



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD  
AGENDA  
4 – 6:00PM, TUESDAY, JUNE 14, 2016  
LYNNWOOD LIBRARY & CITY HALL CONFERENCE ROOM 4**

- 10. CALL TO ORDER
- 20. CEDAR TREE PLAQUE DEDICATION OUTSIDE LYNNWOOD LIBRARY (SW CORNER)
- 30. ROLL CALL

	Tiffany Villigan, Position #1, Secretary	Elizabeth Lunsford, Arts Commission
	Steve LaFond, Position #2, Chair	TBD, Diversity Commission
	Vacant, Position #3	Christopher Bluford, Parks Board
	Vacant, Position #4	TBD, Planning Commission
	Jeanne Rogers, Position #5, COL Docent	Sarah Olson, Deputy Parks Director
	Gary Ottman, Position #6, SIGS	Fred Wong, Community Programs Coordinator
	Cheri Ryan, Position #7, AMHA, Vice Chair	Gloria Rivera, Senior Planner
		Eric Peterson, Park Operations Superintendent
	Shirley Sutton, Council Liaison	Paul Krauss, Community Development Director

- 40. APPROVAL OF MINUTES – April 12, 2016
- 50. PUBLIC HEARING(S)
- 60. BOARD MEMBER & COMMITTEE REPORTS
- 70. COUNCIL LIAISON REPORT
- 80. CITIZEN COMMENTS
- 90. STAFF REPORT
- 100. BUSINESS ITEMS

100.1 Mayor Nicola Smith’s annual visit	15 min
100.2 Strategic Planning / 2017-18 Budget Priorities	45 min
100.3 Heritage Park Open Houses	10 min
100.4 Interurban Trail Improvement Master Plan	10 min

- 110. FUTURE BUSINESS
- 120. ADJOURNMENT

**Upcoming Meetings:**  
August 9 – Regular Meeting @ AMHA, 4:00pm

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 670-5503 with 24-hours advance notice for special accommodations.

**Lynnwood History & Heritage Board**  
 Future Business Items and Events Calendar  
 Revised 6/10/2016

Meetings: 2<sup>nd</sup> Tuesday of Even Months from 4 – 5:30pm

MEETING DATE	Time	LOCATION	ITEM
June 16	8-9:30am	Lynnwood Convention Center	Mayor's State of the City address
June 25	10-12	Lynndale Park	Community Meeting – Park Projects
<b>July 2</b>	<b>11-3</b>	<b>Heritage Park</b>	<b>Heritage Park Open House</b>
<b>July 18</b>	<b>7pm</b>	<b>City Council</b>	<b>Heritage Plan presentation</b>
<b>July 25</b>	<b>7pm</b>	<b>City Council</b>	<b>Heritage Plan adoption vote</b>
August 2	5-9pm		National Night Out
<b>August 6</b>	<b>11-3</b>	<b>Heritage Park</b>	<b>Heritage Park Open House</b>
August 6	12-7	Meadowdale Playfields	AfroLatino Festival
<b>August 9 (reg meeting)</b>	<b>4 – 5:30pm</b>	<b>AMHA</b>	<b>TBD</b>
August 13		EdCC	LETI Expo
August 20		EdCC	Ubuntu Expose'
August ??		Transit Center	Community Transit / City event
<b>September 3</b>	<b>11-3</b>	<b>Heritage Park</b>	<b>Heritage Park Open House</b>
September 10	10-4	44 <sup>th</sup>	Fair on 44 <sup>th</sup> (safety)
<b>October 11 (reg meeting)</b>	<b>4 – 5:30pm</b>	<b>AMHA</b>	<b>TBD</b>
<b>October 22</b>	<b>10am – 2pm</b>	<b>Senior Center</b>	<b>AMHA Program</b>
November 11			VFW Veterans Day Event
<b>December 13 (reg meeting)</b>	<b>4 – 5:30pm</b>	<b>AMHA</b>	<b>Election of Officers for 2017 2017 Meeting Date Selection</b>

