

**Members**

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



# Agenda

## Landmarks Preservation Commission Community & Economic Development Department

Marshall McClintock, North Slope Ex-Officio

**Staff**

Reuben McKnight, Historic Preservation Officer  
 Tonie Cook, Landmarks Coordinator

Date: September 14, 2011  
 Location: 747 Market St, Tacoma Municipal Building, Room 248  
 Time: 5:00 p.m.

LPC73/11

*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 – 07/13/11 and 07/27/11

**3. DESIGN REVIEW**

- |  |                            |     |
|--|----------------------------|-----|
| A. 607 N Cushman (North Slope)<br><i>Rail restoration</i>            | Dion Teague, Homeowner     | 5 m |
| B. 611 N Sheridan (North Slope)<br><i>Windows</i>                    | Mike Hartzell, M.D. Design | 5 m |
| C. 732 Pacific Avenue, Davie Block (Old City Hall)<br><i>Windows</i> | Joel Chrisman, Artifex     | 5 m |

**4. CHAIR COMMENTS****5. BOARD BUSINESS/PRESERVATION PLANNING**

- |   |                   |      |
|---|-------------------|------|
| A. 511 N K Street (North Slope)   | Jeff Fraychineaud | 10 m |
| B. 2803 N Starr (Old Town Neighborhood)<br><i>Historic Register Removal Request</i> | Diane Washburn    | 10 m |

Reuben McKnight  
 Historic Preservation Officer

*Next Regular Meeting: September 28, 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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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: July 13, 2011

LPC66/11

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

### Commission Members in Attendance:

Mark McIntire  
Bret Maddox  
Edward Echtele  
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 7<sup>th</sup> Street and South 17<sup>th</sup> 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 13<sup>th</sup>, the Commission reacted favorably to the changes to the design, in response to the feedback given on January 12<sup>th</sup>. 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 17<sup>th</sup> 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 Wiater, 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 4<sup>th</sup> 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:

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Reuben McKnight  
Historic Preservation Officer

**Members**

Mark McIntire, *Chair*  
Bret Maddox, S.E., *Vice Chair*  
Edward Echtele  
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

**draft**



# MINUTES

## Landmarks Preservation Commission Community and Economic Development Department

Date: July 27, 2011

LPC66/11

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

**Commission Members in Attendance:**

Mark McIntire, *Chair*  
Bret Maddox, S.E., *Vice Chair*  
Edward Echtele  
Ken House (*late arrival*)  
Jonah Jensen  
Megan Luce  
Marshall McClintock  
Ha Pham  
Duke York (*late arrival*)

**Staff Present:**

Reuben McKnight  
Tonie Cook

**Others Present:**

Michael Case, Melissa McGinnis, Roger Stanton

**Commission Members Absent:**

*Commissioner Pamela Sundell*

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

### 1. **CONSENT AGENDA**

A. Excusal of Absences

Commissioner Pamela Sundell was excused.

B. Approval of Minutes

Meeting minutes of June 8, 2011 and June 22, 2011 were approved.

### 2. **DESIGN REVIEW**

Chair Mark McIntire changed the meeting schedule to consider 1111 N 4<sup>th</sup> Street to later in the meeting to accommodate the late arrival of the applicant.

#### NEW BUSINESS

A. 608 N Sheridan Ave (North Slope Historic Special Review District)

Mr. Reuben McKnight explained the applicant had an emergency which prevented his attendance; the applicant offered to reschedule the item to a future Commission meeting, however, if the Commission reviews the item and

needs additional information, the item can be moved to a subsequent meeting.

Ms. Tonie Cook read the Staff Report into the meeting record.

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 to be considered:

*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 to be considered:

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 in kind 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”.*

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

Commissioner McClintock commended the applicant for the proposal.

There was a motion:

*“I move that we, the Landmarks Preservation Commission, adopt the analysis as findings, and approve the application for the siding replacement as proposed at property at 608 N Sheridan Avenue”.*

MOTION: Maddox

SECOND: York

MOTION: Carried

### 3. **BRIEFING – Pagoda at Point Defiance**

Mr. Reuben McKnight read the Staff Report. The Pagoda at Point 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.

Ms. Melissa McGinnis of MetroParks and Mr. Roger Stanton of BCRA presented an overview and update on the restoration activities, including the reinstallation of roof tiles, smoke damage throughout the building, window restoration according to Secretary of Interior’s Standards, restoration of old sconces, and the upgrades such as, hydronic floor heating, HVAC system, fire protection and security, electronic systems and accessibility.

### 4. **DESIGN REVIEW continued.**

#### **OLD BUSINESS**

##### A. 1111 N 4<sup>th</sup> Street (North Slope Historic Special Review District)

Mr. Reuben McKnight presented the Staff Report.

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 to be considered:

*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 Echte  
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 (rabbetted) 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 ½ inch horizontal smooth texture Hardi Plank, that is overlapped at 1 ¼ 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 recommended 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.

Chair Mark McIntire asked for Commissioner comments.

Commissioner Marshall McClintock stated the North Slope neighborhood does not recommend hardie plank but understands the issue of this particular property and the need for reasonable accommodation.

Vice Chair Bret Maddox asked for clarification on the existing several levels of siding, which includes the 2005 installation of an outer layer, the cedar bevel siding may have been installed in the late 1940s, and the drop siding is shown (re: photo) in the area under the chimney area. Mr. McKnight stated the current proposal is to restore to the 1940s era type siding with hardie plank as stated in the Staff Report.

There was a motion:

*"I move that we, the Landmarks Preservation Commission, adopt the analysis as findings, and approve the Architectural Review Committee's recommendation to approve the siding replacement proposal at the property at 1111 N 4<sup>th</sup> Street".*

MOTION: Pham

SECOND: Luce

Mr. Reuben McKnight provided clarification on the approval of the installation of hardie plank and recognition that this decision does not approve a future Special Tax Valuation application. However, he further stated that for the meeting record, the design review application approval by the Commission is based on a unique and specific existing set of conditions, including the previous actions by previous owners on the property.

MOTION: Carried

Ms. Cook stated that the written decision would be forthcoming.

The meeting adjourned at 6:01 p.m.

Submitted as True and Correct:

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Reuben McKnight  
Historic Preservation Officer



**STAFF REPORT**

**LPC 84/11**  
September 14, 2011

**GENERAL NOTES**

**EFFECTS OF CODE UPDATES**

As the Commission is aware, on August 1, 2011, a new set of ordinances took effect that regulate design review, historic designation, and the activities of the Landmarks Preservation Commission. Many of these code changes reflect changes to the Buildings and Land Use Services organizational structure (such as moving the design review procedures from the Landmarks Code (TMC 13.07) to Land Use Permitting (TMC 13.05)) and procedural changes.

However, there are more substantial changes, including the development of an Economic Hardship review procedure, procedures for de-listing City Landmarks, and changes to the way that design guidelines in historic districts are used.

Specifically:

1. Certificate of Approval (COA) requirements are outlined at TMC 13.05.047. The primary change to the COA requirement is that modifications to existing buildings within Conservation Districts, except for additions, are exempt from design review.
2. Delisting of a Landmark is addressed in TMC 13.07.055.
3. Design guidelines, where adopted, are to be used for review of projects within historic districts. Previously, a combination of the design guidelines and Secretary of the Interior's (SOI) Standards has been used. SOI Standards will now be used only for individually listed landmarks (TMC 13.07.095). Guidelines may be amended annually to incorporate elements of SOI Standards as needed, per TMC 13.07.120.B.)

Please take a moment to review the enclosed code language.

**DESIGN REVIEW**

**AGENDA ITEM 3A: 607 North Cushman Ave (North Slope)**

*Dion Teague, Homeowner*

**BACKGROUND**

Built in 1907, the home at 607 N Cushman is a contributing structure in the North Slope Historic Special Review District. The current proposal is to re-construct the front elevation second story decorative railing based on a historic photo of the original house with the railing. The proposal includes using fir material for the decorative railing with 2X2 balusters, and 6X6 box newel posts.

**STANDARDS\*\***

**North Slope Historic Special Review District**

8. Additional Construction. Goal: Sensitively locate additions, penthouses, buildings systems equipment, or roof-mounted structures to allow the architectural and historical qualities of the contributing building to be dominant. While additions to contributing buildings in historic districts are not discouraged, they should be located to conceal them from view from the public right-of-way. Some new additions, such as the reconstruction of missing porches or the addition of dormers in the roof, may need to be located on the front facade of the building. When an addition is proposed for the front of the building, appropriate and sensitive designs for such modifications should follow the guidelines for scale, massing, rhythm, and materials.

*\*\*Please Note: As of August 1, 2011, the Landmarks Preservation Commission must use the North Slope Design Guidelines for project review within the North Slope Historic District. The Secretary of the Interior's Standards are to be used only for individually listed historic properties, and for historic districts in which design guidelines have not yet been established.*

## **ANALYSIS**

1. Built in 1907, this house is historically significant as 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. 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 proposed decorative rail appears to have been an original feature on the second story landing, as shown in the historic photo, thus meeting North Slope Historic District Guideline # 6, Roof Shapes and Materials, specifically, for, "...such as, reconstruction of missing porches... may need to be located on the front facade of the building. When an addition is proposed for the front of the building, appropriate and sensitive designs for such modifications should follow the guidelines for scale, massing, rhythm, and materials". The proposed decorative railing matches the existing railing on the house in design, materials and color and appears to match the rail in the historic photo.
4. The building permit office noted there was no access from the second story living space to the area of the proposed 30 inch decorative railing.

## **RECOMMENDATION**

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

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| <b>AGENDA ITEM 3B: 611 N Sheridan (North Slope)</b> |
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*Mike Hartzell, M.D. Design*

## **BACKGROUND**

Built in 1920, this Craftsman Bungalow style house is a contributing structure located in the North Slope Historic Special Review District. The current proposal is to remove and replace seven existing original wood windows with vinyl windows. The purpose of the proposal is to increase energy efficiency and operability of the painted windows. The contractor submitted an alternative proposal (to the vinyl window request) which is to install wood clad windows.

On August 24, 2011, staff visited the property and noted that the existing windows appear to be repairable and would be operable if the paint was removed, and discussed the district standards and alternatives to replacement with the contractor.

## **STANDARDS\*\***

### **North Slope Historic 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.

7. Rhythm of Openings. Goals: Respect the patterns and orientations of door and window openings, as represented in the neighboring buildings. Typically, older buildings have doors and transoms that matched the head height of the adjacent windows. Doors also tend to be paneled or contain glazed openings. Windows are vertically oriented. Large horizontal expanses of glass are created by ganging two or more windows into a series. Most windows are either single or double hung, with a few casement windows being incorporated into the

designs. Many of the buildings had the upper sash articulated into smaller panels, either with muntin bars, leaded glazing, or arches. Most older windows were also surrounded with substantial trim pieces or window head trim.

*\*\*Please Note: As of August 1, 2011, the Landmarks Preservation Commission must use the North Slope Design Guidelines for project review within the North Slope Historic District. The Secretary of the Interior's Standards are to be used only for individually listed historic properties, and for historic districts in which design guidelines have not yet been established.*

## **ANALYSIS**

1. The home on the property is historically significant as a contributing structure in the North Slope Historic District; it was constructed in 1920. 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 use of vinyl material does not meet North Slope Historic District Guideline #6, Exterior Materials, for, *"Use compatible materials that respect the visual appearance..."*
4. On August 24, 2011, Staff visited the property and noted the following: The existing windows appear to be repairable and operable if the paint was removed; Staff recommended the windows be repaired, including weather stripping; and to ensure the house was fully weatherized, including adequate insulation and noted the opportunity to save on cost by repair and restoration of the windows as well as the increased life cycle by using the existing windows versus full replacement. Staff also noted the minimal to no visibility of the windows from the right of ways and discussed the option of wood clad replacement windows.
5. The application did not include an estimate to repair and restore the existing wood windows.
6. 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.
7. The Commission has approved wood clad windows based on specific conditions, such as in locations on the rear elevation, which are not as visible from the right-of-way. The location of the proposed windows is on the rear of the side elevation and on the rear, which is not visible from the alley right of way and appears to be minimally visible from adjacent homes on rear elevations.
8. However, applications reviewed from 2005-2011 used both the design guidelines and Secretary of the Interior's Standards for review.

## **RECOMMENDATION**

Staff recommends approving the above analysis as findings and recommends the approval of wood clad windows on the rear and rear-side elevations.

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| <b>AGENDA ITEM 3B: 732 Pacific / 731 Commerce (Old City Hall)</b> |
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*Joel Chrisman, Artifex*

## **BACKGROUND**

Built in 1888, the Davies Building at 732 Pacific is a primary structure in the Old City Hall District. The proposal is a retroactive application for the removal of wood windows and installation of aluminum clad windows on the top floors on

Pacific and Commerce elevations. The windows were part of an extensive interior remodel. When notified of the requirement for Landmarks Commission approval, the owner did not replace any additional windows.

The owner proposes a plan to mitigate the noncompliant windows, which follows:

1. Pacific Elevation: Remove the three unpermitted windows on the top floors and replace with the original wood sashes that have been retrofitted with energy efficient glass; repeat this process on the remaining Pacific Avenue elevation windows.
2. Commerce Elevation: Retain the aluminum clad windows on the second floor and remove the existing nonhistoric windows on the first floor and install aluminum clad windows.
3. Pacific Elevation: An interior wall was installed requiring a vertical center mullion on the exterior (See Fig.1b); the proposal includes using a salvage original window to create a center window with a decorative mullion (Fig. 1b)

## STANDARDS

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

## ANALYSIS

1. This building is historically significant as a contributing structure in the Old City Hall Historic District; it was built in 1888. As part of the Old City Hall Historic District 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. It is recognized that the owner stopped work on the project, thus preventing the removal of all of the windows on the two elevations.
4. The removal of original wood windows and glazing on the Commerce and Pacific Avenue elevations of the building does not meet Secretary of Interior's Standards for Rehabilitation #2, specifically, for, "... *The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*
5. The Commerce elevation has been altered in the past, including cladding (stucco) and replacement of the original windows.
6. The re-installation of salvage original window material is appropriate to retain the distinctive features and may meet Secretary of Interior's Standards for Rehabilitation #5, specifically, for, "*Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved*"
7. The center dividing mullion in the center window is not original, but is necessitated by the interior remodel. However, it is not inconsistent with the architecture of the building, or time period.

## RECOMMENDATION

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

## BOARD BUSINESS/PRESERVATION PLANNING

### AGENDA ITEM 5A: 511 and 524 N K Street (North Slope)

*Jeff Fraychineaud, Property Owner*

#### **524 N K Street**

On August 24, 2011, the Architectural Review Committee visited the apartment building at 524 N K Street to discuss potential plans to remodel the exterior of the existing commercial building. The proposal included the following: remove non historic vinyl horizontal slider windows on the second story and replace with vertically oriented double or single hung sash windows, installation of new cement board siding over the existing drop siding, and remodeling of the existing nonhistoric retail level consistent with historic retail configurations, including more windows and transparency.

#### Commissioners present:

Mark McIntire  
Bret Maddox  
Ed Echte  
Marshall McClintock  
Pamela Sundell  
Duke York

#### Staff present:

Reuben McKnight

#### Discussion

1. The building was initially constructed in 1894, and was joined by an adjacent structure several years later. By 1908 the two structures had been substantially remodeled and conjoined, and the resulting building has been remodeled several times in the subsequent years. The buildings have served as a grocery store, apartments, and a tavern.
2. There was confusion over whether the building is considered "Contributing" or "Noncontributing" in the North Slope Historic District inventory. The building was erroneously listed as noncontributing in the August 24 Staff Report. Staff confirmed that it is listed as a contributing building.
3. The ARC members present voiced no concerns regarding the proposed siding project. It was suggested that furring strips be used to even the wall planes.
4. Several commissioners suggested that the retail frontage of the building could be substantially changed without affecting historic character, due to the changes to the building, including roll up doors or accordion windows.
5. The owner asked if the building could be changed to noncontributing. There was not a consensus from commissioners present on this question; several felt that due to the antiquity of the building relative to the surrounding neighborhood, that it should remain contributing despite the changes to its exterior.

#### Recommendation

The Committee did not express any concerns regarding the future plans for the building. Designs will be reviewed by the full commission once submitted.

#### **511 N K Street**

The Committee reviewed the apartment building at 511 North K Street to provide feedback regarding its status as "Contributing" in the district inventory.

#### Discussion

1. The structure is a one-story four-plex building that was constructed in the early 1950s [note: 1954]
2. The owner would like to reconstruct the flat roof with a gable roof and make other improvements to the property.

3. The building is listed as contributing in both the National and Tacoma Register inventories. However, similar properties from the same time period elsewhere in the district are listed as noncontributing.
4. The building is in a state of significant deferred maintenance.

#### Recommendation

The ARC recommended that the property be placed on the noncontributing list of the North Slope Special Review District and that the Commission delegate design review for this property to Administrative Review, unless new construction is proposed, until the inventory is updated.

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| <b>AGENDA ITEM 5B: 2803 N Starr Street (Landmark, Old Town Neighborhood)</b> |
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Diane Washburn, Property Owner

#### **BACKGROUND**

A letter dated April 28, 2011 was received from the owner requesting removal of the landmark property at 2803 N Starr Street from the Tacoma Register of Historic Places based on economic hardship. The owner submitted a subsequent letter dated August 18, 2011 which included a Statement of Economic Hardship ~~required in~~ under TMC13.07.055.

Even though the initial request was dated prior to adoption of TMC 13.05.055, the Commission may elect to use the procedures under TMC 13.07.055 to review the request for rescission. (This is because previously there were no procedures defined for reviewing these requests). However, because the owner's request for rescission was received prior to the effective date of TMC 13.07.055, the Commission should only use the criteria as general guidelines rather than strict requirements.

At this meeting, the Commission will determine if the building should be removed from the Tacoma Register of Historic Places, and may:

1. Vote to remove the building from the register.
2. Vote to schedule a public hearing to take comments on the request (which is required of all requests made after August 1, 2011)
3. Request additional information.
4. Deny the request.

#### **STANDARDS**

Prior to August 1, 2011, there were no specific standards for considering removal from the historic register.

Under the current TMC 13.07.055 in effect on August 1, 2011, a property owner may request that a building be removed from the register due to:

1. Economic hardship. The property cannot be maintained as a City Landmark without causing undue economic hardship to the owner. (This criterion shall only apply if a determination of economic hardship has been made by the Commission. See Economic Hardship, Section 13.05.046.)
2. Catastrophic Loss.
3. Procedural Error.

Under TMC 13.07.055, the Landmarks Preservation Commission may itself also request removal of a property from the Historic Register in instances where:

1. The significant structure on the property no longer exists
2. The Commission finds that retaining the property on the Historic Register does not further the goals and objectives of this Chapter and the Preservation Plan.

Under TMC 13.07.055, after the public hearing, the Commission will determine if the property meets criteria for removal from the historic register, and recommend removal (or not recommend removal) to the City Council.

## ANALYSIS

1. On January 31, 2006, the property was designated an individual landmark on the Tacoma Register of Historic Places by the previous owner.
2. Landmarks Preservation Commission has jurisdiction to review and approve, or not approve, requests for rescission from the register per TMC 13.07.055, Rescission of Landmarks Designation.
3. The initial request for rescission from the Tacoma Register was dated April, 28, 2011, prior to the adoption date of TMC 13.07.055. No procedures or criteria for consideration of such a request were in the municipal code at that time.
4. On August 22, 2011, the property owner submitted the statement of the basis for removal from the Register, based on the criteria of economic hardship under TMC 13.07.055, the recently adopted ordinance.
5. Under TMC13.07.055, the owner must prove economic hardship based on TMC 13.05.046 outlined below:
  - a. The owner must have applied for, and been denied, a Certificate of Approval, and show that:
  - b. The property is incapable of earning a reasonable return, regardless of whether that return represents the most profitable return possible;
  - c. The property cannot be adapted for any other use, whether by the current owner or by a purchaser, which would result in a reasonable return; and
  - d. Efforts to find a purchaser interested in acquiring the property and preserving it have failed.

In addition, the applicant shall consult in good faith with the Commission, local preservation groups, and interested parties in a diligent effort to seek an alternative that will result in preservation of the property. Such efforts must be shown to the Commission.

6. The owner's statement of the basis for hardship includes the following evidence:
  - purchase price, \$390,000
  - purchase date, August 2007 (seller had no relation to new owner)
  - cost of improvements since purchase, \$8500.
  - assessed value of the property; \$254800
  - real estate taxes, approximately \$3500 to \$3100
  - debt service, \$19,169 to \$21,040
  - appraisals: 2007-\$400,000 and in 2009, \$315,000
  - offers received: not for sale
  - rental capacity: was unable to rent the property
  - consideration of profitable adaptive reuse for the property: None
7. No application for a Certificate of Approval has been received or reviewed by the Landmarks Commission for this property. However, because the written request was received prior to August 1, 2011, the Commission may consider the owner's economic hardship request without the requirements strictly being met.
8. The Commission may also choose to consider this request under its own authority to recommend removal if retaining the property on the Historic Register does not further the goals and objectives of this Chapter and the Preservation Plan.

