CITY OF OAK HARBOR
HISTORIC PRESERVATION COMMISSION
Regular Meeting
AGENDA

Thursday, November 21, 2019 4:00 PM – 5:00 PM
City Hall, 865 SE Barrington Drive, Council Chambers

1. ROLL CALL: Castellano _____ Apgar _____
   Evans _____ Juniper _____

2. Approval of minutes – September 26, 2019 meeting

3. Public Comment – The Historic Preservation Commission will accept public comment for items not otherwise on the agenda for the first 15 minutes of the Historic Preservation Commission meeting.

4. Public Meetings

   A. HISTORIC PRESERVATION COMMISSION MISSION STATEMENT – Public Meeting
      Staff will present concepts for a mission statement for the Commission, followed by discussion regarding ideas and a potential draft to be reviewed at a future meeting.

   B. EDUCATIONAL FLIER – Public Meeting
      Final draft of flier for public distribution to be presented to the Commission for comments and approval.

   C. HISTORIC REGISTER NOMINATION FORM – Public Meeting
      Draft of application form for nomination to the historic register will be presented by staff.

   D. DISCUSSION OF TOPICS FROM SEPTEMBER MEETING – Public Meeting
      Staff will follow-up on topics discussed at previous meetings.

5. Commission & Staff Comments

6. Adjournment
Historic Preservation Commission

Minutes

From September 26, 2019

Regular Business Meeting

November 21, 2019
City of Oak Harbor
Historic Preservation Commission
Regular Meeting Minutes
September 26, 2019 at 4:00 PM

Present:
Jennifer Juniper
Dan Evans
Ron Apgar
Rick Castellano

Absent:

1. Roll Call
The meeting was called to order at 4:00 PM.

2. Approval of Minutes from August 22, 2019
Motion: Commissioner Evans moved to approve the August 22, 2019 minutes as presented. Second: Commissioner Castellano seconded the motion. With all in favor, the motion passed unanimously.

3. Public comment
Scott Hornung offered comment regarding the Main Street District and a historic zoning map/list.

4. Election of Vice-Chair Position
By consent, Dan Evans was elected vice-chair.

5. Discussion of Topics from August Meeting
Mr. Lindenburg discussed a potential fee structure of a $50 individual property fee and a $100 commercial property fee. Staff will check in with the County on their recording requirement process. Plaques would be acquired at owner discretion and the owner would be responsible for any associated fees. Staff and Commissioners agreed that a plaque template or samples would be valuable for encouraging uniformity. Staff also addressed the topic of properties being removed from register. The Staff and Commissioner consensus is that owners should be able to remove themselves from register, however any stipulations that may go along with financial benefits will still be the owner’s responsibility to comply with. Staff also suggested a time period of notice prior to removing a property from register without owner’s consent. A process was discussed that would include notifying the applicant if the property was being considered for removal and potentially to give the owner time to correct the issue that’s initiated the removal, if possible.

Staff and Commissioners also discussed nomination approvals and agreed upon a process in which the Historic Preservation Commission (HPC) will make all final decisions on individual property nominations, however, any Historic District nomination considerations may need to be seen at both the HPC level and the Council level. This process has not yet been finalized.

6. Commission and Staff Comments
Staff discussed the HPC Code Amendments that will be presented at the City Council meeting on October 1st which includes changing the number of commissioners from seven down to five and removing the verbiage that states that properties would automatically be placed on the Oak Harbor register.

Present:
Staff Present:
Jennifer Juniper
Dan Evans
Ron Apgar
Rick Castellano
Steve Powers, Development Services Director
Ray Lindenburg, Associate Planner
Motion: Commissioner Evans moved to cancel the October 24, 2019 Historic Preservation Commission meeting. Second: Commissioner Apgar seconded the motion. With all in favor, the motion passed unanimously.

7. Next Agenda
The next meeting will include discussion of the informational flier, and a possible mission statement for the HPC.

8. Next meeting date Thursday, November 21, 2019, starting at 4:00 PM.

The meeting adjourned at 4:40 PM.

Respectfully submitted,

Sarah Heller
Administrative Assistant
Development Services
Historic Preservation Commission Mission Statement
At a previous meeting, there was discussion regarding development of a mission statement for the Commission. Staff has located a number of similar bodies that have such a statement and have included a few examples attached to this staff report (Attachment 1). A discussion of potential ideas for a mission statement is encouraged with the intent of providing a draft at a future Commission meeting for review and approval.

Educational Flier
Staff has provided a final draft of the publicity flier that will be used to distribute to the public at various locations and events (Attachment 2). The flier is intended to inform the community of the existence of the Historic Preservation Commission, its goals and benefits, membership possibilities, and process for inclusion on the historic registry.

Historic Register Nomination Form
A draft application form has been included for review (Attachment 3). The form itself will be utilized as a means by which members of the public may nominate a property to the registry and is designed to provide the correct information to city staff for processing.

Discussion of Items from Previous Meeting & Commission and Staff Comments
If any Commissioners have comments or questions for staff, those may be addressed during this time.

