

**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



# Agenda

## Landmarks Preservation Commission Community & Economic Development Department

**Staff**

Reuben McKnight, Historic Preservation Officer  
Tonie Cook, Landmarks Coordinator

Date: July 27, 2011

LPC64/11

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

Time: 5:00 p.m.

*Please note assigned times are approximate. The Chair reserves the right to alter the order of the agenda.*

### 1. ROLL CALL

### 2. CONSENT AGENDA

- A. Excusal of Absences
- B. Meeting Minutes – 06/08/11, 06/22/11

### 3. DESIGN REVIEW

**Old Business**

- A. 1111 N 4<sup>th</sup> St (North Slope)  
*Siding* Amalia Annest, Homeowner 10 m

**New Business**

- B. 608 North Sheridan (North Slope)  
*Siding* Mark Arthur, Luxton Homes 10 m

### 4. CHAIR COMMENTS

### 5. BOARD BRIEFING

- A. Pagoda at Pt. Defiance Park Kent McLaren, BCRA 30 m

Reuben McKnight  
Historic Preservation Officer

Next Regular Meeting: August 10, 2011, 747 Market Street, Tacoma Municipal Bldg., Rm. 248 5:00 p.m.

This agenda is for public notice purposes only. Complete applications are included in the Landmarks Preservation Commission records available to the public BY APPOINTMENT at 747 Market Street, Room 1036, or online at <http://tacomaculture.org/historic/resources.asp>. All meetings of the Landmarks Preservation Commission are open to the public. Oral and/or written comments are welcome.



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**Members**

Mark McIntire, Chair  
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Imad Al Janabi, PhD.  
Megan Luce  
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Pamela Sundell  
Duke York

Marshall McClintock, North Slope Ex-Officio

**Staff**

Reuben McKnight, Historic Preservation Officer  
Tonie Cook, Landmarks Coordinator

**draft**



# MINUTES

## Landmarks Preservation Commission Community and Economic Development Department

Date: June 8, 2011

LPC /11

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

**Commission Members in Attendance:**

Mark McIntire, Chair  
Bret Maddox, S.E., Vice Chair  
Edward Echtle  
Ken House (late arrival)  
Imad Al Janabi, PhD. (late arrival)  
Megan Luce  
Pamela Sundell  
Duke York

***Staff Present:***

Tonie Cook  
Chelsea Levy

***Others Present:***

Michael Sullivan, Spencer Howard

**Commission Members Absent:**

Commissioner Ha Pham.

Chair Mark McIntire called the meeting to order at 5:00 p.m.

### 1. CONSENT AGENDA

#### A. Excusal of Absences

Commissioner Ha Pham was excused for her absence at the previous May 25, 2011 Commissson meeting.

### 2. BOARD BRIEFINGS

#### A. Historic Property Inventory – Historic Preservation Plan

Michael Sullivan of Artifacts Consulting presented information on the integrated capability of the Historic Property Inventory system that will be available electornically in the future. This new tool will assist in providing guidance for decision making, such as recommendations on historic districts, survey projects, context statements, and planning priorities. Examples of electronic data layering includes architectural styles, architects, and ages of buildings, which will be collected visually onto City maps, data sheets and other report documents.

Staff will distribute the Historic Property Inventory document to the Commissson

#### B. Downtown Off Street Parking Requirements

Chelsea Levy, Urban Planner, presented an overview on the City's new proposal to elimate parking barriers to new development in downtown Tacoma, which is called, Downtown Market-Based Off-Street Parking Area. The area includes DCC – Downtown Commercial Core zone and the Old City Hall Historic District, Union Depot/Warehouse Historic District and the Union Station Conservation District. The Commission discussed the proposal within the historic areas.

### 3. BOARD BUSINESS/PRESERVATION PLANNING

#### A. Camp Six

Ms. Tonie Cook noted the Commission's packet materials on Camp Six, which will be discussed at a future meeting.

#### B. Other

Commissioners briefly discussed the Old Town nomination and survey results, which will be available at the next Commission meeting.

The meeting was adjourned at 6:05 p.m.

Submitted as True and Correct:

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Reuben McKnight  
Historic Preservation Officer

**Members**

Mark McIntire, *Chair*  
Bret Maddox, S.E., *Vice Chair*  
Edward Echtle  
Ken House  
Imad Al Janabi, PhD.  
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

**draft****MINUTES****Landmarks Preservation Commission  
Community and Economic Development Department**

Date: June 22, 2011

LPC /11

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

**Commission Members in Attendance:**

Mark McIntire, *Chair*  
Bret Maddox, S.E., *Vice Chair*  
Edward Echtle  
Ken House  
Imad Al Janabi, PhD.  
Jonah Jensen  
Megan Luce  
Marshall McClintock  
Ha Pham  
Pamela Sundell

**Staff Present:**

Reuben McKnight  
Tonie Cook

**Others Present:**

Tim Smith, Rick Hjelm, Art Jarvis, Pete Wall, Heidi Stephens, Theresea Hanson, Larry Hanson, Brian Fitzgerald, Renee Rossman, Sam Bell, Jim Dugan, Wes Betts, Landon Beylen

**Commission Members Excused:**

*Commissioner Duke York*

Chair Mark McIntire called the meeting to order at 5:00 p.m.

**1. CONSENT AGENDA****A. Excusal of Absences**

Commissioner Duke York was excused.

**2. NOMINATIONS – Tacoma Register of Historic Places (preliminary)**

Chair Mark McIntire presented the meeting instructions, order of business, and speakers.

Mr. Reuben McKnight cited the general procedural notes, followed by the staff report:

Tacoma Register listing follows procedures defined in TMC 13.07.050, and consists of a minimum of two separate Commission meetings. The initial meeting will determine whether the property meets the threshold criteria in the ordinance for age and integrity. If the Commission finds that the age and integrity standards are met, then the Commission may move to have the nomination scheduled for a public hearing and comment period, at which the public may enter comments into the record for consideration. Following the comment period, the Commission may deliberate on the nomination for up to 45 days before recommending to City Council, listing on the register or denying the nomination. Owner consent is not required for the Commission to recommend designation. The purpose of the meeting was to determine whether or not the property met the threshold criteria and should be scheduled for public testimony at a public hearing.

**A. 3901 S 60<sup>th</sup> and 3902 S 59<sup>th</sup> Streets – Gray Middle / Barlow Annex**

**A. 3901 S 60<sup>th</sup> and 3902 S 59<sup>th</sup> Streets – Gray Middle / Barlow Annex**

Mr. McKnight read the Staff Report which follows:

The Gray Middle School and Barlow Annex complex is located on the west third of a larger Gray Middle School parcel, which is described in, and shown on Tab A of, the nomination application. In 1910 the Barlow Annex was built as an addition to the former Edison Elementary School, which was built in 1892 and demolished in 1951. Gray Middle School was constructed in 1926 as a separate building. A three story addition constructed in 1962 is known as "The 1<sup>st</sup> Addition" and connects Gray Middle School to the Barlow Annex.

