Town of Concrete
45672 Main Street
P.O. Box 39
Concrete, WA 98237
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Historic Preservation and Landmarks Commission
Special Meeting Agenda

January 28, 2026 at 6 p.m.

Members

PJ Parsons - Chair
Commission 10/13/25-3/27/27

Vacant
Commission _____-3/27/27

Stephanie Semro, Council Member
Commission 4/10/23-3/27/27

Vacant
Commission _____-3/27/27

Suzanne Summa – Chair Pro-tem
Commission 12/08/25-3/27/27

Staff
Andrea Fichter
Kevin Cricchio

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

   a. Commissioners and staff
   b. Recognition of Zoom attendees and Visitors

4. Approval of Minutes:
   - May 28, 2025 (A)
   - December 4, 2025 Special Meeting (pages 1-2)

5. Old Business

   a. Code and Bylaws draft revisions: (pages 3-38)

   b. Historic Properties Register Discussion:

      (1) Bank, Cascade Supply, Theatre, and Library, no progress.
      (2) Suggested Signage

6. New Business: None

7. Announcements: Next Meeting, February 25, 2026 – DAHP Training

8. Adjournment

Town of Concrete Town is utilizing Zoom for access to Town Council/Commission meetings. The information below is for the next meeting:

Join Zoom Meeting
https://zoom.us/j/3723563720

Meeting ID: 372 356 3720
One tap mobile
+12532158782,3723563720# US (Tacoma)
+13462487799,3723563720# US (Houston)

Dial by your location
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
Meeting ID: 372 356 3720
Find your local number:
https://zoom.us/u/addgwovb8O

Town of Concrete
Historic Preservation & Landmarks Commission
May 28, 2025

6:05 p.m. Chair John Boggs called the meeting to order and led the gallery in the Pledge of Allegiance.

Commissioners Present: Kylee Moneypenny (via Zoom)**,** Stephanie Semro, Gibson Fichter, and John Boggs.

Additional Council Members/Staff Present: None.

Audience Members Signed In/Present/Zoom: None.

Approval of Minutes: Gibson made the motion to approve the minutes of the April 23rd meeting, seconded by Stephanie, motion passed.

Old Business:

a. Code and Bylaws draft revisions: Still in progress, re-reading to check for possible accommodations for fewer meetings and future developments.

b. Concrete Historic Resources Inventory update: John getting mixed signals on owner interest.

New Business:

a. The resignations of the Chair and Chair Pro Tem that are planned for the end of May were discussed. John has decided to delay his resignation, while Kylee's move and work require hers to proceed.

b. The group agreed on its priorities between now and the end of May.

(1) Finish any last minute alterations to the code and bylaws and submit for legal review and Town Council approval. Specifically review to ensure flexibility.

(2) Discussions ongoing with the respective property owners.

(3) Review Kylee's input on recruitment and make recruiting a high priority for all the members.

Other Business: None.

Announcements: The next regular meeting scheduled will be **June 25th, 2025** at 6pm.

Adjournment: Motion was made by Stephanie to adjourn at 6:40pm, seconded by Gibson. Motion passed.

_____
John Boggs, Chair

Town of Concrete
Historic Preservation & Landmarks Commission
December 4, 2025

6:00 p.m. Clerk Treasurer Andrea Fichter called the meeting to order and led the gallery in the Pledge of Allegiance.

Commissioners Present: Stephanie Semro, PJ Parsons, and Suzanne Summa.

Additional Council Members/Staff Present: None.

Audience Members Signed In/Present/Zoom: John Boggs

Approval of Minutes: NA

Special Meeting Agenda Items:
Select Chair and Chair Pro-tem: Stephanie nominated PJ for Chair. Suzanne seconded the nomination. The nomination carried.

PJ nominated Suzanne for Chair Pro-tem. Stephanie seconded the nomination. The nomination carried.

Discuss Past Work Items: Discussion esued on getting signs for those who decide to be on the town's Historical Register. It was stated these could be similar to the Adopt-a-Spot signs.

John explained the thinking behind the signs. He explained the difference between signs for businesses and signs for residential properties. He also discussed the QR Code option. He stated this may be good for businesses but may not work for residential as most people are not going to want strangers walking on their property to scan a QR Code. He suggested getting people on the register and then hold a meeting and get their input on the sign design. Suzanne stated that she can also assist with sign design.

John also gave an update on the code and bylaws that have been sent to the town attorney for review. He stated it had been sent to DAHP before it was sent to the attorney so when those drafts come back, they will need to be double checked to make sure they meet DAHP requirements and then take to Council for final adoption.

John also provided an update on his process for setting the agenda, doing the packets, and taking minutes as the Chair.

John offered to meet with PJ to go over things and stated that he will also forward the list he put together for historical buildings in town. He reminded them that anything 50 years or older is considered historical. He stated it is also important to communicate with property owners and let them know what the actual requirements are and that they are aware of the tax breaks and other incentives. He stated its also important to let them know, as long as they do not accept any funds, they can get off the register whenever they want.

Andrea will forward the PowerPoint Presentation from the training that DAHP came up and did on buildings and facades such as windows, lighting, etc.

John also suggested making sure that credit is given to people for their ideas and that it is noted in the minutes. John thanked them all for volunteering.

Set Meeting Schedule for 2026: It was the consensus of those present to keep meeting monthly on the 4th Wednesday of each month. Andrea stated this month that would fall on Christmas Eve so plan to meet again in January.

Discussion ensued on a town Facebook page. Andrea updated on the issues with starting a town page.

It was stated to bring ideas to the meeting in January. PJ stated she would like to set a goal of getting 2 businesses, 1 or 2 residences, and 1 church on the local register before the end of 2026.

John stated that once the goals are set to bring those to Council to get their buy in and to also make a list of any cost estimates for any items that may need to be included in the budget.

Andrea will contact the attorney and let her know that the HPLC is meeting again and get those draft bylaws and code back and include that for HPLC to review at their next meeting.

Andrea will also reach out to Michelle at DAHP about getting a training scheduled for either January or February.

Suzanne stated that she will work on a post for putting on the Upriver Facebook page to get the word out regarding vacancies on the Commission.

Other Business: None.

Announcements: The next regular meeting scheduled will be **January 28, 2026** at 6pm.

Adjournment: Motion was made by Stephanie to adjourn at 7:12 pm, seconded by Suzanne. Motion passed.

_____
PJ Parsons, Chair

_____
Suzanne Summa, Chair Pro-tem

Chapter 2.18

HISTORIC PRESERVATION AND LANDMARKS COMMISSION

Article I: Purpose, Scope, and Continuity

Article II-A: Organization

Article II-B: Definitions

Article III: Awareness and Ancillary Recognition Programs

Article IV: Town of Concrete Historic Resources Inventory

Article V: Town of Concrete Register of Historic Places

Article VI: Incentives

Article I: Purpose, Scope, and Continuity

2.18.010 Introduction.

The Town of Concrete places great value on its past history as well as the history that remains to be written. Protecting our past legacy ensures a more grounded footing to move into the future. Historic preservation in Concrete is not an attempt to create a town-wide museum of the way people used to live, work, and shop. While our future is not to be found in the past, it is built upon the foundations created there and should be recognized as such.

Concrete, as a community, has always had to adapt to survive and the future will be no different. That future evolution will require defining new concepts and balancing respect for our past with meeting the current and future needs regarding land use and existing buildings and structures.

The programs outlined herein are voluntary for property owners who can remove themselves from the program(s) at any time. Compliance shall be monitored and removal from programs that provided a benefit to the property owner, such as Special Tax Valuations, may require reimbursement or penalties. Not all recognition programs defined herein require this level of commitment.

2.18.020 Purpose and Scope.

The purpose of this chapter is to create avenues for a proactive approach for the identification, evaluation, designation, and protection of historic and prehistoric places within the Concrete community, which includes the area within the town limits and its Urban Growth Area (UGA), and to cultivate a public awareness and appreciation for the unique roles the area and its citizens have played in history. Such efforts shall be an ongoing and multi-faceted process with the goal of preserving and rehabilitating historic properties within the town for future generations. Such actions are designed to:

(1) Safeguard the heritage of the town as represented by those buildings, structures, districts, objects, and sites which reflect significant elements of the town's history;
(2) Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the town's history;
(3) Stabilize or improve the aesthetic and economic vitality and values of such sites, improvements and objects;
(4) Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, structures, districts, objects, and sites;
(5) Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and
(6) Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

2.18.030 Continuity.

In the event the Historic Preservation and Landmarks Commission fails to maintain a quorum or is dissolved, the responsibilities and duties of this commission will transfer to the Concrete Planning Commission. This may involve being reconstituted as a sub-committee to maintain the RCW requirement to include a Town Council member.

