

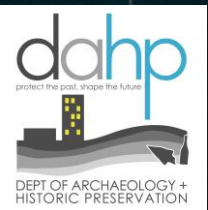
# Local Historic Preservation Commission Reviews

Helping you through the process.....



March 2021

Michael Houser  
State Architectural Historian

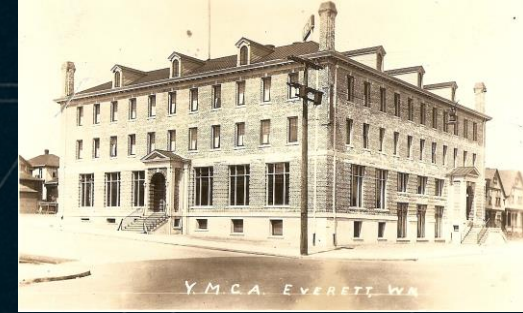




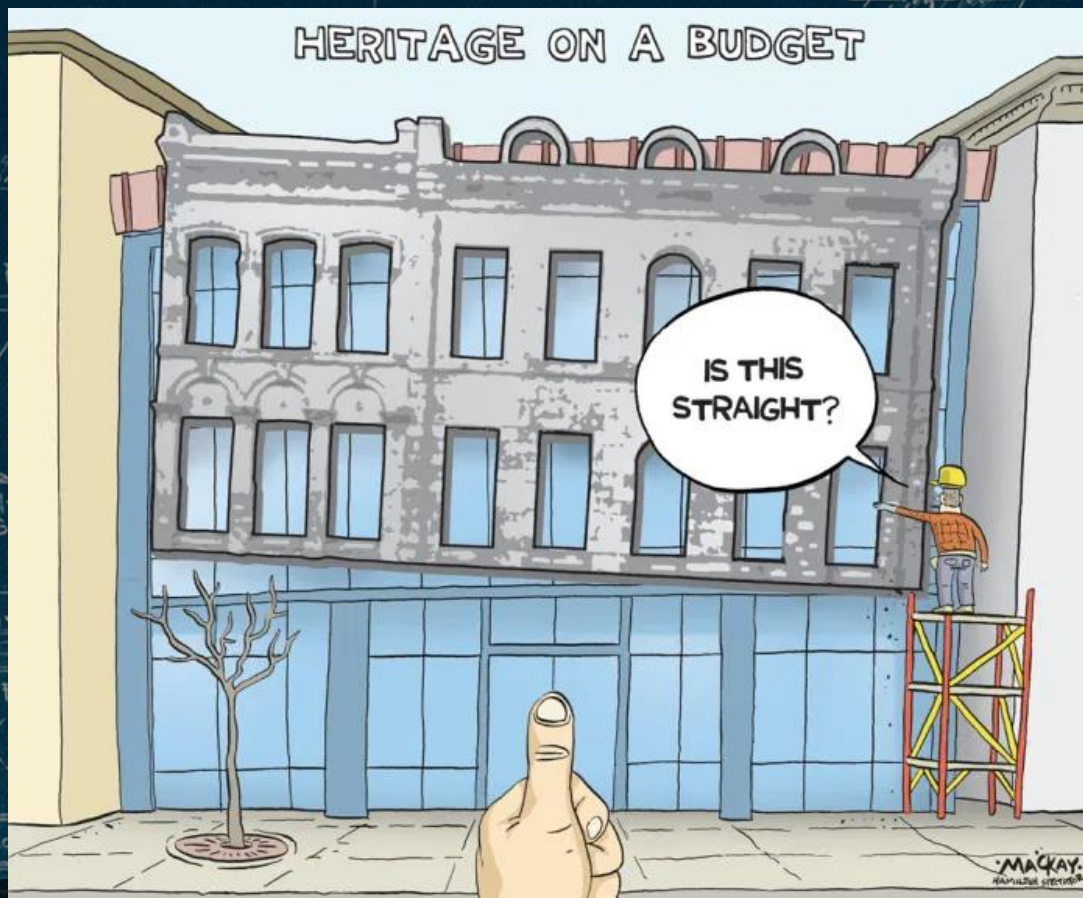
# Everett Historic Commission

## Duties – Title 2.96.040

- A. Maintain a comprehensive inventory of historic resources;
- B. Initiate and maintain the Everett Register of historic places;
- C. Review nominations to the Everett Register of historic places;
- D. Review proposals to construct, change, alter, modify, remodel, move, demolish resources on the Everett Register;
- E. Review applications for special property tax valuation;
- F. Conduct all commission meetings in compliance with city codes
- G. Participate in, promote and conduct public information, educational and interpretive programs pertaining to historic resources;
- H. Provide information to the public on methods of maintaining the rehabilitating historic properties.
- I. Officially recognize excellence in the rehabilitation of historic resources;
- J. Be informed about and provide information to the public and city departments on incentives, regulations & codes;
- K. Submit nominations to the State and National Registers of Historic Places;
- L. Investigate and report to the city council on the use of various funding sources available to promote HP in the city;
- M. Establish liaison support, communication and cooperation with federal, state and other local government entities;
- N. Review and comment to the planning commission or hearing examiner, on land use, housing and redevelopment, municipal improvement and other types of planning and programs, as they relate to historic resources of the city;
- O. Advise the city council generally on matters of city history and historic preservation;
- P. The commission shall establish and adopt its own rules of procedure







# Design Review

Best practices .....





# Overall Design Review Objectives

- Strive to meet these Six review objectives



# Conduct an Efficient and Timely Review



## Design Review 1

- Objectives



# Provide Clear Procedures, Policies, and Information



## Design Review 2

- Objectives



# Be Informed and Prepared



## Design Review 3

- Objectives



# Be Consistent and Fair



## Design Review 4

- Objectives



# Base Decisions on Accepted Design Guidelines



## City of Milwaukee Downtown Design Guidelines

Milwaukee's Downtown Design Guidelines support and complement the adopted Milwaukee Downtown and Riverfront Framework Plan. Design Guidelines are used in conjunction with the City's Zoning Ordinance and Public Area Requirements documents.

The Design Guidelines are just that—guidelines. Their mission is to be a tool for designers to understand the City's design aspirations for downtown development. They do not prescribe specific design solutions, nor are they rigid requirements without flexibility. They should be viewed as an opportunity for applicants to propose new, innovative, and historically sensitive designs.

New construction and rehabilitation should respect the unique qualities of Milwaukee's existing historic downtown.



### Resources

**Regulations:** All development in the downtown zones is subject to the provisions of Milwaukee Municipal Code (MMC) Title 19 Zoning.

**Applicability:** All new construction and most changes to buildings and/or properties in the downtown zones as defined in MMC 19.304.6.B are subject to design review.

