

Members

Mark McIntire, *Chair*
Bret Maddox, S.E., *Vice Chair*
Edward Echtle
Ken House
Jonah Jensen
Megan Luce
Ha Pham
Pamela Sundell
Duke York

Marshall McClintock, North Slope Ex-Officio

Staff

Reuben McKnight, Historic Preservation Officer
Tonie Cook, Landmarks Coordinator



MINUTES

Landmarks Preservation Commission Community and Economic Development Department

Date: July 13, 2011

LPC66/11

Location: 747 Market Street, Tacoma Municipal Building, Room 248

Commission Members in Attendance:

Mark McIntire
Bret Maddox
Edward Echtle
Ken House
Jonah Jensen
Marshall McClintock
Ha Pham
Pamela Sundell

Staff Present:

Reuben McKnight (*late arrival*)
Tonie Cook
Elliott Barnett
Amy McBride
Chris Storey
Diane Wiatr

Others Present:

Diane Burke, Judy Burke, Hudson Burke, Mark Hinshaw,
Richard Hartlage, Brianna Holan, Grace Pleasants,
Corinne Kerr, Randal Bennett, Tom Keljo, Pete Grignon,
Jim D'Aboy, Stephanie Stebich, Michael Sullivan,
Janet Hagle, Kellie J. Wright, Roger Johnson

Commission Members Excused:

Commissioner Megan Luce

Chair Mark McIntire called the meeting to order at 5:03 p.m.

1. CONSENT AGENDA

A. Excusal of Absences

Commissioner Megan Luce was excused.

B. Meeting Minutes

Meeting minutes of April 13, April 27, and May 25, 2011 were approved..

2. BRIEFING – Pacific Avenue Streetscape

Ms. Tonie Cook read the staff report into the record for the briefing on Pacific Avenue Streetscape Project, which includes the area of the Pacific Avenue right-of-way between South 7th Street and South 17th Streets.

Mr. Chris Storey, City Staff presented the design considerations regarding the historic district and requested feedback from the Commission.

Commission comments and questions follow.

Streetlights, Catenary Lighting, and Raingardens:

1. What is the history of the existing streetlights? Are these re-creations? Keep them, they are unique. This is an industrial type historic area. No comment on idea to powdercoat the tops of the lights. (streetlight fixture is metal and the pole is concrete)

2. Catenary lighting: This area is very separate from the other areas on Pacific. Perhaps put lighting in the trees. Install some kind of ghost lighting to show off the buildings; concern they would not last. No favorable

comments on the catenary light proposal for this two-block area; perhaps install them in another area along Pacific.

Catenary lighting is about 10 feet higher than the streetlights;

3. Raingardens would change the character of that two-block historic streetscape;
4. Retain the historic streetscape.
5. North Slope Historic District streetlights are concrete

Suggestions:

1. Research the existing lights and streetlight history; research the 1933 photo of this area (with the streetlights) on Pacific Avenue. The lights are discussed in an article, TNT on May 7, 1976—from the Pacific Northwest Room at library.
2. Return to LPC with research (on historic photos of the area).

3. DESIGN REVIEW

OLD BUSINESS

A. 315 North K Street – North Slope Historic Special Review District

Ms. Tonie Cook read the Staff Report, which follows:

This Queen Anne style house at 315 N K Street was built in 1890 and is a historic contributing structure in the North Slope Historic Special Review District. In 2008, the Commission denied the retroactive application for the removal of 13 wood windows and replacement with vinyl inserts; following an appeal by the homeowner, the Hearing Examiner upheld the Commission's decision.

Since 2008, staff and the owner have been working to bring the property into a state of compliance. Throughout this time, although the property has been in enforcement status, citations have been on hold to allow the homeowner to develop a proposal.

In 2010, the owner submitted a new application to the Commission, but it was determined incomplete and not scheduled for review, because it presented no new information and requested the previous decisions, by the Commission and Hearings Examiner, be set aside.

The current proposal includes the following:

1. an update on the current conditions of the existing windows, and,
2. a request for consideration of financial hardship.

The 2008 meeting minutes and staff report on this property are attached to this report.

Standards to be considered.

