

AGENDA LANDMARKS & DESIGN COMMISSION

June 1, 2021, 5:45 pm

Remote Meeting via Zoom



In-person attendance at public meetings is currently prohibited per guidance from the Washington State Governor's office.

Members of the public who wish to participate in this meeting may do so by registering in advance for the Zoom meeting at the following link:

<https://us02web.zoom.us/j/86941809470?pwd=VzBhNksrbE1FTUpaMCTncTIEMFNVQT09>

Password: 505435

Phone participation is also available by calling **1-253-215-8782**,
and entering webinar ID: **869 4180 9470**
When prompted, the password is: **505435**

**AGENDA OF THE REGULAR MEETING OF THE
LANDMARKS AND DESIGN COMMISSION
Remote Zoom Meeting
Tuesday, June 1, 2021
5:45 PM - Landmarks & Design Commission**

1. CALL TO ORDER AND ROLL CALL OF MEMBERS

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

A. Approval of Minutes from the May 18, 2021 LDC Meeting

4. NEW BUSINESS

A. Public Hearing for Consideration of a Certificate of Appropriateness (COA) to install a sign on the front façade of 416 N Main St, Ellensburg WA 98926.

B. Public Hearing for consideration of a Certificate of Appropriateness (COA) for the construction of a fence at 108 E 11th Ave, Parcel ID # 043434.

C. Commissioner review of City of Ellensburg Historic Preservation Grant Application Form.

D. Commissioner review of CLG Grant Application submitted by Senior Planner Henderson.

5. OLD BUSINESS

6. CITIZEN COMMENT

7. STAFF UPDATE/DISCUSSION ITEMS

8. COMMISSION REPRESENTATIVE UPDATE

A. Ellensburg Downtown Association Update

9. ADJOURNMENT



**COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg WA 98926**

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time: Tuesday, May 18, 2021, 5:45 p.m.
Place of Meeting: Remote Meeting via Zoom
Present: Members: Mollie Edson, Dorothy Stanley, Lathan Wedin, Amy McCoy, Megan West
Absent: Marty Blackson, Zane Kanyer
Others Present: Stacey Henderson, Senior Planner – Historic Preservation; Kirsten Sackett, Community Development Director; Members of the public – April Rohrbach, Darren Nelson, John Graf

Note: These are **Summary** Minutes *not* Verbatim Minutes

1. Call to order and roll call of members

Meeting called to order by Chairwoman Edson at 5:45 pm.

All in favor, motion passed.

2. Approval of the agenda

Commissioner Stanley made a motion to approve the agenda as submitted. Commissioner West seconded.

3. Approval of the minutes of the Meeting of May 4, 2021.

Commissioner West made a motion to approve the minutes of May 4, 2021 with one correction. Commissioner Stanley seconded.

All in favor, motion passed.

4. New Business

a. Public Hearing for Consideration of a Certificate of Appropriateness for the proposed repainting of The Botany Shop storefront, and replacement of the storefront door, at 209 W. 3rd Ave., Parcel ID # 247033

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson stated that the applicant is proposing to repaint the storefront located at 209 W. 3rd Ave. The proposal is to repaint the front of the Botany Shop storefront and to replace the front door. The building is on the corner of Main and 3rd, the Shoudy Cadwell building. She displayed a photo of the existing storefront. It was built around 1889, in Italianate style and was built of brick masonry construction. The proposal is to paint it the color Lemon

Meringue – intended to match as close as possible to the trim and accent on the upper windows. For the record she added a different paint color as a new Exhibit to the record as D.1. This differs from the color that was included in the packet. She also displayed a rendering of the proposed replacement door. Henderson also displayed the other exhibits provided by the applicant, including other storefronts in the vicinity with similar design.

Edson asked if the applicant had anything to add. She did not. Edson opened the floor to testimony from the public, but there were no members of the public in attendance.

Chair Edson asked if the Commissioners had any questions. Commissioner Wedin asked for Henderson to again display the rendering of Exhibit B.4. Wedin wanted to know if the applicant was planning to paint the inside of the jams on the existing column. The applicant said that she was not actually intending to paint that specific portion, and it was a mistake on the rendering. She was only going to paint the actual trim around the windows. Wedin then asked if there was a width on the door. Henderson said there was not, but if the applicant received COA approval, they would then have to apply for a building permit. That permitting process would ensure the proper size on the door. There were no further questions. Edson closed the public hearing.

Commissioner West made a motion to accept the proposal with the Findings of Fact presented by staff, and to approve the Certificate of Appropriateness with no conditions as recommended by Staff.

McCoy seconded. No discussion. **All in favor; motion passed.**

b. Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed reconstruction of a dormer and restoration of original dormer side walls, at 109 E. 10th Ave., (Parcel ID #08343)

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson stated that the applicant is proposing to make exterior modifications to the house located at 109 E. 10th Ave, which is located within the First Railroad Addition National Register and Local Landmark Districts. She displayed her screen to share the exhibits. The house was built in 1908 and has suffered some “remuddling” over the years through unfortunate renovations. She displayed some historic photos, along with photos of the current look. She then shared that the applicants are trying to restore the house back to its original design. The dormers were altered, porches were removed, the windows are not original and the siding is not original. In 2018, the applicants were approved to begin restoration and reconstruction, including adding an ADU and remodeling a barn. In this application today they are revising their original proposal to incorporate two changes.

They are proposing to remove the dormer on the front east corner, which is not original to the house, and which is not structurally sound. They would replace it with a more accurate dormer to the original plans. As they have been working they have been uncovering original elements. Henderson displayed the proposed drawings for the east and south elevations.

The second proposal is to remove the side beams off of the dormers, then reconstruct the original, more vertical side walls on the dormers. They will put period molding and siding on the house. They also found some original 1908 siding that they intend to put back on the house.

The applicant John Graf said that he is excited about the project, and that the house was actually built in 1903, it was built in 1903 by Rick Rollinger who farmed everything behind the house. He did say that the dormer on the east side was not original, and explained some of the features that indicated that it was not original. He also has evidence that the side walls were also not original.

Chair Edson asked if the Commissioners had any questions. Commissioner Wedin asked if they knew anything about original paint colors or roofing. Graf said they have been working with historian David Wheeler, who gave them some paint chips to work off of. They went to Sherwin Williams to match up the color. They plan to use some classical contrasting colors. Regarding the roofing, they are going back to a cedar shake for some portions and charcoal gray heavy shingle roof for others. They also intend to put the swoop back into the roof. Wedin then asked more about the style of the home. Graf said it is technically French Mansard, which is a subcategory of Victorian.

Chair Edson had a question about where the wood shingles would be used. Graf said that the swoop sections would be wood. And the top portions of the roof would be shingle. Edson asked if there would be any other modifications that would require them to come back to the LDC. Graf said there should be no more changes.

Commissioner McCoy asked if we ever found out the original name of the house. Henderson responded that she had not yet found it. There were no more questions; Edson closed the public hearing.

Commissioner West made a motion to accept the proposal with the Findings of Fact presented by staff, and to approve the Certificate of Appropriateness with no conditions as recommended by Staff:

Commissioner Wedin seconded. No discussion. **All in favor; motion passed.**

c. Public Hearing for Consideration of a Certificate of Appropriateness (COA) to install a vinyl mural and construct a courtyard roof, behind the building at 416 N. Main St., (Parcel ID #286933)

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson stated that the applicant is proposing to construct a courtyard roof and install a vinyl mural on the building located at 416 N. Main Street. Planner Henderson described the location of this building and showed the location of the back courtyard. She displayed a photo of the brick wall where the mural would be located. She showed a rendering of the proposed courtyard roof, at 20 x 27 x 12. It would be a free-standing structure not connected to the building in any way. She displayed other exhibits provided by the applicant to depict the types of materials and look of the structure.

