

CITY OF PULLMAN  
**HISTORIC PRESERVATION COMMISSION**  
Regular Meeting Minutes  
September 10, 2012

The City of Pullman Historic Preservation Commission held a regular meeting at 7:30 p.m. on Monday, September 10, 2012, in Council Chambers, City Hall, 325 SE Paradise, Pullman, Washington with Chair John Anderson presiding.

ROLL CALL: Present: Anderson, Gruen, Hornback, Munch-Rotolo, Root, Warnick  
Excused: Handy  
Staff: Dickinson, Radtke, Lane

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ANDERSON Opened the meeting at 7:30 p.m. and called roll.

MOTION Gruen moved to accept the minutes for the Regular Meeting of July 9, 2012. Seconded by Munch-Rotolo and passed unanimously.

**REGULAR BUSINESS**  
Draft CLG Grant Agreement Dickinson said that a Grant Agreement has been received and has been reviewed and approved by the city attorney. He said it will go before the City Council on September 11, 2012 to be finalized. Dickinson stated that the actual project activity is on schedule to begin in October and the first step will be to advertise for local consultants.

DISCUSSION Hornback asked for clarification on Item O, Industrial Insurance Coverage. Dickinson clarified that this refers to the State of Washington Worker's Compensation Insurance. He said the city is covered for its employees and contractors will be expected to cover their own employees.

ROOT Asked if the schedule listed in Attachment #6 was for planning purposes only and could be adjusted as needed. Dickinson confirmed that some deadlines were specific but that most could be adjusted as needed. Root suggested that the project begin earlier than the start date listed. Warnick asked if this presented any challenges to the city to start earlier and Dickinson stated it was not a challenge and that was the intention of the city to begin sooner if possible. Root added that starting earlier would contribute to better quality photographs.

ANDERSON Asked if the grant requires payment of the State of Washington's prevailing wage for contracted workers since it is federal money being given to the state. Warnick said prevailing wage applied to trade workers and surveyors would be considered professional workers, therefore, prevailing wage was not an issue. Root answered that it is up to the hired consultant to make sure federal regulations are met

regarding wages paid.

ANDERSON

Said it was a requirement of the grant for city staff to document their time and expenses related to time spent on grant activity. Dickinson said staff was prepared to keep account of hours spent on the project.

GRUEN

Asked who temporary workers on the project would be and if the city would be hiring people in-house. He wondered if the commission should begin looking for possible students. Dickinson said that surveyors might be WSU students. Root said that the hired contractor will outline in their bid proposal who they plan on using to complete the project and the city cannot dictate who does the work. Dickinson reminded the commission that the city is not required to advertise the project and could actually hand-pick a consultant. Dickinson said that the city does intend to send advertisements to several local contractors nonetheless as an informal process. Gruen asked if there was a plan to hire two individuals as shown in Attachment #1 in the grant. Dickinson said that there is some flexibility with the budget and Root agreed saying that only the final dollar amount is fixed.

**REGULAR BUSINESS**

Future Open House

Radke said the commission originally decided to hold a future open house at a property that was on the local historic register. But in the interest of expediency he asked if they wanted to consider using a non-listed property. Radke also said the original plan was to hold the event in early to mid-fall. He offered the suggestion to postpone to the spring.

DISCUSSION

Root offered the suggestion of using the View Room at Gladish Community Center as it is listed on the National Register. He said a consultant might even donate the \$200 rental fee. Warnick asked if Department of Archaeology and Historic Preservation (DAHP) has a presentation that can be borrowed and shown in conjunction with a kick-off event in the spring.

HORNBACK

Said she liked the idea of holding the open house near the proposed Maple Street study area and suggested offering walking tours as part of the event. She mentioned that the Community Congregational church might want to participate. Anderson said the timing of the event with the grant activity was a good idea. Warnick suggested that the Sacred Heart church might also wish to participate and asked if the College Hill Association would support this event. Munch-Rotolo offered to help secure a venue in that area.

DISCUSSION

Gruen asked if the Old Post Office building had been ruled out as a possible venue for an open house. He felt that a property not on college hill would give the public an idea of what type of structure could be

registered since it seems more obvious that properties on College Hill would qualify but that public perception was that this area represented a narrow range of architecture. Gruen felt it was challenge to represent a more recent vintage property, such as the Armory. He felt that Gladish and the Pioneer Center were not central and that the downtown area would be a better option. Hornback suggested the Belltower Building. Warnick felt that having the event downtown would remove any political element but said the Armory is probably not accessible.

**WARNICK**

Asked if staff would contact DAHP to see if they could provide a presentation at the event and Dickinson confirmed that they would.

**HORNBACK**

Asked if the nomination packet is available and Radtke confirmed it is available in paper copy as well as available online.

