

**AGENDA OF THE REGULAR MEETING OF THE
LANDMARKS & DESIGN COMMISSION
City Council Chambers
City Hall, 501 N. Anderson St.
Ellensburg, WA 98926
Wednesday February 19, 2020, 5:45 pm**

- 1) CALL TO ORDER AND ROLL CALL OF MEMBERS
- 2) APPROVAL OF THE AGENDA
- 3) APPROVAL OF MINUTES – Regular Meeting of November 19, 2019
- 4) NEW COMMISSION MEMBER- Marty Blackson
- 5) NEW BUSINESS
 - a. **Public Hearing for Consideration of a COA (P20-005)**, submitted by Madison Ford with the Chamber of Commerce, for the installation of vinyl signs on both sides of the existing free standing 9' x 5' sign on 4th, between Pearl and Main Street. Parcel ID #146933.
 - b. **Public Hearing for Consideration of a COA (P20-006)**, submitted by Madison Ford with the Chamber of Commerce, for installing two lockable bulletin boards for art display on the exterior of the Ellensburg Visitor Center on the corner of 4th and Pearl. Parcel ID #146933.
- 6) OLD BUSINESS
 - a. **Commission approval for a 2020 grant amendment.** Mollie Edson, agent for 420 N Pearl LLC, is seeking approval from the LDC to for an amendment to the 2020 historic preservation grant awarded for the building located at 420 N. Pearl
 - b. **Commission approval for an extension to a 2019 grant approval.** Sadie Thayer, agent for the Kittitas County Historical Society, is requesting an extension for the 2019 grant awarded for the educational plaques within the Ellensburg Historic Districts.
- 7) CITIZEN COMMENT
- 8) STAFF UPDATE/DISCUSSION ITEMS
 - a. Preservation Consultant Update
 - b. CLG Grant Opportunities
- 9) COMMISSION REPRESENTATIVE UPDATE
- 10) ADJOURNMENT



For more information on the Landmarks & Design Commission, contact Stacey Henderson, Community Development Senior Planner-Historic Preservation, at 509-925-8608 or by e-mail: hendersons@ci.ellensburg.wa.us

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

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

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time: Tuesday, November 19, 2019, 5:45 p.m.
Place of Meeting: Council Chambers, Ellensburg City Hall
Present: Members: Chairwoman Mollie Edson, Dorothy Stanley, Amy McCoy, Megan West
Absent: Marc Brown
Others Present: Stacey Henderson, Senior Planner - Historic Preservation; Kirsten Sackett, Community Development Director; and two members of the public

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

1. Call to order and roll call of members

Meeting called to order by Chairwoman Edson at 5:48 pm.

2. Approval of the agenda

Commissioner Stanley made a motion to approve the agenda as presented. Commissioner McCoy seconded.

All in favor, motion passed.

3. Approval of the minutes of the Meeting of November 5, 2019.

Commissioner West made a motion to approve the minutes of November 5, 2019. Commissioner Stanley seconded.

All in favor, motion passed.

4. Old Business

5. New Business

- a. Public Hearing for Consideration of a COA (P19-121), submitted by Fred and Anne Redmon, for repainting the exterior of their home at 806 N. "B" Street, within the First Railroad Addition National Register and local Landmarks Districts. Parcel ID #363334.**

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. Stanley said that the applicants are her neighbors and she knows them. Edson stated that she also lives near them and has seen the paint colors on the wall. They both stated that they could act in a fair and unbiased manner. No issues were raised and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson passed around paint sample colors provided by the applicant, then presented the staff report. She described the character-defining features of the vernacular wood frame home, and shared some of the exterior changes that had occurred over time. She stated that the applicant had previously been before the LDC for several COA proposals regarding this house. Previously approved COA's include a September 18, 2018 approval for reroofing and eave repairs, on January 23, 2019, another COA was approved for several improvements to the windows and door frames, and on April 3, 2019 they received approval for the construction of a dormer.

The applicants are now proposing to paint the exterior of the dwelling with Benjamin Moore colors, Wood Ash for the trim, and Deep Creek for the main house color. Henderson displayed the elevation renderings provided by the applicant. She said that staff has found the application to be in keeping with ECC 15.530.020 (a) and (b), and as such, staff is recommending approval of the COA with one condition as outlined in the staff report.

The applicant did not have anything to add. There were no other members of the public in attendance.

Chairwoman Edson asked if the Commissioners had any questions. Edson asked about the dark color showing above the windows and door. Fred Redmon said that it was a problem with his printer. The color showing up as black would actually be the same as the house color, but the windows themselves are black.

There were no other questions. Edson closed the public hearing and opened it up to deliberation by the Commission. There was none.

Commissioner McCoy 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 to allow the exterior modifications to the applicants' house addressed as 806 N. "B" St., 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 Stanley seconded. The Commissioners like the proposal.

All in favor, motion passed.

6. Citizen Comment

7. Staff Update/Discussion Items

Senior Planner Henderson brought a copy of the book "Why Preservation Matters" that Fiona Gibson had recommended. The Commissioners could borrow the copy and pass it around. Henderson also stated that the department did not receive any applications for the next meeting of December 2. She also said she has started working on the calendar of meeting dates for 2020. She has reserved some of the rooms for next year, and she will share the calendar with the Commissioners the next time they meet.

Director Sackett said that Ken Beckley's home had been sold to a local developer who is planning to demolish the structure. She said she had called the developer and talked to him about allowing

for some historic documentation to take place prior to demolition. He said he was amenable to that.

Sackett also said she is about to finalize the Professional Services Agreement with a historic preservation consultant. She would like to utilize their services to help write the demolition ordinance and even assist with site surveys to identify more eligible structures and/or districts.

The Commission decided that they would draft up a letter to send to the developer encouraging him not to demolish the house.

8. Commission Representative Updates.

Stanley brought up the drilling into antique cast iron that was approved for the new signage approved at the last meeting for the Dark Moon Craft Beer business. She asked if staff could look into a different technique for installing signs on the old buildings. Henderson said that she would begin researching the topic.

Chairwoman Edson thought it would be nice to get building owners together to discuss some of the issues with being in a landmark district. Commissioner West said that the EDA has already been trying to start some conversations with the downtown business owners, and they could try to get included in the group.

The Commission discussed the need to fill the vacant positions on the board.

9. Adjournment

Commissioner Stanley made a motion to adjourn the meeting. Commissioner McCoy seconded. All in favor, motion passed. Chair Edson adjourned the meeting at 6:23 pm.



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

AGENDA REPORT

MEETING DATE: Wednesday, February 19, 2020

TO: Landmarks and Design Commission

THRU: Kirsten Sackett, Community Development Director

FROM: Stacey Henderson, Senior Planner – Historic Preservation

APPLICANT: Madison Ford: Application #P20-005.

PROJECT TITLE: Public Hearing for Consideration of a COA for the proposed installation of vinyl signs on both sides of the existing free standing 9' x 5' sign on 4th Ave, between Pearl and Main Street. Parcel ID # 146933.

PROJECT DESCRIPTION: The applicant wishes to install vinyl signs on both sides of an existing free standing 9' x 5' sign on the north side of 4th Ave between Pearl and Main Streets. The existing sign can be found in Exhibit "C.1 and C.2", and is located in the Southwest corner of parcel ID #146933, next to the Chamber of Commerce Ellensburg Visitor Center. This property is zoned Central Commercial (C-C), and is located within the Downtown Ellensburg National Register District and Local Ellensburg Downtown Historic District (See site Map, Exhibit A) The application (Exhibit B.1) was received by the Department and determined to be complete, per ECC 15.280.090 (C)(2)(b), on January 28, 2020.

TYPE OF REVIEW:

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

A. Review Required

- 1) No person shall **alter**, repair, enlarge, newly construct, relocate, or demolish any registered landmark, **or any property located within a landmark district, nor install any exterior sign** or mural pursuant to subsection (A)(2) of this section, without review by the landmarks and design commission and issuance of a COA. In the case of murals, the arts commission shall first review and provide its recommendations to the landmarks and design commission of any proposal for a mural to be located

on a registered landmark or within a landmark district. Factors to be considered by the arts commission include media to be used, method of application, stability, building/site, mural location and practicability of project.

