

Members

Chris Granfield, *Chair*
Katie Chase, *Vice-Chair*
Lauren Flemister
Jonah Jensen
Lysa Schloesser
Laureen Skrivan
James Steel
Eugene Thorne
Jeff Williams
Duke York



Agenda

Landmarks Preservation Commission Planning and Development Services Department

Ross Buffington, Wedge Neighborhood Ex-Officio
Marshall McClintock, North Slope Ex-Officio

Staff

Reuben McKnight, Historic Preservation Officer
Lauren Hoogkamer, Historic Preservation Coordinator
John Griffith, Office Assistant

Date: October 28, 2015
Location: 747 Market, Tacoma Municipal Bldg, Conference Room 248
Time: 5:30 p.m.

1. ROLL CALL

2. CONSENT AGENDA

- A. Excusal of Absences 5 minutes
- B. Approval of Minutes: 10/14/2015

3. SPECIAL TAX VALUATION

- A. 1015 North 11th Street (North Slope Historic District) Jeff and Harriet Millheisler, Owners 10 minutes

4. DESIGN REVIEW

- A. 1310 North 5th Street (North Slope Historic District) Chelsea and Chris Bolander, Owners 10 minutes
Windows

5. PRESERVATION PLANNING/BOARD BUSINESS

- A. Heritage Funding Program Staff 10 minutes
- B. Events and Activities Updates Staff 2 minutes

6. CHAIR COMMENTS

PLEASE NOTE: Due to the Veterans Day holiday, the next regular meeting of the Landmarks Preservation Commission will occur on November 18.

Next Regular Meeting: November 18, 2015, 747 Market Street, Tacoma Municipal Bldg., Rm. 248 5:30 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, Floor 3, 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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Marshall McClintock, *North Slope Ex-Officio*

Staff

Reuben McKnight, *Historic Preservation Officer*
Lauren Hoogkamer, *Historic Preservation Coordinator*

Draft

MINUTES

Landmarks Preservation Commission Planning and Development Services Department



Date: October 14, 2015

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

Commission Members in Attendance:

Chris Granfield, *Chair*
Katie Chase, *Vice-Chair*
Duke York
Eugene Thorne
Laureen Skrivan
Jeff Williams
James Steel
Lysa Schloesser
Ross Buffington
Marshall McClintock

Commission Members Absent:

Jonah Jensen
Lauren Flemister

Staff Present:

Reuben McKnight
Lauren Hoogkamer
John Griffith

Others Present:

Jeff Stvrtecky
Tyler York
Chris Bolander
Chelsea and Chris Bolander
Connie Guffey
Caela McKeever
Sarah Bentley
Scott Rhodes
Nelson Martelle

Chair Chris Granfield called the meeting to order at 5:31 p.m.

1. **ROLL CALL**
2. **CONSENT AGENDA**
 - A. Excusal of Absences
 - B. Approval of Minutes: 9/9/15

The minutes of 9/9/15 were reviewed and approved as submitted.

C. Administrative Review:

414 N Sheridan-Windows and siding;
808 N Ainsworth-Garage siding;
718 N Ainsworth-Porch replacement

3. **TACOMA REGISTER OF HISTORIC PLACES—PRELIMINARY REVIEW**
 - A. 710 South Anderson Street

Ms. Lauren Hoogkamer read the staff report.

BACKGROUND

The Modified Gothic/Gothic Revival style Epworth LeSourd United Methodist Church was built in 1926. It is nominated under Criterion A for its association with Tacoma's Epworth Methodist Episcopal Church, organized in 1889, and the LeSourd Church, organized in 1907; Criterion B for its builder, J.E. Tuell, and its architect, George W. Bullard, who designed many of Tacoma's prominent buildings; Criterion C as an example of the Modified Gothic/Gothic Revival style; and Criterion F as an established and familiar visual feature in Tacoma. Significant dates include 1926, its build date, and 1944, when the church bells were added and the church became known as the Chapel of the Chimes. The Tacoma Musical Playhouse has recently purchased the vacated church building.

The building is nominated under the following criteria:

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

REQUESTED ACTION

Determination of whether the property nominated to the Tacoma Register of Historic Places appears to meet the threshold criteria for nomination, and if so, scheduling the nominations for public hearing. The commission may forward all or part of the nomination for future consideration.

EFFECTS OF NOMINATION

- Future changes to the exterior will require approval of the Landmarks Preservation Commission prior to those changes being made, to ensure historical and architectural appropriateness.
- Unnecessary demolition of properties listed on the Tacoma Register of Historic Places is strongly discouraged by the municipal code, and requires approval of the Landmarks Preservation Commission.
- Future renovations of listed on the Tacoma Register of Historic Places may qualify for the Special Tax Valuation property tax incentive.
- The property will become eligible for the Historic Conditional Use Permit.

STANDARDS

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

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

ANALYSIS

1. At 89-years-old the structure meets the age threshold criterion.

The exterior of the church retains a high degree of integrity. A wrought iron gate and fire escape were added to the education wing. Wrought iron was also added to the arches of the education wing. A mural was also added to that section, which will likely be removed.

The applicant commented that she knows Tacoma Musical Playhouse has done a terrific job of repurposing old buildings and they wanted to continue that with this building. She noted that they might make some interior changes for ADA compliance, but that they had no interest in exterior changes.

Mr. Reuben McKnight commented that staff was supportive of the nomination, noting that the adaptive reuse of urban historic churches was a priority. He commented that when they find a use that can go into one of these spaces and preserves the building it is something they encourage.

Vice-Chair Chase commented that she felt it was a great nomination, but should not be nominated under criterion B.

There was a motion.

"I move that the Landmarks Preservation Commission adopt the analysis as findings and schedule the Epworth LeSourd United Methodist Church nomination for a public hearing and future consideration at the meeting of November 18, 2015."

Motion: York

Second: Williams

Commissioners concurred with removing criterion B from the nomination.

The motion was approved.

4. SPECIAL TAX VALUATION

A. 1015 North 11th Street (North Slope Historic District)

As the applicant was not present, Mr. Reuben McKnight suggested that if the Commission had any questions, they could defer and seek additional information. Mr. McKnight noted that the additional square footage added to the building had been taken out of the valuation. Commissioners had questions on some of the items as to whether they were for the addition or preservation. Commissioners concurred with deferring to a future meeting for more information.

There was a motion.

"I move to defer to the October 28th Landmarks Preservation Commission meeting."

Motion: Steel

Second: Williams

The motion was approved.

5. DESIGN REVIEW

A. 321 North J Street (North Slope Historic District)
Windows and porch

Ms. Lauren Hoogkamer read the staff report.

BACKGROUND

Built in 1890, this is a contributing property in the North Slope Historic District. The applicant is proposing removing all of the exterior siding and replacing the first floor siding with tongue and groove cedar and the second and third floors with smooth-faced cedar shingle siding. The proposed materials and configuration are consistent with the historic photos included with the application. Currently, the siding is inconsistent, leaking and deteriorated. The front, third story gable windows have been replaced with aluminum frame windows. To meet egress requirements, the applicant would like to replace them with crank-open, wood Marvin Ultimate casement windows that replicate the look of the original double-hung windows with a horizontal bar. The trim style will be replicated from the existing windows. The front porch posts and railing are deteriorated and not original. The porch surface is also deteriorated. Based on historic photos, the applicant would like to replicate the original porch style and height of 24" for the railing. The new railing would continue down the porch stairs on both sides. The porch surface would be replaced with Azek PVC decking, which is a material that has previously been approved by the Landmarks Preservation Commission.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

Design Guidelines for the North Slope Special Review District: Windows, Siding, and Porches

1. **Preserve Existing Historic Windows.** Existing historic windows in good working order should be maintained on historic homes in the district. The existing wood windows exhibit craftsmanship and carpentry methods in use at the time that the neighborhood was developed. New manufactured windows, even those made of wood, generally do not exhibit these characteristics.
2. **Repair Original Windows Where Possible.** Original wood windows that are in disrepair should be repaired if feasible. The feasibility of different approaches depends on the conditions, estimated cost, and total project scope. Examples of substandard conditions that do not necessarily warrant replacement include: failed glazing compound, broken glass panes, windows painted shut, deteriorated paint surface (interior or exterior) and loose joinery. These conditions alone do not justify window replacement.

Repair of loose or cracked glazing, loose joinery or stuck sashes may be suitable for a carpenter or handyperson. Significant rot, deterioration, or reconstruction of failed joints may require the services of a window restoration company. If information is needed regarding vendors that provide these services, please contact the Historic Preservation Office.

3. **Replace windows with a close visual and material match.** When repairing original windows is not feasible, replacement may be considered.

- Where replacement is desired, the new windows should match the old windows in design and other details, and, where possible, materials.
- Certain window products, such as composite clad windows, closely replicate original appearance and therefore may be appropriate. This should be demonstrated to the Commission with material samples and product specification sheets.
- Changing the configuration, style or pattern of original windows is not encouraged, generally (for example, adding a highly styled divided light window where none existed before, or adding an architecturally incompatible pattern, such as a Prairie style gridded window to a English Cottage house).
- Vinyl windows are not an acceptable replacement for existing historic windows.

Depending on specific project needs, replacement windows may include:

- Sash replacement kits. These utilize the existing window frame (opening) and trim, but replace the existing sashes and substitute a vinyl or plastic track for the rope and pulley system. Sash replacement kits require that the existing window opening be plumb and square to work properly, but unlike insert windows, do not reduce the size of the glazed area of the window or require shimming and additional trim.
- An insert window is a fully contained window system (frame and sashes) that is “inserted” into an existing opening. Because insert windows must accommodate a new window frame within the existing opening, the sashes and glazed area of an insert window will be slightly smaller than the original window sashes. Additional trim must be added to cover the seams between the insert frame and the original window. However, for window openings that are no longer plumb, the insert frame allows the new sashes to operate smoothly.

4. **Non-historic existing windows do not require “upgrading.”** Sometimes the original windows were replaced prior to the formation of the historic district, and now must be replaced again. Although it is highly encouraged, there is no requirement to “upgrade” a non-historic window to a historically appropriate wood window. For example, a vinyl replacement window may be an acceptable replacement for a non-historic aluminum horizontal slider window, especially if the historic configuration (vertically operated sash) is restored.

5. **New Window Openings/Changing Window Openings**

- Enlargement or changes to the configurations of existing window openings is to be avoided on the primary elevation(s) of a historic building within the district. In specific cases, such as an egress requirement, this may not be avoidable, but steps should be taken to minimize the visual impact.
- Changes to window configurations on secondary (side and rear) elevations in order to accommodate interior remodeling are not discouraged, provided that character defining elements, such as a projecting bay window in the dining room, are not affected. A typical example of this type of change might be to reconfigure a kitchen window on the side of a home to accommodate base cabinets
- In general, openings on buildings in the historic district are vertically oriented and are aligned along the same height as the headers and transoms of other windows and doors, and may engage the fascia or belly band that runs above the window course. This pattern should be maintained for new windows.
- Window size and orientation is a function of architectural style and construction technique. Scale, placement, symmetry or asymmetry, contribute to and reflect the historic and architectural character of a building.

6. **Sustainability and thermal retrofitting.**

- a. Window replacement is often the least cost effective way to improve thermal efficiency. Insulation of walls, sealing of gaps and insulation of switch plates, lights, and windows, as well as upgrades to the heating system all have a higher return on investment and are consistent with preservation of the character of a historic home.
- b. Properly maintained and weather stripped historic windows generally will improve comfort by reducing drafts.
- c. The energy invested in the manufacture of a new window and the cost of its purchase and installation may not be offset by the gains in thermal efficiency for 40 to 80 years, whereas unnecessary removal and disposal of a 100 year old window wastes old growth fir and contributes to the waste stream.

d. If thermal retrofitting is proposed as a rationale for window replacement, the owner should also furnish information that shows:

- The above systematic steps have been taken to improve the performance of the whole house.
- That the original windows, properly weather stripped and with a storm window added, is not a feasible solution to improve thermal efficiency.
- Minimal retrofit, such as replacing only the sash or glass with thermal paned glass, is not possible.
- Steps to be taken to salvage the historic windows either on site or to an appropriate architectural salvage company.

Guidelines for Exterior Siding and Materials

1. **Avoid removal of large amounts of original siding.**
2. **Repair small areas of failure before replacing all siding.** It is rarely advisable to replace all of the existing siding on a home, both for conservation reasons and for cost reasons. Where there are areas of siding failure, it is most appropriate to spot repair as needed with small amounts of matching material. Where extensive damage, including rot or other failure, has occurred, siding should be replaced with as close a material and visual match as is feasible, including matching reveals, widths, configuration, patterns and detailing.
3. **Other materials/configurations.** It is not historically appropriate to replace deteriorated siding with substitute materials, unless it can be demonstrated that: • the replacement material is a close visual match to the historic material and can be installed in a manner in which the historically character defining details may be reproduced (mitered corners, dentil molding, etc); and • replacement of the existing historic material is necessary, or the original material is no longer present; and • there is no feasible alternative to using a substitute material due to cost or availability.
4. **Avoid changing the appearance, pattern or configuration of original siding.** The siding type, configuration, reveal, and shingle pattern all are important elements of a home's historic character.

Guidelines for Porches

1. **Retain existing porches and porch details.** The original design elements of existing historic porches, when present, should be maintained. Major changes to configuration or ornamentation should be avoided. Missing or deteriorated details, such as columns and railings, should be repaired or replaced in kind.
2. **Avoid adding architecturally inappropriate details.** Items such as porch columns reflect the architecture of the home. Tapered columns atop piers are emblematic of Craftsman homes, but are not appropriate on Victorian era houses. Likewise, scrollwork, turned posts, or gingerbread are not appropriate on a Craftsman home. Replacement elements that have no historic design relationship with the architecture diminish the historic character of the building.
3. **Replace missing porches with designs and details that reflect the original design, if known. Avoid adding conjectural elements.** Photographic or other documentary evidence should guide the design of replacement porches. Where this is unavailable, a new design should be based on existing original porches from houses of similar type and age.
4. **In certain cases, building code may trump preservation guidelines.** For example, historic railing height may be considered a life safety issue, and new railings are generally required to meet building code. In these cases, innovative approaches may be needed to retain the appropriate scale and appearance.

ANALYSIS

1. This property is a contributing structure in the North Slope Historic District and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications.
2. The windows identified for replacement are not original. The new windows would be closer in style and material to the original windows, based on historic photographs.
3. The trim would be replicated from the existing windows.

4. The current siding is deteriorated and has been patched in an inconsistent manner.
5. The new siding materials and configuration are consistent with the original materials and based on historic photographs.
6. The current porch elements are not original and the porch surface is deteriorated.
7. The new design will be similar to the original style and is based on historic images.

RECOMMENDATION

Staff recommends approval of the application.

