
WASHINGTON STATE CERTIFIED LOCAL GOVERNMENT PROGRAM HANDBOOK



A Certified Local Government (CLG) is National Park Service (NPS) accreditation sought by a local municipality for their Historic Preservation Commission (HPC). There are 60 CLGs in Washington State.

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Purpose of the Program

The Certified Local Government (CLG) program is voluntary partnership program between certified local governments, the Washington State Department of Archaeology and Historic Preservation (DAHP), and the National Park Service (NPS) to identify historically important places, assist in their conservation, and promote their contributions to local identity.

Preservation of historically significant places became national priority in 1966 with the passage of the National Historic Preservation Act (NHPA). That law created State Historic Preservation Offices (SHPOs) - to facilitate preservation policy at the state level. DAHP is the SHPO in Washington State.

The CLG program was created in 1980 by an amendment to the NHPA. The CLG program assists local governments with preservation planning through technical and policy expertise and financial assistance in the form of annual grants.

At the federal level, NPS establishes the program's broad regulations and standards and provides annual federal funding. DAHP provides guidance and expertise to CLGs and distributes the federal funding in the form of annual grants. CLGs use this funding for planning tools and educational programs focused on the identification, designation, and protection of historic properties.

Benefits of CLG Certification

GRANT FUNDING

CLG communities in Washington are eligible to apply annually for no-match grant funding for historic preservation planning projects.

ACCESS TO EXPERTISE

A CLG community has access to DAHP staff who have expertise in architecture, architectural history, rehabilitation, archaeology, and state and federal policies on historic properties. We can provide guidance and advice on most questions related to historic properties, archaeological sites, and burial sites.

TRAINING

The state shall provide regular training opportunities for CLGs to maintain levels of expertise. Training shall be provided through webinars open to all CLGs as well as specialized trainings tailored to individual CLGs offered virtually and in person upon request.

ANNUAL CLG MEETING

To the extent possible due to funding, the state shall provide an annual training for both CLG staff and commission members either virtually or in a centralized location in the state. CLGs and city staff will be consulted prior to the meeting for suggestion of meeting topics and CLG needs.

PLACE-MAKING AND LOCAL IDENTITY

A local historic preservation program helps cultivate a strong local identity and sense of place. Local identity and character are essential to retaining residents and businesses and attracting new ones. Local flavor attracts residents and businesses and keeps them there longer.

DESIGN REVIEW OF LOCALLY LISTED PROPERTIES

In Washington State all CLGs are required to maintain a local register of historic places. Resources listed on the local register must undergo a Design Review by the HPC for a Certificate of Appropriateness (COA) to be issued.

LOCAL REVIEW OF NRHP NOMINATIONS

When DAHP receives a nomination to add a resource to the National Register of Historic Places (NRHP) for a property in a CLG community, it is shared with the HPC before it is finalized, allowing local review of nominations to affirm that it meets standards for significance.

Program Requirements

NHPA has required that all local governments requesting certification satisfy the five following minimum requirements.

NHPA MINIMUM REQUIREMENTS

1. Enforce appropriate state or local legislation for the designation and protection of historic properties [Section 101(c)(1)(A)].
2. Establish an adequate and qualified historic preservation review commission by state or local law [Section 101(c)(1)(B)].

3. Maintain a system for the survey and inventory of historic properties [Section 101(c)(1)(C)].
4. Provide for adequate public participation in the local preservation program, including the process of recommending properties to the National Register [Sections 101 (c)(1)(D), (c)(2)(A) and (c)(2)(B)].
5. Satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act, as amended [Section 101(c)(1)(E)].
6. The state shall make available orientation materials and training to all local commissions. The orientation and training shall be designed to provide a working knowledge of the roles and operations of federal, state, and local preservation programs [36 CFR 61.6(e)(2)(iv)].

The Code of Federal Regulations (CFR) reiterated the above requirements and has provided more information about what is needed to meet the statutory requirement for the implementation of the CLG program. The complete text of the federal regulations (36 CFR 61.6 and 36 CFR 61.7) is attached to these certification standards as an appendix.

To qualify as well as maintain its status as a CLG, a local government in Washington must meet the following minimum requirements.

