



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

**4 – 6PM, TUESDAY, OCTOBER 13, 2015
WICKERS BUILDING, HERITAGE PARK**

10. CALL TO ORDER

20. ROLL CALL

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

30. APPROVAL OF MINUTES

40. PUBLIC HEARING(S)

50. COMMISSIONER & COMMITTEE REPORTS

60. COUNCIL LIAISON REPORT

70. CITIZEN COMMENTS

80. STAFF REPORT

90. BUSINESS ITEMS

90.1 Seating of new members	10 min
90.2 Election of Officers	10 min
90.3 Set Regular Meeting Schedule	10 min
90.4 Review By-Laws	30 min
90.5 Review Project List	15 min
90.6 Establish Standing & Ad Hoc Committees	15 min
90.7 Heritage Park Brick Program	10 min

100. FUTURE BUSINESS

110. ADJOURNMENT

Upcoming Meeting: TBD

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.

City of Lynnwood History & Heritage Board
Bylaws

Draft October 13, 2015

ARTICLE I: Authority - Name

The History & Heritage Board (the “Heritage Board” or “Board” herein) of the City of Lynnwood was established by the City Council by adoption of Ordinance 3150 (Chapter 2.30 LMC) and operates under authority of that ordinance and Chapter 2.24 LMC.

ARTICLE II: Purpose and Mission

The Heritage Board is an advisory board of the City of Lynnwood whose duties as set forth in LMC 2.30 to advise and recommend to the mayor and city council in regard to historical, cultural, and heritage recognition, promotion and preservation activities of historic sites, buildings, artifacts, and parks; partner on exhibits, events and operations of Heritage Park and the Interurban Trail; and to perform such other duties as the mayor may direct.

The mission of the Board is to:

Recognize the sites, structures, and relics associated with Lynnwood’s history and the individuals who contributed to the successful growth and development of the City.

Achieve a balance between preserving the past, satisfying the needs of the present and meeting the demands of the future.

ARTICLE III: Members

The Heritage Board for the City of Lynnwood consists of seven (7) members; four (4) who are appointed by the Mayor and confirmed by the City Council and three (3) ex-officio members selected from qualifying bodies. Commissioners shall be appointed for a term of three years (or fulfillment of an unexpired term). Qualifying bodies include: Alderwood Manor Heritage Association, Sno-Isle Genealogical Society, Heritage Park Docent Program, or the Snohomish County Tourism Bureau.

Four (4) additional ex-officio, non-voting liaison members, one each from the City’s Arts Commission, Diversity Commission, Parks Board, and Planning Commission are invited to participate with the Heritage Board.

Residency Requirement

No more than two member(s) of the at-large board positions may be nonresident(s) of the city of Lynnwood and serve as “community stakeholders.” Community stakeholder members must have a Lynnwood mailing address and live in the city’s municipal urban growth area. There is a preference for city of Lynnwood residents over nonresident candidates. There are no residency requirements for ex officio members.

Appointment

Board members are appointed by the Mayor with approval of the City Council. Vacancies shall be filled for an unexpired term in the same manner as the original appointment. Board members interested in reappointment to an additional term must notify the staff liaison in writing no less than 90 days prior to the end of his/her term.

Resignation

Whenever a Board member is no longer qualified to serve, or is unable to fulfill the responsibilities of a Board member and desires to resign, then a resignation may be tendered in writing to the staff liaison.

Attendance

Board members commit to attending a minimum of 75% of all regularly scheduled meetings, workshops, special meetings and events. Board members whose attendance does not conform to these requirements, taking into account any unique circumstances that may affect attendance based on discussion between the Staff Liaison and the Chair, may be recommended to the Mayor for removal from the Board Member by formal action of the Commission at a regular meeting.

Removal

The Board Members may recommend to the Mayor the removal of any Board Member who misses twenty-five percent (25%) or more of the regularly scheduled, meetings workshops, special meetings and events within any twelve (12) month period without being excused by the Chair.

Recommendations for removal to the Mayor must be adopted at a meeting of the board.

Unofficial Members

The Board members may appoint community members on Ad Hoc committee, work with community member volunteers on programs and projects or allow students to participant in a non-voting role on the board.

ARTICLE IV: Officers

The elected officers of the Heritage Board include a Chair, Vice Chair and a Secretary. Their duties are:

The Chair shall preside over the Heritage Board and exercise all the powers incidental to the office which includes: preside at all meetings, appoint all committees, be a spokesperson for the Board, and authorize calls for any special meetings.

The immediate past Chair shall serve as Vice Chair and perform the duties of Chair in his/her absence unless the past Chair's term is expiring in which case, the commission shall nominate and elect a Vice Chair.

