



REGULAR MEETING AGENDA

LANDMARKS & HERITAGE ADVISORY BOARD

THURSDAY, May 23, 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 April 25, 2019
 - d. Announcements
- 3. Public Comments**
- 4. Public Hearings**
- 5. Reports by Historic Preservation Officer or Staff**
 - Update on the CLG Grant process
- 6. Unfinished Business**
 - Historic Street Program Update
- 7. New Business**
 - None
- 8. Next Meeting Scheduled**
 - Tentatively scheduled for June 27, 2019 Open House
- 9. Adjournment**

Members please contact Karen Devereaux at kdevereaux@cityoflakewood.us or 983-7767 by Tuesday prior to the meeting, if you are unable to attend. It is important to establish in advance whether or not there will be a quorum. Thank you.



LANDMARKS AND HERITAGE ADVISORY BOARD

April 25, 2019 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

The Chair, Mr. Glen Spieth, called the meeting to order at 6:01 p.m.

MEETING PROTOCOL

Roll Call

Landmarks & Heritage Advisory Board Members Present: Glen Spieth, Joan Cooley, Beth Campbell, Bill Elder and Bob Jones

Landmarks & Heritage Advisory Board Members Excused: Marjorie Thomas-Candau

Landmarks & Heritage Advisory Board Members Absent: None

Council Liaison to LHAB is Councilmember John Simpson

Youth Council present Deyana Pangelinan

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 meeting held on March 28, 2019 were approved as written by voice vote, M/S/C Campbell/Cooley. Motion to approve the minutes passed unanimously, 5-0.

Announcements

Mr. Bob Jones shared with the group he will remain a consultant for the Colonial Center as related to the Motor Avenue Complete Streets project. Ms. Courtney Brunell noted the grand opening of the festival plaza is being planned for July 2019.

PUBLIC COMMENTS

None

PUBLIC HEARINGS

None

REPORTS BY HISTORIC PRESERVATION OFFICER OR STAFF

Update on the CLG Grant Process

Ms. Courtney Brunell informed members she has received information from consultants, Katie and Spencer of NW Vernacular that they are on track with the Oak Park Reconnaissance Survey project.

They will provide a draft by May 3rd, which Ms. Brunell will forward to members and the group will discuss at the May 23rd meeting.

UNFINISHED BUSINESS

Historic Streets Program Update

Ms. Courtney Brunell presented the proposed project budget breakdown of costs related to the Historic Preservation Grant application of \$5,000. The group decided to use the brown historical street name signs with no City logo. This would allow for installation of approximately 69 signs along the historic streets throughout the City. Specifically Bridgeport Way from Gravelly Lake Dr SW to Steilacoom Blvd, Steilacoom Blvd, Lakeview Avenue SW , Pacific Highway SW, as well as Hipkins Rd and Motor Avenue. These signs will increase public awareness and highlight historic significance of many locations; the former Tacoma Speedway racetrack is now Lakeview Avenue SW. Grant application deadline is Friday, May 10, 2019.

NEW BUSINESS

None

Next Meeting the next regularly scheduled meeting will be Thursday, 23 May 2019, at 6:00 PM in the American Lake Conference Room 1A.

Meeting Adjourned at 7:01 p.m.

Glen Spieth, Chair
Landmarks & Heritage Advisory Board

05/23/2019

Karen Devereaux, Recording Secretary to the
Landmarks & Heritage Advisory Board

05/23/2019



TO: Landmarks and Heritage Advisory Board
FROM: Courtney Brunell, Planning Manager
DATE: May 25, 2019
SUBJECT: Pierce County Grant Application

Background

In March 2019 the Landmarks and Heritage Advisory Board requested that the City move forward with applying for the 2020 Pierce County Matching Grant for historic preservation. During the meeting on March 28th the Board selected the historic streets program as the work plan item to apply the grant towards.

On April 25, 2019, the board agreed to the streets that would be recognized through the historic streets program.

On May 10, 2019, the City submitted the grant application to Pierce County for their consideration. A copy of the final application is attached to this memo.

