

**HERITAGE PRESERVATION BOARD**  
**March 10, 2016**

**ROLL CALL**

Chair Culhane called the meeting to order at 7:00 p.m.

Present: Board Members: Lelia Lanctot, Vice Chair Dirk Mueller, Scott Wilson, Sallyanne Wilson  
Richard Cunningham, and Chair Hillary Culhane

Absent: Board Members: John Knorpp

Staff: Planning and Building Director Neal Toft, Senior Planner/Recording Secretary Kristin  
Teiche

**PUBLIC COMMENT**

There was none.

**PLANNING STAFF'S ORAL REPORT**

Planner Teiche reported on the following:

- Status of City Hall remodel. She informed the Board the contractor has found extensive damage to the front elevation and are removing stucco and repairing damage.
- Before painting, the contractor will place a selection of paint colors on back wall for Board to review. The Board will be informed when it has been prepared.
- Construction work has caused damage to ceiling and walls of second floor bathroom and lobby. The maintenance crew asked if they can repaint with a different color scheme. Board suggested staff check with Jerri on color scheme and placement of colors, trim, walls, and wainscot. They also suggested that staff consult with the archival consultant to insure the color will provide an appropriate background to the photo display.
- Second floor lobby will be outfitted with new blinds with a historic styling if determined to be necessary.
- She asked if the Board wanted to find a way to replace the glass case that was previously located by the men's bathroom. She asked if the Board would consider a replacement display that would fit in the middle of the lobby with a table top for public use when they are filling out paperwork. This is dependent on there being adequate room around the display. The Board was generally supportive of this idea.
- Lelia Lanctot recommended that the Board install a TV in the lobby where the archive of interviews could be run on a loop as a point of interest.

Board Member Morgan asked about the status of City Hall being seismically upgraded?

Planning and Building Director Toft responded that as the work has progressed, it has become apparent that City Hall should have been closed temporarily and staff moved out. The condition of some of the windows and ceilings could have warranted this. However, the building is generally sound. There was a sense of urgency to correct the interior health hazards, due to leaks, etc. while insuring the building continued to function for staff and the public. Currently, the repair budget has been exceeded by approximately 30%.

At present, there is not adequate funding to seismically upgrade the building. The City did not wish to wait for the State to award funds for this process before the current work could start. As he

understands it, the seismic work can be done later without damaging the new windows etc.

Planning and Building Director Toft then discussed the following:

He noted that Dan Schwarz had hoped to attend tonight but had a family obligation. He circulated a memo to the Board drafted by the City Manager which provides more clarity and direction to the Department Directors regarding projects that affect the historic downtown and City owned historic structures.

He assured the Board that the installation and placement of the banner poles was an oversight, and no one was intentionally left out of a review process. The Council had been presented with the proposal for the poles from the Director of Public Works and the Community Foundation who offered to provide the funds to pay for the poles. A local contractor then offered to install the poles as a gift to the City. No one stopped to consider the need for some kind of Design Review because the poles would be in the historic district.

Chair Culhane asked what will happen in the future when some other feature is to be changed, such as a bench at the bus stop. Director Toft noted that, per the memo, any work to be completed by the City within the historic downtown will first be vetted with the Heritage Board.

Sallyanne Wilson stated that historically, there have been banners in the historic downtown. It is not uncommon for a City's public works department to install and oversee banner poles. The controversy with the story poles has come about due to the Community Foundations well-intended effort to provide a communication tool for the community.

The Board was in agreement that no one faulted the Community Foundation.

Director Toft also distributed a memo from the City Attorney addressing communications between board members outside of a public hearing. There was then a general discussion regarding the Brown Act and the information in the memo. The Board was also informed that they have the right to call an emergency meeting if they become aware of a matter they need to meet on prior to their regular monthly meeting.

Chair Culhane asked what will happen next. Director Toft indicated that the Council will be presented with options. First the Council must consider if poles are really needed, and if so, where they may be installed. If another style of pole is proposed in the historic downtown, this will be presented to the Board for their input, prior to any decision.

