

## MINUTES

### Mason County Historic Preservation Commission

August 10, 2017

Mason County Department of Health Meeting Room  
415 N. 6<sup>th</sup> Street  
Shelton, WA 98584

**Members Present:** Ed Huber, Marty Harrell, Stephanie Neil, and Rick Calvin

**Members Absent:** David Willard, Steve Rose (excused)

**County Staff:** Michael MacSems and Marissa Watson

#### I. Call to order

*Roll Call-* Mr. Calvin called the meeting to order at 2:00 p.m.

*Review and Approve Minutes from July 13<sup>th</sup>* – Tabled approval of minutes until September, not enough members present from the July 13<sup>th</sup> meeting to approve.

*Correspondence-*

- July Historical Society Newsletter
- Invitation from Washington Trust for Historic Preservation to gala dinner in Seattle.
- E-mail from John McDonald about the Old Belfair Cemetery - Ms. Neil has corresponded with Mr. McDonald.

#### II. New Business

*Announcements* – None

*William Busacca on Reconsideration of a Request for a Resolution in Support of the Shelton Railway and Roundhouse Project* – Mr. MacSems talked about the Historic Preservation Commission's role in the past as advisors to the County Commissioners on County owned historical property. But the drafting of a resolution or writing letters in support of the Shelton Railway and Roundhouse Project was outside of the HPC's authority. The proper role for the MCHPC in this instance would be to advise the BOCC whether or not to provide their support for this project. Mr. Busacca was unable to attend the August meeting but might attend a future meeting.

*Summer 2017 Heritage Grant Request Reviews (3)* – Ms. Neil and Mr. Calvin reviewed the heritage grant process with the applicants and mentioned the available funds.

(1) McReavy House Museum of Hood Canal

Small Capital Project; Cost \$3693.70

Jayni Kamin made her presentation on the McReavy House, she talked about the Board members and friends working for a year to secure the house and lessen deterioration. She talked about earlier volunteers painting the house, but only a portion was completed and it had been two different colors for a while now. She talked about engaging the community and a local ministry who bid on the painting. Volunteers had also been working on the interior restoring the brackets, corbels, and ridge trim. She gave a brief history of the McReavy family.

Mr. MacSems asked Ms. Kamin about the history of preservation regarding the house. In 1970 Helen McReavy passed away and the granddaughters had turned the house into a beach house with 1970s style windows, they also took off the top story and the box bay porch. The McReavy home site was placed on the Mason County Historic Register in 2007, but not the house itself as there had been too many modifications to the house for it to qualify. Ms. Kamin said the house was donated to the community by the McReavy family about ten years ago and a 501(c)(3) non-profit was established to take care of the house. Other speakers for the McReavy house mentioned that they were working on taking out historical inappropriate items and restoring the original moldings. The septic and electrical has been redone.

Mr. Huber asked what color the board members picked to paint the house. Ms. Kamin passed around a photo of the sample that they had chosen. The HPC thought it was an appropriate color.

Mr. Calvin started the scoring process with the other HPC members present. Scores are as follows:

- 23-Promoting Heritage
  - 20-Public Benefit
  - 15- Capacity to Complete
  - 15-Immediate Need
  - 8-Measurable Outcome
  - 10-Budget
  - 5-Economit Benefit
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- 96- Total Points

(2) Mason County Historical Society

Software Update (Collections Management); Cost \$4,188.83

Kristin Fabry, Director of Mason County Historical Society, presented the need for their museum data to be converted from Excel data to PastPerfect 5.0 compatible data. She mentioned that the museum was still using a card catalog system to locate items. Volunteers had been working for the last two years to place 40 years of past accession record data in Excel spreadsheets. The upgrade to PastPerfect 5.0 would allow the museum to be current with the standard for cataloging museum collections. The Excel sheet data would be used to migrate the accession records to the PastPerfect 5.0 software.

Ms. Neil asked if the software would help with online searches. Ms. Fabry responded that the software will create an online gallery and searchable scanned documents, patrons can search by subject.

Ms. Neil was concerned with the price of the laptop. Ms. Fabry responded that the laptop would become a legacy item.

Mr. Huber mentioned the quote for the data conversion, would the museum be using this data conversion method every time they acquired more accession records. Ms. Fabry answered that once they have the PastPerfect 5.0 software, the new records can be entered directly. Ms. Neil asked about the Support Services Package charge and the necessity. Ms. Fabry responded that with new software there would be a learning curve for employees, by buying the package they save money; without the package each call to support is charged separately.

