

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

**December 13, 2012**

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**CALL TO ORDER AND ROLL CALL**

Chair Vogel called the meeting of the Edmonds Historic Preservation Commission to order at 5:33 p.m. in the 3<sup>rd</sup> Floor Conference Room of City Hall, 121 – 5<sup>th</sup> Avenue North. He read the Commission's mission statement.

**COMMISSIONERS PRESENT**

Larry Vogel, Chair  
John Dewhirst, Vice Chair  
Christine Deiner-Karr  
Andy Eccleshall  
Bill Muller  
Eric Norenberg (arrived at 5:50 p.m.)  
Tim Raetzloff  
Emily Scott  
Gerry Tays  
Steve Waite  
Kristiana Johnson, City Council Member  
Lora Petso, City Council Member

**STAFF PRESENT**

Rob Chave, Planning Division Manager  
Diane Cunningham, Administrative Assistant

**OTHERS PRESENT**

**READING/APPROVAL OF MINUTES**

**COMMISSIONER ECCLESHALL MOVED TO APPROVE THE MINUTES OF OCTOBER 11, 2012 AS AMENDED. VICE CHAIR DEWHIRST SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

**COMMISSIONER TAYS MOVED TO APPROVE THE MINUTES OF OCTOBER 22, 2012 AS SUBMITTED. COMMISSIONER DEINER-KARR SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

**COMMISSIONER SCOTT MOVED TO APPROVE THE MINUTES OF OCTOBER 25, 2012 AS SUBMITTED. COMMISSIONER DEINER-KARR SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

**PRESENTATION BY MAYOR DAVE EARLING**

Mayor Earling announced that Commissioners Muller, Dewhirst and Norenberg have resigned from the Board effective January 1<sup>st</sup>. Chair Vogel also announced that Commissioner Keogh submitted her resignation, effective immediately. Mayor Earling recognized the departing Commissioners and thanked them for their service to the community. He also thanked the entire Commission for the role they play in preserving the City's history and educating the public.

**AGENDA ADDITIONS/CHANGES**

The agenda was accepted as presented.

### **REQUESTS FROM THE AUDIENCE**

No one in the audience expressed a desire to address the Commission during this portion of the meeting.

### **COMMITTEE REPORTS**

#### **Registration Committee**

Commissioner Deiner-Karr announced that two property owners on Sunset Avenue have indicated a desire to include their houses on the Edmonds Register of Historic Places. She agreed to meet with them to complete the applications. Council Member Petso expressed her desire to participate on the Registration Committee, as well.

#### **Education and Outreach Committee**

Chair Vogel said the Education and Outreach Committee is currently working on the next edition of *THE PRESERVATIONIST*. It will feature the centennial of the Edmonds Police Department, as well as historic Christmas trees. It should be ready for publication soon. Council Member Petso agreed to contact the graphic designer to determine if her services are still available to design *THE PRESERVATIONIST*. If not, Chair Vogel and Commissioner Eccleshall agreed to take over this responsibility. Commissioner Deiner-Karr agreed to donate a copy of Microsoft Publisher.

#### **Preservation Planning Committee**

Commissioner Waite reported that the Preservation Planning Committee met to prioritize the goals, objectives and actions that were identified at the October 25<sup>th</sup> workshop meeting. He noted that the Committee would assume responsibility for the two items that were not yet assigned:

- Utilize National/State Preservation Month to emphasize work to date and future activities through award ceremonies.
- 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.

#### **Funding Committee**

Commissioner Muller reported that Mr. Chave has guided the Funding Committee through the process of setting up accounting procedures and establishing a City Ordinance that allows the Commission to raise funds. The first project was the calendar. Many have been sold, but quite a few remain. The Commission discussed how to move the calendar distribution forward, and the following assignments were made:

- Commissioner Deiner-Karr agreed to contact former Commissioner Keogh to obtain information regarding the status of the calendar distribution.
- Ms. Cunningham will continue to keep track of the financial information on a spreadsheet.
- Commissioner Deiner-Karr agreed to prepare a report of the existing situation and a task list for moving forward. Commissioners were invited to forward their additional comments and concerns to her.
- Chair Vogel and Commissioners Deiner-Karr and Eccleshall agreed to follow up on the errors that were made in the calendar and fix them as appropriate. If possible, refunds would be issued to businesses to compensate for the errors.
- In early 2013, the entire Commission will review the process to identify what went well and what could have been done better.
- Commissioners agreed to send emails to their contacts who might be interested in purchasing a calendar.
- Council Member Johnson agreed to set up a table to sell calendars at the Art Walk on December 20<sup>th</sup>.

