



## **REGULAR MEETING**

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### **LANDMARKS & HERITAGE ADVISORY BOARD**

#### **THURSDAY, MARCH 26, 2015- AGENDA**

Third Floor Executive Conference Room

6000 Main Street SW

**6:00 PM**

- 1. Call to Order**
- 2. Meeting Protocol**
  - a. Roll call
  - b. Acceptance/changes to agenda
  - c. Approval of minutes from February 26, 2015
  - d. Announcements
- 3. Public Communications**
- 4. Unfinished Business**
  - Resources- Map of 1999 Historical Property Inventory
- 5. New Business**
  - Mission Statement- Review and Update
- 6. Public Hearing**  
(None)
- 7. Next Meeting**
  - April 23, 2015
- 8. Adjournment**

**Members:**

Please call Karen Devereaux at 253-983-7767 by Tuesday if you are unable to attend. It is important to establish in advance whether or not there will be a quorum. Thank you.



## 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, Briggs 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



## LANDMARKS & HERITAGE ADVISORY BOARD

January 29, 2015  
Third Floor Executive Conference Room  
6000 Main Street SW  
Lakewood, WA 98498

### CALL TO ORDER

The meeting was called to order at 6:12 p.m.

### MEETING PROTOCOL

#### Roll Call

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

Landmarks & Heritage Advisory Board Members Absent: Bill Harrison and Walter Neary

Council Liaison to LHAB: Councilmember John Simpson

Staff Present: Dan Catron, Planning Manager

#### Changes to Agenda

Election of officers will be held at the next meeting.

#### Approval of Minutes

Mr. Glen Spieth, Acting Chairman, opened the floor asking if there were any additions, changes or modifications to the November 20, 2014 meeting minutes. Mr. Glen Spieth made the motion to approve the minutes as written. The motion was seconded by Ms. Joan Cooley. A voice vote was taken and the motion carried unanimously.

#### Announcements

Mr. Catron announced the Joint meeting with City Council is tentatively scheduled for 7:00 p.m. Monday, September 14, 2015.

Ms. Walsh shared that Lakewold Gardens is now a nationally registered historic site.

### PUBLIC COMMUNICATIONS

None

### NEW BUSINESS

#### Lakewold Gardens "Prelude to a Plan" (presentation)

Mr. Harry Welling, Lakewold Gardens volunteer, Property Development Committee announced that Lakewold Gardens has started a \$400k campaign effort, which has reached \$116k at this time. Mr. Welling handed out a one-page synopsis, noting that the campaign is divided into two segments-historic buildings, hardscape, and preservation thereof; as well as accessibility and usability. The Committee is working with Dr. Hoffmeister, a Lakewold patron with extensive knowledge of the property, on the sunroom re-build, which is a priority necessary for preservation of the structure.

Mr. Welling noted that Thomas Church originally designed sunroom in late 1950's, and that now it needed insulation, etc., to meet standards. A sound system in living room is necessary for planned use of structure; speaking to larger groups.

ADA Access in to the Wagner House is another extensive element –although they hope to avoid appearing “institutional”. The footprint of sunroom will remain the same, modified to current code as required.

Joan Cooley noted new construction of buildings are being wired to assist the hearing impaired, and suggest pursuing a TACID grant. Glen Spieth asked about tax assessment on property and out-buildings. Mr. Welling noted that the Lakewood Board has selected an architect, Mr. Bret Drager, Drager Architecture, Tacoma, WA, for the project.

Mr. Catron explained a timeline for the process to acquire a Certificate of Appropriateness involving Jennifer Shreck, Consultant, beginning with pre-application meeting with the City, Fire Department, and other related agencies.

Mr. Spieth queried if there was a building code for <sup>historic preservation</sup> ~~existing buildings~~, mentioned warning the architect.

#### Meeting at Western State Hospital (information)

Planning Manager Catron provided handouts and photos of recent damage to structures and property at Western state Hospital. Mr. Catron noted that the historic rock wall along Steilacoom Boulevard had been damaged by a vehicle accident. The State is intending to replace the wall in kind- using original materials as much as possible. Mr. Catron noted that a rotting wooden totem pole had been taken down. It was not known at this time if it would be restored or replaced (or neither). Mr. Catron noted that an addition to the Bakery building had been demolished, a chimney removed, and the door sealed in an attempt to weatherize the structure. The old Morgue building had been wrapped in plastic in an attempt to protect the building but it didn't work. Only cupola on top remains covered in plastic.

