

# HUBBELL BUILDING RENOVATION

## (ADAPTIVE RE-USE AND CODE COMPLIANCE)



(Hubbell Building – Mobile Scan Data)

**Project  
Location**

**COPY**



Vicinity Map

## DISTRESSED COUNTY SALES AND USE TAX INFRASTRUCTURE IMPROVEMENT PROGRAM APPLICATION

The Distressed County Sales and Use Tax Infrastructure improvement Program supports improvements to infrastructure systems that foster economic development in Kittitas County. The goal is to create economic opportunity through Infrastructure investment.

### APPLICANT INFORMATION

Applicant:	City of Ellensburg		
Contact Name:	Derek Mayo, Asst. City Engineer		
Address:	501 N. Anderson St.		
Address:			
City:	Ellensburg	WA Zip:	98926
Telephone:	509-925-8631	FAX:	509-962-7127
E-mail Address:	mayod@ci.ellensburg.wa.us		
Project Location:	Historic Downtown Ellensburg (4 <sup>th</sup> Ave. and Pearl St.)	Jurisdiction Population:	18,468
Project Title:	Hubbell Building Renovation – Adaptive Re-use and Code Compliance		

### APPLICATION THRESHOLDS

Applicant Requirement:

Check-off:

- ☒ 1. The project is improvement to an infrastructure system(s) linked to economic development.
- ☒ 2. A detailed 8 ½ X 11" vicinity map that clearly shows the project is included in the application package.
- ☒ 3. Distressed County funds are not being substituted for other funds that are already secured.
- ☒ 4. The project involves traditional improvements, instead of "non-traditional" improvements eligible for "Enhancement" funding
- ☒ 5. Applicant has submitted only one application this round.
- ☒ 6. The local/regional economic development organization has been informed of the project.

# PROJECT BUDGET

Funding Sources	C	P	Preliminary Engineering Phase	Right of Way Phase	Construction Phase	Project Total	Is Funding Secured – Y or N?
Distressed County Funds Requested:							
<u>\$282,000</u>							
Other Federal:\$							
	\$		\$	\$	\$	\$	
State:\$							
	\$		\$	\$	\$	\$	
Local Government: <u>\$1,400,000</u>	\$		\$	\$1,200,000	\$200,000	\$1,400,000	Yes
Private:\$							
	\$		\$	\$	\$	\$	
*Other: <u>\$60,000</u>	\$		\$	\$	\$60,000	\$60,000	Yes
Project Total:							
	\$		\$	\$1,200,000	\$542,000	\$1,742,000	
Distressed County Fund Matching Ratio:	N/A			100% Match	48% Match	83.8% Match (16.2% DCSUT)	

\*Please explain Other type of Funding: Ellensburg Business Development Authority Funding

## PROJECT NARRATIVE

1. Project Description: Describe the scope of work. Indicate the major work involved, including a brief comparison of existing and proposed conditions.

The Hubbell Building, constructed in 1889 is a 29,000 square foot historic building in the heart of Historic Downtown Ellensburg that is sitting virtually vacant. The proposed renovation, or adaptive re-use of the Hubbell Building, is vital to the economic vitality of downtown Ellensburg. The renovation of the Hubbell Building will include:

- Installation of a New Fire Sprinkler System
- Installation of a dedicated Fire Service
- Installation of a New Fire Alarm System serving the entire building
- Window replacement
- Exterior painting
- Misc. storefront repairs
- and other misc. repairs necessary for code compliance and marketing to attract future viable tenants.

2. Explain the specific Infrastructure issues the project addresses and how they are linked to economic development improvements.

The Hubbell Building was a cornerstone of Ellensburg downtown retail and tourism economy, and will again be a cornerstone in the future. The proposed renovations to the building will bring a significant portion of the building to meet current code requirements to attract and support the economic recovery of this historic building.

The proposed improvements to the Hubbell Building and putting it back into service will improve the appearance and image of the historic downtown commercial district, and enhance its economic and cultural vitality. Tourism has become an important element of the local economy. The renovation of the Hubbell Building could be a crucial factor in increasing Ellensburg's tourism. Protecting and safeguarding Ellensburg's irreplaceable architectural heritage is essential to maintaining the community's quality of life and sense of place. - From the 'Hubbell Building Renovation Project Preservation Plan' completed in May 2013 by Kovalenko Hale Architects.

3. Preliminary Engineering Phase:

Estimated Start Date: Complete Estimated End Date: Complete

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

The Hubbell Building Renovation Project Preservation Plan was recently completed in May 2013 by Kovalenko Hale Architects.



