



7/21/2026

HISTORIC PRESERVATION COMMISSION AGENDA
KENNEWICK CITY HALL - 210 W. 6TH AVE
CASCADE CONFERENCE ROOM

4:30 PM

1. CALL TO ORDER

Roll Call/Pledge of Allegiance

- a. Roll Call

2. CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Kennewick Historic Preservation Commission for reading and study. They are considered routine and will be enacted by the one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the regular agenda by request.

- a. Approval of Agenda
- b. Approval of the Minutes: 16 June 2026

3. VISITORS NOT ON AGENDA

4. OLD BUSINESS

- a. Historic Context StoryMap
- b. Outreach Letter
- c. FY 2027 CLG Grant Application
- d. Work Plan Review

5. NEW BUSINESS

6. REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS AND STAFF

7. ADJOURNMENT

Kennewick Historic Preservation Commission: 6/16/2026 Minutes

The meeting was called to order at 4:37 pm.

Roll Call:

Present: Chair Harper, Vice Chair Clark, Commissioner Nelson, Commissioner Ford

Excused: Commissioner Robinson, Commissioner Smith

A quorum is present.

Staff Present: Matt Halitsky, Senior Planner

Motion to Excuse Commissioner Robinson:

Commissioner Ford moved to excuse the absences of Commissioner Robinson and Commissioner Smith. Vice Chair Clark seconded the motion.

The motion passed unanimously.

Approval of Consent Agenda:

Vice Chair Clark moved to approve the Consent Agenda; Commissioner Nelson seconded the motion.

The motion passed unanimously.

Visitors Not on the Agenda:

Kim Simmons was present and inquired about a recent townhome subdivision at 808 W Kennewick Avenue. The subdivision is not under the purview of the Historic Preservation Commission.

Old Business:

- a. Outreach Letter
Former Commissioner Simmons had begun work on a letter to be sent to historic property owners informing/reminding them of their property being listed in the Kennewick Historic Register. Staff inquired as to the next steps for the outreach letter. Vice Chair Clark agreed to continue working on the letter, and will present a draft at the July meeting for Commission approval.
- b. 2027 Certified Local Government Grant
Staff met with DAHP prior to the meeting to discuss documenting irrigation canals with CLG funding. DAHP indicated that both the KID and CID canals had recently been documented and did not feel there was a lot of benefit in survey or documenting the history of the canals again with grant funding. Alternative projects were brainstormed, including survey of mid-century neighborhoods, downtown design guidelines, and documenting the work of a prominent early Kennewick architect and mid-century development firm. The Commission agreed to the latter. Staff will prepare an application for Commission consideration in July (the CLG grant deadline has been extended to July 31st).

Vice Chair Clark moved to apply for CLG funding to research prominent architects and contractors in Kennewick; Commissioner Ford seconded the motion.

The motion passed unanimously.

New Business:

- a. Certificate of Appropriateness – 610 W Kennewick Ave
The Commission reviewed an application for a Certificate of Appropriateness to replace the roof at 610 W Kennewick Ave.

Vice Chair Clark moved to approve the Certificate of Appropriateness; Commissioner Nelson seconded the motion.

The motion passed unanimously.

Reports, Comments or Discussion of Commissioners and Staff:

Staff suggested some upcoming changes to how Certificates of Appropriateness are applied for, as well as the possibility of some minor projects being approved administratively. Staff will present more formally later this summer for Commission approval.

Adjournment: Meeting adjourned at 5:35 PM.

Greetings,

We are writing on behalf of the City of Kennewick's Historic Preservation Commission to share information about your property and its role in the history of our community. Your property is one of a group of properties that helps illustrate Kennewick's architectural and cultural development over time and tells the story of its early formation and development.

Over the past several years, the Commission has completed multiple historic surveys documenting residences and commercial buildings that contribute to Kennewick's historic character. Your property was included in these surveys because of its architectural style, age, location, and overall relevance to the City's history. A copy of the inventory record for your property is attached for your reference.

Based on that survey work, it appears your property may be eligible for listing on the City of Kennewick Historic Register. Properties listed on the Register may qualify for historic-property tax benefits, including potential deferment of a portion of property taxes for up to ten years, subject to applicable program requirements and approvals.