During the absence, disability or disqualification of the Chair or Vice Chair, the commissioners shall elect a temporary chair for the meeting.

A presiding officer shall retain the full right as a member of the Heritage Board to vote to deliberate and vote on all issues coming before the Heritage Board and to propose and second motions.

The Secretary shall keep a true and accurate account of all proceedings of the Board Meetings.

Elections of officers shall take place annually in the month of December. Nominations shall be made from the floor. The election shall follow immediately thereafter. Nominee receiving a majority vote shall be declared elected.

The elected officers shall immediately assume their positions at the conclusion of the elections and shall serve one (1) year.

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

ARTICLE V: Meetings

The regular meetings of the Board shall be held on the XX of every XX at a time set in advance by the Heritage Board.

Special meetings may be called at any time by the Chair or, in the Chair's absence, by the Vice-Chair. Notice of special meetings shall be provided to each member at least 24 hours in advance. The notice shall specify the time and place of the special meeting.

All meetings of the Heritage Board will be open to the public and held in a designated City facility.

A quorum is required for the transaction of business at all meetings. A quorum consists of a majority of the members of the Heritage Board.

A City of Lynnwood staff designee(s) shall serve as a liaison and ex-officio member of the Heritage Board.

Except as provided by these bylaws, Roberts Rules of Order (as amended) shall govern the conduct of all commission meetings.

The order of business at a regular meeting shall be as follows:

10. Call to Order
20. Roll Call

30. Approval of Minutes
40. Public Hearing(s)
50. Board Member Reports
60. Council Liaison Report
70. Citizen Comments
80. Staff Report
90. Business Items
100. Future Business
110. Adjournment

The Heritage Board may hold an Executive Session during a regular or special meeting to consider those certain matter set forth in Chapter 42.30 RCW. Notice of such Executive Session shall be published in a public agenda at least 48 hours before the meeting. No official action shall be taken at any Executive Session. In the event of any Executive Session or in the absence of a court of law having jurisdiction, no member of the Board, employee of the City, not any other person present during the Executive Session shall disclose to any person the content or substance of any discussion of action which took place during the Session, unless authorized by a majority of the Commission members.

ARTICLE VI: Committees

The Board may create standing and ad hoc committees as necessary. Board Members may volunteer for standing or ad hoc committees. If there are no volunteers, the Chair of the Board shall appoint the members of each committee, not to exceed three (3) members.

Committees shall complete assigned tasks expeditiously and report findings, in writing, to the entire Board.

No standing or special committee shall have the power to commit the Board to the endorsement of any action, plan or program without its submission to the body of the Heritage Board.

ARTICLE VII: Conduct

Any board member having a direct or indirect interest in or who would benefit from any matter of business must disclose this interest and, if deemed inappropriate by the board or required by law or city policy or ordinance, must refrain from participating and voting on the matter at hand.

If it shall appear to any member at any time that a conflict of interest or an appearance of fairness problem exists with respect to a matter pending before the Lynnwood Heritage Board, it shall be the member's duty to openly state the nature of such conflict, and shall then refrain from participating in any subsequent deliberation of the Lynnwood Historical Commission and the decision-making process with respect to the matter.

Any board member has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of the Heritage Board.

ARTICLE VIII: Conduct of Public Hearings

- A. The Chair opens the Public Hearing and orally summarizes the application before the Heritage Board.
- B. The Community Development Director or designated staff provides background information, technical analysis, review planning considerations and policy, and summarizes the Community Development Department's findings and recommendation to the Board. Copies of staff testimony and reports shall be submitted in writing to be made part of the record.
- C. Upon recognition of the Chair, a Board Member may ask relevant questions on the application to staff.
- D. The Chair opens the public hearing portion of the deliberation.
- E. The applicant or designated representative is invited to speak on behalf of the application. Upon recognition of the Chair, a Board Member may ask relevant questions to the applicant, applicant's designated representative or to the staff.
- F. The public is invited to speak for or against this application. In event that there are large numbers of individuals seeking to speak on the issue, the Chair may limit the time that each individual may speak on the issue. The Chair shall alternate between proponents and opponents when possible to provide for a balance discussion of the application. Upon recognition of the Chair, a Board Member may ask relevant questions of the individual testifying.
- G. After the general public has commented on the application; the applicant is invited to speak in rebuttal or to answer questions that may have arisen.

