



Ellensburg National Register Districts

PH-15

Community Development Department

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ELLENSBURG LANDMARKS REGISTER AND PROCEDURES

Ellensburg is an historic city in Central Washington's Kittitas County, established in the late 19th century. It has many historic buildings dating from the 1880s thru the 1950s. In recognition of this, there have been two Districts placed on the National Register of Historic Places. One, the "Downtown Ellensburg National Register district" was established in 1977 and comprises the Commercial Core, or heart, of downtown Ellensburg. The other, the "First Railroad Addition National Register District", founded in 1980, comprises a residential area west of the Central Washington University campus. In addition, the City established its own slightly larger local Landmarks District overlay in both of these areas when the local preservation Ordinance was adopted on June 5, 2000.

Therefore, to protect these valuable historic resources, the Ellensburg City Code (ECC), **Section 15.280.090, "Review of Changes to Landmarks Register Properties"**, has established a process of review of changes to buildings in these districts, along with any other Landmark register property in the City. They include the following:

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 pursuant to subsection (A)(2) of this section, without review by the landmarks and design commission and approval of a certificate of approval (COA).
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 both major and minor projects and sign review per ECC 15.210.050(B).

If an applicant seeks to make any changes to a landmarked property outlined above, he or she shall **apply for a Certificate of Approval (COA)** by completing the attached form and submitting the required documents. Per Section 15.280.090.C.1: "Request for Review and Issuance of a Certificate of Approval",

- a. **Application for a COA shall be made by filing an application for such certificate with the preservation planner on forms provided by the department. A written description of materials required for the landmarks and design commission's review, including but not limited to site plans, elevations, and material samples, shall be provided to the applicant. Preliminary plans may be submitted to the preservation planner for review and an advisory opinion.**
- b. If an application is made to the department of community development for any permit which affects a designated landmark, or a property located in a landmark district, the building official shall promptly refer such application to the preservation planner, and such shall be deemed an application for a COA if accompanied by the additional materials required for COA review. No city permit shall be issued, nor work begun, until the landmarks and design review process has been completed and a COA has been issued pursuant to this chapter.

The case would then be scheduled to be heard at a regularly scheduled public hearing of the Landmarks and Design Commission (LDC). Per Section 15.280.090.C.2.a, "After concluding the public hearing, the LDC shall approve or disapprove the application. Approval of projects shall be based upon **appropriateness of design...**"