

**CITY OF LANGLEY
HISTORIC PRESERVATION COMMISSION
Langley City Hall
October 13th, 2009**

Chair Bob Waterman called the meeting to order at 3:02 pm

ATTENDANCE

Members Present: Linda Beeman, Harrison Goodall, Cathy Blackburn, Fran Abel and Bob Waterman
Members Absent: Jerry Finrow, Marty Fernandez
Staff Present: Larry Cort

APPROVAL OF MINUTES

Two changes to the 9-8-09 minutes were made. Dan Breedlove was changed to Ben Breedlove. Harrison Goodall's vote against the changes was changed to Harrison abstained. Cathy Blackburn moved to accept the amended minutes. Harrison Goodall seconded. The motion passed unanimously.

OLD BUSINESS

- A. The commission agreed to accept Harrison Goodall and Jerry Finrow's revisions to the nomination form for the historic section of Library. Bob Waterman agreed to incorporate these changes into final document. The revised nomination form would be used to complete the nomination of the original Langley Library for presentation to the City Council for approval. Larry Cort said that the library nomination could be scheduled for the next City Council meeting provided Larry received the nomination in time to be put on the Council agenda.
- B. Bob Waterman asked for updates on potential nominations. Fran Abel said that she had spoken to Don Dahlgren and that Don's response was to wait for more specific information from the commission about the rights and responsibilities of registration. Fran said that she would do a follow up with Don. The commission discussed the need for additional work to create information that could be given to prospective registrations to answer their concerns.
- C. Cathy Blackburn updated the commission on the printing costs for the walking tour brochure. The commission discussed the printing costs, the number of needed copies, the distribution locations and use of a local company vs. a FSC certified printer. The commission asked Larry Cort about available funds for printing costs and Larry said that funds for historic preservation had been committed for this year and that additional money requests would have to go through the 2010 budget review process. Fran Abel said that she felt strongly that a local printer should be used even if they did not have FSC certification. Cathy Blackburn said that she would bring final layout and printing prices to the November meeting. Fran Abel said that the commission had several printing projects and that there needed to be a discussion about printing priority for these documents. Cathy Blackburn handed out several examples of other jurisdictions frequently asked questions brochures that she liked. Cathy asked the commission to look over the examples and pick out appropriate questions that fit Langley. Cathy also presented options for putting information online or in WORD format as a way to reduce printing costs. Cathy added that an advantage to using an online format was that it provided opportunities for additional links to more information. Fran suggested that the walking tour be put online and folks could print their own copies. Harrison Goodall said he thought the walking tour brochure should be printed for local distribution to the chamber and local hotel/inns and B & B's before expanding the distribution area.
- D. Larry Cort gave an update on the hiring of an inventory professional. Larry said that the City Council signed the contract with the State and that the funding approval would be presented to the

Island County Commissioners for the matching dollars. Larry said that once the Commissioners approved the match, the City could request the funds. Larry said that Request for Qualifications had been sent out. Larry gave the commission a copy of the Request. Larry said that the due date for qualification statements was October 26th and that he would recruit two commission members to go through the statements received and would select three applications to be asked to submit formal bids for the inventory work. Larry said that he hoped to have the selected professionals contacted bids submitted by November 1st. Linda Beeman volunteered to assist in the selection process. Linda suggested Jerry Finrow might be a good choice for the second recruit providing Jerry had available time.

NEW BUSINESS

- A. The commission discussed the need for a question and answer sheet that addressed the maintenance responsibilities for owners of registered properties. The sheet would include maintenance of a registered building and what that meant for the property owner. Bob Waterman said that that information hadn't been conveyed to owners of registered property and that it was an important piece of information to have and convey to prospective nominations before they commit to registering their property. Cathy Blackburn distributed examples of frequently asked questions from several sites. Bob suggested that the commission identify the most important documents that required their attention. The commission identified the need for a frequently asked questions sheet and the need to establish criteria for when the commission would be involved in decisions pertaining to proposed changes to a registered building/site. Several items were discussed including the paint color, the inside/outside painting, the enlargement of a building, the installation of solar panels, window and door change out and maintenance criteria. Bob Waterman expressed the importance of having written criteria to avoid the potential for capricious decisions as commission and design review board members change over time. Larry Cort said that the development of design standards for both the historical preservation commission and the design review Board were on the 2010 work plan. Bob asked commission members to search other jurisdictions frequently asked questions information for their historical preservation and bring that information to the November meeting. Harrison suggested looking at the town of Friday Harbor's web site as a good information resource. Oysterville and Cheney's web sites were also mentioned as good information resources. Harrison Goodall said that Langley was already using the Sec. of the Interior standards and that the next step should be to further interpret and refine these standards for the Langley community. Bob asked how the design review board and the historical preservation commission would work together needed to be identified and the hierarchy of review/decision authority needed to be established. Harrison said the consultant hired to do the inventory could help to identify the significant Langley character features that should be captured in design standards. Fran Abel acknowledged the importance of Harrison's work to identify the character defining features of a building and the importance of incorporating that information into the nomination form. Bob Waterman volunteered to compile the information and put something together for the November meeting. Larry said up to three commission members could work together without violating the public meetings act.
- B. The commission discussion moved on to plaques. The commission discussed sizes and material for plaques, what wording should be on the plaques and who would pay for them. The commission identified two local metal workers (David Gignac and Tim Leonard) who might be interested in making plaques.
- C. Larry Cort showed the commission a proposal from an Eagle Scout candidate to make 4 wooden benches for the Langley Woodmen Cemetery. Larry said the benches would be 18" x 4' and would be movable. Larry said he brought this proposal to the commission's attention because the cemetery is a registered historical site however, it did not require any type of permit from the City. The commission did not express any concerns about the bench proposal. Bob Waterman said this proposal reminded him of the need to have a joint meeting with both the friends of the cemetery and the cemetery board.

ADJOURN

There being no further business Fran Abel motioned to adjourn the meeting; Linda Beeman seconded the motion. The meeting adjourned at 4:45 p.m.

The next meeting is scheduled for Tuesday, November 10th at 3:00pm.