

AGENDA

LANDMARKS & DESIGN COMMISSION

July 21, 2026

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/82253757090>

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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- 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.

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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, July 21, 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 7.7.26 LDC Meeting Minutes
- 4. Public Comment**
- 5. New Business**
 - 5.A Public hearing for consideration of a Certificate of Appropriateness (COA), for the installation of new windows & doors and exterior facade work at 301-301 N Main St. & 207 W 3rd Ave, Parcel ID #247033 & 257033.
- 6. Staff Update/Discussion Items**
 - 6.A Comprehensive Plan Open House
 - 6.B PLACES 2026 CLG Networking Event
- 7. Commission Representative Update**
- 8. Adjournment**



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



Meeting Date: July 21, 2026

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

Agenda Subject: 7.7.26 LDC Meeting Minutes
Submitted by:
Department: Community Development

Suggested Motion/Action:

Move to approve the July 7, 2026 Landmarks & Design Commission meeting minutes.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. 07.07.26 LDC Minutes



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Landmarks & Design, Regular Meeting

July 7, 2026

5:45 PM

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, Scott Carlson, Marty Blackson, Fred Redmon, Julia Stringfellow

Absent: Teresa Chanes, Jeff Watson

Blackson motioned to excuse. Motion passed 5-0.

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

2. Approval of Agenda

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

3. Approval of the Minutes

3.A June 16, 2026 LDC Minutes

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

4. Public Comments

None.

5. New Business

5.C Public hearing for consideration of a Certificate of Appropriateness (COA), for The installation of a new front porch/deck 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, previously submitted permits, and the historical significance of the site. He then presented the staff's recommendation to approve the project as proposed. Commissioners discussed the materials used, proposed, and depicted. Jason Nordberg, property owner of the site in question, clarified the materials that will be used versus the ones depicted in the rendering.

Commissioner Carlson motioned to approve the Certificate of Appropriateness. Motion passed unanimously 5-0.

6. Staff Update/Discussion Items

6.A 2026 PLACES CLG Event

Pedersen informed the commission of the upcoming PLACES Certified Local Government Event that will be taking place in Ellensburg. The coordinator has contacted the Landmarks & Design Commission to plan a casual networking event. Commissioner Carlson has offered to host the event at his home on Wednesday, October 7th, after 4:30 PM.

Pedersen reminded the commission about the Comp Plan Open House Event taking place on Wednesday, July 22nd, at the Foundry Building from 4:00 to 6:00 PM. The commission is invited to attend either as representatives of the Landmark and Design Commission, Historic Preservation, or as individuals.

7. Commission Representative Update

None.

8. Adjournment

Blackson adjourned the meeting at 6:05 pm.



Meeting Date: July 21, 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 new windows & doors and exterior facade work at 301-301 N Main St. & 207 W 3rd Ave, Parcel ID #247033 & 257033.

Submitted by:

Department: Community Development

Suggested Motion/Action:

Move to approve COA for Legacy 404 LLC, property owners, for the installation of new doors & windows and exterior facade renovation at 301-311 N. Main St. & 207-209 W. 3rd Ave, parcel #247033 & #257033, 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:

The Landmarks & Design Commission previously approved a COA at 303 N Main St. for the replacement of an Ellensburg Rodeo mural/sign on May 19, 2026.

Analysis:

STAFF COMMENTS:

The building at 301-311 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 storefronts. 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 1960s. 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 & 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 cafés, bike shops, clothing stores, and a printing shop.

The applicant seeks to replace doors & windows on the first floor and upgrade the façade at 207 W 3rd Ave to match the existing façade at 209 W 3rd Ave. The property is located at 301-311 N Main St. and 207 W 3rd Ave, Parcel ID #247033 & 257033, in Central Commercial (C-C) zoning. The applicant has submitted plans (Exhibit B.2 & Exhibit B.3), detailing the proposed work, as well as a project narrative (Exhibit B.4), and site images showing existing and proposed conditions (Exhibit B.5).

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 doors, windows, and exterior façade upgrades, as proposed, at 301-311 N. Main St. and 207 & 209 W 3rd Ave., with no conditions.