Article II-A: Organization

2.18.040 Title.

The following sections shall be known and may be cited as the "Historic Preservation and Landmarks Ordinance" of the Town of Concrete**.**

2.18.050 Town of Concrete Historic Preservation and Landmarks Commission.

(1) Creation and Size. There is created a town Historic Preservation and Landmarks Commission (HPLC), consisting of five members, as provided in subsection (2) of this section. A committee composed of the mayor and two council members will review applications or letters of interest. The committee will then submit the top candidates (depending on number of applicants and vacant positions, as determined by the committee) as proposed appointee(s) to the full council for final action. A priority list shall also be provided by the committee, which shall include the names of all applicants. Commission members should be residents of Skagit County. However, the mayor and town council may grant an exception to the residency requirement of the commission members in order to obtain representatives from the disciplines in subsection (2)(b) of this section.

(2) Composition of the Commission.

(a) All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgment.

(b) The commission membership shall always include at least one town council member, and at least two professionals, appointed by the town council, who have experience in identifying, evaluating and protecting historic resources and are selected from among the disciplines of history, architecture, architectural history, historic preservation, planning, landscape design, cultural anthropology, archaeology, cultural geography, American studies, law, engineering and real estate. The commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting certified local government (CLG) responsibilities cited in the certification agreement between the town council and the State Historic Preservation Officer.

(3) Terms.

(a) All appointments of members to the commission shall be for four years, except when filling vacancies related to unexpired terms.

(b) The Chair and Chair pro Tem shall be limited to 3 consecutive terms in the specific positions. Additional non-consecutive terms are permitted.

(c) Vacancies shall be filled by the Concrete town council for the unexpired term in the same manner as the original appointment.

(d) At the February meeting, the projected end of all the commissioner's terms will be discussed. If two or more commissioner's terms are due to end within the following 12 months, commissioners shall be canvassed on their desire to remain on the commission after their current term. If any such commissioners do desire to remain on the commission, volunteers shall be solicited to be recommended for re-appointment before their normal term expires. Such recommendations shall be presented to the town council the following month. This method is intended to maintain staggered terms among commissioners, as well as continuity of the commission.

(4) Meetings. Commission meetings shall be held quarterly, or more often as required to fulfill the commission's responsibilities.

2.18.060 Powers and Duties – Statutory

(1) There is hereby established and implemented a special valuation for historic properties as provided in Chapter 84.26 RCW.

(2) The Concrete Historic Preservation and Landmarks Commission is hereby designated as the "local review board," and is authorized to perform all functions required by Chapter 84.26 RCW and Chapter 254-20 WAC.

(3) All Concrete properties designated under authority of this chapter shall be eligible for special valuation as set forth in Chapter 84.26 RCW.

(4) To ensure this chapter continues to retain its statutory authority to perform its duties as conferred to a CLG, all changes to this chapter shall be coordinated with the Washington State Department of Archaeology and Historic Preservation.

2.18.070 Powers and Duties – Designated

(1) Primary Duties. The primary responsibility of the Historic Preservation and Landmarks Commission is to identify, actively encourage, and support the conservation of the town's historic resources. In carrying out these responsibilities, the Historic Preservation and Landmarks Commission shall utilize a wide ranging approach, to include, but not limited to:

(a) Increase awareness of the town's historic resources by providing liaison support, communication, and cooperation with federal, state, and other local government entities, which will further historic preservation objectives, including public education, within the town;
(b) Participate in, promote and conduct public information and educational programs pertaining to historic resources;
(c) Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities;
(d) Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition;
(e) Assist in the preparation of grant proposals for historic preservation within the capabilities and expertise of the commission; and

(f) Provide information to the public and town departments on incentives for preservation of historic resources including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties.

(2) Conduct and maintain the Town of Concrete Historic Resources Inventory. This shall include all properties within the scope of this chapter and be used to highlight properties that may, at some point, be considered historically significant.

(3) Historic Registers. Oversee the historic registration process for structures in the Town including:

(a) Submit nominations for the Concrete Register of Historic Places to the town council for approval.

(b) Review nominations to the State and National Registers of Historic Places. Submit nominations, approved by the town council, to the Washington Heritage Register and National Register of Historic Places;

(c) Initiate and maintain the Town of Concrete Register of Historic Places.

(i) This official register shall be compiled of buildings, structures, sites and objects identified by the commission as having historical significance worthy of recognition by the town and encourage the efforts of owners to maintain, rehabilitate, and preserve such properties;

(ii) Review nominations to the town register of historic places according to criteria in CMC 2.18.210 and adopt standards in its rules to be used to guide this review.

(d) Review proposals to construct, change, alter, modify, remodel, move, demolish or significantly affect properties or districts on the register as provided in Town of Concrete; and adopt standards to be used to guide this review, and the issuance of a Certificate of Appropriateness.

(4) Incentives. Oversee the special valuation property tax incentive program for the town, including:

(a) Special valuation property tax incentive, as provided in Chapter 84.26 RCW.

(i) Make determinations concerning the eligibility of historic properties for special valuation;

(ii) Prepare recommendations to approve or deny applications for special valuation;

(iii) Serve as the local review commission;

(iv) Approve or deny applications for special valuation;

(v) Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2);

(vi) Adopt bylaws and/or administrative rules and comply with all other local review board responsibilities identified in Chapter 84.26 RCW.

(b) Investigate and report to the town council on other programs enacted by federal, state, county, and town jurisdictions or the private sector to assist, encourage and provide incentives to private owners for the recognition, preservation, restoration, redevelopment and use of outstanding historic buildings, districts, objects, sites, and structures.

(c) Investigate and report to the town council on the use of various federal, state, and local or private funding sources available to promote historic preservation in the Town of Concrete and its Urban Growth Area.

(5) Monitor applicable properties, as set forth in CMC 2.18.260.

(6) Other Duties. Other Historic Preservation and Landmarks Commission duties include:

(a) Serve as the town's primary resource in matters of historic planning and preservation:

(i) Review, comment, and recommend to the town council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the town, the state or federal governments, as they relate to historic resources of the town;

(ii) Submit inputs to the Town of Concrete's Comprehensive Plan, Economic Development Plan, and any other place where historic preservation is appropriate to be addressed;

(iii) Propose changes or updates to this Chapter to ensure continued alignment with commission and town council goals. Proposed changes or updates shall be brought to a commission meeting, discussed, and coordinated with DAHP. Such changes shall be voted on at a regular commission meeting and then forwarded to the town council for consideration. The authority to approve such changes to this Chapter remains vested in the Council.

(iv) Make recommendations to the council within the scope of this chapter.

(b) Perform other related functions assigned to the commission by the Concrete town council.

(c) The commission shall adopt bylaws and rules of procedure to address all portions of this chapter. As the Bylaws relate to the practical application of this code, it is crucial they are both usable and not subject to wide variances in interpretation. Changes to bylaws shall be presented to the town council at one of their regular meetings to ensure they have the opportunity to understand what has been changed and why.

(d) Conduct all commission meetings in compliance with Chapter 42.30 RCW, Open Public Meetings Act, to provide for adequate public participation, and adopt standards in its rules to guide this action;

(e) All proceedings are subject to having formal minutes taken and submitted to the Town Clerk.

(f) One member of the commission shall be delegated to represent the HPLC and be a member of the Concrete Planning Commission.

2.18.080 Compensation. All members shall serve without compensation.

2.18.090 Rules and Officers. The commission may establish and adopt its own rules of procedure, and shall select from among its membership a chairperson and such other officers as may be necessary to conduct the commission's business.

2.18.100 Commission Staff. Commission and professional staff assistance shall be provided by the town clerk and town planner and/or qualified consultant(s) with additional assistance and information to be provided by other town department staff as available to aid the commission in carrying out its duties and responsibilities under this chapter.

