



**Historic Preservation Commission
Regular Meeting**

Thursday, February 2, 2023

2:00 – 4:00 PM

**City Council Conference Room, 280 Madison Ave N
Bainbridge Island, WA 98110**

It is recommended that attendance be in-person, in the City Hall Council Conference Room / 280 Madison Ave N, Bainbridge Island, WA, but it is also accessible via the Zoom meeting platform.

Please click the link to join the meeting: <https://bainbridgewa.zoom.us/j/92833530039>

Or iPhone one-tap: US: +12532158782, 93138375561# or +16699009128, 93138375561#

Or Telephone: +1 253 215 8782 or +1 669 900 9128 or +1 346 248 7799

or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

[Webinar ID: 928 3353 0039](#)

AGENDA

2:00 PM Call to Order / Attendance / Conflict Disclosure

- Introductions / Welcome new Commissioners Jon Mooallem and Zachary Allen
- Approval of Agenda for February 2, 2023
- Approval of Meeting Minutes from January 5, 2022
- Call for Public Comment

2:10 PM Discussion: Demolition of Properties listed on the Local Historic Register and properties listed as Register-eligible (*Hughes*)

- Please see applicable Municipal Code excerpts from BIMC [18.24.070](#) and [18.24.080](#) (Attachment A). *See also first item under “new business” on this agenda below.*

2:30 PM Final review of 2023 / 2024 work plan proposal / Budget request discussion (*All*)

- BIMC 18.24.040.C.9 states, “The City shall make available a sign to place on the property indicating the Local Register designation.” The Commission requested estimates for signage costs. *See Attachment B*
- The draft plan that was presented at the January 5, 2023 meeting is attached. (*Attachment C*)

2:50 PM Committee Updates

- Identifying Register-eligible Properties (*Chandler, Kortum*)
- Public Education / Public Outreach (*Moreno*)
- Suyematsu Farm (*Hughes, with Chandler, Kortum as applicable*)

3:15 PM Old Business

**For special accommodations, please contact Planning & Community
Development 206-780-3750 or at pcd@bainbridgewa.gov**



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3:30 PM New Business

- Discussion of whether to reconsider last month's motion regarding changes to 487 Winslow Way property and Kelly Samson's stated intent to apply for demolition of this property: The exterior of the home is listed on the Local Historic Register. (*Kortum*)
- The Certified Local Government (CLG) 2022 reporting (required annually to maintain CLG status) has been submitted to DAHP. The survey data encompasses HPC activities including design reviews conducted, local inventory additions, meetings, and activities, in addition to State Environmental Policy Act reviews conducted by City staff.
- Please consider participating in the committee survey requested by the City Manager and distributed to the Commission via email link on January 27. The survey will be open until February 10.
- The City received a Local Historic Register nomination for Lund Place, the Sutton family home, located on Ferncliff Avenue. Staff review and recommendation to the HPC (i.e. the basis for Findings of Fact) is pending requested additional information regarding a conservation easement on the property. The nomination materials and other information in the project file may be viewed here [PLN52494 HPR](#)
- Co-chair Commissioner Moreno is resigning from the Commission and has shared some words of wisdom as the Commission moves forward. (*Attachment D*)
- Consider appointing a Commission co-chair and / or identifying the lead for meetings in Chair Hughes' absence (March / April / May 2023).

3:45 PM Action Items (*Hughes*)

4:00 PM Adjourn

Call to Order (Attendance, Agenda, Ethics)
Approval of Meeting Minutes from December 1, 2022
Call for Public Comment
Committee Updates
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Susan Hughes called the meeting to order at 2:10 PM. Commissioners in attendance were Susan Hughes, Blaine Cliver, Eric Kortum, Chris Moreno, and Rick Chandler. City Council member Clarence Moriwaki was present. City Staff present were Senior Planner, Kelly Tayara and Administrative Specialist Renee Argetsinger, who monitored meeting and prepared minutes.

Introductions included Wendy O'Connor, Jerry Elfendahl, Amber Buell, Charlie Wenzlau and Marja

Review & Approve Agenda - There were not any conflicts of interest noted.

Motion: I move that we approve the agenda.

Chandler / Kortum: Passed Unanimously

Review & Approve Minutes – December 5, 2022

Motion: I'll make a motion to approve the November minutes.

