1. CALL PUBLIC MEETING TO ORDER
   A. Roll Call of members present.
   B. Approval of Historic Preservation Commission Agenda.
   C. Waive reading of and approve Historic Preservation Commission minutes from January 9, 2012.
   D. Public Comments not associated with agenda items.
   E. Request from Lauren Perez regarding Outward Bound class.
   F. Update on Historic Preservation Month.
   G. Discussion on Borst Home.
   H. Other business.

2. PUBLIC WORKSHOP
   A. A public workshop will be held to review the proposed update to the Historic Commissions By-Laws and Ordinance.

   If you are unable to attend, please contact Sarah Blosser at 360.330.7662.
SECTION 1: GENERAL RULES AND PROCEDURES

These By-Laws establish the rules and procedures under which the Centralia Historic Preservation Commission (CHPC or Commission) executes those duties and functions set forth in Centralia Municipal Ordinance CMC 2.58 – The City of Centralia Historic Preservation Ordinance.

A. NAME

1. The name of the organization shall be THE CENTRALIA HISTORIC PRESERVATION COMMISSION.

B. PURPOSE

1. The purpose is to provide for the identification, evaluation, and protection of historic resources; raise community awareness; and serve as the city’s primary resource in matters of history, historic planning, and preservation in a manner prescribed in Section 4, Article D, City of Centralia Historic Preservation Ordinance CMC 2.58

C. MEMBERSHIP

1. The Commission shall consist of a minimum of five (5) but no more than seven (7) members appointed by the Mayor and approved by the City Council as prescribed in City of Centralia Historic Preservation Ordinance. CMC 2.58,

2. “Creation and Size: There is hereby established a Centralia Historic Preservation Commission, consisting of a minimum five (5) but no more than seven (7) members, as provided in subsection B below. Members of the Centralia Historic Preservation shall be appointed by the Mayor and approved by the City Council and shall be residents of the City of Centralia, except as provided in subsection B below.

3. Composition of the Commission:
   a. All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgment.
   b. The commission shall always include at least 2 professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from the disciplines of history, architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, cultural geography, American studies, law, and real estate. The commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the Mayor and the State Historic Preservation Officer. Furthermore, the Mayor, and City Council may grant exception to the residency requirement of commission members in order to obtain representatives from these disciplines.

Centralia Historic Preservation Commission By-Laws

SECTION I - General Rules and Procedures

Adopted ?/?/????
c. In making appointments, the Mayor may consider names submitted from any source, but the Mayor shall notify history and city development related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other sources.

4. Terms of Members
   a. Appointments shall be made for a three-year term commencing March 1, 2010. **Commissioners may serve for no more than four (4) consecutive terms. After sitting out one 3 year term, a Commissioner can than reapply for appointment to the Historic Commission.** Mayoral appointments shall fill vacancies. The Commission shall actively seek applicants for vacancies and expired terms.

D. ATTENDANCE OF MEMBERS
   1. All members shall attend regularly scheduled meetings and shall be on time. If three consecutive regularly scheduled meetings in any twelve (12) month period are missed without good cause as determined by the commission, resignation shall be encouraged. *A quorum is necessary to transact any official business.*

E. QUORUM
   1. A quorum is a simple majority of the five members eligible to vote at a meeting. Should there be less than seven members on the commission at any given time, a quorum of three (3) shall be shall still be required. **A quorum is necessary to transact any official business.**

F. OFFICERS AND STAFF
   1. The officers of this organization shall be Chairman and Vice Chair. The Recorder and Secretary, though present, shall not be members. Officers beyond these mentioned are not a functional need of the commission. Should the need arise on a permanent or temporary basis, the necessary office shall be voted in by a majority vote.
   2. All officers shall perform their duties as prescribed by these by-laws and by parliamentary authority adopted by the organization.
      a. The election for Chairman and Vice Chair shall be held at the regularly scheduled February meeting. Nominations shall be made from the floor and election held immediately before new business. The officers shall be elected for a one-year term or until their successors are elected, with their term of office beginning immediately after election.
      b. The Chairman shall preside over all regularly scheduled and all special or called meetings of the Commission. The chairman shall appoint members to specific task forces (ad-hoc) committees which term shall end when the task is completed. All tasks presented to a committee shall be executed in a timely manner.
      c. The Vice Chair assumes the duties of the Chairman in the absence of the Chairman. In the absence of the Chairman, the Vice Chair will have the same powers and duties as those of the Chairman.
      d. The Recorder/Secretary shall assure that the minutes of all commission meetings are taken and provided to the appropriate persons.
e. Commission and professional staff assistance shall be provided by the City Planner, and additional assistance and information to be provided by other city departments as may be necessary to aid the commission in carrying out its duties and responsibilities as prescribed in Ordinance CMC 2.58, City of Centralia Historic Preservation Ordinance.

“G. Commission Staff: Commission and professional staff assistance shall be provided by the City Planner with additional assistance and information to be provided by other City departments as may be necessary to aid the Commission in carrying out its duties and responsibilities under this ordinance.”

f. City Staff shall act as recorder/secretary. The recorder/secretary shall distribute information to members including minutes, information pertinent to tasks at hand, and all current and updated materials that members are in need of in order to carry out their tasks. Also, the recorder/secretary shall act as an advisor to the Commission and shall notify members of meeting dates and times not less than five (5) days before the meeting.

E. POWERS AND DUTIES

1. The major responsibility of the Historic Preservation Commission is to identify and actively encourage the conservation of the City of Centralia’s historic resources by initiating and maintaining a register of historic resources, reviewing proposed changes to register properties, raising community awareness of the city’s history and historic resources; and serving as the city’s primary resource in matters of history, historic planning, and preservation.

2. Review nominations to the Centralia Register of Historic Places according to criteria in CMC 2.58.030 of the City of Centralia Historic Preservation Ordinance and adopt standards to be used to guide this review.

3. Review proposals to construct, change, alter, modify, remodel, move, demolish or significantly affect properties or districts on the register as provided in CMC 2.58.030 of the City of Centralia Historic Preservation Ordinance; and adopt standards to be used to guide this review, and the issuance of a certificate of appropriateness.

4. No member of the CHPC shall advise or express an opinion about a proposed Certificate of Appropriateness outside of a regular meeting.

5. Effective immediately upon adoption, the Historic Preservation Commission will assume the duties of the Historic Borst Home Advisory Committee. This site includes the grounds, the Borst Home, the School House and the Fort Borst Block House. The Commission shall be responsible for:
   a. Education of the public at large on the historic significance of the site and structures. Education can include but is not limited to open houses, historic classes and home tours,
   b. Advising City staff on maintenance and upkeep of the structures and site to maintain the historic significance.
F. MEETINGS

1. The regularly scheduled meeting of this Commission shall be monthly with the
date and time determined by a vote of the Commission and will be held in a
predesignated location unless otherwise directed by the Chairman or a
commission vote in compliance with Chapter 42-30 RCW, Open Public Meeting
Act, to provide for adequate public participation and adopt standards to guide this
action. All meetings shall start on time and shall be executed expeditiously by the
Chairman.

2. Special meetings may be called by the Chairman. The purpose of the meeting will
be stated in the call. Except in emergencies, at least three (3) days notice shall be
given for special meetings and five (5) days notice for regularly scheduled
meetings.

