



REGULAR MEETING

LANDMARKS & HERITAGE ADVISORY BOARD

THURSDAY, APRIL 23, 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 March 26, 2015
 - d. Announcements
3. **Public Communications**
4. **Unfinished Business**
 - Mission Statement- Review and Update
5. **New Business**
 - Pierce County Historic Preservation Grant
 - Historic Fort Steilacoom designation request
6. **Public Hearing**

(None)
7. **Next Meeting**
 - May 28, 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

March 26, 2015 Minutes
Third Floor Executive Conference Room
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

Ms. Stephanie Walsh, Chair, called the meeting to order at 6:04 p.m.

MEETING PROTOCOL

Roll Call

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

Landmarks & Heritage Advisory Board Members Excused: Bill Harrison

Landmarks & Heritage Advisory Board Members Absent: Beth Campbell

Council Liaison to LHAB: Councilmember John Simpson

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

Acceptance/Changes to Agenda

Ms. Stephanie Walsh, Chair, requested adding a discussion of a grant letter of support for a Lakewood Gardens project to the New Business section of the meeting agenda, as well as an update to some board member questions posed at the February 26, 2015 meeting to be placed under Unfinished Business.

Mr. Walter Neary made the motion to accept the changes to the agenda. Ms. Joan Cooley 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 February 26, 2015 meeting minutes.

Mr. Glen Spieth, Vice-Chair, pointed out the misspelling of the Griggs House.

Ms. Joan Cooley made the motion to approve the minutes with a change to Page 1, under the heading of Announcements, line 2; the word Briggs was changed to Griggs House. The motion was seconded by Mr. Walter Neary. A voice vote was taken and the motion carried unanimously.

Announcements

Mr. Glen Spieth, Vice-Chair, commented he continues to work on [plaques for the Colonial Center and the Griggs House with the grant monies provided through Pierce County and Lakewood Historical Society.

Mr. Dan Catron invited the board members to attend "A Short Course on Planning" sponsored by the Department of Commerce at the Lakewood City Hall Council Chambers on Thursday, April 2, 2015, from 6:15 p.m. to 9:15 p.m.

Mr. Catron noted Harrison Preparatory School is holding its grand opening ceremony this evening honoring one of our LHAB members, Lakewood's first Mayor and former commander at Ft. Lewis, Lt. Gen. (Ret.) William H. Harrison as a guest of honor as the school's namesake.

PUBLIC COMMUNICATIONS

None

UNFINISHED BUSINESS

Resources- Map of 1999 Historical Property Inventory

Mr. Dan Catron provided each member with an 11"x17" map denoting 82 separate historic locations in the City of Lakewood. LHAB members would like to work toward updating the map with more locations. Mr. Glen Spieth intends to display a larger colored map at the Lakewood Historical Society for citizens to view.

Update to Advisory Board Questions

Ms. Stephanie Walsh, Chair, shared responses she received from Council Liaison Mr. John Simpson:

Council member Simpson revealed that it is the sole prerogative of City Council if monies are allowed to roll-over from one budget cycle to the next. Ms. Walsh commented that it is likely they would be supported in such a request if LHAB members provided clear direction in how they intended to use the monies. Mr. Simpson specified the board is not restricted by any ordinance as to how often they can meet; monthly meetings are acceptable. Noting that all meetings are posted as regular meetings' it is also acceptable to have a "study-session focus" for meetings held every other month. Lastly, it has been identified in the LMC.02.48.040 – Designation Criteria a list of minimum qualifications to be considered in naming a property as "historic".

NEW BUSINESS

Lakewood Gardens Project Grant Letter of Support

Ms. Stephanie Walsh, Chair, informed the group of a preservation project the Lakewood Gardens is embarking on and asked for LHAB support in submitting a letter favoring the efforts to add a bridge-walk to improve handicap accessibility. It was explained that such letters from community groups will increase the rating scores of a grant application.

