

Cowlitz County Historic Preservation Commission
- Meeting Summary

Date and Time:	February 2nd, 2017 10:00am
Participants:	David Brittell (District #1) Nick Fazio (Cowlitz County Department of Building & Planning) Dr. David Rice (District #1) Joel Rupley (Chair, District #2) Cissy Sanders (District #3) Bill Watson (Cowlitz County Historical Museum) Harvey Williamson (Deputy Chair, District #3)
Attendees:	Dave Burlingame Jonell Day Kenagy Jeanette Scibelli Jeff Wilson
Prepared by:	Nick Fazio (Cowlitz County Department of Building and Planning)
Subject:	February 2017 Meeting

The following summarizes key proceedings as discussed during the February 2nd, 2017, Cowlitz County Historic Preservation Commission meeting.

Salutation and Roll Call

- Chair Rupley called meeting to order and asked Nick (staff secretary) to call roll.
- Nick noted that all Commissioners were present.

Acceptance of Agenda and Materials

- Chair Rupley asked if there were any changes to the agenda. The Commission confirmed there were not and Chair Rupley solicited a motion to approve the agenda with no changes. Commissioner Brittell made the motion, and it was seconded by Deputy Chair Williamson.
- The group passed the motion.

Short Announcements

- Nick asked if all Commissioners completed the online mandatory training video, and solicited questions from the Commission. The Commissioners all confirmed that they had completed the training and did not have any questions.

- Nick advised the Commission that there are a few potential nomination reviews for the March agenda. Nick advised that he had 3 staff consults with potential applicants in the previous weeks:
 - Mt. Pleasant Cemetery in Carrolls
 - Pioneer Hall in Ryderwood
 - Private home in Kalama

Nick advised that the application materials must be submitted to him by February 16th to ensure that the materials can be transmitted to the Commissioners. He reminded the Commission that once applications are submitted, site visits would need to be scheduled. He also advised that applicants would be called to testify at the regularly scheduled meeting at which their application is to be considered.

- Nick advised the Commission that DAHP approved our application for CLG and that they sent us a Certification Agreement for the BOCC to sign. The Certification Agreement will appear on the BOCC's agenda for February 14th, and if all goes according to plan we should be a CLG by the last week of February. Nick advised that once the process is complete, we can move forward with the grant application, and that the grant application is on the agenda for today's meeting.
- Commissioner Watson announced that the Director of the Museum, David Freece, has scheduled the Historic Preservation Commission to give a panel discussion at the museum at their First Thursday presentation, May 1st. Audience member Jonell Kenagy clarified the date as May 4th.
 - Nick clarified if it was to be a panel discussion or presentation. He wanted to ensure that if he had to create a PowerPoint for the group that he was prepared.
 - Commissioner Watson advised that it would most likely be a short presentation followed by a panel discussion regarding the Commission's efforts.
 - Nick noted that if there were any specific topics or points of interest that the Commission wanted to cover that they should let him know and he will incorporate those into the presentation. He would then bring it for review at the April meeting.
 - Chair Rupley asked Commissioner Watson if it was a public meeting, and who would be responsible for the public noticing requirements.
 - Commissioner Watson confirmed that it was, and they would be responsible for the public noticing.
- Chair Rupley solicited any more announcements.

- Audience member Jonell Kenagy introduced herself as a Historic Preservation Commissioner from the City of Longview, and announced that the museum's new permitted exhibit was now complete and open. She extended an invitation to everyone present and advised them that it was about general Cowlitz County history from Pre-Contact through now.
- Chair Rupley thanked her for her announcement and advised that we would now open the floor for public comments.

Public Comment

- Jeanette Scibelli introduced herself. She is with the Lower Columbia Contractors Association and was attending just to check it out.
- Jeff Wilson advised the Commission that if all Commissioners were at the First Thursday presentation in May, it would be quorum. He noted that, especially if we were a CLG by then, that he would caution the Commission to notice the meeting properly. Chair Rupley reminded Mr. Wilson that Commissioner Watson would notice the meeting.
 - Mr. Wilson reiterated his caution again and suggested that the Commission really do their best to reach out on that. He asked Nick if it would be considered a special meeting.
 - Nick confirmed and reminded everyone that special meetings can be noticed 24 hours before meeting. Nick confirmed he would be happy to notice the meeting on May 4th at the museum when he noticed the regularly scheduled meeting the preceding Thursday.
- Jonell Kenagy advised in previous similar situations she has experienced, Commissioners simply stayed in three different places.
 - Nick reminded the Commission that it seems the museum's intention was to have everyone together and discuss "business," which means we would need to notice it properly as a public meeting.
- Mr. Wilson suggested that the Commission use social media. He expounded that the public continues to struggle with access to information and that the County government is still "leaving a lot of rocks unturned."
- Nick thanked Mr. Wilson for his comment. Nick clarified that the Department has not received any policy direction or guidance for using social media. Nick asked all to recall that this discussion regarding social media happened several times in autumn of 2016 with the BOCC and that no action has been taken by the BOCC to address the concerns.

