

ORDINANCE NO. 1387

AN ORDINANCE OF THE TOWN OF STEILACOOM, PIERCE COUNTY, WASHINGTON, ADOPTING A NEW CHAPTER 2.14, STEILACOOM MUNICIPAL CODE – HISTORIC PRESERVATION AND REPEALING ORDINANCES 1233 AND 1236.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF STEILACOOM, PIERCE COUNTY, WASHINGTON:

Section 1. The following Chapter 2.14 is hereby added to the Steilacoom Municipal Code.

Chapter 2.14

STEILACOOM HISTORIC DISTRICT AND HISTORIC PRESERVATION AND REVIEW BOARD

Sections:

- 2.14.010 Purpose .**
- 2.14.020 Short Title.**
- 2.14.030 Definitions.**
- 2.14.040 Steilacoom Historic Preservation and Review Board.**
- 2.14.050 Steilacoom Register of Historic Places.**
- 2.14.060 Review of changes to Steilacoom Register Properties.**
- 2.14.065 Review of Properties Outside of the Historic District**
- 2.14.070 Review and monitoring of properties for special property tax valuation.**

2.14.010 Purpose. The purpose of this chapter is to provide for the identification, evaluation, designation, and protection of designated historic and prehistoric resources within the boundaries of Steilacoom Washington. It is also the purpose of this chapter to preserve and rehabilitate historic properties within the Town of Steilacoom for future generations by encouraging special valuation, a property tax incentive, as provided in Chapter 84.26 RCW and other incentives together with educational opportunities provided to owners covered by this Chapter in order to:

A. Safeguard the heritage of the Town of Steilacoom as represented by those buildings, districts, objects, sites and structures which reflect significant elements of the Town of Steilacoom's history and promote new construction that is sensitive to its historic character;

B. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the Town of Steilacoom's history;

C. Stabilize or improve the aesthetic and economic vitality and values of such sites, improvements and objects;

D. Assist, educate, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, districts, objects, sites and structures;

E. Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and,

F. Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

2.14.020 Short title. The following sections of this chapter shall be known and may be cited as the "Historic Preservation Code of the Town of Steilacoom."

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

A. "Actual Cost of Rehabilitation" means costs incurred within twenty-four months prior to the date of application and directly resulting from one or more of the following: a) improvements to an existing building located on or within the perimeters of the original structure; or b) improvements outside of but directly attached to the original structure which are necessary to make the building fully useable but shall not include rentable/-habitable floor-space attributable to new construction; or c) architectural and engineering services attributable to the design of the improvements; or d) all costs defined as "qualified rehabilitation expenditures" for purposes of the federal historic preservation investment tax credit.

B. "Building" means a resource created principally to shelter any form of human activity, such as a house.

C. "Building Inspector" Is the individual employed by the Town and charged with the inspection of construction related activity within Town and the issuance of construction related permits.

D. "Building permit" means an official document or certification which is issued by the Building Inspector and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving or repair of a building or structure. The permit application also serves as a trigger for design review process for properties located within the Historic District and individually registered properties. Before issuance of building permit, applicant must receive Certificate of Appropriateness from the Preservation and Review Board (PRB).

E. "Building proportions" include size of the elements that compose a building, including but not limited to, each story of a structure, location and size of windows and doors, porches, roof massing, eave overhangs, retaining walls, etc.

F. "Bulk" means the magnitude, dimension and size of the structure.

G. "Bylaws" are the rules and procedures governing the internal operations set and maintained by the PRB.

H. "Character defining features" means those elements or aspects or architectural details of a property that defines its style. Examples include, but are not limited to, window and door openings and styles, stylistic details such as exposed rafters, decorative shingles in gable ends, porch or window trim, building materials, wall and roof materials, and form.

I. "Certificate of Appropriateness" means the document indicating that the Board has approved the proposed changes.

J. "Certificate of Approval for Demolition" means the document indicating that the Board has approved the proposed whole or partial demolition of a local register property. or in a local register historic district and, failing to find alternatives to demolition, has issued a Certificate of Approval for Demolition which allows the building or zoning official to issue a permit for demolition.

K. "Certified Local Government" or "CLG" means the designation reflecting that the local government has been jointly certified by the State Historic Preservation Officer and the National Park Service as having established its own Historic Preservation Board and a program meeting Federal and State standards.

L. "Class of properties eligible to apply for Special Valuation in Steilacoom" means all properties listed on the Steilacoom and National Register of Historic Places or properties certified as contributing to a Steilacoom and National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.

M. "Commercial" is any revenue-generating property excluding single family rentals and licensed home occupations.

N. "Compatible" means composed of similar massing, scale, and building proportions as contributing resources within the Historic District.

O. A "complex roof" means a roof that combines more than two (2) roof configurations.

P. A "contributing resource" is a building, site, structure or object that adds to the historic architectural qualities, historic associations, or archaeological values for which a property is listed on the register within a district because a) it was present during the period of significance, and possesses historic integrity reflecting its character at that time or is capable of yielding important information about the period, or b) it independently meets the Steilacoom and/or National Register Standards. Contributing resources were classified as both primary and secondary on the Steilacoom and National Register Historic District nominations.

Q. "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.

R. "Demolition" means the destruction or partial destruction of a structure and includes loss of character defining elements.

S. "Demolition by neglect" is the process of allowing a building to deteriorate to the point where demolition is necessary to protect public health and safety.

T. "Design Standards" are the Steilacoom Historic Preservation and Review Design and Development Standards adopted by Town Council, published and held in the town offices to aid applicants in their decision making processes in order to meet the required design elements of this chapter.

U. A "district" is a geographically definable area urban or rural, small or large, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, and/or objects united by past events or aesthetically by plan or physical development.

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

W. HABS/HAER- The Historic American Building Survey and Historic American engineering Record were created by the National Parks Service in 1933 for the purpose of compiling a record of America's historic and architecturally significant buildings and structures through written and drafted documentation. This archival collection is housed at the Library of Congress.

X. "Hearing Examiner" means any person authorized and meeting applicable professional standards to act as a Hearing Examiner by the Town of Steilacoom.

Y. "Historic property" means real property, together with improvements thereon, except property listed in a register primarily for objects buried below ground, which is listed in a local register of a Certified Local Government or the National Register of Historic Places.

Z. "Incentives" are such rights or privileges or combination thereof which the Town Council, or other local, state, or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant or obtain for the owner(s) of Register properties. Examples of economic incentives include but are not limited to tax relief, conditional use permits, rezoning, street vacation, planned unit development, transfer of development rights, facade easements, gifts, preferential leasing policies, beneficial placement of public improvements or amenities, or the like.

AA. "Integrity." A property retains its integrity, if a sufficient percentage of the structure dates from the period of significance. The majority of a building's structural system

and materials should date from the period of significance and its character defining features also should remain intact. These may include architectural details, such as dormers and porches, ornamental brackets and moldings and materials, as well as the overall mass and form of the building.

BB. "Local Review Board" or "Board" used in Chapter 84.26 RCW and Chapter 254-20 WAC for the special valuation of historic properties means the Board created in Section 2.14.040.

CC. "Mass/Massing." Means the physical size and bulk of the structure.

DD. "Minor alteration" means a change, modification, or addition to an existing building, including, but not limited to, modifications that do not affect architectural style or details such as modifications not visible from a public right-of-way, and the installation of storm windows or anything that can be undone or removed to facilitate return to original appearance.

EE. "Multi-family" refers to any structure designed to house three or more families.