Mr. Tyler York commented that the clients wanted to spruce up the home. He noted that old photos had been discovered and shared with the Commission. He felt that the plan of action would restore the home to its original luster and take care of the deteriorated siding and some other issues the home was having.

Commissioner York recused himself. He noted that the stairway on the side of the home that was built in the late 1930s and would probably be rebuilt. Mr. Tyler York reported that the top floor was an apartment and that rebuilding the stairway would be part of a separate application.

Mr. Marshall McClintock commented that he knew the owners and that it looked like a great proposal. He noted that the historic photos showed two types of porches. Mr. York confirmed that the older style would be used. Mr. McClintock asked about the details under the gable and Mr. York commented that they were seeking to replicate them.

Commissioner Williams asked if the 3rd floor window was currently the same size as in the historic photos. Mr. York responded that it was and they were planning on replacing the existing slider window with a wood window.

Commissioner Steel asked why they were using casement instead of double hung windows. Mr. York responded that they were doing so because the windows were for a bedroom and that the large double hung windows would be out of place. Commissioner Steel noted that he was concerned that the casement window would not appear the same as a double hung. Mr. York noted a previous situation where a casement window had been used and couldn't be distinguished as different from the street.

There was a motion.

"I move to approve the application for 321 North J Street as submitted."

Motion: Steel

Second: Schloesser

The motion was approved.

- B. 1310 North 5th Street (North Slope Historic District)
Windows and door

Ms. Lauren Hoogkamer read the staff report.

BACKGROUND

Built in 1891, this is a contributing property in the North Slope Historic District. The proposal is to replace the front, second story bedroom windows and the windows in the rear upstairs bedroom, which have deteriorated and contain mold. Currently, these windows are not operational and one has been damaged by a bullet. The single-hung windows will be replaced with the Andersen A-Series double-hung windows. The application also includes replacing the side entry door, which is minimally visible from the side alley, and contains an electric pet door that the current owners do not need. There is also a gap at the top of the door. The door will be replaced with a Jeld-Wen six-paneled white fiberglass door.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

Design Guidelines for the North Slope Special Review District: Windows and Doors

1. **Preserve Existing Historic Windows.** Existing historic windows in good working order should be maintained on historic homes in the district. The existing wood windows exhibit craftsmanship and carpentry methods in use at the time that the neighborhood was developed. New manufactured windows, even those made of wood, generally do not exhibit these characteristics.
2. **Repair Original Windows Where Possible.** Original wood windows that are in disrepair should be repaired if feasible. The feasibility of different approaches depends on the conditions, estimated cost, and total project scope. Examples of substandard conditions that do not necessarily warrant replacement include: failed glazing compound, broken glass panes, windows painted shut, deteriorated paint surface (interior or exterior) and loose joinery. These conditions alone do not justify window replacement.

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 - Changing the configuration, style or pattern of original windows is not encouraged, generally (for example, adding a highly styled divided light window where none existed before, or adding an architecturally incompatible pattern, such as a Prairie style gridded window to a English Cottage house).
 - Vinyl windows are not an acceptable replacement for existing historic windows.

Depending on specific project needs, replacement windows may include:

- Sash replacement kits. These utilize the existing window frame (opening) and trim, but replace the existing sashes and substitute a vinyl or plastic track for the rope and pulley system. Sash replacement kits require that the existing window opening be plumb and square to work properly, but unlike insert windows, do not reduce the size of the glazed area of the window or require shimming and additional trim.
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4. **Non-historic existing windows do not require "upgrading."** Sometimes the original windows were replaced prior to the formation of the historic district, and now must be replaced again. Although it is highly encouraged, there is no requirement to "upgrade" a non-historic window to a historically appropriate wood window. For example, a vinyl replacement window may be an acceptable replacement for a non-historic aluminum horizontal slider window, especially if the historic configuration (vertically operated sash) is restored.
 5. **New Window Openings/Changing Window Openings**
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- In general, openings on buildings in the historic district are vertically oriented and are aligned along the same height as the headers and transoms of other windows and doors, and may engage the fascia or belly band that runs above the window course. This pattern should be maintained for new windows.
- Window size and orientation is a function of architectural style and construction technique. Scale, placement, symmetry or asymmetry, contribute to and reflect the historic and architectural character of a building.

6. Sustainability and thermal retrofitting.

- a. Window replacement is often the least cost effective way to improve thermal efficiency. Insulation of walls, sealing of gaps and insulation of switch plates, lights, and windows, as well as upgrades to the heating system all have a higher return on investment and are consistent with preservation of the character of a historic home.
- b. Properly maintained and weather stripped historic windows generally will improve comfort by reducing drafts.
- c. The energy invested in the manufacture of a new window and the cost of its purchase and installation may not be offset by the gains in thermal efficiency for 40 to 80 years, whereas unnecessary removal and disposal of a 100 year old window wastes old growth fir and contributes to the waste stream.
- d. If thermal retrofitting is proposed as a rationale for window replacement, the owner should also furnish information that shows:
 - The above systematic steps have been taken to improve the performance of the whole house.
 - That the original windows, properly weather stripped and with a storm window added, is not a feasible solution to improve thermal efficiency.
 - Minimal retrofit, such as replacing only the sash or glass with thermal paned glass, is not possible.
 - Steps to be taken to salvage the historic windows either on site or to an appropriate architectural salvage company.

Guidelines for Doors

1. **Avoid enlarging or moving an original entry opening**, unless you can provide documentary evidence to demonstrate that the proposal is consistent with typical designs for houses of the time period, or that the change will restore a previously altered condition.
2. **Retain historic entry doors whenever feasible.** Replacement doors should, where possible, match the original door in design and other details, and materials. In many cases, for security or cost reasons, a non-custom door in alternative materials may be proposed; in these cases, the door should appear to be wood (painted fiberglass doors molded with panel indents may be acceptable; faux wood finishes tend to be inappropriate) and should be compatible with the architecture of the house (Craftsman doors should not be proposed for Victorian era houses, for example).
3. **Avoid faux treatments.** Faux wood textures, frosted glass, and gold or silver coming (lead work in stained glass) is not appropriate for use in the historic district.
4. **Avoid nonhistoric configurations.** Double entry doors were not common in the historic district, and are discouraged unless it can be demonstrated that this was an original feature to the building.

ANALYSIS

1. This property is a contributing structure in the North Slope Historic District and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications.
2. The windows are deteriorated and currently inoperable; they contain mold and a bullet hole. Two of the windows are located on the second story front and one on the rear second story.
3. The proposed replacement windows are the Andersen A-Series double-hung windows, which have been allowed in the district.

4. The door is minimally visible and contains a large pet door. The proposed replacement is visually similar to the current door.

RECOMMENDATION

Staff recommends approval of the application.

Mr. Chris Bolander noted that there was a door with a pet door that he felt was not appropriate for a historic home and they were seeking to replace it with more of a traditional door. He commented that window deterioration was wide spread and that if they looked at where the hinges came together there were gaps from deterioration. He added that they were looking to make the windows functional and energy efficient.

Mr. Marshall McClintock noted that Alice Beek had resided in the home. In 1897 she was awarded the Grand Prix of Paris award for her art and lived in the home from 1907 to 1957. He added that during her residence she was an art teacher at Annie Wright.

Mr. McClintock asked if there was a plan to replace what appeared to be a window that had been covered over. Mr. Bolander responded that they were not planning to at this time. Mr. McClintock asked if the windows were single hung or double hung that had been painted shut, noting that most of the windows from the time were double hung. He commented that the deterioration appeared to be not severe and that repair and weather stripping could potentially address the issues that had been reviewed. Commissioner York agreed that the windows were probably double hung that had been painted shut and that he did not see anything preventing repair, which was more in tune with the guidelines.

Commissioner Steel reviewed the guidelines which required them exhaust all restoration options before replacement could be considered. He recommended that the applicants consult with a company that specializes in restoration for the cost of restoration or a letter verifying that the windows cannot be repaired. Commissioner Steele also suggested that Commissioners could make a site visit to look at the windows in person.

Mr. Bolander noted that they had concerns about the lead paint in the windows presenting a potential hazard in their child's room. He expressed concern about how long the process of restoration would take. Commissioner York discussed the restoration process. Mr. Bolander asked why the Commission preferred original windows to in kind replacement. Mr. Steel responded that there are many historic features that are distinct and not replicated by modern manufacturing. Discussion ensued with the applicant seeking clarification on what information was needed.

There was a motion.

"I move that the Landmarks Preservation Commission approve the replacement of the door, but defer decision on the windows."

Motion: York

Second: Schloesser.

The motion was approved.

C. University of Washington Tacoma (Union Depot/Warehouse Historic District) Signs

Ms. Lauren Hoogkamer read the staff report.

BACKGROUND

The University of Washington Tacoma is proposing "W" blade signs for three of its buildings in the Union Depot/Warehouse Historic District. The buildings include 1918 Pacific, which is noncontributing to the district, and 1730 and 1720 Pacific, which are contributing. The aluminum signs would be painted gray and purple, as seen in the application, with "Tacoma" in white letters. The aluminum "W" would be cutout. The signs would be 2'4" high and 2'7" wide. They will be 8' from grade level. The signs would be attached at the mortar joints.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

The Union Depot/Warehouse District Design Guidelines for Signs:

General:

1. All new exterior signs and all changes in the appearance of existing exterior signs require Landmarks Preservation Commission approval. This includes changes in message or colors on pre-existing signs.
2. If there is a conflict between these standards and the requirements in the City's Sign Code, the more strict requirement shall apply.

Location and Size of Signs:

1. Signs shall not dominate the building facades or obscure their architectural features (arches, transom panels, sills, moldings, cornices, windows, etc.).
2. The size of signs and individual letters shall be of appropriate scale for pedestrians and slow-moving traffic. Projecting signs shall generally not exceed nine square feet on first floor level.
3. Signs on adjacent storefronts shall be coordinated in height and proportion. Use of a continuous sign band extending over adjacent shops within the same building is encouraged as a unifying element.
4. Portable reader board signs located on sidewalks, driveways, or in parking lots are prohibited.
5. Existing historic wall signs are a contributing element within the district and should be restored or preserved in place. New wall signs shall generally be discouraged.

Messages and Lettering Signs:

1. Messages shall be simple and brief. The use of pictorial symbols or logos is encouraged.
2. Lettering should be of a traditional block or curvilinear style which is easy to read and compatible with the style of the building. No more than two different styles should be used on the same sign.
3. Letters shall be carefully formed and properly spaced so as to be neat and uncluttered. Generally, no more than 60 percent of the total sign area shall be occupied by lettering.
4. Lettering shall be generally flat or raised.

Color:

1. Light-colored letters on a dark-colored background are generally required as being more traditional and visually less intrusive in the context of the Union Station District's predominantly red-brick streetscapes.
2. Colors shall be chosen to complement, not clash with, the facade color of the building. Signs should normally contain not more than three different colors.

Materials and Illumination:

1. Use of durable and traditional materials (metal and wood) is strongly encouraged. All new signs shall be prepared in a professional manner.
2. In general, illumination shall be external, non-flashing, and non-glare.
3. Internal illumination is generally discouraged, but may be appropriate in certain circumstances, such as: (i) Individual back-lit letters silhouetted against a softly illuminated wall. (ii) Individual letters with translucent faces, containing soft lighting elements inside each letter. Metal-faced box signs with cut-out letters and soft-glow fluorescent tubes. (iii) However, such signs are generally suitable only on contemporary buildings.
4. Neon signs may be permitted in exceptional cases where they are custom-designed to be compatible with the building's historic and architectural character.

Other Stylistic Points:

1. The shape of a projecting sign shall be compatible with the period of the building to which it is affixed, and shall harmonize with the lettering and symbols chosen for it.
2. Supporting brackets for projecting signs should complement the sign design, and not overwhelm or clash with it. They must be adequately engineered to support the intended load, and generally should conform to a 2:3 vertical-horizontal proportion.
3. Screw holes must be drilled at points where the fasteners will enter masonry joints to avoid damaging bricks, etc.

ANALYSIS

1. This property is a contributing structure in the Union Depot/Warehouse Historic District and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications.
2. 1918 Pacific Avenue is noncontributing and Landmarks Preservation Commission approval is not required for signage.
3. The proposed signs are appropriate in material, size and location. They do not dominate the buildings' facades and they coordinate with adjacent signage.
4. The lettering is simple and brief as prescribed in the design guidelines.
5. The signs utilize minimal colors, including light-colored letters on a dark background.
6. No lighting is proposed.
7. The signs will be attached through the mortar joints and not the brick faces.

RECOMMENDATION

Staff recommends approval of the application.

The applicant commented that the proposal was an extension of a previously discussed signage package. He commented that they wanted something that could speak in a voice of its own on Pacific Avenue and call out specific access points to the campus. The design was intended to be evocative of the new big W at the top of the stairs.

There was a motion.

"I move that the Tacoma Landmarks Preservation Commission approve the application as submitted for the three blade signs at 1918 Pacific, 1730 Pacific, and 1720 Pacific."

Motion: Chase

Second: York

The motion was approved.

D. University of Washington Tacoma (Union Depot/Warehouse Historic District)
Awnings Guidelines

Ms. Lauren Hoogkamer read the staff report.

BACKGROUND

The University of Washington Tacoma is seeking approval for its awnings guidelines, which the university can provide to tenants who wish to differentiate their storefronts from their neighbors and create visual variety. The proposed guidelines would set parameters that have been preapproved by the Landmarks Preservation Commission. The University is requesting that modifications that conform to these guidelines, once approved, be allowed upon administrative approval from the Historic Preservation Office. Proposed changes that do not conform to these guidelines would go through the typical Landmarks Preservation Commission design review process. The Landmarks Preservation Commission was briefed on the proposed awning guidelines on July 22, 2015.

The guidelines would require that all awnings: have rectangular fronts and wedge-shaped ends; relate to the storefront window bays and not cross pilasters; have open ends; utilize Sunbrella brand awning fabric that is loose-laid over the frame; awnings may appear operable, but must be inoperable. All awnings on individual buildings will be required to have matching valances and attach to the window frame or mortar joint in a manner that does not harm character defining features. Awnings may be solid or striped (no patterns), but must be complimentary to the storefront paint scheme. Only up to 25% of the awning or valance may be covered with text or imagery. Blade signs must be lower than the awning frame to be visible.

Some of the fabric colors and patterns have been removed from the guidelines according to the Commission's request on July 22, 2015.

ACTION REQUESTED

Approval of the proposed design guidelines.

STANDARDS

Design Guidelines for the Union Depot/Warehouse District

6. **Awnings.** Awnings have been a traditional addition to the facades of buildings within the districts and shall be encouraged within the districts as a functional exterior feature. All awnings shall be compatible with the historic character of the buildings and shall be based in design upon historic counterparts. They shall also:
 - a) Reflect the shape and character of the window openings;
 - b) Be, or appear to be, retractable in the form of historic awnings;
 - c) Constructed with canvas-like fabric rather than high gloss in texture;
 - d) Not be back-lit or translucent;
 - e) Be in colors and/or patterns which complement the building and have basis in the historic record;
 - f) Be attached to the buildings in a manner which does not permanently damage the structure or obscure significant architectural features.