Article II-B: Definitions

2.18.110 Definitions.

The following words and terms when used in this chapter shall mean as follows, unless a different meaning clearly appears from the context:

(1) "Actual cost of rehabilitation" means cost incurred within 24 months prior to the date of application for special valuation and directly resulting from one or more of the following:
(a) Improvements to an existing building located on or within the perimeters of the original structure; or
(b) Improvements outside of but directly attached to the original structure which are necessary to make the building fully usable but shall not include rentable/habitable floor space attributable to new construction; or
(c) Architectural and engineering services attributable to the design of the improvements; or
(d) All costs defined as "qualified rehabilitation expenditures" for purposes of the federal historic preservation investment tax credit.

(4) "Appearance of Fairness Doctrine" means the Washington State standard to be followed for this Chapter's quasi-judicial hearings. One of the rules for this type of hearing includes the prohibition of communications between parties to the hearing and members of the decision-making body outside of the context of the public hearing. Furthermore, decision-makers are required to base their decisions only on the facts and evidence that are on the public record.

(5) "Applicant" means a person who applies for any approval to do anything governed by this chapter and who has legal standing to apply for approval on the specific property.

(6) "Board" means the same as commission.

(7) "Building" means a structure constructed by human beings. This includes both residential and nonresidential buildings, main and accessory buildings.

(8) "Building footprint" means the perimeter of a building at the outer edge of the outside walls of the building, including the cantilevered portions of a building.

(9) "Bylaws" means inclusively the Bylaws and the Rules for Procedures for the HPLC.

(10) "Certificate of Appropriateness," or "COA" means the board has reviewed the proposed changes to the local register property and has certified the changes as not adversely affecting the historic characteristics of the property which contribute to its designation as provided for in CMC 2.18.31 thru 2.18.320.

(11) "Certified Local Government" or "CLG" means the local government has been certified by the State Historical Preservation Officer as having established its own historical preservation board and a program meeting federal and state standards. In Washington State, the CLG Program is implemented and administered by the Department of Archaeology and Historic Preservation (DAHP). Such a designation does not constrain local historic preservation efforts. It adds definition and standardizes benchmarks to be eligible for grant funding to support such efforts.

(12) "Class of properties eligible to apply for special valuation" means all properties listed on the Concrete Register of Historic Places, the National Register of Historic Places, or certified as

contributing to a defined historic which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.

(13) "Commission" means the Concrete Historic Preservation and Landmarks Commission.

(~~15~~) "CMC" means Concrete Municipal Code.

(16) "Concrete Register of Historic Places" means the local listing of properties provided for in this chapter.

(17) "Cost" means the actual cost of rehabilitation, which cost shall be at least 25 percent of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land prior to rehabilitation.

(18) "DAHP" or "Department of Archaeology and Historic Preservation" means the Office at the Washington State level charged with administering the state programs for historic preservation, including grants to municipalities recognized as Certified Local Governments.

(~~20~~) "Designation Review" refers the review by the HPLC to determine placement on the Concrete Register of Historic Places, historic district, or acceptance for the special valuation.

(21) "District" means a geographically definable area possessing a significant concentration, linkage or continuity of sites, buildings, structures, and/or objects united by past events or aesthetically by plan or physical development.

(~~24~~) "Emergency repair" means work necessary to prevent destruction or dilapidation to real property or structural appurtenances thereto immediately threatened or damaged by fire, flood, earthquake or other disaster.

(25) "Environment" means the natural environment, not the built environment.

(~~27~~) "Hearing" means a specific type of meeting primarily intended to obtain public testimony or comment before significant decisions are made. Such hearings in the context of this chapter are considered quasi-judicial proceedings and special procedures and considerations apply.

(28) "Historic Inventory" or "HI" (for historic inventory) is the designation recorded on official building permits for properties on the Concrete Historic Resources deemed to meet historical preservation considerations.

(29) "Historic district" means a geographically defined area possessing a significant concentration, linkage or continuity of sites, buildings, structures, and/or objects united by past events or aesthetically by plan or physical development.

(30) "Historic Preservation and Landmarks Commission" ("HPLC"), or "commission", or the "Town of Concrete Historic Preservation and Landmarks Commission" means the commission created by CMC 2.18.040.

(~~32~~) "Historic property" means real property together with improvements thereon, except property listed in a register primarily for objects buried below ground, which is listed in a local register of a certified local government or the National Register of Historic Places. This does not necessarily

mean the entire lot or parcel on which the improvements are located. It may apply to only a specific improvements and the footprint of that improvement (i.e. buildings or structures).

(33) "Historic Register." This designation shall not change or modify the underlying zoning classification and may refer to one the several levels of registers:

(i) The Concrete Register of Historic Places for those buildings, structures, districts, objects, and sites which reflect significant elements of the town's history;

(ii) The Washington Heritage Register for those historic and prehistoric resources throughout Washington; or

(iii) The National Register of Historic Places for significant historic, architectural, and archaeological resources. This designation shall not change or modify the underlying zoning classification.

(34) "Incentives" are such rights or privileges or combination thereof which the Concrete town council, or other local, state, or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant or obtain for the owner(s) of register properties.

Examples of economic incentives include, but are not limited to, tax relief, conditional use permits, rezoning, street vacation, planned unit development, transfer of development rights, facade easements, gifts, preferential leasing policies, beneficial placement of public improvements or amenities, or the like.

(35) "Integrity" as used in this Chapter means the retention of character defining features of a building, structure, or district.

(36) "Inventory" or "Town of Concrete Historic Resources Inventory" means the comprehensive inventory of historic resources within the boundaries of the town and its UGA.

(37) "Landmark" means any historic property, with or without improvements or aboveground features, and the defined improvement(s) thereon designated as a landmark pursuant to this chapter.

(39) "Local review board," or "board" used in Chapter 84.26 RCW and Chapter 254-20 WAC for the special valuation of historic properties, means the commission created in CMC 2.18.040.

(40) "Lot" means an area of land established by plat, subdivision or as otherwise permitted by law to be used, developed or built upon in accordance with applicable codes and laws.

(42) "Monitoring" means the periodic inspection of properties on the Concrete Register of Historic Places or receiving a special valuation. Also see Article V.

(43) "National Register of Historic Places" means the national listing of properties significant to our cultural history because of their documented importance to our history, architectural history, engineering or cultural heritage.

(44) An "object" means a thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

(45) "Ordinary repair and maintenance" means work for which a permit issued by the town of Concrete is not required by law, and where the purpose and effect of such work is to correct any deterioration or

decay or damage to the real property or structure appurtenance therein and to restore the property, as nearly as may be practicable, to the condition prior to the occurrence of such deterioration, decay, or damage including painting.

(46) "Owner of property" or "property owner" means the owner of record as it exists on the Skagit County assessor's records.

(47) "Parcel" means a piece of ground defined for property tax purposes.

(48) "Place" means a specified location, along with specified improvements, defined in the Concrete Register of Historic Places. It may include a building or structure and be limited to the footprint on which those improvements are located.

(49) "Plat" is a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets, alleys, or other divisions and dedications.

(50) "Property" or "properties" in the context of this chapter is a generic term meaning something that is owned. It is not intended to be all inclusive of land and improvements.

(51) "Quasi-judicial hearings" means the type of hearing that generally affects the legal rights of specific, identifiable parties and require due process.

(52) "Real property" means a parcel of land that may, or may not, include improvements.

(53) "Repair" or "maintenance" means an activity that restores the character, scope, size, and design of a serviceable area, building, structure, or land use to its previously authorized undamaged condition. Activities that change the character, size, or scope of a project beyond the original design and alter a regulated critical area are not included in this definition.

(54) "Register," or "local register," or "Concrete Register of Historic Places (CRHP)," or "Register of Historic Places (RHP)" means the local listing of properties provided for in CMC 2.18, Article V.

(~~56~~) "Rules of Procedures" means inclusively the Rules of Procedures and the Bylaws for the HPLC.

(57) "Significance" or "significant" used in the context of historic significance means the following: A property with local, state or national significance is one which helps in the understanding of the history of the local area, state or nation (whichever is applicable) by illuminating the local, statewide or nationwide impact of the events or persons associated with the property, or its architectural type or style and information potential. The local area includes the town or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.

(58) "Site" means a place where a significant event or pattern of events occurred. It may be the location of prehistoric or historic occupation or activities that may be marked by physical remains; or it may be the symbolic focus of a significant event or pattern of events that may not have been actively occupied. A site may be the location of a ruined or now non-extant building or structure with the location itself possessing historic, cultural or archaeological significance.