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

GG. "Non-contributing resource" means a building, site, structure, or object that does not add to the historic architectural qualities, historic associations with people, events or practices significant in town, state or national history, or archaeological values for which a property is significant within a historic district because, a) it was not present during the period of significance (1851-1945), or b) due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at the time or is incapable of yielding important information about the period, or c) it does not independently meet the National Register Criteria. Also resources listed as intrusions in the Steilacoom National Register District nomination. Some properties classified as non-contributing may still have historic significance and may still be eligible for the Steilacoom and/or National Register.

HH. An "object" is a thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment. Objects may include but are not limited to sculpture, monuments, mile posts, boundary markers, and fountains.

II. "Ordinary repair and maintenance" means work for which a permit issued by the Town of Steilacoom is not required by law, and where the purpose and effect of such work is to correct any deterioration or decay of or damage to the real property or structure appurtenance therein and to restore the same, as nearly as may be practicable, to the condition prior to the occurrence of such deterioration, decay, or damage.

JJ. "Owner" of property is the fee simple owner of record as exists on the Pierce County Assessor's records.

KK. "Public building" refers to any site or structure publicly owned and operated including property owned by the Town, County, State or Federal governmental bodies.

LL. "Public-right-of-way" includes streets and paths.

MM. "Physical constraint" means that a property may have natural geographic features that prohibit the property owner from complying with design regulations. Examples of physical constraints include creeks, steep grade differentials and wetlands.

NN. "Quasi-Public" refers to a facility operated by a non-profit private community, educational, religious, charitable, medical institution or service organization having the primary purpose of serving the general public. Examples include religious institutions, churches, private schools and museums.

OO. "Regulated properties" means those properties that the Historic Preservation and Review Board has authority to review. These properties include new construction

and modifications, to all buildings, sites, objects, and structures that are located within the boundaries of the Steilacoom Historic District, all properties individually listed on the Steilacoom Register of Historic Places. It also includes review of all new or substantially modified commercial, multifamily, duplex, industrial, quasi-public and public structures outside of the Historic District but within the Town of Steilacoom.

PP "Resource" is an eligible site, object, structure, etc for the local, state and national registers of historic places or identified as significant in the survey.

QQ. "Review" refers to the design review, unless otherwise noted, with approval or denial for properties as set forth in this chapter.

RR. "Scale" is The size of structure as it appears to the pedestrian.

SS. "Secretary of the Interior's Standards for Rehabilitation" are a set of standards established by the National Park Service to aid Review Boards and property owners in their decision making process regarding the retention of character defining features of contributing and significant buildings, compatible additions, and limited maintenance advice. They establish a standard for the treatment of historic properties.

TT. "Significance" or "significant" used in the context of historic significance, means the following: a property with local, state, or national significance is one which helps in the understanding of the history or prehistory of the local area, state, or nation (whichever is applicable) by illuminating the local, statewide, or nationwide impact of the events or persons associated with the property, or its architectural type or style in information potential. The local area may include Steilacoom, Pierce County, or south sound region of Washington, or a modest geographic or cultural area. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state, and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation. The term may apply to registered and non-registered properties.

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

VV. "Site improvements" means the process for preparing the land for development and construction. Site improvements including excavation for foundations, setting forms for foundation, etc are not allowed without approval of the PRB and issuance of a Certificate of Appropriateness.

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

XX. "State Register of Historic Places" means the state listing of properties significant to the community, state, or nation but which may or may not meet the criteria of the National Register.

YY. "Street frontage" means that side of a lot abutting a street. On corner lots, the frontage may be designated by the owner but it should be consistent with the orientation of the other lots and improvements on the same side of the street. On improved lots, the frontage is usually the side where the main building entrance is located and in the general direction in which the principal building faces.

ZZ. "Steilacoom Historic Inventory" or "Inventory" means the comprehensive survey of historic and prehistoric resources within the boundaries of the Town of Steilacoom.

This is an informational resource that is updated periodically and used as a stepping stone for nominations to the Steilacoom and or National Register.

AAA. "Steilacoom Historic Preservation and Review Board or "Board" means the Board created by Section 2.14.040.

BBB. "Steilacoom Register of Historic Places," "Local Register," or "Register" means the listing of locally designated properties provided for in Section 2.14.050.

CCC. "Structure" means a constructed form either building or other with a function of creating shelter, as well as meeting other needs. Examples include but are not limited to water towers and utility buildings.

DDD. "Substantial alteration" means any change that alters the exterior appearance of the structure, modification, or addition to an existing building including, but not limited to modification of architectural style or details, such as rooflines, window treatments, and change in exterior building materials.

EEE. "Town Council" is the elected legislative body of the Town.

FFF. "Universal Transverse Mercator" or "UTM" means the grid zone in metric measurement providing for an exact point of numerical reference.

GGG. "Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties" or "State Advisory's Council's Standards" means the rehabilitation and maintenance standards used by the Steilacoom Historic Preservation and Review Board as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

2.14.040 Steilacoom Historic Preservation and Review Board.

A. Creation and Size There is hereby established a Steilacoom Historic Preservation and Review Board, consisting of seven (7) members, as provided in subsection B below. Members of the Steilacoom Historic Preservation and Review Board shall be appointed by the Mayor and shall be residents of the Town of Steilacoom, except as provided in subsection B below.

B. Composition of the Board

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

2. At least four members are residents of Steilacoom.

3. At least two members are residents of the historic district.

4. The Board shall always include at least three professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of architecture, history, architectural history, historic preservation, planning, archaeology, cultural anthropology, and historic landscapes, law, or related disciplines. A Board action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the Board action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the Town and the State Historic Preservation Officer on behalf of the State. Furthermore, exception to the residency requirement of Board members may be granted by the Mayor in order to obtain representatives from these disciplines.

5. In making appointments, the Mayor may consider names submitted from any source, but the Mayor shall notify history and town development related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other source. The Board may, from time to time, include a nonvoting advisor who shall be appointed by and serve at the pleasure of the Mayor. The Board may request that the Mayor appoint

an advisor regarding specific historic preservation issues. In making such appointments the Mayor shall assure that nonvoting advisory members are persons who have special expertise in matters within the jurisdiction of the Board.

C. Terms

1. Appointments shall be made for a three (3) year term. Board members appointed after adoption of this chapter shall serve no more than two consecutive three (3) year terms with mandatory one (1) term vacancy from the Board. Each member shall hold office until a successor is appointed. Vacancies shall be filled by the Mayor for the unexpired term in the same manner as the original appointment.

2. The Mayor may dismiss any Board member for cause. "For cause" shall include but shall not be limited to: misfeasance, malfeasance, or nonfeasance in office or three or more unexcused absences from Board meetings.

D. Powers and Duties

The major responsibility of the Historic Preservation and Review Board is to identify and actively encourage the conservation of the Town's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties or regulated properties; to raise community awareness of the Town's history, registered historic properties, and other historic resources; and to serve as the Town's primary resource in matters of history, historic planning, preservation, and design. In carrying out these responsibilities, the Historic Preservation Board shall engage in the following:

1. Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the Town of Steilacoom and known as the Steilacoom Historic Inventory, and publicize and periodically update inventory results. This data is informational and used as a tracking method of historic properties across the Nation and is also used as a stepping stone for nominations to the Steilacoom Register of Historic Places.

2. Initiate and maintain the Steilacoom Register of Historic Places. This official register is composed of historic properties listed in SMC Section 2.14.050.C as contributing to the Historic District and properties individually listed by owners. The Steilacoom Register of Historic Places will be maintained in a location accessible to the public during normal business hours.

3. Review nominations to the Steilacoom Register of Historic Places according to criteria in 2.14.050.A of this chapter and adopt procedural standards in its bylaws to be used to guide this review.

4. Review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in Section 2.14.060 and adopt procedural standards in its bylaws to be used to guide process and adopted design standards to guide design review and the issuance of a certificate of appropriateness or approval for demolition.

