



CITY OF  
**MUKILTEO**

*Planning and Community  
Development Department*

**Historic  
Commission**  
Mukilteo City Hall  
Council Chambers  
11930 Cyrus Way  
**June 23, 2022**  
**6:30 pm**

**If Participating Virtually by Zoom:**

<https://us02web.zoom.us/j/86298801510?pwd=ejR6NoV5RW1DelFZMmZ2VDM1Wjc5dz09>

**By Phone:**

1-253-215-8782

Meeting ID: 862 9880 1510

Passcode: 236124

**CALL TO ORDER - 6:30 PM**

**ROLL CALL**

**AGENDA ORDER**

**APPROVAL OF MINUTES**

- May 26, 2022

**PUBLIC COMMENT**

**MEETING ITEMS**

- May 26, 2022 Follow Up
  - Prior Historic Commission By Laws and Rules of Procedure

**COMMISSION REPORTS**

**ADJOURNMENT**

Complete packets are available at City Hall, 11930 Cyrus Way, Mukilteo, WA 98275

*If you have a disability, which may limit your participation, please contact the City Clerk's office at 425.263.8005 at least two (2) business days in advance of the meeting so that we can arrange a reasonable accommodation for you.*

# **APPROVAL OF MINUTES**

**May 26, 2022**

**CITY OF MUKILTEO, WASHINGTON**  
**Historical Preservation Commission Minutes**  
**May 26, 2022**  
**6:30 PM**  
**Virtual Meeting Via Zoom**

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**CALL TO ORDER**

Called the meeting to order at 6:33 PM.

**ROLL CALL**

Commissioners:

Chair Carlson, Vice-Chair Northfield, Commissioners Archipley, Fisher, Kirk, and Ripley arrived at 7:16 PM.

Absent: Commissioner Allen (excused).

City Staff:

Community Development Director Osaki and Permit Services Assistant Martinis.

Council Liaison:

Councilmember Emery

**AGENDA ORDER**                      No changes.

<b>APPROVAL OF MINUTES</b>	<b>MOTION:</b>	To approve the minutes of April 28, 2022
	<b>MADE BY:</b>	Vice-Chair Northfield
	<b>SECONDED:</b>	Commissioner Kirk
	<b>ACTION:</b>	PASSED UNANIMOUSLY 5-0

**PUBLIC COMMENTS**                      None.

**MEETING ITEMS**

- **Michelle Thompson, Washington State Department of Archeology and Historic Preservation (DAHP)**

Michelle Thompson from (DAHP) presented an overview of her agency and information associated with the City of Mukilteo being a part of the Certified Local Government (CLG) program. There are sixty (60) CLG's in the State. This allows the City of Mukilteo to apply for CLG grants.

The Commission asked an array of questions. Thompson responded, and made very clear DAHP is there to help facilitate in the historic preservation process.

The Commission expressed a desire to move forward for CLG funding in the next cycle, one year from April would be the due date, and welcomed DAHP staff to attend a future meeting.

**REPORTS AND COMMUNICATIONS**

None.

**1. Staff Announcements/Information**

None.

**ADJOURNMENT**            MOTION:            To adjourn the meeting at 8:04 PM  
MADE BY:           Vice Chairperson Northfield  
SECONDED:        Commissioner Archipley  
ACTION:            PASSED UNANIMOUSLY 6-0

**NEXT MEETING**            To be determined.

These minutes are excerpts from the Historic Preservation Commission meeting. An audio recording of the meeting was made.

Prepared by:

DRAFT

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Cheryl Martinis, Permit Services Assistant



<b>MUKILTEO HISTORIC PRESERVATION COMMISSION AGENDA REPORT</b>	
<b>SUBJECT TITLE:</b> Follow up to May 26, 2022 Historic Commission Meeting	<b>FOR AGENDA OF:</b> June 23, 2022
<b>Department Director:</b> David Osaki, Director of Community Development	<b>EXHIBITS:</b>  1. Prior Historic Commission By-Laws and Rules of Procedure 2. Current Historic Commission By-Laws (approved April 2022) 3. Example Real Estate Sheet (from DAHP)
<b>Contact Staff:</b> David Osaki, Director of Community Development	

### **BACKGROUND**

At the Historic Commission's ("Commission") May 26, 2022 meeting, Michelle Thompson with the Washington State Department of Archaeology and Historic Preservation (DAHP) attended and provided information. Ms. Thompson works with local governments on historic preservation issues through, among other items, her involvement in the Washington State Main Street Program.

Ms. Thompson's discussion covered a range of items including funding, historic designations (at different levels of government), the certified local government program and grant funding.

It is possible that Ms. Thompson may attend the Historic Commission's July meeting, to include a site visit to Hawthorne Hall.

In the meantime, Ms. Thompson provided follow up information. This includes by-laws (**Exhibit 1**) which were used by the prior City of Mukilteo Historic Commission before it discontinued meeting. (The by-law materials she provided were scanned, so they may be difficult to read).

What is especially helpful is that attached to these previous by-laws in **Exhibit 1** are a series of procedures including;

#### **Section A**

Mukilteo Historic Commission Rules and Procedures for National Register of Historic Places Review

## **Section B**

Mukilteo Historic Commission Rules and Procedures for Mukilteo Register of Historic Places Designation Review

## **Section C**

Mukilteo Historic Commission Rules and Procedures for Design Review

## **Section D**

Mukilteo Historic Commission Special Valuation Review Procedures

## **Section E**

Mukilteo Historic Commission Rules and Procedures for Impact Review

Mukilteo Municipal Code (MMC) section 2.52.040(D)(18), under the broader heading of “Mukilteo historic commission”, is entitled “Power and Duties” and states,

“18. The commission shall adopt rules of procedure to address items 3, 4, 6 and 18 inclusive.”

MMC section 2.52.040 (D) 3, 4 and 6 (referenced above) each has a provision for the adoption of standards to guide that responsibility as follows,

- “3. Review nominations to the Mukilteo register of historic places according to criteria in Section [2.52.050](#) *and adopt standards in its rules to be used to guide this review.*
4. Review proposals to construct, change, alter, modify, remodel, move, demolish, and significantly affect properties or districts on the register as provided in Section [2.52.050](#); *and adopt standards in its rules to be used to guide this review and the issuance of a certificate of appropriateness or waiver.*
6. Conduct all commission meetings in compliance with RCW Chapter [42.30](#), Open Public Meeting Act, to provide for adequate public participation and *adopt standards in its rules to guide this action.*”

Section C and Section D to the Historic Commission’s prior by-laws address items 3 and 4 above, and may still be applicable to meet the requirement in 3 and 4 above.

Ms. Thompson also discussed financial incentives for historic buildings at the May 26, 2022 Historic Commission meeting. As follow up to that, she provided an example of a real estate sheet (**Exhibit 3**) where the building was marketed towards developers who would want to take advantage of the financial incentives available for a building on the national (federal historic tax credits) and local registers (special tax valuation). According to Ms. Thompson, the building is now a boutique hotel.

### **RECOMMENDATION**

Historic Commission to be briefed on rules of procedures developed by prior Historic Commission.

### **ALTERNATIVES**

N/A

BYLAWS OF THE MUKILTEO HISTORICAL COMMISSION

EXHIBIT 1

ARTICLE I. NAME

The name of the organization shall be MUKILTEO HISTORICAL COMMISSION, a constituent division of the City of Mukilteo.

ARTICLE II. PURPOSE

The purpose of this Commission shall be:

1. Safeguard the heritage of the City of Mukilteo as represented by those buildings, districts, objects, sites and structures which reflect significant elements of Mukilteo's history;
2. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the Mukilteo history;
3. Stabilize or improve the aesthetic and economic vitality and values of such site, improvements and objects;
4. Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, district, objects, sites and structures;
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.

ARTICLE III. MEMBERSHIP

The membership shall consist of no more than seven (7) commissioners who are appointed by the Mayor and approved by the City Council. The Commission shall include two professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of history, architecture, historic preservation, planning, law and real estate.



The Commission shall make recommendations to the City Council to fill vacancies created by resignation or from an expiration of term. A Commissioner may be reappointed.

#### ARTICLE IV. CHAIRMAN

A Commissioner shall be elected to serve as Chairman for a three-year term. A Commissioner shall be elected to serve as a Vice-Chairman for a three-year term. A majority vote of the Commissioners shall elect. The Chairman and Vice-Chairman may be re-elected.

#### ARTICLE V. FINANCIAL

The commission is funded by the City of Mukilteo. The Commissioners shall submit a budget to the City in September annually for the subsequent calendar year.

#### ARTICLE VI. MEETINGS

Meetings shall be held every first Wednesday of each month at a time and place designated by the Chairman. If the Chairman fails to call a meeting, any two Commissioners may call a meeting and shall notify all other Commissioners.

If no meeting is scheduled, due to lack of business, the Chairman is authorized to reschedule the meeting after giving ten (10) days notice to the Commission members and the public.

#### ARTICLE VII. DUTIES

Section A: The major responsibility of the Historic Commission is to identify and actively encourage the conservation of the City's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the City's history and historic resources; and to serve as the City's primary resource in matters of history, historic planning, and preservation.

In carrying out these responsibilities the Historic Commission shall follow the duties listed in the Historic Preservation Ordinance under section 2.52.040.D(1-18)

Section B: Records: The Commissioners shall ensure that all historical documents are recorded and filed for quick reference and preservation. An on-going history of Mukilteo shall be maintained.

Section C: Chairman: The Chairman shall:

1. Preside at all meetings;
2. Ensure the Commissioners approve and submit a budget in accordance with Article V;
3. Call all regular meetings and special meetings as required;
4. Make semiannual reports to the Council on Commission projects;
5. Be the spokesperson for the Commission.

Section D: The commissioners shall be actively engaged in carrying out the objectives of the Commission.

#### ARTICLE VIII. HISTORIC PROPERTY REVIEW

The Commission shall adopt a set of standards for review of applications to the National Register, the City Register, changes to City Register property and applications for special valuation (tax incentives). These standards will be divided into sections and will be used for all application reviews:

Section A: Policies and Standards for National Register Review;

Section B: Policies and Standards for City Register Review of Historic Places;

Section C: Design Review Rules and Procedures;

Section D: Special Valuation Review Procedures;

Section E: Rules and Procedures for Impact Review.



ARTICLE IV. PARLIAMENTARY AUTHORITY

ROBERTS RULES OF ORDER NEWLY REVISED (current edition) shall apply on all questions of procedure and parliamentary law not specified in these bylaws.