The Commission adjourned for refreshments at 6:20 p.m. They reconvened the meeting at 6:35 p.m.

### **OTHER REPORTS**

There were no other reports.

**APPROVED**

## **NEW BUSINESS**

### **Election of Officers**

COMMISSIONER ECCLESHALL NOMINATED COMMISSIONER VOGEL TO SERVE AS CHAIR OF THE COMMISSION IN 2013. COMMISSIONER WAITE SECONDED THE NOMINATION. THE NOMINATION WAS UNANIMOUSLY APPROVED.

COMMISSIONER VOGEL NOMINATED COMMISSIONER WAITE TO SERVE AS VICE CHAIR OF THE COMMISSION IN 2013. COMMISSIONER TAYS SECONDED THE NOMINATION. THE NOMINATION WAS UNANIMOUSLY APPROVED.

It was agreed that Commissioner Eccleshall would fill in if neither Chair Vogel nor Vice Chair Waite are present at a meeting.

### **Discussion of Photo Book**

The Commission discussed that perhaps a photo book would be a better project for the museum than the Commission. They decided to postpone this discussion until they iron out all the issues associated with the calendar.

## **UNFINISHED BUSINESS**

There was no unfinished business to discuss.

## **ACTION ITEMS**

### **Discussion on Commission Vacancies**

The Commission discussed the process for filling Commission vacancies. They specifically talked about making the application more specific and realistic about the hours involved. On the other hand, they do not want to scare off potential applicants by having too many requirements. At this time, the by-laws require that Commissioners be residents of Edmonds. They agreed that it is important to get the right people for the positions, and they could continue with fewer than 12 Commissioners if necessary.

Ms. Cunningham noted that Commissioner Norenberg will vacate the professional position at the end of the year. It was suggested that either Commissioner Tays or Commissioner Scott have the qualifications to fill this position. Staff agreed to advertise the vacant positions. Prior to interviewing the applicants, the Commission would develop a list of questions.

### **Student Representatives**

Commissioner Scott said she has been working to assign students to research potential properties for the Edmonds Register of Historic Places. Commissioner Deiner-Karr agreed to forward her a list of potential properties, and Council Member Petso said she would guide the students through the process.

### **Recognition Ceremony in January 2013**

The Commission agreed to postpone the recognition ceremony until May, which is National Historic Preservation Month.

## **HISTORIC PRESERVATION CHAIR COMMENTS**

Chair Vogel said he is honored to have the Commission's trust to continue to serve as chair of the Commission. He thanked departing Commissioners Dewhirst, Norenberg and Muller for their service.

## **HISTORIC PRESERVATION COMMISSIONER COMMENTS**

Several Commissioners, as well as Council Members Johnson and Petso, thanked the departing Commissioners for their efforts to serve on the community as members of the Commission. They specifically expressed appreciation for departing Commissioner Keogh's work to move the calendar project forward.

**APPROVED**

Commissioner Muller said he has enjoyed working with the Commission, as well as the Edmonds Museum. He commented that both the Commission and the Edmonds Museum have a lot to offer each other and the community if they work together as a team.

Commissioner Dewhirst advised that he will now serve on the Economic Development Commission, specifically as the chair of their Tourism Committee. He said he sees a direct link between the Commission's activities and the efforts of the Tourism Committee.

Chair Vogel agreed to attend the December 18<sup>th</sup> City Council Meeting, if appropriate, to make a brief announcement to promote the calendars. Another option would be for Council Member Petso to make a brief announcement during the Council Member Comment period. Council Member Petso agreed to contact Chair Vogel later in the week to discuss the best approach. Council Members Johnson and Petso announced that they would purchase calendars and gift them to their fellow City Council Members and Mayor Earling. The Commission could also set up a table of calendars for sale at the entrance to the City Council Chambers.

Commissioner Norenberg said he is grateful for the opportunity to serve on the Commission and proud of what they have accomplished during the last few years.

### **ADJOURNMENT**

The meeting was adjourned at 7:15 p.m.

**APPROVED**