

AGENDA LANDMARKS AND DESIGN COMMISSION

WEDNESDAY June 22, 2022, 5:45 pm

Hybrid Meeting In-person and via Zoom



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

Join Zoom Meeting:

<https://us02web.zoom.us/j/89009777607?pwd=UIFMV092T2t0RTR5RkNhMUd1bXZ4UT09>

Password: **575177**

Phone participation is also available by calling: **1-253-215-8782**
and entering webinar ID: **890 0977 7607**
When prompted, the password is: **575177**

**AGENDA OF THE REGULAR MEETING OF THE
LANDMARKS AND DESIGN COMMISSION
WEDNESDAY June 22, 2022, 5:45 pm**

Hybrid Meeting- Held via Zoom and in City Hall Council Chambers

1. CALL TO ORDER- ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. Approval of Minutes from the May 3, 2022 LDC meeting.

B. Approval of Minutes from the June 7, 2022 LDC meeting.

4. NEW BUSINESS

A. Introduction of Landmarks and Design Commission Applicant

B. (P22-065) Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed repainting and addition of awnings on the Cadwell-Lyon's Block, 300 N. Main St., Parcel ID #887033.

C. Jamey Ayling to discuss future Streatery ordinance and LDC involvement.

5. OLD BUSINESS

A. Unity Park Review of Meeting Notes

6. CITIZEN COMMENT

7. STAFF UPDATE/DISCUSSION ITEMS

A. Open Public Meeting Act Training- Amy and Dorothy

B. No meeting Wednesday July 6.

C. Per discussion at June 7 meeting, Commissioners City emails are signed up to receive the CLG emails from DAHP now.

8. COMMISSION REPRESENTATIVE UPDATE

A. EDA Update

B. Zane- Middle housing initiatives and the impacts/opportunities with preservation.

C. Zane- Encouragement from local representatives to seek grants for local projects in the upcoming biennium budget.

9. ADJOURNMENT



For more information on the Planning Commission, contact the Department of Community Development at 509-962-7232 or e-mail address: sackettk@ci.ellensburg.wa.us

The Contents of this agenda have been photocopied on recycled paper. ♻️

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A "Request for Accommodation" form may be obtained from City Clerk Beth Leader (First Floor - City Hall) by calling 509-925-8614.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Landmarks & Design, Regular Meeting

May 3, 2022

5:45 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present- In Person: Darren Reid, Fred Redmon

Roll Call Present-Via Zoom: Dorothy Stanley, Amy McCoy

Absent: Lathan Wedin, Marty Blackson, Zane Kanyer, Monica Miller

Also present in person: Stacey Henderson, Senior Planner – Historic Preservation;
Sadie Thayer – Kittitas County Historical Museum Director, COA Applicants- Randy and
Daria Wheeler.

2. Approval of Agenda

Commissioner Stanley moved to approve the agenda. **Motion Approved 4-0.**

3. Approval of the Minutes

3.A. Approve Minutes of the April 19, 2022 Regular Meeting

Commissioner Stanley moved to approve the minutes as presented. **Motion Approved 4-0.**

4. New Business

- A.** (P22-048) Public Hearing for consideration of a Certificate of Appropriateness (COA) for the proposed repainting of The Ellensburg Pet Center storefront at 412 N Pearl, Parcel ID #377033.

Chair McCoy opened the public hearing. There were no appearance of fairness issues.

Senior Planner Henderson presented the staff report, explaining the proposed repainting of the Ellensburg Pet Center storefront at 412 N. Pearl. Applicant Daria Wheeler added additional information regarding the awning.

Chair McCoy opened the floor to public comment. There were no comments from the public and the commission had no questions for the applicant or staff. Chair McCoy closed the public hearing.

Commissioner Reid read the findings of fact as outlined in the staff report and made a motion that the certificate of appropriateness be **granted** by the LDC for the proposed painting of the storefront and replacement of the awning, as proposed with **no conditions**.

Commissioner Redmon seconded. No discussion. **Motion Approved 4-0.**

B. Kittitas County Historical Museum Update.

Sadie Thayer presented on behalf of the Kittitas County Historical Society (KCHS), providing an update on the renovation and structural improvement project for the historic Cadwell Building. Sadie outlined the extensive list of items that need to be addressed on this building, the cost estimated cost, and the grant funding they are hoping to be awarded.

Sadie updated the commission that the KCHS application for the capital improvement grant has passed the first round of the application process, and is permitted to proceed to the applying for the next round of the process. She comes before the commission requesting a letter of support to provide in addition to her other application materials.

Chair McCoy called for a vote regarding the requested letter of support- **Support of Request passed 4-0.**

Planner Henderson will draft a letter for Chair Amy review, edit, and sign.

C. Discuss Historic Preservation Award presentation at the May 16, City Council meeting.

Planner Henderson discussed last year's Historic Preservation Award presentation, and asked the commissioners if anyone was interested in presenting this year's historic preservation awards at the May 16 City Council Meeting. Chair McCoy offered to present the awards at the May 16 City Council meeting.

5. Old Business

6. Citizen Comment

None.

7. Staff Update/Discussion Items

Planner Henderson had a few update items:

No Meeting Tuesday May 17, but there will be a meeting on Tuesday, June 7 with at least two COAs to review.

Reminder- Open Public Meeting Act Training- Amy and Dorothy

Commissioner Lathan resigned from the Landmarks and Design Commission- Open position to fill is for the “professional” LDC position.

8. Commission Representative Update

Commissioner Reid provided an EDA Update

EDA is working on funding/taxing, additional staffing, full slate of events are coming back after not occurring during the pandemic.

