



Agenda

Historic Preservation Commission

Monday, January 27, 2025

5:30 PM

Small Conference Room, City Hall

1. HYBRID MEETING DETAILS

25-0092 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

25-00101 INTRODUCTION OF JERAME MOORE

4. APPROVAL OF MINUTES

25-0093 MINUTES FROM OCTOBER 28, 2024
NO MEETING HELD IN NOVEMBER OR DECEMBER.

5. CONSTITUENT COMMENTS

6. CHANGES TO THE AGENDA

7. WORKSHOP

25-0094 CERTIFICATE OF APPROPRIATENESS CA 2025-1 – WASHINGTON WAY BRIDGE
PLAQUE
RECOMMENDED ACTION: RECEIVE PRESENTATION & CONSIDER IN NEW BUSINESS

8. OLD BUSINESS

9. NEW BUSINESS

25-0095 CERTIFICATE OF APPROPRIATENESS CA 2025-1 – WASHINGTON WAY BRIDGE
PLAQUE
RECOMMENDED ACTION: MOTION TO APPROVE CA 2025-1 – WASHINGTON WAY
BRIDGE PLAQUE
(ATTACHMENTS IN THE WORKSHOP ITEM)

25-0096 RA LONG AWARD
RECOMMENDED ACTION: MOTION TO OPEN NOMINATIONS FOR RA LONG AWARD

25-0097 REVIEW OF ORDINANCE 3359 AND BYLAWS

10. REPORTS

11. BOARD MEMBER COMMENTS

12. ADJOURNMENT



Minutes

Historic Preservation Commission

Monday, October 28, 2024

5:30 PM

Small Conference Room, City Hall

1. **HYBRID MEETING DETAILS**

24-00964 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 5:32 pm.

In attendance: Mike Chapman, Chair; Summer O'Neill (arrived at 5:35 pm), CoChair; Rick Johnson; Gena Graham; Angela Stephenson; Reed Hadley

Guest: Michelle Thompson, CLG Coordinator & Main Street Design Specialist, DAHP

There is one vacancy on the board.

Staff: Nick Little, CD Director; Irene Rutikanga, Planner; Planner; Nancy Vandehey, Admin

3. **APPROVAL OF MINUTES**

24-00965 **MINUTES FROM AUGUST 26, 2024**

The minutes were approved as presented.

4. **CONSTITUENT COMMENTS**

5. **CHANGES TO THE AGENDA**

6. **WORKSHOP**

24-00966 **DAHP Training by Michelle Thompson**

Michelle Thompson provided a presentation training. She highlighted grant opportunities, LMC 16.12 Historic Preservation Ordinance, our bylaws, and the Field Guide to American Houses as an important reference. She answered questions from the Commission.

The commission would like to review the Ordinance early in 2025.

7. **OLD BUSINESS**

8. **NEW BUSINESS**

9. REPORTS**10. BOARD MEMBER COMMENTS****11. ADJOURNMENT**

The meetings in November and December were discussed as they are scheduled during the holiday weeks. It was proposed to move them up one week (11/18 from 11/25 and 12/16 from 12/23).

Rick Johnson moved, seconded by Reed Hadley, motioned to move the November meeting to November 18th. This passed unanimously.

Summer O'Neill moved, seconded by Reed Hadley, motioned to move the December meeting to December 16th. This passed unanimously.

The meeting was adjourned at 6:31 pm.



City of Longview

Agenda Summary

CERTIFICATE OF APPROPRIATENESS CA 2025-1 – WASHINGTON WAY BRIDGE PLAQUE
RECOMMENDED ACTION: RECEIVE PRESENTATION & CONSIDER IN NEW BUSINESS

Attachments:

1. CA-2025-1 Washington Way Bridge plaque
2. WASHINGTON WAY BRIDGE PLAQUE

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

Application No. CA-2025-1 Date 1/16/2025

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 Washington Way Bridge
Name of Building or Site Washington Way Bridge
Owner of Building or Site City of Longview Phone 360-442-5200
Home Address 1525 Broadway, Longview WA 98632

Name(s) & Address of Agent City of Longview
Phone 360-442-5200

Name & Address of Architect or Designer City Engineering Department
Phone 360-442-5224

Name & Address of Builder or Contractor City Streets Department
Phone 360-442-5623

Approximate date of Starting Work Feb 2025 Completion March 2025

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.

X

- X** _____ 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*****

The Washington Way bridge is located within the Lake Sacajawea Park Historic District, and its considered non-historic and non-contributing built environment. The bridge was constructed in 2015 with the bridge design approved by HPC.

The current city council requested a dedication plaque be installed on the bridge. This plaque will acknowledge the council, contractor and designer involvement in the project.

The plaque will be installed on the NW corner of the bridge in the concrete end pillar of the bridge.