5. Review proposals for new construction, or substantial modifications, of commercial, multi-family, duplex, quasi-public, and public structures within Town limits.

6. Provide for the review either by the Board or its staff of all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to identified historic resources.

7. Conduct all Board meetings in compliance with Chapter 42.30 RCW, Open Public Meetings Act, provide for adequate public participation and adopt standards in its bylaws to guide this action.

8. Participate in the promotion of and conduct public information, educational and interpretive programs pertaining to historic and prehistoric resources.

9. Establish liaison support, communication and cooperation with federal, state, and other local government entities and non-profit organizations which will further historic preservation objectives, including public education, within the Steilacoom area.

10. When requested by the Town Council, review and comment to Town Council and the Mayor on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the Town of Steilacoom, other neighboring communities, Pierce County, the state or federal governments, as they relate to historic resources of the Town of Steilacoom.

11. When requested by the Town Council, advise the Town Council and the Mayor on matters of Steilacoom history and historic preservation.

12. Perform other related functions assigned to the Board by the Mayor.

13. Educate and inform the public including but not limited to historic property owners on methods and benefits of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops and individual meetings.

14. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.

15. Provide information and education to the public and Town departments on incentives for preservation of historic resources including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties.

16. Provide review of nominations to the State and National Registers of Historic Places per CLG requirements.

17. Investigate and report to the Town Council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the Town of Steilacoom.

18. Serve as the local review Board for Special Valuation and:

(a) Make determination concerning the eligibility of historic properties for special valuation;

(b) Verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance:

(c) Recommend to the Town Council to authorize the Mayor on behalf of the Town to enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2);

(d) Approve or deny applications for special valuation;

(e) Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the 10 year special valuation period; and

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

19. The Board shall adopt rules of procedure in their bylaws to address responsibilities discussed in points 3, 4, 6, and 15 inclusive.

E. Compensation

All members shall serve without compensation.

F. Rules and Officers

The Board shall establish and adopt its own rules of procedure called bylaws, and shall select from among its membership a chairperson, vice-chairperson, and such other officers as may be necessary to conduct the Board's business.

G. Board Staff

Board and professional staff assistance shall be provided by the administrative staff of the Town or a qualified consultant with additional assistance and information to be provided by the Mayor, or the Mayor's designee, as may be necessary to aid the Board in carrying out its duties and responsibilities under this chapter. Board staff may conduct

administrative review of select design review applications further defined in adopted design standards.

2.14.050 Steilacoom Register of Historic Places. In 1975 the Steilacoom Historic District was nominated to the National Register of Historic Places. The boundaries established for the National Register are also the boundaries that are used to define the local, Steilacoom Historic District. A map detailing the Steilacoom Historic District boundaries and a list of contributing properties in the district are in subsection C and D.

A. Criteria for Determining Designation in the Register

Any building, structure, site, object, or district may be designated for inclusion in the Steilacoom Register of Historic Places if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least 50 years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories.

1. Associated with events that have made a significant contribution to the broad patterns of national, state, or local history.
2. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction.
3. Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art.
4. Exemplifies or reflects special elements of the Town's cultural, special, economic, political, aesthetic, engineering, or architectural history.
5. Is associated with the lives of persons significant in national, state, or local history.
6. Has yielded or may be likely to yield important archaeological information related to history or prehistory.
7. 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. A birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person.
9. A cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns.
10. A reconstructed building that has been executed in a historically accurate manner on the original site.
11. 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.

B. Process for Designating Properties or Districts to the Steilacoom Register of Historic Places

1. Any person may nominate a building, structure, site, object, or district for inclusion in the Steilacoom Register of Historic Places. Members of the Historic Preservation and Review Board or the Board as a whole may generate nominations.
2. In the case of individual properties, the designation shall include the UTM reference and all features—interior and exterior—and outbuildings that contribute to its designation.
3. In the case of districts, the designation shall include description of the boundaries of the district; the characteristics of the district which justifies its designation; and a list of all properties including features, structures, sites, and objects which contribute to

the designation of the district. District nominations will also include a map of the proposed district.

4. The Historic Preservation Board shall consider the merits of the nomination, according to the criteria in Section 2.14.050.A and according to the nomination review procedure established in bylaws, at a public meeting. Adequate notice will be given to the public, the owner(s) and the authors of the nomination, if different, and lessees, if any, of the subject property prior to the public meeting according to standards for public meetings established in bylaws and in compliance with Chapter 42.30 RCW, Open Public Meetings Act. Such notice shall include publication in a newspaper of general circulation in Steilacoom, and posting of the property. If the Board finds that the nominated property is eligible for the Steilacoom Register, the Board shall make recommendation to the Town Council that the property be listed in the register with the owner's written consent.

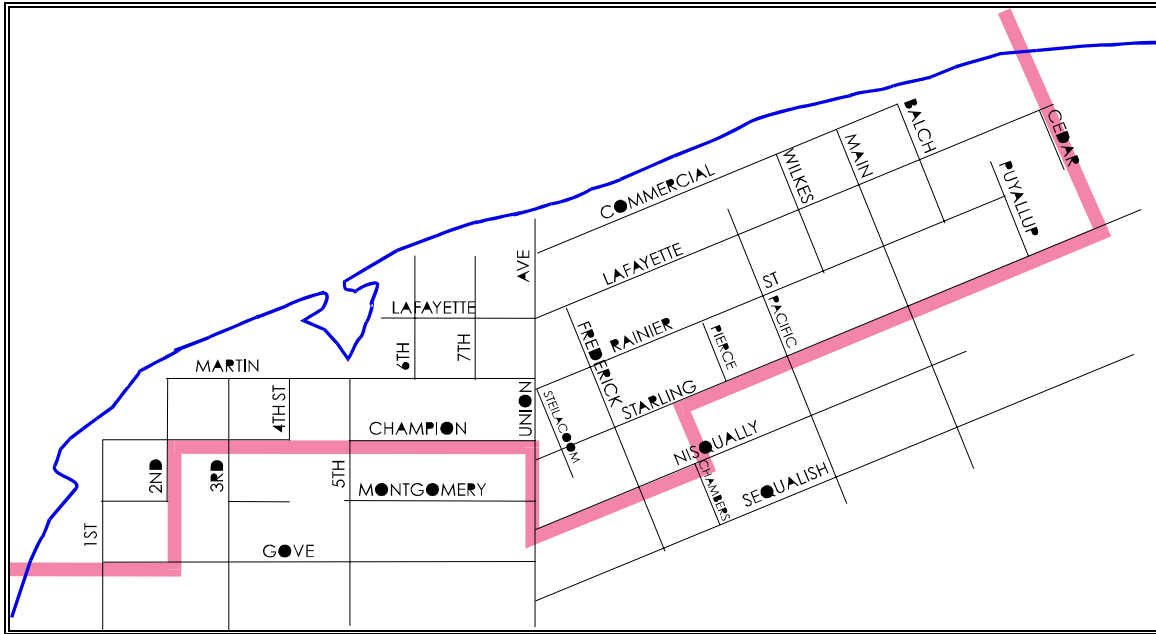
In the case of future historic districts, the Board shall consider a simple majority to be adequate for owner consent. Owner consent and notification procedures in the case of districts shall be further defined in bylaws. The public, property owner(s) and the authors of the nomination, if different, and lessees, if any, shall be notified of the listing. Town Council will pass a resolution for each new district and individual property placed on the Steilacoom Register.

