

**Historic Preservation Commission
Agenda
October 21, 2025
3:00 PM**

MAYOR
MATTHEW LUNDH

CITY ADMINISTRATOR
ROBERT OMANS

CITY PLANNER
COLLEDA MONICK

CITY CLERK
DEBBIE LEE



119 W FIRST STREET
CLE ELUM, WA 98922

**HISTORIC PRESERVATION
COMMISSION**
MICHAEL RICHARD
PAMELA HAWK
RUSTY HENRICHSEN
VACANT
JORDAN PETERSON - CHAIR

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBJVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

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Receive city text alert notifications: text CLEELUM to 91896

DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available and the City does not warrant audio quality. Attendees are encouraged to attend in-person.

1. **Call to Order & Roll Call**
2. **Adoption of Minutes**
 - a. August 19, 2025 and September 16, 2025
3. **Citizen Comments on Non-Agenda Items**
 - a. Flyer - M. Smith
4. **New Business**
 - a. Special Valuation Request - Bull Durham Building
Overview of the Criteria
Submittals
Applicant Comments [Video Link](#)
Next Steps
 - b. PLACES Conference
5. **Comments from Commissioners and/or Staff**
 - a. Commissioners
 - b. Staff Updates
6. **Next Meeting Agenda Development**
 - a. Walking Tour Update
7. **Adjourn**

Historic Preservation Commission Agenda October 21, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

Upcoming Meeting:

General Government Committee Meeting October 22, 2025, at 8:30 a.m.

Regular Council Meeting October 28, 2025, at 6:00 p.m.

Coal Mines Trail Commission Meeting November 3, 2025, at 4:00 p.m.

Planning Commission Meeting November 4, 2025, at 6:00 p.m.

Public Works & Community Development Committee Meeting November 5, 2025, at 8:30 a.m.

Lodging Tax & Events Committee Meeting November 12, 2025, at 8:30 a.m.

Historical Preservation Commission Meeting November 18, 2025, at 3:00 p.m.

Public Safety & Health Committee Meeting November 19, 2025, at 1:00 p.m.

City of Cle Elum
Historic Preservation Commission
City Council Chambers
August 19, 2025 | 3:00 PM

Call to Order

Chair Peterson called the meeting to order at 3:00 pm.

Roll Call

HPC Members Present: Chair Jordan Peterson, Vice-Chair Michael Richard, and Rusty Henrichsen

HPC Members Absent: Pamela Hawk. **Commissioner Henrichsen made a motion to excuse Hawk, commissioner Richard seconded. Motion carried.**

Staff Present: Colleda Monick

Adoption of Minutes

Commissioner Richard made a motion to approve the minutes as presented from July 15, 2025 as presented. Henrichsen seconded the motion. Motion carries.

Citizen Comments on Non-Agenda Items

None

New Business

Staff Report: Shared information on grants (T-Mobile Hometown, CLG/DAHP, Heritage Barn/Washington Trust).

- **Commission Discussion:**
 - **Walking Tour Project:**
 - Commissioner Richard has been recording local stories with Roy and suggested using short audio snippets (about 3 minutes each) for a self-guided walking tour.
 - Charlene has already drafted a walking tour; Ellensburg and Roslyn have similar examples.
 - Needs identified: recording facilities, cost estimates, budget planning, QR codes, and narration.
 - Chair Peterson supported a self-guided format, noting it could be more innovative and grant-friendly.
 - **Technology Options:** QR codes and websites seen as easier and cheaper than apps. Adventure Labs/Geocaching mentioned as alternatives.
 - **Partnerships:**

- Chair Peterson asked Commissioner Richard to connect with the Historic Society.
 - Exploring CWU or other studios for recording help.
 - **Grant Examples:**
 - Snohomish podcast project mentioned.
 - Colville’s T-Mobile grant could be a useful model; Chair Peterson will look into it.
- **Next Steps:**
 - Gather costs and examples from other communities.
 - Explore partnerships (Historic Society, CWU).
 - Begin by identifying buildings on the local register.

