





REPORTS BY HISTORIC PRESERVATION OFFICER OR STAFF

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Interviewing Historic Preservation Consultant Team

Ms. Katie Pratt and Mr. Spencer Howard, historic preservation consultants representing Northwest Vernacular, provided a presentation of their qualifications and approach to methodology, scope of work and project schedule to complete the Oak Park Reconnaissance-Level Survey and Public Outreach project of 109 properties in the City with the \$12,000 awarded through a Certified Local Government Grant in early 2018.

Ms. Pratt and Mr. Howard shared their experiences in recently providing similar work for the City of Lynden, Reconnaissance-level Survey (109 properties); Mount Baker Park Addition Historic District, Seattle, National Register of Historic Places Nomination (800 properties); and Uptown Historic Resources Survey, Seattle (100 properties). Board members were provided opportunity to ask many questions during the presentation.

LHAB members are hopeful of findings to result in a possible National Register of Historic Places historic nomination for the Oak Park neighborhood. Motivated by the prospect of generating excitement and sparking renewed interest in the history of the Oak Park neighborhood, the group made the decision to hire Northwest Vernacular to launch the project in January 2019. Project completion is expected in July 2019.

Ms. Joan Cooley made the motion to engage Northwest Vernacular to complete the survey as posted. Ms. Marjorie Thomas-Candau seconded the motion. A voice vote was taken and motion carried, 4-0.

Next Meeting The next regularly scheduled meeting will be Thursday, January 24, 2019 at 6:30 PM in the American Lake Conference Room 1A.

Meeting Adjourned at 7:14 p.m.

\_\_\_\_\_  
Glen Spieth, Chair  
Landmarks & Heritage Advisory Board  
01/24/2019

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Karen Devereaux, Recording Secretary to the  
Landmarks & Heritage Advisory Board  
01/24/2019



**TO:** Landmarks and Heritage Advisory Board  
**FROM:** Courtney Brunell, Planning Manager  
**DATE:** January 24, 2019  
**SUBJECT:** Election of Chair and Vice-Chair

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### **I. Background**

The Landmarks and Heritage Advisory Board Bylaws, Section IV, states that the Chair and Vice-Chair shall be elected on an annual basis by his/her fellow Board members.

### **II. Chair, Vice Chair responsibilities**

Consistent with Lakewood Municipal Code Chapter 2.48.030, the Chair:

- A. Shall preside over all meetings of the Board, and retain the full right to vote in all board deliberations.
- B. Decides all points of order and procedural matters subject to the rules and By-Laws.
- C. May appoint such ad hoc committees as may be established by the Board per Section F to conduct research and report on specific matters of interest to the Board.
- D. May appoint, subject to the confirmation by a majority of the Board, such standing committees as may be established by the Board to perform its functions in accordance with the purpose of protection and preservation of landmarks as found in the Lakewood Municipal Code section 2.48.010.
- E. May from time to time appoint members of the Board as Board representatives on joint committees made up of representatives of other public and private organizations. Should the member so appointed be authorized to make commitments on behalf of the Board, such appointment and the extent of such authority shall be subject to confirmation by a majority of the Board.

### **III. Process for Making Nominations**

1. The presiding officer opens the floor for nominations.
2. A board member makes a nomination for a specific office.
3. Nominations do not require a second.
4. A Board Member can nominate himself/herself.

5. A Board Member should not offer more than one nomination until all other Commissioners have had the opportunity to make nominations.
6. The presiding officer can continue presiding, even if he/she is one of the nominees for the office.
7. A Board Member can decline the nomination during the nomination process.
8. After each nomination, the presiding officer repeats the name of the nominee to the Board Members and public.
9. Nominations are taken for successive offices in the order they are listed in the bylaws (Chair and Vice-Chair).
10. Motions to close nominations are unnecessary because the nomination process simply continues until no one wishes to make further nominations.
11. Officers are elected after the presiding officer requests a vote, the board member with the highest number of votes is elected to the office.

