

City of Buckley

Citizens Advisory Commission

Monday, December 15 5:30PM
Buckley City Hall – Rainier Room



Zoom Link:

<https://us02web.zoom.us/j/82046244610?pwd=7allbBxXZ2uMfajluAdqi5TFptfD9w.1>

Meeting ID: 838 5763 8413

Passcode: 032293

AGENDA:

Call to order

Roll Call

Approval of Agenda

Approval of August Meeting Minutes

Staff Reports:

Community Events in 2026

Erin

Youth Center Staffing Update

Erin

Old Business:

Historic Preservation Ordinance (CLG)

Discussion

2026 Work Plan

Action

Wayfinding

Discussion

New Business:

Annual Review of Buckley Hall Policies

Review

Annual Review of Special Event Application

Review

Commissioner Comments:

Adjournment:

Upcoming Meetings:

January 26

Meeting Minutes:

City of Buckley

Citizens Advisory Commission

Monday, August 18 5:30PM

Buckley Multi-Purpose Center



Zoom Link:

<https://us02web.zoom.us/j/82046244610?pwd=7allbBxXZ2uMfajluAdqi5TFptfD9w.1>

Meeting ID: 838 5763 8413

Passcode: 032293

Call to Order

Commission Chair April Rattray called the meeting to order at 6:00 PM.

Roll Call

Present: April Rattray, Jay Hambly, Kria Wohlfeil, Elizabeth Carter, Councilmember Mackenzie Anderson

Absent: Natasha, Rochelle

Approval of Agenda

Motion to approve by Kira; second by Jay. Motion carried.

Staff Reports

Doc Tait Pavilion Final Update

Director Erin Snodgrass provided an update on the successful opening event for the Doc Tait Pavilion. She reviewed the project punch list and noted that informational signs will be rotated as they are completed. Tribal partners and the Trails Coalition are finalizing content and placement.

Miller Park Planning Update

Erin reviewed the recently awarded grant and required match. The project timeline is estimated at 18–24 months. The Commission will receive updates as planning progresses.

Beautify Buckley Update

Erin shared that outside funding was not awarded for this year's Beautify Buckley event. Without external support, staff is shifting to a partnership-based model. Community partners have been contacted to identify project needs. If no project needs are identified, the event may be reevaluated for its future value to the community.

New Business

Park Enhancement Application (Bench) – Informational

The Commission reviewed the application and provided positive feedback on the process.

Wayfinding Discussion

The Commission discussed wayfinding signage needs in detail, emphasizing the importance of a comprehensive, community-wide plan. They discussed necessary partnerships, reviewed concept ideas, and agreed to return with a more defined scope informed by a consulting group. Priorities will be based on traffic and visitor flow studies.

Commissioner Comments

None.

Adjournment

The meeting adjourned at 6:38 PM. Motion by Elizabeth; second by Jay.

Upcoming Meetings

September 15, 2025

October 20, 2025

2026

City of Buckley Community Events Calendar



January

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December

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April:

4: Hound Hunt
Egg Race
Bike 2 School
25: Parks Day of Service

May:

Cruise

June:

6: Rainier To Ruston
Relay 4 Life Dog Walk
20: Jr Log Show
Cruise
27: Log Show & Parade
28: Log Show

July:

2: Tunes By The Trail &
Community American 250
Birthday Celebration!
Hometown Market
9: Tunes By The Trail
Hometown Market
16: Tunes By The Trail
Hometown Market
19: Buckley to Orting Run
Cruise
Hometown Market
23: Tunes By The Trail
Hometown Market
30: Tunes By The Trail

August:

4: National Night Out
Hometown Market
6: Tunes By The Trail
Doxa Dirtbags Cornhole
Hometown Market
13: Tunes By The Trail
Car Show
Hometown Market

September:

Wine Walk
Cruise
Homecoming Parade

October:

Trick or Treating

November:

28: Tree Lighting &
Holiday Market on Main

City Sponsored - Community Sponsored



To: Citizens Advisory Commission
From: Erin Snodgrass, Parks and Recreation Director
Date: December 16, 2025
Subject: CLG Draft Ordinance Review

Background

The Certified Local Government (CLG) program, administered by the Washington State Department of Archaeology and Historic Preservation (DAHP), provides structure, technical support, and grant opportunities to help cities identify and protect historic resources.

The Citizens Advisory Commission identified CLG certification as a priority early on. Progress was paused while the City worked on completing the updated Comprehensive Plan and zoning map. With those foundational pieces nearing the last stage, we are now ready to move forward with establishing a Historic Preservation Program.

This is a detailed and focused process. The commission will work through it step by step throughout 2026.

Current Items for Commission Review:

Today's meeting we ask the Commission to focus on:

- **Reviewing the draft Historic Preservation Ordinance** that establishes the City's Historic Preservation Program.
- **Confirming the Commission's role** as both the Citizens Advisory Commission and the Historic Preservation Commission.
- **Identifying any sections needing clarification**, edits, or additional information or education on so we can seek guidance as needed from DAHP before moving forward with a recommendation to council.
- **Outlining next steps in the 2026 workplan** to ensure the City remains on track for CLG certification.

2026 CLG Workplan

Step 1: Adoption of Historic Preservation Ordinance (Q1 2026)

- Review and finalize ordinance language.
- Work with DAHP to make sure we are inline with recommendations.
- Recommend to City Council for consideration and adoption.

Step 2: Develop Administrative Rules and Procedures (Q2–Q3 2026)

- Draft local bylaws and administrative procedures with DAHP support.
- Establish nomination processes, development review procedures, and required public/owner notices.
- Adopt rules following ordinance approval.

Step 3: Complete Survey and Inventory Documentation (Q2–Q4 2026)

- Review any existing historic resource surveys.
- Identify and complete gaps in documentation as required by DAHP.

Step 4: Submit CLG Application (Q4 2026)

- Finalize all components and submit a complete application to DAHP for CLG status.

Attachments:

Draft Historic Preservation Ordinance

Example Template from DAHP

ORDINANCE NO. [INSERT NUMBER]

AN ORDINANCE OF THE CITY OF BUCKLEY, WASHINGTON, ESTABLISHING A HISTORIC PRESERVATION PROGRAM AND CREATING A HISTORIC PRESERVATION COMMISSION

WHEREAS, the City of Buckley recognizes the importance of preserving and protecting its historic resources for future generations; and

WHEREAS, the City seeks to establish a formal historic preservation program to ensure these resources are identified, preserved, and protected in an orderly and systematic manner;

NOW, THEREFORE, the City Council of the City of Buckley does ordain as follows:

Section 1. Purpose

The purpose of this ordinance is to create a framework for identifying, protecting, and enhancing historic properties within the City of Buckley. This ordinance establishes policies and procedures to promote the preservation of historic sites, structures, and districts, which are valuable for their cultural, aesthetic, and historical significance.

