

APPROVED JANUARY 14th

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

December 10, 2015

CALL TO ORDER AND ROLL CALL

IN THE ABSENCE OF THE CHAIR AND VICE CHAIR, COMMISSIONER LIVINGSTON MOVED THAT THE HISTORIC PRESERVATION MEETING BE CALLED TO ORDER AT 5:30 P.M. IN THE 3RD FLOOR CONFERENCE ROOM OF CITY HALL, 121 – 5TH AVENUE NORTH. COMMISSIONER DEINER-KARR SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

COMMISSIONERS PRESENT

Emily Scott, Chair (arrived at 5:45 p.m.)
Larry Vogel, Vice Chair (arrived at 5:35 p.m.)
Sandra Allbery
Chris Deiner-Karr
Eric Livingston
Tim Raetzloff
Gerry Tays
Dave Teitzel
Steve Waite
Kristiana Johnson, City Council Member (arrived at 5:45 p.m.)

STAFF PRESENT

Rob Chave, Planning Manager
Kernen Lien, Senior Planner
Diane Cunningham, Administrative Assistant

COMMISSIONERS ABSENT

Lora Petso, City Council Member (excused)

READING/APPROVAL OF MINUTES

COMMISSIONER LIVINGSTON MOVED TO APPROVE THE MINUTES OF NOVEMBER 12, 2015 AS AMENDED. COMMISSIONER TEITZEL SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

Vice Chair Vogel arrived at 5:35 and assumed chairmanship of the meeting.

AGENDA ADDITIONS/CHANGES/AUDIENCE COMMENTS

The discussion relative to the North Sound Church's nomination was moved to be next on the agenda, and a discussion about the FTP Site was also added to the end of the agenda. The discussion relative to the Strategic Plan Timeline was combined with Committee Updates. The remainder of the agenda was approved as presented.

DISCUSSION ON NOMINATION FOR NORTH SOUND CHURCH

Mr. Lien announced that the City received an updated nomination for the North Sound Church, but it was not submitted in time to notice a public hearing at the December meeting. In preparation for moving the nomination forward, he reminded the Commission of the criteria for adding properties to the Edmonds Register of Historic Places. He said he is particularly concerned about whether or not the structure meets the criteria associated with "integrity." He provided current photographs, as well as photographs from 1948, 1949, and 1953 and explained the changes that have occurred to the structure over time.

Mr. Lien explained that in order to determine the structure's integrity, the Commission must first identify its significant features. To help the Commission make this determination, he referred to the Department of the Interior's seven aspects for determining integrity (location, design, setting, materials, workmanship, feeling and association) and a 2004 brief that was prepared by the National Park Service after evaluating the building to identify its significant features. He noted that the building was moved to its current location in 1929, and most of the materials on the exterior have not been preserved. Given this and other information available to the Commission, he said he has serious questions as to whether or not the building would meet the "integrity" criteria.

Chair Scott arrived at the meeting at 5:45 p.m. and assumed chairmanship of the meeting.

Each of the Commissioners were invited to share their thoughts on what would be considered the significant historic features of the structure, and whether or not the structure, in its current condition, would meet the criteria for "integrity." The Commissioners all agreed they wanted to investigate the structure further for potential inclusion on the Register. It was suggested that perhaps the period of significance should be measured from 1953 when the extensive remodel was done and the steeple was added. It was further agreed that the building is located in the heart of downtown Edmonds, and is very important to the City's history, but more research is needed to determine its integrity. They agreed to contemplate the nomination further and continue their discussion at the January 14th meeting.

THANK YOU FOR SERVICE ON COMMISSION

The Commissioners voiced appreciation to outgoing Commissioners Tays and Teitzel, as well as Council Member Petso, for their service and contribution on the Commission. Commissioner Teitzel commented that, as a new City Council Member, he is hoping to assume Council Member Petso's role as a non-voting member of the Commission going forward.

Chair Scott also recognized Commissioner Allbery for perfect attendance at all of the Commission's 2015 meetings.

HOLIDAY CARDS

Chair Scott provided holiday cards to send to owners of property on the Register, as well as owners of potential properties. She asked each of the Commissioners to sign the cards before they are sent out.

COMMITTEE UPDATES

Commissioner Waite reminded the Commission of their mission to encourage owners of historic properties to put them on the Register. He said the Preservation Planning Committee is recommending that the Commission abandon the committees for a time so that all Commissioners can focus on getting properties on the Register. Each month, they could present properties and discuss how the owners would be contacted. Paramount to the concept is to establish in-person contact rather than just written communication. In addition, the committee suggests that the Commission invite other people, such as the museum, to be involved in creating the 2016 calendar so that Commissioners can focus more of their efforts towards getting properties on the Register. The Commissioners all voiced support for this new approach starting in January, and they agreed that the Register effort should start with the nominations that are already on file.

