

Members

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

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

Staff

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



Agenda

Landmarks Preservation Commission Planning and Development Services Department

Date: January 14, 2015
Location: 747 Market, Tacoma Municipal Bldg, Conference 248
Time: 5:30 p.m.

1. ROLL CALL

2. CONSENT AGENDA

- A. Excusal of Absences
- B. Minutes of 12/10/14

3. DESIGN REVIEW

- A. 411 N I Street (North Slope Historic District)
Siding

Brandon Montesi, Braveheart Construction

4. BOARD BRIEFING

- A. 1121 N 7th St (North Slope Historic District)
Stop Work Order - carport

Robert Stickel, owner

5. PRESERVATION PLANNING/BOARD BUSINESS

- A. Events and Activities Updates
- B. Officer Nominations

6. CHAIR COMMENTS

Next Regular Meeting: January 28, 2015, 747 Market Street, Tacoma Municipal Bldg., Rm. 248 5:30 p.m.

This agenda is for public notice purposes only. Complete applications are included in the Landmarks Preservation Commission records available to the public BY APPOINTMENT at 747 Market Street, Floor 3, or online at <http://tacomaculture.org/historic/resources.asp>. All meetings of the Landmarks Preservation Commission are open to the public. Oral and/or written comments are welcome.



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DRAFT MINUTES



Landmarks Preservation Commission Planning and Development Services Department

Date: December 10, 2014

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

Commission Members in Attendance:

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

Staff Present:

Reuben McKnight
 Lauren Hoogkamer
 John Griffith

Others Present:

Su Dowie
 Caroline Swope
 Jordan Kiel
 James Hay
 Milton Tremblay
 Elizabeth Moggio
 Rhoda Lawrence

Commission Members Absent:

Ross Buffington
 Marshall McClintock

Chair Duke York called the meeting to order at 5:31 p.m.

1. ROLL CALL**2. CONSENT AGENDA****A. Excusal of Absences**

Ross Buffington and Marshall McClintock were excused.

B. Minutes of 7/23/14, 8/13/14, 9/10/14, 9/24/14, and 10/22/14

The minutes of 7/23/14, 8/13/14, 9/10/14, 9/24/14, and 10/22/14 were approved as submitted.

C. Administrative Review**i. 1948 Pacific – painting**

There were no comments or questions and the administrative review was approved.

3. NAMING – PRELIMINARY REVIEW**A. George H. Weyerhaeuser, Jr. Park (1955, 2101 and 2119 Dock Street)**

Su Dowie, FWDA

Mr. Reuben McKnight gave the procedural notes and read the staff report.

BACKGROUND

The Foss Waterway Development Authority (FWDA) is requesting to name the park at 1955, 2101 and 2119 Dock Street the George H. Weyerhaeuser, Jr. Park. The park consists of three parcels on either side of the 509 Bridge. Two of the parcels are owned by FWDA and one parcel is owned by the City of Tacoma. The currently unnamed park was built in 2009. This was the site of a butter tub factory, which became Harmon cabinets and later burned down in the early 1990s. George H. Weyerhaeuser, Jr., served on the boards of the FWDA and the Museum of Glass from 1999 until his death on April 14, 2013. Aside from being part of the Weyerhaeuser Company family, he was influential in the development of the Foss Waterway as a founding trustee of the Museum of Glass, as the FWDA Board President from 2001 to 2004, and as the chairman and president of the Urban Design Review Committee. According to the materials submitted with the request, the Waterway is a direct result of his widely

recognized advocacy and leadership. The FWDA has collected letters of support from the community, neighborhood groups, and local institutions.

CRITERIA

The City of Tacoma Policy on Place Names and Name Changes is included in the packet, specifically “Initial Procedures for Considering Name Change Requests,” Section 3.1.

ACTION REQUESTED

Determination that the application is complete and should be scheduled for public hearing. The Commission may schedule the application for a hearing, may defer the request if additional information is needed, or may deny the request. If the Commission does not take any action on the application within 60 days (either to schedule for hearing or to defer for additional information), the request is automatically denied.

ANALYSIS

1. Pursuant to Council Resolution 38091, the Landmarks Preservation Commission reviews and makes recommendations to City Council on name change requests.
2. The request includes a map and photographs of the area, letters of support from the community, and a picture of the park concept.