Comments from Commissioners and/or Staff

Staff:

Commission Vacancy: There is one open position on the Historic Preservation Commission.

Fall Clean Up: September 1-30 for city residents only

Pangrazi Award: Nominations are open and close on September 25th, 2025. This award is established to recognize and thank other community-minded citizens, who aspire as Pual did, to make the Upper County a quality place to live.

Training Opportunities:

- **NAPC Virtual Summer School:** Hosted by the National Alliance of Preservation Commissions, this six-session virtual training is designed for local preservation staff and volunteers. Sessions are interactive, led by national experts, and cover current topics and tools in preservation. The cost is \$65 for members. Virgil has distributed member passwords—those who haven’t received one and wish to register should contact him directly.
- **DAHP Academy Training:** Free online sessions provided by the Department of Archaeology and Historic Preservation (DAHP). Sessions are recorded and available on the DAHP website.
- **PLACES 2025 Conference:** The annual DAHP conference will be held October 7–10 in Gig Harbor. The event focuses on historic preservation, economic revitalization, and Main Streets. Registration is \$230. This is an excellent opportunity for newcomers to learn about preservation, architecture, archaeology, and related fields.
- **WISSARD Training:** A WISSARD (Washington Information System for Shared Archaeological Records and Data) training with DAHP will take place during the next meeting on September 16, 2025.

Adjournment

Commissioner Richard moved to adjourn the meeting. Commissioner Henrichsen seconded. Motion carried. The meeting was adjourned at 3:40 p.m. and the Commission will reconvene on September 16th, 2025 at 3:00 p.m.

Chair Peterson

Date

City of Cle Elum
Historic Preservation Commission
City Council Chambers
September 16, 2025 | 3:00 PM

Call to Order

Chair Peterson called the meeting to order at 3:06 pm.

Roll Call

HPC Members Present: Chair Jordan Peterson, Vice-Chair Michael Richard, Pamela Hawk and Rusty Henrichsen

HPC Members Absent: None

Staff Present: Colleda Monick

Adoption of Minutes

Uploaded incorrectly in the packet, Commissioners will consider Minutes of September 19, 2025 at next meeting.

Citizen Comments on Non-Agenda Items

None

New Business

WISAARD Training

The Commission received WISAARD training from Michelle Thompson, CLG Coordinator and Main Street Design Specialist with the Department of Archaeology and Historic Preservation. Michelle explained that WISAARD is a comprehensive database of historic properties. She shared that training notes will be sent out following the meeting and gave an over view of what various icons/colors within the system mean.

She also recommended that the City complete an updated historic property survey to ensure records are accurate and current. Explaining that adding or updating information in WISAARD generally requires the user to be signed in, but that it can be done fairly easily. Staff with access can enter updates directly, and those without access may send information to Michelle for entry.

The Commission also asked for guidance on a potential opportunity for CLG grant funding - self-guided walking tours. CLG grants are expected to open in early 2026 and could support such a project. Bellingham's walking tour was highlighted as a strong example, and Tacoma's Pretty Gritty Tours was noted as another useful reference. Commissioners expressed interest in exploring a collaboration with the Downtown Association and the Historical Society to develop a similar initiative locally.

Comments from Commissioners and/or Staff

Commissioner Announcements

Commissioner Henrichsen reported that Central Washington University’s history department was contacted to explore possible involvement or partnership opportunities. He also noted that HistoryLink.tours contains some basic material that could serve as a starting point. In discussing potential recording needs, he mentioned that studio time typically costs around \$50 per hour; however, Councilmember Cook suggested that CWU may allow the City to use its recording equipment and resources, which could help offset expenses.

Chair Peterson added that the National Archives Catalog is a valuable complement to WISAARD, offering access to historic photographs, articles, and other archival materials. She has already begun searching for resources that may support the development of a walking tour. Chair Peterson also plans to reach out to the City of Colville to learn more about their involvement in the recent T-Mobile grant.

