

Approved June 13th

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

May 9, 2013

CALL TO ORDER AND ROLL CALL

Chair Vogel called the meeting of the Edmonds Historic Preservation Commission Meeting to order at 5:33 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
Steve Waite, Vice Chair (arrived at 5:55 p.m.)
Christine Deiner-Karr
Tim Raetzloff
Emily Scott
Gerry Tays
Kristiana Johnson, City Council Member
Lora Petso, City Council Member

STAFF PRESENT

Diane Cunningham, Administrative Assistant

COMMISSIONERS ABSENT

Andy Eccleshall (excused)

READING/APPROVAL OF MINUTES

COMMISSIONER TAYS MOVED TO APPROVE THE MINUTES OF APRIL 11, 2013 AS SUBMITTED. COMMISSIONER RAETZLOFF SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

AGENDA ADDITIONS/CHANGES

The agenda was adjusted to add a report on a meeting Council Member Petso recently had with Mr. Pauls under “Other Reports.” The remainder of the agenda was accepted presented.

REQUESTS FROM THE AUDIENCE

There was no one in the audience.

COMMITTEE REPORTS

Registration Committee

Commissioner Scott advised that she did not have time to email the finalized consolidated spreadsheet of potential properties for the Register to the Commissioners. She agreed to forward the documents as soon as possible.

Commissioner Tays recalled that as per their last meeting, Commissioner Waite was to review the available information related to the property located at 729 Main Street and he would likely have some comments to provide when he arrives at the meeting. Council Member Johnson said the owner of this property has indicated an interested in having the house evaluated and moving forward with the process. The Commission discussed the changes that have occurred to the structure over time, as well as the structure’s historic features. They also discussed some of the concerns the owner might have about placing the property on the Register.

Commissioner Raetzloff advised that the entire file for the North Sound Church has been scanned and is available electronically. He said he is prepared to approach church representatives with the form that must be signed in order for the church to be added to the Register, but they have requested another opportunity to review the file. The Commission discussed that the file for the North Sound Church is quite large. Rather than sending the entire file, Commissioner Deiner Karr agreed to review the file and identify the pertinent documents that should be forwarded to the church representatives.

Education and Outreach Committee

Chair Vogel reminded the Commission that he will be making a presentation regarding Edmonds History at the Museum Guild's Tea on May 21st. He is preparing a PowerPoint presentation that focuses on people and events that have shaped Edmonds.

Preservation Planning Committee

Commissioner Waite was not present to provide a report.

Funding Committee

Commissioner Raetzloff reported on his effort to distribute the remaining 2013 calendars, inviting people to make a donation to the Commission.

OTHER REPORTS

Meeting with Council Member Petso and John Pauls

Council Member Petso reported that she met with Mr. Pauls. While he indicated he did not have a list of property owners on Sunset Avenue who were interested in adding their properties to the Register, he suggested two potential properties at 320 Sunset Avenue and 252 (or 232) Sunset Avenue as a starting point. He offered to attend a meeting with a Commissioner and the two property owners to explain the benefits and implications of being on the Register. He also offered to help research the history of the two houses. Commissioners Tays agreed to meet with Mr. Pauls and spearhead the nomination process for the two properties.

Property at 729 Main Street

Vice Chair Waite arrived at the meeting at 5:55 p.m., and the Commission continued its discussion regarding the historic value of the property located at 729 Main Street. Commissioner Tays, Waite and Scott agreed to visit the site, assess its historic value, and report back to the Commission at their next meeting.

NEW BUSINESS

City Email Accounts for Commissioners

Ms. Cunningham advised that because all Commission communications are considered part of the public record, Commissioners should not use their personal email accounts to conduct Commission business. Instead, each Commissioner has been assigned an email address within the City's system, which will keep copies of all emails on a server. The Commission had a discussion about the processes that must be followed to ensure that all Commission business is done in compliance with State law and the Public Records Act.

Historic Preservation Field School

Commissioner Tays announced that a field school is scheduled to take place August 4th through 10th and September 8th through 14th on Whidbey Island for students throughout the country who are studying in historic preservation programs. He said he plans to attend portions of the events, where highly-qualified individuals will be providing instruction. He invited other Commissioners to accompany him.

UNFINISHED BUSINESS

Washington State Department of Archaeology and Historic Preservation Conference

Commissioner Deiner-Karr announced that she and Council Member Johnson would attend the Washington State Department of Archaeology and Historic Preservation Conference on May 15th through 17th in Vancouver, Washington. They agreed to provide a report on the conference at the next Commission Meeting.

Edmonds Business Expo Responsibilities

Chair Vogel announced that the Commission has booth space at the Edmonds Business Expo, which is scheduled to take place on June 1st from 10:00 a.m. to 4:00 p.m. at the Lynnwood Conference Center. Commissioners Raetzloff and Deiner-Karr agreed to cover the booth on behalf of the Commission.

2014 Calendar

It was noted that, as required by the grant, a draft of the 2014 calendar must be submitted to the State by May 31st. Chair Vogel agreed to contact Commissioner Eccleshall to inform him of the deadline.

Ms. Cunningham reminded the Commission that there is still a large quantity of 2013 calendars available. They discussed ideas for distributing the calendar that included giving them to local businesses and handing them out at the Summer Market and the Edmonds Arts Festival.

ACTION ITEMS

No action items were scheduled on the agenda.

HISTORIC PRESERVATION COMMISSION CHAIR COMMENTS

Chair Vogel thanked the Commissioners who volunteered to take on various tasks on behalf of the Commission.

HISTORIC PRESERVATION COMMISSIONER COMMENTS

Commissioner Waite reported that he has obtained all of the information and photographs available from the library regarding the dam/weir that was historically located at Yost Park. The Commission agreed that the property is appropriate for the Register, and the process should move forward. It was noted that the process will be simple because the property is owned by the City.

ADJOURNMENT

The meeting was adjourned at 6:40 p.m.