



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD
AGENDA
4 – 5:30PM, TUESDAY, DECEMBER 8, 2015
SUPERINTENDENT’S COTTAGE, HERITAGE PARK**

- 10. CALL TO ORDER
- 20. ROLL CALL

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

- 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

90.1 By-Law Review	15 min
90.2 2016 Election of Officers & Meeting Schedule	10 min
90.3 Capital Facilities Plan	15 min
90.4 10-year Strategic Plan	45 min

- 100. FUTURE BUSINESS
- 110. ADJOURNMENT

Upcoming Meetings:
January 13 @ 6pm – 9pm

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 12/4/2015

Meetings: 2nd Tuesday from 4 – 5:30pm

MEETING DATE	LOCATION	ITEM	STAFF REPORT ITEMS
Special Meeting December 6	Heritage Park	Cookies with Santa event 1 – 4pm	
December 8	AMHA	Capital Facilities Plan Review 10-year Strategic Plan By-Laws Review Election of Officers for 2016	<ul style="list-style-type: none"> • Training Acknowledgement
January 13	Council Chambers	Joint Board & Commission PARC Plan Presentation	<ul style="list-style-type: none"> • Draft PARC Plan
February 9	AMHA	Interurban Trail Interpretive Signage Historic Registry	<ul style="list-style-type: none"> • Interurban Trail Improvement Project
February 27	Senior Center	AMHA Program 10am – 2pm Jack O'Donnell – Postcards from Snohomish County	<ul style="list-style-type: none"> •
April 12	AMHA		<ul style="list-style-type: none"> •
April 17	Senior Center	AMHA Program 1 – 3:30pm	<ul style="list-style-type: none"> •
TBD	Council Chambers	All Board/Commission Joint Meeting <ul style="list-style-type: none"> • Strategic Plan/Capital Projects • Sound Transit Budget for Outcomes	<ul style="list-style-type: none"> •
June 14	AMHA		<ul style="list-style-type: none"> •
August 9	AMHA		<ul style="list-style-type: none"> •
October 11	AMHA		<ul style="list-style-type: none"> •
October 22	Senior Center	AMHA Program 10am – 2pm	<ul style="list-style-type: none"> •
December 13	AMHA	Election of Officers for 2017 2017 Meeting Date Selection	<ul style="list-style-type: none"> •

Future Items:

- Sound Transit Art Selection



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD
MINUTES
4 - 5:30PM, TUESDAY, NOVEMBER 10, 2015
ALDERWOOD MANOR HERITAGE COTTAGE, HERITAGE PARK**

10. CALL TO ORDER - 4:05 p.m.

20. ROLL CALL

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

30. APPROVAL OF MINUTES: Member Ryan moved to accept the October 2015 minutes as presented. Member Rogers seconded the motion. No discussion followed. The members unanimously accepted the minutes as presented.

40. PUBLIC HEARING(S): None.

50. BOARD MEMBER & COMMITTEE REPORTS:

- Member Ryan showed the board the gift bags that will go to the residents of the new apartments south of the Wickers building. Each bag includes an AMHA mug with candy, an AMHA newsletter, a special invitation to the Heritage Park Open House in December, a Lynnwood historic sites walking tour brochure, and Snohomish County Tourism information.
- Member LaFond informed the board he will be out of town for the April board meeting, as it is currently scheduled.

60. COUNCIL LIAISON REPORT: None.

70. CITIZEN COMMENTS: Roman Armstrong introduced himself as a possible candidate for the History & Heritage Board. He is an Educational Technologist / Instructional Designer.

80. STAFF REPORT

- Future Business Items calendar: Deputy Director Olson presented the Future Business Items calendar for 2015-2016, which includes two possible joint meetings of city groups. Sound Transit also plans to make a presentation at a meeting in the first half of 2016 in advance of the ST plaza project.
- Vacancies: Deputy Director Olson commented that there are two vacancies on the board and that the application process is online.
- CityCenter Apartments: Deputy Director Olson informed the board that the Arts Commission will be receiving presentations by the three finalists for public art for the

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.

CityCenter Apartments. Presentations will be November 17 at 6:30 p.m. at the Senior Center.