- Mr. Wilson agreed, confirming that the BOCC has not taken any action and seem to have been sitting on those requests for more social media engagement.
- Commissioner Rice commented that this would be a great opportunity for public outreach. He suggested that public outreach was critical and that there should be an initial meeting that seeks to gather as much public input as possible.
- Nick agreed and suggested that the Commission carve out a place on a future agenda to prepare and discuss this. He reminded that the BOCC would probably need to give guidance before executing too much, especially in terms of social media.
- Chair Rupley reiterated the Commission's commitment to public outreach. He asked the last member of the public to provide comments if he had any.
- Dave Burlingame introduced himself as the Director of Cultural Resources for the Cowlitz Tribe. He advised that Deputy Chair Williamson contacted him for input and asked how the Cowlitz Tribe could be a partner in this process. Mr. Burlingame commented that he wanted to be involved without politicizing the process and encourage stewardship above all else.

Introductions

- Chair Rupley asked the Commission to introduce themselves.
- Nick and all members of the Commission made their introductions.

Approval of January Meeting Summary

- Commissioner Brittell requested a correction be made to the meeting summary. He advised that at the bottom of Page 2, the names of Commissioner Brittell and Commissioner Sanders seemed to have been switched.
- Commissioner Rice commented that on Page 3, the second item under the first heading needs clarification. He advised that the distinction between an inventory and register was discussed and needs to be reflected in the meeting summary.
- Chair Rupley entertained a motion to approve the meeting summary with edits discussed. Commissioner Brittell made the motion, Commissioner Sanders seconded and the motion carried.
- Nick confirmed he would make the changes and bring in a new copy for everyone at the next meeting.

Discussion of March 7th Training

- Nick reminded everyone about the training, and provided a reminder slip including the time, location and other important details about the training.

- Ms. Kenagy advised that 5 Commissioners from Longview's Historic Preservation Commission were attending and that it was a worthwhile training.
- Mr. Burlingame asked if DAHP was funding and providing the training and Nick confirmed. Nick also confirmed that the website had more information, and the website is dahp.wa.gov
- Chair Rupley confirmed he would be driving himself. Commissioner Rice also said he would drive himself, but asked for directions and information on parking. Nick confirmed he would send out that information to everyone.
- Nick confirmed that Commissioners Watson, Sanders, Brittell and Williamson will be traveling with Nick in the County vehicle. Nick asked Chair Rupley if there were special rules around Commissioner travel and quorum. Chair Rupley confirmed that no discussion of "business" can take place. Nick advised he would still make the public notice.
- Mr. Wilson asked Chair Rupley if he could provide comment and Chair Rupley consented. Mr. Wilson expounded his caution on ensuring that, because quorum would be reached, that the Commissioner travel be treated as a meeting and noticed properly. He also advised that there were travel costs being borne by the County and that the public was entitled to information regarding it. He suggested the Commissioners inconvenience themselves in an effort to avoid quorum. Chair Rupley thanked him for his comment.
- Chair Rupley sought further discussion of the training, and hearing none, moved on with the agenda.

Discussion of Amendments and Updates

- Nick passed out materials for By-Law Amendment 1: Rules and Procedures for the Development of an Inventory.
- Nick advised the group that it was a pretty simple amendment with intentionally simple and broad language. He noted that a big portion of how the Commission moves forward with the development of an inventory is based off of funding sources and other resources. For this reason, the amendment was written in a broad way to provide for flexibility in terms of incorporating as-of-yet unknown variables.
 - The Commission has an obligation to develop a Historic Inventory
 - The process shall follow the basic outline as presented in the amendment, including planning, method development, setting expectations, recording and review.
 - The Inventory should be reviewed before adoption, using criteria outlined in CCC 18.80.