Section 2. Definitions

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

"Alteration" means any construction, demolition, removal, modification, excavation, restoration, or remodeling of a landmark.

"Building" means a structure created to shelter any form of human activity, such as a house, barn, church, hotel, or similar structure. It may also refer to a historically related complex, such as a courthouse and jail or a house and barn.

"Certificate of Appropriateness" means written authorization issued by the Citizens Advisory Commission or its designee permitting an alteration to a significant feature of a designated landmark.

"Community Landmark" means a historic resource designated by the City that may be altered or changed without application for or approval of a Certificate of Appropriateness.

"District" means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetics.

"Historic Preservation Commission" refers to the body designated to oversee the City's historic preservation program and recommend the designation of properties and districts for historic preservation.

"Historic Resource" means a district, site, building, structure, or object significant in local, state, or national history, architecture, archaeology, and/or culture.

"Landmark" means a historic resource designated as a landmark pursuant to this ordinance.

"Nomination" means a proposal that a historic resource be designated a landmark.

"Site" means the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing or vanished, where the location itself maintains historical value.

"Structure" means any functional construction in addition to a building.

Section 3. Historic Preservation Program Established

The City of Buckley hereby establishes a historic preservation program that will identify and protect historic properties within the city, foster civic pride in the accomplishments of the past, and promote the conservation of Buckley's historic resources for future generations.

Section 4. Designation of the Citizens Advisory Commission as the Historic Preservation Committee

Pursuant to Buckley Municipal Code Chapter 2.50, the City's **Citizens Advisory Commission** shall be designated as the **Historic Preservation Committee**. The Commission shall have the authority to act on matters related to the identification, evaluation, and designation of historic properties and districts within the City of Buckley.

The Commission's responsibilities include:

1. **Reviewing and recommending properties** for designation as local historic landmarks.
2. **Reviewing applications** for alterations or modifications to historic properties.
3. **Advising the City Council** on matters of historic preservation and ensuring compliance with preservation laws.
4. **Recommending Community Designations** for properties of local significance, which are exempt from strict preservation requirements.

Section 5. Historic Property Designation Procedure

1: Procedures set forth may be used to amend existing designations or to terminate an existing designation based on changes which affect the applicability of the criteria for designation.

1: Nomination Process

- A. Any individual, organization, or City department may nominate a property or district for designation by submitting an official nomination form to the Historic Preservation Committee.
- B. **Nomination Review:** The Historic Preservation Officer will review the nomination, consult with the nominating party, and ensure all necessary information is included. The Officer may reject a nomination for insufficient information.

- C. When the Historic Preservation Officer is satisfied that the nomination contains sufficient information and complies with the Commission's regulations for nomination, the Officer shall give notice in writing, certified mail/return receipt requested, to the owner of the property or object, to the person submitting the nomination and any interested persons of record that a preliminary or a designation determination on the nomination will be made by the Commission. The notice shall include:
- Date, time, and location of the hearing.
 - Description of the property and its boundaries.
 - Statement regarding the Certificate of Appropriateness requirement if the property is designated as a landmark.
 - Copies of relevant provisions of this ordinance.
- B. **Hearing Schedule:** A public hearing shall be scheduled no less than 30 and no more than 45 days after notification, and the hearing must be published in a local newspaper at least 10 days prior.

3: Commission Review

- A. **Preliminary Determination:** The Historic Preservation Commission may make a preliminary determination of significance at the hearing if they believe the property likely meets designation criteria. They will identify significant features and boundaries of the property.
- B. **Final Recommendation:** Following the hearing, the Commission shall issue a final recommendation to the City Council on whether the property meets designation criteria.

4: City Council Decision The City Council will review the recommendation and determine whether to formally designate the property as a local historic landmark or community landmark.

Section 6. Historic Preservation Incentives

The City may provide incentives to encourage the preservation and restoration of historic properties, including:

1. **Tax Incentives:** Property tax reductions or exemptions for rehabilitated historic properties.
2. **Grants:** Local, state, and federal grants to assist in preservation efforts.
3. **Zoning Relief:** Variances or zoning adjustments to support adaptive reuse of historic properties.

Section 7. Review of Alterations to Historic Properties

1. **Certificate of Appropriateness Requirement:** Any proposed alterations, additions, or demolitions to a designated historic property must receive a Certificate of Appropriateness from the Historic Preservation Committee before a building permit is issued.

2. **Community Landmark Exemption:** Community landmarks do not require a Certificate of Appropriateness for alterations.
3. **Standards for Review:** The Committee will use the Secretary of the Interior's Standards for the Treatment of Historic Properties in their review process.
4. **Appeals:** Decisions of the Historic Preservation Committee may be appealed to the City Council.

Section 8. Historic Districts

1. **Establishment of Historic Districts:** The City of Buckley may designate Historic Districts consisting of multiple properties within a defined area that collectively hold historic significance.
2. **Criteria for Historic Districts:** Historic districts must demonstrate a significant concentration or continuity of historic properties linked by a common history, architecture, or cultural significance.

Section 9. Penalties for Violations

- A. The performance of alterations, replacement, demolitions, repairs, moving or excavation of a landmark without a required certificate of appropriateness shall be designated as an infraction.
- B. Any person cited for violation of this chapter, shall be subject to a penalty amount not to exceed \$500.00 per day. Each day for which a violation or failure to comply occurs may constitute a separate offense; provided, however, that no penalty shall be imposed for any violation or failure to comply which occurs during the pendency of legal proceedings filing in any court challenging the validity of the provision or provisions of this chapter as to which such violation or failure to comply is charged.
- C. Infraction under this chapter may be issued by a holder of a limited commission under XXXXXX
- D. All violations of this chapter are detrimental to the public health, safety and welfare and are public nuisances. All conditions that are determined after review by the City to be in violation of this chapter are subject to abatement.

Section 10. Severability

If any section, clause, or provision of this ordinance is declared unconstitutional or invalid, the remainder of the ordinance shall remain in effect.

Section 11. Effective Date

This ordinance shall take effect [INSERT DATE], following its passage by the City Council and publication as required by law.

Other sections where we need additional clarification:

Nomination Procedure:

A. Any person, including any member of the Commission, may nominate an historic resource for designation as a landmark or community landmark. The nomination or designation of an historic resource as a landmark shall constitute nomination or designation of the land which is occupied by the historic resource unless the nomination provides otherwise. Nominations shall be made on official nomination forms provided by the Historic Preservation Officer, shall be filed with the Historic Preservation Officer and shall include all data required.

B. Upon receipt by the Historic Preservation Officer of any nomination for designation, the Officer shall review the nomination, consult with the person or persons submitting the nomination, and the owner, and prepare any amendments to or additional information on the nomination deemed necessary by the Officer. The Historic Preservation Officer may refuse to accept any nomination for which inadequate information is provided by the person or persons submitting the nomination. It is the responsibility of the person or persons submitting the nomination to perform such research as is necessary for consideration by the Commission. The Historic Preservation Officer may assume responsibility for gathering the required information or appoint an expert or experts to carry out this research in the interest of expediting the consideration.

