

AGENDA LANDMARKS AND DESIGN COMMISSION

TUESDAY December 6, 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/83481388359?pwd=eFdpYXcyZk9aVkFQVFBaQmV2NWp4Zz09>

Phone participation is also available by calling: **1-253-215-8782**
and entering webinar ID: **834 8138 8359**
When prompted, the password is: **359772**

**AGENDA OF THE REGULAR MEETING OF THE
LANDMARKS AND DESIGN COMMISSION
TUESDAY December 6, 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. Review of Minutes from the November 15, 2022 LDC meeting.

4. NEW BUSINESS

A. (P22-117) Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed new sign at 412 N. Main St, Parcel ID #286933.

B. (P22- 121) Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed new sign at 314 North Pearl St., Parcel ID #958179.

C. Review of extension request for 2022 City of Ellensburg Historic Preservation grant (420 N. Pearl St) to be completed in 2023.

D. Review of extension request for 2022 City of Ellensburg Historic Preservation grant (109 E 6th Ave) to be completed in 2023.

5. OLD BUSINESS

A. Heating unit placement discussion.

6. CITIZEN COMMENT

7. STAFF UPDATE/DISCUSSION ITEMS

A. January 3, 2022 - Next Meeting

8. COMMISSION REPRESENTATIVE UPDATE

A. EDA Update

9. ADJOURNMENT



For more information on the Planning Commission, contact the Department of Community Development at 509-962-7232 or e-mail address: hendersons@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
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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 by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcoordinator@ci.ellensburg.wa.us.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Landmarks & Design, Regular Meeting

November 15, 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: Fred Redmon, Marty Blackson, Amy McCoy

Roll Call Present-Via Zoom: Zane Kayner, Dorothy Stanley

Absent: Darren Reid

Also present- In Person: Stacey Henderson- Senior Planner, Kathy Boots-Planning Technician, Heidi Behrends Cerniwey- City Manager, Terry Weiner-City Attorney, Mollie Edson - Public, Emmie Nguyen – Public

Also present- Via Zoom: Brad Case, Brian Bishop, Karissa Withuhn, Mark Johnson, Fennelle Miller- Public.

2. Approval of Agenda

Commissioner Stanley moved to approve the agenda. **Motion Approved 5-0.**

3. Approval of the Minutes

Approval of Minutes from the November 1, 2022 LDC meeting.

Commissioner Stanley moved to approve the minutes. **Motion Approved 5-0.**

4. New Business

A. (P22-113) Public Hearing for Consideration of a Certificate of Appropriateness (COA) to install a door and exhaust fan on the back wall (east elevation) of the 420 N. Pearl building.

Commissioner Kayner recused himself. Henderson read staff report. The proposed door will be a light grey to blend with the wall. No public comment. Public comment closed. Discussion occurred. Commissioner Blackson motioned to approve the COA as presented. **Motion passed 4-0.**

B. (P22-115) Preliminary public meeting regarding COA P22-115

Public meeting to discuss possible alternatives to demo of bank, pavilion, and drive in downtown. The Commission will decide if they need more information to review prior to the next public meeting or if they are ready to discuss the demo at the next meeting. The applicant presented the alternatives looked at since 2018 to arrive at the decision to demo.

1. Renovate in current location. This option to convert the current bank to usable space such as a comfort station would be expensive and difficult.
2. Relocate and renovate. This option given the current condition of the building and pavilion would be unfeasible.
3. Rebuild. Build a new comfort station and permanent stage

The current art in that space would be utilized in the same area or relocated downtown. The design principles will be similar to the current downtown area. Building of the new Unity Park would not take place until CWU is out of session for the summer. The Farmers Market does not utilize this area. The current buildings proposed to be demolished are not historic, and do not contain murals. The Commission discussed and decided the project can move forward with the Public Hearing regarding the demo. At the next hearing a design and timeline will be presented. **Commission is in agreement to move forward.** Staff will send out a public notice when the applicant is ready for the next meeting.

5. Old Business

A. Review of DRAFT proposed Streatery/Parklet/Sidewalk Café ordinance merged with recommended LDC design guidelines.

Staff recapped the Commission's previous recommendations. Heidi Behrends Cerniwey- City Manager summarized the City Council decision. The design recommendations were sent to City Council. The City Council agreed with the design recommendations and merged the recommendations with the City Code. Weiner and Ayling addressed questions from the Commission. The code will address submittal requirements such as preferred and prohibited materials list. The applicants will be required to apply for a building permit and will not go before the Commission. Only submittals that fit the requirements will be accepted. If the temporary structure is not built as approved, it will become a code enforcement case. Current structures will be given three months to comply once the ordinance is adopted.