C. Registered Districts

Steilacoom Historic District

The Steilacoom Historic District is the area encompassed within the following area: Blocks 1-6 inclusive, Blocks 9-15 inclusive, Blocks 33-36 inclusive, Blocks 38-47 inclusive, Blocks 49-57 inclusive; and Blocks 60 and 61 in Balch's Part of Steilacoom, and Blocks 1-20 inclusive and Blocks 27-30 inclusive in Chapman's Part of Steilacoom.

The District's boundary is the center line of the following streets: Cedar Street from Puget Sound to the intersection with Starling Street; Starling Street from Cedar Street to the Chambers Street right-of-way; the Chambers Street right-of-way from Starling Street to Nisqually Street; Nisqually Street from Chambers Street to Union Avenue; Union Avenue from Nisqually Street to Champion Street; Champion Street from Union Avenue to 2nd Street, 2nd Street from Champion Street to Gove Street; and Gove Street from 2nd Street to Puget Sound. Properties on the interior of the above described area are within the district, properties on the exterior are not.



List of contributing properties:

BALCH'S PART OF STEILACOOM

COMMERCIAL STREET

1. 1810 Commercial Street (Clendenin Cottage)
2. 1802 Commercial Street (Philip Keach House)
3. 1706 Commercial Street (Captain Webster House)
4. 1702 Commercial Street (E.R. Rogers)
5. 1514 Commercial Street
6. Burlington Northern Railroad Station
7. Railroad corridor along the historic district boundary

LAFAYETTE STREET

1. 2002 Lafayette Street
2. 1606 Lafayette Street (Steilacoom Grocery)
3. 1514 Lafayette Street (Gardiner House)
4. 1510 Lafayette Street (Rigney House)
5. 1314 Lafayette Street
6. 1214 Lafayette Street (Annis House)
7. 1511 Lafayette Street
8. 1515 Lafayette Street (Oberlin Congregational Church-Steilacoom Tribal Center)
9. 1607 Lafayette Street (Barbershop)
10. 1615 Lafayette Street (Bair Drug & Hardware)
11. 1717 Lafayette Street (Town Hall)
12. 1803 Lafayette Street (Gimel's Tavern)
13. 1915 Lafayette Street (Masonic Lodge)
14. 2007 Lafayette Street

RAINIER STREET

1. 1811 Rainier Street (Nathaniel Orr Home & Orchard)
2. 1511 Rainier Street
3. 1507 Rainier Street
4. 1203 Rainier Street (Espresso By the Bay & She Sells Seashells)

5. 1202 Rainier Street (Steilacoom Deli & Pub)
6. 1302 Rainier Street, (Barlow House)
7. 1306 Rainier Street (Summer Cottage)
8. 1502 Rainier Street
9. 1514 Rainier Street (Eisenbeis House)
10. 1614 Rainier Street (Albert Balch House)
11. 1706 Rainier Street

STARLING STREET

1. 1115 Starling Street (Henly House)
2. 1302 Starling Street (Albert Whyte House)
3. 1307 Starling Street (Captain Henly House)
4. 1903 Starling Street

NISQUALLY STREET

1. 1315 Nisqually Street (Packard_House)

PUYALLUP STREET

1. 211 Puyallup Street (Miles West Home)

MAIN STREET

1. Outbuilding, 207 Main Street
2. 307 Main Street
3. 306 Main Street (Hughes House)
4. 308 Main Street (Hughes House)

PIERCE STREET

1. 302 Pierce Street (Shaeffer House)

FREDERICK STREET

1. 105 Frederick Street (Bradley House)
2. 214 Frederick Street

STEILACOOM STREET

1. 311 Steilacoom Street
2. 315 Steilacoom Street

CHAPMAN'S PART OF STEILACOOM

LAFAYETTE STREET

1. 706 Lafayette Street (Appleby House)
2. 702 Lafayette Street (Captain Black House)
3. 607 Lafayette Street (Captain Bartlett House)
4. 506 Lafayette Street

MARTIN STREET

1. 603 Martin Street (Barclay House)
2. 611 Martin Street
3. 612 Martin Street
4. 614 Martin Street
5. 615 Martin Street (includes both homes - the hipped roof house facing Martin and the gable ell house facing Seventh Street).
6. 514 Martin Street (Armbruster House)
7. 403 Martin Street
8. 311 Martin Street (Frerick House)
9. 211 Martin Street

MONTGOMERY STREET

1. 102 Montgomery Street (Barber House)

SIXTH STREET

1. 114 Sixth Street
2. 202 Sixth Street (Merrill House)

THIRD STREET

1. 214 Third Street
2. 210 Third Street

SECOND STREET

1. 300 Second Street (McCutcheon House)

FIRST STREET

1. 510 First Street
2. 505 First Street

UNION AVENUE

1. 415 Union Avenue (Old Independent Church)

D. Properties Listed Individually on the Steilacoom Register of Historic

Places:

The Catholic Church of Immaculate Conception

E. Maintaining the Steilacoom Register of Historic Places

The process for maintaining the Steilacoom Register of Historic Places shall be adopted in the rules and procedures set forth in PRB Bylaws. Any addition to or subtraction from the register requires Town Council action.

F. Removal of Properties from the Steilacoom Register of Historic Places

An owner may request removal of the property from the Steilacoom Register of Historic Places if individually listed within the Steilacoom Municipal Code. Properties may be removed from the register if they no longer meet the criteria for placement on the register. The Preservation and Review Board will review the request and make a recommendation to the Town Council. Properties located within the Historic District would still be subject to the Preservation and Review Board review; however, their status from contributing to non-contributing may be changed by Town Council action.

In the event that any property is no longer deemed appropriate for designation to the Steilacoom Register of Historic Places, the PRB may initiate removal by following the same procedure as provided for listing. Appeals of any decision regarding removal of a property from the Steilacoom Register of Historic Places are appealed to the Town Council. A property may be removed from the Steilacoom Register of Historic Places without the owner's consent.

G. Effects of Listing on the Register

1. Listing on the Steilacoom Register is an honorary designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as contributing properties to an historic district.

2. Prior to the commencement of any work on a property listed on the Steilacoom Register of Historic Places, excluding ordinary repair and maintenance and emergency measures defined in Section 2.14.060, the owner must request and receive a Certificate of Appropriateness from the Board for the proposed work before obtaining a building permit. Violation of this rule shall be grounds for the Board to review the property for removal from the register.

3. Prior to whole or partial demolition of a property listed on the Steilacoom Register of Historic Places, the owner must request and receive a Certificate of Approval for Demolition.

4. All Properties listed on the Steilacoom Register of Historic Places may be eligible for Special Tax Valuation on their rehabilitation (Section 2.14.070).

2.14.060 Review of changes to Steilacoom Register of Historic Places properties.

A. Review Required

No person shall construct any new building or structure, or reconstruct, alter, restore, remodel, move, or demolish any existing resources on the Steilacoom Register of Historic Places or within an historic district on the Steilacoom Register of Historic Places, without review by the Board and without receipt of a Certificate of Appropriateness, or in the case of demolition, a Certificate of Approval for Demolition. Nor shall any person construct new or substantially modify commercial, multifamily, duplex, industrial building, quasi public, or public structures within the Town without review and receipt of a Certificate of Appropriateness before obtaining a building permit.

The review shall apply to all features of the property; interior and exterior that contribute to its designation and are listed on the nomination form including:

- a. Alterations to all resources including contributing and noncontributing within the Historic District and individually listed structures.
- b. New construction within Historic District .
- c. Demolition of individually listed historic properties and properties within the Historic District.

Applications for Review

Applications for proposals to be reviewed by the Board shall be filed with the Town Administrator. Applications may be filed at any time, however, in order to have the application reviewed for the current month's meeting, complete applications must be received fifteen (15) days in advance of the scheduled Historic Preservation and Review Board public hearing.