There was a great turnout for the downtown clean up.

Commissioner Redmon provided an update on the Unity Park plans.

Commissioner Stanley asked if the City has hired a new arborist yet.

Commissioner Stanley asked for an update on 704 E. 4th Ave.

9. Adjournment

Commissioner Stanley made a motion to adjourn the meeting, Commissioner Reid seconded. Meeting Adjourned at 6:20 pm.

Respectfully Submitted,

Stacey Henderson
Drafted: 6/17/2022
Approved: 6/22/2022



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Landmarks & Design, Regular Meeting

June 7, 2022

5:45 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present- In Person: Darren Reid, Fred Redmon

Roll Call Present-Via Zoom: Dorothy Stanley, Amy McCoy, Marty Blackson

Absent: Zane Kanyer, Monica Miller

Also present in person: Stacey Henderson, Senior Planner – Historic Preservation; Cindi Randleman – Applicant.

Also present- Via Zoom: Council Member - Monica Miller, Applicant - Steve Weidenbach

2. Approval of Agenda

Commissioner Blackson made a motion to amend the agenda to remove the review of the May 3 meeting minutes, as they will be reviewed at a future meeting.

Commissioner Stanley seconded approval of agenda as amended. **Motion Approved 5-0.**

3. Approval of the Minutes

No minutes available.

4. New Business

- A.** (P22-054) Public Hearing for Consideration of a Certificate of Appropriateness (COA) submitted by Mark Randleman, for the proposed repainting of his circa 1910 Craftsman-style house, addressed as 204 E 10th Ave, Ellensburg.

Chair McCoy opened the public hearing. There were no appearance of fairness issues.

Senior Planner Henderson presented the staff report, explaining the proposed paint colors, and sharing her screen to show the paint color examples and existing photographs. Applicant Cindi Randleman added clarification on the white and black trim details.

Chair McCoy opened the floor to public comment. There were no comments from the public and the commission had no questions for the applicant or staff. Chair McCoy closed the public hearing.

Commissioner Blackson read the findings of fact as outlined in the staff report and made a motion that the certificate of appropriateness be **granted** by the LDC for the proposed painting of the house located at 204 E. 10th Ave, as proposed with **one condition**:

1. The applicant shall strip and repaint the house in a manner using best available procedures per the Secretary of Interior's Standards for Rehabilitation, Preservation Brief 10: Exterior Paint Problems on Historic Woodwork to ensure that there is no damage to the wooden façade of the building.

Commissioner Redmon seconded. No discussion. **Motion Approved 5-0.**

- B.** (P22-056) Public Hearing for Consideration of a Certificate of Appropriateness (COA) submitted by Shannon Williams, to replace the existing Umpqua Bank ATM and ATM signage panel, at 118 W 5th Ave.

Chair McCoy opened the public hearing. There were no appearance of fairness issues.

Senior Planner Henderson noted that the applicant wasn't in attendance, and presented the staff report. Henderson explained the proposed replacement of the ATM, and explained why this needed to be reviewed. Umpqua Bank is proposing new signage surrounding the ATM, which is why a COA is required.

Chair McCoy opened the floor to public comment. There were no comments from the public and the commission had no questions for the applicant or staff. Chair McCoy closed the public hearing.

Commissioner Redmon read the findings of fact as outlined in the staff report and made a motion that the certificate of appropriateness be **granted** by the LDC for the proposed replacement of the ATM at 118 W 5th Ave, as proposed with **no conditions**.

Commissioner Reid seconded. No discussion. **Motion Approved 5-0.**

- C.** (P22-050) Public Hearing for Consideration of a Special Valuation for Historic Properties Application, for the Historic McCormack Building, located at 200 E 4th Ave.

Chair McCoy opened the public hearing. There were no appearance of fairness issues.

Senior Planner Henderson presented the criteria for special valuations review, per the code requirements and RCW requirements, as outlined in the staff report. Henderson also explained the valuation of the property, the expenses submitted, and what renovations had taken place.

Applicant Weidenbach explained the lengths they went to restoring the windows, and they appreciate the partnership with the LDC.

Chair McCoy opened the floor to public comment. There were no comments from the public and the commission had no questions for the applicant or staff. Chair McCoy closed the public hearing.

Commissioner Blackson read the findings of fact as outlined in the staff report and made a motion that the certificate of appropriateness be **granted** by the LDC for the proposed consideration for a special valuation for historic properties application, for the McCormack building located at 200 E 4th Ave with **the following conditions, per RCW 84.26.050(2)(a) thru (e)**:

- a. Monitor the property for its continued qualification for the special valuation;
- b. Comply with rehabilitation plans and minimum standards of maintenance as defined in the agreement;
- c. Make the historic aspects of the property accessible to public view one day a year, if the property is not visible from the public right-of-way;
- d. Apply to the local review board for approval or denial of any demolition or alteration; and
- e. Comply with any other provisions in the original agreement as may be appropriate.
- f. Applicant shall submit a notarized budget to the Community Development Department prior to finalizing the Special Valuations Agreement.

Commissioner Stanley seconded. No discussion. **Motion Approved 5-0.**

5. Old Business

6. Citizen Comment

None.

7. Staff Update/Discussion Items

Planner Henderson had a few update items:

Henderson wanted to thank everyone for all their efforts with historic preservation month.

Next meeting will be June 22.

Reminder of Jurassic Parliament Training on July 5.

