



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD
MINUTES
4 - 5:30PM, TUESDAY, DECEMBER 8, 2015
ALDERWOOD MANOR HERITAGE COTTAGE, HERITAGE PARK**

10. CALL TO ORDER – 4:00 p.m.

20. ROLL CALL

x	Tiffany Villigan, Secretary	x	Elizabeth Lunsford, Arts Commission
x	Steve LaFond, Chair		TBD, Diversity Commission
	Vacant, Position #3		Christopher Bluford, Parks Board
	Vacant, Position #4		TBD, Planning Commission
x	Jeanne Rogers		
x	Gary Ottman	x	Sarah Olson, Deputy Parks Director
x	Cheri Ryan, Vice Chair	x	Gloria Rivera, Senior Planner
			Eric Peterson, Park Operations Superintendent
	Ben Goodwin, 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:

- Member Ryan reported that the Heritage Park Holiday Open House had a good turnout. Member Rogers added that there were a lot of people, and Member Ryan noted that a lot of them were people new to the park.

60. COUNCIL LIAISON REPORT: None.

70. CITIZEN COMMENTS: Gary Rogers, a City of Lynnwood docent for the Interurban Trolley Car, introduced himself to the board.

80. STAFF REPORT: Deputy Director Olson referred the Board to the memorandum included in the Board's packet.

- The City is working on finalizing the PARC plan draft, which will be unveiled January 13 at the joint Board & Commission meeting. The meeting will begin at 6pm, with socializing for half an hour, followed by the presentation at 6:30pm. There will also be two open houses for the public on January 27 & 28.
- The Arts Commission will select their final recommendation for the CityCenter Apartments public art at their commission meeting on December 15, 6:30 p.m., at the Lynnwood Senior Center. Citizens will be allowed to comment during the meeting. The Commission's recommendation will be forwarded to the developer, who will make the final decision.
- Deputy Director Olson suggested the History & Heritage Board possibly consider an interpretive sign or plaque at the CityCenter Apartments since it's an historic site. Senior Planner Rivera explained to the board that when the SEPA process was done for the site, the historical aspect, including a possible plaque, wasn't a focus of the plan review.

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.

- The Interurban Trail Improvements master plan will be started in February. The City has received a \$5,000 grant with a possible \$6,800 from the Snohomish County budget. Member Ryan suggested the City apply for the Snohomish County Heritage Grant in 2016. Deputy Director Olson agreed, noting that the grant money could be used for interpretive signs.
- Deputy Director Olson distributed copies of the Healthy Communities Action Plan. She particularly pointed out the Social Connectedness Goal and noted that Heritage Park is a public gathering place, and that the Board's goals and projects could potentially be incorporated into some of the sites and events outcomes of the Action Plan.
- There are opportunities for editorials – graphics or text – in the Lynnwood Recreation Guide. The pieces could be new content or reused, and should be of general interest to the wider community.

90. BUSINESS ITEMS

90.1 By-Law Review

- Term limits for ex officio members: After discussion, the Board agreed to two-year staggered terms.
- Recruiting and selecting representatives from qualifying bodies: The “open call” sentence will be struck from the by-laws draft; it will be the responsibility of the current representative from each body to inform the body of the open position at the end of the representative's term. Language will also be added that the Board must agree to the representative presented by each qualifying body.
- Committees: Rather than creating standing committees now, the Board decided to have every committee be ad hoc committees at first and then decide which need to be made into standing committees.
- Member Ryan asked if the Board is able/allowed to vote electronically (for example, via e-mail if a member cannot be at a meeting when a vote is scheduled). Deputy Director Olson will research proxy voting.
- Deputy Director Olson will send out a final draft of the by-laws to the Board members, who will vote on them at the February 2016 meeting.

90.2 2016 Election of Officers & Meeting Schedule

- Member Ryan moved to keep the 2016 officers the same as the 2015 officers. Member Rogers seconded the motion. After no discussion and a unanimous vote, the motion carried.
- Member Ryan moved to set the 2016 regular meeting schedule as the second Tuesday of the even calendar months, from 4 p.m. to 5:30 p.m. Member Rogers seconded the motion. No discussion. The motion carried.
- Member Ryan asked to add Feb. 27, Apr. 17, July 30, Oct. 22, and Dec. 4 as special meetings because they are the dates of AMHA programs. Deputy Director Olson added June 4, July 2, Aug. 6, and Sept. 3 as special meetings, as they are Heritage Park Open Houses. Member Ottman moved to add the stated dates as special meetings. Member Villigan seconded the motion. No discussion. The motion carried.
- The Board agreed to hold off on forming committees until the 10-year plan is finalized.

90.3 Capital Facilities Plan

- Deputy Director Olson gave the board background on the Capital Facilities Plan (CFP), and how it relates to the Capital Spending Plan (CSP).
- The neon signs restoration project (including storage) and historic site preservation have been put on the CFP. The next step would be to get them on the CSP for funding. The water tower, trolley tracks, playground at Heritage Park, demonstration garden at Heritage Park, acquiring Alderwood Middle School site, and the Interurban Trail were already in the CFP.
- The Park Foundation will be at the January 13 planning meeting. The water tower and demonstration garden could be good projects for the Foundation to support fundraising efforts.

90.4 10-year Strategic Plan

- Deputy Director Olson was able to assign most of the Board's desired projects to existing Community Character policies of the City's Comprehensive Plan. The Board members ranked their priorities of projects.
- Member Ryan moved to form an ad hoc committee to help Deputy Director Olson prepare projects for the PARC. Member Villigan seconded the motion. The motion carried. Members Ryan and Ottman volunteered for the committee.

100. FUTURE BUSINESS

110. ADJOURNMENT – 5:35 p.m.