Ms. Su Dowie stated that the application was complete and reported the results of public outreach including letters of support from cultural institutions, community organizations, and individuals. She gave some detail on George H. Weyerhaeuser Jr’s role in Tacoma history noting that he was instrumental in the redevelopment of the Foss Waterway, was on the board of both the Development Authority and the Museum of Glass, and that he left a one million dollar endowment for the Museum of Glass. She stated that he was also instrumental in getting the public marinas, public esplanade, and the Dock Street park built. Behind the scenes he was a community advocate and specifically instrumental in saving Alber’s Mill with his advocacy. Lastly she commented that the Weyerhaeuser name is not honored anywhere in the community despite its historic and continuing involvement.

There was a motion.

“I move that we schedule for public hearing the renaming of the park to the George Weyerhaeuser Jr. Park as recommended.”

Motion: Jeff Williams
Second: Lysa Schloesser

The motion was approved.

4. DESIGN REVIEW

A. 2111 S J Street (McCarver Elementary School)
Exterior Renovation

Caroline Swope, Kingstree Studio

Mr. Reuben McKnight gave the procedural notes and read the staff report, noting that the item had been reviewed during the previous meeting. Mr. McKnight provided a summary of the previous review and discussion.

BACKGROUND

Built in 1925 as an Intermediate School, McCarver was designed by Hill & Mock. It received an honorable mention in a city-wide building survey in 1927 by the Washington State Chapter of the American Institute of Architects. In 1968, the building was converted into an elementary school.

This proposal is two parts of a larger adaptive reuse plan. Interior work will address new floor layouts that are conducive to elementary school needs. Portions of the original plasterwork and balconies in the 1925 auditorium will be restored.

The Landmarks Preservation Commission conducted a site visit on June 18, 2014 to view the property and discuss the project, including the inclusion of ADA access at the main entry.

The Commission was also briefed on the first application on November 12, 2014 and did not raise any significant concerns with the proposal.

The first application includes an ADA accessible entry on the west façade; an ADA accessible bus entry on the east façade; a service entry on the south façade; the removal of a nonoperational chimney; and window replacement. The entry on the west elevation is not ADA accessible. The proposal includes removing the existing concrete steps and replacing them with a combined ramp and staircase, which is similar in scale and color to the existing. The slope of the ramp eliminates the need for handrails along the ramp; the staircase will have new handrails.

Currently, the school does not have a secure bus entrance or rear entry. On the east elevation, the applicant proposes replacing three windows with doors that would match the windows in width and height. The upper sash on the window to the north of the entry would have to be replaced with ventilation grates for the HVAC system. The glazed double doors would also have louvers. New doors and windows would be aluminum.

On the south elevation, the windows would be replaced with a below-grade service entry. The existing single door would be replaced with a double door; a portion of the existing at-grade concrete deck would be removed. The window system and door would be expanded to match the other windows. Two windows would be replaced and have their upper sashes replaced with ventilation louvers required by the mechanical system. The new door would be aluminum with a 6"x32" glass light.

The applicant is also proposing the removal of a small nonoperational chimney, which is visible from the south.

Additionally, this proposal includes replacing the existing windows with the Diamond Window 8000 Series: Aluminum Steel Replica Windows. The original muntins are 13/16" in width and the proposed muntins will be 7/8" in width, a difference of 1/16". The historic light divisions would be simulated. The windows would be black to match the historic finish. A full window investigation—conducted earlier this year—found the windows to have failing, asbestos-based, glazing; warped steel frames, lintels, and awnings; as well as rust and water damage.

The second application includes wider doors, with louvers, and a delivery ramp on the north entry to allow for kitchen deliveries; a new window arrangement, on the east elevation, which is more symmetrical and has smaller louvers; new green fuel room roof, guardrails and infilled louvers on the south elevation; custom downspouts, conductor boxes and boots that will closely match the originals; new rooftop mechanical equipment that will only be visible from a distance; new signage; new matching entry lighting; and new hardware and paint on the historic doors.