- 2) This review shall apply to all exterior features of the property visible from a public right-of-way. This review applies whether or not a permit from the city of Ellensburg is required.
- 3) Review of alterations to Ellensburg landmarks register properties under this chapter is in lieu of design review required for projects and sign review per ECC 15.210.050(B).

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

Review Required:

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

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

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

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

STAFF COMMENTS:

This proposal includes the installation of two vinyl signs on an existing free standing sign that is within the Downtown Ellensburg Historic District, but which is not of its own merit a contributing historic resource to the District. The existing sign is located on the southwest corner of Parcel ID #146933, within the planter strip, next to the drive through bays of the Ellensburg Visitor Center building.

The installation of the vinyl signs is the extent of the proposal at this time, as there are no further plans to alter the existing sign. The post supporting the sign will remain grey, and the sides of the sign will remain yellow.

The applicant has designed a sign that is compatible with the surrounding character of the historic districts. In review of the criteria found in ECC 15.530.020(B)(1), staff finds that the proposed signage on a pre-existing noncontributing structure will not detract from the overall historic character of the neighborhood. Therefore, this project meets the following sign code standard of ECC 3.12.200 (cited above):

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

RECOMMENDATION: Staff has reviewed the criteria in the Code and recommends that the Certificate of Appropriateness (COA) be **granted** by the Commission for the proposed vinyl signs on both sides of the existing sign on 4th Ave, with **no conditions**.

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

1. Per ECC Sections 15.280.090, 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 sign located on 4th Ave, and can pursue this action. This existing sign is not a contributing structure in the Downtown Ellensburg National Register or local Landmark Districts.
4. It is in the interest of the City of Ellensburg to make sure signage is compatible with the surrounding historic district. This proposal, if approved with **no**

conditions, would not negatively alter the character-defining features of the historic district, but rather, harmonize with 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.

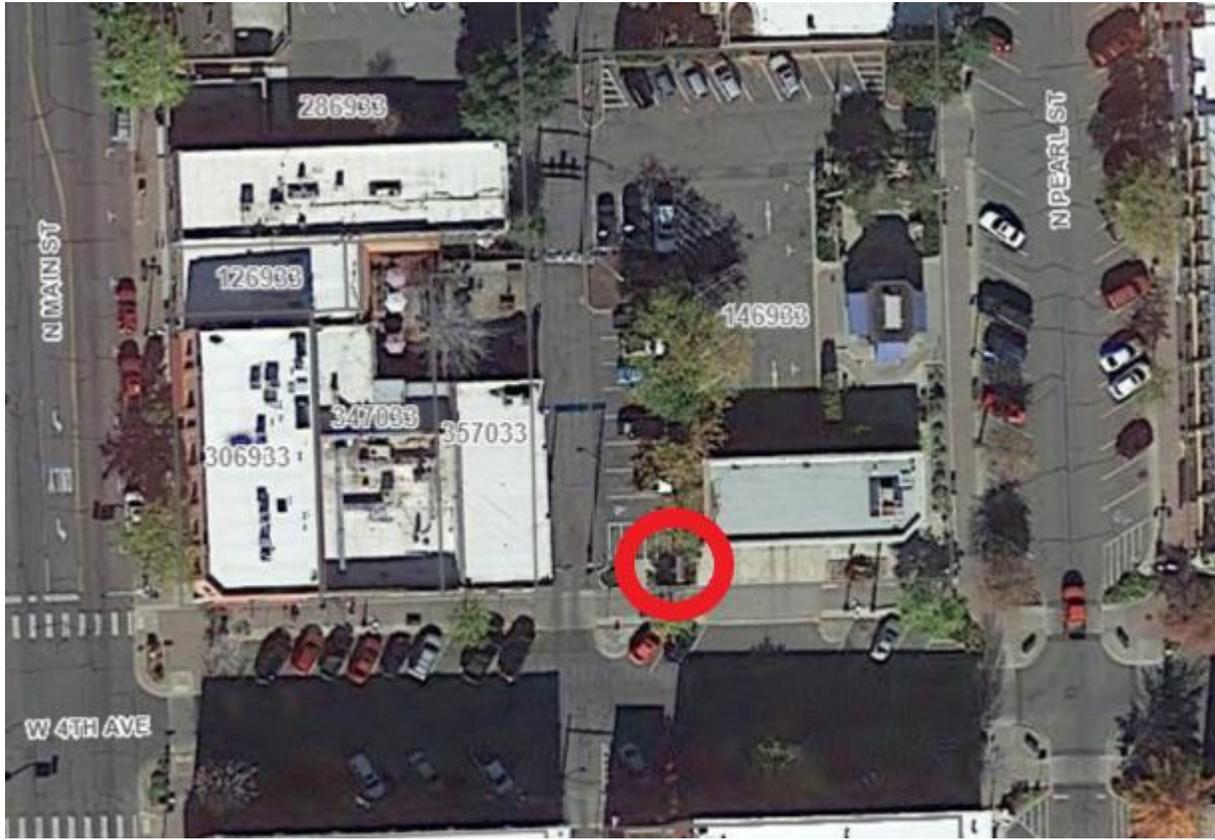
After the close of the public hearing, if it is determined that additional findings of fact are pertinent, they should consist of concise statements of the underlying facts in support of the decision made by the Landmarks & Design Commission. Findings of Fact should be made by the Commission, regardless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

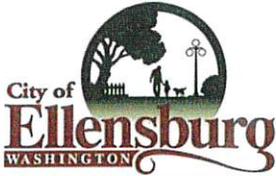
When making the final motion, the Commission may also include any conditions of approval that are appropriate to this application.

EXHIBITS:

- A. Site Map
- B. COA Application Materials submitted by the applicant, including
 1. Application Form
 2. Proposed Design of Sign
 3. Order Sheet
- C. Supplemental COA Materials added by Staff
 1. Existing Sign View 1
 2. Existing Sign View 2

Site Plan





Landmarks & Design

Certificate of Appropriateness Application

PA-10
APPLICATION

RECEIVED
JAN 17 2020
COMMUNITY DEVELOPMENT

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:	(mw)
Date Submitted:	1-17-20
Fee Total:	N/A
LDC FILE #:	P20-005
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):	City of Ellensburg By John Akers, City Manager	Day Phone:	509-962-7221
Mailing Address:	501 N Anderson ST		
E-mail:	akersj@ci.ellensburg.wa.us	Cell Phone:	

***APPLICANT:** Owner Contractor Tenant Other manager

Name:	Madison Ford-Chamber	Day Phone:	509-925-2002
Mailing Address:	609 N Main St.		
E-mail:	madism@kittitascountychamber.com	Cell Phone:	

CONTACT PERSON: Owner Contractor Tenant Other

Name:	Madison Ford	Day Phone:	
Mailing Address:	609 N Main St		
E-mail:	madism@kittitascountycham	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.

<input type="checkbox"/>	Parcel Number of Site:	146933
<input type="checkbox"/>	Site Address:	
<input type="checkbox"/>	City Zoning Designation:	Is a building permit required: <input type="checkbox"/> Yes <input type="checkbox"/> No

PROJECT INFORMATION:

<input type="checkbox"/>	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.
<input type="checkbox"/>	Site Plan:	<ol style="list-style-type: none"> 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)
<input type="checkbox"/>	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
<input type="checkbox"/>	Exterior Lighting:	Identify the location, design, wattage and lighting orientation.
<input type="checkbox"/>	Exterior building alterations, rehabilitation or restoration:	<ol style="list-style-type: none"> 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.
<input type="checkbox"/>	Signage:	<ol style="list-style-type: none"> 1. Colored design 2. Dimensions 3. Location – Drawing or photograph depicting sign(s) on the building or pole. 4. Type of illumination.
<input type="checkbox"/>	Dumpster:	<ol style="list-style-type: none"> 1. Screening materials & colors 2. Location
<input type="checkbox"/>	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

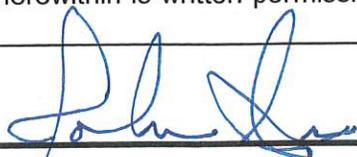
FAX: (509) 915-8655

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

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

I, _____, (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:	1-16-2020
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RECEIVED
JAN 17 2020
COMMUNITY DEVELOPMENT

P20-005

WELCOME TO THE DOWNTOWN ELLENSBURG VISITOR CENTER



ON THE CORNER OF 4TH AND PEARL



PRESENTED BY





Custom Vinyl Wraps and Stickers

Exhibit B.3 INVOICE

Winslows Wraps

807 N Prospect St Suite 3
Ellensburg Wa 98926
425-999-9912
winslowswraps@gmail.com

Invoice No : 1
Date : 1/17/20
Customer ID :

P20-005

RECEIVED
JAN 17 2020
COMMUNITY DEVELOPMENT

Salesperson	Job	Payment Terms	Due Date
Weston Heuker	Ellensburg Visitor center sign	Due upon receipt	

Quantity	Description	Unit Price	Line Total
2	Printed sign (60" x 105")	\$330.00	660
2	Hours	\$25.00	50

Subtotal	710
Sales Tax @ 8.20%	58.22
TOTAL	768.22

Make all checks payable to Winslows Wraps.