STATE MINIMUM REQUIREMENTS

STATE LEGISLATION

All CLGs shall be familiar with the provisions of the State Environmental Policy Act (RCW 43.21c), the State Historical Societies--Heritage Council--Archaeology and Historic Preservation Act (RCW 27.34), the Historic Properties [Special Valuation Property Tax Incentive for Historic Properties] (RCW 84.26), the Indian Graves and Records Act (RCW 27.44), Abandoned and Historic Cemeteries and Historic Graves (RCW 68.60), and any additional state historic preservation legislation enacted after the adoption of these standards. The SHPO will provide, within 60 calendar days of the effective date of legislation, written notification to all existing CLGs and new applicants if additional legislation is adopted pertinent to this requirement.

LOCAL LEGISLATION

All CLGs shall adopt and enforce a local historic preservation ordinance that provides for the designation and protection of historic properties. The ordinance must contain provisions establishing a qualified local historic preservation review commission with authority to designate or recommend designation of historic properties. Designation provisions in such legislation include the identification and registration of properties for protection that meet

criteria established by the state or the locality for significant historic and prehistoric resources within the jurisdiction of the local government [36 CFR 61.6 (e)(1)(i)]. The commission must also be empowered to review and comment on any proposed public and private development projects that would affect a locally designated historic property. Protection provisions in such legislation include a local review process under state or local law for proposed demolitions of, changes to, or other action that may affect designated historic properties [36 CFR 61.6 (e)(1)(ii)]. The commission's role in the local designation and protection process may be advisory to the local legislative authority.

The ordinance must be consistent with the purposes of the National Historic Preservation Act as amended (16 U.S.C. 470 et. seq.), the State Historic Preservation Plan, and all other provisions of these standards.

COMMISSION MEMBERSHIP

The local historic preservation commission shall have no fewer than five members and no more than fifteen members. All commission members must have a demonstrated interest and competence or knowledge in historic preservation [36 CFR 61.6(e)(2)(ii)].

Lay persons appointed by the chief local elected official to the commission may qualify to serve if they have a record of avocational involvement in historic preservation studies or activities.

The commission shall also include 2 professional members in the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines [NHPA as amended, Section 310(13)]. The SHPO will provide guidance on professional qualification standards for these disciplines. A broad range of professions shall be represented on the commission to the extent that qualified candidates are available in the community [36 CFR 61.6(e)(2)(ii)].

Local commissions may meet certification standards without a broad range of types of professional disciplines represented in the commission membership if the local government can demonstrate it has made in good faith a reasonable effort to recruit qualified professionals for those positions. A good faith, reasonable effort may include newspaper advertisement, solicitation from professional organizations, or personal requests among others. When a commission lacks expertise in a particular discipline, it must obtain the advice of a qualified consultant when considering National Register nominations and other actions that might

impact properties which would ordinarily be evaluated by a professional from that field [36 CFR 61.6(e)(2)(i)].

PROFESSIONAL STAFF

Every CLG must employ sufficient professional staff to carry out and/or facilitate the achievement of whatever historic preservation responsibilities it has agreed to assume in its Certification Agreement. At a minimum, the local government shall have professional staff adequate to coordinate the National Register review process and local survey program.

“Professional staff” is someone who possesses expertise in historic preservation, archaeology, history, architectural history, urban planning, art history, architecture, or a closely related field. Professional staff may be employed on less than a full-time basis where the volume of National Register and local survey activities in that jurisdiction does not warrant full time staff support. CLG staffing requirements may be met by private consultants employed under contract.

PUBLIC PARTICIPATION

All CLGs shall provide for adequate public participation in the local historic preservation program, including the process of nominating properties to the National Register of Historic Places. The public must also have an opportunity to participate in any other responsibilities that the local government agrees to as a part of its Certification Agreement. Provisions for public participation shall be considered adequate if local commission meetings comply with the open public meetings act (RCW 42.30) subject to the limitations below.

The head of a Federal agency or other public official receiving grant assistance pursuant to the National Historic Preservation Act as amended, after consultation with the National Park Service, shall withhold from disclosure to the public, information about the location, character, or ownership of a historic resource if the NPS and the agency determine that disclosure may [Section 304(a)]—

- (1) cause a significant invasion of privacy.
- (2) risk harm to the historic resources; or
- (3) impede the use of a traditional religious site by practitioners.