3. Parliamentary authority of the meetings shall be the current edition of Robert’s
RULES OF ORDER NEWLY REVISED.

4. Procedures for conducting regular meetings.
   a. Pre-Meeting
      i. If there are agenda items, regular meetings will be held monthly and
         a date and time specified by the CHPC. In case of scheduling
         conflicts the meeting place may be changed at the discretion of the
         Chair with ten (10) days advance notice given to CHPC members
         and the public. If the meeting date falls on an official holiday, the
         meeting may be changed to a time and place as determined by the
         CHPC at the preceding month’s meeting. If such a change occurs,
         the regular meeting place will be posted as to the new time and
         place.
      ii. If there are no agenda items, the Chair may cancel the regular
         meeting after giving all CHPC members and the public 24 hours
         advance notice. However, if a majority of CHPC members express
         the desire to hold the meeting, it shall convene as scheduled. If the
         meeting is canceled, a notice to that effect will be posted at the
         regular meeting place at the regular time.
      iii. Special meetings may be called by the Chair or by a majority of the
         CHPC members. Commission members will be given at least 24
         hours advance notice of the time and place of such meetings.
      iv. All regular and special meetings will be open to the public and the
date, place and agenda will be publicized in accordance with the
Open Public Meetings Act (Chapter 42.30 RCW) except when a
majority of Commission members determine that an executive
session is necessary as detailed in the Open Public Meeting Act
(Chapter 42.30.110). The agenda for regularly scheduled meetings
shall be posted 48 hours prior to the regularly scheduled meetings.
      v. The order of agenda items will be determined by their order of
         receipt. All applications, including designation review and special
valuation review must be filed at least one (1) month before the
meeting at which the case is to be considered. This allows staff
sufficient time to copy and distribute materials to CHPC members. Design Review applications must be filed at least one (1) week prior to the regularly scheduled meetings at which they are to be considered.

vi. Staff shall be responsible for notifying principles in each case as specified under the rules for review procedures.

b. Regular Order of Business for Meetings

i. Business will be conducted under Robert’s Rules of Order. All issues will be decided by simple majority vote except amendments to the By-Laws, which require a vote of two-thirds (2/3) of the membership.

ii. Four (4) Three (3) members or 51 percent (51%) of the non-vacant membership on the CHPC constitute a quorum. Meetings without a quorum will be recessed to the earliest possible date.

iii. Minutes will be taken during all CHPC proceedings. Additionally, the meetings may be taped to further clarify the minutes.

iv. The regular order of business shall be as follows:
   (a) Call to order.
   (b) Roll call.
   (c) Adoptions of minutes.
   (d) Unfinished business.
   (e) New business.
   (f) Other business.
   (g) Adjournment.

v. The regular order of business for consideration for applications for local register review, design review and special valuation review shall be as follows:
   (a) The Chair or chair-designated person shall offer a preliminary statement concerning the application.
   (b) The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
   (c) Statements in opposition to the application.
   (d) Comments by interested persons, organizations, or legal entities.
   (e) Rebuttal by all concerned parties.
   (f) Staff comments.
   (g) Summary of above by Chair or chair-designated person.
   (h) Deliberation by Commission.
   (i) Motion for action.
   (j) Vote.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the CHPC.

vi. The CHPC shall act on each application at the meeting unless a majority of the Commission decide to defer consideration to a later
date. Requests for continuance may be granted if all parties agree. The Chair will publicly announce the continuance, and the case automatically set on the agenda for the next regularly scheduled meeting. In such a case, no further notice is required for the principles in the case.

vii. In the event of the uncontrollable disruption of the meeting, the CHPC may clear the meeting room and continue in executive session or may adjourn and reconvene at another location selected by majority vote of the members. In such a case, business shall be restricted to those items on the printed agenda. Persons or news media representatives not participating in the disturbance may be readmitted in this situation.

c. Plan for copying, distributing and implementing rules

i. The master copies of all historic preservation related rules and procedures, application standards, criteria, and standard forms will remain on file with the City of Centralia, Community Development Department. Complete copies of these documents will be forwarded to the Mayor and members of the City Council. Copies of Design and Designation Review processes documents will be forwarded to the Building Inspector appropriate City Staff. Complete copies of all such documents will be provided for the members of the CHPC, the City Clerk staff and DAHP.

G. AMENDING BY-LAWS

These by-laws may be amended at any regularly scheduled meeting of The Centralia City Council provided that the amendment has received a 2/3 majority vote for recommendation of approval by the Historic Commission and the amendment has been submitted in writing to both the Historic Commission and City Council.
SECTION II: RULES AND PROCEDURES FOR DESIGNATION REVIEWS – CENTRALIA REGISTER OF HISTORIC PLACES

Under the provisions of the Centralia Historic Preservation Ordinance (CHPO) the Centralia Historic Preservation Commission (CHPC or Commission) is directed to initiate and maintain a Centralia Register of Historic Places (CRHP or Register) and to review nominations to the Register.

Any building, structure, site, object or district may be placed on the Register if:
   1. The CHPC determines it meets CRHP criteria.
   2. The Centralia City Council approves it.

Any individual, group of property owners or other interested group or association, City Council or County Council Commissioner, Centralia Historic Preservation Commission member or CHPC as a whole may nominate a building, structure, site, object or district for inclusion on the Register. There shall be a minimum of one (1) public hearing as well as a posting of the hearing. Owner consent for individual properties is required for placement on the CRHP.

A. CENTRALIA REGISTER OF HISTORIC PLACES CRITERIA

The following are criteria for the inclusion of properties on the Centralia Register of Historic Places (CRHP) as stated in the United States Secretary of Interior Standards and pertaining to the City of Centralia's Ordinance CMC 2.58.

Any building, structure, site, object, or district may be placed on the CRHP if it is significantly associated with history, architecture, archaeology, engineering, or cultural heritage of Centralia; has historical integrity; is at least 50 years old, or, if younger, possesses exceptional importance; and if it meets at least one of the following criteria set forth by the Secretary of the Interior Standards:

1. It is associated with events that have made a significant contribution to the broad patterns of national, state or local history.
2. It embodies the distinctive architectural characteristics of a type, period, style, or method of construction, or represents a significant and distinguishable entity whose components may lack individual distinction.
3. It is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art.
4. It exemplifies or reflects special elements of the City’s cultural, special, economic, political, aesthetic, engineering or architectural history.
5. It is associated with the lives of persons significant in national, state, or local history.
6. It has yielded or is likely to yield important archaeological information.
7. It is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event.
8. It is a birthplace or grave of a historical fixture of outstanding importance and is the only surviving structure or site associated with that person.
9. It is a cemetery that derives its primary significance from age, from distinctive design features, or from association with historic events or cultural patterns.
10. It is a reconstructed building that has been executed in a historically accurate manner on the original site.
11. It is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

B. APPLICATION STANDARDS FOR CENTRALIA REGISTER OF HISTORIC PLACES

An acceptable Centralia Register of Historic Places application is a nomination form completed according to uniform guidelines of The Centralia Historic Preservation Commission.

All interior and exterior features and outbuildings that contribute to the designation should be mentioned and described. District designations should include a description of proposed district boundaries including alleys, the characteristics of the district which justifies its designation, and a list of all properties including features, structures, sites, objects and open spaces which contribute to the designation of the district.

The original form,** signed by the legal property owner should** be presented along with the following documentation:

1. Copy of the historic property inventory form.
2. Current and historic (if available) photographs.
3. Newspaper articles.
4. Other relevant materials.

4. **In the case of a district nomination, the application must be signed by a legal property owner residing or owning property within the proposed district.**

Uncompleted forms or those with insufficient documentation will not be considered and will be returned to the applicant with recommendations.

C. PROCEDURES FOR DESIGNATION REVIEW MEETINGS

1. Pre-meeting
   a. Applicant or Designated Agent:
      i. Meets with CHPC staff (Staff) concerning the application form and the necessary documentation.
      ii. Submits the completed application to Staff at least one (1) month before the regularly scheduled meeting at which the application is to be considered.
   b. Staff:
      i. Meets with the applicant concerning the application form and the necessary documentation.
      ii. Reviews the application for completeness and includes the case on the agenda based on determination that the application is complete.