Mr. Walter Neary made the motion to support the Lakewood Garden project and authorize the LHAB Vice-Chair to sign the letter of support. The motion was seconded by Mr. Dennis Dixon. A voice vote was taken and the motion carried unanimously.

Mission Statement –Review and Update

Ms. Stephanie Walsh, Chair, led the group in a lively discussion to re-work the current mission statement. Each member enthusiastically participated. The Mission Statement reads as follows: "The mission of the City of Lakewood's Landmarks & Heritage Advisory Board is to preserve, protect and promote the unique heritage and historic resources of the City of Lakewood."

It was agreed the members would contemplate the progress made and vote on a final revision at the next scheduled meeting.

PUBLIC HEARING

None

Next Meeting scheduled for 6:00 p.m. on Thursday, April 23, 2015.

Agenda Items to include:

- Mission Statement Completion

Meeting Adjourned at 7:17 p.m.

Stephanie Walsh, Chair
Landmarks & Heritage Advisory Board

4/23/2015

Karen Devereaux, Secretary to the
Landmarks & Heritage Advisory Board

4/23/2015



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~~ 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

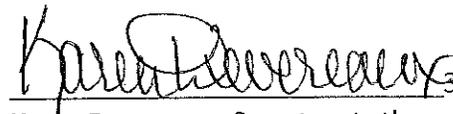
Next Meeting scheduled for 6:00 p.m. on Thursday, March 26, 2015.

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.


Stephanie Walsh, Chair
Landmarks & Heritage Advisory Board


Karen Devereaux, Secretary to the
Landmarks & Heritage Advisory Board



MEMO

Date: April 23, 2015
To: Landmarks and Heritage Advisory Board
From: Dan Catron, Planning Manager
RE: Update of LHAB Mission Statement

BACKGROUND

On March 26, 2015, the LHAB discussed an update of its mission statement. At the conclusion of the discussion, the Board consensus was that the mission statement should be revised to read:

The mission of the City of Lakewood's Landmarks and Heritage Advisory Board is to preserve, protect and promote the unique heritage and historic resources of the City of Lakewood.

It was agreed that the boardmembers would contemplate the proposed revised mission statement and vote on a final revision at the next scheduled meeting.

RECOMMENDATION

If the Board is satisfied with the proposed update of the Mission Statement, the Board may vote to amend Section II of the Board's bylaws to adopt the updated mission statement. Upon approval of the updated by-laws, a copy will be filed with the City Clerk pursuant to LMC 2.48.030.C.

ATTACHMENTS

1. Draft updated by-laws

BY-LAWS
(Proposed Update 4/23/2015)

**LANDMARKS AND HERITAGE ADVISORY BOARD
CITY OF LAKEWOOD, WASHINGTON**

WE, THE MEMBERS OF THE CITY OF LAKEWOOD LANDMARKS AND HERITAGE ADVISORY BOARD, STATE OF WASHINGTON, do hereby adopt and declare the following By-Laws:

Section I: Powers and Duties

The powers and duties of the Lakewood Landmarks and Heritage Advisory Board are to implement the specific provisions and intent of Lakewood Municipal Code Chapter 2.48 (Ordinance No. 251 and 578), "Protection and Preservation of Landmarks". These include, but are not limited to designation of properties to the Lakewood Landmarks Register, promotion of incentives for ownership and utilization of landmark properties, and assist public and private agencies and owners in the preservation and interpretation of Lakewood's heritage.

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.~~

The mission of the City of Lakewood's Landmarks and Heritage Advisory Board is to preserve, protect and promote the unique heritage and historic resources of the City of Lakewood.

Section III: Membership

The membership, terms, and qualifications of Advisory Board members shall be as specifically provided in Lakewood Municipal Code Chapter 2.48.030.

- A. The Board is composed of no more than nine (9) members, three of which shall be professionals who have experience in the identification, evaluation and protection of historic resources. Board members should have experience in the fields of history, architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, cultural geography, landscape architecture, American studies, or law. Members may also have demonstrated or widely recognized expertise in the history of Lakewood.

