

Thursday, August 21, 2025
Historic Preservation Commission - Hybrid (In-Person & Electronic)

4:00 PM

43rd Historic Preservation Commission Meeting

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=DHXUM47CAADF>

Meeting may be viewed at: In-person at City Hall, 625 S College Avenue, College Place, Washington 99324

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/87843350967>

Or you may call this number to listen: 1-669-900-9128 ID#87843350967

Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items

Subject :	1.01 Discussion Protocol for Virtual Meetings
Meeting :	Aug 21, 2025 - 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 :	Aug 21, 2025 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Access :	Public
Type :	
Subject :	1.03 Roll Call
Meeting :	Aug 21, 2025 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Access :	Public
Type :	Information

Public Content

Position 1 - Terrie Aamodt - term expires 12/31/2028

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

Position 3 - Katherine Ferguson - term expires 12/31/2028

Position 4 -Edward Kontz- term expires 12/31/2027

Position 5 -Natalie Smith-Gray - term expires 12/31/2028

Staff

Jon Rickard -Director

Michael Maret - Senior Planner

Kristi Scherger - Administrative Assistant

Maryelizabeth Garcia - Clerk

Rhett Beardemphl - Deputy Clerk

2. Public Comment

Subject :	2.01 Public Comment
Meeting :	Aug 21, 2025 - 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 1:00 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 August 21, 2025
Meeting :	Aug 21, 2025 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	3. Consent Agenda
Access :	Public
Type :	Action (Consent)
Recommended Action :	Make a motion to approve the agenda for the August 21, 2025 Historic Preservation Commission Meeting.
Subject :	3.02 Approve Minutes from March 20, 2025
Meeting :	Aug 21, 2025 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	3. Consent Agenda
Access :	Public
Type :	Action (Consent), Minutes
Recommended Action :	Make a motion to approve the March 20, 2025 meeting minutes.
Minutes :	View Minutes for Mar 20, 2025 - Historic Preservation Commission - Hybrid (In-Pers)
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 :	Aug 21, 2025 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	3. Consent Agenda
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve consent agenda items 3.01 through 3.03.

4. Regular Agenda

Subject :	4.01 HPC Meeting Schedule Amendment
Meeting :	Aug 21, 2025 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	4. Regular Agenda
Access :	Public
Type :	Action
Preferred Date :	Aug 21, 2025
Absolute Date :	Aug 21, 2025
Fiscal Impact :	No
Recommended Action :	Make a motion to amend the Historic Preservation Commission Regular Meeting Schedule to quarterly instead of monthly, and schedule the next regular meeting for November 20, 2025.

Public Content

It appears that the HPC meeting schedule was never officially adopted, and has been meeting monthly since its inception in 2018.

Community Development Director Rickard recommends amending what has become the monthly "Regular Meeting Schedule" to quarterly.

January, April, July, and October would be the regularly scheduled meetings. If necessary, we could schedule special meetings on a more frequent basis.

5. Reports

Subject :	5.01 Certified Local Government Grant Application
Meeting :	Aug 21, 2025 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	5. Reports
Access :	Public
Type :	

Public Content

[Certified Local Government Grant Applications](#) for Fiscal Year 2026 were due May 30th, 2025. Program Priorities for Funding: The following program area priorities were established for FFY 2026 HPF grants.

1. First time applicants **and applicants that have not applied in several years.**

4. **National Register District Nominations.** You are strongly encouraged to have completed necessary background research for National Register District Nominations. This includes but is

not limited to: Having a recently completed survey by a qualified professional that includes potential district boundaries and or a list of contributing and non-contributing resources. Some level of feedback as to owner support for a district is also greatly encouraged.
We presented to the WWU Master Planning Committee on May 16th, and theyvoted enthusiastically to support the City pursuing the designation of WWU as a National Historical District.
Presented to the Grants Committee on July 25th.

Confirmation that our grant application was selected for funding arrived on August 4th.

File Attachments

[CLG Grant Application FY26 Final.pdf \(4.075 KB\)](#)

Subject :	5.02 Comprehensive Plan - Periodic Update
Meeting :	Aug 21, 2025 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	5. Reports
Access :	Public
Type :	

Public Content

The City of College Place is going through a Comprehensive Plan Update.
Follow along with the process here:<https://college-place-comp-plan-j-u-b.hub.arcgis.com/>

6. Closing Items

Subject :	6.01 The next meeting is scheduled for Thursday, October 16, 2025, if meeting quarterly, or Thursday, September 18, 2025, if meeting monthly.
Meeting :	Aug 21, 2025 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	6. Closing Items
Access :	Public
Type :	Information

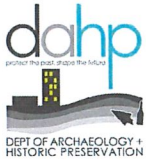
Public Content

The next meeting is scheduled for Thursday, October 16, 2025, if meeting quarterly, or Thursday, September 18, 2025, if meeting monthly.