The next meeting of the Historic Preservation Commission is scheduled for December 12, 2019, however due to the holidays and the lack of current applications for review, staff recommends that this meeting be canceled, with the next scheduled date being January 23, 2020 at the regular start time of 4:00 P.M.

Attachments
1. Example mission statements from other jurisdictions
2. Educational Flier
3. Historic Register Nomination Form
Attachment 1:

Example Mission Statements from Other Jurisdictions
Bainbridge Island, Washington:
The mission of the HPC is to advocate for the preservation of historically significant buildings, structures, sites, objects, and districts. The HPC establishes, maintains, and updates the local historic inventory, local historic register, heritage tree register, and identifies register eligible properties. Additionally, the HPC reviews nominations to the local, state, and national registers, minor conditional use permits (CUP) for zoning relief, changes or alterations to local historic register or register eligible properties, demolition permits, and special valuation of historic properties.

Aberdeen, Washington:
Our mission is to safeguard the heritage of the City of Aberdeen as represented by:
  o Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment, and use of outstanding historic:
    o Buildings
    o Districts
    o Objects
    o Sites
    o Structures
  o Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment
  o Foster civic and neighborhood pride in the beauty and accomplishments of the past and a sense of identity-based on City of Aberdeen history
  o Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses
  o Reflecting significant elements of the City of Aberdeen History such as:
    o Buildings
    o Districts
    o Objects
    o Sites
    o Structures
  o Stabilize or improve the aesthetic and economic vitality and values of such site, improvements, and objects

Eagle, Idaho:
The mission of the Eagle Historic Preservation Commission (HPC) is to safeguard the City’s historic structures and features; to foster civic pride in the past; to promote the use of historic districts and landmarks for the education, pleasure, and welfare of the people of the City; and to encourage preservation of historic integrity in land use and development planning.

Hayden, Idaho:
The mission of the Historic Preservation Commission is to tell the story of the Hayden area. In telling that story, we want to capture who we are, what we have done, and how we came to be. That story will include the Native American cultures and early European pioneers and settlers who were an important chapter in our early history. The lake will be a central character in our story, having had a profound influence on the evolution of our community. Logging, mining and other natural resources will also be featured, having played an important role in shaping our identity. The story will convey how the scenic and recreational resources of the area, as well as agricultural activity like orchard farming, fruit packing, and dairy farming dominated our local economy in the early years. We hope to communicate how regional elements and surrounding communities were also important factors in shaping our history.

**Springdale, Utah:**
To inspire an appreciation of Springdale heritage through honoring and preserving its cultural and unique history.

**Joliet, IL:**
The mission of the Joliet Historic Preservation Commission is to identify and oversee the City’s historic landmarks, districts, and sites; as well as to preserve such districts and sites for the use, observation, education, pleasure, and general welfare of the inhabitants of the City of Joliet and visitors to the area.

**Westfield, NJ:**
Recognizing the cultural significance of Westfield’s rich historic and architectural heritage, the Historic Preservation Commission (HPC) was established by municipal ordinance in December 1984. The HPC is charged with preserving historical sites and structures while fostering an appreciation for these landmarks as an essential element of the town’s unique character.

The Commission considers potential sites for historic designation, reviews proposed work on designated historic properties, advises homeowners in planning and designing their construction projects, and submits recommendations to the Planning Board. Additionally, the Harry Devlin Awards program recognizes homeowners for commendable preservation efforts. By preserving Westfield’s legacy, the Historic Preservation Commission strives to protect Westfield’s original neighborhoods and provides a valuable link for generations to come.
Historic Preservation Commission

Staff Report

Attachment 2:

Educational Flier

November 21, 2019
**What is the Commission and how does it work?**
The Oak Harbor Historic Preservation Commission was created by the City Council in 2018 through the approval of the Historic Preservation Ordinance. The purpose of the Commission is to provide for the identification, evaluation, designation and protection of historic and prehistoric resources in the City.

A Historic Inventory of properties assists in identifying potential Historic Register properties.

**What does it take for a property to become officially recognized on the Historic Register?**
An application is submitted to the Historic Preservation Commission for inclusion on the Register. Supporting materials including photos or a narrative should be included to allow the Commission to make an informed decision. For all nominations, the owner must consent to inclusion.

Staff reviews the application and materials for compliance with the standards found in Oak Harbor Municipal Code 18.50 and prepares a presentation for the Commission for consideration.

**What are the benefits of the Register?**
Oak Harbor’s Historic Preservation Ordinance was created in part so that the City could be considered as a Certified Local Government (CLG). Now that the city is recognized as such, property owners within the city limits may be eligible for special tax property valuation for rehabilitation to Register properties.

Additions, remodeling, and other changes to buildings on the Register may be subject to review by the Historic Preservation Commission. However, by request of the property owner, buildings may also be removed from the Registry. This will be dependent on any special tax valuations that have been completed and may void tax savings.

