

AGENDA LANDMARKS & DESIGN COMMISSION

Wednesday, July 7, 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/81045260514?pwd=bEdJemN5VmIDWERCczd0SWRoWDVndz09>

Password: 770951

**Phone participation is also available by calling 1-253-215-8782,
and entering webinar ID: 810 4526 0514
When prompted, the password is: 770951**

**AGENDA OF THE REGULAR MEETING OF THE
LANDMARKS AND DESIGN COMMISSION
Remote Zoom Meeting
Wednesday, July 7, 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 June 1, 2021 LDC Meeting

4. NEW BUSINESS

A. Public Hearing for consideration of a Certificate of Appropriateness (COA) for the proposed repainting of the Thayer-Case building at 221 E 4th Ave and 223 E 4th Ave, Parcel ID #497033 and ID #507033.

B. Proposed extension of historic preservation grants awarded by City Council to Ellensburg Masonic Temple Association, from the 2020 and 2021 grant cycles.

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, June 1, 2021, 5:45 p.m.
Place of Meeting: Remote Meeting via Zoom
Present: Members: Marty Blackson, Dorothy Stanley, Lathan Wedin, Amy McCoy, Megan West
Absent: Mollie Edson-Excused, Zane Kanyer- Excused
Others Present: Stacey Henderson, Senior Planner – Historic Preservation; Alicia Winbauer, Community Development Secretary; Heidi Behrends Cerniwey, Ellensburg City Manager. David Miller, City Council Liaison

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

Heidi Behrends Cerniwey introduced herself as the new City Manager, noting that she had been on the job for three weeks now. She said she is still trying to get out and learn more about the various commissions and the job they do for the City of Ellensburg. She thanked the commissioners for their work and said that she looks forward to meeting and being in the same room in the future.

1. Call to order and roll call of members

Meeting called to order by Acting Chair Amy McCoy at 5:45 pm.

2. Approval of the agenda

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

All in favor, motion passed.

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

Commissioner West made a motion to approve the minutes of May 18, 2021. Commissioner Stanley seconded.

All in favor, motion passed.

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.

Acting Chair McCoy 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 presented the Staff report and shared her screen to display the application exhibits and describe the project. This project proposal is to install a sign on the façade of the building at 416 N Main St. The commission is familiar with this building since there was a different proposal at the same location presented at the last meeting. She shared the proposed sign design. It is about 60 inches by 20 inches. It is a simple style and it will have LED illumination in it. It will be attached to a bracket that is mounted on the building in the mortar only.

Acting Chair McCoy stated for the record that the applicant was not present at the meeting. Commissioner McCoy opened the floor to testimony from the public, there were no members of the public in attendance.

Acting Chair McCoy asked if the Commissioners had any questions. Commissioner Blackson asked about the lighting for the sign and how the power would run to it. Planner Henderson did not know. Commissioner Wedin asked Planner Henderson to scroll back to the picture of the front of the building. There is already a conduit box present on the front of the building and he expects that is where the power will come from. Commissioner Wedin asked if there was any way to require a tenant to repair a wall or edifice after they remove a sign or lighting. Planner Henderson noted that there isn't anything in place at the time, but that is a good idea and maybe the commission can address that in the future. There were no further questions. Commissioner McCoy closed the public hearing.

Commissioner West read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness (COA) be **granted** by the Commission for the proposed new Enchantment Brewing sign, with two conditions:

1. Sign will only be illuminated between dusk and 10:00 PM
2. The conduit to provide power to the sign must be disguised as much as possible from public view.

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

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.

Acting Chair McCoy 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 the homeowner Paula Hctor asked for approval of the construction of a fence at 108 E 11th Ave. The house is in the 1st Railroad Addition local historic district. The original fences were all different and the homeowner is proposing a cedar fence that will match the existing back property line. This will enclose the back yard and there will be a gate visible from the street along the side of the house.

Acting Chair McCoy stated for the record that the applicant was not present at the meeting. Commissioner McCoy opened the floor to testimony from the public, there were no members of the public in attendance.

Commissioner McCoy asked if the Commissioners had any questions. Commissioner West asked if approval of fences were something the commission needed to approve. Planner Henderson noted that fences were not a usual topic for the commission, but the applicants wanted to make sure they had all the proper approvals, so she agreed to add it to the agenda for this meeting.

There were no more questions; Commissioner McCoy closed the public hearing.

Commissioner Wedin commented that the homeowners have done a great job with the property and it is looking very nice.

Commissioner West read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness (COA) be **granted** by the Commission for the construction of the fence located at 108 E 11th Ave, with **no conditions**.

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

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

Planner Henderson explained the process of the Historic Preservation Grant Application and Approval of funding requests. This is the time of year when the commission looks over the application to make any changes necessary before putting it out to the public. The application needs to be approved so that it can be made available tomorrow to the public. Planner Henderson noted that she had been approached by Mayor Tabb, who asked if the grant could include Historic Murals as an option for funding. The commissioners agreed that adding historic murals to the list of types of projects allowed was great. Commissioner McCoy noted that she had compiled an inventory of the murals in the downtown area and that some had not been historic at the time of the inventory but were now old enough to be considered historic. Commissioner Wedin asked to be provided a copy of the inventory. Commissioner Wedin noted that the application should be sent to previous COA applicants if possible.