If the Commission should choose to follow the recommendation of Staff and approve the COA, Staff would advise the Commission that the following Findings of Fact are applicable to this project:

1. Per ECC Sections 15.280.100 and 15.530.020, the LDC has jurisdiction to review this project.
2. The project has been found to be in keeping with two of the required building design standards of ECC 15.530.020, specifically that it:
 - a. Retains and preserve(s) the overall historic character of the 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 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:

None

Budget Adjustment: No

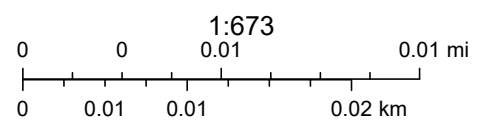
Attachments:

1. Exhibit A - Location Map
2. Exhibit B.1 - APPLICATION
3. Exhibit B.2 - ELEVATION
4. Exhibit B.3 - FIRST FLOOR
5. Exhibit B.4 - PROJECT NARRATIVE
6. Exhibit B.5 - SITE IMAGES

Exhibit A - Location Map



7/17/2026, 9:06:49 AM



Bloomfield Township MI, Esri., Inc., COE GIS, © OpenStreetMap (and) contributors, CC-BY-SA



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:	06/26/26
Fee Total:	N/A
LDC FILE #:	P26-074
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):	Legacy 404 LLC	Day Phone:	541-678-3269
Mailing Address:	11 W Adams St, Burns OR 97720		
E-mail:	Legacy404LLC@gmail.com	Cell Phone:	541-413-0046

*APPLICANT:

☒ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	Forrest + Jen Keady	Day Phone:	
Mailing Address:	11 W Adams St, Burns OR 97720		
E-mail:	ForrestKeady11@gmail.com	Cell Phone:	

CONTACT PERSON:

☒ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	(Above)	Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

PROJECT INFORMATION:

This application shall be submitted, with all required information, to Community Development Staff and deemed a complete application, to be considered for a public meeting. At the duly-noticed public hearing, the Landmarks and Design Commission will make a decision of whether to approve, approve with conditions or deny the Certificate of Appropriateness application. Per Section 15.210.050.B, a denial may be appealed to the City Council. Please consult with the Senior Planner for Historic Preservation if you have any questions. All projects must meet the City of Ellensburg Design Standards (Title 15) and ECC 15.70, Landscaping Requirements. A copy of the Design Standards is available at the Community Development Department or located online at www.codepublishing.com/wa/ellensburg.

☒	Parcel Number of Site:	247033 + 257033
☐	Site Address:	304-311 N Main St, Ellensburg
☐	City Zoning Designation:	Is a building permit required: ☒ Yes ☐ No

(OVER)

PROJECT INFORMATION:

☒	Project Description:	In a separate narrative, please describe how your project complies with the guidelines for historic properties listed in Sections 15.280.090, 15.530.020 & 15.530.030.
☐	Site Plan:	1. All building locations and dimensions to property lines and other structures. 2. Property lines and easements. 3. Setbacks, open space and landscaping. 4. Rights of way, curbs, parking sidewalks. (The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)
☐	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
☐	Exterior Lighting:	Identify the location, design, wattage, and lighting orientation.
☒	Exterior building alterations, rehabilitation, or restoration:	1. Scaled building elevations of all building sides. 2. Samples of types of materials to be used in the construction. 3. Paint colors & design (each paint color applied to 8-1/2" x 11" poster board. 4. Type of paint removal method (i.e., water, chemical, mechanical). 5. Repointing mortar joints – pointing styles and method. 6. Window repair/replacement/alteration detail.
☐	Signage:	1. Colored design 2. Dimensions 3. Location – Drawing or photograph depicting sign(s) on the building or pole. 4. Type of illumination.
☐	Dumpster:	1. Screening materials & colors 2. Location
☐	Special Valuation	Submit documentation for application for Special Valuation for Historic Purposes per ECC 15.280.110 if applicable.

PLEASE NOTE: Items marked above shall be submitted to the Community Development Department **Twenty-One (21) Calendar Days before** the regular scheduled meeting of the Landmarks & Design Commission to allow time for review, processing and advertising according to WA State Statute. The Landmarks & Design Commission meets on the first Tuesday of each month and, if needed, on the third Tuesday of each month.

Stacey Henderson, Senior Planner/ Historic Preservation, is the staff liaison to the Landmarks & Design Commission.