The proposed plaque is 20x20 inch in size, precision tooled bronze material with sand brushed finish. See provided mock up of the plaque and proposed location photo.

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

Signature of Applicant(s)

x

Signature of Agent (s)

x

x

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 _____

WASHINGTON WAY BRIDGE

ERECTED 2015

COUNCIL

MAYOR DON JENSEN

Ken Botero

Steve Moon

Chet Makinster

Scott Vydra

Mary Jane Melink

Michael Wallin

Public Works Director

Jeff D. Cameron, P.E.

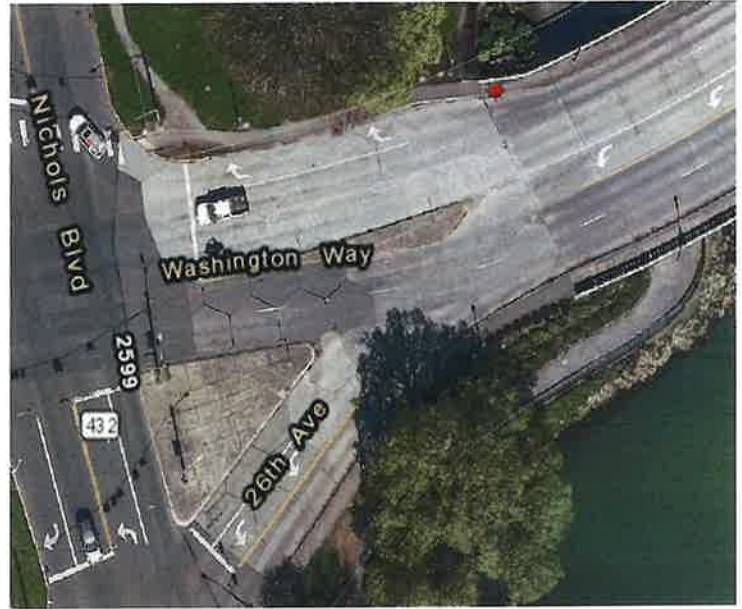
Highway Bridge Program FHWA Funds

Surface Transportation Program Urban Funds

Local Funding

OBEC Consulting Engineers - Design

Carter & Company, Inc - General Contractor





WASHINGTON WAY BRIDGE PLAQUE PROPOSAL

Historic Preservation Commission

Jan 27, 2025

Ivona Kininmonth





HISTORY

Bridge replaced
in 2015

Located within
Lake Sacajawea
Historic District

Non-historic
and non-
contributing

PLAQUE PROPOSAL

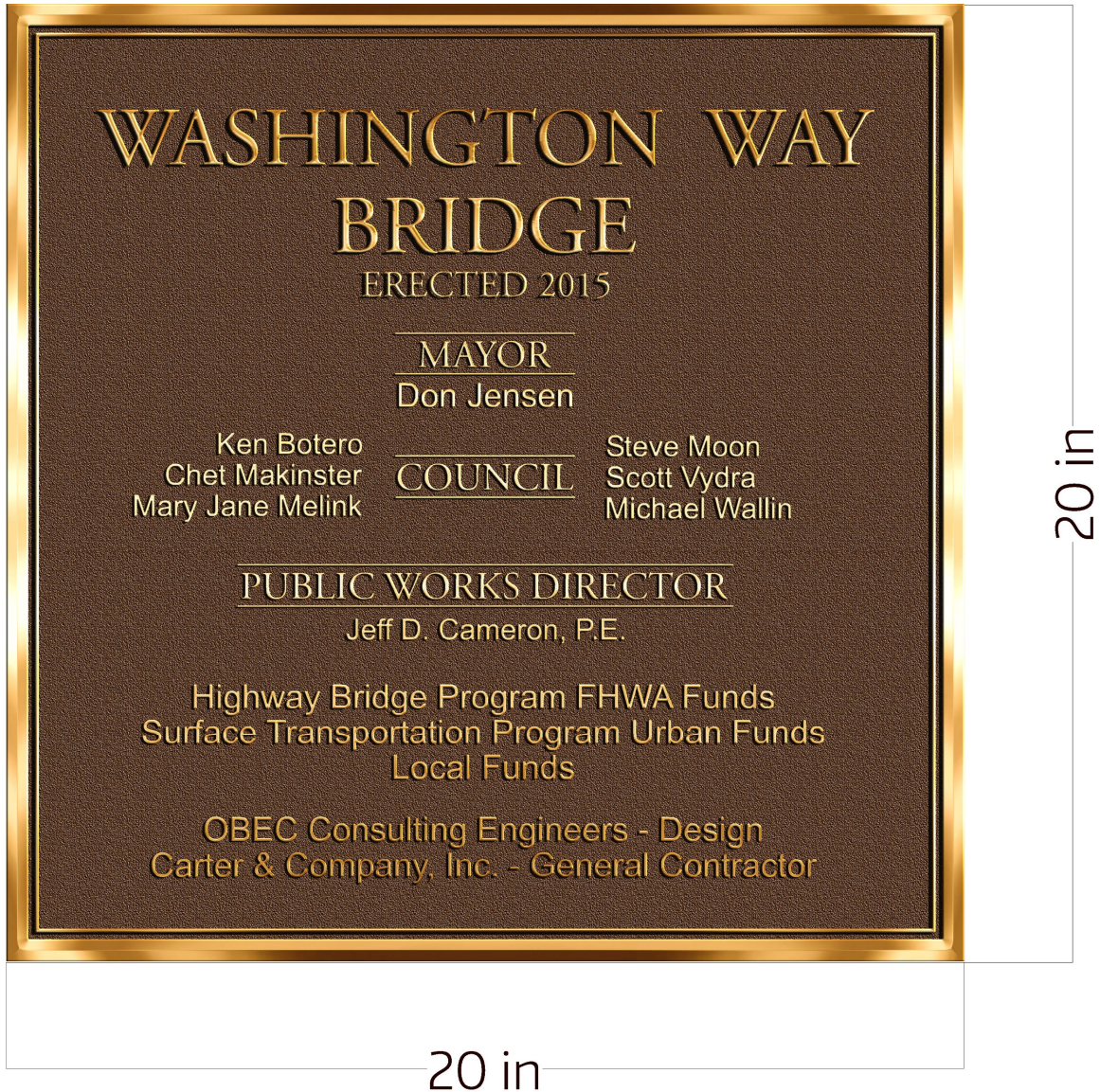
COUNCIL REQUESTED
DEDICATION PLAQUE
INSTALLED

ACKNOWLEDGE CITY
COUNCIL, CONTRACTOR,
DESIGNER OF BRIDGE

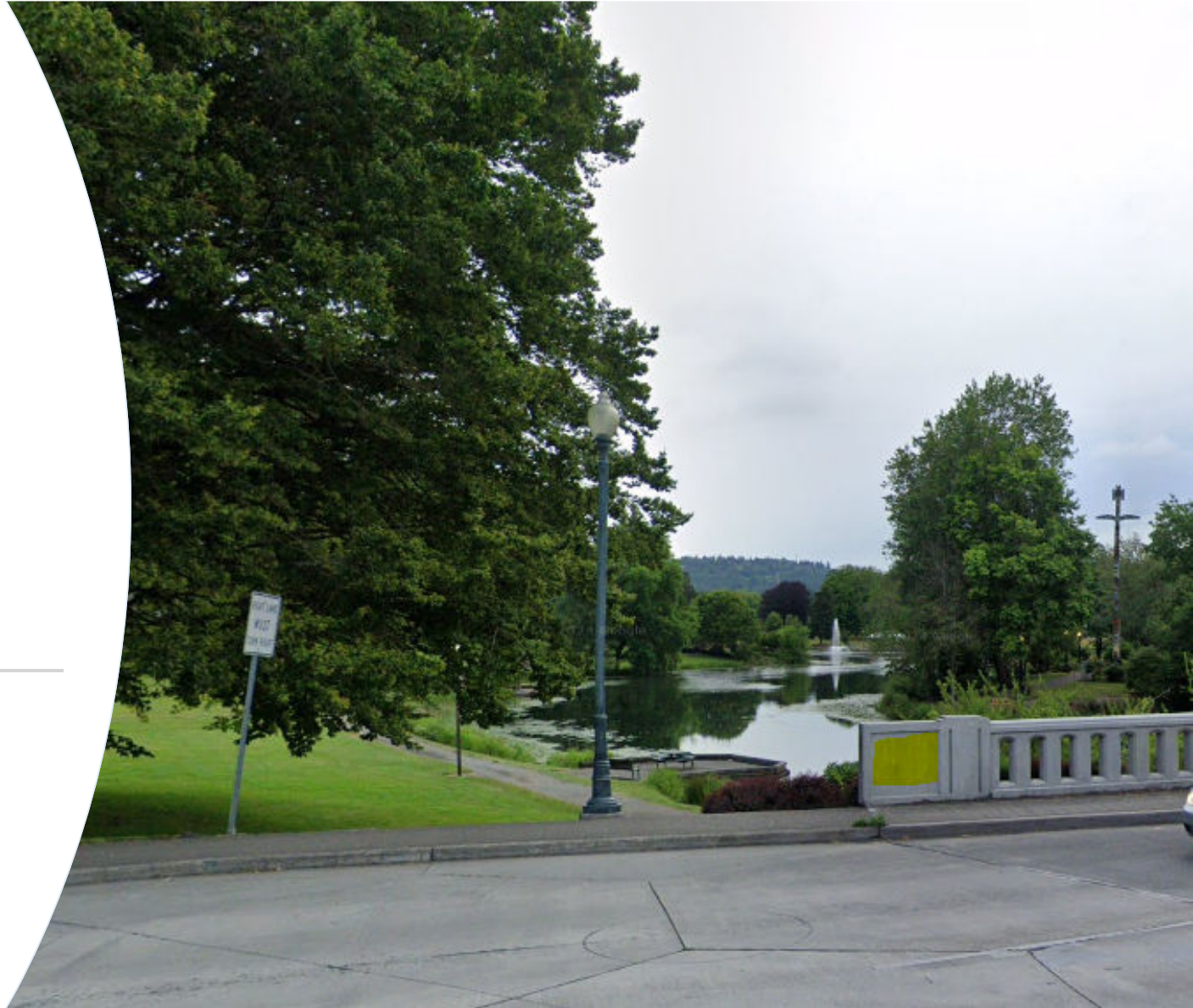
PLAQUE 20X20, SOLID
BRASS, SAND BRUSHED
FINISH, RAISED BORDER
AND LETTERS

LOCATION OF PLAQUE
NW CORNER OF BRIDGE

PLAQUE MOCKUP



PLAQUE LOCATION



Next step

- **Approve Proposal**
- **Questions?**

EXAMPLE PLAQUE APPROVED AT RA LONG PARK



This plaza was provided for through the
Kuntz Family Trust for the Benefit and
Enjoyment of the Citizens of Longview.
December 2018



This gazebo is dedicated to the memory of
Emmett Koelsch, a Longview citizen for 73
of his 89 years, who founded Koelsch
Communities in 1958. Emmett was a
