

Members

Katie Chase, *Chair*
Jonah Jensen, *Vice-Chair*
Lauren Flemister
Brittani Flowers
Roger Johnson
Lysa Schloesser
James Steel
Eugene Thorne
Jeff Williams
Duke York



Agenda

Landmarks Preservation Commission Planning and Development Services Department

Marshall McClintock, North Slope Ex-Officio

Staff

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

Date: July 27, 2016
Location: 747 Market, Tacoma Municipal Bldg, Conference Room 248
Time: 5:30 p.m.

1. ROLL CALL

2. CONSENT AGENDA

- A. Excusal of Absences
- B. Approval of Minutes: 7/13/16
- C. Administrative Review:
 - Prairie Line Trail Bungalow—relocation
 - 622 N. Cushman Ave.—siding

3. DESIGN REVIEW

- | | | |
|--|-------------------------------------|---------|
| A. 1410 N. 6 th Street (North Slope Historic District)
<i>Windows and siding</i> | David Spencer, Spencer Construction | 10 mins |
|--|-------------------------------------|---------|

4. BOARD BRIEFINGS

- | | | |
|--|----------------------|---------|
| A. 720 North I Street (North Slope Historic District)
<i>Roofline change and new garage</i> | Michael Brown, Owner | 10 mins |
|--|----------------------|---------|

5. PRESERVATION PLANNING/BOARD BUSINESS

- | | | |
|----------------------------------|-------|--------|
| A. Events and Activities Updates | Staff | 5 mins |
| B. Windows Checklist | Staff | 5 mins |

6. CHAIR COMMENTS

Next Regular Meeting: August 10, 2016, 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 www.cityoftacoma.org/lpc-agenda. All meetings of the Landmarks Preservation Commission are open to the public. Oral and/or written comments are welcome.



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).

Members

Katie Chase, *Chair*
Jonah Jensen, *Vice-Chair*
Duke York
Lysa Schloesser
James Steel
Jeff Williams
Eugene Thorne
Lauren Flemister
Brittani Flowers
Roger Johnson

Marshall McClintock, North Slope Ex-Officio

Staff

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

Draft

MINUTES

Landmarks Preservation Commission Planning and Development Services Department



Date: July 13, 2016

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

Commission Members in Attendance:

Katie Chase, *Chair*
Jonah Jensen, *Vice-Chair*
Duke York
Eugene Thorne
James Steel
Lysa Schloesser
Lauren Flemister
Brittani Flowers
Roger Johnson

Staff Present:

Reuben McKnight
John Griffith

Others Present:

Bill Sandbo
David Boe
John Cook

Commission Members Absent:

Marshall McClintock
Jeff Williams

Chair Katie Chase called the meeting to order at 5:31 p.m.

1. ROLL CALL

2. CONSENT AGENDA

- A. Excusal of Absences
- B. Approval of Minutes: 6/22/16
- C. Administrative Review:
 - i. 820 N. Ainsworth – heat pump (not visible)
 - ii. 710 S. Anderson – egress door
 - iii. 901 Broadway, Pantages Theater – sign painting

The consent agenda was approved.

3. DESIGN REVIEW

- A. 776 Commerce St., Winthrop Hotel (Old City Hall Historic District)
Design Amendment

Mr. Reuben McKnight read the staff report.

BACKGROUND

The Winthrop Hotel, built in 1925, is a contributing structure in the Old City Hall Historic District. On August 12, 2015, the Landmarks Preservation Commission was briefed on the replacement canopy and approved the design on May 25, 2016. The applicant is now requesting a design amendment for the stamped metal design on the canopy. The design differs from the historic design; however, the project team was able to find a supplier for this new design. No other design changes are being proposed.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

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

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
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 building 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. The new design is similar to the original design.
3. The non-original canopies are deteriorated. The new canopies are based on historic photos and will closely match the original canopies, except for the new stamped metal design.
4. No historic material is being destroyed. The new canopy design will be differentiated from the original, but compatible in massing, size, scale, and architectural features.
5. The new canopies could be removed without harming the form or integrity of the building.

RECOMMENDATION

Staff recommends approval of the application.

John Cook, Tonkin Architecture, commented that he had spoken to the contractor , who was looking at how to put the sheet metal shroud across the canopy. He commented that they had looked to the Pantages Theater for inspiration for the ornamental elements which would be similar to what had been on the building originally. He commented that with the ornamental elements they were returning some of that rhythm and scale back into the building.

Commissioner Johnson asked if the photo of the canopy in the packet was recent and if any of the original canopy was remaining inside. Mr. Cook responded that it was the first thing that they had looked at and only the original c channel frame remained. Commissioner Johnson asked if the anchors on the wall above the canopy would be maintained. Mr. Cook responded that they would be in the same location, but the diagonal rod would be thicker.

There was a motion

"I move that the Landmarks Preservation Commission approve the design amendment for 776 Commerce Street, the old Winthrop Hotel, as submitted."

Motion: Flemister

Second: York

The motion was approved.

B. 501 S. I Street, Wright Park (Individual Landmark)
Bridge Replacement

Mr. McKnight read the staff report.

BACKGROUND

Dating back to 1890, Wright Park is an individual landmark on the Tacoma Register of Historic Places. Due to safety concerns, MetroParks Tacoma is proposing replacement of the existing wood pedestrian bridge, between the upper and lower ponds. The wood bridge was installed in 2003 and is not historic. The new bridge will be a single span, painted steel bridge. It will be the same dimensions as the existing bridge, 56'x8,' and will have a 36" ornamental balustrade with a 6" decorative top rail to achieve the required 42" guardrail. A welded wire fabric, with a 4"x4," pattern will be located on the interior side of the bridge to meet requirements. The slope of the bridge cannot exceed a 1:20 pitch. The overall bridge design will be reminiscent of the Seymour Conservatory. The design team is also proposing two options for the balustrade. The first option includes a diagonal balustrade, similar to the historic bridge. The second option includes an outwardly curved balustrade that is closer to the Conservatory's design. The design team would like the Commission's feedback on which direction to pursue.

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
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
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.
11. 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, as such, it is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 modifications.
2. The existing bridge is not historic.
3. The new design reflects historic elements in the park and is based on photographic evidence.
4. No historic material is being destroyed. The new bridge is differentiated from the historic material, but compatible in massing, size, scale, and architectural features.
5. The new bridge could be removed without harming the integrity of the historic park features.

RECOMMENDATION

Staff recommends approval of the application.

Bill Sandbo, Peterson Structural Engineers, commented that as they had worked through the design for the replacement of the pedestrian bridge, there had been a desire to add some ornamental features that draw back to the historic features of the park or the conservatory. He added that Mr. Boe was contacted to help design a bridge with modern features that also ties into historic elements of the park. David Boe, Boe Architects, commented that he felt protective of Wright Park, having been involved in the site workshop Master Plan and the Phase 1 and Phase 2 renovation projects. He reviewed historic photos of the bridge, noting that it was originally made with real timber and branch rails with a diagonal pattern. He noted that at some point in the 1920s side rails were put up on the bridge. Mr. Boe noted various changes to the railing design over the years shown in historic photos. He discussed the

current status of the bridge, reporting that the wooden decking had been rotting. He reviewed pictures of other bridges that provided inspiration for the new design.