**Online:** These documents are available online at <http://www.milwaukeeoregon.gov/planning> or at the Planning Department:

- Downtown and City zoning maps
- The Milwaukee Municipal Code (standards for downtown zones are located in MMC Section 19.304, 19.508, and MMC Section 19.904).
- The Downtown and Riverfront Land Use Framework Plan

## Design Review 5

### • Objectives



# Encourage Open Communications and Courtesy



## Design Review 6

- Objectives



# General Design Review Process

**Step 1:** Owner applies for permit

**Step 2:** Permit desk forwards application to preservation commission

**Step 3:** Commission reviews project and approves/denies COA.

**Step 4:** Permit granted, depending on outcome.

## EMC - 19.28

Everett HPC has review over alterations to locally designated individual sites and districts – However no specifics

Everett HPC also has control in three Historic Overlay Zones – Very Specific Review

**Mandatory review, but not final review power**  
(since HPC does not have review authority)



*“All decisions of the historical commission relative to building permits shall constitute recommendations to the planning director”*





# Preservation Commission Design Guidelines

## Options

- Preservation Design Guidelines
- Zoning & Land-Use Regulation
- Signage Design Guidelines
- Landscape Design Guidelines
- ADA Compliance
- Vinyl & Aluminum Siding Guidelines
- Window Replacement Guidelines
- New Building Product Guidelines

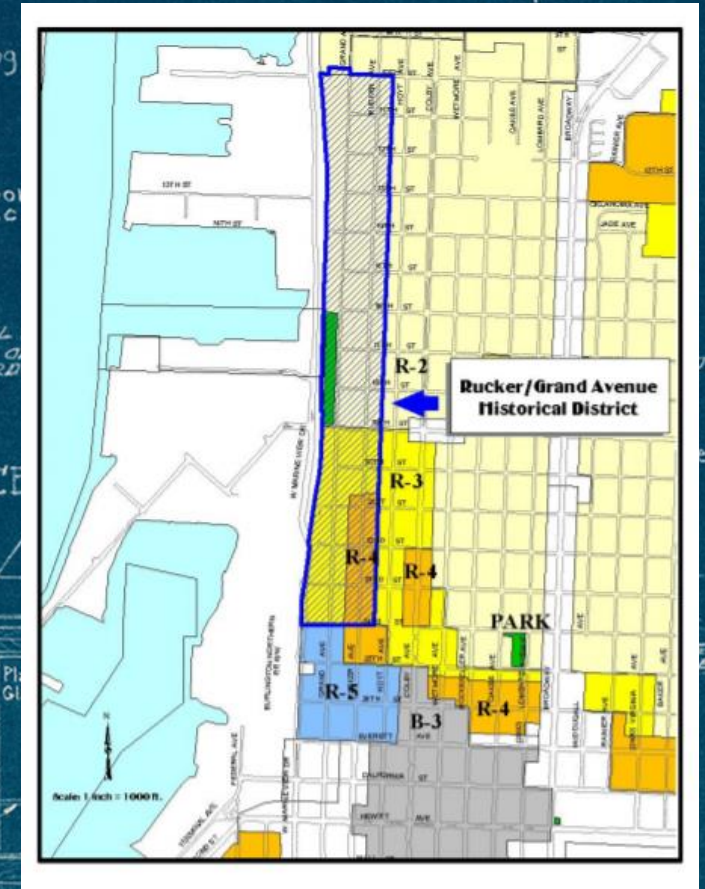




# Historic Overlay Districts

- Proposed demolition of any buildings in the neighborhood listed as historically significant or contributing to the historic character of the neighborhood.
- Conversions of any buildings in the neighborhood listed as historically significant or contributing to the historic character of the neighborhood.
- Additions, over 150 square feet and visible from the street, to any duplex or multifamily building
- Construction of any new rear yard infill.
- Construction of any new building

*Administrative review by the staff of the Planning Department will apply to all development which is not reviewed by the Historical Commission.*



## Everett Commission

- Responsibilities



# Historic overlay districts are used as a more flexible tool for municipal historic regulation

- # NEIGHBORHOOD CONSERVATION GUIDELINES

- 
- A line drawing of a village scene. In the foreground, a road with double lines runs diagonally from the bottom left towards the top right. To the left of the road, there are several houses of varying sizes and shapes, some with multiple gables. Two small, rounded trees are positioned near the bottom left. To the right of the road, there are more houses, including one with a prominent chimney and another with a small porch. The entire scene is enclosed in a rectangular frame.





# Historic Overlay Districts

## Buzz Words

- Maintain, Prohibited, Required,
- Strongly Encourage, Shall have, In-Keeping, Preference, Complementary, Recommended, HPC has option, Discouraged, Some cases may be modified, should be sensitive.....

Facade modulation and pitched roof help reduce the apparent bulk of this building.



This project relates well to its neighbors by reflecting similar proportions, materials and architectural features.



APPROPRIATE



Vertically proportioned windows

NOT APPROPRIATE



Horizontally proportioned windows



# The “Devil is in the Details”

Replacing Siding

Painting Windows



ORIGINAL



REPLACEMENT



CORRECT



WRONG WAY



# SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

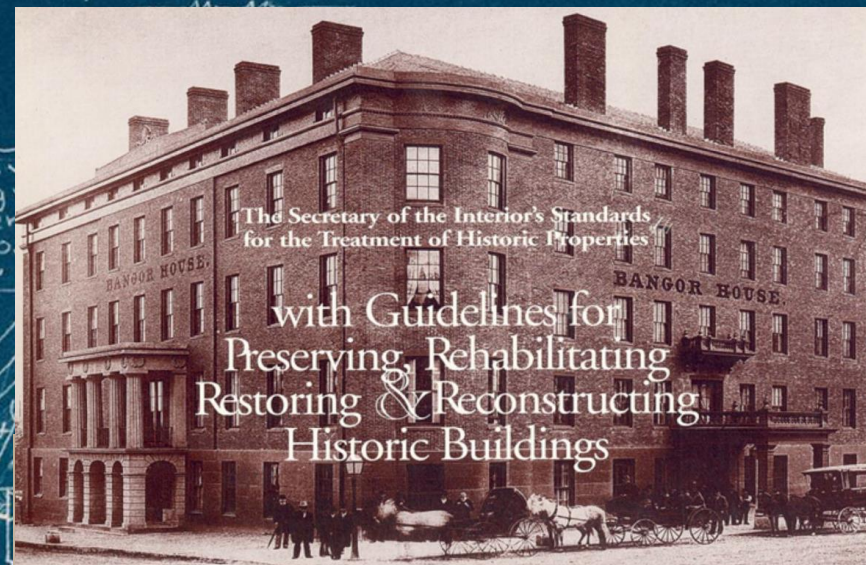


## WASHINGTON STATE ADVISORY COUNCIL'S STANDARDS FOR REHABILITATION & MAINTENANCE OF HISTORIC PROPERTIES

# 3 GUIDING PRINCIPLES

- Repair or Replace In-Kind
- Retain Historic Character
- Compatible, Reversible Interventions

*"Does not require the restoration of missing elements"*



with Guidelines for  
Preserving, Rehabilitating  
Restoring & Reconstructing  
Historic Buildings



*"Designed to allow for changes that are needed  
to adapt building to a new function"*



# Secretary of the Interior's Standards: Four Treatment Approaches

MORE RETAINED

PRESERVATION

REHABILITATION

RESTORATION

RECONSTRUCTION

LESS RETAINED



Howard S. Wright House | Everett



# Preservation



Leave me alone!

FRONT ELEVATION  
1/4" Scale

RIGHT SIDE ELEVATION  
1/4" Scale





Cataldo Mission | Cataldo, ID



# 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.

**PRESERVATION** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time



# Rehabilitation



Roundhouse | Huntsville, AL

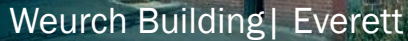
Use It or Lose It!

FRONT ELEVATION  
1/4" Scale

RIGHT SIDE ELEVATION  
1/4" Scale



...is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."



**REHABILITATION** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character



# Restoration



I love this time!