The new sign lettering would be bronze finished steel, front lit with LED fixtures. Sign would mount to the concrete ADA ramp. The existing signage would be removed. The new east garage door will incorporate backlit, white acrylic signage.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

The Secretary of the Interior's Standards for Rehabilitation:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
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.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
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 on the Tacoma Register of Historic Places and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications to the structure.
2. The building will be used as an elementary school, which it has been since 1968. Some of the proposed changes, such as ADA accessibility, infilled louvers, and ramps, are required by the use. The rear service entry would be below grade.
3. None of the proposed alterations would alter character defining elements. The new signage, fixtures, hardware, and entrance ramps are appropriate in scale, material, and color and the new windows would be compatible. The bus entrance will match the configuration of the existing windows. The removal of the chimney and addition of the rooftop mechanical system does not affect the building's character defining elements or scale.
4. The new windows will match the historic configuration and color. A full window investigation found the windows to have failing, asbestos-based glazing; warped steel frames, lintels, and awnings; as well as rust and water damage.
5. The new work does not harm historic material that characterizes the property. It is compatible in massing, size, scale, and features.
6. The essential form and integrity of the property would be unimpaired.

RECOMMENDATION

Staff recommends approval of the application.

Ms. Caroline Swope reviewed the material discussed in the previous meeting, providing a brief overview of the history and the proposed changes. The areas of focus reviewed were the proposed ADA compliant front entry, the addition of an entrance to the rear of the building, changes to the south elevation mechanical entrance, the removal of the smoke stack, and replacement of the original windows with new windows from the same manufacturer.

Mr. James Steel asked if the new windows were thermally broken. Ms. Swope answered the new ones would be.

Ms. Swope moved on to items not covered in the previous meeting. The kitchen entrance would receive a ramp which would necessitate larger doors. The community entrance would also receive new doors, replacing the steel industrial doors. The ventilation louver locations on east elevation will be changed to be more symmetrical. On the south side, the roof of the mechanical space below ground would be replaced with a new green roof and the grills on the outside wall would be sealed off. Ms. Swope provided an overview of the current state of the gutters and went over plans to replace the non-historic gutters.

Chair York asked if the new gutters would have larger scuppers coming out so that there wouldn't be a large bend around the upper section. The response was that the bend was actually authentic to the original design.

Ms. Swope continued through the proposed changes. Mechanical equipment would be added to the roof, but was not expect to have a significant visual impact. The current sign above the doorway will be removed and damage to the masonry repaired. The new sign will be on the ADA access ramp.

Ms. Lysa Schloesser asked if the letters would be attached to the surface or cut into the sign. The response was that the letters would be attached and would likely be lit from the front. Mr. York asked if there were any plans for the original sign. Ms. Swope responded that it would stay as it was part of the building.

Ms. Swope discussed the addition of new lighting at the main historic entry dolls. She called attention to the protruding square lights with round ghost marking behind, noting that the new round lights would match the markings

on the ceiling. There was a question about what the original light fixture would have been. Ms. Swope answered that it would have been a school house globe, but that the preference is to replace with something less delicate. Next Ms. Swope covered the addition of lighting for the main entrance steps, above the community entrance and at the new bus drop-off entrance.

Mr. Jeff Williams asked if there was a reason for the difference between the original and replacement doors. Ms. Swope answered that the goal was to keep the new features subdued so that the attention would be kept on the historic features.

Hardware changes to the historic doors were discussed. Ms. Swope reported that they did not know what the original hardware looked like and were proposing a simple replacement for the front door and even simpler replacement for the secondary doors. On the main doors they would be seeking approval to remove the paint and add a clear coat to the entry doors, transoms and sidelights. Discussion ensued.

The last item requiring approval was the ADA blue square buttons. Ms. Swope noted that they did not know exactly how they would be drilled in, but that they would be kept away from the cast stone and the brick. Ms. Swope opened for any further questions from the Commission.

Mr. Jonah Jensen recused himself from voting due to his work with the school district.

Ms. Schloesser asked if the finish on the letters for the sign would be using the bronze finish. Ms. Swope confirmed that it would be.

There was a motion.

"I move to approve the proposal"

Motion: James Steel
Second: Katie Chase.

The motion was approved.

B. 1932-36 Pacific, UWT McDonald-Smith Building
Exterior Renovation

Jordan Kiel, Bassetti Architects

Ms. Lauren Hoogkamer read the staff report.