dedicated father, WWII veteran, fervent
patriot and most importantly a man of God.
December 2018



City of Longview

Agenda Summary

RA LONG AWARD

RECOMMENDED ACTION: MOTION TO OPEN NOMINATIONS FOR RA LONG AWARD

Attachments:

1. RA Long Historic Preservation Award criteria 2
2. DRAFT Nominations sought for 2025
3. RA Long plaque
4. DRAFT RA LONG packet 2025

ROBERT A. LONG HISTORIC PRESERVATION AWARD

I. PURPOSE; of the R.A. Long Historic Preservation Award is to select on an annual basis someone(s), whom the Longview Historic Preservation Commission decides most helps preserve the legacy of R.A. Long. Nominees may meet any one, or a combination, of the criteria listed below.

II. NOMINATION;

In developing criteria for selecting an award winner, the Longview Historic Preservation Commission has used as a guideline the Longview City Municipal Code of the Longview Historic Preservation Ordinance: Section 16.12.010 titled 'Findings and purpose.

III. SELECTION CRITERIA; An award winner may have:

- a) used research and documentation to enhance and acknowledge buildings, sites and districts thus helping presser through inclusion on Longview's historic register.
- b) encouraged or performed restoration maintenance to preserve the aesthetics of cultural assets; ex, helped restore a totem pole, park, building, store or street curb appeal.
- c) raised citizen awareness of heritage, cultural @r aesthetics of the city, thus helping create civic pride and the prosperity and welfare of the city.
- d) fostered civic pride in accomplishments of the past and sense of identity based on city's history"