The design for the new bridge was discussed. Mr. Boe reviewed the initial design concept that had a slight curve to it, but also had some accessibility issues. He noted that the concept was for a vierendeel truss with clear spanning, as the foundations in the pond had been problematic over time. He noted that they initially sought a curve with a 1:20 pitch, commenting that it was so flat that it was barely perceptible. They also had a 42 inch guardrail with openings in the guard no large than 4 inches, as required by code. Mr. Boe reviewed that they had also done a CPTED (Crime Prevention Through Environmental Design) review which had identified issues with wood bridges. He commented that they wanted a clean design with the visibility as open as possible on approach. He commented that they took a lead from Seymour Conservatory for the bridge design option, specifically the patterns for the railings. He reviewed the design of the railing section with the top rail at 36 inches and another top rail at 42 inches. The walking surface would be TREX decking on a steel frame. An image of the basic design structure was discussed, Mr. Boe noting 10 girder segments, with a flat center. Mr. Sandbo commented that they removed the prat truss to give more emphasis to the ornamental railing, but other than that and removing the interior supports it was an in kind replacement. He added that the railing would be acting as a truss. Mr. Steel commented that on the historic images there appeared to be outriggers bracing the railing. Mr. Sandbo responded that they had looked at that, but decided to go different direction as a steel bridge was more desired and was a cleaner design. Mr. Boe added that the outriggers would also have been an attractive nuisance. On the slide for option A-2, Mr. Boe noted the diagonal balusters bringing the two sides together . For option B-1, Mr. Boe noted the balusters were closer to the design elements of the conservatory by being curved away from the center. He added that the colors had not been chosen yet, but that he preferred silver or grey. Vice-Chair Jensen asked how big the cross section of the ornamental railing would be. Mr. Boe responded that they wanted it as small as possible. Commissioner Steel commented that he was glad that they would be using TREX for the walking surface of the bridge. Commissioner Johnson commented that he would prefer option B-1, but not the version shown in the elevation study. Mr. Boe responded that they preferred the version shown in the illustration as well. Chair Chase commented that option B-1 was compatible, adding that she liked how it tied to the conservatory. Mr. Boe commented that he would make it as close as possible to the conservatory color.

There was a motion.

"I move to approve option B-1 for 501 South I Street, as submitted."

Motion: Jensen

Second: Schloesser

The motion was approved.

C. 1936 Pacific Ave. (Union Depot/Warehouse Historic District)

Sign

Mr. McKnight read the staff report.

BACKGROUND

Built between 1890 and 1896, the McDonald & Smith Building is a contributing structure in the Union Depot/Warehouse Historic District. The applicant is proposing a 3', round, aluminum sign with a vinyl overlay. The sign would be 110" above the sidewalk and have orange letters, as shown, that read "SHOP Stocklist GOODS & GIFTS." The sign would be mounted into the wooden storefront, next to the cast iron column. Three bolts would hold the black, stainless steel plate in place.

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. The proposed signage meets the district design guidelines for location, size, messaging, and lettering.
3. The signage contains only two colors that do not clash with the district. The sign does include dark-colored letters on a light background which is the opposite of what is recommended in the guidelines; however, this has been approved by the Landmarks Preservation Commission in many other cases where it was deemed to not harm the historic integrity of the district.

4. The proposed signage meets the district design guidelines for materials and illumination.
5. All drilling will be into the wood; there will be no drilling into the masonry or cast iron.

RECOMMENDATION

Staff recommends approval of the application.

Chair Chase asked if a vinyl application over a sign was typical in the district. Mr. McKnight responded that it was. Commissioner Johnson asked if there was any weight to the metal bracket. The applicant responded that it was a simple rod, similar to what had been used in the Satori sign. Commissioner Johnson commented that the font looked good and the sign was easy to read.

There was a motion.

"I move that the Landmarks Preservation Commission approve the application for 1936 Pacific Avenue as submitted."

Motion: York

Second: Flowers

The motion was approved.

4. PRESERVATION PLANNING/BOARD BUSINESS

A. Tacoma Public Library: Northwest Room

Letter of Support

Mr. McKnight reviewed that at the previous meeting, the Commission had discussed sending a letter to City leadership in support of the Northwest Room at the Tacoma Public Library. Staff had worked with Chair Chase and Commissioner McClintock on the language in the letter, which aimed to convey the support of the Commission for the Northwest Room. Commissioners reviewed the letter. Chair Chase commented that in drafting the letter they took into consideration how important the Northwest Room is and how it is used, not only by history buffs, but also for environmental review. She added that they do not have a municipal archive in Tacoma, so it is important that the resource be maintained to allow that research to continue. Commissioner Johnson asked about the City's archives for the Landmarks Preservation Commission and whether they were still kept on site. Mr. McKnight responded that things that would be considered artifacts had been turned over to the Northwest Room, with most of the other documents sent to the State Archives.

There was a motion.

"I move to approve sending the letter to the City of Tacoma, regarding the Northwest Room, as submitted."

Motion: Jensen

Second: Steel

The motion was approved.

B. Events and Activities Updates

Mr. McKnight provided an update on the following events and activities:

1. Prairie Line Trail Community Meeting (5:30pm @ WSHM, July 21st)
2. Eastside Neighborhood History Walk with Council Members Marty Campbell & Victoria Woodards (10am @ Start: Winner's Gym, 3523 McKinley Ave East, July 23rd)
3. Proctor Neighborhood History Walk with Council Member Anders Ibsen (12pm @ Start: Blue Mouse Theatre, August 17th)
4. History Happy Hour Trivia Night (7pm @ The Swiss Restaurant & Pub, August 17th)
5. Hilltop Neighborhood History Walk with Council Member Keith Blocker (1pm @ Start: People's Park, August 27th)
6. Downtown on the Go: UWT/Prairie Line Trail Walk (12pm @ UWT Stairs, October 5th)
7. Third Annual Holiday Heritage Swing Dance: Remember the Railroad (6pm @ Freighthouse Square, November 4th)

Commissioner Steel discussed attending the meeting concerning the historic utility substation, where the future use of the building was not discussed, but it was reported that equipment in the yard would be removed. He commented that it was reported that according to State Law, the property would have to be sold at fair market value. Commissioner Thorne reported that he spoke with the person representing the utility company and that they were about a year away from looking at the property, adding that they could request a site tour of the facility. Commissioner Chase concurred with arranging a site visit.

5. CHAIR COMMENTS

There were no comments from the Chair.

The meeting was adjourned at 6:30 p.m.

Submitted as True and Correct:

Reuben McKnight
Historic Preservation Officer



STAFF REPORT

July 27, 2016

DESIGN REVIEW

AGENDA ITEM 3A: 1410 North 6th Street (North Slope Historic District)

David Spencer, Spencer Construction

BACKGROUND

Built in 1906, this is a contributing structure in the North Slope Historic District. The applicant's original intent was to remove the existing aluminum siding and repair the underlying siding. Upon removal, it was found that large portions of the original siding are missing and/or damaged beyond repair and the original, double beveled cedar siding would be difficult to source. The applicant is now proposing smooth-faced HardiePlank lap siding, 5 ¼" with a 4" reveal. The cedar shake siding on the front and rear gables would be replaced in-kind. The soffit material was previously replaced with wood that is not exterior grade. This would be replaced with tongue and groove cedar. Belly bands would be included where they currently exist and over large fascia at the porch area, to replicate the original style. The window trim was found to be damaged and altered and the window sashes are decayed and held together with duct tape and L-brackets. The window frames have been replaced with 2"x4" material. The damaged trim will be replaced with wood trim that is a closer match to the original design and the windows will be replaced with Milgard Composite Ultra series windows. The new windows will include 13 single-hung windows, which will be 24x60, 30x60, and 24x30; one 30x36 and one 24x30. Only three decorative picture windows and the leaded glass in the front window would not be replaced.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

North Slope Historic District Design Guidelines

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.

