



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD
MINUTES**

**4 - 5:30PM, TUESDAY, NOVEMBER 10, 2015
ALDERWOOD MANOR HERITAGE COTTAGE, HERITAGE PARK**

10. CALL TO ORDER - 4:05 p.m.

20. ROLL CALL

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

30. APPROVAL OF MINUTES: Member Ryan moved to accept the October 2015 minutes as presented. Member Rogers seconded the motion. No discussion followed. The members unanimously accepted the minutes as presented.

40. PUBLIC HEARING(S): None.

50. BOARD MEMBER & COMMITTEE REPORTS:

- Member Ryan showed the board the gift bags that will go to the residents of the new apartments south of the Wickers building. Each bag includes an AMHA mug with candy, an AMHA newsletter, a special invitation to the Heritage Park Open House in December, a Lynnwood historic sites walking tour brochure, and Snohomish County Tourism information.
- Member LaFond informed the board he will be out of town for the April board meeting, as it is currently scheduled.

60. COUNCIL LIAISON REPORT: None.

70. CITIZEN COMMENTS: Roman Armstrong introduced himself as a possible candidate for the History & Heritage Board. He is an Educational Technologist / Instructional Designer.

80. STAFF REPORT

- Future Business Items calendar: Deputy Director Olson presented the Future Business Items calendar for 2015-2016, which includes two possible joint meetings of city groups. Sound Transit also plans to make a presentation at a meeting in the first half of 2016 in advance of the ST plaza project.
- Vacancies: Deputy Director Olson commented that there are two vacancies on the board and that the application process is online.
- CityCenter Apartments: Deputy Director Olson informed the board that the Arts Commission will be receiving presentations by the three finalists for public art for the

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.

CityCenter Apartments. Presentations will be November 17 at 6:30 p.m. at the Senior Center.

- Heritage Park bricks: Deputy Director Olson reported that the Lynnwood Parks & Recreation Foundation website (<http://www.lynnwoodparksfoundation.org/Brick-Donation.html>) will be updated to include online payment for Heritage Park bricks. She also reported that no existing map was found, so that could possibly be a project for someone to take on, then have it put on the foundation's website.
- Capital Spending Plan: Deputy Director Olson said the city is updating the capital spending plan. She will add generic placeholders for acquisition/preservation of historic sites and the neon signs.
- Lynnwood Place Plaza: One corner of Lynnwood Place will have a plaza with a bench, tree, and interpretive sign. The corner will also serve as a resting area/access point for the Interurban Trail.
- Healthy Communities trails/Interurban Trail: The city is looking at several Healthy Communities trail plans for next year, which could include moving up the master plan of the Interurban Trail. The master plan for the Interurban Trail, which has 3.8 miles in Lynnwood, could include interpretive signs, landscaping, trail improvements, historical markers, etc.
- Jaguar parking: Superintendent Peterson reported that the city has been contacted by the Jaguar dealership across from Heritage Park requesting the use of 6-8 parking spaces at the park for their employees. Jaguar has offered compensation, such as a donation to the park's organizations. The dealership also said they would not ask to use the parking on days when the park has events. Superintendent Peterson denied their request, but asked the board members and park partners for their opinions. Member Ottman expressed concern that allowing Jaguar to use the parking would set a precedent for others to use or request to use the park's parking. Deputy Director Olson noted that allowing them to use the park's unused parking could be an act of a good neighbor. Liaison Lunsford noted that there are tandem parking spaces that could be used for 2-3 cars when not being used by RVs, and that the Jaguar employees could possibly use those spaces.
- Neon signs: Senior Planner Rivera discussed the Heritage Grant with Wendy Becker from the county. The county has decided not to give the grant for the neon signs because it came out to such a small amount of money, with only \$500 from the county. Member LaFond asked if the board can reapply for the grant, possibly adding more aspects of the project to bring the total to a higher amount.

90. BUSINESS ITEMS

90.1 Commissioner Training: The city is implementing training for board and commission members. Deputy Director Olson will send each board member the link to the training website.

90.2 By-Laws Review

- Deputy Director Olson reviewed the changes the board made to the by-laws draft at the previous meeting, and pointed out sections that need to be revisited.
- The mission statement in the draft was taken from the Historical Commission. The board can pass the by-laws now and come back later to create/revise a mission statement for the History & Heritage Board.
- Deputy Director Olson confirmed striking "events" from the attendance requirements.

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- Article III – Selection of ex officio members:
 - The board decided that the liaisons from other boards/commissions will be selected by their respective boards and commissions.
 - Member Ryan suggested 2-year terms for the members from partner organizations. Deputy Director Olson noted that positions 1-4 are 3-year terms with staggered expirations (positions 1 & 2 expire Dec. 2017; positions 3 & 4 expire Dec. 2018).
 - The board discussed letting the partner organizations select their representative(s) for the board. Deputy Director Olson reminded the board that there are 4 organizations, but only 3 positions for those organizations. Member Villigan asked how the board would handle a situation where all 4 organizations wanted to have a representative on the board.
 - The final decisions of selecting/accepting ex officio board members from park organizations was held off until the next meeting, but the decisions made for now were that 1) partner organizations select their representatives, 2) terms expire on staggered years, and 3) the representatives have 2-year terms.

90.3 Project Planning

- Because the History & Heritage Board has a late start due to the reorganization, the board only has one month to submit its 10-year plan. The board must create goals, sub-goals, and action items to put into the Parks Comprehensive Plan and the City Comprehensive Plan.
- Deputy Director Olson asked the board members to brainstorm projects they'd like to see included in the categories of Preservation/Development, Education/Programs, and Land Use/Environmental Review, and e-mail her their lists.

100. FUTURE BUSINESS

110. ADJOURNMENT - 5:32 p.m.

Upcoming Meeting: December 8, 4 p.m.