

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

The City of Pullman Historic Preservation Commission held a regular meeting at 7:30 p.m. on Monday, December 12, 2012, in Council Chambers, City Hall, 325 SE Paradise, Pullman, Washington with Chair John Anderson presiding.

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

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

MOTION Gruen moved to accept the minutes for the Regular Meeting of October 8, 2012. Seconded by Handy and passed unanimously.

REGULAR BUSINESS
Draft Request for Proposals Dickinson said the city recently received a fully executed grant agreement from Department of Archaeology and Historic Preservation (DAHP) and the next step in the process is to solicit submittals by distributing a Request for Proposals (RFP) to preservation consulting firms in the area.

DISCUSSION Hornback stated she did not feel the scope of work was clearly worded and asked if the guidelines that are referenced in section III, Scope of Work could be included in the text; specifically "Washington State Standards for Cultural Resource Reporting." Root explained that the guidelines are very specific and too lengthy to include in the RFP.

Root said he thought the RFP made it sound like the city was conducting the survey when it says "With the aid of the consultant, the city will conduct the survey activity and produce complete inventory forms and a survey report..." Dickinson said the intent was to convey that the city is responsible for the work but agreed the wording could be changed to better reflect that the consultant is performing the actual work.

Root said it was his understanding that the consultant would be responsible for selecting properties and didn't think it would be limited to only properties included in the enclosed map. Dickinson said he would verify what was conveyed to the state in the grant. Warnick said he counted 54 parcels that are included in the designated map area. Root reminded members that some parcels might include multiple buildings and some houses occupy more than one parcel. He also said

that it should be expected that some homeowners may decline participation. Munch-Rotolo asked why the parsonage was not included in the properties to be surveyed and Dickinson said that it was not included in the map but the HPC has discretion to add more properties. Gruen asked if all the properties located in the College Hill Historic District were as intensively inventoried as is proposed by the current survey. Munch-Rotolo explained that several years of research was compiled by four graduate students supervised by Rob McCoy for the College Hill Historic District properties but that it was not an intensive survey. Gruen asked if properties in the district should be inventoried as part of this grant effort then. Root clarified that properties in a district are typically surveyed only at a reconnaissance level and fall under different guidelines as a district than properties surveyed under state requirements.

Anderson said he thought the wording on the bottom of the first page regarding the soft match provided by the selected consultant could be strengthened to have the requirement documented in the RFP and Dickinson agreed. Anderson also said he recommended adding a time to the deadline in Project Timing so it states that the deadline is by the close of the day at 5:00 p.m., not just through Friday, February 1, 2013 and Pete agreed to update this information.

Anderson asked if a paper copy of the grant could be made available by request but agreed that with the length being 30-40 pages it would be more practical to make it available by emailing a PDF electronic copy.

Root requested the start date of the project be moved ahead to facilitate better photographs and aerial views of properties to be surveyed. He also said that he didn't understand the sequence of dates in the timeline, specifically the date for the First Draft submittal to DAHP since a draft cannot be submitted until WISAARD entries have been completed. Dickinson said that the schedule is a requirement of the grant and clarified that the First Draft submittal is more similar to a progress report.

Anderson asked if the city attorney has reviewed the grant and if there is enough time to execute the agreement by February 1. Dickinson said that the city attorney is aware of the agreement and knows what needs to be accomplished in the next 30-40 days.

Munch-Rotolo asked if the consultant will carry liability insurance because she was aware of an issue where the library wanted to hire a consultant that didn't carry a liability policy. Root said that it is customary for consultants to carry a general liability standard policy. Warnick said he thought it was customary for consultants to carry a \$1

million policy and Root confirmed this as the usual amount.

Gruen asked if the proposals will be reviewed by HPC members and Dickinson asked if that is what members wanted. Anderson said he felt that this was a staff function and Warnick agreed. Gruen asked if staff wanted assistance with this process and Dickinson offered to send out electronic copies to members with a timeline to provide feedback. Anderson asked if this was considered intellectual property and Root answered that was public information. Root suggested making electronic submittals as an option and Anderson said the option should be specific to PDF submittals.

