

MEMORANDUM

Community Development



City of Bothell

DATE: March 19, 2019

TO: Landmark Preservation Board (LPB)

FROM: Sarah Desimone, Historic Preservation Consultant

SUBJECT: Landmark Preservation Board meeting agenda and supporting materials for March 26, 2019.

The next LPB meeting will be held on March 26, 2019 at 6:30pm, as scheduled. Lisa Rossiter, Information Services Systems Supervisor, will be giving a presentation on email security awareness training for Board members. Please be on time as the training is mandatory. You will also be setting your projected budget for 2019-2020 and revising the Landmark Preservation Board Bylaws. This memo transmits to the Board the following information:

- Att-1 Agenda for March 26, 2019
- Att-2 Minutes from February 26, 2019
- Att-3 2019-2020 LPB Budget Worksheet
- Att-4 Bylaws with new meeting time

**Please note that beginning on April 23, 2019, meetings will begin at 6:00pm.

2019-2020 PROJECTED BUDGET

Purpose/Action

The Board will discuss and vote on a proposed budget for the 2019-2020 biennium.

Background

For the past several years, the Landmark Preservation Board has been allotted \$10,000.00 per biennium for LPB programs. The Board has again been allotted \$10,000 for the 2019-2020 period. The Board typically uses its budget for project costs and can also use it to pay for additional staff time toward a particular project. The following items should be considered based on current projects:

- Bronze BRHL Plaques: The board typically provides plaques to owners of newly-listed Bothell Register properties. The Board has applied for a grant to write two landmark nominations in 2020.
- Organizational Memberships: The Board maintains a membership in the National Trust for Historic Preservation, the Washington Trust for Historic Preservation and the Association of King County Historical Organizations (AKCHO). AKCHO membership is required in order to keep the discounted rate on the STQRY app.



City of Bothell™

A G E N D A

LANDMARK PRESERVATION BOARD

**City Hall, 18415 101st Ave NE., Bothell, WA 98011
Conference Room 107/108
Regular Meeting Tuesday, March 26, 2019 6:30pm**

- I. CALL TO ORDER**

- II. NON-AGENDA PUBLIC COMMENTS**

- III. APPROVAL OF MINUTES**
February 26, 2019 regular minutes

- IV. NEW BUSINESS**
 - A.** Email Security Training – Lisa Rossiter
 - B.** 2019-2020 Projected Budget

- V. OLD BUSINESS**
 - A.** Revision of Bylaws

- VI. REPORTS**

- VII. REPORTS FROM STAFF**

- VIII. OPEN TOPIC DISCUSSION**

- IX. ADJOURNMENT**

DRAFT MINUTES
LANDMARK PRESERVATION BOARD
Regular Meeting – Tuesday, February 26, 2019 6:30 pm
Location: City Hall, Conference Room 107/108
18415 101st Ave NE, Bothell, WA 98011

I. CALL TO ORDER

Bill Moritz called the regular meeting of the City of Bothell Landmark Preservation Board to order at 6:30 pm. In attendance were members **Vicki Somppi, Sean Gehrke, Cary Westerbeck, Ray Thomas, Sharron Dimmitt** and **Derek Shelton**. The meeting was staffed by **Sarah Desimone**, Historic Preservation Consultant.

II. NON-AGENDA PUBLIC COMMENTS

None

III. APPROVAL OF MINUTES

MOTION by Somppi to approve the December 18, 2018 regular minutes.

SECOND by Gehrke

Secretary Westerbeck certified the minutes

APPROVED unanimously

IV. NEW BUSINESS

A. Welcome new board members

All board members introduced themselves and shared which part of Bothell they live in.

V. OLD BUSINESS

A. Progress report on the Historic Resources Inventory (HRI) midcentury update
Desimone provided a brief report on the project as well as general background information on historic resources survey for the new members. To date, 468 historic property inventory forms have been added to WISAARD, ten of those properties are eligible for the Bothell Register and six are eligible for the National Register.