Ms. Neil mentioned that the proposal should say “all accession records from 1977-2016”, not 2017.

Mr. Huber asked if software required high end video graphics and processor speed. Ms. Fabry answered in the affirmative.

Mr. Calvin started the scoring process with the other HPC members present. Scores are as follows:

- 24-Promoting Heritage
- 20-Public Benefit
- 15- Capacity to Complete
- 13-Immediate Need
- 10-Measurable Outcome
- 8-Budget
- 4-Economit Benefit

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94- Total Points

(3) Shelton Cemetery Association

Collections Management; Cost \$6,000, \$5,000 requested

Jack Huggins, President of the Shelton Cemetery Association, introduced members and Lee Hatch, who performed much of the cemetery data gathering and kiosk support. Mr. Huggins mentioned that there were only three people maintaining the cemetery and less money comes in due to new methods of burial.

Mr. Hatch talked about his work diagramming the burial sites, noting that over 12,000 people were buried in the cemetery. He said the current kiosk is not user friendly, it had a black and white screen that was hard to read. He wanted to update the monitor with a color screen. Records are kept with Microsoft Access and every six months this database is updated. Mr. Hatch said there were problems with data migration, they would like to upload without constantly having to convert files.

Mr. Calvin asked HPC members if they had any questions for the applicant.

Ms. Neil asked how the budget for Access programming was determined. Mr. Hatch responded that he estimated based off the rate of a programmer from Maryland whom he had previously utilized services from.

Mr. Huber asked if the kiosk was needed and if a website was sufficient; people could use their smart phones to locate the data on a website. Mr. Hatch and Mr. Huggins responded that many of their visitors were 70 and over and either did not have a smart phone or did not use it in that way.

Ms. Neil mentioned that the current set up of the cemetery was well above many other cemeteries in the area.

Mr. Hatch emphasized that the current kiosk needed upgrades to prevent overheating and damage from the elements.

Mr. Huber asked if the kiosk could survive, in its current state, another year or two.

Ms. Neil interject to say that the project did fit into Collections Management and that perhaps it could be partially funded. Mr. MacSems asked the applicants if there was a part of the project they could do without. There was no definitive answer to this question from the applicants.

Mr. Calvin started the scoring process with the other HPC members present. Scores are as follows:

20-Promoting Heritage

15-Public Benefit

15- Capacity to Complete

10-Immediate Need

8-Measurable Outcome

7-Budget

4-Economic Benefit

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79- Total Points

Ms. Neil made a motion to recommend to the Board of County Commissioners that the McReavy House Museum Grant be funded at the full value of the request. Ms. Harrell seconded the motion, all in favor, motion carried.

Mr. Huber made a motion to recommend to the Board of County Commissioners that the Mason County Historical Society Grant be funded at the full amount requested. Ms. Harrell seconded the motion, all in favor, motion carried.

Ms. Neil then stated that there weren't enough funds left in the cycle to fund the outdoor kiosk for the Shelton Cemetery. Mr. Calvin recommended that the Shelton Cemetery Association come back in January 2018 to reapply for a heritage grant.

*Discuss the expenditure of historic preservation funds on Memorial Hall with Support Services Director Frank Pinter* – Mr. Pinter announced after thorough review of the Memorial Hall project that the HPC would be refunded \$6,830.47 in the next quarter. Mr. Huber thanked Mr. Pinter on the analysis of the cost distribution of the Memorial Hall project.

*Discuss the Inventory of County Owned Historic Properties with Support Services Director Frank Pinter*- Ms. Neil reminded Mr. Pinter of the desire of the HPC to acquire the data the County gathered on Historic Properties. Mr. Pinter stated that the company used to acquire this data, Asset Works, finished this inventory with physical addresses and improvements included. Mr. Huber asked if they had data on the age of construction. Mr. Pinter replied that the date of service was available. Mr. Calvin asked what format the information was in and the answer was Excel.

*After – the – Fact Heritage Grants*- Mr. MacSems asked the HPC what their opinion was on funding after the fact grants. Mr. Huber stated that emergency situations do occur but then they would have to judge that grant on how much of an emergency it was. Ms. Neil did not like the idea of including this type of application in the process. Mr. Calvin stated that there is always an exception, but they generally would not allow this type of application.

