



Building and Planning Department

1321 S Market Blvd. Chehalis, WA 98532

(360) 345-2229 / Fax: (360) 345-1039

www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

CHEHALIS HISTORIC PRESERVATION COMMISSION AGENDA

Regular meeting of September 15, 2022

@ 5:30 PM

Chehalis City Hall, 350 North Market Boulevard

Casey Forsman, Commissioner
Debbie Franz, Commissioner
Jo Kuehner, Commissioner
Kristi Kaech, Commissioner
Pete Hammer, Commissioner
Jill McNaught, Commissioner

Tammy Baraconi, Planning Manager
Laura Fisher, Permit Technician

AGENDA ITEMS:

1. Call to Order
2. Roll Call
3. Approval of the Agenda for September 15, 2022.
4. Approval of Meeting Minutes June 16, 2022.
5. Citizen Business
6. Old Business
7. New Business
8. Commission Business
9. Workshop
 - a. Review proposed Historic Preservation Element for Comprehensive Plan.
 - b. Review By-Laws.
 - c. Establish workplan.
10. Re-open and Adjourn Meeting
 - a. Next meeting to be held October 13, 2022.

Join Zoom Meeting

<https://us06web.zoom.us/j/82474552087>

HISTORIC PRESERVATION COMMISSION

NAME	ADDRESS	ORIGINAL APPOINTMENT	RENEWAL	EXPIRATION
Position 1 Jo Kuehner	75 NE Cascade Ave Apt 2 C: 253-905-9246 E: jokuehner@gmail.com	3/1/2022		3/1/2025
Position 2 Jill McNaught	290 Sargent Rd Winlock, WA 98596 360-791-8607	7/11/2022		
Position 3 Peter Hammer Chair	322 NE Washington Avenue H: 360-748-2234 W: 360-456-1311 E: petehammer6@gmail.com	4/2019		4/2022
Position 4		4/2019		4/2022
Position 5 Debbie Franz	554 NW Pennsylvania Ave H: 360-880-1845 C: 360-880-0340 E: koby427@gmail.com	Dec-20		Dec-23
Position 6 Kristi Kaech	673 NW Pennsylvania Ave H: C: 360-880-2448 E: kristifranz22@yahoo.com	Dec-20		Dec-23
Position 7 Casey Forsman	256 Stearns Rd C: 310-913-1889 E: info@cityfarmchehalis.com cforsman@pm.me	Mar-22		Mar-25

2021 Officers:

Chairperson: Michelle Gallagher

Vice Chairperson: Peter Hammer

Staff: Tammy Baraconi, Planning and Building Manager
Amelia Schwartz, City Planner
Laura Fisher, Permit Tech

Meetings are held the 3rd Thursday of each month at 5:30 PM at City Hall. Per CMC 2.66: up to 7 members for 3 year terms.

Chapter 9

HISTORIC PRESERVATION

Introduction

Chehalis residents value the strong sense of community and history in the City of Chehalis. Visitors to the area can see the care that residents and local government put into the town, restoring historic buildings, supporting local businesses, and maintaining the charm of rural Western Washington. The locale of the city has historically been a center of commerce, from farms and fishing to railway stops. Thanks to its geographic features and cultural past, the city has long been a place of growth. This chapter of the City of Chehalis Comprehensive Plan will be used to guide city leaders and staff in the development of the city that honors the history and culture of the area. The goals and policies in this chapter define the expectations and vision for the future of Chehalis and offer guidance in decisions of regulations and their implementation. The goals and policies here are intended to maintain and encourage development of the charm and local character using methods of urban design and historic preservation.

The City of Chehalis as we know it today began in 1851 when the Saunders family settled in the region, with the eventual name of the city being inspired by the local Indigenous community's word for "shifting and shining sands." Initially, the waterways and abundant lands around them were what drew the settlers, and later, the introduction of the Northern Pacific Railroad encouraged more settlers and their institutions. Formed around the railroads, the Chehalis downtown began on Main Street, but was forced to shift and change as fires swept through the area, destroying much of the original buildings. When building the historic structures we see in the city today, a variety of architectural styles, such as Italianate and Queen Anne in the central business district, and neo-colonial, bungalow, and craftsman in the residential areas, the historic citizens of Chehalis were developing a rich and varied structural landscape, reflecting the equally diverse industry of the area. The city developed a robust economy, with agricultural and retail industries, as well as county government, using its central location between the growing communities of Portland and Seattle. Today the city continues to be a central hub, for railway, air travel, and roads, with the addition of the Chehalis-Centralia Airport and Interstate 5 continuing to encourage the flow of people and goods through the area. This prime location continues to attract businesses as unique and resilient as the city itself.

Values

The values that commissioners identified include:

1. Maintain the quaint and quiet hometown feel of the city that makes the city distinct and feel safe.
2. Continue to assist in the preservation of historic buildings, encouraging building owners to maintain their distinct historic nature.
3. Ensure that landscaping and new buildings in historic areas are attractive and complement their surroundings, to show the care that the city and citizens put into development of Chehalis.
4. Continue to foster a strong sense of community and history through the character of neighborhoods and districts.

Urban Design

No matter the size of a city, how it is designed makes a big difference in livability. “Urban design” means the concept of planning streets, sidewalks, parks, open space, landscaping, buildings, and neighborhoods so they work together to make the community attractive, pleasant, safe, and convenient. Quality design does not have to be extravagant or expensive. Rather, it can be a more thoughtful approach to many aspects of creating a development. Design describes more than appearance; design includes the way a development functions and how it relates to its surroundings.

The City of Chehalis has a set of design guidelines for certain commercial areas. The design guidelines should encourage development to be “pedestrian-friendly” and to include landscaping, art, and spaces for people to socialize. In many ways, The City of Chehalis is a walkable city. It has a network of sidewalks, as well as several trails. People can walk to many destinations, within their own neighborhood and also to other neighborhoods.

The “Downtown Historic District” is a good example to consider. In 2009 the Lewis County Historical Museum, the Chehalis Renaissance Team with special help from the City of Chehalis and KELA-KMNT produced a historic Downtown Chehalis Walking Tour guidebook. Starting from the “main core” of the Downtown Historic District of Market Boulevard and Boistfort Street, the tour includes forty-one historic buildings that house present-day eateries, retail shops and museums.

Also included on the tour are the Lewis County Courthouse and the Northern Pacific Railroad Depot, which now houses the Lewis County Historical Museum. The walking tour is shown in Figure 1.

