

# Burlington Historical Preservation Advisory Board

Tuesday, April 10, 2018 @ 5:00 PM

Parks and Recreation Center

Conference Room – Use South Entrance

900 E. Fairhaven Avenue, Burlington WA 98233

## ***Agenda:***

<b>CALL TO ORDER</b>	<b>EDIE EDMUNDSON</b>
<b>APPROVAL OF MINUTES (01/09/2018 Meeting)</b>	<b>EDIE EDMUNDSON</b>
<b>OPEN COMMENT</b>	<b>EDIE EDMUNDSON</b>
<b>OLD BUSINESS</b>	<b>EDIE EDMUNDSON</b>
• Review Goals-Historical Property Nomination	<b>EDIE EDMUNDSON/JEN BERNER</b>
• Review ARC updated Architectural Study	<b>JENNIFER BERNER</b>
• Update on next Exhibit	<b>EDIE EDMUNDSON/BOARD</b>
<b>NEW BUSINESS</b>	<b>EDIE EDMUNDSON</b>
• Historical Board Operating Procedures	<b>JENNIFER BERNER</b>
<b>ADJOURN</b>	
<b>Next Meeting: Tuesday, July 10 @5:00PM</b>	

## ***Enclosures:***

Minutes 01/09/2018 board meeting

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# Burlington Historical Preservation Advisory Board

Meeting Minutes for Tuesday, January 9, 2018

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**Board Members in Attendance:** Janet Berger, Christine Cooper, Edie Edmundson, Larry Gilbert, Jesse Kennedy, Chris Loving, Muriel Neely and Margie Wilson **City Staff:** Jennifer Berner and Shelley Johnstone

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**MEETING CALLED TO ORDER** by Chairperson Edie Edmundson at 5:00PM.

**MINUTES:** Muriel Neely motions to accept the minutes of the 10/09/2017 board meeting as written; Jesse Kennedy seconds the motion. All are in favor; motion is carried.

## **OPEN COMMENT**

**Unsolicited Donations.** Board members briefly discuss a growing concern regarding unsolicited donations. City Hall's Finance (reception) staff will receive visitors that wish to drop off items that could potentially have historic significance. The primary concern is that the City does not have a museum or proper storage area for the items. Another concern is that the items are frequently dropped off with no background information. Jennifer Berner is coordinating with Finance to develop a method for better handling of the unsolicited donations. Ideally, City staff would simply collect the name and contact information from the donor then forward that information to the board so that a board representative could reach out to the donor to discuss the potential donation.

## **NEW BUSINESS**

**Review Draft of Historical Property Nomination Form.** Jesse Kennedy shares copies of an initial draft of a nomination form that could be used to evaluate properties for inclusion with a local historical register. Jesse pulled from resources at DAHP, its WISAARD system and other nomination forms already in use to develop this initial draft with the intent of developing a tool that could translate directly into WISAARD's inventory catalogue. He suggests a next step might be to test the draft form to determine whether it proves workable. The board ponders whether inviting an architect to participate with the board, or at least the nomination process, might be wise. B-ESD's administration building, formerly Roosevelt High School or the Landed Gentry Building, once Burlington's City Hall could be next endeavors. Jennifer Berner feels that this would help board members refine the nomination process and gain beneficial experience before reaching out to the public.

**Begin Nomination Process with Carnegie Library.** Margie Wilson, Chris Loving and Jesse Kennedy volunteer to put the form through a trial run with the Carnegie Library. January 18 appears to be a mutually convenient date. Jesse Kennedy has also provided a copy of SHPO's Architectural Style Guide as well as an Architectural Description Guide developed some years ago to assist as a checklist for inventorying potential historic properties. He has provided an outline for discussion of a possible nomination process which includes how a nomination would be made and the steps for its evaluation by the board and their recommendation to council. More discussion to come on the topic of 'the process'.

**Update on Exhibit Opening.** Larry Gilbert reports on the new historical exhibit "Burlington's Medical Legends" which opened at the Visitor Center on January 6. The careers of Drs. Hiram Cleveland and Fred Schact are the main focus of this exhibit, two of Burlington's earliest doctors. The exhibit also included many of the vintage medical tools and supplies from Dr. Wayne Martin's collection. The grand opening received stronger attendance than expected, approximately 60 guests stopped in to appreciate the board's latest endeavor. Larry says that the original target date for the Exhibit's opening was in November 2017, but unforeseen circumstances coupled with the holiday season altered that plan. He adds that the assistance from Margie Wilson and Muriel Neely was instrumental to the Exhibit's success. Edie Edmundson comments that the Skagit Valley Herald wrote a nice feature on the Opening, although a reference to the "Carnegie Museum" was inaccurate and caused a momentary ripple.

Several topics are mentioned as focuses for the next exhibit - education, pioneers being two, but ultimately "Burlington Means Business" is selected. The exhibit will highlight local businesses that have stood the test of time. Jesse Kennedy volunteers to put together a brief synopsis for basic exhibit design principals that could be used as a reference for future exhibits.

Margie mentions that Peter Browning, the new Chamber of Commerce director was very supportive of their efforts. She feels he will be a great asset for the board. She will meet with the Chamber's new marketing coordinator about a "highlights through history" feature that the Chamber is interested in composing. Chris Loving reiterates the importance of video recording the historical presentations. The recordings would capture stories possibly told for the last time. Even though this seems like a relatively simply pursuit, creating visually and audibly appealing recordings is important so that they remain pertinent for viewers to seek out. Proper equipment, a budget and an experienced moderator are a few of the things needed to accomplish this pursuit. Jennifer Berner adds that getting a copy of the written speech is beneficial too, when available. She hopes to incorporate more information when revamping the city's website and social media marketing that will help to better support the board's efforts.

The board will work towards a special presentation in March featuring a program by their own Jesse Kennedy and perhaps a historical walk or cemetery tour for the September timeframe. These events along with the new exhibit in July will help to keep Burlington's history in the public eye year round.

### **OLD BUSINESS**

**Budget for 2018 Expenses.** Jennifer Berner states that it is time to develop a budget for the board to work with now that their efforts are gaining momentum. She asks board members to be mindful of the expenses associated with the various projects so that she can pursue financial support in the 2019 budget conversations. Jesse Kennedy expresses the need for more administrative support as well. Jennifer says that the PROS Plan she will be working on in 2018 as well as other metrics will help to identify where that support might come from.

**ARC Presentation to Council.** Edie Edmundson invites board members to attend the January 25 City Council meeting; ARC will present their findings regarding their Carnegie Library evaluation. (The presentation was moved from the January 11 meeting.)

**Meeting concludes at 6:30PM.**

**NEXT MEETING: Tuesday, April 10, 2018 beginning at 5:00PM.** The meeting takes place at the Parks and Recreation Center located at 900 E. Fairhaven Avenue. Attendees should use the **South Entrance** of the building; all other entries will be locked after regular business hours.

*Meeting minutes transcribed by Shelley Johnstone, secretary for Burlington Parks and Recreation.*