THANK YOU FOR YOUR BUSINESS!

P20-005

RECEIVED

JAN 17 2020

COMMUNITY DEVELOPMENT



STATE OF
WASHINGTON

BUSINESS LICENSE

Limited Liability Company

WINSLOW WRAPS, LLC
807 N PROSPECT ST STE 3
ELLENSBURG, WA 98926-8226

TAX REGISTRATION - ACTIVE

Issue Date: Aug 09, 2019
Unified Business ID #: 604280550
Business ID #: 001
Location: 0001
Expires: May 31, 2020

CITY ENDORSEMENTS:

ELLENSBURG GENERAL BUSINESS - ACTIVE

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Handwritten signature of Vicki Smith in black ink.

Director, Department of Revenue

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West Side View of Sign



East Side View of Sign





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

AGENDA REPORT

MEETING DATE: Wednesday, February 19, 2020

TO: Landmarks and Design Commission

THRU: Kirsten Sackett, Community Development Director

FROM: Stacey Henderson, Senior Planner – Historic Preservation

APPLICANT: Madison Ford: Application #P20-006.

PROJECT TITLE: Public Hearing for Consideration of a COA for the proposal to install two lockable bulletin boards for art display on the exterior of the Ellensburg Visitor Center on the corner of 4th and Pearl. Parcel ID # 146933.

PROJECT DESCRIPTION: The applicant wishes to install two lockable bulletin boards for rotating art displays, on the exterior of the Ellensburg Visitor Center building, located on the corner of 4th Ave. and Pearl (Parcel ID #146933). The two locations for the bulletin boards can be found in Exhibit "C.1" facing Pearl Street, and Exhibit "C.2" facing 4th Ave. This property is zoned Central Commercial (C-C), and is located within the Downtown Ellensburg National Register District and Local Ellensburg Downtown Historic District (See site Map, Exhibit A). The application (Exhibit B.1) was received by the Department and determined to be complete, per ECC 15.280.090(C)(2)(b), on January 28, 2020.

TYPE OF REVIEW:

Review of proposed changes to landmarks register properties 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 as found in ECC 15.530.020, as follows:

ECC 15.530.020 Building Design: Historic Buildings and Districts

A. Purpose. To preserve and reinforce the historic character of Ellensburg's downtown and older residential areas.

B. Historic Buildings and Districts Standards and Guidelines.

- 1) All development projects identified on the Ellensburg landmarks register are subject to review by the Ellensburg landmarks and design commission per Chapter 15.280 ECC and conformance with the following design standards for rehabilitating existing buildings.
 - a. Retain and preserve the overall historic character of the building;
 - b. Ensure that proposed alterations are compatible with the building's own architectural character, and do not create a false historical appearance;
 - c. Retain and preserve early alterations which have architectural significance in their own right;
 - d. Treat distinctive original features, finishes, and examples of skilled craftsmanship with sensitivity;
 - e. Repair rather than replace deteriorated architectural features whenever possible;
 - f. Use the gentlest means possible when surface cleaning exterior masonry;
 - g. Protect and preserve significant archaeological sites affected by the project, or provide mitigation for their disturbance; and
 - h. Design new additions to existing buildings and new infill construction to be compatible with the massing, scale, materials, and architectural features of adjacent historic structures.

These standards are supplemented and further defined or explained by that document entitled "Design Standards for the City of Ellensburg," as currently enacted.

- 2) Property owners of historic district buildings are also encouraged to use the Secretary of the Interior's Standards for the Treatment of Historic Properties (web: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>) (hard copy also

available at City Hall) as a guide to preserve, rehabilitate, restore, reconstruct, or add to historic properties. These standards provide detailed recommendations on restoration, maintenance, repair, replacement, design, alterations, building materials, roofs, interiors, etc. [Ord. 4656 § 1 (Exh. O2), 2013.]

STAFF COMMENTS:

This downtown building, which now houses the Chamber of Commerce Ellensburg Visitor Center, was originally built in 1981 as a Wells Fargo Mini-Bank, Drive-Thru. This building is not considered a historic-contributing resource to either of the downtown historic districts because it does not meet the 50 year threshold. Although it is not a contributing historic resource, the character of the building does contribute to the surrounding area by utilizing brick veneer, cornice details, Doric column details, and stained glass transom windows.

Currently, there are two blank areas of wall on the exterior of this building, one facing Pearl Street, and one facing 4th Ave. The Chamber of Commerce is proposing to install two 3' x 5' lockable bulletin boards (one for each blank wall) for displaying community artwork. The proposed bulletin boards, as seen in the rendering (Exhibit B.3) and product information (Exhibit B.4), have an off white portion along the top, and the main portion of the bulletin board is clear.

The proposed design of the bulletin boards has been found by staff to be compatible with the style of the Visitor Center building and surrounding context, and that the proposed installation of the lockable billboards on a noncontributing building will not detract from the overall historic character of the neighborhood. As such, staff finds that this project meets the following two building design standards of ECC 15.530.020 (cited above):

- 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 (COA) be **granted** by the Commission for the proposed installation of lockable bulletin boards for the display of artwork, 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 agent for the owner of this building located on 4th Ave, and can pursue this action. This building is not a contributing building in the Downtown Ellensburg National Register or local Landmark Districts.
 4. It is in the interest of the City of Ellensburg to protect the historic integrity and character of historic districts. This proposal, if approved, would not negatively impact the district.

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

5. No public comment was received.

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

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

EXHIBITS:

A. Site Map

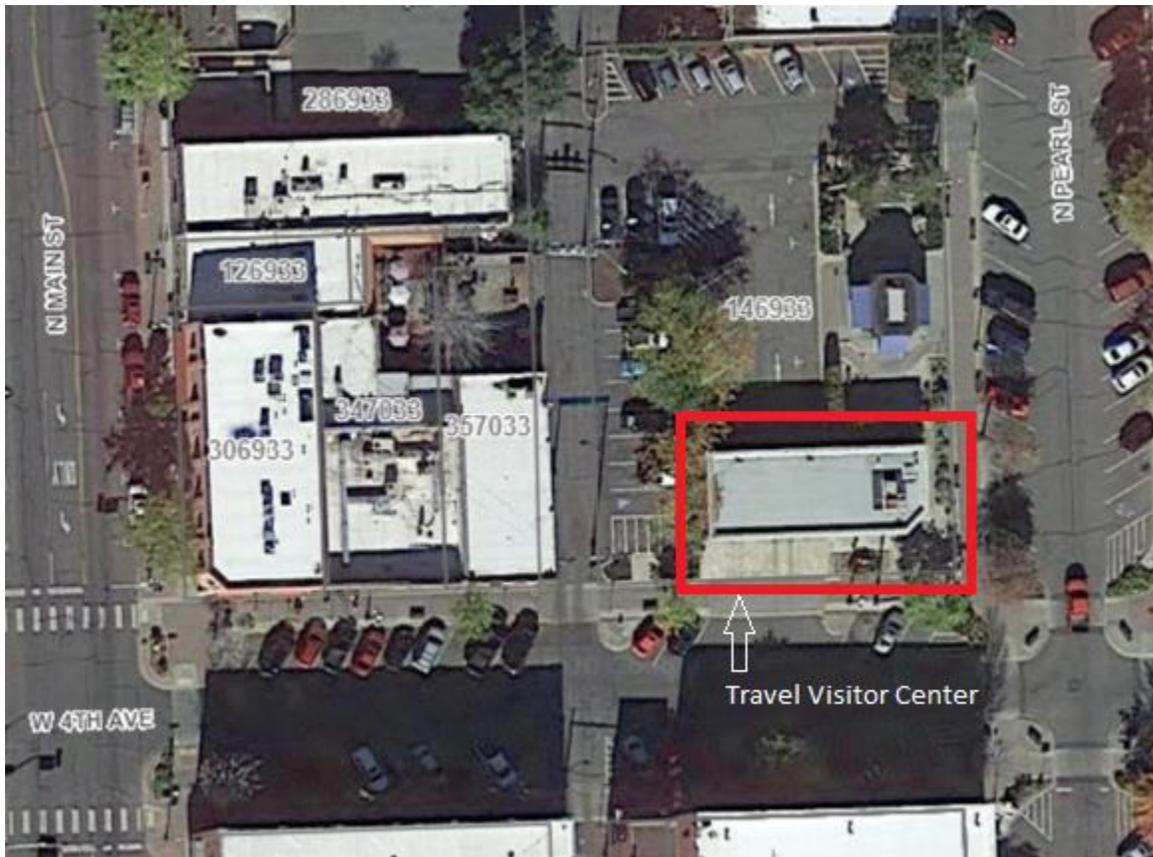
B. COA Application Materials submitted by the applicant, including

