



KENMORE LANDMARK DESIGNATION & DESIGN REVIEW PROCESS

Technical Paper No. 1

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Nomination

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

- Applicant files a completed registration form with the contact listed above. After reviewing the form for completeness, city staff forwards it to the King County Historic Preservation Program (HPP) for processing.
- HPP staff schedule a public hearing before the Kenmore Landmarks Commission (Commission) to consider the nomination. The applicant (if different from the owner), property owner and any parties of interest are notified in writing of the meeting date at least 30 days and not more than 45 days before the meeting.

Designation

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

In order to be designated, a nominated property must:

- Be more than 40 years old
- Possess integrity of location, design, setting, materials, workmanship, feeling, and association; and,

Meet at least one of the following criteria:

- Be associated with events that have made a significant contribution to the broad patterns of national, state, or local history; or
- Be associated with the life of a person or persons significant in national, state, or local history; or
- 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
- Be an outstanding work of a designer or builder who has made a substantial contribution to the art; or
- Yield or be likely to yield information important in prehistory or history

If the Commission determines that the property meets the designation criteria, it identifies what elements of the property will be subject to design review. These elements, called “features of significance,” typically include the exterior of the property only if it is a building, and the parcel

on which it is sited. If significant historic interior features are present, interior spaces may also be designated as features of significance.

When a property is designated, the design controls go into effect immediately, and the property owner becomes eligible to apply for incentive programs. If the determination is negative, the proceedings are terminated. A designation report is issued approving or rejecting the nomination within 14 calendar days of the public meeting at which the decision is made. The designation report is filed with the County Recorder, property owner, applicant, and all other parties of record.

Certificate of Appropriateness (COA)

Once a property has been designated as a landmark, it is subject to specific design review procedures and preservation standards any time there is a proposal to make significant alterations to the features of significance or to move or demolish the building. The design review process is as follows:

- An application for a Certificate of Appropriateness is filed with city staff who then forward it to the King County Historic Preservation Program in accordance with Commission rules and regulations.
- A consultation meeting is held between the applicant, the Historic Preservation Program staff and members of the Design Review Committee (DRC), a subcommittee of the Kenmore Landmarks Commission.
- If all parties agree to an approval recommendation, the application is brought before the Commission for action at its next regularly scheduled meeting.
- If the parties are in disagreement, a public hearing is scheduled before the Commission within 45 days of referral of the application to the DRC.
- Notice of the public hearing is mailed to all interested parties at least ten days prior to the date of the public hearing.
- If the application is denied by the Commission at the public hearing, a written report summarizing the basis for the decision is forwarded to all interested parties.

The nomination, designation, and design review processes and appeal procedures are described in detail in Kenmore Municipal Code Chapter 2.20. Any decision of the Commission may be appealed to the Kenmore City Council within 35 days of notice of the decision.