



# REGULAR MEETING AGENDA

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## LANDMARKS & HERITAGE ADVISORY BOARD THURSDAY, October 22, 2020 AGENDA 6:00 PM

COVID-19 Meeting Notice: The Open Public Meetings Act (OPMA) waiver by the state legislative leadership was extended through September 1 for jurisdictions not in Phase 3 of the Safe Start Phased Reopening County-by-County Plan. Pierce County is currently in Phase 2. As a result, City Hall **will not be** open for Landmarks and Heritage Advisory Board Meetings.

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**Until further notice, residents can virtually attend Landmark and Heritage Advisory Board (LHAB) meetings by watching them live on the city's YouTube channel:**  
<https://www.youtube.com/user/cityoflakewoodwa>. **Those who do not have access to YouTube can call in to listen by telephone at +1(253) 215- 8782 and by entering Webinar ID: 953 6924 1101#**

### **To participate in Public Comment and/or Public Testimony:**

Public Comments and Public Testimony on Public Hearings will be accepted by mail, email or by live virtual comment. Send comments by mail or email to Karen Devereaux, LHAB Clerk, at 6000 Main Street SW Lakewood, WA 98499 or <mailto:kdevereaux@cityoflakewood.us>. Comments received up to one hour before the meeting will be provided to the Landmarks and Heritage Advisory Board electronically.

**Virtual Comments:** If you would like to provide live Public Comments or Public Testimony during the meeting, you will need to join the Zoom meeting as an attendee by calling by telephone **Dial +1(253) 215- 8782 and enter participant ID: 953 6924 1101** or by visiting (<https://zoom.us/j/95369241101>).

**By Phone:** For those participating by calling in by **telephone (+1(253) 215- 8782 and enter participant ID: 953 6924 1101#)**, the Chair will call on you during the Public Comment and/or Public Hearings portions of the agenda. When you are unmuted please provide your name and city of residence. Each speaker will be allowed (3) three minutes to speak during the Public Comment and at each Public Hearing.

**By ZOOM:** For those using the ZOOM link (<https://zoom.us/j/95369241101>), upon entering the meeting, please enter your name or other chosen identifier. Use the "Raise Hand" feature to be called upon by the Chair during the Public Comments and/or Public Hearings portions of the agenda. When you are unmuted, please provide your name and city of residence. Each speaker will be allowed (3) three minutes to speak during the Public Comment and at each Public Hearing.

Outside of Public Comments and Public Hearings, all attendees on ZOOM will continue to have the ability to virtually raise your hand for the duration of the meeting. You will not be acknowledged and your microphone will remain muted except for when you are called upon.

1. **Call to Order**
2. **Meeting Protocol**
  - a. Roll Call
  - b. Acceptance/Changes to Agenda
  - c. Approval of Minutes from September 24, 2020

d. Announcements

**3. Public Comments**

**4. Public Hearings**

**5. Reports by Historic Preservation Officer or Staff**

- Introduction of Youth Council Liaison Mr. Anderson Han from Charles Wright Academy

**6. Unfinished Business**

- Developing Frequently Asked Questions (FAQ's) for Website

**7. New Business**

- Pierce County 2021 Grant Cycle Discussion

**8. Next Meeting Scheduled**

Tentatively scheduled for January 28, 2021

**9. Adjournment**

**Members** please contact Karen Devereaux at [kdevereaux@cityoflakewood.us](mailto: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

September 24, 2020 Meeting Minutes  
ZOOM Meeting  
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 meeting was called to order at 6:00 p.m. by Mr. Glen Spieth, Chair.

### MEETING PROTOCOL

#### Roll Call

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

Landmarks & Heritage Advisory Board Members Excused: Joan Cooley

Landmarks & Heritage Advisory Board Members Absent: None

Council Liaison to LHAB is Councilmember John Simpson (not present)

Staff Present: Courtney Brunell, Planning Manager; Tiffany Speir, Ramon Rodriguez, Associate Planner; 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 August 27, 2020 were approved as written by voice vote, M/S/C Elder/Campbell. Motion to approve the minutes passed unanimously, 3-0.