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.

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. Three picture windows and the front leaded glass would be preserved.
3. The majority of the original windows were found to be altered, rotted, and beyond repair.
4. According to the design guidelines, composite windows are an acceptable replacement material. The window trim would be cedar.
5. The wood siding was covered with aluminum siding. The applicant intended to repair the wood siding if it was intact.
6. The siding was found to be beyond repair and difficult to replicate with wood.
7. HardiePlank siding has been approved in this district.
8. The cedar shingle will be replaced in-kind.

RECOMMENDATION

Staff recommends approval of the application.

Recommended language for approval:

I move that the Landmarks Preservation Commission approve the application for 1410 North 6th Street, as submitted.

BOARD BRIEFINGS**AGENDA ITEM 4A: 720 North I Street (North Slope Historic District)***Michael Brown, Owner***BACKGROUND**

Built in 1893, this is a contributing structure in the North Slope Historic District. The applicant would like the Commission's feedback on a proposed new garage and roofline alteration. The proposal is to add a deck in place of the current rear addition, replace the rear siding with wood or HardiePlank, and raise and extend the rear gambrel roof across the back facade.

ACTION REQUESTED

Feedback and guidance.

PRESERVATION PLANNING/BOARD BUSINESS**AGENDA ITEM 5A: Events & Activities Update***Staff***2016 Events**

1. Eastside Neighborhood History Walk Recap
2. Proctor Neighborhood History Walk with Council Member Anders Ibsen (12pm @ Start: Blue Mouse Theatre, August 17th)
3. History Happy Hour Trivia Night (7pm @ The Swiss Restaurant & Pub, August 17th)
4. Hilltop Neighborhood History Walk with Council Member Keith Blocker (1pm @ Start: People's Park, August 27th)
5. Downtown on the Go: UWT/Prairie Line Trail Walk (12pm @ UWT Stairs, October 5th)
6. Lighting Restoration Workshop (1:30pm @ Earthwise Tacoma, October 22nd)
7. Third Annual Holiday Heritage Swing Dance: Remember the Railroad (6pm @ Freighthouse Square, November 4th)

AGENDA ITEM 5B: Windows Checklist*Staff***BACKGROUND**

Based upon feedback received in May, staff presents an updated version of the Windows Checklist that the Commission has proposed appending to the Application Form

ACTION REQUESTED

Approval of the checklist to be added to application forms.

CORRESPONDENCE

- City Manager's response to the Commission letter regarding the NW Room, dated July 18, 2016

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.

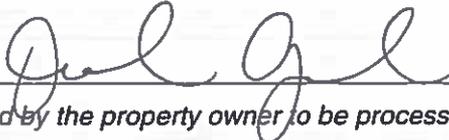
PART 1: APPLICANT INFORMATION

House Address 1410 N. 6th St. Tacoma 98405 Landmark/Conservation District (if applicable) _____

OWNER INFORMATION

Name (printed) Daniela Ayala Email danielaayala_5004@hotmail.com

Address (if different than above) _____ Phone 425-802-4447

Homeowner's Signature* 
**Application must be signed by the property owner to be processed.*

CONTRACTOR INFORMATION

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

Representative's Name David Spencer Company Spencer Construction

Address 117 N. Tacoma Ave. #705 Tacoma WA 98403

Email dspencerconstruction@gmail.com Phone 253-224-1672

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 25,000.00

Application Fee Enclosed 500.00

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.

It should be noted that originally this project's goal was to remove the existing aluminum clad siding and salvage/repair the underlying siding. There is a contract to that affect signed by the homeowner and contractor. Part of the contract stipulates that there was no way of knowing the condition of the original siding and that upon removal of the aluminum siding a determination of the condition of the original siding would be made and a decision on how best to proceed would be made at that time.

Upon removal of the aluminum siding several problems became evident. First of all we discovered that when the previous owner had purchased and "flipped" the house they had replaced only what soffit material they needed to in order to repair some rot and damage. The material that they used to replace the soffit material that they took down was not exterior grade wood. We are now set up to replace that material with the proper tongue and groove cedar soffit material that is both period appropriate and suitable for exterior use.

The most obvious discovery we made was that the original siding was beyond salvage. There are several areas where large portions of the siding was removed to remodel the house and in its place the previous owner replaced it with different sorts of sheathing material. There are other areas where the original siding was simply torn off and not replaced with anything. The siding that does remain is filled with holes left by the nails used to attach the lath strips and aluminum siding. On top of that the effect of having aluminum siding over the top of the cedar caused the cedar to dry out and become very brittle...attempts at manipulating, removing or even trying to secure it more firmly result in the cedar splitting.

The last, probably most painful discovery that we made was that the window trim was all hacked away, removed, or altered in such a way as to make it worthless. The window sashes have deteriorated to the point that they were, at one time, held together with un-treated metal L brackets and/or duct tape...most however have been left to simply decay and start to fall apart. The window box frames themselves were taken apart from the exterior and replaced with 2"x4" material in order to attach the aluminum siding trim material to. The end result is that the sills have all been butchered, the side frames have all been altered and the sashes are being held in by "stop" material that is mismatched and poorly fashioned. Unfortunately the previous owner spent the money remodeling the interior of the house first and so now, if an attempt were made to try and salvage these windows somehow then the newly finished interior walls and trim would be affected and need repair as well.

Our goal is to weatherize the house so that it is period appropriate and also energy efficient for the homeowner.

We propose to remove what is left of the original siding and install sheathing, a vapor barrier (neither of those things exist currently) and smooth faced Hardi lap siding to the lower section of the house and then to install a vapor barrier and new wood shingles to the upper portion of the house. Trim will be fashioned to replicate what had existed originally as closely as possible. Windows will have an oversized header piece with crown molding and legs that stop on top of a bevel cut sill with an apron below. Corner trim will be used at oblique angles and on the lower section of the house but the upper dormers will have "scissored" corners to replicate the original work. Belly bands will be used where they exist currently and over-large fascia at the porch area will be replicated to mimic the original style. The windows will all match the existing windows in both glazing and sash function but will be insulated glass to provide the homeowner with a more energy efficient home. Soffit material, as stated before, will replicate what was taken down but be fashioned out of exterior grade wood.

PART 4: SUPPLEMENTS

How to Use This Table

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

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

Checklists are available from the Historic Preservation Office, and on our website at www.tacomaculture.org/historic.asp

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

NOTE: ONLY USE ONE CHECKLIST



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

RESIDENTIAL APPLICATION CHECKLIST A

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

CHECKLIST to include the following:*

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

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

Size of new construction (footprint, i.e. 22 X 30): _____

Overall height and pitch of roof (for new buildings): _____

Exterior cladding material(s): _____

Window types and materials: _____

Door types and materials: _____

Window trim (attach drawings, catalog sheets, etc. if necessary): _____

Roof Material: _____

*ADDITIONAL TIPS

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

RESIDENTIAL APPLICATION SUPPLEMENT CHECKLIST B (For New Siding, Roofing, and Window and Door Openings)

CHECKLIST to include the following:*

- Elevation drawings (if new windows or doors are to be added where there no existing ones)
- Photograph(s) of work area(s)
- Detail illustrations of trim and casing
- Material samples (if proposing uncommon or new to market material)
- Paint samples (from hardware store if applicable)

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

Proposed Material(s):	Fiber cement lap siding, cedar shingles, cedar trim, cedar tongue and groove.
Window types and locations:	8 – single hung in dormers, 6 – single hung windows on main level, 2 – awning windows on main level and 3 – picture windows on main level.
Exterior cladding material(s):	Smooth faced Hardi lap siding. Cedar shingles, cedar trim material, cedar tongue and groove soffitng.