**Future Items:**

- Sound Transit Art Selection
- Historic Register



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD  
MINUTES  
4 - 5:30PM, TUESDAY, APRIL 12, 2016  
ALDERWOOD MANOR HERITAGE COTTAGE, HERITAGE PARK**

10. CALL TO ORDER – 4:00 p.m.

20. ROLL CALL

x	Tiffany Villigan, Position #1, Secretary	x	Elizabeth Lunsford, Arts Commission
	Steve LaFond, Position #2, Chair		TBD, Diversity Commission
	Vacant, Position #3		Christopher Bluford, Parks Board
	Vacant, Position #4		TBD, Planning Commission
x	Jeanne Rogers, Position #5, COL Docent	x	Sarah Olson, Deputy Parks Director
x	Gary Ottman, Position #6, SIGS	x	Fred Wong, Community Programs Coordinator
x	Cheri Ryan, Position #7, AMHA, Vice Chair	x	Gloria Rivera, Senior Planner
		x	Eric Peterson, Park Operations Superintendent
	Shirley Sutton, Council Liaison		Paul Krauss, Community Development Director

30. APPROVAL OF MINUTES: The minutes were approved as distributed.

40. PUBLIC HEARING(S): none

50. BOARD MEMBER & COMMITTEE REPORTS

- Interurban Stakeholders Design Charrette: Vice Chair Ryan reported that she and Chairman LaFond attended the meeting. She thought it was a great session, and appreciated the opportunity to give insight to the city.
- Heritage Park Spring Clean: Board members reported the park clean-up was great and the atmosphere was fun. Jeanne and Gary Rogers recruited the Lynnwood Kiwanis to be in charge of the Interurban for the June and August Open Houses, since the Rogerses will not be in town. Board member Rogers will train the Kiwanis members on how to open the trolley barn and car, and what to say to visitors. Deputy Director Olson will coordinate with them. Superintendent Peterson reported that 25 yards of bark were put down around the park, and that his staff enjoyed being at the event. He also suggested that next year lunch be at the end, because people were sluggish after lunch, plus there was no second shift that came after lunchtime.

60. COUNCIL LIAISON REPORT: none

70. CITIZEN COMMENTS: none

80. STAFF REPORT

- Deputy Director Olson reported that the Healthy Communities Action Plan dates have been rescheduled to May 2 and 9.
- Deputy Director Olson reminded the board that there are still two open positions on the board, in case anyone knows someone who might be interested.
- A local vendor is being tried out for the Heritage Park plaza bricks. This vendor has new prices, and a lower minimum order of bricks. In the spring, the Parks & Recreation

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Foundation website will be updated, including the brick program information. A volunteer is needed to map the bricks that are currently in the plaza. Once everything is set, the brick program can be promoted more.

- The capital projects pages on the Parks and Recreation Foundation website are also being updated. The water tower restoration will begin to move forward. If other restoration/capital projects need to be done for the trolley, those will be started, as well.
- The city is in conversations with the Lynnwood Chamber of Commerce to bring the Chamber to Heritage Park. Most likely, there would be one employee using a room upstairs in the Wickers building so the Chamber could have a physical location. Deputy Director Olson expects an approved, or nearly final, agreement by the time of the next History & Heritage Board meeting.
- Coordinator Wong reported the Veterans Museum events and exhibits could potentially be held at the meeting room at Lynnwood Library.
- There will be a Sound Transit art meeting on April 13 to inform city staff how the art process will move forward.
- Coordinator Wong noted that an intern has been developing questions to ask people who make the community a better place, including volunteers who do good things in the community. The resulting stories will be used – in audio, video, or written form – to support the Healthy Communities Action Plan by showing the human side, not just the statistical side.
- The plaque for the cedar tree at City Hall is complete, but now a location needs to be chosen for it. Senior Planner Rivera asked to make sure that Sue Hall, a former member of the Historical Commission, will be invited to the dedication ceremony, since Ms. Hall is the one who suggested the plaque and helped work on it. Coordinator Wong asked the Board if everyone is okay with him and Superintendent Peterson deciding on the plaque's location themselves, and everyone agreed. Deputy Director Olson asked if anyone would volunteer to help write text for a press release regarding the plaque. She also brought up the idea of someone creating a list of all of the plaques done by the Historical Commission/History & Heritage Board.
- Superintendent Peterson commented again that the Heritage Park Spring Clean was a great event and thanked everyone. He also informed the board that the next volunteer event is April 23 at Daleway Park.
- Superintendent Peterson reported the items on the to-do list for summer: painting the trolley barn; painting the exterior of the Wickers building; redoing the striping in the parking lot and possibly adding seal coat; pruning plants around the city's buildings, and possibly AMHA's building. The city received a donation of rhododendrons, so those will be planted at Heritage Park. The spruce tree and pear tree were replaced. Some signage at the park needs to be fixed or replaced.
- Senior Planner Rivera informed the board that the CVS Pharmacy on Highway 99 at 196<sup>th</sup> St SW will have its opening on April 23. The city wanted to have the new businesses at and around Crossroads to have murals on their walls that faced the street, and Senior Planner Rivera had suggested historical murals. CVS said that instead of using historical photos, they would take photos themselves of historic sites around Lynnwood, such as Keeler's Korner and Heritage Park. Senior Planner Rivera noted that there might be inquiries about the history of Lynnwood because of the photographs. It was then suggested that perhaps there could be Heritage Park brochures and Images of America books available at the store.
- Senior Planner Rivera told the board that the owners of the Vietnamese Alliance Church of Lynnwood in the former Masonic Temple contacted the city to find out

