

CITY OF PULLMAN
HISTORIC PRESERVATION COMMISSION
Regular Meeting Minutes
February 11, 2013

The City of Pullman Historic Preservation Commission held a regular meeting at 7:30 p.m. on Monday, February 11, 2013, 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,
Warnick
Staff: Dickinson, Radtke, Lane

ANDERSON	Opened the meeting at 7:30 p.m. and called roll.
MOTION	Warnick moved to accept the minutes for the Regular Meeting of January 14, 2012. Seconded by Munch-Rotolo and passed unanimously.
REGULAR BUSINESS Plans for April 18 Historic Preservation forum	Munch-Rotolo asked that the timeline be updated to clarify that she will be giving a brief presentation on the College Hill historic district, not the College Hill Association.
DISCUSSION-Timeline	Root said he thought that 30 minutes was too long to wait for the program to begin and Hornback agreed. To shorten the time, Anderson suggested that each part of the program be moved up 15 minutes. Root said he thought that even if a part ran long, it would not cause any problems and Hornback agreed and said it was more important to allow flexibility for audience questions than to stick to a specific timeline.
DISCUSSION-Topic for Chris Moore	Munch-Rotolo said that she has seen Chris Moore give very informative presentations about the Washington Heritage Barn program and suggested that this could be included in his forum presentation. She said that people are very interested in this topic and it provides direct matching dollars. Anderson said he thought this would be an appropriate topic to include as well as presenting an overview of the Washington Trust for Historic Preservation.
DISCUSSION-Activities to include in the forum to set apart from League of Women Voters(LWV) meeting	Anderson said the questions asked at the League of Women Voters meeting focused mainly on the specifics of the special tax evaluation of listing a property on the local registry. Warnick agreed saying the questions were more about the mechanics of the process and from a landowner's perspective.
DISCUSSION	Munch-Rotolo said she felt the content would be largely the same but

with a different format. She said the room will be arranged differently, refreshments will be available and there will be breaks for discussions and possibly brainstorming activities. Gruen said that Dickinson's presentation at the LWV meeting was fabulous and wondered if he planned on doing the same presentation at the forum in April. Dickinson said that he planned on doing a similar presentation but it would probably be shorter since he has less time.

Gruen asked if the program should include time for questions after individual presentations. Hornback asked what would participants be brainstorming about and where that would fit into the timeline. Anderson said they should plan on having a flip chart available so they could write down questions and ideas presented by participants. Dickinson suggested they could ask participants for their thoughts and ideas of how to advance historical preservation in the community and ideas of how to meet the HPC objectives. Anderson said he agreed to serve as a moderator for the forum. Anderson also said that he felt they should be prepared to answer questions as well as soliciting participant opinions on historic preservation.

Hornback suggested having an evaluation form available to participants so they could get feedback about the forum to help plan future events. She also said it could be helpful to have an agenda for the forum which could include a bio for Chris Moore and give a place for each participant to write down questions. Warnick said he thought this was a good idea since not everyone is comfortable in asking questions in front of a group. Hornback said she didn't think this type of program would be conducive to small group discussions or brainstorming sessions but that they could possibly ask participants on the evaluation form if they were interested in participating in this type of event scheduled at a future time. Munch-Rotolo said the library meeting room has a white board available that could be used instead of a flip chart.

DISCUSSION-Types of display

Anderson said the large promotional poster that was recently designed could be used and Root said he thought they should also have some nomination forms available at the event. Handy offered to bring his historical plaques and some photographs for display and asked staff if the city has any historical photographs. Dickinson said he would check.

DISCUSSION –Refreshments

Anderson and Munch-Rotolo both offered to bring a few dozen cookies each. Anderson said he would bring apple and orange juice and Munch-Rotolo agreed to provide cold water.

DISCUSSION-Methods for

Hornback suggested that an advertisement be placed with

promotion

PalouseAds.com but Anderson said that news releases with radio and television would cover this demographic. Warnick said he could help place smaller promotional posters with businesses downtown. Hornback and Handy said they could also help with this effort. Dickinson confirmed these would be posters with an added note advertising the forum. Gruen said he would promote the event to his smaller preservation class but that he would not be able to attend himself. Hornback suggested that an invitation be sent to the Whitman County Historical Society and Anderson agreed adding that they could possibly include the information in their next newsletter. Handy said he thought it would be good to invite local service organizations such as the Rotary and Kiwanis. Dickinson said that staff could draft the two new items, program agenda and evaluation form for the March meeting.

REGULAR BUSINESS

Draft Brochure

Anderson provided a draft tri-fold brochure to members for their review and said he could not find very much information on producing a general brochure; that most cities that he contacted put more emphasis on a walking tour brochure. He said that historical photographs could be added to the front of the brochure.

