

Thursday, March 9, 2023
Historic Preservation Commission - Hybrid (In-Person & Electronic)

4:00 PM

In-Person at City Fire Department, 629 S College Avenue, College Place Washington

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

Zoom Attendee Link: <https://us06web.zoom.us/j/88235680223>

Or you may call this number to listen: 1-669-900-9128 ID# 882 3568 0223 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items

Subject :	1.01 Discussion Protocol for Virtual Meetings
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
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 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Access :	Public
Type :	
Subject :	1.03 Roll Call
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Access :	Public
Type :	Information

Public Content

Position 1 - Terrie Aamodt - term expires 12/31/2024

Position 2 - Gary Petersen, Chairperson- term expires 12/31/2025

Position 3 - Vacant

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

Position 5 -Terrell Gottschall, Vice Chair - term expires 12/31/2024

Staff

Jon Rickard, Community Development Director

Kristi Scherger, Community Development Administrative Assistant

2. Public Comment

Subject :	2.01 Public Comment Procedure for Virtual Meetings - Commission meetings are primarily structured to permit Members to arrive at the decisions necessary to advise the Council.
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	2. 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 Council.

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using: Note that there are deadlines for written comments to be included in the meeting documents.

- Your Name
- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.us no later than 4:30 PM on the meeting date to be included in the record. (If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.
- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Commission.

3. Consent Agenda

Subject :	3.01 Approve Agenda for March 9, 2023
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	3. Consent Agenda
Access :	Public
Type :	Action (Consent)
Subject :	3.02 Approve Minutes from January 19, 2023
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	3. Consent Agenda
Access :	Public
Type :	Action (Consent)

File Attachments

[MINUTES JAN 19 23.pdf \(917 KB\)](#)

Subject :	3.03 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 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	3. Consent Agenda
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve consent agenda items 2.01 through xxxx

4. Regular Agenda

Subject :	4.01 Election of Officers for 2023
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	4. Regular Agenda
Access :	Public
Type :	Action
Recommended Action :	Nomination of Chair & Election.

Public Content

Election of Officers to be held each year. Presiding officers may be nominated again. Candidates must be present in order to be nominated. The effective date if newly elected Officers begins immediately.

Current Officers:

Gary Petersen, Chairperson
Terrell Gottschall, Vice Chair

Subject :	4.02 Demolition Permit Application - 316 SW 1st
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	4. Regular Agenda
Access :	Public
Type :	Information

Public Content

Application was made on March 3, 2023 by George Bennett of Walla Walla University to demolish the residence at 316 SW 1st Street, College Place WA 99324. County records indicate the home was built in 1915. The building is not listed on the College Place Register of Historic Places or the National Register of Historic Places nor was it included in the Intensive & Reconnaissance Level Survey completed in July 2019 or part of the This Building Has History project.

As required by CPMC 14.110.050 - Demolition of historic structures, a notification of the application and call for public comment will publish on March 12th in the WW UB. This will begin the 30-day holding period during such time the Department of Archaeology and Historic Preservation (DAHP) will be invited to comment on the application.

If, based on comments received from DAHP or local interest, staff determines that the subject structure or place possesses sufficient community-wide historic or architectural significance that further public input is warranted, the proposal will be subject to the following:

1.A 60-day staff level stay during which the director may consult with local and/or state organizations concerned with historic or architectural values. If the structure or place is found to be significant, staff or the concerned group(s) or agency(s) may petition the historic preservation commission for a public hearing to consider significance of the structure or place and options available to preserve the public interest.

2.Based on input received at the public hearing, the historic preservation commission may:

a.Authorize issuance of a development authorization by staff;

b.Issue a continuance of the stay for no longer than one year to provide opportunity for acquisition, easement, or other preservation mechanism to be negotiated; or

c.Take other action as required by state statutes or administrative code as advised by authorized representatives of the Archaeology and Historic Preservation Division of the State Department of Community Development.

File Attachments

[Permit.ApplicationDemo 316 SW 1St St WWU.pdf \(891 KB\)](#)

[NOA.Demolition.316.SW.1St.Street.pdf \(160 KB\)](#)

[IMG_5799.HEIC \(3.750 KB\)](#)

[IMG_5798.HEIC \(3.145 KB\)](#)

[IMG_5797.HEIC \(3.409 KB\)](#)

[IMG_5796.HEIC \(2.154 KB\)](#)

[IMG_5795.HEIC \(2.594 KB\)](#)

[IMG_5794.HEIC \(3.643 KB\)](#)

5. Reports

Subject :	5.01 Historic Cemetery Grant
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	5. Reports
Access :	Public
Type :	Information
Subject :	5.02 75th Anniversary Book
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	5. Reports
Access :	Public
Type :	Information

6. Closing Items

Subject :	6.01 Next regularly scheduled meeting is April 20, 2023
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	6. Closing Items
Access :	Public
Type :	

Public Content

The next meeting is scheduled for Thursday,

Subject :	6.02 Conclude
Meeting :	Mar 9, 2023 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	6. Closing Items
Access :	Public
Type :	Procedural

Historic Preservation Commission - Hybrid (In-Person & Electronic) (Thursday, January 19, 2023)

Generated by Kristi Scherger on Thursday, January 19, 2023

1. Opening Items

1.01 Discussion Protocol for Virtual Meetings

1.02 Call to Order

1.03 Roll Call

Chair, Commissioner Gottschall called the meeting to order at 4:03 PM.