1. Every application proposing all new construction subject to review and/or modifications shall be accompanied by the following materials:

- a. Complete application form (available at the town administrative office). Information required on the form includes date of application, name of applicant, name of contractor or architect, address of subject property, address of applicant if different than subject property, address of contractor or architect, daytime telephone number of applicant and contractor or architect, written project description.
- b. Scaled plot plan, showing:
 - Proposed siting of building and location of any existing buildings adjacent to the property, and dimensions of building
 - Distances of proposed building from property line,
 - Location of driveway.
 - Property lines, names of adjacent streets and north arrow,
- c. Elevations, showing:
 - The design of the front, rear and sides including the style of windows and doors, and the type of exterior building materials for the building and roofing and all proposed trim. Elevations should be identified as front, rear and sides or by direction that the building is facing.
- d. Color chips of exterior colors, identified by manufacturer name and number.
- e. Sample of proposed roofing material, identified by manufacturer name and number.
- f. Landscaping plans:
 - Type, location and spacing of existing and proposed shrubs and trees,
 - Initial size of all proposed plant material,
 - Grading, cuts and fills and proper drainage,
 - Fencing including height, location and materials,

- Lighting and signs,
- g. Walks and terraces.
- h. For modifications to existing buildings, include photographs of the front facade of the building and photographs of the affected elevations.
- i. For projects being reviewed by the Historic Preservation and Review Board, the applicant must provide nine (9) copies of the proposal.

2. Applications for demolition include two parts. The first part of the application determines if the second part of review is required.

a. Part one of the application for all properties within the Historic District, both contributing and noncontributing, and all individually listed properties outside of the District consists of:

Complete application form for part 1 of Certificate of Approval for Demolition (forms located at the town administrative office). Information required on the form includes date of application, name of applicant, name of contractor or architect, address of subject property, address of applicant if different than subject property, address of contractor or architect, daytime telephone number of applicant and contractor or architect, narrative describing which criteria is met to allow for demolition according to criteria found in Section 2.14.060.D.4.

b. For properties identified as contributing to the Steilacoom Historic District and listed in SMC 2.14.050 C or individually listed on the Steilacoom-Register of Historic Places a completed part two of the application may be required, if the Board determines that the criteria to allow for demolition is not clearly met. Part two of the application for a Certificate of Approval for Demolition includes the following required information:

1. Where demolition of the building is sought due to unsafe conditions, the applicant shall supply a report from a Washington-licensed structural engineer knowledgeable in historic structures that substantiates that the building thereof is an unsafe structure to the public pursuant to the Washington State Historic Building Code.

2. Where demolition of the building is sought for reasons other than unsafe conditions, the applicant shall supply a report from a Washington-licensed structural engineer and/or a financial analyst or economist with demonstrated competence in the field and knowledge of historic structures or a qualified consultant knowledgeable in rehabilitation of historic properties demonstrating that maintenance of the building or structure or any important features thereof proposed for demolition will impose an economic hardship upon the owner, rendering it impractical to renovate, restore, or reuse the structure in comparison to the economic value of the proposed redevelopment. The report shall analyze the reasonable economic alternatives to demolition, including redevelopment for uses permitted by Town Codes, and an analysis showing whether the redeveloped property provides a reasonable economic return upon completion of reasonable renovation or repair activities. The report shall also contain the following information:

a. The current level of economic return including the amount paid for the property, date of purchase, party from whom purchased and the relationship between the current owner of record, the applicant and the person from whom the property was purchased;

b. The annual gross income from the property for the previous three years; itemized operating and maintenance expenses for the previous three years, and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;

c. Remaining balance on the mortgage or other financing secured by the property, real estate taxes paid on the property for the previous four years, and the most recent assessed value of the property;

- d. All appraisals obtained within the previous three years by the owner in connection with the purchase, financing or ownership of the property;
- e. Any listing of the property for sale or rent, price asked for and offers received, if any, within the previous two years;
- f. Fair market value of the property at the time of the application;
- g. Whether the remainder of the site is capable of economically viable development even if the structure is required to remain on site.
- h. Reason or justification for demolition (should include statements of why the property is not salvageable or why it cannot be maintained).
- i. Scaled architectural renderings, drawings, and plans of sufficient detail showing the replacement buildings or structure proposed to be built on the site upon completion of demolition work. Sufficient detail means detail to allow conceptual review. These plans will not be reviewed for construction and building permit as a part of the demolition application process.

When the owner of a property located outside of the Historic District and identified as eligible for placement on the Steilacoom Register of Historic Places applies for a demolition permit, he/she must observe a fourteen (14) day delay from the date of application to allow for Town staff to photo-document the property.

B. Exemptions

1. The following activities do not require a Certificate of Appropriateness or review by the Board:
 - a. Ordinary repair and maintenance—including painting, which does not involve a change in design or the outward appearance of the building.
 - b. Proposals for temporary emergency repairs using any materials or emergency repairs using like materials.
 - c. Proposals for new construction of single family structures outside a Steilacoom Historic District.
 - d. Proposals for interior modifications not visible from the outside of the building, so long as they are not identified as contributing to the designation of the property.
 - e. Proposals for any activity certified by the Building Inspector to be necessary to abate an unsafe or dangerous condition that will not adversely affect any character defining features.
 - f. Proposals to replace roofing meeting the requirements set forth in adopted design standards.

2. Review of Activities Exempt from Review by the Historic Preservation and Review Board:

- a. Staff Review Process: Staff shall have seven (7) working days to review an application for compliance with SMC 2.14 and adopted design standards. If staff finds the proposal does not comply, the applicant may request that the Historic Preservation and Review Board review the application for compliance at its next scheduled meeting. The Historic Preservation and Review Board will use the adopted design standards and Secretary of the Interior's Standards for the Treatment of Historic Properties to make their decision on the application.

C. Preservation and Review Design and Development Standards

1. The adopted design standards shall identify character defining features of the Town, and consider the history of the Town and shall include a statement of purpose and intent, and shall be consistent with the purposes of this chapter. The standards shall identify design characteristics which have either a positive or negative effect upon such character defining features_of the Town and shall specify the materials, colors,

form, massing, scale and other design related considerations which will be allowed, encouraged, limited or excluded from the Steilacoom Historic District and individually registered properties. If such design considerations are limited, the standards shall state either the reasons for such limitation or conditions under which such considerations will be permitted.

2. Procedures for changes to the adopted design standards. Upon recommendation from the PRB, the Town Administrator is authorized to make minor, non-substantial changes to the design standards without further Town Council approval or adoption, although such minor changes must still be forwarded to Town Council. Such changes shall be effective upon filing with the Town Clerk. Significant or substantive changes to the design standards require approval by the Town Council and are only effective upon such approval.

3. In the Design Standards adopted by the Town Council, Chapters 1, 2, 3, 4, 5, 6, 7, 8, and 10 specifically apply to those properties listed in Section 2.14.050. All other properties, although encouraged and recommended to follow these chapters, are subject to the standards outlined in Chapters 1,2,3,4, 8, 9 and 10.

4. Where the provisions of the Design Standards conflict with the Steilacoom Municipal Code, the Steilacoom Municipal Code will prevail.

D. Review Process

All Certificates for Appropriateness will expire if action is not taken on the project within two years from the date of issuance. The applicant may request a maximum, non-renewable, extension of one additional year.

1. Requests for Review and Issuance of a Certificate of Appropriateness

The Building Inspector shall report any application for a permit to work on a property listed on the Steilacoom Register of Historic Places property or in a Steilacoom Register historic district to the Board. If the activity is not exempt from review, the Board or professional staff shall notify the applicant of the review requirements. The Building Inspector shall not issue any such permit until a Certificate of Appropriateness is received from the Board but shall work with the Board in considering building and Fire Code requirements based upon Washington State's Historic Building Code.