Regarding the mural, Stacey added Exhibit B.5. for the record, which displayed the actual artwork proposed as a mural. She did explain that murals have a different approval process as found in ECC 15.720. Murals have to first be reviewed by the Arts Commission which took place at the Arts Commission meeting of May 13. A recommendation of approval for either of two potential designs was approved, and the next steps is to obtain a COA from the LDC. Henderson read through more of the requirements specific to the approval process for murals.

Henderson explained that the mural is essentially a vinyl adhesive sticker. The applicant worked with City Staff to determine the best location for the mural. The vinyl is not very breathable, so the portion of the wall selected was the wall that has already been exposed on all sides and painted over. The mural is applied with heat and rollers and is repositionable and removable.

Henderson said that staff is recommending approval with conditions as outline in the staff report.

Chair Edson asked if the applicant had anything to add. Mr. Nelson said he is trying to enhance the back patio and create an experience that is memorable and comfortable year round. With the discussion of the mural, there was a lot of thought put into where to locate the mural. He asked if he could seek approval for either of the two murals to be used depending on which fits better in the space. Chair Edson noted that the Arts Commission had approved both and we can add it to our conditions.

Chair Edson asked if the Commissioners had any questions. Commissioner Wedin had questions about what the Commission is supposed to be looking at in approving a mural, is it just the vinyl or the content of the art? Henderson and Sackett provided more description on the steps of the approval process for murals. Wedin then asked about the membrane roof. He said he had concerns about the flashing, and Mr. Nelson said he was trying to give the appearance of black metal around the roof. The idea is to give the edge a metal cap to the roofing.

Commissioner West asked the applicant if he had experience with the removal of the adhesive mural. If it is added with heat, she wanted to know how to remove it. He has witnessed the application of a mural but not the removal. He assumes that heating it makes it pliable again so that it can come off again. It is designed for exterior use and it is rated for up to 7 years. Henderson said she did some research on this product, and it is her understanding is that is removed with heat. Chair Edson asked if they could include a condition that the maintenance plan include provisions for removal. Planner Henderson said that could be included.

Chair Edson then asked about Exhibit B.4, displaying a rendering of the patio cover. She wanted to know the difference in height of the existing structure and the proposed patio cover. The applicant said there is a one-foot difference. It's designed to allow some daylight to pass through, but not intended to be drastically higher and change the look of the surroundings.

There were no more questions; Edson closed the public hearing.

Commissioner West made a motion to accept the proposal with the Findings of Fact presented by staff, and to approve the Certificate of Appropriateness for either of two potential mural designs with three conditions as recommended by Staff:

1. The applicant shall only apply the mural to the gray concrete brick wall in the courtyard, avoiding disruption or damage to the red brick of the actual building.
2. The mural shall be installed per the guidelines of ECC 15.720.040(C), "Installation and Maintenance of All Approved Murals."
3. The applicant or building owner shall submit a maintenance plan for the mural, per ECC 15.720.040(B)(6), to the Community Development Dept. of the City of Ellensburg before the building permit is completed for the Courtyard Roof.

McCoy seconded. No discussion. **All in favor; motion passed.**

5. Old Business

None.

6. Citizen Comment

No one in the audience.

7. Staff Update/Discussion Items

Henderson said that the historic preservation recognition went well at City Council the previous night. City Council was impressed by it as well. Chair Edson said she was also really pleased with the presentation made.

There is a meeting scheduled for June 1, with two COA's on the agenda.

Henderson said that Mayor Tabb has been in discussion with her about historic murals. There are members of the community wanting to restore historic murals. Tabb had asked if there was money to fund this restoration efforts wondered about the idea of changing the existing historic preservation grants to be turned into a historic mural grant. She said she would bring the idea to the Commission for discussion. Henderson said they could also consider just incorporating the murals into the existing grant, as an option. Chair Edson said she knows that there is a lot of outcry to restore some of the murals. She wondered if the Arts Commission might also be able to provide funding towards murals. McCoy said she would not want to allocate all of the funding to just murals. She also knows that some of the historic murals have some interesting history themselves.

Director Sackett noted that this is an appropriate time of year to review the grant application. It was agreed that the next agenda would include discussion on the grant application, and at that time the Commission could also have further discussion on the concept of providing grants for historic murals.

Henderson also let the LDC know that she had submitted an application for a CLG grant from DAHP for the purpose of updating the First Railroad District. She hadn't brought the concept to the Commission prior to submittal, because she was under a deadline to get it submitted. In response to a question, she said that it has already been submitted, but presentations will take place in mid-June. Chair Edson asked if the Commission could view the application electronically. Planner Henderson will send a copy to the commission to review.

Director Sackett provided an update on the design of the downtown park. She said that in discussion with Parks & Recreation Director Brad Case, the soonest that the City would be able to hire a landscape architect (LA) would be September of 2022. He will include in the Scope of Work that the LA come before the LDC to gather input and answer questions about design. If they develop a working group we could also ensure that there is representation from the LDC. In addition, the members of the LDC could provide feedback through the community engagement process. And finally, staff would work with the Commission to determine the appropriate timing for bringing the design before the LDC for a COA.

8. Commission Representative Update

a. Ellensburg Downtown Association Update.

They had a successful planter watering day. The EDA bought the plants if the business owners would just take care of them through the summer. Last year they only got half of the planters taken care. This year they had all 65 planters adopted.

This year's Girls Night Out brought in \$25,000.00 in one night in a 4 hour period. They EDA has also brought on 3 new board members and they are planning a board member retreat for next month. With the change in leadership they are behind on budgeting and strategic planning, so they are looking to be more prepared for 2022. The new director Karen Green has been a great addition with a lot of outreach conducted out in the community.

b. Other updates

Edson asked that at a future meeting we add a discussion on the historic train depot. Wedin also said that Amy and Stacey did a great job at the Council meeting last night. The Commissioners are also pleased with all of the press in the newspaper during this historic preservation month.

9. Adjournment

Commissioner Wedin made a motion adjourn the meeting. Commissioner McCoy seconded. All in favor. Meeting adjourned at 6:24 pm.



**COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St, Ellensburg WA 98926**

AGENDA REPORT

MEETING DATE: Tuesday, June 1, 2021

TO: Landmarks and Design Commission

THRU: Kirsten Sackett, Community Development Director

FROM: Stacey Henderson, Senior Planner – Historic Preservation

APPLICANT: Darren Nelson: Application #P21-063

PROJECT TITLE: Public Hearing for Consideration of a Certificate of Appropriateness (COA) to install a sign on the front façade of 416 N Main St, Ellensburg WA 98926.

PROJECT DESCRIPTION: The applicant wishes to install a sign for their business directly above the front entrance at 416 N Main St, Parcel ID # 286933, in Central Commercial (C-C) zoning. (Exhibit A) The proposed location for this sign sits within the Downtown Ellensburg National Register Historic District, and Local Landmarks District. The proposed sign is 60" wide, by 20" tall, by about 9" deep. A bracket to support this sign would be carefully mounted directly to the building utilizing lag bolts drilled into the mortar, not the brick, of the exterior facade. Then the sign would be attached to the new bracket. The proposed sign will have LED interior illumination, and white acrylic letters with black trim and background.(Exhibit B.3) The application (Exhibit B.1) was received by the Department and determined to be complete per ECC 15.280.090(C)(2)(b), on May 12, 2021.