- A motion should be made to adopt the Inventory after review.
- Documentation must be published and made available in multiple formats to the general public.
- The Inventory will be periodically updated.
- All property owners will be sent notification when their property is identified.
- Staff will update the Comprehensive Plan with historic designations.
- Commission will ensure all results are loaded into WISAARD
- Clarification that the Inventory is not an official listing, but a preliminary survey of potentially historic resources.
- No sample language was available, so the material is 100% completely original.
- Nick advised the Commission that if they were happy with the amendment, it could be adopted and signed today.
- Chair Rupley solicited public comments.
 - Mr. Burlingame reminded the Commission that depending on the results, there may be some resources that are not subject to public disclosure. He requested there be a section of the Inventory that is private and not available to the public because it might contain sensitive cultural resources.
 - Nick expressed his belief that the drafted language provided for the Commission to address that under the review process.
 - Mr. Burlingame said that if sensitive material does come up, that it need not affect the Tribe's ability to cross-promote cultural heritage, but it would remain very vague.
 - Commissioner Brittell asked Mr. Burlingame to provide an example of sensitive resources that should not be publically disclosed.
 - Mr. Burlingame provided the example of human remains and associated Tribal burial objects that had made its way to the Tribe first through a local Goodwill store, and then the Museum. Those type of resources are not subject to public notification, especially considering the Federal Regulations that must be met if they are disclosed.
 - Chair Rupley directly asked Mr. Burlingame if the language in the By-Law amendment needs to clarify that issue.
 - Mr. Burlingame said that although he recognizes staff's interpretation of the language used, he would like to see the term "Cultural Resources" used

throughout the document so that it is clear, and strengthen the language about disclosure.

- Commissioner Rice advised that there were some clarifications that needed to be made. The law covers disclosure of specific information about cultural resources or archeological sites. Commissioner Rice referenced a couple state and federal laws and their relationship with what information DAHP has access to.
 - Chair Rupley voiced his concern that it isn't particularly clear that some things may be on the inventory that are not made public. He also wants to see direct reference to those state laws.
 - Commissioner Rice advised Nick he could get that language to him.
 - Mr. Burlingame reminded everyone that the Tribe has special status as a Sovereign with DAHP and that it should be consulted when resources of that nature are found. Commissioner Rice confirmed there were several groups that had access to DAHP's advanced research material due to the proprietary nature of the information.
- Commissioner Brittell asked if the Commission was discussing having a public inventory and a "secret" one.
 - Commissioner Rice clarified and advised that was not necessarily the case. He provided more detail on the fact that there may be listings on the Inventory in which no identifiable information is disclosed to the general public.
 - Nick gave a couple examples from his experience working with tribes in New Mexico to illustrate that point.
- Chair Rupley asked that Commissioner Rice work together with Nick to write some clarifying language in the amendment addressing these issues.
 - Commissioner Sanders suggested it was vital to do this, not only to help guide the current Commissioners but also Commissioners in the future.
- Nick confirmed that he would work with Commissioner Rice to make the needed adjustments and send out new materials in preparation for the March meeting. Chair Rupley asked to put it on the next agenda.
- Ms. Kenagy asked Nick if the Commission had used WISAARD to develop an existing Inventory. Nick confirmed that he had.
 - Commissioner Rice asked Nick if he had taken any WISAARD course and Nick confirmed he had not.

- Chair Rupley asked Deputy Chair Williamson for an update on Amendment 2: Rules and Procedures on working with the Cowlitz Tribe.
 - Deputy Chair Williamson advised that all updates had previously been covered in today's discussion.
 - Mr. Burlingame reminded everyone if they had questions about the Tribe to let him know.
- Chair Rupley asked to move on to Amendment 3: Rules and Procedure for Public Outreach.
- Nick asked the Commission to postpone the development of that amendment for a couple reasons:
 - Writing an amendment is a massive amount of work and takes time.
 - Nick advised the Commission that public outreach is critical and suggested we keep it as a floating agenda item to remind us to address it with urgency.
 - The Commission may want to frame public outreach in a certain way based off of funding resources and the creation of a larger network. These are things we won't know more of until after we complete the grant. Nick suggested that the amendment get tabled while the Commission works on the CLG grant, which may inform how the Commission moves forward with Public Outreach.
 - Mr. Burlingame asked Nick if he was a grant writer and Nick confirmed he had experience writing grants.
 - Commissioner Rice commented that public outreach should include the museum. Nick suggested that we could loop the museum in on the Commission's effort when the public outreach plan is being developed. Commissioner Rice also suggested that they work with Longview's Historic Preservation Commission on outreach. The Commission concurred.
- Chair Rupley asked the Commission if it was ok to postpone Amendment 3 and the Commission agreed. Chair Rupley advised that public outreach would probably require a series of meetings to address adequately and that those meetings would be forthcoming.