This nomination was submitted by a private citizen. The Tacoma School District is currently working to obtain permits to redevelop the site occupied by both buildings as playgrounds for the new Edison School, which would result in demolition of the Barlow and Gray buildings. This permitting action is on hold during the Landmarks Preservation Commission's deliberations.

**Standards to be considered:**

The threshold criteria for Tacoma Register listing are listed at 13.07.040B(1), and include:

1. Property is at least 50 years old at the time of nomination; and
2. The property retains integrity of location, design, setting, materials, workmanship, feeling, and association such that it is able to convey its historical, cultural, or architectural significance

**Analysis to be considered:**

The nomination identifies Nomination Criteria A, B, C and F as applicable to the two schools. The nomination states that each of the three structures represent a unique period of architectural history: the Barlow Addition is a two-story brick masonry rectangular block on a raised base in vernacular Romanesque Revival Style; the Gray building is identified by the Tacoma Historic Schools Inventory "...as a strong example of the Collegiate Gothic style". The 1<sup>st</sup> Addition building is a 1962 glass and concrete International Style School structure. The buildings are associated with distinct Tacoma architects, including Frederick Heath and E. J. Bresemann.

As the oldest school buildings in South Tacoma, the nomination also states that they are associated with the history of education and school building development in Tacoma and the broad patterns of Tacoma history including the Northern Pacific Railroad's shop headquarters, and as unique familiar structures in the neighborhood; in addition, their association with significant individuals: Captain Robert Gray, American merchant sea-captain, and Orin Watts Barlow, school board member and president.

The purpose of the preliminary meeting is to determine that the age and integrity standards are met. The buildings were constructed between 1910 and 1962; the alterations are few, mostly to accommodate the additions and, each structure appears to meet the threshold criteria for consideration.

Staff deferred recommendation.

The Landmarks Preservation Commission may find that the property meets the threshold criteria and should be scheduled for a public hearing within 90 days, that it does not meet the threshold criteria and should not be scheduled for a public hearing, or may defer the decision.

Action must be taken within 45 days, or the application is considered rejected and may not be resubmitted for (1) calendar year.

Mr. Timothy Smith stated that he is a member of the South Tacoma Neighborhood Council. He introduced the nomination by showing the location of the Gray Middle and Barlow Annex buildings on a map and overhead photos. He stated that support was from Councilmember David Boe, who is a sponsor of the application for nomination, which is a citizen driven proposal, therefore allowing for waiver of the application fee. He added that supporters include the South Tacoma Neighborhood Business District and direct family and descendants of Frederick Heath, one of the architects.

Notes on Mr. Smith's presentation follows:

He noted the Tacoma School District's presence and outlined his previous requests (to the District) to place the buildings onto the Tacoma Register of Historic Places.

The purpose of this meeting is to determine the threshold for age and integrity of the buildings.

He noted the late hour to nominate the property, however, he explained there would be 14 other uses for this property (if nominated); retaining the historic nature of the buildings would provide opportunity to obtain additional funding.

He complimented Dr. Caroline Swope by stating, she has done more to preserve historic school properties than anyone else in Tacoma, adding the District is at the forefront of preserving historic properties.

He explained the School District has needs and conditions driving its decision-making and offered that these buildings represent a part of the South Tacoma history and now is the important time to save them.

He would use the definitions to nominate the buildings that were used by Dr. Swope in documenting and evaluating potential school buildings for placing onto the historic register in 2010.

He offered the following information to show the integrity of location and design:

There was current work being conducted to gather 2500 documents of the buildings and showed photos of architectural drawings of the existing interior elements; he presented photos and the history of Barlow, of railroad and shops' location in the context of the development of South Tacoma; he described the career of Frederick Heath and his meeting Barlow, the design of the building, and the strategic location of the water ditch and the school buildings.

He further stated, in 1911, Barlow died of a heart attack and later the Edison High School was re-named Barlow High School. He talked about the naming of Gray School showing association with Captain Gray, and explained the work of architect Bressemann. He presented additional photos of infrastructure changes, position on the hill has not changed for 80 years, earthquake damage and its impact on the student schedule; he showed photos of the interior such as the music theatre space, the removal of dormers; he compared this information with the Sanborn insurance maps. He noted that civil defense equipment from the cold war is still stored in Barlow; both buildings have gone through and have been shored up from two (Gray) and three (Barlow) earthquakes; the 1<sup>st</sup> addition is integral to connecting both buildings.

He displayed the previous evaluation and recommendation to nominate Gray / Barlow by Dr Swope prepared for the School District.

Mr. Timothy Smith talked about the 40 foot fly, explaining the theatre would leave the fly up above the stage until the next performance. He talked about the love of the schools by thousands of students and families over the years. He ended the presentation by describing the significance of the active gathering of the historic record to enhance the memory of the neighborhood, businesses and community of South Tacoma.

Dr. Jarvis, Tacoma School Superintendent, described the school district's decision to build a new Gray Middle School, including the partnership with the state of Washington to receive funding through an irrevocable agreement, based on the existing school's square footage which would be invested into a new school, and noted the overall purpose is to serve children. He described the process of the decision-making on the plans for the school, at the community and school board levels. Dr. Jarvis requested the Commission to deny the nomination.

Mr. Pete Wall, Tacoma Schools Director of Planning and Construction, presented information on the long-term planning for the future use of this site to support K-12 compatible activities, the student based new school and fields, and described the recent challenge of this nomination with the school district's construction schedule.

Mr. Pete Wall stated that the school's principal (Ms. Renee Rossman), architect (Brian Fitzgerald, TCF Architecture) and architectural historian consultant (Caroline T. Swope, PhD, Kingtree Studios) are available for presentation and responses to questions.

Ms. Renee Rossman, principal of Edison Elementary School, presented information on the existing school, including the safety of the students' pickup and drop-off area; she reported on the proposed new school and educational program.

Architectural Historian, Caroline T. Swope, Ph.D., Kingtree Studios, presented background data on her previous reports to the School District on these specific buildings within the context of the investigation of a thematic school nomination. She discussed the criteria for the previous schools' thematic nomination.

She described the lengthy discussions on integrity with the School District, whereby, there is more flexibility in a group nomination. She talked about the decision made by the School District and the ability to individually landmark other schools (i.e. outside the group nomination). She described the school buildings with less integrity, including Barlow's Romanesque style which has difficulty in meeting the integrity criteria because of its missing dormers. She further explained that the building must meet integrity with key components, such as the dormers of the building and, not just with events; the building style and components must meet integrity.

She noted the age of the 1963 connector building is outside the period of significance, which does not meet the criteria.

Dr. Caroline Swope described Gray as a challenge because it was a hybrid of Gothic Revival style with missing parapets, change in fenestration patterns with new windows, and noted the significant impacts of a previous earthquake and the 1960s addition on the side elevation.

