



LANDMARKS & HERITAGE ADVISORY BOARD

February 26, 2015 Minutes
Third Floor Executive Conference Room
6000 Main Street SW
Lakewood, WA 98498

CALL TO ORDER

The meeting was called to order at 6:02 p.m. by Stephanie Walsh, Chair.

MEETING PROTOCOL

Roll Call

Landmarks & Heritage Advisory Board Members Present: Stephanie Walsh, Chair;
Glen Spieth, Vice-Chair; Beth Campbell, Joan Cooley, Dennis Dixon, Bill Harrison, and Bob Jones

Landmarks & Heritage Advisory Board Members Excused: Walter Neary

Council Liaison to LHAB: Councilmember John Simpson

Staff Present: Dan Catron, Planning Manager; Karen Devereaux, Administrative Assistant

Acceptance/Changes to Agenda

Ms. Stephanie Walsh asked to discuss the addition of study session meetings to the LHAB calendar. Ms. Joan Cooley requested a discussion on the LHAB mission statement. The group agreed to these topics being discussed during the unfinished business segment of the meeting agenda. **Ms. Joan Cooley made the motion to accept the changes to the agenda. Mr. Glen Spieth seconded the motion. A voice vote was taken and the motion carried unanimously.**

Approval of Minutes

Stephanie Walsh, Chair, opened the floor asking if there were any additions, changes or modifications to the January 29, 2015 meeting minutes. **Mr. Glen Spieth made the motion to approve the minutes with a change to page 2, line 11. He stated it should have read as follows: Mr. Spieth queried if there was a building code for historic preservation. The motion was seconded by Ms. Beth Campbell. A voice vote was taken and the motion carried unanimously.**

Announcements

Mr. Glen Spieth shared a draft copy of the historic marker proof for the Colonial Center adding that he continues to work on the ones for the Little Red School House, ^GBriggs House, and three others.

PUBLIC COMMUNICATIONS

None

UNFINISHED BUSINESS

2016 CLG Grant Applications (discussion)

The group had requested specific clarification on Ms. Jennifer Schreck's consultant role and if her services could be utilized to apply for this grant cycle. Mr. Dan Catron had agreed to provide clarification but informed the group he has not yet been able to contact Ms. Schreck for answers.

Mr. Dennis Dixon shared that a “coffee committee” held this morning (members present were Dan Catron, Dennis Dixon, Glen Spieth and Joan Cooley) concluded they did not have a project identified in their work plan to fit this grant cycle at this time. The group requested clarification on spending the money for public education and outreach opportunities. Mr. Glen Spieth commented tasks such as updating historic site maps, brochures, or pamphlets could be completed with the grant.

Ms. Stephanie Walsh, Chair, completed some research and shared with the group the State has given out about \$100,000 per year for the last four years; average grant totaling approximately \$7,500 per award. Ms. Joan Cooley reminded everyone of the required match per grant.

Ms. Stephanie Walsh, Chair, queried Councilmember John Simpson if the City Council would allow for the budgeted consultant money to be used as a match for the grant and if any unused monies would roll-over to the next year in the budget cycle. Mr. Simpson agreed to research the answer and forward any findings regarding how the money works directly to Ms. Walsh to share with group.

Public Outreach Activities

Mr. Dennis Dixon queried the possibility of forming natural partnerships with other supporting groups or agencies to a scenario where LHAB brings the grant and the other group brings the match monies.

Mr. Glen Spieth noted that Lakewood Historical Society supports a bus tour to see local historic sites in the area and mentioned the tour guide, Ms. Dorothy Wilhelm, might be willing to do something similar for LHAB and the City of Lakewood.

Ms. Stephanie Walsh, Chair, asked each member come to the next meeting with a list of project ideas to be considered and their individual roles in the projects. The group agreed this would help to become more focused and move forward on completing a list of long-term ideas for projects to use in applying for the CLG grant deadline of April 24.

LHAB Mission Statement

Ms. Joan Cooley requested the LHAB spend time on refining the mission statement. Mr. Dan Catron read aloud excerpts from the current mission statement in the municipal code. Mr. Bob Jones suggested the goal of re-writing a mission statement to a shorter statement and making it easy to work with. Mr. Jones suggested using the new mission statement to “test” the list of project ideas for prioritization on their work plan. The members agreed to make this an agenda item for next month’s meeting.

Regular Meetings vs. Study Sessions

Ms. Stephanie Walsh, Chair, asked Mr. Dan Catron to clarify if the group decision to hold regular meetings on odd months and study sessions on even months needed to have a formal vote. Mr. Dennis Dixon commented he thought the code required a minimum of quarterly meetings to be held by LHAB but not a maximum. Councilmember John Simpson offered to research the answer through Council and get back to the LHAB members.

NEW BUSINESS

Election of Officers

Ms. Stephanie Walsh, Chair, opened the floor for nominations to the Chair position. **Mr. Dennis Dixon made the motion to vote Ms. Stephanie Walsh to remain as Chair. The motion was seconded by Mr. Bob Jones. A voice vote was taken and carried unanimously. Bob Jones made the motion to vote Mr.**

Glen Spieth to remain as Vice-Chair. The motion was seconded by Ms. Beth Campbell. A voice vote was taken and the motion carried unanimously.

City Attorney Memo Re: Designation Procedure

City Attorney, Ms. Heidi Wachter, prepared a memo for the meeting packet giving an overview of the Nominations and Designation procedures related to historic resources in the City of Lakewood.

1999 – Historical Property Inventory

Mr. Catron presented the newest appointed members, Mr. Dixon and Mr. Jones, with a large binder of photos and information of different historic properties within the City. Mr. Glen Spieth noted that the information needed to be updated and suggested a list or index of changes should be provided. Mr. Dixon suggested scanning the documents for safekeeping.

Draft Brochures and Website Outline

Mr. Dan Catron gathered the currently existing marketing materials previously requested by the board members. The group agreed to review the individual documents and make suggestions for improvements and updates at next meeting. Unable to determine how old the documents were, Ms. Joan Cooley requested that all documents show a date or revision date.

PUBLIC HEARING

None

Next Meeting scheduled for 6:00 p.m. on Thursday, March 26, 2015.

Agenda Items to include:

- Clarification on consultant role and Council approved budget amount for same
- Mission Statement Revision

Meeting Adjourned at 7:29 p.m.

 3/26/2015
 Stephanie Walsh, Chair
 Landmarks & Heritage Advisory Board

 3/26/2015
 Karen Devereaux, Secretary to the
 Landmarks & Heritage Advisory Board