

CITY OF ISSAQUAH LANDMARK NOMINATION, DESIGNATION & COA PROCESS

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CITY OF
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WASHINGTON

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NOMINATION PROCESS

Anyone may nominate a building, site, object, structure, or district for consideration as a City of Issaquah Landmark. The following steps are required to complete the nomination process:

1. A standard registration form (available upon request from the King County Historic Preservation Program) must be completed and filed with the King County Historic Preservation Officer (HPO). Submitted nominations are reviewed by the HPO for completeness before being submitted to the Issaquah Landmarks Commission (Landmarks Commission) for formal consideration.
2. The HPO will schedule a public hearing before the Landmarks Commission in order to consider the nomination. The applicant, the owner, and any parties of interest are notified in writing of the meeting date at least 30 days, but not more than 45 days, before the meeting.

DESIGNATION PROCESS

At the public hearing, the Landmarks Commission receives evidence and hears arguments as to whether or not the nominated property meets the criteria for designation.

In order to be designated, a building, site, structure, object, or district must:

1. Be more than 40 years old;
2. Possess integrity of location, design, setting, materials, workmanship, feeling, or association; or any combination of the foregoing aspects of integrity, sufficient to convey its historic character, and:

Must meet one or more of the following designation criteria:

1. Be associated with events that have made a significant contribution to the broad patterns of national, state, or local history; or
2. Be associated with the life of a person or persons significant in national, state, or local history; or

3. Embody the distinctive characteristics of a type, period, style or method of design or construction, or represent a significant and distinguishable entity whose components may lack individual distinction; or
4. Yield or be likely to yield information important in prehistory or history; or
5. Be an outstanding work of a designer or builder who has made a substantial contribution to the art.

If the Landmarks Commission determines that the property meets one or more of the designation criteria, it then identifies what elements of the property will be subject to formal design review. These elements, called “features of significance”, typically include the exterior of the property if it is a building and the parcel on which it is sited. In some cases, if significant historic interior features are present, then specific interior space and/or features may also be included in the designation decision.

If a property is designated, the design review requirements go into effect immediately, and the property owner becomes eligible to apply for various incentive programs. If the Landmarks Commission decides that the property does not possess sufficient integrity or does not meet one of the designation criteria, the designation process is terminated.

A designation report, which articulates the Commission’s findings and decision, is issued within 14 calendar days of the public meeting at which a designation decision is made. The designation report is filed with the County Recorder, property owner, applicant, City Planning Department and all other parties of record.

CERTIFICATE OF APPROPRIATENESS (COA) PROCESS

Once a property has been designated as a City Landmark, it is subject to design review procedures when the property owner (or a building tenant) wishes to make significant changes to the designated features of significance or wants to move or demolish the entire landmark or portions of it. The Landmarks Commission uses *The Secretary of the Interior’s Standards for Rehabilitation*, (established historic preservation design guidelines) to guide its decision-making. The design review process is as follows:

1. An application for a Certificate of Appropriateness (COA) is filed with the HPO. The application describes the design proposal and anticipated changes. If the work is a preservation/restoration proposal, the application can be immediately reviewed and approved administratively by the HPO.
2. If the design proposal involves alterations (other than restoration work) to the designated features, a meeting is held with the applicant, his/her representatives, the HPO and the Design Review Committee, a sub-committee of Landmarks Commission.

3. If all of the above parties agree to the design proposal, a recommendation for approval of the anticipated work is then forwarded to the Landmarks Commission for ratification at its next regularly scheduled meeting. A Certificate of Appropriateness (COA) is issued within days and copies are provided to all parties of record and the local building official.
4. If all parties do not agree, a public hearing is scheduled by the Landmarks Commission within 30 days of receipt of the application. Notice of the public hearing is mailed at least ten days prior to the date of the hearing.
5. Upon formal review and approval of a project, the applicant will receive a certificate from the Historic Preservation Officer and/or the Landmarks Commission that clarifies the scope of the approved work.

The nomination, designation, COA process, and the appeal procedures are described in detail in Issaquah Municipal Code Chapter 18.20. All decisions of the Landmarks Commission may be appealed to the Issaquah Hearing Examiner within 35 days of notice of the decision.

FOR ADDITIONAL INFORMATION

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