Present

Commissioners

Terrell Gottschall - Vice Chair
Edward Kontz
Terrie Aamondt

Staff

Jon Rickard, Community Development Director
Kristi Scherger, Community Development
Administrative Assistant
Sherri St. Clair, City Clerk
Athen Reid, Deputy City Clerk

Unexcused
Absence

Commissioner

Gary Petersen - Chair

2. Public Comment

None.

3. Consent Agenda

Action (Consent): 3.01 Approve Agenda for January 19, 2023

Action (Consent): 3.02 Approve Minutes from August 18, 2022

Action (Consent): 3.03 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.

Recommended Action: Motion to approve consent agenda items 2.01 through 3.02.

**Commissioner Gottschall made a motion to approve the consent agenda.
Second by Commissioner Kontz and the motion passed.**

4. Regular Agenda

4.01 Election of Officers for 2023

Recommended Action: Nomination of Chair & Election. Nomination of Vice Chair & Election.

Commissioner Aamondt made a motion to postpone the election of officers until the February 16th, 2023 regularly scheduled meeting. Second by Commissioner Kontz and the motion passed.

Discussion, Information: 4.02 This Building Has History
Mr. Rickard provided an update of This Building Has History.

Discussion, Information: 4.03 Historic Cemetery Grant
Mr. Rickard provided an update of the Historic Cemetery Grant.

Discussion, Information: 4.04 75th Anniversary Book
Mr. Rickard provided an update on the 75th Anniversary Book.

5. Presentations

None.

6. Reports

None.

7. Action Agenda

None.

8. Closing Items

8.01 Next regularly scheduled meeting is Thursday, February 16, 2023 at the City of College Place Fire Department.

8.02 Conclude

**Commissioner Kontz made a motion to conclude the meeting at 4:50 PM.
Second by Commissioner Aamondt and the motion passed.**

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 January 19, 2023. Audio and/or Video recordings are available upon request.



PERMIT APPLICATION
COMMUNITY DEVELOPMENT
CITY OF COLLEGE PLACE
625 S College Ave
College Place, WA 99324
509.394.8520

Submit applications to planbuild@cpwa.us

SITE INFORMATION (Where work is taking place):

Address: _____

Parcel #: _____

Unit/Suite #: _____

PROPERTY OWNER:

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone (cell preferred): _____

Email (required): _____

APPLICANT (If different than property owner):

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone (cell preferred): _____

Email (required): _____

GENERAL CONTRACTOR:

Business Name: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Phone (cell preferred): _____

Email (required): _____

State UBI #: _____

City License Endorsement: YES ☐ NO ☐ (If No, you are required to obtain a City Endorsement from the [WA State Department of Revenue](http://www.wa.gov) to do business in the City.)

Contractor License # (L&I): _____

DEPARTMENT APPROVALS (completed by staff)

Department	Date	Authorized
Com Dev		
Public Works		
Engineering		
Fire		
Building		

DATE RECEIVED:

TYPE OF PERMIT (SELECT ALL THAT APPLY)

Accessory Building (detached structures)	☐	Accessory Dwelling Unit (detached or attached)	☐
New SFR – Single Family Residential Or Duplex	☐	New Commercial/Tenant Imp/ Multi-Family/ Mixed Use	☐
Demolition	☐	Mechanical	☐
Addition	☐	Plumbing	☐
Remodel (residential)*	☐	Solar Array	☐
Tenant Improvement (TI)*	☐	Storage Tank, etc. (gas, oxygen, chemical)	☐
Signs*	☐	Fire Sprinkler	☐
Roofing*	☐	Other: _____	☐

***Remodel, TI, Signs (monument), & Roofing permit fees are based on:**

The value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and profit for the work indicated on this application. Adjustments at the discretion of the Community Development Director.