BACKGROUND

The McDonald-Smith Building was built between 1890 and 1896; it is a contributing structure in the Union Depot-Warehouse Historic District and it is part of the UWT campus. The application includes replacing the existing wood windows with new aluminum clad windows to match the adjacent building. Windows will be fixed and double-hung. Details between windows on the first and second levels will be reused or replicated. The brick will also be lightly washed, but the ghost signage will not be damaged. A conduit will be removed and brick will be repaired and sealed. The downspouts and conductor heads will be replaced to match the adjacent building. Mezzanine and light monitors on the roof will be removed and filled and the elevator overrun will be removed. Deteriorated sandstone sills will be replaced with matching cast stone. Additionally, the storefront and cornice will be repainted and the glazing will be replaced.

The Landmarks Preservation Commission was briefed on this project on October 22, 2014.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

Union Depot/Warehouse Design Guidelines

3. Materials. The predominant building material within the districts is masonry, including brick, granite, and terra cotta. Rehabilitation of existing buildings and construction of infill buildings shall utilize masonry as the predominant building material.

4. Minimum Maintenance. All contributing historic buildings in the districts shall be maintained against decay and deterioration caused by neglect or defective or inadequate weather protection.

8. Color. Building colors should contribute to the distinct character of the historic building. Original building colors should be researched and considered in any new color scheme. Whether contrasting or complementary, the colors should reflect the design of the building. Building colors should utilize a limited palette. Colors should be selected to emphasize building form and highlight major features of the building. Color schemes using several colors should be avoided and surfaces which are not historically painted should not be painted.

ANALYSIS

1. The building 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 to the structure.
2. Cast stone will match the existing sandstone; materials will match that of the adjacent building. Windows details will be repaired or replicated.
3. Façade will be repainted the same color and brick will be repaired and sealed.
4. Colors will either be kept the same or changed to match the adjacent building.

RECOMMENDATION

Staff recommends approval of the application.

Mr. Milton Tremblay noted that it was the second discussion concerning the proposal and turned the presentation over to Mr. Jordan Kiel. Mr. Kiel noted that since the last briefing the project was being scaled back due to budget constraints and that changes would be highlighted. He provided a brief overview of the project, which is a continuation of restoration of buildings within a larger complex. Mr. Kiel moved into discussion of the items included in the restoration. The windows would be replaced with aluminum clad wood windows that have the appearance of a double hung window, as had been done in the restoration of the adjacent Cherry Parkes building. He noted previous concerns about the detail between paired windows and stated that it would be salvaged and possibly reused. Mr. Kiel commented that they wanted to paint the storefront façade and replace the glazing with an insulating glass with a low heat coating. On the commerce street side he discussed plans to extend the window style used on the Cherry Parkes building across the extent. Since the last meeting, they were no longer interested in changes to the sidewalk or converting the door back into a window. Instead they planned to replace the door with one that is in similar character to the others. There would be a light cleaning of the brick using a detergent, before sealing it. A conduit above the door would be demolished. Downspouts and scupper boxes would be replaced with the same style as Cherry Parkes. They still had plans to remove the elevator from the 1930s and the mezzanine from the 1980s with neither of the changes visible from the ground.

Mr. Kiel discussed allowing the storefronts to have a choice in paint schemes. He showed an image with a proposed color palette and stated that they would be working with tenants on an approved set of historic color options. The goal would be to allow individual tenants to have separate colors for their storefronts. He added that the building was constructed as three buildings with three addresses and allowing differing colors for the individual bays would be keeping with the historic intent. Some discussion ensued. Commissioners requested clarification on exactly how much freedom tenants would have and where the colors would be placed on the building.

Mr. Steel asked if they would bring it to the Commission for approval each time they repaint for a new tenant. The response was that they would if the colors changed.

Mr. Reuben McKnight asked for clarification on whether the architectural elements like the iron columns would stay the same and only the wood components of the store fronts and the doors would be different color. The response affirmed that was the correct understanding.

Vice-Chair Chase asked how many windows would be fixed instead of double or single hung sash. Mr. Kiel answered that all of them would be fixed for safety and maintenance reasons.

Vice-Chair Chase asked what would be used to replace the mullions between the paired windows if the existing mullion could not be repaired. Mr. Kiel responded that they would use a replica.

Mr. Kiel discussed plans to replace the sandstone sills, reporting that they had noticed sizeable chunks, cracks and abrasion visible. They would replace with a cast stone that matches in color. Responding to the question of whether they would only be replacing deteriorated sills, he added that they would be replacing all of them.

