INTRODUCTION

The Clark County Historic Preservation Commission (commission) is responsible for the stewardship of historic and architecturally significant properties in the cities and unincorporated areas of the county. The following rules and procedures of the commission were adopted by the commission at its DATE, 2019 meeting. These Rules and Procedures conform to the statutory authority of the Clark County Historic Preservation Code 40.250.030 and any amendments thereafter.

Rules and procedures for conducting various historic preservation processes will be reviewed by the commission. Amendments to these rules and procedures may be made by a majority vote on an annual basis. If any major changes are specified during the course of this examination, the documents shall be returned to the Washington State Department of Archaeology and Historic Preservation for a review of the changes. The documents shall be returned to the commission.

The master copies of all historic preservation related rules and procedures, application standards, criteria, and standard forms will remain on file with Clark County Community Planning. Copies will be made available to interested individuals, agencies, and groups.
BYLAWS

These bylaws establish the rules and procedures under which the commission executes those duties and functions set forth in Clark County Code 40.250.030 and any amendments thereafter.

A. Name: The name of the organization shall be THE CLARK COUNTY HISTORIC PRESERVATION COMMISSION.

B. Purpose: The purpose is to identify and actively encourage the conservation of the county’s historic and cultural resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the county’s historic and cultural resources; and to serve as the county’s primary resource in matters of historic preservation in a manner prescribed in Clark County Code 40.250.030, Historic Preservation Ordinance No. 2018-04.

C. Membership
   1. Composition of membership:
      a. All members of the commission must have a demonstrated special interest, experience or knowledge in history, historic preservation, architecture or related disciplines as listed in Clark County Code 40.250.030(D)(2)(b).
      b. Creation and Size. There is established a Clark County Historic Preservation Commission (the Commission), consisting of a minimum of five (5) members. Members of the Commission shall be appointed by the County Council and shall be residents of the county, except as provided in Section 40.250.030(D)(2)(b).
   2. Appointment process: The commission chair may appoint a committee to review applications for open positions on the commission. The committee may conduct interviews and recommend applicants for selection. Sample interview questions are provided at the end of this section. A recommendation on selected members goes first to the Vancouver City Council. The city council may conduct a review and interview process and then forward a recommendation to the county council. The county council receives both the recommendation from the Historic Preservation Commission committee and the Vancouver City Council and may conduct a separate review and interview process. The county council makes the final determination of membership.
   3. Terms of members: Membership on the Commission shall be limited to two (2) full consecutive three (3) year terms. Reappointment after two (2) full consecutive terms may be made after at least a one (1) year absence.
   4. Vacancies: Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. Staff procedures for filling vacancies are found in
Staff duties. Members may be removed by the county councilors for inefficiency, neglect of duty, or malfeasance in office. Reasons for removal may include:

a. Absence from three consecutive regular meetings or six regular meetings in a twelve month period shall be regarded as constituting resignation from the commission. This information will be forwarded to the county councilors by staff. Reinstatement may be sought through a hearing by the county councilors.

b. Participation in a legally demonstrable case or conflict of interest.

c. Excused absence: Excused absences (sickness, death in the family, business trips or emergencies) will not affect the member's status as in a, above, except in the case of extended illness or long absence in which case the member shall be replaced. When a member is approaching the maximum number of absences, he/she will be notified by the commission staff. Verification of attendance will be based exclusively on the minutes of each meeting.

D. Officers

1. The commission will, by majority vote, elect a chair and vice chair at the regular meeting in August of each year, who will serve throughout that year.

2. The chair decides all points of order and procedural matters subject to rules and procedures.

3. The vice chair will serve in place of the chair in case of his/her absence and will have the same powers and duties.

4. The chair and vice chair (pursuant to Clark County Code 40.250.030(D)) shall have the authority to sign the appropriate forms related to the work of the commission.

5. In the event of the absences or inability of both the chair and vice-chair, the remaining members of the commission shall appoint one of their members to temporarily act as chair and will have the same powers and duties.