(59) "Special valuation for historic properties" or "special valuation" means the local option program which when implemented makes available to property owners a special tax valuation for rehabilitation of historic properties under which the assessed value of an eligible historic property is determined at a rate that excludes, for up to 10 years, the actual cost of the rehabilitation (Chapter 84.26 RCW).

(60) "Structure" means a combination or materials constructed or erected on or under the ground, or attached to something having a permanent location on or under the ground.

(61) "Urban growth area" or "UGA" means the area designated within which urban growth shall be encouraged. For the Town of Concrete that area has been identified in the Town of Concrete's Comprehensive Plan and includes much of the area called Grasmere.

(63) "Waiver" means the commission has reviewed the proposed whole or partial demolition of a local register property or a property in a local register historic district and, failing to find alternatives to demolition, has issued a waiver of Certificate of Appropriateness which allows the building or zoning official to issue a permit for demolition.

(64) "Washington Heritage Register" means the state listing of properties significant to the community, state, or nation but which do not meet the criteria of the National Register.

(65) "Washington Advisory Council Standards for the Rehabilitation and Maintenance of Historic Properties," or "WACHP," or "State Advisory Council's Standards" also known as the U.S. Secretary of the Interior's Historic Preservation Board as minimum requirements for determining whether or not a historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified. See Bylaws Section 5.

Article III: Awareness and Ancillary Recognition Programs

2.18.120 Introduction.

No successful community project can simply be mandated and be successful, historic preservation is no different. Whatever conditions and attitudes exist in a community have been developed over a long period of time. Conditions are ever-changing; attitudes are not as flexible. The goal of historic preservation in Concrete is a long-term objective that can only be achieved incrementally. The most important function of the commission involves community outreach, engagement and education in non-controversial ways. Providing information on, and recognition of, the area's unique place in history can provide a foundation on which to build the appreciation to preserve. Many projects that do not require long-term commitments from property owners or citizens can support this vision.

2.18.130 Outreach.

Make presentations relating how local history has impacted the community.

Conduct workshops on researching house histories.

Coordinate with other historical and genealogical groups to bring other workshops to the community. What often makes a property historic are the people who built it or lived there.

2.18.140 Engage.

Engagement is a two-way process. Simply providing information falls short of engagement. Listening and factoring in other ideas becomes engagement and the basis for constructive action.

2.18.150 Educate.

Education is a byproduct of engagement. Through the above process, the community and the commission will develop a clearer understanding and appreciation for Concrete' history and what's important to preserve.

2.18.160 Recognize.

Such recognition may take a variety of forms intended to publicly acknowledge support for the concepts and practices of historic preservation. This includes the monitoring of all properties that may be or may become eligible for the Concrete Register of Historic Places and working with property owners to preserve and enhance their properties historic integrity.

2.18.170 Programs.

Specific programs to implement outreach, engagement, and education may be detailed in the HPLC Bylaws, Section 3, Appendices currently being developed.

Article IV: Town of Concrete Historic Resources Inventory

2.18.180 Introduction.

The initial list of properties in Concrete and its UGA is based upon the database of the Skagit County Assessor's Office. More detailed survey information may be added by the commission through direct observation, research, interviews with property owners, or by contracting more detailed analyses from companies skilled in such work. Such information is public record and available for review as it becomes available.

2.18.190 Purpose

(1) Preservation efforts shall be focused on those properties deemed eligible based upon the criteria cited for inclusion on the Concrete Register of Historic Places. That focus shall not be exclusive and disregard other properties deemed currently eligible for Concrete, State of Washington, or National registers. Some structures may need consideration beforehand, so they will retain the structural integrity and soundness to be eligible later.

(2) This inventory covers all properties within the Town of Concrete and its UGA because as time passes, additional properties will age into consideration and additional information may be discovered to re-evaluate a property's eligibility.

2.18.200 Contents

This information originally obtained from the Skagit County Tax Assessor's Office and may be supplemented with additional data as the inventory is developed through means of future professional surveys.

Details on this inventory may be found in the HPLC Bylaws, Section 4.

Article V: Town of Concrete Register of Historic Places

2.18.220 Criteria

Any building, structure, site, or object may be placed on the Register if the HPLC determines it meets criteria and the Concrete town council approves it. Such items and locations may be designated for inclusion in the Concrete Register of Historic Places if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; it is at least 50 years old, or is of a lesser age and has exceptional importance; and it falls into at least one of the following categories:

(1) Is associated with events that have made a significant contribution to the broad patterns of national, state or local history;

(2) Embodies the distinctive architectural characteristics of a type, period, style or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;

(3) Is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art;

(4) Exemplifies or reflects special elements of the town's cultural, social, economic, political, aesthetic, engineering, or architectural history;

(5) Is associated with the lives of persons significant in national, state, or local history;

(6) Has yielded or may be likely to yield important archaeological information related to history or prehistory;

(7) Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with a historic person or event;

(8) Is a birthplace or grave of a historical figure of outstanding importance and is the only surviving structure or site associated with that person;

(9) Is a cemetery that derives its primary significance from age, from distinctive design features, or from association with historic events or cultural patterns;

(10) Is a reconstructed building that has been executed in a historically accurate manner on the original site;

(11) Is a creative and unique example of folk architecture and design created by a person not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

2.18.230 Process for Designating Properties to the Concrete Register of Historic Places (CRHP).

(1) Nomination. Any individual, group of property owners or other interested group or association, town council member, HPLC member, or the HPLC as a whole may nominate a building, structure, site, object or district for inclusion on the Register. There shall be a minimum of one (1) public hearing, which shall be noticed in accordance with CMC 19.68070(2)(a) and (c). Owner consent for is required for nomination to the CRHP.

(2) Evaluation. Evaluation of the application's completeness and significance of the property shall take place immediately after the public hearing is held at an open public meeting of the town council.

(3) Decision. Properties may only be registered with the owner's consent; however, they may be removed by decision of the commission without owner's permission if the terms of the agreement placing it on the Register have been violated.

2.18.240 Effects of Listing on the Register.

(1) Listing on the Concrete Register of Historic Places is an honorary designation denoting significant association with the historic, archaeological, architectural, engineering, or cultural heritage of the community. Properties are listed individually.

(2) Prior to the commencement of any work, including but not limited to partial or whole demolition, on a CRHP registered property or structure, but excluding ordinary repair and maintenance and emergency measures defined in Section 2.18.100, the owner must request and receive a Certificate of Appropriateness or waiver from the commission for the proposed work. To issue a Certificate of Appropriateness, the commission shall review all features of the property, interior and exterior, that contribute to its designation and are listed on the nomination form Violation of this rule shall be grounds for the commission to review the property for removal from the Register.

(3) As a state recognized CLG, once the Town of Concrete places a property on the Concrete or National Register, that property may be eligible for special tax valuation on their rehabilitation.

(4) The property becomes subject to monitoring by the commission to ensure the conditions of the agreement are kept. A Certificate of Appropriateness from the commission is required prior to any repair or rehabilitation work.

(6) Prior to whole or partial demolition of a registered property, the owner must request and receive a waiver of a certification of appropriateness.

(7) Properties listed on the Concrete Register of Historic Places shall be recorded on official building permit records with an "HR" (for historic register) designation. This designation shall not change or modify the underlying zone classification.

(8) At the owner's discretion, they may request to have the property removed from the Concrete Register of Historic Places at any time. Benefits obtained by having the property on the Register may be recouped, depending on the source.

ARTICLE VI: Incentives

2.18.280 Special Tax Valuation.

This program was enacted by the Washington State Legislature (Chapter 84.26 RCW) to provide property owners a 10-year grace period on taxable value of substantial improvements made to properties deemed historic. Property tax relief was selected as a tool which could provide the financial incentives necessary to promote rehabilitation of eligible historic properties.

(1) Requirement. Rehabilitation work is begun and completed within two years prior to date of application for special property tax valuation.

(2) Criteria. All properties listed on the National Register, properties certified as contributing to a national register historic district, and all properties on the Concrete Register of Historic Places or district, which have been substantially rehabilitated at a cost which meets the definition set forth in CMC 2.18.110(17) within a 24-month time period, shall be eligible.

(3) Process. HPLC Bylaws Section 6 contains the application and approval procedure for the special tax valuation, as well as relevant forms.

(a) Applicant submits application to the Skagit County Assessor before October 1st (if special valuation is desired for the following year).

(b) Assessor completes the review and submits the application to the commission within 10 working days.

(c) The commission approves (or denies) the application and executes agreements for approved applications before December 31st.

