

Thursday, March 18, 2021
Historic Preservation Commission Electronic Meeting Agenda - 29th

4:00 PM

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID#926 4085 7681

Zoom Attendee Link: <https://zoom.us/j/92640857681>

1. Opening Items

Subject :	1.01 Discussion Protocol for Virtual Meetings
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	1. Opening Items
Access :	Public
Type :	Information

Public Content

Virtual Meeting Discussion Protocol:

- After staff presentation of an item, the Chair will request comments from each Member
- After each member has had an opportunity, the Chair will then speak if so desired and Members will use the raise hand feature to notify the Chair of their desire to speak again. However, they will not enter the conversation without first being recognized by the Chair. This should allow for a thorough discussion with everyone having opportunity to express their views while maintaining order.

Subject :	1.02 Call to Order
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	1. Opening Items
Access :	Public
Type :	
Subject :	1.03 Roll Call
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	1. Opening Items
Access :	Public
Type :	Information

Public Content

Position 1 - Stanley Green, Chairperson - term expires 12/31/2021

Position 2 - Gary Petersen, Vice Chair - term expires 12/31/2022

Position 3 - Mike Denny - term expires 12/31/2022

Position 4 -Edward Kontz- term expires 12/31/2023

Position 5 -Terrell Gottschall- term expires 12/31/2021

Staff

Jon Rickard, Community Development Director

Kristi Scherger, Community Development Administrative Assistant

2. Consent Agenda

Subject :	2.01 Approve Agenda for 3/18/21
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	2. Consent Agenda
Access :	Public
Type :	Action (Consent)
Subject :	2.02 Approve Minutes from 2/18/21
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	2. Consent Agenda
Access :	Public
Type :	Action (Consent), Minutes
Minutes :	View Minutes for Feb 18, 2021 - Historic Preservation Commission Electronic Meeting

File Attachments

[February 16 HPC Draft Minutes.pdf \(37 KB\)](#)

Subject :	2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commission members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commission member.
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic

Meeting Agenda - 29th

Category :	2. Consent Agenda
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve consent agenda items 2.01 through xxxx

3. Public Comment

Subject :	3.01 Public Comment Procedure for Virtual Meetings - Commission meetings are primarily structured to permit Members to arrive at the decisions necessary to advise the Commission.
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	3. Public Comment
Access :	Public
Type :	Information

Public Content

Commission meetings are primarily structured to permit Members to arrive at the decisions necessary to advise the Commission.

COVID-19 Virtual Meeting Protocol for Public Comment:

When submitting public comments, include the following regardless of the manner you are using: - Note that there are deadlines for each method of commenting.

- Your Name
- Your Address

Public comments may be provided in one of three ways:

- Comments in writing of no more than 1 page (If typewritten, no less than 11 pt font.) may be submitted no later than 4:30PM on the meeting date to be included in the record.
- Comments may be made by telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerk no later than 2:30 PM the day of the meeting.*
- Comments may be made by virtual meeting attendance with a link that will be provided to your email upon notification to the City Clerk no later than 2:30 the day of the meeting.*

*If you would like to make a public comment by either phone or virtual meeting, you can contact the clerk at clerk@cpwa.usor by phone at 509-394-8511 no later than 2:30 on the meeting date.

4. Action Items

Subject :	4.01 Election of Officers
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th

Category :	4. Action Items
Access :	Public
Type :	Action
Recommended Action :	Appoint Chair and Vice-Chair to commission.

5. Regular Agenda

Subject :	5.01 Poor Farm Cemetery-Ground Penetrating Radar (GPR) Project
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	5. Regular Agenda
Access :	Public
Type :	Discussion, Information

Public Content

The City received a grant from the Department of Archeology and Historic Preservation (DAHP) to conduct a Geophysical Survey of the Walla Walla County Poor Farm Cemetery. The surveys will use geophysical methods to determine locations of gravesites, and any other significant sub-surface objects, at the site of the Cemetery for the Walla Walla County Poor Farm. The proposal consists of a ground penetrating radar (GPR) survey and magnetometer survey as well as total-station laser range finder, GPS, and compass and tape measurements.

The goals are 1) Catalog information on our historic cemetery, and 2) Develop an informational map to educate the public about the historic cemetery.

Mr. Bernard Housen, PhD, LG, of the Geology Dept at Western Washington University was selected as the consultant to complete this survey. Mr. Housen will provide a brief presentation on the project.

A second public meeting will take place at completion of the survey to present the findings of the project.

File Attachments

[Proposed Geophysical Survey of Walla Walla County Poor Farm Cemetery Site.pdf \(85 KB\)](#)
[proposed-survey-map.pdf \(3,019 KB\)](#)

Subject :	5.02 Certified Local Government Grant
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	5. Regular Agenda
Access :	Public
Type :	Discussion

Public Content

[2022 Certified Local Government Grants](#), applications are due in April 23rd.

For grant ideas, visit the [CLG Grants Products](#) website to view previous projects that were funded by DAHP.

Subject :	5.03 75th Anniversary book
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	5. Regular Agenda
Access :	Public
Type :	Discussion

Public Content

Update from Mike Denny.

