

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

October 25, 2012

CALL TO ORDER AND ROLL CALL

Chair Vogel called the meeting of the Edmonds Historic Preservation Commission to order at 5:08 p.m. in the 3rd Floor Brackett Room of City Hall, 121 – 5th Avenue North.

COMMISSIONERS PRESENT

Larry Vogel, Chair
Christine Deiner-Karr
Meg Keogh
Bill Muller
Tim Raetzloff (arrived at 6:15 p.m.)
Emily Scott
Gerry Tays
Steve Waite
Kristiana Johnson, City Council Member
Lora Petso, City Council Member (left at 5:25 p.m.)

STAFF PRESENT

Rob Chave, Planning Division Manager
Diane Cunningham, Administrative Assistant

OTHERS PRESENT

Mayor Earling

COMMISSIONERS ABSENT

John Dewhirst, Vice Chair
Andy Eccleshall
Eric Norenberg
Valerie Claypool

AGENDA ADDITIONS/CHANGES

The agenda was amended to combine the discussions about committee duties and the 2013 Strategic Plan.

REQUESTS FROM THE AUDIENCE

There was no one in the audience.

DISCUSSION OF PROCESS FOR HISTORIC PRESERVATION GIFT FUND DONATIONS

Mr. Chave reported that the City Council established a Historic Preservation Gift Fund and adopted a budget for the remainder of 2012. He briefly reviewed the specific procedures and rules that must be followed. The City Council specifically emphasized that the Commission could only spend available funds and there would be no cash advancements. He noted that donations may be tax deductible, but the City cannot make this guarantee. Individuals should seek advice from their tax accountants.

Commissioner Keogh advised that the Edmonds Historic Museum has requested an in-kind donation of calendars in exchange for the pictures that were used in the 2013 calendar. She discussed the exchange with the City Finance Director and it has been determined to be legal and kosher. She and Commissioner Muller would meet with the City's Finance Director next week to discuss specific policies related to the distribution and sale of the calendars.

The Commission agreed to discuss their 2013 budget on November 8th. Commissioner Keogh agreed to prepare a draft budget proposal that identifies available funds and potential projects to begin the discussion. The proposal would be

forwarded to each Commissioner in preparation of further discussion on November 8th. Commissioners Keogh and Muller would finalize the budget based on Commission input and submit the document to staff to forward to the City Council for inclusion in their 2013 budget process.

Mayor Earling thanked the Commission for their hard work to champion historic preservation in the City of Edmonds.

Ms. Cunningham emphasized that receipts are required for all cash donations. Mr. Chave said it is also critical that a note is included on each check to indicate that the funds are a contribution to the Historic Preservation Commission.

Commissioner Keogh reported that she would obtain three bids for printing the calendar, and the low bid would be accepted. The three bids would be submitted as part of the purchase order request for printing. She noted that bids would not be required for the design work because the dollar amount is below the threshold and the designer is already a City contractor.

DISCUSSION ON UPDATING MISSION STATEMENT

The Commission discussed potential changes to their Mission Statement. They particularly discussed whether the Mission Statement should include the phrase "raising awareness of local history." They agreed that the purpose of the Register is to utilize historic properties to raise awareness of local history.

COMMISSIONER KEOGH MOVED THAT THE COMMISSION'S MISSION STATEMENT BE REVISED TO READ:

"The mission of the Edmonds Historic Preservation Commission is to promote historic preservation and encourage the owners of historically significant properties to voluntarily add them to the Edmonds Register of Historic Places in order to raise awareness and appreciation of local history."

COMMISSIONER MULLER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

The Commission agreed that their new Mission Statement should be printed on the 2013 Calendar.

STUDENT VOLUNTEERS

Council Member Johnson reviewed the ordinance recently passed by the City Council that allows each commission/board to appoint its own student representative. The Commission reviewed and provided comments regarding the draft documents prepared by Council Member Johnson and Chair Vogel related to the student representative position. Chair Vogel agreed to prepare a draft document that outlines the student representative program and identifies the types of skills that would be desirable for the student representative to have.

