

Town of Waterville

Certified Local Government Preservation Commission – Zoom Meeting

December 8, 2020 Special Meeting Minutes

Members Present: Lisa Davies, Jill Thompson, Michelle Mires, Dan Augustson, Cathi Nelson, Bruce Clark, Kat Russell, Amy Larsen, Cathy Clark

Visitor Present: None

Director Dan Augustson opened the meeting at 5:35 p.m.

Old Business:

- Review/Discussion of Proposed 17.24 Historic Overlay Districts
 - Jill shared some background of this document with the group. She explained that the original document was created by Waterville’s planner for another community. He has done one edit of the document to make it more relevant to Waterville. The document was brought to the Waterville Planning and Zoning group at their October 2020 meeting. That group agreed to pass it on to the HPC for comment, edit, etc.
 - Possible next steps for this document:
 - HPC will make edits. The HPC will then send edited document back to the Planning and Zoning group; if approved by that group, it would then go to Town Council for comment and/or action.
 - Several HPC members commented on the document. Discussion followed. It was suggested that some areas of the existing document may need edits or could be eliminated to make the Historic Overlay Districts document more relevant to Waterville.
 - Areas of document in question:
 - **17.24.030. Demolition of historic structures.** Edit name of WA State Office of Archeology and Historic Preservation
 - **17.24.150 CB-H. conversion of use.** Suggested that this section could be eliminated.
 - **17.24.160 CB-H. building design and streetscape improvements.** Question the accuracy of “50 feet wide and 100 feet deep” when referring to size of the typical two-story building.
 - **17.24.160 CB-H.** Discussion about the need for section on signs, since Waterville currently has a sign ordinance in place.
 - **Other questions:** Off street parking; fencing;

The group discussed ‘next steps’ after the HPC makes edits to the document. Jill will discuss our ideas for edits with the Town planner and communicate with the HPC group. Additional questions arose about next steps:

- How will edits be made? Who?

- How will prospective historical property buyers be informed of the Historic designation before purchase?
- Where/how would information in this ordinance (if passed) be shared with prospective property buyers?
- How will it be enforced?
- What would the process be to include Historic Registry designation show on zoning maps? Tax records? Titles?

Additional Old Business:

- Documentation of volunteer hours for CLG Grant requirement:
 - Bruce shared both a spreadsheet and a recording document for keeping track of volunteer hours to meet the grant requirement. Document hours begin October 1, 2020 and ends June, 2020. A minimum of 225 hours minimum will meet the grant requirement.
 - It was agreed that Cathi (Secretary) would record all HPC meeting hours for participants. Individual members will record all other hours logged for HPC business.
 - Town Hall staff will record “hard hours” using the same recording form.
 - Bruce will manage the spreadsheet with the collection of hours.

With no more business at this time, Director Dan Augustson made a motion to adjourn. 2nd by Lisa Davies. All in favor of adjournment at 6:27 p.m.

**Next Meeting Monday, December 22, 2020
5:30 p.m. via Zoom platform.**