***VALUATION:** _____

PROPOSED NEW SQUARE FOOTAGE FOR THIS APPLICATION

Basement Sq Ft: _____	Finished ☐	Unfinished ☐
1 st Floor Sq Ft: _____		2 nd Floor Sq Ft: _____
3 rd Floor Sq Ft: _____		4 th Floor Sq Ft: _____
Garage/Carport Sq Ft: _____		Deck Sq Ft: _____
Covered Patio or Porch Sq Ft: _____		
# New Bedrooms: _____		# New Bathrooms: _____

PROJECT DESCRIPTION (brief detailed)

GENERAL COMMERCIAL DATA

Occupancy Group:		Occupancy Load(s)	
Type of Construction:		Fire Sprinklers: Yes ☐ No ☐	

MECHANICAL EQUIPMENT COUNTS (NEW/RELOCATED)

Gas ☐ Electric ☐	BTUs/CFMs	Qty
Appliance Vent(dryer)		
Boiler 1-3 Ton		
Boiler 4-15 Ton		
Evaporative Cooler		
Furnace – Forced Air		
Gas Appliance, Misc.		
Gas Fireplace		
Gas Water Heater		
Gas Piping (1to4=1)		
Insert – gas, pellet, wood		
Misc. Duct Work		
Range Hood		
Ventilation Fan		
Exhaust Fan		
Appliance Vent		
Ductless Heat Pump		
Other		

ROOFING TEAR OFF OVERLAY

Tear Off ☐	Overlay ☐	Number of Squares:	
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Roof surfaces are measured in "squares." A square is an area of roof which measures 100 square feet (10'x10'). To determine the number of squares, simply divide its total square feet by 100. 1,000 SF / 100 = 10 squares. This means you would need **10 squares** of shingles to cover that roof.

Overlay – 1 existing layer maximum allowed. Check with the product manufacturer installation guidelines to ensure the overlay does not void your warranty. **Inspection required prior to installing your overlay.**

Tear Off – Inspections are required after tearing off your old roof and before covering with felt or ice shield.

PLUMBING FIXTURE COUNTS (NEW, RELOCATED OR PIPED)

	Qty		Qty
Backflow		Sink - Laundry	
Bathtub		Sink – Lavatory	
Building Sewer		Laundry Tray	
Clothes Washer		Misc. Fixture	
Dishwasher		Shower	
Disposal		Sump Pump	
Drain/Vent/Waste Pipe (floor/Roof)		Urinal/Toilet/WC	
Drinking Fountain		Water Heater-Electric	
Floor Drain		Water Piping	
Gas Piping		Refrigerator Water	
Hose Bib		Penalty Fee	
Sink – Kitchen		Other: _____	

APPLICANT CERTIFICATION

I certify that I am the **owner** of the property described above (or) **authorized agent** and I have been given express permission by the owner(s) of the property to submit this application for permit and that I am authorized by the owner(s) of this property to perform the work for which the application is made and I comply with the requirements of the Washington State Contractors Act, per RCW 18.27. I certify that to the best of my knowledge, the information submitted in support of this permit application is true and correct. I certify that I will comply with all applicable City of College Place, State of Washington, and Federal regulations and laws pertaining to the work authorized by the issuance of a permit. I understand that issuance of this permit does not remove the owner's responsibility for compliance with State or Federal laws regulating construction, land use, or environmental laws. I understand that as the applicant I am responsible for the cost associated with review of this application for permit, regardless of approval or issuance of a permit.

Signature of Applicant:		Date:	
Print Name:			

NOTICE: An application for a permit for any proposed work shall be deemed to have been abandoned (and expire) 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued.



**NOTICE OF APPLICATION
NOTICE OF PUBLIC COMMENT**

**Community Development Department
625 South College Avenue
College Place, WA 99324
509-394-8524**

Notice is hereby given on this date, March 12, 2023 that the application/proposal described in this notice has been filed with the City of College Place Community Development Department.

Proposal: Demolition of the residence located at 316 SW 1st Street, College Place WA 99324.

Name of Applicant: Walla Walla University, George Bennett. 204 S College Ave, College Place WA 99324

Date of Application: March 3, 2023

Notice of Application: March 12, 2023

Notice of Completeness: March 7, 2023

Location of Project: 316 SW 1st Street, College Place WA 99324

Comprehensive Land Use Designation: Walla Walla University

Zoning Designation: University District

Public Comment. The City of College Place request public comment on the proposal of possible historic or architectural significance of the structure or place to the community. Comments upon this proposal must be submitted in writing to the City of College Place Community Development Department at 625 South College Ave., College Place, WA 99324 or email comments to COMMENT@CPWA.US. Comments must be received before 4:00 p.m. on the following date: April 10, 2023.

A final decision on the application is subject to the provisions of CPMC 14.110.050 Demolition of Historic Structures.

Documents, proposal, and supplemental documents are available for review at the College Place City Hall, Monday through Thursday 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 4:00 p.m.

All interested person and parties may comment on the application, receive notice of and participate in any hearings and request a copy of decision(s) made on the proposal by making a request to the College Place Community Development Department. Appeals shall be made to the Hearing Examiner within 14 days of the date of the recommendation or decision of the matter being appealed. Appeals must be made in accordance with Section 14.30.200 of the College Place Municipal Code.









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