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

Planner Henderson informed the commission of the Certified Local Government Grant she applied for last month. Planner Henderson had time to get the grant in but there was not enough time between meetings to get approval by the commission before the due date. Planner Henderson noted that we have been working on the Demolition Ordinance and that in addition to that, it is a good idea to update the Historic Districts. The previous planner had done this for the Downtown Historic District. The original nomination was created in 1987, and at this point more of the houses in this district would now be considered contributing structures to the district. Planner Henderson submitted a proposal for \$15,000.00 to help update the 1st Railroad Historic Districts and Nominations. The inventory/update would be achieved by using some of the grant money to pay for the consultant to help do the work needed, and Planner Henderson would also contribute hours to the work. Planner Henderson also wants to explore the idea of extending the boundaries of the 1st Railroad Historic District. The commissioners approved of the grant application. Commissioner Wedin asked about the success rate of getting the funding. Planner Henderson noted that there are a lot of applicants, but they do have a good amount of money to hand out, so she is hopeful. Commissioner Wedin wanted to know what the deliverables would be at the end of the project. Planner Henderson noted that the main deliverable would be to update the entire National Register Nomination and the Local Landmarks Districts.

5. Old Business-None.

6. Citizen Comment- No one in the audience.

7. Staff Update/Discussion Items

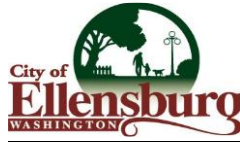
Planner Henderson noted that at this time there are no new COA's for the next meeting, but please keep June 15th on their calendars just in case.

8. Commission Representative Update

- a. Ellensburg Downtown Association Update. Commissioner West reported that the EDA is planning for the Buskers in the Burg event in September and hope to have the Hoedown in the Downtown, but they are still working on the logistics.
- b. Commissioner Stanley wanted Planner Henderson to look into the property at 11th Ave and Water Street for a possible archeology investigation. She also asked about the properties at Main and First. Planner Henderson noted that the proposed project has been cancelled, and that the owners will be advised about the new information about the history of the houses.

9. Adjournment

Commissioner Blackson made a motion adjourn the meeting. Commissioner Stanley seconded. All in favor. Meeting adjourned at 6:42 pm.



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

AGENDA REPORT

MEETING DATE: July 7, 2021

TO: Landmarks and Design Commission

THRU: Kirsten Sackett, Community Development Director

FROM: Stacey Henderson, Senior Planner – Historic Preservation

APPLICANT: Trevor Fyall, Agent for Owner

PROJECT TITLE: Public Hearing for consideration of a Certificate of Appropriateness (COA) for the proposed repainting of the Thayer-Case building at 221 E 4th Ave and 223 E 4th Ave, Parcel ID #497033 and ID #507033.

PROJECT DESCRIPTION: The applicant has proposed to paint the Thayer-Case building at 221 E 4th Ave and 223 E 4th Ave, Parcel ID #497033 and ID #507033, located in Central Commercial (C-C) zoning. The proposal is to paint two of the three storefronts along 4th Ave, the façade along Ruby St., and the back of the building which is visible from Ruby Street. Per the applicant's narrative, they would like for three separate colors to represent the three separate businesses located on this block. 215 E. 4th Ave is proposed to stay the same color as it is now (P19-059), 221 E 4th is proposed to be painted "Pewter Green" (SW 6208), and 223 E 4th Ave. is proposed to be painted "Merlot" (SW 2704) with "Deep Indigo" (BM 1442) accents. (Exhibit C.1) The proposed painting is on the historic Thayer-Case building, built ca. 1940, located within the Downtown Ellensburg Local Landmark District, for which it is a contributing building. The application (Exhibit B.1) was received by the Community Department and determined to be complete per ECC 15.280.090(C)(2)(b), on June 17, 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, 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 is 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 Thayer-Case Building is a commercial block building in the Art Deco style, built circa 1940. It features four roof-to-foundation Art Deco style fluted columns along the Ruby St. facade and one additional column on the 4th Avenue facade. At one point the columns were painted in contrasting colors from the body of the building (Exhibit C.3), however, the building is now one uniform color. The front façade of 223 E 4th Ave has large storefront windows with square shaped transoms above the front door. The front façade of 221 E. 4th Ave is a smooth, flat, surface with large storefront windows and a brick planter box adjacent to the front door. All of the trim, details, and walls of the Thayer-Case building are currently painted white.

Along 4th Avenue, the applicant has proposed to paint the storefront of 221 E. 4th Ave and 223 E. 4th Ave, as seen in their proposed renderings. (Exhibit B.4) The body of the building at 221 E. 4th Ave is proposed as “Pewter Green” (Sherwin Williams 6208), with the window trim, door trim, and planter box remaining white. The body of the building at 223 E. 4th Ave is proposed as “Merlot” (Sherwin Williams 2704), with the window trim, door trim, and kick plates along the bottom of the storefront windows being painted “Deep Indigo” (Benjamin Moore 1442).