2. Meeting
   a. Designation review will occur at regularly scheduled meetings as detailed in the rules for conducting CHPC meetings.
   b. The regular order of business for consideration of applications to the CRHP shall be as follows:
      i. The Chair or Chair designated person shall offer a preliminary statement concerning the application.
ii. The applicant or designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.

iii. Questions by Commissioners.

iv. Statements in opposition to the application.

v. Comments by CHPC, interested persons, organizations or legal entities.

vi. Rebuttal by all concerned parties.

vii. Staff comments.

viii. Summary of above by Chair or designated person.

ix. Deliberation by Commission.

x. The motion for the recommendation should be based on the designation criteria. Criteria should be included in the motion.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the CHPC.

c. Commission members apply designation criteria, as outlined in the Secretary of the Interior’s Standards, to the property or district to evaluate the nomination.

The members should consider information related to the designation criteria as presented above during the designation meeting and from the site visit.

The Commission:

i. Determines the category of historic property.

ii. Establishes a context for evaluating the property.

iii. Identifies the level of significance (National, State, local).

iv. Evaluates the integrity of the property.

v. Determines if there are special conditions that might make the property eligible.

vi. Determines if the property meets the criteria.

vii. Votes on the recommendation.

3. Post Meeting

a. Staff and/or Chair:

i. Notify owner and applicant in writing of the CHPC’s recommendation within one (1) week of the meeting.

ii. Notify applicant of the appeals process if the recommendation is against placement of the property on the Register.

iii. Get the owner’s written acknowledgement when the property is placed on the Register.

iv. Shall forward the Commission’s recommendation for individual properties to the City Council including the application and supporting documentation, including letters of support and opposition, and the owner’s written acknowledgement to the City Council for final determination.

v. Shall forward district nomination with the CHPC’s recommendation with supporting documentation to the City Council for final determination.

vi. Notifies the Building Inspector if the property is listed on the Register.

vii. Notifies applicant of the City Council’s final decision.

b. Centralia City Council:
Once the case is with City Council, they can concur with or reject the Commission’s recommendation, or send the case back to the Commission for further study. If the Council:

i. Concurs with a positive recommendation the property is listed on the Centralia Register of Historic Places (CRHP).

ii. Concurs with a negative recommendation, the property is not listed on the CRHP.

iii. Rejects the recommendation; the case goes back to the CHPC.

c. Centralia Historic Preservation Commission

If the recommendation is rejected by the City Council, at the next regularly scheduled meeting, the Commission:

i. Shall decide whether any other protection for the property is necessary or possible.

D. APPEALS OR RESUBMISSION

1. A negative recommendation or a non-acceptance of an application by the CHPC is not irrevocable. If new information becomes available or if the applicant wishes, the application may be resubmitted with CHPC approval to the CHPC. In such a case, the entire procedure must be repeated.

2. If the applicant disagrees with the Commission's recommendation, the applicant may present the case directly to City Council. In such a case, documentation shall be limited to that nomination material presented during the CHPC public meeting and the minutes of that meeting.

E. MISCELLANEOUS

1. Once a property has been approved by the CHPC for placement on the Centralia Register of Historic Places, the Certificate of Appropriateness review process becomes effective. If the City Council does not concur with the CHPC’s recommendation and the property is not listed, the review process no longer applies.

2. If the case involves a historic district, the boundaries of that district are set with City Council approval.

3. In the event that any property is no longer deemed appropriate for designation to the Centralia Register of Historic Places, the CHPC may initiate removal by following the same procedure as provided for listing.

4. In its designation recommendation, the Commission shall consider the Centralia Historic Inventory and the City Comprehensive Plan.

F. CENTRALIA REGISTER OF HISTORIC PLACES CRITERIA

The following are criteria for the inclusion of properties on the Centralia Register of Historic Places (CRHP) as stated in the United States Secretary of Interior Standards and pertaining to the City of Centralia’s Ordinance CMC 2.58

Any building, structure, site, object, or district may be placed on the CRHP if it is significantly associated with history, architecture, archaeology, engineering, or cultural heritage of Centralia; has historical integrity; is at least 50 years old, or, if younger, possesses exceptional importance; and if it meets at least one of the following criteria set forth by the Secretary of the Interior standards (See Section II.A.1-11 of this document).
SECTION III: RULES AND PROCEDURES FOR DESIGN REVIEW AND ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS – CENTRALIA REGISTER OF HISTORIC PLACES

Design Review is the process through which the Centralia Historic Preservation Commission (CHPC or Commission) reviews proposed changes to Centralia’s historic resources. Once a property is listed on the Centralia Register of Historic Places (CRHP), any work done on the exterior of the property that would ordinarily necessitate a building permit will, in addition, require a Certificate of Appropriateness. These activities include:

1. Alterations to historic structures.
2. New construction within historic districts.
3. Change of use.
4. Replacement and repair.
5. Demolition of historic structures.

The basis for all rehabilitation design review shall be the Standards of Rehabilitation developed by the United States Department of Interior:

a. Every reasonable effort shall be made to provide compatible use for a property, which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.

b. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible.

c. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

d. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

e. Distinctive stylistic features or examples of skilled craftsmanship shall be treated with sensitivity.

f. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

g. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

h. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.

i. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical,
architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

j. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

The Certificate of Appropriateness is approved by the CHPC as required under powers granted it by the Historic Preservation Ordinance of the City of Centralia (Centralia City Ordinance 1544, Section 6).

A. PROCEDURES FOR CONDUCTING MEETINGS
  1. Pre-meeting
     a. Applicant/Designated Agent
        An applicant wishing to make such changes:
        i. Applies to the Building Inspector according to usual procedure.
        ii. Applies to the CHPC staff for a review of proposed changes on a Centralia Register of Historic Places property or within a historic district.
        iii. May meet with CHPC or staff to review design guidelines.
        iv. Submits application for design review at least one (1) two (2) weeks before a regularly scheduled meeting.
     b. Building Inspector:
        i. Report to the CHPC staff on any application for a permit to work on a designated Centralia Register of Historic Places property or a property within a designated Centralia Historic District.
        ii. Continues processing the permit.
        iii. Works with the CHPC staff in considering fire and building codes.
        iv. Does not issue permits until the CHPC recommendations are received.
     c. Staff:
        i. Notify the applicant of the Commission review requirements.
        ii. May meet with the applicant to transmit design guidelines and information on necessary documentation and completion of the application form.
        iii. After the form is submitted, review it for completeness.
        iv. If the form is complete, place the case on the agenda for the next regularly scheduled meeting.
        v. Make arrangements, if necessary, for the CHPC to visit the property. This may include interior visitation.
        vi. Review the modifications and prepare a report for the Commission.
     d. Centralia Historic Preservation Commission:
        i. Review application and staff report.
        ii. May visit the property.
     e. Meeting:
        i. Design review will occur at regularly scheduled meetings. Design review applications will be considered in the order in which the Commission received them.
        ii. The regular order of business for consideration of design review applications shall be as follows:

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SECTION III - Design Review & Certificate of Appropriateness

Adopted ??/????

(1) The Chair or Chair designated person shall offer a preliminary statement concerning the application.
(2) The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
(3) Statements in opposition to the application.
(4) Comments by interested persons, organizations or legal entities.
(5) Rebuttal by all concerned parties.
(6) Staff comments.
(7) Summary of above by Chair or designated person.
(8) Deliberation by Commission.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the CHPC.

iii. As part of this deliberation, the CHPC shall review the proposed work, using information from the site visit and application materials, comparing this information with the design review criteria established in Rules. The design review criteria for Centralia shall be those as outlined in The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

(1) If the alterations meet the Standards, a Certificate of Appropriateness may be issued.
(2) If the alterations fail to meet the Standards, the Certificate of Appropriateness may not be issued. The CHPC then notifies the Building Inspector that the recommendation is against the issuing of the permit.
(3) If the alterations would meet the Standards with modification, the Certificate of Appropriateness may be issued with Conditions of Issuance.