DISCUSSION

Gruen asked if it was the goal to have the brochure available for the April 18 forum as well as having some available for general purposes. Dickinson confirmed that the brochure could be made available in the lobby of the Planning and Public Works office. Hornback asked if the phone number listed was still a direct number and Dickinson said that the number was still effective but that it could be updated to the Planning Department general phone number, 338-3220. Gruen suggested adding the Planning Department web address to the brochure. Handy suggested listing all the information that was available at the Planning department at one location on the brochure. Gruen asked if the walking tour brochure could be added to the city website and Dickinson said that staff could work on completing this task. Munch-Rotolo asked what the process would be to finalize the brochure and it was agreed that comments and suggestions could be forwarded to Jason Radtke within the next couple weeks and then could be further discussed at the March meeting. Hornback asked if photographs could be included in the next version and Warnick suggested using some of the photographs provided by Munch-Rotolo that did not get included on the poster.

REGULAR BUSINESS

2013 Goals

Anderson introduced the discussion saying that Megan Duvall from DAHP suggested the commission establish annual goals and then stated the 2012 goals and their status and/or progress for completion.

DISCUSSION

Root suggested that the commission apply for another CLG grant to add additional areas to be surveyed each year. Dickinson said that even though this is a good goal, the reason this was not listed as a goal was because staff thought the goal should be purpose driven, not money driven. Anderson suggested indentifying a project first then applying for the funding. With respect to the previous goal of selecting a public property to inventory, Root stated that a property had been inventoried but that the public entity elected not to list the property on the local register. Dickinson asked if there was formal request to the school board to list the Pioneer Center. Munch-Rotolo said that the request had not been presented directly to the school board as she serves on the board. She mentioned that currently there is not any way for the school board to have oversight over the facilities and hopes this could be a possibility in the future.

Warnick said he felt it would be important to have the goal to get at least one property listed on the local register. Munch-Rotolo said she thought the goal should be to get five properties listed in 2013. Warnick said public events such as presenting at the League of Women Voters meeting and the April forum should be successful in increasing participation in the program. Root said that the College Hill Association was successful in encouraging participation with their newsletter and anticipates that completing the College Hill comprehensive inventory will lead to homeowners wanting to get their property on the local register since a majority of the work will already be completed.

Hornback asked about the possibility of listing the war memorial as the first public property on the local register and Root said that it would just require someone willing to complete the work to get it registered. Anderson asked whether it would be advisable to select this property with the recent discussion about moving the monument. Gruen said he thought this was a good reason to get it listed. Root said having the property listed would require any requests to move the monument to come before the HPC first. Gruen asked staff if a member of the commission was to nominate a property would the member need to recuse themselves from the meeting held to consider the nomination. Dickinson said that he received the email from Gruen last week asking the same question and said he forwarded it to the city attorney but has not heard back yet. Anderson said that he would nominate the war memorial being the only military veteran on the board and Root said that he would be happy to assist with the nomination.

Munch-Rotolo said that she would volunteer to work on an additional goal of working with the Whitman County Historical Society to identify local properties that have been associated with significant

events in Pullman's history, such as the Easter day massacre. Munch-Rotolo said she would try and get a list of the top 25 events that happened in Pullman to determine if any of the properties associated with those events are still in existence. Handy suggested looking into the last passenger rail service in Pullman. Gruen mentioned graffiti and the riots on the WSU campus.

Hornback asked if the last two goals from 2012 would be carried forward since they had not yet been met (selecting a public property to inventory and inventorying the downtown area with consideration of forming a district). Anderson agreed they should be added to 2013 goals. Gruen asked to have a goal to update the walking tour brochures.

Anderson and Warnick summarized the 7 suggested goals as:

Select a public property to inventory.

Conduct an inventory of the downtown area with consideration of forming an historic district.

List five properties on the Pullman Register of Historic Places.

Form a partnership with appropriate WSU departments to conduct a reconnaissance-level survey of all historic properties within the city, with the understanding that this work will take place over the course of multiple years.

Prepare and distribute a brochure to promote historic preservation in the community.

Identify an historic preservation project worthy of a CLG grant application.

Update the walking tour brochures.

MOTION

Warnick moved to accept the 7 stated goals for 2013. Seconded by Handy and passed unanimously.

REGULAR BUSINESS

Update on upcoming survey on College Hill

Dickinson said the city is drafting a professional services agreement to formally secure the services of Rain Shadow Research, Inc. Staff anticipates City Council action on this agreement sometime in March.

DISCUSSION

Anderson suggested the city request three original copies of the final report. Root said requirements need to agree with the Request for Proposals that was already sent out to prospective consultants. Anderson stated additional copies could be made from the CD the consultant provides.

OTHER BUSINESS

Hornback said that the HPC meeting was not listed on the city calendar on the web and Dickinson said he would make sure future meetings are added.

UPCOMING MEETINGS March 11 – No conflicts noted.

April 8 – No conflicts noted.

May 13 – No conflicts noted

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

ADJOURNMENT The meeting was adjourned at 8:57 pm.

ATTEST:

Chair

Planning Director

Secretary