Ms. Schloesser asked if they would be presenting any proposed replacements to the vertical pieces between the paired windows. The response was that they would obtain an exact replica, likely of a composite material for durability.

Mr. Steel asked if there were any other exposed elements in the opening that would be replaced. Mr. Kiel answered there is a brick mold that they would replace with one that is aluminum covered. Mr. Steel commented that if they are replacing the window with an aluminum clad window and the brick mold with an aluminum extrusion, they might as well go with an aluminum brake metal flashing for the intermediate member. Some discussion ensued about the feasibility. Mr. Steel added that if there were any painted members in the opening he would prefer that the brick molding would be painted to match.

Mr. Steel asked to clarify if the window would be single hung, but fixed to be inoperable. Mr. Kiel responded that the glass would be on separate panes so that the window appears to be single hung.

Mr. Steel expressed concern about the replacement of architectural features that aren't deteriorated such as the sandstone. He commented that he would prefer replacing the damaged sills with sandstone instead of replacing all of them with a precast or concrete. The response was that they had not had access to every space, but what they had seen showed enough damage to warrant replacement and that it was more cost effective to do the replacement of the sills when the windows were being replaced. Some discussion ensued on the issue of replacing the sandstone sills and needing a complete survey of the condition with documentation. Mr. McKnight recognized that the Commission wanted further information on the condition before making a decision on the sills and suggesting setting that discussion aside until further information can be provided.

Vice-Chair Chase asked if there had been any test cleaning done on the brick to ensure that there wouldn't be any impact to the ghost signage. Mr. Milton Tremblay responded that they had a policy on ghost signs that required documentation before the project and that they would treat them with care.

Mr. Steel expressed concern about painting the storefronts different colors. He commented that two colors per storefront would be acceptable so long as the additional colors are kept within the three bays.

Jonah Jensen noted that University of Washington Tacoma was a client of BLRB, his employer.

There was a motion.

"I move to approve the application for 1932-36 Pacific, UWT McDonald-Smith Building as submitted with the exception of the replacement of the sandstone sills which should require greater survey and further documentation by the applicant before a decision can be made by the Commission."

Motion: James Steel
Second: Lysa Schloesser.

The motion was approved.

C. 2105 South C Street, JE Aubry Wagon & Auto Works
Sign

James Hay, Robinson Noble, Inc.

Ms. Lauren Hoogkamer read the staff report.

BACKGROUND

The 1910 J.E. Aubry Wagon & Auto Works building is on the Tacoma Register of Historic Places as well in the Union Station Conservation District. This application is for a 4' 7.5"x3' 8" aluminum sign with black vinyl letters. The proposal is to place the sign on the north-facing wall, at the top of the northwest corner. The sign will be visible from 21st Street and it will be attached with brackets held by concrete anchors in the mortar joints.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

The Secretary of the Interior's Standards for Rehabilitation:

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. The building is on the Tacoma Register of Historic Places and in the Union Station Conservation District, and as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications to the structure.
2. There will be no drilling into the bricks and no historic material will be destroyed. The sign is compatible in scale, yet differentiated from the historic material.
3. The sign could be removed with harming the form and integrity of the historic building.

RECOMMENDATION

Staff recommends approval of the application.

ACTION REQUESTED

Approval.

Mr. Hay stated that the sign would be a simple presentation of their corporate logo on an existing sign taken from another facility. He commented that the sign being used was not compatible with the front of the building, where they would have a simple window graphic instead. An image demonstrating the location of the sign on the north side of the building was shown. He reported that the initial vinyl had some UV damage and was being refreshed, but the dimensions would not be altered.

Ms. Schloesser asked if the initial vinyl was tattered. Mr. Hay responded that the issue with the existing sign was that the lettering was thinner and the UV coating had not worn well so a different coating was being used. He added that the original location for the sign had been 17 feet above grade and the new location would be under 35 feet.

Ms. Schloesser asked if the plan to use the existing sign meant that they would use the existing substrate. Mr. Hay confirmed that was the intent. Mr. Hay added that it was currently mounted on brackets, which would not align with the grout lines perfectly and they would be using a bracket extender.

Ms. Schloesser asked if the bracketing would be hidden. Mr. Hay answered it would be completely hidden.