## RECOMMENDATION:

Staff recommends adoption of the above as findings and recommends scheduling a public hearing on the request for October 12, 2011.

## PENDING AGENDA ITEMS

September 28, 2011 – Next regular meeting of the Landmarks Preservation Commission

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## Chapter 13.05

### LAND USE PERMIT PROCEDURES

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#### 13.05.045 Historic preservation land use decisions.

A. Purpose. The City finds that the protection, enhancement, perpetuation, and continued use of landmarks, districts, and elements of historic, cultural, architectural, archeological, engineering, or geographic significance located within the City are required in the interests of the prosperity, civic pride, and ecological and general welfare of its citizens. The City further finds that the economic, cultural, and aesthetic standing of the City cannot be maintained or enhanced by disregarding the heritage of the City or by allowing the destruction or defacement of historic and cultural assets. The purpose of this section is to support these goals and provide regulatory procedures for historic preservation decision making bodies.

#### B. Authority and Responsibilities.

1. Landmarks Preservation Commission. Pursuant to TMC 1.42, and for the purposes of this chapter, the Landmarks Preservation Commission shall have the authority to:

a. Approve or deny proposals to alter individual properties or contributing properties within historic and conservation districts that are listed on the Tacoma Register of Historic Places, as provided in TMC 13.07, and authorize the issuance of Certificates of Approval for the same, and adopt standards, design guidelines, and district rules to be used to guide this review.

b. Where appropriate, encourage the conservation of historic materials and make recommendations regarding mitigation measures for projects adversely affecting historic resources.

2. Historic Preservation Officer. Pursuant to TMC 1.42, and for the purposes of this chapter, the Historic Preservation Officer shall have the authority to:

a. Grant administrative Certificates of Approval, subject to such limitations and within such standards as the Commission may establish.

b. On behalf of the Landmarks Preservation Commission, draft and issue Certificates of Approval or other written decisions on matters on which the Commission has taken formal action.

c. Upon request by other City entities, review permit applications and other project actions for appropriateness and consistency with the purposes of this chapter, Chapter 13.07, and the Preservation Plan element of the Comprehensive Plan.

d. With respect to the goals and policies contained within this chapter, Chapter 13.07, and the Comprehensive Plan, represent the Historic Preservation Certified Local Government program for Tacoma and review, advise, and comment upon environmental analyses performed by other agencies and mitigation proposed, including NEPA and SEPA, Section 106, and other similar duties.

e. Advise property owners and the public of historic preservation code requirements.

f. Assist the Land Use Administrator, as needed, with requests for interpretations of codes relating to landmarks and to historic districts, as provided in those codes. (Ord. 27995 Ex. C; passed Jun. 14, 2011)

#### 13.05.046 Compatibility of historic standards with zoning development standards.

A. All property designated as a City landmark or that is located within a Historic Special Review District or Conservation District, according to the procedures set forth in Chapter 13.07, shall be subject to all of the controls, standards, and procedures set forth in Title 13, including those contained herein and in Chapter 13.07, applicable to the area in which it is presently located, and the owners of the property shall comply with the mandates of this Title in addition to all other applicable Tacoma Municipal Code requirements for the area in which such property is located. In the event of a conflict between the application of this chapter and other codes and ordinances of the City, the more restrictive shall govern, except where otherwise indicated.

B. Coordination with Residential Zoning Code. In certain cases, application of the development standards in the residential zones, as defined in Section 13.06.100, including those for height, bulk, scale, and setbacks, may conflict with historic preservation standards or criteria and result in adverse effects to City Landmark properties. In such cases, properties subject to design review and approval by the Landmarks Preservation Commission shall be exempted from the standards that conflict with the Landmarks Commission's application of historic preservation standards adopted pursuant to Chapter 13.07, including the Secretary of the Interior's Standards for the Rehabilitation and

Guidelines for Rehabilitation of Historic Buildings and applicable Historic Special Review District Design Guidelines. The issuance of a Certificate of Approval for final design by the Landmarks Preservation Commission shall include specific references to any conflicts between the historic standards and those in Chapter 13.06, and specifically request the appropriate exemptions.

C. Coordination with Downtown Zoning. In certain cases, the application of design standards in Downtown Tacoma zoning districts, as defined in Chapter 13.06A, may conflict with historic preservation standards or criteria and result in adverse effects to historic properties. In such cases, properties subject to design review and approval by the Landmarks Preservation Commission shall be exempted from the basic design standards of Chapter 13.06A that conflict with the Landmarks Commission's application of historic preservation standards adopted pursuant to this chapter, including the Secretary of the Interior's Standards for the Rehabilitation and Guidelines for Rehabilitation of Historic Buildings and applicable Historic Special Review District Design Guidelines. The issuance of a Certificate of Approval for final design by the Landmarks Preservation Commission shall serve as the Commission's findings as required in TMC 13.06A.070.B. (Ord. 27995 Ex. C; passed Jun. 14, 2011)

### **13.05.047 Certificates of approval, historic.**

A. Certificate of Approval Required. Except where specifically exempted by this chapter, a Certificate of Approval is required before any of the following actions may be undertaken:

1. Alteration to the exterior appearance of any City landmark, or any building, site, structure or object proposed for designation as a City Landmark pursuant to TMC 13.07.050;
2. Alterations to the exterior appearance of any existing buildings, public rights-of-way, or other public spaces, or development or construction of any new structures, in any Historic Special Review District.
3. Except where otherwise specified, construction of new structures *and additions to existing buildings* within Conservation Districts. This authority is limited to the exterior appearance of new buildings and additions.
4. Removal or alteration of any existing sign, or installation or placement any new sign, on a City Landmark or property within a Historic Special Review or Conservation District.

5. Demolition of any structure or building listed on the Tacoma Register of Historic Places, or that is located within a Historic Special Review or Conservation District.

6. No City permits for the above activities shall be issued by the City until a Certificate of Approval has been issued by the Landmarks Preservation Commission or administrative approval has been granted by the Historic Preservation Officer.

7. When a development permit application is filed with Building and Land Use Services that requires a Certificate of Approval, the applicant shall be directed to complete an application for Certificate of Approval for review by the Landmarks Preservation Commission or Historic Preservation Officer.

B. Application Requirements. The following information must be provided in order for the application to be complete, unless the Historic Preservation Officer indicates in writing that specific information is not necessary for a particular application:

1. Property name and building address;
2. Applicant's name and address;
3. Property owner's name and address;
4. Applicant's telephone and e-mail address, if available;
5. The building owner's signature on the application or, if the applicant is not the owner, a signed letter from the owners designating the applicant as the owner's representative;
6. Confirmation that the fee required by the General Services Fee Schedule has been paid;
7. Written confirmation that the proposed work has been reviewed by Building and Land Use Services, appears to meet applicable codes and regulations, and will not require a variance;
8. A detailed description of the proposed work, including:
  - a. Any changes that will be made to the building or the site;
  - b. Any effect that the work would have on the public right-of-way or public spaces;
  - c. Any new development or construction;
9. 5 sets of scale plans, or a single legible electronic copy in a format approved by CEDD staff, with all dimensions shown, of:
10. A site plan of all existing conditions, showing adjacent streets and buildings, and, if the project

includes any work in the public right-of-way, the existing street uses, such as street trees and sidewalk displays, and another site plan showing proposed changes to the existing conditions;

11. A floor plan showing the existing features and a floor plan showing proposed new features;
12. Elevations and sections of both the proposed new features and the existing features;
13. Construction details, where appropriate;
14. A landscape plan showing existing features and plantings and a landscape plan showing proposed site features and plantings;
15. Photographs of any existing features that would be altered and photographs showing the context of those features, such as the building facade where they are located;
16. If the proposal includes new finishes or paint, one sample of proposed colors and an elevation drawing or photograph showing the proposed location of proposed new finishes or paint;
17. If the proposal includes new signs, canopies, awnings, or exterior lighting:
  - a. 5 sets of scale plans, or a single legible electronic copy of the proposed signs, awnings, canopies, or lighting showing the overall dimensions, materials, design graphics, typeface, letter size, and colors;
  - b. 5 copies or a single electronic copy of details showing the proposed methods of attachment for the new signs, canopies, awnings, or exterior lighting;
  - c. For lighting, detail of the fixture(s) with specifications, including wattage and illumination color(s);
  - d. One sample of the proposed colors and materials;
18. If the proposal includes the removal or replacement of existing architectural elements, a survey of the existing conditions of the features that would be removed or replaced.

#### C. Applications for Preliminary Approval.

1. An applicant may make a written request to submit an application for a Certificate of Approval for a preliminary design of a project if the applicant waives, in writing, the deadline for a Commission decision on the subsequent design phase or phases of the project and agrees, in writing, that the decision of the Commission is immediately appealable by the applicant or any interested person(s).
2. The Historic Preservation Officer may reject the request if it appears that the review of a preliminary

design would not be an efficient use of staff or Commission time and resources, or would not further the goals and objectives of this chapter.

3. The Historic Preservation Officer may waive portions of the above application requirements in writing that are determined to be unnecessary for the Commission to approve a preliminary design.
4. A Certificate of Approval of a preliminary design shall be conditioned automatically upon the subsequent submittal of the final design and all of the information listed in Subsection B above, and upon Commission approval prior to the issuance of any permits for work affecting the property.

D. Applications for a Certificate of Approval shall be filed with the Permit Center.

#### E. Process and standards for review.

1. When an application for Certificate of Approval is received, the Historic Preservation Officer shall:
  - a. Review the application and determine whether the application requires review by the Landmarks Preservation Commission, or, subject to the limitations imposed by the Landmarks Preservation Commission pursuant to Chapter 1.42, without prejudice to the right of the owner at any time to apply directly to the Commission for its consideration and action on such matters, whether the application is appropriate for administrative review.
  - b. If the application is determined appropriate for administrative review, the Historic Preservation Officer shall proceed according to the Administrative Bylaws of the Commission.
2. If the application requires review by the full Commission, the Historic Preservation Officer shall notify the applicant in writing within 28 days whether the application is complete or that the application is incomplete and what additional information is required before the application will be complete.
3. Within 14 days of receiving the additional information, the Historic Preservation Officer shall notify the applicant in writing whether the application is now complete or what additional information is necessary.
4. An application shall be deemed to be complete if the Historic Preservation Officer does not notify the applicant in writing, by the deadlines provided in this section, that the application is incomplete. A determination that the application is complete is not a determination that an application is vested.
5. The determination that an application is complete does not preclude the Historic Preservation Officer or

the Landmarks Preservation Commission from requiring additional information during the review process if more information is needed to evaluate the application according to the criteria in Chapter 13.07 and any rules adopted by the Commission.

6. Within 30 days after an application for a Certificate of Approval has been determined complete or at its next regularly scheduled meeting, whichever is longer, the Commission shall review the application to consider the application and to receive comments.

7. Notice of the Commission's meeting shall be served to the applicant and distributed to an established mailing list no less than three days prior to the time of the meeting.

8. The absence of the owner or applicant shall not impair the Commission's authority to make a decision regarding the application.

9. Within 45 days after the application for a Certificate of Approval has been determined complete, the Landmarks Preservation Commission shall issue a written decision granting, granting with conditions, or denying a Certificate of Approval, or if the Commission elects to defer its decision, a written description of any additional information the Commission will need to arrive at a decision. A copy of the decision shall be provided to the applicant and to Building and Land Use Services.

10. A Certificate of Approval shall be valid for 18 months from the date of issuance of the Commission's decision granting it unless the Commission grants an extension; provided, however, that a Certificate of Approval for actions subject to a permit issued by Building and Land Use Services shall be valid for the life of the permit, including any extensions granted in writing by Building and Land Use Services.

#### F. Economic Hardship

1. After receiving written notification from the Commission of the denial of Certificate of Approval, an applicant may commence the hardship process. No building permit or demolition permit shall be issued unless the Commission makes a finding that hardship exists.

2. When a claim of economic hardship is made due to the effect of this ordinance, the owner must prove that:

a. The property is incapable of earning a reasonable return, regardless of whether that return represents the most profitable return possible;

b. The property cannot be adapted for any other use, whether by the current owner or by a purchaser, which would result in a reasonable return; and

c. Efforts to find a purchaser interested in acquiring the property and preserving it have failed.

3. The applicant shall consult in good faith with the Commission, local preservation groups, and interested parties in a diligent effort to seek an alternative that will result in preservation of the property. Such efforts must be shown to the Commission.

4. The Commission shall hold a public hearing on the application within sixty (60) days from the date the complete application is received by the Historic Preservation Officer. Following the hearing, the Commission has thirty (30) days in which to act on the application. Failure to act on the hardship application within the (30) day timeframe will waive the Certificate of Approval requirement for permitting.

5. All decisions of the Commission shall be in writing.

6. The Commission's decision shall state the reasons for granting or denying the hardship application.

7. Denial of a hardship application may be appealed by the applicant within (14) business days to the Hearing Examiner after receipt of notification of such action.

8. Economic Evidence. The following shall be required for an application for economic hardship to be considered complete:

a. For all property:

(1) The amount paid for the property;

(2) The date of purchase, the party from whom purchased, and a description of the business or family relationship, if any, between the owner and the person from whom the property was purchased;

(3) The cost of any improvements since purchase by the applicant and date incurred;

(4) The assessed value of the land, and improvements thereon, according to the most recent assessments;

(5) Real estate taxes for the previous two years;

(6) Annual debt service, if any, for the previous two years;

(7) All appraisals obtained within the previous five years by the owner or applicant in connection with his or her purchase, financing or ownership of the property;

- (8) Any listing of the property for sale or rent, price asked, and offers received, if any;
- (9) Any consideration by the owner for profitable and adaptive uses for the property, including renovation studies, plans, and bids, if any; and
- b. For income-producing property:
  - (1) Annual gross income from the property for the previous four years;
  - (2) Itemized operating and maintenance expenses for the previous four years;
  - (3) Annual cash flow for the previous four years.

G. Appeals to the Hearing Examiner. The Landmarks Preservation Commission shall refer to the Hearing Examiner for public hearing all final decisions regarding applications for certificates of approval and applications for demolition where the property owners, any interested parties of record, or applicants file with the Landmarks Preservation Commission, within 10 days of the date on the decision, written notice of appeal of the decision or attached conditions.

1. Form of Appeal. An appeal of the Landmarks Preservation Commission shall take the form of a written statement of the alleged reason(s) the decision was in error, or specifying the grounds for appeal. The following information shall be submitted:

- a. An indication of facts that establish the appellant's standing;
- b. An identification of explicit exceptions and objections to the decision being appealed, or an identification of specific errors in fact or conclusion;
- c. The requested relief from the decision being appealed;
- d. Any other information reasonably necessary to make a decision on appeal. Failure to set forth specific errors or grounds for appeal shall result in a summary dismissal of the appeal.

2. The Hearing Examiner shall conduct a hearing in the same manner and subject to the same rules as set forth in TMC 1.23.

3. The Hearing Examiner's decision shall be final. Any petition for judicial review must be commenced within 21 days of issuance of the Hearing Examiner's Decision, as provided for by TMC 1.23.060 and RCW 36.70C.040.

4. The Hearing Examiner, in considering the appropriateness of any exterior alteration of any City landmark, shall give weight to the determination and

testimony of the consensus of the Landmarks Preservation Commission and shall consider:

- a. The purposes, guidelines, and standards for the treatment of historic properties contained in this Title, and the goals and policies contained in the Historic Preservation Element of the Comprehensive Plan;
- b. The purpose of the ordinance under which each Historic Special Review or Conservation District is created;
- c. For individual City landmarks, the extent to which the proposal contained in the application for Certificate of Approval would adversely affect the specific features or characteristics specified in the nomination to the Tacoma Register of Historic Places;
- d. The reasonableness, or lack thereof, of the proposal contained in the application in light of other alternatives available to achieve the objectives of the owner and the applicant; and
- e. The extent to which the proposal contained in the application may be necessary to meet the requirements of any other law, statute, regulation, code, or ordinance.

5. When considering appeals of applications for demolition decisions, in addition to the above, the Hearing Examiner shall refer to the Findings of Fact made by the Landmarks Preservation Commission in addition to the demolition criteria for review and other pertinent statements of purpose and findings in this Title.

6. The Examiner may attach any reasonable conditions necessary to make the application compatible and consistent with the purposes and standards contained in this Title.

H. Ordinary Maintenance and Repairs. Nothing in this chapter or Chapter 13.07 shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any City landmark, which maintenance or repair does not involve a change in design, material, or the outward appearance thereof. (Ord. 27995 Ex. C; passed Jun. 14, 2011)

### **13.05.048 Demolition of City Landmarks.**

A. Application requirements. In addition to the application requirements listed in Section 13.05.047, the following information must be provided in order for the application to be complete, unless the Historic Preservation Officer indicates in writing that specific information is not necessary for a particular application:

1. A detailed, professional architectural and physical description of the property in the form of a narrative report, to cover the following:
  - a. Physical description of all significant architectural elements of the building;
  - b. A historical overview;
  - c. Elevation drawings of all sides;
  - d. Site plan of all existing conditions showing adjacent streets and buildings and, if the project includes any work in the public right-of-way, the existing street uses, such as street trees and sidewalk displays;
  - e. Photographs of all significant architectural elements of the building; and
  - f. Context photographs, including surrounding streetscape and major sightlines.
2. A narrative statement addressing the criteria in this subsection for Applications for Historic Building Demolitions, to include the following areas, as applicable:
  - a. Architectural/historical/cultural significance of the building;
  - b. Physical condition of the building;
  - c. Narrative describing future development plans for the site, including a description of immediate plans for the site following demolition.
3. For replacement construction/redevelopment of the site, the following information is required:
  - a. A complete construction timeline for the replacement structure to be completed within two years, or a written explanation of why this is not possible.
  - b. Conceptual drawings, sketches, renderings, and plans.
  - c. Written proof, acceptable to the Landmarks Preservation Commission, of valid and binding financial commitments for the replacement structure is required before the permit can be issued, and should be submitted with the demolition request. This may include project budgets, funding sources, and written letters of credit.
4. If a new structure is not planned for the site, the application shall contain a narrative describing the rationale for demolition and a written request for waiver of the automatic conditions contained in Subsections C.1, C.2 and C.4, below.
5. If a new structure is not planned for the site, the application requirements in this section and Section

13.05.047 relating to new construction are not required in order for an application to be complete.

6. Reports by professionally qualified experts in the fields of engineering, architecture, and architectural history or real estate finance, as applicable, addressing the arguments made by the applicant.

#### B. Permitting Timelines.

1. Any City landmark for which a demolition permit application has been received is excluded from City permit timelines imposed by Section 13.05.010.J.

2. An application for a Certificate of Approval for Demolition of a City Landmark shall be filed with the Building and Land Use Services Permit Intake Center. When a demolition application is filed, the application shall be routed to the Historic Preservation Officer.

3. Determination of Complete Application. The Historic Preservation Officer shall determine whether an application for demolition is complete consistent with the timelines and procedures outlined in Section 13.05.047.E.1 through E.5.

#### 4. Application Review.

a. Preliminary Meeting. Once the application for historic building demolition has been determined to be complete, excepting the demolition fee, the Historic Preservation Officer shall schedule a preliminary briefing at the next available regularly scheduled meeting of the Landmark Preservation Commission.

(1) The purpose of this meeting is for the applicant and the Commission to discuss the historic significance of the building, project background and possible alternative outcomes, and to schedule a hearing date, if necessary.

(2) To proceed with the application, the applicant shall request a public hearing, in writing, to consider the demolition application at the preliminary meeting.

(3) At this meeting, the Landmarks Preservation Commission may grant the request for public hearing, or may request an additional 30 days from this meeting to distribute the application for peer review, especially as the material pertains to the rationale contained in the application that involves professional expertise in, but not limited to, engineering, finance, law, architecture or architectural history, or, finding that the property in question is not contributing to the Historic District, may conditionally waive the procedural requirements of this section, provided that subsections 1 and 2 of Section 13.05.048.C, "Demolition of City Landmarks – Automatic Conditions," are met.

(4) If a 30-day peer review is requested, the request for public hearing shall again be considered at the next regular meeting following the conclusion of the peer review period.

b. Public Hearing. Upon receiving such direction from the Landmarks Preservation Commission, and once the application fee has been paid by the applicant, the Historic Preservation Officer shall schedule the application for a public hearing within 90 days.

(1) The Historic Preservation Officer shall give written notice, by first-class mail, of the time, date, place, and subject of the meeting to consider the application for historic building demolition not less than 30 days prior to the meeting to all owners of record of the subject property, as indicated by the records of the Pierce County Assessor-Treasurer, and taxpayers of record of properties within 400 feet of the subject property.

(2) The Commission shall consider the merits of the application, comments received during peer review, and any public comment received in writing or during public testimony.

(3) Following the public hearing, there shall be an automatic 60-day comment period during which the Commission may request additional information from the applicant in response to any commentary received.

(4) At its next meeting following the public comment period, the Landmarks Preservation Commission shall make findings of fact regarding the application based on the criteria for consideration contained in this subsection. The Landmarks Preservation Commission may approve, subject to automatic conditions imposed by this subsection, the application or may deny the application based upon its findings of fact. This decision will instruct the Historic Preservation Officer whether or not he or she may issue written approval for a historic building demolition.