2. Board Review

The owner or his/her agent (architect, contractor, lessee, etc.) shall apply to the Board for a review of proposed changes on a Steilacoom Register of Historic Places property or within a Steilacoom Register Historic District and request a Certificate of Appropriateness or, in the case of demolition, a Certificate of Approval for Demolition. Each application for review of proposed changes shall be accompanied by such information as is required by the Board for the proper review of the proposed project, Section 2.14.060.a. 2. The Board shall hold a public meeting to consider the proposed work according to the adopted Preservation and Review Design and Development Standards. Notice of public hearings shall be given according to SMC Title 14. The Board shall complete its review and make its recommendations within sixty (60) calendar days from the date of the Board meeting where the application was first scheduled to be heard by the Board, unless delay is agreed upon by all parties or unless the applicant requested a delay in the review of his/her application. If the Board determines the need for more information, the Board shall request the applicant to provide the information in a timely manner. The Board shall make a its decision within 120 calendar days from the Board meeting date where the application was first scheduled to be heard by the Board unless the applicant requested a delay in the review of his/her application.

a. As part of this deliberation, the PRB shall review the proposed work, using information from a site visit and/or application materials, comparing this information with the design review criteria. The design review criteria for Steilacoom shall be those as

outlined in The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the adopted design standards for the Town of Steilacoom. If the alterations meet the design standards, a Certificate of Appropriateness is issued.

b. If the alterations fail to meet the design standards, the Certificate of Appropriateness is not issued and the recommendation is against the building inspector issuing the permit.

c. If the alterations would meet the design standards with modification, the Certificate of Appropriateness is issued with conditions.

The Board's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. If the owner agrees to the Board's recommendations, a Certificate of Appropriateness shall be awarded by the Board.

1. If the owner agrees in writing to comply with the PRB's recommendations and Conditions of Issuance, he/she receives a Certificate of Appropriateness.

2. If the owner disagrees with the recommendation, he/she can drop the case and reapply with modifications. The applicant should be encouraged to reapply to the Board with modified plans.

3. The owner may appeal the decision of the PRB to the Town Council as provided for in SMC Title 14.

The Board's recommendations and, if awarded, the Certificate of Appropriateness shall be transmitted to the Building Inspector. If a Certificate of Appropriateness is awarded, the building or Zoning Official may then issue the permit.

3. Administrative Review

Certain activities may be exempt from review by the Board and may be administratively reviewed by the Historic Preservation Officer including: proposals for interior modifications not visible from the outside of the building unless modifications will affect character-defining features listed in the register nomination, proposals to perform ordinary repair or maintenance of exterior architectural features of any buildings which do not involve a change in design or the outward appearance, proposals for emergency repairs, proposals for any activity certified by the building inspector to be necessary to abate an unsafe or dangerous condition.

Administrative review process shall follow procedure set forth in Section 2.14.060.B.2 and meet requirements of adopted Preservation and Review Design and Development Standards.

4. Demolition

A Certificate of Approval for Demolition is required before a permit may be issued to allow whole or partial demolition of a designated property listed in the Steilacoom Register of Historic Places or a property located in a Steilacoom Register historic district. The owner or his/her agent shall apply to the Board for a review of the proposed demolition and request a Certificate of Approval for Demolition following requirements in this Section.

For demolition of an historic property which is listed on the Steilacoom Register of Historic Places, the applicant shall meet with the Board in an attempt to find alternatives to demolition. If no alternative to demolition has been agreed to, the Board shall review the application for a certificate of approval for demolition, act and advise the official in charge of issuing a demolition permit of the approval or denial of the Certificate of Approval for Demolition.

Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. After the property is demolished, the Board shall initiate removal of the property from the register.

Criteria for approval of Certificate of Approval for Demolition

An application for demolition of a building or structure regulated under this chapter shall be approved if the application is based on the building being an imminent threat (as defined in subsection c) or meets the following criteria:

a. Removal would not be detrimental to the historic character of the Historic District, based on criteria set forth in subsection (d),

b. If removal would be detrimental to the historic character of the Historic District, then the application shall be denied unless:

i. The denial or partial denial will deprive the owner of reasonable economic use of the property;

ii. The building, structure, or portion thereof to be removed cannot be adapted for any other use, whether by the owner or by a purchaser, which would result in a reasonable economic return;

iii. There is no viable or reasonable alternative which would have less impact; or

iv. The structure is so deteriorated, and there is so little historic fabric, that it would be impossible to retain the historic, cultural, and architectural significance of the structure through rehabilitation or renovation.

c. "Imminent threat" means the building, structure, or portion thereof to be removed constitutes a documented major and imminent threat or immediate danger to the public's health and safety, or likely to partially or totally collapse and thereby injure persons or damage property, and said demolition or removal is the only reasonable way to alleviate said threat.

d. The removal of a structure will be determined detrimental to the historic and architectural character of the Historic District if the structure is at least 50 years old, meets three or more of the following criteria or is less than 50 years old and meets at least five of the following criteria:

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

ii. embodies distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;

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

iv. Exemplifies or reflects special elements of the town's cultural, special, economic, political, aesthetic, engineering, or architectural history;

v. Is associated with lives of persons significant in national, state or local history;

vi. It is the only remaining, or one of the few remaining structures of a particular style, building type, design, material or method of construction;

vii. It is a conspicuous visual landmark in the community;

viii. It is an important or critical element in establishing or contributing to the continuity or character of the street, district, or town.

e. The owner has the burden of proof to establish by clear and convincing evidence necessary for the findings.

f. If application of the criteria results in a denial, but the proposed action is necessary to correct an unsafe or dangerous condition on the property, then the building

inspector with the concurrence of the Historic Preservation Officer may issue a permit strictly limited to correcting emergency conditions.

g. No building which has been designated as non-contributing in the historic district shall be demolished without prior approval of the Board. The Board shall approve a proposal upon determining that demolition will not be detrimental to the historic or architectural character of the Town. If the Board determines that demolition will be detrimental to the historic or architectural character of the Town, the Board shall issue an order directing that demolition be postponed for a period fixed by the Board but not exceeding sixty (60) calendar days from the date of the Board meeting where the application was first scheduled to be heard by the Board, unless delay is agreed upon by all parties or the applicant requests in delay in review of the application for demolition

During the period of postponement, the Board shall consult with interested persons, agencies or organizations to ascertain what may be done by the Town or by any agency, organization or individual to preserve the building. If no means are found to preserve it, the Board shall, at the conclusion of the postponement period, approve the demolition permit. During the period of postponement, the applicant shall allow staff to photo-document the property.

If a property is demolished without a Certificate of Approval for Demolition, the Town will levy a monetary penalty in the amount of 50% of the most recent assessed valuation as determined by the Pierce County Assessor of the land and demolished structure. Additionally, any proposed new initial construction will be required to be built within the original footprint of the demolished structure. This construction will be reviewed based upon the adopted Design Standards for "infill construction." Any future modifications, however, will be held to the Design Standards for historic structures regardless of parcel ownership.

5. Demolition by Neglect

The intent of this section is to prevent the situation where a building is intentionally allowed to become unsafe.