C. When the Historic Preservation Officer is satisfied that the nomination contains sufficient information and complies with the Commission's regulations for nomination, the Officer shall give notice in writing, certified mail/return receipt requested, to the owner of the property or object, to the person submitting the nomination and any interested persons of record that a preliminary or a designation determination on the nomination will be made by the Commission. The notice shall include:

1. The date, time and place of hearing;
2. The address and description of the historic resource and the boundaries of the nominated resource;
3. A statement that, upon a designation or upon a preliminary determination of significance, the certificate of appropriateness procedure set forth will apply;
4. A statement that, upon a designation or a preliminary determination of significance, no significant feature may be changed without first obtaining a certificate of appropriateness from the Commission, whether or not a building or other permit is required. A copy of the provisions of this code shall be included with the notice;
5. A statement that all proceedings to review the action of the Commission at the hearing on a preliminary determination or a designation will be based on the record made at such hearing and that no further right to present evidence on the issue of preliminary determination or designation is afforded pursuant to this chapter.

D. The Historic Preservation Officer shall, after mailing the notice required herein, refer the nomination and all supporting information to the Commission for consideration on the date specified in the notice. No nomination shall be considered by the Commission less than 30 nor more than 45 calendar days after notice setting the hearing date has been mailed. Notice of hearings must be published in a local paper at least 10 days in advance.

E. Before the Historic Preservation Officer shall refer the nomination to the Commission, the Historic Preservation Officer shall obtain confirmation from the owner of a parcel of private property that the owner is in agreement with the nomination. If such owner is not in agreement with the nomination, the nomination shall not be forwarded to the Commission for consideration.

Designation Procedure:

A. After the conclusion of the required public hearing, the Commission may recommend approval, denial, amendment or termination of the designation of a historic resource as a landmark or community landmark. At the hearing the Commission shall receive evidence and hear argument only on the issues of (1) whether the historic resource meets the criteria for designation of landmark or community landmark as specified in this chapter and merits designation as a landmark or community landmark, and (2) the significant features of the landmark. The hearing may be continued from time to time at the discretion of the Commission. In the event the hearing is continued, the Commission may make a preliminary determination of significance if the Commission determines, based on the record before it, that the historic resource is of significant value and likely to satisfy the criteria for designation set out in this chapter. Such preliminary determination shall be effective as of the date of the public hearing at which it is made. Where the Commission makes a preliminary determination, it shall specify the boundaries of the nominated resource, the significant features thereof and such other description of the historic resource as it deems appropriate. Within five working days after the Commission has made a preliminary determination, the Historic Preservation Officer shall file a written notice of such action with the City Administrator and mail copies of the same to the person submitting the nomination and interested persons of record. Such notice shall include:

1. A copy of the Commission's preliminary determination;
2. A statement that while proceedings pursuant to this chapter are pending, or six months from the date of the notice, whichever is shorter, and thereafter if the designation is approved by the Commission, the certificate of appropriateness procedures set out in this chapter, a copy of which shall be enclosed, shall apply to the described historic resource whether or not a building or other permit is required. The decision of the Commission shall be made after the close of the public hearing or at the next regularly scheduled public meeting of the Commission thereafter.

B. Whenever the Commission recommends the designation of an historic resource under consideration for designation as a landmark, it shall, within 14 calendar days of the public meeting at which the decision is made, issue a written report which shall include:

1. The boundaries of the nominated resource and such other description of the resource sufficient to identify its ownership and location;

2. The significant features and such other information concerning the historic resource as the Commission deems appropriate;
 3. Findings of fact and reasons supporting the designation with specific reference to the criteria for designation set forth in this chapter;
 4. A statement that no significant feature may be changed, whether or not a building or other permit is required, without first obtaining a certificate of appropriateness from the Commission pursuant to the provisions of this chapter, a copy of which shall be included in the designation report. This subsection shall not apply to historic resources designated as community landmarks.
- C. Whenever the Commission rejects the nomination of an historic resource under consideration for designation as a landmark, it shall, within 14 calendar days of the public meeting at which the decision is made, issue a written decision including findings of fact and reasons supporting its determination that the criteria set forth in this chapter have not been met. If an historic resource has been nominated as a landmark and the Commission designates such historic resource as a community landmark, such designation shall be treated as a rejection of the nomination for Buckley landmark status and the foregoing requirement for a written decision shall apply. Nothing contained herein shall prevent renominating any historic resource rejected under this subsection as a Buckley landmark at a future time.
- D. A copy of the Commission's recommendation shall be delivered or mailed to the owner, to interested persons of record and the City Administrator within five working days after it is issued. Upon receipt by the City Administrator of the Commission's recommendation that a nomination be approved, the recommendation shall also be set for consideration by the City Council no less than 30 and no later than 60 days after the date of the recommendation. The City Council shall be the final authority in approving a nomination.
- E. If the City approves or amends a landmark designation, the provisions of this chapter shall apply as approved or amended. A copy of the Commission's designation report or designation amendment shall be filed with the appropriate City office together with a legal description of the designated resource and notification that the provisions of this chapter apply. If the City terminates the designation of an historic resource, the provisions of this chapter shall no longer apply to said historic resource.

Certificate of Appropriateness Procedure

- A. After the conclusion of the required public hearing, the Commission may recommend approval, denial, amendment or termination of the designation of a historic resource as a landmark or community landmark. At the hearing the Commission shall receive evidence and hear argument only on the issues of (1) whether the historic resource meets the criteria for designation of landmark or community landmark as specified in this chapter and merits designation as a landmark or community landmark, and (2) the significant features of the landmark. The hearing may be continued from time to time at the discretion of the Commission. In the event the hearing is continued, the Commission may make a preliminary determination of significance if the Commission determines, based on the record before it, that the historic resource is of significant

value and likely to satisfy the criteria for designation set out in this chapter. Such preliminary determination shall be effective as of the date of the public hearing at which it is made. Where the Commission makes a preliminary determination, it shall specify the boundaries of the nominated resource, the significant features thereof and such other description of the historic resource as it deems appropriate. Within five working days after the Commission has made a preliminary determination, the Historic Preservation Officer shall file a written notice of such action with the City Administrator and mail copies of the same to the person submitting the nomination and interested persons of record. Such notice shall include:

1. A copy of the Commission's preliminary determination;
2. A statement that while proceedings pursuant to this chapter are pending, or six months from the date of the notice, whichever is shorter, and thereafter if the designation is approved by the Commission, the certificate of appropriateness procedures set out in this chapter, a copy of which shall be enclosed, shall apply to the described historic resource whether or not a building or other permit is required. The decision of the Commission shall be made after the close of the public hearing or at the next regularly scheduled public meeting of the Commission thereafter.