B. Progress report on the Downtown Landmark and Historic District Feasibility Study

Desimone provided a brief report on the preliminary findings which include the following: Eighteen (18) properties are individually eligible for the Bothell Register of Historic Landmarks and seven (7) of those are also eligible for the National Register of Historic Places and/or the Washington Heritage Register. Approximately 75% of properties would contribute to a main Street Historic

District and approximately 72% would contribute to a historic district spanning the entire Downtown Special Review Area. Desimone feels that a Main Street district will most likely be more appropriate.

Desimone asked for board input as to when to hold an open house for the project. Westerbeck like the idea of having it in May for National Preservation month. Others felt early September would be best and would like to see it on a Saturday if possible. Somppi suggested holding it at the Park at Bothell Landing or the Lytle House. Members suggested that staff contact Nancy Pipinich and the Main Street business group for input.

VI. REPORTS

- A.** Thomas provided an update on the Honoring Native Lands project that he is spearheading. He has met with James Madison, a Tulalip artist, who is very interested in working on the project. Next steps will include meeting with city leadership to discuss feasibility, narrowing down a project and researching funding opportunities.
- B.** Somppi reported that the Bothell Mall property is for sale and inquired if anyone knows what is happening on the site.
- C.** Moritz has the contact information for the carpenter who will install the North Creek Schoolhouse chalkboards and will contact him.
- D.** Somppi is looking for historical photos of Snohomish County for Washington Mutual's branch in Canyon Park. Her architecture firm is working on one of their branches and has received a request from them for historical photos to use on a feature wall. Desimone will email some to Somppi.

VII. REPORTS FROM STAFF

- A.** Council approved the Board's 2019 work plan.
- B.** Per Council request, Board meetings will begin at 6:00 pm starting on April 23, 2019.
- C.** There will be mandatory information security training at 6:00 pm on March 26, 2019 prior to the regularly scheduled board meeting.
- D.** In light of new members and new meeting time, Board will review the Bylaws at the March meeting. Desimone provided a copy for the members to review.
- E.** Applications for 2020 grants are coming up: 4Culture Special Projects is due March 6th and CLG Grants are due April 26th. Desimone asked if the Board would like to apply for them. Somppi suggested applying to write Bothell Register nominations for some of the midcentury properties. Desimone will complete the application for Special Projects and the board will discuss the CLG grant application at the next meeting.
- F.** Desimone presented board with a 2019-2020 budget sheet and asked them to think about how they wish to allocate their budget. Budget be on the agenda at the next meeting.

VIII. OPEN TOPIC DISCUSSION

- A.** Moritz would like to see the date of listing added to the front page of all of the register nomination forms that are available on the LPB web page as it is difficult

to locate the dates within the documents. Other members agreed. Desimone will add the dates and have the documents reposted.

- B.** Dimmitt asked for the ownership status of the Hillcrest Bell since the city had agreed to convey it to the Bothell Museum. Desimone suggested she reach out to Facilities as it was left in their hands. Gehrke asked if there was any progress on the Hillcrest Bell tower project. Westerbeck and Desimone noted that momentum on the project has stalled. Desimone will look into it and resume the conversation specifically to find out what the cost of the steel piece would be.

IX. ADJOURNMENT

MOTION by **Thomas** to adjourn the meeting at 8:07 pm.

SECONDED by **Somppi**

APPROVED unanimously

Proposed 2019-2020
Landmark Preservation Board Budget Expenditures
\$10,000 allotted for 2019-2020

PROJECT	COST	TOTAL ALLOCATED
LPB Nameplates		
Board Memberships	3/\$35-\$50 each	
Bronze Plaques	\$150 each	
Then & Now Update		
Graphic design	\$7,000-10,000	
Research	\$6,000 (grant pending)	
Printing (2020 or later)	unknown	
Schoolhouse assessment	pending estimate	
Downtown Survey	\$6,200.00	\$6,200.00
HRI Update & Report	\$5,000.00	\$5,000.00
Then & Now research	\$6,000.00	(pending grant award)
Historic District (2020)		(pending grant award)
BRHL nominations (2020)		(pending grant award)
	PRELIMINARY TOTAL	\$

Board Memberships

1. Washington Trust for Historic Preservation
2. National Trust for Historic Preservation
3. Association of King County Historical Organizations