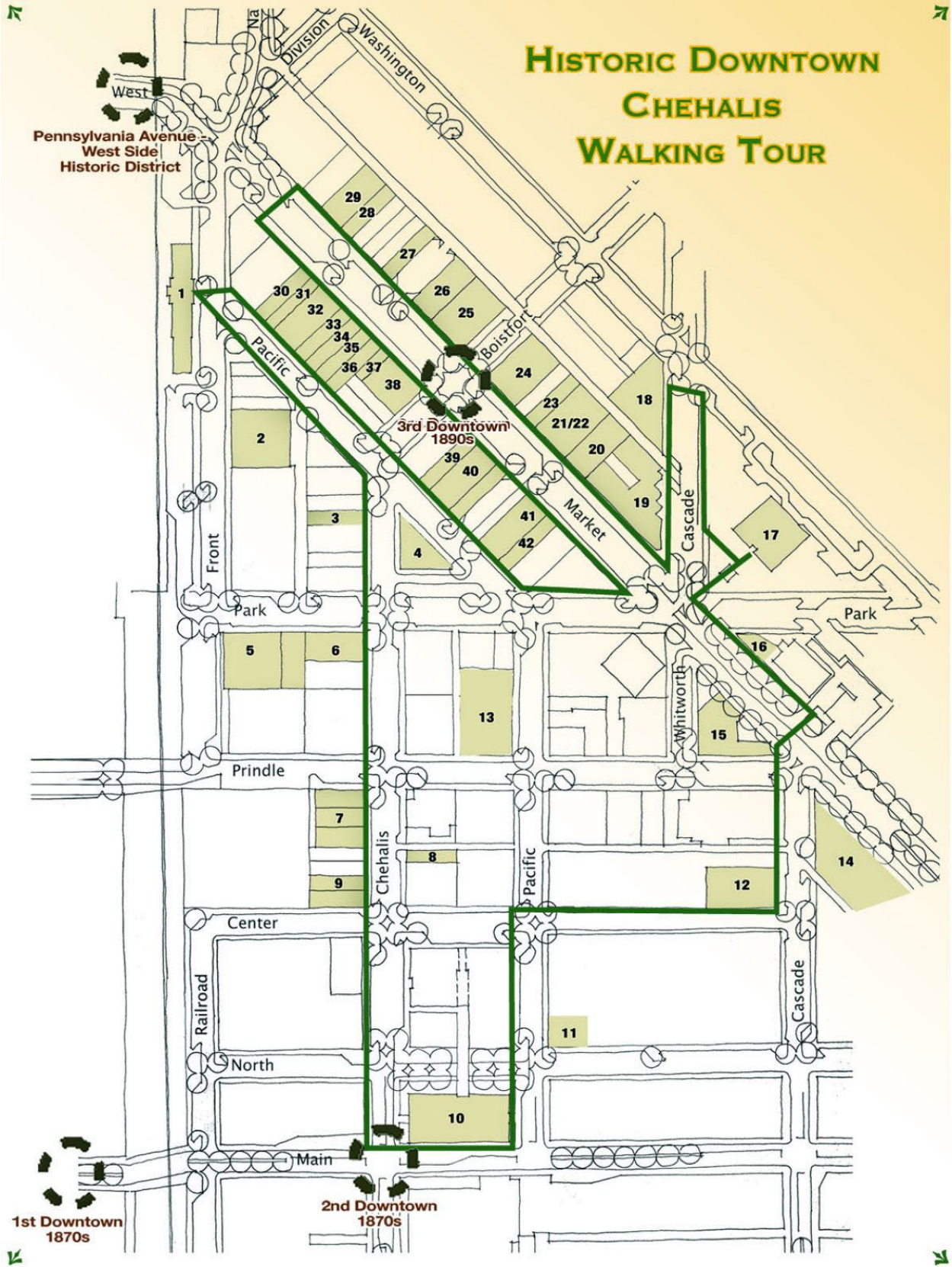


Figure 1: "Historic Downtown Chehalis Walking Tour" Map

Historic Sites and Areas

The city of Chehalis has a rich history that is reflected in much of its architecture and many of its neighborhoods. Future patterns of land use and development must consider the community identity that is created by maintaining and preserving those sites and structures that remind citizens of their heritage. The city contains 2,588 buildings and structures listed on the Washington State Historic Property Inventory list, three districts and seven buildings that are listed on the National Register of Historic Places and Washington Heritage Register. These listings are largely the result of efforts by the Chehalis Historic Preservation Commission. The three districts are shown on the following pages and maps.

Most of the seven buildings listed independently on the National Register are also located within one of the three historic districts. The buildings are described in detail below:

1. Burlington Northern Pacific Depot, 599 NW Front Street. This building is now the Lewis County Historical Museum. Built in 1912, this Mission Revival style building was once the area's center of transportation.
2. Obadiah B. McFadden House, 475 Southwest Chehalis Avenue. Built in 1859 of squared logs, this is the oldest residence in Chehalis. It is also believed to be the oldest continuously lived-in residence in Washington. This building is not within one of the three Historic Districts of Chehalis.
3. John R. Jackson House. It is located at Mary's Corner, 11 miles south of Chehalis on Jackson Highway. The house was built in 1845.
4. Osmer K. Palmer House, 673 Northwest Pennsylvania Avenue. This residence is one of the area's finest examples of the American Foursquare architectural style. It was built in 1910.
5. St. Helens Hotel, 440 North Market Boulevard. This downtown landmark was built between 1917 and 1920, to replace the original hotel built on this site in 1894.
6. United States Post Office, 225 Northwest Cascade Avenue. A Depression-era Works Progress Administration project dedicated in 1933, this building is a fine example of classical architecture and stone detailing.
7. Scout Lodge, 278 SE Adams Avenue. This meeting hall was completed in 1938 as part of the New Deal Works Progress Administration projects and was used as a meeting hall for a variety of organizations.