HISTORIC SITES SURVEY AND INVENTORY

All CLGs shall maintain a system for the survey and inventory of historic properties. Local survey efforts must be coordinated with the state program and survey data must be compatible with and readily integrated into the state inventory. The SHPO will provide guidance on this. CLGs are encouraged to keep inventory forms in a safe, secure, and publicly available location. Staff or contract personnel directing surveys must meet the minimum professional qualifications defined in the NHPA as amended, Section 310(13).

NATIONAL REGISTER NOMINATIONS

The CLG shall establish local laws; this may include bylaws or administrative rules, which will provide for participation in the National Register Nomination process pursuant to Section IV of these requirements and procedures.

Applying for CLG Certification

APPLY TO DAHP

Any local unit of government in Washington may apply to for CLG certification. To apply for certification, a local government must submit evidence to the state that it has complied with the minimum requirements for initial certification described above.

The chief elected official may request certification by submitting a formal request to:

Michelle.thompson@dahp.wa.gov

A COMPLETE CLG APPLICATION WILL INCLUDE:

1. Two copies of the local ordinance establishing the historic preservation review commission and describing the commission's powers and duties and two copies of all other local ordinances and local laws pertaining to the preservation of historic properties.
2. Two copies of local laws, bylaws, or administrative rules governing the nomination and development review processes (Sections I.B. and III). If the local ordinance does not specify requirements for owner notification and public notice prior to meetings of the historic preservation commission, then the means of ensuring adequate public participation in CLG activities shall be included in the administrative rules.

3. A list of names and addresses of all commission members, a statement on each member demonstrating their interest or competence in historic preservation, and a brief statement of qualifications for the professional members from historic preservation related disciplines.
4. If the commission membership does not include representatives of a variety of historic preservation related professions, then the chief local elected official shall certify in writing that in good faith a reasonable effort has been made to recruit additional qualified commission members to fill these positions, but that no one is currently available to serve in that jurisdiction.
5. A statement of qualification for the professional staff member(s) or contract employee(s) responsible for directing the local survey and coordinating the review of National Register nominations pursuant to Section IV of these rules.
6. Representative samples of local survey records and a U.S.G.S. map or maps showing the areas where the existing survey coverage is considered adequate for comprehensive planning purposes.

Approval Process

1. Within 30 calendar days of receiving a request for certification, the state shall review the application and determine if the local program complies with minimum certification requirements. If the application is found to be inadequate, or if the local program does not appear to qualify for certification, the state shall notify the applicant in writing of the reasons for not approving the request for certification. The state shall, at the request of the applicant, provide written recommendations concerning changes that are necessary to meet program requirements.

If the documentation is complete and all requirements are met, the state shall prepare a certification agreement that lists the responsibilities of the local government when certified. If the local commission membership does not include a broad range of professional disciplines, the certification agreement shall specify procedures for handling issues that are beyond the expertise of the local commission and staff. The certification agreement may be renegotiated later by mutual consent to reflect changes in the local program or to include additional delegated responsibilities.

2. NPS Review of CLG Applications. After having determined that a CLG application

meets all the requirements in State procedures, the SHPO will forward a request for concurrence to the National Park Service. The request for concurrence must include the following:

- a. Signed Certification Agreement. A copy of the signed certification agreement between the CLG and the SHPO.
 - b. Signed Review Checklist. A certification by the SHPO that the CLG application is complete, and the locality meets the requirements for CLG status. The certification must be in the form of a completed review checklist or other review document. The checklist or review document must be signed and dated by the SHPO (or designee) or the State CLG Coordinator who completed the checklist while reviewing the application.
3. Results of NPS Review. If the request for concurrence cannot be affirmed as submitted. The National Park Service will notify the SHPO prior to 15 working days after receipt of the request. The National Park Service shall provide written notice of what is necessary for the request for concurrence to be approved.
4. Effective Date of Certification Agreement. A certification agreement is not effective until it is signed by the chief elected local official and the SHPO and concurred with in writing by NPS. The effective date of certification is the date of NPS concurrence. When NPS concurs with the SHPO recommendation for certification, NPS will notify the SHPO in writing and send a copy of that letter to the CLG.
5. Amendments to Local Government Certification Agreements.
- a. Substantive changes in Certification Agreements must be forwarded as a written amendment to the National Park Service for concurrence. NPS written concurrence by letter or fax must be received before the amendment may be considered in effect. Changes in Certification Agreements must be consistent with State procedures.

When NPS acts upon the SHPO's certification amendment request, NPS will notify the SHPO of its decision in writing and send a copy of the letter to the CLG.