C. Automatic Conditions. Following a demolition approval pursuant to this section, the following conditions are automatically imposed, except where exempted per Section 13.05.048.B or elsewhere in this chapter, and must be satisfied before the Historic Preservation Officer shall issue a written decision:

1. For properties within a Historic Special Review or Conservation District, the design for a replacement structure is presented to and approved by the Landmarks Preservation Commission pursuant to the regular design review process as defined in this chapter; or, if no replacement structure is proposed

for a noncontributing structure, the Commission may, at its discretion, waive this condition and those contained in Subsections C.2 and C.4, below;

2. Acceptable proof of financing commitments and construction timeline is submitted to the Historic Preservation Officer;

3. Documentation of the building proposed for demolition that meets Historic American Building Survey (“HABS”) standards or mitigation requirements of the Washington State Department of Archaeology and Historic Preservation (“DAHP”), as appropriate, is submitted to the Historic Preservation Office and the Northwest Room of the Tacoma Public Library;

4. Development permits for the replacement are ready for issue by Building and Land Use Services, and there are no variance or conditional use permit applications outstanding;

5. Any additional mitigation agreement, such as relocation, salvage of architectural features, interpretation, or deconstruction, proposed by the applicant is signed and binding by City representatives and the applicant, and approved, if necessary, by the City Council; and

6. Any conditions imposed on the demolition have been accepted in writing (such as salvage requirements or archaeological requirements).

D. Specific exemptions. The following are excluded from the requirements imposed by this chapter and Chapter 13.07 but are still subject to Landmarks Preservation Commission approval for exterior changes as outlined elsewhere in this chapter and Chapter 13.07.

1. Demolition of accessory buildings, including garages and other outbuildings, and noncontributing later additions to historic buildings, where the primary structure will not be affected materially or physically by the demolition and where the accessory building or addition is not specifically designated as a historic structure of its own merit;

2. Demolition work on the interior of a City landmark or object, site, or improvement within a Historic Special Review or Conservation District, where the proposed demolition will not affect the exterior of the building and where no character defining architectural elements specifically defined by the nomination will be removed or altered; and

3. Objects, sites, and improvements that have been identified by the Landmarks Preservation Commission specifically as noncontributing within their respective Historic Special Review or

Conservation District buildings inventory at the preliminary meeting, provided that a timeline, financing, and design for a suitable replacement structure have been approved by the Landmarks Preservation Commission, or such requirements have been waived, pursuant to Section 13.05.048. (Ord. 27995 Ex. C; passed Jun. 14, 2011)

with the Building Official and appropriate City Engineering staff, it is determined such changes are necessary to mitigate an immediate and urgent threat of structural failure or significant damage to a City landmark. The circumstances and rationale for such an alteration shall be provided in a report to the Landmarks Preservation Commission at its next regular meeting. (Ord. 27995 Ex. C; passed Jun. 14, 2011)

**13.05.049 Minimum buildings standards, historic.**

A. Prevention of Demolition by Neglect. The Landmarks Preservation Commission shall make a reasonable effort to notify the Building Official of historic properties that appear to meet the criteria for substandard buildings or property under TMC 2.01.060.

B. For buildings listed on the Tacoma Register of Historic Places which are found to be Substandard, Derelict, or Dangerous according to the Building Official, under the Minimum Building provisions of TMC 2.01, the following shall apply:

1. Because City landmarks are culturally, architecturally, and historically significant to the City and community, the historic status of a Substandard, Derelict, or Dangerous Building may constitute a “sufficient reason” for acceptance of alternate timelines and extensions upon agreed timelines; and,

2. Any timelines and plans for the remediation of a dangerous City landmark, including for repair or demolition, shall not be accepted by the Building Official until the applicable procedures as set forth in this chapter for review of design or demolition by the Landmarks Preservation Commission have been satisfied, pursuant to TMC 2.01.040.F.

3. The Building Official may consider the Landmarks Preservation Commission to be an interested party as defined in TMC 2.01, and shall make a reasonable effort to keep the Commission notified of enforcement complaints and proceedings involving City Landmarks.

4. Nothing in this chapter shall be construed to prevent the alteration of any feature which the Building Official shall certify represents an immediate and urgent threat to life safety. The Building Official shall make a reasonable effort to keep the Historic Preservation Officer informed of alterations required to remove an unsafe condition involving a City Landmark.

C. The Historic Preservation Officer shall have the authority to administratively approve changes without prior Landmarks Preservation Commission review per Section 13.05.048, if, upon consultation

**Chapter 13.07**  
**LANDMARKS AND HISTORIC SPECIAL**  
**REVIEW DISTRICTS<sup>1</sup>**

Sections:

|           |   |
|-----------|---|
| 13.07.010 | Short title.  |
| 13.07.020 | Landmarks and Historic Districts – Declaration of purpose and declaration of policy.  |
| 13.07.030 | Definitions.  |
| 13.07.040 | Tacoma Register of Historic Places – Establishment and criteria.  |
| 13.07.050 | Tacoma Register of Historic Places – Nomination and designation process for individual properties.                              |
| 13.07.055 | Rescission of Landmarks Designation   |
| 13.07.060 | Tacoma Register of Historic Places – Nomination and designation process for Historic Special Review and Conservation Districts. |
| 13.07.070 | Commission rules of procedure and administrative guidelines   |
| 13.07.080 | Special tax valuation – Local Review Board.   |
| 13.07.085 | Property eligible for special tax valuation.  |
| 13.07.090 | <i>Repealed.</i>  |
| 13.07.095 | Certificates of approval – Standards for Review.  |
| 13.07.100 | <i>Repealed.</i>  |
| 13.07.110 | Demolition of City landmarks – Standards and criteria for review.   |
| 13.07.120 | Historic Special Review and Conservation Districts – Generally.   |
| 13.07.130 | Designation of Old City Hall Historic Special Review District – Declaration of purpose.   |
| 13.07.140 | Designation of Old City Hall Historic Special Review District – Findings.   |
| 13.07.150 | Old City Hall Historic Special Review District – Boundary description.  |

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| 13.07.155 | Guidelines for building design and streetscape improvement review of the Old City Hall Historic District.   |
| 13.07.160 | Old City Hall Special Review District – Specific Exemptions.  |
| 13.07.165 | <i>Repealed.</i>  |
| 13.07.170 | Designation of Union Depot/Warehouse Historic Special Review District – Declaration of purpose.   |
| 13.07.180 | Designation of the Union Depot/Warehouse Historic Special Review District – Findings.   |
| 13.07.190 | Union Depot/Warehouse Historic Special Review District – Boundary description.  |
| 13.07.200 | Designation of Union Station Conservation District.   |
| 13.07.210 | Guidelines for building design and streetscape improvement review of the Union Depot/Warehouse Historic District and Union Station Conservation District. |
| 13.07.220 | Designation of North Slope Historic Special Review District – Purpose.  |
| 13.07.230 | Designation of North Slope Historic Special Review District – Findings.   |
| 13.07.240 | North Slope Historic Special Review District – Boundary description.  |
| 13.07.250 | North Slope Historic Special Review District – Specific Exemptions.   |
| 13.07.260 | Designation of the Wedge Neighborhood Historic Special Review and the Wedge Neighborhood Conservation Special Review Districts – Purpose.                 |
| 13.07.270 | Designation of the Wedge Neighborhood Historic Special Review and the Wedge Neighborhood Conservation Special Review Districts – Findings.                |
| 13.07.280 | Wedge Neighborhood Historic Special Review District – Boundary Description.   |
| 13.07.290 | Wedge Neighborhood Conservation Special Review District – Boundary Description.   |
| 13.07.300 | Wedge Neighborhood Historic Special Review District and Wedge Neighborhood Conservation Special Review District – Specific Exemptions.                    |
| 13.07.310 | Guidelines for building design and streetscape improvement review for the Wedge Neighborhood and North Slope Historic Special Review                      |

<sup>1</sup> Prior legislation: Ord. 26611, passed Apr. 4, 2000; Ord. 26556, passed Dec. 14, 1999; Ord. 26386, passed Mar. 23, 1999; Ord. 26144, passed Oct. 28, 1997; Ord. 25747, passed Aug. 5, 1995; Ord. 24877, passed Apr. 2, 1991; Ord. 24505, passed Dec. 12, 1989; Ord. 23694, passed Sept. 9, 1986; Ord. 23005, passed Sept. 6, 1983; Ord. 22303, passed Feb. 3, 1981; Ord. 21283, passed Mar. 7, 1978; Ord. 20806, passed Jul. 13, 1976.

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|           | Districts and the Wedge<br>Neighborhood Conservation Special<br>Review District. |
| 13.07.320 | Severability.  |
| 13.07.330 | <i>Repealed.</i>   |
| 13.07.340 | <i>Repealed.</i>   |
| 13.07.350 | <i>Repealed.</i>   |
| 13.07.355 | <i>Repealed.</i>   |
| 13.07.360 | <i>Repealed.</i>   |
| 13.07.370 | <i>Repealed.</i>   |
| 13.07.380 | <i>Repealed.</i>   |

**13.07.010 Short title.**

This chapter may be cited as the “Tacoma Landmarks and Historic Special Review Districts Code.” (Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.020 Landmarks and Historic Districts – Declaration of purpose and declaration of policy.**

The City finds that the protection, enhancement, perpetuation, and continued use of landmarks, districts, and elements of historic, cultural, architectural, archeological, engineering, or geographic significance located within the City are required in the interests of the prosperity, civic pride, ecological, and general welfare of its citizens. The City further finds that the economic, cultural, and aesthetic standing of the City cannot be maintained or enhanced by disregarding the heritage of the City or by allowing the destruction or defacement of historic and cultural assets.

The purpose of this chapter is to:

- A. Preserve and protect historic resources, including both designated City landmarks and historic resources which are eligible for state, local, or national listing;
- B. Establish and maintain an open and public process for the designation and maintenance of City landmarks and other historic resources which represent the history of architecture and culture of the City and the nation, and to apply historic preservation standards and guidelines to individual projects fairly and equitably;
- C. Promote economic development in the City through the adaptive reuse of historic buildings, structures, and districts;
- D. Conserve and enhance the physical and natural beauty of Tacoma through the development of policies that protect historically compatible settings for such buildings, places, and districts;

E. Comply with the state Environmental Policy Act by preserving important historic, cultural, and natural aspects of our national heritage; and

F. To promote preservation compatible practices related to cultural, economic and environmental sustainability, including: conservation of resources through retention and enhancement of existing building stock, reduction of impacts to the waste stream resulting from construction activities, promotion of energy conservation, stimulation of job growth in rehabilitation industries, and promotion of Heritage Tourism;

G. To contribute to a healthy population by encouraging human scale development and preservation activities, including walkable neighborhoods; and

H. Integrate the historic preservation goals of the state Growth Management Act and the goals and objectives set forth in the City’s Comprehensive Plan and regulatory language. (Ord. 27995 Ex. H; passed Jun. 14, 2011: Ord. 27772 § 4; passed Dec. 9, 2008: Ord. 27748 Ex. A; passed Oct. 14, 2008 Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.030 Definitions.**

For purposes of this chapter, certain terms and words are hereby defined as follows:

“Certified Local Government” or “CLG” means the designation reflecting that the local government has been jointly certified by the State Historic Preservation Officer and the National Park Service as having established a historic preservation commission and a historic preservation program meeting Federal and State standards.

“City landmark” means a property that has been individually listed on the Tacoma Register of Historic Places, or is that is a contributing property within a Historic Special Review District or Conservation District as defined by this chapter.

“Conservation District” means an area designated for the preservation and protection of historic resources and overall characteristics of traditional development patterns, and that meets the criteria for such designation as described in Section 13.07.040.C of this code.

“Deconstruction” The disassembly of a building, or a portion thereof, in a manner that keeps individual components and materials intact. These may then be reassembled to the original design, or may be made available for reuse in other improvement projects.

“District” means a geographically definable area possessing a significant concentration, linkage, or

continuity of sites buildings, structures, and/or objects united by past events or aesthetically by plan or physical development.

“Embodied Energy” means the energy consumed to construct a building, including that required to create materials for it, transport them to the site, and then assemble them.

“Historic resource” means any property that has been determined to be eligible by the City Historic Preservation Officer or Washington State Department of Archaeology and Historic Preservation staff for listing in the Tacoma Register of Historic Places, the Washington State Heritage Register, or the National Register of Historic Places, or any property that appears to be eligible for such listing by virtue of its age, exterior condition, or known historical associations.

“Historic Special Review District” means an Overlay Zone with a concentration of historic resources that has been found to meet the criteria for designation as a Historic Special Review District under the provisions of this chapter and has been so designated by City Council.

“Property” means any building, object, site, structure, improvement, public amenity, space, streetscapes and rights-of-way, or area.

“Reconstruction” means the act of structurally rebuilding a structure or portion thereof, wherein the visible architectural elements are replaced in kind with materials and finishes that accurately convey the character of the original elements.

“Removal” means any relocation of a structure on its site or to another site.

“Rehabilitation” means the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

“Restoration” means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

“Significant interior features” means architectural features, spaces, and ornamentations which are specifically identified in the landmark nomination

and which are located in public areas of buildings such as lobbies, corridors, or other assembly spaces.

“Streetscape” means the total visual environment of a street as determined by various elements including, but not limited to, street furniture, landscaping, lighting, paving, buildings, activities, traffic, open space, and view.

“Structure” means anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.040 Tacoma Register of Historic Places – Establishment and criteria.**

A. Tacoma Register of Historic Places is Established. In order to meet the purposes of this chapter and Chapter 1.42 of the TMC, there is hereby established the Tacoma Register of Historic Places. Historic resources and districts designated to this Register pursuant to the procedures and criteria listed in this chapter are subject to the controls and protections of the Landmarks Preservation Commission established by TMC 1.42 and pursuant to the design review provisions of this chapter.

B. Criteria for the Designation to the Tacoma Register of Historic Places.

1. Threshold Criteria: The Commission may determine that a property is eligible for consideration for listing on the Tacoma Register of Historic Places if it:

- a. Is at least 50 years old at the time of nomination; and
- b. Retains integrity of location, design, setting, materials, workmanship, feeling, and association such that it is able to convey its historical, cultural, or architectural significance

2. Designation Criteria: In addition to the above, a property may be designated to the Tacoma Register of Historic Places if it:

- a. Is associated with events that have made a significant contribution to the broad patterns of our history; or
- b. Is associated with the lives of persons significant in our past; or
- c. Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or

represents a significant and distinguishable entity whose components may lack individual distinction; or

d. Has yielded or may be likely to yield, information important in prehistory or history; or

e. Abuts a property that is already listed on the Tacoma Register of Historic Places and was constructed within the period of significance of the adjacent structure; or

f. Owing to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood or City.

C. Special Criteria for the Designation of Historic Special Review Districts and Conservation Districts. The City Council may find it appropriate to create Historic Special Review or Conservation Districts for the purposes of encouraging the preservation of character within established neighborhoods and districts, protecting such areas from adverse effects to their cultural and historic assets resulting from unsympathetic development activities, and for the purpose of promoting economic development and neighborhood identity.

1. Historic Special Review Districts. Historic Special Review Districts are areas that possess a high level of historic integrity in existing architecture, development patterns and setting, in which these characteristics should be preserved. In addition to the threshold criteria listed in Section 13.07.040.B.1, a proposed Historic Special Review District should meet the following specific criteria:

a. It is associated with events or trends that have made a significant contribution to the broad patterns of our history; and

b. It is an area that represents a significant and distinguishable entity but some of whose individual components may lack distinction;

c. It possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

2. Conservation Districts. Conservation Districts should be established in areas in which there is a clearly established existing character related to historical development patterns and/or the overall appearance of building types that were constructed in a defined period of time, generally prior to 50 years before the present. In conjunction with or independent of the establishment of a historic district it may be warranted to consider the establishment of a Conservation District. A proposed Conservation

District should meet one of the following specific criteria:

a. The area is part of, adjacent to, or related to an existing or proposed historic district or other distinctive area which should be redeveloped or preserved according to a plan based on a historic, cultural, or architectural motif; or

b. It possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

c. Although it shall possess historic character based upon an intact development pattern and a prevailing historic architectural character expressed through its assemblage of buildings, a Conservation District is not required to meet the criteria for landmark designation as outlined above.

3. The boundaries of Historic Special Review Districts and Conservation Districts should be based upon a definable geographic area that can be distinguished from surrounding properties by changes such as density, scale, type, age, style of sites, buildings, structures, and objects or by documented differences in patterns of historic development or associations. Although recommended boundaries may be affected by other concerns, including underlying zoning, political or jurisdictional boundaries and property owner sentiment, to the extent feasible, the boundaries should be based upon a shared historical or architectural relationship among the properties constituting the district. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.050 Tacoma Register of Historic Places – Nomination and designation process for individual properties.**

A. Process for the nomination of individual properties, generally:

1. Any resident of Tacoma or City official, including members of the City Council, City staff, or members of the Planning Commission, may request consideration by the Landmarks Preservation Commission of any particular property for placement on the Tacoma Register of Historical Places.

2. A written request, which shall be in the form of a completed nomination to the Tacoma Register of Historic Places, shall be made to the Historic Preservation Officer. At a minimum, the nomination form shall contain the following:

- a. A narrative statement which addresses the historical or cultural significance of the property, in terms of the Designation Criteria listed in this chapter; and
- b. A narrative statement which addresses the physical condition assessment and architectural description; and
- c. Specific language indicating which improvements on the site are included in the nomination, including any significant interior spaces within publicly owned buildings; and
- d. A complete legal description; and
- e. A description of the character-defining features and architectural elements that are worthy of preservation.
- f. For nominations that are not sponsored by the property owner, the nomination sponsor must provide evidence that attempts to contact the property owner have been made prior to submittal, and provide contact information for the owner.

3. The Historic Preservation Officer or staff may amend, edit, or complete a nomination form submitted to the City for the purposes of clarity, but may not expand the boundaries of the legal description in the nomination without the consent of the nominating individual, unless such a change is required to correct an error or inconsistency within the nomination.

**B. Landmarks Preservation Commission Preliminary Meeting on Nomination.**

- 1. When a nomination form is found by the Historic Preservation Officer to be complete as indicated in this section, the Historic Preservation Officer shall:
  - a. Schedule the nomination for preliminary consideration at the next available regularly scheduled meeting of the Landmarks Preservation Commission and shall serve the taxpayer(s) of record written notice 14 days in advance of the time and place of the meeting. If the taxpayer of record is not the sponsor of the nomination, the taxpayer of record may request an additional 30 days to respond to the nomination.
  - b. Notify other City Departments and Divisions, as appropriate, of receipt of the nomination.
- 2. No person shall carry out or cause to be carried out any alteration of any building, site, structure, or object under consideration by the Landmarks Preservation Commission for designation as a City Landmark, without a Certificate of Approval pursuant to TMC 13.05.047.

3. At this meeting, the Landmarks Preservation Commission shall, by quorum vote, find that the application meets the threshold criteria for designation contained in this chapter, that it does not meet the threshold criteria, or the Commission may defer the decision if additional information is required.

4. If the Landmarks Preservation Commission finds that the nomination appears to meet the threshold criteria, the Commission shall:

- a. Schedule the nomination for consideration and public comment at a subsequent public meeting at a specified time, date, and place not more than 90 days from the date of the preliminary meeting.
- b. Give written notice, by mail, of the time, date, place, and subject of the Commission’s meeting to consider designation of the property as a City landmark.

c. This notice shall be given not less than 14 days prior to the meeting to all taxpayers of record of the subject property, as indicated by the records of the Pierce County Assessor, and taxpayers of record of properties within 400 feet of the subject property.

5. If the Commission finds that the property does not meet the threshold criteria, the application is rejected and the Commission may not consider the property for designation for a period of one calendar year. Once a calendar year passes, the process may be restarted.

6. If the Commission, following the preliminary meeting, fails to act on the nomination or schedule it for further consideration within 45 days or by its next meeting, whichever is longer, the application is rejected as above.

**C. Landmarks Preservation Commission Meeting on Nomination.**

- 1. At the meeting to consider approval of a nomination to the Register of Historic Places, the Commission shall receive information and hear public comments on whether the property meets the criteria for designation.
- 2. The Commission may, by a vote of a majority of the quorum, find that the property meets one or more of the criteria for designation and recommend the property for designation as a City landmark, find that the property does not meet any of the criteria and reject the nomination, or it may defer the decision if additional information is required. The Commission shall set forth findings of fact for its decision.
- 3. If the Commission finds that the property appears to meet the criteria for designation and recommends

the property for designation as a City landmark, the Historic Preservation Officer shall transmit the Commission's recommendation to the City Council for its consideration within 30 days of the decision.

4. No proposed nomination may be extended beyond the boundaries of the land described in the original proposal unless the procedures set forth above are repeated for the enlarged boundaries.

5. If the Commission fails to act within a 45-day period or by its next meeting, whichever is longer, the designation shall be deemed to have been rejected and the designation procedure terminated.