Along Ruby Street, the applicant has proposed to paint the entire body of the building, including the columns, “Merlot” (SW 2704), with the planter boxes being painted “Deep Indigo” (1442). The back of this building, which faces the parking lot and Lunchbox Café, is proposed to be painted three separate colors to help further distinguish the separate businesses. The “Merlot” will be painted on the eastern third of this edifice associated with 223 E. 4th Ave., “Green Pewter” will be painted in the middle third associated with 221 E. 4th Ave, and the western third will be painted “Hale Navy” which is the current color of the façade facing the alley and the storefront at 215 E. 4th Ave. (Previously approved COA P19-059)

The proposed colors, while distinctly different from the existing colors of the facade, are not out of character with the historic feel of 4th Ave. or the Downtown Ellensburg Historic District, and can be found in the City of Ellensburg historic paint manual. Per ECC 15.530.020(B)(1), it is important for proposed alterations to enhance the historic character of these buildings and the surrounding neighborhood. The fluted Art Deco

columns are an important character defining feature of this building. Although the overall paint proposal appears compatible with the character of the downtown district, the dark “Merlot” color will reduce the visual presence of these columns.

In keeping with ECC 15.530.020 (B)(1), City Staff recommends that the recessed flute details of the columns be differentiated from the rest of the proposed “Merlot”, to help enhance these character defining features. City Staff recommends that the recessed flutes on the columns either be left white as seen in the historic photograph (Exhibit C.3), or be painted “Deep Indigo”, to subtly indicate the vertical detail of the column design while matching the rest of the proposed building trim details.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed paint colors will not detract from the overall historic character of the building, and are compatible with the surrounding neighborhood, with the **one added recommendation**. Therefore, this project meets the following two criteria of said section:

- 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.

RECOMMENDATION: Staff has reviewed the criteria in the Code and recommends that the Certificate of Approval be **granted** by the Commission for the proposed painting of the Thayer-Case building with **two conditions**:

1. Any removal of existing paint or cleaning of the building be done utilizing the gentlest means possible per National Park Service Historic Preservation Brief 1 *“Assessing, Cleaning, and Water-Repellent Treatments for Historic Masonry Buildings.”*
2. The recessed “flutes” on all of the fluted columns be painted in contrast to the proposed “Merlot” to highlight the vertical characteristics of the building. Possible colors include (current) white, or “Deep Indigo” to match proposed building trim details.

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 agent for the owner of this building and can pursue this action. The storefronts are addressed as 221 E. 4th Ave and 223 E. 4th Ave., located in the Downtown Ellensburg Local Landmarks Historic District.
4. It is in the interest of the City of Ellensburg to have historic buildings maintained. This proposal, if approved with two conditions, 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 Paint Colors
 4. Rendering
- C.** COA Application Materials added by City Staff
 1. Paint Colors Downloaded from Paint Website
 2. Additional Photographs of Building
 3. Historic Photographs

Exhibit A- Location Map

221 E 4th Ave and 223 E 4th Ave

Parcel ID # 497033 and Parcel ID # 507033



Exhibit B.1- Application

P21-080



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:	6/14/21
Fee Total:	N/A
LDC FILE #:	P21-080
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):	RTT Properties	Day Phone:	509-859-
Mailing Address:	221 Brown Rd, Ellensburg		4037
E-mail:	tkfyalla@gmail.com	Cell Phone:	

*APPLICANT:

☒ Owner

☐ Contractor

☐ Tenant

☐ Other

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

CONTACT PERSON:

☒ Owner

☐ Contractor

☐ Tenant

☐ Other

Name:	TREVOR Fyall	Day Phone:	
Mailing Address:	same		
E-mail:	same	Cell Phone:	509-859-4137

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:	497033	
☐	Site Address:	221 E 4th Ave and 223 E. 4th Ave	
☐	City Zoning Designation:	CC / Historic	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, _____, (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:

6/14/2021

Exhibit B.2- Narrative

Our plan is to paint the new D&M office space in the pewter green and Head to Toe in merlot with accents of deep indigo. We want to create a separation of spaces, so they look as if they are separate buildings and store fronts. We want to enrich the overall look of downtown Ellensburg by adding more color. It would be an added benefit for those attending the farmers market to look at updated, colorful buildings.

The paint colors are attached to the photo along with a before and after representation.

