MEETING MINUTES No. 3

The following list represents all the Longfellow Property Advisory Task Force Members. The list is comprised of community members. Everett Public Schools Support Staff assist the committee as needed. Highlighted names were in attendance.

**Task Force Facilitator**
Jim Dugan (253.278.8105)

**Email Address**
jdugan@parametrix.com

**Task Force Chairperson**
Ed Peterson (253.278.8105)

**Longfellow Property Advisory Task Force Members**
Bob Dobler
Kristie Dutton
Michael Finch
Julie Frauenholz
Joe Gaffney
Patrick Hall
John Hooper
Jim Hopkins
Doug Spee
Angela Steck
Mike Todd
Morrie Trautman
Andrea Tucker
Brenda White

**Everett Public Schools**
Mike Gunn
Darcy Walker
Overview
The Longfellow Property Advisory Task Force was established to investigate, analyze and recommend to
the Superintendent during June 2020 potential and preferred future uses of the Longfellow property by
the district, other public agencies, non-profit or for-profit groups; and how much of the site would be
necessary to support the projected future needs. These recommendations are to identify the preferred
disposition of the Longfellow property and adjacent parking lot including but not limited to:

- Whether the Longfellow building, located at 3715 Oakes Avenue in Everett WA adjacent to
  Memorial Stadium should be historically restored and preserved by the district;
- If a sale or lease is recommended, provide a list of the essential terms and conditions of such an
  agreement, recommend the minimum compensation that must be received by the district, and
  recommend the extent to which the non-building portion of the site is not needed by the district
  (now or in the foreseeable future) and can be offered as part of the lease/sale; and
- Whether the district should dedicate the Longfellow building or create a modest monument as
  another memorial to the late Henry M. Jackson.

The task force is made up of 15 community members from across the district. The group includes real
estate professionals, construction professionals, politicians, attorneys, neighborhood representatives,
PTA, city employees, and conservationists.

The task force will be facilitated by Mr. Jim Dugan from Parametrix, Inc. and Mr. Ed Petersen will serve
as chairperson.

Mr. Mike Gunn and Mr. Darcy Walker from Everett Public Schools will support the task force work.

The task force is expected to work over the next nine months. The meetings are held monthly on
Monday evenings between 5:00 PM and 7:30 PM. The meeting schedule will be published as soon as it
is available.

The task force work is only to recommend to the Superintendent. The Superintendent
will tender a recommendation to the Board.
Longfellow Building and Annex-Property Description
This property is a 101,930 SF (approximately 2.34 acres) site roughly rectangular in shape located on the hillside above the Broadway commercial corridor in south central Everett. It is bounded by Oakes Avenue on the west, Lombard Avenue on the east, 37th Street on the north and 38th Street on the south. The parcel has excellent access and visibility from Broadway and is contiguous to Memorial Stadium and the district’s athletic and transportation facilities. The site is currently used by visitors and users of Memorial Stadium, parking for the athletics and transportation departments, and transportation vehicles.

The Longfellow Building was built as a grade school in 1911 and contains a total of approximately 25,177 square feet of space on three floors. A one-story annex building was added in 1956 for use as a cafeteria and gymnasium for the grade school and contains approximately 7,546 square feet of floor space. These buildings were converted to office use in 1971 and then vacated in 2013 with the opening of the school district’s Community Resources Center. They are in very poor overall condition and will require major seismic, interior, exterior, mechanical, electrical, ADA and life safety upgrades in the near-term. Neither of these buildings are listed on the City, State or National Historic Registers. The remainder of the site has been asphalted and is used for parking.