In addition to those buildings listed on the National Register, a number of additional buildings and sites have been identified locally as having historic significance and included in the maps of the districts are historic properties listed with the Washington State Department of Archaeology and Historic Preservation. Examples of these buildings include:

- Westminster Presbyterian Church, 349 North Market Boulevard. The oldest still existing non-federated Presbyterian Church in the Chehalis Valley, organized October 8, 1855.
- Royal Bakery, 242 Northwest Chehalis Avenue. The Royal Bakery, built in 1910, is representative of the commercial structures erected in the 'second' downtown along Chehalis Avenue and is one of the few existing buildings from that era that retains most of its integrity. Used primarily as a bakery, the structure has also been a barbershop, and an apartment building. In 1941, it became the area's first state liquor store.
- Advocate Printing, 429/431 North Market Boulevard. This commercial property was established in 1892.
- Talmadge Tufts House, 382 Southwest Cascade Street. This Cape Dutch style home, constructed in 1928, is noted for the 'door to nowhere.'
- Turner House, 120 Southeast Washington Street. This two-story brick colonial was designed by George Wellington Stoddard, a renowned Seattle architect, and constructed in 1939. It is believed that this home was Stoddard's last design outside the Seattle area.
- Fred Allen House, 670 Northwest Pennsylvania Avenue. This English Cottage home was built for Mr. Allen, superintendent of the Coal Creek Lumber Company, and his wife, between 1912 and 1915. The home is historically tied to the lumber industry as the residence of one of the more prosperous managers.
- Residence, 585 Southeast Washington Avenue. This is a well-maintained craftsman-styled bungalow.
- Daniel T. Coffman House, 647 Northwest St. Helens Avenue. One of the city's finest examples of the bungalow style, this house sits adjacent to a unique round barn with a domed roof. The barn and an accompanying carriage house were originally shared between this house and the one next door at the Noah B. Coffman House.
- Noah B. Coffman House, 675 Northwest St. Helens Avenue. The original owner was the founder of the bank and the land development company that helped to shape the development of the city.
- Mill Worker Cottages, Prindle Street. Several modest homes were constructed on the north side of Prindle Street between 1905 and 1912, to serve as employee housing for a nearby lumber mill. These homes take on an interesting social and cultural significance when compared to the homes on Pennsylvania and St. Helens Avenues, which were built during the same period for mill owners and other community leaders.



CITY OF CHEHALIS WESTSIDE HISTORIC DISTRICT



Esri Community Maps Contributors, WA State Parks GIS, © OpenStreetMap, Microsoft, Esri Canada, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA

Figure 2: "City of Chehalis Westside Historic District" Map

Westside Historic District

Westside National Historic District. This district was entered into the National Register of Historic Places in 1992. The area includes Pennsylvania and St. Helens Avenues and features several blocks of antique streetlamps and elaborate homes from the carriage era. A total of 35 buildings within the district are considered significant. These buildings include commercial and residential structures, anchored by the former Burlington Northern Railroad Depot. The depot is now the home of the Lewis County Historical Museum.



CITY OF CHEHALIS HILLSIDE HISTORIC DISTRICT

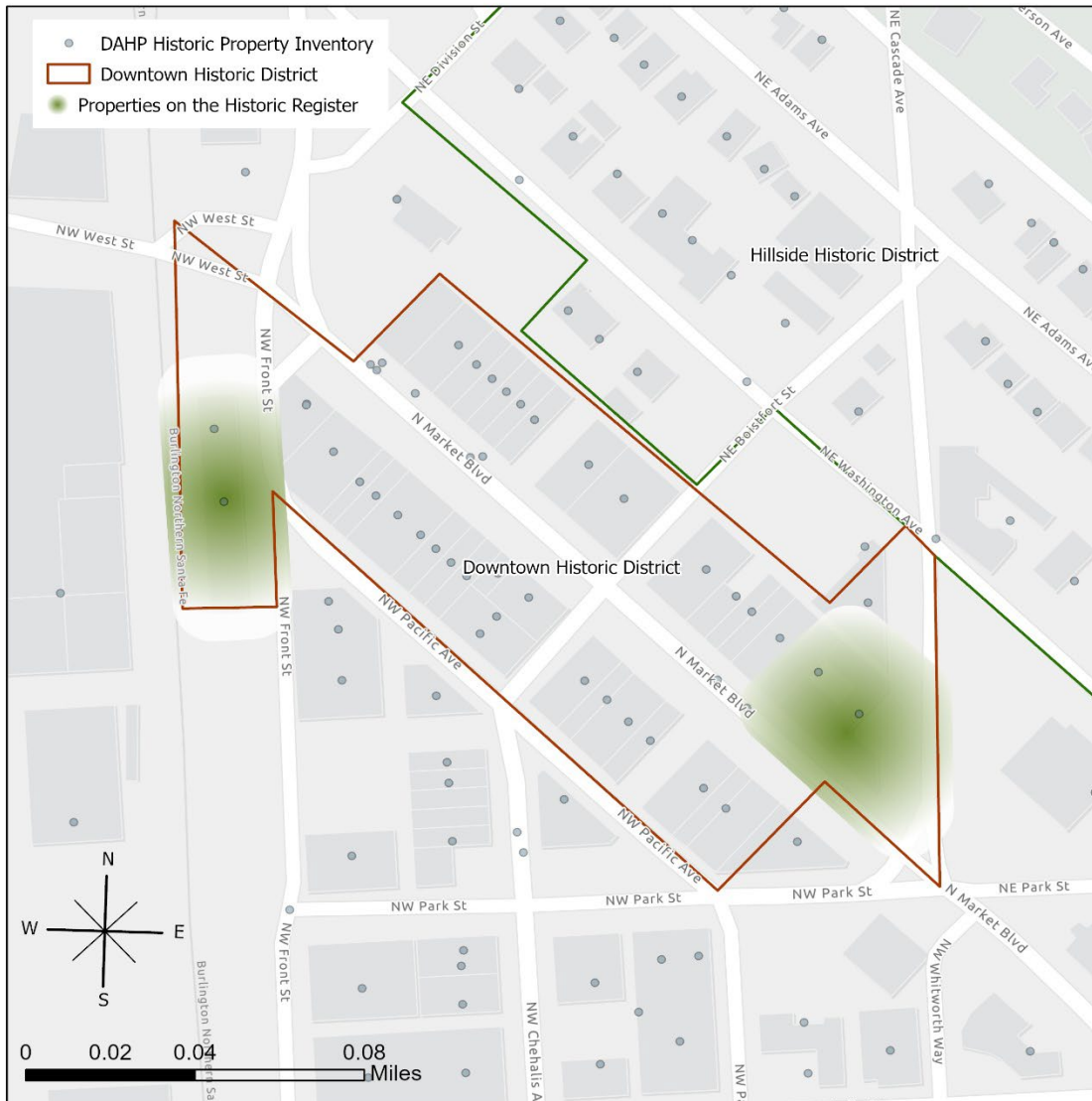


Esri Community Maps Contributors, WA State Parks
GIS, © OpenStreetMap, Microsoft, Esri Canada, Esri,
HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA,
USGS, Bureau of Land Management, EPA, NPS, US
Census Bureau, USDA

Figure 3: "City of Chehalis Hillside Historic District" Map

Hillside Historic District

The Hillside Historic District. This district was entered into the National Register of Historic Places in 1996, and contains many architecturally significant historical homes.



