

# 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**

The Washington Department of Archaeology and Historic Preservation will forward 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). 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.

1. Upon receipt of the notification of a National Register nomination, the Staff:
  - a. Schedules a hearing and provides public notice as stated in 40.250.030(E)(3)(g).
  - b. Prepares a staff report and provides the staff report and nomination materials to Commission members at least a week in advance of the hearing.
  
2. Prior to the hearing, the CCHPC:
  - a. Reviews the nomination
  - b. Visits the property, if possible

### **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:
  - i. Commission members announce ex parte contacts and conflicts of interest

- ii. Public hearing opened
- iii. Staff report
- iv. Questions of staff by commission
- v. Presentation by applicant
- vi. Questions of applicant
- vii. Public comment
- viii. Public hearing closed
- ix. 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. The members should only consider information related to the designation criteria as presented in federal regulations ([36 CFR 60.4](#)) during the review. The [National Register Bulletin 15, How to Apply the National Register Criteria for Evaluation](#) is a tool authored by the National Park Service to assist those who are conducting this review.

The commission:

- a. Determines the category of historic property.
  - b. Establishes the context for evaluating the property.
  - c. Identifies the level of significance.
  - d. Evaluates the integrity of the property.
  - e. Determines if there are criteria considerations that might make the property eligible.
  - f. Determines if the property meets the criteria.
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. 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**

### **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](http://www.dahp.wa.gov) or contact the Washington State Department of Archaeology and Historic Preservation.

### **Applicable National Register Criteria**

The criteria applied to evaluate properties (other than areas of the National Park System and National Historic Landmarks) for the National Register are listed below. These criteria are worded in a manner to provide for a wide diversity of resources. The following criteria shall be used in evaluating properties for nomination to the National Register, by NPS in reviewing nominations, and for evaluating National Register eligibility of properties. Guidance in applying the criteria is further discussed in the "How To" publications, Standards & Guidelines sheets and Keeper's opinions of the National Register.

### **National Register criteria for evaluation**

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association and

- (a) that are associated with events that have made a significant contribution to the broad patterns of our history; or
- (b) that are associated with the lives of persons significant in our past; or
- (c) that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- (d) that have yielded, or may be likely to yield, information important in prehistory or history.

### **Criteria considerations**

Ordinarily 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, and properties that have achieved significance within the past 50 years shall not be considered

eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria of if they fall within the following categories:

- (a) A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- (b) A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- (c) A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his productive life.
- (d) A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- (e) 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; or
- (f) A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- (g) A property achieving significance within the past 50 years if it is of exceptional importance.

This exception is described further in NPS "How To" #2, entitled "How to Evaluate and Nominate Potential National Register Properties That Have Achieved Significance Within the Last 50 Years" which is available from the National Register of Historic Places Division, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

# 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: \_\_\_\_\_