ARTICLE X. AMENDMENTS

These bylaws may be amended at any regular meeting of the Commission by a majority vote, provided the amendment has been submitted in writing to all Commissioners at least thirty days prior to the meeting.

Revised: 1/9/90

pl

cdd/stff/patricia:bylaws

## PROCEDURES FOR CONDUCTING MEETINGS

### A. PRE-MEETING

1. If there are agenda items, regular meetings will be held at 7:30 PM, in the Roseroom of the Rosehill Community Center, on the first Wednesday of every month unless otherwise noticed by the Historical Commission Chairman. In cases of scheduling conflicts the meeting place may be changed at the discretion of the chair with three days advance notice given to the MHC members and the public. If the first Wednesday of the month falls on an official holiday, the meeting may be changed to a time and place as determined by the MHC 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 MHC members 48 hours and the public 24 hours advance notice. However, if four MHC 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 MHC members. Commission members will be given at least 48 hours advance notice of the time and place of such meetings.
4. All regular and special meetings will be open to the public and date, place and agendas will be publicized in accordance with the Open Public Meetings Act (Chapter 42.30 RCW) except when a majority of Commission members determine that an executive session is necessary as detailed in the Open Public Meeting Act (Chapter 42.30.110). The agenda for regularly scheduled meetings shall be posted and advertised 10 days 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, special valuation review and National Register review must be filed at least 30 days before the meeting at which the case is to be considered. This allows staff sufficient time to copy and distribute materials to MHC members. Design Review applications must be filed at least 30 days 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.



## REGULAR ORDER OF BUSINESS FOR MEETINGS

1. Business will be conducted under Robert's Rules of Order Newly Revised (current edition) except where this contradicts with the Bylaws or other special rules adopted by the MHC which then takes precedent. All issues will be decided by majority vote.
2. Four members or majority of the non-vacant membership of the MHC constitute a quorum. Meetings without a quorum will be reconvened at the earliest possible date.
3. Minutes will be taken during all official MHC proceedings. Additionally, official meetings may be taped to further clarify the minutes. Workshops may be held without maintaining an official record.
4. The regular order of business shall be as follows:
  - a. Roll call
  - b. Pledge of Allegiance
  - c. Reading and Adoption of Minutes
  - d. Report of Committees
  - e. Unfinished Business
  - f. New Business
  - g. Adjournment
5. The regular order of business for consideration of applications for local or National Register review, design review and special valuation review shall be as follows:
  - a. The chair or Vice-Chair shall offer a preliminary statement concerning the application.
  - b. Staff Comments
  - c. The applicant or the designated agent for the applicant presents statements in favor of the application including relevant pictures, models, etc.
  - d. Comments by interested persons, organizations, or legal entities.
  - e. Summary of above by Chair or Vice-Chair.
  - f. Deliberation by Commission.
  - g. Motion for Action.
  - h. Vote.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the MHC.

6. The MHC shall act on each application at the meeting unless

the Chair or a majority of the Commission decide to defer consideration to a later date. Requests for continuance may be granted if all parties agree. The continuance will be publicly announced by the Chair, and the case 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.

7. In the event of an uncontrollable disruption of the meeting the MHC may clear the meeting room and continue in executive 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 representative not participating in the disturbance may be readmitted in this situation.

C. POST MEETING

1. Staff will be responsible for notifying participants as called for under rules for specific review procedures.
2. Staff will be responsible for forwarding materials to participants as called for under rules for specific review procedures.



## SECTION A

MUKILTEO HISTORIC COMMISSION RULES AND PROCEDURES FOR NATIONAL  
REGISTER OF HISTORIC PLACES REVIEW

As a Certified Local Government (CLG) under the National Historic Preservation Amendments Act of 1980 (P.L. 96-515), one of the principle duties of the City of Mukilteo is to take responsibility for review of nominations of properties to the National Register of Historic Places. Under the State of Washington Certified Local Governments Program Requirements and Procedures (Section III(A)) and in accordance with the CLG Certification Agreement between the City of Mukilteo and the State Historic Preservation Officer (SHPO) of Washington, the Mukilteo Historic Commission (MHC or Commission), is made responsible for reviewing National Register Nominations.

These rules and regulations then are intended to satisfy the State of Washington Certified Local Governments Program Requirements and Procedures (Section 1(G)) which requires the CLG to establish local laws, bylaws or administrative rules, that will provide for participation in the National Register Nomination process.

## RULES AND PROCEDURES

### A. Pre-Meeting

within 30 days after receipt of an adequately documented National Register Inventory-Nomination Form, the State Historic Preservation Officer (SHPO) notifies the property owner and the Mayor of Mukilteo and forwards a copy of the nomination to the MHC.

If qualified Staff, Commission members, or consultants are not available, the review must be expedited. Expedited review can be initiated locally by the CLG or at the State level by SHPO. A locally initiated request for expedited review must contain the signatures of the Mayor and the Chair of the MHC.

#### 1. Staff

Upon receipt of the notification of a National Register nomination, the Staff:

- a. Determines if qualified staff, Commission members or consultants are available.
- b. Schedules a hearing or determines on expedited review.
- c. At least 10 days prior to the hearing, notifies the public by posting legal notices.
- d. At least 10 days prior to the hearing, notifies in writing the applicant, all principal property owners and persons, organization, or legal entities residing, leasing or owning contiguous properties of the date, time and location of the hearing.
- e. Shall schedule a site visit for the Commission.
- f. Shall prepare and mail materials to commission members.
- g. If the Staff is qualified, or a consultant, shall visit the site and prepare the staff recommendation.
- h. In case of a locally initiated expedited review, prepare letter of request, obtain the signatures of the MHC Chair and the Mayor, and mail the letter to the SHPO.

#### 2. Mukilteo Historic Commission

Prior to the hearing the MHC shall:

- a. Review the nomination.
- b. Visit the property.



- c. In case of a locally initiated expedited review, the Chair signs the request.

## B. Hearing

Designation review will occur at specially scheduled hearings. Nominations will be considered in the order in which they were received by the Commission.

### The Mukilteo Historic Commission

1. Commission member apply National Register Criteria to the property or district to evaluate the nomination. The members should only consider information related to the designation criteria as presented in federal regulations (36 CFR 60 and 36 CFR 63) during the review.

### The Commission:

- a. Determines the category of historic property.
  - b. Establishes the context for evaluating the property.
  - c. Identifies the level of significance.
  - d. Evaluates the integrity of the property.
  - e. Determines if there are special conditions that might make the property eligible.
  - f. Determines if the property meets the criteria.
2. The regular order of business for consideration of applications for local or National Register review shall be as follows:
    - a. The chair or Vice-Chair shall offer a preliminary statement concerning the application.
    - b. Staff Comments.
    - c. The applicant or the designated agent for the applicant presents statements in favor of the application including relevant pictures, models, etc.
    - d. Comments by interested persons, organizations, or legal entities.
    - e. Summary of above by Chair or Vice-Chair.
    - f. Deliberation by Commission. The motion for designation should be based on the designation criteria.

3. During the hearing, the above procedure may be temporarily modified by the concurrence of all parties and the MHC.

C. Post hearing

1. Staff

After the hearing, Staff will:

- a. Prepare the commission's report as a finding of fact. The Finding of Fact should clearly state the relevant designation criteria and how the property meets or fails to meet the criteria.
- b. Forward the Commission's recommendation and the application to the Mayor for the official recommendation.

The Commission's report and the Mayor's recommendation must be returned to SHPO within 60 days of the original delivery date.



## APPLICATION STANDARDS -- NATIONAL REGISTER

An acceptable National Register of Historic Places application is a nomination form completed according to uniform guidelines as presented in "National Register of Historic Places, Washington State Register of Historic Places: A Nomination Guide," from the Washington State Office of Archaeology and Historic Preservation.

The National Register of Historic Places/Survey--Inventory Form, available from OAHP, must be typed and completely filled in. Blanks that are not applicable to the property should be filled with "N/A."

All interior and exterior features and outbuildings which contribute to the designation should be mentioned and described. District designations should include a description of proposed district boundaries, the characteristics of the district which justifies its designation, and a list of all properties including features, structures, sites, objects and open spaces which contribute to the designation of the district.

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

1. A U.S.G.S. map with the UTM reference points identified.
2. A sketch or scaled map showing significant property elements and property boundaries for nominations involving more than a single structure or site.
3. Photographs detailing the historic nature of the property. Photos documentation includes 8" x 10" glossy black and white photographs with negatives and color slides, which must be clearly labeled to identify case, location, subjects and the direction the photograph was taken. OAHP should be consulted regarding exact photo requirements for specific nominations.

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



## NATIONAL REGISTER CRITERIA

The following are criteria for the inclusion of properties to the National Register of Historic Places as established in the Code of Federal Regulations (36CFR60).

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

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

### Criteria Considerations

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

1. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
2. A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
3. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his productive life; or
4. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or



5. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
6. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
7. A property achieving significance within the past 50 years if it is of exceptional importance.

CITY OF MUKILTEO

CLG REVIEW

NATIONAL REGISTER OF HISTORIC PLACES NOMINATION

NAME OF PROPERTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

IN THE OPINION OF THE MUKILTEO HISTORIC COMMISSION, THE PROPERTY MEETS  
\_\_\_\_\_ DOES NOT MEET \_\_\_\_\_ THE NATIONAL REGISTER CRITERIA AND  
RECOMMENDS \_\_\_\_\_ DOES NOT RECOMMEND \_\_\_\_\_ LISTING THE PROPERTY ON  
THE NATIONAL REGISTER OF HISTORIC PLACES.

\_\_\_\_\_  
CHAIR, MUKILTEO HISTORIC COMMISSION

REASON FOR RECOMMENDATION:

\_\_\_\_\_  
LOCAL ELECTED OFFICIAL RECOMMENDATION:

THE MAYOR OF MUKILTEO RECOMMENDS \_\_\_\_\_ DOES NOT RECOMMEND  
LISTING OF THE PROPERTY ON THE NATIONAL REGISTER OF HISTORIC  
PLACES.