Duties of a Certified Local Government

After a community has been officially certified under the CLG program, there are a few things that the HPC and city staff need to do to maintain certification status.

Every CLG assumes basic responsibilities which at a minimum include regular commission meetings, review of National Register nominations for properties within their jurisdiction, and an annual report/review of their basic responsibilities.

REGULAR COMMISSION MEETINGS

Local commission meetings must be held regularly and comply with the open public meetings act (RCW 42.30)

REVIEW AND RECOMMENDATIONS (NATIONAL REGISTER NOMINATIONS)

Before a property within the jurisdiction of the certified local government may be considered by the State to be nominated to the Secretary for inclusion on the National Register, the State Historic Preservation Officer shall notify the owner, the applicable chief local elected official, and the local historic preservation commission. The commission, after reasonable opportunity for public comment, shall prepare a report as to whether such property, in its opinion, meets the criteria of the National Register. Within sixty days of notice from the State Historic Preservation Officer, the chief local elected official or his/her designee shall transmit the report of the commission and his recommendation to the state Historic Preservation Officer. After receipt of such report and recommendation, or if no such report and recommendation are received within sixty days, the State shall make the nomination. The State may expedite such process with the concurrence of the certified local government. [NHPA as amended, Sections 101 (c)(1)(D), (c)(2)(A) and (c)(2)(B)]

Effect of CLG Recommendations

If both the commission and the chief local elected official recommend that a property not be nominated to the National Register, the State Historic Preservation Officer shall take no further action, unless within thirty days of the receipt of such recommendation by the State Historic Preservation Officer an appeal is filed with the State. If such an appeal is filed, the state shall follow the procedures for making nomination pursuant to 36 CFR 60.

The state shall proceed with the nomination process, subsequent to CLG review, under the following conditions: 1) if both the commission and chief local elected official recommend that a property be nominated to the National Register, 2) if the commission and the chief local

elected official fail to agree on a recommendation, or 3) if the SHPO does not receive a report and recommendation before the end of the 60 day review period. Any report and recommendations resulting from CLG review of a nomination shall be included with that nomination when it is submitted by the state to the Secretary of the Interior.

The above noted CLG notification procedures do not apply where a Federal agency nominates a property under its ownership or control. Federal agencies should, however, be encouraged to coordinate their nominations with CLGs.

Preparation and Editing of Nomination Forms

The SHPO shall ensure that nomination forms are complete and adequately documented before forwarding them to the appropriate CLG for review. The state may return to the originator any nomination form not meeting National Park Service guidelines. CLGs shall not be required to edit nomination forms submitted by the public unless stipulated in their certification agreement.

Owner Notification

The state shall be responsible for notifying owners pursuant to 36 CFR 60 and responsible for compliance with owner objection.

Expedited Review

Expedited review may be initiated by either the state or the local government. In either case, CLG concurrence shall be formally indicated by written statements from the chief local elected official and the chair of the historic preservation review commission or their designees [NHPA as amended, Sections 101 (c)(2)(A)].

Additional Responsibilities

The State Historic Preservation Officer may also delegate to a CLG other responsibilities pertaining to the processing of National Register nominations, as agreed to by the CLG

(including responsibility for National Register owner notifications under 36 CFR 60 or allowing the local historic preservation commission to act in place of the State Review Board for the purposes of considering nominations).

ANNUAL REVIEW

Program Monitoring and Evaluation

Each CLG shall provide an annual report to the state documenting compliance with the certification agreement and updating the information in the original CLG application. Annual reports shall be due each January and report on the preceding twelve-month period. Exceptions: new CLGs, certified for less than six months, are exempt from the annual reporting requirements in the first January following their certification. The annual report shall be issued and filled out digitally.

Within 30 days of receipt of an adequately documented annual report, the state shall verify whether the local government: 1) has complied with the certification agreement; 2) met minimum program requirements; 3) performed its responsibility consistently; and 4) coordinated with the identification, evaluation, and preservation priorities of the comprehensive state historic preservation planning process. If the annual report is complete, the SHPO will respond in writing with a twelve month agreement. If the annual report does not substantiate that the local government is currently qualified for participation in the CLG program, the SHPO shall identify in writing the specific requirements that have not been met. The state shall offer recommendations for correcting any inadequacies that are identified during the annual evaluation.

