



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Agenda

Historic Preservation Commission

Monday, March 25, 2024

5:30 PM

Small Conference Room, City Hall

1. **HYBRID MEETING DETAILS**

24-00278 Please click the link to join the webinar: <https://us02web.zoom.us/j/88111913944>
Webinar ID: 881 1191 3944
Or Telephone: (253) 205 0468; or (253) 215 8782; or (346) 248 7799

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

24-00186 MINUTES FROM FEBRUARY 26, 2024

4. **CONSTITUENT COMMENTS**

5. **CHANGES TO THE AGENDA**

6. **ELECTION OF OFFICER**

24-00274 ELECTION OF CHAIR AND COCHAIR

7. **WORKSHOP**

8. **OLD BUSINESS**

9. **NEW BUSINESS**

24-00187 PROCLAMATION
RECOMMENDED ACTION: SEEKING REVIEW AND NOMINATION FOR A
REPRESENTATIVE TO ATTEND A MEETING IN MAY TO ACCEPT

24-00273 REVIEW OF BYLAWS
RECOMMENDED ACTION: SEEKING REVISIONS

10. **REPORTS**

24-00279 RA LONG AWARD 2024

11. **BOARD MEMBER COMMENTS**

12. **ADJOURNMENT**



Minutes

Historic Preservation Commission

Monday, February 26, 2024

5:30 PM

Small Conference Room, City Hall

1. **HYBRID MEETING DETAILS**

24-00180 Please click the link to join the webinar: <https://us02web.zoom.us/j/88111913944>
Webinar ID: 881 1191 3944

Or Telephone:

+1 253 205 0468 US; +1 253 215 8782 US (Tacoma);
+1 346 248 7799 US (Houston); +1 408 638 0968 US (San Jose)

2. **ROLL CALL**

The meeting was called to order at 5:30 pm.

*In attendance: Nat Light, Chair; Rick Johnson; Darin Molnar; Mike Chapman; Gena Graham; Summer O'Neill
There is one vacancy on the board.
Staff: Mac Kosar, Planner; Nancy Vandehey, Admin*

3. **INTRODUCTION OF NEW MEMBERS & BOARD OVERVIEW**

24-00163 Welcome to new members: Mike Chapman, Gena Graham, and Summer O'Neill.

Nat Light welcomed the new members and lead the introductions. Introductions were completed by all board members.

Mac Kosar led the group in an introduction of the Longview Historic Preservation, the Ordinance and Bylaws. He reviewed some of our past projects that have been brought to HPC in recent years. Two additional resources - <https://wisaard.dahp.wa.gov/> and <https://www.nps.gov/articles/000/treatment-standards-rehabilitation.htm>.

4. **ELECTION OF OFFICER - NOTICE FOR MARCH**

Nancy explained the bylaws and notification of elections happening in March.

5. **APPROVAL OF MINUTES**

24-0060 Minutes from November 27, 2023

No December meeting held due to the holiday and lack of new business.

No January meeting held due to lack of new business.

The minutes were approved with minor changes. This passed unanimously.

6. **NEW BUSINESS**

24-00185 Historic Preservation/R.A. Long Award**Recommended Action: Motion to direct staff to publish requests for nominations.***Nat explained the process of nominations for the RA Long Award.**Summer O'Neill made a motion, seconded by Rick Johnson, to direct staff to publish requests for nominations. This passed unanimously.***7. CONSTITUENT COMMENTS****8. BOARD MEMBER COMMENTS***Bylaws will be a topic for discussion at the next meeting. Mike Chapman offered his assistance to join the bylaw subcommittee.***9. ADJOURNMENT***The meeting was adjourned at 6:25 pm.*

Proclamation

City of Longview, Washington

Historic Preservation Month May 2023

WHEREAS, the National Trust for Historic Preservation has declared May to be National Historic Preservation Month; and

WHEREAS, the City of Longview lies at the ancient crossroads of both the Cowlitz and Chinook Indian Tribes in their periodic journey to harvest and trade fish, berries, and other items; and

WHEREAS, the citizens of Longview also enjoy a rich legacy of pioneering spirit as the modern home to the 19th Century communities of Monticello, Freeport and LaDu; and

WHEREAS, the citizens of Longview also enjoy the lasting benefits of the urban planning and generosity of our city founder, R.A. Long; and

WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability; and

WHEREAS Longview's Historic Preservation Commission wishes to acknowledge the work by local individuals and groups to support, maintain, and restore historic assets within the city as vital to understanding its past and charting its future.