6. The chair may appoint committees as necessary to investigate and report on matters before the commission.

E. Quorum: A quorum is a simple majority of the members eligible to vote at a meeting. A quorum is necessary to transact any official business. Meetings without a quorum will be recessed to the earliest possible date.

F. Powers and Duties: In carrying out their purpose, the Commission shall engage in the following:
1. Conduct and maintain a comprehensive inventory of historic and cultural resources within the boundaries of Clark County and known as the Clark County Cultural Resources Inventory; publicize and periodically update inventory results;

2. Maintain the Clark County Heritage Register (CCHR). This official register shall be compiled of properties identified by the Commission as having historic significance worthy of recognition by the county and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties;

3. Review nominations to the Clark County Heritage Register according to criteria in Section 40.250.030(E)(1) and adopt standards in its rules and procedures 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 Clark County Heritage Register as provided in Section 40.250.030(F); and adopt standards in its rules and procedures to guide this review and the issuance of a certificate of appropriateness or waiver;

5. Review nominations to the National Register of Historic Places and provide recommendations to the applicable agency according to criteria in the Commission’s rules and procedures;

6. Submit nominations to the Washington State Heritage Register and National Register of Historic Places;

7. Provide for comment by the Commission on all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to identified historic or cultural resources, or adjacent properties when requested to by staff;

8. Provide information, comment, and support to the public and agencies on matters related to historic preservation;

9. Encourage recognition of noteworthy efforts in the rehabilitation or maintenance of historic properties and districts, and new construction in historic areas;

10. Serve as the local review board for special valuation pursuant to Chapter 84.26 RCW and Section 40.250.030(I).

11. No member of the commission shall represent the commission in its official actions except as specifically authorized by majority vote.

12. Members shall refrain from discussing or expressing opinions on matters on the commission’s agenda outside of commission meetings or with commission members except as authorized in (D)(6) above, or on direction from the chair.

13. To avoid conflict of interest, no commission member shall vote on the determination of any case in which he/she, or members of his/her immediate family, have a direct financial interest.
14. Commission members shall not vote on any application or determination unless he/she has been in attendance at previous deliberations on the subject.

15. Electronic communication: Email exchanges between members of the commission can constitute a violation of the Washington State Open Public Meetings Act (OPMA), Chapter 42.30 RCW. Generally, if a majority of the members participate in an email discussion of the commission business, the members are conducting a meeting in violation of the OPMA requirement that meetings be “open to the public with prior notice.” It is suggested that the commission members observe the following guidelines to avoid OPMA problems with email exchanges:

   a. When possible, limit email exchanges on issues related to commission business to less than a majority of commission members.

   b. Never decide at an open meeting that a majority of the commission members will continue or complete a discussion of an agenda item by email.

   c. One-sided (no response anticipated) information emails to a majority or more of the commission members are probably consistent with the OPMA. Commission members are free to engage in email exchanges with staff on one-sided emails, but not with each other.

   d. Email exchanges on issues that the commission will not address are consistent with the OPMA. However, if any reasonable chance exists that an issue relates to a vote that may or will come before the commission, a majority of the commission should not subject the issue to email discussion.

G. Meetings

1. Regular meetings will be held at 6:00 p.m. on the first (1st) Wednesday of every month at the Clark County Public Services Center, Sixth Floor Hearing Room, 1300 Franklin St, Vancouver, WA.

2. All regular and special meetings will be open to the public and the date, place, and agenda will be publicized in accordance with the Open Public Meetings Act (RCW Chapter 42.30) except when a majority of commission members determine that an executive session is necessary as detailed in the Open Public Meeting Act (RCW Chapter 42.30.110). The agenda for regularly scheduled meetings shall be posted on Clark County’s Historic Preservation Commission website, and notice shall be mailed and/or emailed to the applicants, commission members, any other interested parties, and the public, five (5) days prior to the regularly scheduled meetings.

3. If the first Wednesday of the month falls on an official holiday, the meeting time and place may be changed and public notice must be given according to Section (G)(2) above.
4. Notice of an alternate location, scheduling conflict, or meeting cancellation shall be posted within 24 hours on Clark County’s Historic Preservation Commission website, on the entrances of the regular meeting place, and transmitted by electronic mail (e-mail) to commission members and the public. Notice may be given via newspaper of general circulation in the community.