She summarized by stating that her advice to the School District on architectural significance was as a thematic nomination and not as an individual, stand-alone landmark nomination, as is the current proposal on the Gray-Barlow nomination.

There was discussion on the concern for safety because of the existing condition [location] of the buildings, the difficulty in improving the view needed to supervise children, increasing the campus with a playfield, size of the usable campus, metal roof, original vents, significant changes to buildings after the 1950s, current seismic code compliance on structural safety, 1983 work on wall anchors, and challenge of school district function with the historic value of the buildings.

Commissioner Bret Maddox recused himself from the decision on the nomination.

Mr. Timothy Smith complimented the School District for the recent school nominations and offered that his appeal is to have a school for their community and presented lists of ideas for future use of the school buildings.

Commissioner House highlighted the purpose of the preliminary meeting, which is to base the threshold decision on the criteria of integrity and age.

There was a motion.

*"I move that we, the Landmarks Preservation Commission, determine that Gray Barlow Buildings (excluding the 1963 Addition) do meet the recommended criteria on threshold for age and integrity and, eligibility criteria A, B, C, and F, for nomination to the Tacoma Register of Historic Places".*

MOTION: Sundell

SECOND: Pham

MOTION: Failed (two-yes; five-no; one-recusal)

There was acceptance of an amendment on the above motion to exclude the 1963 Addition because it does not meet the age criteria.

Mr. Reuben McKnight confirmed the 1963 addition was not 50 years old.

There was a motion.

*"I move that we, the Landmarks Preservation Commission, determine that Gray Barlow School Buildings (excluding the 1963 Addition) do not meet the recommended criteria on threshold for age and integrity due to changes to the exterior and loss of integrity".*

MOTION: House

SECOND: Jensen

MOTION: Carried (five-yes; two-no; one-recusal)

Mr. McKnight stated that a written decision would be forthcoming, a note prepared that this matter canot come up for a calendar year per Tacoma Municipal Code, and he would notify the building permit department on this decision.

### 3. DESIGN REVIEW

#### A. 102 West Road

Mr. Reuben McKnight read the Staff Report which follows:

This is a proposal to construct a new two-story 25'X40' garage, including a new one-story addition that connects the new garage to the south wall of the existing home on the property.

Constructed in 1917, the James McNeely House was listed on the Tacoma Register of Historic Places on April 28, 2006, as a significant example of a Craftsman-style home, designed by prominent architect Ambrose Russell. The house is the only portion of the property that is designated; the site and other buildings were not designated. Recently the non historic detached garage was removed from the location of the proposed new garage.

This project is subject to Landmarks Preservation Commission review due to the physical attachment to the original house created by the addition.

Staff enclosed the property file's copy of a 1917 Tacoma News Ledger newspaper that shows a drawing of the proposed construction on the residence.

Three of the existing windows on the south wall of the existing home will be relocated to the west wall on the new addition. A new door opening will connect the existing residence and new addition. A decorative trellis and posts with frames will be constructed on the west front entrance of the new one-story addition. This entry with the trellis/post will be similar to the existing home's porch front entry trellis features.

The proposed materials will match the existing home, including the beveled cedar siding, cedar shingles, wood and wood clad windows and doors, wood window trim.

Standards to be considered:

Secretary of Interior's Standards for Rehabilitation

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

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.

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. Constructed in 1917, the James McNeely House is a historically significant Craftsman-style home, which is listed on the Tacoma Register of Historic Places.

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

3. The purpose of the proposed new family living area addition and garage will provide additional living and storage space. The decision to connect the garage to the main house is driven by code requirements and site constraints.

4. The proposal to construct the addition onto the south wall of the historic residence meets *Secretary of Interior's Standards for Rehabilitation* No. 9, specifically, for, *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.* The new addition will be at the height of the existing first story roof and will not increase the existing footprint of the historic building. In addition, this area next to the front porch appears to be a recessed buffer area between the new garage construction and the historic home, which may meet *Secretary of Interior's Standards for Rehabilitation* No. 9, specifically, for, *...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*".

5. The proposed new construction materials are wood, cedar shingles and/or wood clad and similar to match the existing historic home's materials and are compatible with traditional historic materials in design and dimension, which meets *Secretary of Interior's Standard* No. 9, specifically, for, *[materials] will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment*".

6. The access to the garage has historically been from the front of the lot, due to the gulch behind the property.

7. The existing south wall appears to have been altered in previous remodels. Moreover, the addition will result in minimal physical disruption of the main house, and could be demolished in the future if the house were to be returned to its original state. Therefore, the application meets SOI Standard #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.

Staff recommended adoption of the above as findings and approval of the application by the Commission.

Mr. Rick Hjelm of Phase II, stated that the garage was falling into the gulch, therefore, the garage was demolished. He noted that he had been working with the City to propose a new garage.

There was discussion on the altered south elevation, the attachment of the garage to the historic house, the appearance of the connecting addition area to the new garage; the height of the garage is 25 feet; it was noted that the shingles in the rendering did not appear to match the house, however it was confirmed that the cladding will match the existing house; concern on the possibility of mimicking the existing front porch on the connector addition, and recommendation to remove the decorative features on the new connector area.

There was a motion:

*"I move that we, the Landmarks Preservation Commission, adopt the analysis as findings, and approve the application with the exception of the decorative trellis and posts with frames at the entrance of the new addition".*

MOTION: Maddox  
SECOND: House  
MOTION: Carried

Mr. Reuben McKnight stated that a written decision would be issued within the next few days.

A. 914 N M Street (North Slope Historic Special Review District)

Ms. Tonie Cook read the Staff Report which follows.

Constructed in 1924, this bungalow is a contributing structure located in the North Slope Special Review District. The property has been under enforcement as a Derelict Building since May, 2010 and was foreclosed in September.

The current proposal is to stabilize the front porch by repairing the wood deck, and the removal and replacement of the existing baluster system. The non historic lath porch elements and non historic wood railing and steps will be removed and replaced with a composite baluster system and solid wood risers. The existing porch columns will be retained. New lathe to match the old will be installed under the porch deck. The proposed porch dimensions are listed on the enclosed project description sheet. A photo of an example of the porch and railing system is enclosed and titled N 9<sup>th</sup> Sheridan.

2X12 stone treads will be installed onto the existing concrete stairs as shown in the enclosed example photo, N 9<sup>th</sup> Sheridan. In addition, two handrails will be installed in the same material and dimensions as the upper porch handrails, which will not be attached to the building.

Staff enclosed copies of two photos of the home from 1977 and 1996.

Standards to be considered:

North Slope Historic District Guidelines

1. Exterior Materials. Goals: Use compatible materials that respect the visual appearance of the surrounding buildings. Buildings in the North Slope Neighborhood were sided with shingles or with lapped, horizontal wood siding of various widths. Subsequently, a few compatible brick or stucco covered structures

were constructed, although many later uses of these two materials do not fit the character of the neighborhood. Additions to existing buildings should be sided with a material to match, or be compatible with, the original or existing materials. New structures should utilize exterior materials similar to those typically found in the neighborhood.