North Slope Historic Special Review District Design Guidelines to be considered:

TMC 13.07.320, states, "...the Commission will be considerate of clearly documented cases of economic hardship or deprivation of the owner's reasonable use of the property"

Analysis to be considered.

The following analysis is in addition to the enclosed October 2008 LPC Staff Report analysis and minutes.

1. This house is historically significant as a contributing structure in the North Slope Historic District; it is a Queen Anne era home built in 1890. As part of the North Slope it is listed on the Tacoma, Washington and National Registers of Historic Places.

2. Landmarks Preservation Commission has jurisdiction to review and approve, or not approve, changes to this building per TMC 13.07.095, prior to those changes being made, by virtue of its status as a City Landmark.
3. In addition to the enclosed 2008 staff report and meeting minutes, including specific analysis on the retroactive window proposal using the North Slope Historic Special Review District Design Guidelines and Secretary of Interior's Standards for Rehabilitation, a summary of the history on the property follows:
 - a. On October 22, 2008 the Landmarks Preservation Commission denied the retroactive application for removal of wood windows and installation of 13 vinyl windows finding that these windows did not meet the North Slope Historic Special Review District design guidelines and the Secretary of the Interior's Standards.
 - b. A subsequent appeal on the Commission's decision to deny the application was upheld by the Hearing Examiner per his written decision in March 2009.
 - c. No request was made to appeal the decision made by the Hearings Examiner.
 - d. Fines began on the property by code enforcement.
 - e. The fines were put on hold as the Applicant worked with Staff to develop a new proposal for remediation with the Landmarks Commission.
 - f. In January 2010, an application was submitted to City Staff. City Staff did not forward the application to the Commission. The application asked for an appeal and dismissal of the previous decision based on the same information submitted previously and denied by the Commission and Hearing Examiner.
 - g. In Spring 2010, fines began on the property.
 - h. In 2011, the property owner began meeting with the City's legal department and historic preservation staff. The application submitted by the owner provides information on the current condition of the existing windows and consideration of a request for economic hardship, based on TMC 13.07.320.
 - i. While there has been recent work on developing a new application, the property remains an open enforcement case.
4. In June 2011, the owner submitted a request to the Commission for consideration of economic hardship, including information on the loss in value of personal and property investments associated with the property at 315 North K Street, as follows:
 - a. The cost of replacing 13 windows with all wood or fiberglass/wood cladding material is a significant cost that cannot be justified by the current or near future value of the home, or absorbed by existing equity.
 - b. The estimated loss in the property is approximately \$71,000 when considering the estimated current property value of \$233,400 (Pierce County Assessor), purchase price (\$260,000), improvements since purchase (\$28,000), and if sold, transfer and sales costs (at 7%, \$16,338).
 - c. The applicant also included information in the cover letter that states that she now has insufficient cash flow and loan capacity for purchasing and installing new windows.
5. It is acknowledged that the removal of the 13 vinyl windows and replacement with wood or another window material introduces considerable expense.
6. Regarding the adverse effect of the vinyl windows, the owner also cites the following as mitigating factors on the property:

- a. The 13 vinyl windows were installed on three secondary elevations, which are not as visible from the right-of-way. A portion of the five windows located on the North elevation are visible from K Street.
- b. The south elevation is minimally visible from the street because of the height of the adjacent home and the small distance between it and the 315 N K Street property. The rear alley elevation windows are less visible and, the remaining five vinyl windows on the north elevation appear to be the most visible windows from the street.
- c. The original openings of the 13 vinyl windows are retained, which is a recommended method of preserving historic appearance based on the North Slope design guidelines and the Secretary of Interior's Standards.
- d. The original wood window casings and trim were retained;
- e. The 13 vinyl insert windows are single-hung, in which this vertical type is one of the traditional recommended window styles in the North Slope Historic District design guidelines and SOI Standards;
- f. The vinyl windows are painted an accent color. This may appear to improve the historic profile on the windows.
- g. No other changes have been made on the exterior of the property including on the front primary elevation, such as the porch and siding.

7. The Commission has approved vinyl windows based on specific reasons such as existing vinyl or aluminum windows, which are exempt from review; non permitted work by previous owners, fire damage, severe deterioration in conjunction with unique circumstances such as the property is a secondary structure and/or a property that had extensive alterations previously or, in some cases, a remediation package along with a request for consideration of economic hardship per TMC 13.07.320.

