

ISSAQUAH MUNICIPAL CODE

18.20.050 Certificate of Appropriateness procedure.

A. At any time after a designation report and notice has been filed with the Director and for a period of six (6) months after notice of a preliminary determination of significance has been mailed to the owner and filed with the director, a Certificate of Appropriateness must be obtained from the Commission before any alterations may be made to the significant features of the landmark identified in the preliminary determination report or thereafter in the designation report. The designation report shall supersede the preliminary determination report. This requirement shall apply whether or not the proposed alteration also requires a Building Permit or other permit.

B. Ordinary repairs and maintenance which do not alter the appearance of a significant feature and do not utilize substitute materials do not require a Certificate of Appropriateness. Repairs to or replacement of utility systems do not require a Certificate of Appropriateness; provided, that such work does not alter an exterior significant feature.

C. There shall be three (3) types of certificates of appropriateness, as follows:

1. Type I, for restorations and major repairs which utilize in-kind materials.
2. Type II, for alterations in appearance, replacement of historic materials and new construction.
3. Type III, for demolition and moving of buildings and structures, and excavation of archaeological sites.
 - a. In addition, the Commission shall establish and adopt an appeals process concerning Type I decisions made by the Historic Preservation Officer with respect to the applications for Certificates of Appropriateness.
 - b. The Historic Preservation Officer may approve Type I Certificates of Appropriateness administratively without public hearing, subject to procedures adopted by the Commission. Alternatively, the Historic Preservation Officer may refer applications for Type I Certificates of Appropriateness to the Commission for decision. The Commission shall adopt an appeals procedure concerning Type I decisions made by the Historic Preservation Officer.

Type II and III Certificates of Appropriateness shall be decided by the Commission and the following general procedures shall apply to such Commission actions:

- (1) Application for a Certificate of Appropriateness shall be made by filing an application for such certificate with the Historic Preservation Officer on forms provided by the Commission, available at the City Permit Center.
- (2) If an application is made to the Director for a permit for any action which affects a landmark, the Director shall promptly refer such application to the Historic Preservation Officer, and such application shall be deemed an application for a Certificate of Appropriateness if accompanied by the additional information required to apply for such certificate. The Director may continue to process such permit application, but shall not issue any such permit until the time has expired for filing with the Director the notice of denial of a Certificate of Appropriateness or a Certificate of Appropriateness has been issued pursuant to this chapter.
- (3) After the Commission has commenced proceedings for the consideration of any application for a Certificate of Appropriateness by giving notice of a hearing pursuant to IMC [18.20.030\(C\)](#), no other application for the same or a similar alteration may be made until such proceedings and all administrative appeals therefrom pursuant to this chapter have been concluded.
- (4) Within forty-five (45) calendar days after the filing of an application for a Certificate of Appropriateness with the Commission or the referral of an application to the Commission by the Director except those decided administratively by the Historic Preservation Officer pursuant to subsection (C)(3)(b) of this section, the Commission shall hold a public hearing thereon. The Historic Preservation Officer shall mail notice of the hearing to the owner, the applicant, if the applicant is not the owner, and parties of record at the designation proceedings, not less than ten (10) calendar days before the date of the hearing. No hearing shall be required if the Commission, the owner and the applicant, if the applicant is not the owner, agree in writing to a stipulated certificate approving the requested alterations thereof. This agreement shall be ratified by the Commission in a public meeting and reflected in the Commission meeting minutes. If the Commission grants a Certificate of

Appropriateness, such certificate shall be issued forthwith and the Historic Preservation Officer shall promptly file a copy of such certificate with the Director.

(5) If the Commission denies the application for a Certificate of Appropriateness, in whole or in part, it shall so notify the owner, the person submitting the application, the Director and interested persons of record setting forth the reasons why approval of the application is not warranted.

D. The Commission shall adopt such other supplementary procedures consistent with Chapter 18.03 IMC, Administration, as it determines are required to carry out the intent of this section. (Ord. 2319 § 1, 2001).