Ms. Schloesser asked if the sign would be equidistant on the top and the side. Mr. Hay responded that equidistant would be his preference but there might be a restriction due to the presence of phone lines.

Vice-Chair Chase recused herself due to the owner of the building being a client for her company.

There was a motion.

"I move to approve the signage as proposed for 2105 South C Street "

Motion: Jeff Williams.

Second: Jonah Jensen.

5. BOARD BRIEFING

A. 1735 Jefferson, UWT Urban Solutions

BOLA Architecture + Planning

Mr. Milton Tremblay gave an introduction to the project which would be considered for approval in the next legislative session and turned the presentation over to the design team.

BACKGROUND

1735 Jefferson is the former Tacoma Biscuit & Candy Company; it was built in 1904 and it is a contributing structure in the Union Depot-Warehouse Historic District. The building will house the new UWT Urban Solutions Center. Representatives from BOLA Architecture + Planning are here to brief the commission on the project scope.

Ms. Elizabeth Moggio and Ms. Rhoda Lawrence introduced themselves to the Commission. Ms. Lawrence provided a brief summary of the history of 1735 Jefferson's name changes over the years. She highlighted the two primary facades: Jefferson Avenue, better known as the Old Spaghetti Factory, and the east façade which is on the Prairie Line Trail. She went through the history of the building, constructed originally as an industrial building, and the subsequent changes leading to the building's current condition.

Ms. Moggio provided some detail on the proposed Urban Solutions Center. An image showing a cross section of the building was shown and Ms. Moggio commented that the top two floors could be student focused with the first floor having a community feel and the second floor on the Prairie Line Trail having more of a campus feel.

Ms. Lawrence discussed the current condition of the building, with the first floor currently occupied by the Old Spaghetti Factory and the rest of the space being vacant. Testing of the exterior materials had been done as well as hazmat reports. She showed some of the paint removal samples, which had revealed that the two primary facades were not red brick. On the Prairie Line Trail side the existing fire escapes were planned for removal as they were not structurally sound. She added that the pvc downspouts would be revised. The current paint on the masonry is failing and would need to be removed and replaced. The windows are not punched openings but are actually a series of wood windows with metal spandrel panels between them. She reported that they are still investigating an appropriate replacement, but the intent is to replicate what is there.

Mr. Steel asked if the windows were original. Ms. Lawrence confirmed that they were.

Mr. Eugene Thorne asked if the grade line was above where the track was and if that would cause any problems with the connecting the staircase to the trail. Ms. Moggio answered that they were still looking at how the grade works now that the wall was in place. Mr. Tremblay added that they were considering elimination of an exterior staircase, since there would be a staircase through the building.

Mr. Williams asked if the transom windows on the lower level of the Prairie Line trail side were original. Ms. Lawrence answered that there were transoms in the 1905 photo, but there has been some infill and modification. The intent is to maintain the masonry openings similar to what had been done on the Cherry Parkes building.

Ms. Lawrence continued with the review of the current conditions of the building, moving on to the Jefferson side where she noted that a canopy was added around 1912. They were looking into removing them and restoring the appearance to an earlier time period. On the south façade they were currently doing testing to find an appropriate treatment for the wall. Ms. Lawrence reviewed the proposed changes and invited any questions from the Commission.

Mr. Tremblay reported that they were taking down a cell tower.

Ms. Schloesser asked if the top floor had a higher ceiling as it appeared in the images. Ms. Maggio responded that it did not, but the ground floor did have a higher ceiling.

Mr. Steel asked to go back to the old images and noted that the windows look like they have weight pockets in the jams separating the double hung windows. He commented that it made him curious as to what had been done and necessitated some documentation if the windows are to be replaced. Mr. Tremblay clarified that they would likely be proposing replacement, but would recycle the windows if possible.

Mr. Steel asked for more information on the exterior downspouts. Ms. Lawrence responded that there are roof scuppers at the low side and that it single slopes towards the Prairie Line Trail leading to the pvc pipes, which will be revised. Mr. Tremblay added that they were proposing going internal.

Mr. Steel commented that there was a clear challenge associated with taking the backside of the building and effectively making it the front door. He expressed interest in more information on why they ended up with the design solution they did on how it's compatible with what is there now. Some discussion ensued, it was noted that the backside of the building will be focused on the campus while the Jefferson street side would be more visible to the public.