Cliver / Chandler: Passed Unanimously

Public Comment

Wendy O'Connor provided background information regarding her residence and requested to begin the nomination process for inclusion on the local registry. Commissioner Kortum suggested including a heritage tree nomination as well.

Review of Permit Application – BLD27168 R_ALT

Charlie Wenzlau provided an update regarding the proposed work to be done on this residence. Discussion among commissioners regarding elements of proposed work and how it meets state guidelines for the historical registry.

Motion: Conditionally approve if the proposed roof is modified to a shingle-type-look.

Cliver / Kortum: Passed Unanimously

Review draft advisory letters to City Council

After discussion of the fire/police building and information provided by Councilman Moriwaki it was decided to table the letter to the City Council about potential inclusion to the local registry of the old fire/police station. Chair Hughes to amend letter regarding Suyematsu Farm to include new details and forward to Councilman Moriwaki to present to City Council.

**Motion: Amend letter to include current status and forward to City Council
Kortum / Cliver: Passed Unanimously**

Final review of 2023 Work Plan proposal

Review of changes to the work plan following last month's meeting. Discussion about scope of work and the need to include estimated costs. Vote postponed to next meeting in order to obtain additional information.

Committee Updates:

- **Identifying Register-eligible Properties**
Commissioner Moreno provided a map of the Port Blakely area with plotted preliminary residences and noted three discontinuous historic areas. Commissioners Cliver, Chandler, Kortum and Moreno to conduct further research at the museum.
- **Public Education/Public Outreach**
No updates
- **Suyematsu Farm**
Commissioner Kortum proposes pursuing a grant to save the picker sheds. He will develop a draft and potentially share with City Council as a public comment.

Old Business

- Blakely Awards – Presentation scheduled for the 1/24 meeting. Award recipients notified. Chair Hughes to make presentation to Council, and other commissioners may also attend.

New Business

- New Commissioners have been selected but don't know when they will start.
- Chair Hughes will not be able to attend March, April or May HPC meetings. Vice chair Moreno will conduct meetings.
- Town & Country sign – postponed to future meeting

Action Items

- Kelly Tayara to send nomination forms to Wendy O'Connor
- Chair Hughes to update Suyematsu letter
- Commissioners to separately conduct further research at the museum
- Commission Moreno to update boundaries for Blakely historical district
- Kelly to continue notifying Blakely Award recipients of the 1/24 City Council meeting

Adjourn

The meeting adjourned at 4:10 pm by Chair Hughes.

Attachment A

BIMC 18.24.070 Demolition of Register Eligible Properties *(applicable excerpts)*

1. The applicant shall provide a report to the HPC analyzing the following alternatives, explaining why each alternative is or is not feasible:
 - a. Redesigning the project to avoid any impact to the historical structure or its setting;
 - b. Incorporating the structure into the overall design of the project;
 - c. Converting the structure into another use;
 - d. Selling the structure at no more than Fair Market Value to an owner who will maintain the historic structure;
 - e. Relocating the structure on the property;
 - f. Relocating the structure to another property;
 - g. Salvaging historically significant architectural features and building materials; and
 - h. Documenting the structure as a whole and its individual architectural features in photographs, drawings, and/or text.
2. The HPC review may last no longer than 30 days from the time of the building permit application. The request to demolish the property shall be publicly noticed as follows:
 - a. Posting notice in the official posting places of the city, including the city website; and
 - b. On a conspicuous location on the subject property.
3. The applicant shall, if requested, meet with the HPC. The HPC shall submit comments to the Planning Director based on the report, and may include suggestions for mitigation.
5. For properties that are currently used as a single-family residence, the applicant shall provide the following information as mitigation:
 - a. A minimum of four current photographs of the exterior, one from each corner of the residence;
 - b. If available, floor plans of the residence;
 - c. If available, any historic photographs of the residence;
 - d. If available, any known historical narrative on the residence, its occupants, historic use, etc.
6. For properties other than those used as a single-family residence, possible mitigation measures include all those required for a single-family residence and the following:
 - a. Documenting the historic resource, including photographic images of the building, architectural elements (both interior and exterior), special features and streetscapes.
 - b. Coordination with the HPC to determine architectural features and materials eligible for salvage and reuse.
 - c. Plaques or informational signs (provided by the applicant) to publicly recognize the historic structure's significance or contribution to the island's history.
 - d. Or other mitigation measures as proposed by the applicant and agreed to by the HPC.
7. The Planning Director reviews the following:
 - a. Applicant's report analyzing the alternatives;
 - b. Minutes from the historic preservation commission meeting(s);
 - c. Any proposed mitigation and applicant's plan for compliance.
8. The Planning Director cannot deny a demolition permit because the property is register eligible. If the Planning Director finds that the applicant completed the review process as described in this section, the Planning Director shall sign off on the historic review of the building permit, including conditions of mitigation if deemed appropriate.