8. The upper front elevation vinyl windows were installed by a previous owner and were exempt in 2008 and remain exempt from review.

9. Regarding the comments on Tacoma Public Utilities Weatherization program, new painted accent color, and escrow documents, the following is background on these items:

- a. The property at 315 N K Street did not qualify for an audit by TPU because its heat source was not electric.
- b. A triplex property owned by the owner in 2003 was provided a weatherization audit by TPU;
- c. TPU provides a list of contractors that participate in the weatherization program; however, permitting in the weatherization program is batched through the Buildings and Land Use Services division. For non-TPU managed projects, the property owner or the contractor must obtain required permits;
- d. In 2009, the owner provided Staff with copies of photos of the vinyl windows painted with an accent color; the photos are also submitted in the current application;
- e. The Statutory Warrant Deed conveying the property at 315 N K Street to the owner notes that the property is located in the North Slope Historic Special Review District.

Staff recommended approval of the above analysis as findings and deferred recommendation to the Commission.

Chair Mark McIntire invited presentation of additional information by Ms. Diane Burke who declined; she offered to respond to questions.

Commissioner Marshall McClintock stated the information submitted was not complete and requested the following additional information in order to make a determination of economic hardship, including: 1) Cost estimates of proposed mitigation (i.e. for window replacement), assessment of asset worth; verification of house value from a real estate agent, and information on applicant's available resources, including rental properties and to work with staff to come up with a proposal.

There was a motion:

"I move that we, the Landmarks Preservation Commission, defer the application pending the submittal of information on economic hardship including window cost estimates, rental investment property resources, a real estate agent's verification on the valuation of property at 315 N K Street, and general statement of personal worth.

MOTION: Sundell

SECOND: House

MOTION: Carried

Ms. Judy Burke stated that she, Mr. Hudson Burke and Ms. Diane Burke met with Tonie Cook for several weeks and did not understand the request by the Commission at tonight's meeting. She asked why Ms. Cook did not have the right information.

Ms. Cook stated it was not often that economic hardship consideration has been requested of the Commission. She added, the information was "definitely" requested [of Ms. Burke] but, the information submitted to Staff was not at the detail that is now being requested by the Commission. She commented that the Commission can request additional information.

Chair Mark McIntire noted there had been two cases of economic hardship considerations during his eleven years tenure on the Commission and noted the individual rationale was monumental.

Commissioner Marshall McClintock reviewed the list of requested items and noted it is requested to evaluate the economic hardship request.

Commissioner Ken House asked for the cost of the windows and resources not available, which is necessary to make a decision.

Ms. Diane Burke stated she provided 100 percent of what was requested and asked if there was an understanding of what is being requested, specific information. She stated, *"It looks like we did not have the right criteria"*.

Commissioner Ha Pham recommended the submittal of concrete numbers to understand the comparison of the cost of replacement windows and resources available (i.e. ability to pay for wood window replacement).

Ms. Diane Burke stated she had three window replacement estimates in her original application which she could provide.

Ms. Cook provided clarification about the economic hardship information, requested of and submitted by Ms. Burke, which was reviewed at tonight's meeting and the Commission found additional detail is required for decision-making.

Mr. Hudson Burke asked if the photos and description of the replacement vinyl sash windows were submitted to the Commission.

Ms. Cook responded that all of the material in the recent application from Ms. Burke was submitted to the Commission. Commissioners confirmed Ms. Cook's statement on vinyl sash window replacement [i.e. description and photos] in the application.

Ms. Cook stated she would contact the applicant to discuss the deferral pending the submittal of additional information.

NEW BUSINESS

A. 545 Broadway - Elks on Broadway

Ms. Tonie Cook read the Staff Report which follows:

This is a proposal to construct a new mixed-use building and parking structure at 545 Broadway with access off of both Stadium Way and Broadway. The current use of the property includes a non historic north elevation addition to the Elks Temple building, which was approved for demolition, and a surface parking lot.

The public private proposal includes four-levels of below-grade parking, a lobby level on Broadway, three levels of 100 hotel rooms, and five levels of 69 apartments; in addition, the proposal includes a roof-top bar with outdoor seating and roof-top amenity area.