Exhibit B.3- Proposed Paint Colors

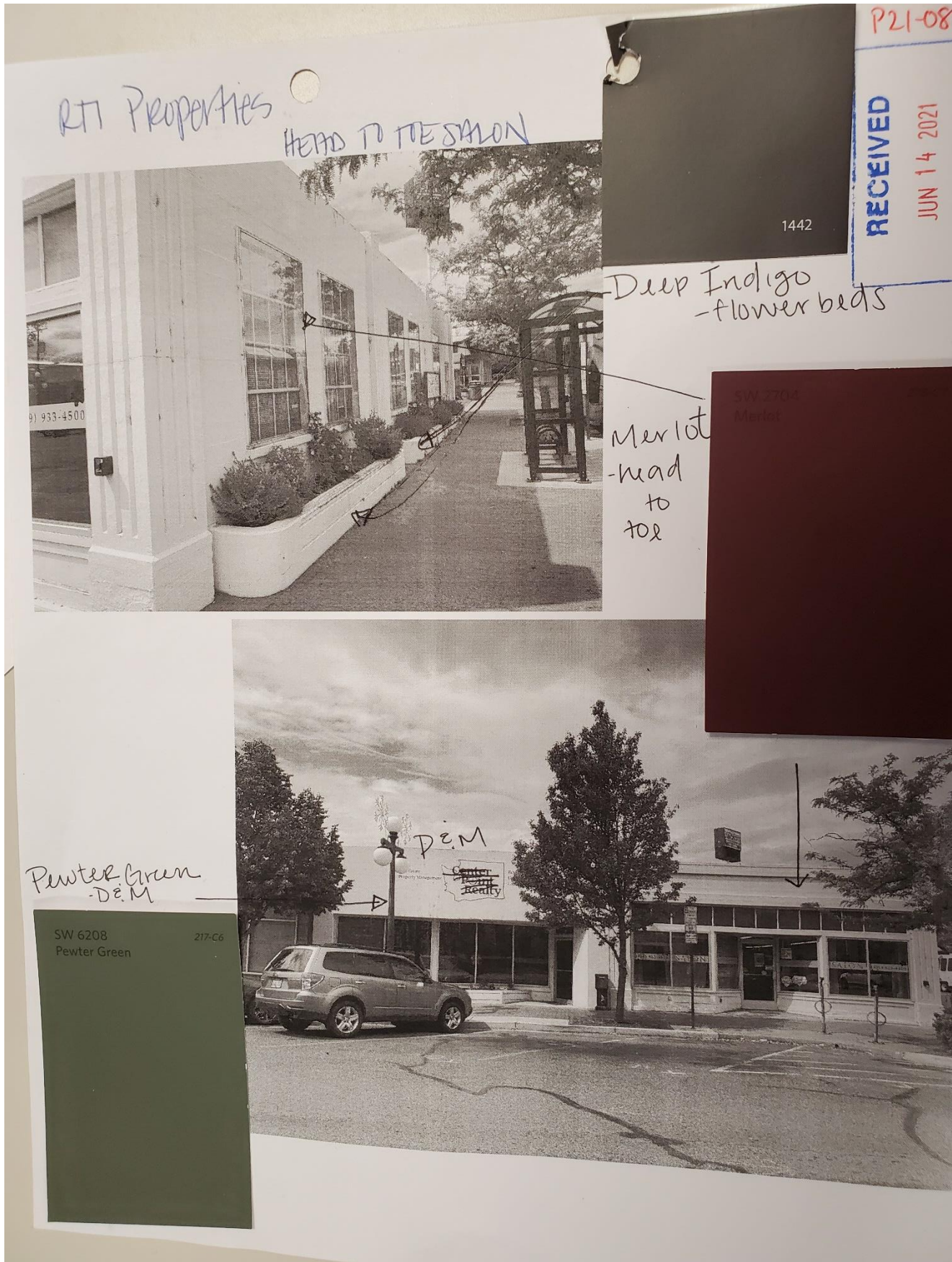


Exhibit B.4- Applicant Rendering

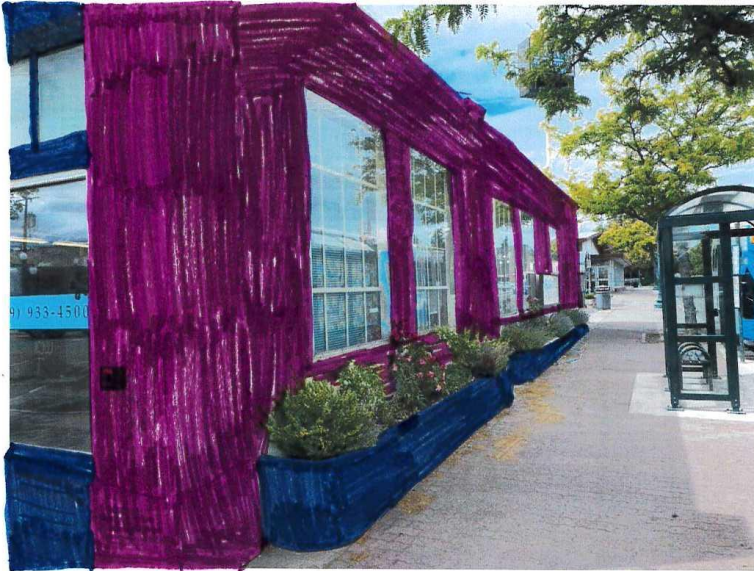


Exhibit C.1- Proposed Paint Color Swatches from Company Website

SW 2704
Merlot
Interior / Exterior
Location Number: 276-C7



Deep Indigo
1442



SW 6208
Pewter Green
Interior / Exterior
Location Number: 217-C6



Exhibit C.2- Additional Photographs

Back of Building- Visible from Ruby Street



View From Alley



View From Ruby Street

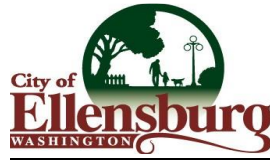


View From 4th Ave



Exhibit C.3- Historic Photographs





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

STAFF REPORT

MEETING DATE: Wednesday, July 7, 2020

TO: Landmarks and Design Commission

FROM: Stacey Henderson, Senior Planner – Historic Preservation

THRU: Kirsten Sackett, Community Development Director

RE: **Proposed extension of historic preservation grants awarded by City Council to Ellensburg Masonic Temple Association, from the 2020 and 2021 grant cycles.**

BACKGROUND:

The Ellensburg Masonic Temple, through agent Ted Hansen, has requested an extension for both their 2020 and 2021 City of Ellensburg Historic Preservation Grants, to utilize the funds in 2022. The Masonic Temple has been awarded many Ellensburg Historic Preservation Grants over the years, including: **2016:** \$6,140, **2017:** \$3,000, **2018:** \$5,622.87, **2019:** \$1,000, **2020:** \$4,690.32, **2021:** \$4,000. The applicant has completed each project as proposed, but has had to request several extensions including in 2016, 2017, and now for the 2020 and 2021 grants.

