

**Members**

Katie Chase  
 Edward Echte  
 Ken House  
 Jonah Jensen  
 Megan Luce  
 Daniel Rahe  
 James Steele  
 Duke York

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

**Staff**

Reuben McKnight, Historic Preservation Officer  
 Tonie Cook, Landmarks Coordinator



# Agenda

## Landmarks Preservation Commission Department of Planning and Development Services

Date: January 9, 2013  
 Location: 747 Market, Tacoma Municipal Bldg, Room 248  
 Time: 5:30 p.m.

**Meeting Time  
 Change: 5:30 p.m.**

LPC 01 /13

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

### 1. ROLL CALL

### 2. BOARD BUSINESS

- A. Introduction of new Commissioners
- B. Officer Elections

### 3. CONSENT AGENDA

- A. Excusal of Absences
- B. Meeting Minutes – 12/12/12
- C. Summary of Administrative Approvals (December 6, 2012 through January 3, 2012)
  - i. 1501 Pacific, Sprague Building – sign face change, Type I, (12/21/12)

### 4. DESIGN REVIEW

- A. 1010 North 11th Street (North Slope Historic District) Michael Everett, Property Owner  
*Exterior cladding (retroactive)* 5 m

### 5. CHAIR COMMENTS

Reuben McKnight  
 Historic Preservation Officer

*Next Regular Meeting: January 23, 2013, 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, Room 1036, or online at <http://tacomaculture.org/historic/resources.asp>. All meetings of the Landmarks Preservation Commission are open to the public. Oral and/or written comments are welcome.*



The City of Tacoma does not discriminate on the basis of disability in any of its programs, activities, or services. To request this information in an alternative format or to request a reasonable accommodation, please call the Community and Economic Development Department at 591-5200 (voice). TTY or speech to speech users please dial 711 to connect to Washington Relay Services, or email [landmarks@cityoftacoma.org](mailto:landmarks@cityoftacoma.org).



**STAFF REPORT**

**LPC 0213**  
January 9, 2013

**BOARD BUSINESS**

**AGENDA ITEM 2B: Officer Elections**

At the December 12, 2012 meeting, the Commission nominated Ken House to the Chair position and Edward Echtle to the Vice Chair position. Per the LPC Bylaws, the election will take place at the start of the next meeting, January 9, 2013.

**DESIGN REVIEW**

**AGENDA ITEM 4A: 1010 N 11<sup>th</sup> Street (North Slope Historic Special Review District)**

*Michael Everett, Property Owner*

**BACKGROUND**

Built in 1890, this Queen Anne style home, located at 1010 North 11<sup>th</sup> Street, is a contributing structure in the North Slope Historic Special Review District. As part of the North Slope, it is listed on the Tacoma, Washington State and National Registers of Historic Places. The current project is a retroactive application to remove and replace wood cladding on three elevations, including wood window trim, and rotten porch posts, porch facing and lattice. The wood corner boards on the front and side of the house were added to match what may have been original or added to the rear. The belly band (i.e. dark color in photo) appears to be original to the house and is retained. The lower half of the house siding now matches the upper level new shingles; previously, the shingles were larger, possibly 8-inch size.

The purpose of the project began as a repair but due to miscommunication by the construction worker and more deterioration than first planned for, the three elevations became involved.

Previous photos from 1977 and 1996 show that the house has been altered; an enclosed porch was changed to an open porch area in 1996. No cornerboards are visible (or they are difficult to see) in these early photos. In addition, the house exterior will be painted when the weather improves.

1. Project includes repair and replacement of siding on three elevations, including:
  - a. Replacement of siding to match inkind the upper siding on the front, side and rear elevations;
  - b. Replacement of lower level siding to match the upper siding; the existing siding appeared to be 8-inch shingles that may have been installed in the 1950s or 1960s;
  - c. Repair and replacement of the porch wood posts to match inkind the existing posts and front deck facing (i.e. not the deck) and repair/replacement, including the addition of front corner boards to what appears to match the rear (cornerboards).
2. This project is visible to the public right of way, however, it started as a shingle repair and changed to more replacement than originally planned for, due to deterioration.
3. There have been previous alterations including changing the front enclosed porch to a non-enclosed porch by the 1990s.

This project was not proposed by Staff for administrative review because of certain visual changes, the primary being the reconfiguration of the nonhistoric shingles on the lower story.

## STANDARDS

### Design Guidelines for the Wedge Neighborhood and North Slope Historic Special Review Districts

#### Section III, Guidelines for the alteration of Existing Buildings.

#### HISTORIC SIDING AND EXTERIORS

Traditional materials in the used for exterior cladding in the district include horizontal wood siding (including various types and dimensions of drop siding and bevel siding), wood shingles and shakes, and, to a lesser extent, brick, stucco and half timbering, and stone.

