

Call to Order (Attendance, Agenda, Ethics)
Approval of Meeting Minutes from March 3, 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 2:08 PM. Commissioners in attendance were Eric Kortum, Susan Hughes, Judy Romann, Blaine Cliver, Chris Moreno, and Rick Chandler. City Council member, Clarence Moriwaki was absent. City Staff present were Senior Planner Kelly Tayara, Planner Shelly Woo, and Administrative Specialists Renee Argetsinger, who monitored meeting and prepared minutes.

**Motion: I move that we approve the agenda
Kortum/Romann: Passed Unanimously**

The agenda was reviewed. There were not any conflicts of interest noted.

Review & Approve Minutes – March 3, 2022

**Motion: I'll make a motion to approve the March minutes.
Kortum/Romann: Passed Unanimously**

Public Comment

David Powell – asked for information and provided comment on nomination of 487 Winslow Way property

Wendy Hinman – asked for information and provided comment on nomination of 487 Winslow Way property

Brooke Thompson – asked for information, provided comment, and supports the nomination on nomination of 487 Winslow Way property

Review of Permit Applications:

Planner, Shelly Woo, presented a Findings of Fact report on the nomination of the 487 Winslow Way property with further details provided by Architect, Charles Wenzlau, and the homeowner, Mr. Kelly Samson.

**Motion: Approve the Nomination of the 487 Winslow Way Property
Cliver/Romann: Passed Unanimously at 3:04pm**

Potential Nominees for Blakely Award (Discussion/All):

Commissioner Rick Chandler discussed a potential nominee for the Blakely Award.

Action: Susan Hughes to send nomination form to all Commissioners for their nominations.

Committee Updates:

- **Identifying Register-eligible Properties (*Chandler, Kortum*)**
No new updates. Discussion regarding potential property considerations, determine boundaries for Blakely Historic District, mapping areas, utilizing GIS and GPS, and community involvement.
- **Public Education/Public Outreach (*Moreno*)**
Commissioner Chris Moreno initiated discussion about developing community workshops, educating community about HPC, historic districts, and directing people to appropriate resources. Current focus: Arbor Day, writing article about Heritage Tree Registry, and facilitating public involvement. Commissioners Susan Hughes and Rick Chandler created an outline. Commissioner Chandler coordinated with the Farmers Market re: Public Outreach Booth scheduled for the next 4 consecutive Saturdays.
- **Suyematsu Farm (*Hughes/Chandler/Kortum/Cliver*)** – Meeting took place with Ellen Mirro, possible next step: draft memorandum from HPC. Friends of the Farm have questions about scope of work and are looking for comment and recommendations from the Historical Preservation Commission. Architects are working on the residential buildings of the farm. Friends of the Farm have incorporated a consultant to conduct evaluation and report on farm structures. Commissioner Susan Hughes to sign memo for access to the farm and meet with the Suyematsu team.

2022 Work Plan Development (Discussion/All):

Commissioner Chris Moreno sent a draft work plan to the Commission in January.

Action: Commissioners need to review, comment, and update the draft sent.

Old Business

- (*Tayara*) Addition of historic layer to City's GIS – Query is pending with COBI IT Department, no response yet.
- (*Tayara*) Obtaining report of all buildings constructed prior to a certain date is easily done, according to the IT Department; Kelly asked the Commission to identify what information it would like in the report. Waiting for input from the HPC.
- (*Tayara*) Staff is in the process of researching whether City staff helped with the 2019 Suyematsu Barn grant application. The grant application was prepared by a consultant, but extent of City involvement in that preparation is being researched by staff. Unclear what City involvement was.
- (*Tayara*) Fort Ward Bakery/ Blakely Award – staff is unable to find minutes confirming award, but Chair Kortum has shared correspondence. Kelly recommends preparing certificate.
- (*Tayara*) Suyematsu Farm resources on the HPC web page: Staff is researching how best to add this feature (e.g., a folder), and collecting the documents for addition. Renee to

work on this following website construction training.

New Business

- Heritage Tree Proclamation – Is Chair Susan Hughes available to receive the Proclamation at the City Council meeting on April 12, 2022?
- Move HPC meetings to City Hall (In person) meetings – is this possible beginning in June? Kelly Tayara to inquire.

Action Items (*Hughes*)

- Volunteers to join Rick at the Farmer's Market to promote BI Heritage Trees (HPC):
 - April 9th: Susan
 - April 16th: Blaine
 - April 23: Eric
 - April 30: Judy

Please arrive around 9:45am; the booth is near the parking lot area and easy to find.

- Meeting to plan Suyematsu Farm visit – April 22 @ 10am (Eric, Susan, Blaine)
- Complete Blakely Award nomination form for Katy Curtis (Rick)
- Review 2022 Work Plan; Submit comments to Susan and Chris before May meeting (HPC).
- Email Blakely Award nomination form to HPC (Kelly)
- Email 2022 draft Work Plan to HPC (Kelly)
- Find out if HPC can meet in person for May meeting (Kelly)
- Update list of potential local register properties (Kelly)
- Determine boundary of proposed Blakely Historic District (Blaine, Eric)
- Accept Heritage Tree Proclamation at City Council Meeting on April 12 (Susan)
- Determine parameters for listing all buildings older than 50 years on the City's ArcGIS layer so that we can get access to it. (Kelly)

Adjourn

The meeting adjourned at 4:07pm by motion.

Motion: I move to adjourn

Hughes: Passed Unanimously