Bronze Plaques

4. Lie House (18640 103rd Ave. NE)

Local Register Nominations

1. Main Street/Downtown Historic District
2. Post WWII-era building(s)

Then & Now Update – pending grant approval and LPB budget allocation

Survey & Inventory 2019

Midcentury HRI Update and survey report – grant funded

Downtown Landmark and Historic District Feasibility Study – grant funded



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City of Bothell
Landmark Preservation Board
BYLAWS AND RULES OF PROCEDURE
Revised ~~September 25~~ March 26, 2018

Article I—Name

The official name of the organization shall be "The City of Bothell, Washington, Bothell Landmark Preservation Board" hereafter referred to as the Board.

Article II—Duties and Responsibilities

The members of the Board accept the responsibility of the office and shall perform such duties as defined under applicable State of Washington Statutes and City of Bothell Ordinances. The Board shall serve as the City's primary resource on matters of history, historic planning and preservation in order to identify and actively encourage the conservation of the City's Register of Historic Landmarks, to review proposed changes to listed properties and to raise community awareness of the City's history and historic resources, as outlined in City of Bothell Ordinance #1258, or as may be hereafter amended.

Article III—Official Seat

The official seat of the Board shall be the City Hall of Bothell, Washington, and meetings shall be held there except on such occasions as the Board may, by majority vote, otherwise direct.

Article IV—Officers

Section 1. Officers

The elective officers of the Board shall consist of a chairman, vice chairman and secretary.

Section 2. Election of Officers

Officers shall be nominated and elected at a regular meeting of the Board in April. Election shall be by a majority vote of the members of the Board.

Section 3. Terms of Office

The elective officers shall take office upon election and shall serve for a term of one year.

Section 4. Vacancies in Office

Vacancies in elective office shall be filled at the next regular or special meeting of the Board for the unexpired portion of the term.

Section 5. Duties of Officers

- a. *Chair:* The Chair shall preside at all meetings and public hearings of the Board and shall call special meetings when he/she deems it necessary, or it is required to do so. Robert's Rules of Order notwithstanding, the Chair shall be a full voting member of the Board and be able to participate fully in its activities, with the exception of making and seconding motions. The Chair shall sign all official correspondence and orders of the Board. He/she shall supervise the preparation of the agenda for all meetings.
- b. *Vice Chair:* shall assume the duties of the Chair in his/her absence.
- c. *Secretary:* The secretary shall be responsible for certifying the official Minutes of the Board.

Section 6. Staff Assistance

The Board will be provided assistance by staff of the Department of Community Development.

Section 7. Qualifications of Board members

Members shall have familiarity with the Comprehensive Plan and zoning codes of the City, have knowledge of the City's history, and demonstrate an interest and competence in historic preservation. The Board shall always include at least two professionals selected from the disciplines of history, architecture, architectural history, historic preservation, engineering, planning, cultural anthropology, archaeology, cultural geography, and American studies.

Article V—Meetings**Section 1. Regular Meetings**

A regular meeting of the Board shall be held on the fourth Tuesday of each month at ~~6:30~~6:00 p.m. at Bothell City Hall. Should the regular meeting day fall on an official holiday, the meeting shall be held the following business day. At such meetings, the Board may consider all matters that may properly be brought before the Board regarding historic preservation. Applicants or persons with business on the agenda for the next Board meeting shall submit all material relevant to their matter no later than 9:00am on the second Tuesday of the month so that it can be posted on the City's website together with the Board's agenda. The Board reserves the right to defer action on any item if additional information is provided after that deadline.

Section 2. Special Meetings

Special meetings of the Board may be called by the Chair and must be called upon written request of any three members of the Board. Written notice of such a meeting and its purpose shall be given to all members not less than 24 hours in advance thereof, and the same notice shall be posted in City Hall.

Section 3. Quorum

A quorum shall consist of a majority of the Board members and no action can be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

Section 4. Voting

At all meetings of the Board, each member shall have one vote on each motion. The affirmative vote of the majority of members present shall be necessary for the adoption of any motion or other voting matter, unless otherwise specified in these Bylaws and applicable City Ordinances. The vote of each member shall be recorded.