TYPE OF REVIEW:

Review of proposed changes to structures within landmarks districts is required per **ECC 15.280.090(A)**, as follows:

A. Review Required

- 1) 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** or mural pursuant to subsection (A)(2) of this section, without review by the landmarks and design commission and issuance of a COA. In the case of murals, the arts commission shall first review and provide its recommendations to the landmarks and design commission of 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.

- 2) 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.
- 3) 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, review of proposed signs or changes to signs located within the Downtown Ellensburg National Register District or Local Downtown District is required per **ECC 3.12.200** as follows:

Review Required:

All signs 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.

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 and proposed location of mounting.

B. The landmarks and design commission review will take into account 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.]

STAFF COMMENTS:

The vernacular commercial building at 416 N. Main Street was constructed ca. 1937, and is a historic contributing building within the Ellensburg Downtown National Register district and Local Landmarks District. This very small building is brick masonry construction, and the main design characteristic is a parapet featuring a brick soldier course and brick details. A centered wood door with full-height glass is flanked by two wood-frame, horizontally oriented windows. This storefront has housed many restaurants and cafes over the years.

The applicant wishes to install a sign for their business directly above the front entrance at 416 N Main St, Parcel ID # 286933, in Central Commercial (C-C) zoning. (Exhibit A) The proposed location for this sign sits within the Downtown Ellensburg National Register Historic District, and Local Landmarks District. The proposed sign is 60" wide, by 20" tall, by about 9" deep. The sign, at 8.6 square feet, does not exceed the size limitation of 300 sq. ft. for signage in Central Commercial Zoning District (C-C). A bracket to support this sign would be carefully mounted directly to the building utilizing lag bolts drilled into the mortar, not the brick, of the exterior facade. Then the sign would be attached to the new

bracket. The proposed sign would have LED interior illumination, and white acrylic letters with black acrylic trim and background. (Exhibit B.3)

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed sign will not detract from the overall historic character of the neighborhood. Therefore, this project meets the following sign code standard of ECC 3.12.200 (cited above):

- a) The landmarks and design commission review will take into account the appropriateness of the design and appearance of the sign as it relates to the buildings and area surrounding the location.

When lighted signs have been approved previously by this Commission to be placed in the Downtown Landmarks District, restrictions have been placed on the hours that the signs may be illuminated. Staff recommends the exact same condition be placed on the approval of this sign for Enchantment Brewing.

RECOMMENDATION: Staff has reviewed the criteria in the Code and recommends that the Certificate of Appropriateness (COA) be **granted** by the LDC for the proposed new Enchantment Brewing sign, with **one condition**.

1. The sign shall be illuminated from dusk to 10:00 pm only.

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 15.280.090, 15.530.020, and 3.12.200, the LDC has jurisdiction to review this project.
2. The project has been found to be in keeping with one of the required Sign Code standards of ECC 3.12.200(B), specifically that:
 - a) The landmarks and design commission review will take into account the appropriateness of the design and appearance of the sign as it relates to the buildings and area surrounding the location.
3. The Applicant is the agent for the owner of this building and can pursue this action. The building is addressed as 416 N Main St, and is located in the Ellensburg Downtown National Register District and Local Landmarks District.
4. It is in the interest of the City of Ellensburg to have historic buildings maintained and preserved. If approved, this proposal would not negatively alter the character-defining features of the historic building, but rather, enhance them.

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.

EXHIBITS:

- A.** Location Map
- B.** COA Application Materials submitted by the applicant, including:
 - 1. Application
 - 2. Narrative
 - 3. Proposed Sign Design
- C.** Additional Information Supplied by Staff
 - 1. Additional existing condition photograph

Exhibit A- Location Map

416 N. Main Street





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:

Staff Person:	AW
Date Submitted:	5/11/2021
Fee Total:	N/A
LDC FILE #:	P21-063
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):	Anderson Ellensburg LLC	Day Phone:	
Mailing Address:	1124 NW 50 th St Seattle, WA 98107		
E-mail:		Cell Phone:	

***APPLICANT:**
☐ Owner

☒ Contractor

☐ Tenant

☐ Other

Name:	Eagle Signs-Kristina	Day Phone:	509 453 5511
Mailing Address:	1511 S Vaux Rd Yakima, WA 98901		
E-mail:	Kris@eaglesignsllc.com	Cell Phone:	

CONTACT PERSON:
☐ Owner

☐ Contractor

☐ Tenant

☐ Other

Name:	Same as applicant	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:	286933	
☐	Site Address:	416 N Main St	
☐	City Zoning Designation:		Is a building permit required: ☐ Yes ☒ No

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.

Jonathan Kesler, Senior Planner - Historic Preservation, is the staff liaison to the Landmarks & Design Commission.

Telephone: (509) 925-8608

FAX: (509) 915-8655

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

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

I, ROSS ANDERSON, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner: (or Authorized Agent)	<u>TB [Signature]</u>	Date:	<u>5/11/21</u>
--	-----------------------	-------	----------------

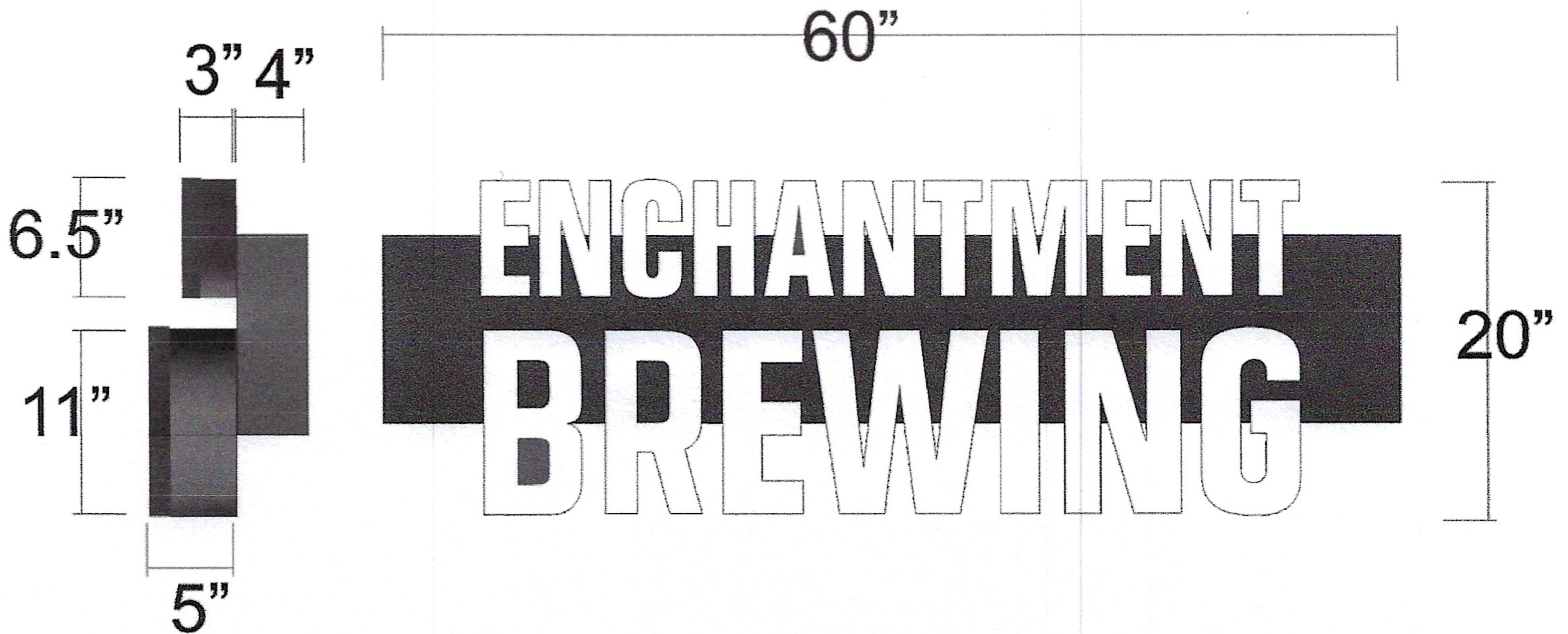
Exhibit B.2- Narrative

P21-063
RECEIVED
5/11/2021
COMMUNITY
DEVELOPMENT

Eagle Signs is proposing a new single faced wall sign located at 416 N Main St. Our proposal includes a 20" tall by 60" wide sign reading Enchantment Brewing in white letters on a dark gray raceway. We plan to install the sign above the front door of the business. We believe this sign maintains the traditional standards of the historic district.