Next Steps

1. Pierce County Landmarks hearing to recommend funding: June 18, 2019 6:00pm
2. Recipients notified (estimated): November 1, 2019
3. Work completion: November 10, 2020

Attachments

1. 2020 Pierce County Historic Preservation Grant Submission

**PIERCE COUNTY HISTORIC PRESERVATION
GRANT PROGRAM**

**2020 HISTORIC PRESERVATION GRANT
APPLICATION FORM**

Deadline for Submission: 3:00 p.m., May 10, 2019



Email, mail, or hand deliver application to:
Chad Williams, Historic Preservation Program, chad.williams@piercecountywa.gov
Pierce County Planning and Public Works
2401 South 35th Street, Room 175, Tacoma, WA 98409-7490

Download an application form on the Landmarks Commission website
piercecountywa.gov/historicpreservation

SECTION 1: APPLICANT INFORMATION (enter N/A if applicable) ☐

Applicant Type: ☐ Private owner of historic building or structure
☐ Nonprofit organization
☒ Public agency
☐ Corporation, partnership, or other legal status

Applicant Name:
City of Lakewood Landmarks and Heritage Advisory Board

Mailing Address:
6000 Main Street, Lakewood, WA 98499

Email: cbrunell@cityoflakewood.us Phone: (253) 983-7839

Authorizing Official's Name and Title:
Courtney Brunell, Planning Manager/ Historic Preservation Officer

Authorizing Official's Signature:


Please include a copy of the IRS 501 (c) (3) letter of determination.

SECTION 2: PROJECT INFORMATION

PROJECT TITLE:
City of Lakewood Historic Streets Program

PROJECT LOCATION:
City-wide

WHAT GRANT CATEGORY IS THE APPLICATION FOR? BUILDING ☐ **NON-BUILDING** ☒

WHAT AMOUNT ARE YOU SEEKING? \$ 4,850.00

(Maximum award is \$20,000 for building projects and \$5,000 for non-building projects)

OTHER SOURCES OF FUNDING FOR THIS PROJECT:

The City will offer a 100% match in order to install the signs at various locations throughout the City. In addition, the City will create a website offering information on each street recognized through this program. In the future, supplemental historic markers, street signs and a walking tour may be added to the Landmarks and Heritage Advisory Boards work plan if authorized by the Lakewood City Council.

Dates of Grant Project Activities (ALL activities must be completed by November 10, 2020)

From: January 1, 2020

To: November 1, 2020

CLEARLY DESCRIBE THE PROJECT AND ITS GOALS:

(A brief, clear, concise description. No attachment for this area will be considered.)

The City of Lakewood Landmarks and Heritage Advisory Board (LHAB) is looking to launch a new historic streets program in order to increase public-awareness and highlight the historical significance of locations throughout our City. This grant will go towards funding 73 signs across 11 streets of local and State significance. The existing Steilacoom Blvd, formerly known as the Heath Farm Rd (1940's), Byrd Mill Rd (1950's) and Washington Historical Rd No.1, was the first legally established road in Washington. The road connected Fort Steilacoom through the Puyallup Valley and the southern Puget Sound Area.

The former Tacoma Speedway racetrack, which is now a portion of Steilacoom Blvd, Lakeview Ave SW and Gravelly Lake Dr, was a 5 mile dirt road racetrack dating back to 1912. In the 20's, the racetrack was downsized to a 2 mile wooden board track for automobile racing from 1914 to 1922. The track was renowned nationwide and considered by some to be second only to the Indianapolis Motor Speedway.

Hipkins Road, formerly known as Prairie Rd, is the namesake one of Lakewood's earliest residents, William Hipkins who marched alongside General Sherman prior to settling in Washington Territory in 1869. The Hipkins family farm used to occupy what is now Hipkins Road and 95th Street until 1908.

During the late 1800's what is known today at Bridgeport Way, Gravelly Lake Dr SW and Pacific Hwy connected new turn of the century homes around the lakes, including the historic Thornewood Castle, to the developing Lakewood City Center- including the one of the first suburban shopping centers in the County, the Lakewood Colonial Center. The Lakewood Colonial Center was constructed in 1937 and fronts Motor Avenue.

These are just a few examples of the historical significance this program will highlight.

HOW WILL PIERCE COUNTY GRANT FUNDS BE USED?

(A brief, clear, concise description. No attachment for this area will be considered.)

