



Agenda

Historic Preservation Commission

Monday, April 22, 2024

5:30 PM

Small Conference Room, City Hall

1. **HYBRID MEETING DETAILS**

24-00345 Please click the link to join the webinar: <https://us02web.zoom.us/j/88111913944>
Webinar ID: 881 1191 3944
Or Telephone: (253) 205 0468; or (253) 215 8782; or (346) 248 7799

2. **ROLL CALL**

3. **INTRODUCTION OF NEW MEMBER & RESIGNATION**

4. **APPROVAL OF MINUTES**

24-00378 MINUTES FROM MARCH 25, 2024

5. **CONSTITUENT COMMENTS**

6. **CHANGES TO THE AGENDA**

7. **WORKSHOP**

24-00342 CERTIFICATE OF APPROPRIATENESS CA 2024-1 - LIBRARY HANGING TRACK BARS
PHASE 2
RECOMMENDED ACTION: RECEIVE PRESENTATION & CONSIDER IN NEW BUSINESS

8. **OLD BUSINESS**

24-00344 R.A. LONG HISTORIC PRESERVATION AWARD NOMINATION
RECOMMENDED ACTION: DISCUSS NOMINATING JERRY KELLY, FORWARDING ITEM
ON TO CITY COUNCIL WITH SPEAKER

9. **NEW BUSINESS**

24-00343 CERTIFICATE OF APPROPRIATENESS CA 2024-1 LIBRARY HANGING TRACK BARS
PHASE 2 (ATTACHMENTS IN WORKSHOP)
RECOMMENDED ACTION: APPROVAL OF CA 2024-1 LIBRARY HANGING TRACK BARS
PHASE 2

24-00346 DRAFT OF BYLAWS
RECOMMENDED ACTION: APPROVAL OF NEW BYLAWS APRIL 2024

24-00379 RESCHEDULE OR CANCEL MAY 27TH MEETING

10. **REPORTS**

11. **BOARD MEMBER COMMENTS**

12. **ADJOURNMENT**



Minutes

Historic Preservation Commission

Monday, March 25, 2024

5:30 PM

Small Conference Room, City Hall

1. **HYBRID MEETING DETAILS**

24-00278 Please click the link to join the webinar: <https://us02web.zoom.us/j/88111913944>
Webinar ID: 881 1191 3944
Or Telephone: (253) 205 0468; or (253) 215 8782; or (346) 248 7799

2. **ROLL CALL**

The meeting was called to order at 5:35 pm.

In attendance: Nat Light; Rick Johnson (arrived at 5:50 pm); Darin Molnar; Mike Chapman; Summer O'Neill

Unexcused: Gena Graham

Staff: Mac Kosar, Planner; Nancy Vandehey, Admin

There is one vacancy on the board.

3. **APPROVAL OF MINUTES**

24-00186 **MINUTES FROM FEBRUARY 26, 2024**

Approved as presented.

4. **CONSTITUENT COMMENTS**

5. **CHANGES TO THE AGENDA**

6. **ELECTION OF OFFICER**

24-00274 **ELECTION OF CHAIR AND COCHAIR**

Clerk Nancy Vandehey called for nominations for the position of Chair. Summer O'Neill was nominated by Mike Chapman. Mike Chapman was nominated by Summer O'Neill. Upon a vote duly held, Mike Chapman received the required majority of votes and elected to serve as Chair.

Clerk Nancy Vandehey called for nominations for the position of CoChair. Summer O'Neill was nominated by Mike Chapman. Upon a vote duly held, Summer O'Neill received the required majority of votes and elected to serve as CoChair.

It was agreed that Nat Light would finish out this meeting as Chair and Mike Chapman would start as Chair at the next meeting.

7. **WORKSHOP**

8. **OLD BUSINESS**

9. **NEW BUSINESS**

24-00187 PROCLAMATION

RECOMMENDED ACTION: SEEKING REVIEW AND NOMINATION FOR A REPRESENTATIVE TO ATTEND A MEETING IN MAY TO ACCEPT

Mike Chapman volunteered to attend.

Summer O'Neill, seconded by Nat Light, made a motion for Mike Chapman to accept the Proclamation at the May 23rd Council meeting.

24-00273 REVIEW OF BYLAWS

RECOMMENDED ACTION: SEEKING REVISIONS

The bylaws were updated. These will be brought back for final review and adoption.