#### 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.
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. The home on the property is historically significant as a contributing structure in the North Slope Historic District; it was constructed in 1921. As part of the North Slope it is listed on the Tacoma, Washington and National Registers of Historic Places.
2. The Landmarks Preservation Commission has jurisdiction to review and approve, or not approve, changes to this building including new construction per TMC 13.07.095, prior to those changes being made, by virtue of its status as a City Landmark.
3. During repair of original historic siding, the removal and replacement of all of the existing wood shingles should be avoided and, in this case, does not appear to meet the Design Guidelines for the Wedge and North Slope Historic Special Review Districts, specifically, Section III, #1, "*Avoid removal of large amounts of original siding*"; however, the reported extensive deterioration may have necessitated the extensive removal.
4. The new siding on the upper level does match the original siding, thus meeting Guidelines for Exterior Siding and Materials, #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*"
5. The lower level siding appears to have been 8-inch wood shingles which does not match the newly installed siding; the new siding matches the new upper level siding. Guidelines for Exterior Siding and Materials, specifically Guideline #4, specifically states, "*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.* The 8-inch siding may have been installed in the 1950s or 1960s; there is no evidence of the original siding from photos.
6. The new addition of wood corner boards on the front and side of the house were installed for the purpose of matching the rear corner boards, which may have been a previous installation, but may not be original or appropriate to the Queen Anne style house. Removal of the corner boards may be a consideration by the Commission.

## RECOMMENDATION

Staff recommends adoption of the above analysis as findings and recommends approval of the retroactive application by the Commission pending consideration of the corner boards.

## PENDING AGENDA ITEMS

### January 23, 2013

1239 East 54<sup>th</sup> Street – J.M. Hendrickson Homestead: boundary adjustment  
1021 North 12<sup>th</sup> Street: Deck

### February 6, 2013

Pt. Defiance Pagoda: site visit

### February 13, 2013

Nominations – Preliminary Meeting

- Kellogg-Sicker/H.C. Pochert Buildings
- Historic Pavements (North Slope and Stadium)

\*\*\*

## Members

Mark McIntire, *Chair*  
Bret Maddox, S.E., *Vice Chair*  
Katie Chase  
Edward Echtle  
Ken House  
Jonah Jensen  
Megan Luce  
Daniel Rahe  
Duke York

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

## Staff

Reuben McKnight, Historic Preservation Officer  
Tonie Cook, Landmarks Coordinator

draft



# MINUTES

## Landmarks Preservation Commission Community and Economic Development Department

Date: December 12, 2012

LPC 100/12

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

### Commission Members in Attendance:

Mark McIntire, *Chair*  
Bret Maddox, S.E., *Vice Chair*  
Ross Buffington  
Katie Chase  
Edward Echtle  
Ken House  
Jonah Jensen  
Marshall McClintock  
Daniel Rahe  
Duke York

### Staff Present:

Reuben McKnight  
Tonie Cook

### Others Present:

### Commission Members Absent:

Commissioner Megan Luce

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

## 1. CONSENT AGENDA

### A. Excusal of Absences

Commissioner Megan Luce was excused.

### B. Meeting Minutes

The meeting minutes of November 14, 2012 were approved.

### C. Administrative Approvals

The Administrative Review Summary listing projects approved from October 24 through December 5, 2012 were accepted.

## 2. DESIGN REVIEW

### A. 565 Broadway – Elks McMenamins (Old City Hall Historic District)

Mr. Reuben McKnight presented the staff report explaining that this is an update and follow-up on the Elks-McMenamins project revisions.

He reviewed the Elks-McMenamins project and explained it is in the permitting process. He noted that since the 2010 approval by the Landmarks Preservation Commission, several things have changed. The Elks On Broadway project is no longer proposed, and the 1937 annex will not be removed. Instead, hotel rooms will be included within the Elks Temple.

