CLARK COUNTY HERITAGE REGISTER NOMINATION

Under the provisions of the Clark County Historic Preservation code (40.250.030), the commission is directed to initiate and maintain a Clark County Heritage Register and to review nominations to the register.

Procedures for Conducting Nomination Review Meetings

A. PRE-MEETING

1. The Applicant or Designated Agent:
   a. Contacts commission staff (City of Vancouver if inside city limits/Clark County if anywhere else) concerning the application form and the necessary documentation.
   b. Submits the completed application to staff at least 30 days before the regularly scheduled meeting at which the application is to be considered.

2. Staff:
   a. Consults with the applicant concerning the application form and the necessary documentation. Staff may require the applicant to provide additional information or research.
   b. Creates a case in the permit system.
   c. Reviews the application for completeness and includes the case on the commission’s upcoming agenda based on determination that the application is technically complete in accordance with CCC 40.250.030(E). Staff review may include meetings with owners and adjacent property owners, interviews, historic research, and examination of the property.
   d. Prepares a report for the commission based on the review and includes a staff recommendation. The staff review must use the criteria for determining designation of properties in the CCHR as stated in Title 40.250.030(E).
   e. Arranges with the property owner(s) for permission for on-site visits by the commission or designated committee, if appropriate. The commission cannot make site visits as a quorum, unless public notice is provided per the Washington Open Public Meetings Act, RCW 42.030.080.
   f. Obtains the owner’s written permission on the nomination form before the nomination proceeds to the HPC in a public hearing.
   g. Provides notice of hearing and distributes notice as specified in County or City Code.

B. MEETING

1. The regular order of business for a hearing to consider applications to the Clark County Heritage Register shall be as follows:
   a. Commission members announce ex parte contacts and conflicts of interest
   b. Public hearing opened
   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 the designation criteria, as outlined in the Clark County Code 40.250.030(E), to the property or district to evaluate the nomination. The members should consider information related to the designation criteria during the designation hearing and from the site visit, if one occurred. The commission:

   a. Determines the criteria for eligibility (40.250.030(E)(1)
   b. Determines the category(ies) of significance (40.250.030(E)(2)
   c. Determines if there are other special conditions that might make the property eligible
   d. Votes on the decision

3. At the meeting, staff should bring the following documents and obtain the signature of the chair and the property owner:
   a. nomination form;
   b. certificate of listing.

4. If substantial changes are made to the nomination documentation during the meeting, the commission should determine whether to continue the hearing to a later date for the changes to be made and brought back before the commission for review and approval before officially listing the property. If they are only minor changes, the commission can determine to note them in the Findings of Fact and have staff update the nomination form. The nomination form shall be updated prior to signature by the chair.

C. POST MEETING

After the meeting, staff will:

   a. 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 within 14 calendar days after the date the decision is made and send it to the parties of record.
   b. Finalize the nomination form with staff and HPC Chair signatures.
   c. Prepare the Certificate of Listing and have the HPC Chair sign this document.
   d. Coordinate with GIS staff to identify the property as listed on the heritage register within the GIS database (Maps Online). An email is sufficient stating “A new historic building has been added to the Clark County Heritage Register 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.”
   e. Enter the register listing into the county/city permit database.
   f. Send a press release to the newspaper of general circulation, if the property is approved for listing on the register, if appropriate.
   g. Take the Certificate of Listing (signed by the HPC chair and owner) and record it with the Auditor’s Office, including the cover sheet. Check with the Clark County Auditor’s office on specifications for recording documents and current fees. The fees are paid by Community Planning or the City of Vancouver, depending on location of property.
h. Mail the original certificate to the property owner(s), retain a hard copy for the commission’s file, and scan a copy for retention by the county/city staff. (The city maintains copies of historic property listings in its jurisdiction).
i. Notify the relevant city jurisdiction, as appropriate, of the commission’s final decision.
j. File a hard copy of the final signed nomination form with photographs, and the certificate of listing.
k. Update the county’s website and mobile app with the new listing information.
l. If the property owner wants a CCHR plaque, and there are sufficient funds in the commission’s budget, order a CCHR plaque and coordinate delivery of the plaque with the property owner.

D. RESUBMISSION

A negative determination or a non-acceptance of an application by the commission is not irrevocable. If new information becomes available and if the applicant wishes, the application may be resubmitted. In such a case, the entire procedure (Steps A through C above) must be followed.

E. APPEALS

Appeals must be filed within 21 calendar days after the decision is mailed to the parties of record. Appeals must be made to the Superior Court of Clark County in accordance with Chapter 36.70C RCW or applicable state law.

F. HISTORIC DISTRICTS [RESERVED section in County Code].

This section may apply to review of historic districts of jurisdictions with which there is a valid interlocal agreement and adopted historic preservation ordinance that includes criteria for districts. The commission and staff will follow the process as outlined in the jurisdiction’s code.
Nomination Application Standards

Proposed review: May meeting