- H. The general public is given another opportunity to rebut comments by the applicant.
- I. The Chair calls a third time for public testimony; upon hearing none the public testimony portion of the public hearings is officially closed.
- J. The Chair now opens the session for Heritage Board Member deliberations and action. Upon recognition by the Chair, a Board Member may direct specific questions to the staff, applicant, applicant's representative, citizen or fellow Board Member to clarify issues, comments or technical questions that may not have been directly addressed during the public testimony portion of the public hearing.
- K. After reasonable time, the Chair closes further discussions and entertains a motion from the Heritage Board. The Heritage Board may approve, modify, reject or continue the item until another Board meeting date certain.
- L. After a motion is made and seconded, the Chair entertains additional discussion on the motion. Upon recognition of the Chair, a board member may exercise further parliamentary actions on the original motion.
- M. Upon hearing no further deliberation, the Chair takes a vote on the motion or any subsidiary motions and directs the Secretary to record the formal action as required by the Scope and Rules.

ARTICLE IX: Amendments

These Bylaws may be revised or amended at any regular meeting by majority vote provided that notification of the proposed amendment(s) have been presented in writing at least 10 days prior to the vote and that a quorum is present.

History & Heritage Board Projects

Project	Deliverables / Outcomes Identified	2015-16 City Budget	Schedule	Resources	Issues / Mitigation
<p>1) Interurban Trail Interpretive Signs</p> <p>Initiative to inform trail users of the historic significance of our region's first light rail system located along the same route.</p>	<p>Obtain Council approval</p> <p>Scope: Phase 1: 40th Ave Interpretive Signs, \$1,500</p> <p>Phase 2: 10 markers at \$400 each</p> <p>Phase 3: 2 entry signs @ \$2,500 each</p> <p>Phase 4: 4 station signs @ 1,500 each</p> <p>Final design after consultation</p> <p>Select vendor to design & make signs</p> <p>Install signs</p>	<p>\$1,000 Approved</p> <p>\$16.5K Total Need</p>	<p>Review & select materials & design for markers and/or signs (TBD)</p> <p>Select Sites (TBD)</p> <p>Draft list of potential vendors (TBD)</p> <p>Solicit RFP's (TBD)</p> <p>Make (City) or Buy Decision (TBD)</p> <p>Order Signs (TBD)</p> <p>Install Signs (TBD)</p>	<p>Arts Commission</p> <p>AMHA</p> <p>Parks & Recreation</p> <p>Public Works</p> <p>Purchasing</p> <p>Vendor/Contractor</p> <p>Community Development</p> <p>H&H Board Members</p>	<p>All signage on hold until Interurban Trail Master Plan is completed. Need Historical Commission representation on the design team.</p>
<p>2) Historic Highway 99 Neon Sign Restoration & Display</p> <p>Initiative to restore and display two evocative Highway 99 neon roadside signs from the city's past.</p>	<p>Obtain Council approval</p> <p>Form Cross-Organizational Committee</p> <p>Find location to store signs out of weather – Spring 2015</p> <p>Work with contractor/volunteers on storage container</p> <p>Scope project</p> <p>Select site(s) to display signs</p> <p>Submit grant proposals</p> <p>Select vendors to restore & install signs</p> <p>Install & maintain signs</p>	<p>\$500 approved for grant match for Storage</p> <p>Grant proposal for \$10,000 submitted.</p> <p>\$50K Total Need (\$25K each)</p>	<p>Find sign storage 2015</p> <p>Begin obtaining approvals, scoping & requesting grants / city funds for project by Summer 2015</p> <p>Select vendor & begin restoration Spring 2017</p> <p>Select sites(s) & install signs Fall 2018</p>	<p>Parks & Recreation</p> <p>Public Works</p> <p>Purchasing</p> <p>Snohomish County</p> <p>Community Development</p> <p>Vendors/Contractor</p> <p>Volunteers</p> <p>H&H Board Members</p>	<p>None Identified</p>

Legend:

On Track

Issues

Off Track

New Entries

History & Heritage Board Projects

<p>3) Historic City Street Signs</p> <p>Place signs with original street names at several major intersections.</p>	<p>Obtain Council approval</p> <p>Scope project</p> <p>Obtain funding</p> <p>Select vendor to design & make signs</p> <p>Install signs</p>	<p>\$750 Approved (196th & 44th. Collaborate with Heritage Assoc.)</p> <p>Estimated Cost: \$2,000</p>	<p>TBD</p>	<p>AMHA Arts Commission Purchasing Public Works Community Development H&H Board Members</p>	<p>Potential confusion with standard signage.</p> <p>Work with Public Works to ensure compatibility.</p>
<p>4) Sound Transit Plaza</p> <p>Develop and install historic artwork at plaza</p>	<p>Historical Commission representation on project planning phase.</p> <p>Scope project</p>	<p>TBD</p>	<p>Obtain approvals, scope & fund project</p>	<p>Arts Commission Sound Transit Community Development Commissioners Planning</p>	<p>None Identified</p>
<p>5) Historical Plaques & Certificates of Recognition</p> <p>Ongoing activity to identify, recognize and commemorate people, sites, structures & artifacts of historical and cultural importance.</p>	<p>Obtain Council approval</p> <p>Issue certificates & install plaques</p> <p>Installation of plaques</p> <p>Dedication of Cedar Tree and Pioneer Park plaques</p>	<p>\$750 Approved</p> <p>\$1,000 Total Need</p>	<p>Issue historic recognition certificates 2015 & 2016.</p> <p>Cedar Tree – 2015</p> <p>Pioneer Park – 2016</p>	<p>Administrative Services Community Development Staff</p> <p>Possible collaboration with Heritage Association H&H Board Members</p>	<p>None Identified</p>
<p>6) History of Lynnwood Book Update</p> <p>Publish book on city's history</p>	<p>Obtain Council approval</p> <p>Scope project</p> <p>Select publishing mediums</p> <p>Select topics, research content, write narratives, obtain manuscript feedback & edit.</p>	<p>TBD</p>	<p>TBD</p>	<p>Administrative Services Purchasing Community Development H&H Board Members</p>	<p>None Identified</p>

Legend:

On Track

Issues

Off Track

New Entries

History & Heritage Board Projects

<p>7) Recognition of other Historic Sites</p> <p>Work with individual developers for recognition of select sites</p>	<p>Identify sites undergoing redevelopment</p> <p>Work with developers for identifying features</p>	<p>N/A</p>	<p>TBD</p>	<p>Developers</p>	<p>None Identified</p>
<p>8) Historic Brochures</p> <p>Develop color brochure to hand out at community events</p>	<p>Develop a series of historical brochures</p>	<p>N/A (Funding provided by Snohomish County)</p>		<p>AMHA Community Development Parks Department H&H Board Members</p>	<p>None Identified</p>
<p>9) Rotating Historic Picture Display</p> <p>Assemble and frame collection of key historic photos for rotating display at various public buildings.</p>	<p>Obtain Council approval</p> <p>Scope project</p> <p>Obtain new photos</p> <p>Select vendor to enlarge, mat & frame photos</p> <p>Develop educational packets</p> <p>Display pictures</p>	<p>\$0 Approved</p> <p>\$1,000 Total Need</p>	<p>Obtain approvals, scope & fund project by Fall 2015</p> <p>Obtain photos Fall 2015</p> <p>Select vendor & frame photos by end of 2015</p> <p>Begin displaying pictures Spring 2016</p>	<p>AMHA Administrative Services Community Development Parks Department Board Members</p>	<p>None Identified</p>
<p>10) City History Website</p> <p>Expand current City website to include a link to narratives and photos tracking the history of the city's development.</p>	<p>Obtain Council approval</p> <p>Select topics, write narratives and edit.</p> <p>Obtain new photos</p> <p>Format to City standards</p> <p>Upload to city website</p> <p>Revise, update as necessary.</p>	<p>N/A</p>	<p>Complete by end of 2016</p>	<p>AMHA review and photo approvals</p> <p>U of W, Port Gamble and MOHAI approvals</p> <p>Administrative Services Community Development Parks Department H&H Board Members</p>	<p>None Identified</p>

Legend:

On Track

Issues

Off Track

New Entries



HERITAGE PARK BRICK ORDER FORM

BUY A BRICK!

TO BE INSTALLED IN THE HERITAGE PARK PLAZA!

Order an inscribed brick for
YOURSELF, YOUR FAMILY, ORGANIZATION OR BUSINESS
and be a part of Lynnwood's history!

INDIVIDUAL, FAMILY & NONPROFIT BRICK - \$50.00 each

You may use 1 or 2 lines, max. 20 spaces per line.

Line 1

Line 2

BUSINESS BRICK - \$100.00 each

Limited to 1 business name per brick, 1 or 2 lines, max. 20 spaces per line.

Line 1

Line 2

Example:

Line 1

J	O	H	N		&		M	A	R	G	A	R	E	T					
P	A	R	K	E	R		1	9	2	5									

Line 2

Names and dates are preferred for inscription.

When counting spaces, be sure to include letters, spaces, numbers and punctuation.

Please note any location preference. New installations are performed annually or as minimums are met.

Ordered by: _____ Day Phone: _____

Street Address: _____

Email: _____

City: _____ State: _____ Zip: _____

Donation Enclosed: \$ _____

PLEASE SEND COMPLETED FORM & CHECK TO:
(payable to **Lynnwood Parks & Recreation Foundation**)

City of Lynnwood
Heritage Park
Attention: Elena Flesher
PO Box 5008
Lynnwood, WA 98046-5008

For more information, call 425-670-5505

THANK YOU FOR YOUR SUPPORT!