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**Current Commissioners**
Jennifer Juniper, Chair :: Rick Castellano
Ron Apgar :: Dan Evans

Go to the Boards and Commissions page at: [www.oakharbor.org](http://www.oakharbor.org) for more information on membership and procedures
Historic Preservation Commission

Staff Report

Attachment 3:

Historic Register Nomination Form

November 21, 2019
Nominations to the Oak Harbor Register of Historic Places are processed according to the procedures and standards described in OHMC Section 18.50.050. Submittal of a nomination form does not obligate the City to place a property on the Register or to extend financial incentives to a property owner. Documents submitted become public record. Additional requirements may be imposed by other City, state or federal regulations.

OAK HARBOR REGISTER OF HISTORIC PLACES
NOMINATION FORM

This form is required to nominate properties to the Oak Harbor Register of Historic Places per Oak Harbor Municipal Code Section 18.50.050. Type all entries and complete all applicable sections. Contact the Development Services Department with any questions at 360-279-4512.

PART 1: PROPERTY INFORMATION (for ‘HELP’ press the F1 key)

<table>
<thead>
<tr>
<th>11/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property Name</strong></td>
</tr>
<tr>
<td>Historic Name</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>Parcel No(s.)</td>
</tr>
</tbody>
</table>

**Nominated Elements**

Please indicate below significant elements of the property that are included in the nomination by checking the appropriate box(es) below. These elements should be described specifically in the narrative section of this form.

- [ ] Principal Structure
- [ ] Historic Additions
- [ ] Accessory Buildings/Outbuildings
- [ ] Site
- [ ] Historic Landscaping, Fencing, Walkways, etc.
- [ ] Interior Spaces/Other (inventory in narrative)
Nominations to the Oak Harbor Register of Historic Places are processed according to the procedures and standards described in OHMC Section 18.50.050. Submittal of a nomination form does not obligate the City to place a property on the Register or to extend financial incentives to a property owner. Documents submitted become public record. Additional requirements may be imposed by other City, state or federal regulations.

### Owner of Property

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Is the owner the sponsor of this nomination? If not, please provide evidence that the owner has been contacted.

- [ ] Yes
- [ ] No

Owner Signature, if possible:

### Form Preparer

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Company/Organization</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email</th>
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</thead>
</table>

### Nomination Checklist—Attachments

- [ ] $50 Individual Filing Fee/$100 Commercial Filing Fee
- [ ] Continuation Sheets
- [ ] Site Map (REQUIRED)
- [ ] Historical Plans
- [ ] Photographs (REQUIRED): please label or caption photographs and include a photography index
- [ ] Other (please indicate):

**FOR OFFICE USE**

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Fee Paid</th>
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</thead>
</table>

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### PART 2: PHYSICAL DESCRIPTION

#### Extent of Changes
Please summarize the changes that have been made to the original plan, exterior, materials, cladding, windows, interior, and other significant elements by selecting the choices below. If the property has been previously documented, these may be indicated on the Washington State Historic Property Inventory Form. These changes should be described specifically in the narrative section of this form.

<table>
<thead>
<tr>
<th></th>
<th>Original Materials Intact</th>
<th>Original Materials Intact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan (i.e.: no additions to footprint, relocation of walls, or roof plan)</td>
<td>Yes ☐ No ☐</td>
<td>Interior (woodwork, finishes, flooring, fixtures)</td>
</tr>
<tr>
<td>Original cladding/exterior materials</td>
<td>Yes ☐ No ☐</td>
<td>Other elements</td>
</tr>
<tr>
<td>Windows (no replacement windows or replacement sashes)</td>
<td>Yes ☐ No ☐</td>
<td></td>
</tr>
</tbody>
</table>

#### Physical Description Narrative
Describe in detail the original (if known) and present physical appearance, condition and architectural characteristics of the site (context, location), exterior (all four walls), and interior. Please include a list of known alterations and their dates (use additional sheets if necessary).
PART 3: HISTORICAL OR CULTURAL SIGNIFICANCE

Criteria for Designation

Oak Harbor Municipal Code recognizes 12 criteria of eligibility for inclusion on the Oak Harbor Register of Historic Places. Please select any that apply to this property, for which there is documented evidence included in this nomination form. Properties must be at least 50 years old, or is of lesser age and has exceptional importance; and must also fall into at least one of the following categories:

- A Is associated with events that have made a significant contribution to the broad patterns of our history; or
- B Is associated with the lives of persons significant in our past; or
- C Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
- D Has yielded or may be likely to yield, information important in prehistory or history; or
- E Abuts a property that is already listed on the Oak Harbor Register of Historic Places and was constructed within the period of significance of the adjacent structure; or
- F Owing to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood or City.

Historical Data (if known)

Date(s) of Construction _____ Other Date(s) of Significance _____

Architect(s) _____ Builder _____ Engineer _____

Architectural Style(s) _____ Material(s) _____

Statement of Significance

Describe in detail the chronological history of the property and how it meets the criteria for the Register of Historic Places. Please provide a summary in the first paragraph that lists the relevant criteria (use additional sheets if necessary). This section should include a thorough narrative of the property's history, context, occupants, and uses. If using a Multiple Property Nomination that is already on record, or another historical context narrative, please reference it by name and source.
This page may be edited or copied as needed. Continued from page ____.