- F. The Landmarks Preservation Commission may, at its discretion, waive mandatory requirements imposed by Section 13.07.290 of this chapter. In determining whether a waiver is appropriate, the Landmarks Preservation Commission shall require an applicant to demonstrate by clear and convincing evidence that, because of special circumstances not generally applicable to other property or facilities, including size, shape, design, topography, location, or surroundings, the strict application of those mandatory requirements of Section 13.07.290 would be unnecessary to further the purposes of this chapter. Such waiver shall not exceed the requirements set forth in the underlying zoning district, except where specifically provided for in TMC 13.06A.070.B. (Ord. 27748 Ex. A; passed Oct. 14, 2008; Ord. 27429 § 3; passed Nov. 15, 2005)

ANALYSIS

1. This property is a contributing structure in the Union Depot/Warehouse Historic District and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications.
2. Awnings are encouraged by the district design guidelines.
3. The proposed guidelines for awnings correlate with the district design guidelines.

RECOMMENDATION

Staff recommends approval of the application.

The applicant noted that he would be continuing a discussion from a previous meeting with additional information and samples of awning fabric. He reported that they were seeking for approval for guidelines for buildings on Pacific Avenue and clarified the standards and guidelines being used to inform their decisions. He discussed historic images of awnings noted the awnings on the West Coast Grocery and Garretson, Woodruff, and Pratt buildings. He also discussed images of contemporary awnings that still fit a historic context.

The proposed awnings were discussed. They were now proposing a valance with a frame to be more consistent with the surrounding neighborhood. Frames would be constructed from metal and would have a simple orientation on the building. The spacing would be tied to the openings and never across the pilaster. The applicant commented that they would be using the same brand for all fabric and limiting which colors are available. The awnings were proposed to be placed at the transom where the blade signs currently exist. As a result, they were proposing lowering where the blade signs were currently located. The proposal would allow each building to choose a unique valance that would be consistent across the building. The frame attachment would be also be identical for every opening on each building. The goal would be to place the awnings only where they minimize obstruction of historic features and attach only to the window frame or the mortar joints. The full range of available fabric colors was shown and the applicant commented that the goal was to not allow loud colors, but allow some flexibilities. Commissioner Schloesser suggested that they reduce the options by at least 50% and remove some of the more extreme options. The applicant discussed allowing limited space to be available for branding. They were seeking to allow flexibility on placement with a maximum of 25% of the valance face covered.

Commissioner Steel commented that he views awnings as a building element and that historic precedent shows that buildings have the same color of awnings and only vary with the logo on the awnings. He commented that they could potentially have four different tenants with radically different colored awnings. He commented that he had no problem with awnings, but did not want four different colors across one building. The applicant responded that it was not a permanent

change and that it reflected the contemporary purpose of awnings. Discussion ensued. Commissioner Williams commented that he also felt concerned about multiple colored awnings on the same building due to the large variety of colors proposed. He suggested that he would be okay with subtle variations. Vice-Chair Chase recommended going with a color palette based on the approved paint colors and deferring to administrative approval.

There was a motion.

"I move that the Tacoma Landmarks Preservation Commission approve the proposed design guidelines for the awnings and moved blade signs for University of Washington Tacoma with the condition that they choose awning colors that are in keeping with the historic palette that we have already approved and that the blade signs be no lower than eight feet."

Motion: Chase

Second: York

The motion was approved.

E. 716 Pacific Avenue (Old City Hall Historic District)
Paint

Ms. Lauren Hoogkamer read the staff report.

BACKGROUND

Built in 1888, this building is a contributing property in the Old City Hall Historic District. The applicant is seeking retroactive approval for painting the Odd Otter Brewing Company storefront Glidden Bright Sailing Sky Blue with a burnt orange trim at the base of the building. The upper floors of the building were not painted. This does not include the adjacent storefront, which has also been painted.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings

2. 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.
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

1. This property is a contributing structure in the Old City Hall Historic District and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications.
2. No historic material was destroyed or removed.
3. The paint could be removed and/or repainted without harming the building's historic integrity.

RECOMMENDATION

Staff recommends approval of the application.

Ms. Sarah Bentley commented that they choose the color based on the context of the area to draw attention to the storefront. She reviewed that they had painted over a greyish green. Ms. Bentley added that they had a tempered glass window with crack that they were interested in replacing. Mr. Reuben McKnight commented that they could replace the glass at the staff level, but window configuration changed would have to go through design review by the commission.

Commissioner Steel commented that the storefront does not appear original and, if it were found that it was not original, he could see justification for painting the sections different colors. He added that he could accept painting the area between the arches and transom windows, but the pilasters and area above the transom should be the same across the building. It was noted that the glass in the transom windows had been painted over previously.

There was a motion.

"I move to retroactively approve the application for 716 Pacific Avenue, the Odd Otter brewing space, for painting of the outside of the building with the added condition that the pilasters and the area above the transom windows be repainted to the existing dark green body color of the building."

Motion: Steel

Second: Schloesser

The motion was rejected unanimously.

Discussion ensued. Commissioners concurred that the paint should be removed from the transom windows if possible and that the building should be uniform from the transom windows up.

There was a motion.

"I motion to approve the retroactive application for 716 Pacific Avenue with the conditions that the paint below the transom window can remain the blue color that it has been painted, the pilasters and area above the transom windows needs to be painted the same dark green color as the rest of the body of the building, the transom window frames and mullions need to be painted the same color as the rest of the windows on the building and the paint needs to be scraped and removed from the individual glass window panes in the transom window if there is glass in the transom windows. The adjacent Vincero space, which has similarly been painted, could be administratively approved at the discretion of staff."

Motion: Steel.

Second: York

The motion was approved.

F. 1135 Tacoma Avenue South (Individual Landmark)
Rehabilitation

Ms. Lauren Hoogkamer read the staff report.

BACKGROUND

The 1905 Hammer Building is an individual landmark on the Tacoma Register of Historic Places. The proposal includes installing sprinkler heads at existing openings; installing dark bronze or black gooseneck lights, as shown in the attachments, on the north elevation; repairing the existing stucco; bracing the parapet, which will not be visible; installing replacement doors on the east elevation where the historic doors no longer exist; installing an external non-combustible exit balcony and stair, as required by the Tacoma Fire Marshal, and installing Sunbrella 3'x11" awnings with 5" lettering, as specified in the drawings. The custom awnings will be either fixed or retractable; they will be either black or River Rock, as shown in the color samples. Any detailing or lettering will be off-white or Clarksville Grey, as shown. The guardrails will also be custom. The doors will be fiberglass Milgard Clad doors with divided lites, as shown. The doors will be painted to match the wood windows.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings

1. 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.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
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

1. This property is an individual landmark on the Tacoma Register of Historic Places and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications.
2. The historic character of the property is being preserved. No historic material is being removed. The staircase is being added to the rear elevation.
3. The exterior stucco is being repaired.
4. No historic material is being destroyed. The new work is differentiated from the old and compatible in size, scale, and material.
5. The new work could be removed without harming the integrity of the historic property.

RECOMMENDATION

Staff recommends approval of the application.

Commissioner Schloesser asked if the proposed paint colors were for the side of the building as well. The applicant responded that it was for the whole building.

Mr. Reuben McKnight commented that the building was a rehabilitation started by a previous owner in 2004 and that and there was the intent to put an exterior stair on the back of the building at the time. The 2004 proposal had gone partially through the Landmarks process. The applicant commented that they were still intending to construct the proposed exterior stair. Mr. Marshall McClintock asked what material would be use for the stairs in the back. The applicant commented that the stairs would be non-combustible material and the rest of the detailing would be tube steel.

Chair Granfield asked about the lighting on the upper level of the northern elevation. The applicant responded that historic photos showed gooseneck lights there and the intent was to bring the lights back. Chair Granfield asked if there would be signage on the awnings. The Applicant responded that there is no current tenant for the commercial space so there is currently no graphic that would go on the awning.

There was a motion

"I move to approve the application for 1135 Tacoma Avenue South as submitted."

Motion: Steel

Second: Williams

The motion was approved.

6. BOARD BRIEFINGS

- A. Seymour Conservatory (Individual Landmark)

Mr. Reuben McKnight read the staff report.

BACKGROUND

Built in 1907, the Seymour Conservatory in Wright Park is an individually listed landmark on the Tacoma Register of Historic Places. The project team will brief the Landmarks Preservation Commission on plans for a proposed addition. The team would like the Commission's feedback on:

1. Approaches to connections to the existing buildings:
 - a. On grade through the wall, or
 - b. Below grade through the floor.
2. The relationship of the site to the existing and proposed buildings:
 - a. Preserving views to the Conservatory from west, north and south
3. Spatial order
4. Replacement of the original wood facades at existing entries
5. The importance of maintaining the east entry as the primary entry

Mr. David Strauss discussed the proposed addition to the 1907 building. He noted there were significant views of the building including the southwest, northwest, and the iconic eastern view. Consideration for the sightlines and the existing

trees was discussed. Mr. Strauss commented that they were seeking to expand the building by 11,500 feet . He reviewed the design principles including memory, deference, and balance. Multiple options for site configurations were reviewed including a building on a terrace, beneath a terrace, or digging into the ground. Connection strategies were reviewed including connecting at the level of the conservatory or connecting through a sub level. Four conceptual illustrations for the addition were discussed. Commissioner Williams asked if the option where there was connection on the south and the north needed both connections. It was noted that the intent of the two connections was to allow a natural path through the addition. Commissioner Williams asked if they could do two underground connections. It was noted that the above ground connection would be needed for loading or access for events.

Mr. Marshall McClintock noted that a number of concerns: the proposed addition would remove the slope that gets used for sledding in the winter; they would be putting a major structure on a small park; and the addition would presumably be used for weddings, taking money away from nearby historic churches. Mr. Strauss commented that they had an alternative that preserved the sledding slope. Mr. Ross Buffington commented that he was struck by what a small amount of the plan went to supporting the existing conservatory. Vice-Chair Chase commented that she understood wanting to expand program space, but questioned why it needed to go into Wright Park. Commissioner York commented that he could understand wanting to make the conservatory less awkward for large groups, but that accommodating large groups is not historically what the conservatory is about. Commissioner Steel commented that the whole park was an arboretum and a way to reinforce that would be to not connect the addition to the greenhouse. He discussed having a building that was more informed by the geometry of the park and cares less about connecting to the greenhouse. He commented on preserving the iconic views of the conservatory and the slope, suggesting that the challenge was in finding a site on the park as a whole rather than adjacent to the conservatory. Commissioner Schloesser concurred that connecting to the greenhouse was unnecessary. Commissioner Williams expressed opposition to anything that connects to the greenhouse, if a building is needed in the park at all. Commissioner York commented that the circuit concept would best for connecting the conservatory, but that he not convinced that it is the right place for this kind of building. Chair Granfield expressed concern about the scale of the building and its impact on the walkability of the park.

A representative a Metro Parks reviewed that the 2004 Master Plan from had gone through full the public process with the larger design. She noted that the funding for the addition had been included in a bond. It was noted that the purpose of the discussion was to consider what changes could be made to the proposal to make it work best. Commissioners requested to review the nomination of the park to determine what the character defining elements were.

7. PRESERVATION PLANNING/BOARD BUSINESS

A. Bylaws and Inventory Review

Mr. Reuben McKnight reported that they were doing some cleanup and were including the a number of changes. A proposed change to the Conditional Use and Variance policy would provide a role for the Landmarks Commission for Conditional Use Permits (CUP) within historic districts to provide guidance to the staff reviewing the CUP. The change would ensure that the planning review won't put the Commission in a position where they might have to reject something approved by a City Planner. Another proposed change would add Historic District guidelines as a standard to review special tax evaluation projects that are in historic districts. On page 13 of the Bylaws, clarifying language on the periods of significance had been added and redundant design guideline interpretations had been eliminated. On page 19 of the Bylaws, quarterly deadlines for nominations had been removed. Mr. McKnight noted that staff was requesting authorization to put the items out for public hearing.

Mr. Marshall McClintock provided a review of structures to be considered for addition to the North Slope Historic Special Review District Buildings Inventory. He commented that after reexamining their list, they had identified three buildings from 1889 that were not on the contributing list. The following buildings were discussed:

- 902 North Cushman. Built in 1889. There was a half story that had been removed. It was currently historic non-contributing on the National Register.
- 1017 North Cushman. Built in 1889. The home was designed by architect R.D. Duff
- 1315 North 8th Street, Built in 1889. It was noted that the entryway had been added in 2007 at the location of a window.
- 1118 North 12th Street. Built in 1948. It was a large ranch style home with an underground garage and wrap around corner windows.

- 1220 North J Street, built in 1951. It was listed as contributing on the National Register.
- 1320 North 8th Street, built in 1951 on a property likely subdivided off the adjacent Borhek property.

Discussion ensued. Commissioners agreed to add the 1220 North J Street and 1118 North 12th Street homes to the Inventory as contributing.

There was a motion.

"I move that the Tacoma Landmarks Preservation Commission approve the changes to the bylaws and inventory, specifically 1220 North J Street and 1118 North 12th Street, to be included as contributing."

Motion: Chase

Second: York

The motion was approved.

B. Commissioner Term Expirations

Mr. Rueben McKnight noted that a large number of Commissioner terms were expiring on December 31, 2015. Online applications for reappointment were due October 26.

C. Events and Activities Update

Ms. Lauren Hoogkamer provided an update on the following events and activities:

1. Hollywood by the Sea: A Holiday Heritage Swing Dance (6-9pm @ Titlow Lodge, November 13th)

2016 Save the Dates

2. Heritage Funding Program Workshop, January 2016 TBD
3. CLG Commissioner Workshop (9:30am-4pm @ Tacoma Convention Center, March 15th, 2016)
4. Wood Windows Workshop (1pm-4pm @ Earthwise Tacoma, April 9th, 2016)
5. Historic Preservation Month, May 2016
 - a) Kick-Off with Historic Tacoma (May 6, 2016)
 - b) Historic Homes Tour with Tacoma Historical Society
 - c) Amazing Preservation Race
 - d) Tweed Ride
 - e) Poetry Slam
 - f) Awards Ceremony (1pm-3pm, May 22nd, 2016)
6. Neighborhood History Walks with the Councilmembers, June 2016 TBD

8. CHAIR COMMENTS

There were no comments from the Chair.

The meeting was adjourned at 9:02 p.m.