10. **REPORTS**

24-00279 RA LONG AWARD 2024

Mac Kosar shared the current nomination with the board. This will be brought back after the deadline of March 28th for selection.

11. **BOARD MEMBER COMMENTS**

12. **ADJOURNMENT**

The meeting was adjourned at 6:45 pm.

Application For A
CERTIFICATE OF APPROPRIATENESS
Longview Historic Preservation Commission
Longview, Washington

Application No. _____ Date 3/13/2024

Instructions: Print neatly or type. Submit by the 3rd Thursday of the month in order to be considered at the regular meeting on the 4th Thursday of that month. Insufficient documentation and incomplete applications will be returned or placed on hold. **Please be aware that the issuance of Building Permits is dependant on obtaining a Certificate of Appropriateness.**

Application is hereby made for issuance of a Certificate of Appropriateness (under Longview Ordinance 16.12.060 (1) & (3) for work as described below, and on plans, drawings, photographs, and descriptive material (attached) :

Address of Proposed Work 1600 Louisiana St

Name of Building or Site Longview Public Library

Owner of Building or Site City of Longview Phone 360-442-5300

Home Address 1525 Broadway

Name(s) & Address of Agent Jacob Cole

Phone 360-442-5309

Name & Address of Architect or Designer _____

Phone _____

Name & Address of Builder or Contractor Longview Facilities Department

Phone 360-442-5600

Approximate date of Starting Work 4/15/2023 Completion _____

Information required for processing of application:

- _____ 1. Plot Plan and /or floor plan
- _____ 2. Two sets of plans and or drawings to scale, of all elevations on all sides affected. Drawings submitted must look professional or be of high quality and detail if applicable to the project, or for structural or substantial alterations.
- _____ 3. Clear photographs of existing structure or property and listed features.
- _____ 4. Samples of material and color (roofing, siding, windows, etc...)
- _____ 5. Required permits from Community Development and/or Public Works Departments:
Circle (Building) (Plumbing) (Electrical) (Mechanical) (Demolition) (Windows, Siding) (R-O-W)

DESCRIPTION OF WORK (check appropriate categories):

☐ Historic Restoration	☐ Dwelling	☐ Siding	☐ Fence
☐ Renovation	☐ Commercial	☐ Porch	☒ Wall
☐ New Construction	☐ Garage	☐ Parking	☐ Steps
☐ Demolition	☐ Addition	☐ Walks	☐ Signs
☐ Foundation	☐ Awnings	☐ Windows	☐ Roof
☐ Chimney	☐ Skylights	☐ Color Change	☐ Painting

Itemize and describe all categories of proposed work. Include size, style, material and color: Provide information on the exact products that will be used: (product brochures, specifications, etc.) to assist the Commission in their review. Approved product choices will be stamped, and verified on final inspection.

*****Please attach or submit additional pages as necessary*****
Document Attached

IMPORTANT:

No work may differ from approved Certificate of Appropriateness.

Any proposed Changes must be Reviewed and Approved by the Commission as an addendum to the Certificate of Appropriateness.

Certificate of Appropriateness is valid for 12 months from date of issuance.
Certificate may be renewed at discretion of the Historic District Commission.

Do you intend to apply for Special Property Tax Valuation for Historic Property Renovation? ☐

Signature of Owner(s) of Record

x _____

x

Signature of Applicant(s)

x _____

x _____

Signature of Agent (s)

x _____

x _____

Department Use Only

The following information to be completed by the Historic Preservation Commission:

Date application received _____

Date of Public Meeting _____

Inspected prior to hearing _____

Commissioners _____

Inspection upon Completion _____

Commissioners: _____

Planning & Building Dept. _____

The Historic Preservation Commission has made the following determination:

☐ Approved (Conditions) _____

☐ Denied (Findings) _____

Chair, Historic Preservation Commission:

Date:

X _____



To the Historic Preservation Commission,

I am writing to request your approval to install picture hanging systems in the historic 1926 portions of the Longview Public Library. The library is a valuable cultural and architectural resource for our community, and I am committed to preserving its integrity and character.