#### Secretary of Interior's Standards for Rehabilitation

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

#### Analysis to be considered

1. The home on the property is historically significant as a contributing structure in the North Slope Historic District; it was constructed in 1924. As part of the North Slope 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 including new construction per TMC 13.07.095, prior to those changes being made, by virtue of its status as a City Landmark.

3. The proposal is part of the new owner's repair and cleanup of the house, which has been vacant and in disrepair for quite some time. The purpose of the proposal is to improve safety as the existing porch, steps and rail system which are in poor condition as shown in the enclosed Staff Photo.

4. The proposal to remove and replace the deteriorated front porch, steps, and handrail elements in a design that matches a similar home in the neighborhood is appropriate since there are no historic photos of the original porch. The severity of the deterioration of the porch and steps, necessitates its replacement and meets Secretary of Interiors Standard for Rehabilitation # 6, specifically, "*...Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*

5. The removal of the nonhistoric porch, steps and railings does not violate Secretary of Interior's Standard Number 5, which states, "*Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved*" as these are not character defining features.

6. The proposed materials are solid wood steps. Lathe under the porch, and composite on the railing system, which are similar to exterior materials found in the neighborhood, which meets North Slope Historic District Guideline Number 6, Exterior Materials, specifically, for, "*Use [ing] compatible materials that respect the visual appearance of the surrounding buildings...*" and appear to meet Secretary of Interior's Standard #9, for, "*The new work will be...compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment*". Although not an original material, it is a close visual match and has been approved by the Commission for similar applications.

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

Mr. Wes Betts stated that the railings were proposed for safety purposes.

There was discussion on the range of the width of the stairs, confirmation on the proposed stair width of 60 inches, horizontal vertical lattice, recommendation to install one simple pipe handrail system on the lower stairs, and confirmation on the use of unpainted composite material.

*"I move that we, the Landmarks Preservation Commission, approve the analysis as findings, and approve the application at the property at 914 N M Street".*

There was a motion:

MOTION: Sundell

SECOND: Luce

MOTION: Carried

Ms. Tonie Cook stated that a written decision would be issued and the permit department would also be notified on the decision.

#### 4. BOARD BUSINESS/PRESERVATION PLANNING

##### A. OLD TOWN

Mr. McKnight presented the results of the Old Town Neighborhood questionnaire which is part of the Staff Report, which follows.

On April 13, 2011, the Landmarks Preservation Commission directed staff to mail a postage paid return survey to the property owners within the proposed Old Town Historic District area. This survey was mailed in mid-May, followed by an errata letter due to a map error on the original survey. Respondents were given until May 31 to return the survey cards.

The following is the aggregate result:

	Opposed <sup>1</sup>	Support	Neutral	Not Enough Information	Total	Percent Support
Homeowners	124	28	6	7	165	17%
Business owners <sup>2</sup>	1				1	0%
Nearby property owners <sup>2</sup>	2	2	1		5	
	127	30	7	7	171 <sup>3</sup>	40%

Notes:

1. For this summary table, multiple responses were tallied only once per category; if someone marked both "Opposed" and "Not Enough Information," only the "Opposed" mark was counted.
2. The survey was intended to be for property owners, and the geographic scope was limited to the proposed district area. However, because there is always some variances in address, categories were offered for "Business Owners" and "Nearby Property Owners." Neither of these categories of owners would be directly affected by the proposal. However, if someone checked both "Property Owner" and either of the former categories, they were counted only as a "Property Owner."

3. Several individuals responded that they had not received their survey, and requested that their email be used as their survey response. These have been included in the total.

The total number of surveys mailed was 402; 171 replies equates to a 43% response rate. This is a relatively high return. Of those who responded, 165 identified as property owners within the proposed district. Of these, only 17% indicated that they support the proposed district, while approximately 75% indicated opposition.

The survey result is consistent with the petition in opposition submitted by residents.

Staff recommended that the Landmarks Preservation Commission table the proposal for a local historic special review district in the Old Town Neighborhood, with no further action.

The Commission may consider recommending to the supporters of the nomination the following actions:

1. Pursue listing on the Washington Heritage Register, which is honorary and has no effect on property rights or gaining City permits;
2. Generate a "thematic" nomination, which will not create a historic district, but provide the bulk of the documentation needed for individual property owners in the neighborhood who wish to historically designate their property to do so.

There was a motion:

*"I move that we, the Landmarks Preservation Commission, table the proposed Old Town Neighborhood Historic Special Review District with no further action".*

MOTION: Maddox

SECOND: Luce

MOTION: Carried

Mr. McKnight stated that a closing letter will be sent to the supporters with the above noted recommendations on possible actions.

## B. Design Guidelines

Mr. McKnight presented the proposed design guidelines report which follows:

With the adoption of the 2011 Comprehensive Plan Annual Amendment on June 14, 2011, the existing historic district design guidelines will become administrative documents and will no longer be part of TMC 13.07. The effective date of the regulatory amendments is August 1, 2011.

The Landmarks Preservation Commission is authorized to adopt design guidelines for Tacoma's historic districts and to review them once a year for potential amendments. The attached draft guidelines use the existing language in TMC 13.07, with visual aids for readability.

Future, substantive changes should go through the public hearings process, if the Commission desires to amend the guidelines. For the near term, however, staff proposes these drafts be adopted as the official design guidelines for Union Station, the Wedge and North Slope.

*"I move that we, the Landmarks Preservation Commission, approve the draft guidelines as the official design guidelines for Union Station, Wedge and North Slope Historic Special Review Districts".*

MOTION: McIntire  
SECOND: Al Janabi  
MOTION: Carried

C. Camp Six Logging Museum

Mr. Reuben McKnight stated that recent public announcements about Camp Six being closed, dismantled, and removed from Point Defiance initiated research on Camp Six to understand the intent of its name as a historic park. He knew that Camp Six has been administratively listed as a landmark in City documents, but it was never listed in a resolution or ordinance establishing it with the status of a landmark. .

He reported on the 1972 adoption of Resolution #21726, whereby Camp Six was named a historic park and the logging museum building, which was used to assemble artifacts in the park, was leased for \$1 per year. The historic park status was for the purpose of appearing increasingly competitive in the pursuit of grant funds. This predates the establishment of the Landmarks Preservation Commission in 1973 with the adoption of TMC 1.42. Additional research included the dates of the City's first landmarks, such as Old City Hall, Union Station, which were after the Camp Six naming as a historic park; it also predates the TMC 13.07 land use code. In summary, there is no jurisdiction for Camp Six; no other purpose has been found other than for naming purposes, as a historic park.

D. Other

Commissioner Imad Al Janabi was recognized for his four years of service.

The meeting adjourned at 7:21 p.m.

