

# Burlington Historical Preservation Commission

## MEETING AGENDA

Tuesday, 1/20/2026 3:00-4:00PM

**Meeting Location:** Burlington Parks and Recreation  
900 E Fairhaven Avenue  
Burlington, WA 98233  
*Large Meeting Space*

**Zoom Login:**  
<https://tinyurl.com/2s4a7us4>  
ID: 857 6165 8683  
Passcode: 774726

| AGENDA ITEM                                                                      | PRESENTER  | TIME ALLOTTED | ACTION     |
|----------------------------------------------------------------------------------|------------|---------------|------------|
| <b><u>CALL TO ORDER</u></b>                                                      | Sarah Ward | 3:00PM        |            |
| <ul style="list-style-type: none"><li>Approval of Minutes (10/21/2025)</li></ul> | Sarah Ward | 3:00-3:05PM   | Motion     |
| <b><u>OLD BUSINESS</u></b>                                                       |            |               |            |
| <ul style="list-style-type: none"><li>Bylaws Review</li></ul>                    | Sarah Ward | 3:05-3:15PM   | Discussion |
| <b><u>NEW BUSINESS</u></b>                                                       |            |               |            |
| <ul style="list-style-type: none"><li>Subcommittee Proposal</li></ul>            | Sarah Ward | 3:15-3:25PM   | Discussion |
| <ul style="list-style-type: none"><li>Term Structure</li></ul>                   | Sarah Ward | 3:25-3:40PM   | Discussion |
| <ul style="list-style-type: none"><li>Comparative Review</li></ul>               | Sarah Ward | 3:40-3:50PM   | Discussion |
| <b><u>OPEN COMMENT</u></b>                                                       | Sarah Ward | 3:50-4:00PM   |            |
| <b><u>ADJOURNMENT</u></b>                                                        | Sarah Ward | 4:00PM        |            |

Next Scheduled Meeting: Tuesday, 4/21/2026 at 3:00PM

### ENCLOSURES:

10/21/2024 Meeting Minutes

### FUTURE AGENDA ITEMS:

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CITY OF BURLINGTON  
**HISTORICAL PRESERVATION COMMISSION**  
**Tuesday, 10/21/2025 Meeting Minutes**  
(The board meeting is conducted in-person and via Zoom)

**Attendees:**

**Board Members:** Sharon, Karen, Larry, Cheri, Debra, Ed, Kris, Margie

**City Councilors:** Jamie Weiss

**City Staff:** Enrichment Services Director Sarah Ward, Customer Service Assistant Gracie Donovan, Administrative Specialist Shelley Johnstone

**MEETING CALLED TO ORDER: by Sarah Ward at 3:00pm**

**MINUTES: Sarah Ward makes a motion to approve the Meeting Minutes**

**NEW BUSINESS:**

**A. Bylaws Review**

Shelley noted that the current bylaws date back to 2015 and are due for review and updates. Discussion included the Historical Commission's origins as a museum board and its evolution over time.

Margie provided an overview of the Certified Local Government (CLG) designation, which allows access to federal grant funding through the Washington State Department of Archaeology & Historic Preservation. While COVID-19 disrupted past grant applications, opportunities remain available.

Members discussed the importance of collaboration with the Historical Society to strengthen community impact rather than operate competitively. Consensus was reached that collaboration would be beneficial.

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**B. Subcommittee Proposal**

Margie proposed forming a subcommittee to review the bylaws. She will share the Historical Society's bylaws and mission statement as reference materials.

Shelley noted that Gracie will send digital copies of the City's bylaws and relevant contact information. Karen offered her experience with bylaw writing and emphasized using them as a flexible framework.

The Commission plans to discuss proposed updates at the January 20, 2026 meeting

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**C. Term Structure**

Shelley confirmed that commissioner terms are three years in length. Gracie will provide the current term list to members.

## **D. Comparative Review**

Joe suggested reviewing Sedro-Woolley's bylaws for ideas. Margie added that both Sedro-Woolley and Concrete Historical Societies' bylaws serve as strong reference models.

### **OPEN COMMENT:**

Regarding Historical Preservation Commission Members, Mark and Margie bring up the need to check in with Edie and Muriel about their ability to continue serving on the board. Sarah states that she'll follow through with these members.

Janet Berger mentions that there is currently a display at Skagit County History Museum that is worth visiting; and it happens to feature a Burlington High School Letterman's Sweater from the past.

## **5. Open Comments & Updates**

- Jared shared his family's history of operating a Japanese photo studio in Burlington beginning in 1912.
- Ann proposed creating a digital archive to restore and preserve approximately 6,000 local historical photos.
- Joe discussed Burlington's agricultural history and the importance of farmland preservation.
- Margie reported that the Historical Society is applying for two lodging tax grants to fund historical plaques with QR codes in partnership with the Burlington Chamber.
- An upcoming event was noted: WWII 80th Anniversary History Display, scheduled for Saturday, November 15, from 1:00–3:00 PM at the Burlington Library (same day as the Veterans Day Parade).

**ADJOURN: Meeting Adjourned at 4:00pm**

**NEXT MEETING: Tuesday 1/20/2025, Burlington Parks and Recreation Building at 3:00pm**

Minutes transcribed by Gracie Donovan, Customer Service Assistant