



Building and Planning Department

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CHEHALIS HISTORIC PRESERVATION COMMISSION AGENDA

Regular meeting of March 16, 2023

@ 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
Mitch Moeber, Commissioner
John Six, Commissioner

Tammy Baraconi, Planning Manager
Laura Fisher, Permit Technician

AGENDA ITEMS:

1. Call to Order
2. Roll Call
3. Approval of the Agenda for February 16, 2023.
4. Citizen Business
5. Old Business
 - a. Email addresses.
 - b. Follow up from February meeting.
 - c. Review of the Model Ordinance.
6. New Business
7. Commission Business
8. Adjourn Meeting
 - a. Next meeting to be held April 13, 2023.

Join Zoom Meeting

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

1 **Historic Preservation Commission**

2 **February 16, 2023**

3
4 Pete Hammer calls meeting to order at 5:30pm. Roll call is taken. Present: Pete Hammer, Jo Ann
5 Kuehner, Kathy Smith, Jill McNaught, John Six, Mitch Moberg, Casey Forsman.

6 #3 Approval of the meeting minutes for January 19, 2023. Pete Hammer entertains a motion to approve.
7 Kathy Smith motions to approve, Jo Ann Kuehner seconds the motion. Minutes approved. Pete Hammer
8 moves to item #4 on the agenda Special Meeting. No public comment.

9 Tammy Baraconi introduces new commissioners Mitch Moberg and John Six. Pete welcomes the new
10 commissioners then moves to item #4 a. training for Open Public Meetings Act.

11 Tammy asks Kevin Nelson, City Attorney to talk with group about more training beyond what they have
12 already had with the Open Public Meeting Act. She has concerns regarding the last meeting and has asked
13 Mr. Nelson to come speak regarding the potential repercussions. Committees can not be created outside
14 of this meeting or assign members to those committees outside this meeting. Information can not be
15 shared with the whole group outside of this meeting. There are severe consequences for that which is
16 why she has asked Mr. Nelson to explain that to everyone. She explains how serious the Open Public
17 Meetings Act is and provides an example.

18 5:34pm Kevin Nelson introduces himself as the City Attorney explains his goal to provide an overview of
19 the Open Public Meetings Act. He provides a presentation for the group going over what the Open Public
20 Meetings Act is, what the RCW is and how there is an entire chapter on what is allowed and what is not
21 allowed and how that process works. He provides history on how it came to be. All meetings shall be
22 open to the public and essentially all documents are open to the public. He provides definition on
23 meetings. Handout provided to commissioners providing detail on delegated authority, which has a list
24 of delegated powers. Education is provided in more depth on Open Public Meetings Act.

25 5:39pm Tammy provides examples of duties to review historic properties from her experience.

26 Kevin continues with educating, instruction, and explaining in more detail. Discussing emails, electronic
27 documents, conference calls. Reviews non compliance of Open Public Meetings Act and potential
28 repercussions as well as the variations in meeting types and agendas with those requirements. Provides
29 pamphlet to commissioners on Open Public Meetings Act, powers and duties, and a section from MRSC
30 with dos and don'ts. Instructs on emergency situations.

31 5:48pm Jo Ann asks about the rules they are going by from 1999 and reads a section out loud to the group.
32 She asks Kevin how. Kevin replies at an open public meeting. When you create a committee it has to be

33 done at an open public meeting. He continues to explain committees and subcommittees requirements
34 and the guidelines the group has to follow. Describes what is expected within official capacity and how a
35 public record is created.

36 Tammy explains how and why she handles emails that are sent with everyone cc'd on them.

37 Kevin adds recommendations and caution regarding personal email and potential public disclosure.

38 5:58pm Jill asks Kevin about 2 members of the commission discussing rules with no decisions made, then
39 bring it to the group. Kevin explains this is not creating a meeting, but it still is creating documents which
40 is subject to a public records disclosure.

41 5:59pm John asks for further clarification in which Kevin explains if there is no documentation (anything
42 in writing) it is not subject to public records disclosure. If 4 members are talking that becomes an open
43 public meeting. 4 is a quorum if there are 7 total members on the commission.

44 John shares that with the last meeting in the recording he watched there was discussion of changing the
45 rules so that the number was 5 total members instead of 7. Jill responds that previously Tammy had
46 proposed that the rules be changed from 7 members to 5 so that they wouldn't need as many people to
47 make quorum. Pete thanks Kevin for coming to talk with the commission.

48 6:03pm Kevin Nelson City Attorney exits the meeting.

49 Pete moves to next item on the agenda 4c. Announcement of change in meeting date.

50 Tammy explains that the meeting date set has conflicted with meetings for Experience Chehalis and
51 downtown business owners not able to attend. She asks the group if they are willing to change to the
52 second Thursday of every month.

