



# Agenda

## Edmonds Historic Preservation Commission

FOURTNER ROOM

121 5TH AVE N, CITY HALL - 3RD FLOOR, EDMONDS, WA 98020

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**APRIL 13, 2017, 5:30 PM**

- I. CALL TO ORDER AND ROLL CALL**
- II. APPROVAL OF MINUTES**
  - 1. Approval of Draft Minutes: March 9, 2017
- III. AGENDA ADDITIONS / CHANGES**
- IV. REQUESTS FROM THE AUDIENCE**
- V. NEW BUSINESS**
  - 1. 2019 Historical Calendar Theme
- VI. UNFINISHED BUSINESS**
  - 1. Update on the Edmonds Museum Exhibit
  - 2. Recap of Volunteer Day
- VII. ACTION ITEMS**
- VIII. COMMISSION CHAIR COMMENTS**
- IX. COMMISSIONER COMMENTS**
- X. ADJOURNMENT**

## Historic Preservation Commission Agenda Item

Meeting Date: 04/13/2017

Approval of Draft Minutes: March 9, 2017

Staff Lead: N/A

Department: Planning Division  
Prepared By: Diane Cunningham

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### Background/History

N/A

### Staff Recommendation

Review and approve the draft minutes

### Narrative

Draft minutes are attached

Attachments:  
HPC170309d

**DRAFT**  
Subject to April 13<sup>th</sup> Approval

## CITY OF EDMONDS HISTORIC PRESERVATION COMMISSION SUMMARY MINUTES OF REGULAR MEETING

**March 9, 2017**

### CALL TO ORDER AND ROLL CALL

Chair Scott called the meeting of the Edmonds Historic Preservation Commission to order at 5:40 p.m. in the 3<sup>rd</sup> Floor Conference Room of City Hall, 121 – 5<sup>th</sup> Avenue North.

### COMMISSIONERS PRESENT

Tim Raetzloff, Chair  
Eric Livingston, Vice Chair  
Steve Waite  
Sandra Allbery  
Chris Deiner-Karr  
Emily Scott  
Dave Teitzel, City Council Member

### STAFF PRESENT

Rob Chave, Planning Manager  
Diane Cunningham, Administrative Assistant

### COMMISSIONERS ABSENT

Larry Vogel (excused)

### APPROVAL OF MINUTES

**COMMISSIONER WAITE MOVED THAT THE MINUTES OF FEBRUARY 9, 2017 BE ACCEPTED AS AMENDED. COMMISSIONER DEINER-KARR SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.**

### AGENDA ADDITIONS/CHANGES

The agenda was adjusted to add: Volunteer Day at the Museum, Expedited Permit Process, and Open House Follow Up.

### REQUESTS FROM THE AUDIENCE

There was no one in the audience.

### NEW BUSINESS

#### Volunteer Day at the Museum

Commissioner Scott announced that the Edmonds Museum is holding another “day of volunteerism” on April 1st. Invitations have been sent to a variety of organizations, including the Historic Preservation Commission, asking them to showcase their organizations. She recalled that the Commission participated in the event last year, along with a number of other organizations. She reviewed the materials that are available for distribution, and Chair Raetzloff agreed to man the table. Commissioner Scott agreed to notify the Museum that the Commission would like to participate.

Attachment: HPC170309d (1960 : Approval of Draft Minutes: March 9, 2017)

**Expedited Permit Process**

Commissioner Waite recalled that he was asked to approach City staff to discuss the potential of offering an expedited permit process for properties listed on the Register. In preparation, he reviewed minutes from 2003 Commission meetings where the idea was previously discussed. He reported that a strategy is currently being developed to approach staff on the possibility of the incentive.

**Open House Follow Up**

Commissioner Deiner-Karr recalled that the Commission sponsored an open house a few years ago, where a lot of people professed interest in listing their properties on the Register. She suggested the Commission make an effort to communicate with these individuals to gauge their interest going forward. Ms. Cunningham agreed to forward the Commissioners a list of people who attended the open house. It was suggested that all of the lists of potential properties eligible for the Register should be merged and updated. Letters could be sent to each of the property owners on the combined list to collect interest. The responses could then be split amongst the Commissioners for follow up. The Commissioners and staff discussed the logistics of this approach, and Commissioner Deiner-Karr agreed to work on merging the various lists.

**UNFINISHED BUSINESS****Discussion About the Potential of Creating a Second List**

Chair Raetzloff recalled that the Commission previously discussed the pros and cons of creating a separate list for ‘heritage properties’ that do not qualify for the Edmonds Register of Historic Places. The Commission agreed to continue the discussion at a future meeting. To aid their discussion, Commissioner Allbery agreed to provide a list of historic properties that was compiled by the Edmonds Museum. The Commission agreed to have a more detailed discussion about the roles and missions of both the Commission and the Museum, as well as each group’s priorities and how they can work together.

The Commission discussed the need for funding for additional staff support. It was noted that successful Certified Local Governments have full-time staff support to do the leg work the Commissioners do not have time for. They also serve as liaisons with owners of properties on the Register, as well as owners of prospective properties.

**Historic Calendar**

Commissioner Raetzloff advised that the 2018 Historic Calendar has been finished. However, the Commission should identify potential themes for the 2019 Historic Calendar. They agreed to consider ideas and place the discussion on next month’s agenda. They discussed some preliminary ideas and staff agreed to find out what the Washington State Department of Archaeology and Historic Preservation has chosen for its 2019 theme.

**ACTION ITEMS****Continued Discussion on “Gerdon House” at 209 Caspers Street for Inclusion on Edmonds Register of Historic Places**

Council Member Teitzel provided an update on the improvements being done at the Gerdon House. The applicant does not want to move forward with the nomination until the project has been completed. The property was moved to the April agenda.

**HISTORIC PRESERVATION COMMISSION CHAIR COMMENTS**

Chair Raetzloff did not provide any comments.

**HISTORIC PRESERVATION COMMISSIONER COMMENTS**

It was announced that the Planning Association of Washington’s Annual Conference is scheduled for May 3<sup>rd</sup> through 5<sup>th</sup> in Chelan, Washington. None of the Commissioners indicated a plan to attend.

**ADJOURNMENT**

The meeting was adjourned at 6:25 p.m.

**DRAFT**

## Historic Preservation Commission Agenda Item

Meeting Date: 04/13/2017

2019 Historical Calendar Theme

Staff Lead: N/A

Department: Planning Division  
Prepared By: Diane Cunningham

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### Background/History

N/A

### Staff Recommendation

### Narrative

Discuss options for a theme for the 2019 Historical calendar

## Historic Preservation Commission Agenda Item

Meeting Date: 04/13/2017

Update on the Edmonds Museum Exhibit

Staff Lead: Emily Scott

Department: Planning Division  
Prepared By: Diane Cunningham

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### **Background/History**

Emily Scott will present an update on the Edmonds Museum exhibit

### **Staff Recommendation**

### **Narrative**

## Historic Preservation Commission Agenda Item

Meeting Date: 04/13/2017

Recap of Volunteer Day

Staff Lead: Tim Raetzloff, Chair

Department: Planning Board

Prepared By: Diane Cunningham

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### Background/History

Volunteer Day took place on Saturday, April 1, 2017 at the Edmonds South Snohomish County Historical Museum. Chair Tim Raetzloff represented the Historical Preservation Commission and will provide a presentation on the event.

### Staff Recommendation

### Narrative