

Minutes
Mason County Historic Preservation Commission
March 9, 2017
Mason County Department of Health Meeting Room
415 N. 6th Street
Shelton, WA 98584

Members Present: Rick Calvin, Ed Huber, Stephanie Neil, Marty Harrell

Members Excused Absence: Steve Rose and David Willard

County Staff: Michael MacSems and Marissa Watson

I. Call to Order

Roll Call- Mr. Calvin called the meeting to order at 2:02 p.m.

Review and Approve Minutes from February 9th – HPC members look over the Winter 2017 Heritage Grant score sheets from the February 9th meeting. Mr. MacSems will add the scores to the minutes and correct a portion of the minutes relating to scores. Ms. Neil and Mr. Calvin did not see any other issues with the minutes. Ms. Neil made a motion to approve minutes as corrected, Ms. Harrell seconded, all in favor, motion carried.

Correspondence-

- Alliance Review – Winter 2017 Edition
- March 2017 Mason County Historical Society Newsletter
- Deb Dunithan email regarding preservation assistant grants for smaller institutions

II. New Business

Announcements – None

Pictures for MCHPC Website – Although not all HPC members were present, it was decided to go ahead with a picture of members present, sitting around the table.

CLG Training Debriefing – Mr. Huber and Ms. Neil recalled their experiences of the CLG Training and mentioned the speakers who were present. There was discussion of larger commissions and the roles of commission members and staff. Ms. Neil mentioned that some issues were not applicable to this HPC. She mentioned that the training talked about staff members working with grant applicants personally in order to make sure everything was appropriately addressed. It was mentioned that staff should make a recommendation to the MCHPC regarding a grant applicant. Ms. Neil talked about

process and how meetings were run. Two items that Ms. Neil found interesting were that when recussing oneself it can include not only voting and discussion but also leaving the room.

Another item that Ms Neil would like to see addressed is an survey and inventory of all of the historic properties owned by Mason County, she would like to put this on the April agenda for discussion. Ms. Neil talked about the opportunity to do more with County owned buildings. Ms. Neil reiterated that the first step was knowing what we have. Mr. Huber asked if planning staff would be able to help with this inventory.

Mr. Calvin asked if the CLG training included preservation planning. Ms. Neil and Mr. Huber mentioned that it did include this and that Kim Gant from DAHP sent out a Power Point with some of that information. Mr. Huber also mentioned a C.A.M.P training manual, he had a hard copy and a thumb drive. Mr. Calvin asked Mr. MacSems to put the contents of the thumb drive on the website.

Mr. Huber mentioned the Code of Ethics manual and certain words one should not use when describing a project, “like” and “feel”.

Mr. MacSems asked if the CLG Training agenda was different every year. Members answered that yes, the agenda changes every year.

Mr. Huber mentioned that there was a mock review at the training and encouraged everyone to go in order to learn the role of the commission and commissioners.

Ms. Harrell asked if the training is always in Tacoma. The answer was no, it moves around.

Certificate of Appropriateness Procedure Proposal – A draft of the COA for the HPC was handed out for members to review. This COA was based off of the City of Hoquiam’s version. Mr. Calvin talked about the different categories and that certain documents would be required based on the percentage of assessed value of the project. He does mention that some of Hoquiam’s requirements may not be needed in the MCHPC COA.

Ms. Neil said at a minimum they would need a description and pictures of the project. Mr. Calvin included that a consultation can determine if additional requirements are needed.

Mr. MacSems asked if the assessed value is of the structure or structure and land. Mr. Calvin said it is the responsibility of the applicant to prove the assessed value.

Mr. Calvin said Hoquiam’s COA is for format only. Mr. Huber asked how an applicant would access this new COA form. Mr. MacSems said it will be on the website.

Mr. Huber asked if the applicant has to have a permit. The answer is that it would depend on the work being done. Mr. Huber wondered what would trigger a COA. Mr. Calvin

said that a COA would be needed before applying for a building permit and that the permit office should be able to see if property is on the historic register.

Ms. Neil liked the format of the COA form so far, would like this month to review it.

Mr. Calvin asked if HPC members approve of the COA he put together for the Sargent Oyster House, HPC members did not disagree with the format; Mr. Calvin will sign the COA and Mr. MacSems will take it to the Building Department. Mr. MacSems asked for an electronic format of the form.