6. Reports

7. Closing Items

Subject :	7.01 Meeting Schedule
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	7. Closing Items
Access :	Public
Type :	

Public Content

The next meeting is scheduled for Thursday,

Subject :	7.02 Adjourn
Meeting :	Mar 18, 2021 - Historic Preservation Commission Electronic Meeting Agenda - 29th
Category :	7. Closing Items
Access :	Public
Type :	Procedural

Historic Preservation Commission Electronic Meeting Agenda - 28th (Thursday, February 18, 2021)

Generated by Kristi Scherger on Thursday, February 18, 2021

1. Opening Items

Information: 1.01 Discussion Protocol for Virtual Meetings

Information: 1.02 Call to Order

Chair, Green called the meeting to order at 4:00 PM.

Present

Commissioners

Stanley Green - Chair
Gary Petersen - Vice Chair
Mike Denny
Terrell Gottschall
Ed Kontz

Staff

Jon Rickard, Community Development Director
Kristi Scherger, Community Development
Administrative Assistant
Carolyn Holm, Deputy City Clerk
Lisa Neissl, City Clerk

Absent- Excused

2. Consent Agenda

2.01 Approve Agenda for February 18, 2021

2.02 Approve Minutes from January 21, 2021

City Clerk, Neissl reviewed consent agenda procedures with the Commission. Discussion ensued.

2.02 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commission members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commission member.

Commissioner Gottschall made a motion to approve the consent agenda. Second by Commissioner Denny and the motion passed 4 - 0.

3. Public Comment

Information: 3.01 Public Comment Procedure for Virtual Meetings - Commission meetings are primarily structured to permit Members to arrive at the decisions necessary to advise the City Council.
None.

Commissioner Kontz joined the meeting

4. Regular Agenda

4.01 College Place 75th Anniversary Book

Photo Review

4.02 Certified Local Government Grants

Brief mention

5. Reports

None.

6. Meeting Information

Information 6.01 Next Meeting is scheduled for March 18, 2021

7. Closing Items

Procedural: 7.01 Adjourn

Commissioner Denny made a motion to adjourn the meeting at 5:00 PM. Second by Commissioner Gotschall and the motion passed 5 - 0.

Approved:

Chairman / Vice Chairman

Date

Attest:

Jon Rickard – CD Director

Date

The foregoing minutes are the official record of the Historic Preservation Commission meeting that occurred on February 18, 2021. Audio and/or Video recordings are available upon request.

Proposed Geophysical Survey of Walla Walla County Poor Farm Cemetery Site

Bernard Housen, PhD, LG

Geology Dept, Western Washington University

Bellingham, WA 98225

Study objectives:

Use geophysical methods to determine locations of gravesites, and any other significant sub-surface objects, at the site of the Cemetery for the Walla Walla County Poor Farm.

Study Methods:

The site will be measured and plotted using a combination of total-station laser range finder, GPS, and compass and tape measurements. The outlines of the site, locations of objects and surface features, will be recorded, and presented in, a GIS-based map.

The locations of the collected geophysical data (data points and survey lines) will be similarly recorded.

For the geophysical surveys, two methods will be used.

The first will be a ground penetrating radar (GPR) survey- this method is a common and successfully-used geophysical technique for applications that require the location(s), depth(s), and size(s) of subsurface objects to be determine. GPR surveys are ideally suited for providing locations of burials/gravesites. For this project, a GSSI SIR-4000 GPR unit, with a 350MHz antenna and survey cart will be used. GPR survey lines will be collected across the entire cemetery site, with each line spaced either 2 or 3 feet apart. The GPR data will be analyzed in two ways. The first will examine each individual GPR survey line's data to determine the location(s) and depth(s) of subsurface anomalies, whose positions will be indicated for each survey line. The second method will use all of the survey lines to create a 3-D dataset of radar reflectivity for the survey area, which will be overlain on the GIS map of the cemetery, and compared with the anomalies found in each survey line. The combination of these two methods will be used to identify location(s) that likely represent gravesites, and each grave site's location within the cemetery will be recorded, and plotted on the GIS map base.

The second survey type will be a magnetometer survey- this will involve collection of readings of magnetic field intensity for points two feet apart, covering the cemetery site. Data will be collected using a Geometrics model 356 proton precession magnetometer. Data locations, and a resulting contour map of magnetic field intensity, will be plotted on the GIS map base. Gravesite locations are commonly also delineated by changes in magnetic field intensity associated with the differences in magnetic properties between the burial materials and the surrounding soil. The magnetic anomaly map will be a complement to the GPR data.

Deliverables:

The project will include a written report summarizing, in detail, the survey and study methodologies, documentation of field work conducted, data analyses, and the final interpretation of the data. A physical, and digital, map of the cemetery site, the locations of collected geophysical data, and the

analyzed geophysical data will also be provided, along with a final map depicting locations of gravesites inferred from the geophysical data.

Copies of all digital data files, and GIS files/information, will also be provided.

Project timeline

Field work for the project is estimated to be 4 days on site. Data analysis and report preparation, including circulation of a draft report for comments/revisions, will be accomplished in the ~ month following the survey. Field work and data analysis will involve one project leader (B. Housen) and two WWU undergraduate students.

Estimated Budget:

Costs for the project will include

Travel (field work): \$1200

Equipment charges: \$600

Personnel costs: \$7700 (salary) \$1925 (fringe)

Total: \$11425

Walla Walla County Poor Farm Cemetery site, College Place WA