- e) protected historic resources to attract tourists and visitors, thus stimulating local economy;' examples as writing plays, books, brochures, contributing works of art as statues, murals, signs, and/or financial assistance enabling any of these taxes, for as incentives, provide and
- f) encouraged, and or assisted private owners to preserve historical features of original buildings, districts, neighborhoods, streets and sites.
- g) provided identification of historic landmarks, buildings and land sites.
- h) conserved or restored valuable historical materials as artifacts, documents and photos.

Note: there may be criteria considered that is not expressly listed here.

IV. PROCEDURE OF SELECTION; More than one nomination may be presented by any member of the LHPC or the community. Nominations are open for persons either living or deceased, and not limited only to residents of Longview. Award winners may also be a pair of people, as a husband and wife, or team or group, as a club. After closing of nominations, the floor is open for discussion of merits of each nominee on how they match the criteria. With a vote by hand, the list shall be brought down to two finalists, followed by a final vote. Majority vote shall be the winner.

DRAFT FOR REVIEW



Date: February 3, 2025

Contact: Irene Rutikanga, Planner
irener@my.longview.com

Phone: 360-442-XXXX

For Immediate Release

Nominations sought for 2025 Robert A. Long Historic Preservation Award

The City of Longview Historic Preservation Commission is seeking nominations for the annual Robert A. Long, Historic Preservation Award in line with the Historic Preservation Month of May. The Historic Preservation Commission would like to recognize community members who have contributed to the history and story of Longview, and who have completed outstanding work in the field of historic preservation.