Submitted as True and Correct:

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Reuben McKnight  
Historic Preservation Officer

# Landmarks Preservation Commission

## Community & Economic Development Department



### STAFF REPORT

LPC 65/11  
July 27, 2011

### DESIGN REVIEW

#### OLD BUSINESS

##### AGENDA ITEM 3A: 1111 N 4<sup>th</sup> Street (North Slope Historic Special Review District)

Amalia Annest, Homeowner

This c.1890 house at 1111 North 4<sup>th</sup> Street is a contributing structure in the North Slope Historic District.

The house is currently in enforcement status due to a nonpermitted project begun by a previous owner in August, 2005, which included siding, windows, and a deck, in addition to an extensive interior remodel (please see September 22, 2010 staff report for a full description - attached). In addition to the lack of LPC approval and lack of building permits, very little of the work completed by the previous owner meets applicable codes, including structural, electric and plumbing systems, and extensive replacement of the interior of the building was required.

On September 22, 2010, the Commission approved the current owner's proposal to bring the property into code compliance. The September approval included the removal and replacement of windows and trim in configurations from 2005, removal of one of the two chimneys, and granted relief from the requirement that the new owner remove and replace the siding.

On April 27, 2011, the Commission approved the removal of the chimney due to its deteriorated condition and cost of repair, following a site visit by the Architectural Review Committee.

Most recently, the Architectural Review Committee visited the site on July 20, 2011, to assess the condition of the existing siding (including non-historic siding installed by the previous owner) and consider a proposal to remove the existing siding and install smooth Hardiplank in a horizontal lap configuration.

### STANDARDS

#### North Slope Historic Special Review District Guidelines

**6. Exterior Materials.** Goals: Use compatible materials that respect the visual appearance of the surrounding buildings. Buildings in the North Slope Neighborhood were sided with shingles or with lapped, horizontal wood siding of various widths. Subsequently, a few compatible brick or stucco covered structures were constructed, although many later uses of these two materials do not fit the character of the neighborhood.

Additions to existing buildings should be sided with a material to match, or be compatible with, the original or existing materials. New structures should utilize exterior materials similar to those typically found in the neighborhood.

#### Secretary of Interior's Standards

#2. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

#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.

## ARC DISCUSSION/ANALYSIS

ARC attendees:

Mark McIntire  
Duke York  
Ed Echtle  
Reuben McKnight (Staff)  
Tonie Cook (Staff)

At the July 20th ARC meeting, comments included the following to better understand the condition of the three layers of existing siding which is a mix of the original, in 1890; a potentially 1930's installation of lapped horizontal siding with mitered corners, and the 1990s outer layer of horizontal siding and shingles.

1. The existing (outermost layer) of siding, including drop (rabbeted) wood siding on the first story and cedar shingles on the second story, was incorrectly installed. Trim pieces, including window headers and the bellyband, are not flashed and present a potential long term problem with water incursion. In many instances, there is no paper or moisture barrier as well. In the location of the chimney, the bellyband and other horizontal elements do not line up from one side of the chimney location to the other.
2. The outermost first story siding appears to have been aggressively disc sanded on all exterior walls of the building, possibly to address swelling of the wood from rain exposure (it is likely the house was not painted for a significant amount of time following the siding installation). Thus the siding shows physical marks of sanding, and is of varying thickness throughout.
3. The original siding, a drop tongue and groove siding, remains as sheathing in some places on the house, but is likely missing and/or "chopped up" in other places. The siding that does remain is nailed directly to studs. In other areas, holes have been patched with OSB or solid wood boards, and window openings have been moved over the years.
4. On a portion of the rear elevation, there is existing horizontal bevel siding. It is unknown when this siding was installed. Pictures from 1996 and 1977 indicate that the house had bevel siding on the first story and shingle siding on the second story at that time; the owners provided a newspaper photo from the 1940s that suggested part, if not all, of the house had bevel siding throughout at that time.
5. The installation of new wood windows will require some extensive siding work, flashing and trim around the window openings.
6. Due to the amount of work involved in the window replacement, and the substandard (faulty) installation of the existing siding, the owner wishes to replace the siding as a component of their current project.
7. There is very little original, intact siding left anywhere on the building; at present, three types of siding are visible.

## ARC RECOMMENDATION

The ARC recommended the removal of the siding materials and installing 8 1/2 inch horizontal smooth texture Hardi Plank, that is overlapped at 1 1/4 inch, matching the 7-inch reveal on the previous siding. The recommendation included the installation of Hemlock or Cedar corner boards or caps (not rough cut whiteboard). The ARC also recommended retention of the siding on the north elevation dormer because of the difficulty in installing curved shingling.

The ARC also recommends that the full Commission discuss the siding replacement with regard to a future Special Tax Valuation application. It is the owner's intention at present to submit a Special Tax Valuation application, based on the significant amount of rehab work that has been required to bring this property into code compliance as well as occupancy.

## NEW BUSINESS

### AGENDA ITEM 3B: 608 N Sheridan Ave (North Slope Historic Special Review District)

Mark Arthur, Luxton Homes

## BACKGROUND

Built in 1905, the house at 608 N Sheridan is a contributing structure in the North Slope Historic Special Review District. The current proposal includes removal of part of the non historic siding, which is the section of existing non historic vertical board and batten type siding; the upper and lower horizontal siding will be retained. The section of the siding that is removed will be replaced with Tight Knot Cedar Lap siding matching the horizontal wood siding. The applicant is unsure what is under the non historic siding; the proposal includes the removal of only the non historic vertical board and batten type siding.

## STANDARDS

### North Slope Historic Special Review District Design Guidelines

6. **Exterior Materials.** Goals: Use compatible materials that respect the visual appearance of the surrounding buildings. Buildings in the North Slope Neighborhood were sided with shingles or with lapped, horizontal wood siding of various widths. Subsequently, a few compatible brick or stucco covered structures were constructed, although many later uses of these two materials do not fit the character of the neighborhood.

Additions to existing buildings should be sided with a material to match, or be compatible with, the original or existing materials. New structures should utilize exterior materials similar to those typically found in the neighborhood.

### Secretary of Interior's Standards for Rehabilitation

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

## ANALYSIS

1. This house is historically significant as a contributing structure in the North Slope Historic District; it is a bungalow built in 1905. 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. The original exterior siding on the house was either removed or covered with the existing non original horizontal cedar lap and vertical siding, which has been on the house since, at least prior to designation of the North Slope Historic Special Review District, per property descriptions at that time. The applicant is uncertain about the condition of any remaining original siding.
4. The removal of the non historic vertical siding material, application of a moisture barrier material, and replacement with Cedar Lap material that matches the remaining horizontal wood siding appears to meet North Slope Historic Special Review District Design Guideline #6. Exterior Materials. Goals: "Use compatible materials that respect the visual appearance of the surrounding buildings. Buildings in the North Slope Neighborhood were sided with shingles or with lapped, horizontal wood siding of various widths. Subsequently, a few compatible brick or stucco covered structures were constructed, although many later uses of these two materials do not fit the character of the neighborhood. Additions to existing buildings should be sided with a material to match, or be compatible with, the original or existing materials. New structures should utilize exterior materials similar to those typically found in the neighborhood".
5. The house has been altered previously with the addition of nonhistoric siding; the current proposal to remove and replace inkind nonhistoric material and to retain original material does not change the form of the structure, and does not appear to further alter the historic character, which appears to meet Secretary of Interior's

*Standards for Rehabilitation #2, for, “The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided”.*

## **RECOMMENDATION**

Staff recommends adopting the above analysis as findings and approval of the proposal to the Commission.