CITY OF CHEHALIS DOWNTOWN HISTORIC DISTRICT



Esri Community Maps Contributors, WA State Parks
GIS, © OpenStreetMap, Microsoft, Esri Canada, Esri,
HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA,
USGS, Bureau of Land Management, EPA, NPS, US
Census Bureau, USDA

Figure 4: "City of Chehalis Downtown Historic District" Map

Downtown Historic District

The Downtown Historic District. This most recent addition to the National Register of Historic Places (added in 1997) runs generally between Main Street and Market Boulevard. The district includes 21 significant buildings and traces the development of the downtown through three city centers.

Goals and Policies

Growth Management Act Goals

The pertinent GMA goals related to historical preservation, not listed in any order of priority, are:

- 1) *Historic Preservation.* Identify and encourage the preservation of lands, sites, and structures that have historical or archeological significance. [2002 c 154 § 1; 1990 1st ex.s. c 17 § 2.]
- 2) *Economic development.* Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.

Countywide Planning Policies for Lewis County

Lewis County has adopted policies to guide local communities through the planning process, pursuant to their mandate under GMA. These policies are statements establishing a regional framework from which comprehensive plan elements for the county and its cities are developed. In general, these policies flow from the goals set forth in the preceding section. This plan is consistent with these policies. Policies that relate to this Historic Preservation element are as follows:

Historic Preservation. Identify and encourage the preservation of lands, sites, and structures that have historical or archaeological significance to Lewis County.

13.0 All jurisdictions are encouraged to work cooperatively towards identifying, evaluating, and protecting historic resources and encouraging land use patterns that protect and enhance such historic resources.

13.1 All jurisdictions should cooperate with local historic preservation groups to ensure coordination of plans and policies by the Washington State Office of Archaeology and Historic Preservation.

13.2 All jurisdictions should cooperate with local historic preservation groups to acknowledge and recognize historic sites, structures, and areas in their comprehensive plans, which have local importance, but may not formally be listed in the state and federal registers.

City Goals and Policies

Economic Development

Goal

HP.01 Encourage the return of businesses and former uses in historic areas.

Policies

HP.01.01 Recognize the positive economic impacts associated with visitors to the community by funding and participating in tourism marketing efforts with local historic societies.

HP.01.02 Provide financial incentives for the re-use and revitalization of dilapidated or vacant historic structures.

Natural Resource Industries

Goal

HP.02 Preserve and celebrate unique and culturally significant outdoor areas for recreation and tourism.

Policies

HP.02.01 Minimize the removal of existing vegetation when improving streets to preserve the natural character of historic districts or neighborhoods.

Open Space and Recreation

Goal

HP.03 Establish flexible zoning types to allow for more integrated and recreational community areas.

Policies

HP.03.01 Implement zoning and design standards to ensure appropriate and harmonious development around historic structures or areas.

HP.03.02 Allow for outdoor-space use by businesses in certain zones to encourage “patios” and other community-friendly uses that allow for more connection to the local environment.

Citizen Participation and Coordination

Goal

HP.04 Maintain city areas to encourage city pride and get citizens involved with community development.

Policies

HP.04.01 Increase community engagement with the historic districts and sites of Chehalis by developing stronger outreach through community events, public notices, and an online historic register that allows for community nominations.

HP.04.02 Encourage “sidewalk” events and markets in historic neighborhoods and districts by providing a simplified special event permit process.

Historic Preservation

Goal

HP.05 Recognize and maintain historic structures and sites and encourage new development to design in harmony with existing historic structures.

Policies

HP.05.01 Create and maintain a local register of historic places

HP.05.02 Designate historic landmark sites and structures, and review any proposed changes, to maximize the potential that such sites and structures continue to remain a part of the community.

HP.05.03 Work to ensure that new residential development provides the public facilities (pedestrian paths, landscaped areas, and other neighborhood improvements) necessary to integrate the new development in a way that maintains or improves the character, livability, and aesthetic quality of a historic district.

HP.05.04 Promote the maintenance and improvement of infrastructure and amenities within existing historic districts or neighborhoods through permitting incentives.

HP.05.05 Develop city procedures for identifying archaeological and historical sites of value.

**Chapter 2.66
HISTORIC PRESERVATION**

Sections:

[2.66.010 Title.](#)

[2.66.020 Findings and purpose.](#)

[2.66.030 Definitions.](#)

[2.66.040 Commission – Creation and size.](#)

[2.66.050 Commission – Composition.](#)

[2.66.060 Commission – Terms.](#)

[2.66.070 Commission – Powers and duties.](#)

[2.66.080 Commission – Compensation.](#)

[2.66.090 Commission – Rules and officers.](#)

[2.66.100 Commission – Staff.](#)

[2.66.110 Criteria for determining designation in city register.](#)

[2.66.120 Review of properties nominated for National Register.](#)

[2.66.130 Process for designating properties or districts in city register.](#)

[2.66.140 Review of changes to register – Required.](#)

[2.66.150 Review of changes to register – Process.](#)

[2.66.160 Factors to consider in reviewing changes to historic register property.](#)

[2.66.170 Commission findings.](#)

[2.66.180 Removal of properties from register.](#)

[2.66.190 Relationship to zoning.](#)

[2.66.200 Review and monitoring of properties for special property tax valuation.](#)

2.66.010 Title.

This chapter shall be known and may be cited as the historic preservation ordinance. [Ord. 508B,

1993.]

2.66.020 Findings and purpose.

A. The city council finds that:

1. The recognition, enhancement, perpetuation, and continued use of the buildings, sites, and districts of historical significance within the city is in the interest of civic pride and the prosperity and general welfare of the city's inhabitants;
2. 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
3. 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.