**DRAFT City of Lakewood  
Landmarks and Heritage Advisory Board (LHAB)  
2018 Summary & 2019 Work Plan**

**Members**

Glen Spieth, Chairperson (elected August 2018)  
Joan Cooley, Vice-Chair (elected August 2018)  
Beth Campbell  
Bob Jones  
Marjorie Thomas-Candau  
William Elder

**Council Liaison**

John Simpson

**Staff Support**

Planning Manager, Courtney Brunell

**Administrative Support**

Community Development Administrative Assistant Karen Devereaux

**Meeting Schedule**

Fourth Thursday of every month at 6:00 PM in City Hall, American Lake Room

**Background**

The mission of the City of Lakewood Landmarks and Heritage Advisory Board is to preserve, protect and promote the unique heritage and historic resources of the City of Lakewood. The Landmarks and Heritage Advisory Board advises the City Council, the City Manager and City staff in connection with protection and preservation of historical landmarks in Lakewood and establishing procedures for designation and preservation of landmarks.

**2018 Accomplishments**

- Recruited two new members to serve on the board.
- Added the 8<sup>th</sup> Lakewood Landmark, the Woodbrook Hunt Club.
- Awarded the Washington State CLG Grant to complete a reconnaissance level survey for the Oak Park Neighborhood and city-wide public outreach.
- Provided copies of the Lakewood touring maps to Clover Park School District for their 4th grade classrooms.
- Spoke with Clover Park School District Superintendent regarding future curriculum for the school districts Washington State History course to include "Lakewood History".
- Published and Request for Proposal (RFP) to hire a historic preservation consultant to complete the reconnaissance-level survey of Oak Park and city-wide public outreach.
- Held interviews and selected a historic preservation consultant to complete the reconnaissance-level survey of Oak Park and city-wide public outreach.
- Reached out to other jurisdictions to learn more about recognizing Lakewood's Historic Streets. Identified streets that may be qualified to receive recognition.

- Explored creating a program to designate “hardscaping,” such as bridges, as historic landmarks. Identified hardscaping that may be qualified to receive recognition.
- Received an update from the Lakewold Gardens Board of Directors regarding improvements being made as part of a capital campaign. Confirmed that improvements would not warrant a certificate of appropriateness.

## 2019 Work Plan

### Ongoing Projects

*The Landmarks and Heritage Advisory Board has provided no specific timelines for the completion of the following work plan items since this Board is often dependent on the follow-through of other public agencies or private property owners.*

- Explore creating a program to designate “hardscaping,” such as bridges, as historic landmarks.
- Implement a historic streets recognition program.
- Develop frequently asked questions (FAQ’s) to be included on the LHAB website.
- Explore the use of the Community Landmark designation for the Colonial Center; Western State Hospital; Rhodesleigh House; Villa Carman (Madera); the Flett House; Little Church on the Prairie; Thornewood Castle; Mueller-Harkins Hangar; Tacoma Country and Golf Club; the “H” Barn at Fort Steilacoom Park; and the Alan Liddle House.
- Work on recruitment of new members to serve on the LHAB.
- Actively engage with the City of Lakewood Youth Council.

### Scheduled Projects

<b>WORK TO BE ACCOMPLISHED</b>	<b>ESTIMATED STARTING DATE</b>	<b>ESTIMATED COMPLETION DATE</b>
Consultant begins reconnaissance-level survey work and background review	January 2, 2019	April 12, 2019
1 <sup>st</sup> Public Meeting held	February 1, 2019	February 28, 2019
First draft of reconnaissance-level survey ready for City staff and LHAB review	April 15, 2019	May 3, 2019
LHAB and Historic Preservation Consultant conduct a second public meeting to present findings	May 6, 2019	May 31, 2019
Second draft report ready for City staff and LHAB review	June 3, 2019	June 17, 2019
City-wide public outreach meeting	June 3, 2019	July 12, 2019
Final survey report submitted to DAHP	July 1, 2019	July 31, 2019