

# LACEY HISTORICAL COMMISSION MEETING MINUTES

December 19, 2018 6:00 p.m.  
Lacey City Hall, Council Chambers

## PRESENT

Commission: Jeff Crane, Roemello Chavez, Erich Ebel (arrived at 6:23pm), Kimberly Goetz, Seth Huff, Thomas Smith, Sarah Thirtyacre and Alan Tyler.

Excused: None.

Staff: Jennifer Burbidge, Parks and Recreation Director; Carolyn Elliott, Office Assistant; and Erin Quinn Valcho, Museum Curator.

Public: Susan Goff and Diane Porter, Lacey Historical Society; Jim Porter, Nicole Carrier, Shirley Binkley and Leroy Turner.

The meeting was called to order at 6:02 p.m. by Vice-Chair, Kimberley Goetz.

## AGENDA

The following items were added to the agenda:

- BNSF grant 8h
- Heritage Capital Grant 8i
- Holman House 8j

A motion was made, seconded and approved to adopt the agenda as amended.

## MINUTES

The October 17, 2018 minutes were approved as written and placed on record.

## ANNOUNCEMENTS

- a. Ms. Quinn Valcho reported that volunteer Richard Jones has had two strokes and has retired from volunteering.
- b. Council Joint Worksession on January 10, 2019 at 7 p.m.

## CORRESPONDENCE (None)

## CALENDAR OF EVENTS

2019 calendar in packets.

**Motion carried: Adopt the 2019 calendar.**

## OLD BUSINESS

- a. Train Depot Trail Amenity Update. Ms. Burbidge reported:
  - Same status as in the October minutes. The second estimate came in similar to the previous estimate.
  - Lebanon Street project is moving forward in 2019.
  - A week from Friday, December 28, there will be a meeting with Bob Droll to design a food forest. Mr. Crane will assist in selecting the plants.
- b. Museum Mission Statement. Ms. Quinn Valcho shared two mission statement versions. The one selected by the Commission will be shared with Council at the

joint work session and proposed for adoption at the January Commission meeting.

- c. Jacob Smith House gutters. Ms. Burbidge presented pictures of the gutters proposed for the Jacob Smith House. A budget request will be made for the 2020 budget cycle.
- d. 5700 Building Interim use. Ms. Burbidge reported we have a signed lease agreement with Off Planet Research. It is a two-year lease at \$980.31 per month, sharing the cost of utilities. Ms. Burbidge checked with Community Development regarding the safety of the materials being used by Off Planet Research. She confirmed that the material will be fully enclosed and will have no impact on the building as the site for the museum. Revenue from the lease will go to the museum fund.

### **NEW BUSINESS**

- a. Election of officers.

**Motion carried: To elect Erich Ebel as Chair of Lacey Historical Commission.**

**Motion carried: To elect Kimberly Goetz as Vice Chair of Historical Commission.**

- b. Museum Policy Manual Approval.

**Motion carried: To adopt the Museum Policy Manual.**

- c. Jensen House Garage. Ms. Quinn Valcho stated that due to a system error she was not notified before the permit was approved for this building on the historic register. The Commission will have to retroactively issue a certificate of appropriateness. After considering the character and scale of the garage, the Commission voted to approve the addition of the garage. Although they arrived after the decision, the homeowners described the project and the material and methods they have chosen to match the character of the house.

**Motion approved to issue a certificate of appropriateness to the Jensen House Garage.**

- d. Historical Commission Property Review Guidelines. Ms. Quinn Valcho and Ms. Burbidge met with Community Development Director Rick Walk. They will work together with the Planning Commission and review communication processes and work to improve the review process to ensure it will go smoothly in the future. As part of this process, the ad hoc committee will update the Commission Procedures Manual.
- e. Recent acquisitions.

**Motion carried: To approve recent acquisitions.**

- f. 2018 Accomplishments.

**Motion carried: To adopt 2018 Key Accomplishments as written with the knowledge it will be amended by Ms. Quinn Valcho to include statistics through the end of the year.**

- g. 2019 Work Plan. Commissioners asked if staff would be bringing back a large event. Staff is looking at doing smaller events until we have a larger facility.

**Motion carried: to approve 2019 Work Plan.**

- h. BNSF Grant: Ms. Burbidge reported that we were approved for a \$5,000 grant to create interpretive panels for the depot.
- i. Heritage Capital Grant: Ms. Goetz reported that although we were on the advisory board's list to be recommended for funding, the governor's proposed

budget was released and does not include our project. His list funded the first 21 projects, but we are 26 on the list. Ms. Goetz has spoken with the City of Lacey's lobbyist, Brian Enslow, and he said a coalition of potential funding recipients has formed and they are working together. Historically, the Heritage Capital Grants do receive full funding even though they may not initially appear in the budget. Mr. Enslow is cautiously optimistic, but we likely will not know until June 30. Ms. Thirtyacre is interested in writing a letter to our local legislators.

- j. Homann House: Ms. Quinn Valcho reported that the property has changed ownership. They have applied for a change of use, from a non-profit daycare to a duplex. They have submitted an application for a certificate of appropriateness. Ms. Quinn Valcho recommends a site visit and will work to arrange this before the January meeting.

### **Ad Hoc COMMITTEE REPORTS**

- a. Policy/StEPs Committee. Ms. Goetz reported meetings have been moved to the first Wednesday of the month.

### **PUBLIC COMMENT**

Lacey Historical Society. Ms. Goff reported LHS will be working on long-range plans.

### **REPORTS**

- a. Museum/Curator. Ms. Quinn Valcho gave highlights from her written report.
- b. Commissioners: Mr. Tyler asked when the nominations for Historian of the year open. Ms. Quinn Valcho said that the press release is put out in May.
- c. Chair. Mr. Ebel shared that the Thurston County through the Decades meeting will be January 22, 2019 at 3:00p.m. in Lacey Council Chambers.
- d. Parks & Recreation Director.
  - MPD did not pass, 47% voted yes. We learned there is strong base support for Parks and Recreation, and that we need to have an ongoing means of communication with the community. Park Board Joint Worksession with Council is January 24
  - Budget-Final approval will be at tomorrow's Council meeting. Marisa's hours increased for a full year (pending budget approval).
  - Ms. Burbidge expressed her gratitude to the Commission for all their work.

### **ADJOURN**

Meeting adjourned at 7:26 p.m.

### **NEXT MEETING**

Wednesday, January 16, 2019, 6:00 p.m. at Lacey City Hall