The picture hanging systems I'm proposing to use is designed to minimize the impact on the original layout of the building, while allowing us to display artworks and exhibits that enhance the library's educational and aesthetic functions. The systems consist of discreet metal rails that would be mounted on the top of the walls just below the crown molding. In the areas where there is no crown molding, rails will be installed at the top of the wall along the ceiling line. The rails support cables that can be adjusted to hang pictures at various heights and positions, without damaging the plaster walls.

The requested installation will contain fifteen segments of rails, thirty cables, and thirty hooks. The rail segments are two meters long, making a combined 97.5 feet of railing. Each cable is three meters long and will hold a single hook. Each cable has the ability to hold a small functional display, or they can be used together to hold larger items. If approved, this request will give the Longview Library the ability to hang an additional 10-15 displays.

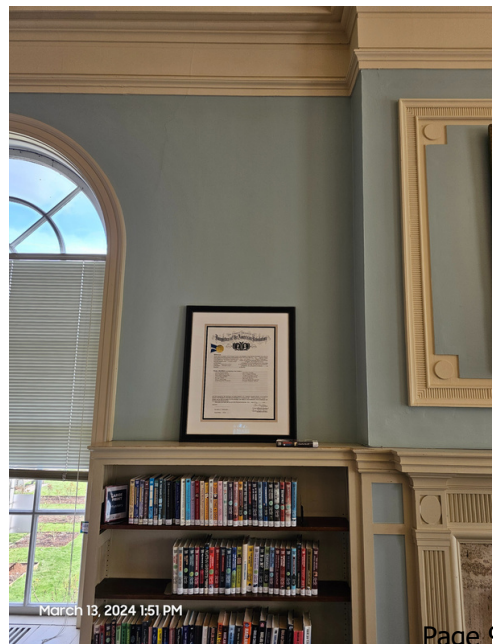
This picture hanging system is identical to several others installed in previous years, and I believe that additional hanging systems will improve the functionality of the library while respecting its historic significance and authenticity.

The work will be performed by the Longview City Facilities Department. Their department has performed the previous two installations, and I am confident in the ability of the current staff to perform the task. I am attaching photographs of the locations we intend to install them, and some reference photos of the areas already installed.

I hope that you will grant us the permission to proceed with this project and look forward to hearing from you soon.

Sincerely,
James Newkirk
Library Administrative Assistant

These four locations are on the eastern wall of the Large Print Room. The desired installation locations are north and south of the Ella Long Portrait, between the portrait and adjacent windows, and between the windows and the side walls.





This is a larger photo of the eastern wall of the Large Print room for context of the previous four photos.



The above photo is the wall surrounding our Testing Office. The Current Photo hangs by two screws in the wall, when it should have 3 or more points of contact.



The Photo to the left is from above the public copy machine and printers. We would like to switch out this painting with a framed image of original blue prints. The current single nail will not support the size of the item we wish to display.

