

**Members**

Chris Granfield, *Chair*  
 Katie Chase, *Vice-Chair*  
 Duke York  
 Jonah Jensen  
 Lysa Schloesser  
 James Steel  
 Jeff Williams  
 Eugene Thorne  
 Laureen Skrivan  
 Lauren Flemister  
 Ross Buffington, *Wedge Neighborhood Ex-Officio*  
 Marshall McClintock, *North Slope Ex-Officio*



# MINUTES

## Landmarks Preservation Commission Planning and Development Services Department

**Staff**

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

Date: October 28, 2015

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

**Commission Members in Attendance:**

Chris Granfield, *Chair*  
 Katie Chase, *Vice-Chair*  
 Duke York  
 Jonah Jensen  
 Eugene Thorne  
 Laureen Skrivan  
 James Steel  
 Lysa Schloesser  
 Lauren Flemister  
 Ross Buffington  
 Marshall McClintock

**Staff Present:**

Reuben McKnight  
 Lauren Hoogkamer  
 John Griffith

**Others Present:****Commission Members Absent:**

Jeff Williams

Chair Chris Granfield called the meeting to order at 5:32 p.m.

**1. ROLL CALL****2. CONSENT AGENDA**

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

The minutes of 10/14/2015 were reviewed and approved as submitted.

**3. SPECIAL TAX VALUATION**

- A. 1015 North 11<sup>th</sup> Street (North Slope Historic District)

Ms. Lauren Hoogkamer read the staff report.

**OVERVIEW**

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

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

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

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

#### **ANALYSIS**

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

#### **RECOMMENDATION**

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

Mr. Jeff Millheiser commented that the remodel had taken six years, instead of the two they originally thought they would be needing. He reported that investing in the equipment needed for the remodel had allowed them to complete the project without a full construction loan. Mr. Millheiser added that the project exceeded cost estimates due to the changing economy and the higher cost of approved materials.

Commissioner York asked if the costs listed were only for materials and contractors or if they included included Mr. Millheiser's own labor. Mr. Millheiser commented that it didn't reflect his labor 100% and it was just a best guess as they could only go back 24 months. It was clarified that only the expenditures from the previous two years were eligible.

Commissioner Steel asked if construction cost interest is typically included. Mr. McKnight commented that the basic eligibility is based on whether it's chargeable to a capital account, but it cannot be related to acquisition or include basic overhead.

Commissioner Steel asked if some of the line items were cost estimates for the use of equipment that Mr. Millheiser had purchased. Mr. Millheiser reported that he had based the value on the rental costs for a single piece of equipment for 24 months. Mr. Steel noted that a piece of equipment wouldn't typically be rented for two consecutive years. Mr. Millheiser responded that he had to use to equipment fairly frequently and renting equipment only when needed would have been more expensive. Discussion ensued. Mr. McKnight recommended not including the estimated costs of purchased equipment in the line item. Mr. Millheiser agreed to removing the estimated equipment cost. Mr. McKnight noted that the revised amount was \$177,300 without the equipment costs.

There was a motion.

*"I move that the Tacoma Landmarks Preservation Commission approve the special tax evaluation application for 1015 North 11th Street for the revised amount of \$177,300."*

Motion: Chase

Second: Thorne

The motion was approved six to one with Commissioner York voting against.

#### 4. DESIGN REVIEW

A. 1310 North 5<sup>th</sup> Street (North Slope Historic District) Chelsea and Chris Bolander, Owners

Ms. Lauren Hoogkamer read the staff report.

#### BACKGROUND

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

#### ACTION REQUESTED

Approval of the above scope of work.

#### STANDARDS

##### Design Guidelines for the North Slope Special Review District: Windows

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

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

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

Depending on specific project needs, replacement windows may include:

- Sash replacement kits. These utilize the existing window frame (opening) and trim, but replace the existing sashes and substitute a vinyl or plastic track for the rope and pulley system. Sash replacement kits require that the existing window opening be plumb and square to work properly, but unlike insert windows, do not reduce the size of the glazed area of the window or require shimming and additional trim.

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

#### **ANALYSIS**

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

## RECOMMENDATION

Staff recommends approval of the application.

Mr. Marshall McClintock commented that the analysis addressed most of the questions from the previous meeting and he was recommending that the Commission accept the proposal.

There was a motion.

*"I move that we approve the application for 1310 North 5<sup>th</sup> Street as submitted."*

Motion: Jensen

Second: York

The motion was approved unanimously.

## 5. PRESERVATION PLANNING/BOARD BUSINESS

### A. Heritage Funding Program

## BACKGROUND

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

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

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

## ACTION REQUESTED

Feedback and guidance

Mr. Reuben McKnight reported that the City Council had authorized an appropriation to fund a Heritage Granting Program primarily intended as an exhibit based grant. He reviewed that after a conversation regarding the local heritage organizations not receiving City support, the City Council had requested a proposal for a program to grant the money out to the community. The program was for \$50,000 of proposed funding with a 1-to-1 match ratio to support non-profits and non-taxable entities within City limits or projects related to Tacoma history. The program would be for items related to Tacoma history or historic resources in Tacoma including exhibits, events, educational activities, interpretive materials, research on historic properties, documentation of artifacts, and heritage organizations. The program would not be available for overhead, operating expenses, acquisitions, commercial enterprises, individuals, projects already receiving City funding, travel expenses, fundraisers, or political or religious activities. They were planning a grant workshop in Spring of 2016 and having a committee including Commissioners and City staff to make recommendations back to the Landmarks Preservation Commission for approval. The working criteria would include assessing community impact, the quality of the proposal, the significance of the project, readiness to proceed, reaching underserved audiences, and the demonstrated ability to execute the project.

Mr. McClintock asked the program would include signage. Mr. McKnight responded that it could be argued that it was about promotion of history and could include things like heritage markers. Mr. McClintock commented that the current signage for the North Slope Historic District was funded by the Neighborhood Council and they had sought funding for interpretive markers, which had not been allowed as it was perceived as a value to the individual property owners.

Commissioner Flemister commented that there was currently enough flexibility that someone could make a strong case for signage and it was not necessary to encourage applications for it.

#### B. Events and Activities Updates

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

1. Hollywood by the Sea: A Holiday Heritage Swing Dance (6-9pm @ Titlow Lodge, November 13<sup>th</sup>)  
**2016 Save the Dates**
2. Heritage Funding Program Workshop, January 2016 TBD
3. CLG Commissioner Workshop (9:30am-4pm @ Tacoma Convention Center, March 15<sup>th</sup>, 2016)
4. Wood Windows Workshop (1pm-4pm @ Earthwise Tacoma, April 9<sup>th</sup>, 2016)
5. Historic Preservation Month, May 2016
  - a) Kick-Off with Historic Tacoma (May 6, 2016)
  - b) Historic Homes Tour with Tacoma Historical Society
  - c) Amazing Preservation Race
  - d) Tweed Ride
  - e) Poetry Slam
  - f) Awards Ceremony (1pm-3pm, The Swiss, May 22<sup>nd</sup>, 2016)
6. Neighborhood History Walks with the Councilmembers, June 2016 TBD

#### 6. CHAIR COMMENTS

There were no comments from the Chair.

The meeting was adjourned at 6:09 p.m.

Submitted as True and Correct:



Reuben McKnight  
Historic Preservation Officer