**STEPHEN FOSTER**  
1310 NW Orion Drive  
Pullman, WA 99163

Introduced himself as a recent graduate from the WSU Master's Architecture program with map and graphic skills. Foster said he has concerns about changing the date for the open house because he felt it was important to give WSU students the opportunity to participate. He also said a map should be included in historic preservation promotional materials and that he'd be willing to assist with developing one. Foster said there should be two open houses, one in the spring and one in the fall.

**REGULAR BUSINESS**

Historic Preservation  
Promotion Materials

Radtke said that he forwarded a summary of the comments from members Munch-Rotolo and Gruen to Warnick regarding a promotional poster. Radtke said staff is seeking feedback on the current version of the promotional poster.

**WARNICK**

Passed out copies of the summary comments and latest version of the poster to members and displayed a large size poster for viewing. Warnick said that he was happy to hand the task over to a qualified volunteer for further assistance because he had reached his technical limit with the project.

**DISCUSSION**

Gruen thanked Warnick for his hard work and said the poster looked good. He said the background images displayed a wide range of work. Warnick said that some of the photos were borrowed from the DAHP website and that he could use some help with the graphics. Gruen asked members for their thoughts on the marketing aspects of the poster. Anderson said the use of exclamation marks is very strong but thought it worked in this case. Hornback said the type was not easy to read and asked if blank areas were behind the type would it make it more legible. Warnick said it would make the type more legible but does not lend itself to making the graphics flow as a complete package. Warnick also said if it was decided to keep the poster in grayscale that

it would be very economical to print and save costs. Gruen said if the amount of words or photos was reduced it might help the overall look. Gruen asked if permission was needed to photograph local properties to include on the poster. Dickinson said he didn't know of any prohibition of this nature but members stated permission should be requested. Gruen said photographs on the poster should be of Pullman properties and Hornback agreed. Warnick said that four to six photos at the most should be used with a wide range of property styles in Pullman being represented. Dickinson said that staff can assist with looking at suitable properties and suggest ten to twelve that can be photographed and help with contacting owners for permission. Anderson formally asked staff to assist with this aspect. Munch-Rotolo said commercial properties should also be included. Hornback suggested there would be more room for photos if the border was reduced and Warnick agreed and said the certificate border was overpowering.

ANDERSON

Said he will contact other cities to find out what materials they use.

**REGULAR BUSINESS**

War Memorial Monument

Radtke said staff is providing information the commission was requesting regarding ownership of the Veterans' War Memorial. He stated that Alan Davis, Parks and Recreation Superintendent confirmed that the city now owns the monument. Radtke said Davis feels it might be advantageous to relocate the monument to the city cemetery on Fairmount Drive in order to preserve the monument. Radtke said that Davis also plans on updating the name plaques with local veterans not currently listed.

ANDERSON

Said the city is prepared to expand and landscape the cemetery property.

DISCUSSION

Munch-Rotolo asked if WSU would be funding this project. Radtke said that WSU would not be responsible to pay for the project since it is a city project. Hornback asked if the monument needs to be moved because she said it would be more visible left where it currently is. Root said from a historical preservation perspective that the monument should not be moved because it destroys the integrity and it would make the monument ineligible for the National Registry. Gruen said he thought the monument beautifies downtown and that moving it would reduce its visibility. Root said that there aren't any monuments at the cemetery currently that aren't grave markers. Root said he thought it would be beneficial to review the plans for the new WSU Visitor Center on the adjacent Main Street property before making a decision. Warnick agreed, stating that the monument is on a location that isn't conducive to building on anyway, being a triangular corner. Hornback said that having the parking area adjacent to the monument would be

beneficial if needed for future events at the monument. Root said moving the monument creates more problems than it solves. Dickinson said that staff would pass on the HPC's comments to Davis. Munch-Rotolo moved to recommend that the Veterans' War Memorial monument stay in its current location. Root seconded the recommendation and it passed unanimously.

JOHN CHAPMAN  
405 NW North Street  
Pullman, WA 99163

Said he enjoys the monument downtown and feels it wouldn't be as visible at the cemetery.

EILEEN MACOLL  
1165 S. Grand #58  
Pullman, WA 99163

Said she wanted to thank the commission for taking this action to preserve the monument in its current location.

**OTHER BUSINESS**

Hornback said that she talked to the Chamber of Commerce Business Development Committee regarding a possible downtown historic district. She also said that she talked to Mike Yates, who owns several buildings downtown, because she feels he has dealt with his properties in a positive fashion.

**UPCOMING MEETINGS**

October 8 – Gruen unavailable.  
November 12 – Federal Holiday, Commission elects not to meet.  
December 10 – No conflicts noted.

**MOTION**

Warnick moved to adjourn the meeting. Seconded by Hornback and passed unanimously.

**ADJOURNMENT**

The meeting was adjourned at 9:04 pm.

**ATTEST:**

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Chair

\_\_\_\_\_  
Planning Director

\_\_\_\_\_  
Secretary