On January 12 and April 13, 2011, preliminary designs were presented to the Commission. Commission feedback included:

- Consideration of the effect of the new construction on the neighboring property, University Union Club
- Strong suggestions to pursue a more distinctive, high-tech or modern design, as opposed to a "background building"

At the project briefing on April 13th, the Commission reacted favorably to the changes to the design, in response to the feedback given on January 12th. In general, the Commission felt that the new design was much more distinctive and elegant.

This design includes a glazed window wall system with board-formed precast concrete panels, painted steel canopies, and glass storefront; it includes one sign on the south elevation as well as one public parking sign on the Stadium Way elevation.

Note: Mr. Reuben McKnight arrived at the meeting.

Standards to be considered:

Secretary of Interior's Standards

#9 New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

Analysis to be considered.

1. The building site is within the Old City Hall Historic Special Review District, and therefore, new construction requires the review and approval of the Landmarks Preservation Commission per TMC 13.07.095, prior to any permits being issued or construction activity occurring.
2. The proposed new building is approximately 292 feet above grade from Stadium Way. Because of its size and massing, the building will have a significant visual impact on the surrounding area. The primary massing

of the new building is separated from the adjacent Elks Temple by a driveway, providing a visual border; in addition, the new building sits on the edge of the historic district and does not obscure the appearance or primary viewsheds of buildings within the district.

3. The proposed building's height, massing, and scale appears to reflect its own time and development period as a distinct building from the two adjacent structures. The material palette of the proposed new building is distinct from that of the nearby historic buildings; the proposed materials of glass and steel and colors as well as the garden wall screening may appear to differentiate the new construction from the historic buildings in that area, thus appearing to meet Secretary of Interior's Standards #9, specifically, for, "*The new work will be differentiated from the old and will be compatible with the historic materials,...features...*"

4. The new design is consistent with and responsive to feedback given by the Commission at its meetings of January 12, 2011 and April 13, 2011.

Staff recommended adoption of the above analysis as findings and recommended approval of the proposal.

Ms. Grace Pleasants introduced Ms. Corinne Kerr and Mr. Randal Bennett of ZGF Architects.

Ms. Corinne Kerr presented the proposed final design for the new building, noting the design approach considers the context of the historic district and context of the larger City of Tacoma.

She discussed the use of metal, aluminum, douglas fir, and layer of glass, which expresses reflectivity with the glass fins; the three dimensional element of the Stadium façade and Broadway elevation, which complemented residential use, and the separation from the historic Elks building.

There was discussion and presentation of photos and material samples of the final design.

Commissioner Pamela Sundell asked about the north elevation's green wall proposal.

Ms. Kerr and Mr. Bennett talked about water penetration on the roof, long term maintenance and textured metal siding bar grading and the fins, and the metal profile siding on the north wall's center section with concrete on each end.

There was concern expressed to control and predict the appearance of the green north facade over time with consideration of the building's view from the neighbors. There was clarification: the north wall is a party wall as well as for fire egress; there was discussion of patterns using the proposed materials. There was discussion on future study of the north wall and glass safety.

There was a motion:

"I move that we, the Landmarks Preservation Commission, adopt the analysis as findings, and approval of the proposal as presented at property at 545 Broadway, and recommended additional development on the North Elevation".

MOTION: Sundell

SECOND: Pham

MOTION: Carried

Mr. Reuben McKnight asked for clarification on the additional study of the North elevation and timeline for building permit issuance.

Commissioner Duke York offered an amendment to prevent delay for issuance of a building permit for this proposal.

There was clarification on the motion and amendment; the Commission's intent is to not add delay or prevent any scheduling requirements on issuance of the building permit.

Mr. Roger Johnson, former Commissioner and professional insurance investigator consultant, commented on potential hazards of failing siding with reflection off of low-e glass resulting in overheating. Comments were made on various reasons for this type of potential hazard.

B. 717 Pacific Avenue (Old City Hall)

Ms. Tonie Cook read the Staff Report which follows.

The building at 717 Pacific Avenue is a contributing structure in the Old City Hall Historic District. This is an application for two business logo / letter signs. The proposed 13'5" in length and 1'6" in width sign, Sign A, will be installed on the sign band area of the storefront, which replaces a sign that was located in the same area. Sign B is a proposed projecting sign that will be installed onto a steel mounting plate which is bolted to the existing mortar of the brick wall area located parallel to the windows. The material includes Sintra for the logo and letter displays onto aluminum background panels. Exterior light fixtures will be attached to each of the signs as shown in the design plan.