2. Post Meeting
   a. Owner/Designated Agent:
      The owner/designated agent has the following options:
      i. If the owner agrees in writing to comply with the CHPC’s recommendations and Conditions of Issuance, s(he) receives a Certificate of Appropriateness.
      ii. If the owner disagrees with the recommendation, s(he) can drop the case and reapply with modifications. The applicant should be encouraged to reapply to the Commission with modified plans.
      iii. The owner may appeal the decision of the CHPC to the Centralia City Council (Centralia City Ordinance CMC 2.58 Section 6.C.4).
      iv. The property owner may request removal of a property not part of a local district from the Centralia Register of Historic Places. However a building permit is still required through the Building Inspector for all work as required by the adopted City of Centralia Building Code.
   b. Staff:
      i. Issue the commission’s recommendation as a finding of fact, clearly stating the intended modifications and how they meet or fail to meet the Secretary of the Interior’s Standards.
ii. Within a week [ten business days] of the meeting notify the owner/designated agent in writing of the Commission’s decision.

iii. Get the owner/designated agent’s signature on the Certificate of Appropriateness.

iv. Within thirty (30) days of the receipt of the complete application, forward the Commission’s recommendation, the Certificate of Appropriateness (if issued) and any Conditions of Issuance to the Building Inspector.

c. Building Inspector:
After receiving the Certificate of Appropriateness (if issued) and any Conditions of Issuance from the CHPC staff, the Building Inspector may:

i. Issue the permit.

ii. Notify the CHPC of the permit issuance.

B. APPLICATION STANDARDS

Documentation is required for alterations to or demolition of a property on the Centralia Register of Historic Places (CRHP) or for new construction within a district on the Register. Required documentation shall minimally include all the materials identified illustrating:

1. Existing conditions.
2. Proposed alterations.
3. Affect on historic properties (impact).

At least one (1) copy of the documents detailed below must be submitted with the application. These will remain on file with the CHPC. All drawings, mean plans and elevations must be drawn to scale or have the measurements included and be signed by the architect or draftsman.

For phased projects, one (1) copy of all required documentation shall be submitted for each phase of the project.

1. Alterations:

   a. Existing conditions

      i. A copy of the Centralia Register of Historic Places nomination.

      ii. Photographs must be clearly labeled to identify case, locations, subjects and the direction the photograph was taken. Necessary photographs include:

         one (1) building on lot, including elevations and facades that are to be altered. Pictures must be submitted in hard copy and digitally.

   b. Proposed alterations

      i. On the Certificate of Appropriateness precise written statement describing work on Centralia Register of Historic Places property.

      ii. Working drawings, where applicable.

      iii. For rehabilitation or restoration work, historic photographs (if available) and statement of physical or documentary evidence for proposed changes particularly if replacement is proposed.

      iv. Materials, samples and additional photographs may be required by the CHPC.

      v. Descriptions of proposed signs, re-roofing plans, fences, parking lots and landscaping changes.

      vi. Other information as required.

   c. Impact
Show how proposed alterations would affect historic elements listed in the property nomination form.

d. The Secretary of the Interior has established Standards for Rehabilitation to be considered during the Design Review process. When necessary, refer to these Standards to guide in the design review criteria. *(See Section III, a-j of this document).*

Many features define the historic character of a property or district. Cladding whether of wood or masonry; style, composition and decorative features of the roof; the presence of architectural metals; window number, arrangements and styles; entrances and porches; storefronts on commercial buildings; internal arrangement and detailing; and the historic relationship between buildings, landscape features and open space, as well as many other materials and features can contribute to a property’s character.

After identifying the distinguishing historic characteristic of a property subject to the Design Review process, retention and preservation of those features and materials is the primary goal of the Design Review effort.

This is accomplished through the review process individual to each property. However, there are preferred options, specified by the Secretary of the Interior, common to each property.

i. Protecting and Maintaining

ii. Repairs

Repairs may include patching, splicing, piecing in, or reinforcing present materials and features (including upgrading individual elements of a feature), following recognized preservation methods. If there are seriously deteriorated or missing elements along with surviving models or prototypes, repairs may also include limited in kind replacement or replacement with a compatible substitute material if the original material is not economically feasible.

In repairing, duplication of the appearance, strength, composition, color and texture is sought. For example, in repainting masonry, care should be taken to replicate the size and shape of the mortar joint and the color of the mortar. For repairing stucco, the damaged material should be removed and the stucco matched in strength, composition, color and texture.

iii. Replacing

If an entire feature is too deteriorated to repair, but the overall form and detailing are still evident, the feature should be replaced. The replacement should attempt to replicate the original, using the physical evidence to guide the new work. If using the exact material is not technically or economically feasible a compatible substitute material may be considered. The substituted material should offer the same, or greater, structural support.

iv. Design for Missing Historic Features

Due to its complex technical and/or design implications, this option should only be considered after the other possibilities have been explored. It entails
designing and installing a copy when the historic feature or model is physically missing. A restoration using historical descriptions, pictorial representations, and/or physical documentation may be attempted, or a new design, compatible in size, scale, material and color may be substituted.

v. Alterations and Additions

New additions to historic buildings should be a last resort and should be placed to minimize loss, damage or the obscuring of character defining features. Both internal and external alterations should be as inconspicuous as possible from public right-or-ways and from main interior spaces. Such new features should be compatible with overall building design in terms of size, scale, material and color, but should not try to duplicate existing historical features.

Excavations adjacent to historic foundations should be limited to avoid damage to those foundations or to any archeological deposits that may be nearby.

Alterations for health and safety codes or for energy retrofitting should be done so that the historic building’s character defining spaces, features, etc., will not be impacted.

2. New Construction:

New construction refers to building within a local historic district listed on the Centralia Register of Historic Places. A Certificate of Appropriateness (COA) is required.

a. Existing conditions

i. Site plan or measured drawing indicating the following:
   (1) Existing adjacent buildings.
   (2) Property lines and utilities.
   (3) Right of ways.
   (4) Building setbacks and allowed side yards.
   (5) Existing planting materials and size.

ii. Photographs must be clearly labeled to identify case, location subjects and the direction the photograph was taken. Photographs of structures adjoining the property, as well as those across the street and/or alley are necessary (streetscapes).

iii. Other information as required.

b. Proposed construction:

A precise written statement describing proposed work is required. This is to be included on a CHPC Certificate of Appropriateness application form. A site plan including that information specified above shall be included as well as:

i. The proposed buildings outline with dimensions relative to property lines and existing buildings adjacent to the property.
ii. New parking areas, driveways, utilities, etc.
iii. Any proposed planting and landscaping, sidewalks, and patios, mechanical equipment and other appurtenances such as walls, gates and accessory buildings.
iv. Other information as required.

3. Demolition:
   a. A Copy of the nomination of the property to the Centralia Register of Historic Places.
   b. Description of structural integrity.
   c. Reason or justification for demolition (should include statements of why the property is not salvageable or why it cannot be maintained).
   d. Any planned new construction.
   e. Photographs of all sides of structure and the interior.
   f. Any additional documentation required by the Commission.
SECTION IV: PROCESS FOR THE FORMATION OF LOCAL HISTORIC DISTRICTS

These rules establish the process for the formation of a local historic district, as set forth in the City of Centralia Ordinance CMC 2.58.

A local historic district is a definable district that represents one or more periods of architecture and that is designated by a local ordinance that falls under the jurisdiction of a local historic preservation review commission. It deals only with the appearance of the properties in the district, not with the use of those properties. A local district protects the significant properties and the historic character of the district.

There shall be an open public meeting to hear the completed nomination of the local historic district. At this meeting, the public shall have the opportunity to speak for or against the formation of the district. After public input, the Centralia Historic Preservation Commission shall make a final decision regarding the formation of the local historic district.

A. EDUCATION
   1. A minimum of two (2) public meetings shall be held.
      a. Parcel owners in the affected area shall receive written notification of these meeting by U. S. Postal Service.
      b. Notice of the public meetings shall be posted in the newspaper and mailed to all property owners within 200 feet of the affected area.
   2. Further public education is desirable.
      a. Flyers and/or brochures.
      b. Newspaper articles.
   3. An informational packet shall be given to parcel owners.
      a. Period of significance.
      b. Design standards.
      c. Benefits to the parcel owner.

