



# Historic Preservation Commission

## Meeting

### December 7, 2022

### Item No. 8

### Staff Report

TO: Historic Preservation Commission

FROM: Susan Danielewicz, City Planner  
Community Development Department

DATE: November 17, 2022

SUBJECT: For possible action: Discussion regarding activities for  
Historic Preservation Day and Award for 2023

HP Day/Event: At the October meeting members chose the second Saturday in May (the 13<sup>th</sup>) as the city's designated Historic Preservation Day. As in the past, the Commission may designate a member to make announcements about the event at prior City Council meetings, which will be on Tuesday April 25<sup>th</sup> and/or May 9<sup>th</sup>.

Members will recall that planning an event can require much effort and coordination on the part of members and staff, depending on the nature of the event.

Note: Unless staff is advised otherwise by the City Clerk's Office, to avoid violation of Open Meeting Law rules, no more than two commission members may discuss commission business outside of a meeting that is properly posted three business days in advance. The HPC can start discussion on planned activities. If there will be multiple activities, the HPC can assign no more than two members to work on each task; comments can be submitted to staff to be forwarded to whoever will be preparing and updating the task lists.

HP Award 2023: At last month's meeting members chose the timeline option as shown on the next page, leaving approximately two months for the award nomination process. The timeline works backward from HP Day on May 13<sup>th</sup> and has been expanded for other deadlines. There is also the option, as for 2020, to have the presentation of the award videotaped at the winning property in lieu of (or in addition to) a Council presentation on May 9<sup>th</sup>. At this meeting the HPC will need to agree on the flyer content for the award nominations, as the flyer will need to be finalized prior to the next HPC meeting on January 25<sup>th</sup>.

For last year's award, the HPC established criteria for evaluation of the award, as shown on the attached screenshots of the webpage for the 2022 nomination. Should the circumstance occur where no public nominations have been made which rise to the level

of appropriate historic quality, the HPC still has the option to choose the award winner based on its own nominations, as it did for 2022 and prior to opening up the process to the public in 2017.

Last year Member Hauntz suggested (after the nomination deadline) that only contributing properties should be considered for the award. I indicated that if this was the desire for future years, then this would need to be noted as part of the criteria for future nominations, and most citizens will not know whether the property they're nominating is contributing or not. But if this is a criterion the HPC wants to use for this year's award, then it would need to be included with the website nomination information and staff would notify the nominators afterwards (when contact information is provided) if any nominations were disqualified from consideration for this reason. A factor to consider is that an owner may be in the process of making improvements to their non-contributing property that could potentially change the property (or bring it closer) to contributing, but the property would not be eligible for consideration based on the 2020 status as non-contributing. (If the HPC makes contributing status based on the North Wind 2020 survey update a *requirement* for the award, then any non-contributing nominations would not be forwarded to the HPC for consideration.) If one of the goals of the award is to promote public involvement in historic preservation matters, then making the nomination process more selective may run counter to that goal. (Only one nomination was received in 2022.) The HPC can always use contributing status as one of the reasons for consideration of the award without necessarily making it a requirement for nominations.

Timeline (HPC meeting dates are shaded in orange):

DATES	
05/13/2023	HP Day
05/09/2023	Council meeting for award presentation, announce HP Day activities
04/26/2023	HPC chooses award property (final certificate language to be developed after the meeting, citing reasons for the winning property)
04/25/2023	Council meeting for possible announcement of HP Day activities
04/09/2023	Award nomination submittal deadline
Apr 2023	Flyers in utility mailers for HP Day activities
03/22/2023	HPC plans HP Day activities
Mar 2023	Flyer ready early March for April mailing
02/22/2023	HPC plans HP Day activities, agrees on utility flyer general content for HP Day activities
Feb 2023	Flyers in utility mailers for award nominations (active online early Feb.)
01/25/2023	HPC plans HP Day activities, finalizes award criterion (if not already done)
Jan 2023	Flyer ready early Jan. for Feb. mailing
	(No regular meeting in Dec.)
12/07/2022 *	HPC agrees on flyer content for award nominations, starts planning HP Day activities (*alt. Nov. meeting date due to holiday & other meeting conflicts)

The 2022 utility flyer for the award nominations is attached for reference. Although final design approval is per the City, members can make suggested changes at this time.

Attachments:

Past HP Days/Events

Items related to the 2022 award:

- Page from February 2022 utility mailer
- Screenshots of nomination webpage and nomination form

SD07504F.docx