Submitted as True and Correct:

Reuben McKnight
Historic Preservation Officer



STAFF REPORT

October 28, 2015

SPECIAL TAX VALUATION

OVERVIEW

WAC 254-20 enables local governments adopt local legislation to provide special valuation of historic properties that have been rehabilitated. With regard to the application review process, state law authorizes local historic review boards to determine:

1. Whether the property is included within a class of historic property determined eligible for special valuation by the local legislative authority under an ordinance or administrative rule (in Tacoma, this means properties defined as City Landmarks);
2. Whether the property has been rehabilitated at a cost equal to or exceeding 25% of the assessed improvement value at the beginning of the project within twenty-four months prior to the date of application; and
3. Whether the property has not been altered in any way which adversely affects those elements which qualify it as historically significant.

If the local review board finds that the property satisfies all three of the above requirements, then it shall, on behalf of the local jurisdiction, enter into an agreement with the owner which, at a minimum, includes the provisions set forth in WAC [254-20-120](#). Upon execution of said agreement between the owner and the local review board, the local review board shall approve the application.

Per TMC 1.42, the Tacoma Landmarks Commission is the local body that approves applications for Special Tax Valuation.

AGENDA ITEM 3A: 1015 North 11th Street (North Slope Historic District)

Jeff and Harriet Millheisler, Owners

ANALYSIS

Property Eligibility:	Contributing Property, North Slope Historic District
Rehabilitation Cost Claimed:	\$190,800
Assessed Improvement Value Prior to Rehabilitation:	\$33,000
Rehabilitation percentage of assessed value:	578%
Project Period:	December 2010 to July 2015 (4 years and 7 months)
Appropriateness of Rehabilitation:	Whole house renovation including replacement of siding, new roof, new electric and plumbing, finishes, bathroom and kitchen fixtures, cabinetry, painting, flooring, drywall, insulation, window repair and replacement, new doors, construction equipment, and construction fees. Work was approved by the Landmarks Preservation Commission on April 15, 2010.

RECOMMENDATION

Staff has reviewed the itemized expense sheet per the Commission bylaws for STV cost eligibility and recommends approval of this application in the amount of \$190,800.

DESIGN REVIEW

AGENDA ITEM 4A: 1310 North 5th Street (North Slope Historic District)

Chelsea and Chris Bolander, Owners

BACKGROUND

Built in 1891, this is a contributing property in the North Slope Historic District. At the Landmarks Preservation Commission meeting on October 14, 2015, the applicants proposed replacing the front, second story bedroom windows and the windows in the rear upstairs bedroom, as well as a side door. Currently, these windows are not operational and one has been damaged by a bullet. The windows are also deteriorated and contain mold and lead paint. The single-hung windows would be replaced with the Andersen A-Series double-hung windows. On October 14th, the Commission approved the replacement of the side door, but requested that the applicants provide a professional recommendation on the feasibility of window restoration versus replacement. The applicants have provided a letter from Lacroix Home Inspection, which supports their application.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

Design Guidelines for the North Slope Special Review District: Windows

1. **Preserve Existing Historic Windows.** Existing historic windows in good working order should be maintained on historic homes in the district. The existing wood windows exhibit craftsmanship and carpentry methods in use at the time that the neighborhood was developed. New manufactured windows, even those made of wood, generally do not exhibit these characteristics.
2. **Repair Original Windows Where Possible.** Original wood windows that are in disrepair should be repaired if feasible. The feasibility of different approaches depends on the conditions, estimated cost, and total project scope. Examples of substandard conditions that do not necessarily warrant replacement include: failed glazing compound, broken glass panes, windows painted shut, deteriorated paint surface (interior or exterior) and loose joinery. These conditions alone do not justify window replacement.

Repair of loose or cracked glazing, loose joinery or stuck sashes may be suitable for a carpenter or handyperson. Significant rot, deterioration, or reconstruction of failed joints may require the services of a window restoration company. If information is needed regarding vendors that provide these services, please contact the Historic Preservation Office.

3. **Replace windows with a close visual and material match.** When repairing original windows is not feasible, replacement may be considered.
 - Where replacement is desired, the new windows should match the old windows in design and other details, and, where possible, materials.
 - Certain window products, such as composite clad windows, closely replicate original appearance and therefore may be appropriate. This should be demonstrated to the Commission with material samples and product specification sheets.
 - Changing the configuration, style or pattern of original windows is not encouraged, generally (for example, adding a highly styled divided light window where none existed before, or adding an architecturally incompatible pattern, such as a Prairie style gridded window to a English Cottage house).
 - Vinyl windows are not an acceptable replacement for existing historic windows.

Depending on specific project needs, replacement windows may include:

- Sash replacement kits. These utilize the existing window frame (opening) and trim, but replace the existing sashes and substitute a vinyl or plastic track for the rope and pulley system. Sash replacement kits require that the existing window opening be plumb and square to work properly, but unlike insert windows, do not reduce the size of the glazed area of the window or require shimming and additional trim.
- An insert window is a fully contained window system (frame and sashes) that is "inserted" into an existing opening. Because insert windows must accommodate a new window frame within the existing opening, the sashes and glazed area of an insert window will be slightly smaller than the original window sashes.

Additional trim must be added to cover the seams between the insert frame and the original window. However, for window openings that are no longer plumb, the insert frame allows the new sashes to operate smoothly.

4. **Non-historic existing windows do not require “upgrading.”** Sometimes the original windows were replaced prior to the formation of the historic district, and now must be replaced again. Although it is highly encouraged, there is no requirement to “upgrade” a non-historic window to a historically appropriate wood window. For example, a vinyl replacement window may be an acceptable replacement for a non-historic aluminum horizontal slider window, especially if the historic configuration (vertically operated sash) is restored.
5. **New Window Openings/Changing Window Openings**
 - Enlargement or changes to the configurations of existing window openings is to be avoided on the primary elevation(s) of a historic building within the district. In specific cases, such as an egress requirement, this may not be avoidable, but steps should be taken to minimize the visual impact.
 - Changes to window configurations on secondary (side and rear) elevations in order to accommodate interior remodeling are not discouraged, provided that character defining elements, such as a projecting bay window in the dining room, are not affected. A typical example of this type of change might be to reconfigure a kitchen window on the side of a home to accommodate base cabinets
 - In general, openings on buildings in the historic district are vertically oriented and are aligned along the same height as the headers and transoms of other windows and doors, and may engage the fascia or belly band that runs above the window course. This pattern should be maintained for new windows.
 - Window size and orientation is a function of architectural style and construction technique. Scale, placement, symmetry or asymmetry, contribute to and reflect the historic and architectural character of a building.
6. **Sustainability and thermal retrofitting.**
 - a. Window replacement is often the least cost effective way to improve thermal efficiency. Insulation of walls, sealing of gaps and insulation of switch plates, lights, and windows, as well as upgrades to the heating system all have a higher return on investment and are consistent with preservation of the character of a historic home.
 - b. Properly maintained and weather stripped historic windows generally will improve comfort by reducing drafts.
 - c. The energy invested in the manufacture of a new window and the cost of its purchase and installation may not be offset by the gains in thermal efficiency for 40 to 80 years, whereas unnecessary removal and disposal of a 100 year old window wastes old growth fir and contributes to the waste stream.
 - d. If thermal retrofitting is proposed as a rationale for window replacement, the owner should also furnish information that shows:
 - The above systematic steps have been taken to improve the performance of the whole house.
 - That the original windows, properly weather stripped and with a storm window added, is not a feasible solution to improve thermal efficiency.
 - Minimal retrofit, such as replacing only the sash or glass with thermal paned glass, is not possible.
 - Steps to be taken to salvage the historic windows either on site or to an appropriate architectural salvage company.

ANALYSIS

1. This property is a contributing structure in the North Slope Historic District and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications.
2. The windows are deteriorated and currently inoperable; they contain mold and a bullet hole. Two of the windows are located on the second story front and one on the rear second story.
3. The proposed replacement windows are the Andersen A-Series double-hung windows, which have been allowed in the district.
4. The applicants have provided a professional recommendation on the feasibility of window restoration versus replacement, as requested by the Commission.

RECOMMENDATION

Staff recommends approval of the application.

PRESERVATION PLANNING/BOARD BUSINESS**AGENDA ITEM 5A: Heritage Funding Program**

Staff

BACKGROUND

On June 16, 2015, City Council authorized the use of \$50,000 to fund a heritage grant program. Staff is in the process of developing a competitive grant process for implementation in 2016. Key elements of the program include:

- Funds granted in amounts from \$1000-10,000, with a 1:1 match required (can be in-kind)
- Eligible applicants include nonprofits within Tacoma city limits for projects within Tacoma city limits
- Project types include exhibits, events and educational activities, interpretive materials or publications, research and nomination activities, documentation and assessment, and capacity building or training for heritage organizations.
- Ineligible projects include operating expenses, acquisition, fundraising, etc.
- All funded projects must relate directly to Tacoma's history
- Applications will be reviewed and scored by a grant panel consisting of City staff and Landmarks Commissioners
- Final grant awards will be voted on by the full Landmarks Preservation Commission
- Grants will be executed as service contracts between the City and the applicant

Included in the packet is a draft grant manual and application form.

ACTION REQUESTED

Feedback and guidance

AGENDA ITEM 5B: Events & Activities Update

Staff

1. Hollywood by the Sea: A Holiday Heritage Swing Dance (6-9pm @ Titlow Lodge, November 13th)

2016 Save the Dates

2. Heritage Funding Program Workshop, January 2016 TBD
3. CLG Commissioner Workshop (9:30am-4pm @ Tacoma Convention Center, March 15th, 2016)
4. Wood Windows Workshop (1pm-4pm @ Earthwise Tacoma, April 9th, 2016)
5. Historic Preservation Month, May 2016
 - a) Kick-Off with Historic Tacoma (May 6, 2016)
 - b) Historic Homes Tour with Tacoma Historical Society
 - c) Amazing Preservation Race
 - d) Tweed Ride
 - e) Poetry Slam
 - f) Awards Ceremony (1pm-3pm, The Swiss, May 22nd, 2016)
6. Neighborhood History Walks with the Councilmembers, June 2016 TBD

AUG 20 2015



CUSTOMER SERVICE

**SPECIAL TAX VALUATION
APPLICATION CHECKLIST**

*Please include the following items in your application packet to ensure timely processing.
(see the following page for the application form).*

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Application Fee payable to the Tacoma City Treasurer-- \$100 for single family residential; \$300 for commercial/multifamily residential (required by Council Resolution 36804) |
| <input checked="" type="checkbox"/> | Special Tax Valuation Application Form |
| <input checked="" type="checkbox"/> | Notarized Affidavit of Expenses |
| <input checked="" type="checkbox"/> | Itemized expense summary sheet |
| <input checked="" type="checkbox"/> | Project photographs (before and after) |

Please note: applications are due to the PIERCE COUNTY ASSESSOR'S OFFICE no later than OCTOBER 1.

Return completed applications to:

Pierce County Assessor/Treasurer
Current Use Coordinator
2401 South 35th Street Room 142
Tacoma, WA 98409

Questions?

Pierce County Assessor-Treasurer (253) 798-6111
Tacoma Historic Preservation Officer (253) 591-5220

SPECIAL TAX VALUATION
AFFIDAVIT CERTIFYING EXPENSES AND PERIOD OF WORK
Required for submittal per WAC 254.20.090

I/We, Jeffrey and Harriet Millheiser, the applicant(s) for Special Valuation Tax status, certify by my/our signature below, that the total amount claimed in the accompanying application form is equal to the actual costs accrued for this project, and that these costs were accrued during the period of work indicated on the accompanying application form.

I certify the foregoing statement to be true and correct.

Jeffrey S. Millheiser / Harriet L. Millheiser
Applicant Name Co-Applicant Name

Jeffrey S. Millheiser / Harriet L. Millheiser
Applicant Signature Co-Applicant Signature

STATE OF WASHINGTON)
County of Pierce) ss.

On this 18 day of August, 2004, before the undersigned, a Notary Public in and for the state of Washington, duly commissioned and sworn, the above person(s) appeared before me and signed the foregoing instrument, and acknowledged said instrument to be their free and voluntary act for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year first above written.



Pauline Zeitler
NOTARY PUBLIC
Printed Name: Pauline Zeitler
Residing at Puyallup
My commission expires 2-19-2019