The Commission agreed to continue their discussion on November 8th. They also agreed it would be appropriate to appoint two student representatives so they could support each other. Commissioner Scott agreed to mentor the student representatives. Prior to seeking applications for the student representative position, the Commission agreed to invite students to attend an open house to explain what the Commission does and the type of qualifications they are looking for.

THE COMMISSION ADJOURNED THE WORKSHOP FOR DINNER AT 6:15 P.M. THE WORKSHOP RESUMED AT 6:35 P.M.

CHANGE IN NOVEMBER 8TH MEETING TIME

The Commission changed the start time of the November 8th Meeting to 4:00 p.m. to allow interested Commissioners to attend Roger Brook's lecture related to Cultural Tourism at the Wade James Theatre. The event is sponsored by the City of Edmonds Economic Development Department.

ELECTION OF COMMISSION OFFICERS

The Commission discussed that they will need to elect 2013 officers at their last meeting in 2012. They noted that some Commissioners have indicated that they would resign at the end of 2012. They considered whether they should fill the vacant positions or if they should reduce the number of Commissioners. They agreed to discuss the issue further before the end of the year.

2013 STRATEGIC PLAN AND DUTIES OF COMMITTEES

Commissioner Waite reminded the Commission that the Comprehensive Plan requires them to have a Strategic Plan that is updated every two years. The Strategic Plan provides direction to the Commission. The Commission reviewed a list of goals, objectives and actions and identified the committee responsible for accomplishing each goal, the term or time for each goal to be completed, and the priority of each goal as follows:

Goals, Objectives and Actions	Committee R = Registration E = Education PP = Pres. Planning F = Fundraising	Time/Term O = Ongoing ST = Short Term LT = Long Term	Priority 1, 2, 3
Expand and pursue new registration categories (sites, civil works, etc.) The Commission agreed that the Preservation Planning Committee would have the responsibility of identifying categories of properties for the Register such as shingle mills, transportation, logging, etc. The Registration Committee would pursue historic properties that fit within the priority categories.	PP	ST	2
	R	LT	1
Set quantity goal of registered properties for the year. The Registration Committee indicated their goal is to add six new properties to the Register in 2013.	R	ST	1
Provide easy access to BOLA and Johnson survey reports, ordinances, etc. It is important for the public to be aware of the reports and how they can be accessed via a link on the Commission’s website. They should also ask the Edmonds Library and Edmonds South Snohomish County Historical Society to make the link available on their resource list.	E	O	2
Contact owners of inventoried properties to acquire additional information (historic records, photos, etc.) It was noted that the Registration Committee has an outline to guide owners through the process of adding their properties to the Register.	R	O	2
Provide recognition to owners for stewardship/preservation of their buildings (annual party, tour of homes, Preservationist, etc.). The Commission agreed it is important to recognize people who have decided to voluntarily add their properties to the Register on an annual basis. This also acknowledges the Commission’s successes.	R	O	2
	Committee R = Registration	Time/Term O = Ongoing	