whether there's a preservation fund available to help fix the back wall that was damaged during a March windstorm. There is no such fund in Lynnwood.

## 90. BUSINESS ITEMS

### 90.1 Heritage Park Open Houses

- Open Houses will be the first Saturday of June, July, August, and September.
- Community Transit will be at the August open house.
- Deputy Director Olson asked what the board wants at the open house, and how to promote it.
- Vice Chair Ryan said Linda Myers at AMHA will organize refreshments.
- Deputy Director Olson will ask the Arts Commission if they want to be at the open houses, and will coordinate with them.
- SIGS will be open during the open houses.
- Member Ottman showed the board a coloring/activity book that SIGS created for children. SIGS is selling the books for \$5. He also asked if they can be sold at the Visitors Information Center; Deputy Director Olson told him to contact Jennifer Bravo. Coordinator Wong suggested taking one page from the book to use as a free giveaway, with information on where to purchase the complete coloring book.
- Deputy Director Olson says she's ready to move forward with creating an exhibit committee to create exhibits for the large room at the Wickers building. Coordinator Wong suggested having a new exhibit up by summer, when more visitors will be stopping at the Visitors Information Center. Vice Chair Ryan said she would work with Coordinator Wong to begin planning.

### 90.2 Strategic Planning / 2017-18 Budget Priorities

- Coordinator Wong passed around a handout with a table combining all of the board members' answers from the market-defining story with columns for where the audience finds out about us, who the audience is, what sparks their curiosity, and how we draw them in. He asked the board members to pick the top two priorities from each column. Deputy Director Olson suggested adding "Interurban Trail" to the "Where" column; "Transit" and "Trail Users" to the "Who" column; and "biking" to "walking" in the "What" column.
- Coordinator Wong had the board look at two potential mission statements he created and vote on the best. He will e-mail the board the results of the exercises.
- Coordinator Wong regrouped the History & Heritage Board's projects list and asked the board members to pick their top 5 projects out of the entire list. These will be the projects the board focuses on for the next two years.
- Deputy Director Olson proposed potential uses for the remainder of the Historical Commission/History & Heritage Board biennium budget: signage at Heritage Park; Interurban interpretive signs; website or PastPerfect Museum Software for the city to use to digitize its graphic assets; a new exhibit for the Wickers building. Deputy Director Olson and Senior Planner Rivera will get together to figure out how much money is left and how much money each project will cost, and they will present this information at the June board meeting.

### 90.3 Interurban Trail Improvement Master Plan

- Deputy Director Olson reported that improvements could include wayfinding signage, picnic tables, parking, bike repair stops, and interpretive signs/art. More

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details will be available as the master plan is finalized. There may not be money for interpretive signs in this biennium budget, but that could be done with the 2017-18 budget.