B. The purpose of this chapter is to provide for the identification, enhancement, perpetuation, and use of the historic resources within the city in order to:

1. Safeguard the heritage of the city as presented by those buildings, sites, and districts which reflect significant elements of the city's history;
2. Strengthen the economic vitality of the city by promoting the stabilization and improvement of property values in historic areas and by encouraging new building and development that will be harmonious with existing historic buildings and areas;
3. Foster civic pride in the accomplishments of the past and a sense of identity based on the city's history;
4. Protect and enhance the city's ability to attract tourists and visitors, thereby stimulating the local economy;
5. Assist, encourage, and provide incentives to private property owners for conservation, renovation, restoration, redevelopment, and use of historic buildings, districts, neighborhoods, streets, and sites;
6. Promote and facilitate the early identification and resolution of conflicts between the preservation of historic resources and alternative land uses; and
7. Conserve valuable material and energy resources by ongoing use and maintenance of the existing environment. [Ord. 508B, 1993.]

2.66.030 Definitions.

The following words and terms, when used in this chapter, shall have the following meanings unless a different meaning clearly appears from the context:

“Building” means a structure constructed by human beings. The meaning includes both residential and nonresidential buildings, main, and accessory buildings.

“Comprehensive plan” means the comprehensive plan of the city which cites policies and goals that have been adopted by the city council to guide the development of the city as a whole, including specific areas and neighborhoods.

“District” means a geographically definable area containing buildings, sites, objects, and spaces linked historically through location, design, setting, material, workmanship, feeling, and/or association. The significance of a district is the product which the sense of time and place in history its individual components collectively convey. This sense may relate to developments during one period or through several periods in history.

“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.

“Historic commission” or “commission” means the Chehalis historic commission created and established by this chapter.

“Historic property” means property with adequate historic significance to be included in the city, state, or National Historic Register and property within a historic district, which contributes to the district’s historic setting, style, and integrity.

“Historic register” or “register” means the listing of property having “special historic significance” as defined in this section. The city historic register is developed and maintained by the city. State and national historic registers are maintained by the appropriate state or national agency.

“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 of historic property. 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, facade easements, gifts, preferential leasing policies, beneficial placement of public improvements, or amenities or the like.

“Ordinary repair and maintenance” means work for which the city does not require a building permit and the purpose and effect of which is to correct any deterioration or decay of or damage to the real property or structural appurtenance thereto, and to restore the same as nearly as may be practicable to the condition prior to the occurrence of such deterioration, decay, or damage.

“Owner” means the fee simple owner of record of real property as shall appear in the records of the assessor of Lewis County, Washington.

“Properties eligible for special evaluation” means all historic properties in the city.

“Significance” or “significant” or “special historic significance,” used in the context of historic significance, means a property which helps in the understanding of the history of the local area, state, or nation, whichever is applicable, by depicting the local, state, or national impact of the events or persons associated with the property, or its architectural type or style in information potential. The local area may include the city, Lewis County, southwest Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that depicts a theme that is important to one or more localities. State significance may apply to a property that depicts a theme that is important to the history of this state. National significance may apply to a property of exceptional value in representing or depicting an important theme in the history of the nation.

“Site” is a place where a significant event or pattern of significant events occurred. A site 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 significant events that may not have been actively occupied. A site may be the location of a ruin or now-nonexistent building of which the location itself possesses historical, cultural, or archaeological significance. [Ord. 508B, 1993.]

2.66.040 Commission – Creation and size.

There is created and established the Chehalis historic commission, consisting of seven members as provided in CMC [2.66.050](#). Members of the historic commission shall be appointed by the city council and shall be residents of the city except as provided in CMC [2.66.050](#). [Ord. 508B, 1993.]

2.66.050 Commission – Composition.

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 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 and the Washington State Department of Community Development, Office of Archaeology and Historic Preservation. Furthermore, exception to the residency requirement of the commission members may be granted by the mayor and city council in order to obtain

representatives from these disciplines.

C. The city council, in appointing members to the commission, may consider names submitted from any source, which shall notify history- and development-related organizations of vacancies so that names may be submitted by such organizations for consideration along with the names from any other source. [Ord. 508B, 1993.]

2.66.060 Commission – Terms.

Appointments for new terms shall be made for a three-year term. Vacancies shall be filled by the city council for the balance of an unexpired term in the same manner as provided in this chapter. [Ord. 508B, 1993.]

2.66.070 Commission – Powers and duties.

The major responsibilities of the commission are to identify and actively encourage the conservation of the city's historic resources by initiating and maintaining a city register of historic places and reviewing proposed changes to register properties, to make the community aware 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 commission shall engage in the following:

- A. Conduct and maintain a comprehensive inventory of historic property within the boundaries of the city and publicize and periodically update inventory results;
- B. Establish and maintain a city historic register according to the procedures provided in this chapter, which register shall be compiled of buildings, districts, and sites identified by the commission as having historic significance worthy of recognition by the city;
- C. Review proposals to construct, change, alter, modify, remodel, remove, or significantly affect property or districts on the register as provided in this chapter and adopt standards to be used to guide this review;
- D. Review and advise the city on environmental assessments, land use, housing and development, municipal improvement, and other types of planning and programs undertaken by the city, other neighboring communities, the county and the state or federal governments, as they relate to historic resources of the city and as required pursuant to the Environmental Policy Act (Chapter 43.21C RCW), the Historic Preservation Act (Chapter 27.34 RCW), the Indian Graves and Records Act (Chapter 27.44 RCW), the Rehabilitation Incentive Act (Chapter 84.26 RCW) and other historic conservation legislation;
- E. Review nominations to the State and National Registers of historic places;
- F. Serve as the local review board for the purpose of approving applications for special property tax valuation pursuant to Chapter 84.26 RCW, and enter into an agreement with the property owner for

the duration of the special valuation during which time the review board shall monitor the property for continued qualification for the special valuation pursuant to the requirements of Chapter 84.26 RCW;

G. 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;

H. Be informed about and provide information to the public on incentives for preservation of historic resources, including legislation, regulations, and codes which encourage the use and adaptive reuse of historic property;

I. Provide information to the public on methods of maintaining and rehabilitating historic property through the use of pamphlets, newsletters, workshops, or similar activities;

J. Participate in, promote, and conduct public information, education, and interpretive programs pertaining to historic resources;

K. 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;

L. Establish liaison support, communication, and cooperation with federal, state, and other local government entities which will further historic preservation objectives, including public education;

M. Advise the city council generally on matters of city history and historic preservation;

N. Perform other related functions assigned to the commission by the city council. [Ord. 508B, 1993.]

2.66.080 Commission – Compensation.

All members of the commission shall serve without compensation. [Ord. 508B, 1993.]

