

NATIONAL REGISTER OF HISTORIC PLACES COMMISSION REVIEW

In Washington, the National Register is administered by the Department of Archaeology & Historic Preservation (DAHP). Each nomination is reviewed for listing by the [WA State Advisory Council on Historic Preservation \(ACHP\)](#), which is comprised of citizens knowledgeable in Washington's history, archaeology, and architecture. The nine member board reviews nominations to the registers four times a year, at various locations across the state.

As a Certified Local Government (CLG) under the National Historic Preservation Amendments Act of 1980 (P.L. 96-515), one of the principal duties of Clark County is to take responsibility for review of nominations or properties to the National Register of Places. Under the State of Washington Certified Local Governments Program Requirements Historic and Procedures (Section III(A)) and in accordance with the CLG Certification Agreement between Clark County and the State Historic Preservation Officer (SHPO) of Washington, the Clark County Historic Preservation Commission (CCHPC), is made responsible for reviewing National Register Nominations and providing a recommendation to the Advisory Council on Historic Preservation.

Procedures for Conducting National Register Nomination Review Meetings

A. **PRE-MEETING**

1. The Washington Department of Archaeology and Historic Preservation:
 - a. Forwards National Register nominations to the Historic Preservation Commission for review at least 60-days prior to the next scheduled Advisory Council on Historic Preservation meeting (ACHP).
 - b. The 60-day review period may be expedited with concurrence of both the SHPO and the CLG. Expedition of the process does not preclude the local historic commission's review of the nomination, rather it simply shortens the 60-day review period.
2. Staff:
 - a. Schedules a hearing and provides public notice as specified in County or City Code.
 - b. Reviews the nomination and prepares a staff report and provides the staff report and nomination materials to Commission members at least a week in advance of the hearing.
3. Commission:
 - a. Reviews the nomination using the applicable criteria – See sections (B)(3), (4), and (5).

B. **MEETING**

1. The regular order of business for a hearing to review nominations to the National Register of Historic Places shall be as follows:
 - a. Commission members announce ex parte contacts and conflicts of interest
 - b. Public hearing opened

Comment [KJ1]: This section has been reformatted slightly to clearly indicate responsibilities for each entity involved, i.e. DAHP, Staff, Commission.

- c. Staff report
- d. Questions of staff by commission
- e. Presentation by applicant
- f. Questions of applicant
- g. Public comment
- h. Public hearing closed
- i. Commission deliberation and motion

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the commission.

2. Commission members apply National Register criteria to the property or district to evaluate the nomination.

a. **National Register criteria** are designed to guide the officials of the National Register, SHPOs, federal agencies, local governments, preservation organizations and members of the general public in evaluating properties for entry in the National Register. To be listed in the National Register, properties generally must be at least 50 years old and retain their historic character. Properties must:

- i. Be associated with important events that have contributed significantly to the broad pattern of our history. or
- ii. Be associated with the lives of persons significant in our past. or
- iii. Embody the distinctive characteristics of a type, period or method of construction; or represent the work of a master; or possess high artistic values; or represent a significant and distinguishable entity whose components may lack individual distinction. or
- iv. Have yielded, or may be likely to yield, information important in prehistory or history.

b. Besides meeting one or more of the above National Register criteria, a property must also have "**Historic Integrity**" which is the authenticity of a property's historic identity evidenced by the survival of physical characteristics that existed during the property's historic period. Historic Integrity is comprised of seven qualities:

- i. Location
- ii. Design
- iii. Setting
- iv. Materials
- v. Workmanship
- vi. Feeling
- vii. Association

This means that if a property has been dramatically altered or its setting has been lost, it is probably not eligible for the Register.

c. Certain property types are eligible for listing in the National Register only under **special circumstances**. These include cemeteries, birthplaces or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature

Comment [KJ2]: The National Register Criteria is now included in this section and the text in the previous version has been deleted. Highlights indicate the new text.