53 Jo Ann responds that the group has voted on this already. She is unable to because of previous
54 arrangements made. She might be able to do it next year.

55 Tammy explains that it is not just the Experience Chehalis, it is also some of the downtown businesses
56 who would like to attend. She proposes the groups votes again. There is also the option of participating
57 via Zoom.

58 6:07pm Pete entertains a motion to vote for the change of date. Mitch moves to vote on changing the
59 meeting date from the third Thursday of the month to the second. John would prefer to change it due to
60 conflicts with he and his wife's participation in committees at the same time and the challenges that occur
61 with childcare. Vote is taken with 3 in favor and 4 nays.

62 Casey shares that she has a business out of state and it is very difficult to attend. She asks to get a phone
63 number she can call so that if she is having trouble with Zoom she can at least call.

64 6:10pm Tammy talks about procedures. She explains the process for setting the agenda. Let the Chair,
65 Pete know if you have an item that you would like to add to the agenda. Pete and Tammy will go over
66 these items every month and will work through it. She asks that everyone update their contact
67 information on the roster provided .

68 6:12pm Jill asks about last months meeting when they asked to approve the rules, if that should be carried
69 over this month. Pete thinks it should be carried forward.

70 Tammy explains that it needs to be on the agenda before you do it. Committees must form at a meeting.
71 Appointing people for the committee must be at a meeting. The agenda was not amended to add more
72 items. Pete recommends putting them on the agenda for next month. Jill talks about how this was
73 discussed in March of last year.

74 John asks how quickly do they need to have topics brought to the chairman in order to have them added
75 to the agenda?

76 Tammy recommends talking to Pete at least a week before the meeting. John asks how soon they can
77 amend an agenda. Tammy answers that it is amended at the meeting.

78 6:17pm Pete proposes the items be added to next months agenda. He then entertains a motion to adjourn
79 the meeting. Kathy moves to motion to adjourn. Casey seconds the motion. Meeting adjourned.

80

81 Approved by: _____

82 Pete Hammer, Chair

83 Recorded by: _____

84 Laura Fisher, Permit Technician



CHEHALIS HISTORIC PRESERVATION ORDINANCE

Section 1	Purpose
Section 2	Title
Section 3	Definitions
Section 4	Chehalis Historic Preservation Commission
Section 5	Chehalis Register of Historic Places
Section 6	Review of Changes to Chehalis Register Properties

SECTION 1. PURPOSE

The purpose of this ordinance is to provide for the identification, evaluation, designation, and protection of designated historic and prehistoric resources within the boundaries of the City of Chehalis and preserve and rehabilitate eligible historic properties within the City of Chehalis for future generations in order to:

- A. Safeguard the heritage of the City of Chehalis as represented by those buildings, districts, objects, sites and structures which reflect significant elements of the local history;
- B. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on Chehalis' history;
- C. Stabilize or improve the aesthetic and economic vitality and values of such sites, improvements and objects;
- D. Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, districts, objects, sites and structures;
- E. Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and,
- F. Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

SECTION 2. SHORT TITLE

The following sections shall be known and may be cited as the "historic preservation ordinance of the City of Chehalis."

SECTION 3. DEFINITIONS

The following words and terms when used in this ordinance shall mean as follows, unless a different meaning clearly appears from the context:

- A. "Chehalis Historic Inventory" or "Inventory" means the comprehensive inventory of historic and prehistoric resources within the boundaries of Chehalis.
- B. "Chehalis Historic Preservation Commission" or "Commission" means the commission created by Section 4 herein.
- C. "Chehalis Register of Historic Places", "Local Register", or "Register" means the listing of locally designated properties provided for in Section 5 herein.
- D. A "building" is a structure constructed by human beings. This includes both residential and nonresidential buildings, main and accessory buildings.
- E. "Certificate of Appropriateness" means the document indicating that the commission has reviewed the proposed changes to a local register property or within a local register historic district and certified the changes as not adversely affecting the historic characteristics of the property which contribute to its designation.
- F. "Certified Local Government" or "CLG" means the designation reflecting that the local government has been jointly certified by the State Historic Preservation Officer and the National Park Service as having established its own historic preservation commission

and a program meeting Federal and State standards.