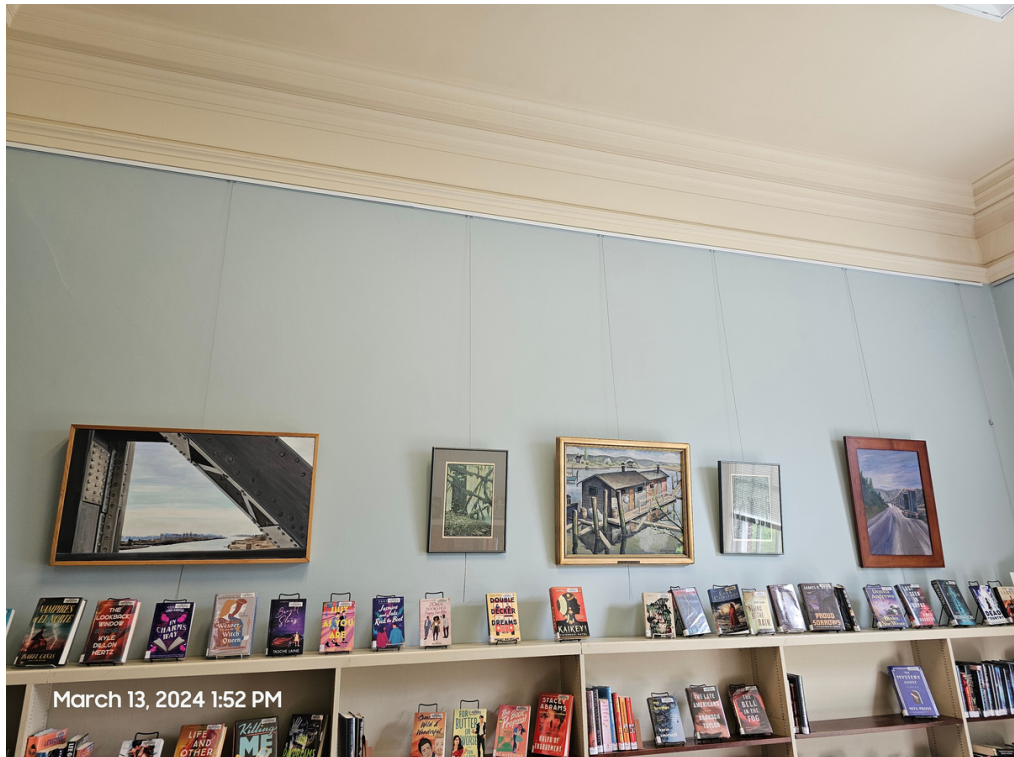


The photo above is the southern wall of the public computer area. It is adjacent to the Large Print Room.



The photo to the left is the area above our Wako, Japan Collection on the southern wall of the Magazine Room

The following photos are examples of places we've already installed the hanging systems, including various stages of in-process installation for artwork and historic materials. 1/2



The following photos are examples of places we've already installed the hanging systems, including various stages of in-process installation for artwork and historic materials. 2/2



RULES OF PROCEDURE for the LONGVIEW HISTORIC PRESERVATION COMMISSION

1. Officers for the Commission shall be Chair ~~and Vice-Chair~~ **CoChair** and Secretary. The Chair shall be the presiding officer of the Commission. In the Chair's absence, the ~~Vice-Chair~~ **CoChair** shall be the presiding officer. ~~The Secretary or person designated by the Secretary shall keep written minutes of Commission meetings and shall turn over the minutes and other records to the Custodian of Records after said minutes and records are approved by the Commission.~~ **There will be a clerk from City staff, or designee, assigned to the board to be the Custodian of Records.** In the absence of any officer, the Commission members present shall appoint or elect temporary officers from their membership, ~~provided that the Director of Community Development, or designee, as well as any member of the Commission may act as temporary secretary.~~
2. Officers for the Commission shall be elected every two years. The nomination and election of officers shall occur during a regular meeting ~~after which one month notice has been given to all members of the commission.~~ Generally elections shall occur ~~no later than two months prior to the end of the calendar year or during the next regular meeting held prior to the end of the calendar year~~ **within the first two months of the year.** Nominations for each officer position shall be requested by the Chair ~~and considered if a second is given~~ **Clerk, or designee.** After nominations are heard and confirmed, an election for each officer position shall be taken by roll-call verbal vote, with each commission member only voting for one person. **Generally (ask Dana)** Commission members may not abstain from voting for officer positions. There shall be no term limits for Officers serving in a position on the Historic Preservation Commission. **Elections will be held following the resignation of an officer for the remainder of the officer term.**
3. Regular meetings shall be held on the fourth Monday at **5:30 p.m.**, of each month in the Small Conference room at the Longview City Hall; provided that if the fourth Monday of any month shall fall on a legal holiday or other City Hall closure, the regular meeting for that month shall be held on the third Monday, or preceding Monday which is not a legal holiday.
4. Special meetings shall be held when called by the Chair or ~~Vice-Chair~~ **CoChair** in the Chair's absence, at such time and place as shall be set by the presiding officer calling the Special Meeting.
5. A quorum for conducting business shall be a minimum of four members. No official business may be conducted unless a quorum of members is present, except that any number less than a quorum shall have the power and authority to adjourn the meeting from time to time until a quorum is obtained.