Subject :	6.02 Conclude
Meeting :	Aug 21, 2025 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	6. Closing Items
Access :	Public

Type :

Procedural



Certified Local Government Grant Application (FY26)

I. Applicant (Please carefully review the Application Instructions before completing the application.)

Application Due: May30th 2025

Name of Local Government: City of College Place, Washington

Mailing Address: 625 S. College Avenue; College Place, WA 99324

Grant Contact: Michael Maret

Phone: 509-394-8539

Email: mmaret@cpwa.us

II. Grant Category

- ☐ Survey & Inventory ☒ Register nomination ☐ Planning ☐ Education
- ☐ Reconnaissance
- ☐ Intensive Unreinforced Masonry (URM) Survey

III. Project Summary (Summarize your project in a few sentences.)

The City of College Place seeks CLG grant funding to prepare a National Register of Historic Places nomination for the Walla Walla University Historic District, identified as eligible in the 2019 Intensive & Reconnaissance Level Survey. The proposed district includes a cohesive collection of historic institutional, religious, and residential buildings that reflect the university's founding in 1892 and its central role in the development of the city. A qualified consultant will complete the nomination in coordination with the City, the CP HPC, Walla Walla University, and DAHP. This project builds upon recent preservation efforts including citywide survey work, will be incorporated into ongoing way-finding initiatives, and provide College Place with its initial listing to the NRHP if successful. It will also educate staff, elevate public awareness, support heritage tourism, and lay the groundwork for future preservation initiatives.

***Note: Boxes below are not editable. Totals are auto calculated from the Project Budget on page 5.**

Grant Amount Requested: 18,000.00

Match Amount: 3,497.33

Total Project Cost: 21,497.33

IV. Project Description (Please be concise).

Organize your description in the following order :

- a. Project Description
- b. Statement of Need
- c. Project Objectives (please be specific. Bullet point objectives and outcomes are strongly encouraged).
- d. Maps, photographs, or other supporting documentation may be included as attachments.

Introduction:

The purpose of this grant is to support the City of College Place in the preservation of our local history—particularly through the formal recognition of one of its most historically significant and most visible areas: the Walla Walla University campus. Since the creation of the Historic Preservation Commission in 2017 and the City's achievement of Certified Local Government (CLG) status, College Place has made strides in historic planning and preserving its identity.

In 2019, the City completed its first citywide Intensive & Reconnaissance Level Survey, which identified several eligible historic resources—including a concentration of architecturally and historically significant properties on the Walla Walla University campus that together could form a potential National Register Historic District. The survey findings specifically recommend the campus core for nomination based on its intact collection of academic, religious, and residential buildings tied to the history of Seventh-day Adventist education and the development of the City itself.

The City now seeks to advance these findings by hiring a qualified preservation consultant to complete the full National Register of Historic Places nomination for the Walla Walla University Historic District. This nomination would serve as a major milestone in promoting the city's cultural and architectural legacy and serve as a jumping off point for future preservation efforts.

Description:

The Walla Walla University Historic District Nomination Project will consist of detailed research, documentation, and preparation of a National Register nomination for the district identified in the 2019 survey. The consultant will collaborate with the Historic Preservation Commission, university representatives, City staff, and the Washington Department of Archaeology and Historic Preservation (DAHP) throughout the process.

The nomination will define district boundaries, identify contributing and non-contributing properties, provide a comprehensive narrative of the district's history and significance, and include required maps and photographs.

The final nomination will be submitted to DAHP and, pending their approval, to the National Park Service for listing in the National Register of Historic Places.

Activities to be Completed Within the Grant Time Frame:

- Publish an RFP to solicit proposals from consultants experienced in preparing National Register district nominations.
- Contract with a qualified consultant following a competitive selection process.
- Conduct a kickoff meeting with the consultant, Historic Preservation Commission, Walla Walla University representatives, and DAHP to align on goals and access.
- Facilitate fieldwork and research by the consultant to document contributing structures and compile historical context.
- Host a public meeting to share the draft nomination and receive feedback from the community and key partners.
- Submit the draft nomination to DAHP for review and incorporate any revisions or recommendations.
- Submit the final nomination to the National Park Service for official designation.
- Post the final report and nomination materials on the City's website.
- Distribute all products to DAHP for sharing with other CLGs as a case study for similar district nominations.

Statement of Need:

Funding for the Walla Walla University Historic District nomination will assist in recognizing a core part of College Place's heritage and hopefully serve as a catalyst for future nominations. The process will educate staff, commission members, and the community of the nomination process, and hopefully establishing the first of several NRHP listings. College Place is experiencing substantial growth. Without National Register designation and a better understanding of the historical significance of its built environment, key resources could be permanently altered or lost. The nomination will allow the City and university to better recognize historic assets, educate the community, and highlight what makes College Place special.