***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.*
- *Elevations should be scale drawings and should include dimensions, heights, window and door locations and trim details.*
- *Please include a photograph of existing examples (if the new features 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.*

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

CHECKLIST include the following:*

<input type="checkbox"/>	Photograph(s) of work area(s) with locations of work indicated (i.e. in pen)
<input type="checkbox"/>	Detail illustrations of trim and casing and window profiles
<input type="checkbox"/>	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: _____

*ADDITIONAL TIPS <ul style="list-style-type: none">• <i>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.</i>• <i>Please include a photograph of example elements (if new windows or doors are to match any existing features of the house)</i>• <i>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.</i>

REPLACE EXISTING CEDAR
SHAKE W/ HARDI 4" SMOOTH LAP

EAST ELEVATION
 $\frac{1}{4}'' = 1'$

SINGLE HUNG x2
REPLACE

ROOFING



FRONT ELEVATION

6" REVEAL CEDAR SHAKE

(SINGLE HUNG
WINDOWS X4
REPLACE)

ROOFING

PICTURE WINDOW
REPLACE

(4" REVEAL
HARDI SMOOTH
LAP SIDING)

PICTURE WINDOW
(REPLACE)
LEADED GLASS
TO REMAIN

14'
10'

1/4" = 1'

26'



REAR ELEVATION

1/4" = 1"

