



11/18/2025

**HISTORIC PRESERVATION COMMISSION AGENDA**  
**KENNEWICK CITY HALL - 210 W. 6TH AVE**  
**CASCADE CONFERENCE ROOM**

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4:30 PM

**1. CALL TO ORDER**

Roll Call/Pledge of Allegiance

- a. Roll Call

**2. CONSENT AGENDA**

All matters listed within the Consent Agenda have been distributed to each member of the Kennewick Historic Preservation Commission for reading and study. They are considered routine and will be enacted by the one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the regular agenda by request.

- a. Approval of Agenda
- b. Approval of the Minutes - 16 September 2025

**3. VISITORS NOT ON AGENDA**

**4. OLD BUSINESS**

**5. NEW BUSINESS**

- a. Commissioner Interview Questionnaire Review
- b. 2026 Work Plan

**6. REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS AND STAFF**

**7. ADJOURNMENT**

## **Kennewick Historic Preservation Commission: 9/16/2025 Minutes**

The meeting was called to order at 4:30 pm.

### **Roll Call:**

Present: Chair Harper, Vice Chair Clark, Commissioner Nelson, Commissioner Robinson.

Absent: Commissioner Holt, Commissioner Smith.

Ms. Didier declared a quorum achieved.

Commissioner Clark moved to excuse the absences of Commissioners Holt and Smith; commissioner Robinson seconded the motion. The motion passed unanimously.

Staff Present: Matt Halitsky, Senior Planner; Melinda Didier, Administrative Assistant

### **Approval of Consent Agenda:**

- a. Approval of Agenda
- b. Approval of 19 August Minutes

Commissioner Clark moved to approve the Consent Agenda; Commissioner Robinson seconded the motion. The motion passed unanimously.

**Visitors Not on the Agenda:** None

**Old Business:** None

### **New Business:**

- a. Public Records Retention Training

The Commissioners viewed the Washington State Public Records Retention Training video.

### **Reports, Comments or Discussion of Commissioners and Staff:**

- a. Mr. Halitsky reported on the 2026 Preservation Plan funds.
- b. Commissioner Robinson asked if there is a conflict with Commissioners serving on the museum Board; Mr. Halitsky said he didn't think so but will look into it further..

**Adjournment:** Meeting adjourned at 5:19 PM.

**Candidate:**  
**Applying for:**  
**City Resident:**

**Incumbent:**  
**Currently Serves On:**  
**Interview Time:**

## Kennewick Historic Preservation Commission Candidate Interview Scoring Scale

**Instructions:** Use this form to evaluate candidates. Assign a score of 1–5 for each question based on the rubric provided.

| Score | Descriptor   | Description   |
|-------|--------------|---|
| 5     | Excellent    | Detailed, relevant, and insightful response; strong experience and understanding. |
| 4     | Good         | Clear and relevant response; minor gaps in detail or experience.                  |
| 3     | Adequate     | General understanding and interest; limited experience or vague answers.          |
| 2     | Limited      | Minimal understanding; experience not clearly relevant or incomplete answer.      |
| 1     | Insufficient | No relevant experience or understanding; unclear or off-topic answer.             |

## Kennewick Historic Preservation Commission Candidate Interview Questionnaire

|    |   |                                |
|----|---|--------------------------------|
| 1. | What is your understanding of the Commission’s role in protecting and promoting Kennewick’s historic resources? | <b>Score</b><br><i>(1 – 5)</i> |
| 2. | Do you have any professional or volunteer experience related to architecture, history, or preservation?         | <b>Score</b><br><i>(1 – 5)</i> |
| 3. | How would you balance property owner interests with the community’s preservation goals?                         | <b>Score</b><br><i>(1 – 5)</i> |
| 4. | What is your approach to evaluating proposals for changes to historic properties?                               | <b>Score</b><br><i>(1 – 5)</i> |

Candidate:

|  |                         |
|--|-------------------------|
| 5. The commission conducts public education and outreach. What ideas do you have to engage residents in local history? | <b>Score</b><br>(1 – 5) |
| 6. How would you advise Council on balancing redevelopment pressures with historic preservation?                       | <b>Score</b><br>(1 – 5) |
| 7. Have you ever been involved in applying for or managing grants or incentives for preservation projects?             | <b>Score</b><br>(1 – 5) |
| 8. Why do you believe preserving historic resources is important for Kennewick’s future?                               | <b>Score</b><br>(1 – 5) |

## Kennewick Historic Preservation Commission Candidate Evaluation – Weighted Score

Multiply the score by the weight to calculate the weighted score. Use the notes column for comments or key observations.

| Question     | Weight      | Score<br>(1–5) | Weighted<br>Score | Notes |
|--------------|-------------|----------------|-------------------|-------|
| 1.           | 15% x       | =              |                   |       |
| 2.           | 20% x       | =              |                   |       |
| 3.           | 15% x       | =              |                   |       |
| 4.           | 15% x       | =              |                   |       |
| 5.           | 10% x       | =              |                   |       |
| 6.           | 10% x       | =              |                   |       |
| 7.           | 10% x       | =              |                   |       |
| 8.           | 5% x        | =              |                   |       |
| <b>Total</b> | <b>100%</b> |                | <b>/5.00</b>      |       |

### Recommendation

Appoint to Historic Preservation Commission

Appointment not recommended

Interviewer’s Name: \_\_\_\_\_