FRONT ELEVATION  
1/4" Scale

RIGHT SIDE ELEVATION  
1/4" Scale



# 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.



Hamilton-Worthington House | Quilcene, WA



Fratt House | Everett



Quilcene Historical Museum  
"Preserving the Past  
for Future Generations"

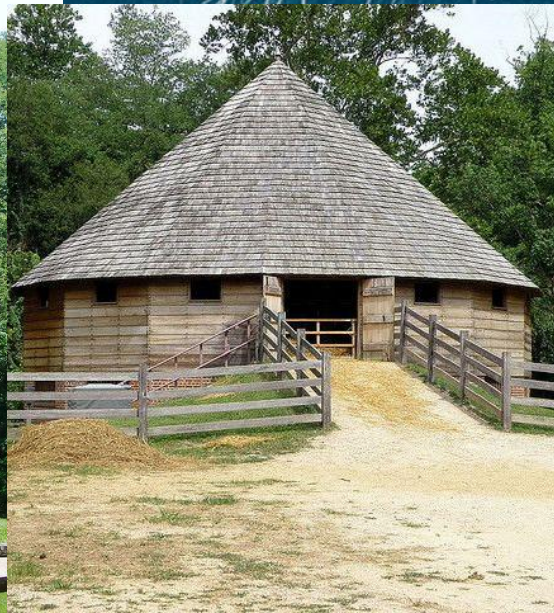
**RESTORATION** depicts a property at a particular period of time in its history, while removing evidence of other periods



# Reconstruction



Round Barn | Mount Vernon, VA



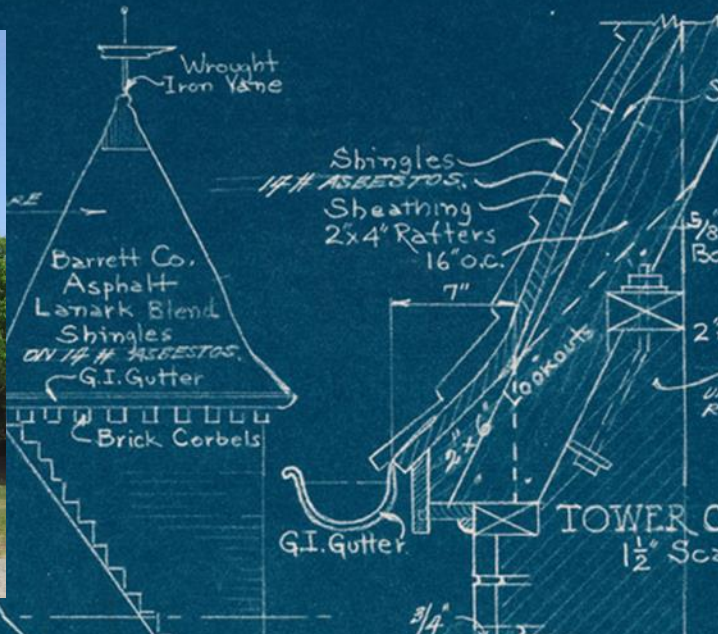
I just can't live without it!

FRONT ELEVATION  
1/4" Scale

RIGHT SIDE ELEVATION  
1/4" Scale

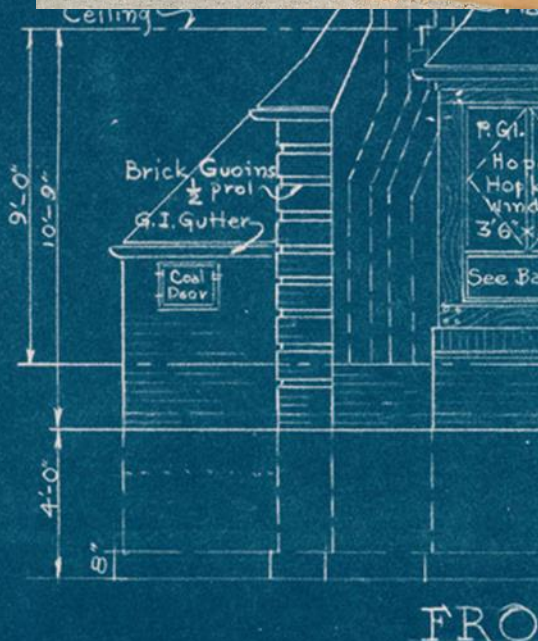


Kanaka Village | Vancouver



# 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.



**RECONSTRUCTION** re-creates vanished or non-surviving portions of a property for interpretive purposes



# When to use what Secretary of the Interior TREATMENT STRATEGY

Based on

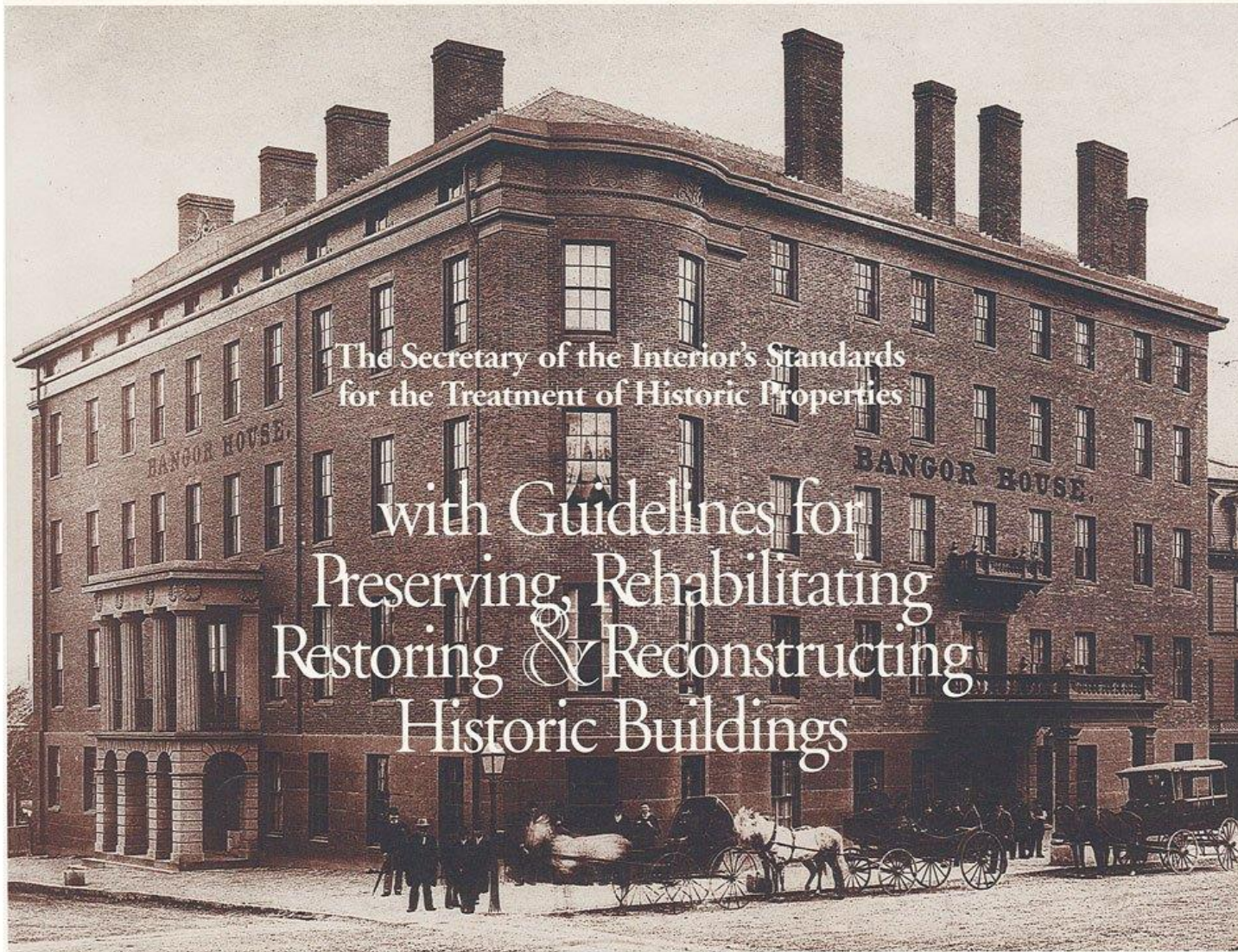
- Relative importance in History
- Physical Condition
- Proposed Use
- Mandated Code Requirements



1132 Wetmore | Everett







The Secretary of the Interior's Standards  
for the Treatment of Historic Properties  
with Guidelines for  
Preserving, Rehabilitating  
Restoring & Reconstructing  
Historic Buildings

# SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION



WASHINGTON STATE  
ADVISORY COUNCIL'S  
STANDARDS FOR  
REHABILITATION &  
MAINTENANCE OF  
HISTORIC  
PROPERTIES





# 1 Standard: SIMILAR USE

A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships



Choose an  
appropriate use

Rehabilitation



# 1 Standard: SIMILAR USE

## Compatible Examples

- School – Community center
- Hospital – Housing
- Hotel – Apartments
- Barn – Wedding Venue
- City Hall – Museum

## Incompatible Examples

- Church – Residential
- Gymnasium – Photo Studio

Can the function  
fit the form?