A property owner shall not permit a structure to deteriorate so badly that it produces a "detrimental effect" on a historic district or landmark.

a. Neither the owner of nor the person in charge of a contributing structure as identified on the Steilacoom Register of Historic Places shall allow such property to fall into a state of disrepair which may result in the deterioration of any exterior appurtenance or architectural feature so as to produce or tend to produce a detrimental effect upon the character of a major architectural design district or the life and character of a contributing structure. Examples of the type of disrepair prohibited include, but are not limited to:

1. The deterioration of exterior walls or other vertical supports;
2. The deterioration of roofs or other horizontal members;
3. The deterioration of exterior chimneys;
4. The deterioration or crumbling of exterior plasters or mortar;
5. The ineffective waterproofing of exterior walls, roofs and foundations, including broken windows or doors;
6. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.

(b) The Historic Preservation Officer shall give notice by certified or registered mail of specific instances of failure to maintain or repair. The owner or person in charge of such structure or property shall have sixty (60) days to remedy such violation; provided that the Historic Preservation Officer, upon request, may allow an extension of up to sixty (60) days to remedy such violations. Thereafter, each day during which there exists any violation of this section shall constitute a separate violation and shall be punish-

able as provided in this chapter of the Steilacoom Municipal Code.

Economic hardship can be claimed if the repairs necessary for the house would amount to more than value of the building or the property owner is eligible for or currently on public assistance. Staff will review the claim to determine if economic hardship applies.

6. Penalties for Non-Compliance

A person not complying with the provisions of subsection 5 of this section is subject to a daily fine of \$250 for each day of noncompliance. If no compliance has occurred at the end of 120 days of penalties, the Town is authorized to perform the work to stop the deterioration and to place a lien on the property for the cost of the work performed along with any associated administrative or legal fee costs.

7. Relocation

A decision by the PRB approving or denying a Certificate of Appropriateness for the relocation of a building, structure, or object shall be guided by:

- The historic character and aesthetic interest the building, structure or object contributes to its present setting
- Whether there are definite plans for the area to be vacated and what the effect of those plans on the character of the surrounding area will be
- Whether the building, structure or object can be moved without significant damage to its physical integrity
- Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure, site or object
- Whether the building, structure or object will remain within Town of Steilacoom limits.

8. Appeal of Approval or Denial of a Certificate of Approval for Demolition.

Appeal process is available in SMC Title 14.

2.14.065 Review of changes to Properties Outside of the Historic District

A. Duplexes

No side-by-side mirror image duplex designs shall be permitted.

B. New Construction and Substantial Alterations of Multifamily Residences Outside the Historic District:

Areas outside the historic district have continued the building traditions found in the district. The use of natural building materials and a respect for traditional design lends to the overall cohesiveness of the Town of Steilacoom.

1. Site Considerations:

a. Setbacks, lot coverage, and open space of the unit(s) shall conform to the requirements as described in SMC, Title 18.

b. For development with six (6) or fewer residential units, the units shall be connected to the public by locating the front doors on the street frontage.

c. For developments with seven (7) or more residential units, the buildings shall be clustered in such a manner that the development as a whole is connected to the public by a walkway from the building to the street right-of-way.

d. Parking lots shall be visually broken up by the use of landscape planters. No more than eight (8) angled or perpendicular parking stalls shall be allowed without a landscape break. The landscape break shall be at a minimum three (3) feet in width and a minimum length of ten (10) feet.

e. Parking stalls shall not be located or positioned to cause headlights to shine into windows of residential units.

f. Locate trash enclosures (dumpsters) and mechanical equipment away from the street frontage, and screen the trash enclosures and mechanical equipment by using substantial sight-obscuring landscaping which will achieve a height of 6 feet within three (3) years of planting, or by constructing an enclosure using building materials similar to and complementary to that of the primary building.

2. Design Considerations:

a. Multifamily residential development shall have a design form that echoes the residential, human scale of the Town of Steilacoom.

b. Building materials shall blend the building with existing buildings in the immediate vicinity of the project. Buildings shall utilize no more than two (2) primary visible wall materials (excluding foundation materials).

c. Choices of natural building materials are encouraged, and decisions regarding selection of building materials should take into account the neighboring buildings. It is encouraged that one of the building materials selected by the applicant be wood. Aluminum or vinyl siding is strongly discouraged.

d. Roofs shall be standard gable, gambrel, hip, or shed design with no more than (2) roofing configurations.

e. Design street facades with entries, windows, and or detailing. There should be no blank walls.

f. The design shall provide some form of individualized exterior living spaces.

g. Colors should be earth tones, whites, or subdued colors. Bright and brilliant colors shall be avoided.

3. Landscaping:

a. Select plant materials that are suitable for Steilacoom's climate zone, and provide a viable irrigation system.

b. Landscaping treatment shall be adapted to fit existing topography.

c. Plantings susceptible to pedestrian or motor vehicle damage shall be protected by appropriate devices.

d. Privacy for outdoor living areas through fencing or plantings shall be provided for.

e. Landscape lighting shall be consistent with other elements of design, and be harmonious in scale, color, and style. Light intensity shall be limited and back lighting is encouraged.

f. The placement and/or preservation of trees or shrubs in parkways or paved areas is encouraged.

C. New Construction and Substantial Alterations of Commercial Buildings Outside the Historic District:

There are not many examples of commercial architecture located outside the Steilacoom historic district. A notable example includes the gas station/mini-mart, designed to blend with the historic character of Steilacoom.

1. Site Considerations:

a. There are no requirements for the street setback, as described in SMC Title 18.

b. The building shall be connected to the public by locating the front door on the street frontage. It is also encouraged to provide a walkway connecting the building to the street right-of-way.

c. Parking lots shall be visually broken up by the use of landscape planters. No more than eight (8) angled or perpendicular-parking stalls shall be allowed without a landscaping break.

d. Locate trash enclosures (dumpsters) and mechanical equipment away from the street frontage, and screen the trash enclosure and mechanical equipment by using substantial sight obscuring landscaping which will achieve a height of 6 feet within three (3) years of planting, or by constructing an enclosure using building materials similar to and complementary to that of the primary building.

2. Design Considerations:

a. An applicant should not rely on the use of standardized “corporate or franchise” style buildings.

b. Commercial development shall have a design form that echoes the residential nature, and human scale of the Historic District.

c. Building materials shall blend the building with the existing buildings in the immediate vicinity. Buildings shall utilize no more than two (2) primary visible wall materials (excluding foundation materials).

d. Choices of natural building materials are encouraged, and decisions regarding selection of building materials should take into account the neighboring buildings. It is encouraged that one of the building materials selected by the applicant be wood. Aluminum or vinyl siding is strongly discouraged.

e. Roofs shall be standard gable, hip, gambrel, shed, or flat with stepped parapets.

f. The street facade shall be emphasized by a prominent front door and display window(s).

k. Colors should be earth tones, whites, or subdued colors. Bright and brilliant colors shall be avoided.

3. Landscaping:

a. Select plant materials that are suitable for Steilacoom's climate zone, and provide a viable irrigation system.

b. Landscaping treatment shall be adapted to fit existing topography.

c. Plantings susceptible to pedestrian or motor vehicle damage shall be protected by appropriate devices.

d. Privacy for outdoor living areas through fencing or plantings shall be provided for.

e. Landscape lighting shall be consistent with other elements of design, and be harmonious in scale, color, and style. Light intensity shall be limited and back lighting is encouraged.

f. The placement and/or preservation of trees or shrubs in parkways or paved areas is encouraged.

D. New Construction and Substantial Alterations of Public/Quasi Public Buildings Located Outside the Steilacoom Historic District.

1. Site Considerations:

a. Setbacks and lot coverage shall conform to the requirements as described in SMC Title 18.

b. The building shall be connected to the public by locating the front door on the street frontage. It is also encouraged to provide a walkway connecting the building to the street right-of-way.

c. Parking lots shall be visually broken up by the use of landscape planters. No more than eight (8) angled or perpendicular-parking stalls shall be

d. Locate trash enclosures (dumpsters) and mechanical equipment away from the street frontage, and screen the trash enclosures and mechanical equipment by using substantial sight obscuring landscaping which will achieve a height of 6 feet within

three (3) years of planting, or by constructing an enclosure using building materials similar to and complementary to that of the primary building.