## **BOARD BRIEFINGS**

### **AGENDA ITEM 5A: Pagoda at Point Defiance Park**

*Kent McLaren, BCRA*

## **BACKGROUND**

The Pagoda at Pt Defiance Park was extensively damaged by an arsonist earlier this year. Emergency repair work is underway and is being conducted consistently with historic preservation standards. Although the site is not a City Landmark, it is a very significant historic building in Tacoma, both for its association with the streetcar (it was the second station for the park), and for its association with the development of the North End, with the history of Point Defiance, and for its architecture.

MetroParks and BCRA will provide an overview and update on the restoration activities.

## **PENDING AGENDA ITEMS**

August 10, 2011 -      Landmarks Preservation Commission regular meeting  
August 17, 2011 -      Architectural Review Committee – Pacific Avenue Streetscape discussion

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## MEETING MINUTES – September 22, 2010 – LANDMARKS PRESERVATION COMMISSION

**A. 1111 N 4<sup>th</sup> Street**

Mr. Reuben McKnight summarized the background of the property's violations, construction, and new owner's current proposal on the property. The entire staff report is included in the minutes, which follows.

This c.1890 house at 1111 North 4<sup>th</sup> Street is a contributing structure in the North Slope Historic District. The house has been in enforcement status since 2005 for windows, siding and trim, and deck completed by a previous owner.

Amalia Annest, the current owner, purchased the home in foreclosure and was not aware of the enforcement history or condition of the home at the time of sale. She has contacted the City and has been working with the building department and historic preservation office to bring the property into compliance. The owner is requesting the Commission's consideration of a plan to return the house to an adequate, livable state including a proposal to return the windows to the 2005 condition.

The following is a summary of the previous activities at this address:

1. September 2005 stop work order posted
2. October 12, 2005: Landmarks Preservation Commission denied retroactive application for siding, trim, shingles, and window replacement with aluminum clad double-hung sash and casement windows. Original windows included changing the ganged pairs into single windows; in addition, original 6/6 and 6/1 wood sash windows replaced with 1/1 that do not match appearance or profile of the original. Also, the original front door with sidelights was removed and replaced with non historic front door, and on the second story rear elevation a French door was added. There was no evidence presented that the removal of the original materials was necessary.
3. December 6, 2005, Notice of intent to pursue enforcement action mailed.
4. April 11, 2006, Letter requesting written schedule of scope of work to ameliorate conditions of denial, etc., including construction schedule.
5. May 2006: Meeting with owners to prepare plan on submitting proposal on window trim detail, permit, variance application, other items including kitchen/new construction project, deck, porch railing and stairs, to bring property into compliance.
6. 2006-2007 Activity: City notified on removal of sidewalk and constructing new concrete driveway without permits. Request for retroactive application for kitchen remodel; reconsideration denied by Commission; and subsequent appellant hearing was denied by hearing examiner with exception of window replacements and request to Commission for reconsideration of kitchen remodel. The remanded reconsideration of kitchen addition was denied by Commission. In addition, the City appealed to Superior Court the HEX denial for the installation of the siding and windows. Superior court issued an order for the restoration of the windows and siding to a historically correct condition, including the removal of the belly band and return to mitered corners.
7. In April 2009, the current owner purchased the property at a foreclosure auction, which resulted in subsequent legal issues to clear title and finalize the sale because of the previous owners' action of filing for bankruptcy the day prior to the auction. The owners were granted full title a few months ago (2010).
8. The property remains an open Code Enforcement case.

Standards to be considered:

North Slope Historic District Guidelines

#6. Exterior Materials. Goals: Use compatible materials that respect the visual appearance of the surrounding buildings. Buildings in the North Slope Neighborhood were sided with shingles or with lapped, horizontal wood siding of various widths. Subsequently, a few compatible brick or stucco covered structures were constructed, although many later uses of these two materials do not fit the character of the neighborhood.

Additions to existing buildings should be sided with a material to match, or be compatible with, the original or existing materials. New structures should utilize exterior materials similar to those typically found in the neighborhood.

#### Secretary of Interior's Standards

#2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

#### Staff Analysis to be considered:

1. This c.1890 house at 1111 North 4<sup>th</sup> Street is a contributing structure in the North Slope Historic District. As part of the North Slope 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 replacement aluminum windows, new window configurations, door replacements, siding, and deck were constructed and installed by a previous owner without approval by the Landmarks Preservation Commission; the current owner was not aware at the time of the sale that this work was conducted without proper approval.

4. The Commission previously found that the siding, trim, windows, doors, sidelights, and deck installation did not meet the district design guidelines or the Secretary of the Interior's Standards.

5. The current owners purchased the house through a foreclosure auction process without professional assistance and due to the additional bankruptcy filing action by the previous owners, had unexpected legal expenses and spent approximately one year of time to clear title for ownership on the property.

6. Subsequent to final ownership on the property, the owner discovered nonpermitted work and the open enforcement status on the property.

7. The owners have received recommendations that the expense of the interior of the house is estimated at \$70,000 to bring the house into a livable space.

8. The current proposal to replace all windows on the front and sides of the house matching the specifications of the wood windows from the 2005 photos; if, during the process, alternative window options need to be considered, the owners will return to the Commission for approval. The proposal to match original windows meets North Slope Historic District Guideline #6, Exterior Materials, for, *"Use [ing] compatible materials that respect the visual appearance of the surrounding buildings. Buildings in the North Slope Neighborhood were sided with shingles or with lapped, horizontal wood siding of various widths. Subsequently, a few compatible brick or stucco covered structures were constructed, although many later uses of these two materials do not fit the character of the neighborhood. Additions to existing buildings should be sided with a material to match, or be compatible with, the original or existing materials..."*

9. The proposal to remove the non functioning chimney located at the center of the house is to accommodate the interior remodel, in which the chimney appears to be minimally visible from the street and is not a distinctive feature, thus meeting Secretary of Interior's Standard #2, specifically, for, *"...The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided".*

10. The current proposal to retain the wood siding, trim, and shingles, installed by the previous owner, which is similar to the traditional wood exterior materials found in the neighborhood, appears to meet North Slope Historic District Guideline #6, Exterior Materials, for, *"Use [ing] compatible materials that respect the visual appearance of the surrounding buildings. Buildings in the North Slope Neighborhood were sided with shingles or with lapped, horizontal wood siding of various widths. Subsequently, a few compatible brick or stucco covered structures were constructed, although many later uses of these two materials do not fit the character of the neighborhood. Additions to existing buildings should be sided with a material to match, or be compatible with, the original or existing materials..."*

11. The house was previously shingle sided. Beneath the shingle siding is older tongue and groove drop siding; this is similar to what was installed over the shingle siding by the previous owner (without approvals or permits). While the court order, based on the Commission's findings, requires the owner to restore the siding to its previous condition, given the extent of the required work elsewhere on the property, this does not appear to be a practical consideration and the new owner requests relief from this condition.