- B. The Lakewood mayor shall appoint board members, with appointment subject to confirmation by the city council.
- C. Terms of members shall be for three years. Each member shall serve until his or her successor is duly appointed and confirmed. Any member may be reappointed regardless of the number of terms previously served.

Section IV: Chair, Vice Chair and Committees

As provided in Lakewood Municipal Code Chapter 2.48.030, Section D, the Chair shall be a member of the Advisory Board elected by his/her fellow Board Members. A Vice Chair shall be elected in the same manner by his/her fellow Board Members. The Chair and Vice Chair shall both be so elected on an annual basis. Either officer may be removed at any time by a majority vote of the Board. The Vice Chair will serve in place of the Chair in case of his/her absence and will have the same powers and duties while so serving in that capacity. (Or "shall perform such additional duties as may be delegated to him/her by the Chair".) In the absence of the Chair and Vice Chair, the Board Members present shall elect a Board Member to act as Chair Pro Tem.

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.

Section V: Conduct of Business

- A. Official meetings of the Advisory Board shall be held in the Lakewood City Hall unless otherwise determined by the Board, subject to public

meeting and noticing requirements. Frequency of meetings, determination of a quorum, and voting procedures shall be as determined by the Board. The Board shall meet at least once each quarter. All meetings shall be open to the public. For purposes of transaction of board business, a majority of the members, but no less than three (3) members shall constitute a quorum. A majority of that quorum is required for official action of the board. No official business may be conducted in the absence of a quorum, however, the Board Members present may establish the time and place for an adjourned meeting. Meetings without a quorum will be adjourned to the earliest possible date.

B. Absence of Members

1. Any Board Member with three consecutive unexcused absences shall be considered to have resigned from the Board. An unexcused absence is defined as a failure by the Member to notify the Chair or City staff of the anticipated absence prior to the meeting, except in the case of a bona fide emergency. In the case of an ongoing, extended absence, whether or not excused, replacement of the Member will be recommended.
2. The temporary vacancy of any professional Board Members, as defined by Certified Local Government requirements, shall not invalidate any Board action unless such action is related to meeting CLG responsibilities as cited in the Certification Agreement between the City and the State Historic Preservation Officer.

C. A Board Member shall not vote on any application or determination unless he/she has been in attendance at previous deliberations on the subject or that Member has obtained the approval of the Chair that the Member has become sufficiently familiar with the subject and the minutes of any meetings at which the subject was discussed.

D. Following nomination and designation hearings, before a vote is taken on designation, the Chair shall ascertain if all members present are informed on the matter of the vote. The Chair shall also ask if any member has a conflict of interest in the question. The Board will decide if such conflict is valid, and if such is affirmed by vote of the Board, the member with the conflict shall abstain from the main vote.

E. No standing or ad hoc committee shall have the authority to commit the Board to the endorsement of any plan or program or any course of action without approval of a majority of the board at an official meeting of the Board unless the Board specifically delegates such authority.

- F. Board Acts Collectively – The Advisory Board acts as a body. Therefore no individual Board Member has authority to act in his/her individual capacity for and on behalf of the Board, unless, from time to time, the Board delegates specific authority to do so. Board Members should also refrain from discussing or expressing opinions on matters on the Board's agenda outside of Board meetings. The Chair is the official spokesperson for the Board, except to the extent he/she may delegate specific matters to other Board Members.
- G. Training Sessions – At such times that the board convenes for training sessions or educational workshops, such meetings are open to the public but no prior notice is required, and no minutes need be kept or electronic recordings made.
- H. At the request of any Board Member or the Historic Preservation Officer, the Board may go into executive session to discuss personnel matters or potential or actual litigation.
- I. Correspondence – Under the direction of the Board, the Historic Preservation Officer or his/her designee shall conduct all official correspondence. Correspondence to elected officials, or to the Chair's counterparts in other jurisdictions, will generally be signed by the Chair or his/her designee.
- J. Pre-Meeting Procedures
1. If there are agenda items, regular meetings will be held on at least a quarterly basis at 6:00 p.m. on the fourth Thursday of the month at Lakewood City Hall.
 2. If there are no agenda items, but the board has planning or other business to conduct, it shall convene as provided in Lakewood Municipal Code Chapter 2.48.
 3. Special meetings may be called by the Chair or a majority of Board Members subject to a minimum of 24 hours advance notice of the time and place of such meetings and the business to be transacted, except in the event of a bona fide emergency.
 4. Public notice of all hearings shall be published no more than 20 days nor less than 10 days prior to such hearing and shall state the purpose of the hearing.
 5. The agenda for regular meetings shall be posted and submitted for newspaper publication at least three days in advance of that meeting.