BIMC 18.24.080 Demolition of Local Register Properties (*applicable excerpts*)

1. The applicant shall provide a report to the HPC analyzing the following alternatives, explaining why each alternative is or is not feasible:
 - a. Redesigning the project to avoid any impact to the historical structure or its setting;
 - b. Incorporating the structure into the overall design of the project;
 - c. Converting the structure into another use;
 - d. Selling the structure at no more than Fair Market Value to an owner who will maintain the historic structure;
 - e. Relocating the structure on the property;
 - f. Relocating the structure to another property;
 - g. Salvaging historically significant architectural features and building materials; and
 - h. Documenting the structure as a whole and its individual architectural features in photographs, drawings, and/or text.
2. The City shall notice the request to demolish the property as follows:
 - a. Posting notice in the official posting places of the City, including the city website; and
 - b. On a conspicuous location on the subject property.
3. The applicant shall submit supporting documentation and meet with the HPC. **If no alternative to demolition has been agreed to within 45 days from the initial meeting with the HPC, plus any extension (for no more than 30 days), the HPC shall approve or deny the application for a waiver and advise the official in charge of issuing a demolition permit of the decision. If the HPC fails to issue a decision within 45 days from the initial meeting with the HPC, plus any extensions, the application shall be deemed approved and the HPC shall issue an unconditional waiver.** When issuing a waiver, the HPC may reasonably impose conditions designed to mitigate the loss of the property from the register. Property that is wholly demolished shall be removed from the register. Property that is partially demolished may be removed from the register, if deemed appropriate by the HPC.
4. Information provided as mitigation will be made available to the public in a location agreed to by the HPC. Possible mitigation measures include:
 - a. A minimum of four current photographs of the exterior, one from each corner;
 - b. If available, floor plans;
 - c. If available, any historic photographs;
 - d. If available, any known historical narrative of the resource, its occupants, historical use, etc.;
 - e. Documenting the historic resource, including photographic images of the building, architectural elements (both interior and exterior), special features and streetscapes;
 - f. Coordination with the historic preservation commission to determine architectural features and materials eligible for salvage and reuse;
 - g. Plaques or informational signs (provided by the applicant) to identify the demolished historic structure;
 - h. Or other mitigation measures as proposed by the applicant and agreed to by the historic preservation commission.
5. **If the HPC finds that there is no feasible alternative to demolition, the HPC shall issue a certificate of demolition.** The HPC may attach conditions to the certificate to mitigate the loss of the historic property. The certificate and any mitigation shall become conditions of approval of the demolition permit issued. After the property is demolished, the HPC shall initiate removal of the property from the register.

Historic Property Plaque Cost Estimates / Information

Cost range for a simple wooden plaque \$100 – 125

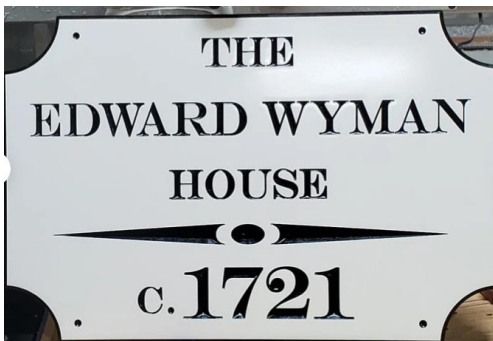


11" x 8"
Wood / painted letters



16" x 12"
Plywood / oil paint letters

Cost for a plastic plaque \$175



18" x 12"
Waterproof PVC / paint / clear coat

Cost range for a metal-coated plastic plaque \$150 - 400 (double cost for bronze)



12" X 4"



12" x 9"



17" x 10"