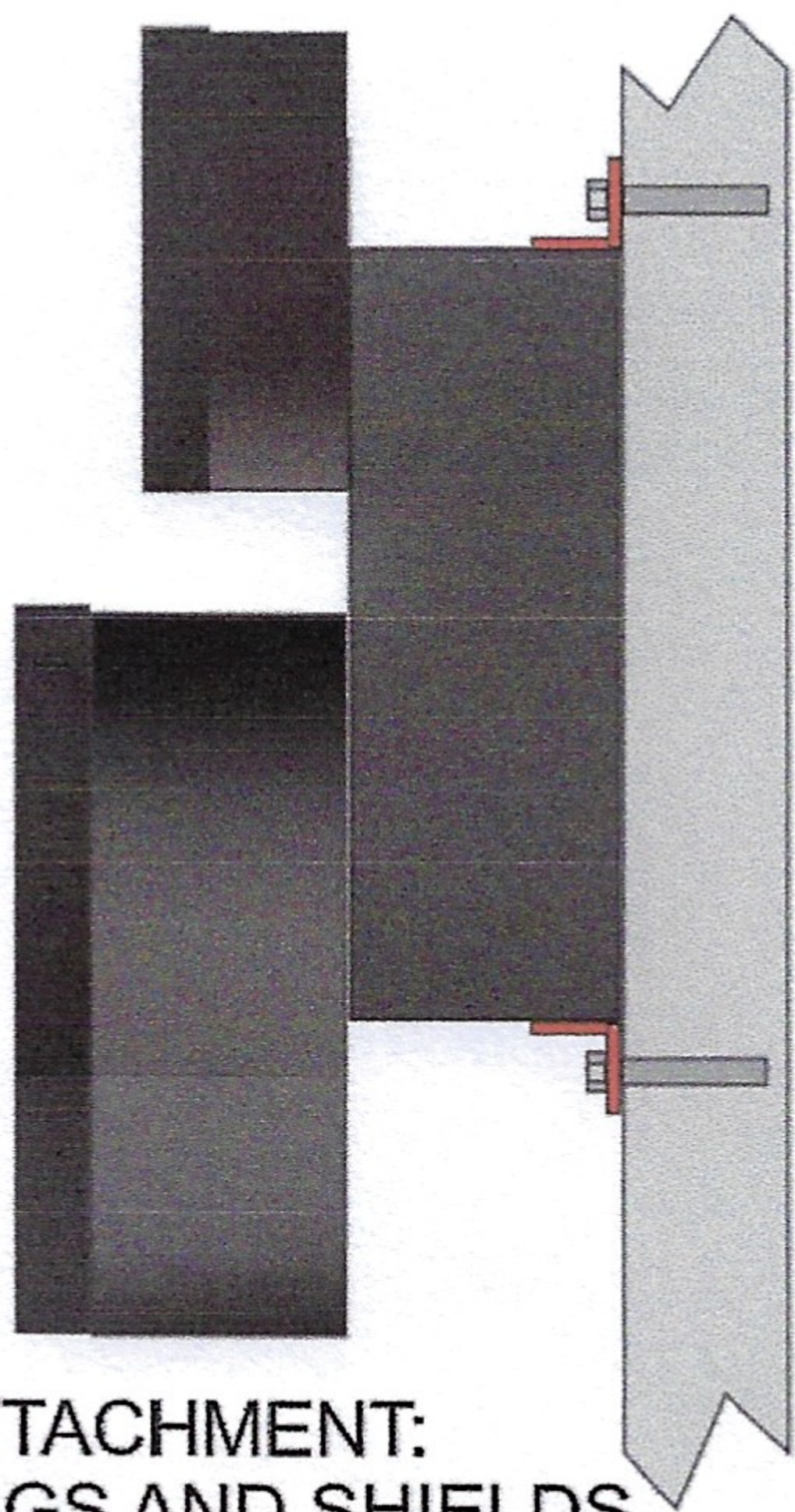
Exhibit B.3- Sign Design

P21-063
RECEIVED
5/11/2021
COMMUNITY
DEVELOPMENT



MANUFACTURE AND INSTALL IN ELLENSBURG ON RED BRICK FACIA. APPROX 8' A/G
11" X 60" X 4" ALUM RACEWAY.

ENCHANTMENT COPY 6.5" WHITE ACRILIC, 1" BLACK JEWEL LITE TRIM CAP W/ 3" BLACK RETURNS.
BREWING COPY 11" WHITE ACRYLIC. 1" BLACK TRIM CAP W/ 5" BLACK RETURNS.
LED ILLUMINATION.



ATTACHMENT:
LAGS AND SHIELDS



CLIENT APPROVAL X



509-453-5511
TOLL FREE 1-800-693-2453
FAX: 509-453-7912
1511 S. KEYS RD. YAKIMA WA 98901
eaglesignsllc.com

DATE 4/26/2021	LOCATION Yakima	CLIENT DARREN
SCALE 1" = 24"	DRAWN BY Jason Albrecht	REVISION ENCHANTMENT BREWING

ATTENTION! READ

This original design / layout is exclusive property of Eagle Signs. Reproduction in any form is strictly prohibited and enforced under the penalty of federal copyright laws. Computer print outs are for presentation purposes only. Actual colors may vary on finished products.

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and / or other applicable local codes. This includes proper grounding and bonding of the sign. The location of the disconnect switch after installation shall comply with Article 600.6 (A) (1) of the National Electrical Code.

Exhibit C.1- Additional Photograph





COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St, Ellensburg WA 98926

AGENDA REPORT

MEETING DATE: June 1, 2021

TO: Landmarks and Design Commission

THRU: Kirsten Sackett, Community Development Director

FROM: Stacey Henderson, Senior Planner – Historic Preservation

APPLICANT: Paula Hocter, Owner.

PROJECT TITLE: Public Hearing for consideration of a Certificate of Appropriateness (COA) for the construction of a fence at 108 E 11th Ave, Parcel ID # 043434.

PROJECT DESCRIPTION: The applicant seeks approval to construct a cedar fence along the east side of the property, at 108 E 11th Ave, Parcel ID #043434, Residential Low Density (R-L) zoning. (Exhibit A) Per the applicant's narrative (Exhibit B.2), they have been repairing damage left from a previous occupant, and originally there were three different types of mismatched fencing on this property. They removed the mismatched fencing, remodeled the interior, and would now like to enclose the backyard with fencing that matches. The proposed fence would be cedar, and made to look like the fence currently along the back of the yard. (Exhibit B.4) The proposed fence would continue at the same height as the existing, and would include a gate. (Exhibit B.3) This home was built around 1940, and sits within the First Railroad Addition Local Landmark Historic District. The application, P21-062 (Exhibit B.1), was received by the Community Development Department, and determined to be a complete application, per ECC 15.280.090(C)(2)(b), on May 12, 2021.