Staff Announcements

Commission Vacancy: There is one open position on the Historic Preservation Commission.

Fall Clean Up: September 1-30 for city residents only (2 more)

Pangrazi Award: Nominations are open and close on September 25th, 2025. This award is established to recognize and thank other community-minded citizens, who aspire as Pual did, to make the Upper County a quality place to live.

Carpenter House – new water line.

Next meeting agenda:

Walking Tour

Adjournment

Commissioner Richard moved to adjourn the meeting. Commissioner Hawk seconded. Motion carried. The meeting was adjourned at 3:41 p.m. and the Commission will reconvene on October 21, 2025 at 3:00 p.m.

Chair Peterson

Date



**PETTY OFFICER
DOUGLAS MONRO
MEDAL HONOR RECIPIENT - UNITED STATES COAST GAURD
A MEMBER OF THE METHODIST EPISCOPAL CHURCH OF CLE ELUM**

LET'S HONOR HIM BY PRESERVING THIS CHURCH, HIS CHURCH

NOW IS THE TIME... SMKRSMITH@COMCAST.NET



15.22.070 Review and monitoring of properties for special property tax valuation.

A. Time Lines.

1. Applications shall be forwarded to the commission by the assessor within ten calendar days of filing.
2. Applications shall be reviewed by the commission before December 31 of the calendar year in which the application is made.
3. Commission decisions regarding the applications shall be certified in writing and filed with the assessor within ten calendar days of issuance.

B. Procedure.

1. The assessor forwards the application(s) to the commission;
2. The commission reviews the application(s), consistent with its rules of procedure, and determines if the application(s) are complete and if the properties meet the criteria set forth in WAC [254-20-070\(1\)](#) and listed in subsection [\(C\)](#) of this section:
 - a. If the commission finds the properties meet all the criteria, then, on behalf of the city of Cle Elum, it enters into a historic preservation special valuation agreement (set forth in WAC [254-20-120](#) and in [\(D\)](#) of this section with the owner. Upon execution of the agreement between the owner and commission, the commission approves the application(s),
 - b. If the commission determines the properties do not meet all the criteria, then it shall deny the application(s);
3. The commission certifies its decisions in writing and states the facts upon which the approvals or denials are based and files copies of the certifications with the assessor;
4. For approved applications:
 - a. The commission forwards copies of the agreements, applications, and supporting documentation (as required by WAC [254-20-090\(4\)](#) and identified in subsection [\(C\)\(2\)](#) of this section to the assessor,
 - b. Notifies the state review board that the properties have been approved for special valuation, and
 - c. Monitors the properties for continued compliance with the agreements throughout the ten-year special valuation period;
5. The commission determines, in a manner consistent with its rules of procedure, whether or not properties are disqualified from special valuation either because of:

- a. The owner's failure to comply with the terms of the agreement, or
 - b. Because of a loss of historic value resulting from physical changes to the building or site;
6. For disqualified properties, in the event that the commission concludes that a property is no longer qualified for special valuation, the commission shall notify the owner, assessor, and state review board in writing and state the facts supporting its findings.

C. *Criteria.*

1. *Historic Property Criteria.* The class of historic property eligible to apply for special valuation in Cle Elum means all properties listed on the National Register of Historic Places or certified as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter [84.26](#) RCW, until Cle Elum becomes a certified local government (CLG). Once a CLG, the class of property eligible to apply for special valuation in Cle Elum means all properties listed on the Cle Elum register of historic places or properties certified as contributing to a local register historic district which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter [84.26](#) RCW.
2. *Application Criteria.* Complete applications shall consist of the following documentation:
 - a. A legal description of the historic property;
 - b. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation;
 - c. Architectural plans or other legible drawings depicting the completed rehabilitation work;
 - d. A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed and documentation of both to be made available to the commission upon request; and
 - e. For properties located within historic districts, in addition to the standard application documentation, a statement from the secretary of the interior or appropriate local official, as specified in local administrative rules or by the local government, indicating the property is a certified historic structure is required.
3. *Property Review Criteria.* In its review the commission shall determine if the properties meet all the following criteria:
 - a. The property is historic property;
 - b. The property is included within a class of historic property determined eligible for special valuation by the city of Cle Elum under this section;