Mr. Catron stated that the hospital was moving forward with the demolition of Cottages built in 1930's; DAHP has reviewed the project.

Mr. Catron noted that Cottage 3 of the Historic Fort Steilacoom buildings would have its foundation replaced.

Mr. Catron advised the Board that the Barn at Ft .Steilacoom Park that collapsed in windstorm of 2014 was going to be expensive to deal with. The City is asking for State assistance with debris removal. Finally, Mr. Catron noted plans to install permanent security fencing for the interior courtyard of the hospital. This would require an amendment to Hospital's Master Plan, which requires approval by the City of Lakewood.

#### Meeting Frequency (discussion)

Ms. Walsh queried if budget would be impacted if increase in frequency of meetings. Glen Spieth stated that the number one focus should be designations of property; not getting paperwork completed. Ms. Walsh shared the frustration of often feeling “hand-cuffed”, and not making progress on issues. Beth Campbell agreed that there was a lack of momentum when meetings are infrequent.

The Board discussed how best to approach the school board about historic preservation issues. No decision or conclusion was made. The Board then discussed study session rules, by-laws, and meeting cancellation when there was no business pending. The Board agreed that they would like to get draft minutes as soon as possible with action items highlighted.

**M/S Cooley /Spieth to increase the frequency of meetings to the 4<sup>th</sup> Thursday of each month at 6:00 p.m.; holding business sessions in the odd numbered months and study sessions in the even numbered months. A voice vote was taken and the motion carried unanimously.**

2016 CLG Grant Applications (discussion)

Planning Manager Catron advised the Board that the 2016 Certified Local Government grant application period was now open. Grant applications are due by April 24, 2015. Mr. Catron stated that this could be a great opportunity to fund projects, however no specific projects are identified at this time. Mr. Catron stated that he did not think there was any specific cap on amount of grant; significant amounts available, but there was a funding match required; Stephanie Walsh mentioned possible match with volunteer hours at \$26 per hour.

Boardmember Dixon queried cost and process of developing marketing materials for significant properties. Mr. Catron noted that "dated" materials already exist that explain the benefits vs obligations of designation.

John Simpson noted that historic preservation is important to community; not just because it is a good tax incentive.

Stephanie Walsh queried who would write the grant; Dan Catron or Jennifer Shreck?

It was noted that there was \$2500 in the city budget, assumedly for a consultant; State grant writing could take a full day of writing. Possible projects could include updating the Board's marketing materials to encourage designation and updating the driving map.

**UNFINISHED BUSINESS**

Public Outreach Activities

The Board would like to review existing marketing materials. The Board also sought clarification on Jennifer Schreck's role. What should the Board expect to get for \$2500? The Board would like to get this information for next meeting.

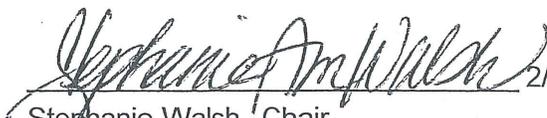
The Board discussed forming an ad-hoc sub-committee to meet; Dennis Dixon will organize "coffee meeting" with Glen Spieth, Joan Cooley, and Dan Catron to discuss possible project ideas to bring to next meeting. Stephanie Walsh stated that she would like to research what has been funded in the past and review successful awards.

**PUBLIC HEARING**

None

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

**Meeting Adjourned** at 7:31 p.m.

  
Stephanie Walsh, Chair  
Landmarks & Heritage Advisory Board

  
Karen Devereaux, Secretary to the  
Landmarks & Heritage Advisory Board



## MEMO

Date: March 26, 2015  
To: Landmarks and Heritage Advisory Board  
From: Dan Catron, Planning Manager  
RE: Mission Statement- information

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At its meeting on February 26, 2015, the Board indicated its interest in reviewing its mission statement to ensure that it provided practical direction for the Board. Copied below for the Board's reference are the current mission statement as contained in the Board's by-laws adopted in May, 2014; and statements regarding the Board's Purpose and Powers as contained in the Lakewood Municipal Code.

### From the Board's By-Laws:

#### Section II: Mission

The mission of the City of Lakewood Landmarks and Heritage Advisory Board is to preserve the unique historic heritage of the City of Lakewood and encourage and promote public awareness of the value in doing so, to establish and maintain the City's Register of Historic Places, and to promote the economic viability of the City through its historic sites.