12. Other nonpermitted work includes the installation of new doors, and deck, which were all completed by a previous owner, and, therefore, not approved by the Commission.

13. The current owner is remodeling the entire house per the building code requirements; the current owner requests to the Commission on suggestions for the nonhistoric deck installed by the previous owner.

14. Commission approval of the overall plan of action, window replacement, and chimney removal is required to obtain the proper permits to begin work. This will bring the property into code compliance.

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

Ms. Amalia Annest stated that during the year of clearing title, she paid the full mortgage payments without allowing to live in the house, which caused a lot of stress and financial difficulty. She said she is doing everything for compliance with the City and Landmarks Preservation Commission.

Vice Chair Ross Buffington complimented Ms. Annest on her persistence, adding that he did not have any objections with the current proposal and recommended removal of the deck as it was not appropriate with the style of the house.

Commissioner Marshall McClintock also complimented Ms. Annest with the property and current proposal, and recommended removal of the deck.

Commissioner McClintock asked Staff about Staff Analysis #12, which mentions other items, including doors.

There was discussion on the current corrections of windows and siding violations for code enforcement and the past difficulty on this property and tracking each of the violations such as doors, deck, etc. Mr. McKnight stated the Commission could request treatment on future items, such as the doors, or recommend return to the Commission or administrative review.

There was a motion.

*"I move that we, the Landmarks Preservation Commission, adopt the analysis items one through fourteen as findings, and approve the application for changes at 1111 N 4<sup>th</sup> Street, as presented and direct staff to work with the applicant to address future replacement of the doors and deck, and, if necessary, address these items through administrative review".*

MOTION: Buffington  
SECOND: King  
MOTION: Carried

Mr. McKnight stated that a written decision would be forthcoming and noted that Staff would be available if needed for processing the building permit

7/20/2011

From: Amalia Annest  
To: Tonie Cook; Reuben McKnight  
CC: Michael Case  
RE: 1111 N. 4th Siding Summary

Hi Tonie,

I've attached 8 photographs of various parts of the house and garage for the siding review next week. The following is a summary of what we'd like to do:

- 1) Remove all current siding from the house. This includes lower siding and upper shingles. We will leave the original curved shingling surrounding the roof dormer.
- 2) Replace all siding with lapped Hardy Plank. We will shoot for 8 1/4" planks overlapped at 1 1/4" to match the original 7" lapped boards.
- 3) Use Hemlock corner boards for all of the corners, no larger than 3" wide by 1 1/4" deep.
- 4) The siding will be consistent across all planes of the house.

This will allow us to deal with the many flaws in the current siding design, as well as prevent us from having to redo any of the outer trim for the new wood windows down the road. Thank you for considering our proposal.

Please let me know if you need any further information.