c. The property has been rehabilitated at a cost which meets the definition set forth in RCW [84.26.020\(2\)](#) (and identified in subsection [\(C\)\(4\)](#) of this section) within twenty-four months prior to the date of application;

d. The property has not been altered in any way which adversely affects those elements which qualify it as historically significant as determined by applying the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties (WAC [254-20-100\(1\)](#)) and listed in subsection [\(C\)\(4\)](#) of this section).

4. *Rehabilitation and Maintenance Criteria.* The Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties in WAC [254-20-100](#) shall be used by the commission as minimum requirements for determining whether or not a historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

D. *Agreement.* The historic preservation special valuation agreement in WAC [254-20-120](#) shall be used by the commission as the minimum agreement necessary to comply with the requirements of RCW [84.26.050\(2\)](#).

E. *Appeals.* Any decision of the commission acting on any application for classification as historic property, eligible for special valuation, may be appealed to superior court under Chapter [34.04.130](#) RCW in addition to any other remedy of law. Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the county board of equalization.

(Ord. 1229 § 3 (Exh. C), 2005)

The Cle Elum Municipal Code is current through Ordinance 1703, passed August 12, 2025.

Disclaimer: The city clerk's office has the official version of the Cle Elum Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited here.

[City Website: cityofcleelum.com](http://cityofcleelum.com)

[City Telephone: \(509\) 674-2262](tel:(509)674-2262)

[Hosted by General Code.](#)

Application and Certification of Special Valuation
on Improvements to Historic Property

Chapter 84.26 RCW

RECEIVED

SEP 25 2025

File With Assessor by October 1

File No: _____

MIKE HOUGARDY
KITITITAS COUNTY ASSESSOR

I. Application

County: Kittitas

Property Owner: Craig S. Pigeon Parcel No./Account No: 193335 (193335)

Mailing Address: PO Box 967 Cle Elum WA 98922

Legal Description: Cle Elum; Cle Elum Original Lots 26 thru 28; Block 4

Property Address (Location): 112 West Railroad Street Cle Elum

Describe Rehabilitation: See attached letter for scope and description.

Property is on: (check appropriate box) National Historic Register Local Register of Historic Places

Building Permit No: 2021-081 Date: Dec, 10 2021 Jurisdiction: Kittitas/Cle Elum
County City

Rehabilitation Started: January 2022 Date Completed: June 2024

Actual Cost of Rehabilitation: \$ 1,600,000.00

Affirmation

As owner(s) of the improvements described in this application, I/we hereby indicate by my signature that I/we am/are aware of the potential liability (see reverse) involved when my/our improvements cease to be eligible for special valuation under provisions of Chapter 84.26 RCW.

I/We hereby certify that the foregoing information is true and complete.

Signature(s) of All Owner(s):
Craig S. Pigeon

II. Assessor

The undersigned does hereby certify that the ownership, legal description and the assessed value prior to rehabilitation reflected below has been verified from the records of this office as being correct.

Assessed value exclusiyc of land prior to rehabilitation: \$ 0,00

Date: 9/29/25 Assessor/Deputy: Carm Glenn

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6715. Teletype (TTY) users, please call 360-705-6718. For tax assistance, call 360-534-1400.

Who can file this application?

The owner of record may file an application with the county assessor in which the property is located.

When should I file my application?

The application must be filed by October 1 of the calendar year proceeding the first assessment year for which the classification is requested.

Example: The application is filed by October 1, 2004. If approved, the special valuation is placed on the property for the 2005 assessment year. Taxes due and payable for 2006 will reflect the reduction.

Is there a fee to file this application?

The county assessor may charge such fees that are necessary for the processing and/or recording of documents.

What happens after I file the application?