Henderson mentioned the first reading for the new streatery ordinance occurred at the City Council Meeting on Monday, June 6. Council member Monica explained the streatery discussion that took place at the City Council meeting, and provided an update as to the next steps and LDC future involvement.

8. Commission Representative Update

Commissioner Reid provided an EDA Update

Reid provided an update on the historic home tour, it was well attended. The historic pub crawl also went well, and the plan is to have multiple a year now.

EDA is moving their headquarters directly across from the Kittitas County Historic Museum.

EDA wants to hire a historic grant “expert”.

Commissioner McCoy asked if Iron Horse Brewery is moving out of town.

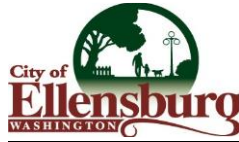
Commissioner Stanley asked there is a replacement for Kirsten Sackett yet, and asked for an update on the First Railroad Survey.

9. Adjournment

Commissioner Stanley made a motion to adjourn the meeting, Commissioner Reid seconded. Meeting Adjourned at 7:00 pm.

Respectfully Submitted,

Stacey Henderson
Drafted: 6/17/2022
Approved: 6/22/2022



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

AGENDA REPORT

MEETING DATE: June 22, 2022

TO: Landmarks and Design Commission

THRU: Jamey Ayling, Interim Community Development Director

FROM: Stacey Henderson, Senior Planner – Historic Preservation

APPLICANT: Jodi and Andy Polak, Property Owners

PROJECT TITLE: Public Hearing for consideration of a Certificate of Appropriateness (COA) for the proposed repainting and addition of awnings on the Cadwell-Lyon's Block, 300 N. Main St., Parcel ID #887033.

PROJECT DESCRIPTION: The applicant has proposed to add awnings and paint the exterior of the Cadwell-Lyon's Block, located at 300 N. Main St., Parcel ID #887033. The proposed painting includes all exterior surfaces along 3rd Ave and Main St., with black awnings proposed above the storefronts. Currently, the bottom half of this building includes aluminum framed storefront windows, heavy textured yellow stucco siding, and the upper half of the building includes plywood board and batten siding painted burnt red. The applicant has proposed to paint the board and batten and stucco with Sherwin Williams 7015 "Repose Gray," the trim with SW 7069 "Iron Ore," and has proposed the awnings to be black. The applicant has provided a rendering and color sample of the proposed colors to replace the existing (Exhibit B.2). The area of proposed work is located on the historic Cadwell-Lyon's Block, built ca. 1897/1963 within the Downtown Ellensburg National Register Historic District and Local Landmarks District, in Central Commercial (C-C) zoning. The application (Exhibit B.1) was received by the Department and determined to be complete per ECC 15.280.090(C)(2)(b), on June 1, 2022.

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 Cadwell-Lyon's Block is a Historic Non-Contributing building located within the Downtown Ellensburg National Register Historic District and Local Landmarks Historic District. Originally built ca. 1897 as an Italianate two-story brick masonry building with a corner entry, multiple storefronts, and apartments above (Exhibit B.2); this building has since been refinished in stucco with board and batten wood panels along the second story, and is missing the original corner entry bay at 3rd and Main. This building was heavily remodeled into a "modern business and office building" in 1963, after the second-floor apartments suffered a devastating fire in 1962.

The applicant has proposed to add awnings and paint the exterior of the Cadwell-Lyon's Block, located at 300 N. Main St., Parcel ID #887033. The proposed painting includes all exterior surfaces along 3rd Ave and Main St., with black awnings proposed above the storefronts. Currently, the bottom half of this building includes aluminum framed storefront windows, heavy textured yellow stucco siding, and the upper half of the building includes plywood board and batten siding painted burnt red. The applicant has proposed to paint the board and batten and stucco with Sherwin Williams 7015 "Repose Gray," the trim with SW 7069 "Iron Ore," and has proposed the awnings to be black. The applicant has provided a rendering and color sample of the proposed colors to replace the existing (Exhibit B.2).

As demonstrated in Exhibit B.2, this historic non-contributing building within the Local Landmarks District has seen heavy remodeling and "remuddling" on the exterior since original Italianate construction. The applicant has proposed compatible colors that can be seen elsewhere throughout the historic district, such as the Iron Ore which can be seen on the Geddis building, and black awnings similar to the awning currently on The Huckleberry Café.

In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed paint colors and awning style will not detract from the overall historic character of the

building, and are compatible with the surrounding neighborhood. 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 Appropriateness be **granted** by the Commission for the proposed paint colors of "Repose Gray" and "Iron Ore" and addition of black awnings, as proposed at 300 N. Main St, with **no conditions**.

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

1. Per ECC Sections 15.280.090 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 building and can pursue this action. The building is addressed as 300 N. Main St, located in the Downtown Ellensburg National Register District and the local Downtown Historic District.
4. It is in the interest of the City of Ellensburg to have historic buildings maintained. This proposal, if approved with no conditions, would not negatively alter the character-defining features of the historic building or surrounding 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:

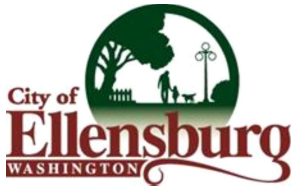
- A.** Location Map
- B.** COA Application Materials submitted by the applicant, including:
 - 1. Application
 - 2. Narrative

Exhibit A- Location Map

300 N. Main St



Exhibit B.1- Application



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:	05/24/2022
Fee Total:	N/A
LDC FILE #:	P22-065
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):	Pangaea Property, LLC	Day Phone:	
Mailing Address:	PO Box 724 Ellensburg, Wa 98926		
E-mail:	jodi@realworks.us	Cell Phone:	509-304-8209 jodi@

*APPLICANT: ☒ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	Jodi Polak	Day Phone:	
Mailing Address:	PO Box 724 Ellensburg, Wa 98926		
E-mail:	jodi@realworks.us	Cell Phone:	509-304-9209

CONTACT PERSON: ☒ Owner ☐ Contractor ☐ Tenant ☐ Other

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

PROJECT INFORMATION:

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

☐	Parcel Number of Site:	887033		
☐	Site Address:	300 N Main St. Ellensburg, WA 98926		
☐	City Zoning Designation:	Historic Commercial Core	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.