Local governments that do not meet the requirements for the CLG program will enter into the decertification protocol and will have ample opportunity to correct deficiencies with the assistance of DAHP and the CLG Coordinator. A CLG that is in the decertification protocol is not eligible to apply for CLG grant funding until the non-compliant issue is resolved.

Decertification

Certification of a local government under Washington's CLG program will remain in effect until the local government is officially decertified by the National Park Service (NPS) on the recommendation of the Washington DAHP.

Annual CLG Grants

DAHP receives annual funding from National Park Service's Historic Preservation Fund (HPF). DAHP is required by federal regulations to share at least 10% of that funding with CLG partner communities. To do that, the Washington DAHP administers the CLG Grant program to distribute funding to CLGs in the form of no-match grants.

Any local government in good standing in Washington certified under the CLG program is eligible to apply for this funding. The program operates on an annual cycle.

DAHP produces and distributes annually the Washington CLG Grant Program Manual that describes the application process and that year's priorities for funding. The Manual includes everything a CLG needs to know to apply for that year's federal funding: project eligibility and priorities, application timeline, materials, and all conditions for federal funding.

ELIGIBLE CLG GRANT PROJECTS INCLUDE BUT ARE NOT LIMITED TO:

1. Historic Preservation Planning
2. Surveys to identify significant properties or archaeology sites
3. Nomination documents for designation on local, state, and federal registers of historic places.
4. Design guidelines to assist the HPC in administering the design standards in the local ordinance
5. Education – programs offered publicly that are focused on local history and historic places.
6. Specialized training for local historic preservation commissioners and staff (CAMP)

ELIGIBILITY

The SHPO shall transfer to CLGs a minimum of 10 percent of all federal HPF grants received by the state of Washington. For any year in which the total annual HPF allocation for all states exceeds \$65 million, one-half of the excess received by the state shall be transferred to CLGs. Only CLGs are eligible to apply for grant assistance under this program. The state is not required to award funds to all CLGs that are eligible to receive funds.

The amount awarded to any applicant must be sufficient to produce a specific impact. The funds awarded shall be sufficient to generate effects directly as a result of the funds transfer, and the requirement for tangible results shall not be waived even if there are many otherwise eligible applicants for the amount set aside for CLG share.

PROJECT STAFF

If the CLG intends to apply for federal Historic Preservation Fund (HPF) grant assistance, the personnel responsible for implementing the project must meet minimum federal professional qualifications as defined in the National Historic Preservation Act, as amended, Section 310(13) if such expertise is needed for the project.

GRANT MANAGEMENT REQUIREMENTS

CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the Historic Preservation Fund Grants Manual. Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the Historic Preservation Fund Grants Manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged. Grant recipients must maintain auditable financial records in accordance with the "General Accounting Office's standards for Audit of Governmental Organizations, Programs, Activities, and Functions". The state shall specify in the grant agreement any special conditions mandated by Congress or the Secretary of the Interior that apply to CLGs. Annually, the state shall assess the CLG fiscal management of HPF money.

CLGs receiving HPF grants from the CLG share shall be considered subgrantees of the state. CLG requirements shall be included in the state's required written grant agreement with the local government. Any state directed specific uses of funds are to be for activities that are eligible for HPF assistance as specified in the Historic Preservation Fund Grants Manual and are to be consistent with the state comprehensive historic preservation planning process.

GRANT PROJECT SELECTION PROCESS

DAHP shall adopt annual funding priorities for the CLG grant program and criteria for selecting projects from among the applicants based on feedback from CLGs in the Annual Report and priorities in the current statewide Historic Preservation Plan. Annual funding priorities can be found in the Washington CLG Grant Program Manual. Statewide CLG Conference and Revitalize WA attendance will automatically be prioritized for funding each year.

APPLICATION TIMETABLE

DAHP shall circulate guidelines and instructions for grant applications by January 31 each year. CLGs shall then be allowed until the last Friday in April to file applications with the state. Applicants are strongly encouraged to submit a draft application and/or contact the CLG Coordinator for feedback prior to official grant submittal.

SELECTION OF PROJECTS

Based on the anticipated HPF award for Washington State, the SHPO shall estimate the amount of funds available for CLG grants for the upcoming fiscal year. Grant proposals will be selected from highest to lowest priority based on adherence to annual funding priorities and the policies set forth above.

