

Draft Minutes

Mason County Historic Preservation Commission

May 11, 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,

Guest: Kathy Chaussee

County Staff: Luke Viscusi and Mariah Frazier

I. Call to order

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

Review and Approve Minutes from April 13, 2023 – Mr. Viscusi asked to have the amount reimbursed to the Mason County Historical Society be corrected to \$603.79. Ms. Goodpaster made a motion to approve the April 13, 2023, minutes as amended. Mr. Cowles seconded the motion. All in favor, motion carried.

Correspondence-

- WA State Historical Society 4 Free Museum Tickets and Invite
- Article for Mason County Journal
- Resignation of Steven Bass from MCHPC
- MCHS Newsletter

II. New Business

Announcements/Check In – Ms. Goodpaster mentioned the McReavy House is holding an Open House on June 11th.

Mr. Cowles stated that he no longer lives in or owns property in Mason County and wanted to address whether or not he would need to resign. After some discussion and review of the ordinance, Ms. Goodpaster made a motion to request the BOCC grant an exemption to Mr. Cowles' eligibility due to his special knowledge and experience with the full support of the MCHPC. Motion was seconded by Mr. Dally. All in favor, motion carried.

Preliminary Budget Discussion with Kathy Chaussee– Kathy attended the meeting to go over and answer any questions members had about the monthly financial statement. She reminded them that she needs them to approve a preliminary budget at the July meeting and discussed the projected revenue.

HPC Vacancies– Mr. Viscusi stated there had been two applications, but they had backed out. He had received a new one and would be taking it to the BOCC for an interview and appointment.

160 N Old Mill Hill Rd Plaque Program Application – MCHPC members reviewed the application. There were no current photos to show what the house looks like and asked Mr. Viscusi to reach out to the applicant for more information. Specifically, they'd like to see current photos of the house and what renovations have been made.

Mr. Viscusi gave a quick update regarding the 321 SE Craddick Rd application, stating the applicant was working on getting more photos and information but there was no original family members left to ask some of the questions to.

Ms. Goodpaster mentioned that the Museum had given out 4 or 5 applications and asked if she should reach out to the Matlock Historical Society to see if they would pass them out as well.

Other (if Any) – None.

Old Business

Special Tax Valuation – Mr. Viscusi and Mr. Cowles met and talked about the Special Tax Valuation with Michelle from DAHP. They confirmed that to qualify the site would have to be on the Mason County Register and then fill out a form from the Department of Revenue to turn in to the Assessor's office. The issue lies in tracking if work is being done on a registered structure and letting the owner know they may qualify for the tax exemption. The Permit Assistance Center already has a flag on those parcels for flagging when a Certificate of Appropriateness is needed, so now that the MCHPC is aware of the exemption they can relay the information regarding the tax valuation as well.

Because the process is confusing and deals with multiple agencies, DAHP had created a handout of steps to follow. Ms. Goodpaster asked if it could be put on the website.

2022 Heritage Grant Final Reports – Mr. Viscusi said upon review the receipts provided by Great Peninsula Conservancy didn't match the provided invoice. He had contacted them and they were working on getting the corrected information in. Ms. Goodpaster asked about the reimbursement to MCHS to which Mr. Viscusi stated he had planned to process both MCHS and GPC at the same time, but because GPC was now needing more information he could move forward and reimburse MCHS first, and GPC when he gets their information.

Discussion of Heritage Grant Procedures/Evaluation – Mr. Viscusi did some research and found that the MCHPC can make clarifications to the guidelines without needing approval from the BOCC as long as they aren't changing procedures. With little else to discuss until the next grant cycle, the matter was tabled until October when they could review the guidelines and see if there is anything they would like clarified prior to receiving applications.

Other (if any) – None.

III. Other Commission Discussion

Financial Statement- HPC reviewed the statement for May 2023. Mr. Dally made a motion to accept, seconded by Mr. Cowles. All in favor, motion carried.

IV. Next Meeting Date: June 8, 2023

V. Adjournment

At 3:10 p.m. Mr. Huber called the meeting adjourned.

To Do:

- ALL
 - Review Mr. Viscusi's letter to the BOCC on retaining Caleb Cowles on the HPC
 - Review additional documentation from Great Peninsula Conservancy's 2022 Heritage Grant Final Report
- Mr. Viscusi
 - Draft letter and brief BOCC on retaining Caleb Cowles on the HPC
 - Send final report and receipts for Great Peninsula Conservancy's 2022 Heritage Grant to HPC
 - Process reimbursement for Mason County Historical Museum's 2022 Heritage Grant
 - Email applicant for 160 N Old Mill Hill Road re: more photo documentation, a map, description of modifications that have been done
 - Brief BOCC on vacancy applications
 - Add Special Tax Valuation info to the HPC web page
- Ms. Goodpaster
 - Print copies of Plaque Program Application for Matlock Historical Society