



Glen Spieth
Joan Cooley
Bethene Campbell
Christina Manetti

REGULAR MEETING AGENDA

LANDMARKS & HERITAGE ADVISORY BOARD

THURSDAY January 27, 2022 AGENDA

6:00 PM

Virtual Meeting

Until further notice, residents can also 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: 884 8681 4441 #

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](tel:+12532158782) and enter webinar ID: [884 8681 4441 #](https://us06web.zoom.us/j/89608751493), or by visiting <https://us06web.zoom.us/j/89608751493>

By Phone: For those participating by calling in by [telephone +1\(253\) 215- 8782](tel:+12532158782) and enter webinar ID [884 8681 4441 #](https://us06web.zoom.us/j/88486814441), 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://us06web.zoom.us/j/88486814441>, 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 October 28, 2021
 - d. Announcements
3. **Public Comments**

None
4. **Public Hearings**

None

5. Reports by Historic Preservation Officer or Staff

- New Councilmember Liaison, Paul Bocchi

6. Unfinished Business

- 2022 Workplan

7. New Business

- Election of Chair and Vice-Chair
- Time Capsule Contribution

8. Next Meeting Scheduled for February 24, 2022 in the American Lake Conference Room and ZOOM access

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

October 28, 2021 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

Mr. Glen Spieth, Chair called the meeting to order at 6:10 PM.

MEETING PROTOCOL

Roll Call

Landmarks & Heritage Advisory Board Members Present: Glen Spieth, Joan Cooley, Beth Campbell, and Christina Manetti

Landmarks & Heritage Advisory Board Members Excused: None

Landmarks & Heritage Advisory Board Members Absent: None

Council Liaison to LHAB: Councilmember Patti Belle (not present)

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

Acceptance/Changes to Agenda

Approval of Minutes

The minutes of the meeting held on September 23, 2021 were approved as written by voice vote, M/S/C Campbell/Manetti. Motion to approve the minutes passed unanimously, 4-0.

Announcements

None

PUBLIC COMMENTS

None

PUBLIC HEARINGS

None

REPORTS BY HISTORIC PRESERVATION OFFICER OR STAFF

Ms. Courtney Brunell informed the board member she had received a call from Lakewold Gardens regarding a significant remodel to restore the garden shed 2nd floor to the original style and add windows. They will need the Landmarks and Heritage Advisory Board to approve a certificate of acceptance for their plans.

UNFINISHED BUSINESS

Revisions to the Lakewood Driving Map

Ms. Brunell was able to contact the original graphics designer who is willing to make the revisions. It is expected that the revisions will be ready for one last approval at the January meeting.

NEW BUSINESS

November and December Changes to Meeting Dates

The board typically doesn't meet during these months as the dates fall on the holiday. The group agreed to call a special meeting to review and approve the Lakewood Garden remodel application if needed. Ms. Brunell agreed to keep them posted on any progress with the project.

Next Meeting The regular monthly meeting is set for Thursday, January 27, 2022 at 6:00 PM.

Meeting Adjourned at 6:30 p.m.

Glen Spieth, Chair
Landmarks & Heritage Advisory Board

01/27/2022

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

01/27/2022



TO: Landmarks and Heritage Advisory Board

FROM: Courtney Brunell, Planning Manager

DATE: January 27, 2022

SUBJECT: 2022 Work Plan & Budget

Background

Each year LHAB provides a work plan to the City Council, work plans were reviewed by the City Council on January 10, 2022 and approved on January 18, 2022.

During the CC meeting, the Council requested the LHAB be involved in the policy rewrite pertaining to renaming facilities at City Hall. This item has been added to the 2022 work plan.

The total anticipated budget for the next year is \$8,000, \$4,000 from 2021 roll over and \$4,000 allocated for 2022.

Next Steps

During the 1/27/2022 meeting LHAB needs to create a timeline for project completion outlined on the work plan and prioritize 2022 funding.

Attachments

2022 Work Plan

City of Lakewood
Landmarks and Heritage Advisory Board (LHAB)
2022 WORK PLAN AND SIGNIFICANT ACCOMPLISHMENTS

Members

Glen Spieth
Joan Cooley
Beth Campbell
Christina Manetti

Council Liaison

Councilmember Paul Bocchi

Staff Support

Planning Manager, Courtney Brunell

Administrative Support

Administrative Assistant, Karen Devereaux

Meeting Schedule

Fourth Thursday of every month at 6:00 P.M.

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.

2021 Accomplishments

- Implemented a historic street sign recognition program.
- Completed the first draft of edits for the Lakewood Touring Map.
- Updated the “History of Lakewood” City website to include information on types of historical designations and FAQ’s.

2022 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.

- Look for opportunities to expand the 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.
- 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; Bowlero Lanes, Denny’s, House of Donuts, 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.
- Create short, “History of Lakewood” videos to post online to engage with youth and online viewers. Consider a partnership with Clover Park School District to create the videos or offer them as a resource for students to learn more about local history.
- Assist Parks and Recreation Advisory Board (PRAB) in their review of policies pertaining to renaming local City Facilities.



TO: Landmarks and Heritage Advisory Board
FROM: Courtney Brunell, Planning Manager
DATE: January 27, 2022
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.



TO: Landmarks and Heritage Advisory Board

FROM: Courtney Brunell, Planning Manager

DATE: January 27, 2022

SUBJECT: 25th Anniversary Time Capsule

Background

The Landmarks and Heritage Advisory Board has been invited to contribute to the 25th anniversary time capsule. It is set to be opened in 2046. The Time Capsule is a small wooden box 11x14 inches, about 2 inches deep. To date the City has received some items from local businesses, West Pierce Fire & Rescue, Lakewood Police Department, and the Lakewood Historical Society.

This project is sponsored by the Youth Council, as part of the visioning exercise, the Youth Council brainstormed the following ideas:

- Art from 25th Anniversary Art Contest
- Dirt from breaking ground on new project
- Face mask
- Photos of Black Lives Matter Protests in Lakewood
- Can of coca cola (compare logos)
- Newspaper article from 25th Anniversary
- Logos of schools in Clover Park School District
- Connections magazine from 2020 or 2021
- Map of different parks in Lakewood
- Something representing the presidential election (Kamala Harris)
- Items from small local businesses that have been around for a long time

Next Steps:

The board needs to decide if they would like to participate in the time capsule and identify what contribution they would like to make.