The storefront was substantially rehabilitated in 2003 and 2007 and there is no historic material on the storefronts with the exception of the brick. The mortar in the existing brick is proposed as the installation site for Sign B.

Note: The submitted design sheet describes the front elevation is concrete; it is noted on the project description sheet the exterior is brick, which is the correct exterior fabric.

Standards to be considered:

Secretary of the Interior's Standards

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall 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.

10. 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.

Analysis to be considered:

1. The building at 717 Pacific Avenue is historically significant as a contributing structure in the Old City Hall District; it was constructed in 1918. As part of the Old City Hall District it is listed on the Tacoma, Washington and National Registers of Historic Places.

2. The Landmarks Preservation Commission has jurisdiction to review and approve, or not approve, changes to this building per TMC 13.07.095, prior to those changes being made, by virtue of its status as a City Landmark.

3. The proposal is to install one business logo type sign, Sign A, onto the sign band area of the storefront, which is not the original historic fabric, and the sign replaces a previous sign in the same location. The original storefront has been altered and recently replaced.

4. The proposal includes the installation of a second business logo projecting type sign, Sign B, which is attached to the building with bolts into the mortar of the brick parallel to the windows.

5. Each proposed sign will be illuminated with light fixtures attached to each of the aluminum panel portion of the signs.

6. The proposed signs do not obscure or destroy architectural features; the installation method for Sign B is lag screw into the mortar joints of the façade, which is a recommended attachment method for brick, therefore, the proposal appears to meet Secretary of Interior's Standard number 9, specifically, for, "*New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property...*"

7. The signs advertise the commercial use of the building and can be removed without affecting the integrity of the historic building, therefore, it appears to meet Secretary of Interior's Standard number 10, specifically, for, "*...if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired*"

Staff recommended approval of the above analysis as findings and recommended approval to the Commission.

Mr. Tom Keljo, Security Signs, confirmed that the light fixture and illumination features are attached to the signs and will not affect the exterior façade.

There was a motion:

"I move that we, the Landmarks Preservation Commission, approve the analysis as findings, and approve the sign proposed at the property at 717 Pacific Avenue".

MOTION: House

SECOND: York

MOTION: Carried

Ms. Tonie Cook stated that a written decision would be forthcoming.

4. **BOARD BRIEFING**

A. United Way/Prairie Line Trail plans

Mr. Reuben McKnight read the Staff Report into the meeting record:

United Way of Pierce County, "UWPC", owns the historic Sprague building at 1501 Pacific Avenue in Tacoma Washington. The building was acquired by UWPC in 1992 and renovated according to historic standards. The building has been the home of various non profits since 1995, with the Children's Museum of Tacoma the newest tenant.

One of the remaining tracks of the Northern Pacific Railroad terminus, currently owned by Burlington Northern Santa Fe, "BNSF," is part of the parcel of property directly behind the Sprague building. UWPC has negotiated with BNSF to acquire the BNSF parcel in order to expand the potential development site currently occupied by a surface parking lot south of the Sprague Building. As an interim measure, UWPC would temporarily use the site to expand its parking for visitors to UWPC and the Children's Museum, as well as for UWPC staff.

The site is historically significant as a remnant of the terminal end of the North Pacific Transcontinental Railroad, and may be one of the last remaining such remnants on original grade. Period photographs indicate that there were likely at least two sets of tracks on this property historically. The existing rails themselves likely date from between the 1940s and 1960s, and the tracks last saw commercial use in the early 2000s. More recently, the tracks crossing Pacific Avenue at 17th Street, and those to the north of the United Way, under I-705, have been removed.

UWPC is seeking feedback from the Commission on their proposed plans, as well as advice on potential means to address the historical nature of the site. UWPC will present scenarios for achieving these goals at the meeting.

The BNSF parcel is located within the Union Station Conservation District. As of August 1, 2011 (the effective date of the Comprehensive Plan and Regulatory Code Updates), design review in the Conservation District will be limited to demolition, new construction, and additions to square footage of existing buildings.