B. BOUNDARIES
   1. Boundaries shall be stated using street names and map directions.
   2. A map of local historic districts shall be posted and available in three (3) public places.
      a. Map will show boundaries, including alleys, as well as parcels.

C. VOTING
   1. Ballots shall be sent to all property owners. If multiple parcels are owned, a corresponding number of ballots shall be sent.
   2. Ballots shall be mailed to parcel owners with self-addressed stamped, returned envelope enclosed. A positive vote indicates that parcel owner is FOR formation of the district.
   3. In order for a district to be formed, there must be a 51% majority.
   4. If a property owner owns more than one (1) parcel, s/he is entitled to one (1) vote per parcel owned. In the case of multiple names appearing on the deed, one (1) signature of an authorized person will be sufficient.
   5. Deadline for return of ballots shall be clearly and prominently placed on the ballot.
   6. Ballots not returned shall be regarded as IMPLIED CONSENT and shall be tallied as in favor of the formation of the local historic district. Implied consent means consent that is inferred by inaction or silence. The consequence of a non-returned ballot shall be clearly
stated and prominently displayed on the face of the ballot stating that the ballot shall be counted as a favorable vote.

7. Notification of the vote’s outcome shall be mailed to the parcel owners in a timely manner. A legal notice shall also be placed in a local newspaper.

8. A majority vote shall be submitted to the Centralia Council for their approval.

D. OBLIGATIONS AND BENEFITS

1. Exterior work on ALL properties within the local historic district are strongly encouraged to obtain a Certificate of Appropriateness (COA) to ensure continued contribution to the district, City of Centralia Ordinance CMC 2.58.

2. As long as Centralia remains a CLG, contributing homes shall be eligible for special tax valuation consideration.
   a. Special tax valuation requirements are set forth in the City of Centralia Ordinance CMC 2.58.
   a-b. All property owners receiving special tax valuation shall be required to obtain a Certificate of Appropriateness (COA) for all work used to qualify for special tax valuation.
SECTION V: SPECIAL VALUATION REVIEW – CENTRALIA REGISTER OF HISTORIC PLACES

In 1985, the Washington State Legislature passed a “special valuation” law which makes it possible for Certified Local Governments (CLGs), for a ten (10) year period, to insure that property taxes will not reflect substantial improvements made to certain classes of properties as identified by the CLG. The CLG may amend the criteria for eligibility, however, if made more restrictive these do not become effective for two (2) years following October 1 of the year they were enacted. This means that owners of certain types of historic properties have the potential to realize substantial tax savings.

Only properties on the Centralia Register of Historic Places or certified as contributing to a Centralia Register Historic District are eligible for special valuation.

A. PROCEDURES FOR CONDUCTING MEETINGS

1. Pre-Meeting
   a. Applicant or Designated Agent:
      At least one (1) month prior to the meeting, the applicant must:
      i. Consult with the Centralia Historic Preservation Commission (CHPC) staff prior to beginning rehabilitation work.
      ii. Submit the application to the County Assessor on a Department of Revenue form no later than 24 months after initiating work. The application must be submitted before October 1 for action before December 31 of that year.
      iii. Monitor construction work to ensure that it conforms to the Secretary of the Interior’s Standards for Rehabilitation (Standards) (See Section III, a-j of this document).
      iv. Maintain accurate records of projects costs and dates.
   b. County Assessor:
      i. Reviews the application for completeness.
      ii. Verifies the legal owner and legal description.
      iii. Submits the application to the CHPC within ten (10) working days of receipt of the completed application.
   c. Staff:
      i. Places the case on the agenda for the next regularly scheduled meeting as long as there is at least thirty (30) days review period before that meeting. If there is not thirty (30) days, the case will be scheduled for the next month’s regularly scheduled meeting.
      ii. Reviews the case and may prepare a report for the Commission.
      iii. If necessary, arranges a property visitation with the owner for the Commission.
   d. Centralia Historic Preservation Commission:
      i. Reviews the application and the staff report.
      ii. If necessary, visits the property.

2. Meeting
   Special valuation review will occur at regularly scheduled Centralia Historic Commission meetings. The Special Valuation cases shall be considered in the order the staff receives them.

Centralia Historic Preservation Commission By-Laws

SECTION V - Special Valuation

Adopted ??/????
a. The regular order of business for consideration of Special Valuation applications shall be as follows:
   i. The Chair or Chair designated person shall offer a preliminary statement concerning the application.
   ii. The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
   iii. Questions by Commissioners.
   iv. Statements in opposition to the application.
   v. Comments by City of Centralia Planning Department, interested persons, organizations, or legal entities.
   vi. Rebuttal by all concerned parties.
   vii. Staff comments.
   viii. Summary of above by Chair or designated person.
   ix. Deliberation by Commission.
      
   During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the CHPC.

b. Centralia Historic Preservation Commission determines if:
   i. The property is on the Centralia Register of Historic Places or certified as contributing to a Centralia Register of Historic Districts.
   ii. The work was done within 24 months prior to the application date. The applicant must submit evidence to this effect.
   iii. The work complies with the Standards by not adversely affecting those elements that contribute to the property’s significance.
   iv. The “qualified rehabilitation expenditures” constitute at least 25 percent (25%) of the assessed value of the property prior to the rehabilitation.

c. If all the conditions are satisfied, the CHPC votes on the recommendation.

3. Post Meeting
   a. Staff/Commission Chair:
      i. Notifies the owner in writing within a week of the meeting of the Commissions recommendation.
      ii. If the property is ineligible, advise the applicant of the reasons for the denial and inform him/her of the appeals process.
      iii. If the applicant signs the terms of agreement and the Commission approves the application, transmits the application and agreement to the County Assessor’s office for recording.
      iv. Monitors, at least once a year during the special valuation 10-year period, the owner’s compliance with the terms of the agreement.
      v. If the owner fails to comply with the terms of the agreement or, because of the rehabilitation the property loses historic value to such an extent that it is no longer deemed appropriate for inclusion to the Centralia Register of Historic Places by a majority of the CHPC members, notify the owner and the assessor of the disqualification.

B. APPEALS OR RESUBMISSION
   1. A negative recommendation or a non-acceptance of an application by the CHPC is not irrevocable. If new information becomes available or if the applicant wishes, the application
may be resubmitted with CHPC approval to the CHPC. In such a case, the entire procedure must be repeated.

2. If the applicant disagrees with the Commission's recommendation, the applicant may present the case directly to City Council. In such a case, documentation shall be limited to that nomination material presented during the CHPC public meeting and the minutes of that meeting.

C. APPLICATION STANDARDS
Documentation shall include, at a minimum, all identified materials illustrating: That the property is eligible for Special Valuation status; when the work occurred; whether special valuation financial requirements have been fulfilled; and whether the work complies with the Secretary of the Interior’s Standards for Rehabilitation. (See Section III, a-j of this document).

To properly document each of these divisions, at least one (1) copy of the following documents must be submitted with the application. These will remain on file with the CHPC. For phased development plans, the complete process as detailed in rules and regulations must be followed and documentation submitted for each phase. All drawings, mean plans and elevations must be drawn to scale or have the measurement included and be signed by the architect or draftsman.

For phased projects, complete documentation must be submitted for every phase of the project.

1. Eligibility.
   A copy of the nomination form to the Centralia Register of Historic Places clearly indicating when the property was listed on the Centralia Register of Historic Places.

2. When the work occurred.
   a. A notarized affidavit of completion of rehabilitation work within 24 months of the date of application.

3. Special valuation financial requirements required documentation.
   a. Notarized affidavit attesting to the actual costs of the rehabilitation work.
   b. The most recent Columbia Lewis County Assessor’s assessment of the value of the rehabilitated structure.