In 2019 the Masonic Temple was awarded the 2020 grant amount of \$4,690.32 which was recommended by Landmarks and Design Commission on October 1, 2019, and approved by City Council on November 18, 2019. In 2020 the Masonic Temple was awarded the 2021 grant amount of \$4,000 which was recommended by Landmarks and Design Commission on October 20, 2020, and approved by City Council on November 16, 2020.

In response to the challenges and delays to the project that resulted from the COVID-19 Pandemic, on August 17, 2020, City Council Authorized the 2020 grants to carry forward into 2021. Therefore, the Ellensburg Masonic Temple now has both the 2020 Grant funds and 2021 grant funds they were awarded still available to them. No extensions have been applied for by the applicant for either grant.

The Masonic Temple was awarded these (2020 and 2021) grants to restore the façade of the Ellensburg Masonic Temple Building, 111 W 6th Ave. The planned work, as proposed, includes two phases. The first phase includes conducting a detailed analysis of the existing condition of the wood, glass, doors, and hardware in order to gain an accurate understanding of the façade condition and make appropriate decisions on best course of action. After the analysis, the applicant plans to consult with various preservation agencies including DAHP, and work will adhere to the Secretary of Interior Standards. Once decisions are made concerning the methods, they will hire a local contractor to accomplish the work.

EXTENSION PROPOSAL:

The applicant has requested an extension, Exhibit A, to utilize both the 2020 and 2021 Grant funds next year, in 2022. Per the letter provided, the Ellensburg Masonic Temple was recently awarded a Capital Budget Request grant by the State of Washington. This grant includes enough funding to renovate a substantial portion of the downstairs retail spaces of the historic Masonic Temple.

The applicant has requested the extension, because they would like to complete the proposed façade restoration at the same time they complete the major interior renovation. They plan to complete this work middle of next year, in 2022. Per their narrative, the grant money from the City will still be utilized for the same work as originally proposed when awarded. The reasoning for the extension request is to be able to plan the façade work and interior renovation as a single project, which will help compress the schedule, reduce contractor costs, and minimize the time the building will be out of service.

REVIEW:

The **Grant Program Goals** were outlined in the 2020 and 2021 grant guidelines as follows:

- 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.

The **project timeline requirements** were outlined in the 2020 and 2021 grant guidelines as follows:

- **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.

Staff recommends that the LDC consider the extension request against the above goals and requirements, and against the criteria used during the typical review of grant request. A copy of the scoring matrix has been included for reference.

STAFF RECOMMENDATION:

Staff recommends approval of the proposed extensions of the Ellensburg Masonic Temple's 2020 and 2021 grants into the 2022 calendar year grant cycle. The awarded grant money will still be utilized for the same restoration work as originally proposed, and the work will be done per the Secretary of Interior Standards. Compressing the projects on to one schedule in 2022 will help to utilize the City funds efficiently, and help minimize the amount of time the building will be out of service.

Exhibits:

- A. Site Plan
- B. Applicant extension request letter
 - B.1 – 2021 Grant Proposal
- C Scoring Matrix