SINGLE HUNG WINDOW x 2
REPLACE

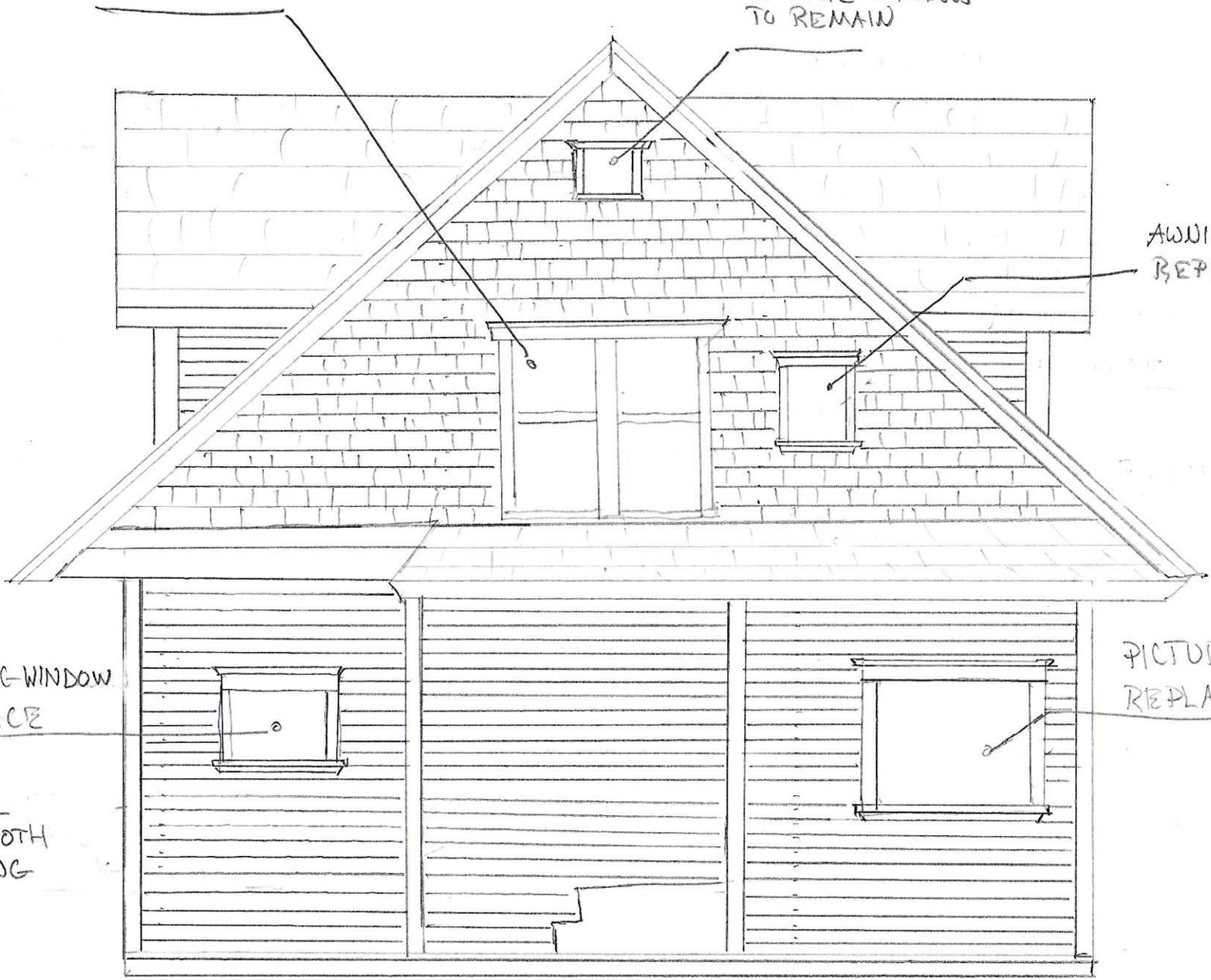
PICTURE WINDOW
TO REMAIN

AWNING WINDOW
REPLACE

AWNING WINDOW
REPLACE

PICTURE WINDOW
REPLACE

4" REVEAL
HARDI SMOOTH
LAP SIDING



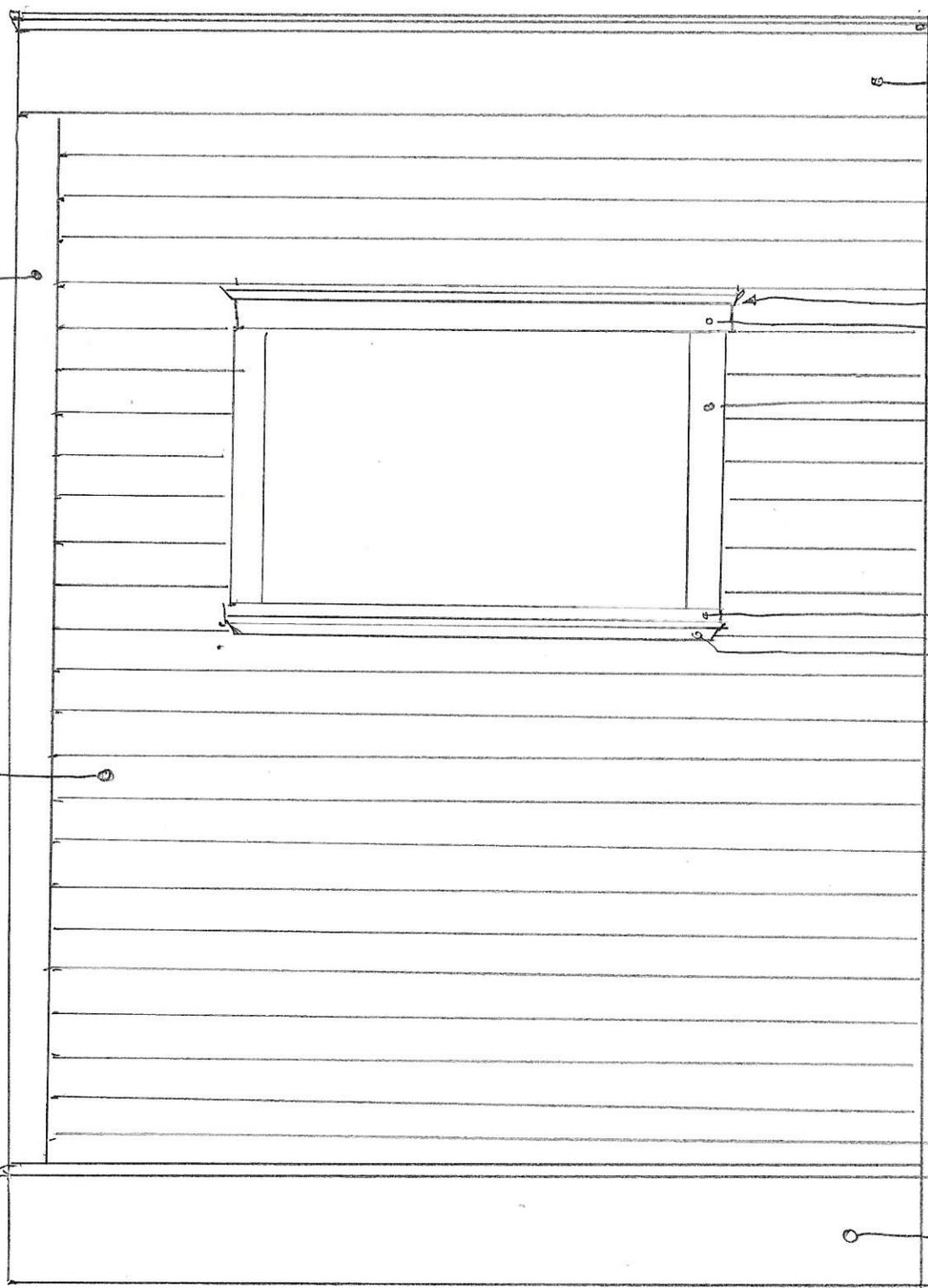
TYPICAL WALL
AND WINDOW
DETAIL

10'

4" CORNER
BOARD

4" REVEAL
SMOOTH HARDI

BEVEL CUT
1"x3" CEDAR
FLASHING



CROWN MOLDING
12" BELLY BAND

CROWN MOLDING
4" HEADER

4" LEG

BEVEL CUT SILL
CROWN MOLDING

12" BELLY BAND

WEST ELEVATION

$\frac{1}{4}'' = 1'$

SINGLE HUNG x2
REPLACE

REPLACE EXISTING CEDAR
SHAKE W/ HARDI SMOOTH LAP 4''

ROOFING



38'



1410



1410

1
4
1
0

TYVEK
Homewrap
www.tyvek.com
of science



TYVEK
Homewrap
www.tyvek.com
of science
800-GLC-GRAY
DU PONT





800-GLO

800-GLO

®





Tyvek
rap

TYVEK.COM
nce™



ek









USA



Call NT

TYVEK
HomeWrap

Call 1-800-44-TYVEK WWW.CONSTRUCTION.TYVEK.COM

ay lumber
800-GLC-GRAY



USA

WWW.CONSTRUCTION.TYVEK.COM

miracles of science

TYVEK
HomeWrap

FORTIFLASH
WATERPROOF FLASHING MEMBRANE

FORTIFLASH
WATERPROOF FLASHING MEMBRANE

FORTIFLASH
WATERPROOF FLASHING MEMBRANE



RTIFLASH
WATERPROOF FLASHING MEMBRANE

10

10

10

10

10

10

10

10

10

10

10

10

10

10

10

10

10

FORTIFLASH
WATERPROOF FLASHING MEMBRANE

10

10

10

10

10

10

10

10

10

10

10

10

10

10

10

10

FORTIFLASH
WATERPROOF FLASHING MEMBRANE

ASTM E-2112

Fortifiber Building Systems Group

FORTIFLASH
WATERPROOF FLASHING MEMBRANE

ASTM E-2112

Fortifiber Building Systems Group

FORTIFLASH
WATERPROOF FLASHING MEMBRANE

ASTM E-2112

ASTM E-2112

Fortifiber Building Systems Group

FORTIFLASH
WATERPROOF FLASHING MEMBRANE

ASTM E-2112

Fortifiber Building Systems Group

FORTIFLASH
WATERPROOF FLASHING MEMBRANE

ASTM E-2112

Call 1-800-44-TYVE
DU PONT

WWW.CONSTRUCTION.TYVEK.COM
the miracles of science™

new wrap

new wrap



ome

WWW.CONSTRUCTION.TYVEK.COM
miracles of science™



FORTIFLASH WATERPROOF FLASHING MEMBRANE
ASTM E 2112 www.fortiflash.com



FORTIFLASH WATERPROOF FLASHING MEMBRANE
ASTM E 2112

FORTIFLASH WATERPROOF FLASHING MEMBRANE
ASTM E 2112

FORTIFLASH WATERPROOF FLASHING MEMBRANE
ASTM E 2112

FORTIFLASH WATERPROOF FLASHING MEMBRANE
ASTM E 2112
www.fortiflash.com
miracles of science™
TYVEK CO.
ra
D
1411