Comment [KJ3]: There was a question raised regarding incomplete applications. I looked into [DAHP's submittal dates and submittal policy document](#) which states that nomination authors are required to submit nominations in draft forms before the final submittal deadline. DAHP staff is closely involved with the submittal prior to it coming to HPC. We can still add something here about sending it back to the applicant if incomplete, but it may conflict with the Advisory Council's set meeting dates.

and properties that have achieved significance within the last 50 years. Such properties will qualify, however, if they are integral parts of districts that do meet the criteria, or if they fall within one or more of the following categories:

- i. A religious property deriving primary significance from architectural or artistic distinction or historical importance.
- ii. A building or structure removed from its original location but which is significant for architectural value, or which is the surviving structure most importantly associated with an historic person or event.
- iii. A birthplace or grave of an historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life.
- iv. A cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features or from association with historic events.
- v. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived.
- vi. A property primarily commemorative in intent if design, age, tradition or symbolic value has invested it with its own historical significance.
- vii. A property achieving significance within the past 50 years if it is of exceptional importance.

3. At the meeting, staff should bring the National Register Nomination Evaluation Form for signatures.

C. POST MEETING

After the meeting, Staff will:

- a. Prepare the Certified Local Government National Register Nomination Evaluation Form for signatures. *(Form is included at end of this section)*
- b. Prepare the commission's report as findings of fact, clearly stating the relevant designation criteria and how the property meets or fails to meet the criteria.
- c. Forward the Evaluation Form to DAHP for the official recommendation.

D. POST NATIONAL PARK SERVICE REVIEW

The county will receive a letter from the National Park Service, if the property was officially listed in the National Register of Historic Places. Staff will:

- a. Coordinate with GIS staff to identify the property as listed on the National Register of Historic Places within the GIS database (Maps Online). An email is sufficient stating "A new historic property has been added to the National Register of Historic Places at 1801 Main Street, Washougal. Please flag this property in Maps Online so that the Clark County Historic Preservation staff is notified if any development permits are requested in the future."
- b. Enter the register listing into the county/city permit database.
- c. Send a press release to the newspaper of general circulation, if the property is approved for listing on the register, if appropriate.

RELATED INFORMATION

Comment [KJ4]: The criteria that was here was moved to section 2B above.

National Register Application Guidelines

Please refer to the Washington State National Register Guide for submittal requirements, timelines for submissions, and the review process. The guide can be found online www.dahp.wa.gov or contact the Washington State Department of Archaeology and Historic Preservation.

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CERTIFIED LOCAL GOVERNMENT NATIONAL REGISTER NOMINATION EVALUATION REPORT FORM

If a nomination falls within the jurisdiction of a Certified Local Government, review is required by the local landmark commission or historic review board before any nomination to the National Register is heard by the State Advisory Council on Historic Preservation as per the National Historic Preservation Act of 1966 and the CLG program requirements as amended in 1993. This form must be received by DAHP five days in advance of the State Advisory Council meeting. By law the CLG has 60 days to review the NR nomination form. If the commission and the chief local elected official recommend that a property not be nominated to the NR, the SHPO will take no further action on the application unless an appeal is filed.

Property Name: _____

Address: _____

Certified Local Government Name: _____

Date of public meeting in which nomination was reviewed _____

Applicable Criteria: (Please Check the Appropriate Box)

Criterion A (Historical Events)

Criterion B (Important Person)

Criterion C (Architecture)

Criterion D (Archaeological)

Please check the following box that is appropriate to the nomination.

The Commission recommends that the property or properties should be listed on the National Register of Historic Places.

The Commission recommends that the property or properties should not be listed in the National Register for the following reasons: _____

The Commission chooses not to make a recommendation on this nomination for the following reasons: _____

The Commission would like to make the following recommendations regarding the nomination: (use additional sheets if necessary)

Note that both signatures required below

Landmarks Commission/Historic Review Board Chair or Representative

Print Name: _____

Approved Not Approved

Signature: _____

Elected Official/Designee

Print Name: _____

Approved Not Approved

Signature: _____