Mr. Tremblay noted that there is also the possibility of an entrance being created on the south wall to connect to the science building. Mr. Thorne asked if they had looked into creating infill between the south wall and the science building. Mr. Tremblay responded that they had looked into a sky bridge but it was not part of current plans. He added that the compactor would be removed and the area made more inviting.

Mr. Williams asked if they were proposing a grey color for the exterior or a buff color as it appeared to have had originally. Ms. Lawrence responded that they would be getting rid of the mustard color.

Mr. Steel asked if the fire escape was original, considering that they typically remove them. Mr. Tremblay responded that they remove the fire escapes because they make an attractive nuisance. It was also noted that it would take significant upgrades to make the fire escapes usable. Some discussion ensued about which of the fire escape balconies were original. Mr. Steel commented that it would be helpful to see some photos of the current conditions of the fire escapes and that they could possibly limit accessibility to the fire escapes without removing them entirely.

Ms. Schloesser asked if the elevators were original to the 1905 building. Ms. Lawrence responded that the elevators were original, but have been removed since. Mr. Tremblay added that the current plans do not include an elevator and that they would be sharing an elevator with the Dougan building.

Mr. Tremblay added that there would be a full seismic upgrade on the building. It was also noted that there would be two emergency egress access stairs on the north and the south side. Mr. Steel asked what they would have to do to make the rubble brick on the party wall structurally sound. The response was that different options were being considered including cladding it with a different type of material. There was still testing to be done to assess the strength of the walls.

A commissioner reiterated that the fire escapes could be preserved by removing accessibility. Another commissioner commented that they had worked on a building where everything but the frame had been removed.

There were no further questions.

6. PRESERVATION PLANNING/BOARD BUSINESS

A. Enforcement Action – 755 St Helens, Bostwick Building

Mr. McKnight gave an a review of the enforcement action and read the staff report.

BACKGROUND

The 1889 Bostwick Building is an individual landmark on the Tacoma Register of Historic Places. On September 15, 2014, the owners of the Bostwick Building were notified that the stained mahogany wood storefronts on the west elevation were painted without review and approval by the Landmarks Preservation Commission. This unapproved work occurred under the previous owner, in 2013, and was supposed to be remedied by May 2014. The current property owner purchased the building unaware of the violation.

The new owner is requesting that the violation be set aside, for two reasons: 1) the building thus far is not performing well in terms of revenue, and 2) the brown hue of the paint does not represent a significant visual change. They have submitted materials indicating that the building's net cash flow is in the negative.

Staff has brought this matter back to the Commission for direction. The owner is located out of state, but staff can arrange a conference if needed.

Mr. McKnight commented that though it is unfortunate to have paint on mahogany, what's there is not doing better or worse as time passes so there could be consideration made for the expense of the action needed. However, if the commission does want to talk to the owner it could be possible to speak via teleconference or have a property representative present. Mr. McKnight added that he did not know if the owner had checked if the paint was strippable.

Mr. Granfield asked for clarification on whether the strippable wood meant simply the part that was primed. Mr. McKnight answered that it was primed and painted using an oil based primer paint.

Mr. Williams commented that mahogany is easier to strip than many other kinds of woods.

Chair York commented on the discussion with the previous owner and asked which owner had done the clear coating on the other side. Mr. McKnight commented that the new owner had done the clear coating .

Chair York expressed interest in talking to the current owner to convey that the financial issues are not relevant to the historic significance of the building. Mr. Williams added that the new owner inherited the responsibilities of the previous owner including the direction given by the commission.

Mr. McKnight stated that he would communicate to the new owner that the obligation of the prior owner was to return the wood to condition it was prior to being painted or to demonstrate to the commission why it can't be done.

B. Harmon storefronts

Mr. Reuben McKnight provided an overview of the proposal and read the staff report.

The Harmon Brewery is removing the brewing equipment from the Harmon Building because it is redundant to their operational needs. To do so, the glass will need to be removed from the front of the building to gain access.

The Harmon Brewery would like to open a coffee shop in the space left vacant by the brewing equipment, independent from the Harmon Restaurant, with its own entrance. The Harmon is proposing to install a new entrance to match the other retail entrances in the building in configuration, materials and detail. However, there are some issues in City code to address regarding the door configuration that are under discussion. Staff will present pictures and propose this for an administrative review as these issues are resolved.