4. Right of Way Phase: Is It Required? Yes \_\_\_\_\_ No X

Estimated Start Date: Complete Estimated End Date: Complete

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

The City of Ellensburg recently purchased the Hubbell Building (Dec. 2012), and no additional right of way or acquisitions are required for the building renovation.

5. Construction Phase:

Estimated Start Date: Aug. 2013 Estimated End Date: Apr. 2014

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

As previously stated, the City has recently completed the purchase of the Hubbell Building, has determined the capacity of all necessary utilities (water, sewer, power, natural gas, and communications) is immediately available to support proposed building usages, has completed the Hubbell Building Renovation Project Preservation Plan.

The City is currently seeking the necessary funding to complete the necessary code compliance and renovation items needed to attract and occupy the empty store fronts in the heart of Historic Downtown Ellensburg. The requested funds along with the remaining local match will allow the renovation work to be completed. Upon a successful project award, anticipated in July 2013, the City would immediately begin the construction phase of the renovation project. The City anticipates utilizing the local matching funds first with the proposed Distressed County Sales and Use Tax (DCSUT) funding anticipated the latter portion of the project. It is anticipated that work will be completed in late 2013 or early 2014, with the DCSUT reimbursement request(s) being in early 2014.

6. Indicate if the project is consistent with the following applicable state, regional and local plans and prioritization processes:

X Overall Economic Development Plan

- Goal 1: Incorporate economic development strategies as an integral part of Ellensburg's vision and implementation plan for a balanced and sustainable community
  - Coordinate with local organizations to implement successful economic strategies
- Goal 2: Stimulate and diversify Ellensburg's economy.
  - Promote the retention and expansion of existing businesses as well as the development of new businesses
    - Establish financial and other incentives to retain existing and attract new businesses
    - Market to a variety of businesses – both large and small – that fit with Ellensburg's character and meets the needs of the local market

- Facilitate the creation and expansion of businesses and institutions that benefit from locating in the County seat
- Promote the development of innovative niche businesses
- **Goal 5: Revitalize the Central Commercial Zones**
  - Ensure the adequacy and appropriate expansion of utilities and infrastructure

**X Comprehensive Land Use Plan**

- **Goal 3: Provide convenient, centralized facilities designed to serve present and future citizen needs.**
  - **Encourage retail variety in the Central Commercial Zones**
    - Invest early in Central Commercial Zone capital improvement projects
    - Identify and track shifts in economic activity from the Central Commercial zones and mitigate through business development or through the creation and funding of a Downtown Foundation

☐ Capital Facility Plan

☐ Community Action Plan (or other community-based plan)

☐ Six-Year Transportation Improvement Plan

☐ Site-specific development plans; e.g., Community Master Plan

**X Other Historic Preservation Plan**

- **Goal 2: Maintain the integrity and reuse of historic buildings**
  - Facilitate the adaptive reuse of historic buildings
- **Goal 3: Maintain the City of Ellensburg as the predominant center for commercial, financial, governmental and cultural activities. Retain clear physical evidence of our community's history, traditions and heritage**
- **Goal 4: Maintain and create civic buildings that reflect sense of community and public purpose**
- **Goal 5: Use historic preservation as a means to economic vitality**
  - Consider preservation activity itself as economic development
    - Continue and strengthen partnerships with State and other government agencies and funding sources for preservation, infill, energy efficiency and revitalization
  - Create and provide resources for downtown businesses that take full advantage of the mixed historic character of the community.

7. Explain how this infrastructure project has been coordinated, or will be coordinated with other jurisdictions, such as counties, cities, state/federal agencies, and with economic development organizations during planning, design, financing, construction and/or operation phases.

The Hubbell Building Renovation and sprinkler project is an infrastructure priority for the City of Ellensburg. Project coordination will continue to be overseen by the Ellensburg Business Development Authority (EBDA), the Ellensburg Downtown

Association (EDA), and the Kittitas County Chamber of Commerce (Chamber). The EBDA is a Public Development Authority appointed by the City Council which includes leadership from Central Washington University and community leaders in private sectors. The EDA is responsible for supporting businesses and tourism in Ellensburg's historic business district and manages the local Main Street Program. The Chamber is contracted with the City for Visitor's Information, Tourism Development, and business expansion assistance; the Chamber is also the Associate Development Organization for Kittitas County. Ellensburg City Council looks to this working group of local economic development professionals for recommendations on building design, use and implementation prior to financing improvements or making management decisions.

8. Explain how the infrastructure project will help meet the economic development goals of your community and/or region. If this project is not done, will the anticipated private development still take place?

