

Call to Order (Attendance, Agenda, Ethics)
Approval of Meeting Minutes from November 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 2:07 PM. Commissioners in attendance were Susan Hughes, Blaine Cliver, Eric Kortum, and Rick Chandler. Commissioner Chris Moreno was absent. City Council member - Clarence Moriwaki was absent. City Staff present were Senior Planner, Kelly Tayara and Administrative Specialists - Renee Argetsinger, who monitored meeting and prepared minutes.

No introductions

Review & Approve Agenda - There were not any conflicts of interest noted.

Motion: I move that we approve the agenda.

Cliver / Chandler: Passed Unanimously

Review & Approve Minutes – November 3, 2022

Motion: I'll make a motion to approve the November minutes.

Chandler / Cliver: Passed Unanimously

Public Comment

No public comment

Committee Updates:

- **Identifying Register-eligible Properties**

One resident requested an assessment of their property. Commissioners Cliver and/or Kortum to contact property owner to assess. Another resident is interested in saving the police station as a historical site, Chair Hughes suggested that they make a presentation to HPC. The police station is already on the register eligible inventory list of 2017. Chair Hughes to forward email from resident to the register-eligible subcommittee. Action item: Subcommittee to formulate process plan for register-eligible property criteria, taking into consideration historical districts and historical-eligible properties.

Motion: Explore putting the police station on the local register of historic places, and possibly the state register as well.

Cliver / Kortum: Passed Unanimously

- **Public Education/Public Outreach**

No updates

- **Suyematsu Farm**

Chair Hughes provided update that meetings have taken place at Suyematsu Farm regarding preservation work and a proposal to manage it as a historical site. Under consideration is the management and development for the five acres. Chair Hughes and Commissioner Cliver to compose first draft of a letter of support to forward to the City Council.

Motion: Move to support the preservation efforts at Suyematsu Farm.

Cliver / Chandler: Passed Unanimously

- **Work Plan**

In progress – Chair Hughes and Commissioner Moreno composed a draft of the 2023-2024 work plan utilizing samples provided by Kelly Tayara. Discussion regarding expenses of signage with cost options and potential lifespan of each option. Discussion regarding the BIMC and need for clarification for the communication process with City Council. Action item: Staff to make inquiries regarding signage and provide data to HPC which can then be included into the work plan. Kelly Tayara to get clarification for communication process with City Council. Kelly Tayara also suggestion including incentives into the work plan as density bonus incentives were no longer available. Commissioner Cliver advocated for state and national registration. Chair Hughes called for suggestions to be submitted for the draft workplan to be reviewed at the January 2023 HPC meeting, working towards a possible February presentation to the City Council.

Old Business

- GIS Tool – Kelly Tayara suggested putting together a training session on how to use the online COBI GIS tool. Discussion regarding available search criteria (70 years vs. 50 years). Kelly to inquire with COBI IT on adding this functionality. She suggested first identifying potential properties with the GIS tool in the interim.
- Fort Ward Parade Ground – Letter was drafted and sent to the City Council, and was introduced by City Manager, Blair King. No decision was reached at the meeting and no clarification provided on the permit status. Property belongs to Parks Department and it's their decision to make.
- Lumber Yard – tax validation documents were signed by Chair Hughes and Kelly Tayara
- Blakely Awards – Chair Hughes recommended that HPC show support to awards presented at the City Council meeting

New Business

- HPC – Open positions – Interviews to be conducted on December 9, 2022 (Hughes)
- Certified Local Governments (CLG) – Discussion regarding COBI's HPC and CLG. Kelly Tayara provided information regarding COBI's participation in the CLG and will

forward that information to the HPC commissioners, stating that we would not have an HPC without the support of CLG.

Action Items

- Chair Hughes to forward email from resident to the register-eligible subcommittee.
- Register-eligible Properties Subcommittee to formulate process plan for register-eligible property criteria, taking into consideration historical districts and historical-eligible properties.
- Chair Hughes and Commissioner Cliver to compose first draft of a letter of support to forward to the City Council.
- COBI Staff to make inquiries regarding signage and provide data to HPC which can then be included into the work plan.
- Kelly Tayara to get clarification for communication process with City Council.
- Kelly to inquire with COBI IT on adding search by age functionality to the GIS Tool
- Kelly Tayara to provide HPC Commissioners with COBI's participation in the CLG

Adjourn

The meeting adjourned at 3:53pm by Chair Hughes.