5. If there are no agenda items, the chairperson may cancel the regular meeting after giving all commission members and the public 24 hours advance notice. However, if a majority of commission members express the desire to hold the meeting, it shall convene as scheduled. If the meeting is canceled, public notice must be given according to (G)(4) above.

6. Special meetings may be called by the chair or by a majority of commission members. Public notice shall be given as provided in RCW 42.30.080.

7. The order of agenda items may be determined by their order of receipt. All technically complete applications, including register nomination review, special valuation review, and certificate of appropriateness review must be filed at least 30 days before the meeting at which the case is to be considered. This allows staff sufficient time to copy and distribute materials to commission members. The commission or applicant may ask for an extension of time.

H. Regular Order of Meetings

1. Business will be conducted with guidance from Robert’s Rules of Order except where this contradicts with the rules and procedures or other special rules adopted by the commission which then take precedence. All issues will be decided by simple majority vote except amendments to the Rules and Procedures, which require a vote of two-thirds of the membership.

2. Quorum: Fifty-one (51) percent of the non-vacant membership of the commission constitutes a quorum. Meetings without a quorum will be recessed to the earliest possible date.

3. Summary minutes will be provided for all commission proceedings. The commission’s adopted summary minutes of the public meetings shall be the official record. All meetings will be electronically recorded to further clarify the minutes. All minutes and recordings shall be kept on file in Community Planning as required by law.

4. Regular Order of Business: The regular order of business shall be as follows, unless modified by vote of the commission:
   a. Roll Call & Introductions
   b. Discussion and adoption of minutes
   c. Public Hearing or other main business of the meeting
   d. Report of committees
   e. New Business/Announcements
   f. Old Business and Updates
   g. Public comment
   h. Adjournment
5. The regular order of business for consideration for applications for local register review, certificate of appropriateness review and special valuation review can be found in the rules and procedures sections for each type of review.

I. Amending the By-Laws and Rules of Procedures: These by-laws may be amended at duly noticed scheduled public hearing.

J. Staff:

1. County Staff: Clark County Community Planning staff will be responsible for administrative functions of the commission, including minutes and agendas, and will prepare staff reports and recommendations, with assistance from city staff when needed, and will attend commission meetings and public hearings concerning properties outside the city of Vancouver. Other duties are referenced in the Historic Preservation Commission’s Rules and Procedures and Title 40.250.030.

2. City Staff: Staff of the City of Vancouver’s Department of Community and Economic Development, Development Review Division will be responsible for the designation and review processes of the historic preservation program in their jurisdiction, including preparing staff reports and recommendations, and will attend commission meetings and public hearings concerning properties within the city of Vancouver.

3. Staff Cooperation: City and county staffs will work cooperatively within the spirit of the commission’s Rules and Procedures to provide the necessary flow of information and staff support to the commission.

Suggested Questions for HPC Interviews

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<tr>
<th>Motivation/Intention</th>
<th>1. Why are you interested in volunteering on the Historic Preservation Commission?</th>
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<tr>
<td>Background</td>
<td>2. What skills, experience, knowledge, or perspective do you bring to the commission that make you an ideal candidate for this commission?</td>
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<tr>
<td>Knowledge of the Position</td>
<td>3. What is your understanding of the role of the Historic Preservation Commission and in what ways does the Historic Preservation Commission contribute to the county?</td>
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4. Do you understand the time commitment, and if selected, do you have time to devote to this commission?

Case Discussion

5. Ask the candidate to provide a brief explanation of why they think it either is or is not appropriate based on the Vancouver Municipal Code. They may also include the Secretary's Standards or other bases for their conclusion, if they wish to cite it.

Closing Question

6. Do you have any questions for us?

Reappointment (if applicable)

1. Why would you like to be reappointed to this commission?

2. What do you feel has been your greatest success in your current role?

3. Are we effectively using your talents on this commission?

CONTACT INFORMATION

The commission staff shall be the point of contact for items related to official commission business.

Clark County Community Planning
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