\_\_\_\_\_  
MAYOR OF MUKILTEO



CITY OF MUKILTEO  
CLG EXPEDITED REVIEW  
NATIONAL REGISTER OF HISTORIC PLACES NOMINATION

NAME OF PROPERTY: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_

THE CITY OF MUKILTEO REQUESTS AN EXPEDITED REVIEW OF THE ABOVE  
PROPERTY FOR NOMINATION TO THE NATIONAL REGISTER OF HISTORIC PLACES  
FOR THE FOLLOWING REASONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CHAIR, MUKILTEO HISTORIC COMMISSION

\_\_\_\_\_  
MAYOR

pl:cdd/stff/patricia:National

## SECTION B

### MUKILTEO HISTORIC COMMISSION RULES AND PROCEDURES FOR MUKILTEO REGISTER OF HISTORIC PLACES DESIGNATION REVIEW

Under the provisions of the Mukilteo Historic Preservation Ordinance (MHPO) the Mukilteo Historic Commission (MHC or Commission) is directed to initiate and maintain a Mukilteo register of Historic Places (MRHP or Register) and to review nomination to the Register (Mukilteo Historic Preservation Ordinance-681).

- A. Any building, structure, site, object or district may be placed on the MRHP if:
  - 1. The MHC determines that it meets MRHP criteria as stated in section 2.52.050 of the Mukilteo Historic Preservation Ordinance.
  - 2. It is approved by the Mukilteo City Council.
  - 3. There is owner consent for placement
- B. Any individual, group of property owners or other interested group or association, City or County Council member, Mukilteo Historic Commission member or the MHC as a whole may nominate a building, structure, site, object or district for inclusion on the Register.



- a. The chair or Vice-Chair shall offer a preliminary statement concerning the application.
- b. Staff Comments.
- c. The applicant or the designated agent for the applicant presents statements in favor of the application including relevant pictures, models, etc.
- d. Comments by interested persons, organizations, or legal entities.
- e. Summary of above by Chair or Vice-Chair.
- f. Deliberation by Commission.
- g. The motion for the recommendation should be based on the designation criteria.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the MHC.

3. Commission members apply the designation criteria, as outlined in the City Ordinance, to the property or district to evaluate the nomination. The members should consider information related to the designation criteria as presented above during the designation meeting and from the site visit. The Commission:
  - a. Determines the category of historic property.
  - b. Establishes the context for evaluating the property.
  - c. Identifies the level of significance (National, State, Local).
  - d. Evaluates the integrity of the property.
  - e. Determines if there are special conditions that might make the property eligible.
  - f. Determines if the property meets the criteria.
  - g. Votes on the recommendation.

## C. Post Meeting

### 1. Staff

After the meeting staff will:

- a. Prepare the Commission's report as a finding of fact,



## PROCEDURES FOR CONDUCTING DESIGNATION REVIEW MEETINGS

### A. Pre-Meeting

#### 1. The applicant or designated agent:

- a. Meets with the MHC staff concerning the application form and the necessary documentation.
- b. Submits the completed application to staff at least 30 days before the regularly scheduled meeting at which the application is to be considered.

#### 2. Staff:

- a. Meets with the applicant concerning the application form and the necessary documentation.
- b. Reviews the application for completeness and includes the case on the agenda based on determination that the application is complete. Staff review may include meetings with owners and adjacent property owners, interview, historic research and examination of the property.
- c. Prepares a report for the Commission based on the review.
- d. Arranges with the property owners for an on-site inspection by the MHC or designated committee.
- e. Notifies in writing the applicant, the owner (if different), and persons, organizations or legal entities residing, leasing or owning properties contiguous to the property in question at least 10 days prior to the meeting at which the application is to be considered. The date and time of the meeting will be specified in the announcement.

#### 3. Mukilteo Historic Commission:

- a. Reviews the nomination and staff report.
- b. Visits the property.

### B. Meetings

1. Designation review will occur at regularly scheduled meetings as detailed in the rules for conducting Mukilteo Historic Commission meetings.
2. The regular order of business for consideration of applications to the Mukilteo Register of Historic Places shall be as follows:

- clearly stating the relevant designation criteria and how the property meets or fails to meet the criteria.
- b. Notify owner and applicant in writing of the MHC's recommendation within 10 days of the meeting.
  - c. Notify applicant of the appeals process if the recommendation is against placement of the property on the Register.
  - d. Attempt to get the owner's written permission for placement of the property on the Register if the recommendation is for placement of the Register. For historic districts, owner consent will be by a simple majority with each owner having one vote.
  - e. Forward the Commission's recommendation, the application, and supporting documentation, including letters of support and opposition, and the owner's written permission to the City Council for final determination.
  - f. Transmit proposed historic district boundaries to the Planning Commission for review and recommendation to the City Council.
  - g. Notifies the Building and Planning Departments if the property is listed on the Register.
  - h. Notifies applicant of the City Council's final decision.

## 2. Mukilteo City Council

Once the case is with the City 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, and the owner's permission has been secured, the property is listed on the Mukilteo Register of Historic Places.
- b. Concurs with a negative recommendation, the property is not listed on the MRHP>
- c. Rejects the recommendation, the case goes back to the MHC.

## 3. Mukilteo Historic Commission

If the recommendation is rejected by the City Council, at the next regularly scheduled meeting, the Commission:

- a. If a positive recommendation was rejected, decides



whether any other protection for the property is necessary or possible, including initiation of the National Register process.

- b. If a negative recommendation is rejected, votes on whether to continue the case by providing more documentation, or to concur with the council decision and list the property on the Register.

If the Staff was unable to get the owner's permission for listing, the Commission proceeds as in (a), above.

#### D. Appeals or Resubmission

1. A negative recommendation or a non-acceptance of an application by the MHC is not irrevocable. If new information becomes available or if the applicant wishes, the application may be resubmitted with MHC approval to MHC. In such a case, the entire procedure must be followed.
2. If the applicant disagrees with the Commission's recommendation, the applicant may present the case directly to City Council. In such a case, documentation shall be limited to that nomination material presented during the MHC public meeting and the minutes of that meeting.

#### E. Miscellaneous

1. Once a property has been approved by the MHC for placement on the Mukilteo Historic Register, the certificate of appropriateness review process becomes effective. If the City Council does not concur with the MHC's recommendation and the property is not listed, the review process no longer applies.
2. If the case involves an historic district, the boundaries of that district are set with Council approval. Any boundary change involves proceeding through the entire review process.
3. In the event that any property is no longer deemed appropriate for designation to the Mukilteo Historic Register, the MHC may initiate removal by following the same procedure as provided for listing.
4. In its designation recommendation, the Commission shall consider the Mukilteo Historic Inventory and the City Comprehensive Plan.



## MUKILTEO REGISTER OF HISTORIC PLACES -- APPLICATION STANDARDS

An acceptable Mukilteo Register of Historic Places application is a nomination form completed according to uniform guidelines as presented in "National register of Historic Places, Washington State Register of Historic Places: A Nomination Guide," from the Washington State Office of Archaeology and Historic Preservation.

The Mukilteo Register of Historic Places/Survey -- Inventory Form, available from the Mukilteo Historic Commission, must be typed and completely filled in. Blanks that are not applicable to the property should be filled with "N/A."

All interior and exterior features and outbuildings which contribute to the designation should be mentioned and described. District designations should include a description of proposed district boundaries, the characteristics of the district which justifies its designation, and a list of all properties including features, structures, site, and objects and open spaces which contribute to the designation of the district.

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

1. A U.S.G.S. map with the UTM reference points identified. If the property is included on Kroll maps, this should be included also.
2. A Sketch or scaled map showing significant property elements and property boundaries for nominations involving more than a single structure or site.
3. Photographs detailing the historic nature of the property. Photo documentation should be by 3" X 3" or 3" X 5" minimum format in black and white with negatives and must be clearly labeled to identify case, location, subjects and the direction the photograph was taken. The Mukilteo Historic commission Staff should be consulted regarding exact photo requirements for specific nominations.

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



## MUKILTEO HISTORIC REGISTER CRITERIA

The following are criteria for the inclusion of properties on the Mukilteo Register of Historic Places as stated in the Mukilteo Historic Preservation Ordinance, Section 2.52.050.

Any building, structure, site, object or district may be placed on the MRHP if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of Mukilteo; has historical integrity; is at least 50 years old, or, if younger, possesses exceptional importance; and if it meets at least one of the following criteria:

1. It is associated with events that have made a significant contribution to the broad patterns of national, state or local history.
2. It embodies the distinctive architectural characteristics of a type, period, style, or method of construction, or represents a significant and distinguishable entity whose components may lack individual distinction.
3. It is an outstanding work of a designer, builders or architect who has made a substantial contribution to the art.
4. It exemplifies or reflects special elements of the City's cultural, special, economic, political, aesthetic, engineering or architectural history.
5. It is associated with the lives of person significant in national, state or local history.
6. It has yielded or is likely to yield important archaeological information.
7. It 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 an historic person or event.
8. It is a birthplace or grave of an historical fixture of outstanding importance and is the only surviving structure or site associated with that person.
9. It is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events or cultural patterns.
10. It is a reconstructed building that has been executed in an historically accurate manner on the original site.
11. It is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.



# MUKILTEO REGISTER OF HISTORIC PLACES REGISTRATION FORM

This form is for use in nomination or requesting determinations of eligibility for individual properties or districts. For completing Mukilteo Register of Historic Places registration form, see applicable instructions in "Guidelines for Completing National Register Forms" (National Register Bulletin 16). Complete each item by marking "x" in appropriate space or by entering the requested information. If an item does not apply to the property being documented, enter "n/A" or "not applicable." For functions, styles, materials, and areas of significance, enter only the categories and subcategories listed in the instructions., For additional space use continuation sheets.

## 1. NAME OF PROPERTY

Historic Name: \_\_\_\_\_

Other Names/Site Number: \_\_\_\_\_

## 2. LOCATION

Address: \_\_\_\_\_

City, Town: \_\_\_\_\_

State: \_\_\_\_\_ Code: \_\_\_\_\_ County: \_\_\_\_\_ Code: \_\_\_\_\_ Zip: \_\_\_\_\_

## 3. CLASSIFICATION

### Ownership of Property

☐ private  
☐ public-local  
☐ public-state  
☐ public-national

### Category of Property

☐ building(s)  
☐ district  
☐ site  
☐ structure  
☐ object

### Number of Resources within Property

#### Contributing

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Noncontributing

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ buildings  
\_\_\_\_\_ sites  
\_\_\_\_\_ structures  
\_\_\_\_\_ objects  
\_\_\_\_\_ Total

Name of related multiple property listing: \_\_\_\_\_

Number of contributing resources previously listed in the Mukilteo Register: \_\_\_\_\_

4a. MUKILTEO HISTORIC COMMISSION STAFF RECOMMENDATION

In my opinion, the property meets        does not meet        the Mukilteo Register criteria.        See continuation sheet.

Signature of commenting staff

Date \_\_\_\_\_

4b. MUKILTEO HISTORIC COMMISSION RECOMMENDATION

In the opinion of the Mukilteo Historic Commission, the property  
meets \_\_\_ does not meet \_\_\_ the Mukilteo Register criteria.  
\_\_\_ See continuation sheet.

