CITY OF OAK HARBOR
HISTORIC PRESERVATION COMMISSION
Regular Meeting
AGENDA

Thursday, January 23, 2020 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 – November 21, 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 options for an HPC Mission Statement that will be included in the Commission web page and marketing documents.

   B. HPC MARKETING – Public Meeting
      Staff will update the Commission on marketing and publicizing the work of the HPC and the Historic Preservation Ordinance and solicit ideas for further efforts.

5. Commission & Staff Comments

6. Adjournment
Historic Preservation Commission

Minutes

From November 21, 2019

Regular Business Meeting

January 23, 2020
City of Oak Harbor
Historic Preservation Commission
Regular Meeting Minutes
November 21, 2019 at 4:00 PM

Present:
Jennifer Juniper  
Dan Evans  
Ron Apgar  
Rick Castellano

Staff Present:
Blaine Oborn, City Administrator  
Steve Powers, Development Services Director  
Ray Lindenburg, Associate Planner

Absent:
Blaine Oborn, City Administrator  
Steve Powers, Development Services Director  
Ray Lindenburg, Associate Planner

1. Roll Call
The meeting was called to order at 4:02 PM.

2. Approval of Minutes from September 26, 2019 (There was no October meeting)
Motion: Commissioner Evans moved to approve the September 26, 2019 minutes as presented. Second: Commissioner Castellano seconded the motion. With all in favor, the motion passed unanimously.

3. Public comment

Commissioner Juniper offered a few mission statement suggestions and mentioned preferring a short and simple phrase. The Commissioners all agreed that something simple and direct is preferable. Mr. Lindenburg and Commissioner Juniper will work together on mission statement examples and bring options back to the next meeting.

5. Educational Flier
The commissioners offered feedback including increasing of the font size, making it a rack-sized card size which is slightly bigger that its current size, including the mission statement, and removing the names of the commissioners so it won’t need to be updated when additional commissioners join the board.

6. Historic Register Nomination Form
Mr. Lindenberg presented the historic register nomination form for feedback from the commissioners. One change that was suggested to the form is to require the owner signature on the second page by removing the phrase “if possible” from that section. Staff mentioned that the City can include information on channel 10 and update the City’s webpage to show that we are accepting applications once it is complete. Commissioner Evans commented that Main Street could also share a link to the HPC page on their own webpage.

7. Discussion of Topics from September Meeting
Commissioner Juniper suggested having the Whidbey News Times run an article on the HPC and the possibility of inviting someone to the next meeting or arranging a separate day to talk about the HPC and its mission and goals.

8. Commission and Staff Comments
Commissioner Castellano mentioned that there may be someone that is interested in purchasing the roller barn with the intention of maintaining it as such. He stated that if that was the case, it could
potentially be a property that’s eligible for nomination to the historic register. Commissioner Castellano offered to contact him and follow up and invite him to attend an HPC meeting if he is interested.

**Motion:** Commissioner Evans moved to cancel the December 12, 2019 Historic Preservation Commission meeting. **Second:** Commissioner Apgar seconded the motion. With all in favor, the motion passed unanimously.

9. **Next Agenda**
Staff and the commissioners will further discuss a mission statement for the HPC to adopt.

10. **Next meeting date Thursday, January 23, 2020, starting at 4:00 PM.**

The meeting adjourned at 4:25 PM.

Respectfully submitted,

Sarah Heller
Administrative Assistant
Development Services
A. Historic Preservation Commission Mission Statement

During the November meeting of the HPC, staff introduced a discussion of possible mission statement concepts. With examples from different jurisdictions, there were a number of different ways that a mission statement could be constructed. While some of the examples that were shared were very detailed and practical, the discussion revolved around the idea of keeping the statement simple and aspirational.

Based on this discussion, staff analyzed the mission statements as follows and met with HPC Chair Jennifer Juniper to develop a conceptual draft mission statement.

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:
- Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment, and use of outstanding historic:
  - Buildings
  - Districts
  - Objects
  - Sites
  - Structures
- Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment

“the mission...” is understood and unnecessary.
The entire statement seems more practical than aspirational. Much about process and little about vision.

Not what we are looking for.
Foster civic and neighborhood pride in the beauty and accomplishments of the past and a sense of identity based on City of Aberdeen history
- Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses
- Reflecting significant elements of the City of Aberdeen History such as:
  - Buildings
  - Districts
  - Objects
  - Sites
  - Structures

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.

Positive aspirational statements

Very wordy. Includes aspiration with pragmatism.

Simplicity is appreciated here.
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.

Pragmatic view is appreciated and not too wordy.

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.

Very much policy-oriented.

Nothing in the way of vision or aspiration.

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.

Key takeaways
- A beginning statement of “the mission of...” or similar is not needed. It is a mission statement and will be identified as such. Leaving this portion out will not only shorten the overall statement but will also help avoid presenting the text as a sort of report with a beginning, middle and end.
- Feedback seems to indicate the desire for an aspirational vs. pragmatic statement.
- Discussion also expressed wish for simplicity vs. detail.
- Concepts highlighted by sample mission statements:
  - Inspire
  - Advocate
  - Safeguard
  - Foster civic pride
  - Tell the story of the community
- At the previous meeting, we discussed the concept of “unique properties” and its dual meaning:
  - The characteristics that make the City unique.
  - The structures and locations that are unique to Oak Harbor.
**Conceptual Mission Statement**

“To sustain and enhance the unique properties of Oak Harbor through education, preservation and enrichment of the built environment.”

Ideals represented within this statement (not to be included as the mission statement itself, but to further flesh out the concepts as a means of explanation of the process):

- Advocacy for preservation and enhancement of existing historical sites and buildings for future generations. This includes restoration and addition to buildings based on the process outlined within the Historic Preservation Code process.
- The “unique properties” concept outlined above allows the ‘sustain and enhance’ statement to function as an overarching theme for the entire community as well as individual buildings or sites.
- Three branches by which the HPC will achieve the goal of protecting the unique properties of the City:
  - Education – telling the story of the unique history of the area and informing citizens of the values and goals of historic preservation.
  - Preservation – giving property owners the tools to ensure the survival of historic locations into the future – as well as preserving the character of the environment.
  - Enrichment – providing for the ability to modify or expand existing sites in a way that is sympathetic to the past while addressing the needs of the future. The instillation of civic pride through the ongoing improvement of the community.

**Historic Preservation Commission Marketing**

Staff will present concepts for marketing on the City television channel and solicit ideas for further marketing, such as the utilization of the City Facebook page.

**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 February 27, 2020, though due to the lack of current applications for review, staff recommends that this meeting be canceled, with the next scheduled date being March 26, 2020 at the regular start time of 4:00 P.M.