This grant will be used to fund 73 signs across 11 streets within our City. The street sections which will be recognized include: Motor Avenue, Bridgeport Way from Pacific Hwy to Gravelly Lake Drive, Lakeview Ave SW from Steilacoom Blvd to 100th Street, all of Steilacoom Blvd, Gravelly Lake Drive from Nyanza to Steilacoom Blvd, Pacific HWY from Ponders to Bridgeport Way, and Hipkins Rd SW.

The price per sign equals: \$39.10 for signalized signs (72 signs total) and \$69 for signs placed on posts (1 sign total) subtotal \$2,816.00 plus tax \$287.23 grand total \$3103.23

Hardware total: \$1,582 + \$161.36 tax = \$1,743.36

In matching funds the City of Lakewood historic preservation officer will coordinate the project and create all advertising/marketing materials. Staff time to complete this task is estimated 40 hours, hourly rate is \$44.18 for a total \$1767.20.

Additionally, City Operations and Maintenance Crew is estimating it will take 38 hours to install the 73 signs, it will require 2 signal technicians to complete the work due to needing a ground man for the bucket truck. Total based on the union contract is \$2955 for labor and construction costs associated with installing the signs.

Lastly, the City of Lakewood will create a new webpage associated with the main site, yearly website hosting fee is \$130.00

HOW WILL THE PUBLIC BENEFIT FROM THIS PROJECT?

(A brief, clear, concise description. No attachment for this area will be considered.)

This project will increase public awareness of historically significant streets and events by displaying historic street signs at major intersections throughout the City. These street signs will be visible and recognizable by any resident or visitor within Lakewood's limits. In addition, the City will create a website dedicated to sharing the history of each of the historic streets highlighted through this program. Information about the website will be advertised using Lakewood's various communication methods including: the Lakewood Connections, City Manager's bulletin, website and social media.

IS THIS PROJECT PART OF A LARGER MASTER PLAN, OR LONG-TERM SERIES OF PROJECTS?

IF SO, EXPLAIN:

The Landmarks and Heritage Advisory Board (LHAB) currently publishes a Historical Touring Map featuring 38 historically significant sites throughout the City. Of the 38, 22 sites will be accessed directly from streets identified as historic and marked using historic street signs funded by this grant. Most of the streets identified are also listed on the historic touring map. In the future, LHAB would be interested in promoting a walking tour that would feature the historic streets and historic markers located between the Central Business District and former Tacoma Speedway Racetrack.

The proposed walking tour will likely begin at the recently completed streets project, the Colonial Plaza, which is along historic street "Motor Avenue" then connect onto historic Bridgeport Way, Steilacoom Blvd (formerly State Hwy 1) and Lakeview Ave SW (former Tacoma Speedway). This walking tour would lead individuals to eleven historic sites throughout the City via approximately a 3 mile walk.

SECTION 3: PROJECT BUDGET*

Budget Page
Agreement with:

Project:

Worktag: 001-00.HDOC.51310P0

FY19 AMOUNT: \$ 9,702.00

ACTIVITY	COUNTY	OTHER	TOTAL
Personnel (salaries and benefits)	\$ 0.00	\$ 1,767.20	\$ 1,767.20
Administration	\$ 0.00	\$ 0.00	\$ 0.00
Supplies	\$ 4,850.00	\$ 0.00	\$ 4,850.00
Marketing/Promotion	\$ 0.00	\$ 130.00	\$ 130.00
Travel (mileage rate: \$.54 per mile)	\$ 0.00	\$ 0.00	\$ 0.00
Consultants	\$ 0.00	\$ 0.00	\$ 0.00
Construction/Labor	\$ 0.00	\$ 2,955.00	\$ 2,955.00
Other: (Explain)	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL	\$ 4,850.00	\$ 4,852.00	\$ 9,702.00

***APPLICANTS MUST BE ABLE TO SELF-FUND ANY UNSECURED MATCH TO SUCCESSFULLY COMPLETE THE PROJECT.**

NOTE ON IN-KIND VOLUNTEER HOURS: Applicants may not charge more than \$24.69 per hour for volunteer time. For professionals who are volunteering their time in their professional capacity (i.e. a professional photographer who is taking photos for a project) please list their normal hourly rate and bill as such.