Special Tax Valuation Description of Expenditures

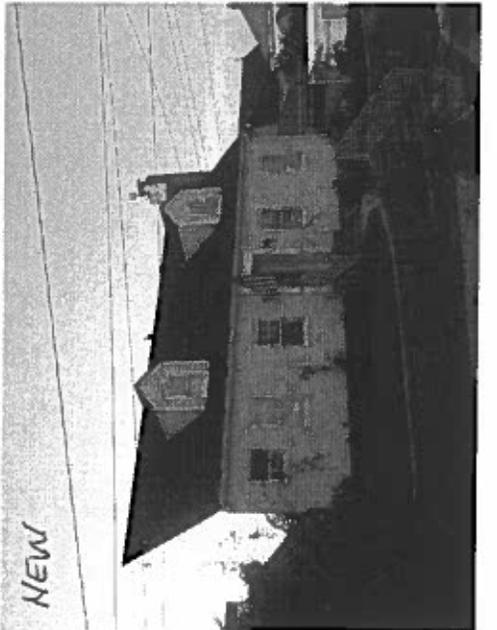
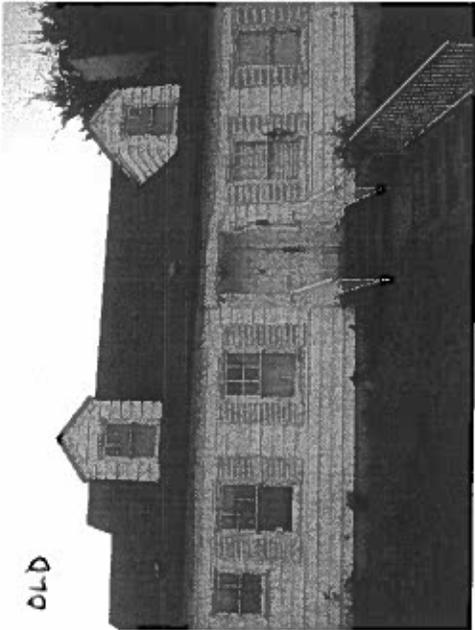
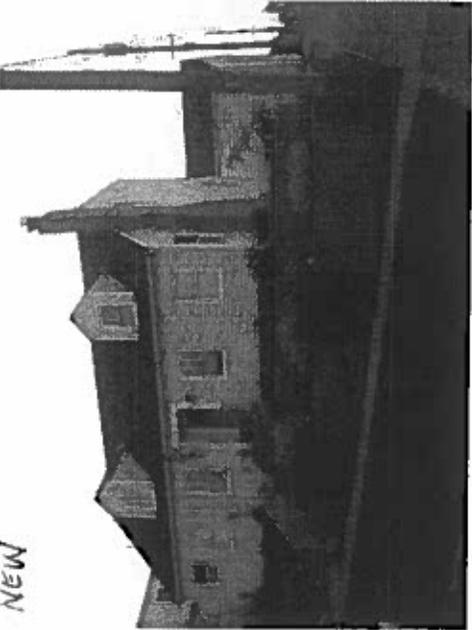
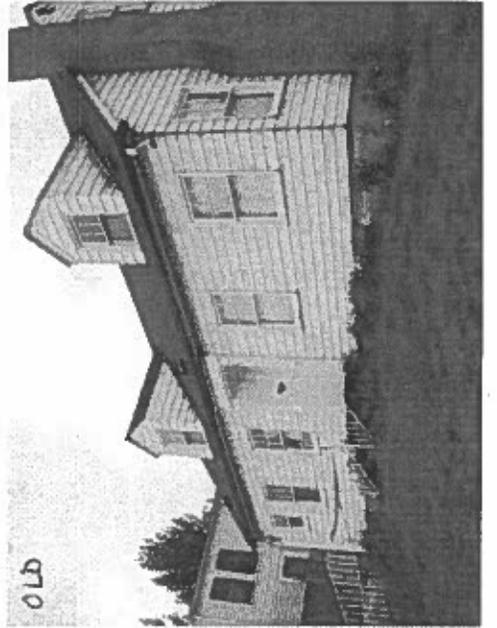
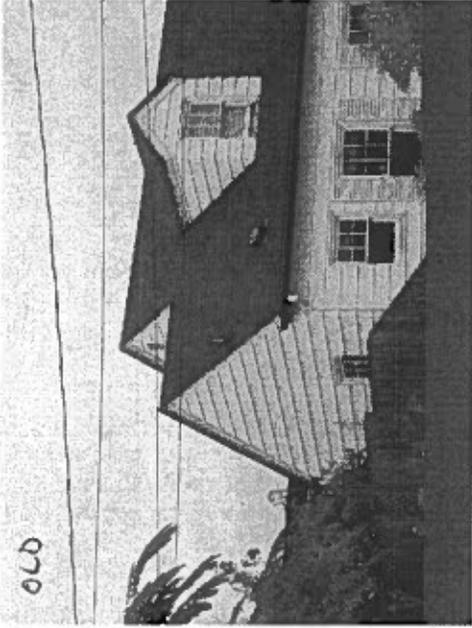
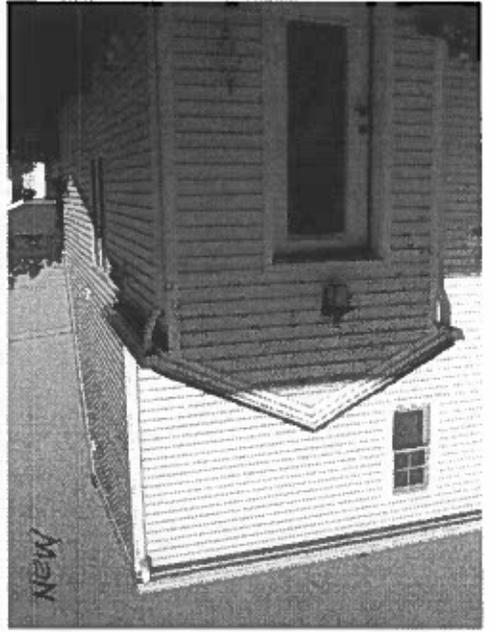
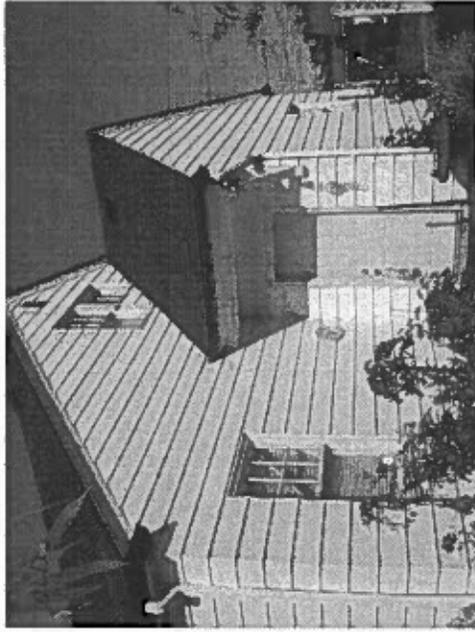
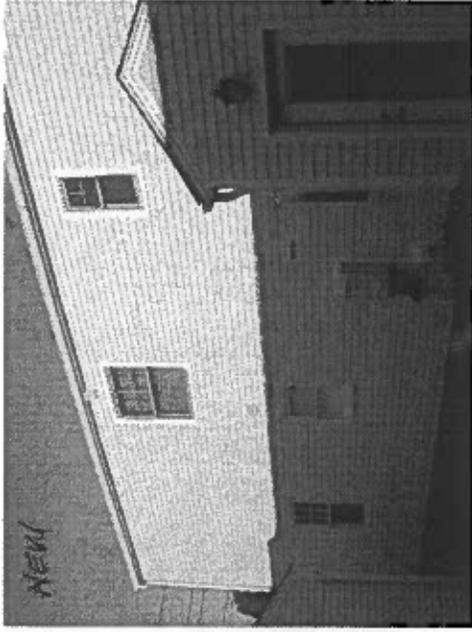
Type of Expenditure	Dates		Description of Expenditure Interior Expenditures	Amount
	Start	Complete		
Electrical	8-23-13	1-2-15	120V, 220V, CIRCUITS WHOLE HOUSE	19,500. ⁰⁰
Fixtures	5-2-15	7-20-15	NEW METER PANEL, NEW 200 AMP MAIN, LIGHTS, NEW, 6,500. ⁰⁰	
Plumbing	8-23-13	2-23-15	HOT/COLD WATER LINES, WASTE WHOLE HOUSE	13,100. ⁰⁰
Fixtures	5-2-15	7-20-15	WATER HEATER - TANKLESS, (2) WHOLE HOUSE TUBS, (3) SHOWER, (7) SINKS, (3) TOILETS, (3) FRONTLESS SINKS, MANNING, (2) LAUNDRY CENTERS.	10,700. ⁰⁰
Finishes Millwork	5-12-15	7-20-15	BASE & CASING - DOOR/WINDOW/STAIRS WHOLE HOUSE	2,000. ⁰⁰
Cabinetry	11-20-15	12-2-14	FULL KITCHEN & DINING-ROOM CABINETS (UPPER & LOWER)	14,000. ⁰⁰
Paint	4-8-14	3-24-15	ALL WALLS & TRIM, ALL CEILING, RAILINGS, DOORS	2,000. ⁰⁰
Flooring* (*please specify flooring type: wood, tile, other)	5-8-14	1-2-15	3/4" x 2 1/4" SOLID OAK ALL MAIN FLOOR, 3/4" x 4" TOP FLOOR/ BASEMENT WOOD PLANK. 1/4" OF TOP FLOOR CARPET.	11,000. ⁰⁰
Plaster				
Drywall	3-8-14	4-8-14	5/8" (X) DRYWALL WALLS & CEILING ON 2' CEILINGS. 1/2" DRYWALL ALL OTHER, TAPE & TEXTURE WHOLE HOUSE	12,500. ⁰⁰
Other	2-8-14	3-8-14	WALLS R-19, R-30 CEILING, R-20 BASEMENT	4,500. ⁰⁰
INSULATION	2-2-15	3-5-15	KITCHEN BACKSPASH / MASTER BATH SHOWER	5,500. ⁰⁰
TILE-				
Subtotal Interior				\$ 101,300. ⁰⁰

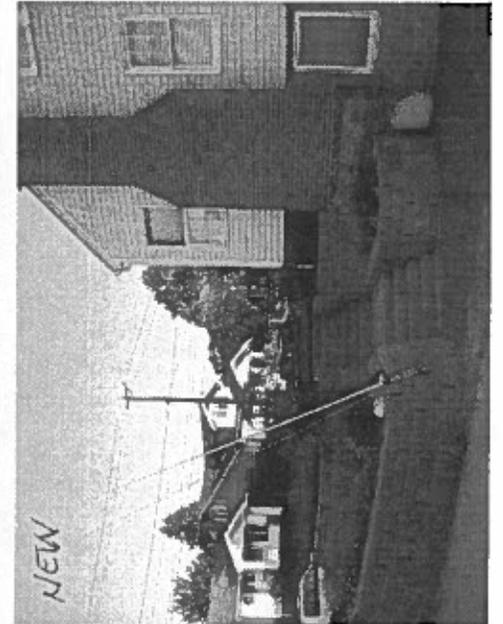
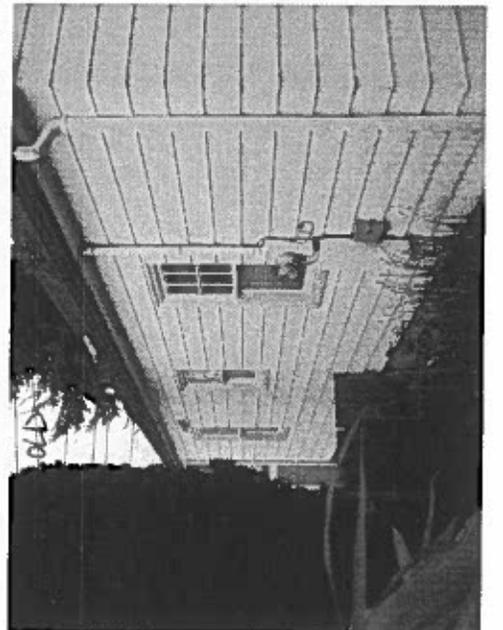
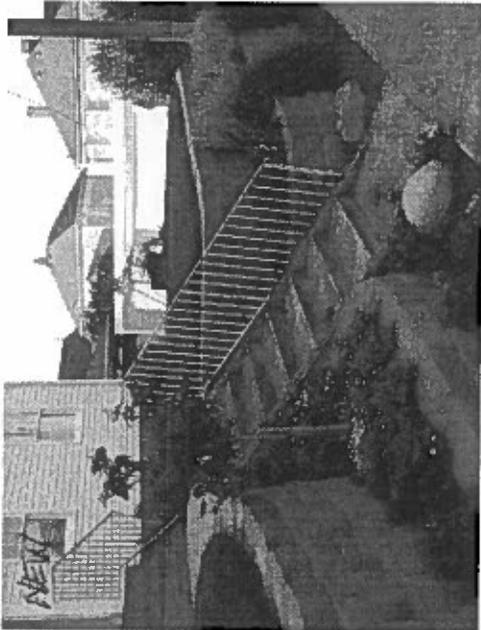
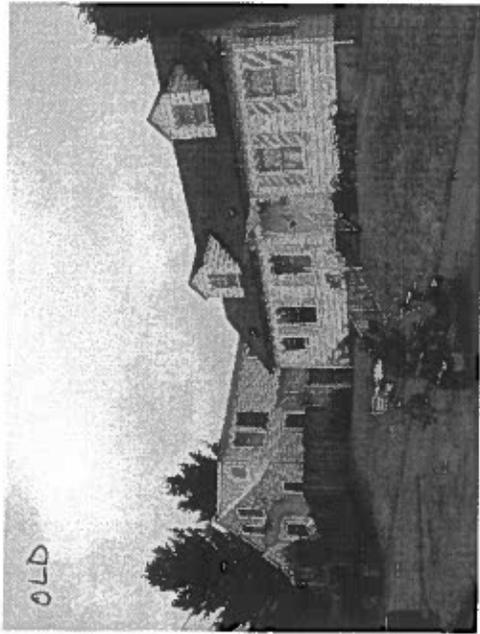
Special Tax Valuation

Description of Expenditures

Type of Expenditure	Dates		Description of Expenditure <i>Ex-Interior Expenditures</i>	Amount
	Start	Complete		
Millwork/Carpentry	3-12-14	4-8-14	FRAME BASEMENT	15,000. ⁰⁰
Windows* (*please specify window material replacement, repair, etc)	2-12-14	4-8-14	REPAIR & REPAINT EXISTING, INSTALL (3) NEW FIBREGLASS WOOD	6,500. ⁰⁰
Doors	3-12-14	4-8-14	NEW 3/6 INSULATED / SECURITY W. GLASS & LOCKS	6,000. ⁰⁰
Siding	1-24-14	1-20-15	NEW BEVELED SIDING (MEAD) HOUSE	12,000. ⁰⁰
Foundation				
Roof	3-8-14	4-2-14	NEW ROOF - COMPOSITE / IB W. RIDGE VENTS	14,000. ⁰⁰
Sitework/Landscaping	9-20-13	8-15-15	UTILITY TRENCHES / GROUND WORK FOR ELECTRICAL	10,000. ⁰⁰
Other				
EQUIPMENT (USED)	9-20-13	8-21-15	DUMP TRUCK / EXCAVATOR / TRAILER / LOADER / COMPACTOR / ^{# ROCK HAMMER}	13,500. ⁰⁰
LOAN INTEREST	8-21-13	8-21-15	CONSTRUCTION COSTS INTEREST	12,500. ⁰⁰
Subtotal Exterior				\$ 89,500. ⁰⁰
Total Rehabilitation Expenditures				\$ 190,800. ⁰⁰
Assessed Value Prior to Rehabilitation				\$ 178,700. ⁰⁰

Tacoma Landmarks Preservation Commission
 747 Market Street, Room 1036 Tacoma WA 98402
 (253) 591-5220 phone (253) 591-2002 fax







1-new



1-old



2-new



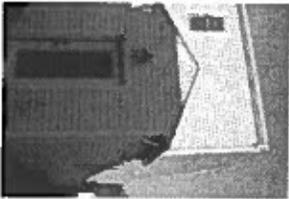
2-old



3-new



3-old



4-new



4-old



5-new



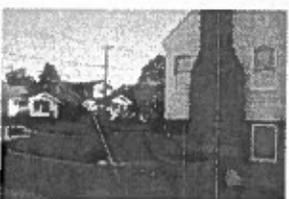
5-old



6-new



6-old



7-new



8-new





home



















SEASHORE →







Kook Hiss
November









Landmarks Preservation Commission

Planning and Development Services Department



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 1310 N 5th Street Landmark/Conservation District (if applicable) North Slope Historic District

OWNER INFORMATION

Name (printed) Chelsea & Chris Bolander Email chelseahass@gmail.com
 Address (if different than above) Same as above Phone 360-510-8448
 Homeowner's Signature* *Chelsea Bolander*

*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 Kennedy Company Kennedy Carpentry & Remodel LLC
 Address 4001 N 12th Street, Tacoma, WA 98406
 Email kennedymichael@gmail.com Phone 253-970-8668

FOR OFFICE USE ONLY

PRELIMINARY PLAN CHECK

CHECKED FOR BUILDING CODE:* _____

LAND USE/ZONING:
 VARIANCE REQUIRED? _____ CUP REQUIRED? _____

*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 \$5,000.00

Application Fee Enclosed \$175.00

PART 2: INFORMATION FOR APPLICANTS

NEW FEE SCHEDULE

New Fee Schedule for 2013

On December 18, 2012 City Council approved a new general services fee schedule that includes new fees for design review and demolition review of historic buildings (Res. No. 38588). The new fees are as follows:

Estimated project cost (determined by applicant)	Application Fee
\$0 – 5000	\$175
Each additional \$1000	\$25
Maximum fee	\$500

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.
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 Permit Intake Center of Planning and Development Services. 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. **Submit it to the Historic Preservation Office with the APPLICATION FEE.** The Landmarks Commission meets on the 2nd and 4th 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:

Permit Intake Center
City of Tacoma, Planning and Development
Services Department
747 Market Street, 3rd Floor
253-591-5030

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.

