

## MEETING NOTES

Thurston County Historic Commission  
Wednesday, March 11, 2020  
Thurston County Community Planning & Economic Development  
2000 Lakeridge Drive SW, Bldg.1, Room 280, Olympia, WA 98502

**Members & Alternates Present:** Sandy Crowell, Rob Kirkwood, Charlie Roe, Ken Balsley, Chris Colton, Beth Mathews, Paul Hooper, Grace Edwards

**Members & Alternates Absent:**

**Chairing:** Rob Kirkwood

**Staff Present:** Sonja Cady, Community Planning & Economic Development  
Jeremy Davis, Community Planning & Economic Development

**Guests:**

### CALL TO ORDER

The meeting was called to order at approximately 6:30 p.m. by Chair Kirkwood.

#### A. ADMINISTRATION

##### 1. Attendance

Attendance of the Historic Commission was noted by Staff.

##### 2. Approval of Agenda

**Commissioner Balsley moved to approve the March 11, 2020 agenda. Commissioner Roe seconded. Motion carried.**

##### 3. Approval of Meeting Notes

**Commissioner Kirkwood recommended staff amend section G of the February 12, 2020 minutes, the Commission agreed. Commissioner Balsley moved to approve the February 12, 2020 minutes as amended. Commissioner Roe seconded. Motion carried. Staff has amended the meeting minutes as directed.**

#### B. TRAINING DISCUSSION ON TCC 2.106.010-2.106.040

It was discovered that staffs emails to the Historic Commission as a group were not working and the Commission did not receive the email asking them to read this section of code for a discussion at the meeting. The Historic Commission will read the section of code and have a follow up discussion at the next regularly scheduled meeting.

**C. CLG SUBCOMMITTEE UPDATE**

The Commission reviewed the Grant application prepared by Commissioner Mathews and Colton and agreed that it was very well done and will be a beneficial project to the public, Commission, and County. The grant would be used to hire a consultant to update the Thurston County Historic Register, as well as create a brochure with historic properties and highlight the incentives of being on the register. The grant subcommittee would also like to allocate \$2000 of the Historic Commissions 2021 budget to print brochures of Historic Properties. The Commission agreed to increase the Commissions hours on the application to 150 hours. Staff will send the draft to the County Grants Manager for review before adding administrative staff hours to the draft and then send it to the County Manager for approval. Mr. Davis confirmed that the County will be the fiscal agent and grant management agent to issue the RFP and make sure the contract is finalized. The Historic Commission will oversee reviewing the consultants work, reviewing their progress, and the final brochures.

**Commissioner Balsley made a motion to move forward with the application process. Commissioner Roe seconded. Motion carried.**

**D. YELM CEMETERY APPLICATION**

Staffs email with the application did not reach the Commission. The Commission would like to have time to review the application, this item will be discussed at an upcoming meeting that will need to be published as a public hearing.

**Commissioner Balsley made a motion to postpone review of the application until the members have had a chance to review the application. Commissioner Colton seconded. Motion carried.**

**E. HISTORIC COMMISSION MEMBER APPLICATION REVIEW**

The County started a new process and each advisory Board and Commission will have the opportunity to review members applications. The Commission reviewed the application of Elaine Taylor and recommended appointment.

**Commissioner Colton made a motion to recommend appointment of Elaine Taylor. Commissioner Hooper seconded. Motion carried.**

## **F. SECTION 106 REVIEW**

Staff had received projects to be reviewed for section 106 from the Army Corps of Engineers. The Commission did not receive these emails either. The Commission briefly discussed the Butler Cove Fish Trap project and Commissioner Kirkwood made a motion to accept the Army Corps of Engineers analysis and recommendation of the Butler Cove site. Commission members Mathews, Colton, and Edwards requested to abstain from voting due to the fact that they had so little information on the project. It was suggested to create a Section 106 Review subcommittee for future projects.

**Commissioner Kirkwood made a motion to accept the engineers report.**  
**Commissioner Balsley seconded. Commissioner Balsley called to vote.**  
**Commissioner Mathews, Colton, Crowell and Edwards abstained from voting.**  
**Motion carried.**

**Commissioner Balsley made a motion to create a Section 106 Review subcommittee consisting of Commissioners Kirkwood, Edwards, Hooper, and Mathews.**  
**Commissioner Edwards seconded. Motion Carried. Staff will forward the recommendation to the Army Corp of Engineers.**

## **G. STAFF UPDATES**

Mr. Davis updated the Commission that staff had a very productive meeting with the Olympia Historical Society, who would like to make minor changes to the Book Grant Contract and are starting a two-step approval process and future roll out. The contract will be submitted to the BoCC for approval with a roll out to follow.

## **H. SUBCOMMITTEE UPDATES**

The Commission discussed the following projects:

- Joint Meetings with Other Commissions – (Charlie, Sandy Rob, Beth) Lauren Hoogkamer with the city of Tacoma, will speak at the Meeting on September 26<sup>th</sup>. Commissioner Kirkwood has spoken with other historic groups such as the Olympia Historic Commission and DAHP and received positive feedback. Commissioner Crowell will write an invitation.
- Outreach Committee/Birthday Celebration County Fair (Ruth, Ken, Grace, Paul) no updates. Commissioner Edwards will reach out to Commissioner King to get updates.
- Historic Register Verification – (Chris, Beth) Apply for a grant to hire a consultant.
- Historic Signs - three historic ballrooms, joint marker with tribes – (Sandy, Ken, Daniel) Commissioner Graves has contacted the property owners where the Evergreen Ballroom was but have not heard back.

CLG Grant- (Beth, Chris, Dan, Paul, Grace) Discussed earlier in the meeting.

**I. OTHER BUSINESS**

- Greg Griffiths asked Commissioner Kirkwood if the Commission would be attending the NAPC conference in July. Commissioner Matthews had worked on an application for the conference in the past and asked staff to forward here previous email about the sign up information.
- Commissioner Colton asked if the County has a contingency plan for next month's meeting if no meetings are allowed in the County building. Staff will research if there is the possibility for the public to join on a teleconference. Staff will take the directive of the County manager for future meetings.

**J. Adjournment**

There being no further business, the meeting adjourned at 7:42 p.m.

*Prepared by Sonja Cady, Historic Commission staff.*