Section 5. Agenda

An agenda packet with appropriate back-up material shall be prepared by the Chair and/or staff and shall be distributed prior to each meeting to each member of the Board.

Section 6. Proceedings

- a. The regular order of business at meetings of the Board shall be:
 1. Call to Order
 2. Public Comments
 3. Approval of Minutes of the preceding meetings(s)
 4. Public Hearings and Appeals
 5. Old and/or New Business
 6. Reports from members and committees
 7. Staff Reports
 8. Adjourn
- b. Each formal action of the Board shall be embodied in a formal motion which will be entered verbatim in the Minutes. The Chair shall, at his/her discretion or at the request of any member, read the motion before being voted on, as provided for in Section 4.
- c. A recess may be called, at the discretion of the Chair, unless a majority votes to waive

such a recess.

Article VI—Public Hearing Procedures

All Public Hearings and Appeals before the Board shall be held according to the following procedure:

- a. Chair opens the Public Hearing or appeal and reviews the application orally. Background information may be provided by the staff. To the maximum extent possible, copies of all testimony and reports shall be submitted in writing to be made part of the hearing record.
- b. Spokesman for the applicant may speak in favor of the application.
- c. Interested parties shall be given a reasonable time to comment or make inquiries.
- d. Information submitted shall be factual, relevant, and shall minimize a duplication of previous presentations. A reasonable time shall be allowed for all speakers. Each person speaking shall give his name, address, and nature of interest in the matter before the Board.
- e. At the request of the Board, the staff shall present technical analysis, review planning consideration and policy, cite possible alternatives, and may make recommendations.
- f. Brief rebuttal for proponents and opponents will be heard separately and consecutively.
- g. Board members shall voice other significant considerations and pose any relevant questions through the Chair. The Chair shall interrogate the proper parties for the necessary answers.
- h. If necessary the Board may continue the Public Hearing or appeal to such time and places as the Board may deem appropriate. When all public, Board, and staff comments have been completed, the Board shall vote to close the hearing.
- i. The Board shall discuss the pending action in order to insure that all relevant points are considered, followed by the introduction of a formal motion with appropriate discussion prior to a vote.

Article VII—Rules of Procedures

All meetings of the Board shall be conducted in accordance with Robert's Rules of Order, the State Open Meetings Act, City Ordinance #1258, and other applicable state statutes.

Article VIII—Committees

The Chair may, from time to time, establish committees of the Board to carry out certain specific duties or functions as the Board deems advisable. The Chair of the Board shall appoint the members of each committee, not to exceed 3 members, and shall name the Chair of each committee. The committee shall complete its assigned tasks expeditiously and report its findings, in writing, to the entire Board.

Article IX—Conflict of Interest

All members of the Board shall exercise every effort to avoid conflicts of interest, or the appearance thereof, in the actions of the Board. Any members who, in their judgment, have an interest in any matter before the Board that would tend to prejudice their actions shall so indicate publicly, shall step down and abstain from the deliberations and voting on that matter.

Article X—Absences

The accumulation, by any member, of two consecutive or a total of three unexcused absences from regular meetings and/or public hearings or appeals during a calendar year constitutes grounds for a recommendation, by the Board to the City Council, for removal of that member. An excused absence will

be granted to any member who notifies the city staff or Board Chair at least three days in advance of the meeting.

Article XI—Amendments

These Bylaws may be amended at any meeting of the Board provided that notice of said proposed amendment, together with the precise wording of such changes, shall be given each member, in writing, at least five days prior to said meeting. The affirmative vote of a majority of the members present shall be required for changes to these Bylaws.

These laws adopted January 16, 2001. Revised and adopted September 25, 2018.

~~Vacant~~ Ray Thomas
Landmark Preservation Board, Position 1

Sean Gehrke
Landmark Preservation Board, Position 2

Cary Westerbeck, Secretary
Landmark Preservation Board, Position 3

Sharron Dimmitt
Landmark Preservation Board, Position 4

William Moritz, Chair
Landmark Preservation Board, Position 5

~~Vacant~~ Derek Shelton
Landmark Preservation Board, Position 6

Victoria Somppi, Vice Chair
Landmark Preservation Board, Position 7