in this special observance.