100. FUTURE BUSINESS

- AMHA will have an open house May 15. Everyone will be invited to view the new exhibit. Vice Chair Ryan asked Deputy Director Olson if it would be possible to get a proclamation from the mayor. Deputy Director Olson said she will work with them.
- May 11 will be a Major Projects Open House for the city at the Lynnwood Convention Center.
- May 25 will be a joint board/commission meeting at 6:30 (refreshments at 6) at City Hall. The first part of the meeting will be a workshop for multimodal access around the city; the second half will be about the city budget.
- The mayor will attend the board's June meeting, and city staff will have the budget ready.

110. ADJOURNMENT – 5:45 p.m.

**Upcoming Meetings:**

- May 11 – Major Projects Open House @ Convention Center, 5:30 – 7:30 pm
- May 25 – Joint Board/Commission Meeting @ Council Chambers, 6-9 pm
- June 14 – Regular Meeting @ AMHA (unless notified otherwise), 4 p.m.

# Memorandum

**DATE:** June 8, 2016

**TO:** History & Heritage Board

**FROM:** PRCA Deputy Dir. Sarah Olson & Comm. Prog. Coord. Fred Wong

**RE:** Staff Report

## **Program & Project Updates**

### Save the Date:

Mayor's State of the City address, Lynnwood Convention Center, June 16, 8-9:30am

Heritage Plan Presentation / Resolution, City Council Chambers, 7pm

We'll present to Council on July 18, and Council will vote on resolution on July 25, when it is also open for public comment.

### Board Member Recruitment

We are actively recruiting for a new board members to fill two vacant positions. Please encourage your friends and neighbors to consider [applying](#).

### Sound Transit Art (STart) Program

Referred 3 people: Karina Gasperin, Sun Kim, Ralitsa Traykova to ST artist Claudia Fitch for her research of Lynnwood. Nominated Cheri Ryan, Craig van den Bosch, Lynn Hanson, Fred Wong for the artist selection panel.

### Cedar Tree Plaque

Fred Wong and Eric Peterson found a suitable location in the SW corner of the Library exterior for the plaque. Eric's crew (thanks so much) also located a large rock to mount the plaque to. Dedication is June 14.

### Healthy Communities Action Plan

Three of our strong advocates/stakeholders Shanon Tysland, George Kosovich, and Jenni McCloughan helped us present to Council on May 2, and Council adopted the plan by resolution on May 9. We have launched a new mini grant program titled "Love Your Block Mini Grants", to help community members to work together to improve/enhance their neighborhoods. Applications started June 1.

### Major Project Open House

A success with nearly 200 attending.

### Strategic Planning

Here are some of your input from last meeting.

**Connection Points**

Where (are the Entry points)	Who	What (sparks curiosity)	How (do we draw people)
<ul style="list-style-type: none"> <li>Heritage Park C, J1, E</li> <li>Library B2, C, G3, T2, R1</li> <li>Parks T2, E</li> <li>Special Events J2, T1, E, R2</li> </ul> <p>*T (Tiffany)</p>	<ul style="list-style-type: none"> <li>Visitor to Heritage Park J1, E</li> <li>Customer at Visitor Center G1, J2</li> <li>Customer at Library B2, C, G2, R2</li> <li>Long time resident B1, C, T1, R1</li> </ul>	<ul style="list-style-type: none"> <li>Tourist activities B2, C, G2, J1, T2, R2</li> <li>Interest in History B1, C, G3, J2, R1</li> <li>Walking/Biking G1, T1</li> </ul>	<p>Beth (B) Baseline intro Directory Short story Tagline Brand Lynnwood Heritage park is where you visit the trolley</p> <p>Cheri (C), Gary(G), Jeanne(J) Media</p> <p>Eric (E) Media, fliers, local articles</p> <p>Gloria (R) Media, tours</p>

**Mission**

Connect community members to the history and heritage of Lynnwood to build **and preserve history.** B

Connect community members to the history and heritage of Lynnwood to build **a positive sense of place.** C, G, T, R

Connect community members to the history and heritage of Lynnwood to build **healthy communities.** J