



REGULAR MEETING AGENDA

LANDMARKS & HERITAGE ADVISORY BOARD

THURSDAY, January 23, 2019 AGENDA

American Lake Conference Room, 1st Floor

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 21, 2019
 - d. Announcements
- 3. Public Comments**
- 4. Public Hearings**
- 5. Reports by Historic Preservation Officer or Staff**
 - Quote for Updating and Printing of Historical Touring Map
- 6. Unfinished Business**
 - Discussion to set 2020 Work Plan Priorities
 - Historic Street Signs
- 7. New Business**
 - Vote for Chair and Vice-Chair positions
- 8. Next Meeting Scheduled**
 - Tentatively scheduled for February 27, 2020
- 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

November 21, 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 6:00 p.m.

MEETING PROTOCOL

Roll Call

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

Landmarks & Heritage Advisory Board Members Excused: None

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

Council Liaison to LHAB is Councilmember John Simpson

Staff Present: Andrea Bell, Associate Planner and Karen Devereaux, Administrative Assistant

Acceptance/Changes to Agenda

None

Approval of Minutes

The minutes of the meeting held on October 24, 2019 were approved as written by voice vote, M/S/C Elder/Cooley. Motion to approve the minutes passed unanimously, 4-0.

Announcements

Mr. Glen Spieth, Chair shared that he received a resignation from Mr. Bob Jones who will no longer serve on the board. This leaves the LHAB group with 3 vacant positions. Mr. Spieth suggested members look to recruit other professionals they know that are historian-minded to fill these positions.

PUBLIC COMMENTS

None

PUBLIC HEARINGS

None

REPORTS BY HISTORIC PRESERVATION OFFICER OR STAFF

Pierce County Historic Preservation Grant Program Award

Ms. Andrea Bell, Associate Planner, reiterated information pertinent to the grant award of \$2,425.00 for the Historic Street Signs Program. Good news was shared that the Parks & Recreation Department is going to help in meeting the required match dollars for the grant, leaving the LHAB with \$2,367.20

remaining in the budget. These monies could be rolled-over into the 2020 budget allocated funds of \$4,000. This would provide the group a total of \$6,367.20 to complete work plan items through 2021. **Ms. Joan Cooley made the motion to roll over the remaining \$2,367.20 into next year's budget. Mr. Bill Elder seconded the motion. A voice vote was taken with the motion being carried, 4-0.**

Members agreed to continue researching for proof of the original names of the 7 roadways chosen for the historic signs; Steilacoom Blvd., Gravelly Lake Dr SW, Bridgeport Way SW, Pacific Highway SW, Motor Avenue SW, Lakeview Avenue SW, and Hipkins Rd SW. It was suggested to vote on the list of historic names at the January meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

2020 Work Plan

Ms. Bell led a discussion around all 7 work plan items members want to complete. In agreement that project priorities need to be set, members also requested additional information. Members would like to update the touring map and queried how to get a quote on graphics updating and printing. In 2015, printing of 2,500 copies cost \$2,189.80.

The group requested help in moving forward with the creation of a program to designate "hardscaping", such as the Clover Creek Bridge on Pacific Highway, as historic landmarks. Councilmember Mr. John Simpson offered the suggestion of speaking with Public Works Engineering Director, Mr. Paul Bucich.

Members would like to collaborate with the Parks & Recreation Department on a Historic City Tour written and presented by Pretty Gritty Tours in the coming months.

At the January meeting members would like to assign a priority to each of the 7 items on their 2020 Work Plan.

Mr. Bill Elder gave very specific praise to Ms. Courtney Brunell for all her efforts and leadership of the LHAB group and their accomplished work plan items. The members agreed that Ms. Brunell's insight and efforts have been enjoyed and appreciated.

Next Meeting the next regularly scheduled meeting will be Thursday, January 23, 2020 at 6:00 PM in the American Lake Conference Room in City Hall.

Meeting Adjourned at 6:45 p.m.