Rehabilitation



## 2 Standard: **RETAIN CHARACTER**

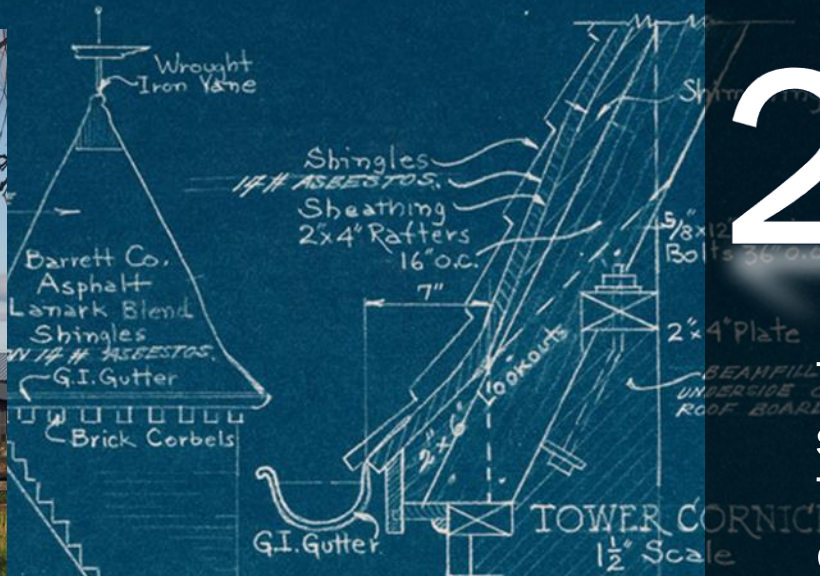
The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.



Preserve character-defining materials and features

**Rehabilitation**





## 2 Standard: **RETAIN CHARACTER**

The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.



I like it just the way it is!

**Rehabilitation**





BEFORE



AFTER



Don't create  
false history

# 3 Standard: **PERIOD OF SIGNIFICANCE**

Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings, shall not be undertaken

**Rehabilitation**



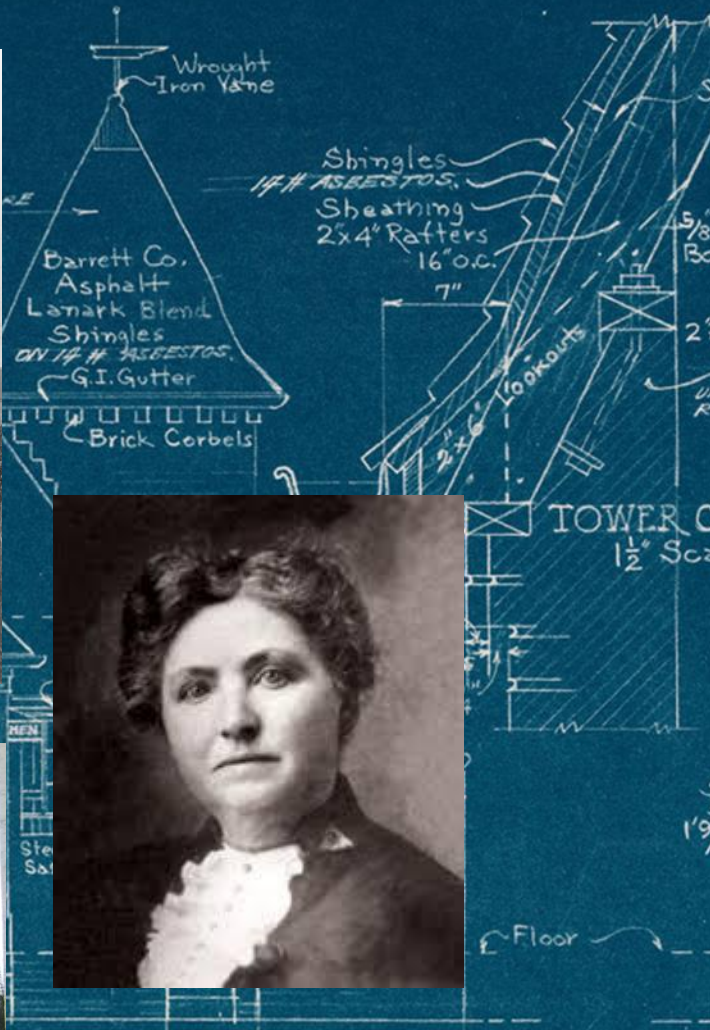


# 3 Standard: **PERIOD OF SIGNIFICANCE**

Is that original to the building?