The following is a summary of approvals and briefings on this project:

Date	Action/Discussion
10/5/10	Landmarks Preservation Commission issued an approval for exterior renovations related to the proposed Elks-McMenamins project, including repair, refabrication or replacement of certain elements, canopies, ADA access, signs and related elements. A related approval by the Commission allowed for the demolition of the annex, which is a 1937 addition to the main temple that housed, among other things, a handball court. This approval was issued separately, because the two structures sit on different parcels that were under different ownership. The annex was to be removed as a part of the Elks On Broadway mixed use development, which would have bordered the Elks Temple and included structured parking and hotel rooms.
9/26/12	New project elements include: Retention of the 1937 annex, addition of a shed-roofed skylight in the center of the roof to allow for daylight into the upper floors of the temple, and addition of windows to the north wall of the annex. The Commission requested that the skylight should be lowered to parapet level <u>or</u> be redesigned to be bilaterally symmetrical, to complement the symmetry of the building, and requested clarification regarding a single window on the 4 <sup>th</sup> floor of the annex, which appeared to be out of alignment with the other windows in its column. The Commission directed staff to administratively review these changes.
10/10/12	Staff updated the Commission on the project revision process. The overall height of the skylight was been lowered substantially, and is now symmetrical with a ridged roof, per the Commission's feedback. The window that is out of "alignment" is an existing window, as are the other fourth floor windows. The windows on the lower floors are in a different alignment due to a code required egress stair at the end of the corridor onto which the hotel rooms open. The location of the stair well was dictated by the 1) the need to access the Commerce level lobby, 2) a desire to avoid interrupting the window patterning on the front elevation of the annex. It is possible to relocate the existing window to be in alignment with the new windows, if it is an issue. The Commission had no additional concerns and did not request changes to the window pattern.

*Update and recommendation for consideration follows:*

The skylight design, due to cost considerations, is no longer proposed to have a pitched roof. However, it is lowered below the parapet level, consistent with the Commission's previous request.

This information is provided as an update as well as to provide a clarification on some of the issues discussed at previous meetings. If there are no additional concerns, no action is required.

There was no discussion.

### 3. Chair Comments

Chair Mark McIntire expressed his thanks to many people who influenced his involvement as a member of the Landmarks Preservation Commission for the past 13 years and four months.

#### 4. AMENDMENTS

Mr. Reuben McKnight presented the Staff Report on the annual amendments as follows.

The Landmarks Preservation Commission Bylaws may be amended annually by vote at the first meeting of December. The proposed draft Bylaws incorporates the item discussed and recommended by Staff and the Commission at the November 14, 2012 meeting.

Notice was mailed to affected property owners on October 4, 2012 as well as October 31, 2012, and notice was published in the Tacoma News Tribune on November 7, 2012. A public hearing was conducted on November 14, 2012. This item is scheduled for Commission vote on December 12, 2012.

An electronic version of the bylaws with the below proposed changes is posted online at <http://tacomaculture.org/historic/resources.asp>

##### **4ai. Amending the Commission Rules and Regulations**

The Landmarks Preservation Commission is required to maintain administrative rules per 13.07.070 and amends its Rules and Regulations once annually by vote at the first meeting of December. This item is scheduled for Commission vote on December 12.

The following is a description of the proposed amendments.

Page 3: Amend Section 1: Administrative Procedures, V. Meetings Procedures, A. Public Meetings *references the change of the regular public meeting start time to 5:30 pm.*

Page 10: Amend Section 2: Review Procedures, II. Other Review Policies, A. Variances, items 1 and 2 *references the addition of conditional use permit*

In addition, changes are proposed to the Design Guidelines for the Wedge Neighborhood and North Slope Historic Districts, which requires a public hearing per TMC 13.07.120. The public hearing was conducted on November 14, 2012.

##### **PUBLIC COMMENT/FEEDBACK**

He noted that there was no public testimony at the hearing.

##### **4aii Historic District Building Inventory Updates**

Mr. Reuben McKnight reviewed the amendments as follows. The Landmarks Preservation Commission is required to maintain building inventories for Historic Special Review Districts in Tacoma per 13.07.070. The Commission amends its Rules and Regulations once annually by vote at the first meeting of December, including Historic District Building Inventories. This item is scheduled for Commission vote on December 12.

The following is a description of the proposed amendments:

Amend Section 5: Changes to Appendix D, North Slope Historic Special Review District Inventory to add the following: 1116 N K Street property, as a non contributing property, built in 2007

Amend Section 5: Add Appendix E, Wedge Neighborhood Historic District Inventory

PUBLIC COMMENT/FEEDBACK	STAFF RESPONSE
508 S Ainsworth be reviewed for “contributing” status.	After further review of 508 S Ainsworth, staff concurs that 508 S Ainsworth should be changed to “contributing” status.

Mr. Reuben McKnight provided clarification on a question regarding the address at 409 South M Street and stated that the address is correct for that site based on Pierce County’s record; he confirmed this property is correct in the inventory.

**4Aiii Wedge Neighborhood and North Slope Historic District Design Guidelines Update**

The Landmarks Preservation Commission is required to maintain Design Guidelines for Historic Special Review Districts in Tacoma per TMC 13.07.120. These guidelines may be amended once annually concurrent with the amendment of the Commission Bylaws. This item is scheduled for Commission vote on December 12.

