



REGULAR MEETING AGENDA

LANDMARKS & HERITAGE ADVISORY BOARD

THURSDAY, January 24, 2019 AGENDA

American Lake Conference Room 1A

6000 Main Street SW, Lakewood, WA 98499

6:00 PM

1. **Call to Order**
2. **Meeting Protocol**
 - a. Roll Call
 - b. Acceptance/Changes to Agenda
 - c. Approval of Minutes from November 29, 2018
 - d. Announcements- New member William (Bill) Elder
3. **Public Comments**
4. **Public Hearings**
5. **Reports by Historic Preservation Officer or Staff**
 - Update on Northwest Vernacular Contract for Reconnaissance-Level Survey
6. **Unfinished Business**
 - None
7. **New Business**
 - Vote for 2019 Chair and Vice-Chair Positions
 - Review of 2019 Work Plan
8. **Next Meeting Scheduled**
 - Tentatively scheduled for February 28, 2019
9. **Adjournment**

Members Please contact Karen Devereaux at kdevereaux@cityoflakewood.us or 983-7767 by Tuesday 12:00 noon prior to the meeting if you are unable to attend. It is important to establish in advance that quorum will be reached. Thank you.



LANDMARKS & HERITAGE ADVISORY BOARD

November 29, 2018 Meeting Minutes
American Lake Conference Room
6000 Main Street SW
Lakewood, WA 98499

“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.”

CALL TO ORDER

Mr. Glen Spieth, Chair, called the meeting to order at 6:06 p.m.

MEETING PROTOCOL

Roll Call

Landmarks & Heritage Advisory Board Members Present: Glen Spieth, Marjorie Thomas-Candau, Joan Cooley and Beth Campbell.

Landmarks & Heritage Advisory Board Members Excused: Bob Jones

Landmarks & Heritage Advisory Board Members Absent: None

Council Liaison to LHAB is Councilmember John Simpson

Staff Present: Courtney Brunell, Planning Manager and Karen Devereaux, Administrative Assistant

Acceptance/Changes to Agenda

No changes were made to the agenda.

Approval of Minutes

The minutes of the meetings held on October 25, 2018 were approved as written by voice vote, M/S/C Cooley/Campbell. Motion to approve the minutes passed unanimously, 4-0.

Announcements

Mr. Glen Spieth, Chair, reported the new location for the Historical Museum is nearly completed. The Colonial Plaza Theater lobby permit is waiting on decisions from the Fire Department. Mr. Spieth shared he recently acquired older movie posters for display in the interior and exterior show boxes and is anxious for the work to be completed to open the displays to the public.

Youth Council Representative, Ms. Deyana Pangelinan, introduced herself. Ms. Pangelinan will be attending Landmarks and Heritage Advisory Board meetings regularly throughout the year to report back to the Youth Council what she learns about LHAB projects from the members.

PUBLIC COMMENTS

None

PUBLIC HEARINGS

None

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.

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

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



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

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 8th 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

WORK TO BE ACCOMPLISHED	ESTIMATED STARTING DATE	ESTIMATED COMPLETION DATE
Consultant begins reconnaissance-level survey work and background review	January 2, 2019	April 12, 2019
1 st 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