

**CITY OF EDMONDS
HISTORIC PRESERVATION COMMISSION
SUMMARY MINUTES**

October 11, 2012

CALL TO ORDER AND ROLL CALL

Chair Vogel called the meeting of the Edmonds Historic Preservation Commission to order at 5:35 p.m. in the 3rd Floor Conference Room of City Hall, 121 – 5th Avenue North. He read the Commission's mission statement.

COMMISSIONERS PRESENT

Larry Vogel, Chair
Andy Eccleshall
Meg Keogh
Bill Muller
Eric Norenberg (arrived at 5:50 p.m.)
Gerry Tays
Steve Waite
Lora Petso, City Council Member
Kristiana Johnson, City Council Member

STAFF PRESENT

Diane Cunningham, Administrative Assistant

COMMISSIONERS ABSENT

Christine Deiner-Karr (excused)
Tim Raetzloff (excused)
Emily Scott (excused)
John Dewhirst (excused)
Valerie Claypool

READING/APPROVAL OF MINUTES

Commissioner Tays recalled that at the September 12th meeting, he recommended the Commission consider changes to their Mission Statement to be consistent with the proper terminology used in State and Federal regulations. The Commission agreed that would be an appropriate discussion to have at their Strategic Plan Workshop. Commissioner Tays agreed to provide information to Ms. Cunningham regarding his proposed changes to the Mission Statement. Ms. Cunningham would forward the information to the Commissioners via email.

COMMISSIONER TAYS MOVED TO APPROVE THE MINUTES OF JULY 12, 2012 AS PRESENTED AND THE MINUTES OF SEPTEMBER 13, 2012 AS AMENDED. COMMISSIONER MULLER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

AGENDA ADDITIONS/CHANGES

The agenda was accepted as presented.

REQUESTS FROM THE AUDIENCE

There was no one in the audience.

COMMITTEE REPORTS

Registration Committee

Commissioner Keogh reported that the Registration Committee now has contact information for four property owners on Sunset Avenue who have expressed interest in listing their properties on the Edmonds Register of Historic Places. Commissioners Muller, Tays, and Raetzloff have agreed to shepherd three of the property owners through the nomination process. They need one more Commissioner to help the fourth property owner. Commissioner Keogh pointed out that John and Shirley Pauls, who recently added their property (Allen House) on Sunset to the Register, have also offered to help other property owners through the process. In addition, they have provided historical information about the area.

Education and Outreach Committee

Chair Vogel reported that next edition of *THE PRESERVATIONIST* has been printed. It features the Allen House and a short article about the Main Street Construction Project. He announced that he would visit the Main Street site to take pictures and prepare an article for publication in myedmondsnews.com.

Chair Vogel pointed out that the calendar has become a fantastic tool for raising public awareness and educating the community about local history. He said his responsibility has been to edit the copy. He announced that he also wrote an article for the City's next newsletter regarding the Allen House.

Preservation Planning Committee

Commissioner Waite announced that a Strategic Plan Workshop is scheduled for October 25th from 5:00 to 8:00 p.m. He agreed to provide an agenda outline via email and invited the Commissioners to comment. The agenda will include a discussion about the Mission Statement. He reminded the Commission that the goal of the meeting is to establish short and long-term goals and objectives. It was noted that the Commission drafted an updated version of the Strategic Plan earlier in the year, which could be used as a starting place.

Funding

Commissioner Muller announced that an ordinance to provide a mechanism to enable and accept public donations to help support the City's historic preservation program and the activities of the Historic Preservation Commission will be presented to the City Council for approval of October 16th. He thanked Mr. Chave for his help to move the ordinance forward. He reported that Commissioner Keogh is preparing a marketing plan for the calendar and how the proceeds will be allocated. The marketing plan must be in place before the calendar can be printed. Commissioner Keogh provided draft copies of the calendar to each Commissioner and invited their comments by October 15th.

The Commission recognized Mr. Chave's hard work to put forth an ordinance that enables the Commission to accept public donations.

NEW BUSINESS

December 13th Meeting

The Commission agreed that their December 13th meeting would consist of a short business meeting and then a holiday party. They agreed to invite City Council Members, officers from the Edmonds Historical Museum, owners of properties on the Register, and property owners interested in adding their properties to the Register. Ms. Cunningham noted that Mayor Earling would also be present at the meeting to make a presentation to the outgoing members. She agreed to forward an invitation to the City Council and to the City Clerk so the meeting could be noticed as a public meeting.

UNFINISHED BUSINESS

2013 Calendar

Chair Vogel commended Commissioner Keogh's graphic designer, Lilly, for her work to prepare both *THE PRESERVATIONIST* and the calendar. She has been donating her time.

The Commission discussed that sponsors can be identified on the calendar, but they cannot purchase advertisements or offer coupons. They referred to an email from Stephen Clifton regarding this issue.

Because the Mission Statement will likely be updated on October 25th, the Commission agreed it should not be included in the calendar. Instead the calendar could provide a factual statement explaining what the Historic Preservation Commission

is, particularly referencing Ordinance 3397. Chair Vogel agreed to forward exact language to the graphic designer by October 15th.

Plaque for the Allen House

Ms. Cunningham advised that John and Shirley Paul still need to sign the notarized form that is required for the plaque installation.

The Preservationist

Chair Vogel reiterated that the latest edition of *THE PRESERVATIONIST* has been published and is currently being distributed by Commissioner Keogh. Commissioner Muller is working on an article for the next edition that will feature the Edmonds Police Department in recognition of their 100th anniversary.

Strategic Plan Workshop

This item was covered as part of the Preservation Planning Committee Report.

Historic Preservation Commission Student Volunteers

Council Member Johnson reported that the City Council approved an ordinance that allows each organization within the City to establish their own procedures and criteria for having student representatives. Chair Vogel agreed to read through the documents provided by staff and come up with some ideas for the Commission to consider. They agreed to discuss this issue further at their Strategic Plan Workshop.

HISTORIC PRESERVATION CHAIR COMMENTS

Chair Vogel commended the Commission for accomplishing so many of their goals and agenda items.

HISTORIC PRESERVATION COMMISSIONER COMMENTS

Council Member Johnson pointed out that some Commissioners will not be returning after their term expires at the end of 2012. She suggested they advertise now for applicants to fill the vacant positions. In addition to the City's regular process for advertising vacancies, the Commission agreed it would be appropriate to make an announcement in the next edition of *THE PRESERVATIONIST*.

Council Member Petso said she would review Mr. Clifton's email regarding the difference between sponsorship and advertising. Ms. Cunningham agreed to forward the email to each of the Commissioners.

Council Member Petso pointed out that Ordinance 3397 provides language to guide the Mission Statement (Section 040). Commissioner Tays noted that the language in the ordinance uses the correct terminology; the Mission Statement at the top of each Commission agenda does not.

Commissioner Muller announced that the Edmonds Historical Museum's meeting was changed from October 1st to October 8th, and he was unable to attend. He commented on the visibility the Commission has received by having a table at the Farmers Saturday Market. Commissioners Muller and Keogh indicated they would both attend the Edmonds Historical Museum's annual meeting for all members, which is scheduled for October 12th.

Commissioner Eccleshall announced that work has started for next year's business expo in November. He said he would make sure the Commission receives a notice of the event and an invitation to participate.

Ms. Cunningham announced that, as of January 1st, the Planning Department will no longer provide paper copies of agendas, minutes or packets. Commissioners will be required to print their own.

ADJOURNMENT

The meeting was adjourned at 6:55 p.m.