2. Design Considerations:

a. Public/Quasi Public buildings shall have a design form that echoes the residential nature, and human scale of the Town of Steilacoom.

b. Building materials shall blend the building with the existing buildings in the immediate vicinity. Buildings shall utilize no more than two (2) primary visible wall materials (excluding foundation materials).

c. Choices of natural building materials are encouraged, and decisions regarding selection of building materials should take into account the neighboring buildings. It is encouraged that one of the building materials selected by the applicant be wood. Aluminum or vinyl siding is strongly discouraged.

d. Roofs shall be standard gable, hip, gambrel, shed, or flat with stepped parapets.

e. Colors should be earth tones, whites, or subdued colors. Bright and brilliant colors shall be avoided.

3. Landscaping:

a. Select plant materials that are suitable for Steilacoom's climate zone, and provide a viable irrigation system.

b. Landscaping treatment shall be adapted to fit existing topography.

c. Plantings susceptible to pedestrian or motor vehicle damage shall be protected by appropriate devices.

d. Privacy for outdoor living areas through fencing or plantings shall be provided for.

e. Landscape lighting shall be consistent with other elements of design, and be harmonious in scale, color, and style. Light intensity shall be limited and back lighting is encouraged.

f. The placement and/or preservation of trees or shrubs in parkways or paved areas is encouraged.

E. New Construction and Modifications to Industrial Buildings.

1. Site and Design Considerations:

a. A landscape break shall be used as a visual buffer from the street right-of-way to the parking lot.

b. Locate trash enclosures (dumpsters) and mechanical equipment away from the street frontage, and screen the trash enclosures and mechanical equipment by using substantial sight obscuring landscaping which will achieve a height of 6 feet within three (3) years of planting, or by constructing an enclosure using building materials similar to and complementary to that of the primary building.

c. Colors should be earth tones, whites, or subdued colors. Bright and brilliant colors shall be avoided.

2. Landscaping:

a. Select plant materials that are suitable for Steilacoom's climate zone, and provide a viable irrigation system.

b. Landscaping treatment shall be adapted to fit existing topography.

c. Plantings susceptible to pedestrian or motor vehicle damage shall be protected by appropriate devices.

d. Privacy for outdoor living areas through fencing or plantings shall be provided for.

e. Landscape lighting shall be consistent with other elements of design, and be harmonious in scale, color, and style. Light intensity shall be limited and back lighting is encouraged.

f. The placement and/or preservation of trees or shrubs in parkways or paved areas is encouraged.

2.14.070 Review and monitoring of properties for special property tax valuation. 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 Steilacoom Register of Historic Places or properties within the Steilacoom Historic District are eligible for special valuation.

A. Time Lines

1. Applications shall be forwarded to the Board by the assessor within 10 calendar days of filing.

2. Applications shall be reviewed by the Board before December 31 of the calendar year in which the application is made.

3. Board decisions regarding the applications shall be certified in writing and filed with the County Assessor within 10 calendar days of issuance.

4. Applications shall include work performed within a 24 consecutive month period and shall be submitted at any time but no later than October 1st to for valuation to be processed the year of application.

B. Procedure

1. The County Assessor forwards the application(s) to the Board.

2. The Board reviews the application(s), consistent with its rules of procedure, outlined in the bylaws, and determines if the application(s) are complete and if the properties meet the criteria set forth in WAC 254-20-070(1) and listed in Section 2.14.070.C.

a. If the Board finds the properties meet all the criteria, then, on behalf of the Town of Steilacoom, the Town Council authorizes the Mayor on behalf of the Town to enter into an Historic Preservation Special Valuation Agreement (set forth in WAC 254-20-120 and in Section 2.14.070) with the owner. Upon execution of the agreement between the owner and Board, the Board approves the application(s).

b. If the Board determines the properties do not meet all the criteria, then it shall deny the application(s).

3. The Board certifies its decisions in writing and states the facts upon which the approvals or denials are based and files copies of the certifications with the County Assessor.

4. For approved applications:

a. The Board forwards copies of the agreements, applications, and supporting documentation (as required by WAC 254-20-090 (4) and identified in Section 2.14.070) to the County Assessor,

b. Notifies the State Review Board that the properties have been approved for special valuation, and

c. Monitors the properties for continued compliance with the agreements throughout the 10-year special valuation period.

5. The Board determines, in a manner consistent with its bylaws, whether or not properties are disqualified from special valuation either because of

- a. The owner's failure to comply with the terms of the agreement or
- b. Because of a loss of historic value resulting from physical changes to the building or site.

6. For disqualified properties, in the event that the Board concludes that a property is no longer qualified for special valuation, the Board shall notify the owner, County Assessor, and State Review Board in writing and state the facts supporting its findings.

C. Criteria

1. Historic Property Criteria:

The class of historic property eligible to apply for Special Valuation in Steilacoom means all properties listed on the National Register of Historic Places or certified as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW, The class of property eligible to apply for Special Valuation in Steilacoom means all properties listed on the Steilacoom and National Register of Historic Places or properties certified as contributing to a Steilacoom and National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.

2. Application Criteria:

Complete applications shall consist of the following documentation:

- a. A legal description of the historic property,
- b. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation,
- c. Architectural plans or other legible drawings depicting the completed rehabilitation work, and
- d. A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed and documentation of both to be made available to the Board upon request, and
- e. For properties located within historic districts, in addition to the standard application documentation, a statement from the secretary of the interior or appropriate local official, as specified in local administrative rules or by the local government, indicating the property is a certified historic structure is required.

3. Property Review Criteria:

In its review the Board shall determine if the properties meet all the following criteria:

- a. The property is historic property;
- b. The property is included within a class of historic property determined eligible for Special Valuation by the Town of Steilacoom under Section 2.14.070;
- c. The property has been rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) (and identified in Section 2.14.070) within twenty-four months prior to the date of application; and
- d. The property has not been altered in any way which adversely affects those elements which qualify it as historically significant as determined by applying the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties (WAC 254-20-100(1) and listed in Section 2.14.070).

4. Rehabilitation and Maintenance Criteria:

The Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties in WAC 254-20-100 shall be used by the Board as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

D. Agreement:

The historic preservation special valuation agreement in WAC 254-20-120 shall be used by the Board as the minimum agreement necessary to comply with the requirements of RCW 84.26.050(2).

E. Appeals:

Any decision of the Board acting on any application for classification as historic property, eligible for special valuation, may be appealed to Superior Court under Chapter 34.04.130 RCW in addition to any other remedy of law. Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the County Board of Equalization

Section 2. Repeal. Ordinance No. 1233, passed June 2, 1998 and Ordinance No. 1236, passed June 2, 1998, are hereby repealed.

Section 3. Effective date. This ordinance, being an exercise of a power specifically delegated to the Town Council, is not subject to referendum, and shall take effect upon passage and publication of an approved summary thereof consisting of the title.

Passed by the Town Council of the Town of Steilacoom, the 19th day of April, 2005

Approved by the Mayor of the Town of Steilacoom, the 19th day of April, 2005

APPROVED:

MAYOR, Ron Lucas

ATTEST:

CLERK-TREASURER, Susan Wilson

APPROVED AS TO FORM:

TOWN ATTORNEY, Lawrence E. Hoffman

Filed with the Town Clerk: April 1, 2005
Passed by the Town Council: April 19, 2005
Published: April 22, 2005
Effective Date: April 22, 2005