Thanks so much,

Amalia



GARAGE – REAR

Photo 1



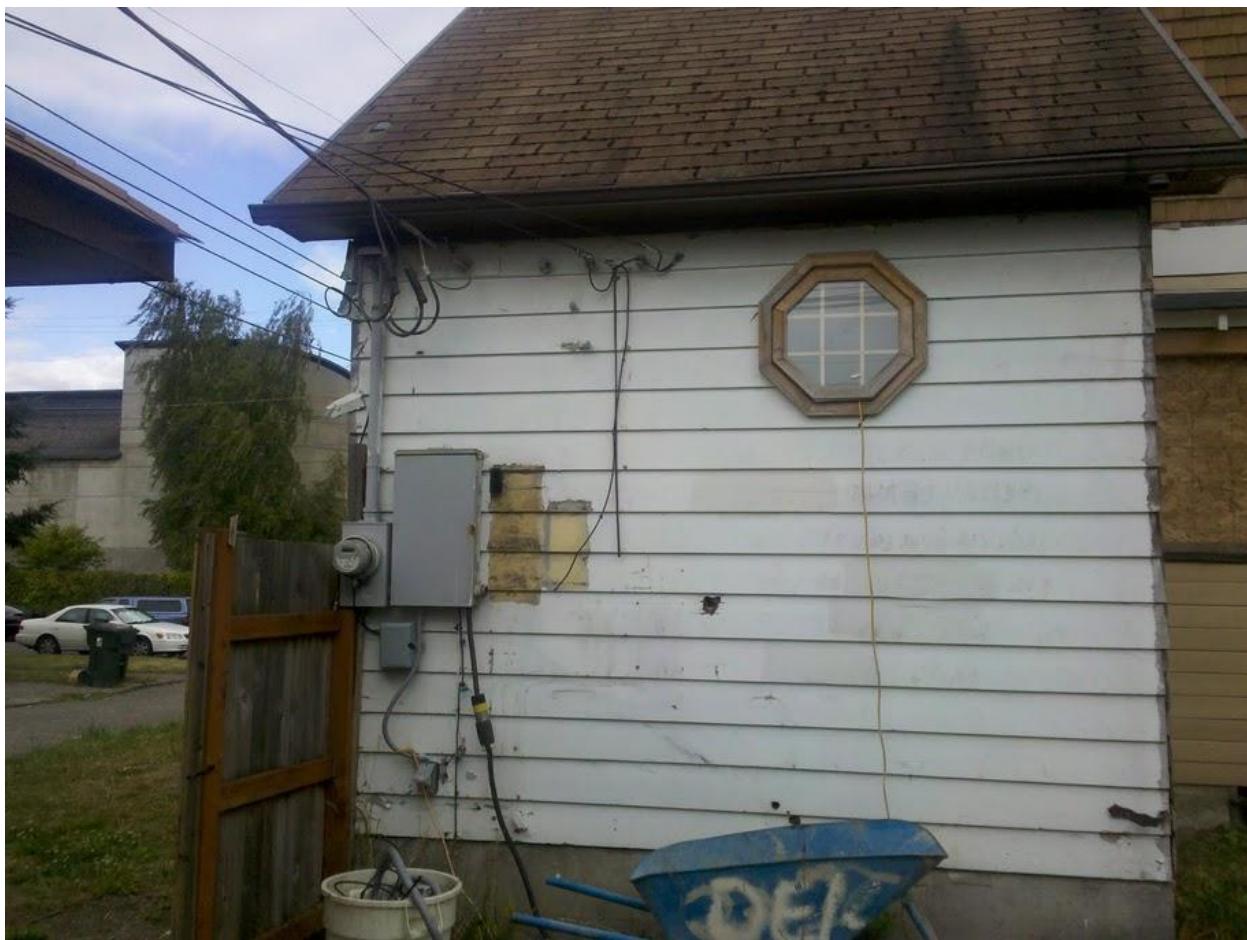
GARAGE – SIDE

Photo 2



ORIGINAL LAPPED SIDING – REAR OF HOUSE

Photo 3



ORIGINAL LAPPED SIDING – REAR OF HOUSE

Photo



4

Chimney Removed – siding

Photo



5

close-up photo of two layers of siding: existing siding covering the original



Chimney –side elevation

PHOTO



6

Existing siding on rear

PHOTO 7

# Landmarks Preservation Commission

Tacoma Economic Development Department  
Culture and Tourism Division

Rec'd 07.19.11

TCook



747 Market Street ♦ Room 1036 ♦ Tacoma WA 98402-3793 ♦ 253.591.5220

## APPLICATION FOR DESIGN REVIEW FOR SINGLE FAMILY RESIDENTIAL PROPERTIES

Please include ALL of the following information with your application. Insufficient application materials will result in a delay in processing of your application. If you have any question regarding application requirements, or regulations and standards for historic homes and neighborhoods, please call the Historic Preservation Officer at 253.591.5220.

### PART 1: APPLICANT INFORMATION

House Address 608 N Sheridan Ave

Landmark/Conservation District (if applicable)

North Slope

#### OWNER INFORMATION

Name (printed) Michael Garrity & Elise Richman

Email mdgarrity@gmail.com; emrichman@hotmail.com

Address (if different than above)

Phone 206-852-5583/206-679-8915

Homeowner's Signature\*

\*Application must be signed by the property owner to be processed.

#### CONTRACTOR INFORMATION

If application will be presented by a representative or contractor, please fill in the following:

Representative's Name

David Kang

Company Luxton Homes, LLC

Address

2522 N Proctor PMB 316

Email

david@luxtonhomes.com

Phone 206.422.2142

#### FOR OFFICE USE ONLY

PRELIMINARY PLAN CHECK DATE: \_\_\_\_\_

INITIALS

CHECKED FOR BUILDING CODE\*: \_\_\_\_\_

LAND USE/ZONING (IF APPLICABLE)\*: \_\_\_\_\_

\*PRELIMINARY PLAN CHECK IS NOT AN APPROVAL OF A PROJECT. A SEPARATE PERMIT APPLICATION MAY BE REQUIRED.

#### APPLICATION FEE (please see page 2)

Estimated Project Cost,  
rounded to nearest \$1000 10,000

Application Fee Enclosed

## PART 2: INFORMATION FOR APPLICANTS

### \*NEW\* FEE SCHEDULE

On March 21, 2006 City Council adopted a new administrative fee schedule, which includes application fees for design review of historic properties (Res. No. 36804).

The following fees are based on estimated project cost and apply to design review for historic single family properties:

Project Cost	Fee
\$0 – 2000	\$50
Each additional \$1000	\$25
Maximum Fee per Application	\$500
Application for Demolition	\$1500
Signs and Awnings	\$100 flat fee

#### PLEASE NOTE:

1. Fees are required only once per application.
2. If an application is denied by the Landmarks Commission, and a new application is submitted for the same project, new fees may apply.
3. Demolition fees are applied to cover the cost of public hearings, but may not be required for the removal of certain accessory structures.

## HOW TO USE THIS FORM

### STEPS FOR APPLICANTS

1. **Review the Standards and Guidelines for Historic Buildings.** Many homeowners want to know whether their project will be approved by the Commission ahead of the meeting. The Landmarks Commission reviews projects according to design guidelines and the Secretary of the Interior's Guidelines for Rehabilitation. This information is available online at [www.tacomaCulture.org](http://www.tacomaCulture.org).
2. **Fill out this form in its ENTIRETY.**
3. **Find the correct checklist for your project, and submit the required supporting documentation.** Part 4 of this form outlines which checklist to use for your project. There are three checklists, but you only need to use one.
4. **Submit your application for preliminary review to the Buildings and Land Use Division (BLUS). The Plans Reviewer will initial and date the cover sheet of this application.** This ensures your application meets applicable codes and will avoid delays down the road. Your application will NOT be processed without this step.
5. **Make 20 copies of the final application and submit it to the Historic Preservation Office with the APPLICATION FEE.** The Landmarks Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month, and applications are due to this office TWO WEEKS in advance. When your application has been scheduled for review, you will be notified.

#### WHERE TO GO:

Buildings and Land Use Division  
City of Tacoma, Public Works Department  
747 Market Street, 3<sup>rd</sup> Floor  
253-591-5030

Historic Preservation Officer  
City of Tacoma, C.E.D.D.  
747 Market Street, Room 1036  
Tacoma, WA 98402-3793  
253-591-5220

## PART 3: PROJECT DESCRIPTION

Please describe below the overall scope of work, including all proposed new construction, changes to existing buildings, and any elements to be removed and replaced. (*For complex remodeling projects, it may be beneficial to divide the description into different areas [north façade, west façade] or by type of work [windows, doors, siding].*)

Attach additional pages if needed.

Re-side: Applicable sections of existing board and batten (panels) with Tight Knot Cedar Lap: This option provides material and labor to match existing siding that is to be retained

Labor Inclusions:

- Tear-off existing siding-applicable areas
- Integrated dumpster, haul, away, and dump fees
- Install house wrap moisture barrier-15lb felt
- Install Forti-flash flashing tape to window flanges
- Provide and Install Cedar Tight Knot Lap siding (match existing 8 1/2" reveal)
- Joint moisture barrier application with 8 x 8 15# felt squares
- Use of "Tite-bond" caulking for trim face and trim corners
- Corner metal to match

## PART 4: SUPPLEMENTS

### How to Use This Table

The following is a table of common projects divided into Categories. For each Category of work there is a corresponding checklist designed to help you include the information required for your application.

Find the type of work you are proposing, and download the corresponding checklist to attach to your application.

Checklists are available from the Historic Preservation Office, and on our website at [www.tacomaculture.org/historic.asp](http://www.tacomaculture.org/historic.asp)

If you have any questions regarding what information should be included in your application, please call the Historic Preservation Office at 253-591-5220.

NOTE: ONLY USE ONE CHECKLIST

<input type="checkbox"/> Use Checklist A for:	Detached garages New porches Decks Additions Foundations Other Major Work (call the Historic Preservation Officer with questions)	p. 5
<input checked="" type="checkbox"/> Use Checklist B for:	Siding Roofing New window or door openings Other Minor (For example, chimney restoration)	p. 6
<input type="checkbox"/> Use Checklist C for:	Windows (replacement or restoration of existing) Doors (replacement or restoration of existing)	p. 7