Signature of MHC Chair

Date \_\_\_\_\_

#### 4c. OWNER CONSENT FOR LISTING

I (we) consent \_\_\_ do not consent \_\_\_ to the listing of the above property on the Mukilteo Register of Historic Places. I (we) also certify that I am/we are the legal owner(s) of the above property.

Owner signature

Date \_\_\_\_\_

State of Washington) ) ss  
County of Snohomish)

On this day personally appeared before me, \_\_\_\_\_ and \_\_\_\_\_, known to me to be individual(s) described in \_\_\_\_\_ and who executed the within and foregoing instrument, and acknowledged that said instrument was signed as a free and voluntary act and deed, for the uses and purposes therein mentioned, and further acknowledged(s) that execution of said instrument was an authorized act.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Notary Public in and for  
the State of Washington  
residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_



5. CITY OF MUKILTEO CERTIFICATION

I, hereby certify that this property is:

☐ entered in the Mukilteo Register  
☐ See continuation sheet  
☐ determined eligible for the Mukilteo Register. ☐ See Continuation Sheet  
☐ determined not eligible for the Mukilteo Register.

☐ removed from the Mukilteo Register  
☐ other, (explain:)

\_\_\_\_\_  
Mayor's  
Signature

\_\_\_\_\_  
Date

6. FUNCTION OR USE

Historic Functions (enter categories from instructions)

Current Functions (enter categories from instructions)

7. DESCRIPTION

Architectural classification (enter categories from instructions)

Materials (enter categories from instructions)

Foundation: \_\_\_\_\_

Walls: \_\_\_\_\_

Roof: \_\_\_\_\_

Other: \_\_\_\_\_

Describe present and historic physical appearance:

9. MAJOR BIBLIOGRAPHICAL REFERENCES

Previous documentation on file (MHC):

- \_\_\_ Preliminary determination of individual listing has been requested.
- \_\_\_ Previously listed in the Mukilteo Register.
- \_\_\_ Previously determined eligible by the Mukilteo Register.
- \_\_\_ Recorded by Mukilteo Inventory of Historic Places -- Survey number \_\_\_\_\_.

Primary location of additional data:

- \_\_\_ State Historic Preservation Office
- \_\_\_ Federal Agency
- \_\_\_ University
- \_\_\_ Other State Agency
- \_\_\_ Local Government
- \_\_\_ Other: \_\_\_\_\_

Areas of Significance (enter categories from instructions).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of Significance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Significant Dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cultural Affiliation

\_\_\_\_\_  
\_\_\_\_\_

Significant Person

Architect/Builder



\_\_\_\_\_  
\_\_\_\_\_  
State significance of property, and justify criteria, criteria consideration, and areas and periods of significance noted above.

10. GEOGRAPHICAL DATA

Acreage of property: \_\_\_\_\_

UTM References: \_\_\_\_\_

Verbal Boundary Description:

Boundary Justification:

11. FROM PREPARED BY

Name/Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

pl:cdd/stff/patricia:City



## SECTION C

### MUKILTEO HISTORIC COMMISSION RULES AND PROCEDURES FOR DESIGN REVIEW

Design review is the process through which the Mukilteo Historic commission (MHC of commission) reviews proposed changes to Mukilteo's historic resources. Once a property is listed on the Mukilteo Historic Register any work done on the property that would ordinarily necessitate a building permit, will, in addition, require a certificate of appropriateness. The activities include:

1. Demolition of historic structures.
2. Alterations to historic structures.
3. New construction within historic districts.
4. Change of use.

The certificate of appropriateness is approved by the MHC as required and under powers granted it by the Historic Preservation Ordinance of the City of Mukilteo.

These rules shall have no application to ordinary repairs and maintenances, including painting, or to emergency measures as defined in the Mukilteo Historic Preservation Ordinance.

#### PROCEDURES FOR CONDUCTING MEETINGS

##### A. Pre-Meeting

##### 1. Applicant/Designated Agent

An applicant wishing to make such changes:

- a. Applies to the Building Department according to the usual procedures.
- b. Applies to the MHC staff for review of proposed changes on a Mukilteo Register property or within an historic district.
- c. Meets with the MHC staff to review design guidelines.
- d. Submits an application for design review at least 30 days before a regularly scheduled meeting.

##### 2. Building Department

The Mukilteo Building Department shall:

- a. Report to the MHC staff on any application for a permit to work on a designated Mukilteo Register property or a property within a designated Mukilteo Historic District.
- b. Continues processing the permit.
- c. Works with the MHC staff in considering fire and building codes.

- d. Does not issue permits until the MHC recommendations are received.

### 3. Staff

Prior to the meeting the MHC staff shall:

- a. Notify the applicant of the Commission review requirements.
- b. Meet with the applicant to transmit design guidelines and information on necessary documentation and completion of the application form.
- c. After the form is submitted, review it for completeness.
- d. If the form is complete, place the case on the agenda for the next regularly scheduled meeting.
- e. Make arrangements if necessary for the MHC to visit the property. This may include interior visitation.
- f. Review the modifications and prepare a report for the commission.
- g. Not be required to make special notification of contiguous property owners.

### 4. Mukilteo Historic Commission

Before the meeting, the Mukilteo Historical Commission shall:

- a. Review the application and the staff report.
- b. Visit the property if necessary.

## B. Meeting

- 1. Design review will occur at regularly scheduled meetings. Design review application will be considered in the order in which they were received by the Commission.
- 2. The regular order of business for consideration of design review applications shall be as follows:
  - a. The chair or Vice-Chair shall offer a preliminary statement concerning the application.
  - b. Staff Comments.
  - c. The applicant or the designated agent for the applicant presents statements in favor of the application including relevant pictures, models, etc.
  - d. Comments by interested persons, organizations, or legal entities.
  - e. Summary of above by Chair or Vice-Chair.
  - f. Deliberation by Commission.



During the hearing, the above procedure may be temporarily modified by the concurrence of all parties and the MHC.

3. As part of this deliberation, the MHC shall review the proposed work, using information from the site visit and application materials, comparing this information with the design review criteria established in Rules. The design review criteria for Mukilteo shall be those as outlined in the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings or the revised standards for the City of Mukilteo.
  - a. If the alterations meet the Standards, a Certificate of Appropriateness is issued.
  - b. If the alterations fail to meet the Standards, the Certificate of Appropriateness is not issued and the recommendation is against the Building Department issuing the permit.
  - c. If the alterations would meet the Standards with modification, the Certificate of Appropriateness is issued with Conditions of Issuance.

C. Post Meeting

1. Owner/Designated Agent

Following the meeting, the owner/designated agent has the following options:

- a. If the owner agrees in writing to comply with the MHC's recommendations and Conditions of Issuance, he/she receives a Certificate of Appropriateness.
- b. If the owner disagrees with the recommendation, he/she can drop the case, reapply with modifications. The applicant should be encouraged to reapply to the Historic Commission with modified plans.
- c. The owner may remove the property from the Mukilteo Register of Historic Places, however a building permit is still required through the building Department.

2. Staff

After the meeting the staff shall:

- a. Issue the Commission's recommendation as a finding of fact, clearly stating the intended modifications and how they meet or fail to meet the Secretary of the Interior's Standards or the City of Mukilteo's revised standards.
- b. Within 10 days of the meeting notify the owner/designated agent in writing of the Commission's decision.
- c. Meet with the owner/designated agent and execute an agreement to follow the Conditions of Issuance.
- d. Get the owner/designated agent's signature on the Conditions of Issuance.

- e. Within 30 days of the receipt of the complete application forward the Commission's recommendation, the Certificate of Appropriateness (if issued) and any Conditions of Issuance to the Building Department.

### 3. Building Department

After receiving the application, Certificate of Appropriateness (if issued) and any Conditions of Issuance from the MHC staff, the Building Department will:

- a. Make the final decision on the issuance of the permit.
- b. Notify the MHC of its decision.



## MUKILTEO HISTORIC COMMISSION APPLICATION STANDARDS FOR DESIGN REVIEW

Documentation is required for alterations to or demolition of a property on the Mukilteo Register of Historic Places (MRHP) or for new construction within a district on the Register. Required documentation shall minimally include all the materials identified illustrating:

1. Existing conditions
2. Proposed alterations
3. Affect on historic properties (impact)

At least one copy of the documents detailed below must be submitted with the application. These will remain on file with the MHC. All drawings, mean plans and elevations must be drawn to scale or have the measurements included and be signed by the architect or draftsman.

The required documentation varies with anticipated project costs. If the alteration or new construction is expected to exceed \$15,000, see Section 4 below.

For phased projects, one copy of all required documentation shall be submitted for each phase of the project.

### SECTION 1 ALTERATIONS

#### I. Existing conditions

- a. A copy of the MHRP nomination
- b. Photographs - Photos should be 3"x3" or 3"x5" minimum format in black and white with negative and must be clearly labeled to identify case, location, subjects and the direction the photograph was taken. Necessary photographs include:
  1. Building on lot, including elevations and facades that are to be altered.
  2. In a historic district, photographs of structures adjoining the property, as well as those across the street and/or alley are necessary (streetscapes).

#### II. Proposed alteration

- a. Precise written statement describing work on MHC application form.
- b. Working drawings.
- c. For rehabilitation or restoration work, historic photographs and statement or physical or documentary evidence for proposed changes particularly if replacement is proposed.
- d. Materials, samples and additional photographs may be required by the MHC.
- e. Descriptions of proposed signs, re-roofing plans, fences, parking lots and landscaping changes.
- f. Other information as required.

#### III. Impact

Working drawings showing how proposed alterations would affect historic elements listed in the property nomination form.



## SECTION 2

## NEW CONSTRUCTION

New construction refers to building within a historic district listed on the MRHP.

### I. Existing conditions

- a. Site plan or measured drawings indicating the following:
  1. Existing adjacent buildings
  2. Property lines and utilities
  3. Right of ways
  4. Building setbacks and allowed side yards
  5. Existing planting materials and size.
- b. Photographs - Photos should be 3"x3" or 3"x5" minimum format in black and white with negative and must be clearly labeled to identify case, location, subjects and the direction the photograph was taken. Photographs of structure adjoining the property, as well as those across the street an/or alley are necessary (streetscapes).
- c. Other information as required.

