

AGENDA

LANDMARKS & DESIGN COMMISSION

June 16, 2026

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/87561300745>

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."
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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,

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

**CITY OF ELLENSBURG
LANDMARKS & DESIGN COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, June 16, 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 May 19, 2026 LDC Meeting Minutes
- 4. Public Comment**
- 5. New Business**
 - 5.A CLG Grant Story Map Project Progress Update
- 6. Unfinished Business**
- 7. Staff Update/Discussion Items**
 - 7.A 2027 City of Ellensburg Historic Preservation Grant
- 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: June 16, 2026

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

Agenda Subject: May 19, 2026 LDC Meeting Minutes
Submitted by:
Department: Community Development

Suggested Motion/Action:
Motion to approve the May 19, 2026 Landmarks & Design Commission meeting minutes.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:
1. 05.19.26 LDC Minutes



CITY OF ELLENSBURG

Minutes of Landmarks & Design, Regular Meeting

Date of Meeting

May 19, 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, Julia Stringfellow, Jeff Watson

Absent: Scott Carlson, Fred Redmon, Teresa Chanes,

Blackson motioned to excuse. Motion passed 4-0.

Others Present: Chace Pedersen – Associate Planner; Denise Tlatelpa – Planning Technician; and community members.

2. Approval of Agenda

Commissioner Blackson motioned to approve the agenda. Motion Passed 4-0.

3. Approval of the Minutes

3.A 3.17.26. LDC Meeting Minutes

3.A 3.17.26. LDC Meeting Minutes

Commissioner Blackson motioned to approve the two meeting minutes presented.
Motion Passed 4-0.

4. Public Comments

None.

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

Commissioner Blackson presented the project and confirmed that there was no interest, financial gain or loss, communication with the applicant, or any employment-related matters concerning the work in question. These conditions did not apply to any of the commission members present. Pedersen provided a staff report to the commissioners that explained the project's intent, the submitted materials, design features, maintenance plan, and the historical significance of the site. He then presented the staff's recommendation to approve the project with no conditions. Jody Polak, representing the Ellensburg Rodeo Board, outlined the project scope and intent. Pedersen also noted that the staff's comments included the requirement for a mural permit and a building permit.

Commissioner Watson motioned to approve the Certificate of Appropriateness. Motion passed unanimously 4-0.

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 Commissioner Blackson presented the project and confirmed that there was no interest, financial gain or loss, communication with the applicant, or any employment-related matters concerning the work in question. These conditions did not apply to any of the commission members present. Pedersen provided a staff report to the commissioners that explained the project's intent, the submitted materials, design features, and the historical significance of the site. He then presented the staff's recommendation to approve the project with no conditions. Dale Hubbard, property owner of the site in question, did not provide any additional presentations or information. Commissioner Blackson acknowledged the current conditions of the mismatched windows.

Commissioner Watson motioned to approve the Certificate of Appropriateness. Motion passed unanimously 4-0.

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 Commissioner Blackson presented the project and confirmed that there was no interest, financial gain or loss, communication with the applicant, or any employment-related matters concerning the work in question. These conditions did not apply to any of the commission members present. Pedersen provided a staff report to the commissioners that explained the project's intent, the submitted materials, design features, the applicable design standards per Ellenburg's municipal code, and the historical significance of the site. He then presented the staff's recommendation to approve the project with one condition: the maximum fence height shall be 42 inches if constructed less than 5 feet from the property line or sidewalk, whichever is less. Jason and Ashley Nordberg, property owners of the site in question, outlined the additional historical value the added work would have, clarified the extent of the new fence, and asked for clarification on future added features. Pedersen recommended that the owners reach out to the community development department for clarification.

Commissioner Blackson motioned the amendment to correct the applicant's first name. Motion passed 4-0. Commissioner Watson motioned to approve Certificate of Appropriateness. Motion passed unanimously 4-0.

6. Unfinished Business

None.

7. Staff Update/Discussion Items

7.A Historic Preservation Month Updates

Pedersen announced that the city council appreciates the LDC's efforts in the community. The Coffers Signage project has successfully received funding. Additionally, the Historical District has acquired 10 new signs and banners for the downtown and railroad historical district in preparation for the upcoming events. Commissioner Watson requested an option to share information about historic subdivisions, possibly on the city website, as part of the preparations for next year's events.

Pedersen also announced the upcoming Mural Festival Downtown Event, organized by the Mural Society, which plans to paint on existing painted walls within the alleyways of downtown.

8. Commission Representative Update

None.

9. Adjournment

Blackson adjourned the meeting at 6:32 pm.

**City of Ellensburg
Landmarks and Design Commission
2027 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 \$25,907.68 for 2027. 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.

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 **Monday, August 31, 2026**. Applications shall be submitted in person to the **City Manager’s Office, City Hall, 501 N. Anderson Street, Ellensburg, WA 98926** or by email: delafordg@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. Applicants shall submit a request for extension before October 31, 2027, 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 **City Manager's Office, 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 31, 2026**, 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, 2027**
- **Final project report to the LDC by October 31, 2027**

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
2027 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: \$

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-	Applicant Cash	Requested
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		Kind		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