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, Jodi Polak, (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: 5/23/2022

Cadwell-Lyon's Building Proposal for Exterior Paint

300 N Main Street, Ellensburg

Landmarks & Design Application - May 23, 2022

Project Description

Cadwell-Lyon's Building Exterior Finishes

The existing, exterior siding of the Cadwell-Lyon's Building includes fiber-cement, board and batten siding on the top half that is painted red and heavy textured, yellow stucco on the bottom half. We propose to paint the exterior body with Sherwin Williams 7015 "Repose Gray," trim with SW 7069 "Iron Ore," and install black awnings above the storefronts.



Existing 3rd Avenue View

SW 7015
Repose Gray

Interior / Exterior
Location Number: 244-C1

SW 7069
Iron Ore

Interior / Exterior
Locator Number: 251-C7

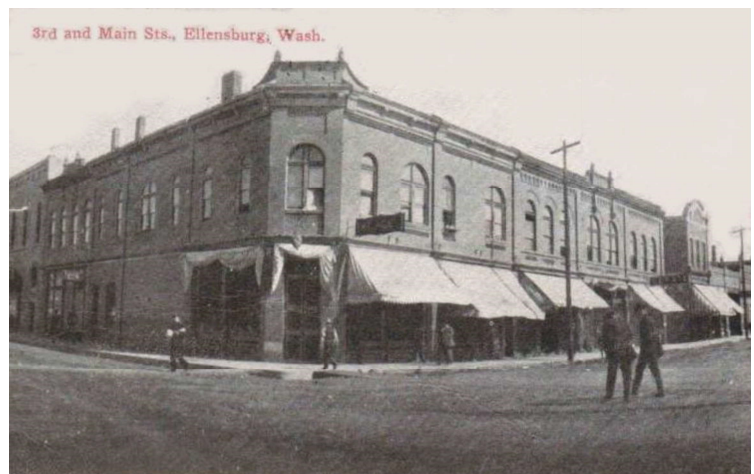
Proposed Colors



Examples of buildings with similar proposed look:



The Cadwell-Lyon's
Building pre-fire (right).





AGENDA REPORT

Meeting Date: June 22, 2022

Agenda Subject: Discuss development of design standards for Streateries and Parklets

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: N/A

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:

[Draft Ordinance Chapter 4 14 A Streateries Parklets and Sidewalk Cafes](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO RIGHT OF WAY USES OTHER THAN TRANSPORTATION, RECODIFYING SECTION 4.14.170 "SIDEWALK USE PERMIT" AS "SIDEWALK CAFÉ PERMITS," AND ADDING A NEW CHAPTER ENTITLED "4.14A STREATERIES, PARKLETS, AND SIDEWALK CAFES" TO TITLE 4 OF THE ELLENSBURG CITY CODE.

WHEREAS, due to the rising number of COVID-19 cases in Washington last year, Governor Inslee issued Proclamations 20-25, et seq., "Stay Safe - Stay Healthy," which at the time reduced restaurant operations occupancy; and

WHEREAS, Governor Inslee issued Proclamation 20-25.13, "Healthy Washington Roadmap to Recovery, on May 21, 2021, which moved all Washington counties into Phase 3, which also limited the capacity of restaurants and other businesses to serve customers; and

WHEREAS, as a result of the previous restrictions on restaurant capacities during the COVID-19 emergency, the Ellensburg City Manager, as authorized by City Council Resolution 2020-05, issued City Management Emergency Order 2020-03, which allowed restaurants in certain areas in the downtown area of the City of Ellensburg to obtain a permit to operate, under certain conditions, on the sidewalks adjacent to their storefronts and also operate "streateries" in portions of the street immediately in front of their businesses; and

WHEREAS, City Management Order 2020-03 was subsequently amended and extended by City Management Orders 2020-03-A, 2020-03-B and 2020-03-C, which was then extended to December 31, 2021 by City Council Resolution 2021-20; and

WHEREAS, City Council held a study session to discuss streateries on November 15, 2021, and directed City staff to provide recommendations for permanent regulation of streateries;

WHEREAS, City Council adopted Resolution 2021-40 on December 20, 2021, extending all streateries permitted under City Management Order 2020-03, as amended, be allowed to continue operation until June 30, 2022, or such time as the effective date of City Council may adopt an ordinance regulating "streateries" on a permanent basis, whichever occurs first. No new streateries were permitted to operate until the City adopted permanent regulations for streateries. In addition, those temporary permitted streateries were to clear snow and debris in accordance with ECC 5.40.140 and required to remove their streater structure for scheduled and emergency road or utility maintenance.

WHEREAS, the City Council adopted general and specific provisions for "Sidewalk Use Permits" on September 27, 2010, which were not codified in Ellensburg City Code 4.14.070;

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington do hereby ordain as follows:

Section 1. Section 4.14.170 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4574, is recodified as Section 4.14A.060 of the Ellensburg City Code, as set forth in Section 2 of this Ordinance.