6. Consistent with Lakewood Municipal Code Chapter 2.48, the Historic Preservation Officer shall cause notice of any meeting or hearing or of the cancellation, rescheduling or adjournment of any meeting or hearing to be mailed to any persons or organizations who have requested in writing that they be notified. Such request may be for all meetings of the Board or for only those meetings with certain subjects on the agenda. Notice shall be given as provided above.
 7. The order of agenda items, including application for designation review, National Register review, special valuation review and certificates of appropriateness will be determined by their order of receipt, subject to the review and referral periods provided for in Lakewood Municipal Code Chapter 2.48.050, 2.48.060, 2.48.070, and 2.48.080.
- K. Meetings will be conducted in accordance with the Procedures of Small Boards in Roberts Rules of Order, Newly Revised, except to the extent they may be in conflict with Lakewood Municipal Code Chapter 2.48 or these By-Laws. The Historic Preservation Officer or his/her designee shall keep minutes of all Board meetings, and electronically record oral proceedings of all public hearings as provided in Lakewood Municipal Code Chapter 2.48.030, Section G, which shall be filed with the minutes of the meeting.
- L. Regular Order of Business for Meetings
1. Public participation. Members of the public may speak to matters on the agenda at the invitation of or the approval of the Chair.
 2. The regular order of business shall be as follows:
 - a. Roll Call
 - b. Approval of Agenda
 - c. Reading and Adoption of Minutes
 - d. Public Comments
 - e. Public Hearings (if any)
 - f. Reports of Committees
 - g. Reports by Historic Preservation Officer
 - h. Unfinished Business
 - i. New Business
 - j. Next Meeting
 - k. Adjournment

3. Public Hearings. A public hearing is a meeting or part of a meeting of the Commission held for receiving information from the public on a matter that may affect the public interest, which is on the Commission agenda.
 - a. Public hearings shall be held prior to a decision of the Board (i) on the designation of a landmark, including, but not limited to, amendments and terminations of designation; (ii) on a request for a Certificate of Appropriateness, except requests for a Type I Certificate, unless referred to the Commission by the Historic Preservation Officer or on an appeal by the applicant from an adverse decision of the Historic Preservation Officer and; (iii) when sitting as a Local Review Board for purposes related to Chapter 221, 1986 Laws of Washington (Special Valuation for Historic Properties). The Commission, at its discretion, may hold public hearings on other matters on which it desires general public input.
 - b. The Applicant for a landmark designation, amendment or termination, or for Certificate of Appropriateness, and the owner, if not the applicant, will be allotted reasonable time to present their case. Applicants or owners may use a personal representative for the hearing.
 - c. The order of speaking at a public hearing shall be:
 - 1) Staff and Board's experts
 - 2) The Applicant and Applicant's experts
 - 3) The Owner and Owner's experts
 - 4) Members of the public (with those who have signed in on a list provided by Board staff to speak going first)
 - 5) The Applicant and the Owner will have five minutes at the end of the hearing to summarize and close, or at the discretion of the Chair, somewhat longer based on the number and complexity of the issues.
 - d. The Chair may limit the time for public comment (e.g. three minutes per speaker) but may not prevent relevant public comment by any person making a timely request to speak unless such person is disorderly or attempts to disrupt the meeting.
 - e. The Chair shall maintain order at all public hearings. The Chair may request any persons who are disorderly or attempt to disrupt the meeting to leave the meeting and may, if necessary, adjourn the meeting until order can be restored.