SECTION 4: ADDITIONAL SUPPORTING DOCUMENTATION

Required for All Projects:

- Letters of support (maximum of two) from endorsing organizations, governments, or relevant professionals with knowledge of the project and/or applicant's abilities.
- A W-9 if you have not received grant funding from Pierce County.
- If applicable, current bid(s) from potential contractor(s).

Required for Building Projects:

- Digital photographs illustrating the project. Applicants must submit at least one clear photo for each exterior wall of the building and additional photos as needed to clearly identify project scope.
- If applicable, architectural drawings, construction plans.
- Current cost estimates/bids from professionals for hired work and/or estimates for materials for owner-completed work.

PLEASE NOTE: If all required information is not received at the time of application, your application may not be considered for funding.

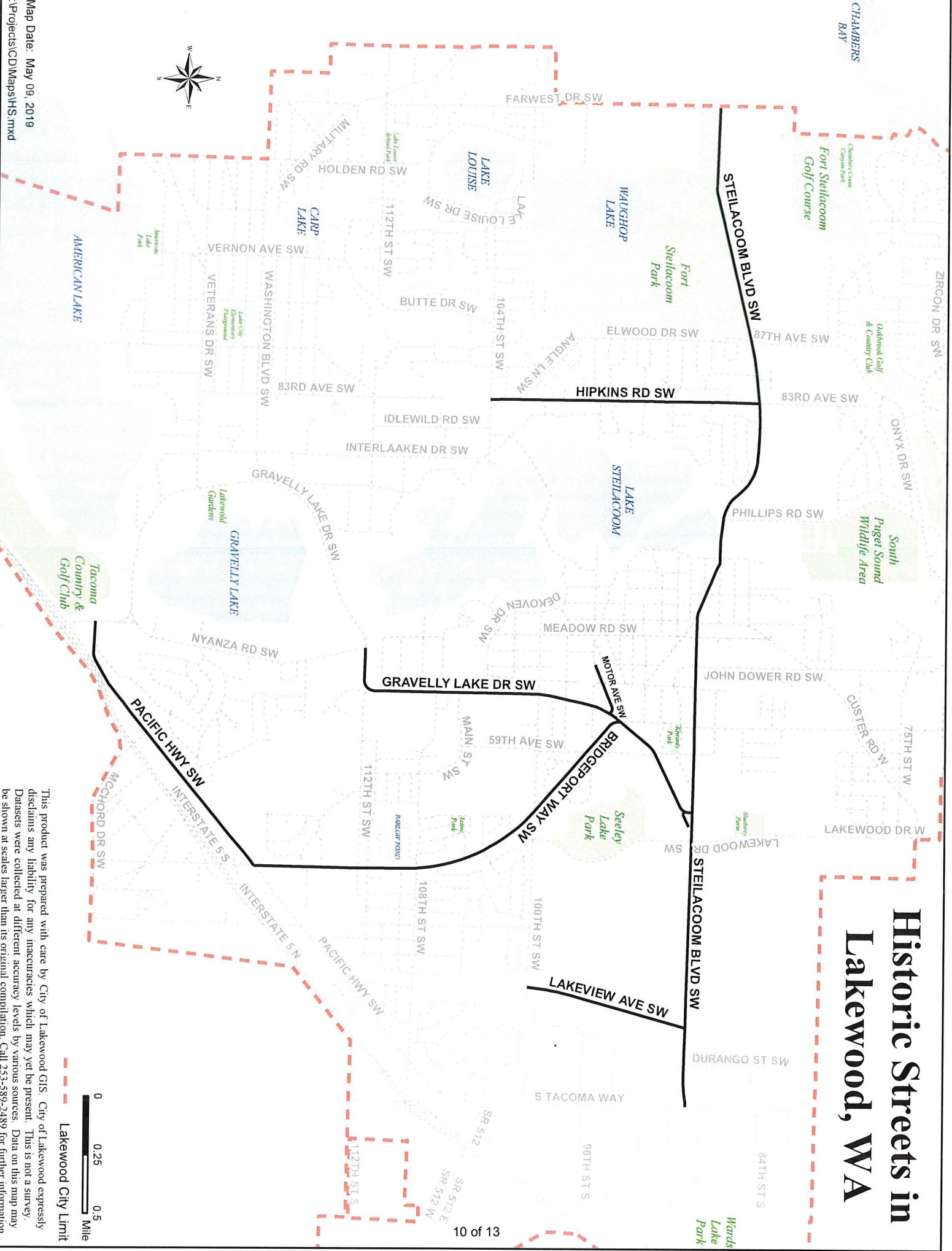
Fort Steilacoom
Golf Course

Oakbrook Golf
& Country Club

South
Pugent Sound
Wildlife Area

Historic Streets in Lakewood, WA

Wards
Lake
Park



This product was prepared with care by City of Lakewood GIS. City of Lakewood expressly disclaims any liability for any inaccuracies which may yet be present. This is not a survey. Datasets were collected at different accuracy levels by various sources. Data on this map may be shown at scales larger than its original compilation. Call 253-589-2489 for further information.

-- Lakewood City Limit



LAKEWOOD HISTORICAL SOCIETY

May 9, 2019

Chad Williams, Historic Preservation Program
Pierce County Planning and Public Works
2401 S. 35th Street, Room 175
Tacoma, WA 98409
Chad.williams@piercecountywa.gov

RE: 2020 Pierce County Historic Preservation Matching Grant Program

Dear Mr. Williams,

This letter is to endorse the City of Lakewood's Landmarks and Heritage Advisory Board (LHAB) and their ability to establish and maintain a new historic streets program. This new program supports the vision for the City of Lakewood the Lakewood Historical Society's mission to "*Identify, preserve and perpetuate Lakewood's history through educational programs, preservation and exhibits that celebrate the sites and people of Lakewood and its role in the development of the Pacific Northwest*". The historical society has assisted LHAB to research and identify historic streets throughout the City, which would be recognized by this program.

We are confident that the City of Lakewood is capable of installing the street signs and we look forward to the public engagement opportunity the new street signs will provide. Without public awareness and participation, preserving historic landmarks is increasingly difficult, this program is a great opportunity to engage all drivers and passengers with our local history.

Thank you for your consideration.

Sincerely,