### II. Proposed construction

- a. Precise written statement describing work on MHC application form.
- b. Site plan including that information specified in Section 2 (1) (A) above and:
  1. The proposed buildings(s) outline with dimensions relative to property lines and existing buildings adjacent to the property.
  2. New parking areas, driveways, utilities, etc.
  3. any proposed planting and landscaping, sidewalks, and patios, mechanical equipment and other appurtenances such as walls, gates and accessory buildings.
  4. Other information as required.

### III. Impact

- a. Precise written description of how the proposed new construction will affect the historic nature of the district.
- b. Sketch of affected streetscapes.

## SECTION 3.

## DEMOLITION

Necessary documentation for demolition of a property on the Mukilteo Register of Historic Places must include:

1. A copy of the nomination of the property to the Mukilteo Register of Historic Places.
2. Description of structural integrity.
3. Reason or justification for demolition (should include statements of why the property is not salvageable or why it cannot be maintained).
4. Any planned new construction.
5. Photographs of all sides of structures and the interior.
6. Survey plat.
7. Any additional documentation required by the Commission.



#### SECTION 4. REQUIREMENTS FOR PROJECTS OVER \$15,000

If alterations or new construction is expected to exceed \$15,000, the following additional documentation is necessary:

##### I. Existing conditions

##### A. A scaled site plan or plans illustrating existing conditions, including:

1. Building dimensions relative to property lines and existing building adjacent to the property.
2. Right-of-ways.
3. Building setbacks.
4. Utilities.
5. Any planting and landscaping, parking lots, driveways, sidewalks and patios, mechanical equipment and other appurtenances such as walls, gates and accessory buildings.
6. Features mentioned in the nomination and their condition.
7. Other information as required.

##### B. Building elevations and typical building cross section illustrating existing conditions, including:

1. Vertical dimensions.
2. Existing grade.
3. Cladding.
4. Roof type, slopes and material.
5. Window type and material.
6. Mechanical vents.
7. Types of outdoor light fixtures.
8. Design and location of signage.
9. Features mentioned in the nomination and their condition.
10. Other information as required.

##### C. If historic significance is related to interior features, floor plans depicting:

1. The arrangement of the interior spaces.

2. Location of windows and doors.
3. Features mentioned in the nomination.
4. Other information as required.

## II. Proposed alteration or construction

Complete blueprints and construction plans of project.

## III. Impact

- A. A scaled site plan or plans showing conditions after the proposed construction including those items listed under (I)(A) above and with specific depictions and descriptions of how changes will affect those items under (I)(A)(6) above.
- B. Building elevations and typical building cross section showing conditions after the proposed construction including those items listed under (I)(B) above and with specific depictions and descriptions of how changes will affect those items under (I)(B)(9) above.
- C. Interior floor plans after the proposed construction including those items under (I)(C) and with specific depictions and descriptions of how changes will affect those items under (I)(C)(3) above.



## CRITERIA FOR DESIGN REVIEW

The Secretary of the Interior has established the following Standards to be considered during the Design Review process: --

### Secretary of the Interior's Standards for Rehabilitation

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be



removed in the future, the essential form and integrity of the structure would be unimpaired.

To achieve the above goals and to safeguard the heritage of the City of Mukilteo as called for in the Historic Preservation Ordinance, a two part evaluation is necessary:

1. The identification of those materials, features and combinations of features that confers significance to properties or districts on the Mukilteo Register of Historic Places.
2. Assessing the potential impact of rehabilitation work necessary for efficient contemporary utilization of the property.

The historic character of a property or district is defined by many features. Cladding whether of wood or masonry; style, composition and decorative features of the roof; the presence of architectural metals; window number, arrangements and styles; entrances and porches; storefronts on commercial buildings; internal arrangement and detailing; and the historic relationship between buildings, landscape features and open space, as well as many other materials and features can all contribute to a property's character.

After identifying the distinguishing historic characteristics of a property subject to the Design Review process, retention and preservation of those features and materials is the primary goal of the Design Review effort.

This is accomplished through the review process individual to each property. However, there are preferred options, specified by the Secretary of the Interior, common to each property. These are, in descending order of preferability: (1) protecting and maintaining, (2) repairing, (3) replacing, (4) design for missing features, and (5) alterations and additions to historic buildings.

#### PROTECTING AND MAINTAINING

Protecting and maintaining is accomplished by:

1. Providing proper drainage so that water does not cause damage to
  - a. Masonry
  - b. Flat, horizontal and decorative wooden features
  - c. Flat, horizontal and decorative metal features
  - d. Structural members, foundations and walls
  - e. The historic landscape
2. Providing proper venting which helps prevent moisture condensation damage and subsequent insect damage.
3. Cleaning features and materials only when necessary using only the gentlest methods. This includes cleaning gutters and downspouts on roofs and replacing flashings on the roof and over windows.
4. Removing rust from metal structural and decorative features.



5. Examining protective coating systems (paint, shellac, etc.), and removal of loose or deteriorated materials to the next intact layer by the gentlest means possible. (This may include electric heating devices, chemicals, or scraping and brushing.) Reapplication of compatible protective coating systems following proper surface preparation in historically accurate colors is then necessary to prevent deterioration.
6. Applying non-obtrusive chemical and physical preservatives to features not previously protected.
7. Providing non-obtrusive insulation, recaulking and weatherstripping to improve thermal efficiency.
8. Carefully testing of all the above materials and methods in non-conspicuous areas to gauge their effect on the historic fabric.
9. Carefully inspecting materials and features to see if repairs or replacement is necessary. This may include using such non-destructive techniques as x-ray photography to evaluate the structural integrity of buildings or structures.

#### REPAIRS

Repairs may include patching, splicing, piecing in, or reinforcing present materials and features (including upgrading individual elements of a feature), following recognized preservation methods. If there are seriously deteriorated or missing elements along with surviving models or prototypes, repairs may also include limited in kind replacement or replacement with a compatible substitute material if the original material is not economically feasible.

In repairing, duplication of the appearance, strength, composition, color and texture is sought. For example, in repointing masonry, care should be taken to replicate the size and shape of the mortar joint and the color of the mortar. For repairing stucco, the damaged material should be removed and the stucco matched in strength, composition, color and texture.

#### REPLACING

If an entire feature is too deteriorated to repair, but the overall form and detailing are still evident, the feature should be replaced. The replacement should attempt to replicate the original, using the physical evidence to guide the new work. If using the exact material is not technically or economically feasible, a compatible substitute material may be considered. The substituted material should offer the same, or greater, structural support.

#### DESIGN FOR MISSING HISTORIC FEATURES

Due to its complex technical and/or design implications, this option should only be considered after the other possibilities have been explored. It entails designing and installing a copy when the historic feature or model



is physically missing. A restoration using historical descriptions, pictorial representations, and/or physical documentation may be attempted, or a new design, compatible in size, scale, material and color may be substituted.

#### ALTERATIONS AND ADDITIONS

New additions to historic buildings should be a last resort and should be placed to minimize loss, damage or the obscuring of character defining features. Both internal and external alterations should be as inconspicuous as possible from public right-of-ways and from main interior spaces. Such new features should be compatible with overall building design in terms of size, scale, material and color, but should not try to duplicate existing historical features.

Excavations adjacent to historic foundations should be limited to avoid damage to those foundations or to any archeological deposits that may be nearby.

Alterations for health and safety codes or for energy retrofitting should be done so that the historic building's character defining spaces, features, etc., will not be impacted.



MUKILTEO HISTORIC COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Property Address: \_\_\_\_\_

Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

BRIEF DESCRIPTION OF ALL PROPOSED WORK: (including repairs, exterior painting and signs)

DOCUMENTATION ATTACHED:

- a. \_\_\_\_\_ Photographs
- b. \_\_\_\_\_ Material or Color Samples
- c. \_\_\_\_\_ Plans, Elevations and Sections
- d. \_\_\_\_\_ Site or Plot Plan
- e. \_\_\_\_\_ Other

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MUKILTEO HISTORIC COMMISSION  
DESIGN REVIEW EVALUATION FORM

NAME OF PROPERTY: \_\_\_\_\_ ☐ HISTORIC INVENTORY  
ADDRESS: \_\_\_\_\_ ☐ LOCAL REGISTER  
\_\_\_\_\_ ☐ STATE REGISTER  
OWNER: \_\_\_\_\_ ☐ NATIONAL REGISTER

LIST OF FEATURES SIGNIFICANT TO DESIGNATION:

OBSERVATIONS FROM SITE VISIT:

PROPOSED CHANGES TO PROPERTY:                      SIGNIFICANT                      NONSIGNIFICANT

EVALUATION:  
\_\_\_\_ CHANGES ARE NON-SIGNIFICANT. AWARD CERTIFICATE OF APPROPRIATENESS.  
\_\_\_\_ CHANGES ARE SIGNIFICANT. AWARD CERTIFICATE OF APPROPRIATENESS  
WITH CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ CHANGES ARE SIGNIFICANT. DENY CERTIFICATE OF APPROPRIATENESS

\_\_\_\_\_  
COMMISSION MEMBER



MUKILTEO HISTORIC COMMISSION  
CERTIFICATE OF APPROPRIATENESS FOR DESIGN REVIEW

APPLICANT: \_\_\_\_\_

NAME OF PROPERTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SHORT DESCRIPTION OF INTENDED WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE MUKILTEO COMMISSION (MHC) HAS CONSIDERED THIS APPLICATION AND ITS FINDING IS AS FOLLOWS:

THE MHC AWARDS \_\_\_\_\_ DOES NOT AWARD \_\_\_\_\_ AWARDS WITH CONDITIONS \_\_\_\_\_  
A CERTIFICATE OF APPROPRIATENESS TO THE ABOVE APPLICANT.

THE CONDITIONS OF ISSUANCE ARE AS FOLLOWS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN ADDITION, THE MHC RECOMMENDS \_\_\_\_\_ DOES NOT RECOMMEND \_\_\_\_\_ RECOMMENDS  
WITH CONDITIONS (AS SPECIFIED ABOVE) \_\_\_\_\_ THAT THE MUKILTEO BUILDING  
DEPARTMENT ISSUE THE APPROPRIATE BUILDING PERMITS(S). IN RECOMMENDING  
PERMIT ISSUANCE, THE MHC BELIEVES THAT HISTORIC PRESERVATION CONCERNS  
ARE ADEQUATELY ADDRESSED.

\_\_\_\_\_  
CHAIR, MUKILTEO HISTORIC COMMISSION

## SECTION D

### MUKILTEO HISTORIC COMMISSION SPECIAL VALUATION REVIEW PROCEDURES

In 1985, the Washington State Legislature passed a "special valuation" law which makes it possible for Certified Local Governments (CLGs), for a ten year period, to insure that property taxes will not reflect substantial improvements made to certain classes of properties as identified by the CLG. The CLG may amend the criteria for eligibility, however, if made more restrictive these do not become effective for two 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 savings.