Goals, Objectives and Actions	E = Education PP = Pres. Planning F = Fundraising	ST = Short Term LT = Long Term	Priority 1, 2, 3
<p>Utilize National/State Preservation Month to emphasize work to date and future activities through award ceremonies. The Commission agreed this goal could go hand-in-hand with Goal 7. However, they postponed further discussion of the goal until later.</p>	?	?	?
<p>Work with Museum volunteers to prepare nomination documents, define common and different goals, and promote interdisciplinary cooperation. It was noted that this would be the responsibility of Commissioner Muller, who is the Commission's liaison to the Edmonds Museum.</p>	Commissioner Muller	O	1
<p>Increase Commissioner skills in design review (nomination process and Certificate of Appropriateness. It was agreed that training is necessary, particularly for new Commissioners. CAMP Training is a good opportunity to accomplish this goal.</p>	All Committees	LT	1.5
<p>Advocate preservation with business groups, focusing on unique character of the downtown and its opportunities for cultural tourism. Business groups would include the Greater Edmonds Chamber of Commerce, etc.</p>	R E	O	2
<p>Publicize Edmonds Preservation Goals (Saturday Market, newspaper articles, displays at City Hall, cultural events, festivals, walking tour guides, etc.). The Commission agreed that all committees would be involved in this effort in some way.</p>	All Committees	O	2.5
<p>Identify special events and guided tours where historic preservation could be the primary theme. The Commission agreed that this goal is related to Goals 10 and 12 and should be the responsibility of all Committees.</p>	All Committees	O	2.5
<p>Encourage public awareness by publishing walking tour guides. The Commission discussed that this goal is related to Goals 10 and 11 and should be the responsibility of all committees.</p>	All Committees	O	2.5
<p>Identify potential historic overlays and consider formation of such an overlay. Staff has suggested that the Strategic Plan should include a goal that paves the way for a potential future historic overlay. This goal could be linked to Goal 1 that calls for defining categories. It was noted that while the Commission can provide guidance, overlays must be proposed by property owners.</p>	PP	LT	3
	Committee R = Registration	Time/Term O = Ongoing	

Goals, Objectives and Actions	E = Education PP = Pres. Planning F = Fundraising	ST = Short Term LT = Long Term	Priority 1, 2, 3
<p>Work with the Washington Department of Archaeology and Historic Preservation (DAHP), etc. to identify resources and sponsor preservation design workshops for property owners who are planning rehabilitation or alterations. The Commission agreed that a property owner could refer to the Secretary of the Interior’s standards for rehabilitation of historic structures to determine what can and cannot be done. There are other resources that could be used, as well. The Commission agreed to discuss this goal further at a later time.</p>	?	?	?
<p>Develop additional preservation incentives through revisions to zoning code and permit process. It was discussed that the Preservation Planning Committee would work with the Building Official to identify incentives and potential code and permit changes. It was noted that the Planning Board and City Council would be discussing potential incentives for the Downtown Business zones.</p>	PP	ST	1
<p>Advocate for the use of historic buildings by City agencies. The BOLA report suggested that the City should look to occupy historic buildings. The Commission agreed to encourage this concept.</p>	All Committees	O	2
<p>Advocate for the use/rehabilitation of existing alley structures. It was discussed that the alleys are a part of the historic transportation grid. They agreed that the Commission should advocate for their preservation. For example, historic alley structures could be utilized by artisans, but they are currently non-conforming.</p>	PP	O	2
<p>Promote Design Guidelines document. It was noted that the Design Guidelines only apply to the Downtown Business (BD) zones. They discussed that there is currently a proposal to create design standards for the BD1 zone.</p>	PP	O	2
<p>Develop relationships with other City commissions and boards. The Commission discussed a desire to build a relationship with other City boards and commissions. They agreed it would be appropriate to assign individual Commissioners to serve as liaisons to these other groups. Staff should notify the Commission when items related to historic preservation are scheduled on upcoming agendas.</p>	All Committees Lead: Diane Cunningham	O	3

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<p>Undertake additional historic surveys outside of downtown and bowl areas. Consider use of volunteers guided by professional preservation planner as a method of grassroots education and advocacy. It was noted that the Commission must follow up and find more detailed information about the historic properties identified on the Johnson Survey before undertaking another survey. Again, the Commission discussed the need to identify the various categories of the City’s culture (i.e. shingle mills, transportation, logging etc.) and then find properties that fall under each of the categories. They should specifically focus on categories that are under-represented.</p>	R	O	2

Commissioner Deiner-Karr agreed to prepare a spreadsheet outlining each of the goals, objectives and actions, as well as the responsible committees, the timeline, and the priority for each one. The spreadsheet would be forwarded to each Commissioner for review and would be finalized at their November 8th meeting.

ADJOURNMENT

The meeting was adjourned at 8:15 p.m.