- M. In accordance with Lakewood Municipal Code Chapter 2.48.060, the Board shall hold public hearings on the approval of designations and may hold public hearings prior to making recommendations on controls and incentives. At a public hearing on approval of designation, Board action will be based on the record made at such hearing and no further right to present evidence on the issue of designation will be afforded.
- N. Procedures Governing Consent Proceedings: The Board shall review and take action on approval of designation and on controls and incentives for the nominated landmark or landmark site by way of separate motions for each action. The owner may, however, brief the Board on the progress of controls and incentives after the Board has voted on designation under a separate agenda item.
- O. Nomination and Designation of Landmarks. The procedures for nomination and designation of landmarks shall be as provided in Lakewood Municipal Code Chapter 2.48.050 and 2.48.060.

1. NOMINATION PROCEDURE

- a. Anyone may nominate an historic resource for designation as landmark or community landmark.
 - i. Use official nomination forms
 - ii. File with historic preservation officer
- b. The preservation officer determines if the application is complete, and adds information if needed. The HPO can reject the nomination if inadequate information is provided.
- c. The HPO provides written notice, via certified mail/return receipt requested, to the property owner, to the person submitting the nomination and to interested persons of record that a preliminary or designation determination on the nomination will be made by the agency. Notice must contain information listed in section 2.48.050.C. of the Lakewood Code, including the date time and place of the hearing, the address and description of the resource, and advice of the applicability of the certificate of appropriateness procedure to designated properties.
- d. Before the historic preservation officer shall refer the nomination to the Board, the historic preservation officer shall obtain confirmation from the owner of a parcel of private property that the owner is in agreement with the nomination. If such owner is not in agreement with the nomination, the

nomination shall not be forwarded to the Board for consideration. (LMC 02.48.050.E)

- e. The public hearing date must be not sooner than 30 nor later than 45 days after the date of mailing of the notice required in subsection C above, unless immediate action is necessary to prevent destruction, demolition or defacing of the historic resource, in which case the notice for the hearing shall state such reason for the shorter notice period.
- f. Notice of hearings must be published in a local paper at least 10 days in advance of that hearing.

2. DESIGNATION PROCEDURE

- a. Public hearing. The Board can only make a designation, approval, amendment, denial or termination after a duly-noticed public hearing.
- b. Evidence and argument at the hearing are limited to whether the historic resource meets the criteria for designation and identification of significant features of the landmark.
- c. Preliminary determination
- d. If the hearing is continued, the Board may make a preliminary determination of significance based on the record.
- e. A preliminary determination is effective the date of the public hearing, and must specify the boundaries, the significant features and description of the resource.
- f. Within five working days of a preliminary determination, the HPO shall file a written notice of the action with the City Manager and mail copies to the owner, the person submitting the nomination and interested persons of record, by certified mail/return receipt. The notice shall include a copy of the preliminary determination and advice that the certificate of appropriateness procedures apply.
- g. While the proceedings are pending or six months from the date of the notice, the certificate of appropriateness procedures shall apply to the property.
- h. Designation - Within fourteen calendar days of the public hearing, the board must issue a written designation report, which includes:
 - i. Boundaries and description of the nominated resource sufficient to identify its ownership and location.
 - ii. Significant features and other appropriate information concerning the historic resource.
 - iii. Findings of fact and reasons supporting the designation with specific reference to the criteria for designation

found in chapter 2.48.040 of the Lakewood Municipal Code.

- iv. A statement that no significant feature may be changed, whether or not a building or other permit is required, without first obtaining a certificate of appropriateness from the board. This is not included if the historic resource is designated as a community landmark.

P. Landmark Districts

1. A landmark district may be designated if as an entire area, it meets the criteria for designation provided in Lakewood Municipal Code Chapter 2.48.040.
2. Landmark districts shall be subject to the procedures for nomination and designation, Certificates of Appropriateness, and design guidelines provided in Lakewood Municipal Code Chapter 2.48.
3. All contributing buildings, structures or properties in a designated landmark district shall be considered potentially eligible for incentives, including, but not limited to the special valuation tax program.