Only properties on the Mukilteo Register of Historic Places or properties within a Mukilteo Register Historic District are eligible for special valuation.

#### PROCEDURES FOR CONDUCTING MEETINGS

##### A. PRE-MEETING

###### 1. Applicant or Designated Agent

At lease 30 days prior to the meeting, the applicant must;

- a. Consult with the Mukilteo Historic commission (MHC) staff prior to beginning rehabilitation work.
- b. Submit the application to the county Assessor on a Department of Revenue for no later than 24 months after initiating work. The application must be submitted before October 1 for action before December 31 of that year.
- c. Monitor construction work to ensure that it conforms to the Washington State Advisory Council's Standards for Rehabilitation (Standards).
- d. Maintain accurate records of project costs and dates.

###### 2. County Assessor

The Assessor:

- a. Review the application for completeness.
- b. Verifies the legal owner and legal description.
- c. Submits the application to the MHC within ten working days of receipt of the completed application.

###### 3. Staff

Prior to meeting, the Mukilteo Historic Commission staff:

- a. Places the case on the agenda for the next regularly scheduled meeting as long as there is at least 20 days review period before that meeting. If there is not 20 days, the case will be scheduled for the next month's regularly scheduled meeting.
- b. Reviews the case and prepares a report for the Commission.



## C. POST MEETING

### 1. Staff

After the meeting the staff shall:

- a. Forward the recommendation to the City Council within 10 days of the meeting.
- b. Notifies the owner in writing within 10 days of the meeting of the Commissions recommendation.
- c. If the property is ineligible, advise the applicant of the reasons for the denial and inform him/her of the appeals process.
- d. If the City Council grants special valuation status to the property, prepares the terms of agreement for the Commission.
- e. If the applicant signs the terms of agreement and the Commission approves the application, transmits the application and agreement to the County Assessors' office for recording.
- f. Notify the Washington State Advisory Council of the application approval.
- g. Monitors, at lease once a year during the special valuation 10 year period, the owners' compliance with the terms of the agreement.
- h. 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 Mukilteo Register of Historic Places by a majority of the MHC members, notify the owner, the assessor, and the Washington State Advisory Council of the disqualification.

### 2. Mukilteo Historic Commission

After the City Council has granted the property special valuation status, the MHC:

- a. Enters into an agreement on behalf of the City of Mukilteo. This agreement shall cover the 10 year special valuation period and shall include the minimum standards as detailed below. The owner shall:
  1. Monitor the property for its continued qualification for special valuation.
  2. Comply with rehabilitation plans and minimum standards of maintenance as defined in the agreement.
  3. Make the historic aspects of the property accessible to public view one day a year, if the property is no visible from the public right-of-way.
  4. Apply to the Commission for recommended approval or denial of any demolition or alteration.
  5. Comply with any other provision in the original agreement as may be appropriate.

- b. Upon the execution of the agreement with the applicant, approve the application.
- c. If the property is consequently sold, enter into an agreement with the new owner. That agreement will contain those minimum standards as detailed above and will be effective for the duration of the 10 year period.

3. Mukilteo City Council

Mukilteo City Council votes on whether to grant special valuation to the property.



## MUKILTEO HISTORIC COMMISSION

### APPLICATION STANDARDS FOR SPECIAL VALUATION

Documentation shall include, at a minimum, all identified materials illustrating:

1. That the property is eligible for Special Valuation status.
2. When the work occurred.
3. Whether special valuation financial requirements have been fulfilled.
4. Whether the work complies with the Secretary of the Interior's Standards for Rehabilitation.

To property document each of these divisions, at least one copy of the following documents must be submitted with the application. These will remain on file with the MHC. For phased development plans, the complete process as detailed in rules and regulations must be followed and documentation submitted for each phase. All drawing, mean plans and elevations must be drawn to scale or have the measurements included and be signed by the architect or draftsman.

For phased projects, complete documentation must be submitted for every phase of the project.

#### I. Eligibility

1. A copy of the nomination form to the Mukilteo Register of Historic Places clearly indicating when the property was listed on the Mukilteo Register of Historic Places.

#### II. When the work occurred

1. A notarized affidavit of completion of the rehabilitation work within 24 months of the date of application is required.

#### III. Special valuation financial requirements required documentation

1. Notarized affidavit attesting to the actual costs of the rehabilitation work.
2. The most recent Snohomish County Assessor's assessment of the value of the rehabilitated structure.

#### IV. Compliance with the Secretary of the Interiors' Standards

To assure that the applicant has complied with the Standards, the following materials are necessary:

1. Precise written statement describing the completed rehabilitation work on the Mukilteo Historic commission's application form.

2. If the property was on the Mukilteo Register of Historic Places prior to the project, the Design Review application and accompanying documentation, Certificate of appropriateness for the rehabilitation work from the Mukilteo Historic Commission, and a copy of the terms of agreement as specified under the Special Valuation rules and procedures.
3. Materials as specified in Application Standards for Design Review illustrating conditions prior to construction (existing conditions), and proposed alterations. If the property was not on the MRHP prior to construction, this material must include:
  - a. Photographs taken prior to construction.
  - b. All working drawings including blueprints, site plans, scaled drawing, and other items as specified under proposed alteration in application standards for design review.
4. Materials illustrating the impact of construction as specified in Application Standards for Design Review under Impact. However, actual construction impacts rather than projected ones must be documented. If the property was not subject to design review, required documentation shall minimally include:
  - a. A precise written description on an MHC form of how the alterations have affected those features listed as determining the property's historic character on the MRHP nomination form.
  - b. Drawing illustration those features with notes on how they have been affected by construction.
  - c. Photographs - photos should be 3"x3" or 3"x5" minimum format in black and white with negatives and must be clearly labeled to identify case, location, subjects, and the direction the photograph was taken. Necessary photographs include:
    1. Historic photographs of replicated features.
    2. If in a historic district, a current streetscape.
5. Samples of utilized materials may be required by the Mukilteo Historic Commission.
6. Other information as required.



## CRITERIA FOR SPECIAL VALUATION

The criteria to be followed in the Special Valuation process is the Secretary of the Interior's Standards for Rehabilitation as established in the Federal Code of Regulations (36CFR67). For the Special Valuation process no new construction is eligible except as it is non-habitable, non-rentable space.

Secretary of the Interior's Standards for Rehabilitation:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.



**APPLICATION AND CERTIFICATION OF SPECIAL VALUATION  
ON IMPROVEMENTS TO HISTORIC PROPERTY**

(Chapter 84.26 RCW)

**FILE WITH ASSESSOR BY OCTOBER 1**

File No. \_\_\_\_\_

**I. APPLICATION**

County \_\_\_\_\_

Property Owner \_\_\_\_\_

Parcel No./Account No. \_\_\_\_\_

Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Property Address (Location) \_\_\_\_\_

Describe Rehabilitation \_\_\_\_\_

Property is on: (check appropriate box)

☐ National Historic Register

☐ Local Register of Historic Places

Building Permit No. \_\_\_\_\_

Date \_\_\_\_\_

Jurisdiction \_\_\_\_\_

County/City \_\_\_\_\_

Rehabilitation Started \_\_\_\_\_

Date Completed \_\_\_\_\_

Actual Cost of Rehabilitation \_\_\_\_\_

**AFFIRMATION**

As owner(s) of the improvements described in this application, I hereby indicate by my signature that I am aware of the potential liability (see reverse) involved when my improvements cease to be eligible for special valuation under provisions of Chapter 84.26 RCW.

I hereby certify that the foregoing information is true and complete.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Notary Public in and for the State of \_\_\_\_\_

Signature(s) of All Owner(s) \_\_\_\_\_

Residing at \_\_\_\_\_

**II. ASSESSOR**

The undersigned does hereby certify that the ownership, legal description and the assessed value prior to rehabilitation reflected below has been verified from the records of this office as being correct.

Assessed Value Exclusive of Land Prior to Rehabilitation \_\_\_\_\_

Date \_\_\_\_\_

Assessor/Deputy \_\_\_\_\_

FORM REV 64 0035 (7-86)



Historic property means land together with improvements thereon, which is:

- (a) Listed in a local register of historic places created by comprehensive ordinance, certified by the Secretary of the Interior as provided in P.L. 96-515; or
- (b) Listed in the national register of historic places; or
- (c) Site within a historic district; or
- (d) Certified historic structure.

Cost means the actual cost of rehabilitation which cost shall be at least twenty-five percent of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation.

Special valuation means the determination of the assessed value of the historic property subtracting for up to ten years, such cost as is approved by the local review board.

State Review Board means the advisory council on historic preservation established under Chapter 27.34 RCW or any successor agency designated by the state to act as the state preservation review board under federal law.

Local Review Board means a local body designated by the legislative authority of the incorporated or unincorporated area.

Owner means the owner of record.

Historic property does not include property listed in a register primarily for objects buried below ground.

Property must meet the following criteria for special valuation on historic property:

- (1) Be a historic property;
- (2) Fall within a class of historic property determined eligible for special valuation by the local legislative authority;
- (3) Be rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) within twenty-four months prior to the application for special valuation; and
- (4) Be protected by an agreement between the owner and the local review board.

#### STATEMENT OF ADDITIONAL TAX, INTEREST, AND PENALTY DUE UPON REMOVAL OR DISQUALIFICATION FROM SPECIAL VALUATION UNDER CHAPTER 84.26 RCW

1. Whenever property that is classified and valued as eligible historic property under Chapter 84.26 RCW is removed or disqualifies for the valuation, there shall become due and payable an additional tax equal to:
  - (a) The actual cost of rehabilitation multiplied by the levy rate in each year the property was subject to special valuation; plus
  - (b) Interest on the amount of the additional tax at the statutory rate charged on delinquent property taxes from the dates on which the additional tax could have been paid without penalty if the property had not been valued as historic property; plus
  - (c) A penalty equal to twelve percent of the amount determined in (a) and (b).
2. The additional tax, interest and penalty shall not be imposed if the disqualifications resulted solely from:
  - (a) Sale or transfer of the property to an ownership making it exempt from taxation;
  - (b) Alteration or destruction through no fault of the owner; or
  - (c) A taking through the exercise of power of eminent domain.