#### Announcements

None

#### PUBLIC COMMENTS

None

#### PUBLIC HEARINGS

None

#### REPORTS BY HISTORIC PRESERVATION OFFICER OR STAFF

None

#### UNFINISHED BUSINESS

##### Remaining Items on the Work Plan for 2020

Mr. Glen Spieth reviewed with members the status of each of the nine 2020 work plan items as follows:

- Implement a historic streets recognition program.  
Signs have been ordered, currently being stored at City facilities. Board is applying for a second grant to fund installation of signs in 2021.
- Continue work with Clover Park School District to incorporate local Lakewood History into the Curriculum.  
Board has interest in developing a pop-up museum once school is attended in person. Staff is unable to connect with Clover Park School District and discuss curriculum due to Covid-19.
- Research grant opportunities to fund additional historic markers throughout the City of Lakewood.  
Current focus is on applying for funding to complete the historic streets recognition program.
- Update the Lakewood Historical Touring Map to include historic streets identified through the recognition program.  
Board discussed in January and February. Will resume discussion and update map once the signs have been installed in 2021.
- Work with Pretty Gritty Tours to develop a walking tour program for the City of Lakewood.  
Project on hold at this time.
- Develop frequently asked questions (FAQs) to be published on the LHAB website.  
Board members will compile a list of questions and answers during the 4th quarter of 2020. Ramon Rodriguez will organize posting onto the City website.
- Explore the use of the Community Landmark designation for the Colonial Center, Western State Hospital, Rhodesleigh House, Villa Carmen (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.  
Discussions have been occurring with Thornewood Castle owners, they may be interested in becoming a designated Lakewood Landmark. This is another potential focus for 4<sup>th</sup> quarter 2020. Members plan to reach out to different properties and discuss the landmark designation.
- Recruitment of new members to serve on the LHAB.  
Board is continuously seeking recruits.
- Actively engage with the City of Lakewood Youth Council.  
There is interest in having LHAB co-host a meeting to discuss Lakewood history with Youth Council. A Youth Council liaison has been assigned to the board and encouraged to participate.

## NEW BUSINESS

None

**Next Meeting** The regular monthly meeting is set for Thursday, October 22, 2020 at 6:00 PM.

**Meeting Adjourned** at 6:30 p.m.

\_\_\_\_\_  
Glen Spieth, Chair  
Landmarks & Heritage Advisory Board

10/22/2020

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

## Ramon Rodriguez

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**From:** Chad Williams <chad.williams@piercecounitywa.gov>  
**Sent:** Tuesday, October 20, 2020 11:52 AM  
**To:** Ramon Rodriguez  
**Subject:** RE: Final invoice for Historic Street Signs & photographs

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**This email originated outside the City of Lakewood.**

Use caution when following links or opening attachments as they could lead to malicious code or infected web sites. When in doubt, please contact the HelpDesk.

- [helpdesk@cityoflakewood.us](mailto:helpdesk@cityoflakewood.us) ext. 4357

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Hi Ramon,  
We are planning a mid-November rollout of the 2021 Grant Cycle with applications due on 1/8/2021. Our webpage will have the Guidelines & Application available to download.  
Regards,

**Chad Williams**

Planner/Resource Management  
Pierce County Planning & Public Works  
(253)798-3683

The Development Center is not currently open for walk-in service, but we are working remotely and are available by email, phone and virtual meeting. Please visit [piercecounitywa.gov/ppw](http://piercecounitywa.gov/ppw) to use our online services.

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**From:** PCPWCONTRACTSERVICES <PCPWCONTRACTSERVICES@piercecounitywa.gov>  
**Sent:** Tuesday, October 20, 2020 10:09 AM  
**To:** Ramon Rodriguez <rrodriguez@cityoflakewood.us>  
**Cc:** Chad Williams <chad.williams@piercecounitywa.gov>  
**Subject:** Re: Final invoice for Historic Street Signs & photographs

Hi Ramon,

I have cc'd Chad Williams who will can provide further info.

Thank you,  
Colleen Champaco-Diggs  
**Contract Services**  
Pierce County Planning & Public Works  
[pcpwcontractservices@piercecounitywa.gov](mailto:pcpwcontractservices@piercecounitywa.gov)

**From:** Ramon Rodriguez <[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)>  
**Sent:** Tuesday, October 20, 2020 9:56 AM  
**To:** PCPWCONTRACTSERVICES <[PCPWCONTRACTSERVICES@piercecountywa.gov](mailto:PCPWCONTRACTSERVICES@piercecountywa.gov)>  
**Subject:** RE: Final invoice for Historic Street Signs & photographs

Hello Colleen,

I have sent the invoice through our proper channels here at the City of Lakewood. You should receive it within the next week or two.