6. Citizen Comment

Fennelle Miller expressed three concerns regarding the proposed Streatery Ordinance.

- 1) In agenda packet it refers to an 8' tall wall, and Ms. Miller believes that 8' is too tall to allow and will disrupt the Character of the district.
- 2) Lighting language should be tightened up
- 3) She does not want stainless steel to be an approved material. She disagrees that it is a compatible material to the historic downtown.

7. Staff Update/Discussion Items

A. December 6- Next Meeting (Agenda had December 1, which is an error)

B. There is a new applicant for the Commission. If members would like to participate in the interview, notify Staff.

8. Commission Representative Update

- A. A few typo errors were mentioned regarding the streatory. The comments will be given to City Council.
- B. January 3, 2023 will be a work plan study session
- C. A meeting after the first of the year will be set to review CLG report.
- D. February 2, 2023 will be a DAHP training
- E. Staff will finalize revising the demo ordinance and bring it to Commission to review prior to City Council.

9. Adjournment

Chair McCoy adjourned the meeting at 7:07 p.m.



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

AGENDA REPORT

MEETING DATE: Tuesday, December 6, 2022

TO: Landmarks and Design Commission

THRU: Jamey Ayling, Community Development Director

FROM: Stacey Henderson, Senior Planner – Historic Preservation

APPLICANT: Jeannie Bayles: Application #P22-117

PROJECT TITLE: Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed new sign at 412 N. Main St, Parcel ID #286933.

PROJECT DESCRIPTION: The applicant wishes to install a new sign advertising The Night Owl. The proposed sign would be installed above the door that is located on the north facade towards the back of the building at 412 N. Main St, and would be visible from the alley. The proposed sign is a double faced LED-Illuminated flag mount sign cabinet. The sign is fabricated aluminum with a black enamel finish, and is 8" deep, 3'-0" tall, and 2'4" wide. (Exhibit B.3) Through bolt mounting will be required, to help mount the sign to the brick exterior. The proposed sign would be located within the Downtown Ellensburg National Register Historic District, and Local Landmarks District. The application (Exhibit B.1) was received by the Department and determined to be complete per ECC 15.280.090(C)(2)(b), on November 17, 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 in 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.]

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

Review Required:

All signs erected in the C-C and C-C II zones shall undergo a design review process prior to the issuance of said sign permit according to the following requirements, except for those signs erected on buildings or premises which are identified as landmarks or are situated within a landmarks district which shall be governed by the requirements of the landmarks and design ordinance, Chapter 15.280 ECC.

A. The applicant for the sign permit shall submit a scaled drawing of the sign along with information regarding the type of material involved, color scheme, type of lettering or symbols used, method of illumination and proposed location of mounting.

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

C. The landmarks and design commission shall meet and review with the applicant the proposed sign within 15 days from the date a written application for a sign permit is received by the city. The landmarks and design commission shall respond in writing to the applicant no later than five working days after the expiration of the said 15-day review period. The administrator shall not approve any sign permit application undergoing the design review until a written recommendation is received by the applicant or expiration of the above 20-day time limit, whichever comes first. The applicant's compliance with any recommendation made by the landmarks and design commission shall be voluntary. [Ord. 4573 § 3, 2010; Ord. 4245, 2000; Ord. 3402 § 1, 1983.]

STAFF COMMENTS:

The vernacular commercial building at 412 N. Main Street was constructed ca. 1915, and is located within the Ellensburg Downtown National Register district and Local Landmarks District. The front façade of the building still retains a large amount of the original storefront with the centered recessed entry, wood windows, and transom above the front door that spans the width of the building. The 1928 Sanborn Map for Ellensburg shows this building as housing a Battery and Electric shop at one point. In earlier years, this parcel was the original location of J.S. Anthony's Blue Front store, where the Great Ellensburg Fire of July 4, 1889 started at 10:30 p.m.

This applicant has recently come before the Landmarks and Design commission to propose other exterior updates at this location. In March 2021 (P21-016), the applicant proposed to

construct a wood pergola at this location over the outside seating area (approved). In April 2021 (P21-020) the applicant proposed to paint the exterior and install a sign advertising their business on the front of the building (approved).