#### APPEALS

1. Any decision by a local review board on an application for classification as historical property may be appealed to Superior Court under RCW 34.04.30 in addition to any other remedy at law.
2. Any decision on disqualification of historic property for special valuation exemption or any other dispute may be appealed to the current year Board of Equalization by July 15 or 30 days after the disqualification, whichever is the later, except the denial on the original application.



MUKILTEO HISTORIC COMMISSION  
SPECIAL VALUATION DETERMINATION

APPLICANT: \_\_\_\_\_

NAME OF PROPERTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

THE MUKILTEO HISTORIC COMMISSION RECOMMENDS \_\_\_\_\_ DOES NOT RECOMMEND \_\_\_\_\_  
THAT THE MUKILTEO CITY COUNCIL AWARD SPECIAL VALUATION STATUS TO THE  
ABOVE PROPERTY FOR THE FOLLOWING REASONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CHAIR, MUKILTEO HISTORIC COMMISSION

pl:cdd/stff/patricia:value

## SECTION E

### MUKILTEO HISTORIC COMMISSION RULES AND PROCEDURES FOR IMPACT REVIEW

Under the Historic Preservation Ordinance of the City of Mukilteo, the Mukilteo Historic Commission (MHC) is direct to:

1. Provide for the review, either by the Commission or its staff, of all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to the historic inventory or adjacent properties.
2. Review and comment to the City Council on land use, housing and redevelopment, municipal improvement, and other types of planning and programs undertaken by any agency of the City, other neighboring communities, the County, the State or federal government as they relate to historic resources of the City.

(Mukilteo Municipal Code 2.52.040 (5) (9))

To provide such services:

#### A. Staff

Staff will receive such applications, statements, assessments, plans, etc., and evaluate possible impact on historic properties by:

1. Identifying if properties listed on the Mukilteo Register of Historic Places, or the Mukilteo Inventory of Historic Places, or properties eligible to such listing, or properties adjacent to such properties are affected by any proposed action.
2. Evaluating the probable impact to the above properties.
3. Determining the degree of loss to Mukilteo's historic resources by assessing the quality and quantity of those properties in relation to similar properties within Mukilteo's jurisdiction.
4. Making a determination of negative impact or non-effect.
5. Issuing the determination to the pertinent individual, department, agency or government as a finding of fact clearly detailing:
  - a. Historic properties potentially affected
  - b. The nature of the disturbance
  - c. The reasons for the determination

#### B. Mukilteo Historic Commission

If requested by staff, the MHC will assist in making the determination of negative impact or non-effect and issuing of the finding of fact according to the process as detailed above.



## PLAN FOR COPYING, DISTRIBUTING AND IMPLEMENTING RULES

Rules and procedures for conducting various historic preservation processes will be reviewed by the Mukilteo Historic Commission (MHC). If any major changes are specified during the course of this examination, the documents will be returned to the Office of Archaeology and Historic Preservation (OAHP) for a review of the changes. The documents will then be returned to the MHC. A simple majority is necessary for acceptance of the rules and procedures by the MHC.

The master copies of all historic preservation related rules and procedures, application standards, criteria, and standard forms will remain on file with the City of Mukilteo Planning Department. Complete copies of these documents will be forwarded to the Mayor, members of the City Council, and the Mukilteo City Library. Copies of Design and Designation Review processes documents will be forwarded to the building Department. Copies of the Designation and Impact Review process documents will be forwarded to the Planning Commission and the Planning Department with those sections that pertain to these entities highlighted. Complete copies of such documents will be provided for the seven members of the Mukilteo Historic Commission, the Museum staff and OAHP.

pl:cdd/stff/patricia:Impact

# EXHIBIT 2

## CITY OF MUKILTEO HISTORIC PRESERVATION COMMISSION BYLAWS

### **ARTICLE I PURPOSE**

- Section 1. The duties of the Mukilteo Historic Preservation Commission (Commission) of the City of Mukilteo are those set forth in Chapter 2.52 of the Mukilteo Municipal Code (MMC).

### **ARTICLE II MEMBERSHIP**

- Section 1. Members of the Commission shall be appointed by the Mayor and confirmed by the City Council. Per MMC Section 2.52.040, the Commission shall consist of seven (7) members, of which two shall be professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of history, architecture, historic preservation, planning, law, and real estate.
- Section 2. Members may be removed from the Commission by the Mayor, with the approval of the City Council, for inefficiency, neglect of duty or malfeasance.
- Section 3. The Mayor may be requested by a majority vote of the Commission to remove or ask to resign a member from the Commission as provided for in Article 2, Section 2 above, or if the member has three (3) unexcused consecutive absences from regular meetings or unexcused absences of more than 50% of the meetings (regular and special) held in a calendar year. If a member notifies the Community Development Department at City Hall at the earliest possible opportunity, and in any event prior to 4:00 p.m. on the date of the meeting, then the absence shall be considered excused.

### **ARTICLE III OFFICERS AND THEIR DUTIES**

- Section 1. The officers of the Commission shall consist of a Chair and Vice-Chair. The City shall make the Recording Secretary available.
- Section 2. The Chair shall preside at all meetings of the Commission and shall have the duties normally conferred by the parliamentary usage on such officers.
- Section 3. The Chair shall be one of the appointed members of the Commission. The Chair shall have the privilege of discussing all matters before the Commission and of voting thereon. The Chair shall preside at all



meetings of the Commission; call special meetings of the Commission in accordance with the bylaws; sign documents of the Commission; and see that all actions of the Commission are properly taken and recorded.

Section 4. In the absence of the Chair, the Vice-Chair shall serve as presiding officer as described in Article 3, Section 3. The Vice-Chair shall be an appointed member of the Commission. During the absence, disability, or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair. In the absence of both the Chair and Vice-Chair, if a quorum is present, the membership of the Commission in attendance shall select a member to preside as Chair pro-tem for that meeting only.

Section 5. A Recording Secretary shall be responsible for keeping the minutes as well as provide notice of meetings to the Commission members and arrange proper and legal notice of meetings and hearings. The Recording Secretary shall also attend to correspondence of the Commission and such other duties as may be prescribed from time to time by the Commission or the Community Development Director.

Section 6. The Community Development Department retains the records of the Commission. The Community Development Department prepares the agenda of regular and special meetings and provides technical support and other duties as may be prescribed.

#### **ARTICLE IV** **ELECTION OF OFFICERS**

Section 1. Nomination and election of officers shall be conducted shall be the first meeting of each calendar year.

Section 2. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year or until the successor shall take office.

Section 3. No member may serve more than two (2) consecutive one (1) year terms as Chair. The Vice-Chair shall succeed the Chair if the office is vacated before the term is completed and shall serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting. A Vice-Chair succeeding a Chair to fill an unexpired partial term may serve as Chair for the next two consecutive full one-(1) year terms.

## **ARTICLE V** **MEETINGS**

**Section 1.** The Commission shall schedule a regular meeting every month or as needed in the designated meeting area as advertised, providing that regularly scheduled meetings may be canceled if there is no business pending, subject to the approval of the Chair. The Public shall be notified accordingly. The Commission may also hold workshops or study sessions in place of, or in addition to, regularly scheduled meetings.

**Section 2.** A majority of the membership of the Commission shall constitute a quorum. Except for the election of officers (see Article IV, Section 2) and amendments to bylaws (see Article XII), the number of votes necessary to transact business shall be a majority of the quorum of the Commission.

Voting shall be by roll call in cases where it is deemed necessary to ensure an accurate count of the vote. A record of the votes shall be kept as part of the minutes.

**Section 3.** Each member of the Commission who has knowledge of the fact that they will not be able to attend a scheduled meeting of the Commission, shall notify the Community Development Department at City Hall at the earliest possible opportunity, and in any event, prior to 4:00 p.m. on the date of the meeting. The Community Development Department shall notify the Commission in the event that there will not be a quorum.

**Section 4.** The Chair may call special meetings. It shall be the duty of the Chair to call such a meeting when requested to do so by a majority of the members of the Commission. The notice of such a meeting shall specify the purpose of the meeting and no other business will be considered. The Secretary shall notify all Commission members of the meeting at least forty-eight (48) hours in advance of such special meeting.

**Section 5.** All meetings, including workshops and special meetings, shall be open to the general public. The exception shall be for executive sessions as authorized by law.

**Section 6.** Meetings shall be noticed as required by the Open Public Meetings Act (RCW Chapter 42.30). Public hearings shall be noticed in accordance with applicable City and State statute public hearing notice requirements.

## **ARTICLE VI** **AGENDA AND MINUTES**

**Section 1.** Except as provided in Article VI, Section 2, the Commission Agenda shall follow the established meeting format



Call to Order  
Roll Call  
Agenda Order  
Approval of Minutes  
Public Hearings (if any)  
Public Comment  
Meeting Items  
Commission Reports  
Adjournment

Except as provided in Article VI, Section 2, minutes shall be recorded for all meetings and public hearings held by the Commission.

Section 2. The Agenda shall follow the established meeting format above and the meeting minutes shall be prepared for meetings, with the following exceptions:

- (a) The Agenda Order may be rearranged by the Chair for individual items if necessary for the expeditious conduct of business,
- (b) No minutes shall be recorded for Commission workshops unless requested to do so by the Chair or a majority of Commission members present,
- (c) No minutes shall be approved at Workshops, and
- (d) Public Hearings shall follow the format described in Article X, Section 3.

Section 3. The Commission invites citizen participation regarding the affairs of the City. Any citizen who wishes to speak on a matter not scheduled on the agenda may do so when the Chair calls for Public Comment, for a maximum of three (3) minutes, unless the maximum time is modified by a vote of the Commission.

Section 4. Generally, no remaining agenda items shall be taken up after 8:30 p.m. This shall be at the discretion of the Chair who shall also consider Public Hearing requirements associated with public notices and any other hearing deadlines in making any decision.

## **ARTICLE VII** **WORK PLAN**

Section 1. A work plan for the calendar year shall be prepared and presented by the Community Development Department to the Commission at the annual organization meeting, which shall be the first meeting of each calendar year. The work plan shall, at a minimum, include a tentative schedule of

meetings and topics for the calendar year. The Commission shall discuss the proposed work plan and members may suggest adding and/or deleting items from the work plan.

## **ARTICLE VIII**

### **AGENDA PACKET DELIVERY**

Section 1. Completed packets shall be transmitted by email or surface mail one (1) week preceding the day of a regular meeting, but not less than twenty-four (24) hours prior to a special meeting.

## **ARTICLE IX**

### **COMMITTEES**

Section 1. Special committees may be appointed by the Chair for purposes and terms that the Commission approves.

## **ARTICLE X**

### **PUBLIC HEARINGS**

Section 1. In addition to those required by law, the Commission may, at its discretion, hold public hearings when it decides that such hearings will be in the interest of the public.