Glen Spieth, Director
Lakewood Historical Society



Don Anderson
Mayor

May 7, 2019

Jason Whalen
Deputy Mayor

Chad Williams, Historic Preservation Program
Pierce County Planning and Public Works
2401 S. 35th Street, Room 175
Tacoma, WA 98409
Chad.williams@piercecountywa.gov

Mary Moss
Councilmember

RE: 2020 Pierce County Historic Preservation Matching Grant Program

Dear Mr. Williams,

Michael D. Brandstetter
Councilmember

This letter is to endorse the City of Lakewood's Landmarks and Heritage Advisory Board (LHAB), for their commitment to preserving local history and ability to do so using the historic streets program. LHAB is committed to finding avenues to use public funds to increase knowledge of historic preservation and engage with the community in creative ways to spark interest among all age groups. The idea for a historic streets program was sparked after discussing logical and relatively inexpensive ways to gain visibility, quickly. What better than street signs, which are looked at every day by countless individuals. Lakewood is unique with our proximity to the Town of Steilacoom, the first town in Washington, and with a large portion of the first legal road in Washington, Steilacoom Blvd, running directly through our City Core.

John Simpson
Councilmember

Marie Barth
Councilmember

Paul Bocchi
Councilmember

The streets selected by the board to receive recognition are spread throughout the City, which will encourage historic preservation awareness across Lakewood's very diverse population. LHAB has worked one-on-one with the City's public works department to receive quotes for the sign prices. City staff will install all of the signs and create relevant marketing materials including a dedicated website and advertisements in the Lakewood Connections, City Managers Bulletin and the City's popular social media pages.

John J. Caulfield
City Manager

We hope that this project will boost Lakewood's visibility as a place of historic significance by supporting a future walking tour using the street signs, and popularizing our existing Historical Touring Map, which ultimately impacts economic development and the overall health of our City.

Thank you for your time and consideration.

Sincerely,

Becky Newton
Economic Development Manager
City of Lakewood

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. CITY OF LAKEWOOD	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► MUNICIPALITY	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. 6000 MAIN ST SW	Requester's name and address (optional)
	6 City, state, and ZIP code LAKEWOOD, WA 98499	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.


Social security number								
			-					
or								
Employer identification number								
9	1		-	1	6	9	8	1 8 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ► 

Date ► 7/26/18

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.