Nominations should include a written summary of the accomplishments and contributions of the nominee to historic preservation in Longview. The award criteria are available online at www.mylongview.com, under the "News" link. Please submit electronic nominations by email to irener@my.longview.com and written nominations to Longview City Hall, Attention Irene Rutikanga, PO Box 128, Longview, WA 98632 by March 13, 2025. ****Possibly add a nomination form?**

Since the award's creation in 2009 it has been awarded to John and Mary Chilson, Clyde Shadiow, Travis and Phyllis Cavens, Dennis Weber, Bill Kasch, Karen Dennis, Jeff and Trish Wilson, Tom and Bev Anderson, Mark McCrady, and JH Kelly, and Jerry Kelly.

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Robert A. Long

Historic Preservation Award

Awarded by the Longview Historic Preservation Commission
To those who have excelled in preserving and enhancing the
City of Longview Washington and the enduring legacy of R.A. Long

John & Mary
Chilson
2009

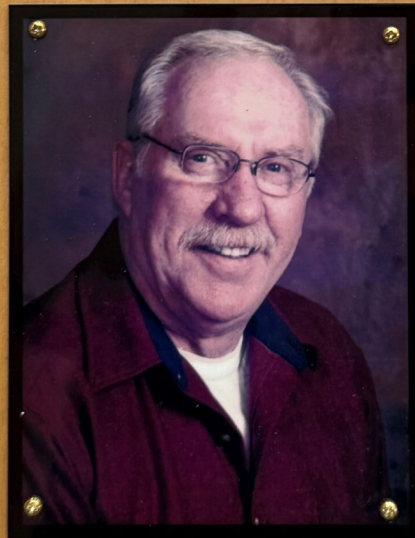
Clyde Shadiow
2010

Drs. Travis & Phyllis
Cavens
2011

Dennis Weber
2012

Bill Kasch
2013

Karen Dennis
2014



JERRY KELLY

Jeff & Trish
Wilson
2015

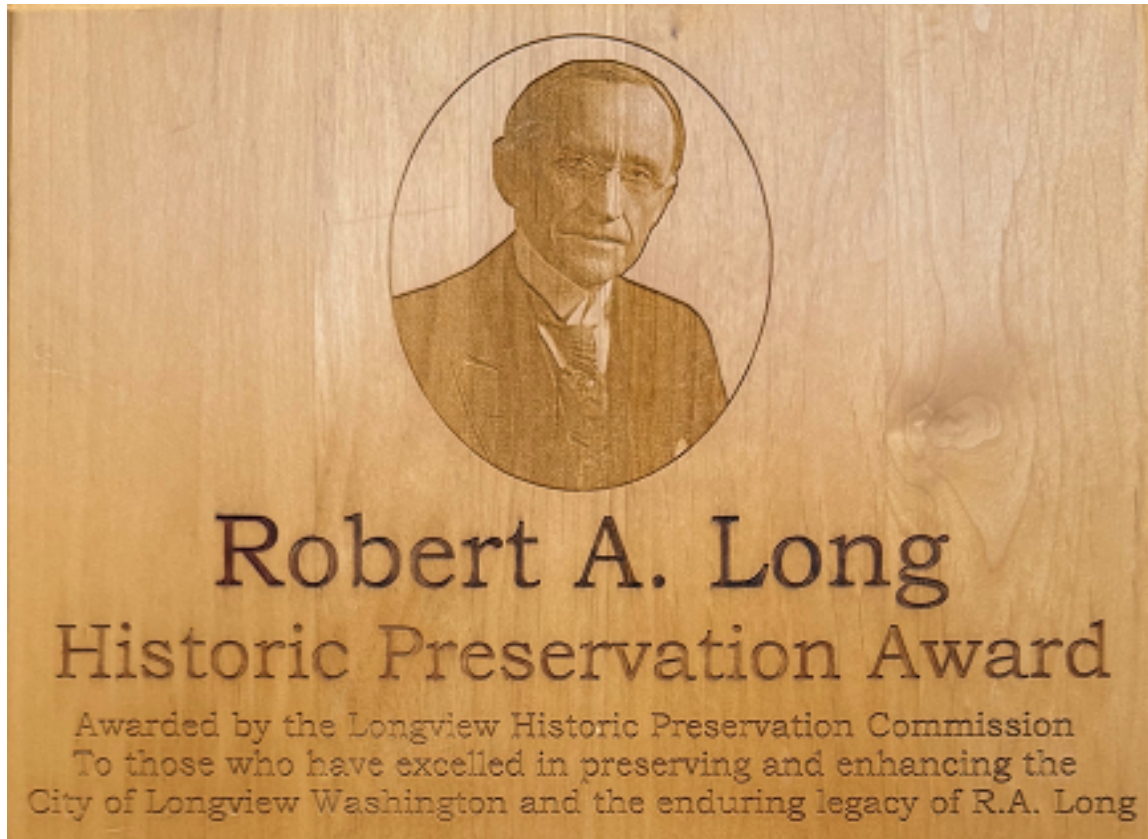
Tom & Bev
Anderson
2016

Mark McCrady
2022

JH Kelly
2023

Jerry Kelly
2024

City of Longview Historic Preservation Commission RA Long Award



NOMINATION DEADLINE: Thursday, March 13, 2025 at 5:00 PM

Please submit nominations by email to:

irener@mylongview.com

with subject line RA LONG AWARD

or

**CITY OF LONGVIEW
IRENE RUTIKANGA, PLANNER
BUILDING & PLANNING
1525 BROADWAY ST
LONGVIEW, WA 98632**

City of Longview, RA Long Award 2025

The City of Longview Historic Preservation Commission is seeking nominations for the annual Robert A. Long, Historic Preservation Award in line with the Historic Preservation Month of May. The Historic Preservation Commission would like to recognize community members who have contributed to the history and story of Longview, and who have completed outstanding work in the field of historic preservation.

Since the award's creation in 2009 it has been awarded to John and Mary Chilson, Clyde Shadiow, Travis and Phyllis Cavens, Dennis Weber, Bill Kasch, Karen Dennis, Jeff and Trish Wilson, Tom and Bev Anderson, Mark McCrady, and JH Kelly, and Jerry Kelly.

Nomination Requirements and Checklist:

All nomination packets must be complete when submitted and should include the enclosed nomination form as the first page. Incomplete nominations will not be considered. Email submittal of nomination packets is strongly encouraged. Applications can be submitted via email to irener@mylongview.com or submitted to the City of Longview, Building & Planning, Irene Rutikanga, Planner, 1525 Broadway St, Longview, WA 98632.

Please submit:

- A completed nomination form
- Statement of Achievement
 - Projects - describe in detail the way in which the project meets the criteria for the applicable award category.
 - Individuals or organizations - Describe the achievements and contributions of the nominated party.
- Photographs. Include and label "before" and "after" photographs or digital image files of the nominated project. The photographs should communicate the project's achievements that are consistent with the applicable award category.
- Any other descriptive material relating to the nominated project, organization, or individual.

Nomination Guidelines and Information:

- Self-nominations are welcome.
- Please call Irene Rutikanga, Planner at 360.442.5083 or email irener@mylongview.com for questions.
- Only activities completed in the previous 3 years may be nominated for an award.
- All materials must be clearly identified with the name of the nominated project or individual. Additional materials may be requested.

RA Long Award 2025 – Nomination Form

Nomination Name of Project, Group or Individual	
Property Address or name of historic place (if applicable)	
Date of project completion or dates of activities	

Nominee Contact information:

Name - _____

Organization - _____

Address - _____

Telephone - _____

Email - _____

Criteria:

Please check all that apply:

- ☐ used research and documentation to enhance and acknowledge buildings, sites and districts thus helping presser through inclusion on Longview's historic register.
- ☐ encouraged or performed restoration maintenance to preserve the aesthetics of cultural assets; ex, helped restore a totem pole, park, building, store or street curb appeal.
- ☐ raised citizen awareness of heritage, cultural or aesthetics of the city, thus helping create civic pride and the prosperity and welfare of the city.
- ☐ fostered civic pride in accomplishments of the past and sense of identity based on city's history
- ☐ protected historic resources to attract tourists and visitors, thus stimulating local economy; examples as writing plays, books, brochures, contributing works of art as statues, murals, signs, and/or financial assistance enabling any of these taxes, for as incentives, provide and
- ☐ encouraged, and or assisted private owners to preserve historical features of original buildings, districts, neighborhoods, streets and sites.
- ☐ provided identification of historic landmarks, buildings and land sites.
- ☐ conserved or restored valuable historical materials as artifacts, documents and photos.

Please attach a statement of achievement, photographs, and other supporting documents to this form.

Nominated by:

Name/Organization - _____

Email / Telephone - _____



City of Longview

Agenda Summary

REVIEW OF ORDINANCE 3359 AND BYLAWS

Attachments:

1. Ordinance 3359 10_12_2017
2. CURRENT_H_P_Bylaw_2024

ORDINANCE NO. 3359

AN ORDINANCE OF THE CITY OF LONGVIEW, WASHINGTON AMENDING LMC 16.12 REGARDING RECORDING OF PROPERTIES LISTED ON THE REGISTER OF HISTORIC PLACES AND THE APPOINTMENT OF MEMBERS OF THE HISTORIC PRESERVATION COMMISSION