6. If a nomination is rejected, the subject property shall not be considered again for historic designation for a period of at least one calendar year from the date of rejection. Once a calendar year passes, the process may be restarted.

#### D. City Council Review of Designation.

1. Upon receipt of a recommendation from the Commission, the City Council may approve the same by adoption of a resolution designating the structure as a historic landmark or building, may reject the same, or may refer it back to the Commission for further consideration, as the Council may deem appropriate.

2. If the City Council approves the designation, the designating resolution shall contain the following:

a. Location description, including legal description, parcel number, and street address of the City landmark;

b. Criteria under which the property is considered historic and therefore designated as a landmark;

c. Elements of the property, including any significant interior spaces if so nominated, that shall be subject to Landmarks Preservation Commission regulation.

3. Upon adoption of a resolution approving the designation of a historic building as a City landmark, the City Clerk shall transmit a copy of said resolution to Building and Land Use Services, which shall place the City landmark designation on the subject property's records under his or her jurisdiction. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.055 Rescission of Landmarks Designation**

A. The City Council, Landmarks Preservation Commission, or the owner of property listed on the

Tacoma Register of Historic Places may request removal of said property from the Register.

B. Such a request shall be made in writing to the Landmarks Preservation Commission, and shall include a statement of the basis for removal from the Register, based on the following criteria:

1. Economic hardship. The property cannot be maintained as a City Landmark without causing undue economic hardship to the owner.

a. This criterion shall only apply if a determination of economic hardship has been made by the Commission. See Economic Hardship, Section 13.05.046.

b. This criterion shall not apply in the case of proposed demolitions that have not been before the Commission through the normal Demolition Review process.

2. Catastrophic Loss. Due to circumstances beyond the control of the owner, such as fire, earthquake, or other catastrophic occurrence, the property has been damaged to the extent that its historic character has been irrecoverably lost.

3. Procedural Error. A property may be removed from the Historic Register if there is clear evidence that the Landmarks Preservation Commission or City Council committed any procedural errors during the consideration of the designation. This criterion does not include dissenting opinions regarding the findings or interpretations of the Commission during the designation process or the Commission's application of the Criteria for Designation.

C. The Landmarks Preservation Commission may itself also request removal of a property from the Historic Register in instances where:

1. The significant structure on the property no longer exists, due to a previous demolition.

2. The Commission finds that retaining the property on the Historic Register does not further the goals and objectives of this Chapter and the Preservation Plan.

D. When a request for removal from the Historic Register is received, or when the Landmarks Preservation Commission resolves to request removal of a property from the Historic Register, the Commission shall:

1. Set a date for Public Hearing within 60 days.

2. Send written notice via mail of the date, time and location of the Public Hearing. This notice shall be given not less than 14 days prior to the meeting to all taxpayers of record of the subject property, as

indicated by the records of the Pierce County Assessor, and taxpayers of record of properties within 400 feet of the subject property. For properties proposed for removal under Criterion C1, a public hearing is not required.

3. Following the public hearing, the Commission may leave the comment period open for up to 10 days.

4. At its next meeting, following the close of the comment period, the Commission may, by a vote of a majority of the quorum, find that the property meets one or more of the criteria for removal from the historic register and recommend the same to City Council, find that the property does not meet any of the criteria and reject the request, or it may defer the decision if additional information is required. The Commission shall set forth findings of fact for its decision.

5. If the Commission finds that the property appears to meet the criteria for removal from the Historic Register, and recommends the property for removal from the Historic Register, the Historic Preservation Officer shall transmit the Commission's recommendation to the City Council for its consideration within 30 days of the decision. (Ord. 27995 Ex. H; passed Jun. 14, 2011)

### **13.07.060 Tacoma Register of Historic Places – Nomination and designation process for Historic Special Review and Conservation Districts.**

A. Members of the City Council or Landmarks Preservation Commission may propose consideration of a Historic Special Review or Conservation District. A proposal may come in response to a request made by residents or community groups. Such requests should be prioritized using the following criteria:

1. Appropriate documentation of eligibility is readily available. Survey documentation is already prepared or could be easily prepared by an outside party in a timely manner; and

2. For proposed historic districts, the area appears to possess a high level of significance, based upon existing documentation or survey data; or

3. For proposed conservation districts, preliminary analysis indicates that the area appears to have a distinctive character that is desirable to maintain; and

4. A demonstrated substantial number of property owners appear to support such a designation, as evidenced by letters, petitions or feedback from public workshops; and

5. Creation of the district is compatible with and supports community and neighborhood plans; or

6. The area abuts another area already listed as a historic district or conservation district; or

7. The objectives of the community cannot be adequately achieved using other land use tools.

B. District Designation – Landmarks Preservation Commission.

1. Public Hearing. Following a request by the City Council or by a quorum vote of the members of the Landmarks Preservation Commission regarding such a request, Building and Land Use Services staff shall:

a. Notify other City Departments and Divisions, as appropriate, of the proposed designation.

b. Schedule a public hearing.

c. Give written notice, by first-class mail, of the time, date, place, and subject of the Commission's meeting to consider designation of the district as a Historic Special Review District.

d. This notice shall be given not less than 14 days prior to the meeting to all taxpayers of record of the subject property, as indicated by the records of the Pierce County Assessor, taxpayers of record of properties within 400 feet of the subject property, and to the Neighborhood Council of the affected area. Notice shall also be submitted for publication to the newspaper of record.

e. Conduct the public hearing in accordance with the notice given, at which the owner or owners of the property involved, the owners of all abutting property, and other interested citizens or public officials shall be entitled to be heard.

2. The Landmarks Preservation Commission shall, by a majority vote of quorum, recommend to the Planning Commission approval, disapproval, or approval with modification of a proposed Historic Special Review or Conservation District based upon the criteria for designation listed in this chapter, the goals and purposes of this chapter and the goals and policies contained within the Preservation Plan element of the Comprehensive Plan.

C. District Designation – Planning Commission.

1. Each proposal for a new Historic Special Review District or Conservation District and the respective Landmarks Preservation Commission recommendation shall then be considered by the Planning Commission of the City pursuant to the procedures for area-wide zoning in TMC 13.02.053.

2. Notice of the time, place, and purpose of such hearing shall be given by Building and Land Use Services as provided in the aforementioned section. In addition, each taxpayer of record in a proposed Historic Special Review or Conservation District and within 400 feet of the proposed district shall be notified by mail.

3. In making a recommendation to the City Council, the Planning Commission shall consider the conformance or lack of conformance of the proposed designation with the Comprehensive Plan of the City. The Planning Commission may recommend approval of, or approval of with modifications, or deny outright the proposal, and shall promptly notify the Landmarks Preservation Commission of the action taken.

4. If the Planning Commission recommends approval or approval with modifications of the proposed designation, in whole or in part, it shall transmit the proposal, together with a copy of its recommendation, to the City Council.

5. If the Planning Commission denies the proposed designation, such action shall be final; provided, that the owners or authorized agents of at least 80 percent of the property proposed to be designated, measured by assessed valuation of said property at the time of the Commission's decision, may appeal such disapproval to the City Council within 14 days. For owners of multiple properties, property ownership for the purpose of appeal is calculated as the sum total of the assessed valuation of all affected property.

6. If the proposal is initiated by the City Council, the matter shall be transmitted to the City Council for final determination regardless of the recommendation of the Planning Commission.

#### D. District Designation – City Council.

1. The City Council shall have final authority concerning the creation of Historic Special Review or Conservation Districts in the same manner as provided by the City Council in TMC 13.02.053.

2. Pursuant to the aforementioned procedures, the Council may, by ordinance, designate a certain area as a Historic Special Review District and/or Conservation District. Each such designating ordinance shall include a description of the characteristics of the Historic Special Review or Conservation District which justifies its designation, and shall include the legal description of the Historic Special Review District.

3. Within ten days of the effective date of an ordinance designating an area as a Historic Special Review or Conservation District, the Historic

Preservation Officer shall send to the owner of record of each property within said district, and to Building and Land Use Services, a copy of the ordinance and a letter outlining the basis for such designation, and the obligations and restrictions which result from such designation, in addition to the requirements of the building and zoning codes to which the property is otherwise subject.

4. Historic District property inventories, identifying contributing and noncontributing properties, shall be adopted upon designation of each historic district and maintained and reviewed annually by the Commission. Such inventories shall be kept on file and available to the public at the Historic Preservation Office.

E. The City Council may request to amend or rescind the designation of a Historic Special Review District or Conservation District pursuant to the same procedure as set forth in this chapter and Section 13.02.053 for original designation and area-wide rezones. Amendments or de-designations that are requested by Council shall be transmitted to Council for final determination, regardless of the recommendations of the Planning Commission or Landmarks Preservation Commission. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27466 § 36; passed Jan. 17, 2006; Ord. 27429 § 3; passed Nov. 15, 2005)

#### **13.07.070 Commission rules of procedure and administrative guidelines.**

A. The Commission shall adopt and maintain a Rules of Procedure document that provides for the following:

1. Application submittal requirements for nominations to the historic register.

2. Design guidelines for historic special review and conservation districts.

3. The above shall be amended in accordance with the procedures and standards provided in Section 13.07.120.B.

B. Historic District Inventories. The Commission shall adopt and maintain historic building inventories for buildings within Historic Special Review Districts that identify "Contributing" and "Non Contributing" properties. Architectural integrity, as it relates to materials, space, and composition in various periods of architecture, shall be respected and, to the extent possible, maintained in contributing properties. Historic. The absence of a property on a historic inventory shall not preclude the Landmarks

Preservation Commission's authority to review changes to such a property. If a property is not listed on the historic inventory for the district, the property shall be assumed to be contributing. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.080 Special tax valuation – Local Review Board.**

Pursuant to TMC 1.42 and authorized pursuant to WAC 254-20 (hereinafter referred to as the "State Act"), the Landmarks Preservation Commission is hereby designated as the Local Review Board to exercise the functions and duties of a local review board as defined and until such time as the City Council may either amend or repeal this provision or designate some other local body or committee as the Local Review Board to carry out such functions and duties. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.085 Property eligible for special tax valuation.**

The class of historic property which shall be eligible for special valuation in accordance with the State Act shall be property which is a historic property meeting the criteria or requirements as set forth and defined in the State Act, and which is designated as a City landmark by resolution of the City Council in accordance with the provisions of this chapter, or is a contributing property within a locally administered Historic Special Review District. Landmarks Preservation Commission shall act as the Local Review Board and enter into the agreements referred to in WAC 254-20. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.090 Certificates of approval.**

*Repealed by Ordinance 27995*

(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27466 § 37; passed Jan. 17, 2006; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.095 Certificates of Approval – Standards for Review.**

A. The Landmarks Preservation Commission shall use the following as guidelines when evaluating the appropriateness of alterations to properties listed on the Tacoma Register of Historic Places, excepting applications for demolition:

1. For properties listed individually on the Tacoma Register of Historic Places, the most current version

of the Secretary of the Interior's Guidelines for the Treatment of Historic Properties published and maintained by the United States National Park Service, is the primary resource for evaluating appropriateness of rehabilitation projects. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. The basic standards are:

a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

c. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

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

g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

i. 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.

j. 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.

2. For specific projects that involve Restoration, Preservation, or Reconstruction, the Secretary of the Interior's Standards for Rehabilitation, Restoration, Preservation, and Reconstruction, may be applied as appropriate to the proposed project.

3. For properties located within a Historic or Conservation District, the Commission shall base decisions on the district rules, policies, or design guidelines for Historic or Conservation Districts as described in this chapter.

4. For technical preservation and conservation matters, the Commission may refer to Preservation briefs, and professional technical reports published by the National Park Service on various conservation and preservation practices.

#### B. Intent and Applicability

1. With regard to individually designated City Landmarks, the Standards are to be applied to ensure that any proposed development will neither adversely affect the exterior architectural features of the resource nor adversely affect the character or historical, architectural, or aesthetic interest or value of such resource and its site.

2. With regard to any property located within a historic district, Design Guidelines are to be applied to ensure that the proposed development conforms to the prescriptive standards for the district adopted by the commission and does not adversely affect the character of the district. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.100 Criteria for the Relocation of a City Landmark.**

*Repealed by Ordinance 27795.*

(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.110 Demolition of City landmarks – Standards and criteria for review.**

In addition to the stated purposes and findings located in this chapter, the Landmarks Preservation Commission shall address the following issues when considering an application for historic building demolition:

A. The reasonableness of any alternatives to demolition that have been considered and rejected, that may meet the stated objectives of the applicant;

B. The physical, architectural, or historic integrity of the structure in terms of its ability to convey its significance, but not including any damage or loss of integrity that may be attributable to willful neglect;

C. The importance of the building to the character and integrity of the surrounding district; and

D. Any public or expert commentary received during the course of the public comment and peer review periods.

E. Economic Hardship: A City Landmark may be demolished if the Landmarks Preservation Commission finds, pursuant to the Criteria for Economic Hardship located in Chapter 13.05.046, that maintenance, use and/or alteration of the resource in accordance with the requirements of this chapter would cause immediate and substantial hardship on the property owner(s) because of rehabilitation in a manner which preserves the historic integrity of the resource:

1. Is infeasible from a technical, mechanical, or structural standpoint, and/or

2. Would leave the property with no reasonable economic value because it would require an unreasonable expenditure taking into account such factors as current market value, permitted uses of the property, the value of transferable development rights and the cost of compliance with applicable local, state, and federal codes. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.120 Historic Special Review and Conservation Districts – Generally.**

A. Design Guidelines.

1. The Landmarks Preservation Commission shall adopt and maintain Guidelines for Building Design and Streetscape Review for historic special review districts and conservation districts, to be used as the basis for design review for rehabilitation, new development, and public amenities within the

districts. Such guidelines are intended to ensure a certainty of design quality within each district, protect the historic fabric of the districts, enhance the economic viability of the districts through the promotion of their architectural character, and provide a clear set of physical design parameters for property owners, developers, designers, and public agencies.

2. Guidelines at a minimum should address the following subjects: height, scale, massing, exterior cladding and materials, building form and shape, roof shape, fenestration patterns and window materials, architectural details, storefronts (within commercial areas), awnings and signs, additions, parking, main entrances, rhythm of openings, accessory structures, mechanical equipment, streetscape and sustainable design.

3. In instances where design guidelines have not yet been adopted for historic special review or conservation districts, the Secretary of the Interior's Standards for Rehabilitation may be used.

4. For certain common types of City-managed projects, and for certain projects within the City right-of-way, including streetlighting, sidewalk repair and similar alterations within the right-of-way, the City Public Works Department may propose "standard specifications" for programmatic review and adoption by the Commission, in lieu of case-by-case reviews. Any such standards, rules or policies shall be adopted by quorum vote and, once adopted, shall be made available to the public in electronic and printed formats.

5. Design guidelines as adopted and maintained by the Commission shall not supersede the scope of authority defined by this chapter, TMC 1.42 and Sections 13.05.047 and 13.07.048.

B. Amending the Design Guidelines.

1. The Landmarks Preservation Commission shall possess the authority to review and approve changes to historic district design guidelines.

2. District design guidelines shall be amended not more than once annually, concurrent with the Commission's review of its Administrative Bylaws.

3. When proposed changes have been drafted, the Commission shall approve the draft and conduct a public hearing to receive comment on the proposed changes.

4. The Commission shall notify property owners within 400' of the historic district for which the guidelines are being amended, not less than 14 days

prior to the date of the hearing. The notice shall indicate the date, time and location of the hearing.

5. Following the close of the Public Hearing, the Commission shall review public testimony and take action to approve, amend, or deny the proposed changes no sooner than its next regularly scheduled meeting.

C. District exemptions. The following actions within historic districts are exempt from the requirements imposed pursuant to this chapter:

1. Any alterations to non-contributing properties as defined by the District Inventory adopted by the Commission and kept on file at the Historic Preservation Office; provided, that the demolition of such structures is not exempt from the provisions of this Chapter; and

2. Interior alterations to existing properties, unless those modifications affect the exterior appearance of the property. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27466 § 38; passed Jan. 17, 2006; Ord. 27429 § 3; passed Nov. 15, 2005)

### **13.07.130 Designation of Old City Hall Historic Special Review District – Declaration of purpose.**

A. In order that the Old City Hall area and buildings within the area may not be injuriously affected; to promote the public welfare; and to provide for the enhancement of this area and its structures, thereby contributing to the social, cultural, and economic welfare of the citizens of Tacoma by developing an awareness of its historic heritage, returning unproductive structures to useful purposes, and attracting visitors to the City; and in order that a reasonable degree of control may be exercised over the site, development, and architecture of the private and public buildings erected therein, there is hereby created the Old City Hall Historic Special Review District, the boundaries of which are more particularly described in Section 13.07.120 hereof.

B. Said district and the buildings and structures therein possess significant aspects of early Tacoma history, architecture, and culture. Historic, cultural, and architectural significance is reflected in the architectural cohesiveness of the area. For the foregoing reasons, many of the features contained in the buildings and structures in said district should be maintained and preserved. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.140 Designation of Old City Hall Historic Special Review District – Findings.**

A. The area encompassed by the Old City Hall Historic Special Review District has played a significant role in the development of the City of Tacoma, the Puget Sound region, and the state of Washington. The district was the location of the early governmental and commercial center of the City. The focus of commerce and transportation was located in this district.

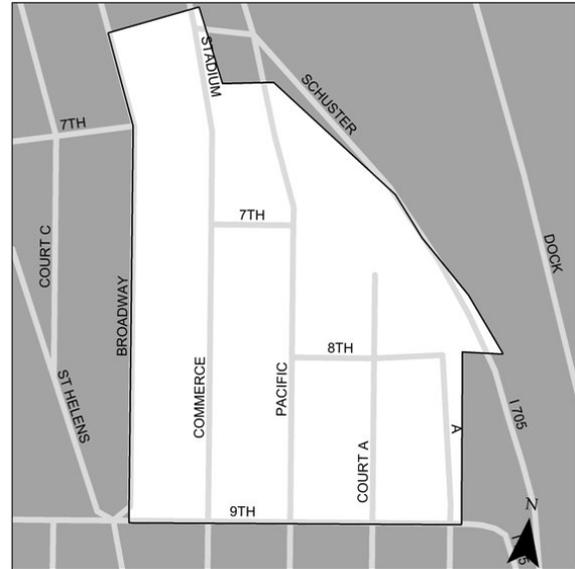
B. The Old City Hall Historic Special Review District is associated with the lives of many Tacoma pioneers through property, business, and commercial activities which were concentrated in the area.

C. Many buildings within the Old City Hall Historic Special Review District embody distinctive characteristics of late 19th Century Eclectic architecture, which reflects Greco-Roman and Renaissance architectural influences. For these and other reasons, the buildings and structures combine to create an outstanding example of an area of Tacoma which is significant and distinguishable in style, form, character, and construction representative of its era.

D. The restoration and preservation of objects, sites, buildings, and structures within the Old City Hall Historic Special Review District will yield information of educational significance regarding the way of life and the architecture of the late 19th century, as well as add interest and color to the City. Restoration of the Old City Hall Historic Special Review District will preserve the environment which was characteristic of an important era of Tacoma’s history, and will be considerably more meaningful and significant educationally than if done on the basis of individual isolated buildings and structures. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.150 Old City Hall Historic Special Review District – Boundary description.**

The legal description for the Old City Hall Historic Special Review District is described in Ordinance No. 24877, and shall be kept on file in the City Clerk’s Office. The approximate boundaries are described in Map A below.



(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.155 Guidelines for building design and streetscape improvement review of the Old City Hall Historic District.**

Pursuant to Section 13.07.120, the Landmarks Preservation Commission shall adopt and maintain Guidelines for building design and streetscape improvement to ensure a certainty of design quality within the Old City Hall Historic District, protect the historic fabric of the district, enhance the economic vitality of the district through promotion of its architectural character, and provide a clear set of physical design parameters for property owners, developers, designers, and public agencies. These guidelines shall be made available to the public in electronic and printed formats. (Ord. 27995 Ex. H; passed Jun. 14, 2011)

**13.07.160 Old City Hall Special Review District – Specific Exemptions.**

The following actions are exempt from the requirements imposed pursuant to this chapter:

A. Any alterations to non-contributing properties as defined by the District Inventory adopted by the Commission and kept on file at the Historic Preservation Office; provided, that the demolition of such structures is not exempt from the provisions of this chapter; and

B. Interior alterations to existing properties, unless those modifications affect the exterior appearance of

the property. (Ord. 27995 Ex. H; passed Jun. 14, 2011: Ord. 27748 Ex. A; passed Oct. 14, 2008: Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.165 Appeals to the Hearing Examiner – Factors to be considered.**

*Repealed by Ordinance 27995*

(Ord. 27995 Ex. H; passed Jun. 14, 2011: Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.170 Designation of Union Depot/Warehouse Historic Special Review District – Declaration of purpose.**

In order that the area and buildings within the area may not be injuriously affected, to promote the public welfare, and to provide for the enhancement of the area and its structures, thereby contributing to the social, cultural, and economic welfare of the citizens of Tacoma by developing an awareness of its historic and architectural heritage, returning unproductive structures to useful purposes, and attracting visitors to the City, and in order that a reasonable degree of control may be exercised over the site, development, and architecture of the private and public buildings erected therein, including certain infrastructure, there is hereby created the Union Depot/Warehouse Historic Special Review District. (Ord. 27995 Ex. H; passed Jun. 14, 2011: Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.180 Designation of the Union Depot/Warehouse Historic Special Review District – Findings.**

A. The area encompassed by the Union Depot/Warehouse Historic Special Review District has played a significant role in the development of the City of Tacoma, the Puget Sound region, and the state of Washington. The district was the location of the early railroad, industrial, and commercial center of the City. The focus of early manufacture and commerce was identified with this district.