Section 2. A new chapter” is hereby added to the Ellensburg City Code to read as follows:

**4.14A
Streateries, Parklets, and Sidewalk Cafés**

- 4.14A.010 Purpose.**
- 4.14A.020 Definitions.**
- 4.14A.030 Right-of-way permits; applications.**
- 4.14A.040 Streateries.**
- 4.14A.050 Parklets.**
- 4.14A.060 Sidewalk café permit.**
- 4.14A.070 ADA accessibility.**
- 4.14A.080 Insurance Requirements.**
- 4.14A.090 Hold harmless.**
- 4.14A.100 Appeal.**

4.14A.010 Purpose.

The purpose of this chapter is to establish reasonable regulations and permit requirements for right-of-way uses other than transportation, which are temporary in nature and do not involve permanent ground disturbance activities, including, but not limited to, streateries, parklets and sidewalk cafés. The requirements of this chapter do not apply to right-of-way uses that are separately regulated or permitted under this or other titles of Ellensburg City Code.

4.14A.020 Definitions.

In this chapter, the following definitions shall apply:

“Applicant” means any person who seeks a right-of-way use permit from the city under this chapter.

“City” means the city of Ellensburg.

“Director” means the community development director of the city of Ellensburg.

“Parklet” means the use of the public right-of-way designed to be used as a gathering space which is free and open to the public.

“Permit” means a permit issued by the community development department pursuant to this chapter.

“Right-of-way” means land acquired or dedicated for use as a public road, street, alley, and/or sidewalk, regardless of whether such land has been opened or improved for such use.

“Sidewalk café” means tables, seating, and other amenities such as umbrellas, landscaping or fencing adjacent to a lawfully operating business establishment in or on the public sidewalk, maintained by the owner of such establishment for the use of patrons of the business.

“Streatory” means the use of the public right-of-way, typically in a vehicle parking space, that has been designed to allow for food and beverage services.

“Traffic” means circulation or movement of vehicles, bicycles, and pedestrians.

4.14A.030 Right-of-way permits; applications.

A. Permit required. A right-of-way permit is required to use any portion of city right-of-way for streateries or parklets. Sidewalk café permits are issued separately pursuant to section 4.14A.060, below. This chapter does not include right-of-way construction permits required under chapter 4.06 of the Ellensburg City Code.

B. Application; permit renewal. A completed “Application for Right-of-Way (Streatory/Parklet) Permit” must be submitted for any use of the right-of-way for streateries or parklets. Permits are issued for a maximum of one year but are renewable as set forth in subsection (6), below. The application shall comply with the following requirements:

1. Payment of a \$50 non-refundable application fee required for the administrative costs associated with the permit request process.
2. A clear dimensional sketch and description of the location within the public right-of-way proposed for use. The boundary description shall also include the square footage of the request. Any temporary structure greater than 200 square feet or enclosed on two or more walls requires a building permit.
3. The requested permit period (if less than one year).
4. No more than four parking stalls per block (including both sides) shall be used for any combinations of streateries and parklets.
5. An application for a streatory permit shall be submitted to the community development department. City review of an application will be completed within thirty (30) days of receipt of a complete application and include review by other city departments and the fire marshal, as appropriate. The director may extend the review period when reasonably necessary because additional information is required from the applicant and may issue the streatory permit with any conditions necessary that are consistent with the requirements of this chapter.

6. A streatory or parklet permit may be permitted for up to twelve (12) months. A permit holder may reserve the right to reapply for a streatory permit following a break in operation of up to five (5 months) by submitting a written request to the community development department no later than thirty (30) days in advance of a current permit expiration.

7. Any Streatory or parklet permitted under temporary regulations as of June 1, 2022 is exempt from the requirements of this section, except application and fees.

4.14A.040 Streateries.

Streateries are subject to the following requirements:

A. A streatory may be permitted as a temporary type of right-of-way use in the parking stalls of any public one-way street within the downtown core on a block where restaurant service is provided. Streateries may be located on one-way streets between Water Street and Ruby Street, and between 1st Avenue and 5th Avenue.

B Streateries must meet applicable city and state statutes, including for fire, electrical, and building safety, as well as for liquor service and other applicable agency requirements. Maximum structure height is twelve (12) feet.

C. Streateries must be operated in a manner that complies with health district standards for food and beverage service or with this chapter, whichever is stricter.

D. The fee for a streatory permit is based on the number of parking stalls being utilized in the city right-of-way. The fee shall be \$25.00 per parking stall, per month. Fees shall initially be paid with the permit application for the entire permit period, and thereafter at the start of any renewal period.

E. As temporary structures located in city right-of-way, streatory applications shall be reviewed by the Landmarks and Design Commission only for consistency with the commission's criteria for such structures, as approved by the city council. The commission shall make a recommendation to the director on whether to approve the application.

F. Any streatory or parklet permitted under temporary regulations as of June 1, 2022 is exempt from the requirements of this review, but are still required to pay any bond, permit renewal, and right-of-way use fees. Any subsequent changes to the size or structure of an existing streatory may be subject to additional review under this chapter.

G. Location.

1. A streatory must be located fully or partially adjacent to the business that it serves; provided, that if the business is not adjacent to one or more suitable parking spaces,

another business or property owner whose location is adjacent to the applicant may give its written permission for the parking space in front of it to be used for a streateries.

