



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD
AGENDA
4 – 5:30PM, TUESDAY, FEBRUARY 9, 2016
SUPERINTENDENT’S COTTAGE, HERITAGE PARK**

- 10. CALL TO ORDER
- 20. ROLL CALL

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

- 30. APPROVAL OF MINUTES – December 8, 2015 & January 13, 2016
- 40. PUBLIC HEARING(S)
- 50. BOARD MEMBER & COMMITTEE REPORTS
- 60. COUNCIL LIAISON REPORT
- 70. CITIZEN COMMENTS
- 80. STAFF REPORT
- 90. BUSINESS ITEMS

90.1 By-Law Approval	5 min
90.2 Annual Report Approval	5 min
90.3 Strategic Planning	45 min
90.4 Interurban Trail Improvement Master Plan	15 min

- 100. FUTURE BUSINESS
- 110. ADJOURNMENT

Upcoming Meetings:
February 27 @ 10am – 2pm (AMHA Program)
April 12 @ 4 – 5:30pm (Regular Meeting)

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 Calendar

Revised 2/5/2016

Meetings: 2nd Tuesday of Even Months from 4 – 5:30pm

MEETING DATE	LOCATION	ITEM
February 27	Senior Center	AMHA Program 10am – 2pm Jack O'Donnell – Postcards from Snohomish County
April 12	AMHA	Heritage Park Open Houses
April 13	Lynnwood Convention Center	Volunteer Recognition Dinner
April 17	Senior Center	AMHA Program 1 – 3:30pm
May 25 (TBC)	Council Chambers	All Board/Commission Joint Meeting
June 4	Heritage Park	Heritage Park Open House
June 14	AMHA	Mayor Smith visit
July 2	Heritage Park	Heritage Park Open House
August 6	Heritage Park	Heritage Park Open House
August 9	AMHA	TBD
September 3	Heritage Park	Heritage Park Open House
October 11	AMHA	TBD
October 22	Senior Center	AMHA Program 10am – 2pm
December 13	AMHA	Election of Officers for 2017 2017 Meeting Date Selection

Future Items:

- Sound Transit Art Selection
- Historic Register



**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.



**Special Meeting with History & Heritage Board
January 13, 2016
Minutes**

In attendance:

Mayor Nicola Smith

City Council Members

- Shirley Sutton

Arts Commission

- Elizabeth Lunsford
- Craig van den Bosch

Historical & Heritage Board

- Jeanne Rogers
- Steve LaFond
- Cheri Ryan
- Tiffany Villigan

Neighborhoods & Demographic Diversity Commission

- Glenda Powell Freeman

Parks & Recreation Board

- Nick Aldrich
- Christopher Bluford
- Dave Gilbertson
- Steve Hanson
- Kris Hildebrandt
- Monica Thompson

Parks & Recreation Foundation

- John Austvold
- Robert Hackney
- Marty Manegold
- Loren Simmonds
- Tracy Sloan
- Katie Stevenson

Planning Commission

- Maria Ambalada
- Bob Larsen
- Michael Wojack

Staff Representatives

- Art Ceniza
- Corbitt Loch
- Lynn Sordel
- Sarah Olson
- Eric Peterson
- Jeff Persons
- Joel Faber
- Bill Haugen
- Kelly Schudde
- Mary-Anne Grafton
- Steve Hoard
- Amy Kirk
- Marielle Harrington
- Fred Wong
- Elena Flesher
- Lori Charles
- Bill Franz
- David Kleitsch
- Sonja Springer
- Marilou Moore
- Todd Hall
- Gloria Rivera

Check-in / Refreshments

All

Welcome and Introductions

Mayor Nicola Smith, Director Lynn Sordel

Draft PARC Plan Presentation

Steve Duh, Jean Akers (Conservation Technix, Inc.)

Closing

Director Lynn Sordel

Memorandum

DATE: February 3, 2016

TO: History & Heritage Board

FROM: Deputy Parks, Recreation & Cultural Arts Director Sarah Olson

RE: Staff Report

Program & Project Updates

Staffing Update

It is with great pleasure to announce that Fred Wong has returned to the City of Lynnwood and has joined our team as the Community Programs Coordinator. In this role, he will be supporting our collection of Healthy Communities programs including arts and heritage.

Save the Date:

Heritage Park Spring Clean

This year's annual park cleaning event is scheduled for Wednesday, April 6th. Specific details will be promoted soon. Volunteer workers, organizers, and students are invited to participate. Sign-up with Fred.

Volunteer Recognition Event

This year's annual dinner will be at the Lynnwood Convention Center on Wednesday, April 13th. A postcard invitation will be mailed to you soon. Be sure to RSVP your seat when it arrives.