6. A member may attend and participate at a meeting by use of a speakerphone or by some more contemporary communication mode such as Skype or an online video conference. This attendance and participation requires clear two-way communication. ~~the member on the phone line or video/internet connection must hear and perhaps see what is happening at the meeting and can also be heard and perhaps be seen by those present at the meeting. If authorized in advance by the chair of the Commission, this can~~ This shall be considered to be attendance at the meeting, and the physically-absent member counts towards a quorum.
7. Any member who has three consecutive unexcused absences during the calendar year or two unexcused absences in a row, of a regularly scheduled meeting, must provide a sufficient explanation of the absences or be subject to recommendation for removal from the Commission.
8. All members including officers shall have a vote in ruling on any business.
9. The Director of Community Development Clerk, or designee, shall be the Custodian of Records and shall keep official records of all minutes and business transacted by the Historic Preservation Commission including applications granted or rejected. Such records shall be available for inspection by the public at all reasonable times.
10. A majority vote of all a quorum of members of the Historic Preservation Commission shall be necessary to pass any motion, except as required by law or ordinance.
11. Before a vote is taken, the Chairperson shall ascertain if all members present are informed on the matter of the vote. The Chairperson shall also ask if any member has a conflict of interest in the question. The Board Commission will decide if such conflict is valid, and if such is affirmed by vote of the Board Commission, the member with the conflict shall abstain from the main vote. Before a vote, each member present shall be polled for an opinion on the question.
12. Application blanks for public review requiring Commission approval shall be furnished by the Director of Community Development.
13. Where not otherwise specified by these rules, the meetings of the Historic Preservation Commission and the manner of conducting business shall be governed by Roberts Rules of Order, Revised.
14. For workshop design review the Historic Preservation Commission adopts the Secretary of the Interior's Standards for the Treatment of Historic Properties, Rehabilitation treatment approach by reference.

15. The Historic Preservation Commission adopts the Guidelines for Rehabilitating Historic Buildings from the Secretary of the Interior's Guidelines for the Rehabilitation of Historic Properties by reference and shall use the standards and guidelines when conducting **Commission business** ~~design review~~.
16. These rules may be altered, amended, revised or supplemented from time to time by a majority vote of all members of the Historic Preservation Commission. Any such alteration, amendment, revision or supplement shall be in writing and shall be filed with the Custodian of Records following its passage by the Historic Preservation Commission.

**RULES OF PROCEDURE for the
LONGVIEW HISTORIC PRESERVATION COMMISSION**

1. Officers for the Commission shall be Chair and CoChair. The Chair shall be the presiding officer of the Commission. In the Chair's absence, the CoChair shall be the presiding officer. There will be a clerk from City staff, or designee, assigned to the board to be the Custodian of Records. In the absence of any officer, the Commission members present shall appoint or elect temporary officers from their membership.
2. Officers for the Commission shall be elected every two years. The nomination and election of officers shall occur during a regular meeting. Generally, elections shall occur within the first two months of the year. Nominations for each officer position shall be requested by the Clerk, or designee. After nominations are heard and confirmed, an election for each officer position shall be taken by verbal vote, with each commission member only voting for one person. Generally, Commission members may not abstain from voting for officer positions. There shall be no term limits for Officers serving in a position on the Historic Preservation Commission. Elections will be held following the resignation of an officer for the remainder of the officer term.
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- absences or be subject to recommendation for removal from the Commission.
8. All members including officers shall have a vote in ruling on any business.
 9. The Clerk, or designee, shall be the Custodian of Records and shall keep official records of all minutes and business transacted by the Historic Preservation Commission including applications granted or rejected. Such records shall be available for inspection by the public at all reasonable times.
 10. A majority vote of a quorum of members of the Historic Preservation Commission shall be necessary to pass any motion, except as required by law or ordinance.
 11. Before a vote is taken, the Chair shall ascertain if all members present are informed on the matter of the vote. The Chair shall also ask if any member has a conflict of interest in the question. The Commission will decide if such conflict is valid, and if such is affirmed by vote of the Commission, the member with the conflict shall abstain from the main vote. Before a vote, each member present shall be polled for an opinion on the question.
 12. Where not otherwise specified by these rules, the meetings of the Historic Preservation Commission and the manner of conducting business shall be governed by Roberts Rules of Order, Revised.
 - ~~13.~~ The Historic Preservation Commission adopts the Guidelines for Rehabilitating Historic Buildings from the Secretary of the Interior's Guidelines for the Rehabilitation of Historic Properties by reference and shall use the standards and guidelines when conducting Commission business.
 14. These rules may be altered, amended, revised or supplemented from time to time by a majority vote of all members of the Historic Preservation Commission. Any such alteration, amendment, revision or supplement shall be in writing and shall be filed with the Custodian of Records following its passage by the Historic Preservation Commission.