TYPE OF REVIEW:

Review of proposed changes to landmarks register properties is required per Ellensburg City Code (**ECC**) **15.280.090(A)**, as follows:

A. Review Required

- 1) 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 or mural pursuant to subsection (A)(2) of this section, without review by the landmarks and design commission and issuance of a COA. In the case of murals, the arts commission shall first review and provide its recommendations to the landmarks and design commission of 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.
- 2) 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.
- 3) 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 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.]

STAFF COMMENTS:

The house at 108 E 11th Ave, was built around 1940, and sits within the First Railroad Addition Local Landmark Historic District. The existing home is one and a half stories, and appears to have a composition roof, horizontal lap siding, and vernacular wood details around the windows. Concrete stairs with brick sidewalls lead to the front entrance, and an arched gable dormer covers the stoop. The property is zoned Residential Low Density (R-L), Parcel ID # 043434.

The applicant seeks approval to construct a cedar fence along the east side of the property, at 108 E 11th Ave, Parcel ID #043434, Residential Low Density (R-L) zoning. (Exhibit A) Per the applicant's narrative (Exhibit B.2), they have been repairing damage left from a previous occupant, and originally there were three different types of mismatched fencing on this property. They removed the mismatched fencing, remodeled the interior, and would now like to enclose the backyard with fencing that matches. The proposed fence would be cedar, and made to look like the fence currently along the back of the yard. (Exhibit B.4) The proposed fence would continue at the same height as the existing, and would include a gate. (Exhibit B.3) This home was built around 1940, and sits within the First Railroad Addition Local Landmark Historic District.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the construction of this fence will not detract from the overall historic character of the district, nor create a false historical appearance. Therefore, this project meets the following two criteria of said section:

- a) Retains and preserve(s) the overall historic character of the district, and
- b) Ensure(s) that proposed alterations are compatible with the building's own architectural character and do **not** create a false historical appearance.

RECOMMENDATION:

Staff has reviewed the criteria in the Code and recommends that the Certificate of Appropriateness (COA) be **granted** by the Commission for the construction of the fence, 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 15.280.090 and 15.530.020, the LDC has jurisdiction to review this project.
2. The project has been found to be in keeping with two of the required building design standards of ECC 15.530.020, specifically that it:
 - a) Retains and preserve(s) the overall historic character of the building, and
 - b) Ensure(s) that proposed alterations are compatible with the building's own architectural character and do not create a false historical appearance.
3. The Applicant is the owner of this dwelling and can pursue this action. The house is addressed as 108 E 11th Ave, located in the First Railroad Addition Local Landmark District.

4. It is in the interest of the City of Ellensburg to have historic buildings maintained and preserved. If approved, this proposal would not negatively alter the character-defining features of the historic building or district, but rather, enhance them.

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.

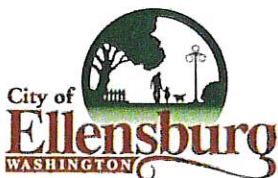
EXHIBITS:

- A. Location Map
- B. COA Application Materials submitted by the applicant, including
 1. Application Form
 2. Project Narrative
 3. Site Plan
 4. Photographs
- C. Additional Information Supplied by Staff
 1. Front Façade Photograph

108 E 11th Ave, Ellensburg, WA



Exhibit B.1- Application



Landmarks & Design Certificate of Appropriateness Application



Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

The City of Ellensburg Landmarks and Design Commission, per Section 15.280.020 of the ECC, has jurisdiction over historic districts. It safeguards the heritage of the city as represented by those buildings, districts, objects, sites and structures which reflect significant elements of Ellensburg's history.

Review of changes to Landmarks Register properties is **required**, per Section 15.280.090. "No person shall alter, repair, enlarge, newly construct, relocate or demolish any registered landmark or any property located within a Landmark District nor install any exterior sign...without review by the Landmarks and Design Commission and approval of a **Certificate of Appropriateness**". This review shall apply to **all** exterior features of the property visible from a public right-of-way. **This review applies whether or not a permit from the City of Ellensburg is required.**

OFFICIAL USE ONLY:

Staff Person:	AW
Date Submitted:	5/5/21
Fee Total:	N/A
LDC FILE #:	P21-062
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):	Ropa II, LLC	Day Phone:	509 899-4680
Mailing Address:	674 Game Farm Rd Ellensburg, WA 98926		
E-mail:	rpt@fairpoint.net	Cell Phone:	509 899-4680

*APPLICANT: ☒ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	Paula Hactor	Day Phone:	509 899-4680
Mailing Address:	674 Game Farm Rd Ellensburg, WA 98926		
E-mail:	rpt@fairpoint.net	Cell Phone:	509 899-4680

CONTACT PERSON: ☒ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	Same	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:	043434	
☒	Site Address:	108 E 11 th	Ellensburg
☒	City Zoning Designation:	Historic - R-L	Is a building permit required: ☐ Yes ☒ No

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, Paula Hoctor, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner: (or Authorized Agent)		Date:	5-4-21
--	---	-------	--------

P21-062

Exhibit B.2- Narrative

ROPA II, LLC
Paula Hctor
509-899-4680



Project address: 108 E 11th Ave Ellensburg, WA 98926

Date: May 4, 2021

Parcel # 043434

Requesting: Adding a fence

To whom it may concern,

In August of 2018 we took over the property from the previous renters. This property was unacceptable for anyone to live in from the destruction from the renters that occupied the residence. This included the previous fence that was on the property. There was three different kind of fencing. There was a cedar, white vinyl, and wire fence that were on different parts of the property. The only one that could be repaired was the back cedar fence. The other two were removed.

It took over two years to fix the property so it could be inhabited. Now we would like to put a fence back in to keep the dog on the property. This fence would be cedar and made to look like the back cedar fence. Pictures have been provided of the back fence.

The fence would be the same height of the back fence and would come along the East side of the house with a gate. A site plan of the project has been provided. This site plan is not to scale.

Thank you for your concertation on this project.