2. Streateries shall be located entirely within the approved space(s) and shall not extend to within two feet of the travel lane of the public right-of-way to allow for a required clear zone/buffer between the outside edge of any streateries and the travel lane. The travel lane is defined as the area between the end of the marked diagonal parking stalls on both sides of the street.

3. Streateries shall not be located in ADA parking stalls, in front of fire hydrants or bus stops, or over the top of city storm catch basins, water valve, gas valve, electrical vault, or sewer manhole.

4. Where only one parking stall exists between two streateries, or a streateries and parklet, on a block face, each of the two streateries (or streateries/parklet) must be set back at least one foot from the intervening parking space.

H. Other Site Requirements.

1. Streateries must be protected at their end(s) from any adjacent vehicle parking space by a city-approved barrier. Each barrier must include adequate lighting or reflective markings, as approved by the city engineer, for nighttime visibility to drivers.

2. Screening is required on the streateries side that is adjacent to and parallel with the traffic lane.

i. Screening shall be at least 30 inches high and primarily consist of: (1) lattice, picket, or solid fencing; (2) fabric or membrane material; or (3) containerized plantings where the container is at least 30 inches in height.

ii. Between three (3) and eight (8) feet in height, any screening from the traffic lane must allow for views into the streateries to ensure sight visibility between parked vehicles and vehicles in the travel lane.

iii. An applicant may propose a different material that provides both external views and a sense of separation, subject to approval by the director.

iv. Reflecting markings or lighting, as approved by the city engineer, are required along the traffic side for nighttime visibility to drivers.

3. All tents, canopies, fabric screens, and umbrellas are subject to approval by the building official for any structural requirements and by the fire marshal for flame-retardance. Tents and canopies must be fully open to the air on at least one side. If the open side is less than eight linear feet wide, a second side must have ventilation.

4. Fuel-burning heaters and open flames, such as candles, torches and fire pits, are not allowed within three feet of any fabric (including tents and canopies) unless approved by the fire marshal.

5. Follow all relevant fire and electrical code requirements. All electrical service shall be installed overhead at a minimum height of eight (8) feet and used for lighting purposes only. Sidewalks must be free of trip hazards.

I. Signage. No more than one sign shall be allowed on commercial structures in city right-of-way, as permitted under this chapter. The sign must be no greater than 18 inches in length and eight inches in height and must not be internally lit nor have components that wave or otherwise appear to move. Signs shall not be attached to the ground, but may be attached to or part of the structure so long as it does not interfere with traffic or sight visibility.

J. Maintenance. The permittee is responsible for maintenance of all streatory components, including surface and furniture cleaning, and keeping the area underneath and adjacent to the streatory free of obstruction so that stormwater can flow freely at the curb.

K. Installation and Removal.

1. The permittee is responsible for providing and installing all components of the streatory and for removing the components when the permit has expired. No permanent attachments to the street or sidewalk are allowed.

2. The city may also require removal of the streatory, as needed, to address emergency conditions or infrastructure maintenance or repair. When possible, the city will provide a 90-day written notice for scheduled maintenance.

3. The permittee is responsible the moving of the streatory for emergencies or scheduled maintenance. If the streatory is not moved by the permittee as requested by the City, all costs incurred by the city to remove or relocate structures due to emergency and/or scheduled maintenance are the responsibility of the permittee.

L. City staff may provide additional details or guidance for permittees to implement this section, consistent with direction from the city engineer and the community development director or their respective designees.

M. Permit revocation; removal.

1. Permits approved under this chapter are temporary and shall not create any property interest or vested rights, and may be revoked at the sole discretion of the city upon thirty (30) days' written notice. The city may also revoke a permit without notice if it finds that the permit has been issued based upon false information, when the permittee exceeds the scope of the permit, or the activities occurring under the permit are found to cause

unreasonable impacts to public health, safety or welfare or city operations and maintenance, or a structure has not been constructed, maintained or used in accordance with the provisions of this chapter.

2. Permits may also be revoked if:

- a. Following written notice of the lapse of insurance policy required to be maintained by under this chapter, the permittee fails to supply a valid certificate of insurance within seven (7) days of notification by the city of the lapse; or
- b. Following written notice of the non-payment of an annual application fee, renewal fee, or fees for the exclusive use of the right-of-way, the permittee fails to bring fees/account current within seven (7) days of the notice.

3. The structural components of a streatory must be completed and approved by the city (if required) within 30 days of street use permit approval or the commencement of operations, whichever is first, or the city may revoke the permit to avoid leaving the parking space unavailable for use. A notice of potential revocation shall be provided by the city to the permittee at least ten (10) days in advance of revocation.

4. If any such structure, obstruction, use or occupancy is not discontinued following notice of revocation by the city, the city engineer may remove any structure or obstruction, or make such repairs upon the structure or obstruction as may be necessary to render the same secure and safe, at the expense of the permittee, and such expense may be recorded as a lien and otherwise collected in the manner provided by law.

N. Bond. Streatory permit applicants shall post a refundable cash bond to secure removal of the streatory, at the time of application, in the amount of one thousand dollars (\$1,000). The bond shall not relieve the permit holder from payment to the city of any expenses in excess of the bond amount incurred by the city for removal of the streatory.

4.14A.050 Parklets.

A. Location. A parklet may occupy up to two parking stalls or loading zone space located at either end of a city block and adjacent to a traffic bump-out node but does not include any structural components such as a roof or walls. No food or beverage services or other commerce is allowed within a parklet.

B. Permission required. A parklet permit may be issued to a business or non-profit organization with the written permission of the adjacent business. The permit holder is responsible to maintain the space according to the standards set forth in this chapter.

