

Burlington Historical Preservation Commission

Tuesday, April 13, 2021 @ 2:00 PM

Virtual Zoom Meeting

Dial-in: 1-253-215-8782

Log-in: <https://tinyurl.com/d6v556dc>

Meeting ID: 829 1312 3947

Passcode: 538929

Agenda:

CALL TO ORDER	Sarah Ward
APPROVAL OF MINUTES (01/12/2021 Meeting)	Sarah Ward
OPEN COMMENT	Sarah Ward
OLD BUSINESS	Sarah Ward
1. Carnegie Library Progress Report	Sarah Ward
2. Historical Walking Tour – Audio Feature	Sara Patton, Margie Wilson
3. Ordinance 2.96.020, Commission Composition*	Sarah Ward
NEW BUSINESS	Sarah Ward
4. Historical Society Partnership	Margie Wilson
ADJOURN	Sarah Ward
Next Meeting: Tuesday, July 13, 2021 @2:00PM	

Enclosures:

:Minutes 01/12/2021 board meeting

:*Change to ordinance requires vote. Current language and the suggested change to Section 2.96.020 can be found on pages 5-6.

This page left intentionally blank.

Burlington Historical Preservation Advisory Commission

Meeting Minutes for Tuesday, January 12, 2021
(Meeting held via Zoom due to COVID restrictions)

Commission Members in Attendance:

Janet Berger, Larry Gilbert, Muriel Neely, Sara Patton and Margie Wilson

City Staff in Attendance:

Interim Parks & Recreation Director Sarah Ward and Parks & Recreation Secretary Shelley Johnstone

MEETING CALLED TO ORDER by Interim Recreation Director Sarah Ward at 2:12PM after making introductions to commission members.

MINUTES: Motion to approve of minutes written for the 01/28/2020 meeting is made by **Sara Patton** with correction under the Valerie Sivinski Grant Fund paragraph: the acronym for Conditional Needs Assessment should be CNA instead of CAN. The motion is seconded by **Margie Wilson**. All in favor; motion is carried.

OPEN COMMENT

OLD BUSINESS

Carnegie Library Architect Update. **Margie Wilson** reports that the firm selected after interviews in early 2020 was SHKS Architects. She says the presenting architect during SHKS' interview, **David Strauss**, knocked it out of the park with his attention to detail. **Sarah Ward** shares that she would like to invite **Asst. City Engineer Brian Dempsey** to the commission's next meeting. He has been point person for coordinating with the architect and can update the board with the project's current status.

Margie reports on the various grants pursued in 2020 in the effort to grow funding for the library project. The Colonial Dames of Washington awarded \$2750 towards replacement of the Carnegie Library's front doors (which are estimated to cost \$5,500 in total). **Sharon Lovejoy**, a member of the Dames' Historical Activities Committee, assisted **Margie** in the effort. The award requires matching funds which **Margie** hopes a grant from the Daughters of the American Revolution (DAR) may provide. She has been working with the regent for DAR's local chapter, **Karen Manatt** in that effort. **Margie** says the timeline is tight – Colonial Dames requires the door project to be complete by June 2021; announcement regarding DAR grant awards is not expected until May 2021. **Sara Patton** mentions that she faced a similar circumstance for another project she is involved with, but the grantor extended the deadline after considering to the hurdles created by the COVID-19 pandemic.

The Valerie Sivinski Grant request for \$2000 was not awarded to the commission. **Margie** says she was disappointed when limitations stemming from the City's pandemic closures resulted in an inability to submit a grant request to the Heritage Fund in time for its April 2020 deadline.

Historical Walking Tour Narration Update. **Sara Patton** suggests a letter of appreciation be sent to **Carl Molesworth** who crafted the script for the Walking Tour's audio. **Sara** will verify his wishes to donate the \$500 stipend earmarked for his work. **Don Wick** indicated to **Margie** that he has finished the voice recording of the script. **Sara** will follow up with **Jo Wolfe**, director of the Skagit County Historical Museum, regarding the publication of the audio recording. A next step would be to draft informational panel cards to insert in the Walking Tour brochure and to perhaps find volunteers to help with stuffing. **Margie** says she will work on creating the panel cards, **Sarah Ward** suggests B-EHS 'Varsity in Volunteering' program to assist with stuffing.

Margie proposes as sneak peek via Zoom of the launch of the Walking Tour's new audio feature, perhaps in the spring. The board agrees for a late April date for the sneak peek with an update on progress at the commission's April 13 meeting.

Ordinance 2.96.020 Commission Composition. Discussion at the January 2020 meeting included easing membership qualifiers for representatives. A previous suggestion was to simply require 6 of the 9 commission's representatives to reside within Burlington's recreation service area. **Janet Berger** feels that anyone who has a strong interest in preserving Burlington's history should have an opportunity to be a part of the commission. Those present concur feeling that their mission would be better served if representatives could be sought from broader boundaries, acknowledging that people with a passion for Burlington history may not necessarily reside within the service area. **Sarah Ward** will pursue direction from **City Attorney Leif Johnson** and **City Administrator Greg Young**. She will report back to members once she has more information.