B. The Union Depot/Warehouse Historic Special Review District is associated with the lives of many Tacoma pioneers through property, railroad, and commercial activities which were concentrated in the area. Many of the buildings within the Union Depot/Warehouse Historic Special Review District embody the distinctive characteristics of the late 19th and early 20th century Eclectic architecture, which reflects Greco-Roman, Renaissance, and Baroque architectural influences. For these and other reasons,

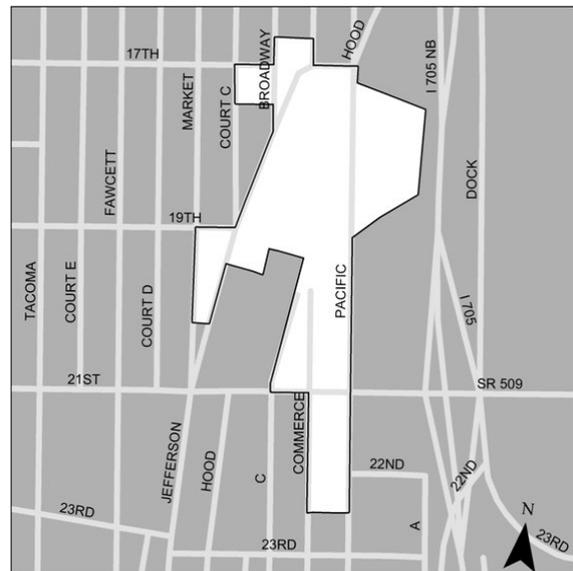
the buildings and structures combine to create an outstanding example of a historic district in Tacoma dating from circa 1887–1930, which is significant and distinguishable in style, form, character, and construction representative of its era.

C. Restoration and preservation of objects, sites, buildings, and structures within the Union Depot/Warehouse Historic Special Review District will yield information of educational significance regarding the way of life and the architecture of the late 19th and early 20th centuries, as well as add interest and color to the City. Restoration of the Union Depot/Warehouse Historic Special Review District will preserve the sense of place and time and the environment which was characteristic of an important era of Tacoma’s history, and such district planning will be considerably more meaningful and significant educationally than if done on the basis of individual isolated buildings and structures. (Ord. 27995 Ex. H; passed Jun. 14, 2011: Ord. 27748 Ex. A; passed Oct. 14, 2008: Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.190 Union Depot/Warehouse Historic Special Review District – Boundary description.**

The legal description for the Union Depot/Warehouse Historic Special Review District is described in Ordinance No. 24505, and shall be kept on file in the City Clerk’s Office. The approximate boundaries are described in Map B below.

**Map B: Approximate Boundaries of the Union Depot/Warehouse Historic Special Review District**





that developed after Tacoma was selected to be the terminus of the Northern Pacific Railroad. New Tacoma and the North End were considered to be a desirable place to live, near downtown Tacoma. The community was settled irregularly over its history in a fairly dense residential pattern, and it is common to find structures from the late 1800s next to houses built in the 1930s.

B. Association with Tacoma Pioneers, Property, Business and Commercial Activities. The New Tacoma and North End community is predominantly residential, although there are scattered pockets of small commercial buildings that served the community. These commercial buildings are concentrated mostly along Division Avenue and K Street. The residents of the community represented a complete cross-section of different classes and occupations, from a United States ambassador to France to a Slovakian boat builder.

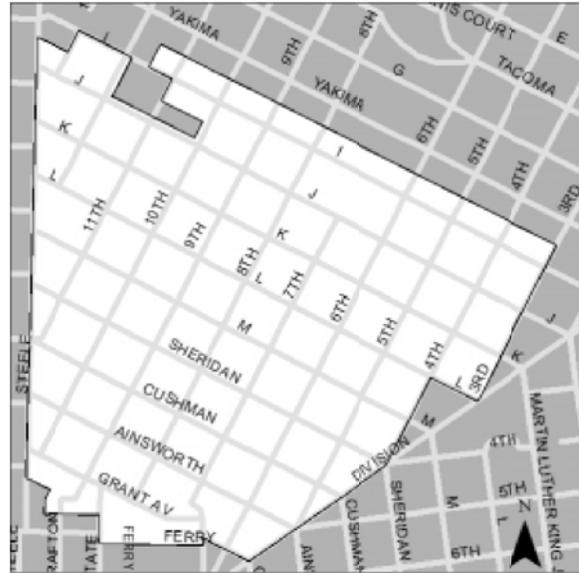
C. Architectural Characteristics. The architectural characteristics of the New Tacoma and North End community are variable, although there is a remarkable number of architect-designed houses in the neighborhood. Most homes built in the earliest period of growth from 1880 to the crash in 1893 were Queen Anne and Stick style houses, of both modest and grand proportions. After the turn of the century, more Craftsman and bungalow-style houses were built, as well as a few Colonial Revival structures. Those homes built after the turn of the century tended to be larger and more impressive, until the late 1920s when many one-story bungalows were built. After the Great Depression, another building boom took place in the neighborhood, with considerably smaller single-family brick residences constructed in simple forms, and two- or three-story multi-family apartment complexes.

D. Educational Uses and Preservation of the Area's Heritage. Restoration and preservation of objects, sites, buildings, and structures within the North Slope Neighborhood will yield information of educational significance about the way of life of Tacoma's citizens, and the architecture of the late 19th and early 20th centuries, and will add interest and color to the City. Maintaining this neighborhood as a whole will preserve the sense of time, place, and the environment which formed an important characteristic of Tacoma's history. District-wide planning will be considerably more meaningful and educationally significant than if done on the basis of individual, isolated buildings (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27429 § 3; passed Nov. 15, 2005)

### 13.07.240 North Slope Historic Special Review District – Boundary description.

The legal description for the North Slope Historic Special Review District is described in Ordinance No. 26611, and shall be kept on file in the City Clerk's Office. The approximate boundaries are described in Map D below.

#### Map D: Approximate Boundaries of the North Slope Historic Special Review District



(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27429 § 3; passed Nov. 15, 2005)

### 13.07.250 North Slope Historic Special Review District – Specific Exemptions.

The following actions are exempt from the requirements imposed pursuant to this chapter:

- A. Any alterations to non-contributing properties as defined by the District Inventory adopted by the Commission and kept on file at the Historic Preservation Office; provided, that modifications to accessory structures and the demolition of noncontributing or accessory structures are not exempt from the provisions of this chapter;
- B. Interior modifications to existing structures, unless those modifications affect the exterior appearance of the structure;
- C. Any alterations to private residential structures that are specifically exempted from permit requirements in the Residential Building Code as adopted by the City (such as painting and minor repairs such as caulking or weather-stripping);

D. The installation, alteration, or repair of public and private plumbing, sewer, water, and gas piping systems, where no Right of Way restoration is required;

E. The installation, alteration, or repair of public and private electrical, telephone, and cable television wiring systems, provided that the installation of solar panels, wind generators, and cellular antenna towers is not exempt;

F. The landscaping of private residences;

G. The maintenance of existing parking conditions and configurations, including curb cuts, driveways, alleys, and parking lots (new installations are subject to review by the Commission);

H. Signs not exceeding the limitations for a home occupation permit and those installed by the City for directional and locational purposes.

I. The following types of projects within the public rights of way: ADA accessibility ramps and installations, in-road work, traffic signaling equipment, utility markers, and equipment required by the United States Postal Service. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.260 Designation of the Wedge Neighborhood Historic Special Review and the Wedge Neighborhood Conservation Special Review Districts – Purpose.**

A. In order that the Wedge neighborhood and residential buildings within the neighborhood may not be injuriously affected; to promote the public welfare; to provide for the enhancement of the Wedge neighborhood and its residential structures, thereby contributing to the social, cultural, and economic welfare of the citizens of Tacoma by developing an awareness of Tacoma's historic neighborhoods, maintaining productive and useful residential structures, and attracting visitors to the City; and in order that a reasonable degree of control may be exercised over the siting, development and architecture of public and private buildings erected in the Wedge neighborhood so that the goals set forth in this section and in this chapter may be realized, there is hereby created the Wedge Historic Special Review District and the Wedge Conservation Special Review District, the boundaries of which are more particularly described in Sections 13.07.280 and 13.07.290 TMC hereof.

B. The Wedge neighborhood and the residential buildings therein reflect significant aspects of Tacoma's early neighborhood history, architecture, and culture. Such historic, architectural, and cultural significance is also reflected in the architectural cohesiveness of the neighborhood. For the foregoing reasons, many of the features contained in the buildings and structures in the neighborhood should be maintained and preserved.

C. The Wedge Conservation District areas are established in order to encourage new development on the boundaries of the Historic District that is aesthetically and architecturally compatible with the character of the Wedge neighborhood. It is acknowledged that these are primarily commercial areas, and it is anticipated that commercial growth will occur in these areas. However, where there are historically significant structures within the Conservation District, this chapter encourages that these buildings be retained.

D. Except where specifically exempted by TMC 13.07.300, all exterior alterations and construction within the historic and conservation district boundaries, including alterations to elements and spaces within the public rights-of-way, are subject to the review and approval of the Landmarks Preservation Commission prior to the initiation of work. (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.270 Designation of the Wedge Neighborhood Historic Special Review and the Wedge Neighborhood Conservation Special Review Districts – Findings.**

A. The Wedge Historic and Conservation Districts are evocative of the broad patterns of Tacoma's history. A middle class district that was constructed by some of Tacoma's most prolific builders, and occupied by famous and anonymous residents alike, the Wedge's development as a neighborhood mirrors that of Tacoma as a historic city.

B. Historically significant persons who lived in the Wedge Historic district include Silas Nelsen, Aaron Titlow, and Frank and Ethel Mars. Other notable persons who lived in the Wedge Historic District include doctors, attorneys, architects and contractors, engineers, politicians, jewelers, barbers, school, bank, real estate, and insurance personnel as well as seamen, railroad, and shipping and electric company employees.

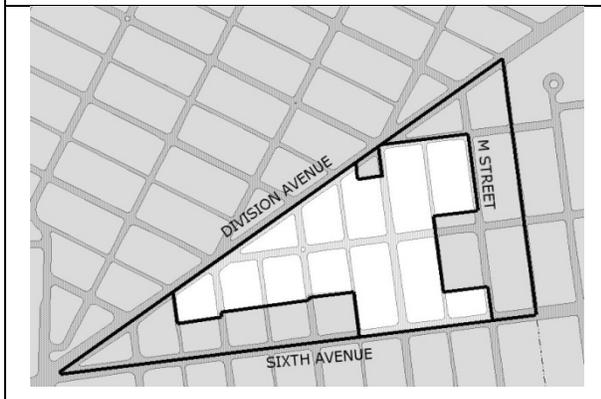
C. The Wedge Historic District is an intact middle-class residential district reflecting a period of neighborhood development from Tacoma's early history until after WWI. Although there are a number of notable homes within the district, most appear to be modest builder interpretations of established architectural styles and forms. Several of these provide good examples of typical residential architects.

D. The Wedge Historic District is adjacent to the North Slope Historic District and is part of a larger section of the City where historic development patterns prevail (including Wright Park, South J Street historic houses). (Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.280 Wedge Neighborhood Historic Special Review District – Boundary Description.**

The legal description for the Wedge Neighborhood Historic Special Review District is described in Ordinance No. 27981 and shall be kept on file in the City Clerk's Office. The approximate boundaries are depicted in Map E below.

**Map E: Approximate Boundaries of the Wedge Neighborhood Historic Special Review District**

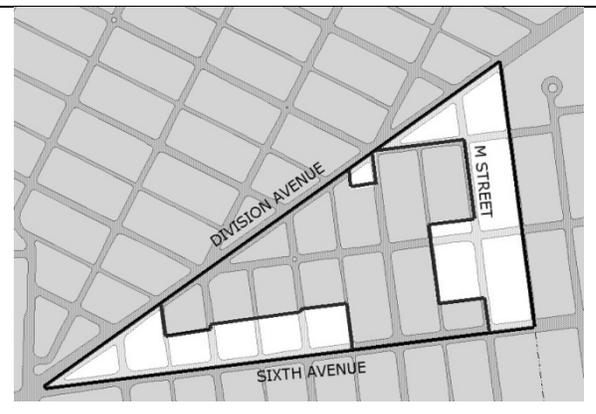


(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.290 Wedge Neighborhood Conservation Special Review District – Boundary Description.**

The legal description for the Wedge Conservation Special Review District is described in Ordinance No. 27981 and shall be kept on file in the City Clerk's Office. The approximate boundaries are depicted in Map F below.

**Map F: Approximate Boundaries of the Wedge Neighborhood Conservation Special Review District**



(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27981 Ex. C; passed May 24, 2011; Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.300 Wedge Neighborhood Historic Special Review District and Wedge Neighborhood Conservation Special Review District – Specific Exemptions.**

The following actions are exempt from the requirements imposed pursuant to this chapter:

A. Any alterations to noncontributing properties within the Wedge Historic Special Review Districts, as defined by the District Inventory adopted by the Commission and kept on file at the Historic Preservation Office and any alterations to properties within the designated Conservation District, are exempt from the provisions of this chapter; provided, that alterations to accessory structures within the Historic District and the demolition of any structures in the Historic District and Conservation District, including noncontributing and accessory structures or the construction of new buildings, are not exempt from the provisions of this chapter;

B. Historically nonresidential and commercial use structures; provided, that the demolition of

noncontributing or accessory structures is not exempt from the provisions of this chapter;

C. Interior modifications to existing structures, unless those modifications affect the exterior appearance of the structure;

D. Changes to the exteriors of contributing structures that are not visible from adjacent public rights-of-way may be granted an administrative Certificate of Approval by the Historic Preservation Officer, provided that staff is able to determine that the proposed project is consistent with the district design guidelines and applicable Secretary of the Interior's Standards, all without prejudice to the right of the owner at any time to apply directly to the Commission for its consideration and action on such matters;

E. Any alterations to private residential structures that are specifically exempted from permit requirements in the Residential Building Code as adopted by the City (such as painting and minor repairs such as caulking or weather-stripping);

F. The installation, alteration, or repair of public and private plumbing, sewer, water, and gas piping systems, where no right-of-way restoration is required;

G. The installation, alteration, or repair of public and private electrical, telephone, and cable television wiring systems; provided that the installation of solar panels, wind generators, and cellular antenna towers is not exempt;

H. The landscaping of private residences;

I. The maintenance of existing parking conditions and configurations, including curb cuts, driveways, alleys, and parking lots (new installations are subject to review by the Commission);

J. Signs not exceeding the limitations for a home occupation permit and those installed by the City for directional and locational purposes;

K. The following types of projects within the public rights-of-way: ADA accessibility ramps and installations, in-road work, traffic-signaling equipment, utility markers, and equipment required by the United States Postal Service.

(Ord. 27995 Ex. H; passed Jun. 14, 2011: Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.310 Guidelines for building design and streetscape improvement review for the Wedge Neighborhood and North Slope Historic Special**

**Review Districts and the Wedge Neighborhood Conservation Special Review District.**

Pursuant to Section 13.07.120, the Landmarks Preservation Commission shall adopt and maintain Guidelines for building design and streetscape improvement to ensure a certainty of design quality within the North Slope and the Wedge Historic Special Review Districts and the Wedge Conservation District, protect the historic fabric of the districts, enhance the economic vitality of the districts through promotion of their architectural character, and provide a clear set of physical design parameters for property owners, developers, designers, and public agencies. These guidelines shall be made available to the public in electronic and printed formats. (Ord. 27995 Ex. H; passed Jun. 14, 2011: Ord. 27748 Ex. A; passed Oct. 14, 2008: Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.320 Severability**

In the event that any section, paragraph, or part of this chapter is for any reason declared invalid or held unconstitutional by any court of last resort, every other section, paragraph, or part shall continue in full force and effect. (Ord. 27995 Ex. H; passed Jun. 14, 2011: Ord. 27981 Ex. C; passed May 24, 2011: Ord. 27748 Ex. A; passed Oct. 14, 2008: Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.330 Designation of the Wedge Neighborhood Historic Special Review and the Wedge Neighborhood Conservation Special Review Districts – Purpose.**

*Repealed by Ordinance 27995*

(Ord. 27995 Ex. H; passed Jun. 14, 2011: Ord. 27981 Ex. C; passed May 24, 2011: Ord. 27748 Ex. A; passed Oct. 14, 2008: Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.340 Designation of the Wedge Neighborhood Historic Special Review and the Wedge Neighborhood Conservation Special Review Districts – Findings.**

*Repealed by Ordinance 27995*

(Ord. 27995 Ex. H; passed Jun. 14, 2011: Ord. 27981 Ex. C; passed May 24, 2011: Ord. 27429 § 3; passed Nov. 15, 2005)

**13.07.350 Wedge Neighborhood Historic  
Special Review District –  
Boundary Description.**

*Repealed by Ordinance 27995*

(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27981  
Ex. C; passed May 24, 2011)

**13.07.355 Wedge Neighborhood  
Conservation Special Review  
District – Boundary Description.**

*Repealed by Ordinance 27995*

(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27981  
Ex. C; passed May 24, 2011)

**13.07.360 Wedge Neighborhood Historic  
Special Review District and  
Wedge Neighborhood  
Conservation Special Review  
District – Specific Exemptions.**

*Repealed by Ordinance 27995*

(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27981  
Ex. C; passed May 24, 2011)

**13.07.370 Guidelines for building design and  
streetscape improvement review  
for the Wedge Neighborhood and  
North Slope Historic Special  
Review Districts and the Wedge  
Neighborhood Conservation  
Special Review District.**

*Repealed by Ordinance 27995*

(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27981  
Ex. C; passed May 24, 2011)

**13.07.380 Severability.**

*Repealed by Ordinance 27995*

(Ord. 27995 Ex. H; passed Jun. 14, 2011; Ord. 27981  
Ex. C; passed May 24, 2011)



RECEIVED

AUG 24 2011



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

Per \_\_\_\_\_

## 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 607 North Cushman Ave Landmark/Conservation District (if applicable) North Slope

#### OWNER INFORMATION

Name (printed) Dion Teague Email Ljw.teague@comcast.net

Address (if different than above) \_\_\_\_\_ Phone 253.274.1468

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 \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

#### FOR OFFICE USE ONLY

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

INITIALS CHECKED FOR BUILDING CODE: MT decorative guard

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 \$2000.

Application Fee Enclosed \$50.00

## 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.

Install railing on the second story landing of the house.

A photograph from 1908 Tacoma Ledger newspaper shows the house had railing on the second story landing when the house was constructed. (attachment A)

The railing design will be consistent in design and installation with the lower porch railing. (attachment B)

Fir will be the primary material used for the 6x6 box newel posts, handrails and shoerails, and the 2x2 square balusters.

The railing newel post will be attached the deck with rail post mount (attachment C)

The height of the proposed railing is 30 inches.

The 2x2 balusters will be space 2 5/8 inches apart.

Railing will be painted to match existing railing.

#### **Additional Attachments-**

- d- view #1 of 2<sup>nd</sup> floor landing deck
- e- view #2 of 2<sup>nd</sup> floor landing deck
- f- view of 2<sup>nd</sup> floor landing – front and right side
- g- view of 2<sup>nd</sup> floor landing – front and left side
- h- view of neighbor 2<sup>nd</sup> floor landing railing
- i- view of underside of 2<sup>nd</sup> floor landing deck
- j- view of 1<sup>st</sup> floor porch railing

## RESIDENTIAL APPLICATION CHECKLIST A

(For Garages, Porches, Decks, Additions, Foundations and other Major Projects)

CHECKLIST to include the following:\*

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Accurate Measured Site Plan (which shows ridgelines and dormers of <u>existing</u> and <u>new</u> buildings)      |
| <input type="checkbox"/>            | Accurate Measured Elevation Drawings (all sides, with dimensions, siding materials, windows, and doors indicated) |
| <input checked="" type="checkbox"/> | Photograph(s) of Site and surrounding area  |
| <input checked="" type="checkbox"/> | Detail illustrations of trim, casing, balusters, posts and railings (if applicable)                               |
| <input type="checkbox"/>            | Material samples (ie. stained glass, or if proposing uncommon material)   |
| <input type="checkbox"/>            | Paint samples (from hardware store)   |

In addition to the above, please provide the following information:

|   |       |
|---|-------|
| Size of new construction (footprint, i.e. 22 X 30'):              | _____ |
| Overall height and pitch of roof (for new buildings):             | _____ |
| Exterior cladding material(s):                                    | _____ |
| Window types and materials:                                       | _____ |
| Door types and materials:   | _____ |
| Window trim (attach drawings, catalog sheets, etc. if necessary): | _____ |
| Roof Material:  | _____ |

### \*ADDITIONAL TIPS

- *Drawings required for building permits can often be used for Landmarks Review, as long as information regarding finish detail, exterior materials, and windows and doors are indicated.*
- *For information about drawing site plans, please refer to BLUS Publication B1, Site Plan*
- *Elevations should be scale drawings and should include dimensions, heights, window and door locations, eave overhangs, trim details, and the locations of materials and other elements.*
- *Please include a photograph of existing house (for new garages if the new garage is to match any existing features of the house)*
- *For structures within the North Slope Historic District, refer to the North Slope Design Guidelines for more information about design. Contact the Historic Preservation Officer for more information.*

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

Hunt & Mottet Co.—“We are glad to get clearing house certificates and will accept all that come our way at their face value. We believe the banks adopted the proper course to tide over the unusual financial conditions that present themselves.”