720 N I Street
Architectural Review Briefing

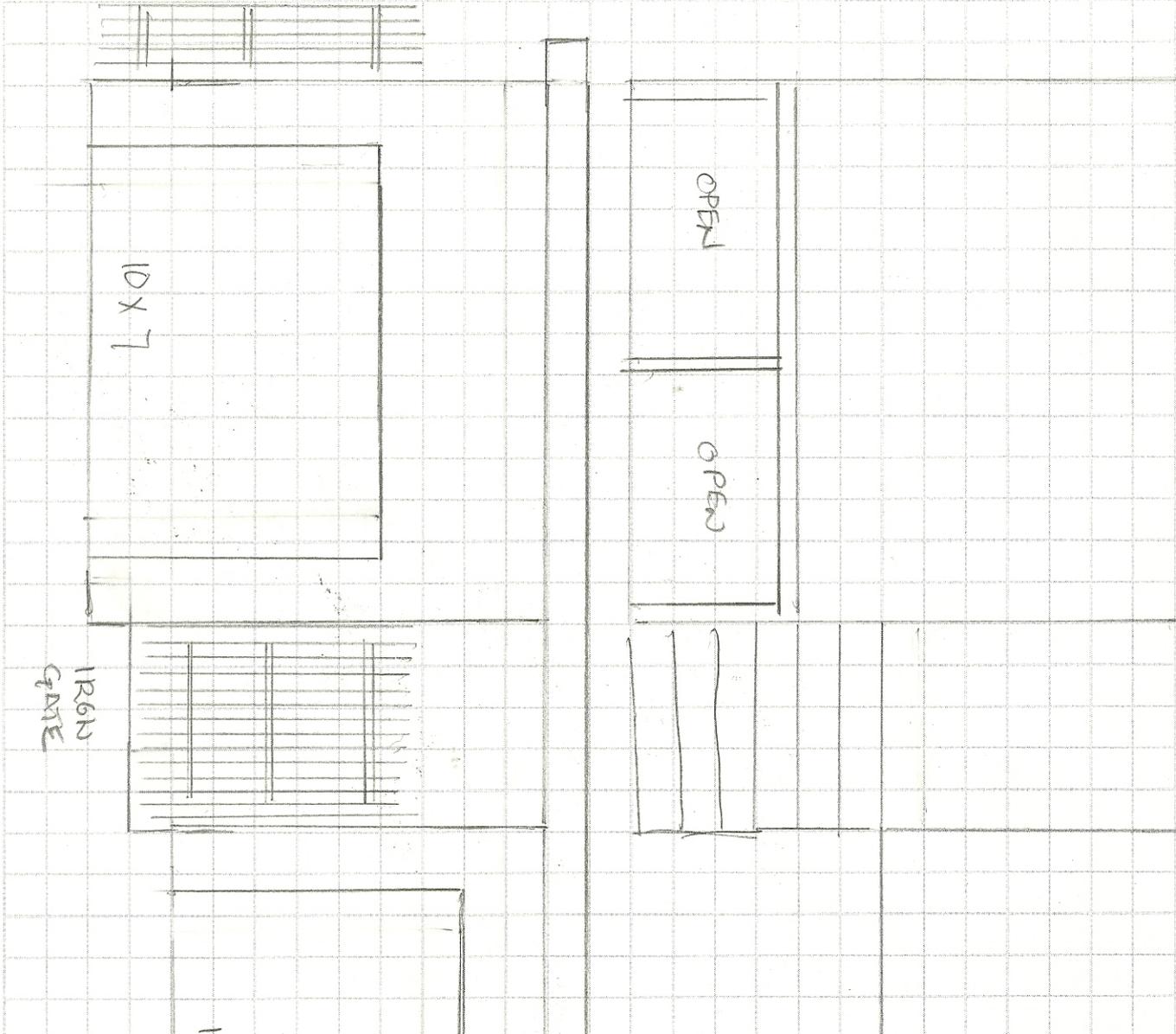




EAGLE WINDOW & DOOR, INC.

P.O. Box 1072, 375 East Ninth St.
Dubuque, IA 52004 - 1072
(319) 556 - 2270
FAX (319) 556 - 3825

PROPOSED GARAGE ELEVATIONS

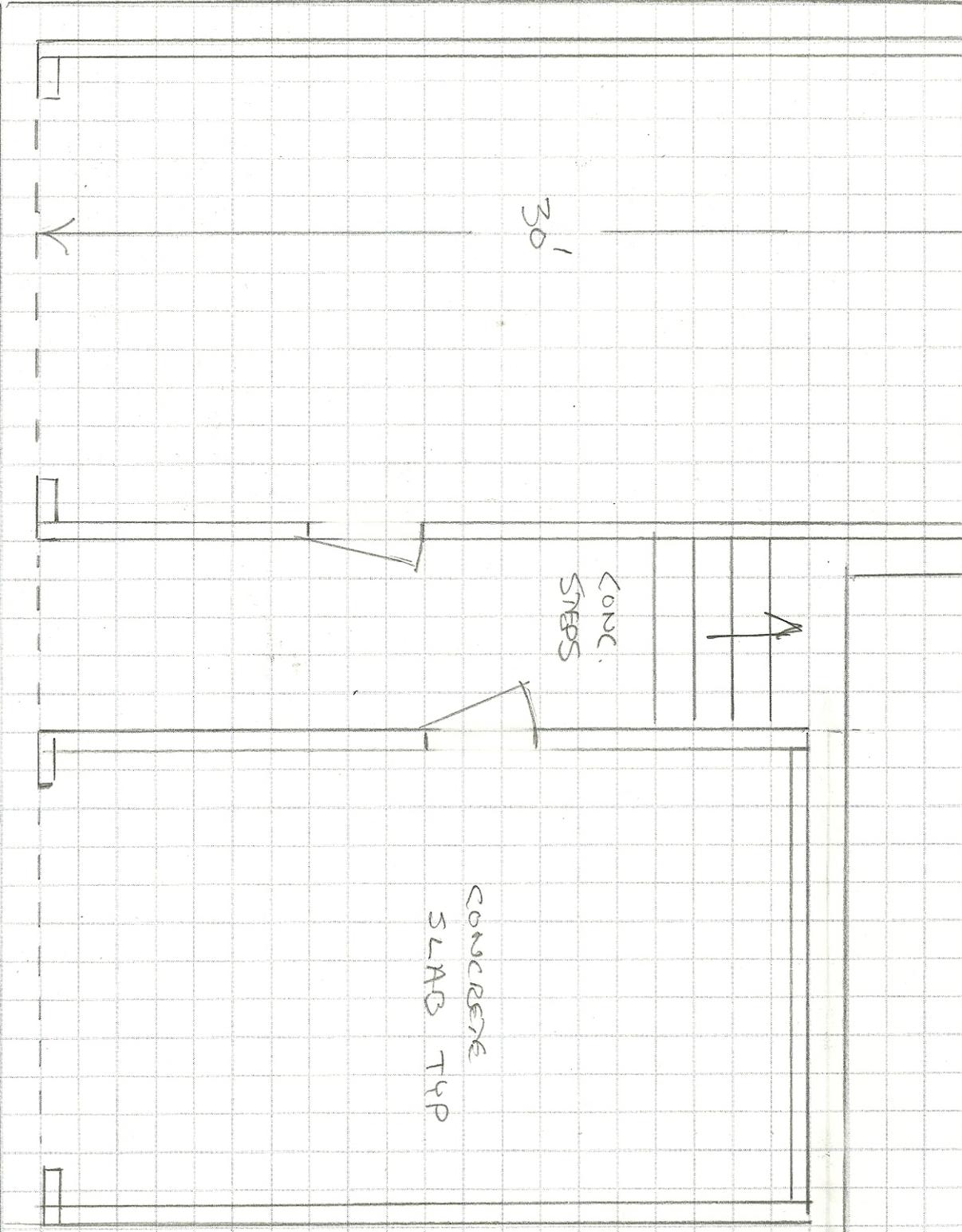




EAGLE WINDOW & DOOR, INC.