Mr. Reuben McKnight noted the available copies of historical background from Mr. Michael Sullivan.

There was presentation on the proposal by Mr. Rick Allen and Mr. Pete Grignon, United Way of Pierce County. Mr. Elliott Barnes and Ms. Diane Wiatr, City of Tacoma, were introduced to provide technical support if necessary.

There was discussion on options that would be respectful within the Union Station Conservation District, downtown revitalization needs, and Museum district, while incorporating both the Prairie Line Trail and parking needs for conducting the business of United Way. Discussion items included creating interpretive features, moving Hood Street, right of ways, and an example was described, i.e. the critical issue is the availability to use approximately 1' X 400' of space, 8 or 9 stories in height, representing a loss of approximately \$5 million dollars over ten years.

Mr. Elliott Barnes and Ms. Diane Wiatr presented the City's Prairie Line Trail project, including available grant funds and approach of this project as a catalyst for downtown revitalization; the City is approximately one month from selecting consultants and the current proposal is to have the trail next to the Tacoma Art Museum.

Mr. Michael Sullivan presented the historical background on the intact, original 150 year old track that reaches the saltwater, owned by the railroad as the second owner of that property. He talked about the University of Washington's role in the preservation of the Prairie Line Trail and this portion of the trail, its historic significance retaining use by the public, and the potential plans for inclusion within the built part of the environment. He added information about Tollefson Plaza and opportunities; he also discussed asphalt parking development, open space, trail line proposal and public green space. He concluded with viewing the area as a cultural resource and best use of the land.

Commissioners expressed the following comments including: 1) there was not enough information to understand the proposal; 2) highest and best use of the property; 3) other options for parking; 4) allowable height zoning.

Mr. Reuben McKnight summarized the briefing's purpose, which is to provide United Way with feedback from the Commission such as on the interpretive options on this site. It was noted that United Way representatives will return at a later date with additional information as their options for plans are finalized.

Other questions included: Is the City considering vacating Hood Street to honor historic character (i.e. the 40' is the historic right of way and Hood Street is outside of that)? Ms. Diane Wiatr, City of Tacoma, stated the City has no plans to vacate Hood Street corridor. There was clarification on the three parcels: parking lot, historic right of way and Hood Street.

Ms. Stephanie Stebich, Executive Director of Tacoma Art Museum, offered the following clarification: This is a concept but the Museum's preferred option includes art; the interest is to re-design the plaza to improve visibility and access; specifically, to narrow Hood Street to improve safety, and include art within the greenspace, not as interested in a bike path or historic markers on their side (i.e. of the museum). She added, there was less interest in moving the Prairie Line access to the side of the Tacoma Art Museum; not in opposition but to green-up the area for greater access.

Chair Mark McIntire summarized the proposal as an achievable opportunity for a public, private, and non-profit partnership..

Commissioners made the following additional comments: 1) opposed using any of the historic area for parking, and, 2) per the historic use of the area, development should be limited to the footprint of the previous historic building (i.e. hotel building), referencing a historic photo presented at the meeting.

Ms. Diane Wiatr, City of Tacoma, commented on grant funds currently awarded to the City for preliminary engineering and planning of the Prairie Line Trail and, the potential for obtaining additional transportation enhancement grant funding because of the historic significance and connectivity between Pacific Avenue and Thea Foss Waterway.

Ms. Stephanie Stebich added, the Tacoma Art Museum's current funding is available to develop a greenbelt around the museum.

Chair Mark McIntire closed this agenda item due to the late hour.

5. **OTHER**

Mr. Reuben McKnight provided copies of the following correspondence 1) letter from Historic Tacoma explaining their position on the Barlow-Grey nomination issue and, 2) informational letter from property owner Mr. Tyler Gazecki, 1207 N K Street. Mr. McKnight stated the application is pending per the Applicant's request.

It was noted by Commissioners that Commissioner Ken House, who had to leave the meeting, should receive a copy of the letter from Staff.

Mr. Reuben McKnight announced that the property owner at 1111 N 4th Street requested an Architectural Review Committee meeting on July 20, to review the siding on the property.

The meeting adjourned at 7:31 p.m.

Submitted as True and Correct:

Reuben McKnight
Historic Preservation Officer