- Heritage Park bricks: Deputy Director Olson reported that the Lynnwood Parks & Recreation Foundation website (<http://www.lynnwoodparksfoundation.org/Brick-Donation.html>) will be updated to include online payment for Heritage Park bricks. She also reported that no existing map was found, so that could possibly be a project for someone to take on, then have it put on the foundation's website.
- Capital Spending Plan: Deputy Director Olson said the city is updating the capital spending plan. She will add generic placeholders for acquisition/preservation of historic sites and the neon signs.
- Lynnwood Place Plaza: One corner of Lynnwood Place will have a plaza with a bench, tree, and interpretive sign. The corner will also serve as a resting area/access point for the Interurban Trail.
- Healthy Communities trails/Interurban Trail: The city is looking at several Healthy Communities trail plans for next year, which could include moving up the master plan of the Interurban Trail. The master plan for the Interurban Trail, which has 3.8 miles in Lynnwood, could include interpretive signs, landscaping, trail improvements, historical markers, etc.
- Jaguar parking: Superintendent Peterson reported that the city has been contacted by the Jaguar dealership across from Heritage Park requesting the use of 6-8 parking spaces at the park for their employees. Jaguar has offered compensation, such as a donation to the park's organizations. The dealership also said they would not ask to use the parking on days when the park has events. Superintendent Peterson denied their request, but asked the board members and park partners for their opinions. Member Ottman expressed concern that allowing Jaguar to use the parking would set a precedent for others to use or request to use the park's parking. Deputy Director Olson noted that allowing them to use the park's unused parking could be an act of a good neighbor. Liaison Lunsford noted that there are tandem parking spaces that could be used for 2-3 cars when not being used by RVs, and that the Jaguar employees could possibly use those spaces.
- Neon signs: Senior Planner Rivera discussed the Heritage Grant with Wendy Becker from the county. The county has decided not to give the grant for the neon signs because it came out to such a small amount of money, with only \$500 from the county. Member LaFond asked if the board can reapply for the grant, possibly adding more aspects of the project to bring the total to a higher amount.

90. BUSINESS ITEMS

90.1 Commissioner Training: The city is implementing training for board and commission members. Deputy Director Olson will send each board member the link to the training website.

90.2 By-Laws Review

- Deputy Director Olson reviewed the changes the board made to the by-laws draft at the previous meeting, and pointed out sections that need to be revisited.
- The mission statement in the draft was taken from the Historical Commission. The board can pass the by-laws now and come back later to create/revise a mission statement for the History & Heritage Board.
- Deputy Director Olson confirmed striking "events" from the attendance requirements.

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.

- Article III – Selection of ex officio members:
 - The board decided that the liaisons from other boards/commissions will be selected by their respective boards and commissions.
 - Member Ryan suggested 2-year terms for the members from partner organizations. Deputy Director Olson noted that positions 1-4 are 3-year terms with staggered expirations (positions 1 & 2 expire Dec. 2017; positions 3 & 4 expire Dec. 2018).
 - The board discussed letting the partner organizations select their representative(s) for the board. Deputy Director Olson reminded the board that there are 4 organizations, but only 3 positions for those organizations. Member Villigan asked how the board would handle a situation where all 4 organizations wanted to have a representative on the board.
 - The final decisions of selecting/accepting ex officio board members from park organizations was held off until the next meeting, but the decisions made for now were that 1) partner organizations select their representatives, 2) terms expire on staggered years, and 3) the representatives have 2-year terms.

90.3 Project Planning

- Because the History & Heritage Board has a late start due to the reorganization, the board only has one month to submit its 10-year plan. The board must create goals, sub-goals, and action items to put into the Parks Comprehensive Plan and the City Comprehensive Plan.
- Deputy Director Olson asked the board members to brainstorm projects they'd like to see included in the categories of Preservation/Development, Education/Programs, and Land Use/Environmental Review, and e-mail her their lists.

100. FUTURE BUSINESS

110. ADJOURNMENT - 5:32 p.m.

Upcoming Meeting: December 8, 4 p.m.

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Memorandum

DATE: December 4, 2015

TO: History & Heritage Board

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

RE: Staff Report

Program & Project Updates

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

10-year plan will incorporate Heritage goals and projects – some CFP projects. Need to craft a 10-year plan for the Board by the end of the year. PARC Plan draft will be presented at a joint board and commission meeting tentatively set for Wednesday, January 13.

Arts Commission

Final artist selection for the CityCenter Apartments will be made on December 15th. Among the proposals is a large-scale chicken by artist Will Schlough. The other two proposals are for 10-foot sculptures.



Brick Program

Working to add this program to the Foundation website and then follow with promotions. Break-even is 5 or 6 bricks.

Interurban Trail

We will be mater planing improvements for the trail in February, 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.

Board Training

Each board member needs to submit acknowledgement of their completion of required City training by the end of the year.