Commission members feel filling the Historic Resource Professional positions with persons that would not only expand the commission's knowledge base but also their networking capabilities would be a wise pursuit. Organizations such as the local chapters of the Daughters of the American Revolution, Colonial Dames of Washington, the State DAHP, and the Anacortes Museum are just a few of the suggested resources for the professionals. **Muriel Neely** suggests that **Bret Lunsford**, director of the Anacortes Museum would be an excellent resource for the commission.

NEW BUSINESS

Commission Member Vacancies. There are currently 3 vacant commission positions. In keeping with the current ordinance, those positions would need to be filled by representatives from the Skagit Valley Genealogy Society, Burlington's Parks Board, and Parks Foundation. **Sarah Ward** will hold off on taking action to fill those positions until proposed changes to the qualifiers for the positions can be addressed.

Janet Berger mentions that the **Mark Knutzen** of the Burlington Historical Society has expressed interest in becoming a commission representative after he's had some time to adjust to his new role as the Society's president. **Margie Wilson** suggests that **Douglas Johnson**, a Garl family descendant, would be a great addition to the commission although his Seattle residency is a current impediment.

Commission's 2021 Work Plan. **Sarah Ward** will take action on the topics discussed at today's meeting. The commission's upcoming priorities are:

1. Determine status of SHKS Architects progress on the Carnegie Library project
2. Take action to further the publication of the Historical Walk's accompanying audio and the brochure's panel card insert
3. Seek direction on the desired changes to the commission's membership requirements.

Muriel Neely mentions that she would find a meeting focused on strategic planning for the commission beneficial.

Sarah Ward adjourns the meeting at 3:23PM.

NEXT MEETING: April 13, 2021 beginning at 2:00PM.

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

Current language for Section 2.96.020 of Burlington historic preservation commission:

A. Creation and Size. There is hereby established the Burlington historic preservation commission, consisting of nine members. Members of the Burlington historic preservation commission shall be appointed by the mayor and approved by the city council and shall be residents of Burlington and Skagit County, except as provided in subsection (B) of this section.

The historic preservation commission shall consist of nine members, including a representative of the Burlington parks board, a representative of the Burlington Parks Foundation, a member of the Burlington city council, a member of the Skagit Valley Genealogical Society, a member representing the Skagit County Historical Society, two historic resource professionals as defined in subsection (B) of this section, and two at-large citizens of Burlington. All members shall be appointed by the mayor with the approval of the city council for a term of three years, with the exception of the Burlington city council representative, which will change annually. The initial terms of the board members shall be staggered, to wit: the Burlington city council member shall be initially appointed to a term of one year, the representatives of the Burlington parks board, Burlington Parks Foundation, and genealogical society shall be initially appointed to a term of two years, and the member of the Skagit Valley Historical Society, two historic resource professionals and two at-large members shall initially be appointed to terms of three years. The two at-large positions, the city council representative and the Burlington parks advisory board representative must be residents of the Burlington recreation service area as defined in the parks and recreation comprehensive plan. Upon vacancy, the mayor shall appoint a board member to fill the unexpired portion of the term. The Burlington parks director shall serve as an ex officio, nonvoting member.

B. Composition of the Commission.

1. All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgment.
2. The commission shall always include at least two professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines. The commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting certified local government (CLG) responsibilities cited in the certification agreement between the mayor and the State Historic Preservation Officer on behalf of the state. Furthermore, exception to the residency requirement of commission members may be granted by the mayor and city council in order to obtain representatives from these disciplines.
3. In making appointments, the mayor may consider names submitted from any source, but the mayor shall notify history and city development related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other source.

Suggested change to Section 2.96.020 of Burlington historic preservation commission:

The historic preservation commission shall be comprised of nine members which will consist of:

- four (4) citizen at-large representatives residing within the Burlington recreation service area as defined in the parks and recreation comprehensive plan,
- two (2) at-large representatives who have an expressed interest in preserving Burlington's history,
- two (2) historic resource professionals as defined in subsection (B) of this section, and
- one (1) representative from Burlington city council.

All members shall be appointed by the mayor with the approval of the city council for a term of three years, with the exception of the Burlington city council representative, which will change annually. The initial terms of the board members shall be staggered, to wit: the Burlington city council member shall be initially appointed to a term of one year, two (2) of the four (4) citizen at-large representatives shall be initially appointed to a term of one (1) year, the remaining two (2) citizen at-large representatives shall be initially appointed to a term of two (2) years, the two (2) at-large representatives shall be appointed to terms of three (3) years. The (4) citizen at-large positions and city council representative must be residents of the Burlington recreation service area as defined in the parks and recreation comprehensive plan. Upon vacancy, the mayor shall appoint a board member to fill the unexpired portion of the term. The Burlington parks director shall serve as an ex officio, nonvoting member.