In addition to more aggressively pursuing properties for the Register and collaborating with other groups to create the 2016 calendar, Commissioner Deiner-Karr suggested that the Commission, along with other organizations, also consider sponsoring an event in May that would bring the community together and draw awareness to historic preservation. She agreed to provide more information to support the idea at the January meeting.

Commissioner Teitzel reported that he would meet with Frances Chapin to discuss signage at Yost Park to identify an old-growth stump with springboard notches that represents an important part of the City's heritage.

COMMITTEE ASSIGNMENTS

The Commissioners agreed to dissolve the current committees so that everyone could focus on getting properties on the Register. Tasks that were previously assigned to the three committees would be assigned to Commissioners as needed.

STRATEGIC PLAN TIMELINE

Mr. Chave agreed to update the Strategic Plan to be consistent with the Commission's decision to dissolve the committees. No other changes to the Strategic Plan were needed for 2016.

DISCUSSION ON OFFICERS FOR 2016

COMMISSIONER VOGEL NOMINATED COMMISSIONER SCOTT TO SERVE AS CHAIR OF THE COMMISSION IN 2016. COMMISSIONER WAITE SECONDED THE NOMINATION, WHICH WAS UNANIMOUSLY APPROVED.

COMMISSIONER SCOTT NOMINATED COMMISSIONER VOGEL TO SERVE AS VICE CHAIR OF THE COMMISSION IN 2016. COMMISSIONER TEITZEL SECONDED THE NOMINATION, WHICH WAS UNANIMOUSLY APPROVED.

BUDGET FOR 2017 CALENDARS

Council Member Johnson announced that \$5,000 has been set aside in the City's 2016 budget to fund the 2017 calendar. Mr. Chave said the City Council discovered that this line item is ongoing and no longer requires specific approval each year.

Mr. Chave announced that the 2016 calendars will be available on December 16th. They have already put the word out to local businesses that they can have up to 40 calendars, and they will be distributed on a first-come-first-serve basis. Commissioners should notify the staff before December 16th if they would like some calendars to be set aside for them to personally distribute. The goal is to distribute the calendars as soon as possible, and 150 would be given to the Museum.

Vice Chair Vogel recognized Chair Scott and Mr. Chave for all of their work to prepare the 2016 calendar. They did a great job. Mr. Chave thanked the Museum for providing photographs. Chair Scott said the 2017 calendar will focus on mid-century properties in Edmonds.

Commissioner Deiner-Karr asked if the Commission can accept donations to pay for mailings and fund special events. Mr. Chave said a donation fund has been set up for historic preservation, so donations can be accepted. However, he cautioned that they should seek input from the Finance Department before any final arrangements are made. Mr. Chave agreed to send the Commissioners a general email about the rules related to donations.

NEW AGENDA FORMAT

It was noted that eliminating the separate committees will simplify the agendas. However, it was suggested that task assignments should be noted on the agenda.

WEB UPDATES FOR 2016

The Commissioners discussed the minor changes needed to update the website, and each Commissioner was asked to check their information to make sure it is correct.

RECRUITMENT FOR NEW COMMISSIONERS

Chair Scott commented that she would like ongoing efforts to recruit new commissioners to be very selective. She invited the Commissioners to consider individuals who would be active and good ambassadors for the Commission, keeping in mind the positive characteristics they would like to promote.

FILE TRANSPORTATION PROTOCOL (FTP)

Commissioner Deiner-Karr requested information about how Commissioners can utilize the FTP site to store information related to their research on historic properties. Mr. Chave agreed to send out an email that provides an explanation of the FTP and how it can be used by the Commission. However, he cautioned that while the FTP offers a way to upload information that can be deposited elsewhere, it probably cannot be used as a depository.

HISTORIC PRESERVATION COMMISSION CHAIR COMMENTS

Chair Scott thanked Commissioners Teitzel and Tays for their service on the Commission. Their experience and time were invaluable.

HISTORIC PRESERVATION COMMISSIONER COMMENTS

Vice Chair Vogel indicated that he has agreed to serve on the Commission for at least another year.

Commissioner Tays asked that City staff continue to send him meeting agendas and minutes so he can keep track of what the Commission is doing.

Council Member Johnson thanked Commissioners Raetzloff and Teitzel for their work on the North Sound Church nomination. She also thanked Chair Scott and Vice Chair Vogel for their leadership. She said it is very important that all commissions and boards remain mindful of their missions, which is why they exist and what the City Council relies upon.

Council Member Johnson asked if Commissioners are still being notified of demolition permits so that photographs can be taken. Ms. Cunningham answered that staff does notify the Commissioners of demolition permit applications, but they no longer take photographs. Instead, staff captures a street view of the subject property from Google.

ADJOURNMENT

The meeting was adjourned at 7:02 p.m.