Courtney asked me to check on the next round of grant founding in her absence. Could you please direct me on where to check for grant funding availability and open dates to apply for additional funding?

Thank you,  
Ramon Rodriguez  
Associate Planner  
City of Lakewood  
(253)983-7802  
[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)

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**From:** PCPWCONTRACTSERVICES [<mailto:PCPWCONTRACTSERVICES@piercecountywa.gov>]  
**Sent:** Thursday, October 08, 2020 10:27 AM  
**To:** Ramon Rodriguez <[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)>  
**Subject:** Re: Final invoice for Historic Street Signs & photographs

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It is for the backup documentation but we need an invoice from City of Lakewood, I've attached an example template if needed, but I'm sure your AP dept has something that you use.

Thank you,  
Colleen Champaco-Diggs  
**Contract Services**  
Pierce County Planning & Public Works  
[pcpwcontractservices@piercecountywa.gov](mailto:pcpwcontractservices@piercecountywa.gov)

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**From:** Ramon Rodriguez <[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)>  
**Sent:** Thursday, October 8, 2020 10:21 AM  
**To:** PCPWCONTRACTSERVICES <[PCPWCONTRACTSERVICES@piercecountywa.gov](mailto:PCPWCONTRACTSERVICES@piercecountywa.gov)>  
**Subject:** RE: Final invoice for Historic Street Signs & photographs

Hello Colleen,

Was what I provided adequate for reimbursement?

Thank you,

Ramon Rodriguez  
Associate Planner  
City of Lakewood  
(253)983-7802  
[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)

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**From:** PCPWCONTRACTSERVICES [<mailto:PCPWCONTRACTSERVICES@piercecountywa.gov>]  
**Sent:** Thursday, October 08, 2020 9:06 AM  
**To:** Ramon Rodriguez <[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)>  
**Subject:** Re: Final invoice for Historic Street Signs & photographs

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Hi Ramon,

The grant amount is \$2425.00, see below for budget allocation that was approved.

FY2020 AMOUNT: \$2,425.00			
ITEM (Please Itemize)	PIERCE COUNTY GRANT FUNDING	OTHER FUNDING	TOTAL PROJECT COST
Personnel (salaries and benefits) Volunteer (2020 rate \$25.43 per hour)	\$	\$ 883.00	\$ 883.00
Administration (office expenses including copies, rent, janitor, utilities, phone, taxes, office supplies, etc.)	\$	\$	\$
Supplies	\$ 2,425.00	\$ 2,425.00	\$ 4,850.00
Marketing/Promotion	\$	\$ 130.00	\$ 130.00
Travel (IRS 2020 standard mileage rate \$0.58 per mile)	\$	\$	\$
Consultants	\$	\$	\$
Construction	\$	\$ 1,477.50	\$ 1,477.50
Other	\$	\$	\$
<b>TOTAL</b>	<b>\$ 2,425.00</b>	<b>\$ 4,915.50</b>	<b>\$ 7,340.50</b>

Thank you,  
Colleen Champaco-Diggs  
**Contract Services**  
Pierce County Planning & Public Works  
[pcpwcontractservices@piercecountywa.gov](mailto:pcpwcontractservices@piercecountywa.gov)

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**From:** Ramon Rodriguez <[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)>  
**Sent:** Thursday, October 8, 2020 8:53 AM  
**To:** PCPWCONTRACTSERVICES <[PCPWCONTRACTSERVICES@piercecountywa.gov](mailto:PCPWCONTRACTSERVICES@piercecountywa.gov)>  
**Subject:** RE: Final invoice for Historic Street Signs & photographs

Hello Colleen,

I am taking over this while Courtney is on maternity leave. Can you please tell me what was the grant amount so I can provide the appropriate invoice(s)?

I have an invoice from Zumar (the sign company) for 4,613.60 however I don't know if there is more I should look for.