The City of Everett’s Comprehensive Plan designates the site under Institutional 2.1 Schools/Churches reflecting decades of ownership and use by the school district. The parcel is zoned R-3 (also includes areas to the north, south and west) by the City. The R-3 designation is a medium-density residential zone, which permits up to 29 units per acre (one unit per 1,500 SF of land) and a 45-foot height limit. This parcel is adjacent to Everett’s Broadway Mixed Use (BMU) zone to the east.
LPATF Meeting #3 Agenda

Welcome, overview and goals
Whole Group Discussions
Confirm top potential themes for use of Longfellow property
- Review discussion from meeting #2
- Brainstorm other potential themes
- Open task force discussions

Whole Group Discussions
Establish evaluation criteria for potential themes with considerations for the following:
1. Benefit to Everett Public Schools
2. Benefit to community
3. Compelling need
4. Cost-initial and ongoing
5. Source of funding
6. Compatibility with Memorial Stadium use
7. Parking requirements
8. Practicality/feasibility

Small Group Work
Run the top potential themes through the established evaluation criteria to select the top four themes

Small Group Work
Deep dive by small groups into the top four themes
Report outs and hand in worksheets

Next Steps

Closing

Longfellow Property Advisory Task Force Webpage:
https://www.everettsd.org/Page/29703

Next meeting: Monday, January 6, 2019, 5:00pm to 6:30pm at CRC Port Gardner A
Meeting Notes
Welcome
Mr. Dugan welcomed the group and outlined the goals for the evening’s work. The committee had three goals:
- Confirm last meetings notes
- Review and agree upon the evaluation criteria for use of the Longfellow Building
- Confirm top potential uses for further study

Evaluation Criteria
Mr. Dugan asked the committee to work in small groups and further define the scope of the evaluation criteria. The work was to determine the validity of each criterium and agree on the parameter it represented. The committee worked for 15 minutes in small groups and then Mr. Dugan brought them together again to share their work.

1. Benefit to Everett Public Schools
   All groups agreed that this should be the most important consideration for any potential use. Within this criterium the benefits to kids and programs must be considered.

2. Benefit to Community
   This criterium should include the right thing for the tax payers and other stakeholders

3. Compelling Need
   The committee members felt this criterium was vague and that any potential use will need to present a compelling need to justify the recommendation. The group recommended removing this as it is built into the other criteria.

4. Cost
   Key determining factor

5. Source of Funding
   This is part of cost. The use will determine this.

6. Compatibility with Memorial Stadium use
   Expand this to include neighborhood compatibility, business compatibility, transit compatibility

7. Parking requirements
   Any use would require this to be studied

8. Practicality and feasibility
   These criteria should be inherent to the recommendation. It is more of a clarifying question than its own criterium.

Mr. Dugan then asked the group what criteria should be added to the evaluation list. The following were the items brought forward for discussion:

Land Use: What do we need to change based on our recommendation?

Opportunity for Historic Preservation:
- Historic buildings can be an asset to communities
- Adaptive reuse can add character, resonance and charm to a neighborhood
- We don’t value historic buildings on the west coast like they do in other parts of the country. We could set an example.
- Historic buildings make Everett someplace that people want to be. This could encourage people to want to come here.
- What about preserving the memorial to Senator Jackson?
- Keep in mind the difference between “restoring” the building to it’s original design and historic preservation.

Who Are Stakeholders?
Short versus long-term gain?

The Final Agreed Upon List of Evaluation Criteria is:

1. Benefit to Everett Public Schools
2. Benefit to the Community
3. Cost – Initial and Long Term
4. Source of Funding
5. Compatibility with Memorial Stadium
6. Parking Requirements
7. Land Use Requirements
8. Opportunity for Historic Preservation
9. Who are the Stakeholders
10. Short and/or Long Term
11. Memorial to Jackson

Potential Use
To focus the committee, Mr. Dugan provided each member with 4 colored dots for voting on potential uses. Each committee member was to place their dots on the uses they wanted to pursue going forward. The following are the photos of the voting.

The top four themes for use have been established as:
1. Everett Public Schools Programming
2. Memorial Stadium Programming
3. Community Programming
4. Housing

Closing Comments
Mr. Dugan stated that at the next meeting in January, the committee would start doing further research on the four themes for use. He thanked everyone for their continued participation, and he wished everyone a safe and happy holiday season. Meeting adjourned just before 7pm.

Notes are as transcribed via live attendance at meeting by Nicole Brown, Parametrix, Inc. Please forward any corrections, additions or deletions to dknutson@everettsd.org. If no comments or corrections are received, these will become the official meeting record.