F. S. Poole—“I haven't given the clearing house certificates much thought. We have accepted them for cash in trade and will continue to do so while they are in circulation.”

**“Good as Gold.”**

Frank C. Hart, jeweler—“I think it is the best thing that could have been done under the circumstances. The certificates are as good as gold. We will take them just as quick. Every bank in this city is sound. I think money is a hundred times safer in the banks than in stockings and closets. If I had \$100,000 I would deposit it in Tacoma banks.”

Robert Lee, agent of the Harriman lines—“We are only too glad to receive the certificates in payment for tickets. I consider the issuance of certificates a wise move. All the business men and merchants accept them and the certificates can work no hardship.”

Lewis Brothers, clothiers—“We will take all the certificates we can get. They are as good as gold here.”

Gilbert Smith, president of the Smith-Hendricksen Shoe company—“We are tickled to death to get hold of clearing house certificates. I think that the banks have shown a master hand in the issuance of certificates. We haven't heard a single complaint against the new system. Customers seemed to be satisfied when they see that the merchants accept the paper. I have cashed checks with certificates and have yet to hear the first objection.”

**“Works Like a Charm.”**

Joseph Bachrach, vice president of Feist & Bachrach—“I think the new banking system works like a charm. We are satisfied and I think everybody else is.”

E. I. Salmon, jeweler—“I think clearing house certificates are all right. We are glad to get them in exchange for any

L. Y. Stayton, contractor: “In my opinion it is the only sane way the bankers could take. It will be only a short time, in my judgment, until we are on as sound a financial basis as we ever were.”

Jesse Reed: “I think the certificates are taking a fine shape. It is a splendid proposition. If the people will only show good common sense and leave their money in circulation I believe it will be only a short time before the certificates are all called in.”

A. E. Thompson: “So far as I am concerned, they can't give me any too many of them. I think it is an excellent temporary arrangement to meet the situation.”

L. W. Centar, real estate: “I consider them all right. I only wish I had enough of them.”

L. L. Doud, of the Defiance Lumber company: “I have yet to meet the first business man who does not think this is the wisest move the banks could have made. It marks a new epoch in the strength and stability of our banking system.”

Frank B. Cole: “The issuing of clearing house certificates, I think, has a suggestion of co-operation among bankers that should allay doubt of any and all banks' stability. If honest bankers will only put their early condemnation on dishonest and wildcat banking methods the timid depositor will be too scarce to be a menace.”

A. C. Young: “There is no question the clearing house certificates are the best things that could be gotten up. They answer every purpose of money; pay debts, are received on deposit and protect the banks. Our payroll of the Young-Johnson Lumber company at Kapowsin is from \$7,000 to \$8,000 a month. We pay in checks and it is up to the banks to have the man take as many of these certificates as possible. All the stores at Kapowsin accept them and send them in here to pay their bills. I really don't see how we would get along without them.”

The British steamship Quito arrived in port yesterday afternoon from San Francisco in ballast. The Quito is one of the Frank Waterhouse steamships and will load lumber and flour here for Australia. In Seattle the Quito will load canned salmon.

|              |        |             |         |
|--------------|--------|-------------|---------|
| do pd        | 8 1/2% | T C & I     | 80@103  |
| Brooklyn R T | 3 1/4% | U S Steel   | 24 1/2% |
| C F & I      | 1 1/2% | do pd       | 84 1/2% |
| Int Paper    | 7 1/4% | Wes Union   | 62      |
| Nat Biscuit  | 6 1/2% | Inter Met   | 5 1/2%  |
| Nat Lead     | 8 1/2% | do pd       | 16 1/2% |
| Pacific Mail | 7 1/2% | Mackay Co's | 46      |
| People's Gas | 7 1/2% | do pd       | 62 1/2% |

**Clearing House Averages.**

NEW YORK, Nov. 9.—The statement of the clearing house for the week shows that the banks hold \$51,924,625 less than the requirements of the 25 per cent reserve rule. This is a decrease in the proportion of cash reserve of \$13,085,800 as compared with last week.

The statement follows:  
 Loans, \$1,086,316,400; increase, \$38,862,100.  
 Deposits, \$1,086,318,100; increase, \$35,051,200.  
 Circulation, \$2,856,100; increase, \$1,113,400.  
 Legal tenders, \$4,082,900; increase, \$888,900.  
 Specie, \$170,712,000; decrease, \$5,201,000.  
 Reserve, \$219,793,900; decrease, \$4,315,000.  
 Reserve required, \$271,719,525; increase, \$6,772,800.  
 Deficit, \$51,924,625; increase, \$13,085,800.  
 Ex-United States deposits, \$32,651,575 (not given last week).

**Bonds and Money.**

NEW YORK, Nov. 9.—Money on call nominal. Time loans dull and strong; 60 days 15 per cent and 90 days 12 per cent; 6 months 8 per cent.  
 Prime merchant paper nominal at 7 to 9 per cent.  
 Sterling exchange firm, with actual business in bankers' bills at \$4.85@4.86 for demand, and at \$4.78 for 60-day bills; commercial bills, \$4.76@4.77 1/2.  
 Bar silver, 69 1/2c.  
 Mexican dollars 46 1/2c.  
 Government bonds steady.  
 Railroad bonds steady.

**Grain and Provisions.**

CHICAGO, Nov. 9.—Wheat today opened firm because of small receipts and the destruction of grain in the fire at Duluth. December opened a shade lower to 1/4@1/2c higher at 89 1/4 to 90 1/4c, sold up to 91c, and then declined to 90 1/2c. The close was strong, with December up a cent at 91 1/2c.  
 December corn opened a shade lower to a shade higher at 56 1/2 to 56 3/4c and sold down to 56 1/2c. The close was 1/4@1/2c lower at 53 1/2@53 3/4c.  
 Wheat—December, 91 1/4c; May, \$1.00@1.00 1/4.  
 Corn—December, 56 1/2@56 3/4c; May, 57 1/4c.  
 Oats—December, 46 1/4c; May, 49 1/4@49 3/4c.  
 Pork—January, \$18.22 1/2; May, \$18.00.  
 Lard—January, \$8.10; May, \$8.12 1/4@8.15.  
 Ribs—January, \$7.07 1/2; May, \$7.30@7.37 1/2.  
 Bye—Cash, 77c.  
 Barley, 78@79c.  
 Timothy, \$3.60@4.50.

**Wool.**

ST. LOUIS, Nov. 9.—The wool market today was steady. Territory and western mediums, 23@25c; fine mediums, 20@22c; fine, 17@19c.

**Lead and Copper.**

NEW YORK, Nov. 9.—The lead market is quiet, \$4.50@4.75.  
 Lake copper, 13 1/2@14c.  
 Silver, 55 1/2c.

**Chicago Butter and Eggs.**

CHICAGO, Nov. 9.—The butter market is strong. Creameries, 22@24c; dairies, 20@22 1/2c.  
 Eggs—Steady at mark, cases included, 17 1/2@20c.

**Chicago Livestock.**

CHICAGO, Nov. 9.—The cattle receipts were 800. Market is steady. Beeves, \$9.50@11.40; cows, \$1.25@1.90; calves, \$5.80@7.50; Texans, \$4.50@5.15; westerns, \$3@5.50; stockers and feeders, \$2.40@4.50.  
 Hogs—Receipts, 16,000. Market 10 and 15 cents higher. Lights, \$4.80@5.40; mixed, \$4.30@5.50; heavy, \$3.80@5.45; rough heavy, \$4.45@4.90; pigs, \$4@4.50; bulk of sales, \$5@5.25.  
 Sheep—Receipts 2,000. Market is steady.



This dwelling, at 607 North O street, was built by N. J. Love.

Attachment A

6" x 6" Post  
1 1/4" Base  
Crown  
5/4" x 6  
5/4" x 4

SIMPSON  
6" x 6" Post  
Bracket

Attachment

Trail Post Mount

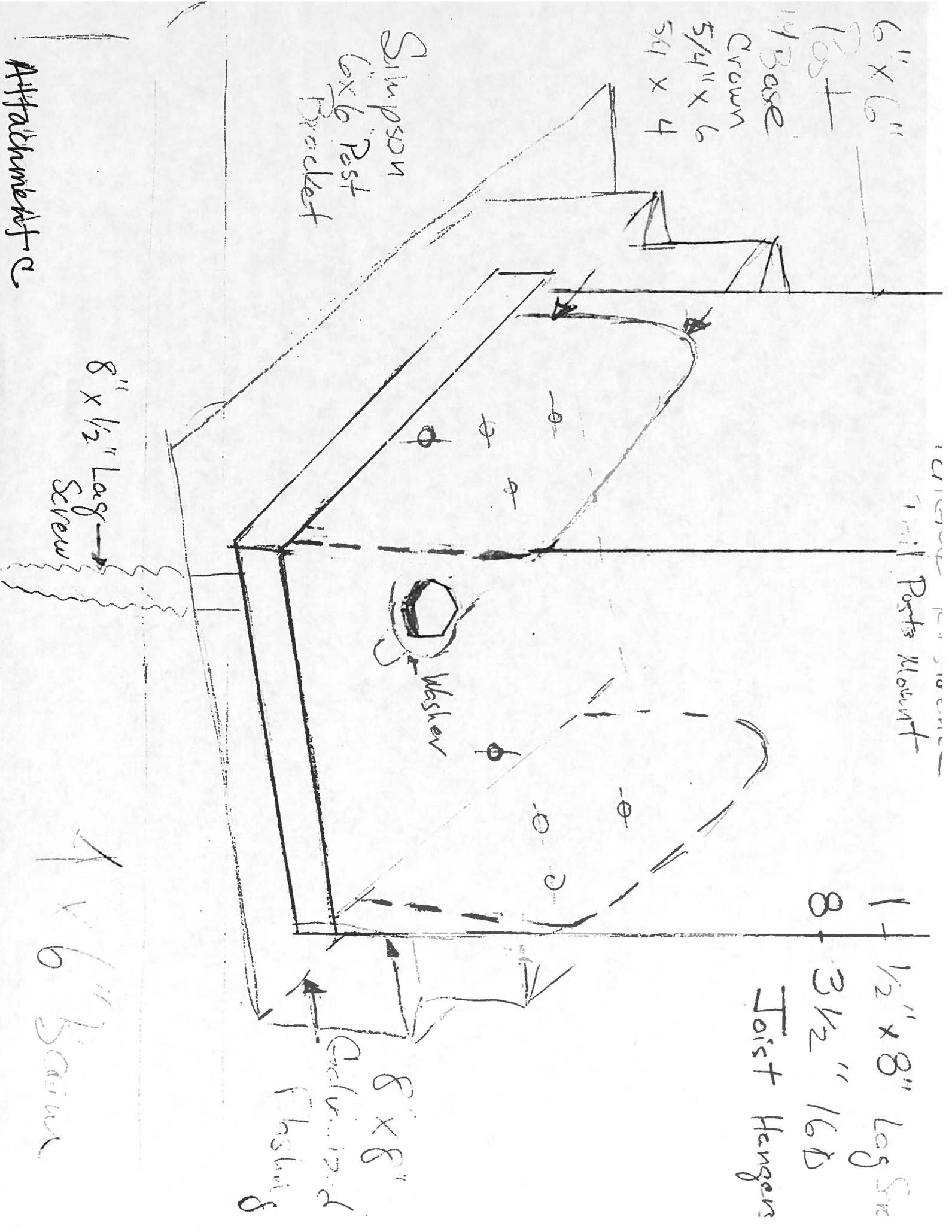
8" x 1/2" Lag Screw

Washer

1 - 1/2" x 8" Lag Scre  
8 - 3 1/2" 16D  
Joist Hangers

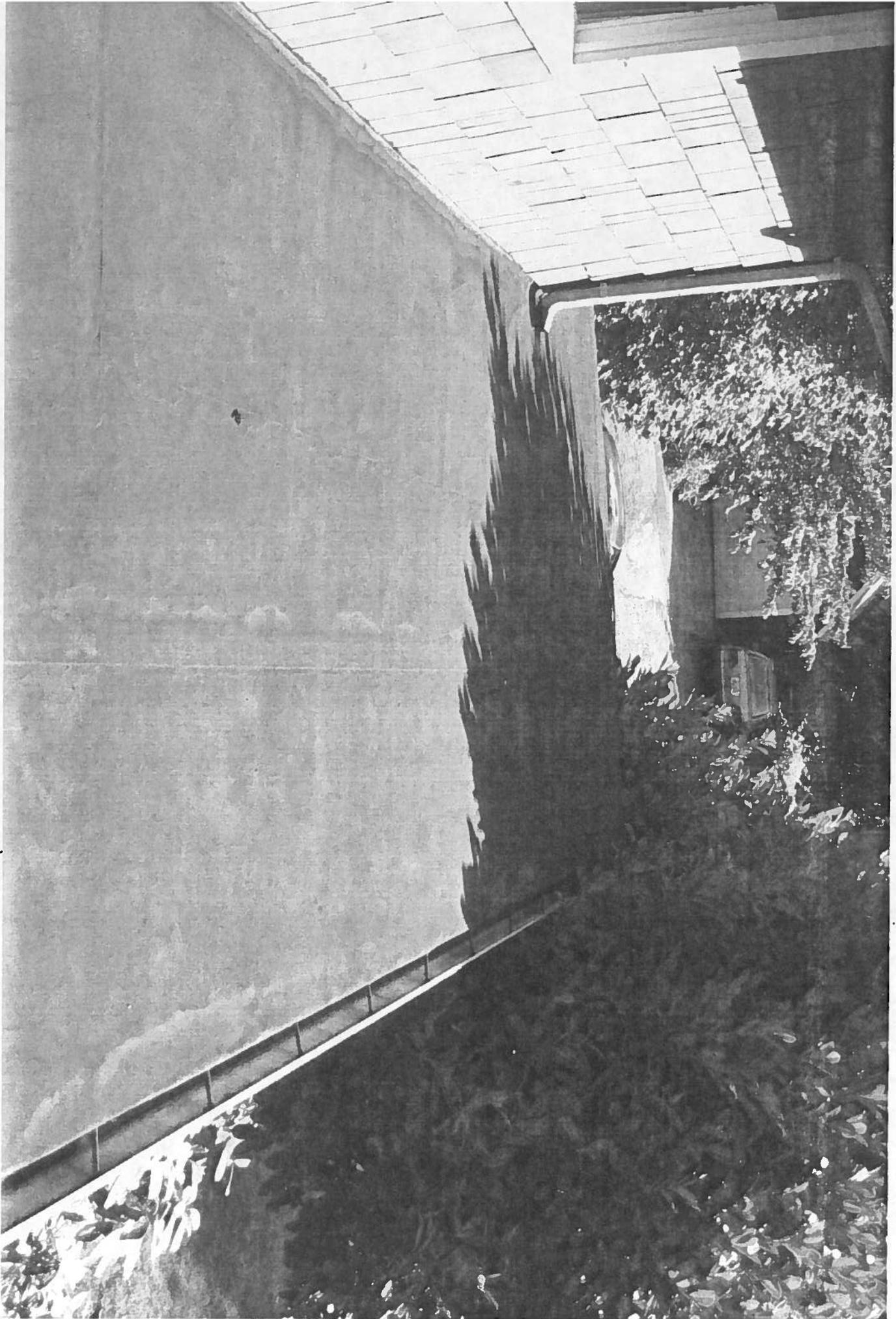
8" x 8" Galvanized Flashing

1 x 6" Board



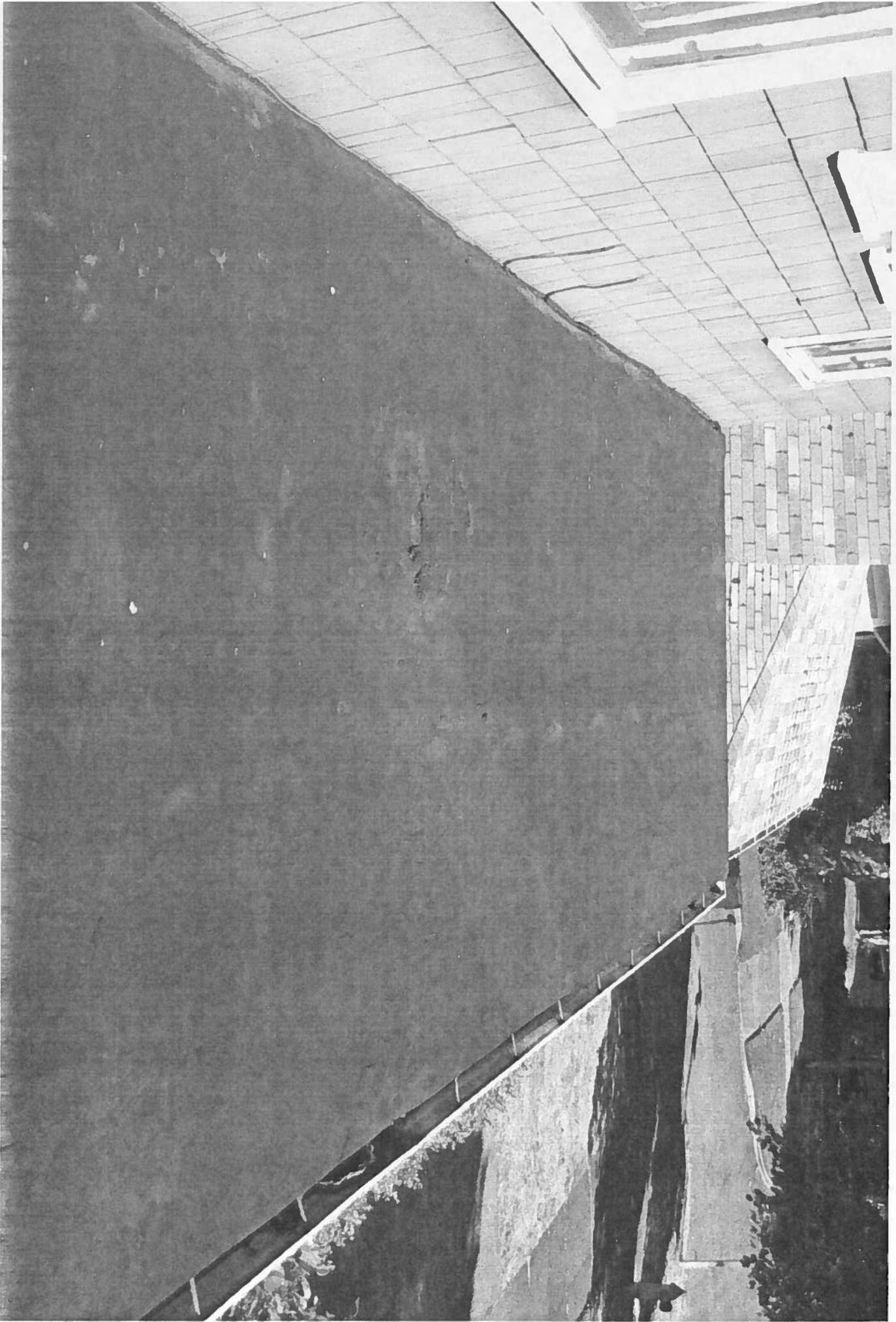
①

2nd floor landing deck (#1)