Within 60 days of receiving CLG grant applications, DAHP shall coordinate a meeting of the Grants Advisory Committee, determine which projects will receive HPF grant support, and notify the public and applicants of the meeting date in which applicants will present proposed projects to the Committee.

The state shall maintain records concerning the amounts awarded, the rationale for selecting individual projects, and provide written justifications to the members of the Grants Advisory Committee. The state shall make the above-mentioned records available to the public upon request.

To promote local preservation activities to an extent consistent with other program requirements, the state shall make reasonable efforts to distribute the CLG grant funds among the maximum number of eligible local jurisdictions. When there are four or more CLGs, no single local government shall receive more than 30 percent of the total CLG allocation available in any one year.

LOCAL GOVERNMENT NOTIFICATION

The SHPO shall notify the applicants of the grant awards within 10 days of the Grants Advisory Committee public meeting. The decision to assign grants to individual applicants shall remain contingent upon the award of federal funds to the state of Washington from the HPF appropriation. Following receipt of the federal grant award letter, the SHPO shall notify the chief local elected officials and CLG grant applicants of any special conditions which apply to the CLG grant required by Congress or the Secretary of the Interior.

Special Tax Valuation and Financial Incentives

Federal Historic Tax Credits: A 25% Federal Income Tax Credit for income producing buildings listed in the National Register of Historic Places

Contact:

Jeronimo Roldan (Department of Archaeology and Historic Preservation)
Tax Credit Program Coordinator

State Grants:

[Heritage Barns](#)

[Historic County Courthouses](#)

[Historic Cemeteries](#)

[Historic Theater Grants](#)

Contact:

Washington Trust for Historic Preservation
206-462-2999
grants@preservewa.org

Other Grants: <https://dahp.wa.gov/grants-contracts>

Best Practices for a Strong Historic Preservation Program:

Publicize your work and your successes:

Without hearing directly from the HPC, people will make assumptions about your work. Myths and misconceptions about historic preservation programs are common. With different levels of designation, each with its own combination of benefits and regulations, it's easy to conflate and generalize.

Public education and outreach are two of the HPC's most important jobs. To convey the benefits of historic preservation to the whole community, a commission must go beyond its regulatory role. Broad public awareness of the community's history and the places that bear witness to that history promote a greater appreciation of policies intended to protect and promote those places. Community support often translates to political support. It's up to experts who fully understand the implications of local HP policies to make those connections.

Ask for advice and guidance:

One of the benefits of being a CLG is the network of assistance available to partner communities. CLGs have direct connections to the expertise at the Washington DAHP and the experience of other CLG communities.

Reach out to DAHP. We have experts in architecture, history, historic architecture, nomination processes, archaeology, and local, state, and federal policies. It's our job to help our local partners.

Join the National Alliance of Preservation Commissions (NAPC):

and subscribe to their email support network. The NAPC's email list is community of historic preservation commissioners and staff all over the country. Subscribers ask questions and share their experiences with local preservation issues every day. Whatever situation your HPC is dealing with, the group has probably discussed it. The archive is searchable.

Reach out to commissioners or planners in other CLG communities. They likely have common struggles. Finding another HPC who has dealt with your complicated situation can clarify things and provide a path toward a simple resolution.

Get Training for HPC Members:

HPCs are sometimes required to make difficult decisions based on subjective standards. Training can help clarify the standards and the decision-making process.

Publicize your work and your successes:

Without hearing directly from the HPC, people will make assumptions about your work. Myths and misconceptions about historic preservation programs are common. With different levels of designation, each with its own combination of benefits and regulations, it's easy to conflate and generalize.

Public education and outreach are two of the HPC's most important jobs. To convey the benefits of historic preservation to the whole community, a commission must go beyond its regulatory role. Broad public awareness of the community's history and the places that bear witness to that history promote a greater appreciation of policies intended to protect and promote those places. Community support often translates to political support. It's up to experts who fully understand the implications of local HP policies to make those connections.

Apply for CLG Grant Funding from the Washington SHPO:

The CLG Grant program is designed to facilitate the survey-designate-educate approach (described on p. 2) to leveraging historic places for economic development and place-making. Consider where your community is in that strategy and what you need to follow through. Apply for grant funding to conduct a survey, nominate eligible properties, develop an educational program, or to prepare design guidelines or a historic preservation plan for your community.

