

Normal Hill Heritage Overlay
Application for Certificate of Appropriateness

Applicant Name: <i>Clarkston Glass</i>	Property Owner Name & Address: <i>Valerre Johnson</i> <i>915 8th St. Lewiston</i>	HPC Review Due Date: NHHO#
Normal Hill Address: <i>519 3rd St.</i>		Associated Building Permit #
Applicant Contact Details: email: <i>lisa@clarkstonglass.com</i> Phone: <i>509-758-8679</i> Fax: <i>509-758-8145</i> Address (If not the same as above): <i>517 Bridge St Clarkston WA 99403</i>		
Description of Work: (Please provide any drawings, photographs or other information that can describe the exterior work being conducted) <i>replace 1 window with same</i>		
Project Start Date: <i>TBD</i>	Estimated Project Value: <i>1300.00</i>	Proposed Use: COMMERCIAL OR RESIDENTIAL
Will you be using a Contractor: ☒ Y ☐ N Name & Contact Details of Contractor(s): <i>Clarkston Glass</i> <i>517 Bridge St Clarkston</i> <i>509-758-8679</i>		
Signature of Applicant: <i>Lisa L Montague</i>		Date: <i>11/8/24</i>
Name of Staff Person Receiving Application:		Date:
Staff Valuation: (Please clip all documents to this application)		
Staff Comments:		

* No Fees are required for this application, but there maybe fees associated with the Building Permit



Existing Window



Proposed Window

Normal Hill Heritage Overlay Review By HPC

Applicant Name:	Review Due Date:				
	NHHO#				
Normal Hill Address:	Associated Building Permit #				
Applicant Contact Details:					
Administration Section and Review: This form is to help the reviewer to consider the project and identify which of the factors are met for a Certificate of Appropriateness. Comments can be provided as feedback to the applicant in helping them to obtain a Certificate of Appropriateness. Please refer to the information sheet accompanying this form and for more clarification use the Normal Hill Heritage Overlay Zone Code.					
Compliance Description	Factors (See over)	Compliance (check box)			A=Approve D=Decline
I. If a proposal is found to be consistent with Factors 1, 4 and 6, it shall be considered deserving of a COA.	1				
	4				
	6				
II. If a proposal complies with at least two Factors 1, 4, or 6, it must be in compliance with at least three of the remaining factors, either 2 3, 5 or 7, to be deserving of a COA. **NOTE: The HPC may make an exception to one or more of the Factors, provided such exception is justified by special findings and recorded in the HPC Minutes.	2				
	3				
	5				
	7				
III. If an application is found to be consistent with the Factors 1, 4, and 6, then HPC shall approve the application and issue a COA. IV. If an application complies with two (2) of Factors 1, 4 and 6, then the application must also comply with at least three (3) of the remaining Factors 2, 3, 5 and 7, to be approved for a COA, unless otherwise justified by the HPC due to special circumstance(s). V. If an application complies with only one (1) Factor 1, 4 or 6, or none of them, then the HPC shall deny a COA unless and until the COA is reworked to meet the standards and requirements of Section 37-41B. VI. When an application is filed for a brand new structure, visible from an adjacent city street, the HPC shall approve a COA when the construction incorporates architectural features found on surrounding historic buildings including building massing, window style, roof pitch, and siding materials.					
Staff Recommendation(s), attach additional pages to this application if required:					
Name of Commissioner:		Date	Approved/Decline		

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SECTION 37-41B.3 - FACTORS

In considering applications for certificates of appropriateness, the Historic Preservation Commission shall use the Secretary of Interior's Standards for Rehabilitation (36 CFR Part 67, Historic Preservation Certifications) as a guideline:

1. The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property should be avoided.
2. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
3. Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved.
4. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
5. Deteriorated historic features should be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by physical or pictorial documentary evidence.
6. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property unless such work is for replacement of inefficient or failing materials, fixtures, or systems with modernly designed and constructed replacements that duplicate, replicate, or result in substantial conformance with the visual appearance or integrity of a historically significant aspect of the building. The new work should be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
7. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

SECTION 37-41B.5 - CONDITIONS & EXCEPTIONS

- (a) The HPC may impose conditions of approval on a COA that are necessary to bring the work into compliance with Section 37-41B.1 (Intent).
- (b) The HPC may make an exception to one or more of the Section 37-41B.3 Factors, provided such exception is justified by special findings, which shall be articulated and documented by the HPC and recorded in the HPC meeting minutes.
- (c) The HPC may grant a COA for improvements, regardless of compliance with Section 37-41B.3 Factors (1) through (5), if the applicant demonstrates following special circumstances:
 - (1) The proposed improvements are necessary for the continued maintenance, safety, or enhanced ingress and egress of the structure; or
 - (2) Compliance with this the provisions of Section 37-41B would require expenditures for materials and other items required to obtain a COA that would exceed the costs that would be incurred without complying with the provisions of Section 37-41B by twenty percent (20%) or more.
- (d) Emergency repairs may be performed without a COA provided that it can be proven to the satisfaction of the Building Official that such repairs were necessitated by an emergency, it was not practical to obtain a COA or building permit before commencement of the repairs, and a building permit is applied for on the following business day. "Emergency repairs" refer to those situations described as such in the International Building Code, International Existing Building Code, and the International Residential Code, as adopted by the City of Lewiston.