P.O. Box 1072, 375 East Ninth St.
Dubuque, IA 52004 - 1072
(319) 556 - 2270
FAX (319) 556 - 3825

PROPOSED DOUBLE GARAGE - EACH SQUARE = 11'



30'

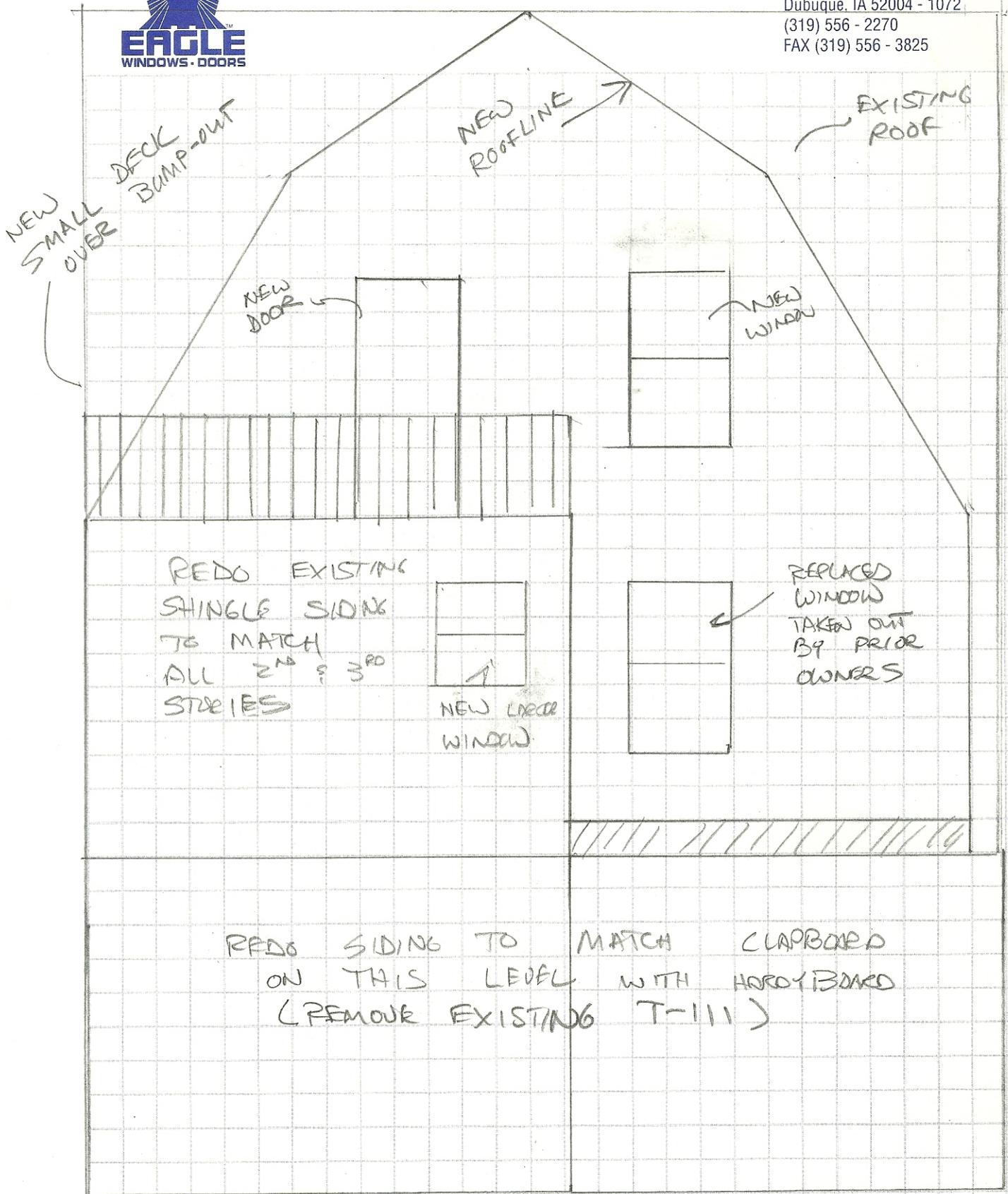
CONC.
STEPS

CONCRETE
SLAB TOP



EAGLE WINDOW & DOOR, INC.

P.O. Box 1072, 375 East Ninth St.
Dubuque, IA 52004 - 1072
(319) 556 - 2270
FAX (319) 556 - 3825



PROPOSED REAR ELEVATION

NEIGHBORHOOD HISTORY WALKS

WITH YOUR COUNCIL MEMBER



COME LEARN ABOUT TACOMA'S HISTORIC NEIGHBORHOODS

EASTSIDE

Council Members

**Marty Campbell &
Victoria Woodards**

July 23, 10 - 11:30 a.m.
Start: Winner's Gym,
3523 McKinley Ave E.

PROCTOR

Council Member

Anders Ibsen

August 17, noon - 1 p.m.
Start: Blue Mouse
Theatre,
2611 N. Proctor St.

HILLTOP

Council Member

Keith Blocker

August 27, 1 - 2 p.m.
Start: People's Park,
900 S. Martin Luther
King Jr. Way

Free light refreshments will be available.

RSVP on Facebook at Tacoma Historic Preservation or cityoftacoma.org/HPEvents

Questions? Contact Lauren Hoogkamer, lhoogkamer@cityoftacoma.org or call (253) 591-5254



City of Tacoma
Historic Preservation Office

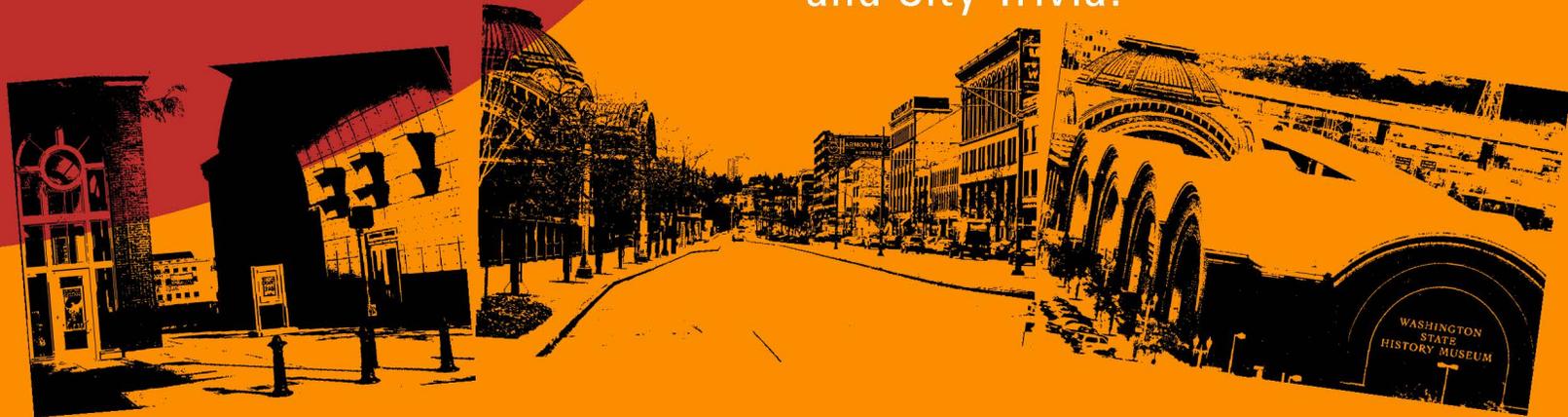


History Happy Hour: Trivia Night

Prizes

Tacoma Trivia Night
Wednesday, August 17 @ 7pm
The Swiss Restaurant & Pub
1904 Jefferson Ave.
Free and Open to the Public

Test Your Knowledge of State
and City Trivia!



Presented by the Washington State History Museum,
the City of Tacoma's Historic Preservation Office and Tacoma Historical Society
Questions? Contact Lauren Hoogkamer at lhoogkamer@cityoftacoma.org or call (253) 591-5254.