Think of Grant-Funded Project Ideas Well Before the Application Period

Keep the survey-designate-educate approach in mind each spring when the CLG grant cycle opens. If your local government has a need for a survey, nomination, design guidelines, or education program, talk with the CLG Coordinator early in the grant cycle (April-June) to define the scope of the project. The first step in the grant application – the Letter of Intent – is due in mid-August.

Create an Annual Report for Your City Council:

Summarize the activities of the HPC each year to give local government and elected officials a clear understanding of what you do. Emphasize that the intent of the program is to help protect historic places while allowing them to be adapted to new uses. Include data on:

- the frequency of HPC meetings,
- the number of applications for Certificates of Appropriateness (CoA) your HPC reviewed, and how many of those projects were approved,
- the average time it took for your HPC to review CoA applications over the past year, and
- success stories – properties or projects that had a mutually beneficial outcome for the owner and the community

Build Good Relationships with Owners of Historic Properties:

Reach out to owners of locally designated properties at least once every year. Remind them that their property is important to the history of the community, and that the local government has made a commitment to assist the owner in making decisions that retain the historic character of the property. Remind property owners that exterior alterations require an extra permit (CoA) from the HPC.

Manage their expectations and let them know what to expect from the CoA process:

Make the review process simple and transparent. The design standards, CoA application, and review process should be very clear and easy to find on the local government’s website. Consider a preliminary design review.

Welcome new owners with a letter from the commission:

Explain the benefits and responsibilities of owning a property associated with the community’s history. Include information on where to find the design standards and CoA application process.

Build Good Relationships with Realtors in Your Community:

Realtors, who are often the primary source of information for buyers of historic properties, need to be well-versed in the differences between local and national designation. Unfortunately, many are not, and buyers often get misinformation about the benefits and encumbrances of historic designations.

Develop a training program for realtors that draws clear distinctions between your local historic preservation ordinance and the National Register of Historic Places program. Promote a page on the city’s website designed to train realtors in the differences. Publish a map clearly showing locally designated properties and NRHP properties (DAHP can assist with data on NRHP-listed properties). Include the basics of the state and federal tax credit

programs. Summarize the CoA process and design standards to which local landmarks are subject.

Follow Through with Promotion of Historic Places: Designating historic properties under a local ordinance is often founded on purposes like fostering civic pride, strengthening the local economy, and stimulating tourism. The third step in the survey-designate-educate approach entails promotion of a community's historic and cultural resources. Work with local and regional economic development and tourism agencies to showcase your local historic landmarks and districts. Share your expertise in local history to make your community attractive to new residents, new businesses, and new visitors.

Consider developing a historic marker program for designated properties and providing an annual budget for the production and installation of markers at historic properties and at entry points to historic districts. The Washington Historical Society's Historical Markers program can be a part of a local marker effort. The CLG Coordinator can advise local governments on developing a local program.

Consider developing a walking tour of historic places and offering it as a paper pamphlet or a smart phone app. The CLG Grant program may be used for this kind of educational program, however, it is prioritized below other types of programs

Help property owners find technical expertise for their projects. Create and share a listing of contractors who have experience working on historic properties. Create a listing of materials that have been approved under your local design standards.

Preservation Resources

Wisaard: Find out what's listed on the National and Washing State Registers.

<https://wisaard.dahp.wa.gov/>

National Register: 2- 3-minute videos all about the National Register.

https://www.youtube.com/watch?v=D8zZ2Yu8whk&list=PLk9GN_xSQe40WAuE4AjtGFIGOKTt0Q7IL

Preservation Briefs: Guidance for individual building issues.

<https://www.nps.gov/orgs/1739/preservation-briefs.htm>

Preservation Terminology

DAHP: Department of Archaeology and Historic Preservation. Oversees the state historic preservation program.

SHPO: State Historic Preservation Office. DAHP is the SHPO in Washington State

NPS: National Park Service. Oversees the federal historic preservation program.

NHPA: National Historic Preservation Act (1966)

Individually Listed: A building individually listed on a register.

National Register District: A group of related buildings, i.e., downtown or a neighborhood that are added to a register as a group.

Integrity: A building that has its original materials visible

Contributing: A building in a district that is 50 years or older and has Integrity.

Non-Contributing: A building in a district that is less than 50 years old and/or does not have Integrity

Preservation: is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of

this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Rehabilitation: is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Restoration: is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the **removal of features from other periods in its history and reconstruction of missing** features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Reconstruction: is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

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