

## Commemorative Work Committee Meeting Minutes

December 11, 2020

1:00 to 2:00 PM

### **Attendees:**

#### Committee Members

Andrew Trueblood, OP, Chairperson

Sandy Allen, DHCD

Joe Coleman, Citizen Member

Otto Condon, Citizen Member

Kathleen Beeton, DCRA

Lauren Dugas-Glover, CAH

Yohance Fuller, DGS

Dulce Naime, DPR

#### OP Staff

Anita Cozart

Kevin Storm

Chris Shaheen

### **Minutes:**

Andrew Trueblood, Chairperson, welcomed Commemorative Work Committee (CWC) members to the meeting. Chris Shaheen explained the agenda and the Committee approved minutes from the October 9<sup>th</sup> meeting.

Shaheen reviewed the “Diverse Washingtonians Commemorative Works Amendment Act of 2019” recently approved by District Council. He explained the legislation will make changes to Committee membership. The number of District agencies will be reduced from nine to four – some current agencies that are ex-officio members will remain and other agencies will no longer be on the Committee. The number of citizen members will increase from three to five – two appointed by the Mayor and three appointed by the Chair of District Council. Kathleen Beeton shared that although the Department of Consumer and Regulatory Affairs (DCRA) is not on the reconfigured Committee that she hoped she could continue as a member of the Committee’s working group. Dulce Naime asked about the Advisory Commission on Monument, Markers and Symbols. Shaheen explained a second piece of legislation approved by District Council – the “Commemorative Task Force Act of 2020” - establishes a five member Task Force staffed by District Council that will complete an assessment and identify commemorative works or public space names it deems inappropriate or offensive.

Shaheen shared a draft document that will be posted on the Office of Planning’s (OP) website explaining the commemorative works review process to help applicants understand the process and Committee’s role. Naime stated the Department of Parks and Recreation has its own process for reviewing similar applications that aligns with budgeting, public engagement, and other logistics. Shaheen explained the

CWC review process is independent of review processes established by other agencies. The CWC process includes the Committee reviewing the application twice – a concept review and a final review – before it making a recommendation on an application to the Mayor and District Council.

Shaheen reviewed a proposed draft template staff will use for reports on applications that will be sent to Committee members along with applications. He explained a final report sent to the Mayor and District Council will have a similar format and include additional information. Beeton asked if Committee guidance to applicants should include relevant building code regulations and Naime asked about how permitting and associated fees are incorporated into the process. Shaheen explained that applicants are required to meet with impacted agencies during the review process, including DCRA. Any relevant comments on an application related to the building code can be incorporated into the Committee's final report and recommendation. Shaheen explained that applicants are responsible for obtaining their own permits. Beeton commented that DCRA has a fee schedule that can be included as reference material for applicants and that DCRA offers Preliminary Design Review Meetings with applicants to help them through any regulatory issues or concerns. She stated there is a fee for this service, but that applicants who take advantage of the service have fewer issues during the permit review process.

Shaheen described the proposed engagement strategy for sharing and soliciting feedback on proposed, preferred locations for commemorative works at a public meeting. OP plans to use the publicinput.com site to host a virtual public meeting. Naime stated DPR has used publicinput.com and it is a great way to engage the public. Andrew Trueblood recommended that engagement include a survey the public can take before and after the meeting. He also stated messaging on the location strategy needs to be clear the Committee is requesting feedback on potential location for commemorative works and not suggestions on individuals, groups, or events to commemorate.

#### Next Steps

Shaheen let the Committee know staff expects to receive a commemorative work application for a memorial to an Azerbaijan poet that will need to be reviewed. He also stated OP's legal counsel will be reviewing the recent legislation, how it relates to the Committee, how it impacts citizen-member and agencies, and when the change in Committee membership will go into effect. Shaheen stated staff will move forward with implementing the engagement strategy as proposed at this meeting and encouraged Committee members to attend the public meeting.