B. Whenever the Commission recommends the designation of an historic resource under consideration for designation as a landmark, it shall, within 14 calendar days of the public meeting at which the decision is made, issue a written report which shall include:

1. The boundaries of the nominated resource and such other description of the resource sufficient to identify its ownership and location;
2. The significant features and such other information concerning the historic resource as the Commission deems appropriate;
3. Findings of fact and reasons supporting the designation with specific reference to the criteria for designation set forth in this chapter;
4. A statement that no significant feature may be changed, whether or not a building or other permit is required, without first obtaining a certificate of appropriateness from the Commission pursuant to the provisions of this chapter, a copy of which shall be included in the designation report. This subsection shall not apply to historic resources designated as community landmarks.

C. Whenever the Commission rejects the nomination of an historic resource under consideration for designation as a landmark, it shall, within 14 calendar days of the public meeting at which the decision is made, issue a written decision including findings of fact and reasons supporting its determination that the criteria set forth in this chapter have not been met. If an historic resource has been nominated as a landmark and the Commission designates such historic resource as a community landmark, such designation shall be treated as a rejection of the nomination for Buckley landmark status and the foregoing requirement for a written decision shall apply. Nothing contained herein shall prevent renominating any historic resource rejected under this subsection as a Buckley landmark at a future time.

D. A copy of the Commission's recommendation shall be delivered or mailed to the owner, to interested persons of record and the City Administrator within five working days after it is issued.

Upon receipt by the City Administrator of the Commission's recommendation that a nomination be approved, the recommendation shall also be set for consideration by the City Council no less than 30 and no later than 60 days after the date of the recommendation. The City Council shall be the final authority in approving a nomination.

E. If the City approves or amends a landmark designation, the provisions of this chapter shall apply as approved or amended. A copy of the Commission's designation report or designation amendment shall be filed with the appropriate City office together with a legal description of the designated resource and notification that the provisions of this chapter apply. If the City terminates the designation of an historic resource, the provisions of this chapter shall no longer apply to said historic resource.

DRAFT

HISTORIC PRESERVATION ORDINANCE

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

SECTION 1. PURPOSE

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

- A. Safeguard the heritage of the _____ [CITY/COUNTY] as represented by those buildings, districts, objects, sites and structures which reflect significant elements of the _____ [LOCAL GOVERNMENT] history;
- B. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the _____ [LOCAL GOVERNMENT] 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 _____ [LOCAL GOVERNMENT].”

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. “_____ [LOCAL GOVERNMENT] Historic Inventory” or “Inventory” means the comprehensive inventory of historic and prehistoric resources within the boundaries of the _____ [LOCAL GOVERNMENT].
- B. “_____ [LOCAL GOVERNMENT] Historic Preservation Commission” or “Commission” means the commission created by Section ____ herein.
- C. “_____ [LOCAL GOVERNMENT] Register of Historic Places”, “Local Register”, or “Register” means the listing of locally designated properties provided for in Section ____ herein.

- D. "Actual Cost of Rehabilitation" means costs incurred within twenty-four months prior to the date of application and directly resulting from one or more of the following: a) improvements to an existing building located on or within the perimeters of the original structure; or b) improvements outside of but directly attached to the original structure which are necessary to make the building fully useable but shall not include rentable/habitable floor-space attributable to new construction; or c) architectural and engineering services attributable to the design of the improvements; or d) all costs defined as "qualified rehabilitation expenditures" for purposes of the federal historic preservation investment tax credit.
- E. A "building" is a structure constructed by human beings. This includes both residential and nonresidential buildings, main and accessory buildings.
- F. "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.
- G. "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.
- H. "Class of properties eligible to apply for Special Valuation in _____ [LOCAL GOVERNMENT]" means _____ [ALL/IDENTIFY SELECTED TYPES] properties listed on the National Register of Historic Places or certified as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW, until _____ [LOCAL GOVERNMENT] becomes a Certified Local Government (CLG). Once a CLG, the class of properties eligible to apply for Special Valuation in _____ [LOCAL GOVERNMENT] means only _____ [ALL/IDENTIFY SELECTED TYPES] properties listed on the _____ [LOCAL/LOCAL AND NATIONAL/NATIONAL] Register of Historic Places or properties certified as contributing to an _____ [LOCAL/LOCAL AND NATIONAL/NATIONAL] Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.
- I. "Cost" means the actual cost of rehabilitation, which cost shall be at least twenty-five percent of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation.
- J. 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.
- K. "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.
- L. "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.
- M. "Incentives" are such rights or privileges or combination thereof which the _____ [CITY/COUNTY] Council, or other local, state, or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant or obtain for the owner(s) of Register properties. Examples of economic incentives include but are not limited to tax relief, conditional use permits, rezoning, street vacation, planned unit development, transfer of development

- rights, facade easements, gifts, preferential leasing policies, beneficial placement of public improvements or amenities, or the like.
- N. “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 ____ herein.
- O. “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.
- P. 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.
- Q. “Ordinary repair and maintenance” means work for which a permit issued by the _____ [LOCAL GOVERNMENT] 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.
- R. “Owner” of property is the fee simple owner of record as exists on the _____ [NAME OF COUNTY] County Assessor’s records.
- S. “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 _____ [NAME OF CITY/TOWN], _____ [NAME OF COUNTY], or _____ [NAME OF REGION (e.g. southwest)] Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.
- T. 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.
- U. “Special Valuation for Historic Properties” or “Special Valuation” means the local option program which when implemented makes available to property owners a special tax valuation for rehabilitation of historic properties under which the assessed value of an eligible historic property is determined at a rate that excludes, for up to ten years, the actual cost of the rehabilitation. (Chapter 84.26 RCW).
- V. “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.
- W. 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.
- X. “Universal Transverse Mercator” or “UTM” means the grid zone in metric measurement providing for an exact point of numerical reference.
- Y. “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.

- Z. "Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties" or "State Advisory's Council's Standards" means the rehabilitation and maintenance standards used by the _____ [LOCAL GOVERNMENT] Historic Preservation Commission as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

SECTION 4. _____ HISTORIC COMMISSION

A. Creation and Size

There is hereby established a _____ [LOCAL GOVERNMENT] Historic Preservation Commission, consisting of _____ [5 - 15] members, as provided in subsection ____ below. Members of the _____ [LOCAL GOVERNMENT] Historic Preservation Commission shall be appointed by the _____ [TITLE OF CHIEF LOCAL ELECTED OFFICIAL] and approved by the _____ [CITY/COUNTY] Council and shall be residents of the _____ [CITY/COUNTY], except as provided in subsection ____ 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 at least _____ [INDICATE NUMBER] 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 [CHOOSE ONE, SEVERAL, OR ALL 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 _____ [TITLE OF CHIEF LOCAL ELECTED OFFICIAL] 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 _____ [TITLE OF CHIEF LOCAL ELECTED OFFICIAL] and _____ [CITY/COUNTY] Council in order to obtain representatives from these disciplines.
3. In making appointments, the _____ [TITLE OF CHIEF LOCAL ELECTED OFFICIAL] may consider names submitted from any source, but the _____ [TITLE OF CHIEF LOCAL ELECTED OFFICIAL] shall notify history and _____ [CITY/COUNTY] development related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other source.