May 2018 BOCC Display Case – Mr. MacSems asked the HPC if they want to put something together for the display case in Building 1 for May 2018. Ms. Neil said they could work with the Historical Society to put something together. Photos were mentioned. Mr. Calvin asked that this issue be put on the agenda again, six months prior to May 2018, so November 2017. No vote, but all HPC members present agreed to commit to the project. Mr. MacSems asked if May 2018 is not available, would another month suffice? The answer was May is preferable, but if not available another month would work as well.

Other (if any) – None

Old Business

2017 Matlock Oldtimers Festival – The space reservation cost is \$45. Ms. Neil will be gone that weekend and Mr. Huber can't commit at this time, will not know his schedule. Mr. Calvin will be open to set up and tear down, but can't be at the booth the entire time. Ms. Harrell was curious what would happen if they gave the spot up this year. Mr. Calvin replied that if they give the spot up this year, it may not be available next year.

Ms. Neil was curious how much traffic the booth gets. Mr. Calvin replied that it can depend on the weather, but is not sure on the effectiveness of the booth. Ms. Neil also wondered about the effectiveness but \$45 is not that much money and the focus at this event is all historical. Mr. Calvin mentioned that more promotional materials might help the effectiveness.

Ms. Neil made a motion that Mr. Calvin can send a check to pay for the booth at the Matlock Oldtimers Festival. Mr. Huber seconded the motion, all in favor, motion carried.

2017 Cultural Resources Summit – Ms. Harrell will not be able to attend. Mr. Calvin appeared to be the only one available to go, who was present.

Ms. Neil made a motion to sign up Mr. Calvin for two days of the 2017 Cultural Resources Summit at a cost of up to \$300. Mr. Huber seconded the motion, all in favor, motion carried.

May is Historic Preservation Month – Mr. MacSems clarified that this discussion is concerning putting out a press release for interest regarding advertising for historic preservation month. If there is sufficient interest, then an ad can be placed.

Mr. Calvin mentioned they would need to have all responses by mid-April

Mr. MacSems said he will get the press release out as soon as possible.

Mr. Calvin thought April 10, 2017, before the April meeting, should be the deadline for responses regarding interest in advertisement.

Winter 2017 Heritage Grant Status Update – Mr. MacSems mentioned that the BOCC signed the grant contracts for both the North Bay Historical Society and the Pickering Community Club.

Continued Memorial Hall Discussion – Mr. Calvin will write a letter to Mason County Facilities explaining what is needed in an invoice for the Memorial Hall project. The invoices received to date do not address which purchases were item that can be considered historic preservation and which are not. Ms. Neil made a motion to have Mr. Calvin write a letter, as he chooses, to Facilities, addressing the Memorial Hall project. Ms. Harrell seconded the motion, all in favor, motion carried. Mr. Calvin mentioned that they should set a deadline to receive a response by and then brief the BOCC.

Continuing Review Mason County Historic Preservation Ordinance and Review Mason County Historic Preservation Commission bylaws- The HPC looked over the corrections made by Mr. Huber and Mr. Calvin. There were a few corrections that needed to be made, those were marked and will be corrected. Ms. Neil asked if further discussion was needed, no one had further remarks.

Ms. Neil made a motion to send the revised draft Mason County Historic Preservation Ordinance to the BOCC for approval. Ms. Harrell seconded the motion, all in favor, motion carried.

Ms. Neil asked if the underlines in the Bylaws are the changes that were made? The answer was yes. She questioned some of the numbering. Mr. Calvin mentioned that a paragraph was taken out and it will need to be renumbered.

Ms. Neil asked about the Ad Hoc Committee. Mr. Calvin points out that the section is rewritten to say the committee can't exceed a quorum. HPC had a general discussion on the changes that have been made.

Ms. Neil made a motion to accept the Bylaws as revised. Mr. Huber seconded the motion, all in favor, motion carried.

Comprehensive Plan Update- None

Website Update (Creating an On-Line MCHPC Calendar) – Mr. Calvin asked if the HPC wanted a calendar on the site or a link to a calendar outside of the site. Ms. Neil

mentioned looking at other County websites for examples. Mr. Calvin asks Mr. MacSems to look into putting a calendar onto the website.

The HPC agreed they weren't interested, at this time, in having a social media outlet and that the website was adequate for informing the public.

Mr. Calvin would like to keep this topic on the agenda.

Other (if any) – None

III. Other Commission Discussion

Financial Statement- None

IV. Next Meeting Date April 13, 2017

V. Adjournment

At 3:36 p.m. Ms. Harrell made a motion to adjourn. Motion seconded by Mr. Huber. All in favor, meeting adjourned.