Exhibit A- Location Map

111 W 6th Ave

Parcel ID # 726933

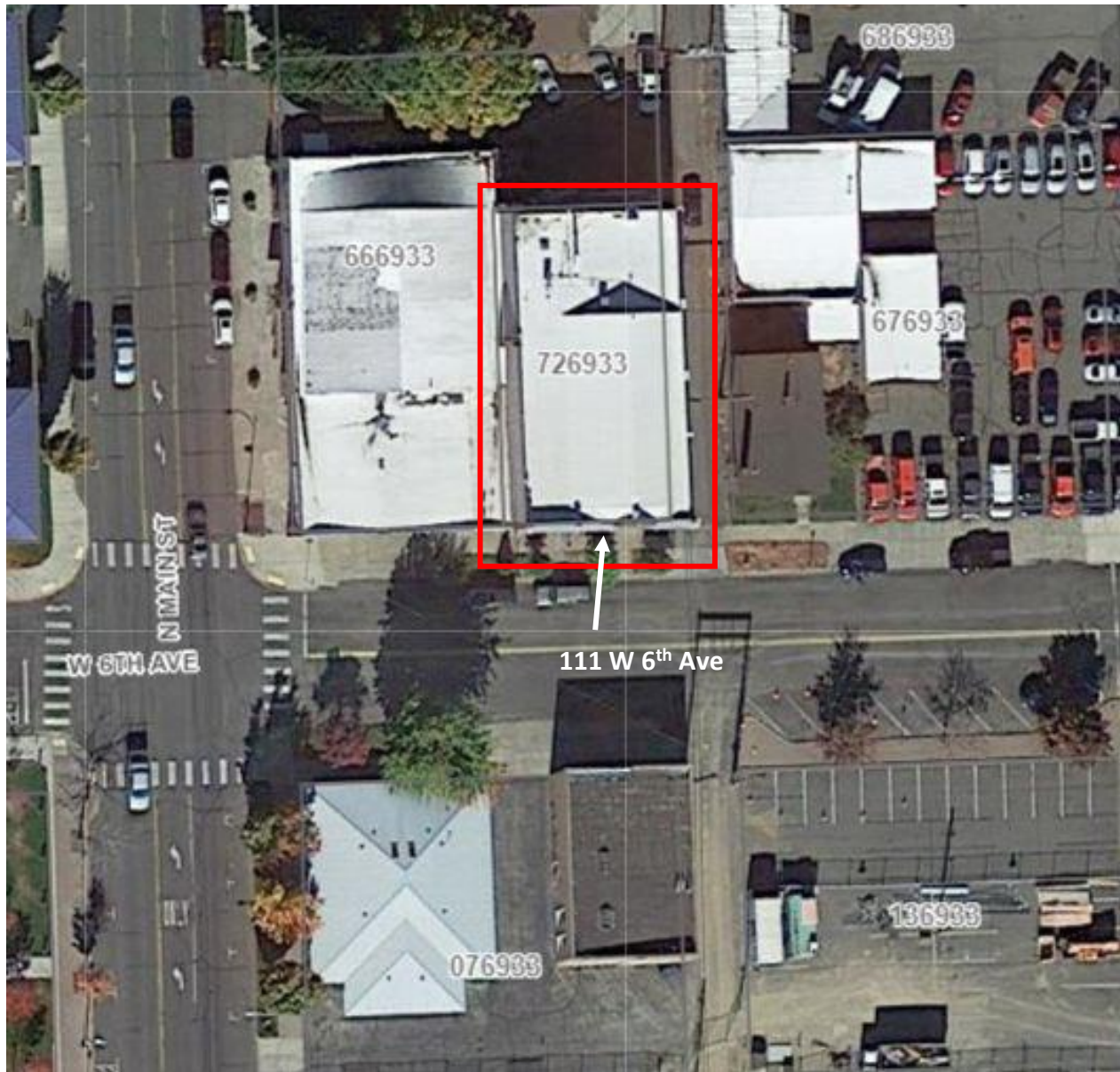


EXHIBIT B- Extension Request

ELLENSBURG LODGE NO. 39, F. & A. M.
Post Office Box 1655
ELLENSBURG, WASHINGTON 98926-1655

June 15, 2021

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

Dear Stacey,

The Ellensburg Masonic Temple Association was recently awarded a Capital Budget Request grant by the state of Washington. It includes enough funding to renovate a substantial portion of the downstairs retail spaces of the historic Masonic Temple.

The scope of the Historic Preservation grants we have been awarded by the City of Ellensburg (in 2020 for \$4,690.32, and 2021 for \$4,000.00) only provide for renovation of the front facades. If we could accomplish the work described in the city grants during the larger renovation period of the state grant, we could make better use of the city funds and end up with a better overall result. By planning the work as a single project, we could produce a more integrated design, and by sequencing the façade renovations with the interior work, we could compress the schedule, reduce contractor costs, and minimize the time the building was out of service.

We anticipate doing the larger renovation early next year, probably between February and May. We would like to ask the Landmark and Design Committee to revise the periods for our city grants to accommodate this cost saving opportunity.

Please let me know what further input you need from me to make this revision.

Thank you,



Tedd Hansen, Chair
The Ellensburg Masonic Temple Association

Exhibit B.1- Original Proposal for 2021 Grant

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:

Please see attached page titled Exhibit A

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:

Yes, the Ellensburg Masonic Temple is a contributing member of the Downtown Historic District.

Contact Person

Name: Tedd Hansen

Organization Representing: Ellensburg Masonic Temple Association

Contact Address: P.O. Box 1655

City/State/Zip: Ellensburg, WA 98926

Phone **(two numbers preferred)**: (509) 962-8245, (509) 859-2067

E-mail: mrtedd@fairpoint.net

Project Cost

Amount Requested from the City: \$15,000

Cash Amount from Applicant: \$2,000

"In-Kind" Amount from Applicant: \$4,000

Cash from other Sources: \$14,000

Please list other sources: 2020 Historic Preservation Grant (\$4,690) & Loan from the Grand Lodge of Washington (\$9,310)

Total Project Cost: \$35,000

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
Survey Doors & Locks and Plan Repair or Replacement	Ellensburg Masonic Temple Assn. & Consultants	Feb.1, 2021	March 15, 2021
Survey Woodwork & Windows and Plan Repair or Replacement	Ellensburg Masonic Temple Assn. & Consultants	Feb. 1, 2021	March 15, 2021
Plan ADA Accommodations and Options	Ellensburg Masonic Temple Assn. & Consultants	Feb. 1, 2021	March 15, 2021
Repair/Replace Doors & Locks	Joinery, Carpentry, Locksmith Contractors	April 1, 2021	May 15, 2021
Repair/Replace Woodwork & Windows	Joinery, Carpentry, Contractors	June 1, 2021	Sept. 1, 2021
Install ADA Access Accommodations	Ramp & Rail Contractors	Oct. 1, 2021	Nov. 1, 2021

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

1. Personnel				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Consultants	\$2,000	\$2,000	\$0	\$0
Volunteer Labor	\$2,000	\$2,000	\$0	\$0
Sub Total	\$4,000	\$4,000	\$0	\$0
2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Doors (2)	\$2,000	\$0	\$2,000	\$0
Locksets (2)	\$1,000	\$0	\$1,000	\$0
ADA Ramps & Rails (2)	\$4,000	\$0	\$4,000	\$0
Lumber	\$1,200	\$0	\$1,200	\$0
Finishing Materials	\$800	\$0	\$800	\$0
Sub Total	\$9,000	\$0	\$9,000	\$0
3. Professional Services				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Grant Requested
Carpentry/Joinery	\$20,300	\$0	\$7,000	\$13,300
Locksmith	\$500	\$0	\$0	\$500
Ramp/Rail Install	\$1200	\$0	\$0	\$1200
Sub Total	\$22,000	\$0	\$7,000	\$15,000
Project Total	Total Cost	Applicant "In Kind"	Applicant Cash	Requested Grant
	\$35,000	\$4,000	\$16,000	\$15,000

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).