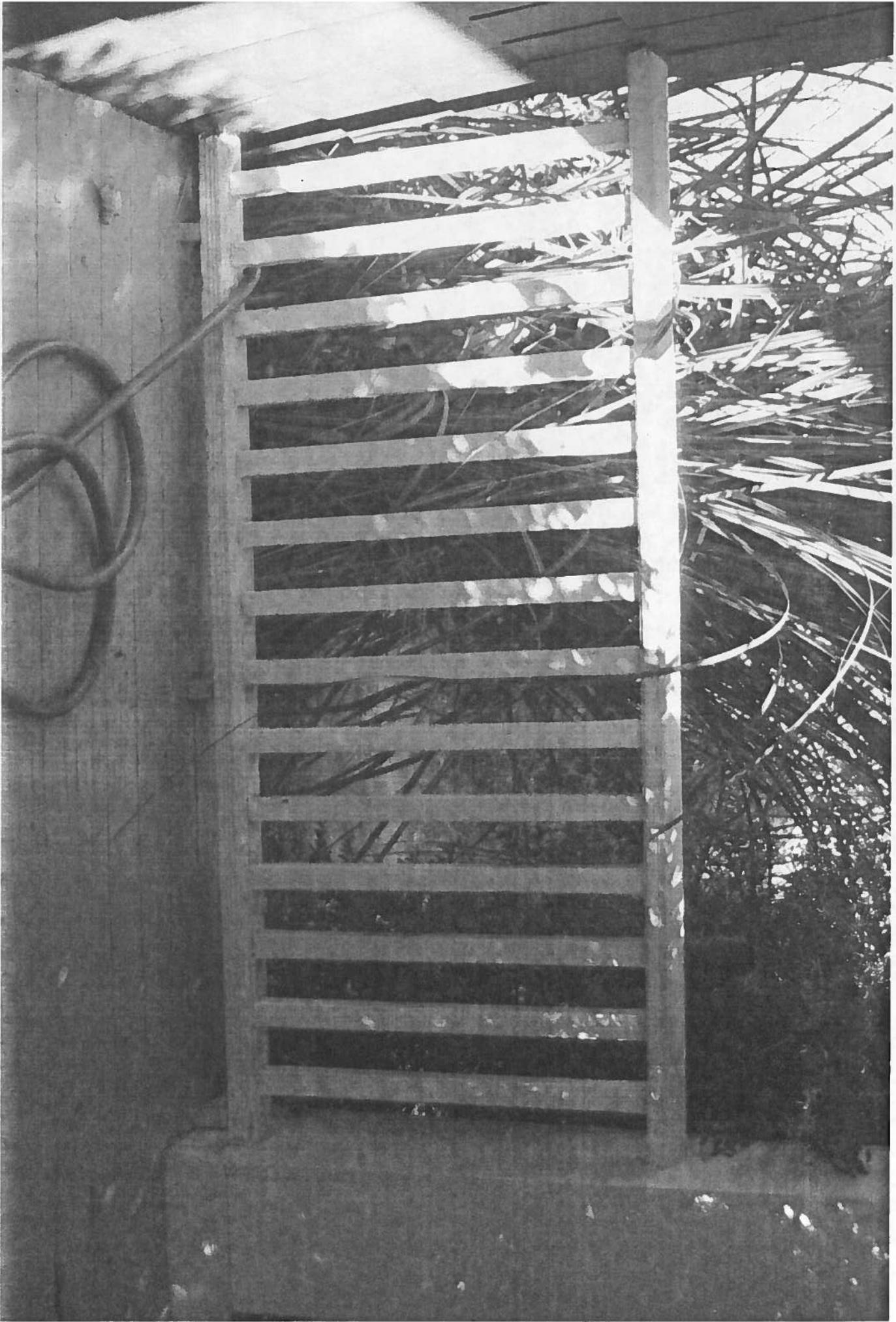


E

2nd Floor Landing Deck (#2)

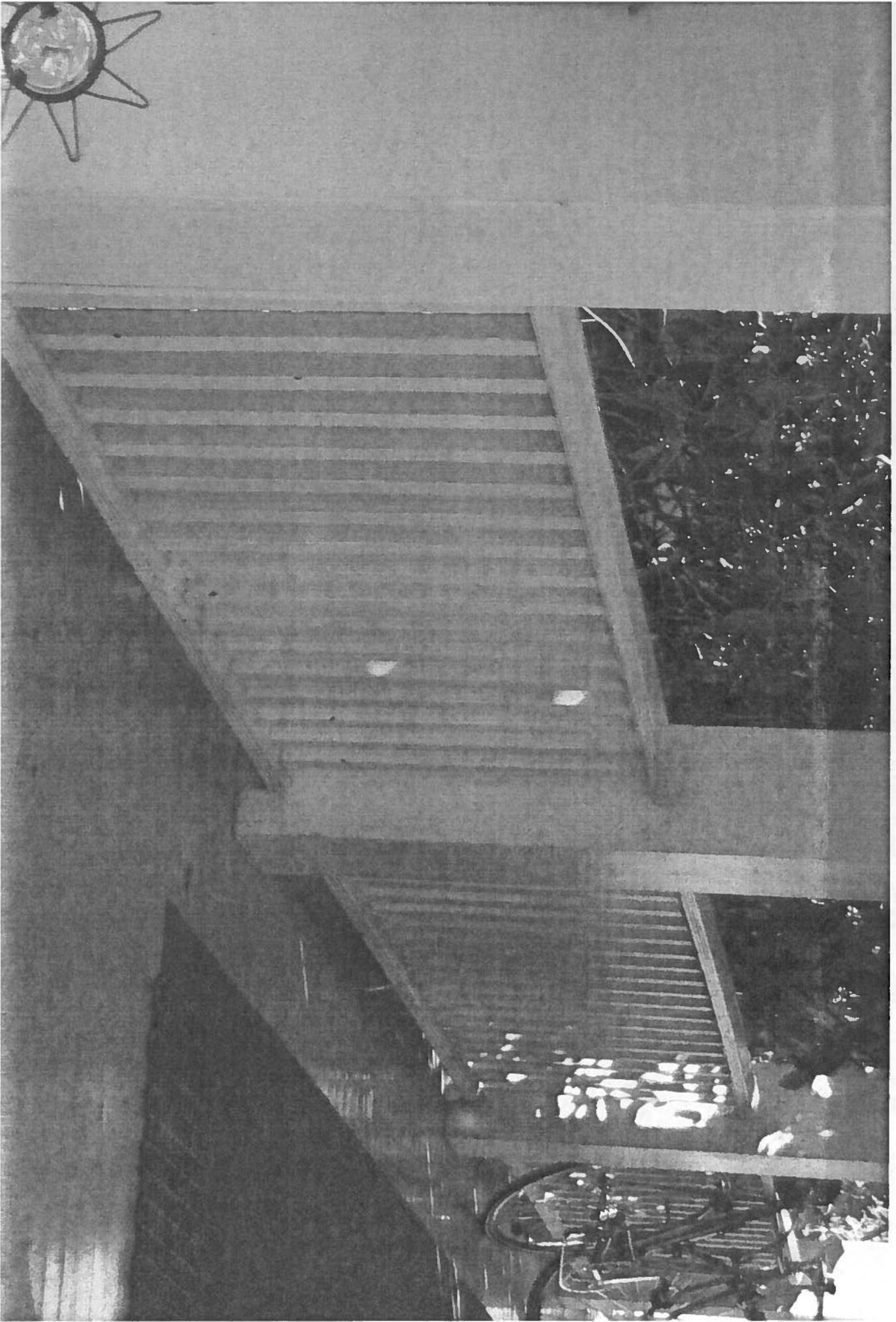


View of porch railing (#1)



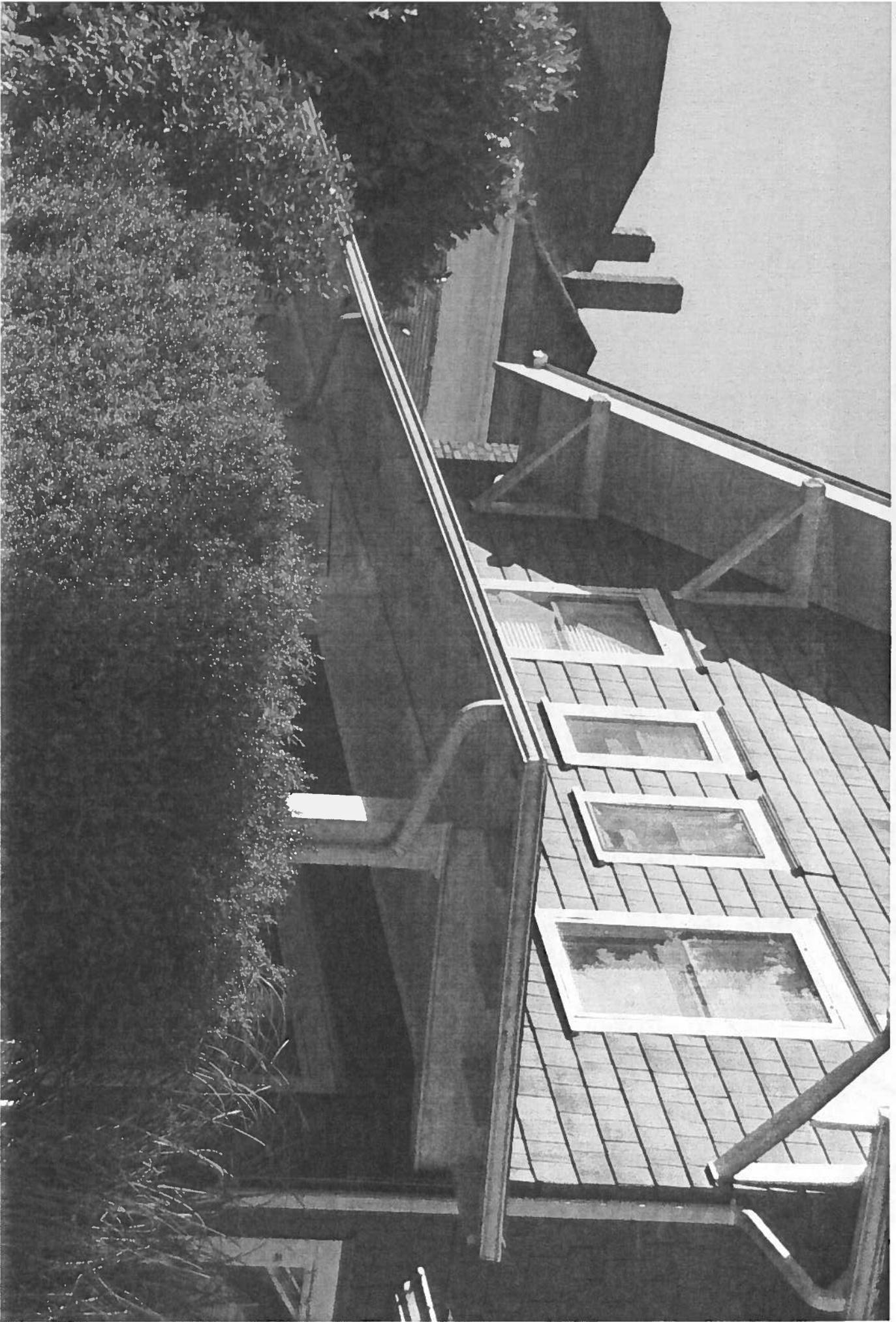
Attachment 8.

View of Porch Railing (#2)



F

View of 2nd Floor Landing (#4)



G

View of 2nd Floor Landing (#2)



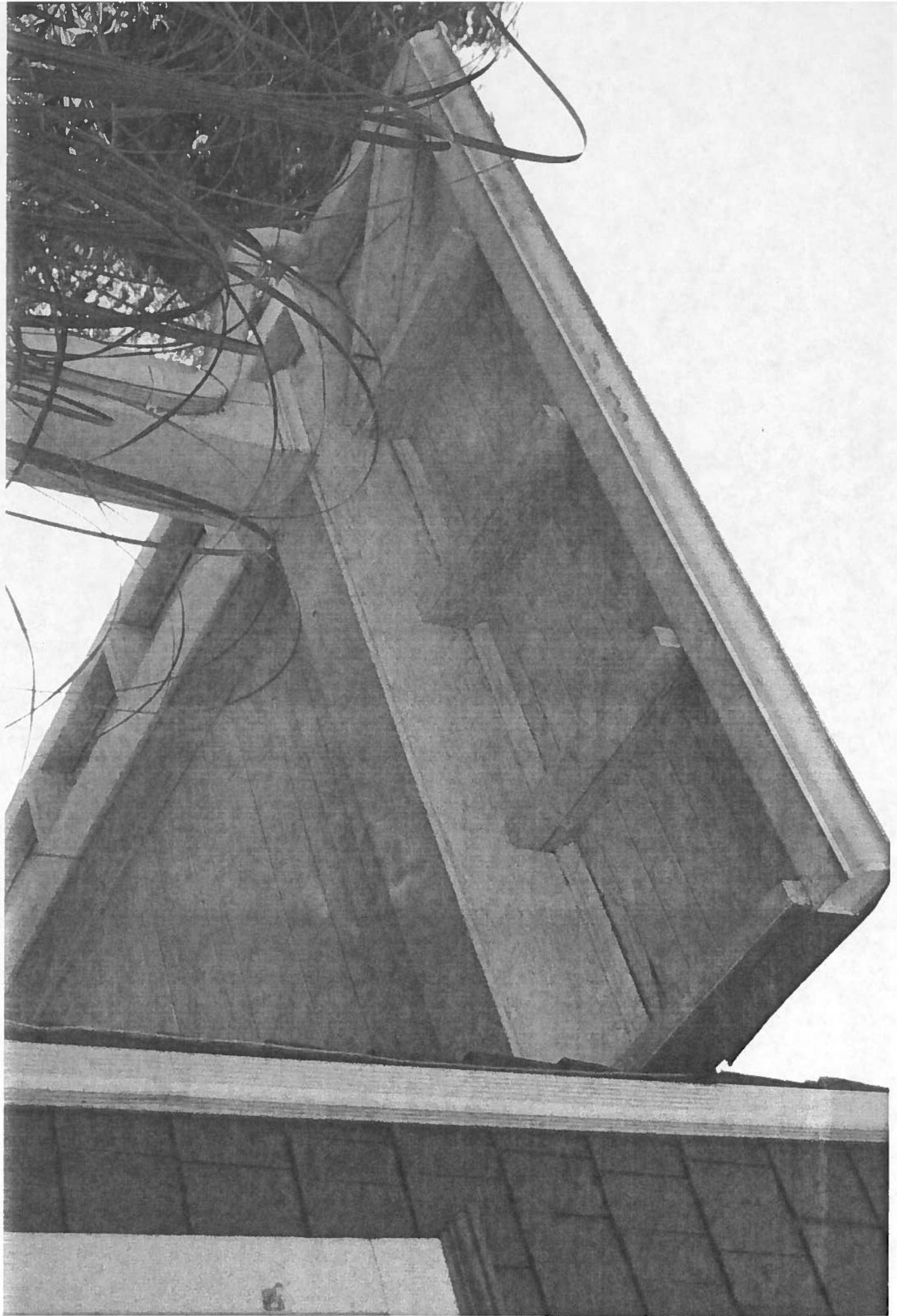
#

View of Neighbor 2nd floor landing Landings



I

View of underside of first floor-deck

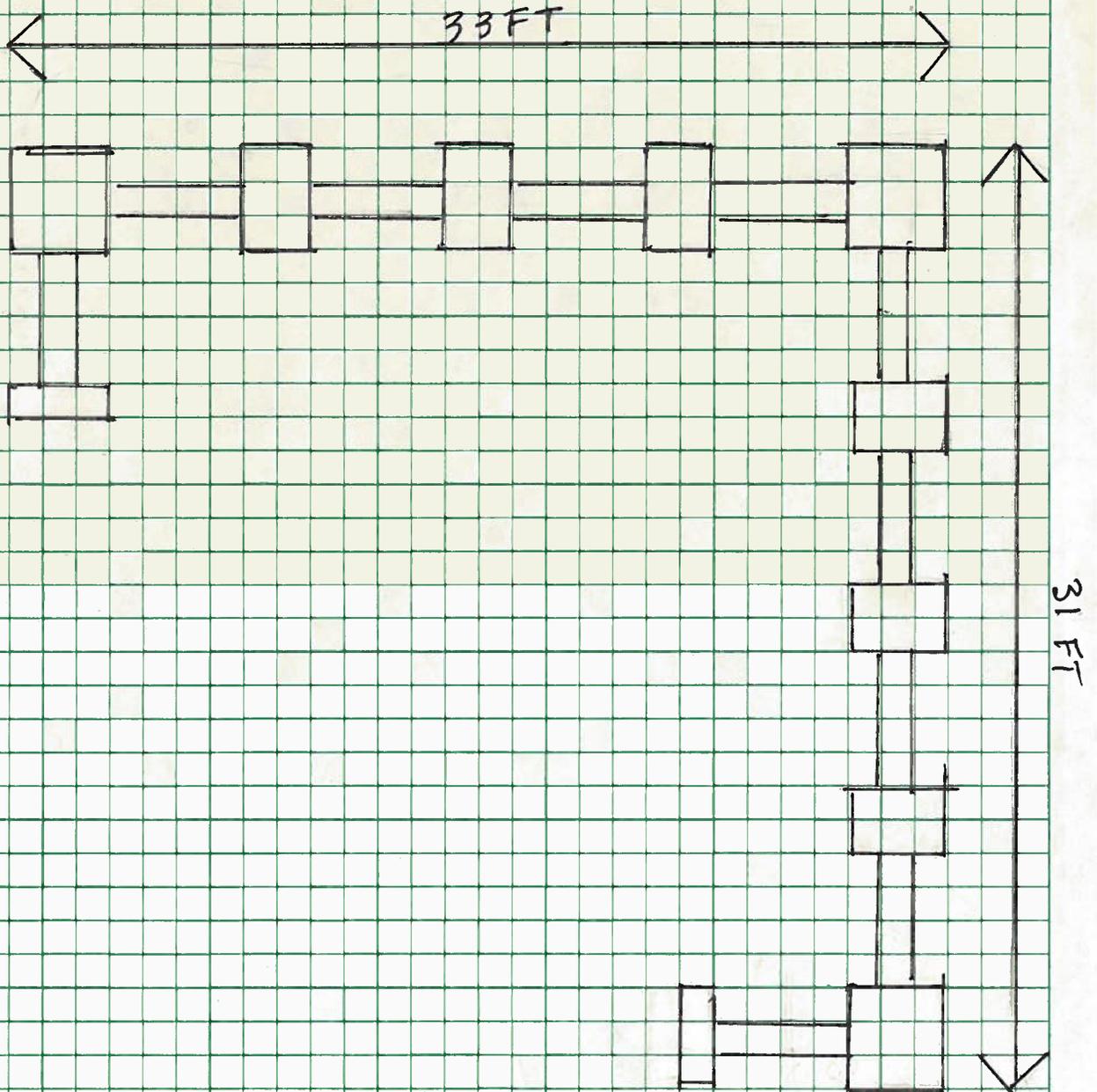


6' 10" Railing Sections

6x6 NEWEL POSTS

30" HEIGHT OF RAILING

2x2 BALUSTERS



NEXT MTG SEPT 14TH DEAD 8/31

Landmarks Preservation Commission  
Tacoma Economic Development Department  
Culture and Tourism Division

RECEIVED

AUG 30 2011



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 611 N SHERIDAN Landmark/Conservation District (if applicable) NORTH SLOPE

**OWNER INFORMATION**

Name (printed) BETH SWARTZBAUGH Email ESWARTZBAUGH@COMCAST.NET

Address (if different than above) SAME Phone 2064984048

Homeowner's Signature\* Beth Swartzbaugh

\*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 MIKE HARTZELL Company MD DESIGN

Address 6711 PARK ST E. FIFE, WA 98424

Email MIKEHARTZELLE@HOTMAIL.COM Phone 206 850 4416

**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 \$3,000 (+75)

Application Fee Enclosed (+75)

## 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

## Detailed Quote



### Puget Sound Window & Door

13708 24th St. Suite #101  
Sumner, WA 98390  
253-987-7716

www.pugetsoundwindow.com



*Clearly the best.™*

#### Project Information

**Project:** 611 N. Sheridan/Vinyl  
**Sales Rep:** Administrator  
**Delivery / Pickup:** Delivery

**Project ID:** 985  
**Quote Date:** 08/29/2011  
**Print Date:** 08/29/2011

**Customer:** MD Design  
**Terms:**  
**Comments:**

**PO:**  
**Est. Delivery:** \_\_\_\_\_  
(After Receipt of Order)

#### Billing Information

**Contact:**  
**Address:**  
  
**Phone:**  
**Fax:**

#### Shipping Information

**Contact:** Mike 206.850.4416  
**Address:**  
  
**Phone:**  
**Fax:**

**Manufacturer:** Milgard

**Item:** 0001

**Quantity:** 2

**Location:**

Tuscany, 8360T, PW, Net 25" x 50" UF: 0.29, SGC: 0.27, VLT: 0.50  
Energy Package 3D North  
Flat Grids  
Simulated Divided Lite Grids

162.71  
5.83  
20.40  
67.03

**Item Total: \$** 255.97  
**Item Quantity Total: \$** 511.94



Fin Placement: No fin (block frame); Custom Vertical Vent Sets: !;  
Exterior Finish: White; Interior Finish: White; Glazing: Dual Glazed  
(Insulated Glass); Energy Package: 3D North; Outer Glass Lite Option:  
SunCoat Low-E; Inner Glass Lite Option: Clear; Glass Thick 1: 3/32";  
Glass Thick 2: 3/32"; Spacer Type: EdgeGard; Gas Filled: Argon; Grid  
Configuration: SGEQ; Custom Grid Pattern: 2W3H;

Even though the diagram of the grids may not line up exactly,  
manufacturer will line up the grids when being built.

Line Item Comments: VERIFY GP.