- G. A “district” is a geographically definable area urban or rural, small or large—possessing a significant concentration, linkage, or continuity of sites buildings, structures, and/or objects united by past events or aesthetically by plan or physical development.
- H. “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.
- I. “Historic property” means real property together with improvements thereon, except property listed in a register primarily for objects buried below ground, which is listed in a local register of a Certified Local Government or the National Register of Historic Places.
- J. “Incentives” are such rights or privileges or combination thereof which the City Council, or other local, state, or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant or obtain for the owner(s) of Register properties. Examples of economic incentives include but are not limited to 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.
- K. “Local Review Board”, or “Board” used in Chapter 84.26 RCW and Chapter 254-20 WAC for the special valuation of historic properties means the commission created in Section 4 herein.
- L. “National Register of Historic Places” means the national listing of properties significant to our cultural history because of their documented importance to our history, architectural history, engineering, or cultural heritage.
- M. An “object” is a thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.
- N. “Ordinary repair and maintenance” means work for which a permit issued by the City of Chehalis is not required by law, and where the purpose and effect of such work is to correct any deterioration or decay of or damage to the real property or structure appurtenance therein and to restore the same, as nearly as may be practicable, to the condition prior to the occurrence of such deterioration, decay, or damage.
- O. “Owner” of property is the fee simple owner of record as exists on the Lewis County Assessor’s records.
- P. “Significance” or “significant” used in the context of historic significance means the following: a property with local, state, or national significance is one which helps in the understanding of the history or prehistory of the local area, state, or nation (whichever is applicable) by illuminating the local, statewide, or nationwide impact of the events or persons associated with the property, or its architectural type or style in information potential. The local area can include Chehalis, Lewis County, or Southwestern Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.
- Q. A “site” is a place where a significant event or pattern of events occurred. It may be the location of prehistoric or historic occupation or activities that may be marked by physical remains; or it may be the symbolic focus of a significant event or pattern of events that may not have been actively occupied. A site may be the location of ruined or now non-extant building or structure of the location itself possesses historic cultural or archaeological significance.
- R. “State Register of Historic Places” means the state listing of properties significant to the community, state, or nation but which may or may not meet the criteria of the National Register.
- S. A “structure” is a work made up of interdependent and interrelated parts in a definite pattern of organization. Generally constructed by man, it is often an engineering project.
- T. “Universal Transverse Mercator” or “UTM” means the grid zone in metric measurement providing for an exact point of numerical reference.
- U. “Waiver of a Certificate of Appropriateness” or “Waiver” means the document indicating that the commission has reviewed the proposed whole or partial demolition of a local register property or in a local register historic district and failing to find alternatives to demolition has issued a waiver of a Certificate of Appropriateness which allows the building or zoning official to issue a permit for demolition.

SECTION 4. CHEHALIS HISTORIC PRESERVATION COMMISSION

A. Creation and Size

There is hereby established a Chehalis Historic Preservation Commission, consisting of 8 members, as provided in subsection 4-B below. Members of the City of Chehalis Historic Preservation Commission shall be appointed by the Mayor and approved by the City Council and shall be residents of the City of Chehalis, except as provided in subsection 4-B below.

B. Composition of the Commission

1. All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgement.
2. The commission shall always include eight (8) professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines. The commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the Mayor and the State Historic Preservation Officer on behalf of the State. Furthermore, exception to the residency requirement of commission members may be granted by the Mayor and City Council in order to obtain representatives from these disciplines.
3. In making appointments, the Mayor may consider names submitted from any source, but the Mayor shall notify history and Chehalis 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.

C. Terms

The original appointment of members to the commission shall be as follows: three (3) for two (2) years, three (3) for three (3) years; and two (2) for four (4) years. Thereafter, appointments shall be made for a three (3) year term. Vacancies shall be filled by the Mayor for the unexpired term in the same manner as the original appointment.

D. 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:

1. Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the City of Chehalis and known as the Chehalis Historic Inventory and 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.
2. Initiate and maintain the Chehalis Register of Historic Places. This official register shall be compiled of buildings, structures, sites, objects, and districts identified by the commission as having historic significance worthy of recognition and protection by the City of Chehalis and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties.
3. Review nominations to the Chehalis Register of Historic Places according to criteria in Section 5 of this ordinance and adopt standards in its rules to be used to guide this review.
4. Review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in Section 6; and adopt standards in its rules to be used to guide this review and the issuance of a certificate of appropriateness or waiver.
5. Provide for the review either by the commission or its staff of all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to identified historic resources or adjacent properties.
6. Conduct all commission meetings in compliance with Chapter 42.30 RCW, Open Public Meetings Act, to provide for adequate public participation and adopt standards in its rules to guide this action.
7. Participate in, promote and conduct public information, educational and interpretive programs pertaining to historic and prehistoric resources.
8. Establish liaison support, communication and cooperation with federal, state, and other local government entities which will further historic preservation objectives, including public education, within the Chehalis area.
9. Review and comment to the City Council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the City of Chehalis, other neighboring communities, Lewis County, the state or federal

governments, as they relate to historic resources of the City of Chehalis.

