


# CITY OF PULLMAN

## Public Works and Planning Departments

325 S.E. Paradise Street, Pullman, WA 99163  
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[www.pullman-wa.gov](http://www.pullman-wa.gov)

### MEMORANDUM

TO: Pullman Historic Preservation Commission

FROM: Pete Dickinson, Planning Director 

FOR: Meeting of July 9, 2012

SUBJECT: CLG Grant Application Project

DATE: July 3, 2012

Last month, planning staff informed you by email that the Department of Archaeology and Historic Preservation (DAHP) had approved Pullman's CLG grant application for an inventory of approximately 50 historic properties in the vicinity of Maple Street. The approval letter from DAHP is attached.

As noted in DAHP's letter, it will be working with the city to facilitate this endeavor. The basic steps anticipated for this project are outlined below.

- develop scope of work
- effect a signed contract between the state and city, with City Council approval prior to the mayor's signature
- advertise the project to local consultants
- select project consultant(s)
- promote the project to the general public
- if WSU students are used in the project, incorporate project activities in the appropriate curriculum

Memo to Historic Preservation Commission  
July 3, 2012  
Page 2

- conduct project as outlined in scope of work, which is expected to include the following tasks, at a minimum:
  - prepare and distribute informational mailing to affected homeowners
  - perform surveyor field work
  - conduct consultant review of surveyor information, followed by WISAARD entry development and report drafting
  - submit status reports and final project report to DAHP as required

The action requested of the HPC is to discuss this matter and provide direction to staff regarding preparations for this undertaking.

Attachment



STATE OF WASHINGTON  
**DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION**

1063 S. Capitol Way, Suite 108 • Olympia, Washington 98501 Mailing address: PO Box 48343 • Olympia, Washington 98504-8343  
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June 18, 2012

Pete Dickinson, Planning Director  
City of Pullman  
325 S.E. Paradise Street  
Pullman, WA 99163

Dear Pete,

As you know, each year the Department of Archaeology and Historic Preservation is pleased to grant 10% of our annual Historic Preservation Fund allocation directly to Certified Local Governments. We have completed the evaluation and review process for the grant applications received for FY 2013 and are happy to inform you that the City of Pullman has received \$4477 for a survey consisting of approximately 50 new, intensive level forms in the neighborhood adjacent to the College Hill Historic District.

We will develop a Scope of Work for your approval in the next month and then move on to the contracting process. It is my hope that we will have a signed contract with you well before the October 1<sup>st</sup> grant start date. The grant period runs from October 1, 2012 to August 31, 2013. You may begin accumulating expenses as of October 1. If you have any questions, don't hesitate to call me at 360-586-3074 or if I'm not available, contact Loren Doolittle, Grants Administrator, at 360-586-3072.

Congratulations on your award! I look forward to working with you on this exciting project.

Sincerely,

Megan Duvall  
Certified Local Government Coordinator