Sincerely,

Paula Hctor
509-899-4680

Exhibit B.3- Site Plan

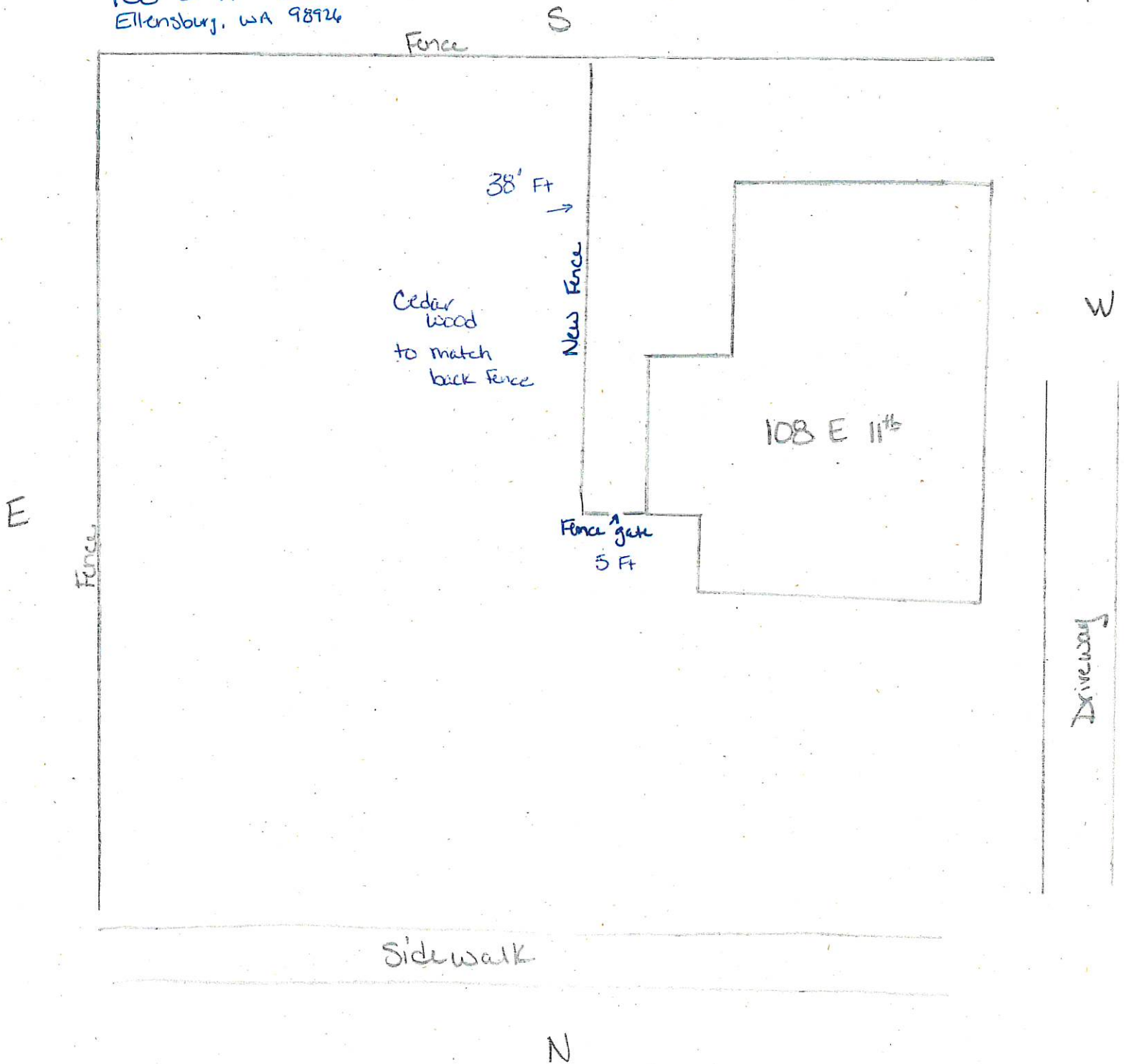


Paula Hector
509 899-4680

Date: 5-4-21

Add New Fence to replace old fence

108 E 11th ~~St~~ AVE
Ellensburg, WA 98926



Not to Scale.

Exhibit B.4- Photographs

P21-062
RECEIVED
5/5/2021
COMMUNITY
DEVELOPMENT

Existing Fence to Match



P21-062
RECEIVED
5/5/2021
COMMUNITY
DEVELOPMENT

Proposed Fence Line



Exhibit C.1- Additional Photograph





AGENDA REPORT

Meeting Date:	June 1, 2021
Agenda Subject:	Commissioner review of City of Ellensburg Historic Preservation Grant Application Form.
Submitted by:	Stacey Henderson Community Development
Recommended Action or Motion:	N/A
Background/Summary:	Commissioner discussion to review the City of Ellensburg Historic Preservation Grant Application form, before the grant application period begins for FY 2022 grants. At the May 18 LDC meeting, the possibility was discussed to include language on the application form that would open the availability of this grant funding to applicants who would like to restore historic murals. Discussion on this topic will continue, as well as a review of the rest of the form.
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A
Attachments:	
	Grant Form 2021.pdf

**City of Ellensburg
Landmarks and Design Commission
2021 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 \$15,310.27 for 2021. 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.

- 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, 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, 2020**. Applications shall be submitted in person to the **Community Development Dept., City Hall, 501 N. Anderson St, Ellensburg, WA 98926** or by email: hendersons@ci.ellensburg.wa.us

Award Decisions: The Landmarks and Design Commission reviews all requests for Historic Preservation Grants at its first October meeting (the first Tuesday) and makes a recommendation to City Council. Grant awards to applicants who have received grant

awards in the past will be considered, but may be given lower priority, depending on the number of requests received in any given year. Final award decisions will be made by the City Council at a regularly scheduled November Council meeting.

Project Time Limit: Projects will be awarded every year, and recipients have up to two years to complete the project.

Application Process

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

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

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

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

Review Process

Written applications are due to the Department by **August 31st** and will be reviewed by the Historic Preservation planner 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 a mid-project report by August 15, and a final project report to the LDC by October 31, 2021. 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
2021 Historic Preservation Grants Program
Project Description**

Project Information (Attach additional sheets as needed)

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

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

Contact Person

Name:

Organization Representing:

Contact Address:

City/State/Zip:

Phone **(two numbers preferred)**:

E-mail:

Project Cost

Amount Requested from the City: \$

Cash Amount from Applicant: \$

"In-Kind" Amount from Applicant: \$

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$

Return completed Application to:

Stacey Henderson, Senior Planner – Historic Preservation
City of Ellensburg Community Development Dept.
501 N. Anderson St.
Ellensburg, WA 98926

hendersons@ci.ellensburg.wa.us

Due Date: Monday, August 31, 2020

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

Steps	Responsible Party	Start Date	Completion Date

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

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

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

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

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

Notification Process

Notice will be published in the Ellensburg Daily Record.

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

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

Landmarks and Design Commission Purposes

Comprehensive Plan Goals/Policies/Programs

Create and maintain landmark registers

- Historic resource inventory
- Ellensburg landmarks register
- Review citizen nominations to ELR
- Submit nominations to WA & National Registers

HP-1 A1
HP-1 A1, HP-2 A7
HP-1 A1
HP-1 A1, A2

Review proposals to alter (including signage) or demolish landmarks

- Adopt standards to guide review & COA issuance
- Advise DCD on development proposals affecting historic resources
- Compile resources to assist in avoiding demolition
- Consider proposing a property maintenance ordinance

HP-1 A2, A4, HP-2 A8, HP-3 B1
HP-2 A6, A8
HP-1 A4, HP-2 A1, A4, A9, HP-4 A1
HP-1 A3

Create incentives for historic preservation

- Develop incentive programs for reuse and redevelopment
- Investigate funding sources for preservation & heritage tourism
- Review requests for special valuation of historic properties

HP-2 A1, A2, A3, HP-3 A1, HP-4 A1, A2
HP-2 A2, A3, HP-5 A1
HP-2 A2

Outreach and advice

- Advise Council on city activities affecting historic resources
- Advise Council generally on historic preservation & heritage tourism
- Establish relationships with nonprofits & other governments
- Provide info to historic property owners on maintenance & rehab.
- Conduct educational and interpretive programs

HP-2 A6, A9
HP-3 B3, HP-5 B1
HP-2 A5, HP-4 A1, HP-5 A1
HP-1, A5, B1, B2, HP-2 A8, HP-3 A2, B1
HP-1 A5, B2, B3, HP-2 A5



AGENDA REPORT

Meeting Date: June 1, 2021

Agenda Subject: Commissioner review of CLG Grant Application submitted by Senior Planner Henderson.

Submitted by: Stacey Henderson Community Development

Recommended Action or Motion: N/A

Background/Summary: Senior Planner Henderson submitted a CLG grant proposal to DAHP, to update the First Railroad Addition National Register and Ellensburg Local Landmarks District nominations. The CLG grant proposal was submitted April 23, and there is a presentation to the Grant Committee June 11, before grants are awarded.

Nothing has been awarded yet, so this is an opportunity for the LDC to review this grant application, and see if it is something they would like the City to continue to pursue.

