



**Community Development Department**

1321 S Market Blvd. Chehalis, WA 98532

(360) 345-2229 / Fax: (360) 345-1039

[www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us) email: [comdev@ci.chehalis.wa.us](mailto:comdev@ci.chehalis.wa.us)

## **CHEHALIS HISTORIC PRESERVATION COMMISSION AGENDA**

Regular meeting of January 18, 2024

5:30 PM

Chehalis City Hall, 350 N Market Blvd

Casey Forsman, Commissioner  
Jo Keuhner, Commissioner  
Jill McNaught, Commissioner  
Mitch Moeberg, Commissioner  
John Six, Commissioner

Kathy Smith, Commissioner  
Pete Hammer, Commissioner  
Laura Fisher, Permit Technician  
Malissa Paulsen, Planner

### **AGENDA ITEMS:**

1. Call to Order
2. Roll Call
3. Approval of meeting minutes for November 16, 2023
4. Citizen Business (this is an opportunity for members of the audience to address the Commission on matters not listed elsewhere on the agenda).
5. Commission Business
  - a. Old Business (items not resolved from previous meetings): None.
    - i. Chapter 2.66 Historic Preservation Ordinance update
  - b. New Business:
    - i. Draft Historic Preservation Commission Rules and Regulations
    - ii. Discussion regarding the Westside Historic District sign
  - c. Other Business / Open Commissioner Comment
6. Public Hearing

None.
7. Adjourn Meeting
  - a. Next meeting to be held February 15, 2024

Join Zoom Meeting <https://us06web.zoom.us/j/82474552087>

1 **Historic Preservation Commission**

2 **Meeting Minutes November 16, 2023**

3  
4 5:30pm Vice Chair Jo Ann Kuehner calls meeting to order.

5 In Attendance: Jo Kuehner, Casey Forsman, Kathy Smith, Jill McNaught, John Six, Mitch Moberg

6 Approval of meeting minutes for October 19, 2023. Jill McNaught motions to approve, Casey  
7 Forsman seconds the motion. Motion carried unanimously.

8 There being no Citizen Business, Vice Chair Jo Kuehner moves to item #5 on the Agenda for  
9 Commission Business. Old Business being the DRAFT for chapter 2.66 Historic Preservation  
10 Ordinance.

11 Malissa Paulsen explains that the version before the commissioners is a corrected version showing  
12 the edits made, mostly clerical and clarify the intent of the code. She encourages the review and to  
13 be sure it makes sense.

14 Kathy Smith motions to accept and approve the changes that have been made to the ordinance.

15 John Six seconds the motion. All in favor. Motion carried unanimously.

16 Jo Kuehner moves to new business regarding literature available to them.

17 Malissa Paulsen has printed out the preservation briefs. There is a binder full available at the office  
18 for anyone to review. She will also post them to the Historic Preservation webpage. Preservation  
19 briefs are best practices for handling historical preservation.

20 John Six requests that in the future the commissioners get the agenda before a meeting with plenty  
21 of information to review and time to review it prior to the meeting.

22 Malissa Paulsen explains the process for approving a permit with the conditions stated on the permit  
23 of which was recommended by the Historic Preservation Commission. She provides explanations for  
24 the grant process and what is available.

25 Jo Kuehner recommends the group get started on the commission's rules. She explains that they are  
26 outdated and need to be updated.

27 Jill McNaught is willing to work on this subcommittee for the Historic Preservation Bylaws.

28 John Six would like a comparable from other jurisdictions.

29 Malissa Paulsen will provide the group with comparable Bylaws.

30 Kathy Smith motions to create a subcommittee that will review and update the commissions current  
31 Bylaws. Casey Forsman seconds the motion and would like to volunteer to help Jill. There being no  
32 one opposed, the motion carried unanimously.

33 Malissa Paulsen is working on the improvement and update of the Preservation binders for the  
34 group.

35 5:56pm Jill McNaught motions to adjourn the meeting. Mitch Moberg seconds the motion. Meeting  
36 adjourned.

37 Approved by: \_\_\_\_\_

38 Vice Chair, Jo Kuehner

39 Recorded by: \_\_\_\_\_

40 Permit Technician, Laura Fisher

# **CHEHALIS HISTORIC PRESERVATION COMMISSION**

## **RULES AND REGULATIONS**

1. The Commission shall elect a Chairperson and a Vice Chairman to serve one-year terms. The Chairperson shall preside at all meetings. The Vice Chairman shall preside at meetings in the absence of the Chairperson.
2. All meetings of the Commission shall be open meetings in accordance with the Open Public Meetings Act of the State of Washington.
3. The Vice-Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.
4. In the absence of both the Chair and Vice-Chair, the members present shall choose a temporary Chair for the meeting.
5. All regular meetings will be held in the City of Chehalis Council Chambers, Chehalis, Washington, unless otherwise scheduled and noticed in advance and shall be open to the public.
6. All regular meetings shall be held the third (3) Thursday of each month and will begin at 5:30 p.m., or as soon thereafter as practical.
7. The Commission shall hold regular meetings upon the call of the Chairperson. Notice of time, date, and place of such meetings shall be released to the press by notifying the Director of Community Services. Special meetings of the Commission shall be held upon the call of the Chairperson or Vice Chairperson, or at the request of three (3) members, upon (5) days' notice, which notice may be waived by a quorum.
8. The position of a member shall be forfeited and become vacant for failure to attend two (2) regular meetings in a 12-month period of the Historical Preservation Commission unless such absence is excused by a majority of the members of the Historical Preservation Commission.
9. The election of officers shall take place once a year on the occasion of the first meeting in January of each calendar year. The term of office of each officer shall run until the subsequent election, provided however, any officer may be removed at any time by vote of the Historical Preservation Commission entered on record. If for any reason, Historical Preservation Commission serve until an election is held.
10. Conduct of meeting will be governed by the latest edition of Robert Rules of Order, a copy of which shall be available to the Chairperson.
11. A quorum for the conduct of any meetings shall be a majority of current appointed and confirmed members.
12. All official actions of the Commission shall require a majority vote of the members present and voting.
13. Selection for historic property designation shall require a majority vote of the members of the Board. Any member who has conflict shall notify the Commission Chairperson before the vote. The Commission shall hold public hearings on the approval of designation and may hold public hearings prior to making a recommendation on controls on building modifications and incentives. Notice of such hearing shall be published ten (10) days prior to the meeting. At the public hearings on approval of designation, Commission action will be based on the record made at such hearing and no further right to present evidence on the issue of designation will be afforded.
14. The Commission may establish such committees as it desires, without limit to the number thereof or the number of people who serve on any committee. Committee members shall be appointed by the Chairperson with the approval of the Commission. Non-members of the Commission may be invited to serve on such committees. Replacement of any member of the Commission who dies, resigns, or is incapacitated shall be by City Council.
15. The official address of the Commission shall be, City of Chehalis, Chehalis Historic Preservation Commission, P.O. Box 871, Chehalis WA 98532.
16. The Department of Community services shall be custodian of the official record and minutes. A tentative agenda shall be provided to Commission members five day (5) in advance of each meeting; and minutes of the last meeting or hearing shall be provided to each member for approval by the next regular meeting.
17. The commission adopts the "Secretary of the Interiors standards for rehabilitating historic buildings" for its use in reviewing and making decisions on applications.