4. Compliance with the Secretary of the Interior’s Standards (See Section III, a-j of this document).

   To assure that the applicant has complied with the standards, the following materials are necessary:

   1. Precise written statement describing the completed rehabilitation work on the Centralia Historic Preservation Commission’s application form.
   2. A copy of the Design Review application and accompanying documentation, Certificate of Appropriateness for the rehabilitation work from the Centralia Historic Preservation Commission, and a copy of the terms of agreement as specified under the Special Valuation rules and procedures.
   3. Materials as specified in Application Standards for Design Review illustrating conditions prior to construction (existing conditions), and proposed alterations.
   4. The Centralia Historic Preservation Commission may require samples of utilized materials.
   5. Other information as required.
D. CRITERIA

The criteria to be followed in the Special Valuation process is the Secretary of the Interior’s Standards for Rehabilitation as established in the Federal Code Regulations (36 CFR 67) (See Section III, a-j of this document). For the Special Valuation process no new construction is eligible.
CENTRALIA HISTORIC PRESERVATION ORDINANCE

Section 1 Purpose
Section 2 Title
Section 3 Definitions
Section 4 Centralia Historic Commission
Section 5 Centralia Register of Historic Places
Section 6 Review of Changes to Centralia Register Properties
Section 7 Review and Monitoring of Properties for Special Property Tax Valuation

SECTION 1 PURPOSE
The purpose of this ordinance is to provide for the identification, evaluation, designation, and protection of designated historic and prehistoric resources within the boundaries of the City of Centralia and preserve and rehabilitate eligible historic properties within the City of Centralia for future generations through special valuation, a property tax incentive, as provided in Chapter 84.26 RCW in order to:

1. Safeguard the heritage of the City of Centralia as represented by those buildings, districts, objects, sites and structures which reflect significant elements of the City of Centralia’s history;

2. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the City of Centralia’s history;

3. Stabilize or improve the aesthetic and economic vitality and values of such sites, improvements and objects;

4. Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, districts, objects, sites and structures;

5. Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and,

6. Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

SECTION 2 SHORT TITLE
The following sections shall be known and may be cited as the “historic preservation ordinance of the City of Centralia.

SECTION 3 DEFINITIONS
The following words and terms when used in this ordinance shall means as follows, unless a different meant clearly appears from the context:

A. “Adaptive Reuse” means the rehabilitation or renovation of existing building(s) of outdated or historic buildings from their original or more recent use to a new use.
B. “City of Centralia Historic Inventory” or “Inventory” means the comprehensive inventory of historic and prehistoric resources within the boundaries of the City of Centralia.

C. “City of Centralia Historic Preservation Commission” or “Commission” means the commission created by Section 4 herein.

D. “City of Centralia Register of Historic Places”, “Local Register”, or “Register” means the listing of locally designated properties provided for in Section 5 herein.

E. “Actual Cost of Rehabilitation” means costs incurred within twenty-four months prior to the date of application and directly resulting from one or more of the following: 1) improvements to an existing building located on or within the perimeters of the original structure; or b) improvements outside of but directly attached to the original structure which are necessary to make the building fully useable but shall not include rentable; habitable floor-space attributable to new construction; or c) architectural and engineering services attributable to the design of the improvements; or d) all costs defined as “qualified rehabilitation expenditures” for purposes of the federal historic preservation investment tax credit.

F. A “building” is a structure constructed by human beings. This includes both residential and nonresidential buildings, main and accessory buildings.

G. “Certificate of Appropriateness” means the document indicating that the commission has reviewed the proposed changes to a local register property or within a local register historic district and certified the changes as not adversely affecting the historic characteristics of the property which contribute to its designation.

H. “Certified Local Government” or “CLG” means the designation reflecting that the local government has been jointly certified by the State Historic Preservation Officer and the National Park Service as having established its own historic preservation commission and a program meeting Federal and State standards.

I. “Class of properties eligible to apply for Special Valuation in the City of Centralia means all properties listed on the National Register of Historic Places as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW, until the City of Centralia becomes a Certified Local Government (CLG).

Once a CLG, the class of properties means only all properties listed on the Local Register of Historic Places or properties certified as contributing to a Local and National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.

J. “Cost” means the actual cost of rehabilitation, which cost shall be at least twenty-five percent of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation.

K. A “district” is a geographically definable area urban or rural, small or large – possessing a significant concentration, linkage, or continuity of sites, buildings,
structures, and/or objects united by past events or aesthetically by plan or physical development.

L. “Emergency repair” means work necessary to prevent destruction or dilapidation to real property or structural appurtenances thereto immediately threatened or damaged by fire, flood, earthquake or other disaster.

M. “Folk Architecture” means not only the types of structures designed and built, but also the ways in which buildings are arranged upon the land, the methods and materials of construction, the functions that different structures serve, and the social, cultural, economic, and political milieu associated with particular architectural conventions. The term "folk architecture" is often used to draw a distinction between popular or landmark architecture and is nearly synonymous with the terms "vernacular architecture" and "traditional architecture." Therefore, folk architecture includes those dwellings, places of worship, barns, and other structures that are designed and built without the assistance of formally schooled and professionally trained architects.

N. “Historic property” means real property together with improvements thereon, except property listed in a register primarily of objects buried below ground, which is listed in a local register of a Certified Local Government or the National Register of Historic Places.

O. “Incentives” are such rights or privileges or combination thereof which the City Council, or other local, state or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant or obtain for the owner(s) of Register properties. Examples of economic incentives include but are not limited to tax relief, conditional use permits, rezoning, street vacation, planned unit development, transfer of development rights, façade easements, gifts, preferential leasing policies, beneficial placement of public improvement or amenities, or the like.

P. “Local Review Board” or “Board” used in Chapter 84.26 RCW and Chapter 254-20 WAC for the special valuation of historic properties means the commission created in section 4 herein.

Q. “National Register of Historic Places” means the national listing of properties significant to our cultural history because of their documented importance to our history, architectural history, engineering, or cultural heritage.

R. An “object” is a thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.
S. “Ordinary repair and maintenance” means work for which a permit issued by the City of Centralia is not required by law, and where the purpose and effect of such work is to correct the deterioration or decay of or damage to the real property or structure appurtenance therein and to restore the same, as nearly as may be practicable, to the condition prior to the occurrence of such deterioration, decay, or damage.

T. “Owner” of property is the fee simple owner of record as exists on the Lewis County Assessor’s records.

U. “Significance” or “significant” used in the context of historic significance means the following: a property with local, state, or national significance is one which helps in the understanding of the history or prehistory of the local area, state, or nation (whichever is applicable) by illuminating the local, statewide, or nationwide impact of the events or persons associated with the property, or its architectural type or style in information potential. The local area can include Centralia, Lewis County or southwest Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.

V. A “site” is a place where a significant event or pattern of events occurred. It may be the location of prehistoric or historic occupation or activities that may be marked by physical remains; or it may be the symbolic focus of a significant event or pattern of events that may not have been actively occupied. A site may be the location of ruined or now non-extant building or structure of the location itself possesses historic cultural or archaeological significance.

W. “Special Valuation for Historic Properties” or “Special Valuation” means the local option program which when implemented makes available to property owners a special tax valuation for rehabilitation of historic properties under which the assessed value of an eligible historic property is determined at a rate that excludes, for up to ten years, the actual cost of the rehabilitation. (Chapter 84.26 RCW).

X. “State Register of Historic Places” means the state listing of properties significant to the community, state, or nation but which may or may not meet the criteria of the National Register.

Y. A “structure” is a work made up of interdependent and interrelated parts in a definite pattern of organization. Generally constructed by man, it is often an engineering project.

Z. “Universal Transverse Macerator” or “UTM” means the grid zone in metric measurement providing for an exact point of numerical reference.