C. Terms

The original appointment of members to the commission shall be as follows (this example is for a commission of seven): three (3) for two (2) years, two (2) 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 _____ [TITLE OF CHIEF LOCAL ELECTED OFFICIAL] 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/COUNTY'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/COUNTY'S] history and historic resources; and to serve as the _____ [CITY'S/COUNTY'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 _____ [LOCAL GOVERNMENT] and known as the _____ [LOCAL GOVERNMENT] 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 _____ [LOCAL GOVERNMENT] 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 _____ [LOCAL GOVERNMENT] and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties.
3. Review nominations to the _____ [LOCAL GOVERNMENT] Register of Historic Places according to criteria in Section ____ 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 ____; 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 _____ [LOCAL GOVERNMENT] area.
9. Review and comment to the _____ [CITY/COUNTY] Council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the _____ [LOCAL GOVERNMENT], other neighboring communities, the _____ [COUNTY], the state or federal governments, as they relate to historic resources of the _____ [LOCAL GOVERNMENT].
10. Advise the _____ [CITY/COUNTY] Council and the Chief Local Elected Official generally on matters of _____ [LOCAL GOVERNMENT] history and historic preservation.
11. Perform other related functions assigned to the Commission by the _____ [CITY/COUNTY] Council or the Chief Local Elected Official.
12. Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities.
13. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.
14. Be informed about and provide information to the public and _____ [CITY/COUNTY] 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/COUNTY] Council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the _____ [LOCAL GOVERNMENT].
17. Serve as the local review board for Special Valuation and:
 - a) Make determination concerning the eligibility of historic properties for special valuation;
 - b) Verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance:

- c) Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2);
 - d) Approve or deny applications for special valuation;
 - e) Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the 10 year special valuation period; and
 - f) Adopt bylaws and/or administrative rules and comply with all other local review board responsibilities identified in Chapter 84.26 RCW.
18. The commission shall adopt rules of procedure to address items 3, 4, 6, and 18 inclusive.

E. Compensation

All members shall serve _____ [WITH/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 the _____ [TITLE OF LOCAL GOVERNMENT PERSONNEL OR INDICATE USE OF A QUALIFIED CONSULTANT] with additional assistance and information to be provided by other _____ [CITY/COUNTY] departments as may be necessary to aid the commission in carrying out its duties and responsibilities under this ordinance.

SECTION 5. _____ 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 _____ [NAME OF LOCAL REGISTER] if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least 50 years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories. [SELECT ANY OR ALL OF THE CATEGORIES AND INCLUDE ADDITIONAL CATEGORIES IF DESIRED]

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

B. Process for Designating Properties or Districts to the _____ [NAME OF LOCAL REGISTER]

1. _____ [ONLY PROPERTY OWNERS/ COMMISSION MEMBERS/ANY PERSON] may nominate a building, structure, site, object, or district for inclusion in the _____ [NAME OF LOCAL REGISTER]. Members of the Historic Preservation Commission or the commission as a whole may generate nominations. In its designation decision, the commission shall consider the _____ [NAME OF INVENTORY] and the _____ [CITY/COUNTY] 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 Historic Preservation Commission shall consider the merits of the nomination, according to the criteria in Section ____ 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 _____, [LOCAL GOVERNMENT] and any other form of notification deemed appropriate by _____. [LOCAL GOVERNMENT]. If the commission finds that the nominated property is eligible for the _____ [NAME OF LOCAL REGISTER], the commission _____ [SHALL LIST THE PROPERTY IN THE REGISTER/SHALL LIST THE PROPERTY IN THE REGISTER WITH OWNER'S CONSENT/MAKE RECOMMENDATION TO THE _____ (City/County) COUNCIL THAT THE PROPERTY BE LISTED IN THE REGISTER/MAKE RECOMMENDATION TO THE _____ (City/County) 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/ _____ PERCENTAGE 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 _____ [NAME OF LOCAL REGISTER] shall be recorded on official zoning records with an "HR" (for Historic Register) designation. This designation shall not change or modify the underlying zone classification.

C. Removal of Properties from the Register

In the event that any property is no longer deemed appropriate for designation to the _____ [NAME OF LOCAL REGISTER], the commission may initiate removal from such designation by the same procedure as provided for in establishing the designation, Section _____. A property _____ [MAY/MAY NOT] be removed from the _____ [NAME OF THE LOCAL REGISTER] without the owner's consent.

D. Effects of Listing on the Register

1. Listing on the _____ [NAME OF LOCAL REGISTER] is an designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as contributing properties to an historic

- district.
2. Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures defined in Section ____, the owner must request and receive a Certificate of Appropriateness from the commission for the proposed work. Violation of this rule shall be grounds for the commission to review the property for removal from the register.
 3. Prior to whole or partial demolition of a register property, the owner must request and receive a waiver of a Certificate of Appropriateness.
 4. Once _____ [NAME OF THE LOCAL GOVERNMENT] is certified as a Certified Local Government (CLG), _____ [ALL/IDENTIFY SELECTED TYPES] properties listed on the _____ [NAME OF LOCAL REGISTER] may be eligible for Special Tax Valuation on their rehabilitation (Section ____).

SECTION 6. REVIEW OF CHANGES TO _____ 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 _____ [NAME OF LOCAL REGISTER] or within an historic district on the _____ [NAME OF LOCAL REGISTER] without review by the commission and without receipt of a Certificate of Appropriateness, or in the case of demolition, a waiver, as a result of the review.

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

B. Exemptions

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

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

2. Commission Review

The owner or his/her agent (architect, contractor, lessee, etc.) shall apply to the commission for a review of proposed changes on a _____ [NAME OF LOCAL REGISTER] property or within a _____ [NAME OF LOCAL REGISTER] 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 _____ [NAME OF LOCAL REGISTER] property or in a _____ [NAME OF LOCAL REGISTER] historic district. The owner or his/her agent shall apply to the commission for a review of the proposed demolition and request a waiver. The applicant shall meet with the commission in an attempt to find alternatives to demolition. These negotiations may last no longer than 45 calendar days from the initial meeting of the commission, unless either party requests an extension. If no request for an extension is made and no alternative to demolition has been agreed to, the commission shall act and advise the official in charge of issuing a demolition permit of the approval or denial of the waiver of a Certificate of Appropriateness. Conditions in the case of granting a demolition permit may include allowing the commission up to 45 additional calendar days to develop alternatives to demolition. When issuing a waiver the board may require the owner to mitigate the loss of the _____ [NAME OF LOCAL REGISTER] property by means determined by the commission at the meeting. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. After the property is demolished, the commission shall initiate removal of the property from the register.

