

CITY OF PULLMAN  
**HISTORIC PRESERVATION COMMISSION**  
Regular Meeting Minutes  
October 8, 2012

The City of Pullman Historic Preservation Commission held a regular meeting at 7:30 p.m. on Monday, October 8, 2012, in Council Chambers, City Hall, 325 SE Paradise, Pullman, Washington with Chair John Anderson presiding.

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

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

MOTION Warnick moved to accept the minutes for the Regular Meeting of September 10, 2012. Seconded by Hornback and passed unanimously.

**REGULAR BUSINESS**  
HPC Future Open House Radtke stated that several options exist to invite a representative from the Washington State Department of Archaeology and Historic Preservation (DAHP) to make a presentation at a local open house type event. Radtke said that Megan Duvall thought it would be possible to obtain a speaker, especially if the date was combined with another event in eastern Washington.

DISCUSSION Warnick said he thought Chris Moore from the Washington Trust for Historic Preservation was a good choice and asked if staff could contact to see if he would be available in March or April. Munch-Rotolo agreed and said she heard that the Washington Trust for Historic Preservation was interested in some kind of collaborative effort in eastern Washington. Anderson stated that the goal was to have someone speak about historic preservation and how it relates to the CLG so it wouldn't matter if a speaker was from DAHP or the Washington Trust group. Munch-Rotolo said that Michael Hauser usually is in the area around Easter if the HPC wanted to see if he was available to present at the open house. Handy stated Nick Vann might be a good choice of speakers since the available tax credit is a big motivator for property owners. Munch-Rotolo said that it would be good to not plan an event during WSU spring break. Hornback said she thought a Thursday evening would work well. Handy said the HPC needs to consider if a venue is available. Hornback suggested using city hall for the event since it is free and would be considered a neutral location. Hornback also added that it might be more appropriate to hold an educational or informational workshop in different areas such as Maple Street or the Pioneer Center after a local property has been

listed on the local register. Warnick suggested the library conference room might also be a neutral location to hold an open house. Munch-Rotolo confirmed that the library conference room holds 60 occupants, is also a neutral location and provides a friendlier setting but that the HPC would need to bring their own projector. Radtke offered to contact all speakers for availability.

**REGULAR BUSINESS**  
Promotional Poster/Materials

Radtke provided sample photographs per email suggestions to incorporate into the draft poster created by Warnick.

**DISCUSSION**

Warnick provided members with an alternative poster designed with help from volunteer Steven Foster. Warnick felt the new poster was very word heavy compared to the direction of the HPC to keep the poster more simple and easy to read. Warnick stated that the photos could be substituted for those that staff provided and the poster could be printed in black and white or sepia format to save printing costs. Root said the design was more suited to a brochure. Handy said the word "permission" could be softened. Root suggested using "approval" and Warnick suggested "review." Handy said he liked the brick outline used instead of the certificate border. Anderson said he liked the design of the original poster and Warnick offered to incorporate the suggestions for improvement. Radtke offered to send electronic copies of the sample photographs to Warnick and Root. Anderson asked staff if the city has resources available for a poster and Dickinson said it depended on the cost. Root said that the commission should first solicit community contributions and Anderson agreed. Dickinson asked for clarification on what purpose the poster would serve and Anderson said it would be available to use at different community events as a general display to promote the HPC.

**REGULAR BUSINESS**  
Veterans' War Memorial  
Monument

Dickinson stated that the American Legion organization is strongly in favor of relocating the monument to the city cemetery but they are willing to have discussions with interested parties.

**DISCUSSION**

Anderson asked what problem is being solved by moving the monument and Dickinson said that WSU is interested in having the site cleared for future development. Root said he thought it was a good idea to have someone from the American Legion come share the reasoning for their decision with the HPC. Root also said he wondered if it was a good idea to wait until WSU develops plans for the site and then see how the two parties can work together. Dickinson said that he received a letter from a Johnson Road resident that commended the HPC for the decision to leave the memorial at its current location. Root

asked if the monument was listed on the local register would it be required to come before the HPC before plans could be made to relocate it and Handy asked if staff thought the city would agree to list the monument on such register. Dickinson stated that such an action would have to be approved by Council action. Dickinson offered to set up a meeting with the American Legion and asked the commission if they wanted staff to invite Alan Davis to the meeting as well. Warnick said it would be beneficial to invite representatives from the American Legion, WSU and Alan Davis.

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Said she wanted to strongly encourage the commission members to stick by their original decision to keep the monument at its current location.