AA. “Waiver of Certificate of Appropriateness” or “Waiver” means the document indicating that the commission has reviewed the proposed whole or partial demolition of a local register property or in a local register historic district and failing to find alternatives to demolition has issued a waiver of a Certificate of Appropriateness which allows the building or zoning official to issue a permit for demolition.
BB. “Washington State Advisory Council’s Standards for the Rehabilitation and Maintenance of Historic Properties” or “State Advisory’s Council’s Standards” means the rehabilitation and maintenance standards used by the City of Centralia Historic Preservation Commission as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

SECTION 4                CENTRALIA HISTORIC COMMISSION
A. Creation and Size
There is hereby established a City of Centralia Historic Preservation Commission, consisting of a minimum of five (5) members but no more than seven (7) members, as provided in subsection B below. Members of the Centralia Historic Preservation Commission shall be appointed by the Mayor and approved by the City Council and shall be residents of the City of Centralia except as provided in subsection B below.

Composition of the Commission
1. All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgment.

2. The commission shall always include at least two professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines. The commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the Mayor and the State Historic Preservation Officer on behalf of the State. Furthermore, exception to the residency requirement of commission members may be granted by the Mayor and City Council in order to obtain representatives from these disciplines.

3. In making appointments, the Mayor may consider names submitted from any source, but the Mayor shall notify history and the City of Centralia development related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other source.

B. Terms
The original appointment of members to the commission shall be as follows: appointments are made for a three year term. Commissioners may serve for no more than four (4) consecutive terms. After sitting out one 3 year term, a Commissioner can than reapply for appointment to the Historic Commission. Vacancies shall be filled by the Mayor for the unexpired term in the same manner as the original appointment.

C. Powers and Duties
The major responsibility of the Historic Preservation Commission is to identify and actively encourage the conservation of the City of Centralia’s historic resources by initiating and
maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the City of Centralia’s history and historic resources; and to serve as the City of Centralia’s primary resource in matters of history, historic planning, and preservation.

In carrying out these responsibilities, the Historic Preservation Commission shall engage in the following:

1. Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the City of Centralia and known as the City of Centralia Historic Inventory, and publicize and periodically update inventory results. Properties listed on the inventory shall be recorded in official zoning records with an “HI” (for historic inventory designation). This designation shall not change or modify the underlying zone classification.

2. Initiate and maintain the City of Centralia Register of Historic Places. This official register shall be compiled of buildings, structures, sites, objects, and districts identified by the commission as having historic significance worthy of recognition and protection by the City of Centralia and encouragement of efforts by owners to maintain rehabilitate, and preserve properties.

3. Review nominations to the City of Centralia Register of Historic Places according to criteria in Section 5 of this ordinance and adopt standards in its rules to be used to guide this review.

4. Review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in Section 5: and adopt standards in its rules to be used to guide this review and the issuance of a certificate of appropriateness or waiver.

5. Provide for the review either by the commission or its staff of all applications’ for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to identified historic resources or adjacent properties.

6. Conduct all commission meetings in compliance with Chapter 42.30 RCW Open Public Meetings Act, to provide for adequate public participation and adopt standards in its rules to guide this action.

7. Participate in, promote and conduct public information, educational and interpretive programs pertaining to historic and prehistoric resources.

8. Establish liaison support, communication and cooperation with federal, state, and other local government entities which will further historic preservation objectives, including public education within the City of Centralia.

9. Review and comment to the City Council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the City of Centralia, other neighboring communities, Lewis County, the state or federal governments, as they relate to historic resources of the City of Centralia.
10 Advise the City Council and the Chief Local Elected Official generally on matters of City of Centralia history and historic preservation.

11 Perform other related functions assigned to the Commission by the City Council or the Chief Local Elected Official.

12 Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities.

13 Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.

14 Be informed about and provide information to the public and city departments on incentives for preservation of historic resources including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties.

15 Review nominations to the State and National Registers of Historic Places.

16 Investigate and report to the City Council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the City of Centralia.

17 Serve as the local review board for Special Valuation and:
   a) Make determination concerning the eligibility of historic properties for special valuation;
   b) Verify that the improvements are consistent with the Washington State Advisory Council’s Standards for Rehabilitation and Maintenance;
   c) Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2);
   d) Approve or deny applications for special valuation;
   e) Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the 10 year special valuation period; and
   f) Adopt bylaws and/or administrative rules and comply with all other local review board responsibilities identified in Chapter 84.26 RCW.

18 The commission shall adopt rules of procedure to address items 3, 4, 6 and 18 inclusive.

E. Compensation
All members shall serve without compensation.

F. Rules and Officers
The commission shall establish and adopt its own rules of procedure as established in the Bylaws and shall select from among its membership a chairperson and such other officers as may be necessary to conduct the commission’s business.

G. Commission Staff
Commission and professional staff assistance shall be provided by the Community Development Department with additional assistance and information to be provided by other City of Centralia
departments as may be necessary to aid the commission in carrying out its duties and responsibilities under this ordinance.

H. Attendance of Members
All members shall attend regularly scheduled meetings and shall be on time. If three regularly scheduled meetings in any twelve (12) month period are missed without good cause as determined by the commission, the Commissioner is dismissed.

SECTION 5 CENTRALIA REGISTER OF HISTORIC PLACES

A. Criteria for Determining Designation in the Register
Any building, structure, site, object, or district may be designated for inclusion in the City of Centralia Local Register if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least 50 years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories.

1. Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history.

2. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction.

3. Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art.

4. Exemplifies or reflects special elements of the City’s cultural special, economic, political, aesthetic, engineering, or architectural history.

5. Is associated with the lives of persons significant in national, state, or local history.

6. Has yielded or may be likely to yield important archaeological information related to history or prehistory.

7. Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event?

8. Is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person?

9. Is a cemetery which drives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns?

10. Is a reconstructed building that has been executed in an historically accurate manner on the original site?
11. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories?

B. Process for Designating Properties or Districts to the City of Centralia's Local Register

1. Only property owners may nominate a building, structure, site, object, or district for inclusion in the City of Centralia’s Local Register. Members of the Historic Preservation Commission or the commission as a whole may generate nominations. In its designation decision, the commission shall consider the City of Centralia’s Inventory and the City of Centralia’s Comprehensive Plan.

2. In the case of individual properties, the designation shall include the UTM reference or GPS co-ordinates and all features – interior and exterior – and outbuildings that contribute to its designation.

3. In the case of districts, the designation shall include descriptions of the boundaries of the district; the characteristics of the district which justifies its designation; and a list of all properties including features, structures, sites, and objects which contribute to the designation of the district.

4. The Historic Preservation Commission shall consider the merits of the nomination, according to the criteria in Section A and according to the nomination review standards established in rules, at a public meeting. Adequate notice will be given to the public, the owner(s) and the authors of the nomination, if different, and lessees, if any, of the subject property prior to the public meeting according to standards for public meetings established in rules and in compliance with Chapter 42.30 RCW, Open Public Meetings Act. Such notice shall include publication in a newspaper of general circulation in the City of Centralia and posting of the property. If the commission finds that the nominated property is eligible for the City of Centralia’s Local Register, the commission shall make recommendation to the City Council that the property be listed in the register with owner’s consent. In the case of historic district, the commission shall consider a simple majority of property owners to be adequate for owner consent. Owner consent and notification procedures in the case of districts shall be further defined in rules. The public, property owner(s) and the authors of the nomination, if different, and lessees, if any, shall be notified of the listing.

5. Properties listed on the City of Centralia’s Local Register shall be recorded on official zoning records with an “HR” (for Historic Register) designation. This designation shall not change or modify the underlying zone classification.

C. Removal of Properties from the Register

In the event that any property is no longer deemed appropriate for designation to the City of Centralia’s Local Register, the commission may initiate removal from such designation by the same procedure as provided for in establishing the designation, Section B. A property may be removed from the City of Centralia’s Local Register without the owner/s consent.
D. Effects of Listing on the Register

1. Listing on the City of Centralia’s Local Register is an honorary designation, requiring deed restriction, denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as contributing properties to an historic district.

2. Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures defined in Section 6, the owner must request and receive a Certificate of Appropriateness from the commission for the proposed work. Violation of this rule shall be grounds for the commission to review the property for removal from the register.

3. Prior to whole or partial demolition of a register property, the owner must request and receive a waiver of a Certificate of Appropriateness.

4. Once The City of Centralia is certified as a Certified Local Government (CLG), all properties listed on the City of Centralia’s Local Register may be eligible for Special Tax Valuation on their rehabilitation (Section 7).

SECTION 6 REVIEW OF CHANGES TO CITY OF CENTRALIA REGISTER OF HISTORIC PLACES PROPERTIES

A. Review Required

No person shall change the use, construct any new building or structure, or reconstruct, alter, restore, remodel, repair, move, or demolish any existing property on the City of Centralia’s Local Register or within an historic district on the City of Centralia’s Local Register without review by the commission and without receipt of a Certificate of Appropriateness, or in the case of demolition, a waiver, as a result of the review.

The review shall apply to all features of the property, interior and exterior that contribute to its designation and are listed on the nomination form. Information required by the commission to review the proposed changes are established in rules.

B. Exemptions

The following activities do not require a Certificate of Appropriateness or review by the commission: ordinary repair and maintenance – which includes painting – or emergency measures defined in Section 5.

C. Review Process

1. Requests for Review and Issuance of a Certificate of Appropriateness or Waiver

The building or zoning official shall report any application for a permit to work on a designated City of Centralia Local Register Register property or in a City of Centralia’s Local Register historic district to the commission. If the activity is not exempt from review, the commission or professional staff shall notify the applicant of the review requirements. The building or zoning official shall not issue any such permit until a Certificate of Appropriateness or a waiver is received from the commission, but shall work with the commission in considering building and fire code requirements.
2. **Commission Review**

The owner or his/her agent (architect, contractor, lessee, etc.) shall apply to the commission for a review of proposed changes on a City of Centralia Local Register property or within a City of Centralia historic district and request a Certificate of Appropriateness or, in the case of demolition, a waiver. Each application for review of proposed changes shall be accompanied by such information as is required by the commission established in its rules for the proper review of the proposed project.

The commission shall meet with the applicant and review the proposed work according to the design review criteria established in rules. Unless legally required, there shall be no notice, posting, or publication requirements for action on the application, but all such actions shall be made at regular meetings of the commission. The commission shall complete its review and make its recommendations within thirty (30) calendar days of the date of receipt of the application. If the commission is unable to process the request, the commission may ask for an extension of time.

3. **Demolition**

A waiver of the Certificate of Appropriateness is required before a permit may be issued to allow whole or partial demolition of a designated City of Centralia Local Register property or in a City of Centralia Local Register historic district. The owner or his/her agent shall apply to the commission for a review of the proposed demolition and request a waiver. The applicant shall meet with the commission in an attempt to find alternatives to demolition. These negotiations may last no longer than 45 calendar days from the initial meeting of the commission, unless either party requests an extension. If no request for an extension is made and no alternative to demolition has been agreed to, the commission shall act and advise the official in charge of issuing a demolition permit of the approval or denial of the waiver of a Certificate of Appropriateness. Conditions in the case of granting a demolition permit may include allowing the commission up to 45 additional calendar days to develop alternatives to demolition. When issuing a waiver the board may require the owner to mitigate the loss of the City of Centralia Local Register property by means determined by the commission at the meeting. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. After the property is demolished, the commission shall initiate removal of the property from the register.

4. **Appeal of the Approval or Denial of a Waiver of a Certificate of Appropriateness**

The commission’s decision regarding a waiver of a Certificate of Appropriateness may be appealed to the City Council within ten days. The appeal must state the grounds upon which the appeal is based.

The appeal shall be reviewed by the council only on the records of the commission. Appeal of Council’s decision regarding a waiver of a Certificate of Appropriateness may be appealed to Superior Court.
SECTION 7       REVIEW AND MONITORING OF PROPERTIES FOR SPECIAL
PROPERTY TAX VALUATION

A.     Time Lines
1. Applications shall be forwarded to the commission by the assessor within 10 calendar
days of filing.

2. Applications shall be reviewed by the commission before December 31 of the calendar
year in which the application is made.

3. Commission decisions regarding the applications shall be certified in writing and filed
with the assessor within 10 calendar days of issuance.

B.     Procedure
1. The assessor forwards the application(s) to the commission.

2. The commission reviews the application(s) consistent with its rules of procedure, and
determines if the application(s) are complete and if the properties meet the criteria set
forth in WAC 254-20-070(1) and listed in Section 6 of this ordinance.
   a. If the commission finds the properties meet all the criteria, then, on behalf of the
      City of Centralia, it enters into an Historic Preservation Special Valuation
      Agreement (set forth in WAC 254-20-120 and in Section 7 of this ordinance) with
      the owner. Upon execution of the agreement between the owner and commission,
      the commission approves the application(s).
   b. If the commission determines the properties do not meet all the criteria, then it shall
deny the application(s).

3. The commission certifies its decisions in writing and states the facts upon which the
approvals or denials are based and files copies of the certifications with the assessor.

4. For approved applications:
   a. The commission forwards copies of the agreements, applications, and supporting
      documentation (as required by WAC 254-20-090 (4) and identified in Section 6 of
      this ordinance) to the assessor.
   b. Notifies the state review board that the properties have been approved for special
      valuation, and
   c. Monitors the properties for continued compliance with the agreements throughout
      the 10-year special valuation period.

5. The commission determines, in a manner consistent with its rules of procedure, whether
or not properties are disqualified from special valuation either because of
   a. The owner’s failure to comply with the terms of the agreement or
   b. Because of a loss of historic value resulting from physical changes to the building or
      site.
6. For disqualified properties, in the event that the commission concludes that a property is
no longer qualified for special valuation, the commission shall notify the owner, assessor,
and state review board in writing and state the facts supporting its findings.
C. Criteria

1. Historic Property Criteria:
The class of historic property eligible to apply for Special Valuation in the City of Centralia means all properties listed on the National Register of Historic Places as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW, until the City of Centralia becomes a Certified Local Government (CLG). Once a CLG, the class of property eligible to apply for Special Valuation in the City of Centralia means only all properties listed on the Local Register of Historic Places or properties certified as contributing to an local and national register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.

2. Application Criteria:
Complete applications shall consist of the following documentation:
   a. A legal description of the historic property,
   b. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation,
   c. Architectural plans or other legible drawings depicting the completed rehabilitation work, and
   d. A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed and documentation of both to be made available to the commission upon request, and
   e. For properties located within historic districts, in addition to the standard application documentation, a statement from the secretary of the interior or appropriate local official, as specified in local administrative rules or by the local government, indicating the property is a certified historic structure is required.

3. Property Review Criteria:
In its review the commission shall determine if the properties meet all the following criteria:
   a. The property is historic property;
   b. The property is included within a class of historic property determined eligible for Special Valuation by the City of Centralia under Section 7 of this ordinance;
   c. The property has been rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) (and identified in Section 7 of this ordinance) within twenty-four months prior to the date of application; and
   d. The property has not been altered in any way which adversely affects those elements which qualify it as historically significant as determined by applying the Washington State Advisory Council’s Standards for Rehabilitation and Maintenance of Historic Properties (WAC 254-20-100(1) and listed in Section 7 of this ordinance).

4. Rehabilitation and Maintenance Criteria:
The Washington State Advisory Council’s Standards for the Rehabilitation and Maintenance of Historic Properties in WAC 254-20-100 shall be used by the commission as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.
D. Agreement
The historic preservation special valuation agreement in WAC 254-20-120 shall be used by the commission as the minimum agreement necessary to comply with the requirements of RCW 84.26.040(2).

E. Appeals
Any decision of the commission acting on any application for classification as historic property, eligible for special valuation, may be appealed to the Super Court under Chapter 34.04.130 RCW in addition to any other remedy of law. Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the County Board of Equalization.