If you are interested in helping the City document its story and strengthen its architectural and historical record by listing your property, and learning more about the potential benefits of designation, please reach out to the City of Kennewick Planning Department's Certified Local Government (CLG) representative, Matt Halitsky, at matt.halitsky@ci.kennewick.wa.us.

Members of the Historic Preservation Commission welcome your participation in this effort. We are grateful and thank you for your continued stewardship of this local historic treasure.

Sincerely,

Jennifer Harper
Chair, Historic Preservation Commission
City of Kennewick

Additional information including the Historic Register nomination form can be found on the City's website at www.go2kennewick.com/589/Historic-Preservation-Commission



Certified Local Government Grant Application (FY27)

I. Applicant (Please carefully review the Application Instructions before completing the application.)

Application Due: June 30th 2026

Name of Local Government:

Address: Mailing

Grant Contact:

Phone:

Email:

II. Grant Category

- ☐ Survey & Inventory ☐ Register Nomination ☐ Planning ☐ Education
Reconnaissance ☐ Historic District
Intensive Nomination

III. Project Summary (Summarize your project in a few sentences.)

***Note: Boxes below are not editable. Totals are auto calculated from the Project Budget on page 5.**

Grant Amount Requested:

Match Amount:

Total Project Cost:

IV. Project Description (*Please be concise*).

Organize your description in the following order :

- a. Project Description
- b. Statement of Need
- c. Project Objectives (*please be specific. Bullet point objectives and outcomes are strongly encouraged*).
- d. Maps, photographs, or other supporting documentation may be included as attachments.

V. Project Schedule

Please list each proposed grant activity separately, beginning with your estimated start and completion date. **Although federal funds are not expected to be in DAHP's possession at this time and contracting will not begin until those funds have been secured by DAHP, please use October 1, 2026 to September 30, 2027 as a guide.** A start date and completion date alone are not sufficient for the Schedule of Project Completion. This should be a complete listing of all potential activities associated with the grant, including entries for check-ins or draft submittal. **You must allot time in your schedule for two project drafts or check-ins with DAHP.** Following draft submissions there will be a 14 day period for DAHP to review and comment on draft review of all reports, documents, publications, HPI forms etc. You may begin billing for project work starting on the date indicated in the contract after contracts are signed by all parties. All drafts, check ins, final reports, and reimbursement requests should be sent to Michelle Thompson at michelle.thompson@dahp.wa.gov.

Work to be Accomplished

Start Date

Finish Date

VI. Project Budget

*Totals are auto calculated

Salaries/Volunteer Time

	Federal Share	Hard Match	Soft Match	Total
Total:				

Goods & Contract Services

Total:				

Materials/Supplies/Equipment

Total:				

Other

Total:				

	Total Federal Share	Total Hard Match	Total Soft Match	Total Project Cost
Total Funding Request:				

VII. CHECKLIST-

To assure that your grant proposal is complete, please check off that you have included the following for your application:

- ☐ One completed digital copy of the three signature attachments and any supplemental information included emailed to Michelle Thompson at michelle.thompson@dahp.wa.gov
- ☐ Written documentation for federally approved indirect cost rate, if applicable.
- ☐ Written justification for volunteer rates, if applicable.
- ☐ One signed original Assurance of Compliance with the U.S. Department of the Interior Regulations under Title VI of the Civil Rights Act of 1964 . (Attachment 6)
- ☐ One signed original Statement of Understanding for Grant Management Requirements. (Attachment 7)
- ☐ One signed original Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form (Attachment 8).

ATTACHMENT 6

U. S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT/ORGANIZATION	DATE SUBMITTED
APPLICANT/ORGANIZATION MAILING ADDRESS	BUREAU OR OFFICE EXTENDING ASSISTANCE

DI-1350
(REV 6/91)

ATTACHMENT 7

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

CLG

SIGNATURE OF APPLICANT

TITLE

DATE

ATTACHMENT 8

U.S. Department of the Interior

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.500, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered and erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Tel.#).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.