

AMENDMENT I: RULES AND PROCEDURES FOR THE DEVELOPMENT OF THE COWLITZ COUNTY HISTORIC INVENTORY

Under the provisions in Chapter No. 18.80; Cowlitz County Historic Preservation Ordinance; the Cowlitz County Historic Preservation Commission (CCHPC or Commission) is directed to conduct and maintain a comprehensive inventory of historic resources within the boundaries of Cowlitz County, known as the Cowlitz County Historic Inventory.

A. PROCEDURES FOR THE DEVELOPMENT OF THE COWLITZ COUNTY HISTORIC INVENTORY

The Historic Inventory is a non-binding, informal document, which is used as an information gathering tool. This tool will be developed as a preliminary assessment of the potentially historic, cultural, and archeological resources that may exist in the County.

- 1.** Members of the Cowlitz County Historic Preservation Commission shall, initiate the development of a Historic Inventory (Inventory) located within the boundaries of Cowlitz County. The Commission should, on a yearly basis, review the Inventory and decide if additions, amendments or repeals need to be made to the Inventory.
- 2.** The process for developing the Inventory shall follow five (5) main steps:
 - a.** Planning
 - b.** Recording
 - c.** Review
 - d.** Documentation
 - e.** Outreach

B. PROCEDURES FOR INVENTORY PLANNING

- 1.** The Cowlitz County Historic Preservation Commission should set objectives for the Historic Inventory:
 - a.** Purpose
 - b.** Goals
 - c.** Priorities
 - d.** Scope
 - i.** Budget
 - ii.** Geographic Area
 - iii.** Thematic Elements
 - iv.** Coordination and Management
 - a.** Outline a team that will be leading the effort. This may be comprised of volunteers, staff, consultants, the Commissioners or any combination thereof.
- 2.** The Cowlitz County Historic Preservation Commission should develop methods for creating the Historic Inventory:

- a. Background Research
 - i. Identify known historic properties, and cultural and archeological resources. These properties and resources may either be known to the Commission or to the public.
 - b. Fieldwork
 - i. In accordance with the County's strong respect for private property rights, resources for potential listing on the Inventory may be identified if visible from the public right-of-way or written permission is otherwise obtained from the property owner to enter the property. Only the identifying features as viewable from the public right-of-way, information available from public research, or obtained following written property owner consent may appear in the Inventory.
 - c. Processing Information
 - d. Public Participation
 - e. Survey Schedule
 - i. Identify who will be conducting the survey and when the survey will occur.
3. The Cowlitz County Historic Preservation Commission should set expectations for results:
- a. Kind or Type of Resources
 - b. Number of Resources
 - c. Location of Resources
 - d. Character of Resources
 - e. Condition of Resources

C. PROCEDURES FOR RECORDING

1. The Commission should define how historic, cultural and archeological resources will be identified and how material evidence will be collected and recorded.

D. PROCEDURES FOR REVIEW

1. Once complete, the initial Inventory should be reviewed by the Commission for adoption. The Commission should review the identified resources and evidence material presented as part of the Inventory. Using the criteria defined in 18.80.050.A of the Cowlitz County Historic Preservation Ordinance as a guide, the Commission can evaluate the eligibility of resources to be deemed "historic" and their inclusion on the Inventory document.
2. The Commission shall, once evaluation and recommendations have been completed, move to adopt the Inventory by a simple majority vote during a regularly scheduled meeting. Future amendments shall be incorporated into the Inventory document as necessary after review, and shall be adopted by a simple majority vote during a regularly scheduled meeting.

E. PROCEDURES FOR DOCUMENTATION

1. The Commission will publicize the results of the survey in a document titled the Cowlitz County Historic Inventory. This document will be available to the public in digital and printed format at the Cowlitz County Department of Building and Planning and any other repositories deemed necessary by the Commission.
 - a. Some subterranean archeological sites and Tribal traditional or cultural properties are exempt from public disclosure of their locations, in accordance with Washington State statute RCW 42.56.300 and federal statute 16 U.S.C. 470w-3(a).
 - b. Petroglyphs, pictographs sites, and Native American graves are also protected from public disclosure in accordance with Washington State statute RCW 27.44.
 - c. In accordance with the County's strong respect for private property rights, resources for potential listing on the Inventory may be identified if visible from the public right-of-way or written permission is otherwise obtained from the property owner to enter the property. Only the identifying features as viewable from the public right-of-way, information available from public research, or obtained following written property owner consent may appear in the Inventory.
2. The Commission will periodically update the Cowlitz County Historic Inventory and ensure that all public copies are updated.
3. The Commission will ensure that all property owners are sent notification when their property has been identified as a historic resource.
 - a. Written notification will be sent via mail by the Cowlitz County Department of Building and Planning.
4. The Commission will ensure that the Staff Secretary updates all zoning and comprehensive plan documents:
 - a. Properties identified as historic in the Inventory will be recorded on all records with "HI" (for Historic Inventory identification).
5. The Commission will ensure all survey results are documented in WISAARD, with photographs and other materials, in accordance with state and federal statutes regarding disclosure and with advisement from DAHP and other interested parties.

F. PROCEDURES FOR PUBLIC OUTREACH

1. The Commission will develop a public outreach and education plan in alignment with rules and procedures for Public Outreach, Education and Awareness.
2. The Commission will actively engage interested citizens in the survey process and should seek their help in the production of educational/informational documents and materials.

G. MISCELLANEOUS

- 1.** In the event that any identified property, district or cultural or archeological resource is no longer deemed appropriate for recognition in the Inventory, the CCHPC may initiate removal by notifying staff and the property owner.
- 2.** A property owner may request removal at any time from the Historic Inventory. The property owner shall notify the Staff Secretary, who will place the removal request on the agenda of the next regularly scheduled meeting.
 - a.** Removal of the property from the Inventory will mean that the property will not be identified as a Historic Resource in any County documentation. The property may still be acknowledged as potentially historic through the Department of Archaeology and Historic Preservation.

ADOPTION

ADOPTED THIS 2nd day of March, 2017.



Commission Member



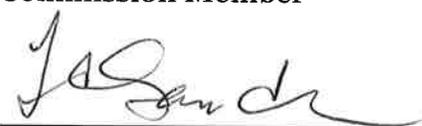
Commission Member



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Staff Secretary