1. Application Form
2. Narrative
3. Rendering
4. Product Information

C. Supplemental COA Application Materials submitted by staff

1. Photograph of Wall Space 1
2. Photograph of Wall Space 2

Site Map



JAN 17 2020



Landmarks & Design

Certificate of Appropriateness Application

COMMUNITY DEVELOPMENT

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:	(Signature)
Date Submitted:	1.17.20
Fee Total:	N/A
LDC FILE #:	PD-000
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):	CITY OF ELLENSBURG BY JOHN AKERS, CITY MANAGER	Day Phone:	509-962-7221
Mailing Address:	501 N. Anderson St.		
E-mail:	akersj@ci.ellensburg.wa.us	Cell Phone:	509-899-0221

*APPLICANT: Owner Contractor Tenant Other manager

Name:	Madison Ford - Chamber	Day Phone:	509-925-2002
Mailing Address:	609 N Main St		
E-mail:	madison@kittitascounty-chamber.com	Cell Phone:	

CONTACT PERSON: Owner Contractor Tenant Other

Name:	Madison Ford	Day Phone:	
Mailing Address:	609 N Main St		
E-mail:	madison@kittitascounty-chamber.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.

<input type="checkbox"/>	Parcel Number of Site:	146933
<input type="checkbox"/>	Site Address:	
<input type="checkbox"/>	City Zoning Designation:	Is a building permit required: <input type="checkbox"/> Yes <input type="checkbox"/> No

PROJECT INFORMATION:

<input type="checkbox"/>	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.
<input type="checkbox"/>	Site Plan:	<ol style="list-style-type: none"> 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)
<input type="checkbox"/>	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
<input type="checkbox"/>	Exterior Lighting:	Identify the location, design, wattage and lighting orientation.
<input type="checkbox"/>	Exterior building alterations, rehabilitation or restoration:	<ol style="list-style-type: none"> 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.
<input type="checkbox"/>	Signage:	<ol style="list-style-type: none"> 1. Colored design 2. Dimensions 3. Location – Drawing or photograph depicting sign(s) on the building or pole. 4. Type of illumination.
<input type="checkbox"/>	Dumpster:	<ol style="list-style-type: none"> 1. Screening materials & colors 2. Location
<input type="checkbox"/>	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

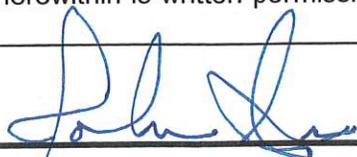
FAX: (509) 915-8655

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

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

I, _____, (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:	1-16-2020
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P20-000

RECEIVED

JAN 17 2020

COMMUNITY DEVELOPMENT

Landmarks and Design Certificate of Appropriateness Application

Bringing Art to the Downtown Visitor Center
Kittitas County Chamber of Commerce

Project Information:

Our outside consultant recommended designating proper signage and a digital information element to bring the downtown Visitor Center to life, making it more welcoming and increasing visitor comfort. By branding the Visitor Center, we will be able to work with other organizations and be a more known resource for tourism information during the summer months, and create a more lively environment downtown.

Currently, there are two brick insets in the Downtown Visitor Center building that are bare. We are looking to use this space as an opportunity to feature rotating information and local art by installing unlighted, outdoor, weatherproof, lock-able bulletin boards on each side.

Product information: EXTREME WeatherPLUST Extra Large Outdoor Enclosed Bulletin Boards

Size - 36" x 60"
Overall Depth - 3 1/8" Deep
WeatherPLUS
Orientation - Portrait
Hinge Location - Left Side
Frame Finish - Satin Silver
Forbo Color - Tan
Locking- yes
Window - Break Resistant Acrylic
Drip Edge Roof
Interior Perimeter Rubber Door Gaskets
Additional Bottom Weep Holes
Side Vents to Reduce Condensation
Mounting Brackets Included

Inspiration:

Youth Services Center
Dick & Jane house
Phoenix Painting on Pearl
Visitor Guide Photography focus idea
Partnering with Gallery One- Selfie Stations

This project will comply with the guidelines for historic properties listed in section 15.280.090 because we are following the review process by the landmarks and design commission and issuance of a COA. It complies with section 15.530.030 as it will add visual interest and enhances the visual character of the historic downtown Ellensburg. Additionally, it complies with the guidelines in 15.530.020 because it is following design standards for rehabilitating existing buildings by retaining the historic preservation of the building, and adds an engaging element that does not negatively affect the visual appearance of the building.

Brick wall inset dimensions:

Height: 54.5"
Width: 36.5"

Exhibit B.3

Current state:



Desired state:

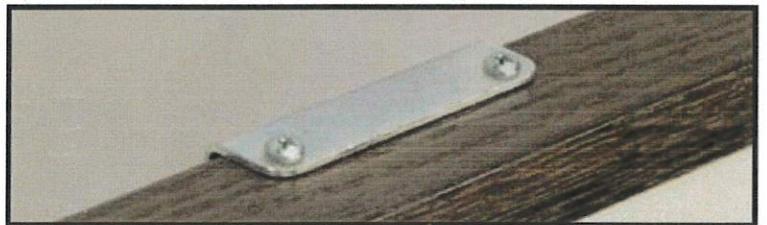
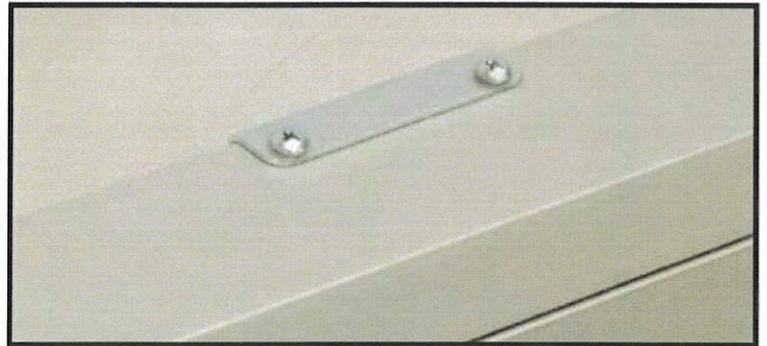
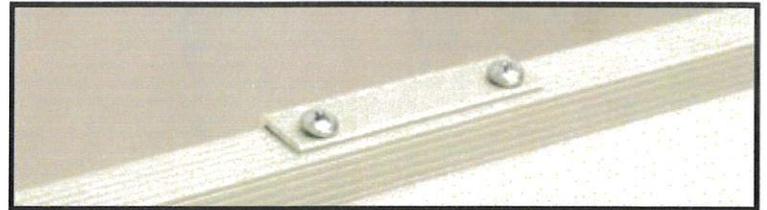