These draft Design Guidelines for the North Slope Historic District / Wedge Neighborhood Historic and Conservation District were reviewed by the Commission at several committee and regular meetings in 2012. Staff and commissioners conducted a public information session on October 18, 2012 and a public hearing on November 14, 2012.

Major changes to the design guidelines include:

1. Development of new sections for common remodeling projects, including windows, siding, doors, roofs, and additions.
2. Alignment of the design guidelines with Secretary of the Interior’s Standards for the Rehabilitation of Historic Properties, including the incorporation of general preservation principles.
3. Creation of new language relating to sustainability.

There are no changes regarding the authority of the Landmarks Preservation Commission or historic district requirements for review.

PUBLIC COMMENT/FEEDBACK	STAFF RESPONSE
North Slope Historic District Ex-Officio Marshall McClintock commented in the support of the proposed design guidelines by the North Slope Historic District Neighborhood Association. (11/14 Hearing)	
Email letter received from Jay and Julie Turner, 817 North J Street, supports the adoption of the proposed design guidelines. (11/12 written comment)	
Email letter received from Curt Stoner, 1018 North 7 <sup>th</sup> Street, recommending the inclusion of information on brick tuck	Staff concurs that including information on proper brick maintenance and tuck pointing would be useful information. However, if bricks

<p>pointing/maintenance and information on local resources for repairing wood windows and options for replacement. (11/21 written comment)</p>	<p>are not removed during tuck pointing, it is a permit-exempt project and does not require LPC review.</p> <p>Staff recommends including the following language:</p> <p><b><u>Guidelines for Exterior Siding and Materials</u></b> Add: "Maintenance of historic masonry</p> <p>The mortar in historic masonry should be maintained in good repair to prevent mortar failure. Tuck pointing, or replacement and repair of mortar, does not require approval by the Landmarks Preservation Commission. However, the following is recommended to maintain historic masonry:</p> <ul style="list-style-type: none"><li>• Match new mortar with old in color, consistency and hardness. Modern mortars are much harder than historic mortars, which contained a higher proportion of lime and less cement. If a mortar is too hard, it may result in damage to bricks (such as spalling).</li><li>• Avoid saw cutting to remove old mortar (or do so very carefully, to avoid damage to bricks).</li><li>• Repair mortar before bricks can be shifted by hand.</li><li>• Do not paint historic unpainted bricks. It is extremely difficult to remove paint from bricks, and certain types of paint can trap moisture and cause problems such as frost wedging (when trapped water expands as it freezes).</li><li>• To clean or remove paint from masonry, use gentle means. Sandblasting is never recommended, as it can destroy the hard outer surface of bricks, allowing moisture to penetrate.</li><li>• For more information, see the National Park Service's Technical Papers #2, <u>Repointing Mortar Joints in Historic Masonry Buildings</u>, available free of charge on the internet."</li></ul>
--	---

	<p>Windows</p> <p>2. <b><u>Repair Original Windows Where Possible.</u></b> Add: "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."</p> <p>3. <b><u>Replace windows with a close visual and material match.</u></b> Add: "Depending on specific project needs, replacement windows may include:</p> <p>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.</p> <p>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."</p>
--	---

Mr. Reuben McKnight stated that staff offers the above addition to the guidelines.

There was no discussion by the Commission.

Chair Mark McIntire moved unanimous consent of adoption of the amendments by the Commission.

4. OFFICER ELECTIONS

i. **Officer Nominations**

Chair Mark McIntire stated that the two open officer positions include Chair and Vice Chair.

Ex-Officio Commissioner Ross Buffington encouraged fellow Commissioners to formally nominate Commissioner Ken House as Chair. Chair Mark McIntire offered the Commissioners to second the nomination of Ken House as Chair; it was seconded by Vice Chair Bret Maddox.

Chair Mark McIntire closed the nominations to the position of Chair and opened nominations for the position of Vice Chair.

Commissioner Edward Echte offered to serve as Vice Chair.

Both Commissioners Ken House and Edward Echte mentioned their position of under current consideration for reappointment to the Commission by City Council.

Chair Mark McIntire noted there were no additional nominations and stated the election is scheduled at the first meeting in January 2013.

Ex-Officio Commissioner Marshall McClintock suggested the Commission forward a letter to the City recommending that both Commissioners Ken House and Edward Echte be re-appointed to the Landmarks Preservation Commission.