(d) The commission submits the approved application and agreement to the Skagit County Assessor and records such documents within 10 days of the commission's decision.

(e) Special valuation becomes effective January 1st (year one).

(f) Taxes reflect special valuation for the following year through the eleventh year.

(g) Special valuation ends on the tenth year.

(h) Taxes reflect revaluation of property following the end of the special valuation period.

(4) Obligations and Standards.

The HPLC's rehabilitation and maintenance standards are based upon the Washington State Advisory Council's Standards for Rehabilitation and Maintenance of Historic Properties (see HPLC Bylaws Section 6, Apdx 6-2) and shall be used by the commission as minimum requirements for determining whether or not a historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

ARTICLE VII: Changes to Concrete Register of Historic Places

2.18.300 Changes to Properties Listed on the Historic Register

(1) The building official or town planner shall report any application for a permit to work on a property listed on the Concrete Register of Historic Places to the commission. The commission review will occur concurrently with the town permit review process. If the activity is not exempt from the requirements of this chapter, the commission shall notify the applicant of the review requirements pursuant to this chapter. The building official shall not issue any such permit until a Certificate of Appropriateness or a waiver is received from the commission, but shall work with the commission in considering building and fire code requirements. Life safety codes must be maintained.

(2) Commission Review. The owner or his/her agent (architect, contractor, lessee, etc.) shall apply to the commission for review of proposed changes to a property listed on the Concrete Register of Historic Places and request a Certificate of Appropriateness or, in the case of demolition, a waiver. Each application for review of proposed changes shall be accomplished by such information as is required by the commission established in its rules for the proper review of the proposed project.

A design review by the HPLC is required for proposed changes to all properties on the Concrete Register of Historic Places. This review process is detailed in Section 7 of the HPLC Bylaws. Once a property is listed on the Concrete Register of Historic Places, any work done on the exterior of the property that would ordinarily necessitate a building permit will, in addition, require a Certificate of Appropriateness. These activities include:

(a) Alterations to historic structures.
(b) New construction within historic districts.
(c) Change of use.
(d) Replacement and repair.
(e) Demolition of historic structures.

The standards for all design reviews shall be the Secretary of the Interior's Standards for Rehabilitation 36 CFR Part 67, 1990 (or most recent edition), also known as the Washington State Advisory Council's Standards for Rehabilitation and Maintenance of Historic Properties. This may be found in the HPLC Bylaws, Appendix 6-2.

The Certificate of Appropriateness is approved by the HPLC pursuant to its authority set forth in CMC 2.18.070.

(3) Demolition

(a) A waiver of the Certificate of Appropriateness is required before a permit may be issued to allow whole or partial demolition of a property listed on the Concrete Register of Historic Places. The owner or his/her agent shall apply to the commission for a review of the proposed demolition and request a waiver.
(b) The applicant shall meet with the commission in an attempt to find alternatives to demolition. These negotiations may last no longer than 45 calendar days from the initial meeting of the commission, unless either party requests an extension. If no request for an extension is made and no alternative to demolition has been agreed to, the commission shall act and advise the official in charge of issuing a demolition permit of the approval or denial of the waiver of a Certificate of Appropriateness.
(c) Conditions in the case of granting a demolition permit may include allowing the commission up to 45 additional calendar days to develop alternatives to demolition. When issuing a waiver, the commission may require the owner to mitigate the loss of the registered property by means determined by the commission at the meeting. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted.
(d) After the property is demolished, the commission shall initiate removal of the property from the Register.

(4) Appeal of Approval or Denial of a Waiver of a Certificate of Appropriateness. The commission's decision regarding a waiver of a Certificate of Appropriateness may be appealed to the Concrete town council within ten days. The appeal must state the grounds upon which the appeal is based. The appeal shall be reviewed by the council only on the records of the commission. Appeal of Council's decision regarding a waiver of a Certificate of Appropriateness may be appealed to Superior Court.

2.18.310 Monitoring

All properties on the Concrete Register of Historic Places, including those receiving special valuations, shall be periodically monitored by the HPLC to ensure the property continues to meet the standards to receive such recognition. If such monitoring raises questions whether the property still meets the requirements, a hearing shall be scheduled with the property owner to re-evaluate the property's status. Such monitoring activities for properties receiving special valuation are required annually and shall be documented.

(1) Properties may be removed from the Register without the owner's consent, but not without a determination hearing. The Skagit County Assessor will be notified in writing of the removal of properties from the Register receiving special valuation.

(2) The administrative details governing the placement and removal of properties on the Register and possible alterations to said properties are covered in the HPLC Bylaws Section 5.

~~(5)~~ Commission Review:

(a) The owner or his/her agent (architect, contractor, lessee, etc.) shall apply to the commission for a review of proposed changes on a Town of Concrete Register of Historic Places and request a Certificate of Appropriateness or, in the case of demolition, a waiver. Each application for review of proposed changes shall be accompanied by such information as is required by the commission established in its rules for the proper review of the proposed project.

(b) The commission shall meet with the applicant and review the proposed work according to the design review criteria established in rules. Unless legally required, there shall be no notice, posting, or publication requirements for action on the application, but all such actions shall be made at regular meetings of the commission. The commission shall complete its review and make its recommendations within thirty (30) calendar days of the date of receipt of the application. If the commission is unable to process the request, the commission may ask for an extension of time.

(c) The commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. If the owner agrees to the commission's recommendations, a Certificate of Appropriateness shall be awarded by the commission according to standards established in the commission's rules. The commission's recommendations and, if awarded, the Certificate of Appropriateness shall be transmitted to the building or zoning official. If a Certificate of Appropriateness is awarded, the building or zoning official may then issue the permit.

BYLAWS OF THE CONCRETE HISTORIC PRESERVATION COMMISSION

SECTION 1 APPROACH

A. INTRODUCTION

As the Concrete Historic Preservation and Landmarks Commission becomes more established and experienced, the variety of programs to support historic preservation efforts will grow. Procedures shall be developed to support that expansion.

B. APPROACH

There is no single pathway to historic preservation that is suitable for everyone. Focusing on one program or another at the expense of other approaches does not promote the healthy engagement and participation required to make any success possible. For this reason, the HPLC should strive to educate and offer the community a wide variety of options to participate in achieving the goals of historic preservation. The varied approaches include, but are not strictly limited to:

(1) Awareness and Ancillary Recognition Programs
(2) Town of Concrete Historic Property Inventory
(3) Town of Concrete Register of Historic Places
(4) Incentives, including Special Property Tax Valuation

SECTION 2 ORGANIZATION

A. INTRODUCTION

These Bylaws establish the rules and procedures under which the Concrete Historic Preservation Commission executes those duties and functions set forth in the Concrete Municipal Code, Town of Concrete Historic Preservation Ordinance.

B. ATTENDANCE OF MEMBERS

All members shall attend regularly scheduled meetings and shall be on time. If three consecutive regularly scheduled meetings are missed without good cause as determined by the commission, resignation shall be encouraged.

C. QUORUM

A quorum is a simple majority of the five members eligible to vote at a meeting. Should there be less than five members on the commission at any given time, a quorum of three (3) shall still be required. A quorum is necessary to transact any official business.

D. OFFICERS AND STAFF

1. The officers of this organization shall be Chair and Chair Pro Tem. The Recorder and Secretary, though present, shall not be members. Officers beyond these mentioned are not a functional need of the commission. Should the need arise on a permanent or temporary basis, the necessary office shall be voted in by a majority vote.
2. All officers shall perform their duties as prescribed by these Bylaws and by parliamentary authority adopted by the organization.
   a. The election for Chair and Chair Pro Tem shall be held at the regularly scheduled February meeting. Nominations shall be made from the floor and election held immediately before new business. The officers shall be elected for a one-year term or until their successors are elected, with their term of office beginning immediately after election.
   b. The Chair shall preside over all regularly scheduled and all special or called meetings of the Commission. The Chair shall appoint members to specific task force (ad hoc) committees whose term shall end when the task is completed. All tasks presented to an ad hoc committee shall be executed in a timely manner.
   c. The Chair Pro Tem assumes the duties of the Chair in the absence of the Chair. In the absence of the Chair, the Chair Pro Tem will have the same powers and duties as those of the Chair.
   d. The Recorder shall assure that the minutes of all commission meetings are taken and provided to the appropriate persons.
   e. Commission and professional staff assistance shall be provided by the Town Planner, with additional assistance and information to be provided by other city departments as may be necessary to aid the commission in carrying out its duties and responsibilities.

f. The Town staff, the HPLC Chair, and the Chair Pro Tem may share some secretarial duties. The Secretary shall distribute information to members including minutes, information pertinent to tasks at hand, and all current and updated materials that members need in order to carry out their tasks. Also, the Secretary shall act as an advisor to the Commission and shall notify members of meeting dates and times not less than five (5) days before the meeting. While the Town Staff may assist with administrative duties, it is the responsibility of the Chair and/or Chair Pro Tem to ensure tasks are completed in a timely manner.

