



## LANDMARKS & HERITAGE ADVISORY BOARD

June 25, 2015 Minutes  
Third Floor Executive Conference Room  
6000 Main Street SW  
Lakewood, WA 98499

### CALL TO ORDER

The meeting was called to order by Ms. Stephanie Walsh, Chair, at 6:01 p.m.

### MEETING PROTOCOL

#### Roll Call

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

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

Landmarks & Heritage Advisory Board Members Absent: None

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, suggested a change to the agenda. An email response was received from Clover Park School District Superintendent, Ms. Debbie LeBeau, regarding the Little Red School House and Ms. Stephanie Walsh, Chair, wanted to share it with the board during the unfinished business segment.

**Mr. Dennis Dixon made the motion to accept this change. The motion second was made by Ms. Joan Cooley. A voice vote was taken and the motion carried unanimously.**

#### Approval of Minutes

Ms. Stephanie Walsh, Chair, opened the floor asking if there were any additions, changes or modifications to the April 23, 2015 meeting minutes. **Mr. Glen Spieth, Vice-Chair, made the motion to approve the minutes as written. The motion was seconded by Ms. Beth Campbell. A voice vote was taken and the motion carried unanimously.**

#### Announcements

Mr. Glen Spieth, Vice-Chair, informed the board he has had to delay the placement of the large boulder markers selected for the Heath Farms and Thornewood Castle sites due to scheduling problems with larger equipment being needed. He is in the process of completing plaques for the following list of sites: Colonial Center, Lakewood Golf & Country Club, Mountain View Cemetery, Griggs House, and Byrd School.

Ms. Stephanie Walsh, Chair, commented how she is very pleased and enjoys seeing the visitors stop at Lakewood Gardens to read the historical site plaque Mr. Glen Spieth had placed near the entrance.

#### PUBLIC COMMUNICATIONS

None

## **UNFINISHED BUSINESS**

### Historic Ft. Steilacoom Designation Request

Mr. Dan Catron shared he had found the original Lakewood Historic Register Nomination Form started by Mr. Steve Dunkelberger. The form was sent to Mr. Ken Morgan, who made the request for designation as a community landmark the four remaining buildings of Fort Steilacoom located on the campus of Western State Hospital, to be checked for accuracy. Mr. Dennis Dixon commented that they should have a letter stating the Department of Social and Health Services (DSHS) has no objections. Mr. Dan Catron felt a copy of the email would suffice for such purposes.

Mr. Dan Catron explained the filing of the form requires a 30 day written notice to the property owner and applicant, as well as a 10 day notice published in the paper prior to the board holding a public notice and vote on such a designation. The group agreed to hold the next meeting on the fifth Thursday of the month, July 30<sup>th</sup>, to allow the proper timeframe. The group discussed the form line by line to clarify their own understanding and accuracy. It was decided to add a checkmark to the lines #7 and #19 before the public hearing and acceptance of the form.

Ms. Stephanie Walsh, Chair, requested Mr. Dan Catron get the notice written and mailed as well as public hearing notice published in a timely fashion to propel this project to the finish.

### Response from Email Offer to Help Little Red School House

Ms. Stephanie Walsh, Chair, read aloud from an email she sent to Clover Park School District Superintendent, Ms. Debbie LeBeau, where Ms. Walsh offered to help facilitate the grant writing process regarding the moving of the Little Red School House. Ms. Debbie LeBeau responded that "the project is still on their radar". Mr. Dan Catron confirmed CPSD had submitted permits to change bus travel around the school house location on the property.

## **NEW BUSINESS**

### Lakewold Sunroom - Introduction

Ms. Stephanie Walsh, Chair, gave the authority of the meeting over to Mr. Glen Spieth, Vice-Chair while she spoke about the Lakewold Garden Sunroom restoration project the board has been reviewing. Copies of artist renderings were provided to the group to facilitate discussion of features that had been decided. Ms. Stephanie Walsh, Chair, explained the picture window beams are rotted on the 1950's structure and not up to code. The current windows are single pane and need to be replaced with insulated panes to meet code. The roof leaks considerably due to rotted beams. The property has a 100-year-old Douglas Fir which has grown dangerously close to the building which they have decided to remove.

When considering what size windows would be required and how the original look could be kept, Mr. Dan Catron suggested speaking with the City Building Official, Leonard Yarberr, to query any special provisions, flexibility or leniency in certain areas of the code because the structure is a historical building. Mr. Dan Catron noted a full scope of the project would need to be made clear. Ms. Stephanie Walsh, Chair, agreed to contact City staff to arrange for meeting with Planning Department, Building Official, her architect Mr. Roger Hansen of HHJ Architecture and Construction, as well as Jennifer Schreck, Consultant and Christian Fynboe, Structural Engineer.

This discussion was closed and meeting authority returned to Ms. Stephanie Walsh, Chair.

Project Ideas for Future Grant Opportunities

Mr. Dan Catron informed board members every CLG in Pierce County received a \$5,000 grant (including LHAB) with no match requirement. It was explained that the receipts must be turned in for reimbursement no later than November 30, 2015. Mr. Dennis Dixon commented on the difficulty in spending the money that quickly with a project requiring a large scope of details. Ms. Stephanie Walsh, Chair, requested suggestions of smaller projects for how the board could use the monies.

Mr. Dan Catron let the group know he has been working on the contract to hire Ms. Jennifer Schreck, Consultant to continue working with the board. He added that the draft contract is with the City's legal department and should be signed soon.

Mr. Glen Spieth, Vice-Chair, advocated rearranging the tour map to include newer markers he is ready to place. He agreed to begin work of identifying sites for submittal to the graphics shop for reprinting.

Mr. Dennis Dixon suggested the blue binder of all the documents and color pictures related to historic preservation and sites be scanned and placed on the website. Mr. Glen Spieth, Vice-Chair, recommended cross-referencing the index for the Lakewood historic properties by both site address and property name.

Ms. Stephanie Walsh, Chair, queried Mr. Dan Catron as to next steps of the process. Mr. Dan Catron advised that they first resolve the contract for Jennifer Schreck, Consultant. Then Ms. Schreck could complete a "road map" for the budget and find out price breaks at different quantities of the items they want to publish with grant monies.

**PUBLIC HEARING**

None

**OTHER**

**Next Meeting** is scheduled for 6:00 p.m. on the fifth Thursday, July 30, 2015.

Agenda Items to include:

- Public hearing for the designation of Historic Fort Steilacoom as a community landmark.
- Projects to apply a \$5,000 County grant.

**Meeting Adjourned** at 7:08 p.m.

 FOR 7/30/2015  
 Stephanie Walsh, Chair  
 Landmarks & Heritage Advisory Board

 7/30/2015  
 Karen Devereaux, Secretary to the  
 Landmarks & Heritage Advisory Board