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:

[FY 2022 Ellensburg Grant Application.pdf](#)
[Attachment E.pdf](#)

Certified Local Government Grant Application

I. Applicant (Please carefully review the Application Instructions before completing the application.)

Name of Local Government: City of Ellensburg

Mailing Address: 501 N Anderson St, Attn: Community Development, Ellensburg, WA

Grant Contact: Stacey Henderson Phone: 509-925-8608 Email: hendersons@ci.ellensburg.wa.gov

II. Grant Category

☒ Survey & Inventory ☒ Register nomination ☒ Planning ☐ Education

☐ Reconnaissance

☐ Intensive # of new or updated forms:

III. Project Summary (summarize your project in a few sentences)

The proposed project will update the National Register district nomination and local Landmarks district nomination for the First Railroad Addition Historic District, in Ellensburg, WA. The current National Register district nomination form was finalized April 9, 1987 with the district's historic period of significance ranging from 1895-1935, and has not been updated since the initial approval. These are residential districts. Several residences built in the 40's and 50's that were originally considered non-contributing, may qualify as contributing because they now exceed the 50 year threshold requirement. The City of Ellensburg would like to update these district nominations to include any newly qualifying residences within the district, as well as expand the district boundaries.

*These fields will auto-populate from the budget sheet. They are not editable.

Grant Amount Requested: \$ 15,000

Match Amount: \$ 9,816

Total Project Cost: \$ 24,816

IV. Project Description

Organize your description in the following order (see instructions for more info):

- a. Introduction (includes local government goals & objectives)
- b. Project Description
- c. Statement of Need
- d. Project Objectives
- e. Maps, photographs, or other supporting documentation may be included as attachments. Please include them in the hard copies and the digital PDF submission.

*500 word maximum for each text box

A. Introduction

The funds from the 2022 CLG grant will help to pay for updating the National Register and local Ellensburg Landmarks Register **district nominations** for the First Railroad Addition Historic District, in Ellensburg, WA. Updating these district nominations supports the goals the City has laid out in the Ellensburg Landmarks Register Historic Preservation Ordinance. One of such **purposes** is to *“identify and actively encourage the conservation of Ellensburg's historic resources through a register of landmarks and historic resources and a review of proposed changes to landmarks; to raise community awareness of Ellensburg's history and built environment; and to serve as the city's primary resource in matters of heritage, historic planning, and preservation.”*

The First Railroad Addition Historic District is comprised of residential structures that represent a variety of architectural styles and characteristics. Members of the public and the City's Landmarks and Design Commission, have identified the need to update these nomination forms to include an expanded boundary and new contributing structures. **As stated in ECC 15.280.050(A)(2)**, powers and duties of the Landmarks and Design commission include to *“Initiate and maintain the Ellensburg landmarks register. This official register shall be compiled of buildings, structures, sites, objects, and districts evaluated by the commission as possessing historic significance worthy of recognition by the city of Ellensburg and worthy of preservation;”*. Updating these district nominations will help to support the goals of maintaining the Ellensburg Landmarks Register.

B. Project Description

The City of Ellensburg will utilize City resources, and this grant funding, to hire a Preservation Consultant to update the First Railroad Addition Historic District National Register nomination and Ellensburg Landmarks Register district nomination. Currently, the boundaries of the National and Local district do not align, as the Local Landmarks District encompasses several additional blocks not included in the National Register District. After initial research, it appears that several of the houses within the Ellensburg Landmarks Register district may now qualify as contributing buildings to the National Register District. There are also several possible contributing buildings along the west boundary of the district, which may result in an expansion of both district boundaries, as seen on the map provided. **The goal will be to** hopefully include more residences in the National Register district that are currently in the Local Landmarks district, and to expand the boundaries of both districts so they are better aligned.

Updating these district nominations will require the consultant and City Planner to research the neighborhood, and survey the current condition of the residences and surrounding area to identify new structures that can be considered contributing. The City planner will provide the consultant access to any necessary research materials, studies, reports, photographs, maps, as well as necessary supplies for applicable field work. The City planner will also contribute a significant number of hours to help provide additional research, resources, and field work as needed. After the first revised draft has been reviewed, the City will send public notices to the neighborhood for a public comment period and public meeting. Based on the feedback from the public, the consultant will revise the draft, before submitting it to the City and DAHP for a second review.

These updates to the district nominations are important because currently, there are several structures within this district that should qualify as contributing structures, and currently don't because they were not 50 years old at the time the nomination was written. **This project will produce** an updated National Register and Local Landmarks Register nomination with revised boundaries, that the local CLG program and community will be able

IV. Project Description Continued

to utilize as they are presented with various project proposals. The impact of these updated nominations is twofold; revising these districts will bring awareness to the community regarding the historic resources in their neighborhood, and updating the districts will help to ensure that proposed demolitions or development will be presented to the Landmarks and Design Commission for preliminary discussions to explore possible alternatives.

C. Statement of Need

Ellensburg has been growing and changing at a rapid rate over the past several years, which has included an increased number of demolition proposals, a house move, and new development projects. The City is currently revising the City demolition ordinance to address the recent increase in proposed demolitions, but in conjunction with revising the demolition code, it is necessary to update our district nominations and local landmarks listings. It is important for the Landmarks and Design Commission to review proposed demolitions to historic structures, or possibly eligible historic structures, because it provides an opportunity for them to discuss with the applicant any possible alternatives to demolition, and it provides the public with an opportunity to comment on the proposed demolition. Currently, there are several structures that are not included on the local landmarks register, and if their owner was to propose a demolition, there is no process in place to help discuss alternatives. Revising the National Register District Nomination, as well as the Ellensburg Local Landmarks Register District nomination, will help give the local CLG, Commission, and the public, a chance to encourage preservation of historic structures.

D. Project Objectives

Objectives of revising the First Railroad National and Local Landmarks district nominations include using the nomination:

- To help the public understand the historic neighborhood and historic structures near them that add value to the city.
- To help give the Landmarks and Design Commission more of an opportunity to work with the public when demolitions are being proposed.
- To help members of the public who want to utilize various financial incentives as they preserve and maintain their historic homes
- To demonstrate to the public how Ellensburg has evolved and grown over the past decades.

V. Project Schedule

List each proposed grant activity separately estimating the start and completion dates. A start date and completion date are not sufficient for the Schedule of Project Completion. This should be a complete listing of all potential activities associated with the grant including appropriately timed check-ins or draft submittal (please think about your project and if drafts or a check-in is appropriate. There should be 14 days for draft review of all reports, documents, publications, HPI forms etc.). Mandatory check-in dates are April 29 and July 15, 2022 unless you specify otherwise. Final projects must be turned in by September 1, 2022. Final reimbursement requests must be in by September 30, 2022.

Work to be Accomplished	Start	Finish
Consultant procurement process	10/1/21	10/31/21
Project planning meeting	11/15/21	11/30/21
Consultant research and survey period	12/1/21	3/15/22
Consultant submits first draft to City Planner and team	3/15/22	3/31/22
Consultant submits first draft to DAHP	4/1/22	4/15/22
Consultant makes revisions to nomination based on comments recieved	4/16/22	5/1/22
City to send notifications for public comment period and public meeting	5/1/22	6/1/22
Project team meeting to discuss public feedback	6/10/22	6/15/22
Consultant to make revisions based on public feedback	6/15/22	6/30/22
Consultant submits second draft to City Planner and team	7/1/22	7/15/22
Consultant submits second draft to DAHP for review	7/1/22	7/15/22
Consultant makes revisions to nomination based on comments recieved	7/15/22	8/15/22
Final nomination submitted to DAHP	8/15/22	9/1/22
Reimbursement Request to DAHP	9/15/22	9/30/22

VI. Project Budget

All "Total" boxes will auto calculate and are not individually editable.