E. POWERS AND DUTIES

1. The major responsibility of the Historic Preservation and Landmarks Commission is to identify and actively encourage the conservation of the Town of Concrete historic resources by initiating and maintaining a register of historic resources, monitoring historic properties, reviewing proposed changes to register properties, raising community awareness of the city's history and historic resources, and serving as the city's primary resource in matters of history, historic planning, and preservation.

2. Review nominations to the Concrete Register of Historic Places according to criteria in Article V of Chapter 2.18 of the Concrete Municipal Code ("CMC").

3. Review proposals to construct, change, alter, modify, remodel, move, demolish or significantly affect properties or districts on the local register as provided in Article V of Chapter 2.18 CMC; and adopt standards to be used to guide this review, and the issuance of a certificate of appropriateness.

4. An annual signed statement by each commissioner certifying they have completed an annual review of Chapter 2.18 CMC, these Bylaws, and the applicable sections of the Concrete Comprehensive Plan shall be completed each February in conjunction with the election of officers.

F. MEETINGS - GENERAL

1. The regularly scheduled meeting of this commission shall be monthly with the date and time determined by a vote of the commission and will be held in a pre-designated location unless otherwise directed by the Chair or a commission vote in compliance with Chapter 42.30 RCW, Open Public Meeting Act ("OPMA"), to provide for adequate public participation and adopt standards to guide this action. All meetings shall start on time and shall be executed expeditiously by the Chair.
2. Special meetings may be called by the Chair. The purpose of the meeting will be stated in the call. Except in emergencies, at least three (3) days notice shall be given for special meetings and five (5) days notice for regularly scheduled meetings.
3. Parliamentary authority of the meetings shall be the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED.

G. MEETINGS – REGULAR – DUTIES

1. If there are agenda items, regular meetings will be held monthly and a date and time specified by the HPLC. In case of scheduling conflicts the meeting place may be changed at the discretion of the Chair with ten (10) days advance notice given to HPLC members and the public. If the meeting date falls on an official holiday, the meeting may be changed to a time and place as determined by the HPC at the preceding month's meeting. If such a change occurs, the regular meeting place will be posted as to the new time and place.
2. If there are no agenda items, the Chair may cancel the regular meeting after giving all HPLC members and the public 24 hours advance notice. However, if a majority of HPLC members express the desire to hold the meeting, it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time.
3. Special meetings may be called by the Chair or by a majority of the HPLC members. Commission members will be given at least 24 hours advance notice of the time and place of such meetings.
4. All regular and special meetings will be open to the public and the date, place and agenda will be publicized in accordance with the OPMA (Chapter 42.30 RCW) except when a majority of commission members determine that an executive session is necessary as detailed in the OPMA (Chapter 42.30.110). The agenda for regularly scheduled meetings shall be posted and advertised 24 hours prior to the regularly scheduled meetings.
5. The order of agenda items will be determined by their order of receipt. All applications, including designation review and special valuation review must be filed at least one (1) month before the meeting at which the case is to be considered. This allows staff sufficient time to copy and distribute materials to HPLC members. Design Review applications must be filed at least one (1) week prior to the regularly scheduled meetings at which they are to be considered.
6. Staff shall be responsible for notifying principles in each case as specified under the rules for review procedures.
7. Agendas and meeting packets shall be prepared and made available as soon as practical to allow all interested parties ample to review them.
8. Commissioners shall review meeting packets prior to meetings and be ready to discuss them at the meeting.

H. MEETINGS – REGULAR – ORDER OF BUSINESS

(1) Business will be conducted under ROBERT'S RULES OF ORDER NEWLY REVISED. All issues will be decided by simple majority vote except amendments to the Bylaws, which require a vote of two-thirds (2/3) of the membership.
(2) Three (3) members or 51 percent (51%) of the non-vacant membership on the HPLC constitute a quorum. Meetings without a quorum will be recessed to the earliest possible date.
(3) Minutes will be taken during all HPLC proceedings. Additionally, the meetings may be taped to further clarify the minutes.
(4) The regular order of business shall be as follows:

(a) Call to order.
(b) Roll call.

(c) Adoption/Amendment of Agenda.
(c) Adoptions of minutes.
(d) Unfinished business.
(e) New business.
(f) Other business. Local register reviews, design reviews for Certificates of Appropriateness, and special valuation shall be conducted as "Other Business." Format for that portion of the meeting follows in section J.
(g) Adjournment.

I. MEETINGS - HEARINGS – PURPOSE

The purpose of the commission in such hearings is to:

1. Determine the category of historic property.
2. Establish a context for evaluating the property.
3. Identify the level of significance (National, State, local).
4. Evaluate the integrity of the property.
5. Determine if there are special conditions that might make the property eligible.
6. Determine if the property meets the criteria.
7. Vote on the recommendation.

J. MEETINGS - HEARINGS – DUTIES

Hearings, and any matter that may be decided by a hearing, shall be considered a quasi-judicial proceeding. That means that no member of the HPLC shall advise, express an opinion about, or have a private conversation about any topic that may come before the commission in a hearing outside of a public meeting where detailed minutes are taken.

1. During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the HPLC. The reason for any such modification shall be included in the minutes.

2. The HPLC shall act on each application at the meeting unless a majority of the commission decides to defer consideration to a later date. Requests for continuance may be granted if all parties agree. The Chair will publicly announce the continuance, and the case will be automatically set on the agenda for the next regularly scheduled meeting. In such a case, no further notice is required for the principles in the case.

3. In the event of the uncontrollable disruption of the meeting, the HPLC may clear the meeting room and continue in session or may adjourn and reconvene at another location selected by majority vote of the members. In such a case, business shall be restricted to those items on the printed agenda. Persons or news media representatives not participating in the disturbance may be readmitted in this situation.

4. The master copies of all historic preservation related rules and procedures, application standards, criteria, and standard forms will remain on file with the Town of Concrete. Complete copies of these documents will be forwarded to the Mayor and members of the town council. Copies of Design and

Designation Review processes documents will be forwarded to the Building Official. Complete copies of all such documents will be provided for the members of the HPLC, the Town Clerk, staff and Washington Department of Archeology and Historic Preservation (DAHP).

K. MEETINGS – HEARINGS -- ORDER OF BUSINESS FOR APPLICATIONS FOR LOCAL REGISTER REVIEW, DESIGN REVIEW FOR CERIFICATES OF APPROPRIATENESS, AND SPECIAL VALUATION

1. The Chair or Chair-designated person shall offer a preliminary statement concerning the application.
2. The applicant or the designated agent of the applicant presents statements in favor of the application including relevant photographs, models, etc.
3. Questions by commissioners.
4. Chair or Chair-designated person shall open the public hearing.
5. Public comment shall be received.
6. Chair or Chair-designated person shall close the public hearing.
7. Final questions by commissioners.
8. Staff comments and responses.
8. Summary of above by Chair or chair-designated person.
9. Deliberation by commission.
   a. The members should consider information related to the designation criteria as presented above and from the site visit. Site visits, if conducted, shall be accomplished by at least two commissioners and a report including photographs relevant to the decision shall be prepared and presented as part of the hearing.
   b. The commission shall base any decisions only on what is presented at the hearing.
10. Motion for action. The motion for the recommendation should be based on the designation criteria. Criteria should be included in the motion.
11. Vote.

L. AMENDING CHAPTER 2.18 HISTORIC PRESERVATION AND LANDMARKS COMMISSION

It is the inherent responsibility of the members of the HPLC to ensure this code is fairly easy to understand and remains relevant to conditions in the Town of Concrete. Suggestions to further these goals shall be brought to a meeting, discussed, and then coordinated with DAHP. Proposed changes shall be voted on at a regular meeting and then forwarded to the town council for consideration. The authority to approve such changes remains vested in the town council.