**Rehabilitation**





# 4 Standard: **HISTORIC ALTERATIONS**

Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

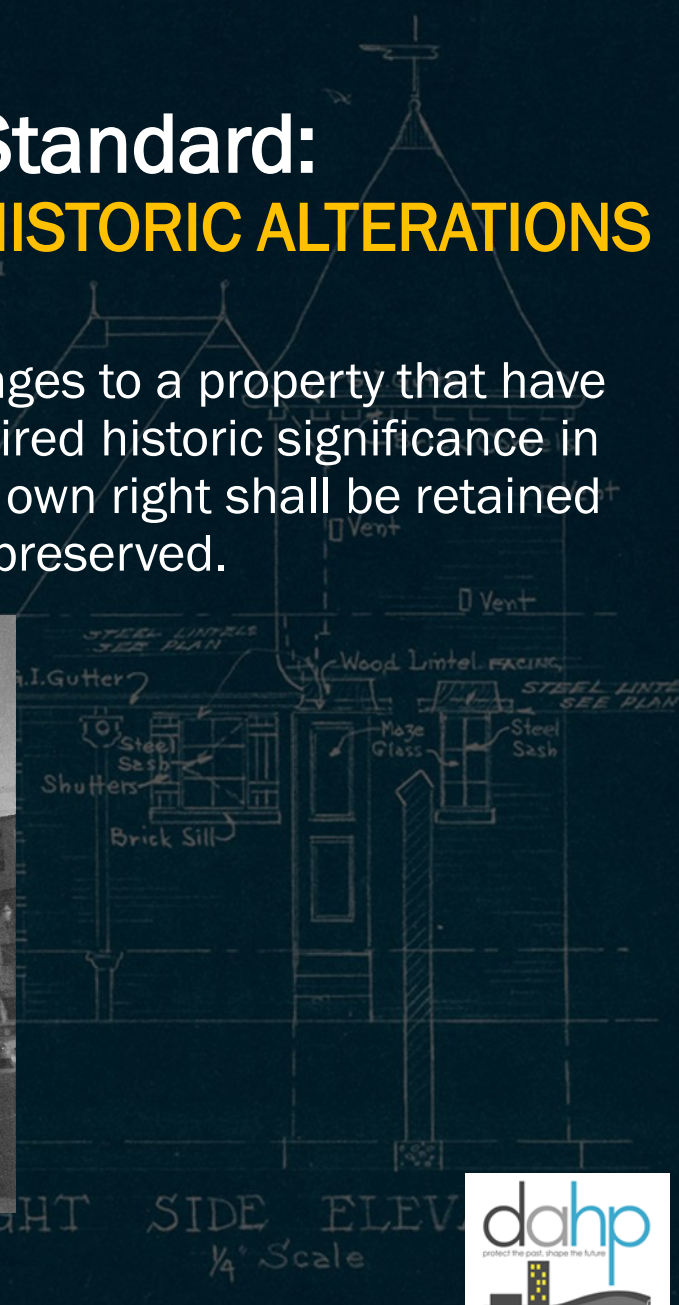
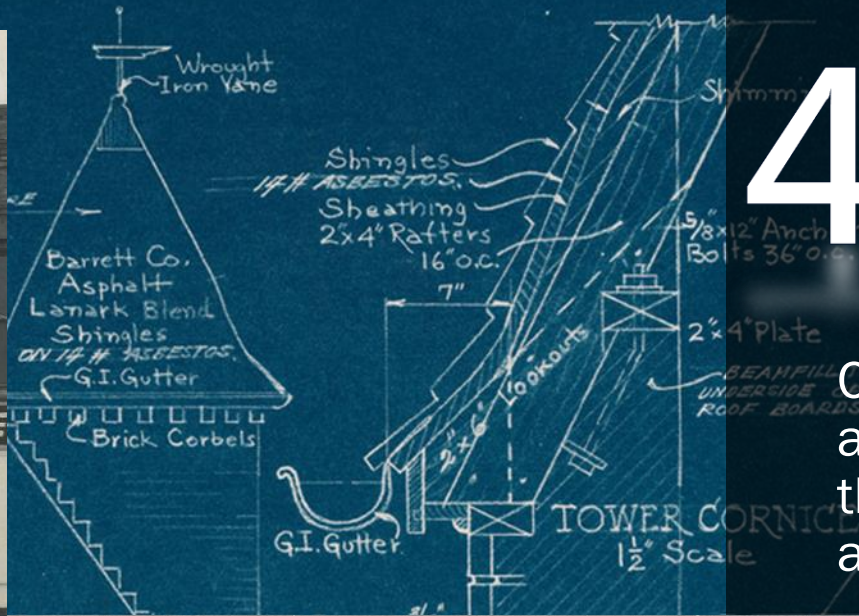
Consider later changes as potentially significant

**Rehabilitation**



# 4 Standard: HISTORIC ALTERATIONS

Changes to a property that have acquired historic significance in their own right shall be retained and preserved.



It's historic now!

Rehabilitation





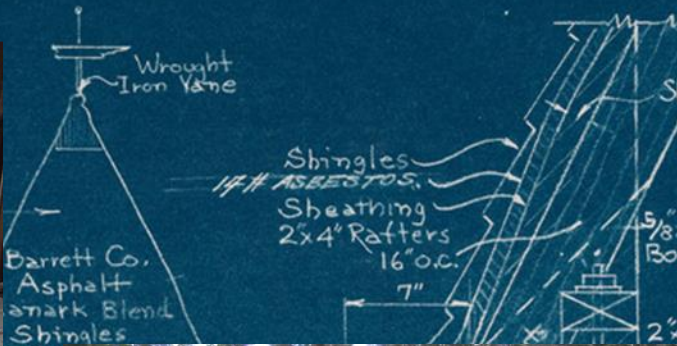
# 5 Standard: CRAFTSMANSHIP

Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved

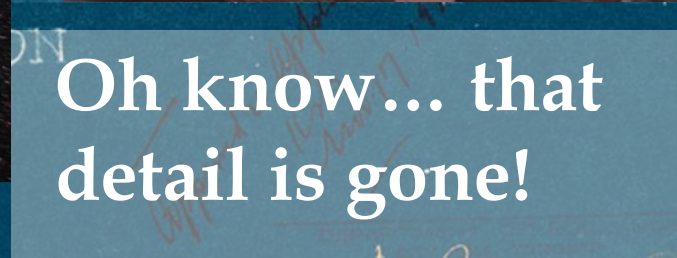
Protect distinctive  
construction and  
craftsmanship

Rehabilitation





# 5 Standard: CRAFTSMANSHIP



Oh know... that detail is gone!