C. Fencing required. Parklets must have fencing of between 30 inches to 36 inches high that encloses both sides and the end facing the street. Allowed fencing includes: 1) lattice, picket, or

solid fencing; (2) fabric or membrane material; or (3) containerized plantings where the container is at least 30 inches in height, but not exceeding 36 inches in height. Any fencing or screening from the traffic lane above 36 inches in height must allow for views into the parklet to ensure sight visibility between parked vehicles and vehicles in the travel lane.

D. No signage. No signs shall be allowed on or in parklets.

E. Fee. In addition to the application fee, parklets require an annual fee of \$25 payable prior to the renewal of a parklet permit.

4.14A.060 Sidewalk café permit.

Sidewalk cafés are subject to the follow requirements:

A. Permit required. A sidewalk café permit (“sidewalk use permit”) is required for use of a limited portion of city sidewalk area for the service of food and beverage ("sidewalk service area") as an extension of the applicant’s business fronting directly upon said sidewalk. The sidewalk use permit allows for the placement of tables and chairs only, and related barriers when required in conjunction with the service of alcoholic beverages.

B. Application required. A completed “Sidewalk Use Permit” application must be submitted for any business use as a sidewalk service area as an extension of the applicant’s business fronting directly upon said sidewalk area. Application can only be made by the owner of such business.

1. Clear dimensional plans shall depict the proposed location of all tables, chairs, and barriers (when required), as well as the location of all present fixed and moveable objects located in or upon the affected sidewalk area shall be submitted with the application. The plans shall include specific measurements of all distances between the various tables, chairs, barriers, objects, curb and adjacent building or property line.

2. City review of an application will be completed within thirty (30) days of receipt of a complete application and include review by other city departments and the fire marshal, as appropriate. The director may extend the review period when reasonably necessary because additional information is required from the applicant and may issue the sidewalk use permit with any conditions necessary that are consistent with the requirements of this chapter.

C. General provisions.

3. Placement of tables, chairs, and any barriers must allow for a minimum of five linear feet (5') of unobstructed passage for passersby between any table, chair or barrier and the outside edge of the sidewalk, and between any table, chair or barrier and any other object located in or upon the sidewalk.

4. Table size limitations. Tables may be circular, square, or rectangular only, and no side or diametrical dimension of such a table shall exceed thirty-two inches (32") in length.
5. The number of chairs authorized for use under this permit shall not exceed twice the number of tables placed for use under this permit.
6. There shall be a maximum of one table and two chairs for each ten (10) linear feet of the permittee's business fronting directly upon the sidewalk.
7. All tables, chairs and barriers placed on the sidewalk under this permit must be directly visible from the interior of the business.
8. The allowed hours of use of the sidewalk service area shall be 7:00 a.m. to 10:00 p.m.
9. The placement, use and removal of all tables, chairs and barriers authorized by this permit shall be at no cost to the city.
10. A sidewalk café must be ADA-accessible. A wheelchair user must be able to access at least one seat at a table, unless the business has other dining that is ADA-compliant and available for customer use.
11. The permittee, and permittee's officers and employees, shall comply with all applicable local, state, and federal laws, ordinances and regulations.

D. Additional provisions when alcoholic beverages are served in a sidewalk café area. The permittee's use of the sidewalk café area identified may include the service of alcoholic beverages if the following additional provisions are satisfied:

1. The sidewalk café area shall have a perimeter barrier during all hours of use, and the barrier shall be at least forty-two inches (42") in height. The barrier shall consist of a physical structure, such as a folding metal gate or moveable fence, that bars movement between two areas. Barriers may not be affixed to the sidewalk nor may the sidewalk be disturbed in any way.
2. Service of alcoholic beverages and use of the sidewalk service area must be in accordance with all applicable provisions of Chapter 66 RCW ("Alcoholic Beverage Control") and Title 314 WAC ("Liquor Cannabis Board").

E. Fees. The fee for a sidewalk café is based on the number of tables placed on the city sidewalk. The annual fee shall be twenty-five dollars (\$25.00) for each table authorized for use, due and payable at the time of issuance of the permit. There shall be no pro-ration or refund of fees for only a portion of a year, regardless of the reason the use is for less than a full year.

F. Revocation and Removal.

1. A sidewalk café permit is non-assignable revocable and may be terminated, revoked or suspended at the sole discretion of the city upon thirty (30) days' written notice. No vested rights shall accrue to the applicant hereunder.
2. Except in cases of emergency, in which case no prior notice need be given to revoke or suspend the use herein permitted, the city will give permit holder thirty (30) days' advance notice of the effective date of the termination, revocation or suspension of this permit.
3. Permittees are required to remove its property from the city's sidewalk upon city termination, revocation or suspension of this permit. Permittee shall be liable for all costs of removal and storage incurred by city, and any unclaimed property will be deemed abandoned in accordance with applicable state law.
4. In the event the city suspends, revokes or terminates this permit, requiring removal of the permittee's property, permittee shall not be entitled to any compensation.

G. The provisions of 4.14A.080, 4.14A.090 and 4.14.A.100 shall apply to sidewalk cafes.

4.14A.070 ADA accessibility.

A. A streatory must be ADA-accessible. Platforms must be ADA-accessible from the public sidewalk and upon entering the streatory, a wheelchair user must be able to access at least one seat at a table on the platform. Exception: A streatory may be allowed without a platform if the business has other dining that is ADA-compliant and available for customer use.

B. Parklets must include street access or ADA-accessible ramps that allow transition from the sidewalk into the parklet.

4.14A.080 Insurance Requirements.