Within 10 days, the county assessor will forward the application to the local review board. The local review board will approve or deny the application before December 31 of the year in which the application is made. The local review board will notify the assessor and the applicant of the approval or denial of the application.

What does "historic property" mean?

Historic property means land together with improvements thereon, which is:

- (a) Listed in a local register of historic places created by comprehensive ordinance, certified by the Secretary of the Interior as provided in P.L. 98-515; or
- (b) Listed in the national register of historic places.

Historic property **does not** include property listed in a register primarily for objects buried below ground.

What does "actual cost" mean?

Actual cost means the cost of rehabilitation, which cost shall be at least twenty-five percent of the assessed valuation of the historic property (exclusive of the assessed value attributable to the land) prior to rehabilitation.

What does "rehabilitation" mean?

Rehabilitation is the process of returning a property to a state of utility through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its architectural and cultural values.

What does "special valuation" mean?

Special valuation means the determination of the assessed value of the historic property, subtracting for up to ten years such cost as is approved by the local review board.

What is a "local review board"?

Local review board means a local body designated by the legislative authority of the incorporated or unincorporated area.

What are the requirements that property must meet to be considered for special valuation as historic property?

Property must meet the following criteria for special valuation on historic property:

- Be a historic property;
- Fall within a class of historic property determined eligible for special valuation by the local legislative authority;
- Be rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) within twenty-four months prior to the application for special valuation; and
- Be protected by an agreement between the owner and the local review board as described in RCW 84.26.050.

Statement Of Additional Tax, Interest, and Penalty Due Upon Removal or Disqualification from Special Valuation Under Chapter 84.26 RCW

1. Whenever property that is classified and valued as eligible historic property under Chapter 84.26 RCW is removed or disqualifies for the valuation, there shall become due and payable an additional tax equal to:
 - (a) The actual cost of rehabilitation multiplied by the levy rate in each year the property was subject to special valuation; plus
 - (b) Interest on the amounts of the additional tax at the statutory rate charged on delinquent property taxes from the dates on which the additional tax could have been paid without penalty if the property had not been valued as historic property; plus
 - (c) A penalty equal to twelve percent of the amount determined in (a) and (b).
2. The additional tax, interest, and penalty **shall not be imposed** if the disqualifications resulted solely from:
 - (a) Sale or transfer of the property to an ownership making it exempt from taxation;
 - (b) Alteration or destruction through no fault of the owner; or
 - (c) A taking through the exercise of power of eminent domain.

Appeals

1. Any decision by a local review board on an application for classification as historical property may be appealed to Superior Court under RCW 34.05.570 in addition to any other remedy at law.
2. Any decision on disqualification of historic property for special valuation exemption or any other dispute may be appealed to the current year Board of Equalization by July 1 or 30 days after the disqualification, whichever is the later, except the denial on the original application.

Cle Elum Historic Preservation Committee,

I'm submitting the restoration of the Bull Durham building to be considered for special valuation on improvements to historic property. I would like to explain the circumstances that precluded this application from being submitted within two years of the start of the project. The restoration has taken 4 years to complete.

A fire occurred on February 20, 2021. The fire destroyed the building's roof, second floor, damaged the first floor but left a good portion of the central supporting wall and stairway. The external elevator was damaged and required removal and replacement. The insurance carrier's valuation of damage to the building took one year to complete. In the first 6 months no alteration of the building was allowed. In May 2021, the insurance carrier completed its determination of the value of the personal property lost, and allowed removal of items related to the businesses that had operated in the building. In June of 2021 removal of unsafe structural components and remediation of hazardous materials was allowed but no further restoration of the building was allowed to proceed until the end of January of 2022.

Throughout 2022 and 2024 the effects of the Covid-19 shut down had made all building materials and products related to the reconstruction of the building in short supply or not available and what was available was 3 to 4 times their customary cost. There was a sharp increase in building in the Washington particularly in Cle Elum and Roslyn driven by Suncadia and Tumble Creek resorts causing an extensive shortage of services in architectural design, engineering, general contractors, HVAC, electricians, plumbing, excavation, fire and security and all other subcontractors.