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 bBoard members shall be appointed for a term of three years (or fulfillment of an unexpired term). Ex officio members shall be selected as a representative from one of the following qQualifying bodies include: Alderwood Manor Heritage Association, Sno-Isle Genealogical Society, Heritage Park Docent Program, and the Snohomish County Tourism Bureau. Representative candidates are will be selected by qualifying bodies and forwarded to the Board for consideration and selection. Ex officio members will serve two-year (2), staggered terms. An open call to all qualifying agencies will be made prior to each new position term. 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.

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.

Priority	Actions	Preservation & Development	Education & Programs	Land Use & Environmental Review	Existing Policy
	Formalize historic registry program	x	x		Policy CC-20.3 Policy CC-20.21 Policy CC-20.7
	Recognize historic sites with plaques	x	x		Policy CC-20.8
	Sound Transit Station to have art and historic elements	x	x		
	Public Call for Historic Photos & Items		x		
	Develop "history of the areas" school curriculum - partner with ESD for in-classroom or in-park lessons		x		Policy CC-20.11
	Create (or partner to update) an interpretive brochure of the Interurban Trail		x		Policy CC-20.6 Policy CC-20.7
	Develop "history of the areas" presentations		x		Policy CC-20.8
	Heritage Park Tours		x		Policy CC-20.5 Policy CC-20.13
	Interurban Car 55 presentations		x		Policy CC-20.13
	Heritage Park Open Houses		x		Policy CC-20.5 Policy CC-20.13
	Volunteer Programs (docents, park clean-ups)		x		Policy CC-20.14 Policy CC-20.15
	Create a miniature trolley for display or give-away		x		
	Further develop museum exhibits and displays		x		Policy CC-20.5
	Establish / Enhance History & Heritage web content		x		
	Archive / Digitize / Catalogue historic documents and photos and make publically available.	x			
	Interurban Trail Interpretive Signs	x			Policy CC-20.6 Policy CC-20.7
	Historic Street Signs	x			Policy CC-20.6 Policy CC-20.7
	Renovate the Water Tower	x			Policy CC-20.5
	Historic Highway 99 Neon Sign Restoration & Display	x			Policy CC-20.5
	Pursue historic registry of historic sites (e.g. Keeler's Corner, Cedar Valley Grange, Masonic Lodge)	x		x	Subgoal C-12
	Acquire historic sites and building (e.g. Keeler's Corner, former Manor Hardware site)	x			Subgoal C-12
	Develop a playground at Heritage Park to attract more visitors to the park	x			
	Establish a Preservation Endowment Fund	x			Subgoal C-12
	Interurban Trail Master Plan with entrance motif and design with historical references	x			Policy CC-20.6 Policy CC-20.7
	Create Pocket Parks or Plazas near historic landmarks	x			Policy CC-20.1
	Utilize State Environmental Policy Act (SEPA) requirements to evaluate impacts on historical resources			x	Subgoal C-12

- 1 **Policy CC-18.8** Implement Citywide program to educate home and business owners of the
- 2 importance of waste and recycling collection. Encourage businesses to implement
- 3 practices to reduce waste and highly encourage reusable or recyclable products when
- 4 feasible.
- 5 **Policy CC-18.9** Increase awareness and promote the U.S. Environmental Protection Agency’s
- 6 Reduce, Reuse, Recycle campaign, both in schools and in the community.
- 7 **Policy CC-18.10** Develop a Citywide public education campaign to reduce litter and waste by
- 8 promoting the use of reusable products rather than disposable products (grocery bags,
- 9 water bottles, utensils, etc.).
- 10 **Policy CC-18.11** Continue to support Citywide cleanup events, such as hazardous waste and yard
- 11 cleanup events.
- 12 **Policy CC-18.12** A City-wide waste reduction and recycling program should be implemented for all
- 13 City facilities. This may include but not limited to recycling, composting, reduction
- 14 of paper, or banning the use of disposable (single-use) items at City facilities and
- 15 sponsored functions.

**GOAL 19:
Climate
Change**

Establish an ongoing effort to address effects of climate change and collaborate with citizens and businesses to reduce local impacts.

Subgoal CC-11: Develop a Lynnwood Climate Action Plan (CAP), a comprehensive, community-wide plan that identifies programs and actions to reduce greenhouse gas emissions and supports the State’s efforts in addressing climate change.