Mounting Instructions

For Use With Universal Brackets

Provided Installation Hardware

Hangers (A)	Quantity	
	(4) For Display Boards Up to 4' x 4'	(6) For Display Boards Up to 4' x 8'
Self-Tapping Screws (B) or Wood Screws (C)		
		Quantity
(B)	(C)	(8) or (12)



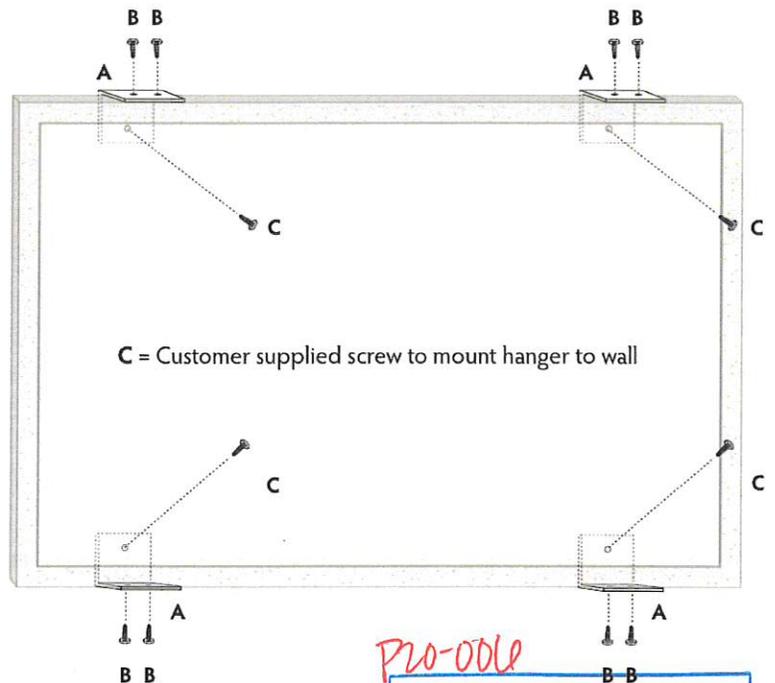
Additional Mounting Hardware (not included)

Installer to determine and supply wall fasteners based upon:

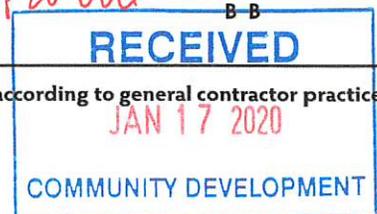
- Wall type
- Wall thickness
- Accessibility to studs

It is recommended that the hanger brackets are mounted into wall studs for secure fastening of board. Alternately, appropriate screws and/or anchors may be needed.

1. Mount lower hangers (2 or 3 depending upon board size - see above) into wall studs. Hangers should be level.
2. Set board on lower hangers and mark location for upper hangers. Remove board, then install upper hangers into wall, again securing into wall studs.
3. Set board on lower hanger brackets. Adjust where appropriate. Drill 1/16" hole through the hanger bracket, into the bottom of the display board. Use provided screws to attach board to hangers.



PRO-006



Disclaimer - Installation is sole responsibility of buyer. Choose a qualified contractor to hang these boards according to general contractor practices. Please check and conform to local building codes.

Pearl Street Wall



4th Ave Wall





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

STAFF REPORT

MEETING DATE: Wednesday, February 19, 2020

TO: Landmarks and Design Commission

FROM: Stacey Henderson, Senior Planner – Historic Preservation

THRU: Kirsten Sackett, Community Development Director

RE: **Proposed amendment to historic preservation grant awarded by City Council to 420 N Pearl, LLC, as recommended by the Landmarks and Design Commission for the 2020 grant cycle.**

BACKGROUND:

On October 1, 2019, the Landmarks and Design Commission recommended that a 2020 grant in the amount of \$5000 be awarded to applicant 420 N Pearl, LLC, through agent Mollie Edson. The proposed use of the grant funds was to help restore and reset loose precast stone between the parapet and the decorative panels located above the upper level window on the far right side of the Pearl Street Façade of the 420 Building. This grant proposal was approved by Ellensburg City Council on November 18, 2019.

Due to safety reasons and inclement weather, the loose stone needed to be fixed before the end of 2019. Because the work was completed in 2019, the City does not have the legal authority to disburse the money with 2020 funds. In addition, an executed contract must be in place prior to disbursement of funds.

Staff recognizes that fixing the stone work for safety reasons was in the best interest of all parties and for the safety of the public. The applicant has worked with staff to develop a new proposal, wherein the applicant can apply for an amendment to the 420 N Pearl, LLC grant proposal. The concept is to allow the applicant to apply for the same \$5,000 towards a different façade project on the same building - the 420 Building - that can be completed in the year 2020. This new proposed project is now being forwarded for review by the Landmarks and Design Commission. A recommendation from the LDC will then be forwarded to City Council for their review and consideration.

PROJECT PROPOSAL:

The new proposed project is for façade improvements to the Pearl street entrance of the 420 building (Exhibit B.2). The applicant wishes to replace the frosted glass in the window to the east of the entrance door, remove the swamp cooler above the door, and replace the exterior door to match the height, material, and detailing of original door. Many of the items the applicant wishes to remove or replace appear to have been incorporated into the building in the 1960s, and are not original features of the historic Façade.

REVIEW:

The goals of the historic preservation grant program were outlined in the 2020 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.

Staff recommends that the LDC consider the amendment proposal against the above goals, 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 this grant amendment to award the \$5,000 to 420 N Pearl, LLC for the revised project. The proposed façade improvements have been found to be compatible with the historic character of the building, and would help restore the Pearl street entrance back to its original appearance.

Exhibits:

- A. Site Plan
- B. Applicant amendment proposal letter
 - B.1 - Amended Grant Application proposal
 - B.2 - Existing façade photographs and preliminary sketches
- C Scoring Matrix

Site Plan

Exhibit A



Exhibit B

Landmarks and Design Commission

January 15, 2020



Dear Commissioner,

I am seeking an amendment to a Historic Preservation Grant approved by the Landmarks and Design Commission and subsequently approved by the City Council. I had received a \$5000 grant for a façade repair grant in the 2020 program, but due to safety concerns and upcoming weather considerations, that project had to be advanced more quickly than I had anticipated in the application, and in advance of the Council's final approval of the 2020 funding program.

Therefore I am asking Landmarks and Design to consider this amendment to my original façade improvement proposal.

As you will note, this proposal is also an exterior façade improvement. The amendment continues to support exterior improvements to the 420 building, preserves the historic nature of the building, and restores the façade with an eye towards restoration more consistent with the original building construction.

Thank you for your consideration.

Sincerely,



Mollie Edson

Owner, 420 Building

City of Ellensburg
Landmarks and Design Commission
2019 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 percent of the previous year's sales tax revenue (April 1 to March 31) 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 through the program would average \$10,000 annually. Since that time, the grant awards for historic preservation have ranged from \$11,140 in 2016 to \$14,588 in 2019. 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 through 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 a 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.

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 Community Development Department Senior Planner for Historic Preservation 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, where the relevant material is found on pages 209-214.

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.

City of Ellensburg Community Development Department
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:

- REPAIR FRUSTED WINDOWS, put in by City in 1960.
- TAKE OUT SWAMP COOLER GRILL, put in by City in 1960.
- REPAIR EXTERIOR DOOR TO MATCH HEIGHT, MATERIAL, DETAILING OF ORIGINAL DOOR.