Exhibit A

Project Information

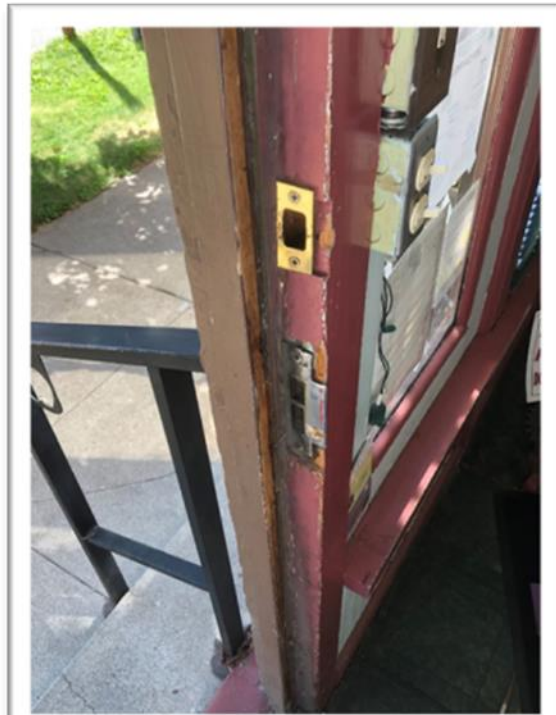
The Ellensburg Masonic Temple Association is repairing and restoring the woodwork, doors, and windows on the lower half of the Temple's south facade which comprise its storefronts and main entrance from Sixth Avenue. Our goal is to enhance the building's historic character as viewed from the street and encourage people to enter the retail stores to explore their fascinating interiors and patronize the businesses housed therein. The storefronts also need to be made ADA compliant. Preliminary investigations have revealed that rot is present in some of the wood surrounding the windows. Also, the locks in the doors have been replaced so many times, the entire door may need to be rebuilt or replaced. Framing for the false ceilings that have been added over the years show through the front windows and detract from the Temple's historic character. The photos on the following pages depict many of the areas that will need to be addressed.

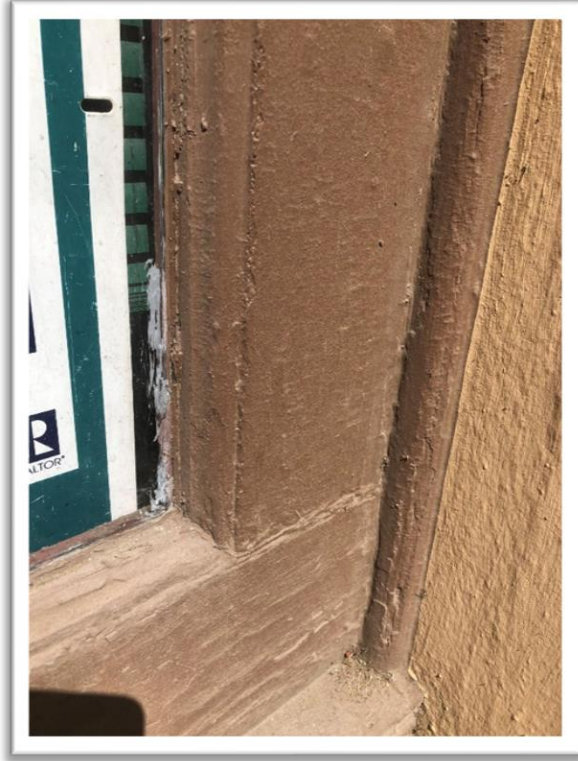
Our planning indicates this project will cost approximately \$35,000. Last year we received a Historic Preservation Grant in the amount of \$4,690. At the time of writing, we have not received this award yet, but when it is distributed, we will add it to the funds requested in this grant to accomplish this work.

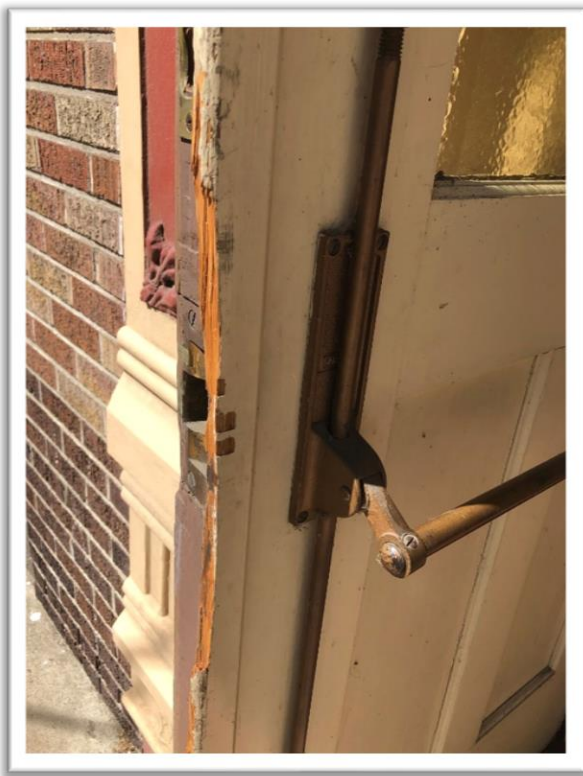
The work will be accomplished in two phases. We will first conduct a detailed analysis of the wood, glass, and hardware involved to determine its condition and then make decisions concerning the best course of action. To make these decisions, we will draw upon several relationships established in past projects, including The Washington Trust for Historic Preservation, The Washington State Department of Archeology and Historic Preservation, and Artifacts Consulting, Inc, a firm that performed a detailed condition assessment of the Temple in April of 2016. In all cases, work will be performed in compliance with U.S. Department of the Interior's Technical Preservation Brief #11, Rehabilitating Historic Storefronts.