4. **Appeal of 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/COUNTY] Council within ten days. The appeal must state the grounds upon which the appeal is based.

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

SECTION 7. REVIEW AND MONITORING OF PROPERTIES FOR SPECIAL PROPERTY TAX VALUATION

A. Time Lines

1. Applications shall be forwarded to the commission by the assessor within 10 calendar days of filing.
2. Applications shall be reviewed by the commission before December 31 of the calendar year in which the application is made.
3. Commission decisions regarding the applications shall be certified in writing and filed with the assessor within 10 calendar days of issuance.

B. Procedure

1. The assessor forwards the application(s) to the commission.
2. The commission reviews the application(s), consistent with its rules of procedure, and determines if the application(s) are complete and if the properties meet the criteria set forth in WAC 254-20-070(1) and listed in Section ____ of this ordinance.
 - a. If the commission finds the properties meet all the criteria, then, on behalf of the _____ [LOCAL GOVERNMENT], it enters into an Historic Preservation Special Valuation Agreement (set forth in WAC 254-20-120 and in Section ____ of this ordinance) with the

- owner. Upon execution of the agreement between the owner and commission, the commission approves the application(s).
- b. If the commission determines the properties do not meet all the criteria, then it shall deny the application(s).
3. The commission certifies its decisions in writing and states the facts upon which the approvals or denials are based and files copies of the certifications with the assessor.
 4. For approved applications:
 - a. The commission forwards copies of the agreements, applications, and supporting documentation (as required by WAC 254-20-090 (4) and identified in Section ____ of this ordinance) to the assessor,
 - b. Notifies the state review board that the properties have been approved for special valuation, and
 - c. Monitors the properties for continued compliance with the agreements throughout the 10-year special valuation period.
 5. The commission determines, in a manner consistent with its rules of procedure, whether or not properties are disqualified from special valuation either because of
 - a. The owner's failure to comply with the terms of the agreement or
 - b. Because of a loss of historic value resulting from physical changes to the building or site.
 6. For disqualified properties, in the event that the commission concludes that a property is no longer qualified for special valuation, the commission shall notify the owner, assessor, and state review board in writing and state the facts supporting its findings.

C. Criteria

1. **Historic Property Criteria:**
 The class of historic property eligible to apply for Special Valuation in _____ [LOCAL GOVERNMENT] means _____ [ALL/IDENTIFY SELECTED TYPES] properties listed on the National Register of Historic Places or certified as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW, until _____ [LOCAL GOVERNMENT] becomes a Certified Local Government (CLG). Once a CLG, the class of property eligible to apply for Special Valuation in _____ [LOCAL GOVERNMENT] means [ONLY] _____ [ALL/IDENTIFY SELECTED TYPES] properties listed on the _____ [LOCAL/LOCAL AND NATIONAL/NATIONAL] Register of Historic Places or properties certified as contributing to an _____ [LOCAL/LOCAL AND NATIONAL/NATIONAL] Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.
2. **Application Criteria:**
 Complete applications shall consist of the following documentation:
 - a. A legal description of the historic property,
 - b. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation,
 - c. Architectural plans or other legible drawings depicting the completed rehabilitation work, and
 - d. A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed and documentation of both to be made available to the commission upon request, and
 - e. For properties located within historic districts, in addition to the standard application documentation, a statement from the secretary of the interior or appropriate local official, as specified in local administrative rules or by the local government, indicating the property is a certified historic structure is required.
3. **Property Review Criteria:**
 In its review the commission shall determine if the properties meet all the following criteria:
 - a. The property is historic property;
 - b. The property is included within a class of historic property determined eligible for Special

Valuation by the _____ [LOCAL GOVERNMENT] under Section _____ of this ordinance;

- c. The property has been rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) (and identified in Section _____ of this ordinance) within twenty-four months prior to the date of application; and d. The property has not been altered in any way which adversely affects those elements which qualify it as historically significant as determined by applying the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties (WAC 254-20-100(1) and listed in Section _____ of this ordinance).

4. **Rehabilitation and Maintenance Criteria:**

The Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties in WAC 254-20-100 shall be used by the commission as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

D. Agreement:

The historic preservation special valuation agreement in WAC 254-20-120 shall be used by the commission as the minimum agreement necessary to comply with the requirements of RCW 84.26.050(2).

E. Appeals:

Any decision of the commission acting on any application for classification as historic property, eligible for special valuation, may be appealed to Superior Court under Chapter 34.05.510 -34.05.598 RCW in addition to any other remedy of law. Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the County Board of Equalization.



**Citizen Advisory Commission
2026 ANNUAL WORK PLAN**

Meeting Schedule:

Third Monday of the month at 5:30pm

2026 Dates:

January 26, 2026 (moved because Jan 19 is MLK Day)

March 16, 2026

May 18, 2026

July 20, 2026

September 21, 2026

November 16, 2026

Areas of focus:

- *Historic & Cultural Preservation*
- *Infrastructure Parks, and Facilities*
- *Policy Development & Implementation*
- *Public Art & Beautification*
- *Community Engagement & Communication*
- *Environmental Health*

2026 Work Plan: *(Suggestions below are tentative ideas for the commission)*

1. *Review Park Enhancement Applications*
2. *Review of Art Proposals*
3. *Wayfinding Planning*
4. *Miller Park & Other Park Space Planning Reviews*
5. *Capital Facility Asset Management Review*
6. *CLG Adoption*
7. *Review Historic Preservation/CLG Applications*
8. *Review Implementation of Developed Policies*
9. *Policy & Ordinance development*

Buckley Hall Rental Information & Application:

Buckley Hall is located at 127 North River Buckley WA, 98321



City of Buckley
P.O. Box 1960
Buckley, WA 98321
Phone: (360)761-7814
esnodgrass@cityofbuckley.com
www.cityofbuckley.com

Buckley Hall is a community building owned and operated by the City of Buckley. It features a large gathering hall, large kitchen, and good-sized meeting room near the entry. It is a great space for private family events such as small weddings or reunions and for public events such as fitness classes, fundraisers, or community meetings. It is also home to the Kiwanis Food Bank & Foothills Historical Society. Remolded in 2020 the hall has been updated with new flooring and features a barn wood accent wall. It is operated as a self-service facility.

All rentals include:

- Ballroom: 34' x 75' (2250 square feet)
- Carpet meeting room: 23' x 34' (782 square feet)
- Kitchen: 19' x 23' (437 square feet) Features open serving window to ballroom.
Four- burner single oven gas range, caterers' refrigerator, refrigerator with freezer compartment.
- Chairs and Tables: 95 Chairs (31 White, 64 Black)
17 Round Tables 5' diameter (seat 6-8), 3 6' rectangle tables, 2 8' rectangle tables.