RIGHT SIDE ELEV.  
1/4" Scale

Rehabilitation



# 6 Standard: **REPAIR** **OR REPLACE?**

Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence

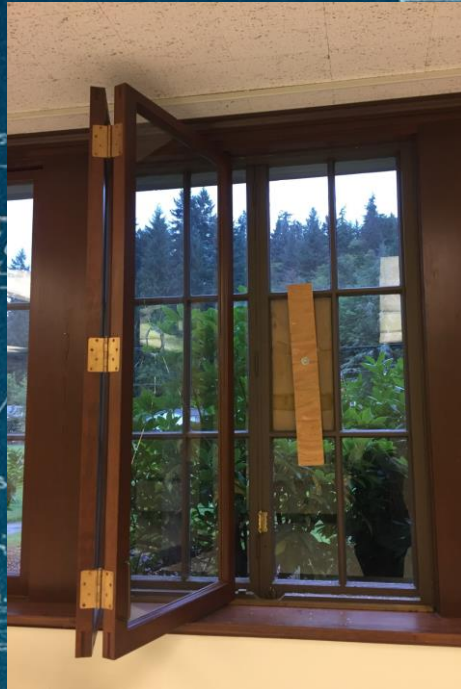


Repair rather than  
replace or replace in-  
kind when necessary

**Rehabilitation**



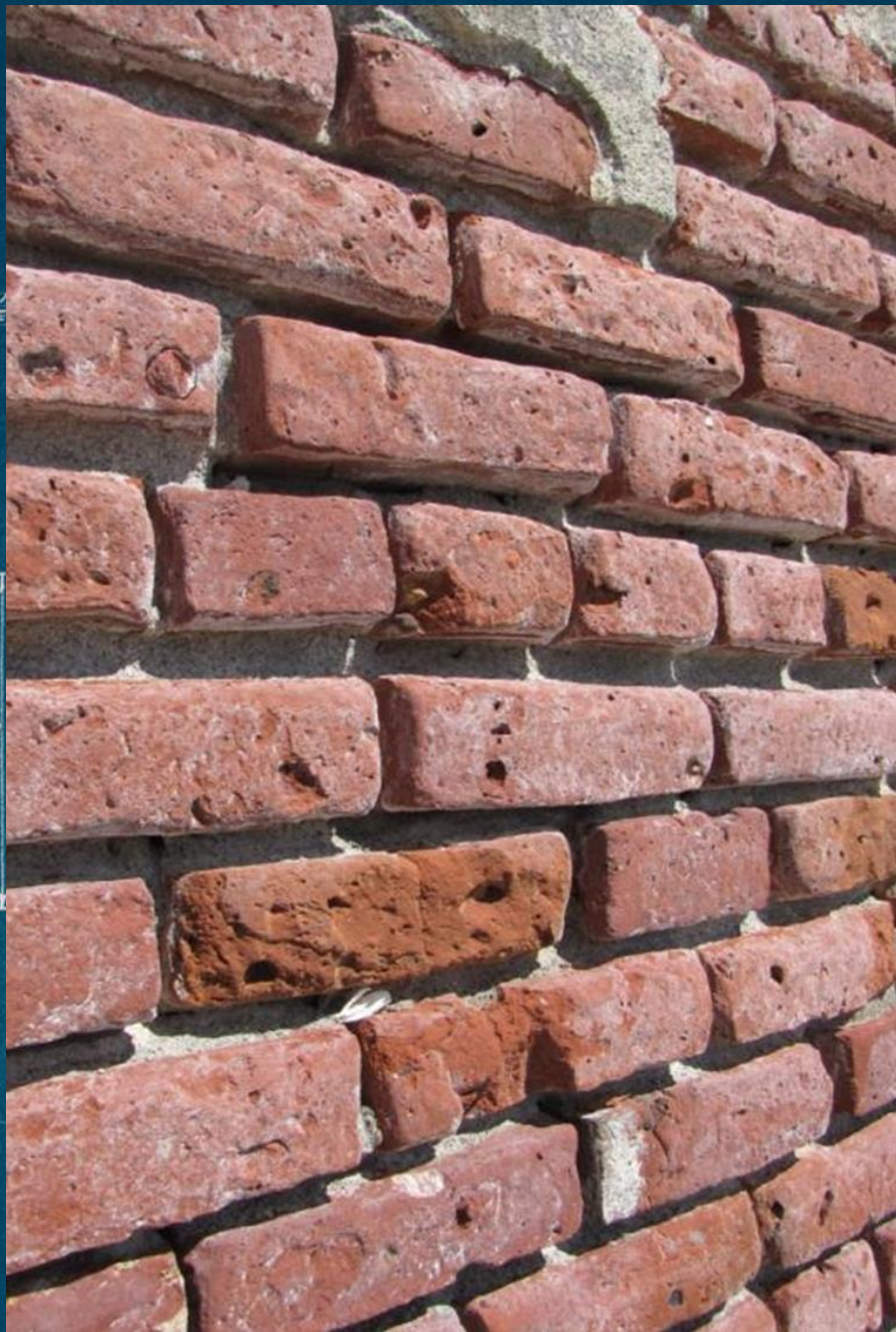
# 6 Standard: REPAIR OR REPLACE?



Just fix the original!

Rehabilitation





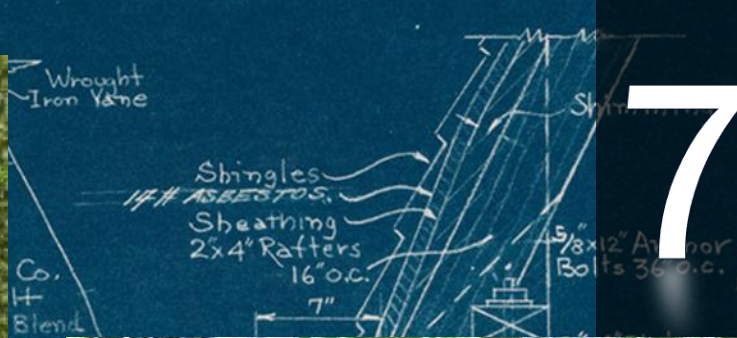
Be Careful!

# 7 Standard: DO NO HARM

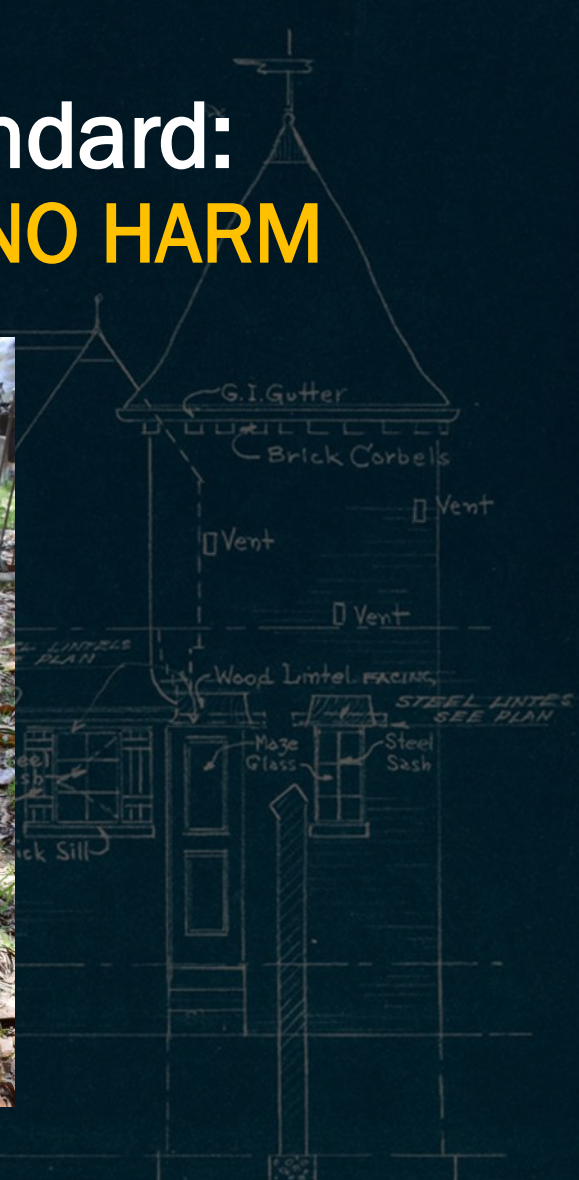
Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

Rehabilitation





# 7 Standard: DO NO HARM



Are you being gentle?

RIGHT SIDE ELEV.  
1/4" Scale

Rehabilitation



# 8 Standard: ARCHAEOLOGY

Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.

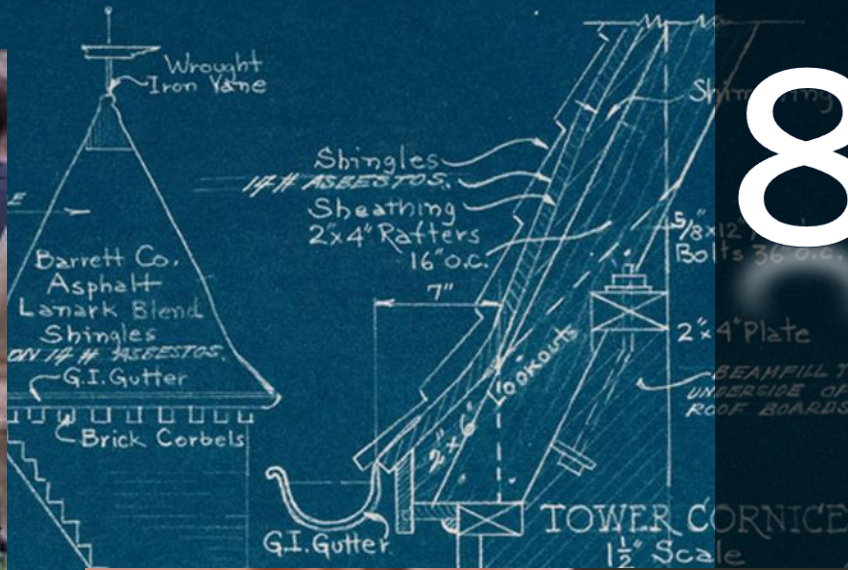


Protect significant  
archaeological  
resources.

Rehabilitation



# 8 Standard: ARCHAEOLOGY



Call before you dig.