2.66.090 Commission – 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. [Ord. 508B, 1993.]

2.66.100 Commission – Staff.

Clerical and professional staff assistance shall be provided by the city's department of community 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. 810B § 6, 2006; Ord. 508B, 1993.]

2.66.110 Criteria for determining designation in city register.

Any building, site, or district may be designated for inclusion in the city register if it has significant character, interest, or value as part of the development, heritage, or cultural characteristics of the city, state, or nation, is at least 50 years of age, or is of lesser age and has exceptional importance, and:

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

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

H. Is a cemetery, which derives its primary significance from age, distinctive design features, or association with historic events, people, or cultural patterns;

I. Is a reconstructed building that has been executed in a historically accurate manner, within a suitable environment on the original building site and which is congruent with the city's history; or

J. Is a creative and unique example of formal 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. [Ord. 508B, 1993.]

2.66.120 Review of properties nominated for National Register.

Upon receipt from the state of Washington of an application for nomination to the National Register, the commission shall conduct a public hearing and prepare a report on whether or not the property, in the commission's opinion, meets the criteria for inclusion in the National Register. The chairman of the commission shall transmit the report with the commission's recommendation to the state within 60 days of receipt of the application. [Ord. 508B, 1993.]

2.66.130 Process for designating properties or districts in city register.

A. Any person may nominate a building, site, or district for inclusion in the city historic register. Members of the commission, or the commission as a whole, may make general nominations. In its designation decision, the commission shall consider the city inventory of historic places and the city comprehensive plan.

B. The nomination for the designation of a district to the city historic register shall include a description of the boundaries of the district, the characteristics of the district which justify designation, and inventory of features, including buildings and sites which contribute to the significance of the district and standards to guide review of changes to property within the district. The inventory of features required may include several levels of significance, depending on the importance of each feature.

C. The commission shall consider the merits of the nomination at an open public hearing after due notice has been given to the public and to the owner of the subject property not less than 10 days prior to the hearing. Such notice shall include publication in a newspaper of general circulation in the city. Notice to the owner shall be by United States mail, postage prepaid, to the address of the owner as shall appear in the records of the assessor of Lewis County. The date of mailing of such notice shall constitute the date of service of notice upon the owner. If the commission finds that the nominated property meets the designation criteria in CMC [2.66.110](#), the property shall be listed on the city historic register and the owner notified of the listing. Notification of the listing shall be effected in the same manner as notice of the public hearing to consider the merits of the nomination. The notification of the listing shall include an advice to the owner of the property that the decision of the commission may be appealed to the city council as provided in this chapter.

D. The decision of the commission designating property and/or a district to the city register may be appealed to the city council by the owner of any property affected. Such appeal shall be filed in writing with the community development department within 30 days of the date notification of the listing is mailed to the appealing owner. The city council, upon receiving notice of an appeal, shall set a date for a public hearing on the appeal, which date shall not be less than 20 days nor more than 60 days from the date of receipt of written notice of appeal by the council. The appeal may be heard by the council sitting en banc or by a committee of the council. The council shall consider the verbatim proceedings of the commission public hearing to consider the nomination and may, at the discretion of the council during the appeal hearing, accept additional testimony in favor of or against the designation. The city council shall, on or before its next regularly scheduled public meeting, issue a decision affirming or reversing the decision of the commission.

E. Property listed on the city register shall be recorded on official zoning records with an "HR" designation for historic register. This designation shall not change nor modify the underlying zone classification.

F. The decision of the commission shall be recorded with the auditor of Lewis County upon the expiration of the appeal period or upon receipt of the decision from the city council affirming the

decision of the commission to designate property for the city register. [Ord. 810B § 6, 2006; Ord. 508B, 1993.]

2.66.140 Review of changes to register – Required.

No person shall construct any new building, nor reconstruct, alter, restore, remodel, repair, or demolish any existing building which is on the register or within a historic district without review by the commission. The review shall apply only to the exterior features which make the property historically significant; provided, that this section through CMC [2.66.170](#) shall have no application to ordinary repair and maintenance, including painting, nor to emergency measures as defined in CMC [2.66.030](#). [Ord. 508B, 1993.]

2.66.150 Review of changes to register – Process.

A. The building or zoning official shall report any application for a permit for exterior work on a designated historic register property or in a historic district to the commission and shall notify the applicant of the commission's review requirements. The building or zoning official shall continue to process such application and shall work with the commission in considering building and fire code requirements but shall not issue any such permit until review and findings have been made by the commission. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted.

B. The owner or owner's agent may apply directly to the commission for a review of the proposed changes on a designated historic property or on property within a designated historic district.

C. Each application for review of proposed changes shall be accompanied by such information as is required by the commission and which is reasonably necessary for the proper review of the proposed project.

D. The commission shall meet with the applicant and review the proposed work according to the factors contained in CMC [2.66.160](#). The commission shall complete its review and make its recommendations within 30 days of the date of receipt of the application. Action on the application shall be made at regular meetings of the commission. The commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. These findings of fact and reasons shall be based on the factors to consider in reviewing changes as cited in CMC [2.66.160](#). [Ord. 508B, 1993.]

2.66.160 Factors to consider in reviewing changes to historic register property.

A. In the case of property not located within a designated historic district, the commission shall consider whether the proposed work will detrimentally alter, destroy, or adversely affect any interior or exterior feature which relates to the listing of the property on the historic register.

B. In the case of construction of a new improvement or building on the site of a historic register property, the commission shall consider whether the exterior of such construction will adversely

affect and/or will be compatible with the external appearance of existing designated improvements, buildings and structures on said site.

C. In the case of any property located within a historic district, the commission shall consider whether the proposed construction, removal, rehabilitation, alteration, remodeling, excavation, or exterior alteration adversely affects the character of the district or historic features of the building.

D. In all cases, the commission shall consider whether proposed alterations or significant changes are necessary or appropriate to meet the requirements of any other law, statute, regulation, code, or ordinance. [Ord. 508B, 1993.]

2.66.170 Commission findings.

If the final proposal to reconstruct, alter, restore, remodel, repair, or demolish an existing historic building will create a significant effect on the historic characteristics of the building or significant effect on the features of the building which were the basis for listing the building on the register, the commission must begin consideration for removal of the property from the register as provided in CMC [2.66.180](#). [Ord. 508B, 1993.]

2.66.180 Removal of properties from register.

In the event any historic property has been altered, remodeled, reconstructed, or demolished in a way or to an extent that creates significantly adverse effects on the building elements which relate to the listing of the property on the historic register, the commission shall remove such designation by the same procedure as provided for in establishing the designation, particularly CMC [2.66.130](#)(C), (D) and (E). [Ord. 508B, 1993.]