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

Contact Person

Name: Mollie Edson
Organization Representing: 420 N. Pearl LLC
Contact Address: 420 N. Pearl
City/State/Zip: Ellensburg, WA 98926
Phone (two numbers preferred): 206-355-3538
E-mail: MOLLIEEDSON@GMAIL.COM

Project Cost

Amount Requested from the City: \$ 5,000
Cash Amount from Applicant: \$ 6,200
"In-Kind" Amount from Applicant: \$ 0
Cash from other Sources: \$ 0
Please list other sources:
Total Project Cost: \$ 11,200

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

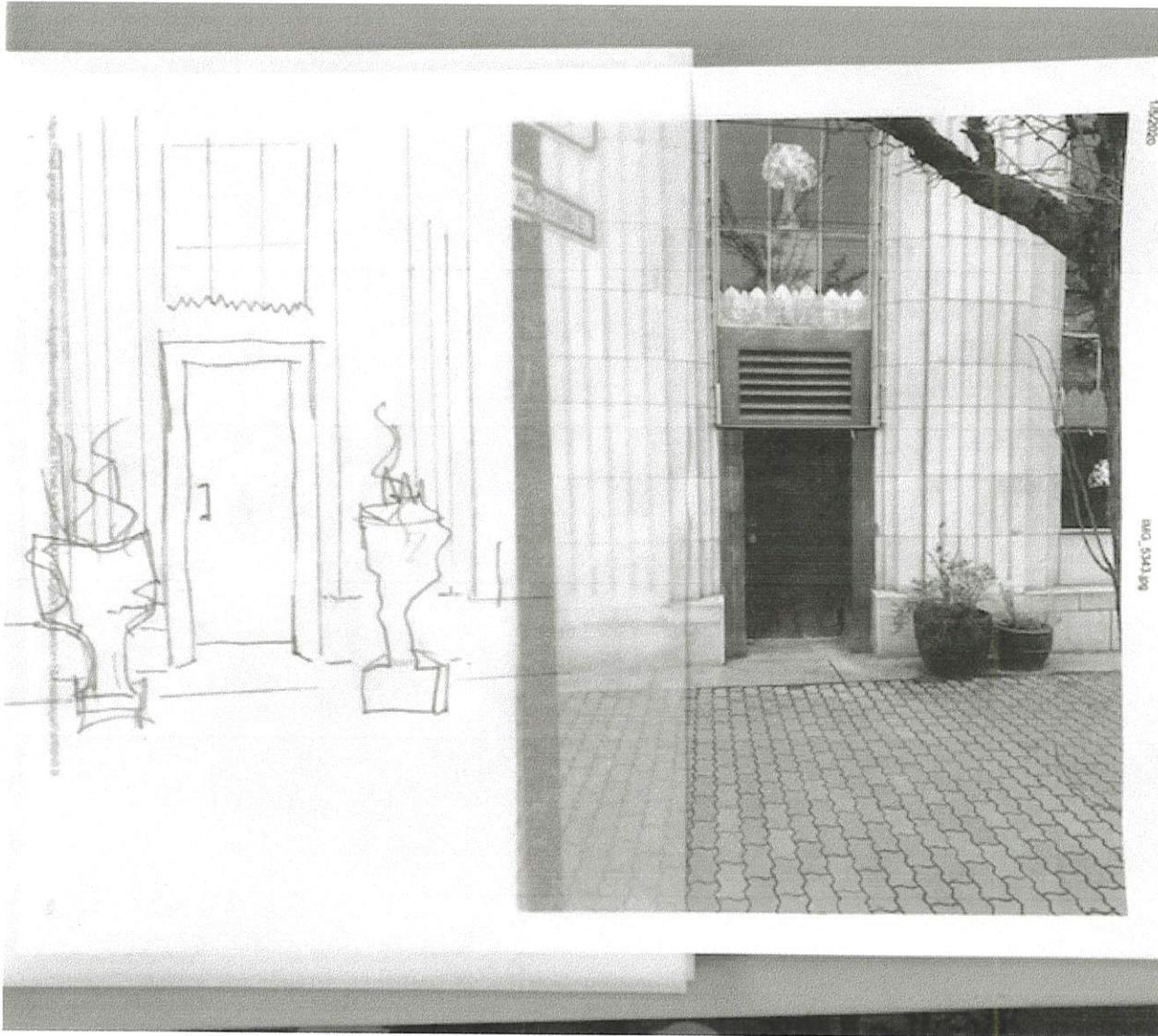
HP-1 A5, B2, B3, HP-2 A5

Exhibit B.2



EXISTING

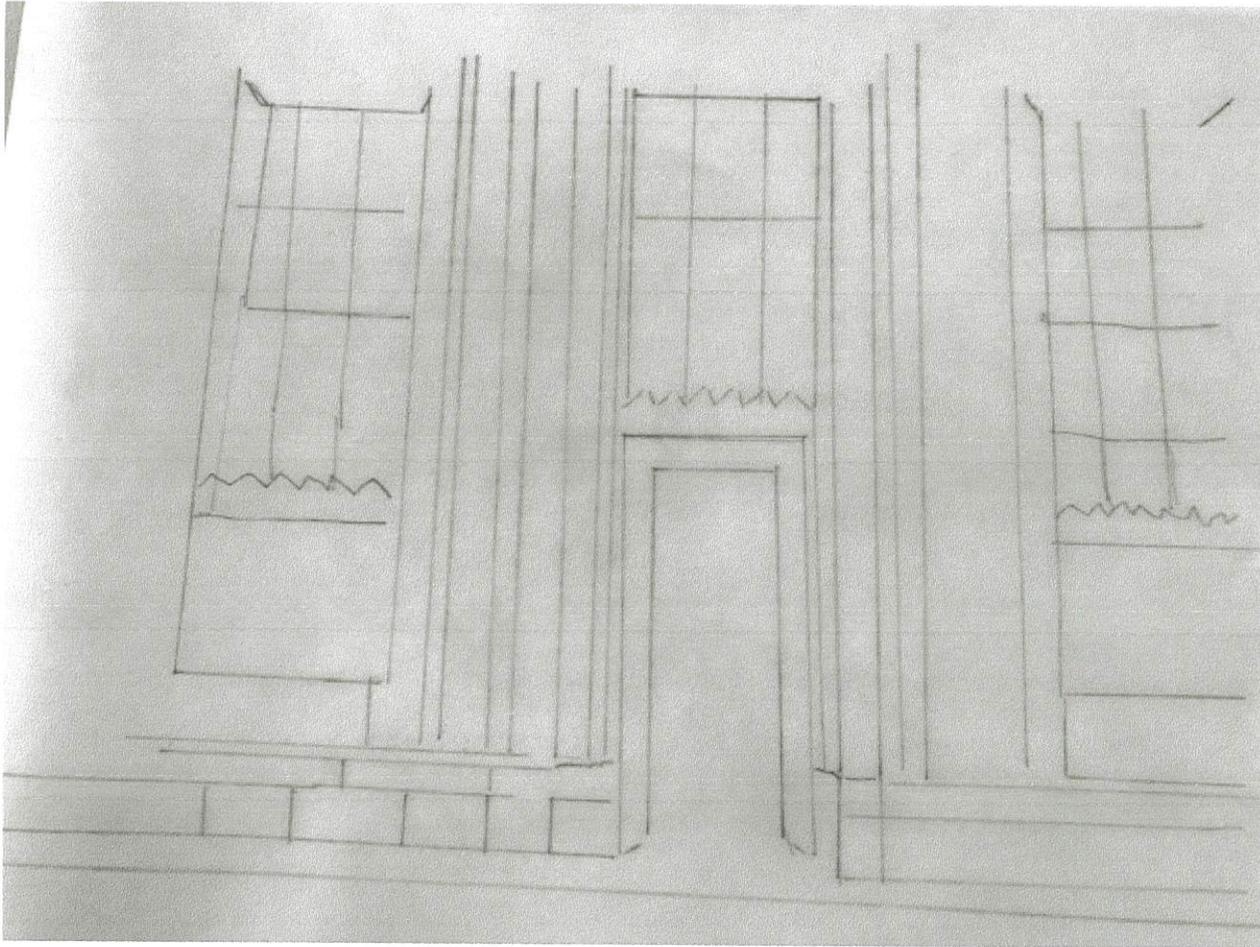
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COMMUNITY DEVELOPMENT



NEW

OLD

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FEB 10 2020
COMMUNITY DEVELOPMENT



RECEIVED
FEB 10 2020
COMMUNITY DEVELOPMENT

Historic Preservation Grant Program 2020

Exhibit C

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		



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

STAFF REPORT

MEETING DATE: Wednesday, February 19, 2020

TO: Landmarks and Design Commission

FROM: Stacey Henderson, Senior Planner – Historic Preservation

THRU: Kirsten Sackett, Community Development Director

RE: **Extension proposal for 2019 Grant awarded to the Kittitas County Historical Museum to install plaques and historic interpretation in Ellensburg Downtown and First Railroad Districts.**

PROJECT EXTENSION PROPOSAL:

On October 16, 2018, the Landmarks and Design Commission awarded the Kittitas County Historical Museum \$2,000 for their proposed project to install plaques and historic interpretation signs on and around historically contributing buildings within the two Ellensburg landmark districts, the Historic Downtown and First Railroad districts. Sadie Thayer, on behalf of the Kittitas County Historical Museum, has requested an extension for utilizing the awarded grant funds in the year 2020.