- 20 **Policy CC-19.1** The CAP shall be developed through the leadership of the Executive and Community
- 21 Development Departments, in collaboration with other City departments.
- 22 **Policy CC-19.2** The CAP shall identify programs and actions to reduce environmental impacts and
- 23 create a sustainable community. Measurable goals and actions shall address sectors
- 24 such as buildings, transportation, energy, green economy, environment, water and
- 25 waste reduction.
- 26 **Policy CC-19.3** The Mayor shall establish a “Green Team” consisting of at least one representative
- 27 from each department. Members of the Green Team, working with their
- 28 departments, shall be responsible for the development and review of measures for
- 29 incorporation into the CAP.
- 30 **Policy CC-19.4** The Mayor shall appoint a Green Ribbon Task Force to guide the development of the
- 31 CAP. This effort will be jointly coordinated by the Community Development and
- 32 Economic Development departments.

HISTORIC PRESERVATION

Lynnwood has a long and diverse heritage that began with logging and truck farms in the late 1800’s leaving stump farms that evolved into truck farms and into the transportation hub of today. Preservation and recognition of historical resources will help give residents a stronger "sense of place." Protection and recognition of sites and educational programs will be the focus of preservation efforts in the City over the next 20 years, since many of its remaining historical resources are under development pressures. In order to achieve these ideas, the City will need to do the following:

- 1 • Identify and protect archaeological and historic resources within Lynnwood in order to
- 2 comply with state and federal regulations.
- 3 • Provide incentives to private owners for preservation, restoration and use of historic sites.
- 4 • Seek both public and private funding for restoration and enhancement of historical
- 5 resources.
- 6 • Recognize significant historical sites.

7 It is likely that additional needs may be identified and the user demands/priorities may change following
 8 adoption of this new Community Character Element. Future changes will be reviewed and appropriate
 9 adjustments made through the City’s annual plan review and amendment process.

GOAL 20: Historical Resources	To preserve and provide residents a better understanding and awareness of the historic sites within the community.
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 11 **Subgoal CC-12: To identify, preserve and protect historically and culturally significant facilities,**
 12 **sites, buildings, structures, natural features and landscapes, trees and artifacts.**

13 **Policy CC-20.1** Develop a program to protect and preserve significant historical resources and sites
 14 and resolve conflicts between the preservation of cultural and historical resources and
 15 future land uses.

16 **Policy CC-20.2** Provide incentives through the historical preservation program such as utilization of
 17 the state special property tax valuation, partial income tax write-off for restoration
 18 and relaxation of Zoning Code standards to encourage property owners to
 19 rehabilitate, restore, retain or reproduce historical elements of their properties.

20 **Policy CC-20.3** Identify culturally and historically significant resources and sites within the City of
 21 Lynnwood.

22 **Policy CC-20.4** Establish and update on a regular a City historical resources inventory should be
 23 established and updated on a regular basis and establish a resource evaluation criteria
 24 to determine which historical resources to include on the inventory.

25 **Policy CC-20.5** Continue to develop, maintain, and preserve historical buildings, structures, artifacts,
 26 and items of historic or cultural significant at Heritage Park for display,
 27 demonstration, and through exhibits (i.e. restoration of the water tower,
 28 demonstration gardens, complete the trolley tracks, and complete the Wickers
 29 Museum).

30 **Policy CC-20.6** Provide information that interprets the history of the Lynnwood/Alderwood Manor
 31 area, including historical displays, programs, activities, museum programming and
 32 interpretive signage.

33 **Policy CC-20.7** Commemorate Lynnwood’s history with signage, plaques and other projects (i.e.
 34 Interurban Trail, neon signs).

35 **Policy CC-20.8** Provide ways to recognize property owners, including an annual event, including
 36 certificates of recognition and landmark plaques for those who rehabilitate, restore,
 37 retain or reproduce historical elements of their properties.

1 **Policy CC-20.9** The City will take an active role in the preservation and restoration of historic
 2 elements in the community, including their display as applicable, while ensuring that
 3 they remain accessible to the community.

4 **Subgoal CC-13: Provide community education about the value of historical resources.**

5 **Policy CC-20.10** Provide a variety of approaches for educating the community about the value of
 6 historical resources.

7 **Policy CC-20.11** Participate with other local, county, state and national historical organizations to
 8 educate the community about the value of local cultural and historical resources
 9 through educational and informational exhibits, brochures, events and the website.

10 **Policy CC-20.12** Work closely with the Alderwood Manor Heritage Association, Historical
 11 Commission, Sno-Isle Geneological Society, League of Snohomish County Heritage
 12 Organizations, Heritage Park Partners Advisory Committee, Lynnwood Parks and
 13 Recreation Foundation, Arts Commission, Parks and Recreation Board and other
 14 heritage organizations in south Snohomish County to foster knowledge and
 15 appreciation of our historical resources.