Windows:

- Replace second story windows in the front two bedrooms (facing N 5th Street) with functional windows. Currently, the windows have visible gaps between the frame of the window and the window itself. Additionally, there is a hole in one of the windows that appears to be from a bullet of some sort. As we would need to use those windows in the event of a fire it is imperative that they are operational (ie. able to open and close). Further, as we have an infant we feel much more comfortable with double hung windows to prevent the risk of falling.
- Replace windows in the back upstairs room (facing NW). The windows are very old and have deteriorating window frames. Further, the windows are low to the ground and present a risk for our infant son which is why we would like to replace the current windows with double hung windows.

Door:

- Replace the side entry door that faces the alley. The door that is currently installed has an electric pet door, which we have no use for. Further, we feel as though the pet door is a safety risk for our family, as intruders could easily use it to break into our home. Additionally, the door frame is not in alignment and there is a visible gap between the top of the door and the doorframe when closed. This will let a lot of heat out of the house in the winter, and we would like to replace the door to mitigate that risk.

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

CHECKLIST include the following:*

- Photograph(s) of work area(s) with locations of work indicated (i.e. in pen)
- Detail illustrations of trim and casing and window profiles
- Catalog cut sheets or product samples

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

- | | |
|--|---|
| Narrative list of window and door types and locations: | <ul style="list-style-type: none">- All Windows: Andersen A-Series Double Hung, equal sash- Side Door: Fiberglass exterior grade 32" door, reinstall existing hardware |
|--|---|

- *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.*



Lacroix Home Inspection LLC

3321 114th. St. NW

Gig Harbor, WA 98332

253-432-3484

Denis@lacroixhomeinspection.com

License#:1321

Hello,

My name is Denis Lacroix, I am a licensed and bonded carpenter as well as a certified home inspector. I have 15 years of experience in the remodeling and home repair trade. I have an extensive woodworking background and have rebuilt both historic and conventional wood windows and trim work. From the home inspection side of the equation I am trained in identifying rot, water infiltration and all manners of a home's defects. I was asked to assess the condition of the windows and the feasibility of repair at 1310 N 5th St in Tacoma.

The windows in question are single hung, single pane variety. Based on their age, and a simple lead test they are determined to contain lead based paint. Their condition is poor and the glass is barely in its frame and is hazardous in its current state.

In my opinion, these windows are not salvageable, based on the extent of rot throughout window sashes, frames and the condition of the glass.

I recognize that the perspective of the Historic Committee and the value of trying to retain a home's character. But in this scenario, the cost to remove and replicate these 4 windows, all of which are in occupied spaces, would simply be exorbitant in cost. My analysis of what it would cost is based on full removal, lead safe practices, closing existing opening, and complete window rebuild and reinstall. The end result would be a second generation window, devoid of its original parts that is no more energy efficient and approximately three times the cost of replacing it with an historically appropriate, double hung sash of the same proportion, size, and outward appearance.

Respectfully,

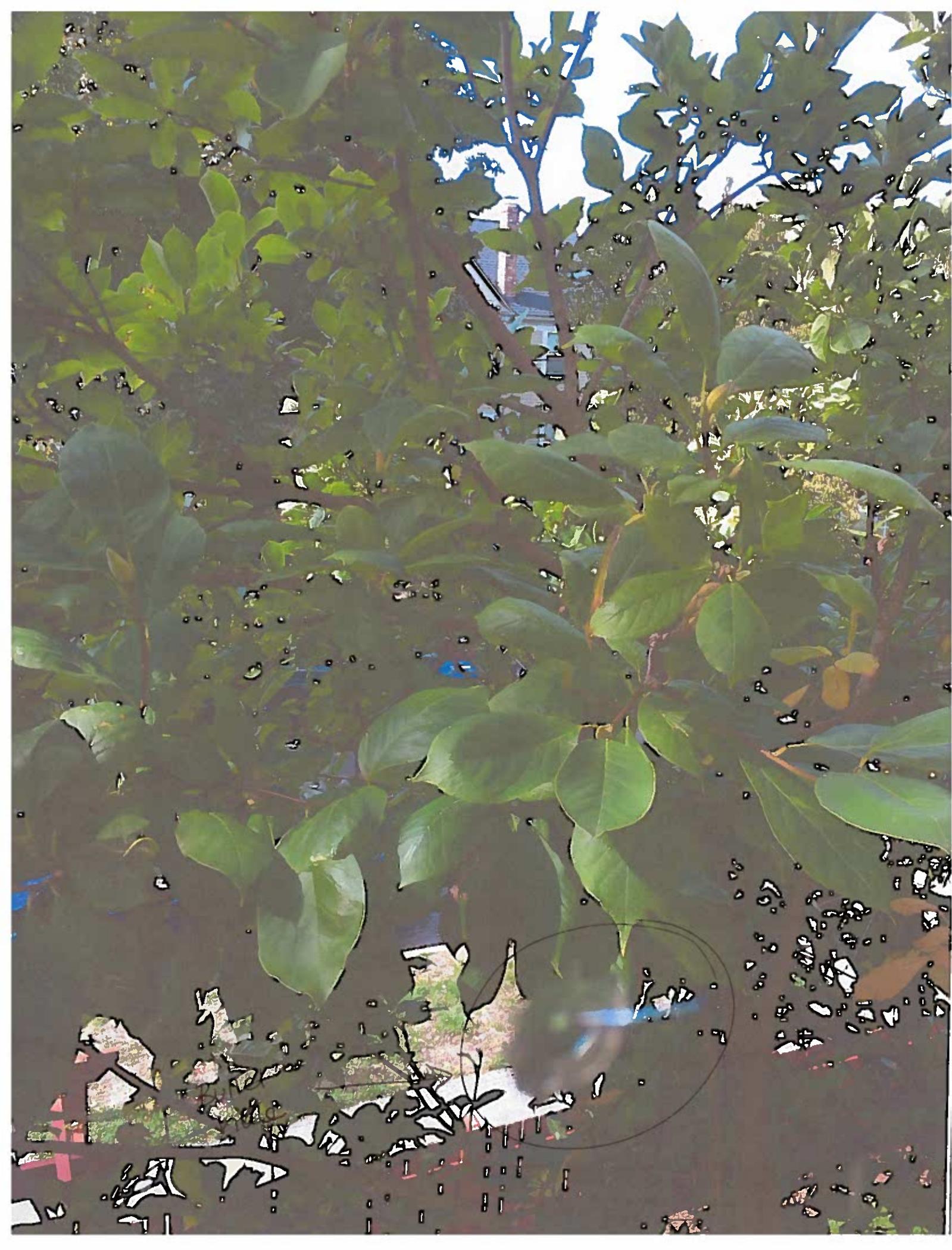
Denis Lacroix

- Andersen A-Series
Double Hung

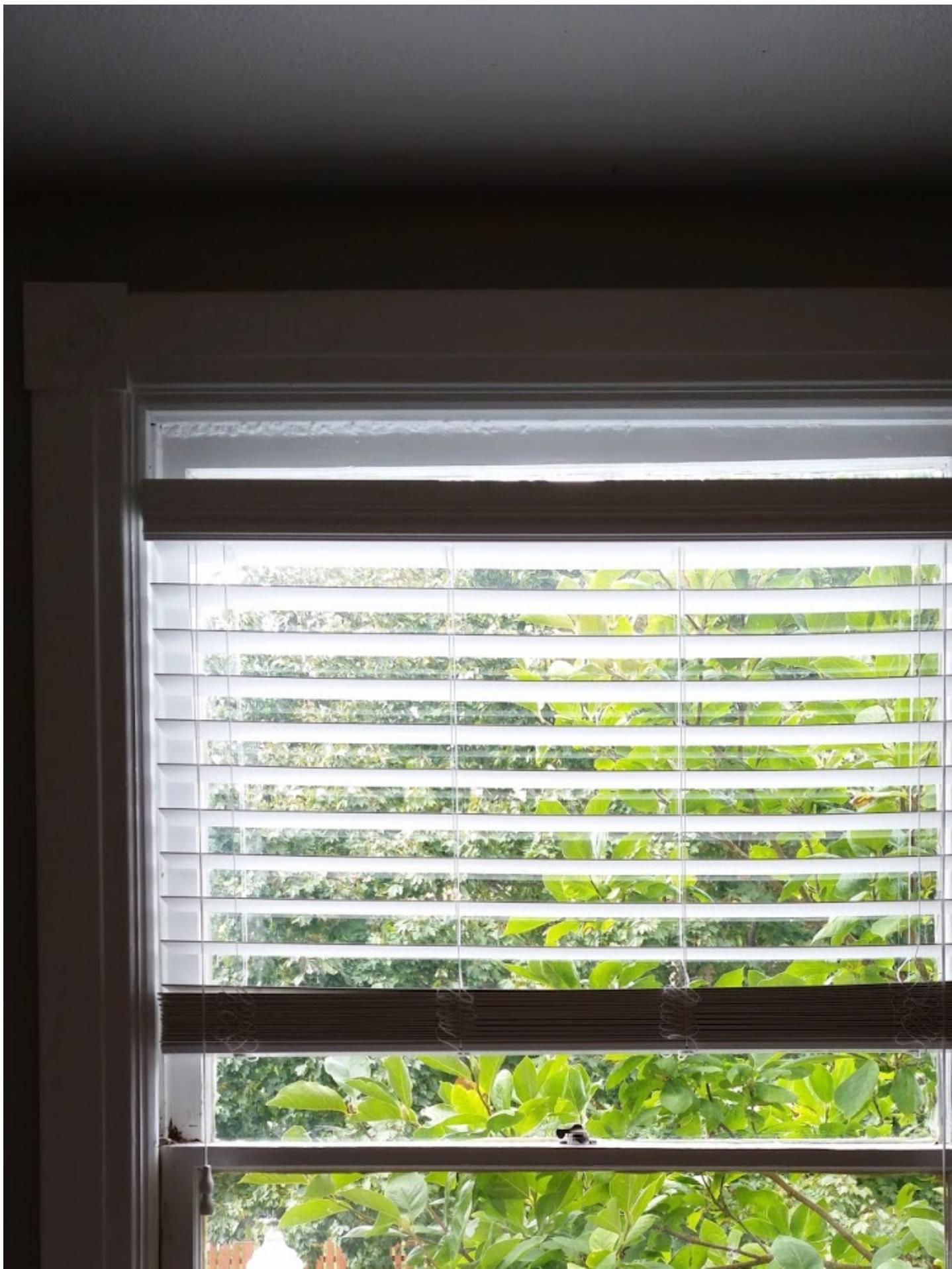


gap between
window &
frame





Window Design Review Application: 1310 N 5th St





View of one bedroom window in context.

Below are images that detail damage and wear to windows. This damage clearly exposes layers of likely lead-based paint, exposure to outdoors (which invites more rapid deterioration of windows).

- The wear displayed from TOP-TO-BOTTOM along the sides and attachments of windows makes repair a sub-optimal choice, as the wood material is worn away



**glass damage (also can be seen in page above) with exposure to outside;
replacement is only solution for this**



view from street, with full viewfrom google maps here: <https://goo.gl/maps/VGwN4>





(L) Damage with extensive wear and large gap. (R) Decay and wear. EXPOSURE TO LEAD-BASED PAINT!! Another gap with direct exposure/outlet to outside

- *Damage to bottom, along sides, and at window hinges (all displayed)*

See pages below displaying identical damage to the other window to be replaced in adjacent bedroom.

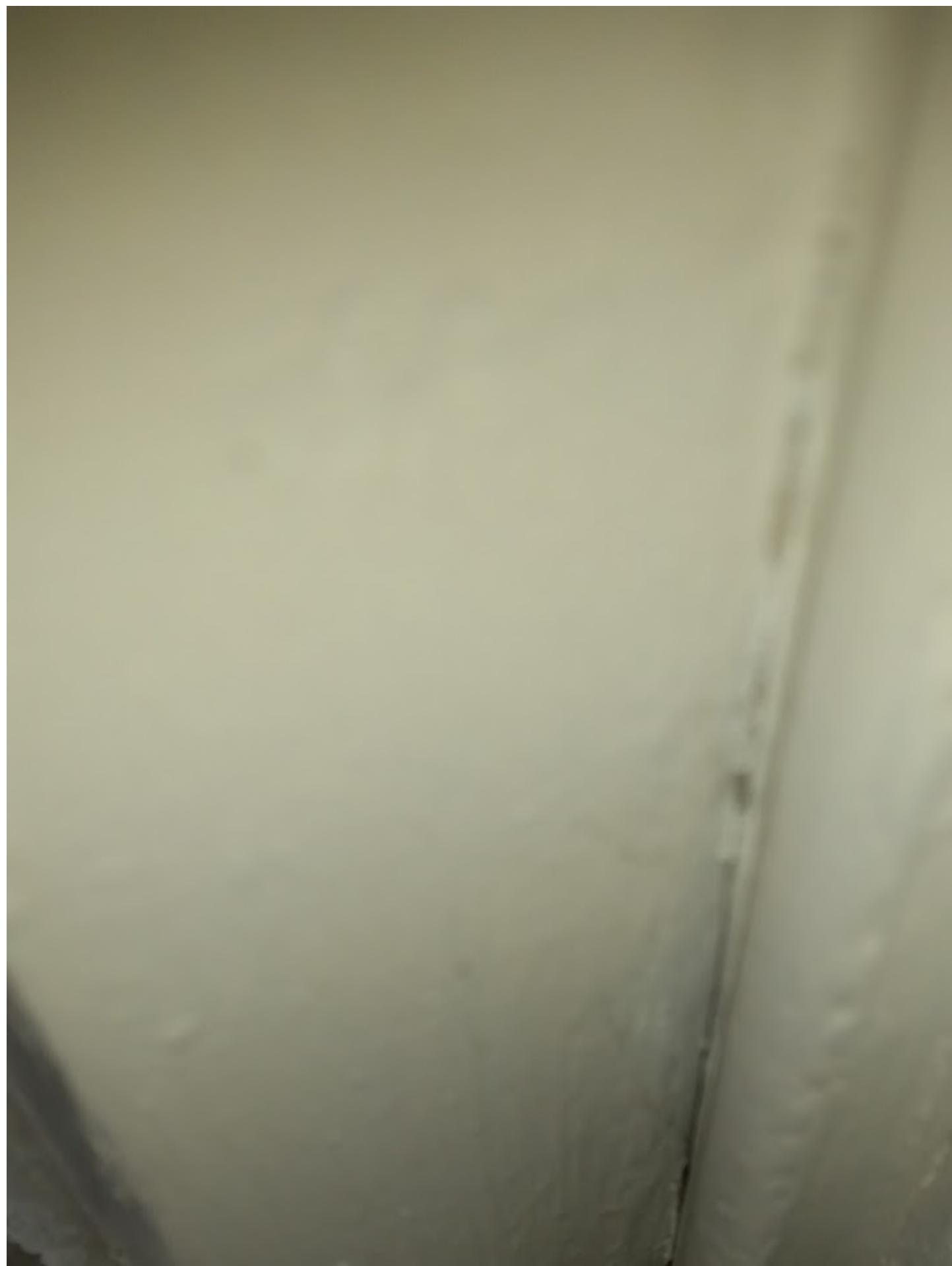
- **also shown is contextual view to the street below**