As explained in Exhibit A, extensive research has already been done for the buildings selected to have plaques or signs displayed. The delay to completing this project came from trying to select which plaque material will be best suited for this area. Ms. Thayer consulted with the City of Cle Elum Planning Commission, as they had completed a similar project there. The challenges Cle Elum has faced include light/sun damage, wear and tear, and vandalism.

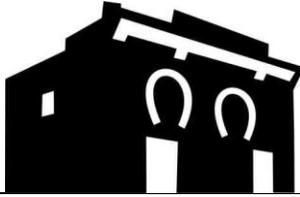
The applicant has learned that a pressed aluminum, similar to bronze, will be more adaptable, durable, and less prone to vandalism. The applicant's goal is to have the plaques up by Fall 2020. As the project progresses, review will be required by the City Public Works Department for the placement of plaques in the public right-of-way, and approval of the general design by the Landmarks and Design Commission.

STAFF RECOMMENDATION:

Staff recommends approval of this grant extension for the original proposed project to be completed in the year 2020. Staff will require the Museum to bring this project before the Landmarks and Design Commission for a Certificate of Appropriateness, once the design is finalized. This project, once completed, will help provide education to the local public about the interesting and beautiful historic resources within our historic districts.

EXHIBITS:

- A. Extension request letter from the Kittitas County Historical Museum



Kittitas County Historical Museum
114 E Third Ave
Ellensburg, WA 98926
509.925.3778
www.kchm.org

Exhibit A

December 30, 2019

Kirsten Sackett
Community Development Director
Landmarks & Design Commission
City of Ellensburg
501 N Anderson St
Ellensburg, WA 98926

RE: Landmarks & Design Grant 2019

Ms. Sackett:

I am writing to request an extension of the Landmarks & Design Commission grant awarded to the Kittitas County Historical Society for the year 2019 to design and install plaques and historic interpretation on or around buildings on the historic registries in the two landmark districts, the Historic Downtown and the First Railroad District. The delay is due to unforeseen circumstances throughout the year that resulted in a delay of the timeline expected, of which we expect to have addressed and completed in the year 2020.

I have completed much of the research behind the buildings selected, along with selection of the photographs intended for inclusion on the plaques. The stalling point was in deciding which plaque material was best suited for each area. As staff changed in the City of Ellensburg, it also brought a delay of help and reference.

There had also been consultation with the City of Cle Elum Planning Commission as they are undergoing a similar project, in the replacement of plaques dating up to 5 years old. They have seen issues that we would undergo within the near future, such as light/sun damage, wear and tear, vandalism, etc., and are in the process of selecting a proper manufacturer that would have the necessary material type that would meet their specifications. The idea at least communication was a possible pressed aluminum, similar to bronze, that would be more adaptable and durable and less prone to vandalism. Unfortunately, this increases cost well above our original proposal, so we were trying to wait for a larger order to be placed to see if a lower quantity price could be obtained. Unfortunately communication stalled with them due to other projects that needed attention. It is my intention to reconnect with them after the first of the year and see where they are on their project and if they have ordered, connect with their manufacturer. If they have not yet ordered, we will proceed accordingly.

My goal is to have the plaques up ideally by fall 2020. This would require review and approval by the Public Works department since it will be in the public right-of-way, as well as review and approval of the general design by the Landmarks and Design Commission.

I would be extremely appreciative if the Commission grants my request.

Thank you for the attention to my letter and request. Please let me know if you need any more information.

Sincerely,

Sadie Thayer

Sadie Thayer
Museum Director

INTRODUCTION

History of the Program

When Congress passed the National Historic Preservation Act in 1966, it provided funding for historic preservation. This law created a program of matching grants to the states and created the National Register of Historic Places, administered by the National Park Service, U.S. Department of the Interior. To provide a regular source of revenue, the law established the Historic Preservation Fund (HPF) in the U.S. Treasury with proceeds derived from the federal leasing of offshore oil drilling sites. A portion of these proceeds are distributed to State Historic Preservation Officers/Offices (SHPO) on an annual basis.

In Washington, responsibility for the state's role in the program is delegated to the Department of Archaeology and Historic Preservation (DAHP). The state applies for and has received federal preservation grants every year since the program has been in existence.

States use the funds for the historic preservation activities specified in federal laws and regulations. Among these are conducting surveys to identify historically, architecturally, archaeologically, and culturally significant resources; nominating eligible resources to the National Register of Historic Places; and carrying out a program of comprehensive historic preservation planning. Because these activities are also intended to meet local historic preservation needs, SHPOs are authorized to award a minimum 10% of their annual grant from the Historic Preservation Fund to grantees interested in participating in the state programs through the Certified Local Government Program. The 10% pass through grant funds are awarded on a competitive basis.

The Certified Local Government Program (CLG) helps local governments toward preserving Washington's irreplaceable historic and cultural resources as assets for the future. This unique nationwide program of financial and technical assistance was established by the National Historic Preservation Act as amended. In Washington, the CLG program is implemented and administered by the DAHP.

Local governments that establish a historic preservation program meeting federal and state standards are eligible to apply to the SHPO for certification. A local government that receives such certification is known as a "Certified Local Government" or "CLG."

Responsibilities of a CLG include maintaining a historic preservation commission, surveying local historic properties, listing properties on a local register of historic places, enforcing state or local preservation laws, and providing for public participation in the historic preservation process.

Obtaining status as a CLG may help a local government encourage, develop, and maintain its local preservation efforts in coordination with local land use planning. In addition, CLG's may apply for special grants from the SHPO; receive recognition for their preservation expertise by local, state, and federal agencies; obtain technical assistance and training from the SHPO; participate in the review of nominations to the National Register of Historic Places; participate in the national historic preservation assistance network; regularly exchange information with the SHPO; and participate in statewide preservation programs and planning.

Many local units of government use the Historic Preservation Fund grants to conduct architectural, historical or archaeological surveys to accumulate data for comprehensive planning. Frequently, their motivation is to identify significant districts and individual properties to aid in complying with federal and state historic preservation regulations and planning

requirements. Some municipalities conduct prehistoric or historic surveys and/or sponsor the preparation of National Register historic district nominations in order to enable property owners to take advantage of the federal tax credits and/or state Special Tax Valuation program that can result from National Register listing. CLGs also use grant funds to develop design guidelines for locally designated resources and historic districts. HPF grants can also be used for planning activities such as preparation of a comprehensive plan preservation element or historic property management plan. Other communities use the grant funds to educate property owners about historic preservation through brochures, web sites, school curriculum development and walking tours.

PROCESS FOR AWARDING HISTORIC PRESERVATION FUND GRANTS

1) Historic Preservation Fund (HPF) grants are competitively awarded.

The grant application process is initiated by the distribution of the application information to Certified Local Governments (CLGs) across the state. Each CLG in good standing is afforded the opportunity to apply for the HPF grant funds. Grant applications are reviewed by DAHP staff and then by an independent committee, the Grants Advisory Committee (GAC). The GAC is made up of at least one member of the Washington State Advisory Council on Historic Preservation as well as professionals in historic preservation or a closely related field. HPF applicants may present their projects at a meeting of the GAC. The committee then evaluates the applications and develops a list of projects recommended for funding. The SHPO makes the final selections after reviewing both staff and GAC recommendations. Notice of awards will be sent to applicants at the conclusion of the review period.

2) Standards Applicable to Subgrantees.