As a city with an annual budget of approximately \$19 million—and over 17% of its land owned by tax-exempt institutions—the General Fund is under considerable strain. The City relies on grant funding like the CLG program to move forward with preservation work that would otherwise be cost-prohibitive. This project builds on recent successes, including the 2019 citywide survey, and reinforces the City's commitment to place-based planning and cultural stewardship.

Objectives:

- Prepare and submit a complete and approved National Register Historic District nomination for the Walla Walla University campus area.
- Provide professional documentation of the district's boundaries, contributing properties, and architectural/historic significance.
- Promote College Place as a cultural and historic destination aligned with broader tourism efforts by Visit Walla Walla and the Washington State Main Street Program.
- Increase public awareness and appreciation of local history through outreach and public meetings.
- Share final deliverables with DAHP and other CLGs to serve as a model nomination.
- Lay the foundation for future preservation efforts, including historic tax credits, local landmarking, and educational initiatives.

V. Project Schedule

Please list each proposed grant activity separately, beginning with your estimated start and completion dates. A start date and completion date alone are not sufficient for the Schedule of Project Completion. This should be a complete listing of all potential activities associated with the grant, including entries for check-ins or draft submittal. **You must allot time in your schedule for project drafts or check-in. Mandatory** draft or check-in dates are **April 28th** and **July 14th, 2026** unless alternate dates are prearranged. Following draft submissions there will be a 14 day period for DAHP to review and comment on draft review of all reports, documents, publications, HPI forms etc. You may begin billing for project work starting **October 1, 2025**. Final projects must be turned in by **September 1, 2026 unless you have prearranged an extension for exceptional circumstances**. Final reimbursements requests must be sent in by **September 30, 2026**. All drafts, check ins, final reports, and reimbursement requests should be sent to Michelle Thompson at michelle.thompson@dahp.wa.gov.

Work to be Accomplished	Start Date	Finish Date
Prepare scope of work and publishes RFP to solicit proposals.	10/1/2025	12/31/2025
Staff, consultant, and WWU conduct research.	1/1/2026	1/31/2026
First public meeting with HPC introducing project.	2/1/2026	2/28/2026
First Draft NRHP District nomination presented to staff/WWU.	5/1/2026	5/31/2026
Second Draft NRHP District nomination presented to staff/WWU.	7/1/2026	7/14/2026
Second public meeting with HPC to present results.	8/1/2026	8/31/2026
Post final results to City website. All products sent to DAHP.	8/15/2026	8/31/2026
Reimbursement request submitted to DAHP.	9/1/2026	9/30/2026

VI. Project Budget

*Totals are auto calculated

Salaries/Volunteer Time

	Federal Share	Hard Match	Soft Match	Total
Senior Planner - 24 hours		1,296.48		1,296.48
Planning Director - 12 Hours		1,001.25		1,001.25
HPC - 5 x 12 (1 hour meeting)			999.60	999.60
Total:	0.00	2,297.73	999.60	3,297.33

Goods & Contract Services

NRHP Nomination Consult	18,000.00			18,000.00
				0.00
				0.00
Total:	18,000.00	0.00	0.00	18,000.00

Materials/Supplies/Equipment

Copies			200.00	200.00
				0.00
				0.00
Total:	0.00	0.00	200.00	200.00

Other

				0.00
				0.00
				0.00
Total:	0.00	0.00	0.00	0.00

	Total Federal Share	Total Hard Match	Total Soft Match	Total Project Cost
Total Funding Request:	18,000.00	2,297.73	1,199.60	21,497.33

VII. CHECKLIST-

To assure that your grant proposal is complete, please check off that you have included the following for your application:

- ☒ One completed digital copy of the three signature attachments and any supplemental information included emailed to Michelle Thompson at michelle.thompson@dahp.wa.gov
- ☐ Written documentation for federally approved indirect cost rate, if applicable.
- ☐ Written justification for volunteer rates, if applicable.
- ☒ One signed original Assurance of Compliance with the U.S. Department of the Interior Regulations under Title VI of the Civil Rights Act of 1964 . (Attachment 5A)
- ☒ One signed original Statement of Understanding for Grant Management Requirements. (Attachment 5B)
- ☒ One signed original Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form (Attachment 5C).

ATTACHMENT 5A

U. S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Admin
APPLICANT/ORGANIZATION City of College Place	DATE SUBMITTED 5-28-2025
APPLICANT/ORGANIZATION MAILING ADDRESS 625 S. College Ave College Place, WA 99221	BUREAU OR OFFICE EXTENDING ASSISTANCE

ATTACHMENT 5B

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

CLG

SIGNATURE OF APPLICANT

TITLE

DATE

ATTACHMENT 5C

U.S. Department of the Interior
Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.500, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Mike Rizzarello - City Admin
Name and Title of Authorized Representative

[Signature] 5/28/2029
Signature Date