A. The applicant for any permit under this chapter shall provide commercial general liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate, a certificate of insurance naming the city as an additional insured, with respect to liability, and providing that it shall be primary as to any other policy of insurance. Certificates of insurance and all necessary endorsements shall be submitted to the city for approval prior to permit issuance. Acceptability of insurance is subject to approval by the office of the city attorney. The applicant is responsible for ensuring that insurance requirements as detailed herein, or as may be revised, are maintained throughout the duration of the permitted right-of-way use. The director, in consultation with the city attorney, may waive or modify the insurance requirements contained herein when the permitted activity poses minimal risk to persons and property.

B. If alcohol service is permitted in the right-of-way use by the Washington State Liquor and Cannabis Board, the permittee shall procure and maintain for the duration of the permit Liquor

Liability insurance in the amount of not less than \$1,000,000 per occurrence. The city must be named as an additional insured on the Liquor Liability insurance.

4.14A.090 Hold harmless.

As a condition to the issuance of any permit under this chapter, the applicant shall execute and deliver to the city upon a form approved by the city attorney and agreement to defend, indemnify and hold harmless the city, its officers, employees and agents, for any and all suits, claims or liabilities caused by, or arising out of, any negligent acts or omissions or intentional misconduct of the applicant, its officers, agents, or employees in connection with the right-of-way use.

4.14A.100 Appeal.

Except for revocation of a permit by the city pursuant to section 4.14A.040(M)(1) or 4.14.060(F)(1), any affected person may appeal the interpretation, implementation, and/or decision of the city concerning any aspect of this chapter to the city clerk. The appeal notice shall be in writing and submitted to the hearing examiner within 10 calendar days of the date of the action or decision being appealed. The notice shall include, at a minimum, the following information: name, address, telephone number of applicant, location and type of right-of-way use involved in the appeal, decision being appealed, reference to any applicable code or ordinance, and a concise statement of the reasons for the appeal.

Section 3. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 4. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of June, 2022.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. **** is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. **** was published as required by law.

BETH LEADER

Unity Park Stake Holders Meeting Notes

Date: May 6, 2022

Location: Ellensburg City Hall Conference Room

Notes Prepared by Fred Redmon, Historic Preservation Commission member.

Present:

The list of attendees does not include those who were participating remotely.

Brad Case, City of Ellensburg Park Director

Greg Hall, City of Ellensburg Parks Maintenance

Ken Wade, City of Ellensburg Police Chief

Heidi Behrends Cerniwey, City of Ellensburg City Manager

Karissa Witthuhn, City of Ellensburg Construction Project Manager

Jerald Dougherty, City of Ellensburg Art Commission

Monica Miller, City of Ellensburg City Council

Fred Redmon, City of Ellensburg Historic Preservation Commission

Walker Macy Landscape Architects

Summary:

Meeting was held to restart the development of Unity Park Design. Concept Design diagram drawings from the last iteration, before work was stopped due to Covid, were shown to begin discussion. Walker Macy prepared a list of questions to further define criteria.

Key Points:

1. Schedule: Design is at an early stage. Criteria to guide the development will be done between now and July with the goal of having direction in place by early summer to begin design development, documentation, and construction so Unity Park will be completed in one year from early summer 2022.
2. Criteria: Walker Macy is looking to define a range of criteria. They will prepare an expanded questions list for stakeholders to begin. A partial list of items discussed follows:

Unity Park Stake Holders Meeting Notes

Date: May 6, 2022

Location: Ellensburg City Hall Conference Room

Notes Prepared by Fred Redmon, Historic Preservation Commission member.

- a. Values and Potential: What will make Unity Park unique to Ellensburg? Like a mission statement for Unity Park.
- b. Program: What are specific requirements for park components?
 - i. Building:
 - 1. Restrooms: size and configuration.
 - 2. Public Area for ticket sales.
 - ii. Access
 - 1. Pedestrian, small groups, families, informal use by community.
 - 2. Pedestrian, organized events.
 - 3. Protection and crowd control.
 - iii. Water feature
 - iv. Stage:
 - 1. Size: 16' x 32'?
 - 2. Location on property, site lines.
 - 3. Permanent or temporary portable components stored off site.
 - 4. Type and size of events.
 - 5. Power and lighting.
 - v. Site Art:
 - 1. Permanent
 - 2. Existing (The Bull)
 - 3. Unique features such as salvaged cast-iron store fronts from the Capitol Building.
 - vi. Relationship of Unity Park to other community institutions.
 - 1. Gallery One
 - 2. Kittitas County Historical Museum
 - 3. Farmers Market
 - 4. Others?

End of Meeting Notes.

Unity Park Stake Holders Meeting Notes

Date: June 8, 2022

Location: Unity Park Site, downtown Ellensburg

Summary Prepared by Fred Redmon, Historic Preservation Commission member.

Summary:

Open house was held to review concepts “A” and “B”. Walker Macey representatives were present to discuss and answer questions. Open House was open to the public. Those who choose to participate were asked to pick their preferred concept and leave written comments. Concepts can be viewed on the Be Heard Eburg Website: [Unity Park | City of Ellensburg \(beheardeburg.com\)](https://beheardeburg.com)

In addition to documents describing Concepts A and B, “June 8. 2022Unity Park Design Update”, web reference above also has links to the “Ellensburg Parking Plan 2019” and the “Phase 1 Development Boards”. These documents give useful information and context regarding the current development and future direction of the Unity Park design.

End of Meeting Summary.