TACOMA HISTORICAL SOCIETY

WINDOW REPAIR/REPLACEMENT CHECKLIST

Many historic windows are character defining features of historic buildings, reflecting both the time period of construction, the materials and craftsmanship of the era, and the architectural style of the building. Efforts should be made to maintain existing historic windows, their original openings, configurations and individual window components, such as stiles, rails, sashes, muntins, joinery, stops, and casing (for properties in the Wedge and North Slope Historic Districts, please refer to the [Wedge/North Slope Design Guidelines](#)).

The first step in determining what is required when working with historic windows is to find out if your building is on the Tacoma Register of Historic Places or in an Historic District. You can find this information at CityofTacoma.org/HistoricPreservation or by contacting the Historic Preservation Office at (253) 591-5254. For general permit information, visit tacomapermits.org or call (253) 591-5030.

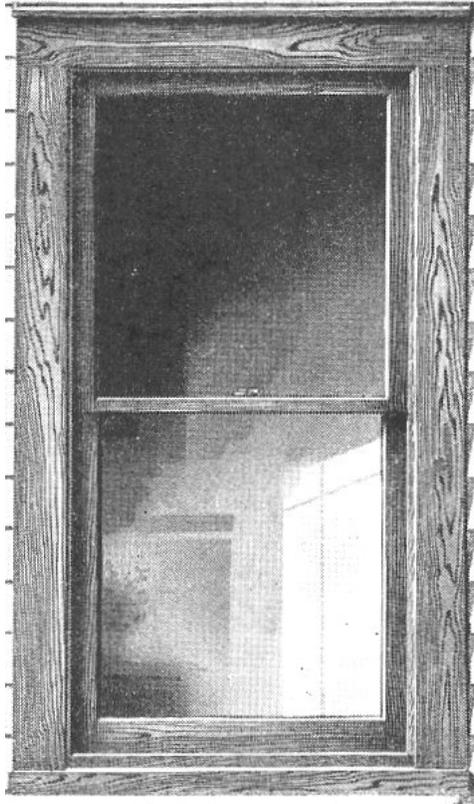
For Repair

Repair of deteriorated windows is the recommended approach in most instances. Often repair work will not require design review by the Landmarks Preservation Commission, but will still have to be approved by the Historic Preservation Office (HPO). You will need to submit:

- Photographs of the existing conditions, and
- Specifications for materials being used for the repair.
- Design details in the form of measured drawings and materials specifications, if there are changes to materials planned.

Qualified Windows Professionals

Significant rot, deterioration, or reconstruction of failed joints may require the services of a window



restoration company and/or other qualified professional. Not all windows professionals are qualified to work on historic windows. **A qualified professional should:**

- Have experience with registered historic buildings or districts in the region.
- Have experience with a Landmarks Commission design review process.
- Specialize or have extensive experience with restoring historic wood windows.

For Replacement

Window replacement is subject to design review by the Landmarks Preservation Commission. Generally, reasons for replacement fall into one of several categories, including poor condition, accommodating a remodel, thermal efficiency, or a building code requirement. In all cases where replacement is proposed, relevant information must be provided to the Commission to support the rationale.

Replacement of Deteriorated Windows

If the condition of your windows is beyond repair you will need to provide evidence that documents severe deterioration. Along with the [Design Review Application](#), the following is a list of items you will need to submit before working on historic windows.

The required documents are:

- A photographic windows survey, completed by you or a qualified professional, that clearly shows the interior and exterior of each window proposed for replacement such that the deterioration is clearly visible (keep in mind that several deteriorated windows is not justification for replacement of all windows).
- A recommendation by qualified historic window professional, if feasible.
- Comparisons of the cost and technical feasibility of repair versus replacement.
- Stated reason for replacement.

Replacement Due to Thermal Performance

Generally speaking, thermal performance is not recommended as the sole basis for removal of character defining historic windows, especially as there are numerous ways to improve the efficiency of historic windows and to drastically improve the performance of an entire building while retaining historic windows.

If thermal retrofitting is a rationale for proposed window replacement, **the following information must also be provided:**

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

Replacement Windows

When replacement is justified, windows should be replaced with a close visual and material match. The new windows should match the old windows in design and other details, and, where possible, materials. Changing the configuration, style or pattern of original windows is not encouraged.

Vinyl windows are not an acceptable replacement for existing historic windows.

Certain window products, such as composite clad windows, closely replicate original appearance and therefore may be appropriate.

Additional Requirements

There may also be additional requirements pertaining to egress, property lines, and energy code or if there are framing or structural changes involved. Please visit tacomapermits.org or call (253) 591-5030 for more information on permits.

WINDOW Checklist

A complete [Design Review Application](#), including:

For *Window Repair*

- Photographs of the existing conditions
- Material specifications as applicable
- Measured drawings of window details and trim, if changes are proposed or there are missing elements to be restored

For *Window Replacement*

- Photographs of the existing conditions
- Product specification sheets
- Measured drawings of window details and trim
- Elevation drawings comparing the new windows with the existing windows
- Material samples

For *Replacement due to deterioration*

- Written description of the deterioration
- A photographic windows survey
- A recommendation by qualified historic window professional, if feasible.
- Comparisons of the cost and technical feasibility of repair versus replacement.

For *Replacement due to thermal performance*

- Previous steps taken to improve the envelope and systems of the building
- Evidence that other approaches, including repair, weather stripping, caulking, and adding storm sashes has been considered, and a written statement why these options were rejected.
- Proposed mitigation steps, such as salvage

Each application for replacement will be judged on a case by case basis according to the design guidelines or standards applicable by TMC 13.05 and TMC 13.07. These documents can be found at CityofTacoma.org/HistoricPreservation or by contacting the Historic Preservation Office at (253) 591-5254.



Tacoma
City of Tacoma

July 18, 2016

Katie Chase, Chair
Landmarks Preservation Commission
747 Market Street, Room 345
Tacoma, WA 98402

Dear Chair Chase:

I am in receipt of your letter to Mayor Strickland dated July 13, 2016. Thank you for sharing the Landmarks Preservation Commission's concerns about potential budget cuts related to the Tacoma Public Library's Northwest Room.

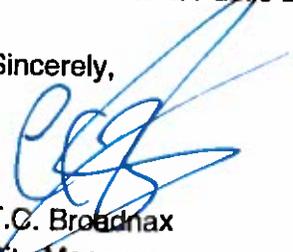
There is no question that the Northwest Room serves as an important resource for not only historic preservation efforts, but also to preserve and celebrate Tacoma's past. Enhancing preservation is consistent with the City Council's Strategic Policy Priority of "Cultivating a vibrant cultural sector that fosters a creative, cohesive community." Elevating the importance that history plays in Tacoma's identity is important to the City and our partners in the community.

At this time, I want to assure you no decisions have been made to close the Northwest Room or any branch libraries. The News Tribune story on potential cuts to the Library System was premature in its coverage, particularly since the budget process for the City just began.

As you may have read, the City is facing a \$6.7 million budget deficit in 2017-2018. The exercise the Library Department undertook was the same process every department undertakes to provide examples of potential reductions to help eliminate or reduce that projected shortfall. This activity occurs every budget cycle, so the coverage of this very basic administrative process alarmed citizens unnecessarily at this point.

I encourage the Landmarks Preservation Commission and other citizens to stay engaged in the budget process that will continue through November 2016. Thank you for sharing your support for the Tacoma Public Library's Northwest Room.

Sincerely,



T.C. Broadnax
City Manager

cc: Mayor and Council Members