M. AMENDING BY-LAWS

The authority of the HPLC to revise its own Bylaws has been granted by the town council in CMC 2.18.070(6)(c). As the Bylaws relate to the practical application of this code, it is crucial they are both usable and not subject to wide variances in interpretation. Changes to Bylaws shall be presented to the

town council at one of their regular meetings to ensure they have the opportunity to understand what has been changed and why.

These by-laws may be amended at any regularly scheduled meeting of the HPLC by a 2/3 vote of the attending membership provided the amendment has been submitted in writing after the proposed changes have been coordinated with the DAHP. Coordination is not the same as permission, however such coordination is important to ensure Concrete does not lose its status as a Certified Local Government (CLG).

Furthermore, all amendments to the Bylaws shall be in conformance with Chapter 2.18 CMC.

SECTION 3 AWARENESS AND ANCILLARY RECOGNITION PROGRAMS

TO BE DEVELOPED

Additional Resources: See Appendix 3-1 for additional resource list of information on historic preservation, including how other communities are handling it.

SECTION 4 CONCRETE HISTORIC RESOURCES INVENTORY

A. INTRODUCTION

This inventory is to serve the current and future needs of the HPLC. Ideally, it shall be comprehensive and include all properties with the Town of Concrete and its UGA. Recognizing properties suitable for potential future inclusion on a historic register may be crucial in ensuring the property owner(s) suitably maintain the structure(s) and retain their integrity. The structures and sites may link us to the past, but historic preservation is an activity that occurs in the present and future.

B. BASIC CONTENTS

This initial inventory is based upon the Skagit County Assessor's database. Those data elements may change over time and are beyond the control of the HPLC. Key elements from that database include the location, current owners, ages of structures, construction details, photos, and other assessment information. This inventory may include any other relevant information that may be discovered and pertain to its place in history. Improvements to the register should come from professional surveys funded by CLG grants, when possible.

C. SAMPLE LISTING

A sample of the inventory display format is included as Appendix 4-1. **[UNDER DEVELOPMENT]**

SECTION 5 CONCRETE REGISTER OF HISTORIC PLACES

A. INTRODUCTION

Properties placed on the Concrete Register of Historic Places have a unique place in the history of the community and the event(s) that earn it that distinction deserve to be remembered.

B. CRITERIA

The criteria for inclusion on the Concrete Register of Historic Places are specified in Chapter 2.18 CMC, Article V.

C. APPLICATION STANDARDS AND REQUIREMENTS FOR REGISTER OF HISTORICPLACES

The Town of Concrete Register of Historic Places application is a nomination form (see Apdx 5-1) **[UNDER DEVELOPMENT]** completed according to the uniform guidelines of the HPLC below.

All interior and exterior features and outbuildings that contribute to the designation should be identified and described.

The original form should be presented along with the following documentation:

1. Copy of the Concrete Historic Resources Inventory listing for the property to be considered.
2. Current and historic (if available) photographs.
3. Newspaper articles.
4. Other relevant materials.

Incomplete forms or those with insufficient documentation will not be considered and will be returned to the applicant with recommendations.

D. REQUIRED COORDINATION PRIOR TO THE DESIGNATION REVIEW MEETINGS

1. Applicant or Designated Agent:
    a. Meet with HPLC staff ("Staff") concerning the application form and the necessary documentation.
    b. Submit the completed application to Staff at least one (1) month before the regularly scheduled meeting at which the application is to be considered.

2. Staff:
    a. Meet with the applicant concerning the application form and the necessary documentation.
    b. Review the application for completeness and includes the case on the agenda based on determination that the application is complete.

E. REVIEW OF APPLICATION FOR THE CONCRETE HISTORIC PROPERTIES REGISTER

Designation reviews shall occur at regularly scheduled meetings as detailed in the rules for conducting HPLC meetings. See Bylaws, Section 2.

F. POST MEETING

1. Staff and/or Chair:
    a. Notify owner and applicant in writing of the HPLC's recommendation within one (1) week of the meeting.
    b. Notify applicant of the appeals process if the recommendation is against placement of the property on the Register.
    c. Obtain the owner's written acknowledgement and agreement to the placement when the property is placed on the Register.
    d. Forward the commission's recommendation for individual properties to the town council along with the application and supporting documentation, including letters of support and opposition, and the owner's written acknowledgement and agreement to the placement, to the town council for final determination
    e. Forward district nomination with the HPLC's recommendation along with supporting documentation to the town council for final determination.
    f. Notify the Building Official if the property is listed on the Register.
    g. Notify the applicant of the town council's final decision.

2. Concrete Town Council:

Once the case is with town council, they can concur with or reject the commission's recommendation, or send the case back to the commission for further study. If the Council:

a. Concurs with a positive recommendation, the property is listed on the Concrete Register of Historic Places (RHP).
b. Concurs with a negative recommendation, the property is not listed on the RHP.
c. Rejects the recommendation; the case goes back to the HPLC.

3. Concrete Historic Preservation and Landmarks Commission:

If the recommendation is rejected by the City Council, at the next regularly scheduled meeting, the commission shall decide whether any other protection for the property is necessary or possible.

G. APPEALS OR RESUBMISSION

1. A negative recommendation or a non-acceptance of an application by the HPLC is not irrevocable. If new information becomes available, or if the applicant wishes, the application may be resubmitted with HPLC approval to the HPLC. In such a case, the entire procedure must be repeated.

2. If the applicant disagrees with the commission's recommendation, the applicant may present the case directly to the town council. In such a case, documentation shall be limited to the nomination material that was presented during the HPLC public meeting and the minutes of that meeting.

H. MISCELLANEOUS

1. Once a property has been approved by the HPLC for placement on the Concrete Register of Historic Places, the Certificate of Appropriateness (COA) review process becomes effective. If the town council does not concur with the HPLC's recommendation and the property is not listed, the review process does not apply.
2. In the event that any property is no longer deemed appropriate for designation to the Concrete Register of Historic Places, the HPLC may initiate removal by following the same procedure as provided for listing.
3. In its designation recommendation, the commission shall consider the Concrete Historic Resources Inventory and the Town Comprehensive Plan.

SECTION 6: INCENTIVES

A. INTRODUCTION

Many incentive programs are of short duration and have defined application cut-off periods and standards. Part of the HPLC's mission is to stay informed about such programs and make that information available to the general public. Such information shall be added as developed.

B. SPECIAL VALUATIONS

Longer-term benefits are available through the Special Valuation Program passed in 1985 by the Washington State Legislature (RCW 84.26.030). This program makes it possible for CLGs to ensure that property taxes will not reflect substantial improvements made to certain classes of properties as identified by the CLG for a ten (10) year period. If the State makes the eligibility more restrictive, these new standards do not become effective for two (2) years following October 1 of the year they were enacted. This means that owners of certain types of historic properties have the potential to realize substantial tax valuation savings.

1. CRITERIA

(a) New Construction is not eligible for the special valuation.

(b) Only properties on the Concrete Register of Historic Places are eligible for special valuation. See Chapter 84.26 RCW, Chapter 254-20 WAC, and Chapter 458-15 WAC.

2. APPLICATION REQUIREMENTS AND STANDARDS

(a) Applications for this program are governed by Chapter 84.26 RCW. More information can be found on this program at the Washington Department of Revenue website. See the following appendices for information:

(i) Appendix 6-1: Special Valuation: A Local Tax Incentive
(ii) Appendix 6-2: Washington State Advisory Council's Standards for Rehabilitation and Maintenance of Historic Properties, also known as the Secretary of the Interior's Standards for Rehabilitation
(iii) Appendix 6-3: Required Special Valuation Agreement for Property Owners
(iv) Appendix 6-4: Reprint of WAC 254.20.070 Responsibilities of Local Review Boards
(v) Appendix 6-5: Application for Certificate of Appropriateness
(vi) Appendix 6-6A: Application for Special Evaluation
(vii) Appendix 6-6B: Application for Extension
(viii) Appendix 6-6C: Removal from Special Valuation

(b) Documentation shall include, at a minimum, all identified materials illustrating: That the property is eligible for special valuation status; when the work occurred; whether special valuation financial requirements have been fulfilled; and whether the work complies with the Washington Advisory

Council on Historic Preservation Standards for the Rehabilitation and Maintenance of Historic Properties (WACHP Standards; 254-20-100). These standards are listed in Appendix 6-2.