Commissioner Recruitment

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

PARC Plan

This 10-year Plan will be presented to the City Council on February 16th and scheduled for Resolution at the business meeting on February 22nd.

Brick Program

Still working to add this program to the Foundation website. In the meantime, we'll continue with paper forms to get to 6 orders for the year. We also need to create a master map of the current inscribed bricks. Any volunteers?

Interurban Trail

We will be master planning improvements for the trail in March, and construct a new trailhead on 40th Ave in the summer. The Board will be provided an opportunity design interpretive signs or locations for signs.

This page intentionally left blank.

History & Heritage Board 2015 Annual Report

2015 Board Members

Tiffany Villigan	Position 1	Expires 12/31/17
, Secretary		
Steve LaFond, Chair	Position 2	Expires 12/31/17
Vacant	Position 3	Expires 12/31/18
Vacant	Position 4	Expires 12/31/18
Jeanne Rogers	Position 5	Expires 12/31/15
Gary Ottman	Position 6	Expires 12/31/15
Cheri Ryan, Vice Chair	Position 7	Expires 12/31/15
Councilmember Benjamin Goodwin	City Council Liaison	

Heritage Board and the Annual Report

The Lynnwood History & Heritage Board was established on August 10, 2015 (Ordinance No. 3150). Ordinance No. 3150, which repealed Ordinance 2445 related to creation of the former Historical Commission which took effect June 1, 2003. Lynnwood Municipal Code Title 2, Chapter 2.30 provides the general organizational and procedural provisions.

The Heritage Board serves as an “advisory body” to the City of Lynnwood. The Board’s duties include advising and making recommendations to the Mayor, City Council, staff and other Boards and Commissions in the City of Lynnwood with 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 or council may direct.

This Annual Report provides a summary of the Heritage Board’s work during the year, including significant discussion issues, actions and recommendations. It is intended primarily for the Mayor and City Council, but may also be of interest to other commissions, organizations and individuals who may have an interest in parks, recreation, arts and culture.

The Board’s Mission 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. As well as, to achieve a balance between preserving the past, satisfying the needs of the present and meeting the demands of the future.

42 Committee Assignments: none assigned at this time.

43

44 Commission members attended various meetings throughout the year to advocate for
45 department initiatives.

46

47 **Monthly Summary of Activities and Accomplishments**

48

49 **October 13, 2015**

- 50 ✓ Seated members to the board
- 51 ✓ Elected officers
- 52 ✓ Selected regular meeting schedule
- 53 ✓ Discussed By-Laws

54

55 **November 18, 2015**

- 56 ✓ Discussed required board training
- 57 ✓ Discussed By-Laws
- 58 ✓ Discussed creating Strategic Plan

59

60 **December 8, 2015**

- 61 ✓ Finalized changes to By-Laws
- 62 ✓ Elected 2016 officers and set regular meeting schedule
- 63 ✓ Discussed the Capital Facilities Plan
- 64 ✓ Discussed action items for future Strategic Plan

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 are 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. Appointed board members shall be appointed for a term of three years (or fulfillment of an unexpired term). Ex officio members shall be nominated from a qualifying body. Qualifying bodies include the Alderwood Manor Heritage Association, Sno-Isle Genealogical Society, Heritage Park Docent Program, and the Snohomish County Tourism Bureau. Representative candidates from a qualifying body will be forwarded to the Board for consideration and selection by a vote of approval. Ex officio members will serve two-year (2) terms. Representatives may be eligible to serve more than one term.

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. Members will be selected by their respective bodies.

Residency Requirement

No more than two members of the at-large board positions may be nonresidents of the City of Lynnwood to 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, and special meetings. 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 by formal action of the Board at a regular meeting. **With advance notice and approval by the Chair, a member may attend the meeting remotely and vote on business items.**

Removal

The Board 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, and special meetings within any twelve (12) month period without being excused by the Chair prior to an absence.

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

Unofficial Members

The Board members may appoint community members to serve on Ad Hoc committees, work with community member volunteers on programs and projects or allow students to participate 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 Board shall nominate and elect a Vice Chair.

During the absence, disability or disqualification of the Chair or Vice Chair, the board members 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. Nominees receiving a majority vote shall be declared elected.

Officer positions can only be filled by a voting member of the board. 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 a regular and recurring schedule approved by the Board on an annual basis.

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 voting members of the Heritage Board.

A City of Lynnwood staff designee(s) shall serve as non-voting liaisons.

Except as provided by these bylaws, Roberts Rules of Order (as amended) shall govern the conduct of all board 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 & Committee 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 matters 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, nor 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 Board 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) voting 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 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 Heritage Board 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, reviews 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 balanced 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.
- 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.