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[Title 04](https://my.spokanecity.org/smc/?Title=04) Administrative Agencies and Procedures

[Chapter 04.35](https://my.spokanecity.org/smc/?Chapter=04.35) Landmarks Commission

[Section 04.35.010](https://my.spokanecity.org/smc/?Section=04.35.010) Findings and Purpose

1. Findings.  
   The City and Spokane County find that the establishment of a landmarks commission with specific duties to recognize, protect, enhance and preserve those buildings, districts, objects, sites and structures which serve as visible reminders of the historical, archaeological, architectural, educational and cultural heritage of the City and County is a public necessity.
2. Purpose.  
   The purpose of this chapter is to establish a city/county historic landmarks commission responsible for the stewardship of historic and architecturally significant properties in the City, unincorporated areas of the County, and, upon request, incorporated towns, in order to affect the recognition and preservation of such properties.

[Section 04.35.020](https://my.spokanecity.org/smc/?Section=04.35.020) Establishment – Membership

1. There is created the city/county historic landmarks commission (herein called the “commission”) consisting of eleven total members; nine members nominated by the mayor and appointed by the city council and two members appointed at large by the County board all who have demonstrated experience and/or interest in historic preservation. Seven members should have the following expertise:
   1. an architect who is registered in the state of Washington;
   2. a state-certified general real estate appraiser;
   3. two historians with appropriate degrees or equivalent experience;
   4. a professional archaeologist or anthropologist with appropriate degrees;
   5. an owner or managing agent in a fiduciary capacity of real estate in Spokane’s central business district; and
   6. an experienced preservation construction specialist.
2. The City appointments to the commission may include non-residents of the City.

[Section 04.35.030](https://my.spokanecity.org/smc/?Section=04.35.030) Terms – Appointment

The term of office is three years. No member will be deemed to have served one term if he/she resigns or is removed after appointment or if he/she serves an unexpired term of less than two years. All members hold their offices at the pleasure of the respective appointing authority. No member may serve more than two consecutive terms of three years, unless the appointing authority shall so designate.

[Section 04.35.040](https://my.spokanecity.org/smc/?Section=04.35.040) Compensation

All members of the commission shall serve without compensation.

[Section 04.35.050](https://my.spokanecity.org/smc/?Section=04.35.050) Rules and Regulations

1. The commission by rule prescribes the selection and function of officers, including at least a chair and vice chair. A quorum is seven members. Any action of the commission requires a majority vote. The commission uses Robert’s Rules of Order as the established rules for the conduct of its meetings and the transaction of business.
2. The commission through rules and regulations adopts standards to guide the various activities provided in [SMC 4.35.080](https://my.spokanecity.org/smc/?Section=17D.040.080).

[Section 04.35.060](https://my.spokanecity.org/smc/?Section=04.35.060) Funding

The City and the County shall by interlocal cooperative agreement provide, at a minimum, funds for an historic preservation officer and operational support.

[Section 04.35.070](https://my.spokanecity.org/smc/?Section=04.35.070) Commission Staff

The commission staff consists of the historic preservation officer and such ancillary staff as is available.

[Section 04.35.080](https://my.spokanecity.org/smc/?Section=04.35.080) Duties

The commission sets historic preservation policies for the City and County of Spokane.

1. The major responsibilities of the commission are to:
   1. identify and actively encourage the conservation of City and County historic resources;
   2. recommend the designation of historic landmarks and districts;
   3. raise community awareness of historic resources; and
   4. advise the council and board on matters of history, historic planning and preservation.
2. In carrying out these responsibilities the commission engages in, but is not limited to, the following activities:
   1. Registers of Historic Places.
      1. Submit nominations to the state and national registers of historic places.
      2. Review nominations to the Spokane register according to criteria in [SMC 17D.040.090](https://my.spokanecity.org/smc/?Section=17D.040.090).
      3. Initiate and maintain the Spokane register of historic places to encourage efforts by owners to maintain, rehabilitate and preserve properties. This official register compiles buildings, districts, objects, sites and structures identified by the commission as having historic significance worthy of recognition by the council or board
      4. Review proposals (as provided in [SMC 17D.040.200](https://my.spokanecity.org/smc/?Section=17D.040.200)) to construct, change, alter, modify, remodel, move, demolish and significantly affect properties or districts on the register.
      5. Review all applications for alterations to buildings on which the City or county owns a facade easement, and make recommendations to the appropriate building officials concerning the approval or denial of a permit. The building official does not issue a permit for any alteration to a building which is encumbered by a facade easement until the commission or its designee has made its recommendation. The building official’s decision may be appealed to the hearing examiner.
      6. Review all applications for the special permit under [SMC 11.19.270](https://my.spokanecity.org/smc/?Section=11.19.270) and make recommendations concerning the approval or denial of the special permit and suggest conditions, if appropriate, to the Spokane hearing examiner.
   2. Public Plans and Programs.
      1. Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the City and Spokane County and publicize and periodically update inventory results. Properties listed on the inventory are recorded on official zoning records but this designation does not change or modify the underlying zoning classification.
      2. Implement and maintain the City’s historic preservation plan, upon the direction of the city plan commission and council.
      3. Review and comment to the council or board on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of City or County government, other neighboring communities, the state or federal governments, as they relate to historic resources in Spokane and Spokane County
      4. Establish liaison support, communication and cooperation with federal, state and other local government entities which will further historic preservation objectives, including public education, within the City of Spokane and Spokane County.
   3. Tax Valuation.
      1. Serve as the local review board for special valuation of historic property in Spokane (Resolution 85-66, November 4, 1985), and:
         1. make determinations concerning the eligibility of historic properties for special valuation,
         2. verify that the improvements are consistent with the Washington State Advisory Council’s Standards for Rehabilitation and Maintenance,
         3. enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2),
         4. approve or deny applications for special valuation,
         5. monitor the property for continued compliance with the agreement and statutory eligibility requirements during the ten-year special valuation period, and
         6. adopt administrative rules and comply with all other local review board responsibilities identified in chapter 84.26 RCW.
   4. Public Education.
      1. Participate in, promote and conduct public informational, educational and interpretive programs pertaining to historic resources; and provide, by way of pamphlets, newsletters, workshops and similar activities, information to the public on methods of maintaining and rehabilitating historic properties.
      2. Be informed about and provide information to the public and city and county departments on the use of various federal, state, local and private funding sources available to promote historic resource preservation and other incentives for preservation of historic resources, including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties.
      3. 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.
   5. Historic Building Code Review.  
      With certification of the state historic preservation officer, the historic preservation officer/landmarks commission is the local government historic preservation program for reviewing qualified historic rehabilitation projects.
   6. Other.
      1. Provide for the review, either by the commission or its staff, of all applications for approvals, permits, environmental assessments or impact statements and other similar documents pertaining to identified historic resources or adjacent properties.
      2. Advise the council or board generally on matters of City of Spokane and Spokane County history and historic preservation.
      3. Conduct all commission meetings in compliance with chapter 42.30 RCW, the Open Public Meetings Act, to provide for adequate public participation.
      4. Perform other related functions assigned to it by the board or council.
      5. Provide historic preservation services pursuant to interlocal cooperation agreements entered into by the city council and county commissioners.

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