### From Section 2.48. of the Lakewood Municipal Code

#### 02.48.010 - Purpose.

The purposes of this Chapter are to:

- A. Designate, preserve, protect, enhance, and perpetuate those sites, buildings, districts, structures and objects which reflect significant elements of the city's, county's state's and nation's cultural, aesthetic, social, economic, political, architectural, ethnic, archaeological, engineering, historic and other heritage;
- B. Foster civic pride in the beauty and accomplishments of the past;
- C. Stabilize and improve the economic values and vitality of landmarks;
- D. Protect and enhance the city's tourist industry by promoting heritage-related tourism;
- E. Promote the continued use, exhibition and interpretation of significant sites, districts, buildings, structures, objects, artifacts, materials and records for the education, inspiration and welfare of the people of Lakewood;
- F. Promote and continue incentives for ownership and utilization of landmarks;
- G. Assist, encourage and provide incentives to public and private owners for preservation, restoration, rehabilitation and use of landmark buildings, sites, districts, structures and objects;
- H. Assist, encourage, and provide technical assistance to public agencies, public and private museums, archives and historic preservation associations and other organizations involved in the preservation, exhibition, protection and interpretation of Lakewood's heritage.
- I. Work cooperatively to identify, evaluate and protect historic resources in furtherance of the purposes of this chapter.

**02.48.035 - Powers of Lakewood Landmarks and Heritage Advisory Board**

- A. The primary duty of the Board is to identify and actively encourage the conservation of the City's historic resources by establishing and maintaining a register of historic landmarks, landmark sites, historic special review districts, and conservation districts; reviewing proposed changes to register properties; raising community awareness of the City's history and historic resources; and serving as the City's primary resource in matters of history, historic planning, and preservation, as provided for in this chapter.
- B. In carrying out these responsibilities, the Landmarks and Heritage Advisory Board shall engage in the following:
  1. Serve as liaison to the City Council on matters of historic preservation policy.
  2. Review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties as set forth in this Chapter, and adopt standards, design guidelines, to be used to guide this review and the issuance of a certificate of approval.
  3. Actively encourage the conservation of historic materials and make recommendations regarding mitigation measures for projects adversely affecting historic resources.
  4. Review, advise, and comment to the Planning Advisory Board and City Council on land use, housing and redevelopment, municipal improvements and other types of planning and programs undertaken by any agency of the City, other neighboring communities, the county, and state or federal governments, as they relate to historic resources within the City.
  5. Review nominations to the State and National Registers of Historic Places for historic properties within the City.

6. Make recommendations to the City Council on the use of various federal, state, local, or private funding sources available for preservation purposes within the City.
  7. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites, districts, and new construction in historic areas; and encourage appropriate measures for such recognition.
  8. Provide information to the public on methods of maintaining and rehabilitating historic properties, incentives for the rehabilitation of historic properties, and the regulations concerning such properties. This may take the form of pamphlets, newsletters, workshops, or similar activities.
  9. Adopt and maintain architectural standards and design guidelines for Historic Special Review Districts and historic properties.
  10. The Board may, at the request of the historic preservation officer or the City Manager review proposals submitted to the City for funds made available for grants to be made to the City through the Housing and Community Development Act of 1974, 42 U.S.C. 5301 et seq, the State and Local Fiscal Assistance Act of 1971, 31 U.S.C. 1221 et seq., the Museum Assistance Program and other applicable local, state, federal and private foundations funding programs. Upon review of such grant proposals, the Board shall make recommendations to the Council concerning which proposals should be funded, the amount of the grants that should be awarded, the conditions that should be placed on the grant, and such other matters that the Board deems appropriate. The historic preservation officer shall keep the Board apprised of the status of grant proposals, deadlines for submission of proposals and the recipients of grant funds.
  11. The Board may, at the request of the historic preservation officer or the City Manager, make and administrate funding grants received by the City from both private and public sources for the purposes which promote the goals of this chapter.
  12. The Board shall have such further powers and duties as may, from time to time, be delegated to it by the City Council.
- C. The Board shall meet at least once each quarter for the purpose of considering and holding public hearings on nominations for designation and applications for certificates of appropriateness. Where no business is scheduled to come before the Board seven days before the scheduled meeting, the chair of the Board may cancel the meeting. All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings, showing the action of the Advisory Board upon each question, and shall keep records of all official actions taken by it, all of which shall be filed in the office of the office of the historical preservation officer and shall be public records.

(Ord. 578 § 1 (part), 2014)