Booking Information & Process:

- Full deposit is due at time of booking. No date will be held without refundable damage deposit.
- Completed application must be submitted with deposit.
- Full fee is due 30 days prior to event or at time of booking if less than 30 days.
- Fee is determined by classification of renting group, day of week, and amount of time of the rental.
- Rental deposit amount is determined by if the event is serving alcohol or not.
- Deposit may not be refunded in full if facility is damaged, key is not returned, or if the event results in more than 2 hours of custodial clean up time.
- Deposits will be refunded back after the event via check to the payee. (within 2-3 weeks)
- Events can only be booked 1 year in advance.
- No rentals will be booked on Thanksgiving, Christmas, New Year's Day or Easter.
- Proof of insurance may be required for events with higher risk levels examples (high impact fitness, or public events serving alcohol.)

Buckley Hall Rates:

Day of the week:	General Rate Classification D	Non-Profit Rate Classification C
Monday -Thursday	Hourly Rate: \$50 (4 hour minimum)	Hourly Rate: \$10 (no minimum)
Friday	Hourly Rate: \$125 (4 hour minimum)	Hourly Rate: \$50 (2 hour minimum)
Saturday & Sunday	Full Day Rental: \$1,000 (8AM – Midnight) Hourly Rate: \$125 (6 hour minimum)	Full Day Rental: \$600 (8AM – Midnight) Hourly Rate: \$75 (6 hour minimum)
Federal or Observed Holidays	\$100 Additional Fee	\$100 Additional Fee
Refundable Rental Deposit:	\$350.00 w/o alcohol	\$750.00 w/alcohol

Fee Classifications:

Classification	Qualified Organizations:	Fee & Deposit Information:
Classification A	Meetings or activities sponsored by the City of Buckley and its various departments.	100% waiver of all fees
Classification B	Organizations with user agreements and memorandums of understanding that include use of Buckley Hall.	Rates & fees for the space will be identified in the agreements. Follow Classification C for any events or rentals that are not outlined in formal agreements.
Classification C	501c3 Non-profit organizations that support the Buckley area community.	Deposits or proof of insurance required. Fees are reduced in fee structure.
Classification D	General rental This includes private events and commercial activities.	No waiver of any fees. Deposits required. Insurance may be required for high-risk events.
Classification M	Memorial services and funeral receptions for Buckley residents planned less than 30 days in advance, booking on an open calendar day.	\$100 (for 4 hours) \$50 any additional hour. Deposit required.

Key Check Out:

Key will be checked out at the Buckley Youth Center during normal business hours (Mon – Fri 8:30am-4:30pm) prior to the event by appointment.

Key Return:

Return can be made in the drop box at Buckley Hall at the end of your event.

Facility Rules & Conditions:

- Smoking is not permitted in the building. Smoking in the building will result in loss of refundable deposit.
- No nails, tacks or tape may be used on walls. Renter will not hang anything from the ceiling fans. All decorations need to be removed and put in the dumpster or taken home.
- All trash is to be put into the outside dumpster. Trash should not be placed into the cardboard only recycle bin.
- Tables and chairs are to remain in the building and must be wiped down and restacked at the end of your event.
- Renter will clean up any spills and/or messes occurring during rental period.
- Renter must comply with event hours on the rental application. Failure to do so could result in loss of deposit.
- Alcoholic beverages for consumption are permitted. No alcoholic beverages may be sold on the premises. The renter will comply with Liquor Control Board requirements including purchasing permits.
- Events may not exceed 147 people in the building per fire code.
- If additional security or traffic control is necessary, the renter will arrange for it at his/her own expense. If the City uses its resources to provide security and/or traffic control, the renter will reimburse the City for all costs.
- Renter assumes responsibility for the security of the building. Renter will lock the door and turn off all lights, except outside entrance light at the end of his/her event.
- Report any preexisting damages or problems immediately to the City.
- In case of emergency call 911.

Buckley Hall Rental Application

To be turned in at time of deposit payment. Please review all rates and information before turning in the application.



Event Details:

Rental Date: _____ Day of the Week: _____

Is this a full day rental? ☐ Yes 8:00am – 12:00am ☐ No Event hours: _____ am/pm to _____ am/pm

Is this event also using any additional day or hours?

☐ No ☐ Yes Date: _____ Hours: _____ am/pm to _____ am/pm

Event Type: _____ Estimated Attendance: _____
Examples: (Wedding, fundraiser, memorial) (Capacity may not exceed 147 per fire code)

Will this event be serving alcohol? ☐ Yes ☐ No Is this event reoccurring? ☐ Yes ☐ No

Renter Details:

Renter Name: _____ Phone: _____
First Last

Organization or Business: _____
If applicable

Is your organization a 501c3 Non-Profit that supports the Buckley area? ☐ Yes ☐ No

Mailing Address: _____
City State Zip Code

Email Address: _____

Fee Details:

	Total Owed:	Paid Date & Receipt Number:
Deposit Amount:	\$350 w/o alcohol or \$750 w/ alcohol	
Total Owed for Rental:		

By signing below, the renter agrees to hold the City of Buckley, its agents, employees, and officials harmless from any and all causes of action, demands, and claims including the cost of their defense due to the renter's use of the premises or in any way resulting from the willful or negligent acts or omissions of the renter and his/her agents, employees or representatives. The renter agrees to pay all reasonable costs and attorney fees incurred to enforce this agreement, regardless of whether suit is initiated. The renter also agrees to the rules, terms and conditions outlined in the facility information.

PRINT NAME AUTHORIZED SIGNATURE DATE



To: Citizen Advisory Commission
From: Erin Snodgrass, Parks & Recreation Director
Date: December 16, 2025
Subject: Updates for the 2026 Special Event Application

This memo outlines the updates to the 2026 Special Event Application.

The first set of updates reflects adjustments to staff support rates as aligns with the cost-of-living adjustments to the employee costs. City Utility Worker overtime rates increased 3.5%, overtime costs from \$91.50 per hour to \$95 per hour, with a two-hour minimum applied on weekends for support. Fire Marshal rates increased from \$71 per hour to \$73 per hour. Police rates also increased by three and a half percent, with the Buckley example rising from \$111 per hour to \$115 per hour. Street sweeper costs were also adjusted, increasing by twenty dollars to align with updated operational expenses.

Additional updates were made to improve clarity and consistency within the application. A new box has been added for applicants requesting use of the downtown sound system. Appendix A has been included to provide a basic map for applicants to mark the specific streets and areas they wish to use or request for closure. These additions are intended to ensure clearer communication between applicants and staff during the review process.

The Commission has been asked to review these updates and provide any additional feedback as we prepare the 2026 application for use.