Neal Toft, Planning and Building Director left the meeting at 8:30 PM.

## **PUBLIC HEARING ITEMS**

There were none.

## **BUSINESS ITEMS**

1. Banner Poles at the intersection of Ward and Magnolia Ave.
2. Discussion regarding the Heritage Boards authority on matters impacting the Downtown Historic District.

The Board agreed that items No. 1 and 2 have been addressed in their discussion with the Planning and Building Director.

### 3. Review of Board Initiatives for 2016

The Board held a general discussion regarding the items provided on the list.

Board Member Morgan asked about the Heritage Awards Program. It was noted the Board has not identified any projects that may be eligible. He asked that staff prepare a list of projects approved by the board over the past 12 months or so.

Due to the late hour, it was agreed this matter would be continued to the April agenda. Chair Culhane requested that each Board member come prepared to recommend their top three initiatives for the Board to consider and to vote on their priority.

### 4. Board Member Reports\_ Board members to share and discuss information and attachments related to historic preservation.

Board Member Cunningham discussed the corner stone that belonged in the front corner of City Hall. This stone held a small time capsule that was removed and opened during the Centennial Celebration. It was recently relocated and will be reinstalled back in the front corner of City Hall. He also suggested that the Board request the corner stone be covered for now. At the completion of the City Hall remodel, the City can hold a celebration and uncover the stone. Chair Culhane suggested the Board plan out the details and organize the party.

Board Member Morgan asked if would make any difference if they officially request the stone be reinstalled. It was agreed this was a good idea.

*M/s Morgan/Mueller moved and approved 6-1-0 (Board Member Knorpp absent) a motion to request the City reinstall the buildings corner stone in its original location.*

It was also agreed that the Board should consider and provide recommendations on appropriate locations for the interment of the new time capsule.

Board Member Lanctot informed the Board they have successfully interviewed past Board Member Helen Heitkamp. The interview was filed by Custom Video Productions, and the cost will be \$550.00. She provided the estimate to staff.

*M/s Cunningham/Culhane moved and approved 6-1-0 (Board Member Knorpp absent) to approve the payment of \$550.00 to Custom Video Productions for their work from the Boards budget.*

The Board then discussed possible individuals who should be interviewed, including Bill Howard, Steve Nichols and Sandy Blauvelt. It was agreed for this budget year, the Board would only be able to make arrangements to interview one person.

*M/s Cunningham/Morgan moved and approved 6-1-0 (Commissioner Knorpp absent) to pursue an interview with Sandy Blauvelt.*

Sallyanne Wilson provided a brief report regarding the volunteer celebration offered by the City and Community Foundation. She noted they gave away 66 books.

Board Member Lanctot reintroduced the idea of mounting a TV in the second floor lobby to run the existing interview videos for viewing by the public. No editing is required, it could just run on a continual loop. Board Member Morgan noted it would be a start toward the creation of a small history museum, in keeping with the Boards goals. He suggested they also look into a wireless connection to

the archival photograph collection. The Board was in general agreement that this should be pursued. Staff will investigate whether there is an appropriate electrical connection for the TV and request approval to install a TV from the City Management.

Board Member Wilson provided some new ideas in encouraging volunteerism. She suggested the Board request the City to advertise for them on the City website or any other means in which the City communicates with its citizens. It would give more people an opportunity to participate in a range of activities.

Board Member Morgan announced that the historic home at 20 Monte Vista has sold recently.

**APPROVAL OF MINUTES**     *M/s Lanctot/Culhane moved and approved 6-1-0 (Board Member Knorpp absent) the February 11, 2015 meeting minutes as amended*

**NEXT MEETING DATE:**     April 14, 2016

**Adjourn:**     *Meeting was adjourned at 9:45 PM*

Respectfully submitted,

Kristin Teiche, Senior Planner/Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted during the March 10, 2016 meeting of the Heritage Preservation Board.



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Kristin Teiche, Senior Planner/Recording Secretary