William G. Pomeroy Foundation Grant



The William G. Pomeroy Foundation has generously offered to supply National Register markers to public or non-profit (501C-3) agencies who wish to commemorate individually listed National Register properties and/or districts. The foundation accepts applications at any time throughout the year. At this time, funding is not available for private residences or commercial properties. The free standing plaques are cast aluminum, weigh almost 50 lbs., and are 3' wide, 2' tall and ½" thick. The plaque also comes with a 1- 2 ½" ID 7' aluminum mounting post. A grantee can also select a plaque that can be mounted to a flat surface if that is preferred. **The Foundation will cover the cost of a plaque or sign, the pole and shipping.** *Note the signage is only for National Register listed properties, not State Register properties.*

The William G. Pomeroy Foundation (www.wgpfoundation.org) is a private grant making foundation with offices in Syracuse, New York. Established by Bill Pomeroy in 2006, one of the Foundation's main initiatives is to help preserve history and promote historical tourism through signage. The first historic signage grant program provided funding for Historic Roadside Markers in New York State. In 2013, they established a grant program to provide funding for a sign or a plaque for public properties or districts in New York state that are on the National Register of Historic Places. In 2017, the Foundation generously decided to extend that program to Washington State.

To download a grant application [click here!](#)

Heritage Barn Markers



When funding allows, barns that are added to the Washington State Heritage Barn Register receive a free 10" x 24" custom metal plaque. The plaque, made by the Department of Corrections in Walla Walla, commemorates the listing of the barn and allows for a form of public education by displaying the built date of each barn.

For further information about the Historic Register Programs contact Michael Houser, State Architectural Historian at (360) 890-2634 or michael.houser@dahp.wa.gov.

Historic House Marker Programs (partnership)



There are a number of 501(c)3 organizations, such as historical societies, that offer bronze historic house markers for purchase if, for example, a house is listed on the National Historic Register, was built prior to a given year, is part of a historic district, or is otherwise individually designated as a landmark and is in substantially its original condition.

Markers are offered to members of the historical society, for example, at a discount (\$250 v. \$300).

1. <u>COBI Historic Registry</u>	Budget Item	\$
<p>A. Review current list of COBI historic properties, including all associated location data/GIS data/maps, nomination forms and associated information, held by COBI and HPC (2023)</p> <p>1) Submit an information request to COBI for current listings and associated information for the purposes of integration and development of a COBI Historic Registry geodatabase to be accessible to HPC commissioners for the purposes of assisting with HPC permit reviews and Historic Registry identification and planning efforts.</p> <p>2) Identify and provide COBI with parameters for GIS database of historic properties (e.g. buildings over 50 years of age)</p> <p>B. Install plaques on local register properties. (2023-2024)</p> <p>C. Identify, document, and evaluate Local Register-eligible properties and districts in the Port Blakely, Rolling Bay, Winslow, and Rockaway Beach areas (2023-2024)</p> <p>1) Prioritize the creation of a Port Blakely Historic District (2023-2024)</p> <p>a. Identify register eligible properties/contributing and non-contributing properties</p> <p>b. Review COBI Historic Registry notification letters to invite nomination of property to local register (2023)</p> <p>c. Define boundaries</p> <p>d. Gauge area property owner interest/support</p>	<p>Any potential costs here?</p> <p>2 plaques/year</p> <p>Consultant?</p>	<p>\$</p> <p>\$900</p>
<p>2. <u>Update the Historic Preservation BIMC</u> (2023-2024)</p> <p>A. Establish committee to review and offer changes for City Council review;</p> <p>B. Areas to address include:</p> <p>1) Eliminate ambiguity in process descriptions.</p> <p>2) Align with GCL requirements for historic preservation and historic properties.</p>	<p>No Cost</p>	<p>\$0</p>