2.66.190 Relationship to zoning.

Properties designated to the historic register shall be subject to the provisions set forth in this chapter, as well as the bulk, use, setback, and other controls of the zoning district in which they are located. Nothing contained in this chapter shall be construed to be repealing, modifying, or waiving any zoning provisions. [Ord. 508B, 1993.]

2.66.200 Review and monitoring of properties for special property tax valuation.

A. The commission shall be, and it is, designated as the local review board for special property tax valuation as defined in RCW 84.26.020(5).

B. The commission shall accept applications from the Lewis County assessor of classification of historic property for special valuation pursuant to Chapter 84.26 RCW.

C. The commission shall approve applications for classification of historic property for special valuation pursuant to the requirements of RCW 84.26.050(2).

D. An application for classification as an eligible historic property shall be approved or denied by the commission within 60 days of the commission's receipt of the application. The commission

shall notify the applicant and the county assessor of the approval or denial within 10 days of the commission's assessment, and the assessor shall be notified before December 31st of the calendar year in which the application is made, provided such application is received by the commission on or before the tenth day of October of the calendar year in which the application is made.

E. If the commission determines that the property qualifies as an eligible historic property, the review board shall certify the fact in writing and shall file a copy of the certificate with the county assessor within 10 days. The certificate shall state the facts upon which the approval is based.

F. Once an agreement between an owner and the commission has become effective pursuant to subsection (C) of this section, there shall be no changes in standards of maintenance, public access, alteration, or report requirements, nor any other provisions of the agreement, during the period of the classification, without the approval of all parties to the agreement. [Ord. 508B, 1993.]

CITY OF CHEHALIS PLANNING COMMISSION RULES OF THE COMMISSION

SECTION I: AUTHORITY

1.1 Title 2.60.010 of the Chehalis Municipal Code and 35A.63.020 RCW authorize the creation of a "Planning Agency" to be known as the Chehalis Planning Commission. Said agency serves in an advisory capacity to city officials and to the City Council. The Planning Commission consists of seven regular members.

1.2 The seven regular members shall be appointed by the Mayor subject to confirmation by the City Council.

1.3 Terms of the members shall be as follows:

- a. Positions 1, 2, and 3 shall have their terms expire in December, four years after appointment.
- b. Positions 4 and 5 shall have their terms expire in December, two years beginning in 2020 with all subsequent terms lasting four years.
- c. Positions 6 and 7 shall have their terms expire in December three years beginning in 2020 with all subsequent terms lasting four years.

1.4 Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired term. Members may be removed, after a public hearing, by the appointing official, with the approval of the City Council for inefficiency, neglect of duty or malfeasance in office.

1.5 At least five (5) members of the Planning Commission shall be residents of the city. Up to two (2) members need not be residents of the city but shall reside within the city's urban growth area. In the event a Planning Commission member is serving, who is not a resident of the city, such person shall not be authorized to serve as Planning Commission Chair. In the further event that a duly appointed member shall move from within the city to outside the city, that person may remain on the Planning Commission with the consent of the mayor and approval of the council for the duration of the unexpired term.

1.6 The Planning Commission shall have all the powers and perform each and all of the duties specified by Chapter 35A.63 RCW, together with any duties or authority which may be conferred upon them by statute or ordinance. The performance of such duties and the exercise of such authority shall be subject to each and all of the limitations expressed in such legislative enactment or enactments.

1.7 The position of a member shall be forfeited and become vacant for failure to attend three regular consecutive meetings of the Planning Commission, unless such absence is excused by a majority of the members of the Planning Commission.

SECTION II: OFFICERS

2.1 The officers of the Planning Commission shall consist of a Chair and Vice-Chair elected from the members of the Planning Commission, and such other officers of the Planning Commission may, by majority vote, approve and appoint. The Director of the Community Development Department or designee shall serve ex-officio without vote as the Staff.

2.2 The election of officers shall take place once a year on the occasion of the first meeting in January of each calendar year. The term of office of each officer shall run until the subsequent election, provided however, any officer may be removed at any time by vote of the Planning Commission entered on record. If for any reason, Planning Commission officers are not elected at the first January meeting, the existing members shall continue to serve until an election is held.

SECTION III: CHAIR

3.1 The Chair shall preside over the meetings of the Planning Commission and may exercise all the powers usually incident to the office retaining, however, as a member of the Planning Commission, the full right to have a vote recorded in all deliberations of the Planning Commission.

3.2 The Chair shall have full power to create temporary committees of one or more members. Temporary committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Planning Commission. No standing or temporary committee shall have the power to commit the Planning Commission to the endorsement of any plan or program without the approval of the Planning Commission. No committee shall constitute a quorum of the Planning Commission.

3.3 The Vice-Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.

3.4 In the absence of both the Chair and Vice-Chair, the members present shall choose a temporary Chair for the meeting.

SECTION IV: SECRETARY

4.1 The Secretary shall keep a record of all meetings of the Planning Commission and, when requested to do so of its committees, these records shall be retained in the office of the City of Chehalis Community Development Department.

4.2 When the Chair of the Planning Commission is not available, the Secretary is authorized to sign minutes, recommendations, findings of fact and other Planning Commission documents for the Planning Commission subsequent to action on these matters by the Commission.

SECTION V: MEETINGS

5.1 All regular meetings will be held in the City of Chehalis Council Chambers, Chehalis, Washington, unless otherwise scheduled and noticed in advance and shall be open to the public.

5.2 All regular meetings shall be held the second Tuesday of each month and will begin at 6:00 p.m., or as soon thereafter as practical.

5.3 When it appears to the Staff that the amount of business to be transacted at an upcoming regular meeting is in excess of that which could be completed prior to 9:00 p.m.,

the Staff may arrange for a scheduled time, place and date for a continuation of the meeting. If a continuation is scheduled in advance, the Staff shall prepare a joint agenda which clearly indicates the time, place and date of the continued meeting and which enumerates the items of business to be held each day. No item of business set for the continued meeting date shall be heard previously. Prior to the start of the regular meeting, a copy of the agenda shall be conspicuously posted near the entrance to the meeting place. Any regular meeting scheduled for continuance by the Staff under this section shall be automatically continued to the date, time and place so scheduled.

5.4 When a regular meeting day falls on a legal holiday, the Planning Commission shall convene on the next regular business day. Provided, however that the regular meeting shall be scheduled in the week prior to or immediately following the Thanksgiving and Christmas/New Year holidays.

