

CITY OF PULLMAN  
**HISTORIC PRESERVATION COMMISSION**  
Regular Meeting Minutes  
July 8, 2013

The City of Pullman Historic Preservation Commission held a regular meeting at 7:30 p.m. on Monday, July 8, 2013, in Council Chambers, City Hall, 325 SE Paradise, Pullman, Washington with Chair John Anderson presiding.

ROLL CALL:     Present:   Anderson, Hornback, Munch-Rotolo, Root  
                  Excused:   Gruen, Handy, Warnick  
                  Staff:       Radtke, Johnson

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ANDERSON                                 Opened the meeting at 7:30 p.m. and called roll.

MOTION                                     Munch-Rotolo moved to accept the minutes for the regular meeting of June 10, 2013. Seconded by Root and passed unanimously.

**REGULAR BUSINESS**                     Staff has confirmed ownership of property on that block: US Bank Accept an update on the status of the Moose Lodge.                     owns their building and associated property; the Moose Lodge owns their building; the rest of the block is owned by Dennis McLaughlin.

**REGULAR BUSINESS**                     Radtke stated the Department of Archaeology and Historic Preservation Continue discussion of the latest grant application by the Department of Archaeology and Historic Preservation.                     (DAHP) wants to hold the City to 40 properties, but is willing to work with the City if they can't find a consultant for the stated amount.

Radtke answered questions about timing of spending the grant monies, and staff is moving towards advertising as soon as possible after the grant period begins.

DISCUSSION                                 Root opined that consultants must be providing services with a 2-to-1 or 3-to-1 match for work to be done.

Hornback suggested a meeting to discuss with downtown property and business owners to provide information about the survey, prior to requesting owner permission. Root agreed, and suggested holding a meeting in the winter.

**REGULAR BUSINESS**                     Radtke thanked the applicants and stated that the application is under Discuss the application to list the brick streets on the Pullman Register of Historic Places.                     review by staff. He indicated that a simple legal description would be acceptable.

Munch-Rotolo stated that the application was submitted on June 14, 2013 and the applicants received no response prior to the Historic Preservation Commission packet, and asked for clarification of the

historic name of the property; it is a portion of the Star Route, but not the entirety.

Root said that a legal description for DAHP refers to ¼ sections and township, and referring to the subject property as “a portion of Star Route” is acceptable.

ROBERT FRANKLIN  
1313 NE Orchard Drive

Stated that he helped put the application together. He had difficulty naming the subject property because approximately half was “Star Route” and the other half was “Railroad Street.”

He answered questions about his experience with the application, stating that it was fairly straight-forward and though a couple of sections were confusing, it was probably due to lack of experience. He did suggest using a modifiable .pdf for the form, and indicated that much of the extra material to be included made the document quite large and would be prohibitive to electronic submission.

#### DISCUSSION

Root recommended using both original names, such as “the xxx block of E Railroad Street and the xxx block of Star Route.”

Munch-Rotolo expressed concern that an incomplete application was brought to the Commission without the applicant having been contacted about the missing portions; Radtke responded that the Commission was not being asked to act on the application, but instead it was presented so they would know an application had been received.

#### REGULAR BUSINESS

Discuss Commissioner  
Munch-Rotolo’s work with  
WSU’s Center for Civic  
Engagement.

Munch-Rotolo stated that she met with the Center for Civic Engagement (CCE) on Monday, June 17; four CCE staff members attended. Once the CCE knows what is desired, they go “shopping” for courses that may be able to include the desired goals as part of their subject matter. One suggestion CCE made was English 304, which is a course focused on revising documents that already exist.

Munch-Rotolo talked about the next step and CougSYNC, which is the portal used by individuals and organizations looking for help through CCE; the HPC would be responsible for managing this portal, and City staff would supervise any internships.

Anderson stated that there could be opportunities for history majors and students in public relations, and found the draft memo to be acceptable.

Munch-Rotolo opined a course would be a much better structure because it provides supervision and a specific deadline. Munch-Rotolo agreed to submit the memo and start setting up the CougSYNC information.

**OTHER BUSINESS**

Root read the following statement into the record:

“I was absent from the June meeting and unable to present this statement earlier. I request the anonymous and untrue gossip regarding the conduct of Rain Shadow Research be removed from the May meeting minutes. Those minutes repeated second- or third-hand accounts about ongoing survey work which are inaccurate and could damage the reputation of Rain Shadow Research. Therefore, I request the May meeting minutes be amended to omit these anonymous allegations. I further request that the Historic Preservation Commission accept only first-hand written or verbal statements to avoid this problem in the future.

**UPCOMING MEETINGS**

August 12 – No conflicts noted.

September 9 – Possible conflict for Root.

October 14 – No conflicts noted.

**MOTION**

Root moved to adjourn the meeting. Seconded by Munch-Rotolo and passed unanimously.

**ADJOURNMENT**

The meeting was adjourned at 8:27 pm.

**ATTEST:**

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Chair

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Planning Director

\_\_\_\_\_  
Secretary