It is essential that applicants be responsible and capable of successfully administering sometimes complex grant and contractual agreements. To qualify a subgrantee as responsible, the SHPO must be assured that a subgrantee will have access to appropriate technical and financial management assistance in order to meet and maintain, for the period of the grant award, the following standards as they relate to the scope of a particular project:

1. Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities; or a firm commitment, arrangement, or ability to obtain such (including proposed sub agreements);
2. Be able to comply with the proposed or required completion schedule for the project;
3. Have a satisfactory record of integrity, judgment, and performance, especially with prior performance on grants and contracts;
4. Have an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds, and assets sufficient to meet project needs and audit requirements (see Attachment 1 for signature);
5. Abide by federal procurement standards in compliance with those described in Appendix 5;
6. Maintain a property management system for the acquisition, maintenance, safeguarding, and disposition of property;

7. Conform with the debarment requirements (see Attachment 3 for signature);
8. Conform with the civil rights, equal employment opportunity, and labor law requirements of federal grants (see Attachment 2 for signature); and;
9. Be otherwise qualified and eligible to receive a grant award under applicable laws and regulations.

3) **Program Priorities for Funding.** The following program area priorities have been established for FY 2021 HPF grants.

1. City-wide historic context statements. A written history and context of a geographic area or resource type within a geographic area is very helpful to have prior to actual survey projects.
2. Products and/or activities to plan for the protection of historic properties in the event of a disaster; examples include: preparation of a local emergency preparation/response/recovery plan for historic properties; a survey of unreinforced masonry buildings; workshops; website development; retrofitting cultural and historic resources to minimize damage from a disaster event.
3. survey of underrepresented resources (recent past, associated with a particular ethnic community, or resources highly symbolic for one group that are not understood by those in vocal majorities)... e.g. resources from the 70s, Chinese-American resources, LGBTQ-related resources, etc.
4. Local preservation program website development.
5. GIS projects intended to make historic resource information more available to a public audience.

4) **Criteria for Evaluation.** All projects will be evaluated in accordance with the criteria indicated below and effectiveness with which they are addressed.

1. Project Description (30 Points)

- Are the goals and objectives of the local government's preservation program included in the application?
- Does the project description accurately describe the methodology that will be employed to achieve the desired objectives?
- Is the impact of the project described clearly?
- Will the outcomes and/or products provide tangible results?
- Can this project serve as a model for other communities in the state?
- Does the application adequately explain the role of any consultants that will be hired? Are their roles/responsibilities appropriate for the task?

2. Statement of Need (20 Points)

- Does the application accurately describe the problem the proposed project will solve or the need it will meet in relation to the goals and objectives of the local government's preservation program?
- Are there any threats to cultural resources that the project responds to?
- Is there evidence of responsiveness to broader community needs or issues?
- Is there evidence that opportunities will be missed if funding is not available?
- Does the applicant demonstrate a clear understanding of preservation needs?

3. Project Objectives (20 Points)

- Does the project description accurately describe clear and measurable objectives?
- Are the objectives quantifiable?
- Is the project part of an overall community, governmental or organizational plan? Does the application specifically address the State's Preservation Plan and identify the goal(s) the project relates to?
- Does the project involve the application or development of new preservation methods, tools or technologies that have potential for broad applications beyond the specific project?
- Will new partnerships be formed or new audiences reached as a result of the project?

4. Schedule for Project Completion (15 Points)

- Is the "Schedule for Project Completion" adequately filled out?
- Do the activities included directly relate to the stated objectives and project description? Are there key steps missing from the schedule?
- Is the schedule well thought out? Are all dates included on the schedule within the grant period of October 1, 2020 to September 30, 2021?
- Does the Schedule include appropriate draft or check-in dates?
- Does the Schedule include the final product submittal of September 3, 2021?
- Does the project seem likely to be completed in a timely fashion and succeed in its goals?

5. Budget and Cost Effectiveness (10 Points)

- Has the proposed project budget sheet been submitted clearly and accurately?
- Are contractor fees/staff salaries reasonable and appropriate?
- Is the budget consistent with the planned objectives?
- Are the costs reasonable compared with the products?

6. Overall Quality of Application (5 Points)

- Is the application free of spelling and punctuation errors?
- Are all required materials included?
- Is the application clear and concise? Is it detailed enough to make an appropriate evaluation of the proposed project?

5) **Annual HPF Apportionment and Match Requirements.** The National Historic Preservation Act requires the annual apportionment to the State Historic Preservation Office to be matched (60/40) by non-federal funds with the one exception of Community Development Block Grant funds which may be used as match (HPF Grants Manual 1997, Chapter 14, L 2 b). This applies both to the Department of Archaeology and Historic Preservation and its sub grantees. Currently, DAHP matches its annual HPF grant through state general funds so match is not required this year for by pass-through grants to CLGs.

6) **Grant Period.** The grant period is twelve months, from October 1 to September 30. **For FY21, the product due date will be September 3, 2021 and all reimbursement requests must be in by September 30, 2021. THERE WILL BE NO EXTENSIONS GRANTED.**

The Contracting Process

Once the Grants Advisory Committee has made its recommendation to the State Historic Preservation Officer, it is the SHPO's responsibility to select the grant projects that will be funded for the following grant cycle. The decision will be finalized in June 2020 and notifications are made to award recipients shortly following the decision. This begins the contracting process.

The next step at DAHP is for the Certified Local Government Coordinator to develop a Scope of Work and budget based on the grant application for the subgrantee's approval. Once the Scope of Work and budget have been agreed upon, the contract is developed. When the contract is completed, one digital copy will be sent to the subgrantee for signature. **Once signed, the copy may be returned to DAHP via email to the Grants Manager.** The Grants Manager will then secure the SHPO's signature on the contracts and send the subgrantee a final completed copy (digital and hard copy).

Note that contracts for grant projects including production of a publication (i.e plans, brochures, curriculum, videos, etc.) will require text acknowledging Federal funding and a non-discrimination clause. The required text will be provided in the contract Scope of Work.

It is our goal to have all contracts complete by September 15, 2020 for projects beginning on October 1.

Instructions for Completing the HPF Grant Application

General Instructions

Before completing the Certified Local Government Grant application, please read the application instructions with care. The sections introduced by Roman numerals in the application instructions correspond to the sections introduced by Roman numerals in the Certified Local Government Grant application.

- Provide all information on the application form.
- Use only 11 or 12 point font on your application.
- **Four copies (one copy unstapled, one sided) of your application should be postmarked on or before Friday, April 24, 2020.**
- **Submit an electronic version of your application by email by 5:00 pm Friday, April 24, 2020. Email kim.gant@dahp.wa.gov**

I. Applicant

Name of Local Government

This is the name of the qualified municipality applying for the HPF grant.

Contact Person

This should be the individual most knowledgeable about the application and who will be available for questions and discussions about the grant.

Grant Amount Requested

This is the total amount of federal money being requested from the Department of Archaeology and Historic Preservation.

Matching Funds **NO MATCH REQUIRED for FY2021**

Match may be cash, in-kind contributions or a combination of the two. Total all matching funds and enter that amount in the space provided. Remember that HPF grants cannot be matched with other federal monies.

Total Project Cost

This is the sum total of the project including federal money requested and matching funds.

II. Project Summary

Concisely summarize the project for which you are requesting funds. This is essentially an abstract and will be used when DAHP creates your Scope of Work should you receive an award.

III. Grant Category

Check the grant category that best describes the type of work for which you are requesting funds. You may check more than one category.

IV. Project Description (please see the "criteria for evaluation" section on page 3)

This is the most important section of the grant application. It is the section to which grant reviewers pay the most attention. It is the applicant's only opportunity to convince DAHP staff reviewers of the

FY20 CLG Grant Awards

Certified Local Government	Project Requested	Funding recommended
Cowlitz County	NAPC Forum Travel and Registration	\$5,500
City of Bellingham	National Register nomination for Woodstock Farm	\$10,000
City of Walla Walla	Downtown National Register District Nomination/NAPC Forum Travel	\$17,000
City of Colville	CLG Startup Training and Planning	\$10,000
City of Spokane	Survey and Local Register Nomination for Cannon Hill Historic District	\$17,500
City of Burlington	Architectural Services for Burlington Carnegie Library	\$5,000
King County	NAPC Forum Registration	\$2,000
City of Yakima	Naches Street Survey	\$12,000
Mason County	NAPC Forum Travel and Registration	\$3,190
Clark County	NAPC Forum Travel and Registration	\$2,700
City of Tacoma	NAPC Forum Programming	\$15,000
Total Awarded		\$99,890