Q. Certificate of Appropriateness Review

1. The Landmarks Preservation Board hereby adopts the "Secretary of the Interior's Standards for Treatment of Historic Properties" for its use in reviewing and making decisions on Certificates of Appropriateness applications.
2. The Landmarks Preservation Board, in consultation with the City of Lakewood Community Development Director, may adopt design guidelines to be used in determination of appropriate treatments for historic properties.
3. Ordinary repairs and maintenance that do not alter the appearance of a significant feature and do not utilize substitute materials do not require a certificate of appropriateness.

4. There are three types of certificates of appropriateness.
 - a. Type I for restorations and major repairs which utilize in-kind materials. The HPO may approve Type I certificates administratively or refer them to the board.
 - b. Type II for alterations in appearance, replacement of historic materials and new construction.
 - c. Type II for demolitions, moving of buildings or structures and excavation of archaeological sites.
 5. The procedures for Certificates of Appropriateness, for both designated properties and those subject to a preliminary determination of significance, shall be as provided in Lakewood Municipal Code Chapter 2.48.070
- R. The following procedure shall apply to Board deliberations on controls and incentives:
1. Following Board approval of nomination, the owner may file written notice with Board staff indicating a desire to confer and consult with staff, with a view toward reaching agreement on specific features and characteristics of the site, improvement, or object to be preserved, and methods of achieving such preservation, including controls and incentives.
 2. Staff may ask members of the Board for their comments on controls negotiations prior to designation.
- A Hearing on controls and incentives will take place only after the City Historic Preservation Officer and the owner have signed the Controls and Incentives Agreement. If agreed to by the Board, the Agreement will be forwarded to the City Attorney for the preparation of the ordinance and on to the City Council.
- If Board staff and the owner fail to reach an agreement on controls and incentives, staff will inform the owner and the Board that an impasse has been reached. In the event that the Agreement reached by Board staff and the owner is disapproved by the Board, the Board shall file its objections with the owner.

- S. Evaluation of Economic Impact
1. The procedures for evaluation of economic impact associated with applications for Certificates of Appropriateness shall be as provided in Lakewood Municipal Code Chapter 2.48.080.
- T. Appeal Procedure
1. Appeals of any decisions of the Board shall follow the procedures provided in Lakewood Municipal Code Chapter 2.48.090.
- U. Post Meeting
1. The Historic Preservation Officer will be responsible for notifying, and forwarding materials to, applicants and participants as provided in Lakewood Municipal Code Chapter 2.48.050, 2.48.060, and 2.48.070.
- V. Review of Nominations for National Register of Historic Places per the State of Washington Program Requirements and Procedures for Certified Local Governments. Upon notice from the State Historic Preservation Officer the Board shall consider the eligibility of the subject property at a public meeting and provide a reasonable opportunity for public comment. The Board shall prepare a report as to whether or not the property, in its opinion, meets the criteria of the National Register and transmit that report to the mayor. Within sixty days of receiving the notice from the State Historic Preservation Officer, the mayor shall transmit the report of the Board and her/his recommendation to the State Historic Preservation Officer. Participation of the City of Lakewood shall be in accord with section 101 of the National Historic Preservation Act of 1966 as amended.
- W. Special Valuation for Historic Properties
1. Special valuation for historic properties shall be undertaken as provided in Lakewood Municipal Code Chapter 2.48.120, and in accordance with Chapter 84.26 RCW and Chapter 254.20 WAC.
 2. For purposes of special valuation, the Lakewood Landmarks and Heritage Advisory Board is the local review board that holds the

authority for determining compliance with the Washington State Advisory Council's Standards for Rehabilitation.

3. Any building individually listed in the National Register of Historic Places, certified as contributing to the significance of a National Register Historic District, individually listed on the Lakewood Register of Historic Places, or determined to be contributing to the significance of a Lakewood Historic District is eligible to apply for special valuation, subject to the requirements of that program.