Thank you,  
Ramon Rodriguez  
Associate Planner  
City of Lakewood  
(253)983-7802  
[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)

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**From:** PCPWCONTRACTSERVICES [<mailto:PCPWCONTRACTSERVICES@piercecountywa.gov>]  
**Sent:** Thursday, October 08, 2020 6:29 AM  
**To:** Courtney Brunell <[CBrunell@cityoflakewood.us](mailto:CBrunell@cityoflakewood.us)>; Chad Williams <[chad.williams@piercecountywa.gov](mailto:chad.williams@piercecountywa.gov)>  
**Cc:** Ramon Rodriguez <[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)>  
**Subject:** Re: Final invoice for Historic Street Signs & photographs  
**Importance:** High

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Good morning,

Just a reminder that we need an actual invoice from City of Lakewood before we can reimburse for the grant. Please provide this as soon as possible so we can get this closed out.

Thank you,  
Colleen Champaco-Diggs  
**Contract Services**  
Pierce County Planning & Public Works  
[pcpwcontractservices@piercecountywa.gov](mailto:pcpwcontractservices@piercecountywa.gov)

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**From:** PCPWCONTRACTSERVICES <[PCPWCONTRACTSERVICES@piercecountywa.gov](mailto:PCPWCONTRACTSERVICES@piercecountywa.gov)>  
**Sent:** Wednesday, September 30, 2020 9:54 AM  
**To:** Courtney Brunell <[cbrunell@cityoflakewood.us](mailto:cbrunell@cityoflakewood.us)>; Chad Williams <[chad.williams@piercecountywa.gov](mailto:chad.williams@piercecountywa.gov)>  
**Cc:** Ramon Rodriguez <[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)>  
**Subject:** Re: Final invoice for Historic Street Signs & photographs

Hi Courtney,

Just following up on this to see if you had an invoice for this so we can reimburse you for the project.

Thank you,  
Colleen Champaco-Diggs

## Contract Services

Pierce County Planning & Public Works

[pcpwcontractservices@piercecounitywa.gov](mailto:pcpwcontractservices@piercecounitywa.gov)

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**From:** PCPWCONTRACTSERVICES <[PCPWCONTRACTSERVICES@piercecounitywa.gov](mailto:PCPWCONTRACTSERVICES@piercecounitywa.gov)>

**Sent:** Friday, September 25, 2020 7:01 AM

**To:** Courtney Brunell <[cbrunell@cityoflakewood.us](mailto:cbrunell@cityoflakewood.us)>; Chad Williams <[chad.williams@piercecounitywa.gov](mailto:chad.williams@piercecounitywa.gov)>

**Cc:** Ramon Rodriguez <[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)>

**Subject:** Re: Final invoice for Historic Street Signs & photographs

Good morning Courtney,

Please provide an invoice from City of Lakewood for the reimbursement. Attached is a template if needed.

Thank you,

Colleen Champaco-Diggs

## Contract Services

Pierce County Planning & Public Works

[pcpwcontractservices@piercecounitywa.gov](mailto:pcpwcontractservices@piercecounitywa.gov)

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**From:** Courtney Brunell <[CBrunell@cityoflakewood.us](mailto:CBrunell@cityoflakewood.us)>

**Sent:** Thursday, September 24, 2020 6:13 PM

**To:** Chad Williams <[chad.williams@piercecounitywa.gov](mailto:chad.williams@piercecounitywa.gov)>; PCPWCONTRACTSERVICES <[PCPWCONTRACTSERVICES@piercecounitywa.gov](mailto:PCPWCONTRACTSERVICES@piercecounitywa.gov)>

**Cc:** Ramon Rodriguez <[rrodriguez@cityoflakewood.us](mailto:rrodriguez@cityoflakewood.us)>

**Subject:** Final invoice for Historic Street Signs & photographs

Hello Mr. Williams & Ms. Champaco-Diggs,

Attached is the final invoice for the Historic Street Signs for the City of Lakewood Historic Preservation Grant which was paid in September, 2020. We have received the signs and will be applying for another grant this year to fund the installation of them. Attached are photographs of the signs.

Summary of Project: This grant was used to fund the purchase of 64 street signs which will be installed at 7 streets throughout the City of Lakewood. The City was awarded a grant to fund 50% of the total project cost and will be applying for an additional grant to fund the installation of the historic street signs and associated hardware as part of the 2020-2021 grant cycle.





**Note: I am preparing to be on family leave beginning next week through February 2021, in my absence, please direct all additional information onto Ramon Rodriguez, who will be the staff lead for the Landmarks and Heritage Advisory Board.**

Thank you,

Courtney

**Courtney Brunell, MPA**

Planning Manager

[City of Lakewood, WA](#)

(253) 983-7839

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