The Hubbell Building is a cornerstone building in downtown Ellensburg and needs to be brought up to a condition that will maximize its potential. With the addition of a fire suppression system and other necessary renovation work, it will be possible to diversify and intensify the uses of the building resulting in higher employment and greater retail sales. Although occupancy is possible without the addition of a fire suppression system the building will never reach its potential as an economic driver for downtown.

9. Describe any feasibility or predevelopment studies that demonstrate the linkage between the proposed Distressed County Infrastructure improvements and the anticipated economic outcomes.

The Ellensburg Business Development Authority has just received a completed report from the architectural firm Kovelanko Hale. This firm has extensive knowledge of historic buildings and preservation and they have been the architects on several other historic buildings in Ellensburg. According to the report the building needs to be sprinkled in order for it to reach its potential both economically and for job creation.

10. Indicate if other needed infrastructure (e.g., sewer, water, power) is in place or if there is a plan for getting it in place.

An extensive review of the existing transportation and utilities serving the Hubbell Building has been completed and has been determined that this infrastructure has the capacity to support renovation and full occupancy of the building.

11. Indicate the Estimated Number of Businesses Created/Retained by the Project. 7

12. Indicated the Estimated Number of Jobs Created/Retained by the Project. 63

According to IMPLAN Modeling for the Kittitas Valley it is estimated that these improvements will create 51 new jobs directly related to the new retail space and another 12 indirect jobs due to the increased economic activity.

Submit the original application to:

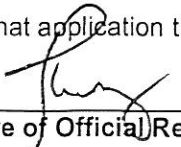
**Kittitas County Department of Public Works  
411 N. Ruby, Suite #1  
Ellensburg, WA 98926**



## Applicant Certification

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I certify that application thresholds are met at the time of application.

  
\_\_\_\_\_  
Signature of Official Representative

31 MAY 2013  
\_\_\_\_\_  
Date

## Sponsoring Agency (If Applicable)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

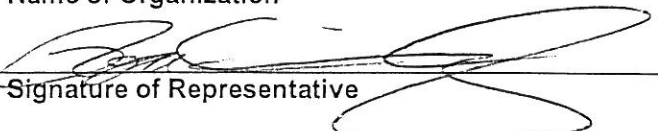
\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Date

## Associate Economic Development Organization Notification

The organization listed below has received notification of this project as demonstrated by the signature of the organization's representative.

Kittitas County Chamber of Commerce  
\_\_\_\_\_  
Name of Organization

  
\_\_\_\_\_  
Signature of Representative

3/31/2013  
\_\_\_\_\_  
Date

## Kittitas County Department of Public Works Conceptual Approval

Approval of the project feasibility, scope and estimated costs.

\_\_\_\_\_  
Signature of Kittitas County DPW Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

# ELLENSBURG DOWNTOWN ASSOCIATION

May 30, 2013

Kittitas Department of Public Works  
411 N Ruby, Suite 1  
Ellensburg, WA 98926

To whom it may concern:

At the end of 2012, the City of Ellensburg took an important step in the revitalization of downtown Ellensburg by purchasing the Hubbell Building. The community cheered as its ownership changed hands. Today, the Ellensburg Downtown Association (EDA) would like to express their strong support for the grant application from the City of Ellensburg for Distressed County Sales and Use Tax to go toward vital improvements to the building.

For too many years, the Hubbell Building has been an economic hardship for the downtown. Years of deferred maintenance and vacancies have taken their toll, causing this building to become a detriment to the downtown. Six storefront vacancies have most certainly had a direct economic impact on the surrounding businesses, all of which struggle to keep our downtown thriving. Having this blight in the downtown affects all of the locally owned and operated shops, which are the cornerstone of this historic commercial district.

This grant will be the catalyst to bring the building up to code and improve its appearance. Several parties have expressed interest in securing space for new businesses, yet the current condition of the building prevents this from happening. Events and tourism are a significant economic foundation for Ellensburg and this building is located in the heart of the activity. Not only will the improvements to this historic structure affect these events, but they will have a long-lasting impact on the overall economic health of the entire downtown.

The EDA declared earlier in the year that the most significant downtown project for 2013 is revitalization of the Hubbell building. We firmly believe that the assistance you give will impact the future of this community for years to come. Your support is encouraged and greatly appreciated.

Sincerely,



Carolyn S. Honeycutt  
Director

Ellensburg Downtown Association  
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[www.ellensburgdowntown.org](http://www.ellensburgdowntown.org) 509 962-6246