Dickinson asked members if they felt it was reasonable to limit submittals to eight pages in length, plus resumes as indicated in section 6 on page 3 and Root said that it was reasonable and standard procedure. Gruen asked if staff could change the wording under the Scope of Work to say that the work will be carried out by the city planning department with advisement from the HPC and Dickinson agreed to make this change.

Dickinson asked if the HPC wanted the map boundaries to include all the properties that might be considered or consider the boundaries to be approximate to allow flexibility. Root said that he thought a consultant would like to know the amount of work that is required for a set amount of money rather than change things after a consultant has been selected. Warnick asked if properties could be selected outside the map area if a large percentage of homeowners decline participation. Root suggested adding language to allow that option under mutual agreement from the city and the consultant. Handy said the last sentence of the first paragraph accomplishes this purpose in saying "The particular properties selected for the inventory will be decided upon by the planning department based on the recommendation of the consultant."

Hornback said she thought a fair amount of the survey work could be performed from the sidewalk. Root said he was under the impression that if a homeowner declines participation that the city agreed they would not survey that property at any level.

Dickinson said he was comfortable in adding a statement regarding mutual agreement on properties selected but said he felt the grant obligates the HPC to perform 50 intensive surveys. He said that meant it would be advisable to skip newer properties without historical significance, such as a property built in the 1970's. Root said a consultant would still want to document such properties, such as with a photograph in relation to other properties that are surveyed but agreed an inventory form would not be completed for such a property.

Munch-Rotolo asked if the permission letter could also be mailed to the parsonage since it is listed in the description of the Scope of work in case there are enough resources to also comprehensively inventory this property. Dickinson agreed to adding the parsonage to the map as well.

REGULAR BUSINESS

Draft Historic Property
Assessment Worksheet

Radtke presented a draft Historic Property Assessment Worksheet to the commission for their comments to be used by the city to assess potential historic properties when changes, including structural demolitions, are proposed for these properties.

DISCUSSION

Root suggested that “structure” be substituted with “historical property” as a more appropriate description. Munch-Rotolo expressed her appreciation for staff’s work in developing such a form and that it addressed her concerns from the last meeting. Dickinson said that other CLG’s have expressed an interest in using such a form and that he will share the form with the city of Bellingham.

REGULAR BUSINESS

HPC Future Open House

Radtke said he contacted the personnel that Megan Duval at DAHP suggested to invite for an open house and received responses from Nick Vann and Chris Moore. Radtke asked the commission if they wanted to finalize the date of Thursday, the third week of April as discussed at the previous meeting.

DISCUSSION

Anderson asked if a venue had been decided upon and Hornback said she thought they had decided on the library meeting room since there is not an available property that has been nominated for the local register. Anderson said he thought the Pioneer Center is more of an historic property but that it is out of the way and not as convenient a location. Anderson also said that a poster and PowerPoint presentation are needed for the event. Warnick said that he thought it would be a good goal to finalize the date and venue at this evening’s meeting. Warnick recommended April 18th or 25th. Gruen said he would be at a conference the weekend of the 25th and would not be able to attend. Dickinson said that staff would contact the library regarding availability on April 18th and Hornback suggested having an alternate date available. Gruen suggested April 11th as an alternate date. Root suggested the View Room at Gladish as an alternate venue if the library is not available and said that he was sure that someone in the community would be willing to pay the cost of the room.

Warnick distributed 3 different copies of a draft poster for the open house that he compiled with help from community member Stephen Foster. Warnick explained that the newer version had a different font and fewer photos. Because there were various opinions of which poster was preferred it was decided to take a vote. The majority of members preferred fewer photographs and the font that was used on the first

version, minus the vertical banner reading “PRESERVATION” running down the left side. Anderson asked if all the photographs were of Pullman properties and Gruen confirmed that they were.

Radtke asked members if they wanted to add a small QR code to the poster next to the weblink. Munch-Rotolo said she thought it would detract from the aesthetics of the poster but a vote was taken and three members were agreeable to adding a QR code, two were against and two did not vote. Gruen pointed out that the department of planning was misspelled on the poster.

