



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD  
AGENDA  
4 – 5:30PM, TUESDAY, APRIL 12, 2016  
SUPERINTENDENT’S COTTAGE, HERITAGE PARK**

10. CALL TO ORDER

20. ROLL CALL

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

30. APPROVAL OF MINUTES – February 9, 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 Heritage Park Open Houses	10 min
90.2 Strategic Planning / 2017-18 Budget Priorities	45 min
90.3 Interurban Trail Improvement Master Plan	10 min

100. FUTURE BUSINESS

110. ADJOURNMENT

**Upcoming Meetings:**

- April 13 – Volunteer Recognition Event @ Convention Center, 7 pm (doors open at 6 pm)
- May 11 – Major Project Open House @ Convention Center, 5:30-7:30pm
- May 25 – Joint Board/Commission Meeting @ Council Chambers, 6-9 pm
- June 14 – Regular Meeting @ AMHA, 7:00pm

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 4/5/2016

Meetings: 2<sup>nd</sup> Tuesday of Even Months from 4 – 5:30pm

MEETING DATE	LOCATION	ITEM
April 13	Lynnwood Convention Center	Volunteer Recognition Dinner
April 17	Senior Center	AMHA Program 1 – 3:30pm
April 18	Council Chambers	Healthy Communities Action Plan Presentation to Council
April 25	Council Chambers	Healthy Communities Action Plan Resolution Vote by Council
May 11	Lynnwood Convention Center	Major Project Open House @ 5:30-7:30pm
May 25	Council Chambers	All Board/Commission Joint Meeting
June 4	Heritage Park	Heritage Park Open House
June 14 (reg meeting)	AMHA	Mayor Smith visit
July 2	Heritage Park	Heritage Park Open House
August 6	Heritage Park	Heritage Park Open House
August 9 (reg meeting)	AMHA	TBD
September 3	Heritage Park	Heritage Park Open House
October 11 (reg meeting)	AMHA	TBD
October 22	Senior Center	AMHA Program 10am – 2pm
December 13 (reg meeting)	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**

**4:00 - 5:30PM, TUESDAY, FEBRUARY 9, 2016**

**ALDERWOOD MANOR HERITAGE COTTAGE, HERITAGE PARK**

10. CALL TO ORDER – 4:00 p.m.

20. ROLL CALL

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

30. APPROVAL OF MINUTES – December 8, 2015, & January 13, 2016: The minutes were approved as distributed.

40. PUBLIC HEARING(S): None

50. BOARD MEMBER & COMMITTEE REPORTS: None

60. COUNCIL LIAISON REPORT: Shirley Sutton introduced herself to the board. She also invited the board to the February 18 art exhibit/reception at the Lynnwood Convention Center.

70. CITIZEN COMMENTS: None

80. STAFF REPORT

- Deputy Director Olson introduced the board to Fred Wong. Mr. Wong previously worked with the City for 10 years, and is now the Community Programs Coordinator.
- Deputy Director Olson relayed to the board that the City is reviewing the RCW that defines a “quorum” due to confusion of it being based on the number of seats on a board/commission vs. the number of seated members.
- The PARC plan will be presented to City Council on February 16 at 7 p.m., and the Feb. 22 City Council meeting (7 p.m.) will allow for citizen comments on the plan.
- Deputy Director Olson informed the board that the City is starting its work on the next biennium budget, and that Mayor Smith will be visiting the History & Heritage Board meeting in June, at which time the board may be able to share its budget priorities with her.
- Superintendent Peterson reported that the memorial trees behind the Wickers building have been replaced.
- The plaque commemorating Native Americans’ markings on the cedar tree at City Hall needs a pedestal and a final decision of where to be placed, both of which will be scheduled for March-April. Councilmember Sutton asked if any local tribes will be

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invited to the dedication ceremony. Deputy Director Olson said the City has partnerships with a tribe for other park activities, so she will contact them.

- April 6 will be this year's Heritage Park Spring Clean, from 9 a.m. to 3 p.m. Alderwood Manor Heritage Association will supply the potluck lunch, like last year.
- Superintendent Peterson reported that the poplars along Poplar Way will be pruned in June so the park's signs will be more visible from the street. Member Ottman asked if SIGS' rhododendrons could be pruned at the same time; Superintendent Peterson said they'd be done.
- Superintendent Peterson updated the board on the Jaguar dealership parking and distributed the tentative agreement, which incorporates the board's previous concerns. The City took the board's comments into account, but ultimately didn't want to completely deny the dealership's request. Three main points of the agreement are that the dealership's employees will need a pass to use the parking lot, they will only be allowed to park in designated spots, and the park's activities, such as meetings and other events, take priority. Superintendent Peterson also pointed out that this goodwill/good neighbor gesture toward the dealership could possibly lead to a partnership between the dealership and the park later down the road.