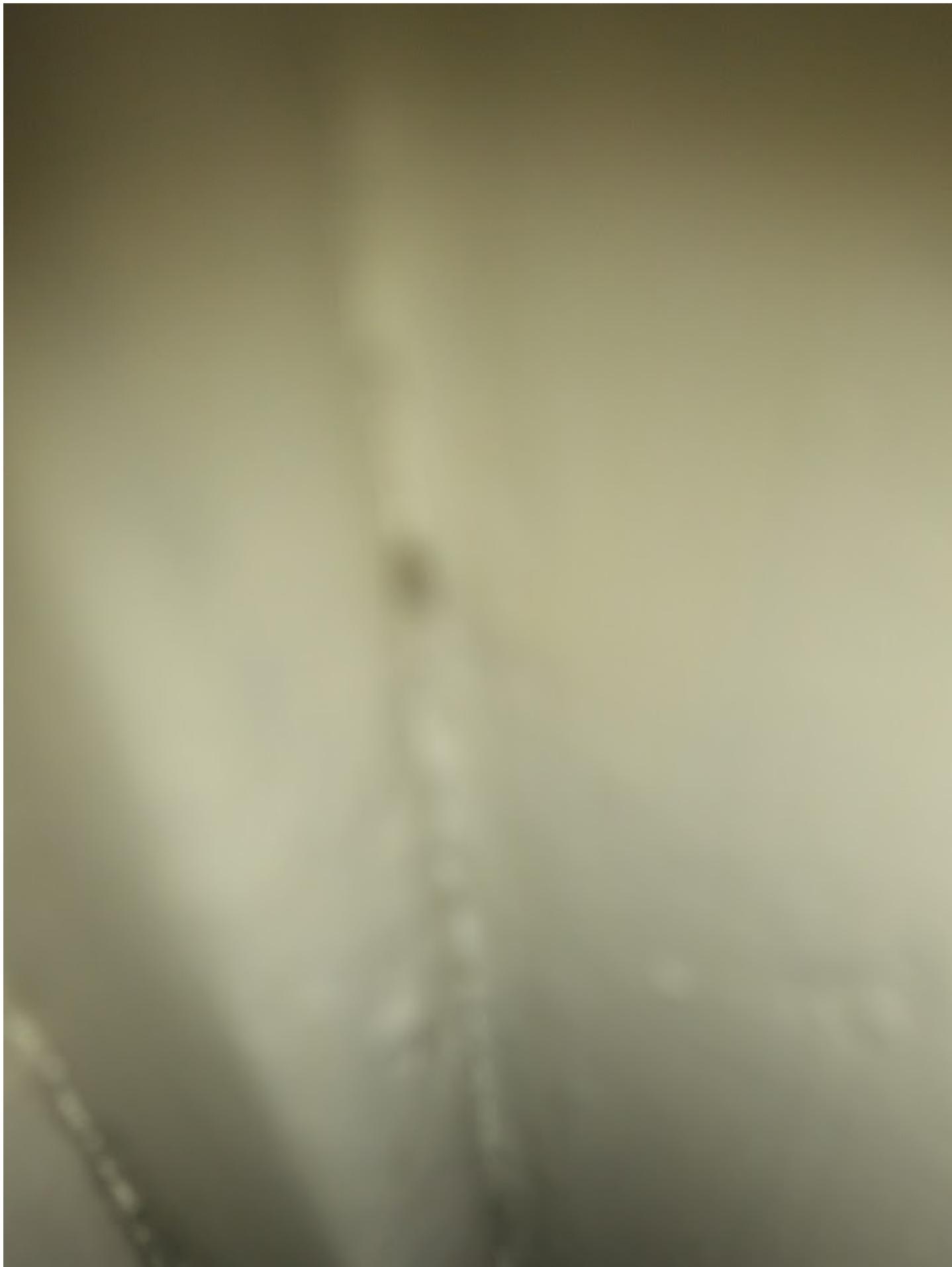


















- Side windows with detailed view of Decay and exposure to outdoors and layers of lead-based paint (side windows)
- View of *upper/hinge* side window decay and exposure to outdoors and layers of lead-based paint (both side windows displayed) on page below











- **Previous page shows images of side windows from NE yard**
- **View of door from side porch (top) and view from South side alley, showing minimal visibility (bottom)**

2. Specs and materials of the proposed replacement window and door products with images.

- Window replacement: <http://www.andersenwindows.com/products/a-series-double-hung-window/>
 - *This is the Woodright A-series Double-hung window, and maintains the traditional build and features.*
- Door replacement: <http://www.homedepot.com/p/JELD-WEN-36-in-x-80-in-Premium-6-Panel-Primed-White-Fiberglass-Prehung-Front-Door-703183/202783176>
 - Door is simple in design and will help restore the home to its original appearance.

3. Reasoning as to why the windows can't be repaired.

The windows in the front of the house are low to the ground. The current windows are single hung. As we have an infant son, they are too low to the ground to open as they currently are (in the event that they were repaired). They pose a serious falling risk for him. Double hung windows provide a much safer alternative for our son, while maintaining the architectural integrity of the home (and not changing the style of the window itself). Further, as our home was built in 1891 it is inevitable that it contains lead based paint. Lead based paint poses a serious health hazard for all occupants in the home. However, the risk to children is even greater. The health hazard of lead based paint is pronounced when dust particles are created by opening and closing windows and doors that contain lead based paint. Therefore, to minimize the health hazards to our son we would like to replace the windows in the upper floor (as they are the windows we would like to be able to open regularly in the spring/summer/fall) so as to minimize the lead based paint dust that our son is exposed to.

Additionally, one of the front windows has a visible hole in it that appears to be from a bullet. You can feel the draft through the bullet hole, and it will only continue to worsen as we move into winter. Furthermore, the hole in the glass has degraded the strength of the window, and we are concerned that should a branch hit the window during a wind storm, the entire window may shatter. Further, the casing around the window (with the bullet hole) has deteriorated significantly. There are visible gaps between the window frame and the casing. This lets out a lot of heat now, and will continue to worsen as the winter progresses.

In the master bedroom (the windows towards the back of the house) the sash has deteriorated significantly and has molded in places (visible as black mold). We feel as though the mold poses a health hazard to our family, and needs to be addressed by replacing them. Further, the base of the window is low to the ground and poses a falling hazard to our son. Therefore, we would like to replace those windows with double hung windows as well, to establish a safe environment for our son. Such windows will keep with the style of the original windows, and will maintain the architectural integrity of the home.

Repairing the windows doesn't address our primary concern which is that they pose a significant risk to our son. There is a risk of him falling out of the window, as the base of the window is very low to the floor. And the dust particles that would be created by opening and closing the current windows is a significant health risk to everyone in the home, but especially our infant son. Window repair would not result in our current single-hung windows becoming double hung. Therefore, repairing the windows on the second story is not a feasible option.

The side door of the house has an electronic dog door that was installed by the previous owner. We do not have a use for the door, and feel as though it presents a safety hazard to our family as intruders could easily penetrate our home. Further, the door is very much out of alignment (as evidenced by the visible gaps between the door frame and the door). Such lets out a lot of heat from our home, and will continue to worsen and temperatures drop. We would like to replace the door with a simple white door that will help restore the appearance of the home closer to its original state.



Customer Information

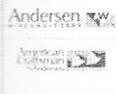
Name: MICHAEL KENNEDY
Address: 4001 N 12TH ST
TACOMA, WA 98406
Primary Phone: 253-970-8668
Secondary Phone: 253-752-7823

Store Information

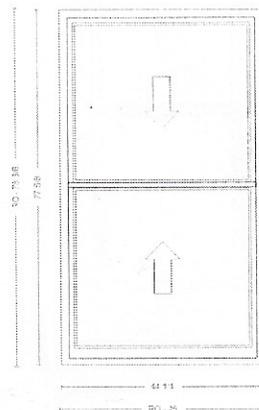
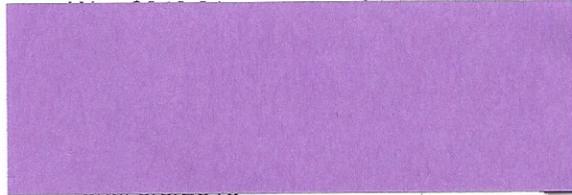
N TACOMA
4602 CENTER STREET
TACOMA, WA 98409
Store Number: 4720
Customer Agreement #: 347893
Associate: RAYMOND

Line # Product Description Room Location Qty Unit Price Total Price

100-1 A Series Double-Hung
44.25 x 77.625
None Facing
Installation Zip Code = 98409
U.S. ENERGY STAR® Climate Zone = Northern
Search by Unit Code = No
Standard Width = Custom
Standard Height = Custom
Frame Width = 44 1/4
Frame Height = 77 5/8
Frame Option = No Flange
Unit Sill Angle = 8 Degrees - Moderate
Frame Depth = 4 9/16"
Venting / Handing = AA
Exterior Color = White
Exterior Sash/Panel Color = White
Interior Species = Pine
Interior Finish Color = White - Painted
Glass Option = Low-E4 SmartSun
High Altitude Breather Tubes = No
Glass Strength = Standard
Glass Tint = No Tint
Specialty Glass = None
None
Hardware = None
Hardware Style = Traditional
Lock Hardware Style = Traditional
Number of Sash Locks = 2
Lock Hardware Color = White
Insect Screen Type = Half Screen
Insect Screen Material = Aluminum
Insect Screen Color = White
Extension Jamb Type = None
Stool Option = None
Re-Order Item = No
Room Location = None
Unit U-Factor = 0.29
Unit Solar Heat Gain Coefficient (SHGC) = 0.2
U.S. ENERGY STAR Certified = Yes
Limited Travel = No
SKU = 290211
Vendor Name = S/O ANDERSEN LOGISTICS
Vendor Number = 60509030
Customer Service = (888) 888-7020
Catalog Version Date = 07/13/2015



Ver. 53



DOORS / WINDOWS
VIEWED FROM OUTSIDE

SPECIAL ORDER NOT RETURNABLE







Tacoma 2016 Heritage Project Grant Guidelines

2016 Heritage Projects Guidelines

- About Heritage Projects1
- Eligibility1
- Funding Details2
- General Legal Requirements.....3
- Evaluation Criteria4
- Application Process5
- Dates to note6**

2016 Heritage Projects Application

- Application Checklist7
- General Information Form8
- Budget Page 9
- Application Narrative9
- Optional Attachments.....10

About Heritage Projects

The Heritage Grant Program is intended to support projects that increase public awareness and access to Tacoma’s history.

This funding can be used for exhibitions, workshops, events or educational activities, development and production of interpretive materials, professional services required to research a historical publication or register nomination, documentation of an artifact or historical site, a historic site assessment, conservation materials, and, in some limited cases, capacity building for organizations with heritage as their primary mission. Admission may be charged for grant funded programs, as long as the application demonstrates public benefit (see definition). Activities receiving heritage funding may be one-time events or a small number of events that are closely related, or may also be an ongoing program or neighborhood public history project. Additional consideration will be given to projects that include other funding from individuals, businesses, or organizations.

Funding for Heritage Projects is determined through a competitive application process. Funding from year to year is not guaranteed. Contract awards will be based on budgetary factors and the evaluation criteria detailed in these guidelines.



The City of Tacoma does not discriminate on the basis of handicap in any of its programs or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Planning and Development Services Department at (253) 591-5056 (voice) or (253) 591-5820 (TTY).

Eligibility

Applicants must have their offices or primary location of activities within the Tacoma city limits. The following organizations are eligible for the Heritage Grant Program:

- Private non-profits with any 501(c) designation
- Organized group of community volunteers (for example, a business district or neighborhood council with an advisory body, business license, and organizational bank account). Submissions must come from an organization.
- Public agencies and educational institutions

Eligible Projects

In general, projects must be related to the history of Tacoma or Tacoma’s cultural or historic resources, be located within Tacoma City Limits (see exceptions), and be accessible to all audiences. The Heritage Grant supports the following types of projects:

- Exhibitions, workshops, events or educational activities
- Development and production of interpretive materials
- Professional services required to research a historical publication or register nomination
- Documentation of an artifact or historical site, a historic site assessment
- Conservation supplies and equipment
- In some limited cases, capacity building or staff/volunteer training (not including travel or lodging) for organizations for which heritage or historic preservation is its primary mission.

Eligibility (continued)

Ineligible Projects and/or expenses

The Heritage Grant Program *does not* support the following types of activities:

- General operating expenses or overhead costs (planning, staffing, logistics or marketing not directly attributable to the proposed project)
- Acquisition of artifacts or historic resources; however, funds may be used to purchase conservation related supplies and equipment
- Commercial enterprises
- Direct support to individuals
- Projects for which funding has been or will be received by the City of Tacoma for the same services via other processes or contracts
- Lodging and travel costs
- Receptions or fundraisers, including purchase of alcohol
- Organizations that do not have primary offices/venues within Tacoma
- Events or activities that occur outside of Tacoma city limits, except where the theme or primary content is directly related to Tacoma history
- Debt service, scholarships or endowment building
- Political or religious activities
- Heritage project funds cannot be used to pay administrative staff who are current members of the Tacoma Landmarks Preservation Commission or City of Tacoma employees.

Funding Details

- Applicants can apply for anywhere between \$1,000 and \$10,000 for their project. Actual amounts will be based upon the availability of funds and review of each application as measured against the evaluation criteria detailed in these guidelines.
- Applicants must employ a variety of revenue sources to fund their project.
- Applicant must match Heritage Projects funding at least 1:1 with other sources of cash or in-kind support. Taxing authorities, schools, and school-based auxiliary organizations must match Heritage Projects funding at least 1:1 with other sources of cash.
- A broad funding base indicates both community support for, and the financial stability of, the project and organization.
- Money will be reimbursed to the applicant following the execution of a contract for services to the City and the completion of the funded project per the contract terms. Recipients (contractors) must be prepared to cover the costs of the program until that time.