That scarcity and excessive cost significantly slowed the restoration process. It took three months to find architectural design and engineering consultants who were willing to take on the project on, then took an additional 4 months to complete the design and get the necessary permits.

We were able to complete the roof and infrastructure of the building; structural framing, plumbing, electrical, HVAC and finishes for one of the four interior offices and the city of Cle Elum gave me provisional approval to move my practice into that office in October of 2022. The occupancy was limited to my practice and contingent on completing the elevator restoration, the fire suppression system and the structure and finishes of the other 3 office suites. The elevator was fabricated in Canada and took a year and a half to build, ship and install and was completed on 4/23/2023, the fire suppression system was completed in February 2024. The finishes in the interior structure of the remaining 3 offices were completed by June of 2024.

I discussed the project with Jeronimo Rolldan, the state historical Architect with the Dept. of Archaeology & Historic preservation during a visit to Cle Elum in April 2025. He felt the restoration of the Bull Durham building fit the intentions of the special valuation program and that the Cle Elum historic committee should consider it. It is my hope as well. There were times the challenges we encountered while bringing it back from the fire seemed insurmountable and not preserving it seemed more rational. I'm now glad we made the effort to do it a second time. Special valuation would provide considerable help in offsetting the cost of restoring the Bull Durham Building.

Your considerations are appreciated,

Craig S. Pigeon

Special Valuation Eligibility Worksheet

Property: Bull Durham Building / 112 West Railroad Street, Cle Elum, WA 98922

Application Filed: September 29, 2025

Commission Review Date: October 21, 2025

Requirement	Standard (Per RCW 84.26 / WAC 254-20 / CEMC 15.22)	Application Info	Meets Requirement?
1. Property is a locally registered historic resource	Must be listed on local or state register	Yes — listed and previously approved for Special Valuation (2008–2018)	✔ Yes
2. Work completed prior to application	Rehabilitation must be completed before filing	Work completed June 2024; application filed Sept 29, 2025	✔ Yes
3. 25% Qualified Rehabilitation Expenditure Test	Rehab costs must be \geq 25% of pre-rehab assessed value of improvements (land excluded)	Pre-rehab improvement value listed as \$0 — no way to calculate 25%	✘ No
4. Timing of qualified expenditures	Costs must be within 24 months immediately before filing (unless phased work pre-approved)	Eligible window: Sept 29, 2023 → Sept 29, 2025. Application request is outside of the allowable window.	✘ No
5. Phased project exception	Must have prior approval for phased rehabilitation plan	No documentation of prior phased plan or approval	✘ No
7. Proper filing and documentation	Application filed with evidence of costs, scope, and timelines	Application was filed, but supporting information is incomplete	⚠ Partial / Not sufficient
8. Property not currently under Special Valuation	Prior period must have ended	Previous special valuation ended in 2018	✔ Yes

Summary for Commissioners

Based on two mandatory eligibility criteria, the application does **not** qualify for Special Valuation:

1. 25% Cost Threshold Not Met

- The pre-rehabilitation assessed improvement value is listed as **\$0**, making it impossible to demonstrate that the \$1.6 million in rehabilitation expenditures equal or exceed **25%** of the structure's pre-rehab value — as required by **RCW 84.26.030**, **WAC 254-20-030**, and **CEMC 15.22.070(C)**.

2. Expenditures Fall Outside the Required 24-Month Window

- Filing date: **September 29, 2025**
- Eligible spending window: **September 29, 2023 – September 29, 2025**
- Most of the work (January 2022–June 2024) occurred **before** the eligibility window.

Conclusion

Even with extenuating circumstances (fire, insurance delay, COVID-era material issues), **the application does not meet the statutory and code-based requirements** necessary for approval. The Commission does not have discretion to override those criteria as outlined in the RCW/WAC and CE.

Result:

The application is **not eligible** for Special Valuation.

The Commission must issue a **denial and forward the decision to the County Assessor**, per **CEMC 15.22.070**.