**REGULAR BUSINESS**  
Proposed Development at  
1215 NE Monroe Street

Dickinson said the city received applications for proposed land use action at 1215 NE Monroe Street. Because the property is adjacent to the College Hill Historic district the city was asked to present this information to the HPC. Dickinson also said that the owner just submitted a change in the plan for review as a rough draft to revise the plan to now build two duplexes with four units total instead of two buildings with 3 units each. This revised plan is being submitted to the site plan review committee on September 17, 2012 for their comments. Dickinson said staff reviewed the project regarding its historical significance and found nothing substantial. Dickinson said this matter is being submitted to the HPC for their review and discussion but requesting no action be taken as the HPC is not in a position to do so.

DISCUSSION

Munch-Rotolo stated that the reason she requested this project come before the HPC was not because of this specific property but more about the general review process since this structure had not been inventoried. She asked if the commission wants there to be some kind of process of review when cases of this nature arise. Munch-Rotolo said that some communities require an inventory prior to demolition so that it is known what structure existed previously.

ROOT

Asked if the State Environment Policy Act (SEPA) applies in this case. Dickinson said there are certain triggers for a SEPA review such as certain amount of grading and the number of units and this property doesn't meet that criteria.

DISCUSSION

Warnick asked Munch-Rotolo if her concern was more about getting the property inventoried in hopes to preserve it or because the property is adjacent to the College Hill Historic District. Munch-Rotolo answered that she was more concerned because it was adjacent to the Historic District. Root asked if the HPC should request the property owner to complete an inventory form but Munch-Rotolo stated there is

not enough time before the demolition occurs. Root stated that even though the building is considered historic it does not appear historically significant making it eligible for a local register. Dickinson said there is already a process that was approved by the HPC in November 2011. Dickinson stated that the current policy states that if a project is proposed for a property that is located on a national or state historic register, or if a property was deemed by planning staff to be potentially eligible for listing on an historic register then staff decides at its discretion whether or not to review it itself, or refer it on to the HPC for their review. Dickinson also stated that it is understood that Pullman is a CLG now and so staff exercises due diligence when older buildings are proposed for demolition and this policy was followed in this case.

Warnick asked staff for a summary of the review that was done in this case and Dickinson stated that they conducted the process as was outlined in the memo; they looked through building permit files, visited the Whitman County Historical Society office twice, explored who the former owners were and when they owned it, and also inquired of the WSU History department with no response, and from building inspectors regarding the quality of the structure. Munch-Rotolo said she thought the process should also include what style the structure is. Dickinson said the suggestion would be taken into consideration.

Warnick asked staff if the product of their research was formalized in some way. Dickinson stated that the memo was the extent that this process was formalized with a letter also written to Munch-Rotolo summarizing staff's research. Warnick also asked if the city saved files of properties that have been demolished and Dickinson said that the city maintains the bare minimums, such as the demolition permit and any associated paperwork. Handy said it would be interesting to at least have photographs available to document structures that have been demolished-perhaps saved electronically to save physical space. Root stated that just because the HPC finds something interesting doesn't mean they should spend taxpayer's money and staff resources to complete the task and perhaps the HPC could do the task themselves. Dickinson confirmed that if a property is 45-50 years old and is slated for demolition that because the city is now a CLG it will be reviewed by staff to determine its historic significance. Warnick asked staff if this is the first time staff has completed an extra review and Dickinson answered in the affirmative, stating that this has been the only property that has been deemed potentially significant that has been slated for demolition. Root said there is a way to archive photographs and information into WIZZARD and he will find out more details and share with staff. Hornback asked for the information to be included in the address file and Munch-Rotolo asked if the information could also include a brief architectural description and Anderson suggested this be

part of the standardized form that was discussed. Dickinson said staff will prepare a draft of the standardized form for HPC review.

**OTHER BUSINESS**

Dickinson reminded members that the National Trust for Historical Preservation will be sponsoring a conference in Spokane on October 31 through November 3<sup>rd</sup>.

Dickinson also reminded members that on December 31, 2012 terms will expire for both Root and Warnick. Root and Warnick said they are agreeable to continuing to serve on the commission. Dickinson said he will see that their request for reappointment is delivered to the Mayor.

**UPCOMING MEETINGS**

November 12 – Federal Holiday, Commission’s preference is to combine November and December meetings on November 26.

December 10 – Commission’s preference is to combine with November meeting on November 26.

January 14 – no conflicts noted.

**MOTION**

Munch-Rotolo moved to adjourn the meeting. Seconded by Hornback and passed unanimously.

**ADJOURNMENT**

The meeting was adjourned at 8:59 pm.

**ATTEST:**

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Chair

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

\_\_\_\_\_  
Secretary