

# Establishing Local Historic Districts

Providing historic property protection and development services to the City of Spokane and Spokane County since 1979



The mission of the preservation program is to identify and facilitate the preservation of significant properties over fifty years old, thereby recycling existing structures at a savings to the community and enhancing our quality of life.

## Establishing a Local Historic District in Spokane

### Prerequisites for Local Historic District:

- a. A recent historic survey, completed to Washington State standards.
- b. National Register district designation.
- c. Form a neighborhood historic district study committee of at least five property owners.

### Steps for Establishing a Local Historic District in Spokane:

1. Neighborhood historic district study committee ("Committee") meets with city staff to discuss process.
2. Committee completes initial tasks:
  - a. Conduct informational meetings with neighborhood.
  - b. Prepare educational material and promotional material for neighborhood (see examples in the City Preservation Office).
  - c. Conduct property owner opinion surveys to determine level of support, indicating names of at least 51% of owners (preferably 85%).
3. Committee meets with city staff to review results of committee's initial tasks.
4. Design guidelines are written for historic district, based on Secretary of Interior's Standards for

Rehabilitation and the particular architectural character of the neighborhood; typically prepared by a qualified architect.

5. Committee submits Local Historic District Nomination application (see example in the City Preservation Office) or hires a consultant to prepare the application:
  - Local Historic District nomination form
  - Property street address index
  - Map of contributing, non-contributing properties
  - Slide Photographs and Black & White Photographs
  - Management Agreements signed & notarized by over 51% of owners (recommend 85%)
  - Design guidelines
6. When city staff determines the application is complete, she schedules a public hearing before Landmarks Commission. Landmarks Commission conducts a public hearing and reviews the nomination.
7. City staff then takes recommendations of Landmarks Commission to City Council for review.
8. If the Local Historic District is approved by City Council, the Management Agreements will be filed with City Clerk's Office for each property that is approved.

9. All Local Historic District properties are eligible for a bronze plaque, which may be purchased from the city for \$110.

10. As a result of the designation, city staff monitors changes to the “contributing” properties, demolition of historic buildings, and new construction in the district. Property owners are then required to go through a design review process prior to receiving a building permit, to determine whether or not the proposed change meets the design guidelines created for the district.

11. A fee is charged to the property owner for the design review process, to offset the city’s cost for administering the program.

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### **Forms**

- [Spokane Register of Historic Places nomination](#)
- [National Register of Historic Places nomination](#)
- [Management Agreement](#)
- [Certificate of Appropriateness](#)

### **Other Informative Links**

- [Area Consultants](#)
- [House Research Guide](#)
- [Secretary of the Interior Guidelines](#)
- [Preservation Briefs](#)

### **Contact Information**

#### **Spokane City-County Historic Preservation Office**

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