Attachment:

2026 DRAFT Special Event Application



PARKS AND RECREATION DEPARTMENT
PO Box 1960
Buckley, WA 98321
admin@cityofbuckley.com
www.cityofbuckley.com

Special Event/ Parade / Block Party Permit

Fees: \$25 Due at submittal

\$100 + All Other Fees (page 2) Due Prior to Event

Date of Event: _____ Sponsor of Event: _____

Name of Event: _____ Coordinator/Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Event Description: _____

Intended Audience: _____

Estimated attendance: _____ *One Sanitary or public restroom must be provided per 100 people*

of Portable Restrooms: _____ Location of Portable Restrooms: _____

Will there be any overnight parking for your event? If yes, please explain: _____

Event Set-Up Date/Time: _____ Break-Down Date/Time: _____

Event **Start Date/Time:** _____ **Event End Date/Time:** _____

Event Start Location: _____ End Location: _____

- Specify event location and/or parade or race route on map. **(Use Attachment A or provide map)**
- A traffic control plan is required for all events that impact streets. Copies of a traffic control plan map are available online **or use Attachment A in this packet.**
- List all streets, parking lots, etc. requested to be closed: _____

(Attach additional pages if needed to describe the event)

HOLD HARMLESS AND INDEMNIFY – Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Buckley, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Buckley.

Today's Date: _____ **Signature:** _____

Print: _____

By signing here, you are agreeing to comply with all requirements.

EVENT DETAILS – PLEASE CHECK YES OR NO (*See fees Below)

Y/N		Y/N		Y/N	
	Public Streets*		Special Park Maintenance*		Parking Lots*
	Parks*		Amplified Sound		Special Lighting
	Sidewalks*		Street Banner Hung*		Foothills Trail*
	Alcohol served		Live Animals		Hookup to City Power/Water*
	Use of Public Restrooms After Regular Hours*		Extra Portable Restrooms (May be required by the City of Buckley for larger events)		Retail/Sales Vendors
	Food Trucks/Food Vendors		Extra Garbage Receptacles*		Large Tents
	Traffic Control by Police*		City No Parking Signs/Barricades*		Main Street Sound System
	Other:				

- ☐ **Barricades Required for Street or City Parking Lot Closures:** **\$252 (\$63/HR X 4 HOURS).**
Weekend/ Overtime Rate: Actual Costs- **\$190 Minimum (\$95/H, minimum 2 hours)**
- ☐ **Fire Marshall Inspection (for large tents):** **\$73** p/h
- ☐ **Solid Waste:** Dumpsters/Garbage Containers– Must provide proof of outside contract.
- ☐ **Block Parties:** A list of names, addresses and signatures of the homeowners that live on the section of the street to be closed for the Block Party and also any homeowners in the vicinity that may be affected by the street closure and/or Block Party, must be submitted with this application to indicate their compliance. See above for barricade information.
- ☐ **Private Events held in City Parks:** Temporary Use Permit Fee- \$315
Multi Use Sports Court- See City Rates & Fees
- ☐ **Liquor Consumption/Permits:** If you are considering serving alcohol, you must apply for a liquor permit through the State of Washington Liquor Control Board for either the sale or consumption of alcoholic beverages <https://lcb.wa.gov/licensing/special-licenses-and-permits>. Also, you are required to have a security plan in place.
- ☐ **Buckley Police provided security:** Events that require Police Officer presence- **\$115** per hour
- ☐ **Parade:** Street Sweeper- **\$220/Hr** x ___ HRS
- ☐ **Food Sales:** If food is going to be sold or served, please contact Tacoma-Pierce County Health Department <https://www.tpchd.org/> to obtain the necessary permits.
- ☐ **Mobile Vendors/Food Trucks:** All mobile vendors and/or food trucks **MUST** obtain a business license through the State of Washington with a City of Buckley endorsement. Please apply for a business license through the Washington State Department of Revenue <https://dor.wa.gov/open-business/apply-business-license>.
- ☐ **Admin Fee-** All fees will be charged 12.74% administrative fee.

CANCELLATION OF EVENT

This permit may be cancelled by the city, fire, local police, Sheriff, and State Patrol at any time if, by reason of disaster, public calamity, riot or other emergency exigent circumstances, the City determines the safety of the public or property requires such immediate cancellation. The City may also cancel permit issued if it is found that the permit has been issued based upon materially false information or if the event exceeds the scope of the applicant and/or fails to comply with any condition of the permit.

Today's Date _____

Signature: _____

Print: _____

Applications must be submitted at least 60 days in advance.

Late Applications are subject to \$25 expedited fee.

Applications can be submitted up to 1 year in advance from the date of the event.

Please Return Completed Application Form with the \$25 submittal fee to:

City of Buckley Parks & Recreation Department
PO Box 1960
Buckley, WA 98321

Submit Online: admin@cityofbuckley.com
In person: 933 Main Street, Buckley, WA 98321

Questions: Contact (360) 761-7814

WHEN APPROVED, **ORIGINAL SENT TO APPLICANT**

**COPY TO Y CITY CLERK – CITY ADMINISTRATOR - PUBLIC WORKS DIRECTOR - DISPATCH - APPROVING DEPT.
DIRECTORS**

CITY OF BUCKLEY SPECIAL EVENT INFORMATION

The purpose of this event application is to help the City of Buckley make your event successful. Some events are small enough to use existing spaces and resources. Others are large enough to require scheduling special use of City resources. We are here to assist you with portions of your event that may require resources owned by the City of Buckley as well as to navigate the impacts your event may have on existing residents and businesses.

DOES MY EVENT REQUIRE A PERMIT?

The following special events require an event permit:

- Any event that requires a street closure (ex: parades/block parties/ farmers market)
- An event held on City property including parks, streets, sidewalks or City parking lots. If your event changes the normal, everyday use of this space for the public and/or includes major components such as: power, tents, special tables, inflatables, or amplified music.
 - Current park spaces are available on a first-come, first-serve basis. Normal uses, such as birthday parties, family picnics, etc. do not require any kind of permit.
- Events held solely on private property, that is not regularly permitted to hold special events, and may impact the surrounding area will require a permit. Including:
 - Event that requires City Power and/or utilities (ex: food trucks)
 - Event that changes the primary use of the space (ex: residential or vacant land to commercial)
 - Event that includes large tents (Fire Marshall approval required)
 - Events that are open to the broader public

INSURANCE REQUIREMENTS

You are required to provide evidence of insurance coverage* in the amount of \$1,000,000 naming the City of Buckley as an additional insured for these events, including, but not limited to the following:

- | | | |
|-----------------|----------------|-------------|
| • Parades | • Street Fairs | • Fun Runs |
| • Bicycle Races | • Wine Walks | • Car Shows |

Additional Insured Endorsement shall be included with the certificate of insurance (CG 2010 series or equivalent). Please have your insurance agent add the following wording:

The City of Buckley, its officers, officials, employees, volunteers and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the permittee in connection with this Special Events Permit.

Amusement ride vendors and food vendors must also provide insurance naming the City as additional insured.

Please provide a copy of the insurance certificate and the endorsement form either with this application or send to info@cityofbuckley.com

ATTACHMENT A

Please use this map **or** attach an additional map to show the total area impacted by your event and permit request if applicable to your event.

Clearly highlight all streets you are requesting to close and indicate the areas where closures will occur.

Please place an X at the start and end points of street closures.

