

Draft Minutes

Mason County Historic Preservation Commission

April 13, 2023

Mason County Department of Health Meeting Room

415 N. 6th Street

Shelton, WA 98584

Members Present: Ed Huber, Caleb Cowles, Dave Dally, Jan Goodpaster, and Bill Jensen,

Absent: Steven Bass

County Staff: Luke Viscusi and Mariah Frazier

I. Call to order

Roll Call- Mr. Huber called the meeting to order at 2:01p.m.

Review and Approve Minutes from March 9, 2023 – Mr. Dally made a motion to approve the March 9, 2023, minutes as presented. Mr. Cowles seconded the motion. All in favor, motion carried.

Correspondence-

- Columbia Magazine
- Email from Jean Bray
- Letter from North Bay Historical Society
- Invitation from Washington State Historical Society to History Awards
- MCHS Newsletter
- Completion Report from Great Peninsula Conservancy

II. New Business

Announcements/Check In – None.

2022 Heritage Grant Final Reports – The final reports from MCHS and Great Peninsula Conservancy had been turned in for refunds. MCHS was reviewed first. They had been awarded \$700 and only spent \$603.79. Mr. Cowles made a motion to approve the completion report for MCHS and refund the \$603.79, seconded by Mr. Jensen. All in favor, motion carried.

The second completion report for review from Great Peninsula Conservancy didn't provide much documentation, particularly in regards to receipts. HPC members asked Mr. Viscusi to reach out for more documentation prior to approving and asked to review at the next meeting.

321 SE Craddick Rd Plaque Program Application – The first application to the Plaque Program had been submitted. As this was the first application received, they would also be reviewing any changes or clarification that could be added to the application.

The house requesting a plaque is located at 321 SE Craddick Rd. Upon review, HPC members noted the documentation regarding additions to the structure and some changes over the years and said they would really like to see a photo of the original structure to compare with what it looks like now or some documentation from an original family member of what they remember. They also said they'd like to see a few more photos showing all sides of the house, and possibly the inside. Mr. Viscusi said he would reach out to the applicant for the requested information.

HPC Vacancy Applications – Mr. Viscusi stated he had been reached out to by the Commissioners office that two applications had been received in December for appointment to the HPC. He was informed that he would need to brief the BOCC and that they would then interview and decide who to appoint to fill the vacancy.

Lake Cushman Resort Discussion – Mr. Cowles followed up on his previous discussion regarding the Lake Cushman Resort and documenting the structures there. He stated he could do more research and do a site visit in summer. Mr. Jensen brought some old family photos of the resort and wrote his memories of them down. Ms. Goodpaster said she would be able to scan the photos at the Museum.

Plaques for Locally Registered Sites – Mr. Viscusi asked about giving plaques to places already on the register and wondered if there was a list of who had received them previously. He said the Grant School said they had one, and Ms. Goodpaster said McReavy House has one as well. Otherwise, no one knew of any documentation of who they were handed out to, just there were some given to places on the register in the past.

Other (if Any) – Mr. Viscusi said he would check in with Mr. Bass regarding absences to ensure he either gets an excused absence or attends the next meeting per the bylaws.

Old Business

Discussion of Heritage Grant Procedures/Evaluation – Mr. Huber had gone over the Heritage Grant procedures and the Commissioner Handbook and made a few notes for discussion. First, in regards to scoring, they can continue to do as they have been and reach a consensus on a score, or they could change and individually score each application and average the scores. The second matter was whether or not to have applicants allowed to be present during scoring.

Members present discussed and agreed that coming to a consensus on scoring was quicker overall and gave them the opportunity to discuss why they scored the way they did. They felt more open to changing their minds and seeing other points of view. Also, they liked having applicants present during scoring because they could ask questions and get clarification. It was also mentioned that the HPC adheres to the Open Public Meetings Act and they were unsure of the procedures for an executive meeting. While not required to be present, having the applicants present also allows them to learn what the HPC is looking for and better apply in the future if they aren't awarded funding.

Cultural Resources Summit Attendance (May 24-25) – Mr. Viscusi said only he and Mr. Cowles had expressed interest in attending this year. Mr. Cowles wished to attend both days in person for \$250, and Mr. Viscusi wanted to attend one in person and one virtual for \$250. There was discussion of reimbursement for travel and lodging as well. Ms. Goodpaster made a motion to approve sending Mr. Cowles and Mr. Viscusi to the Cultural Resources Summit, seconded by Mr. Jensen. All in favor, motion carried.

Other (if any) – None.

III. Other Commission Discussion

Financial Statement- HPC reviewed the statement for April 2023. Mr. Dally asked about the purpose of there being two Total Revenue lines. Mr. Viscusi said he would ask the accountant if both were necessary. Ms. Goodpaster made a motion to accept seconded by Mr. Dally. All in favor, motion carried.

IV. Next Meeting Date: May 11, 2023

V. Adjournment

At 3:27 p.m. Mr. Huber called the meeting adjourned.

To Do:

- ALL
 - Review 160 N Old Mill Hill Road Plaque Program Application, come to next meeting prepared with any questions.
 - Review additional documentation from Great Peninsula Conservancy's 2022 Heritage Grant Final Report
- Mr. Viscusi
 - Complete reimbursement for Mason County Historical Society Museum's 2022 Heritage Grant
 - Email Great Peninsula Conservancy re: additional documentation for Final Report
 - Email applicant for 321 SE Craddick Road re: more photo documentation
 - Send out 160 N Old Mill Hill Road Plaque Program Application to Commission
 - Brief BOCC on vacancy applications
 - Contact Mr. Bass re: absences per bylaws
 - Register for Cultural Resources Summit, bring invoice to accountant.
 - Find out whether revising the Heritage Grant Guidelines would need to be approved by the BOCC and DAHP.
- Ms. Goodpaster
 - Scan photos of Lake Cushman Resort