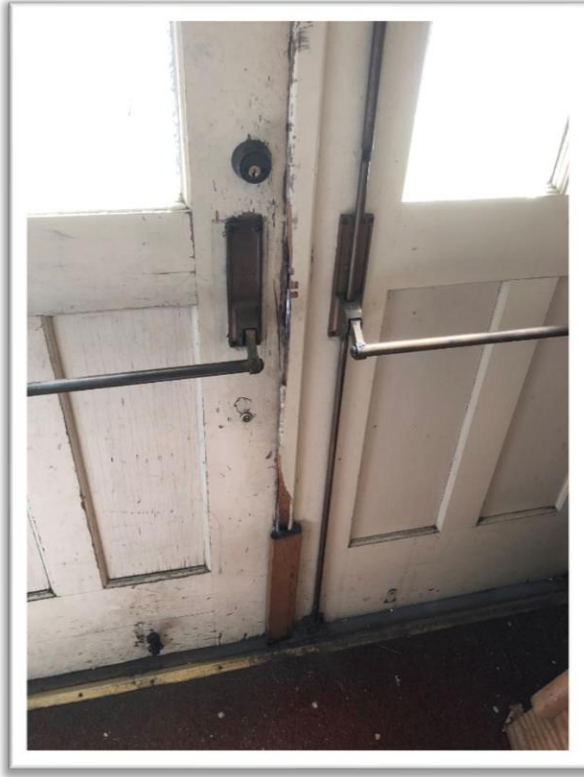
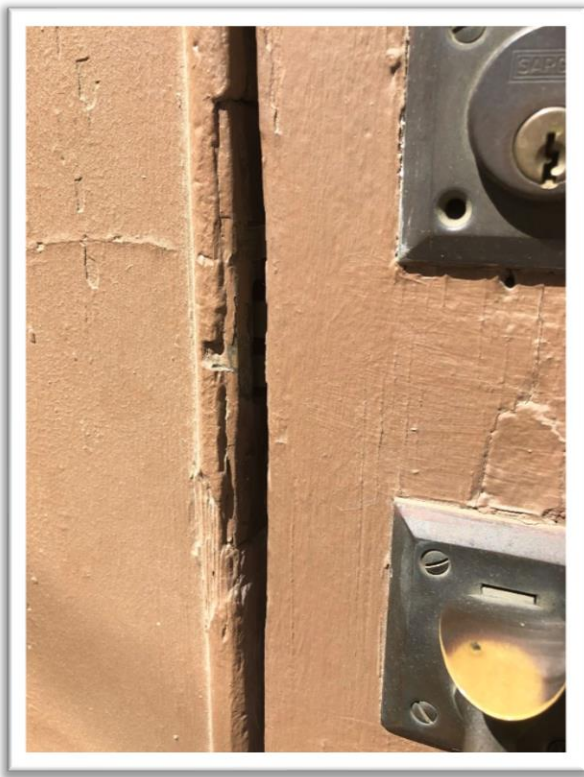
Once decisions are made concerning methods, we will hire local contractors to accomplish the work. In the past we have worked successfully with George Bottcher of Earth Contracting. We will also employ a local locksmith and joinery contractor for the more specialized work involving the Temple's doors and windows.

The Ellensburg Masonic Lodge is dedicated to the preservation of the Ellensburg Masonic Temple as the only building in the Downtown Historic District erected in the aftermath of the great fire of 1889 that is still owned by the organization that built it, and is still serving the purpose for which it was built. When complete, this project will preserve its unique and irreplaceable history for generations to come.









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

Exhibit C- Scoring Matrix

Historic Preservation Grant Program 2021

Project Name

Reviewer:

Date:

Category (Highlights for each category listed)	Maximum Points Allowed	Actual Points Awarded	Comments
1. Project Description Proposal introduction. Did the applicant provide a clear understanding of the proposal and its budget?	10		
2. Project Benefit Does the project address a particular need? Is the project appropriate for a National/State/Local Register District per the Secretary of the Interior's Standards?	30		
3. Groups/Individuals Qualifications Applicant has identified team members and experience on similar projects? Does the applicant have qualified people performing the work, per the Secretary of the Interior's Standards?	25		
4. Work Plan Does the proposal clearly define the applicant's approach to completing the objectives and tasks outlined in scope of his or her proposal? Does the applicant have a clear understanding of the proposed project?	25		
5. Budget Does the applicant have a realistic budget?	10		
TOTAL SCORE	100 points possible		