Salaries/Volunteer Time

	Federal share	Hard Match	Soft Match	Total
Senior Planner 200 hrs @ \$45		\$ 9,000		\$ 9,000
Volunteers 30 hr @ 27.20			\$ 816	\$ 816
				\$ 0
Indirect % (if applicable):				
Total:	\$ 0	\$ 9,000	\$ 816	\$ 9,816

Goods & Contract Services

	Federal share	Hard Match	Soft Match	Total
Historic Preservation Consultant	\$ 12,700			\$ 12,700
				\$ 0
				\$ 0

Materials/Supplies/Equipment

Copies	\$ 100			\$ 100
				\$ 0
				\$ 0

Travel/Other

Hotel	\$ 1,000			\$ 1,000
Food/incidentals	\$ 700			\$ 700
Miles	\$ 500			\$ 500

Total Goods & Contract Services:	\$ 15,000	\$ 0	\$ 0	\$ 15,000
---	-----------	------	------	-----------

	Federal share	Hard Match	Soft Match	Total Project Cost
Total Funding Request:	\$ 15,000	\$ 9,000	\$ 816	\$ 24,816

VII. CHECKLIST – Due by April 26, 2021

To assure that your grant proposal is complete, please check off that you have included the following:

- ☐ One completed **UNSTAPLED paper copy** of the application with the three signature attachments and any supplemental materials included mailed to DAHP, Attn. Kim Gant, PO Box 48343, Olympia, WA 98504-8343
- ☒ One completed **digital copy** of the three signature attachments and any supplemental information included emailed to Kim Gant at kim.gant@dahp.wa.gov ***
- ☐ Written documentation for federally approved indirect cost rate, if applicable.
- ☒ Written justification for volunteer rates, if applicable
- ☒ **One** signed original Statement of Understanding for Grant Management Requirements (Attachment 1)
- ☒ **One** signed original Assurance of Compliance with the U.S. Department of the Interior Regulations under Title VI of the Civil Rights Act of 1964 (Attachment 2)
- ☐ **One** signed original Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form (Attachment 3)

ATTACHMENT 3A

U. S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Senior Planner- Historic Preservation
APPLICANT/ORGANIZATION City of Ellensburg	DATE SUBMITTED 4/23/21
APPLICANT/ORGANIZATION MAILING ADDRESS 501 N. Anderson St, Ellensburg WA 98926	BUREAU OR OFFICE EXTENDING ASSISTANCE Community Development

DI-1350
(REV 6/91)

ATTACHMENT 3B

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

City of Ellensburg

CLG



SIGNATURE OF APPLICANT

Senior Planner- Historic Preservation

TITLE

4/23/21

DATE

ATTACHMENT 3C

U.S. Department of the Interior Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.500, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Stacey Henderson Senior Planner- Historic Preservation

Name and Title of Authorized Representative



4/23/21

Signature

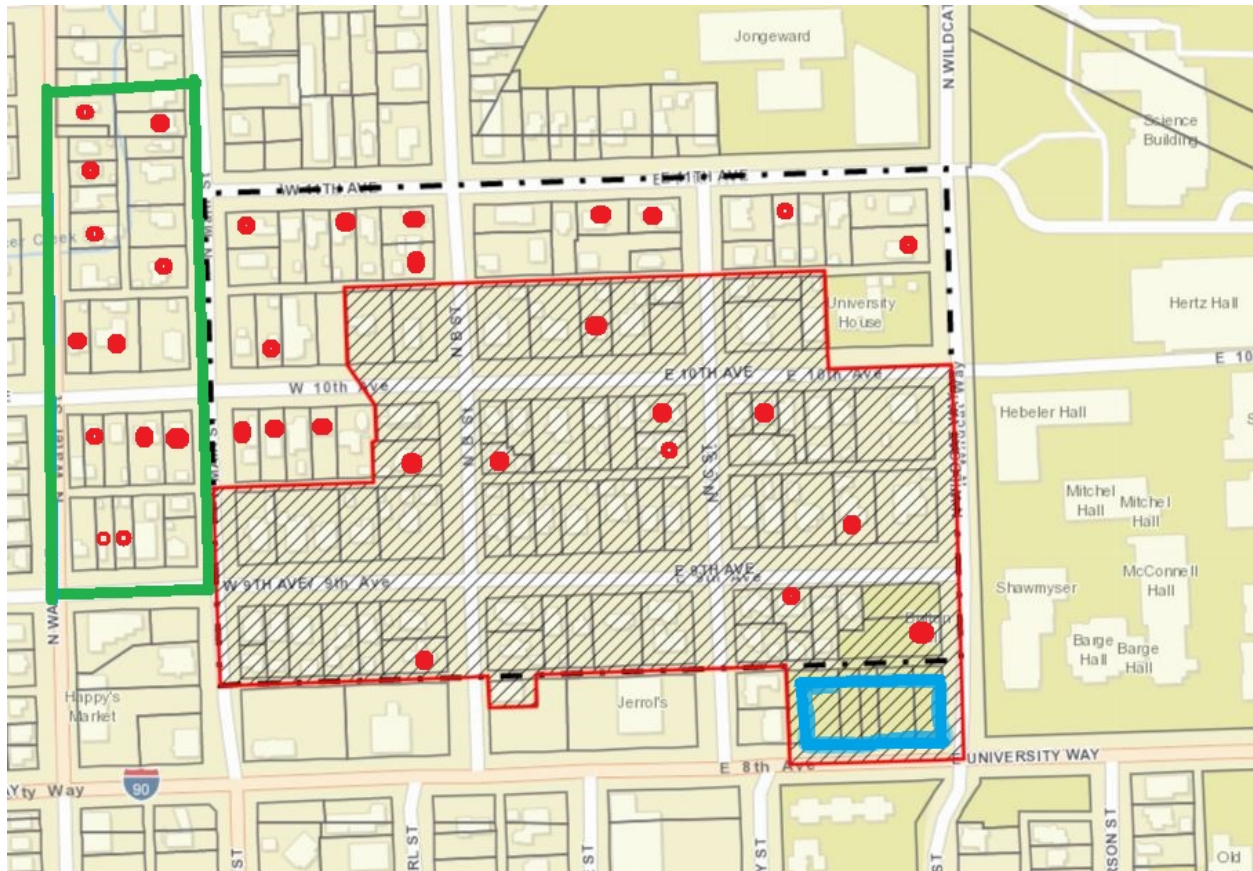
Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered and erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Tel.#).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

E. Additional Attachments

1. Informational Map: The City of Ellensburg is proposing to expand both districts to within the green boundary on the map, as well as expand the National Register District to match the local district.



-  Proposed expanded boundary to both the National Register and Local Landmarks Register Districts.
-  Possible newly contributing buildings based off of initial research
-  Boundary of First Railroad Addition National Register District
-  Boundary of First Railroad Addition Ellensburg Landmarks Register District
-  Boundary of area on the National Register that is now a parking lot and can possibly be removed from the district boundary.

E. Additional Attachments Continued:

2. 204 E 9th Ave: Amanda Hebel House- Built Ca. 1948

- Not included as contributing in original nominations, but now may qualify.



E. Additional Attachments Continued:

3. 202 E. 10th Ave: Built Ca. 1939



E. Additional Attachments Continued:

4. 114 W. 10th Ave: Built Ca. 1936



E. Additional Attachments Continued:

5. 201 W. 10th Ave: Built Ca. 1916



E. Additional Attachments Continued:

6. 202 W. 10th Ave: Built Ca. 1900