**Customer Approval:** \_\_\_\_\_  
Initials

Manufacturer: Milgard

Item: 0002

Quantity:

3

Location:

Tuscany, 8520T, FC, Net 25" x 50" UF: 0.29, SGC: 0.23, VLT: 0.43  
Energy Package 3D North  
Flat Grids  
Simulated Divided Lite Grids

324.46  
5.83  
20.40  
67.03



Fin Placement: No fin (block frame); Hinge Side: Left; Exterior Finish: White; Interior Finish: White; Glazing: Dual Glazed (Insulated Glass); Energy Package: 3D North; Outer Glass Lite Option: SunCoat Low-E; Inner Glass Lite Option: Clear; Glass Thick 1: 3/32"; Glass Thick 2: 3/32"; Spacer Type: EdgeGard; Gas Filled: Argon; Grid Configuration: SGEQ; Custom Grid Pattern: 2W3H; Screen: Standard;

Item Total: \$ 417.72  
Item Quantity Total: \$ 1253.16

Even though the diagram of the grids may not line up exactly, manufacturer will line up the grids when being built.

Line Item Comments: VERIFY GP

Customer Approval: \_\_\_\_\_  
Initials

Manufacturer: Milgard

Item: 0003

Quantity:

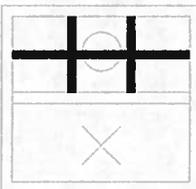
2

Location:

Tuscany, 8220T, SH, Net 36" x 34" UF: 0.31, SGC: 0.25, VLT: 0.47  
Energy Package 3D North  
Flat Grids  
Simulated Divided Lite Grids

207.89  
5.83  
10.20  
32.79

No Grids



Fin Placement: No fin (block frame); Vertical Vent Sets: 1/3, 1/3, 1/3; Horizontal Vent Set: 17 1/4"; Vent Height: One Half; Exterior Finish: White; Interior Finish: White; Glazing: Dual Glazed (Insulated Glass); Energy Package: 3D North; Outer Glass Lite Option: SunCoat Low-E; Inner Glass Lite Option: Clear; Glass Thick 1: 3/32"; Glass Thick 2: 3/32"; Spacer Type: EdgeGard; Gas Filled: Argon; Grid Configuration: SGTO; Grid Pattern: 3W2H; Screen: Standard;

Item Total: \$ 256.71  
Item Quantity Total: \$ 513.42

Even though the diagram of the grids may not line up exactly, manufacturer will line up the grids when being built.

Line Item Comments:

Customer Approval: \_\_\_\_\_  
Initials

Other Charges:

Install \$ 753.00

|                     |                            |         |
|---------------------|----------------------------|---------|
| SUBMITTED BY: _____ | SUB TOTAL (taxable):\$     | 3031.52 |
| ACCEPTED BY: _____  | SUB TOTAL (non-taxable):\$ | 0.00    |
| DATE: _____         | TAXES ( 0.000 %):\$        | 0.00    |
|                     | GRAND TOTAL:\$             | 3031.52 |

Notice (if any):

**Please note that actual NFRC energy values may vary from those reported in CTB quote due to variations that may occur during the manufacturing process. In most cases variations will be minimal. Please contact your Milgard location with questions or concerns regarding this potential variation.**

**7 items.**

**ADDITIONAL INFORMATION:**

**This Quote is valid for 30 days. This is an estimate only and does not include delivery charges.**

**I understand that this order will be placed according to these specifications and is non-refundable.**

**RESIDENTIAL APPLICATION SUPPLEMENT CHECKLIST C**  
(for Window and Door Replacement and Restoration)

CHECKLIST include the following:\*

|                                     |  |                |
|-------------------------------------|--|----------------|
| <input checked="" type="checkbox"/> | Photograph(s) of work area(s) with locations of work indicated (i.e. in pen) | SEE TONIE COOK |
| <input checked="" type="checkbox"/> | Detail illustrations of trim and casing and window profiles                  | ATTACHED       |
| <input checked="" type="checkbox"/> | Catalog cut sheets or product samples  | ATTACHED       |

In addition to the above, please provide the following information:

Narrative list of window and door types and locations: \_\_\_\_\_

**\*ADDITIONAL TIPS**

- Drawings required for building permits can often be used for Landmarks Review as long as information regarding finish detail, exterior materials, and windows and doors are indicated
- Please include a photograph of example elements (if new windows or doors are to match any existing features of the house)
- For structures within the North Slope Historic District, refer to the North Slope Design Guidelines for more information about design. Contact the Historic Preservation Officer for more information.

Alternative Follows

611 N Sheridan

(wood clad)

ALTERNATIVE

Detailed Quote



Puget Sound Window & Door
13708 24th St. Suite #101
Sumner, WA 98390
253-987-7716
www.pugetsoundwindow.com



Project Information

Project: 611 N. Sheridan/WoodClad
Sales Rep: Administrator
Delivery / Pickup: Delivery
Customer: MD Design
Terms:
Comments:
Project ID: 1028
Quote Date: 08/29/2011
Print Date: 08/29/2011
PO:
Est. Delivery:
(After Receipt of Order)

Billing Information

Contact:
Address:
Phone:
Fax:

Shipping Information

Contact: Mike 206.850.4416
Address:
Phone:
Fax:

Manufacturer: Milgard

Item: 0001 Location:
Quantity: 2 Essence, 9340, EFCAF, Net 25" x 50" UF: 0.28, SGC: 0.25, VLT: 0.46 353.16
Special Size Width and Height 44.20
Narrow Vintage Grids 160.89

Item Total: \$ 558.25
Item Quantity Total: \$ 1116.50



Fin Placement: 1 3/8" Setback; Wall Condition: 4 1/16"; Exterior Finish: Frost; Interior Finish: Unfinished Pine; Bottom Rail: Short; Custom Exterior Grid Color: No; Glazing: Dual Glazed (Insulated Glass); Outer Glass Lite Option: SunCoat Low-E; Inner Glass Lite Option: Clear; Glass Thick 1: 3/32"; Glass Thick 2: 3/32"; Spacer Type: EdgeGardMAX; Gas Filled: Argon; Exterior Grid Color: Frost; Interior Grid Color: Unfinished Pine; Grid Configuration: SGEQ; Custom Grid Pattern: 2W3H;

Even though the diagram of the grids may not line up exactly, manufacturer will line up the grids when being built.

Line Item Comments:

Customer Approval: Initials

Manufacturer: Milgard

Item: 0002

Location:

Quantity: 3

Essence, 9500, EFC, Net 25" x 50" UF: 0.29, SGC: 0.21, VLT: 0.38  
Special Size Width and Height  
Narrow Vintage Grids

442.00  
44.20  
160.89



Fin Placement: 1 3/8" Setback; Wall Condition: 4 1/16"; Hinge Side: Left;  
Exterior Finish: Frost; Interior Finish: Unfinished Pine; Bottom Rail:  
Short; Custom Exterior Grid Color: No; Glazing: Dual Glazed (Insulated  
Glass); Outer Glass Lite Option: SunCoat Low-E; Inner Glass Lite  
Option: Clear; Glass Thick 1: 3/32"; Glass Thick 2: 3/32"; Spacer Type:  
EdgeGardMAX; Gas Filled: Argon; Exterior Grid Color: Frost; Interior  
Grid Color: Unfinished Pine; Grid Configuration: SGEQ; Custom Grid  
Pattern: 2W3H; Operating Hardware: None; Hardware Finish: Oil  
Rubbed Bronze; Screen: Full Screen;

Item Total: \$ 647.09  
Item Quantity Total: \$ 1941.27

Even though the diagram of the grids may not line up exactly,  
manufacturer will line up the grids when being built.

Line Item Comments:

Customer Approval:

Initials

Manufacturer: Milgard

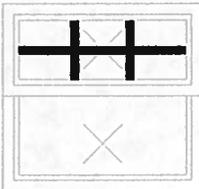
Item: 0003

Location:

Quantity: 2

Essence, 9200, EDH, Net 36" x 34" UF: 0.30, SGC: 0.23, VLT: 0.43  
Special Size Width and Height  
Narrow Vintage Grids  
Narrow Vintage Partial Grids Discount

337.25  
44.20  
157.35  
-78.23



Fin Placement: 1 3/8" Setback; Wall Condition: 4 1/16"; Horizontal Vent  
Set: 17 1/4"; Vent Height: One Half; Exterior Finish: Frost; Interior Finish:  
Unfinished Pine; Custom Exterior Grid Color: No; Glazing: Dual Glazed  
(Insulated Glass); Outer Glass Lite Option: SunCoat Low-E; Inner Glass  
Lite Option: Clear; Glass Thick 1: 3/32"; Glass Thick 2: 3/32"; Spacer  
Type: EdgeGardMAX; Gas Filled: Argon; Exterior Grid Color: Frost;  
Interior Grid Color: Unfinished Pine; Grid Configuration: SGTO; Grid  
Pattern: 3W2H; Lock Type: Spoon Lock; Hardware Finish: Oil Rubbed  
Bronze; Screen: Full Screen;

Item Total: \$ 460.57  
Item Quantity Total: \$ 921.14

Even though the diagram of the grids may not line up exactly,  
manufacturer will line up the grids when being built.

Line Item Comments:

Customer Approval:

Initials

Other Charges:

Delivery - Local  
Install

\$ 100.00  
\$1,200.00

|                     |                            |         |
|---------------------|----------------------------|---------|
| SUBMITTED BY: _____ | SUB TOTAL (taxable):\$     | 5278.91 |
| ACCEPTED BY: _____  | SUB TOTAL (non-taxable):\$ | 0.00    |
| DATE: _____         | TAXES ( 0.000 % ): \$      | 0.00    |
|                     | GRAND TOTAL: \$            | 5278.91 |

Notice (if any):

**Please note that actual NFRC energy values may vary from those reported in CTB quote due to variations that may occur during the manufacturing process. In most cases variations will be minimal. Please contact your Milgard location with questions or concerns regarding this potential variation.**

**7 items.**

**ADDITIONAL INFORMATION:**

**This Quote is valid for 30 days. This is an estimate only and does not include delivery charges.**

**I understand that this order will be placed according to these specifications and is non-refundable.**



PHOTO 1: View from Alley



Photo 2: Seven Existing windows on rear and side elevations. (two double hung on side & 5 pane)



PHOTO 3 – closeup



PHOTO 4: CLOSEUP



Photo 5: closeup



PHOTO 6: CLOSEUP



Photo 7: side elevation 2 – doublehung windows



Photo 8 – closeup/rear



PHOTO 9: view from rear porch

**Landmarks Preservation Commission**  
**Community and Economic Development Department**  
**Planning Division**



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

**APPLICATION FOR DESIGN REVIEW**  
**COMMERCIAL AND MULTIFAMILY**

*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 buildings and districts, please call the Historic Preservation Officer at 253.591.5220.*

**PART 1: PROPERTY INFORMATION**

|   |       |                   |       |
|---|-------|-------------------|-------|
| Building/Property Name                        | _____ |                   |       |
| Building/Property Address                     | _____ |                   |       |
| Landmark or Conservation District             | _____ |                   |       |
| Applicant's Name                              | _____ |                   |       |
| Applicant's Address (if different than above) | _____ |                   |       |
| Applicant's Phone                             | _____ | Applicant's Email | _____ |
| Property Owner's Name (printed)               | _____ |                   |       |
| Property Owner's Address                      | _____ |                   |       |
| Property Owner's Signature                    | _____ |                   |       |

*\*Application must be signed by the property owner to be processed. By signing this application, owner confirms that the application has been reviewed and determined satisfactory by the owner.*

**APPLICATION FEE**

*Please see the fee schedule on page 2.*

Estimated project cost: \_\_\_\_\_

Application fee enclosed (please make payable  
to City of Tacoma): \_\_\_\_\_

*The Landmarks Preservation Commission (LPC) is the designated review board to approve or deny proposed changes to designated historic buildings and districts. Review criteria are available at the Tacoma Department of Economic Development, Culture and Tourism Division (253) 591-5220 and on the city website. Information on standards and guidelines can be found in Tacoma Municipal Code 1.42 (Landmarks Preservation Commission) and 13.07 (Special Review Districts).*

## PART 2: INSTRUCTIONS

### New Fee Schedule for 2006

On March 21, 2006 City Council approved a new general services fee schedule that includes new fees for design review and demolition review of historic buildings (Res. No. 36804). The new fees are as follows:

| <b>Estimated project cost (determined by applicant)</b> | <b>Application Fee</b> |
|---|------------------------|
| \$0 – 3500  | \$100                  |
| Each additional \$1000                                  | \$30                   |
| Signs and Awnings                                       | \$100 flat fee         |
| Maximum fee per review                                  | \$2000                 |
| Application for Demolition                              | \$1500                 |

### General Tips for Modifications to Historic Buildings

- 1. First contact the proper permitting office to ensure your project is code compliant.** The Landmarks Preservation Commission generally cannot approve a project with pending variances or code waivers (contact the Historic Preservation Office for more information). Presubmittal conferences with Commercial Plan Review may be required for major projects and should occur prior to Landmarks Commission review of your project. **If variances are required for your project, contact the Historic Preservation Officer before submitting your application.** Variances that may affect the exterior design of the project must be resolved prior to Landmarks Commission review.
- 2. For complex projects, several design briefings to the Landmarks Commission may be necessary.** Contact the Historic Preservation Officer to discuss scheduling options. The Landmarks Commission generally meets twice per month. Sign applications and other simple design reviews generally do not require multiple visits.
- 3. Projects are evaluated using the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings, and any applicable Historic District Design Guidelines (if the project occurs within a historic district).** Design Guidelines cover areas such as massing, scale, streetscape, signage, awnings and other design elements. Copies of Tacoma's guidelines are available at the Historic Preservation Office, or online at [www.tacomaculture.org](http://www.tacomaculture.org).

### General Steps for Submitting Applications

- 1. Begin the application consultation process with Buildings and Land Use (BLUS) to identify code-compliance issues and required permits.**
- 2. For large projects, contact the Historic Preservation Office to determine an appropriate schedule for review.**

**Architectural Review Committee:** The Landmarks Commission has an Architectural Review Committee that can provide feedback for projects. The ARC consultation is a no-action preliminary review of projects scheduled on an as-needed basis or by applicant request. Though optional, it is HIGHLY recommended for large scale or complex projects to generate feedback from commissioners.

**Preliminary Approvals:** In some cases, it may be appropriate to apply for Landmarks Commission approvals in stages. For example, a final proposal for the building massing, configuration and size may be approved separately from the final finish materials and exterior design. Generally signs are approved post-occupancy, and require a separate application.

- 3. Submit 20 copies of completed application and APPLICATION FEE to:**

Historic Preservation Officer  
747 Market Street, Room 1036  
Tacoma, WA 98402-3793

**PLEASE NOTE:** The Landmarks Commission meets on the second and fourth Wednesdays of each month. Applications are due a MINIMUM of 2 weeks prior to the meeting date you are targeting, so please plan accordingly. Incomplete or missing information will delay consideration of your application.

**PART 3: PROJECT SCOPE AND DESCRIPTION**

Please use the space below to describe the project. Attach additional pages if necessary. All proposed changes must be included in this description. Please see NARRATIVE DESCRIPTION CHECKLIST (next page).

**PART 4: APPLICATION CHECKLIST** (For sign or awning applications, please go to PART 5).

**General Requirements**

Twenty copies of the application and all supporting documents for distribution

Property owner/manager consent

**Check here to certify that you have contacted the Permit Counter to resolve any potential code or zoning issues with your project.**

**Check here to certify that there are NO PENDING APPLICATIONS FOR A VARIANCE related to this application. If there are any pending variances related to this application, you MUST notify the Historic Preservation Office.**

**Narrative Description Checklist**

General overview of project, including quantities and dimensions of elements such as signs (i.e. "one proposed 24 X 60" sign, with 12" extruded plastic letters, to be located on the south façade sign band...)

LIST of features to be removed, replaced or added (*if application includes removal or replacement of material*)

Specification or product sheets for materials and finishes, if applicable

Program of work for large-scale or complex projects, if applicable (i.e. scope of work for masonry restoration and cleaning)

**Attachments** Plans and graphics submitted for permitting may be used for Landmarks Review if materials, products and finishes are clearly indicated on the plans.

Site plan/locational map INCLUDING adjacent buildings and streets (for any additions or new construction). *Note that Building and Land Use Services also often requires a site plan for a Building Permit. See Information Sheet B1 Site Plans (available at the Permit Counter).*

MEASURED floor plans, CLEARLY identifying new and existing features (if applicable)

MEASURED elevations, CLEARLY identifying new and existing features

Details of method(s) of attachment for signs, awnings and canopies (if applicable)

COLOR photographs of existing conditions (digital is fine as long as it is clear)

**Other Requirements**

Material and hardware samples (in some cases specification or cut sheets may suffice)

True color paint and/or finish samples, where required by ordinance

## Part 5: SPECIAL REQUIREMENTS FOR SIGNS AND AWNINGS\*

### Instructions for Signs and Awning Applicants

Please include the following with your application:

- Twenty copies of the application cover sheet and narrative description (pages 1 and 2 of this form)
- Twenty copies of supporting attachments
- Graphic rendering of proposed sign (to scale with dimensions indicated, and including any conduits)
- Photograph of existing building
- Details of attachment
- Single set of material samples (if necessary)

Please answer the following questions (if applicable):

1. Are there existing signs on the building? \_\_\_\_\_
2. If so, will they be removed or relocated? \_\_\_\_\_
3. Sign Material \_\_\_\_\_
4. Sign Dimensions \_\_\_\_\_
5. Logo or typeface and letter size \_\_\_\_\_
6. Lighting Specifications \_\_\_\_\_
7. Describe the method of attachment and underlying material \_\_\_\_\_

\*Please see TMC 13.07 for Guidelines for Signs and Awnings, or contact the Historic Preservation Office.

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Please attach all required supporting documentation to this application, and submit it to:

Historic Preservation Officer  
City of Tacoma  
747 Market Street, Room 1036  
Tacoma, WA 98402-3793

# Satellite



Commerce St

Commerce St

Commerce St

Commerce St

Johnson-Cox

Club Level

Pacific Ave

Pacific Ave

Pacific Ave

Darby's Arcade

India Mahal

The Office On Pacific Bar & Grill

Paddy Coyne's

First Citizens Bank

Total

Fig. 1a



Fig. 1b



Fig. 2









RECEIVED

MAY 02 2011

Per \_\_\_\_\_

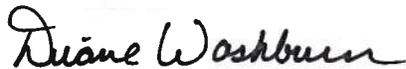
Diane Washburn  
PO Box 7089  
Tacoma, WA 98417

April 28, 2011

Preservation Commission  
City of Tacoma  
Historic Preservation Program  
747 Market St., Rm. 1036  
Tacoma, WA 98402

I respectfully request to have my home at 2803 N. Starr Street taken off the historic register. I did not know what it meant to be on the register when I bought the house.

Sincerely,



Diane Washburn

RECEIVED  
AUG 22 2011  
Per \_\_\_\_\_

Diane Washburn  
PO Box 7089  
Tacoma, WA 98417

August 18, 2011

Landmarks Preservation Commission  
City of Tacoma  
Historic Preservation Program  
747 Market St., Rm. 1036  
Tacoma, WA 98402

I respectfully request to have my home at 2803 N. Starr Street taken off the historic register due to economic hardship. In addition to the enormous financial burden of owning this house, I was laid off six months ago and am collecting unemployment.

Sincerely,



Diane Washburn

Diane Washburn – Economic Hardship Statement – August 18, 2011

8. Economic Evidence. The following shall be required for an application for economic hardship to be considered complete:

a. For all property:

(1) The amount paid for the property;

\$390,000

(2) The date of purchase, the party from whom purchased, and a description of the business or family relationship, if any, between the owner and the person from whom the property was purchased;

August 2007, Kathy Ursich, no relation

(3) The cost of any improvements since purchase by the applicant and date incurred;

|        |  |
|--------|--|
| \$5500 | September 2007 – floor sanding and refinishing |
| \$1100 | September 2007 – electrical wiring             |
| \$300  | Fall 2008 – ceiling insulation                 |
| \$300  | Fall 2009 – duct insulation                    |
| \$900  | Fall 2010 – electrical wiring                  |
| \$150  | Spring 2011 – exterior paint                   |
| \$250  | interior paint during my ownership             |

(4) The assessed value of the land, and improvements thereon, according to the most recent assessments;

2012 - \$254,800

(5) Real estate taxes for the previous two years;

2010 – \$3,107

2009 – \$3,502

(6) Annual debt service, if any, for the previous two years;

2010 – \$19,169

2009 – \$21,040

(7) All appraisals obtained within the previous five years by the owner or applicant in connection with his or her purchase, financing or ownership of the property;

|                |                                 |
|----------------|---------------------------------|
| August, 2007   | – purchase appraisal \$400,000  |
| December, 2009 | – refinance appraisal \$315,000 |

(8) Any listing of the property for sale or rent, price asked, and offers received, if any;

I advertised to rent the house on Craigslist in September, 2010 for \$1500 a month and had no offers. I would still have been \$500 a month in the hole. I cannot rent this house for the amount needed to cover the mortgage payment, taxes and insurance.

(9) Any consideration by the owner for profitable and adaptive uses for the property, including renovation.

None

RECEIVED  
AUG 22 2011  
Per \_\_\_\_\_