Review and Adoption of Documents

- Nick provided physical copies of document materials to the Commissioners (with extra copies going to member of the audience if available).
 - Unofficial Inventory Draft
 - Official Register

- Nomination Application
- Certificate of Appropriateness and Waiver Application
- Special Valuation Application Packet and Real Estate Tax Affidavit
- Nick advised the Commission that they would need to discuss the product for the Inventory and Register. He suggested that creating a document that had the look and feel of what they wanted to accomplish was critical, keeping these resources listed in an Excel spreadsheet was not enough. Nick noted that grant funding may change what can be done with those documents.
- Nick advised that he has handed out 6 nomination applications this month already. Nick sought advice from the Chair. Nick wanted to know if these documents needed to be adopted, or if simply having staff develop them and keep them on hand was enough.
- Nick advised that even though the Certificate of Appropriateness and Waiver were different processes, that they were very similar and could both use the same form. He suggested that a staff consult is strongly recommended when using this form. Commissioner Brittell asked if that was listed on the form. Nick advised that it was not, but that he was developing an information packet to assist applicants through the process.
- Nick noted that all of the Special Valuation forms were from the Department of Revenue and therefore would not be changed or edited. Nick advised that he was happy to incorporate feedback or make changes on all the County forms.
- Chair Rupley asked the Commission if anyone had any comments or changes and the Commission said no, that they were happy with all the forms.
- Ms. Kenagy asked if Nick used a model or template to develop the Nomination Application. Nick advised her that he used the NPS form as a model, but changed it significantly to match our unique needs and context. However, Nick liked the NPS model because of the type of information it tried together, and to familiarize applicants with the cadence of other forms in case they want to list their properties on the State or National Registers as well.
- Nick solicited comments from the Commission and hearing none, Chair Rupley asked to move forward with the agenda.

Discussion of FY 2017-2018 Grant Application

- Nick advised the Commission of the upcoming deadline to complete and submit the FY 2017-2018 CLG Grant application. Nick commented that he thought the grant was critical to the success of the Historic Preservation Program. He mentioned there was a lot of momentum and energy surrounding the Commission and our first shot at getting funding was probably our best shot.
 - Nick reviewed all the forms in the application packet out loud to the Commission.
 - Mr. Burlingame asked if a letter of support from the tribe would help and Nick ascertained that it would. Mr. Burlingame reminded Nick of his contact information.
 - Nick advised the Commission that the important goal was deciding what type of Inventory and Outreach Program the Commission wanted to pursue and how to translate that through the grant application.
 - Chair Rupley asked where the money came from. Nick advised that the money is a mixture of Federal and State funds and that it is administered by DAHP.
 - Nick suggested that the Commission devote some meeting time for this so he could get started on the application. Nick brought up the point of thinking outside the box and asking for funding that will allow the Commission to build a successful program including not only the inventory, but also a public outreach program. Nick suggested that the Commission call a special meeting to discuss the grant application.
 - Chair Rupley suggested that a special meeting be called and the Commission concurred.
 - Nick asked for suggestions, reminding the Commission that he would be out of town in the middle of February.
 - Chair Rupley suggested the last Thursday of February at 10am. The Commissioners approved.
 - Commissioner Brittell asked if the grant money was supposed to be used to hire a consultant. Nick confirmed that it could be used for that, but that it was up to the Commission on how they wanted to distribute the funds between a consultant, volunteer team or local staff.
 - Chair Rupley mentioned that a man came to the last meeting who seemed to have a lot of resources. Nick confirmed that his name was Mr. Von Ronk.
 - Mr. Burlingame advised that Mr. Von Ronk raises red flags for the tribe and that he wants to discuss that.

- Chair Rupley made the point that he was suggesting that we use local resources and interested people to help contribute resources. Nick confirmed that he has a list in his office of people that have expressed interest. Chair Rupley asked Nick to do some coordinating in these efforts and bring a list of resources that the County may have to assist in the development of the Inventory.
- Commissioner Rice suggested that the local high schools and Lower Columbia College get involved. Chair Rupley agreed with that suggestion. Nick advised that he would connect with the schools.
- Chair Rupley suggested Nick also contact the Tribes, as well as local unions and civic organizations.

Next Steps

- Chair Rupley advised that all agenda items had been covered.
- Nick advised the Commissioners of the next Historic Preservation Commission meeting, to be held Thursday, March 2nd, 2017 at 10am.
- Nick advised the Commissioners that he would schedule a special meeting with everyone and send out email notifications regarding that and the museum presentation in May.
- Nick reminded the Commissioners that he would follow up with travel rules.
- Nick reminded the Commissioners to be on the lookout for meeting materials to be sent out the last week of February.
- Mr. Burlingame asked if an email will be sent out. He said that he did not get to address his concerns about Mr. Von Ronk.

Meeting Adjournment

- Meeting was adjourned.

Actions Taken

- Approval of Agenda
- Conditional Approval of January Meeting Summary
- Announcements
- Review of Amendments
- Document Approval

Action Items

- Nick to provide revised draft amendment language by next meeting.
- Nick to provide Commissioners with list of resources.
- Nick to revise January meeting summary.
- Nick to send out email reminders regarding special meeting, May discussion panel and any application materials for review.

Short Announcements/Housekeeping/Upcoming Meetings

- N/A

Next Historic Preservation Commission Meeting

- March 2nd, 2017 at 10:00am.