Rehabilitation





Make alterations  
and new additions  
compatible

# 9 Standard: NEW CONSTRUCTION

New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment

Rehabilitation



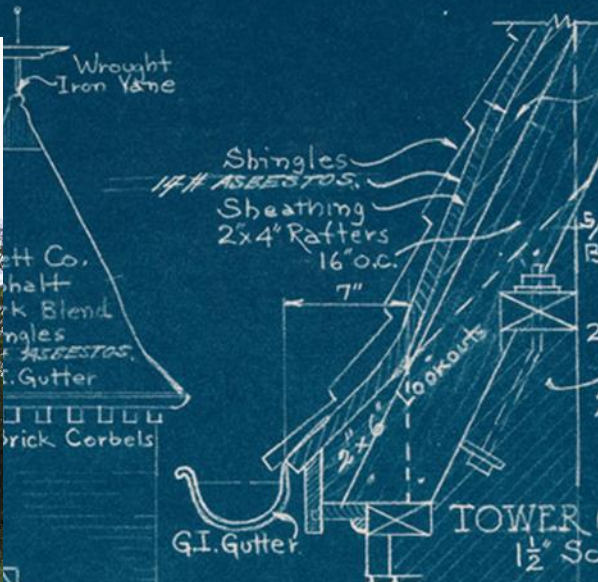
# 9 Standard: NEW CONSTRUCTION



Is it similar and  
different?

Rehabilitation





# 10 Standard: REVERSIBILITY

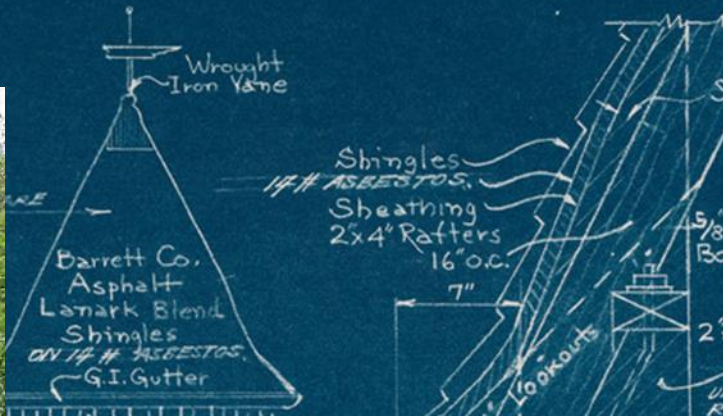
New additions and adjacent or related new construction shall be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired



Make alterations and new additions compatible

Rehabilitation





# 10 Standard: REVERSIBILITY

Which one is more reversible?

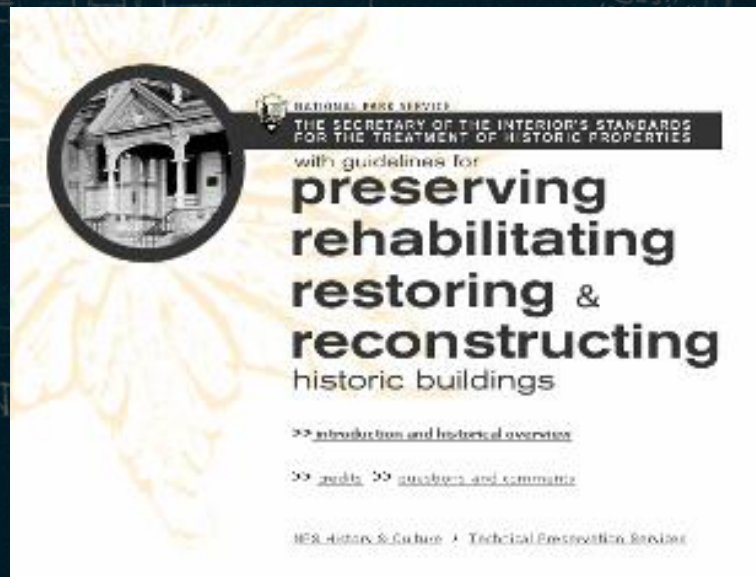
Rehabilitation



# Secretary of the Interior Standards

## WEBSITES for more info

- [www.nps.gov/history/hps/tps/tax/rhb/](http://www.nps.gov/history/hps/tps/tax/rhb/)
- [www.nps.gov/history/hps/tps/tax/rhb/stand.htm](http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm)
- [www.nps.gov/history/hps/tps/standguide/](http://www.nps.gov/history/hps/tps/standguide/)





# WHAT YOU NEED TO HAVE TO DO DESIGN REVIEW

1. The register nomination for the property
2. Adopted Standards for Review
  - *have them in front of you at the meeting*
3. Know/Agree on the Character defining features of the building
  - *have the nomination in front of you*
4. Images of current state of the building and how it varies from it's original condition
  - *historic images if they exist*
5. The proposed plans and specifications



South Jr. High School Gym | Everett



Design Guidelines

# Process

## Important Because

- Guide decisions
- Legally defensible
- Keep people informed
- Treats everyone fairly

SOI STANDARDS



ORDINANCE



DESIGN  
GUIDELINES

The Secretary of the Interior Standards give you a nationwide context for good

Your Historic District Ordinance determines what is reviewable preservation practice.

Your Design Guidelines give you a local and more specific perspective on what should be approved or disapproved.

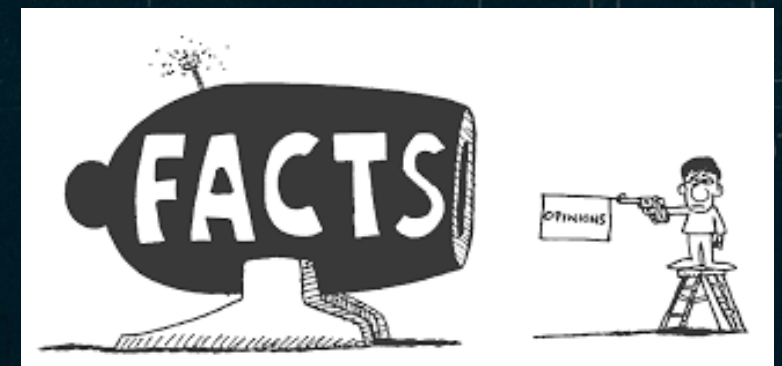


# Certificates of Appropriateness (COA) Review HPC Agreement using the following criteria

- The degree to which the project complies with the Secretary of the Interior's Standards & Guidelines
- The extent to which the project would adversely affect a resources features of significance
- The reasonableness of the project in light of other alternatives available to achieve the applicant's objectives
- The extent to which the project may be necessary to meet other laws, regulations, codes or ordinances
- The extent to which the project is necessary for the applicant to achieve a reasonable economic return



*The effective use of  
Standards and Guidelines  
depends on defensible  
Findings of Fact!*





# Make a motion based on findings of fact...

- Three Options



## Approve

- Based on what? What specific guidelines? Which parts of the proposal?



## Approve with Conditions

- How will the conditions make the project align with the guidelines; which specific guidelines?



## Deny

- Based on what guidelines? Which section?