5.5 The Planning Commission may adjourn any meeting over to the next regular meeting by a majority vote of the quorum or may designate a specific day, time and place, but such order shall apply only to the date and time named in the order.

5.6 Special meetings shall be at the call of the Chair, by the Staff in consultation with the Chair or at the written request of at least four appointive members of the Planning Commission; provided that written notice of such special meeting so called shall be delivered personally, by facsimile, e-mail or by the U.S. Postal Service at least twenty-four hours before the time of such meeting as specified in the notice to each member and to each local newspaper of general circulation which has on file with the governing body a written request to be notified of such special meeting or of all special meetings. Each local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of any special meetings shall also be notified. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Such written notice may be dispensed to any member who has on file with the Secretary a written waiver of notice of all special meetings or who, prior to or at the time of any special meeting, files a written notice may also be dispensed with as to any member who is actually in attendance at any special meeting.

5.7 Whenever any Planning Commission agenda item is continued to the next regular meeting or to a special meeting, a notice of such continuance shall be conspicuously posted on the next business day immediately after the time of continuance on or near the door of the place where the meeting was held.

5.8 If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a regular meeting may be cancelled at the call of the Chair or Staff. Notice of cancellation may be communicated to Planning Commission members telephonically or by email.

5.9 Should there not be a quorum of the Planning Commission present; the members present shall adjourn to the next regular meeting, unless a special meeting is called as provided in these rules. In the case that no members are present, the Staff shall adjourn to the next regular meeting unless a special meeting is scheduled as provided in these rules.

5.10 All meetings of the Planning Commission shall be recorded. Staff shall cause minutes of the meetings to be prepared in a timely manner.

5.11 Except as modified by these Rules of the Planning Commission, Robert's Rules of Order shall govern the conduct of meetings.

SECTION VI: AGENDA

6.1 An agenda shall be prepared by the Secretary for each meeting, which shall substantially conform to the following outline for the order of business:

- I. Call to Order:
 1. Roll call
- II. Approval of Minutes:
- III. Presentations:
- IV. Explanation of rules of procedures (for hearings):
- V. Citizen Input:
- VI. Action/Motion Items:
- VII. Commission Business:
- VIII. Date of next regular or special meeting
- IX. Adjournment or continuance to a date, place and time certain

SECTION VII: QUORUM

7.1 A simple majority of the currently appointed members shall constitute a quorum for the transaction of business, except as provided in section 7.2 below. The Planning Commission can receive reports or petitions whenever a quorum is present.

7.2 If there is a desire of any Planning Commission member to abstain from voting because of a potential conflict of interest, this view should be expressed as soon as the potential conflict becomes apparent and before any discussion is held on the business before the Planning Commission. The members shall then step down and leave the hearing room. When a member has stepped down because of a possible conflict of interest, the member shall not be counted as present for the purposes of establishing a quorum during consideration undertaken while the member is not sitting with the Planning Commission.

SECTION VIII: ABSENCE OF MEMBERS

8.1 Upon request of a member, or of Staff on behalf of the member, the Planning Commission may excuse the absence from any meeting for reasonable cause.

8.2 In the event of a member incurring three (3) unexcused absences in any six-month period, or six (6) absences, excused or unexcused within a twelve-month period, the member's record shall be forwarded by Staff to City Council for consideration.

SECTION IX: VOTING

9.1 All Planning Commission members present, including the presiding member, shall vote when any action is taken.

9.2 A majority vote of the quorum shall decide questions, provided, that any recommendation to the City Council of any official control or Comprehensive Plan or any amendments thereto shall be by the affirmative vote of not less than a majority of the total members of the Planning Commission.

9.3 The decision on any question may be reconsidered if, before such action is transmitted to the City Council, any member who voted with the majority moves for a reconsideration and such motion is approved by the Planning Commissioners. Such motion for reconsideration shall take precedence over all other motions, except a motion to adjourn. If such reconsideration involves an official control or comprehensive plan or amendment thereto, and the decision to make reconsideration is made after the close of regular consideration of that item, then such reconsideration shall be processed in accordance with the procedural requirements of Chehalis Municipal Code. No question shall be reconsidered more than once.

SECTION X: PUBLIC MEETING RULES OF PROCEDURE

10.1 All persons speaking to the Planning Commission shall stand, approach the microphone, if provided, and identify themselves by name, address and whom they represent.

10.2 All comments shall be directed to the Chair.

10.3 Testimony shall be kept factual and on the subject. The Chair is charged with the responsibility of discouraging and stopping irrelevant, unnecessarily long, repetitive, or abusive testimony. At the onset of any item of business, the Chairman may limit the length of testimony. Time permitted, additional opportunity will be provided for additional public comments after everyone who, so desires has had an opportunity to speak.

10.4 The audience shall not interrupt testimony.

10.5 Speakers shall not question one another; instead a question shall be addressed to the Chair. Upon request of a consensus of the members, the Chair may allow direct questioning of an expert witness who has previously testified on behalf of an opponent or proponent, or other business before the Planning Commission.

10.6 If written statements are made, a copy shall be presented to the Planning Commission and the Secretary.

SECTION XI: AMENDMENT OR SUSPENSION OF RULES

11.1 These rules may be amended at any regular meeting of the Planning Commission by a majority vote of the entire Planning Commission membership if the proposed amendment is presented in writing at the immediately preceding regular meeting.

11.2 No rule shall be suspended without the concurrence of two-thirds of the members present.

11.3 No rule that reflects a requirement of state law may be suspended.

11.4 We, the members constituting a quorum of the Planning Commission of the City of Chehalis, State of Washington, created by an Ordinance of the City Council, do this date hereby adopt, publish and declare the following as the Planning Commission Rules of Procedure and further rescind all rules previously adopted by this Commission.

Dated this day of _____, 2020.

SCOTT BLINKS, POSITION NO. 1

JEFF MECCA, POSITION NO. 2

PAT SODERQUIST, POSITION NO. 3

KYLE MCKERRICHER, POSITION NO. 4

DAVE FITZPATRICK, POSITION NO. 5

VACANT, POSTION NO. 6

NOEL SHARP, POSITION NO. 7

Attest:

BY: _____
Tammy Baraconi, Planning and Building Manager

BY: _____
Deborah King, Recording Secretary

\\gensrv\Shares\Building & Planning\Planning Commission\PC by laws.docx