## 90. BUSINESS ITEMS

90.1 By-Law Approval: Member Rogers moved to approve the updated by-laws; Member Ottman seconded the motion. No discussion. The motion carried.

90.2 Annual Report Approval: Deputy Director Olson informed the board that the annual report gets sent to the City Council in March to let them know the purpose of the board, a summary of its activities for the past year, etc. Vice Chair Ryan moved to approve the report as presented. Member Rogers seconded the motion. No discussion. The motion carried.

90.3 Strategic Planning: Fred Wong worked with the board to come up with its strategic plan and market-defining story, and asked questions such as "Whom do we serve?" and "How does the board make the community's life better?" He said the most important question is "Who is your audience?" and once that is answered, the board can determine how to connect with that audience. He shared the market-defining story he wrote for the Arts Commission, and asked the board to begin thinking about the History & Heritage Board's story. Board members are to write a possible narrative and send it to him by February 23.

90.4 Interurban Trail Improvement Master Plan: The master plan process began last week, identifying issues and opportunities for improvement on the Interurban Trail. March 19 will be a community stakeholders' meeting. Chairman LaFond and Vice Chair Ryan volunteered to represent the board at the meeting.

## 100. FUTURE BUSINESS

110. ADJOURNMENT – 5:35 p.m.

**Upcoming Meeting:** April 12, 4 p.m.

# Memorandum

**DATE:** April 4, 2016

**TO:** History & Heritage Board

**FROM:** PRCA Deputy Dir. Sarah Olson & Comm. Prog. Coord. Fred Wong

**RE:** Staff Report

## **Program & Project Updates**

### Save the Date:

Volunteer Recognition Event

This year's annual dinner will be at the Lynnwood Convention Center on Wednesday, April 13<sup>th</sup>.

Healthy Communities Action Plan Presentation / Resolution

We'll present to Council on April 18, and Council will vote on resolution on April 25, when it is also open for public comment.

### Board Member 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

City Council officially adopted the PARC Plan on Monday, February 22<sup>nd</sup>.

### Interurban Trail

The March 19 Open House was a success, with over 20 engaged people attending.

### Healthy Communities

Stakeholders met March 1, 2, 3 for the focus areas: Activity/Social Infrastructure, Food Access, and Active Living/Social Connectedness - Programming, to brainstorm ideas for the next years, and plan for advocacy.

### Heritage Park Spring Clean

Heritage Park Spring Clean scheduled for April 6.

### Afro-Latino Festival

Scheduled for August 6, 12-7pm at Meadowdale Playfields. We're working with Oye Media Productions to bring a version of this successful Seattle event to Lynnwood.

### Future Veteran Museum

There is a group of very interested people who'd like to bring a Veteran Museum to Lynnwood. A Lynnwood citizen, Zabine Van Ness (founder of Unity Museum in Seattle), is also interested in helping us make this happen. The Mayor's office is looking for people, especially with strong fundraising skills, who'd become the core group of volunteers to work on it.

Sound Transit Art (STart) Program

Kickoff meeting is on April 13 for the Lynnwood Link Extension project. Staff plan to attend.

Intern

Through EdCC, Eunice Arkoh will be helping us gather stories of people in Lynnwood, from April through mid-June.

Market Defining Stories

Thank all of you who created and submitted your stories. Well done. Below is a table synthesizing the stories' elements together. We'll use this table as the basis for further discussion when we meet.

Where (are the Entry points)	Who	What (sparks curiosity)	How (do we draw people)
<ul style="list-style-type: none"> <li>• Heritage Park</li> <li>• Visitor Center</li> <li>• Sno-Isle Genealogical Society</li> <li>• Interurban Car 55</li> <li>• AMHA</li> <li>• Library</li> <li>• Parks</li> <li>• Links light rail</li> <li>• Special Events</li> </ul>	<ul style="list-style-type: none"> <li>• Visitor to Heritage Park</li> <li>• Customer at Visitor Center</li> <li>• Customer at Sno-Isle Genealogical Society</li> <li>• Customer at Library</li> <li>• Long time resident</li> </ul>	<ul style="list-style-type: none"> <li>• Tourist activities</li> <li>• Genealogy</li> <li>• Transportation Issues</li> <li>• Art</li> <li>• Interest in History</li> <li>• Walking</li> </ul>	