16 **Policy CC-20.13** Develop and manage the Heritage Park Docent Program to provide guided tours of
 17 the park’s historical buildings, the Wickers Museum and Interurban Car No. 55.

18 **Subgoal CC-14: To encourage the development of City historical projects using public and private**
 19 **resources.**

20 **Policy CC-20.14** Develop a program for non-profit organization, community volunteer and business
 21 support of City historical projects.

22 **Policy CC-20.15** Establish a volunteer program (similar to the “Park Stewards” program) so non-profit
 23 organizations and community volunteers can work on City historical projects.

24 **Policy CC-20.16** Commemorate Lynnwood’s history with signage and plaques.

25 **Subgoal CC-15: To evaluate impacts of other proposals on historical resources through**
 26 **environmental review.**

27 **Policy CC-20.17** Utilize State Environmental Policy Act (SEPA) requirements to evaluate the impacts
 28 of proposals on historical resources.

29 **Policy CC-20.18** Evaluate transportation improvement projects and plans, through SEPA to determine
 30 their impact on significant cultural and historical resources of the City.

31 **Policy CC-20.19** Evaluate capital projects, plans and programs through SEPA to determine their
 32 impact to significant cultural and historical resources of the City.

33 **Policy CC-20.20** Evaluate utility system expansion and reconstruction through SEPA to determine
 34 impacts to culturally and historically significant resources in the City.

35 **Policy CC-20.21** A register of historically significant structures and sites should be established so
 36 SEPA review of such structures would be required before redevelopment could occur
 37 per WAC 197-11-800(2)(f).

38 **CULTURE & DIVERSITY**

39 Lynnwood has a very diverse community consisting of many different cultures, ethnicities, and races.
 40 With this diversity, there are varying levels of lifestyle and backgrounds, all of which contribute to the
 41 richness of the community. The City of Lynnwood encourages the engagement of all citizens to help

1 understand and explore the diverse backgrounds that make up the community. This is accomplished
 2 through city-wide and neighborhood events, heritage and cultural events, and civic engagement
 3 opportunities offered by the Neighborhoods and Demographic Diversity Commission.

4 In addition to ethnic and cultural diversity, the City also strives to become a cultural arts community by
 5 advocating for cultural arts through performing, visual and literary arts as well as public art displayed in
 6 public and private spaces. The City is fortunate to have several meaningful arts programs for the
 7 community to enjoy, including Shakespeare in the Park, an extensive public art collection at a variety of
 8 parks and public buildings, an art gallery at the Lynnwood Public Library, Lynnwood Convention Center
 9 Art Gallery and the Edmonds Community College Blackbox Theater. All of these cultural opportunities
 10 are provided by the efforts of community members, the arts community, and the City’s Arts Commission,
 11 which is actively involved in supporting the arts to enrich the quality of life in Lynnwood.

12 People value and enjoy their leisure time, and the cultural arts are important elements in the lives of
 13 many. As Lynnwood grows, there will be an increased demand for affordable cultural opportunities close
 14 to home. It will be increasingly important to plan for facilities and programs that support and promote the
 15 cultural arts.

**GOAL 21:
 Cultural
 Resources**

Support universal access to diverse arts to enrich our community’s quality of life and economic vitality.

Subgoal CC-16: Create and enrich a strong sense of community identity through cultural arts.

18 **Policy CC-21.1** Celebrate cultural heritage, develop a “sense of place,” and provide social gathering
 19 spaces and events that are stabilizing and strengthening elements in creating a strong
 20 sense of community identity. As cultural voices, the arts play an important role in
 21 defining who we are.

22 **Policy CC-21.2** Provide opportunities for educating residents about different ethnic arts and cultural
 23 traditions, and for building multicultural understanding.

24 **Policy CC-21.3** The Arts Commission will collaborate with other commissions and civic
 25 organizations to enhance the preservation of Lynnwood’s cultural heritage and
 26 history. Support cultural tourism as a means of educating visitors about the cultural
 27 history of Lynnwood.

Subgoal CC-17: Encourage community openness and inclusion of people.

29 **Policy CC-21.4** Encourage participation from the private and business sectors to provide art for
 30 display in public places.

31 **Policy CC-21.5** Advocate for and participate in the planning and design of a possible regional
 32 performing arts center.

Subgoal CC-18: Promote art and artist opportunities

34 **Policy CC-21.6** Advocate for visual and performing arts opportunities in existing and proposed
 35 facilities.

36 **Policy CC-21.7** Increase public awareness of the role and work of the Arts Commission.

37 **Policy CC-21.8** Provide free art activities for all ages at public events.