NOW, THEREFORE, I, MaryAlice Wallis, Mayor of the City of Longview, do hereby proclaim the month of May to be

“Longview Historic Preservation Month”

in the City of Longview and call upon all in our community to join their fellow citizens across the nation in honoring this vital tradition.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 11th day of May 2023.

MaryAlice Wallis, Mayor

RULES OF PROCEDURE for the
LONGVIEW HISTORIC PRESERVATION COMMISSION

1. Officers for the Commission shall be Chair, Vice-Chair and Secretary. The Chair shall be the presiding officer of the Commission. In the Chair's absence, the Vice-Chair shall be the presiding officer. The Secretary or person designated by the Secretary shall keep written minutes of Commission meetings and shall turn over the minutes and other records to the Custodian of Records after said minutes and records are approved by the Commission. In the absence of any officer, the Commission members present shall appoint or elect temporary officers from their membership, provided that the Director of Community Development as well as any member of the Commission may act as temporary secretary.
2. Officers for the Commission shall be elected every two years. The nomination and election of officers shall occur during a regular meeting after which one month notice has been given to all members of the commission. Generally elections shall occur no later than two months prior to the end of the calendar year or during the next regular meeting held prior to the end of the calendar year. Nominations for each officer position shall be requested by the Chair and considered if a second is given. After nominations are heard and confirmed, an election for each officer position shall be taken by roll call vote, with each commission member only voting for one person. Generally, Commission members may not abstain from voting for officer positions. There shall be no term limits for Officers serving in a position on the Historic Preservation Commission.
3. Regular meetings shall be held on the fourth Monday at **5:30 p.m.**, of each month in the Small Conference room at the Longview City Hall; provided that if the fourth Monday of any month shall fall on a legal holiday or other City Hall closure, the regular meeting for that month shall be held on the third Monday, or preceding Monday which is not a legal holiday.
4. Special meetings shall be held when called by the Chair or Vice-Chair in the Chair's absence, at such time and place as shall be set by the presiding officer calling the Special Meeting.
5. A quorum for conducting business shall be a minimum of four members. No official business may be conducted unless a quorum of members is present, except that any number less than a quorum shall have the power and authority to adjourn the meeting from time to time until a quorum is obtained.
6. A member may attend and participate at a meeting by use of a speakerphone or by some more contemporary communication mode such as Skype or video conference. This attendance and participation requires clear two-way communication: the member on the phone line or

- video/internet connection must hear and perhaps see what is happening at the meeting and can also be heard and perhaps be seen by those present at the meeting. If authorized in advance by the chair of the Commission, this can be considered to be attendance at the meeting, and the physically-absent member counts towards a quorum.
7. Any member who has three unexcused absences during the calendar year or two unexcused absences in a row, of a regularly scheduled meeting, must provide a sufficient explanation of the absences or be subject to recommendation for removal from the Commission.
 8. All members including officers shall have a vote in ruling on any business.
 9. The Director of Community Development shall be the Custodian of Records and shall keep official records of all minutes and business transacted by the Historic Preservation Commission including applications granted or rejected. Such records shall be available for inspection by the public at all reasonable times.
 10. A majority vote of all members of the Historic Preservation Commission shall be necessary to pass any motion, except as required by law or ordinance.
 11. Before a vote is taken, the Chairperson shall ascertain if all members present are informed on the matter of the vote. The Chairperson shall also ask if any member has a conflict of interest in the question. The Board will decide if such conflict is valid, and if such is affirmed by vote of the Board, the member with the conflict shall abstain from the main vote. Before a vote, each member present shall be polled for an opinion on the question.
 12. Application blanks for public review requiring Commission approval shall be furnished by the Director of Community Development.
 13. Where not otherwise specified by these rules, the meetings of the Historic Preservation Commission and the manner of conducting business shall be governed by Roberts Rules of Order, Revised.
 14. For design review the Historic Preservation Commission adopts the Secretary of the Interior's Standards for the Treatment of Historic Properties, Rehabilitation treatment approach by reference.
 15. The Historic Preservation Commission adopts the Guidelines for Rehabilitating Historic Buildings from the Secretary of the Interior's Guidelines for the Rehabilitation of Historic Properties by reference and shall use the standards and guidelines when conducting design review.
 16. These rules may be altered, amended, revised or supplemented from time to time by a majority vote of all members of the Historic Preservation