Glen Spieth, Chair
Landmarks & Heritage Advisory Board

01/23/2020

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



TO: Landmarks and Heritage Advisory Board

FROM: Courtney Brunell, Planning Manager

DATE: January 23, 2020

SUBJECT: 2020 Work plan & Budget

Background

Each year LHAB provides a work plan to the City Council, work plans were reviewed by the City Council on 1/13/2020. The enclosed work plan is expected to be approved by the City Council on 1/20/2020.

During the 1/13/2020 there were a few discussions regarding next year's work plan. First, Councilmember Brandstetter requested that we add a work item to continue to build on the Board's existing relationship with Clover Park School District. Second, Councilmember Bocchi asked LHAB to consider what project we may want to apply for the Pierce County Historic Preservation grant in 2020.

It is expected that LHAB will have the balance of this year's unspent funds rolled over to the 2020 budget for a total annual operating budget of \$8,000 in 2020. Of this, \$2,425-\$4,850 will be allocated towards the Historic Street sign program, which leaves a balance of \$5,575- \$3,150 to allocate to other projects.

Next Steps

During the 1/23/2020 meeting LHAB needs to create a timeline for project completion outlined on the work plan and prioritize 2020 funding.

Attachments

2020 work plan

**City of Lakewood
Landmarks and Heritage Advisory Board (LHAB)
2019 Summary & 2020 Work Plan**

Members

Glen Spieth, Chairperson (elected January 2019)
Joan Cooley, Vice-Chair (elected January 2019)
Beth Campbell
Marjorie Thomas-Candau
William Elder

Council Liaison

Councilmember 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.

2019 Accomplishments

- Awarded the Washington State CLG Grant to complete a reconnaissance level survey for the Oak Park Neighborhood and city-wide public outreach. Met all timelines and goals associated with the Oak Park Neighborhood Survey including:

WORK TO BE ACCOMPLISHED	COMPLETION DATE
Consultant begins reconnaissance-level survey work and background review	April 12, 2019
1 st Public Meeting held	February 28, 2019
First draft of reconnaissance level survey ready for City staff and LHAB review	May 3, 2019
LHAB and Historic Preservation Consultant conduct a second public meeting to present	May 31, 2019

findings	
Second draft report ready for City staff and LHAB review	June 17, 2019
City-wide public outreach meeting	July 25, 2019
Final survey report submitted to DAHP	July 31, 2019

- Provided copies of the Lakewood touring maps to Clover Park School District for their 4th grade classrooms.
- Reached out to other jurisdictions to learn more about recognizing Lakewood's Historic Streets. Identified Streets that may be qualified to receive recognition.
- Awarded the 2020 Pierce County Historic Preservation Grant totaling \$2,425 to complete 50% of the identified historic street sign recognition program.
- Amended the Lakewood Landmarks Application to allow for "hardscaping," such as, bridges to be aesthetically described.
- Researched creating a historic walking tour in the City of Lakewood by contacting Pretty Gritty tours who presented during the October board meeting.
- Received an update from the Lakewood Gardens Board of Directors regarding improvements being made as part of a capital campaign. Confirmed that improvements would not warrant a certificate of appropriateness.

2020 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.

- Implement a historic streets recognition program
- Continue to work with Clover Park School District to incorporate local Lakewood History into the Curriculum.
- Research grant opportunities to fund additional historic markers throughout the City of Lakewood
- Update the Lakewood Touring map to include historic streets identified through the recognition program.
- Work with Pretty Gritty Tours to develop a walking tour program for the City of Lakewood.
- 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.



TO: Landmarks and Heritage Advisory Board

FROM: Courtney Brunell, Planning Manager

DATE: January 23, 2020

SUBJECT: Historic Street Signs

Background

In November 2019 LHAB was awarded a grant for \$2,425.00 to install historic street signs on 73 signs across 7 streets in the City. Attached is the grant proposal.

Next Steps:

The board needs to vote to decide which historic street name to use for Steilacoom Blvd, also determine if any other streets have a former name to include on the new street sign.

Attachments

2020 Pierce County Historic Street Sign Grant Application

**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@piercecounitywa.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
piercecounitywa.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.