Telephone: (509) 925-8608

FAX: (509) 915-8655

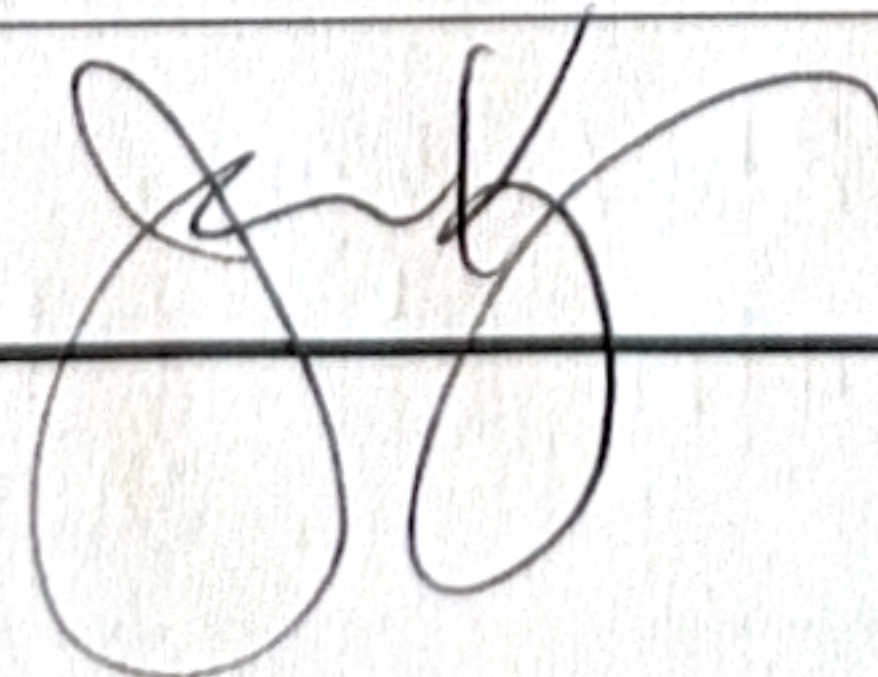
E-mail: hendersons@ci.ellensburg.wa.us

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

I, Jennifer 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 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:

6-26-26

PRELIMINARY

REVISIONS	
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	NO.	DATE
DRAFTING: RM		
DESIGN: CR		
SCALE:		
DATE: 06-19-2026		
W.O. No.: 26-1460		

PROJECT INFORMATION:

REMODEL
AT THE ELLENSBURG HOTEL
301 N. MAIN ST.
ELLENSBURG, WA 98926

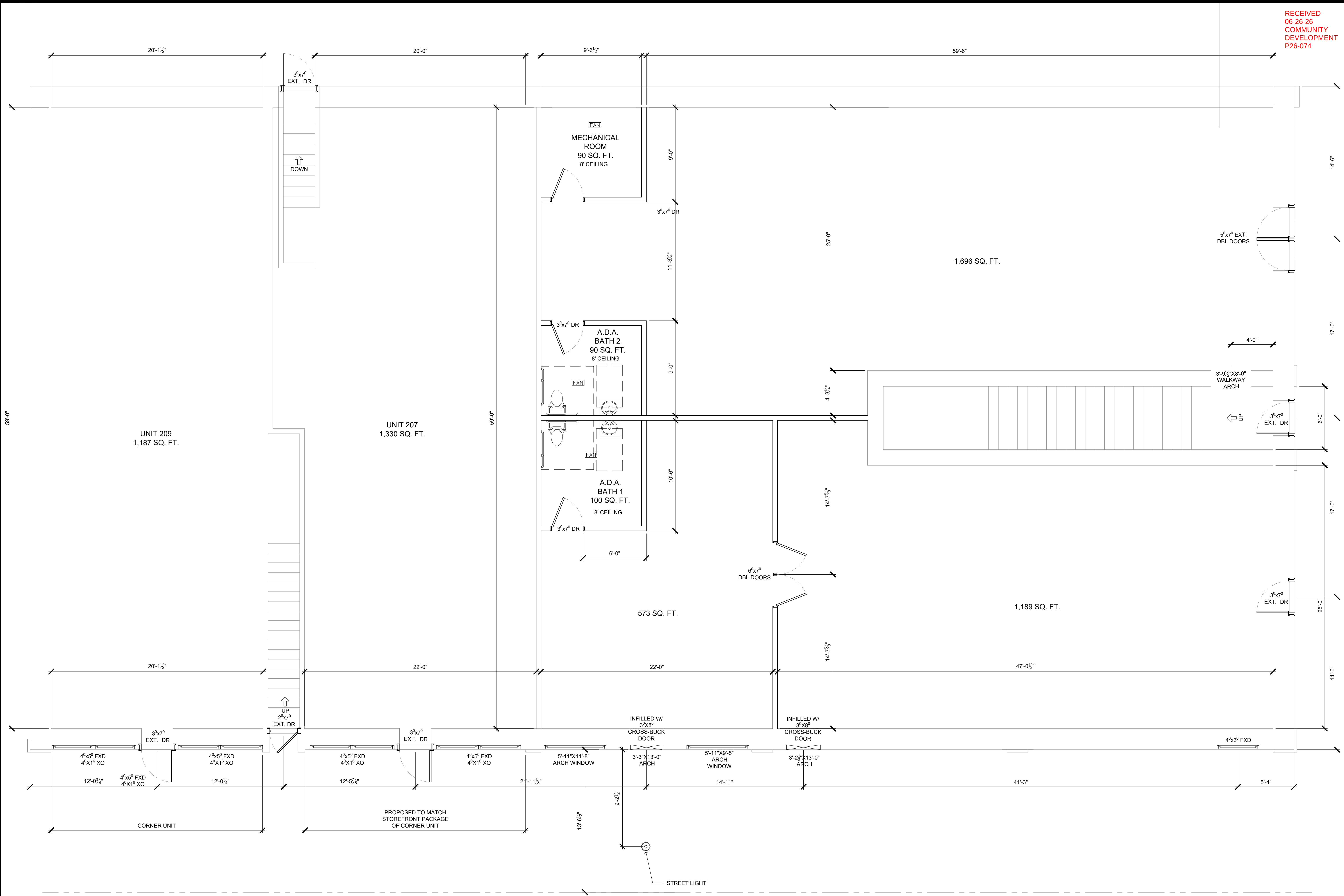
FORREST AND JEN KEADY
301 N. MAIN ST.
ELLENSBURG, WA 98926

CAROWLES ENGINEERING & DESIGN
20655 CARMEN LOOP, #200, BEND, OREGON 97702 541.585.2207
www.carowlesengineering.com

SHEET

A1.1





RECEIVED
06-26-26
COMMUNITY
DEVELOPMENT
P26-074

PRELIMINARY

DATE: 05/19/2026

DRAFTING	RM	NO.	DATE	REVISIONS
DESIGN	CR			
SCALE				
DATE				
W.O. No.				

PROJECT INFORMATION:
REMODEL
AT THE ELLENSBURG HOTEL
301 N. MAIN ST.
ELLENSBURG, WA 98926

SHEET TITLE:
DEVELOPER:
FORREST AND JEN KEADY
301 N. MAIN ST.
ELLENSBURG, WA 98926

C.A. ROWLES ENGINEERING & DESIGN
20655 CARMEN LOOP, #200, BEND, OREGON 97702 541.385.2207
www.carowlesengineering.com

SHEET
A1.2

PROPOSED LOWER FLOOR PLAN REMODEL

‘The Ellensburg’ Project

PROJECT DESCRIPTION

This will be a phased project - with the first phase being the focus of this Landmark & Design application.

Phase 1 – Revitalization of spaces 301 & 303 N Main // 207 W 3rd Ave. & Exterior Paint (2026)

- We plan to replace and upgrade the existing windows and doors at 301 and 303 as well as 207 W 3rd St. The new windows will be similar in design, double paned, and energy efficient. (See attached pictures where windows/doors will be replaced). The window and door replacement will be done through Precision Glass out of Yakima, WA.
- We also plan to upgrade the exterior facade at 207 W 3rd Ave to mirror the facade of 209 W 3rd Ave .
- In the next 24 months, we plan to paint the entire exterior of the building that has been previously painted. The new color scheme will be a white base with dark trim to highlight all of the historic features of this beautiful property.
- The only additional exterior work we plan to do will encompass relocating overhead power lines below ground along the back of the building in the alley. This will improve the aesthetic as well as make better use of our space.

SITE PLAN

‘The Ellensburg’ is located at 301-311 N Main St in downtown Ellensburg, spanning almost an entire city block. It is a brick building that has been painted in the past. There is a small strip of land along the backside of the property that is used for tenant parking. We would like to relocate overhead power into that ground space.



RECEIVED
06-26-26
COMMUNITY
DEVELOPMENT
P26-074









open

PLANTS & BOTANICAL GOODS
EST. 2021
The BOTANY SHOP

terrarium
bar

potting
bench

soil &
supplies

plants &
pottery

209

The BOTANY SHOP

HOURS
OPEN DAILY
10:00 AM - 5:00 PM
7 DAYS A WEEK

OPEN

PLANTS & BOTANICAL GOODS
EST. 2021
The BOTANY SHOP

SHOUDY TRAIL
POST
1872
4

IN THIS SITE
JACK SPALAN BUILT
1888-1892
FIRST STORE
IN KILLBUCK VALLEY











Meeting Date: July 21, 2026

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

Agenda Subject: Comprehensive Plan Open House
Submitted by:
Department: Community Development

Suggested Motion/Action:

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. Ellensburg 2046 - July Open House Flyer_2026-0604



ELLENSBURG 2046

Hometown Heart — Bright Future

JOIN US FOR OUR DRAFT COMPREHENSIVE PLAN OPEN HOUSE!

The City of Ellensburg's **Comprehensive Plan Update** is well underway, **and we want to hear from you!** Stop by the Foundry Building on Wednesday, July 22nd, anytime between 4–6 PM for **our draft open-house event** and help shape Ellensburg's future.

Comprehensive Plan Open House



Wednesday, July 22nd | 4:00 – 6:00 PM

The Foundry Building at 421 North Main Street,
Ellensburg, WA 98926



The Draft Comprehensive Plan will be available for your review!

Join us at the open house to learn more about the project,
ask questions about the process, and share your input.