Rules of Procedure
Longview Historic Preservation Commission

Commission. Any such alteration, amendment, revision or supplement shall be in writing and shall be filed with the Custodian of Records following its passage by the Historic Preservation Commission.

2-27-24



Date: February 27th, 2024

Contact: McAllister Kosar, Planner
Mcallister.kosar@ci.longview.wa.us

Phone: 360-442-5083

For Immediate Release

Nominations sought for 2024 Robert A. Long Historic Preservation Award

The City of Longview Historic Preservation Commission is seeking nominations for the annual Robert A. Long, Historic Preservation Award in line with the Historic Preservation Month of May. The Historic Preservation Commission would like to recognize community members who have contributed to the history and story of Longview, and who have completed outstanding work in the field of historic preservation.

Nominations should include a written summary of the accomplishments and contributions of the nominee to historic preservation in Longview. The award criteria are available online at www.mylongview.com, under the “News” link. Please submit electronic nominations by email to mcallister.kosar@ci.longview.wa.us and written nominations to Longview City Hall, Attention McAllister Kosar, PO Box 128, Longview, WA 98632 by Thursday, March 28th, 2024.

Since the award’s creation in 2009 it has been awarded to John and Mary Chilson, Clyde Shadiow, Travis and Phyllis Cavens, Dennis Weber, Bill Kasch, Karen Dennis, Jeff and Trish Wilson, Tom and Bev Anderson, Mark McCrady, and JH Kelly.

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ROBERT A. LONG HISTORIC PRESERVATION AWARD

I. PURPOSE; of the R.A. Long Historic Preservation Award is to select on an annual basis someone(s), whom the Longview Historic Preservation Commission decides most helps preserve the legacy of R.A. Long. Nominees may meet any one, or a combination, of the criteria listed below.

II. NOMINATION;

In developing criteria for selecting an award winner, the Longview Historic Preservation Commission has used as a guideline the Longview City Municipal Code of the Longview Historic Preservation Ordinance: Section 16.12.010 titled 'Findings and purpose.

III. SELECTION CRITERIA; An award winner may have:

- a) used research and documentation to enhance and acknowledge buildings, sites and districts thus helping presser through inclusion on Longview's historic register.
- b) encouraged or performed restoration maintenance to preserve the aesthetics of cultural assets; ex, helped restore a totem pole, park, building, store or street curb appeal.
- c) raised citizen awareness of heritage, cultural @r aesthetics of the city, thus helping create civic pride and the prosperity and welfare of the city.
- d) fostered civic pride in accomplishments of the past and sense of identity based on city's history"
- e) protected historic resources to attract tourists and visitors, thus stimulating local economy;' examples as writing plays, books, brochures, contributing works of art as statues, murals, signs, and/or financial assistance enabling any of these taxes, for as incentives, provide and
- f) encouraged, and or assisted private owners to preserve historical features of original buildings, districts, neighborhoods, streets and sites.
- g) provided identification of historic landmarks, buildings and land sites.
- h) conserved or restored valuable historical materials as artifacts, documents and photos.

Note: there may be criteria considered that is not expressly listed here.

IV. PROCEDURE OF SELECTION; More than one nomination may be presented by any member of the LHPC or the community. Nominations are open for persons either living or deceased, and not limited only to residents of Longview. Award winners may also be a pair of people, as a husband and wife, or team or group, as a club. After closing of nominations, the floor is open for discussion of merits of each nominee on how they match the criteria. With a vote by hand, the list shall be brought down to two finalists, followed by a final vote. Majority vote shall be the winner.