The applicant now wishes to install a new sign advertising The Night Owl, located at the back of the building at 412 N. Main St. The proposed sign would be installed above the door that is located on the north facade towards the back of the building, and would be visible from the alley. The proposed sign is a double faced LED-Illuminated flag mount sign cabinet. The sign is fabricated aluminum with a black enamel finish, and is 8" deep, 3'-0" tall, and 2'4" wide. (Exhibit B.3) Through bolt mounting will be required, to help mount the sign to the brick exterior. The proposed sign would be located within the Downtown Ellensburg National Register Historic District, and Local Landmarks District.

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

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

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

RECOMMENDATION: Staff has reviewed the criteria in the Code and recommends that the Certificate of Appropriateness (COA) be **granted** by the LDC for the proposed Night Owl sign to be installed at the back of the building located at 412 N. Main St, with **two conditions**:

1. The sign shall be illuminated from dusk to 10:00 pm only.
2. The sign shall be carefully placed where bolts are fastened into mortar joints, to prevent as much damage to the brick as possible.

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

1. Per ECC Sections 15.280.090, 15.530.020, and 3.12.200, the LDC has jurisdiction to review this project.
2. The project has been found to be in keeping with one of the required Sign Code standards of ECC 3.12.200(B), specifically that:

- a) The landmarks and design commission review will take into account the appropriateness of the design and appearance of the sign as it relates to the buildings and area surrounding the location.
3. The Applicant is the agent for the owner of this building and can pursue this action. The building is addressed as 412 N. Main St. and is located in the Ellensburg Downtown National Register District and Local Landmarks District.
4. It is in the interest of the City of Ellensburg to have historic buildings maintained and preserved. If approved, this proposal would not negatively alter the character of the surrounding historic district.

In addition, if no public comment is received during the public hearing portion of the meeting, the following Finding of Fact would also be applicable:

5. No public comment was received.

After the close of the public hearing, if it is determined that additional findings of fact are pertinent, they should consist of concise statements of the underlying facts in support of the decision made by the Landmarks & Design Commission. Findings of Fact should be made by the Commission, regardless of whether the project is approved or denied.

When making the final motion, the Commission may also include any conditions of approval that are appropriate to this application.

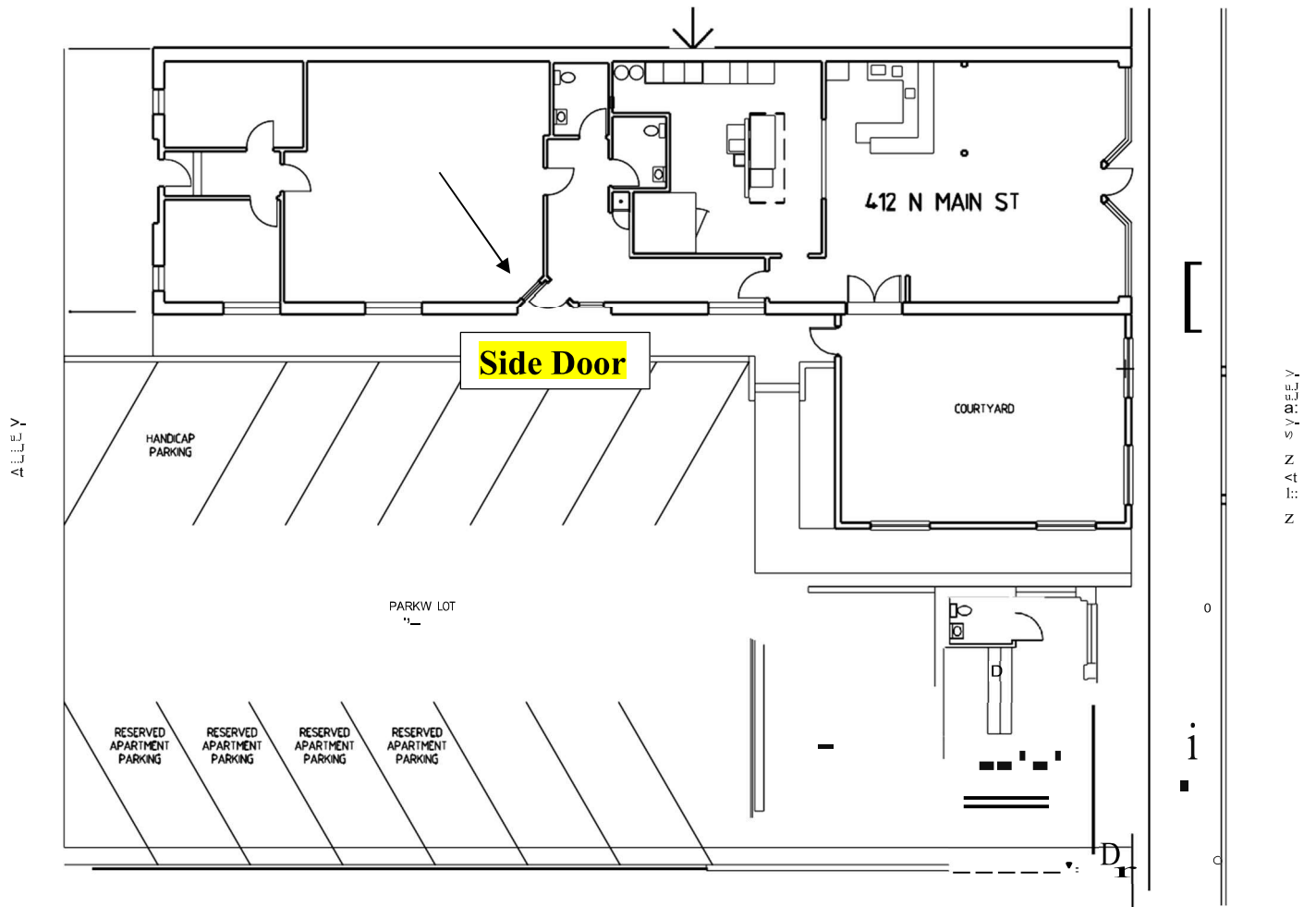
EXHIBITS:

- A.** Location Map
- B.** COA Application Materials submitted by the applicant, including:
 1. Application
 2. Proposed Sign Rendering
 3. Proposed Sign Product Information
- C.** Additional Materials Submitted by Staff
 1. Photographs

Exhibit A- Location Map

412 N. Main St.







Landmarks & Design

Certificate of Appropriateness Application

RECEIVED
10/31/22
COMMUNITY
DEVELOPMENT
P22-117

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:	KB
Date Submitted:	10/31/22
Fee Total:	N/A
LDC FILE #:	P22-117
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):	Ross Anderson	Day Phone:	206-369-2030
Mailing Address:	412 N Main St Ellensburg, WA 98926		
E-mail:	rossa@acarchitect.com	Cell Phone:	

*APPLICANT: ☐ Owner ☐ Contractor ☒ Tenant ☐ Other

Name:	Jeannie Bayles	Day Phone:	509-669-2211
Mailing Address:	412 N Main St Ellensburg, WA 98926		
E-mail:	bayles.jeannie@gmail.com	Cell Phone:	

CONTACT PERSON: ☐ Owner ☐ Contractor ☒ Tenant ☐ Other

Name:	Jeannie Bayles	Day Phone:	509-669-2211
Mailing Address:	412 N Main St		
E-mail:	bayles.jeannie@gmail.com	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:		
☒	Site Address:	412 N Main St. Ellensburg, WA 98926	
☐	City Zoning Designation:	Is a building permit required:	☐ Yes ☐ No

PROJECT INFORMATION:

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

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

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

Telephone: (509) 925-8608

FAX: (509) 915-8655

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

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

I, Jeannie Bayles, (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)

Jeannie Bayles

Date: 10/26/2022



Exhibit B.3- Product Information

RECEIVED
10/31/22
COMMUNITY
DEVELOPMENT
P22-117



Manufacture and install one (1) double-face LED-illuminated flag-mount sign cabinet:

8" deep fabricated aluminum with 1-1/2" retainer and black enamel finish. Two (2) 2" aluminum square tube arm supports with mounting plates. 3/16" white polycarbonate faces with 3M black vinyl decoration. Bright white LED illumination.

Note: Through-bolt mounting plate required. Power to be delivered to location by client's electrician.

Price: \$3,274 + tax / permit



108 West Mead, Yakima, WA 98902
Phone: (509) 972-8099 Fax: (509) 972-8332

Client / Job Name	Date
The Early Bird / The Night Owl Ellensburg, WA	10-17-22 Rev # -
Salesperson	Designer
Jason Jones	SKR
File No.	
early bird - night owl 01	

Client Approval
X _____ PLEASE NOTE: THIS IS YOUR SIGNATURE OF AUTHORIZATION. As such, you agree to have verified the accuracy of all graphics shown with respect to sizes and content, that the specifications represented are correct and meet your order requirements exactly, and officially authorize this document for release to production.

Exhibit C.1- Additional Photographs