Section 2. Notice of all public hearings shall be as required by Mukilteo Municipal Code and State Statute.

Section 3. The following procedures will normally be observed for public hearings;

1. Chair opens hearing.
2. The staff presents the staff report and, if applicable, makes a recommendation.
3. The Commission may ask questions regarding the staff presentation and report.
4. The Chair calls for comments/presentations from the public.
5. The Chair may allow further testimony.
6. Chair closes public input to the hearing.
7. Commission asks any questions it may have of the proponents, opponents, or staff and will then deliberate the issue(s).
8. Commission takes a vote for approval, denial, or continuance.

Section 4. Public hearing testimony shall be limited to five (5) minutes per person, unless modified by a vote of the Commission.



**ARTICLE XI**  
**CONFLICT OF INTEREST**

Section 1. Conflict of Interest: Whenever any member of the Historic Preservation Commission has a conflict of interest with respect to any matter on a Commission agenda, the member shall voluntarily excuse themselves from further participation in the discussion and consideration of the matter and shall vacate their seat and leave the Commission chambers until all proceedings with respect to the matter at that meeting are concluded.

The member shall further refrain from discussing the matter with any other Commissioner, or from attempting to influence any other Commissioner with respect to the matter, outside the meeting. For purposes of this Section, conflict of interest is defined as a situation in which a reasonable person would conclude that the member's independent judgement would be impaired by the member's direct or indirect financial or other interest in the matter.

**ARTICLE XII**  
**AMENDMENTS**

Section 1. The bylaws may be amended at any meeting of the Commission by a favorable vote of not less than five (5) of the seven (7) Commission members, provided that notice of said proposed amendment is given to each member in writing at least two (2) weeks prior to said meeting.

APPROVED this 28th day of April 2022.

/s/ Dode Carlson

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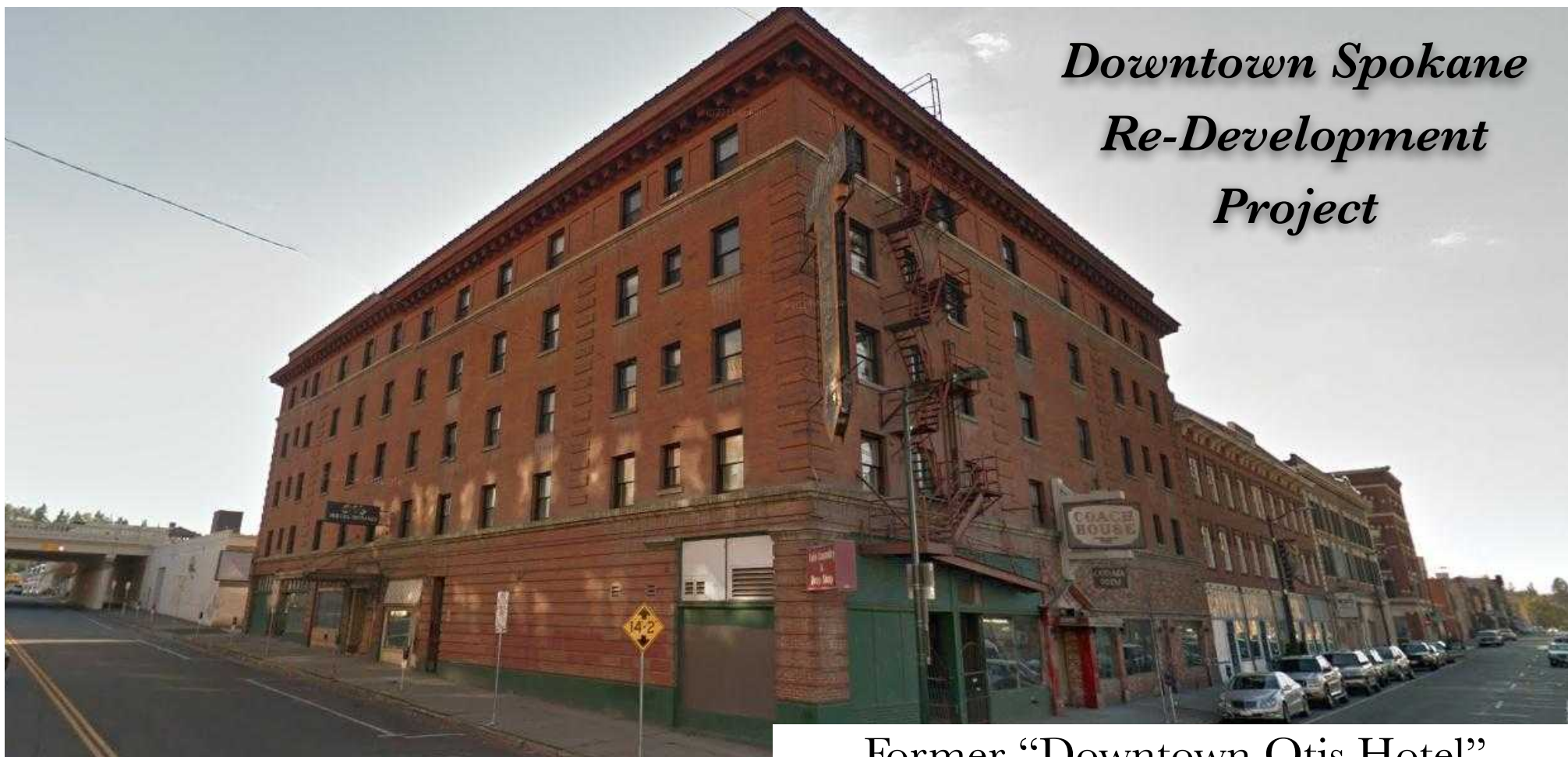
Chair  
City of Mukilteo Historic Preservation Commission

# EXHIBIT 3 110 S. Madison St.

Spokane, WA

FOR SALE - \$1,000,000

## *Downtown Spokane Re-Development Project*



### Former “Downtown Otis Hotel”

*Fantastic location! The subject property is located in Downtown Spokane on Madison and 1st Ave. Property would make an ideal low-income housing project with many other city and government grants and tax credits. Great Low-Income Housing Project.*



Kevin Edwards  
Office: 509-838-8500  
Cell: 509-939-8828  
Email: [k.edwards@me.com](mailto:k.edwards@me.com)





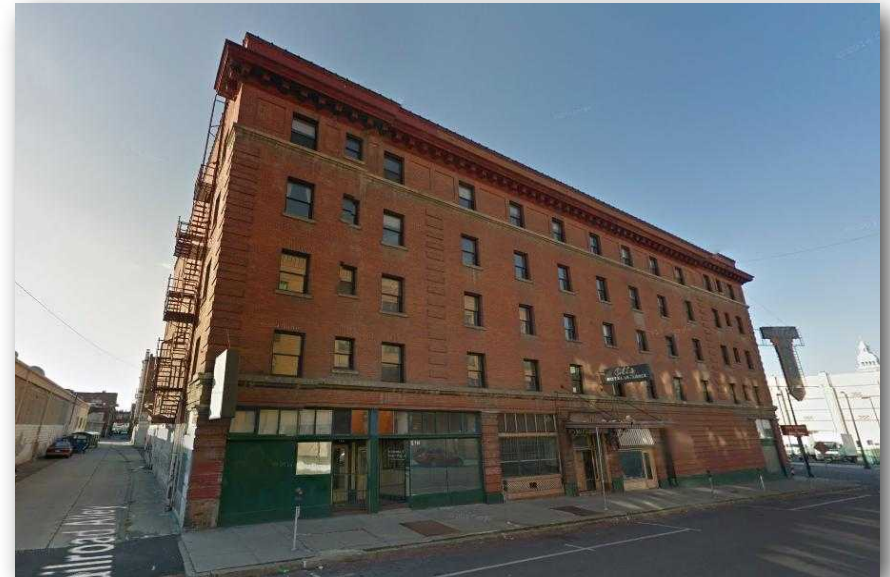
110 S. Madison St. Spokane, WA

## PROPERTY INFO

Kevin Edwards | [www.HawkinsEdwardsInc.com](http://www.HawkinsEdwardsInc.com)

## Property Information

SALE PRICE:.....	\$1,000,000.
BLDG. SIZE:.....	70,723 SqFt. above grade area. 18,771 SqFt. basement area.
LOT SIZE:.....	19,134 SqFt. +/-
YEAR BUILT:.....	1911.
ZONING:.....	Downtown General by City of Spokane.
CREDITS :.....	Local & Historical Tax Credits Available.
PARCEL #s:.....	35192.1204 & 35192.1210
OTHER:.....	Please contact listing agent for showing and other information about property.



All information herein is furnished by the owner and believed to be complete and correct. The Agent, however, cannot be responsible for changes, errors, omissions or withdrawals of this offering without notice. The above information is from sources deemed reliable but should be verified by parties that could be adversely affected by any statements or information. This is not an offering of sub-agency, with commission splits to be determined.

## GRANTS & INCENTIVES:

**The Multi-Family Tax Exemption (MFTE):** offers a partial tax exemption for new improvements that create multi-family housing that targets at least 20% of the units for low to moderate income households.

**Community Empowerment Zone (CEZ):** program is designed to stimulate economic development by offering special tax incentives to qualified businesses in order to create new businesses and employment opportunities for low-income populations. Programs include:

- Sales and Use tax deferrals and exemptions
- B & O Training Tax Credits
- B & O New Job Tax Credits
- B & O International Business Tax Credits

**Historic District Zone:** is a Federal income tax credit may be granted to commercial properties that are listed on the National Register of Historic Places, and on which “substantial rehabilitation” is performed. Federal income tax credits are available for buildings on the National Register of Historic Places. A dollar-for-dollar federal income tax credit equal to 20% of the construction costs is available for income-producing buildings; the credit may be used by the building owner or “sold” to a tax credit investor.

Façade easements on historic buildings are accepted by the City of Spokane at no fee to the property owner. The city will accept an easement on the value of the façade of a building. The owner can claim a one-time, charitable, federal income tax deduction equal to the appraised value of the preservation easement. A preservation easement is a legal agreement that assigns the rights to review and approve alterations to the city for the purpose of preserving the property.

### Building Size

<u>Building Area</u>	<u>Gross Size</u>
1st Floor - Main Level	15,395 SF
2nd Floor	13,832 SF
3rd Floor	13,832 SF
4th Floor	13,832 SF
5th Floor	13,832 SF
Basement - Lower Level	18,771 SF







AERIAL

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