10. Advise the City Council and the Mayor generally on matters of Chehalis history and historic preservation.
11. Perform other related functions assigned to the Commission by the City Council or the Mayor.
12. Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities.
13. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.
14. Be informed about and provide information to the public and city departments on incentives for preservation of historic resources including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties.
15. Review nominations to the State and National Registers of Historic Places.
16. Investigate and report to the City Council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the City of Chehalis.
17. The commission shall adopt rules of procedure to address items 3, 4, and 6 inclusive.

E. Compensation

All members shall serve without compensation.

F. 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.

G. Commission Staff

Commission and professional staff assistance shall be provided by City Staff as may be necessary to aid the commission in carrying out its duties and responsibilities under this ordinance.

SECTION 5. CHEHALIS REGISTER OF HISTORIC PLACES

A. Criteria for Determining Designation in the Register

Any building, structure, site, object, or district may be designated for inclusion in the Chehalis 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.

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

B. Process for Designating Properties or Districts to the Chehalis Register of Historic Places

1. Commission Members may nominate a building, structure, site, object, or district for inclusion in the Chehalis 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 Chehalis Historic Inventory and the Chehalis Comprehensive

Plan.

2. In the case of individual properties, the designation shall include the UTM reference and all features—interior and exterior—and outbuildings that contribute to its designation.
3. In the case of districts, the designation shall include description of the boundaries of the district; the characteristics of the district justifying its designation; and a list of all properties including features, structures, sites, and objects contributing to the designation of the district.
4. The Chehalis Historic Preservation Commission shall consider the merits of the nomination, according to the criteria in Section 5 and according to the nomination review standards established in rules, at a public meeting. Adequate notice will be given to the public, the owner(s) and the authors of the nomination, if different, and lessees, if any, of the subject property prior to the public meeting according to standards for public meetings established in rules and in compliance with Chapter 42.30 RCW, Open Public Meetings Act. Such notice shall include publication in a newspaper of general circulation in Chehalis any other form of notification deemed appropriate by the City of Chehalis. If the commission finds that the nominated property is eligible for the Chehalis Register of Historic Places, the commission shall make recommendation to the City Council that the property be listed in the Register with owner’s consent. In the case of historic districts, the commission shall consider a simple majority of property owners to be adequate for owner consent. Owner consent and notification procedures in the case of districts shall be further defined in rules. The public, property owner(s) and the authors of the nomination, if different, and lessees, if any, shall be notified of the listing.
5. Properties listed on the Chehalis Register of Historic Places shall be recorded on official zoning records with an “HR” (for Historic Register) designation. This designation shall not change or modify the underlying zone classification.

C. Removal of Properties from the Register

In the event that any property is no longer deemed appropriate for designation to the Chehalis Register of Historic Places, the commission may initiate removal from such designation by the same procedure as provided for in establishing the designation, subsection 5-B. A property may be removed from the Chehalis Register of Historic Places without the owner’s consent.

D. Effects of Listing on the Register

1. Listing on the Chehalis Historic Preservation Commission is a designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as contributing properties to a historic district.
2. Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures defined in Section 3, the owner must request and receive a Certificate of Appropriateness from the commission for the proposed work. Violation of this rule shall be grounds for the commission to review the property for removal from the register.
3. Prior to whole or partial demolition of a register property, the owner must request and receive a waiver of a Certificate of Appropriateness.

SECTION 6. REVIEW OF CHANGES TO CHEHALIS REGISTER OF HISTORIC PLACES PROPERTIES

A. Review Required

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

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

B. Exemptions

The following activities do not require a Certificate of Appropriateness or review by the commission: ordinary repair and maintenance—which includes painting—or emergency measures defined in Section 3.

C. Review Process

1. **Requests for Review and Issuance of a Certificate of Appropriateness or Waiver**
The building or zoning official shall report any application for a permit to work on a designated Chehalis Register of Historic Places

property or in a Chehalis Register of Historic Places historic district to the commission. If the activity is not exempt from review, the commission or professional staff shall notify the applicant of the review requirements. The building or zoning official shall not issue any such permit until a Certificate of Appropriateness or a waiver is received from the commission but shall work with the commission in considering building and fire code requirements.

2. **Commission Review**

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

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

The commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. If the owner agrees to the commission's recommendations, a Certificate of Appropriateness shall be awarded by the commission according to standards established in the commission's rules.

The commission's recommendations and, if awarded, the Certificate of Appropriateness shall be transmitted to the building or zoning official. If a Certificate of Appropriateness is awarded, the building or zoning official may then issue the permit.

3. **Demolition**

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

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

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

The appeal shall be reviewed by the council only on the records of the commission. Appeal of Council's decision regarding a waiver of a Certificate of Appropriateness may be appealed to Superior Court.