General Legal Requirements

The following general provisions will take effect in the event that an application is funded and a services contract is awarded to the applicant.

Location

All funded projects must occur inside Tacoma city limits, except where the theme or primary content is directly related to Tacoma history and the location has been selected for its relevance to Tacoma history.

Access

Funded programs must be open to the public and fully accessible to all audiences, including individuals with disabilities. For activities located in historic buildings or sites that present accessibility challenges, applicants must

consult with the City of Tacoma ADA coordinator to determine if reasonable accommodations can be made. This is only appropriate in cases where the site is directly related to the theme of the funded project. In all other cases, the venue must be fully ADA compliant.

Audit

The contractor shall manage all of its operations in accordance with a policy of keeping books and records open to the City. The City shall be and they are hereby authorized, at such times as they may deem necessary and proper, to perform periodic audits of and monitor the contractor's activities to ensure the contractor's compliance with the requirements of the funding contract.

Compliance with Applicable Laws and Regulations

Programs must comply with the laws and requirements of the Federal Government, the State of Washington and the City of Tacoma.

Non-Discrimination

The contractor agrees to take all steps necessary to comply with all federal, state, and City laws and policies regarding nondiscrimination and equal employment opportunities. The contractor shall not discriminate in any employment action because of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, or the presence of any sensory, mental or physical handicap. In the event of non-compliance by Contractor with any of the non-discrimination provisions of this agreement, the City shall be deemed to have cause to terminate the funding contract in whole or in part.

Public Benefit

The City of Tacoma cannot use public funds in any way that may be construed as a gift to an individual or organization. Each contract will specify a specific 'deliverable' that will be provided to the residents of Tacoma.

Examples of public benefit include but are not limited to:

- Ensuring that the heritage project is accessible and affordable
- Providing cultural and heritage interpretive experiences that are not otherwise available to residents of Tacoma
- Producing free publications with significant heritage or historic interpretive content
- Allowing the public to access and witness the creation of new artistic work
- Providing special outreach within the neighborhoods or business districts

Acknowledgment

Heritage Projects Grant recipients must acknowledge the City's funding in all appropriate publications and media. City of Tacoma Landmarks Preservation Commission logo placement shall also be used when appropriate. Appropriate sponsor recognition may include curtain speeches, programs, signage, websites, email, advertisements, press releases, public service announcements, season brochures, flyers, postcards, newsletters, letters, posters and other media. Refusal to fully acknowledge the City's funding may be grounds for termination of a contract.

CONTINUED ON NEXT PAGE

Evaluation Criteria

Funding is not guaranteed. The review process is competitive and the Tacoma Landmarks Preservation Commission may receive requests totaling more than the money available. Evaluations are based on three factors (percentages indicate the weight of each factor in relation to the final score):

- 1. Historic importance or significance of the subject matter (10 pts)**
 - Is the proposed project of significance to a broad number of Tacoma residents?
 - Does it involve a building, site or object that is listed on or appears to be eligible for listing on a historic register?
 - Will the project enhance public understanding of significant historical events, or provide new insight or new perspectives on well documented events?
 - Does the project involve an underrepresented or poorly understood/documented historical theme or context?
 - Will the project generally promote a greater understanding of Tacoma history (for training, supplies, or capacity grant applications – please include a brief description specifying how the funds will further overall heritage organizational missions).
- 2. Level of community impact (10 pts)**
 - The financial need of an applicant organization is not considered when evaluating applications. The most successful applicants will document that proposed activities will reach large audiences and/or underserved/underrepresented segments of the community (which can include underrepresented historical themes or contexts).
 - Projects that are taking place in a public or private location must have a letter of agreement from the property owner to indicate their acceptance of the proposed project.
 - Funding should help meet an important community need and contribute to the richness and vitality of Tacoma. All heritage activities supported by the Tacoma Landmarks Preservation Commission must be accessible to the full breadth of Tacoma’s citizenry.
- 3. General quality of the proposal (5 pts)**
 - Project outcomes are clearly communicated
 - Clear planning—the application refers to the project’s goals, and organization’s strategic and/or business objectives
 - Feasibility of budget - demonstrated in the proposed project budget and through funding matches
- 4. Organizational commitment to history and heritage (5 pts)**
 - Is history or heritage part of the primary mission of the organization?
 - If not, include information describing how this heritage project links to or fulfills your organizations core mission or objectives.
- 5. Demonstrated ability to execute and complete the project (5 pts)**

A successful application should demonstrate that the organization has the capacity and commitment to produce the proposed project. Applications must demonstrate:

 - Skilled leadership of board and key staff, paid or unpaid
 - Effective marketing to target audiences—demonstrated by marketing work samples
 - Fundraising skill—as demonstrated by a well-prepared application and diverse mix of confirmed funders
 - Documentation and evaluation plan - the application lays out plans for documenting and self-evaluating the project

Application Process

1. Pre-Application Workshop

The Landmarks Preservation Commission will host a free application workshop specific to Heritage Projects on **January 18, 2016 from Noon – 1:30 in Room 16 of the Tacoma Municipal Building North, 728 St. Helens Street.** All applicants are strongly encouraged to send a representative to the workshop.

2. Submit Application by March 15, 2016

Applications are due on **February 29, 2016 at 5 p.m.** Applications may be delivered to the Planning & Development Services Department at 747 Market Street, 3th Floor, by **5 p.m.** or postmarked by this date. Applications received in person after this date or including a postmark after March 15, 2016 will not be reviewed and will be deemed ineligible for funding regardless of the merit of the program. No faxed or e-mailed materials will be accepted.

3. Staff Review

Staff will review each application for completeness and legal compliance. Organizations may be asked to supply corrections, clarification and missing material. Failure to respond by the deadline given will disqualify the application. Incomplete applications or applications with material deficiencies may be rejected at the discretion of staff or review panel.

4. Selection Process

Each application goes before a review panel comprised of peers, Landmarks Commissioners and other qualified members. Panel recommendations will be forwarded to the Landmarks Preservation Commission for approval at its **April 13, 2016** meeting. Applicants will be notified in writing by **April 18, 2016**. An award notification letter is not a contract. Funding is not guaranteed for a particular project until the contract has been fully executed.

5. Contracting

Staff will contact each recipient to formalize the contract and accompanying documents and deliverables. Payment will not be made if the contract is received after the project has begun or if the organization does not return the contract.

6. Site Evaluation

A Landmarks Commissioner and/or staff member may perform a site evaluation for each recipient. If an organization's programs do not clearly reflect the content of the application or violate any of the above requirements, the City may withhold payment for the contract. The City of Tacoma will not execute additional contracts with the organization through the Heritage Projects program unless and until the contract disagreement is resolved. Information gathered in the site evaluation will be used in evaluating subsequent applications to this program.

7. Reporting & Payment

As soon as the contracted programming is completed, the organization must submit a Project Report and invoice to the Planning and Development Services Development Department in order for the payment process to begin. A Project Report form will be provided which requests the following information:

- Number of people served (volunteers, students, seniors, Tacoma citizens, cultural tourists)
- Brief programmatic evaluation
- Accessibility and accommodation for people with disabilities
- Educational components
- Marketing and publicity summary
- Matching funds

- Budget reconciliation

All Project Reports are due to the Planning and Development Services Development Department on or before **March 15, 2017**. Typically, payment is mailed approximately four weeks after the report and invoice is received. Awarded funds will not be dispersed until the funded project has been completed. Applicants must be prepared to cover their expenses before requesting payment. The Planning and Development Services Development Department will issue payment only upon timely receipt of an invoice and Project Report.

Important Dates

Workshop: **January 18, 2016, Noon – 1:30 pm**
Tacoma Municipal Building North, 728 St. Helens, Room 16

Deadline: **February 29, 2016, 5 pm** (or postmark)

Notification by: **April 18, 2016**

Funded programs must take place after awards are announced, between April 18, 2016 and March 15, 2017

DRAFT

2016 Heritage Projects Grant Application

Please read all information carefully. Incomplete or illegible applications will not be considered. We will confirm applicant eligibility for a Heritage Project award.

Format

To assist the processes of application preparation and evaluation, please:

- Type or clearly print all application materials.
 - Use black ink and an 11 point or larger font.
 - Do not reduce or condense type or line size.
 - Restrict responses to the spaces provided. Don't add pages or write on the backs of pages.
 - Submit all material on 8-1/2" x 11" white paper.
 - When photocopying material, please make double sided copies.
 - Use only paper clips and rubber bands to fasten materials. **Do not bind or staple.**
 - Do not submit anything that is not on the checklist. It will not be reviewed.
-

Submission

Label and send your application to:
Landmarks Preservation Commission
Heritage Projects Grant
Planning and Development Services
Department
747 Market Street Room 345
Tacoma, WA 98402

Questions

For assistance, please call Historic Preservation Coordinator Lauren Hoogkamer at 253-591-5254 or email lhoogkamer@cityoftacoma.org.

Application Checklist

The Master Packet is the complete packet that contains all the requested materials listed below. The Master Packet should be on top of the stack of applications. In total, you will be submitting 8 packets - 1 Master Packet and 7 Panelist Packets.

The **Master Packet** should include in this order:

- One completed copy of this Application Checklist
- One complete General Information Form with original signatures
- One complete Budget Page
- One Application Narrative
- Optional Attachments
- One copy of the organization's business determination (i.e. 501(c) letter or business license)
- A letter of agreement from the property owner indicating their compliance with the submitted proposal (letter is not needed if applicant organization is hosting project at a location they own)
- List of key project personnel and their credentials
- List of current Board of Directors (for non-profits)

Seven Panelist Packets of application materials in this order:

- Copy of General Information Form
- Copy of Budget Page
- Copy of Application Narrative
- Optional Attachments

2016 Heritage Projects Grant Application

GENERAL INFORMATION FORM

SECTION 1: APPLICANT INFORMATION

Applicant Type:

Nonprofit organization

Washington UBI # _____

Public agency

Federal Employer Identification Number or

SSN: _____

Corporation, partnership, or other legal status

Applicant/Primary Contact Name: _____

Mailing Address: _____

Email: _____ Phone: () _____

Authorizing Official's Name _____

Title: _____

Authorizing Official's Signature: _____

By signing this form, I state that I am authorized to commit the above-named organization in financial matters and will ensure that any funds received as a result of this application are used only for the purposes set forth herein. The undersigned certifies that the information in this application is true and complete; to the best of his/her knowledge, and this information is provided for the purpose of securing financial support for the project described.

SECTION 2: PROJECT INFORMATION

Project Title: _____

Project Location: _____

What type of activity will be funded by this grant?

Exhibitions, workshops, events or educational activities

Development and production of interpretive materials

Professional services required to research a historical publication or register nomination

Documentation of an artifact or historical site, or a historic site assessment

Conservation supplies and equipment

Capacity building or staff/volunteer training (available to heritage organizations)

Dates of Grant Project Activities (must be completed by **March 15, 2017**): _____

2016 Heritage Projects Grant Application

BUDGET

Expenses

Item	Heritage Grant Funding	Applicant Match		In-Kind/non-cash	TOTAL PROJECT BUDGET
		Cash Contribution	In-Kind Contribution		
Project Staff/Personnel (list volunteer time as "in-kind")					
Materials, supplies, equipment					
Space Rental					
Marketing/promotions					
Other					
TOTAL GRANT REQUEST					

Grants are awarded on the basis of funds available and applications received. Are you willing to accept partial funds for your project if the need exceeds the amount available?

YES

NO

APPLICATION NARRATIVE

Please attach a two-page narrative answering the following questions. Submit the narrative section on 8 1/2" x 11" white paper and type in a clearly legible font with a minimum size of 11 points. Please check that you have answered all questions completely. The panel cannot make assumptions about your proposed project; you must be very explicit about your project and how it addresses the evaluation criteria.

1. General Description

Describe the project overall, so that the Review Panel thoroughly understands it. Include project type, the intended audience, location of activities, how it will benefit the public, what the goals/objectives are, and how exactly, if funded, the grant will be spent.

2. Historic importance or significance of the subject matter (10 pts)

Examples:

- Is the proposed project of significance to a broad number of Tacoma residents?
- Does it involve a building, site or object that is listed on or appears to be eligible for listing on a historic register?
- Will the project enhance public understanding of significant historical events, or provide new insight or new perspectives on well documented events?
- Does the project involve an underrepresented or poorly understood/documented historical theme or context?
- Will the project generally promote a greater understanding of Tacoma history (for training, supplies, or capacity grant applications – please include a brief description specifying how the funds will further overall heritage organizational missions).

2016 Heritage Projects Grant Application

3. Level of community impact (10 pts)

- The financial need of an applicant organization is not considered when evaluating applications. The most successful applicants will document that proposed activities will reach large audiences and/or underserved/underrepresented segments of the community (which can include underrepresented historical themes or contexts)
- Projects that are taking place in a public or private location must have a letter of agreement from the property owner to indicate their acceptance of the proposed project.
- Funding should help meet an important community need and contribute to the richness and vitality of Tacoma. All heritage activities supported by the Tacoma Landmarks Preservation Commission must be accessible to the full breadth of Tacoma's citizenry.

4. General quality of the proposal (5 pts)

- What are the project's goals, and organization's strategic and/or business objectives? Is the project a component of a broader plan or set of activities?
- How will the proposed budget Feasibility of budget - demonstrated in the proposed project budget and through funding matches

5. Organizational commitment to history and heritage (5 pts)

- Is history or heritage part of the primary mission of the organization?
- If not, include information describing how this heritage project links to or fulfills your organizations core mission or objectives.

6. Demonstrated ability to execute and complete the project (5 pts)

A successful application should demonstrate that the organization has the capacity and commitment to produce the proposed project. Applications should demonstrate:

- Skilled leadership of board and key staff, paid or unpaid
- Effective marketing to target audiences—demonstrated by marketing work samples
- Fundraising skill—as demonstrated by a well-prepared application and diverse mix of confirmed funders
- Documentation and evaluation plan - the application lays out plans for documenting and self-evaluating the project

OPTIONAL

You are welcome to include any materials that illustrate additional information about your organization or your project proposal. Please do not staple.

The Landmarks Preservation Commission Presents

HOLLYWOOD

by the Sea



**A holiday heritage swing dance
in commemoration of Tacoma's cinematic past
when Tacoma film producers dreamed of
creating a Hollywood at Titlow beach.**

**November 13
6 - 10 p.m.**

Titlow Lodge, 8425 6th Ave.

Enjoy the sounds of Pierce County Community Big Band and get into the swing with a dance demo by Studio 6 Ballroom. Refreshments from STINK Cheese-Meat and a no-host bar will also be available.

Suggested donation for entry goes to support events for the 2016 Historic Preservation Program.

RSVP on the Tacoma Historic Preservation Facebook page.

Contact Lauren Hoogkamer at lhoogkamer@cityoftacoma.org
or (253) 591-5254 for more information.

Hosted by the City of Tacoma's Planning and Development Services Department's
Historic Preservation Office.