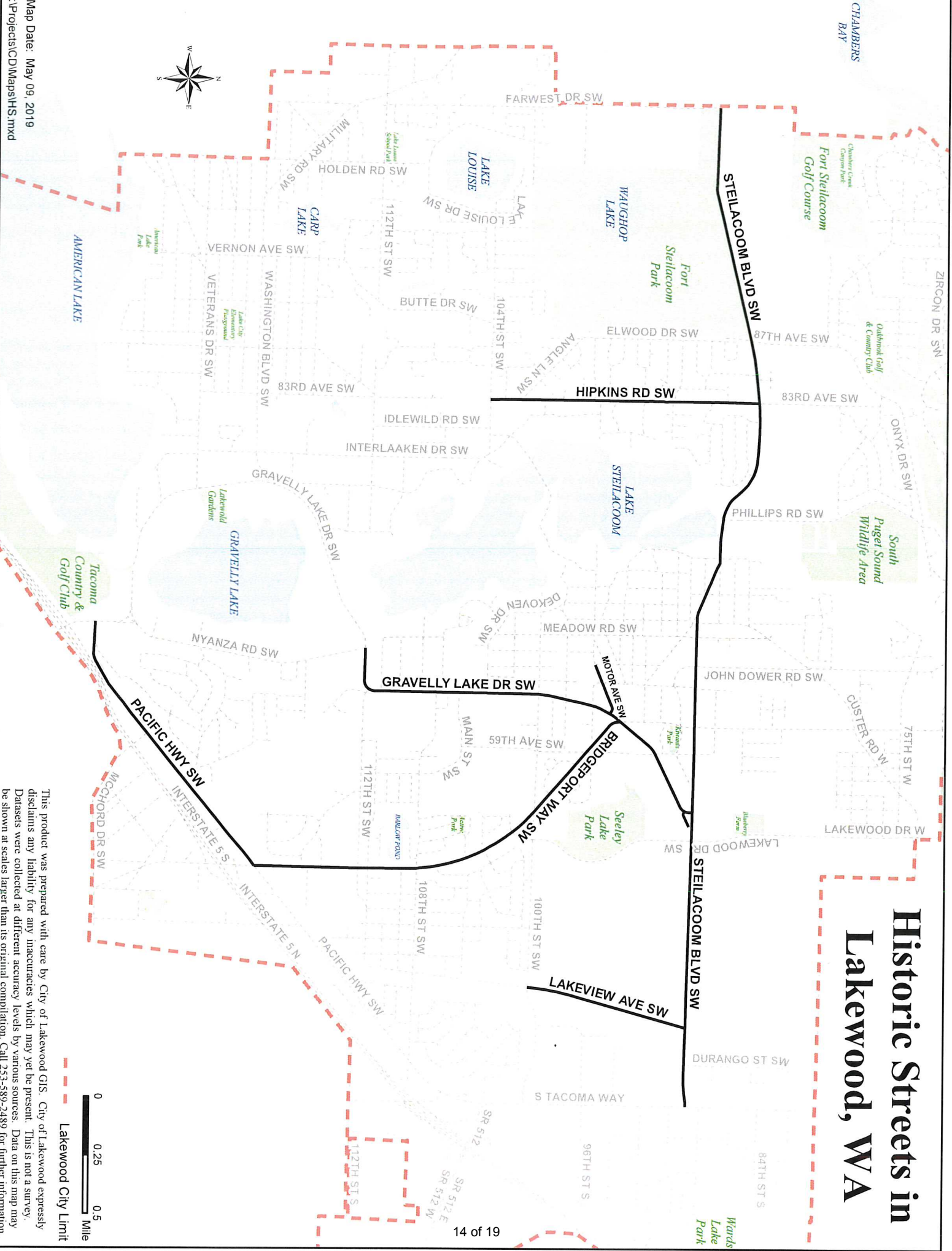
Fort Steilacoom
Golf Course

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

0 0.25 0.5
Mile



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

Michael D. Brandstetter
Councilmember

Dear Mr. Williams,

John Simpson
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.

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.



TO: Landmarks and Heritage Advisory Board

FROM: Courtney Brunell, Planning Manager

DATE: January 22, 2020

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.