WHEREAS, the Longview City Council established the Longview Register of Historic Places in 1987 for the recognition, enhancement, perpetuation and continued use of the buildings, sites and districts of historical significance within the city, in the interest of civic pride and the prosperity and general welfare of the city's inhabitants; and,

WHEREAS, historic assets are an integral part of the heritage, education and economic base of the city and the economic, cultural and aesthetic standing of the city can only be maintained and enhanced by conserving its heritage and by maintenance of its cultural assets; and,

WHEREAS, any building, structure, site, object, or district may be designated for inclusion in the Longview register of historic places 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 meets the criteria for Designation; and,

WHEREAS, Chapter 84.26 RCW encourages maintenance, improvement and preservation of privately owned historic buildings by providing for special property tax valuation for improvements to historic property approved by a local review board; and,

WHEREAS, all owners and futures owners of properties on the Longview register of historic places need to be informed of the historic status of buildings or places listed on the Longview register of historic places and the requirements therewith.

NOW THEREFORE, The City Council of the City of Longview do ordain as follows:

Section 1. That Section 16.12.040 of the Longview Municipal Code shall be, and is hereby amended to read as follows; provided, manifest and numbering errors shall be corrected prior to publication:

16.12.040 Historic commission.

(1) Creation and Size. There is established a city historic preservation commission, consisting of seven members, as provided in subsection (2)(a) of this section.

Members of the Longview historic preservation commission shall be appointed by the city ~~manager~~ council and shall be residents of the city, except as provided in subsection (2)(b) of this section.

(2) 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 two professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among 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 city manager and the state historic preservation officer. Furthermore, exception to the residency requirement of commission members may be granted by the city ~~manager~~ council in order to obtain representatives from these disciplines.

(c) In making appointments, the city ~~manager~~ council may consider names submitted from any source, and shall notify history and county 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.

(3) Terms. The original appointment of members to the commission shall be as follows: three for two years, two for three years, and two for four years. Thereafter, appointments shall be made for a three-year term. Vacancies shall be filled by the city ~~manager~~ council for the unexpired term in the same manner as the original appointment.

(4) Powers and Duties. The major responsibility of the historic preservation commission is to identify and actively encourage the conservation of the city'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's history and historic resources; and to serve as the city'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:

(a) Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the city and known as the Longview historic inventory; publicize and periodically update inventory results. Properties listed on the inventory shall be recorded on official zoning records with an "HI"

(for historic inventory designation). This designation shall not change or modify the underlying zone classification;

(b) Initiate and maintain the Longview 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 by the city and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties;

(c) Review nominations to the city register of historic places according to criteria in LMC 16.12.050 and adopt standards in its rules to be used to guide this review;

(d) Review proposals to construct, change, alter, modify, remodel, move, demolish, and significantly affect properties or districts on the register as provided in LMC 16.12.050; and adopt standards in its rules to be used to guide this review and the issuance of a certificate of appropriateness or waiver;

(e) Provide for the review either by the commission or its staff of all applications for approvals, permits, environmental or impact statements, and other similar documents pertaining to identified historic resources or adjacent properties;

(f) 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;

(g) Participate in, promote and conduct public information, educational and interpretive programs pertaining to historic resources;

(h) 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 Longview area;

(i) Review and comment to the Longview city council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the city, other neighboring communities, Cowlitz County, the state or federal governments, as they relate to historic resources of the city;

(j) Advise the city council generally on matters of city history and historic preservation;

(k) Perform other related functions assigned to the commission by the city council;

(l) The commission shall adopt rules of procedure to address subdivisions (4)(c), (d) and (f), inclusive;

- (m) 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;
- (n) 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;
- (o) 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;
- (p) Submit nominations to the state and national registers of historic places;
- (q) Investigate and report to the city council on the use of various federal, state, local or private funding sources available to promote historic resources preservation in the city;
- (r) Serve as the local review board for the purpose of approving applications for special property tax valuation per Chapter 84.26 RCW and Chapter 221, Laws of 1986, and entering into an agreement with the property owner for the duration of the special valuation during which time the review board monitors the property for continued qualification for the special valuation per requirements of Chapter 84.26 RCW and Chapter 221, Laws of 1986.

(5) Compensation. All members shall serve without compensation.

(6) Rules and Officers. The commission shall establish and adopt its own rules of procedure, and shall select from among its membership a chairperson and such other officers as may be necessary to conduct the commission's business.

(7) Commission Staff. Commission and professional staff assistance shall be provided by the director of community and economic development 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 chapter. (Ord. 2774, 2000; Ord. 2289 § 1, 1987).