X. Design Guidelines

1. Design guidelines shall be consistent with the "Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings," as adopted by the Board.
2. The development of design guidelines shall be conducted in consultation with the City of Lakewood Community Development Director.
3. Design guideline booklets and leaflets may be adopted as policy by the Lakewood Landmarks and Heritage Advisory Board and used as criteria, along with the Secretary of the Interior's Standards for Treatment of Historic Properties, in issuing certificates of appropriateness. Such design guidelines may be published and circulated to inform owners of historic properties, applicants and interested parties.

Y. Funding Grants, and the Development and Conduct of Programs

1. These shall be administered as provided in Lakewood Municipal Code Section 2.48.035.
2. The Board may provide grants for purposes of maintaining, purchasing or restoring historic resources located within the City of Lakewood that are listed on a national, state or the city's register of historic places.
3. The Board may also fund programs related to archaeology, cultural heritage and technical assistance to heritage museums, heritage organizations and public agencies.
4. Procedures for application to the Board for funding
5. Criteria for award
6. The board may apply for grants from applicable local, state, federal and private foundations.

7. The board shall advise the city on administration or fulfillment of any grants, which conduct, affects historic properties within the City of Lakewood.
-
- Z. The Board may, at a regular meeting and at its pleasure, add to, subtract from, or amend these Rules and Regulations as adopted.



Pierce County

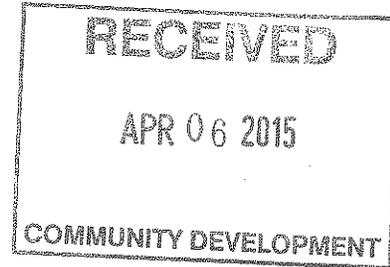
Department of Planning and Land Services

DENNIS HANBERG
Director

2401 South 35th Street
Tacoma, Washington 98409-7460

April 2, 2015

City of Lakewood
Attn: Dan Catron, AICP, Associate Planner
6000 Main Street SW
Lakewood, WA 98499-5027



RE: 2016 Preservation Grant Cycle – CLG Notice

The Pierce County Landmarks and Historic Preservation Commission is pleased to announce an excellent preservation funding opportunity for owners of locally listed historic properties. Applicants can request grant funding for brick and mortar preservation projects as well as history related projects such as document preservation, historic markers, research, and public events/programming.

Nonprofit organizations, public agencies, and owners of property listed on any of the six local historic registers are eligible to apply. Grant amounts up to \$15,000 may be approved. All recipients must provide 100% matching resources.

The grant guidelines and application form, and examples of brick and mortar and preservation applications are available on the Planning and Land Services website <http://www.co.pierce.wa.us/historicpreservation>.

The established target dates are as follows:

- | | |
|--------------------------------|---|
| July 1, 2015, 3:00 p.m. | Grant applications due |
| October 1, 2015 | Notification of grant recipients (estimate) |
| November 13, 2016 | Project completion deadline |

Funding for the program is by HDOC Historic Document (HDOC) money, derived from the \$1 recording fee, as appropriated by the Pierce County Council.

If you have any questions, please contact me cwillia@co.pierce.wa.us or (253) 798-3683.

Sincerely,

Chad Williams
Senior Planner, Long Range Planning



Fort Steilacoom

Dan Catron
City of Lakewood
6000 Main Street
Lakewood Washington 98499

April 8, 2015

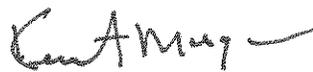
Subject: Community landmark designation

Sir:

Please consider this a formal request for a designation as a community landmark for the four remaining buildings of Fort Steilacoom located on the campus of Western State Hospital as we recently discussed on the phone.

These buildings are operated as a museum complex under a long term lease granted by DSHS by the Historic Fort Steilacoom Association (HFSA). DSHS has no objection to such a designation.

Please advise as to the steps required to complete the process.



Kenneth Morgan
Director HFSA