<ul style="list-style-type: none"> 3) HPC review of all documents, permits, and projects on historic properties owned or managed by government entities. 4) Clarify HPC communication process with City Manager/City Council/outside agencies/and the public. 5) Add requirements for more detailed archaeological and historic background information to accompany permit requests. 		
<p>2. <u>Suyematsu Historic Farming District</u></p>		
<ul style="list-style-type: none"> A. Advocate, support, and advise COBI and stakeholders in the stabilization, preservation, and interpretation of Suyematsu Farm Historic District (2023-2024) B. Insure that local historic register requirements for the historic farm (as outlined in the BIMC) are addressed in future planning for the farm (2023-2024) C. Work toward listing the Historic District on the WA Historic Register and National Register of Historic Places to enhance grant acquisition and regional support (2023) D. Place all associated and appropriate Suyematsu Historic Farm documents in an HPC accessible server/folder/database (2023-2024) 	<p>No Cost</p>	<p>\$0</p>
<p>3. <u>Public Outreach and Engagement</u></p>		
<ul style="list-style-type: none"> A. Promote local historic properties by sponsoring and supporting public activities that may include (2023-2024): <ul style="list-style-type: none"> 1) Submittal of educational articles to the COBI Newsletter / Bainbridge Island Review / Kitsap Sun; 2) Sponsoring local workshops, open houses, and other public events to include: <ul style="list-style-type: none"> a. An HPC booth at the Farmers Market b. Promotion of the Heritage Tree registry c. Celebration of Akio Suyematsu Day B. Conduct outreach meeting and/or community-based workshop / open houses to educate the public about the COBI Historic Registry and Bainbridge Island history; in this biennium outreach is tied to Port Blakely efforts. 	<p>Venue fees Refreshments Visual displays</p>	<p>\$1000 \$200 \$300</p>
<p>4. Ongoing: Review COBI permit applications, Historic Register and Heritage Tree nomination applications, and Special Tax Valuation applications.</p>	<p>Canopy Table Display easels</p>	<p>\$200 \$50 \$50</p>

Attachment C

Commissioner Moreno Resignation from the HPC

After reflection and conversation with my family and colleagues, I have decided that the month of February will be my last on the HPC as a commissioner. While I have greatly appreciated the opportunity to offer what I can as a cultural anthropologist to HPC proceedings and work with you all, my availability has been (and will continue to be) extremely limited due to family and work obligations. There are some very important initiatives this upcoming year that the HPC is planning to work on that deserve to have commissioners in place who have the time and capacity to assist. Unfortunately, I will only be able to contribute as a member of the BI historic preservation community for the foreseeable future.

I want to pay a special thanks to Susan Hughes, who graciously took on the role of chair of the commission the past few years and has been doing a wonderful job organizing our meetings and placing a lot of her time and energy (even as she transitioned into retirement) into some really important initiatives. I am very proud of the work that she has done as chair and that the rest of the commissioners will continue to do for the HPC. I also wanted to thank Kelly, Clarence, and the other commissioners as well, who welcomed me and for their continued dedication to historic and cultural preservation on the island.

For what these are worth to you (and the HPC, City Manager, Council and Planning Dept Manager), here are a few observations and recommendations for your consideration:

1. The City should really consider hiring a historic preservation specialist that meets the Secretary of Interior professional standards to help advise and provide technical assistance to the City and Planning department on historic preservation matters and initiatives, particularly on compliance reviews. This hire would enhance the City's historic preservation planning and management capacities tremendously, give various stakeholders a primary POC, be able to work directly with the HPC and in support of the Planning department, while limiting the City's liability through it's reliance on the all volunteer HPC to advise the City on historic preservation compliance matters. Other cities in the region have a historic property specialist on staff (e.g., SOI qualified archaeologist, architectural historian, etc.). My sense is that there is a lot that is being missed before it get's to the HPC and the HPC review process has been very inconsistent. Likewise, there is a lot of strategic planning and interfacing with HPC, planning department, and stakeholder groups that this position could help facilitate.
2. With this recommendation in mind, the role and function of the HPC needs to be better defined and clearly communicated by the City to commissioners from the onset of their appointment to ensure that the HPC is able to operate effectively within it's mandate, particularly during meetings or while developing and implementing it's work plan. The lack of clarity and ability of the HPC to work within these parameters has been an ongoing issue from my perspective. Perhaps an orientation needs to be designed and implemented by the City for new commissioners or when deemed necessary.

3. Finally, in line with WA State and national goals to diversify the NRHP and WA State registries, the BI heritage registry should consider placing more attention in the coming years on listing other property types beyond historic buildings and structures associated with BI colonial settler history, including places of traditional religious and cultural importance associated with affiliated Tribes (i.e., Suquamish) and immigrant/ethnic groups (e.g., Japanese American, Filipino, Indopino, etc.). See National Register Bulletin 38 or associated NHPA, ACHP, and NPS guidance for more information. Similarly, compliance reviews being conducted by the Planning Dept. and HPC need to demonstrate good faith efforts in considering these importance cultural resources.

It has been a real pleasure serving on this commission the past two and half years. Should my schedule open back up in the future as my kids get older and there is an opening, I will definitely consider serving again.

With gratitude,

Chris