*Discuss the Proposed Public Benefit Ratings property tax program with Planning Manager Paula Reeves* – Ms. Reeves mentioned that the BOCC requested she

visit the HPC personally to present information on the Public Benefit Rating System. She gave an overview of the County's role in defining this historic tax abatement program. The legislature in 1998 passed a sliding scale tax abatement. Ms. Reeves talked about the BOCC's discussions on the ordinance, the role of the Assessor's office in granting tax abatement, the need for stricter criteria in order to qualify for this tax abatement, and the need for input from the Assessor's Office and the BOCC.

Ms. Reeves emphasized the original document was wordy, long, and hard to read, but she did highlight topics within the document that might be of interest to the HPC. She asked the HPC members to think of language they are interested in seeing in the document. There was mention of provisions to outreach to home owners that have holdings which should be recognized as a public benefit.

Ms. Reeves talked about acreage included in the abatement program and that once the County reaches its 1<sup>st</sup> 1000 acres in the abatement program the Planning Advisory Commission has a duty to review; the HPC's involvement would be a desired addition as well.

Mr. Huber asked how the public benefit in this context is defined. Ms. Reeves responded by mentioning page 4 of the document and that it walks through every eligible land. She mentioned that they will be cleaning up the properties allowed in the tax abatement program. Ms. Reeves will be briefing the BOCC on the rating system on August 21, 2017. She also mentioned page 6 of the ordinance, it talks about Historic Sites; members may want to look at this. Mr. Calvin asked how much historic preservation material was in the original ordinance. Ms. Reeves responded that the subject was there lightly.

Mr. Calvin talked about how the HPC Ordinance is mirroring what is in the Public Benefit Rating System Ordinance.

Ms. Reeves then passed out a short summary of the Comprehensive Plan, slated for adoption in November 2017.

HPC will look at the Public Benefit Rating System Ordinance and discuss it at the September meeting.

Before Ms. Reeves exited the room, she mentioned that she had briefed the Commissioners on making October Community Planning month and preparing a proclamation to recognize commissions and their work in planning.

*Other (if any)* – Mr. MacSems mentioned that two (or three) HPC seats expired every three years and that Ms. Harrell and Mr. Huber's expire at the end of November of 2017. He requests that if either person is planning on renewing that they submit by the September HPC meeting.

The HPC talked about the North West History Conference that Mr. Willard mentioned in the last meeting. The conference is in Spokane on Oct. 12-14. Ms. Neil and Mr. Huber were concerned with travel and lodging costs. Mr. MacSems

mentioned that the registration costs were available and possibly travel and lodging as well.

Ms. Neil and Mr. Calvin would like Mr. MacSems to add this item to the September agenda.

### **Old Business**

*Status of County Historic Preservation Ordinance Update (if any)* – Mr. Calvin mentioned that nothing more had been done to the Ordinance, but that he had presented it to the BOCC at their Joint Meeting with the PAC on June 20, 2017.

*Comprehensive Plan Update (if any)* – No further Comprehensive Plan information, except that the projected adoption date is November 14, 2017.

*Website Update (Creating an On-Line MCHPC Calendar)* – Mr. MacSems hasn't received items for the calendar from HPC members yet. Mr. Calvin stated that meeting dates, grant cycle dates, and May's historical event could be added, and then items could be added on a monthly basis.

*Other (if any)* – Mr. MacSems mentioned adding the discussion of the HPC's involvement in the Building 1 Display Case to the November agenda.

### **III. Other Commission Discussion**

*Financial Statement*- HPC went over the statement. Mr. Calvin asked if they were all paid up on previous grants, Mr. MacSems answered that it was noted that a check was sent out to reimburse the Pickering Community Club for work on the Grant School.

Mr. MacSems believed the reimbursement to the HPC for Memorial Hall will show in the Income portion of the financial statement.

Mr. MacSems mentioned that budgeting in the County may be changing to a biennial budget. The HPC members had no argument with the 2018 and 2019 budget being identical.

### **IV. Next Meeting Date September 14, 2017**

### **V. Adjournment**

At 4:40 p.m. Ms. Harrel made a motion to adjourn. Motion seconded by Mr. Huber. All in favor, meeting adjourned.