STEPHEN FOSTER
1310 NW Orion Drive
Pullman, WA 99163

Said he thought the content was the most important part of the poster and asked members if they were okay with what was being conveyed.

DISCUSSION

Handy asked if the phrase “requires permission” should be toned down to say “may require permission.” Warnick said that he thought the HPC had decided to use “review.” Gruen said he felt that this sentence was the only cautionary point in the poster that may raise concerns and asked if it was appropriate to include this item in a promotional poster. Munch-Rotolo said she felt the statement explains what the HPC does; otherwise it would be ambiguous. Warnick agreed saying that he understands the poster to be promotional but it would seem too good to be true if it doesn’t explain the necessary process. Hornback said that this sentence is the only one that explains what the HPC does. Anderson suggested using the sentence “Pullman’s HPC approves nominations of historic properties and reviews proposed modifications of properties on the local registry.”

Dickinson asked members if they wanted to use the expression “Pullmanites.” Handy suggested that the sentence just end after “future generations”, without using Pullmanites.

Gruen asked when the poster is expected to be completed and Warnick said it would be done early in 2013 in conjunction with the promotional effort for the open house. Handy asked if the open house date should be added to the poster to promote the event and Warnick said he agreed that it could be added to the “for more information” section.

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

Said that there is only one tax credit available and the text says that there are credits available.

DISCUSSION

Munch-Rotolo said that commercial properties can be eligible for federal credits also so the poster is correct as worded.

REGULAR BUSINESS
Summary of National Trust
for Historic Preservation
Conference in Spokane

Munch-Rotolo gave a report on the National Trust for Historic Preservation conference that she attended in Spokane in October.

MUNCH-ROTOLO

Said that Spokane was one of the smallest cities to host this conference and therefore it was a special privilege. She said that Spokane has been very supportive of historical preservation and mentioned several examples such as the Fox Theater, Bing Crosby Theater and the Davenport. She also said that Spokane has received more federal tax credits for restorations than any other city in eastern Washington. She stated that she received a scholarship offered by the Washington Trust for Historic Preservation with the condition that she share the information with the community and so she chose to share with the HPC. She said the scholarship covered tuition, a field session and a \$200 travel allowance.

Munch-Rotolo stated that there were many workshops available including those on federal tax credits presented by Nicholas Vann. Munch-Rotolo said that Pierce County links the price of demolition permits to the value of the project. She said she attended a field session on Reading, Writing and Restoring that focused on the restoration efforts during renovation of several high schools in Spokane. She said she chose this tour because Pullman is about to introduce a bond campaign for a new high school and if it is approved, the architects that gave the tour would be the same architects used for the Pullman high school.

Munch-Rotolo said that having business cards would have been helpful to exchange with other participants and recommended other members bring their own cards if attending any similar events in the future. She said the event was well attended and that there was always a member of the Spokane city council present at the different events. Munch-Rotolo said that she had several brochures if anyone wanted to see them, including the Secretary of the Interiors Standards for restoring and reconstructing historic buildings that was made available at the conference.

DISCUSSION

Anderson asked where the event will be held next year and Munch-Rotolo stated it was scheduled for October 30-November 2 in Indianapolis. Anderson said that he was impressed with the restoration of both the Steam Plant Grill building and the Fox Theater in Spokane.

Dickinson asked if Washington Trust will offer scholarships for Indianapolis and Munch-Rotolo said she thought they might but probably a reduced number of scholarships.

OTHER BUSINESS

Hornback asked if there was anything to report about on the Veterans War Memorial and Dickinson stated that there was not at this time. Anderson said that he attended the Pullman's Civic Trust meeting and that they expressed an interest in the War memorial.

Dickinson said that he agreed to present on February 4 to the League of Women Voters about our local historic preservation program. Dickinson asked the commission if they wanted to add a discussion about the format of this presentation to the agenda for the January meeting and the commission agreed.

UPCOMING MEETINGS

January 14 – No conflicts noted.

February 11 – Hornback not able to attend.

March 11 – No conflicts noted.

MOTION

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

ADJOURNMENT

The meeting was adjourned at 9:34 pm.

ATTEST:

Chair

Planning Director

Secretary