(c) To properly document each of these elements, at least one (1) copy of the following documents must be submitted with the application. These will remain on file with the HPLC. For phased development plans, the complete process as detailed in these Bylaws must be followed and documentation must be submitted for each and every phase of the project. All drawings, plans and elevations must be drawn to scale or have the measurement included and be signed by the architect or draftsman.

(i) Eligibility. A copy of the nomination form to the Town of Concrete Register of Historic Places clearly indicating when the property was listed on the Register of Historic Places.
(ii) When the work occurred. A notarized affidavit of completion of rehabilitation work within 24 months prior to the date of application.

(d) Required financial documents:

(i) Notarized affidavit attesting to the actual costs of the rehabilitation work.
(ii) The most recent Skagit County Assessor's assessment of the value of the rehabilitated structure.

(e) Compliance with the Town of Concrete historic preservation standards. To assure that the applicant has complied with those standards, the following materials are necessary:

(i) Precise written statement describing the completed rehabilitation work on the HPLC's application form.
(ii) A copy of the Design Review application and accompanying documentation, Certificate of Appropriateness for the rehabilitation work from the HPLC, and a copy of the terms of agreement as specified under the special valuation rules and procedures.
(iii) Materials as specified in Application Standards for Design Review illustrating conditions prior to construction (existing conditions), and proposed alterations.
(iv) The HPLC may require samples of utilized materials.
(v) Other information as required.

3. REQUIRED COORDINATION PRIOR TO THE DETERMINATION

(a) Applicant or Designated Agent must, at least one (1) month prior, complete the following:

(i) Consult with the HPLC staff prior to beginning rehabilitation work.
(ii) Monitor construction work to ensure that it conforms to the Washington Advisory Council on Historic Preservation Standards for the Rehabilitation and Maintenance of Historic Properties (WACHP Standards; 254-20-100).
(iii) Maintain accurate records of projects costs and dates.
(iv) Submit the application to the County Assessor on a Department of Revenue form no later than 24 months after initiating work. The application must be submitted before October 1 for action before December 31 of that year.

(b) The Skagit County Assessor shall then:

(i) Review the application for completeness.
(ii) Verify the legal owner and legal description.
(iii) Submit the application to the HPLC within ten (10) working days of receipt of the completed application.

(c) Upon receipt of the application from the Skagit County Assessor, the HPLC staff shall:

(i) Place the case on the agenda for the next regularly scheduled meeting as long as there is at least thirty (30) days review period before that meeting. If there is not thirty (30) days, the case will be scheduled for the next month's regularly scheduled meeting.
(ii) Review the case and prepare a report for the commission.
(iii) If necessary, arrange a property visitation with the owner for the commission.

(d) Town of Concrete Historic Preservation and Landmarks Commission shall:

(i) Review the application and the staff report.
(ii) If necessary, visit the property. All such visits shall include at least 2 commissioners.

4. REVIEW OF APPLICATIONS FOR SPECIAL VALUATION

Reviews shall occur at regularly scheduled HPLC meetings. The special valuation cases shall be considered in the order the staff receives them. See HPLC Bylaws Section 2 for the order of business.

5. CONSIDERATION

(a) The commission reviews the application(s) consistent with its rules of procedure and determines if the application(s) are complete and if the property meets the criteria set forth in WAC 254-20-070(1) and listed in HPLC Bylaws, Apdx 6-3.

(i) If the commission finds the property meets all the criteria, then, on behalf of the Town, it shall enter into a historic preservation special valuation agreement (set forth in WAC 254-20-120) with the owner. Upon execution of the agreement between the owner and the commission, the commission shall approve the application(s).
(ii) If the commission determines the property does not meet all the criteria, then it shall deny the application(s).
(iii) The commission shall certify its decisions in writing and state the facts upon which the approvals or denials are based and files copies of the certifications with the Assessor.
(iv) For approved applications, the commission shall:
(A) Forward copies of the agreements, applications, and supporting documentation (as required by WAC 254-20-090(04) and identified in subsection (2)(b) of this section) to the Assessor;

(B) Notify the state review board that the properties have been approved for special valuation; and

(C) Monitor the properties for continued compliance with the agreements throughout the 10-year special valuation period.

(v) The commission shall determine, in a manner consistent with its rules of procedure, whether or not properties are disqualified from special valuation either because of:

(A) The owner's failure to comply with the terms of the agreement; or

(B) A loss of historic value resulting from physical changes to the building or site.

(vi) For disqualified properties, in the event that the commission concludes that a property is no longer qualified for special valuation, the commission shall notify the owner, Assessor and state review board in writing and state the facts supporting its findings.

6. POST MEETING

(a) Town Clerk/Treasurer:

(i) Notify the owner in writing within a week of the meeting of the commission's recommendation.

(ii) If the property is ineligible, advise the applicant of the reasons for the denial and inform him/her of the appeals process.

(iii) If the applicant signs the terms of agreement and the commission approves the application, transmit the application and agreement to the Skagit County Assessor's office for recording. See Apdx 6-3 for sample agreement.

(b) Commission:

(i) Monitor, at least once a year during the special valuation 10-year period, the owner's compliance with the terms of the agreement.

(ii) If the owner fails to comply with the terms of the agreement or, because of the rehabilitation, the property loses historic value to such an extent that it is no longer deemed appropriate for inclusion to the Concrete Register of Historic Places by a majority of the HPLC members, notify the owner and the Assessor of the disqualification.

7. RESUBMISSION

(a) A negative recommendation or a non-acceptance of an application by the HPLC is not irrevocable. If new information becomes available or if the applicant wishes, the application may be resubmitted with HPLC approval. In such a case, the entire procedure must be repeated.

(b) If the applicant disagrees with the commission's recommendation, the applicant may present the case directly to town council. In such a case, documentation shall be limited to that nomination material presented during the HPLC public meeting and the minutes of that meeting.

SECTION 7: MONITORING AND CHANGES

A. INTRODUCTION

The only constant is change. Our procedures to further historic preservation should evolve over time to reflect emerging conditions and best available practices.

B. MONITORING

Some monitoring is required for properties on the Historic Register and/or receiving a special valuation. The numbers of these mandatory inspections will never be that great. Of greater concern and requiring more vigilance will be the ongoing monitoring of properties that may have not been placed on the register but have historic merit and perhaps should be. Educating owners on suitable restorations and maintenance to protect historic resources shall be an everyday concern whether they are on the Register or not.

C. Changes to the properties listed on the Historic Register

(1) Prior to the commencement of any repair or rehabilitation on a register property, excluding ordinary repair and maintenance and emergency measures defined in CMC 2.18.100(45), the owner must request and receive a certificate of appropriateness from the commission for the proposed work. Violation of this rule shall be grounds for the commission to review the property for removal from the register.

(2) No person shall change the use, construct any new building or structure, or reconstruct, alter, restore, remodel, repair, move, or demolish any existing property on the town register of historic places without review by the commission and without receipt of a certificate of appropriateness, or in the case of demolition, a waiver, as a result of the review. The review shall apply to all features of the property – interior and exterior – that contribute to its designation and are listed on the nomination form.

(3) The commission shall meet with the applicant and review the proposed work according to the design review criteria established in rules. Unless legally required, there shall be no notice, posting, or publication requirements for action on the application, but all such actions shall be made at regular meetings of the commission.

(4) The commission shall complete its review and make its recommendations within 30 days of the date of receipt of the application. If the commission is unable to process the request, the commission may request an extension of time. The commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted if the owner agrees to the commission's recommendations.

(5) The commission, according to the standards established in the commission's rules, shall award a Certificate of Appropriateness. The commission's recommendations and, if awarded, the Certificate of Appropriateness shall be transmitted to the building or zoning official. If a

Certificate of Appropriateness is awarded, the building or zoning official may then issue the permit.

(6) A waiver of the Certificate of Appropriateness is required before a permit may be issued to allow whole or partial demolition of a designated town register property. The owner or his/her agent shall apply to the commission for a review of the proposed demolition and request a waiver. The applicant may meet with the commission in an attempt to find alternatives to demolition. These negotiations may last no longer than 45 days from the initial meeting of the commission, unless either party requests an extension. If no request for an extension is made and no alternatives to demolition have been agreed to, the commission shall act and advise the official in charge of issuing a demolition permit of the approval or denial of the waiver of a certificate of appropriateness. Conditions in the case of granting a demolition permit may include allowing the commission up to 45 additional days to develop alternatives to demolition. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permit granted. After the property is demolished, the commission shall initiate removal of the property from the register.