Chair Mark McIntire asked for a motion; there was a motion:

*"I move that we, the Landmarks Preservation Commission, forward a letter from the Commission to the City's Appointments Committee to support the re-appointment of Commissioners Ken House and Edward Echte"*

MOTION: Maddox  
SECOND: York  
MOTION: Carried

Chair Mark McIntire offered time for Commission comments.

Commissioner Duke York provided information about his attendance at the recent training, Commission Assistance and Mentoring Program, presented by NAPC, National Alliance of Preservation Commissions.

Commissioners offered their thanks, compliments, and well wishes to outgoing Chair Mark McIntire.

The meeting was adjourned at 5:28 p.m.

Submitted as True and Correct:

---

Reuben McKnight, Historic Preservation Officer

# Landmarks Preservation Commission

Tacoma Economic Development Department  
Culture and Tourism Division



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 1010 N 11<sup>th</sup>, Tacoma, WA 98403 Landmark/Conservation District (if applicable) \_\_\_\_\_

#### OWNER INFORMATION

Name (printed) Michael Everett Email mikepeverett@yahoo.com

Address (if different than above) 1024 N J st. Tacoma WA, 98403 Phone 253-225-3501

Homeowner's Signature\* 

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

#### CONTRACTOR INFORMATION

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

Representative's Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

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

#### FOR OFFICE USE ONLY

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

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

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

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

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

Estimated Project Cost, rounded to nearest \$1000 \$18,000.00

Application Fee Enclosed \$400.00

## PART 2: INFORMATION FOR APPLICANTS

### \*NEW\* FEE SCHEDULE

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

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

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

#### PLEASE NOTE:

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

## HOW TO USE THIS FORM

### STEPS FOR APPLICANTS

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

#### WHERE TO GO:

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

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

### **PART 3: PROJECT DESCRIPTION**

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

Attach additional pages if needed.

Because of the age of the shake siding there were areas that were failing. Unfortunately I was gone most of the spring and fall because of the intense fire season this year. Because of my absence my wife took the initiative of hiring a kid to fix some of the shakes that had started to fall off. The Google earth photo, street view can show the damage along the roof line. The damage down lower doesn't show in the photos. Well, shall we say he got carried away and started stripping more shingles than my wife requested. So he got some help to fix it up because my wife was upset. One of your inspectors called me and inquired that we were not using contractors with licenses to do the repair. I felt the inspector was truly helping us. In our conversations he did not indicate we needed permits or go through a process to replace the shingles so I thought we were OK to proceed once we got a licensed contractor.

We stopped the work and got connected with a fellow who advised us that the shingles were all failing except on the south side, especially where the exposure was so great on the lower half of the house. Also, since the one wall was stripped we might as well get the front since most of the wall was windows and porch anyway the cost wouldn't be that much more. The front corner boards in the picture you sent were there to match the back corners that had been "originally" done that way on the ally side, rather than a mish mash of styles.

Of course as things go the front porch posts were found to be rotting and we paid to have it replaced with the same materials. Regarding the lower shake style change, We were convinced that the failure of the shakes was due to the huge exposure between the rows and opted for the more expensive shorter exposure to insure the installment would last.

In retrospect a project that started out as a fix grew and grew. We had painted the house a couple years ago and because the shakes were so old and weathered the paint was already failing. Then a sequence of events snowballed on us. Because of all the extra costs we took a breather from the project. I hoped to get the paint on this fall but the fire season, especially in Oregon where I was stationed, went well into the fall. Consequently, the painting had to be postponed until next spring. I so wanted to protect all the work that was done and keep it from looking shabby especially after all the work and expense.

## PART 4: SUPPLEMENTS

### How to Use This Table

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

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

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

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

**NOTE: ONLY USE ONE CHECKLIST**

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

## RESIDENTIAL APPLICATION CHECKLIST A

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

CHECKLIST to include the following:\*

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

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

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

### \*ADDITIONAL TIPS

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

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

CHECKLIST to include the following:\*

<input type="checkbox"/>	Elevation drawings (if new windows or doors are to be added where there no existing ones)
<input type="checkbox"/>	Photograph(s) of work area(s) <i>Per your letter, you indicated you have all the pictures needed.</i>
<input type="checkbox"/>	Detail illustrations of trim and casing
<input type="checkbox"/>	Material samples (if proposing uncommon or new to market material)
<input type="checkbox"/>	Paint samples (from hardware store if applicable) Same colors as before replacement

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

Proposed Material(s):	<u>Like for like cedar shakes</u>
Window types and locations: <i>No change, few boards replace like for like</i>	_____
Exterior cladding material(s):	<u>Like for like cedar shakes</u>

- \*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: _____
---

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



1996



1977