Section 2. That Section 16.12.050 of the Longview Municipal Code shall be, and is hereby amended to read as follows; provided, manifest and numbering errors shall be corrected prior to publication:

16.12.050 Longview register of historic places.

(1) Criteria for Determining Designation in the Register. Any building, structure, site, object, or district may be designated for inclusion in the Longview register of historic places 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:

- (a) Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history;
- (b) 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;
- (c) Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art;
- (d) Exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering, or architectural history;
- (e) Is associated with the lives of persons significant in national, state, or local history;
- (f) Has yielded or may be likely to yield important archaeological information related to history or prehistory;
- (g) Is a building or structure removed from its original location but which is significantly associated with an historic person or event;
- (h) Is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;
- (i) Is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;
- (j) Is a reconstructed building that has been executed in an historically accurate manner on the original site;
- (k) 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.

(2) Process for Designating Properties or Districts to the Longview Register or Historic Properties.

- (a) Any person may nominate a building, structure, site, object, or district for inclusion in the register of historic places. Members of the historic preservation commission or the commission as a whole may generate nominations. In its designation decision, the commission shall consider the Longview historic inventory, thematic nomination, and the Longview comprehensive plan.

(b) In the case of individual properties, the designation shall include the UTM reference and all features, interior and exterior, and outbuildings which contribute to its designation.

(c) In the case of districts, the designation shall include description 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.

(d) The historic preservation commission shall consider the merits of the nomination at a public meeting according to the criteria in this section and according to the nomination review standards established in its rules. 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 Longview, and posting of the property. No property shall be listed in the register without the owner's written consent. In the case of historic districts, the commission shall consider 60 percent 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 and procedures. The public, property owner(s) and the authors of the nomination, if different, and lessees, if any, shall be notified of the listing. If the commission finds that the nominated property is eligible for the Longview register of historic places, the commission shall make recommendation to the city council that the property be listed.

(e) Properties listed on the Longview register of historic places shall be recorded on official zoning records with the "HR" (for historic register) designation. This designation shall not change or modify the underlying zone classification.

(f) The Director of Community and Economic Development or his/her designee shall cause a copy of the owner notification of listing for all newly listed properties to be recorded with the County Auditor within 10 days of approval by the city council.

(g) A fee equal to the cost of recording the notification of listing shall be paid by the applicant and/or owner of the of the listed property to the City for the purpose of recording the notification of listing with the County Auditor prior to the Historic Preservation Commission recommendation being presented to the city council.

(3) Removal of Properties from the Register.

(a) Initiation by Commission. In the event that any property is no longer deemed appropriate for designation to the Longview register of historic places, the commission may initiate removal from

such designation by the same procedure as provided for in establishing the designation, LMC 16.12.050. A property may be removed from the Longview register without the owner's consent.

(b) Initiation by Property Owner. In the event a property owner determines that it is no longer appropriate for the property to be designated on the Longview register of historic places, the owner may request that the commission consider the removal of the property from the register. Said written request shall include the reason(s) why the owner feels the historic designation is not longer appropriate. The commission shall review the criteria of LMC 16.12.050 in their consideration of removal of the property's historic designation.

(c) Appeal of Commission's Denial of Request to Remove Property from Register. The commission's denial of an owner's request to remove property from the Longview register of historic places may be appealed to the city council by the filing of a written notice within 10 days. The appeal must state the grounds upon which the appeal is based. In event of such appeal, the city council shall conduct a hearing within 30 days thereafter. The appeal shall be reviewed by the council only on the records of the commission. Appeal of council's decision regarding removal of property from the Longview register of historic places may be appealed to superior court.

(4) Effects of Listing on the Register.

(a) Listing on the Longview register of historic places is an honorary designation 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.

(b) Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures defined in LMC 16.12.060, 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.

(c) Prior to whole or partial demolition of a register property, the owner must request and receive a waiver of a certificate of appropriateness.

(d) Once the city is certified as a Certified Local Government (CLG), all properties listed on the Longview register of historic places may be eligible for a special tax valuation on their rehabilitation (16.12.080). (Ord. 3028 § 1, 2007; Ord. 2289 § 1, 1987).

Section 3. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance and the same shall remain in full force and effect. The City of Longview hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the

fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 4. That nothing in this Ordinance hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

Section 5. That the City of Longview City Clerk is hereby ordered and directed to cause this Ordinance to be published.

Section 6. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 7. This Ordinance shall be in full force and effect from and after thirty (30) days from the date of its passage and publication as provided by law.

Passed by the City Council this 12th day of October, 2017.

Approved by the Mayor this 12th day of October, 2017.



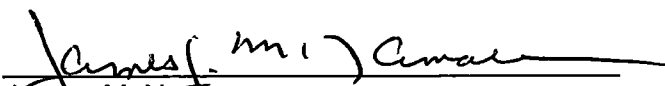
MAYOR

ATTEST:



City Clerk

APPROVED AS TO FORM:



James McNamara
City Attorney

Published: October 18, 2017

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.
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 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 an online video conference. This attendance and participation requires clear two-way communication. 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, 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 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.