# Best Practices Review Process

- Answer the easy question first
- Answer some of the hard question
- Educate and inform
- Add legitimacy



 **Dayton Historic Preservation Commission**  
111 South First Street Phone (509) 382-2361  
Dayton WA 99328-1541 Fax (509) 382-2539  
Email: [cityclerk@daytonwa.com](mailto:cityclerk@daytonwa.com)

### CERTIFICATE OF APPROPRIATENESS

## Design Review Application

Property Address \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Applicant/Owner \_\_\_\_\_ Received by: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Bearing Date: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Application approved \_\_\_\_\_

**HISTORICAL BACKGROUND INFORMATION:** (Information available at Dayton City Hall)

Name of Property \_\_\_\_\_

Original Building Use \_\_\_\_\_

Construction Date \_\_\_\_\_

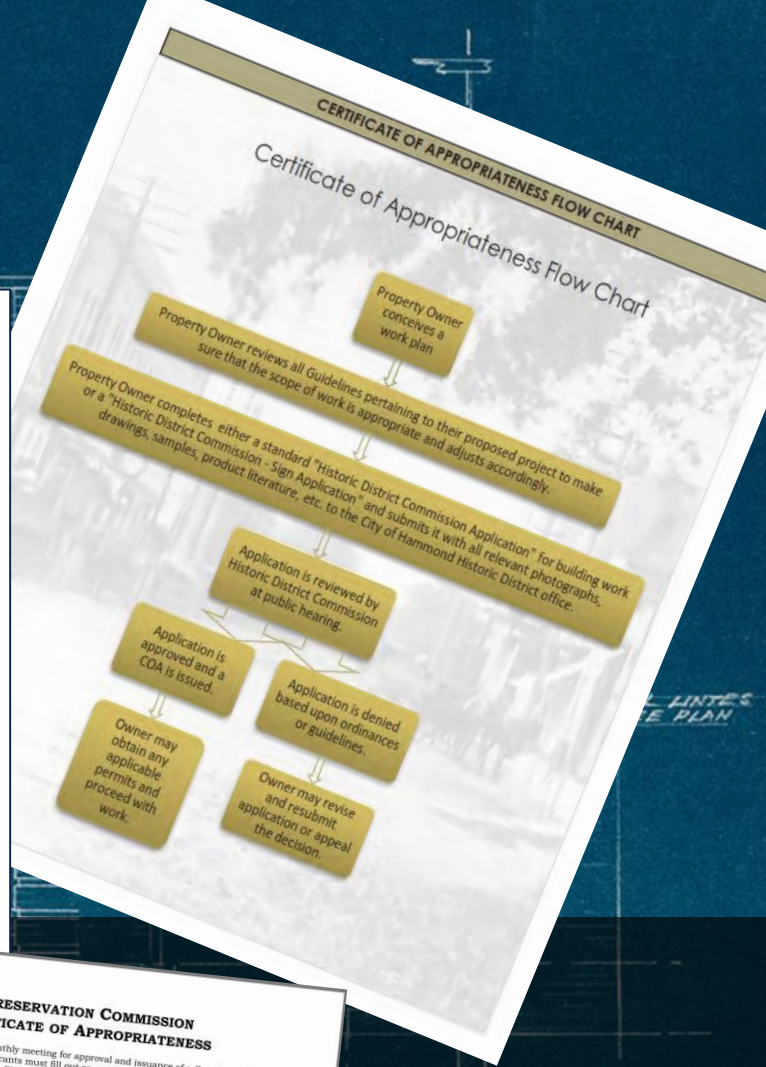
**IMPORTANT: PLEASE READ THE GENERAL INFORMATION CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM.**

A Certificate of Appropriateness is requested for:

- ☐ Rehabilitation (Change of use, New construction)
- ☐ Reconstruction

**Required Documentation:**

- |  |  |
|--|--|
| <input type="checkbox"/> Detailed description of work                  | <input type="checkbox"/> Photographs and/or slides - current AND historic (if available) |
| <input type="checkbox"/> Samples or Manufacturer's product information | <input type="checkbox"/> Scale drawings (plans, elevations, sections, details)           |



CHAPTER 1  
The Historic District  
Design Review System

## Why Preserve Historic Houses in Lahaina?

**Introduction**  
This book presents design review guidelines for the Lahaina Town Historic District, as designated by the county. The Lahaina Town Historic District Boundaries I & II are defined in Title 19-50.010 Zoning for the County of Maui. For purposes of this document the boundaries are combined into one district.

This publication includes guidelines that will be used by the Cultural Resource Commission in determining the appropriateness of proposals for improvements that involve alterations to historic buildings as well as new construction in the district. Site work and improvements to existing, non-historic structures are also addressed.

In addition to the county's designation of a Lahaina historic district, a larger area is a National Historic Landmark. This district retains the National Historic Landmark designation since 1962. Properties or districts that retain this designation provide exceptional value to the nation as a whole rather than to a particular state or locality. This is the highest rating a location can obtain.

Preservation of cultural resources on Maui is a well-established policy, dating back many decades, and the designation of the core area of Lahaina as an historic district represents one of the country's pioneering actions related to protecting entire neighborhoods as historic districts. This document builds on previous policies and guidelines set forth by the Maui County Department, including the original Community Plan and Environmental Policy.

## Why Preserve Resources in Lahaina?

Across the nation, thousands of communities promote historic preservation because doing so contributes to neighborhood livability and quality of life, minimizes negative impacts on the environment and yields economic rewards. Lahaina has been a leader in this movement. With respect to the downtown area, there are three key reasons:

### Respect For Our Heritage

**Respect For Our Heritage**  
The historic building and cultural sites of Lahaina are precious. Preserving these resources is an acknowledgment by those living here today that we respect those who came before us.

Many of Lahaina's buildings and sites tell stories of unique historical developments and preserving these resources creates a sense of place for residents and provides visitors a connection to this heritage.

### **Preservation Enhances Livability**

**Preservation Enhances Livability**  
The traditional buildings of Lahaina are a part of the life experience of many citizens who grew up here. These places help provide a sense of connection to "Old Lahaina," which is an important objective in today's changing world. They even can provide places for old timers to gather and enjoy a sense of community.

In addition, many of them are pedestrian friendly. They are of a human scale and have interesting features and details that invite walking and exploration.

## ROSLYN HISTORIC PRESERVATION COMMISSION APPLYING FOR A CERTIFICATE OF APPROPRIATENESS

Requests must be submitted to the RHPC at a regular monthly meeting for approval and issuance of a Certificate of Appropriateness. Prior to each meeting property owner applicants must fill out an application for a Certificate of Appropriateness. Three sets of plans must also be submitted to the RHPC office three weeks prior to the scheduled meeting.

Additional information may be obtained from the City of Rosham RHPC. Work can commence after approval from the RHPC, a certificate of appropriateness issued and approved by the RHPC office with all modifications made.

Additional information may be obtained from the City of Roslyn RHPC. Work on commence only after having received approval from the RHPC. A certificate of appropriateness issued and all submitted plans have been accepted and approved by the RHPC office with all modifications, if any. **All changes in plan during construction or subsequent modifications must be reported to the RHPC staff before they are built.** Additional information, such as a Certificate of Appropriateness, may be obtained from the Roslyn Administration Offices.

**CHECKLIST FOR ISSUANCE**

- Application Form.
  - Owner's Certificate
  - Drawings (three copies) to include, but not limited to, the following:
    - a. Site Plan drawn to scale (location of all existing and proposed structures, property lines, north arrow, utilities, driveways, fences, retaining walls, sidewalks and stairways).
    - b. Building Plans drawn to scale (all exterior elevation, details of color, texture, and type of exterior building materials, manufacturer's color selections of exterior paint).
    - c. Landscape Plan (applicable drawn to scale (location and type of planting trees and shrubs, plan) of proposed planting; details of irrigation plan)
- Any additional information pertinent to the project that will assist the RHPC in evaluating the application.





# Top Ten Things to Work On



1. Codify use of Secretary of the Interior Standards.
2. Add Review Process Flowchart to website
3. Provide clear maps on website of local historic districts
4. Provide clear maps on website which show boundaries of Overlay Zones contib vs. non-contrib. (1893-1930)
5. Resolve height conflicts
6. Add more specific details about construction of new infill to overlay zone
7. Revisit roof line requirements
8. Update Everett Register to include post 1930 resources
9. Work with Michelle Thompson, State CLG Coordinator
10. Keep the faith !!! You are making a difference!!





# Questions?



- Send me a note, text, letter, twitter, snapchat, call, instant message, etc.....

# Michael Houser

## State Architectural Historian

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RIGHT SIDE ELEVATION  
1/4" Scale