Mr. McKnight reported that there would be a temporary access opening to remove brewing equipment. A door would be framed into the center of the space and the nearby railing would be squared back to the building. Currently, the removal of the tankage was midproject. A remaining issue is the City's right of way policy regarding door swings, which typically does not allow swing out doors. Mr. McKnight commented that he might ask the Commission if they can allow staff to work out the right of way issue and have a standard treatment entryway as an administrative review.

Mr. Williams asked if the louver was being removed. Mr. McKnight responded that he would look into it, but the only change they were asking for was to put a header in the door with sidelights.

Ms. Schloesser asked where the brewing operations are shifting to. Mr. McKnight responded that he they might be consolidating the brewing operations at the hub.

Mr. Chris Granfield asked to clarify that they were only asking for a single door and not a double door. Mr. McKnight confirmed it would only be a single door. There was some discussion on the style and configuration of the door.

The Commission members agreed with moving the decision to administrative review.

C. Events and Activities Updates

Ms. Lauren Hoogkamer provided an update on events and activities.

Upcoming events/mark your calendars

1. Adaptive Reuse Open House & Harmon Brewery Tour Recap
2. Maritime Heritage Swing Recap
3. January Board Retreat TBA

Event planning

1. 2015 Preservation Month Planning, next meeting December 17th
 - a) Historic Homes Tour (Tacoma Historical Society, May 2nd & 3rd)
 - b) Preservation Month Proclamation, May 5th
 - c) Kickoff Event (Historic Tacoma, May 8th)
 - d) Amazing Preservation Race, May 9th
 - e) Youth Spoken Word Contest @ Hilltop
 - f) Photo Scavenger Hunt (Earthwise/Children's Museum)
 - g) Tweed Ride
 - h) Bimbo's Cook off
 - i) Closing Ceremony/Awards (Foss Waterway Seaport, May 31st)

7. CHAIR COMMENTS

Mr. McKnight welcomed new Commissioners Eugene Thorne, who was present, and Laureen Skrivan who would be attending the next meeting.

There were no comments from the Chair.

The meeting was adjourned at 7:51 p.m.

Submitted as True and Correct:

Reuben McKnight
Historic Preservation Officer



STAFF REPORT

January 14, 2015

DESIGN REVIEW

AGENDA ITEM 3A: 411 N I Street (North Slope Historic Special Review District)

Brandon Montesi, Braveheart Construction

BACKGROUND

411 North I Street, built in 1905, is a contributing structure in the North Slope Historic Special Review District. The exterior siding on the upper floors is wood shingle and the ground floor, between the second floor and the basement, is stucco, which is now deteriorated. The applicant is proposing replacing the stucco with 5" reveal smooth textured Hardie Lap Siding with cedar corner boards. The whole exterior will be repainted to match; the applicant has provided a sample of the color. Project also includes a new composite shingle roof and the replacement of broken window panes; no windows are being altered.

The applicant has indicated that the stucco was poorly installed originally and would be cost prohibitive to repair.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

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

Guidelines for Exterior Siding and Materials

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

ANALYSIS

1. This building is a contributing structure in the North Slope Historic Special Review District and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications to the structure.
2. Applicant is proposing removing original stucco. The majority of the siding, which is wood shingle, will remain.

3. Staff recommends that the applicant explore repairing the stucco. Proposed siding is not a visual match to the original stucco, but the whole exterior would be repainted to match.
4. New siding could be removed and stucco could be replaced.
5. Proposal would change the appearance, although the ground floor siding is not very visible due to the front porch.

RECOMMENDATION

Staff recommends that applicant explore repairing the stucco.

BOARD BRIEFINGS – ARCHITECTURAL REVIEW COMMITTEE

AGENDA ITEM 4A: 1121 N 7th Street (North Slope Historic Special Review District)

Robert Stickel, Owner

BACKGROUND

A Stop Work Order was issued for work being done on an existing carport, shed and a new deck. The carport has existed for many years, but was never permitted and is built too close to the property line. To remain, the carport will require both a setback variance and a fire rated wall along the property line.

The City will require that the carport be removed from the home unless the code issues are remedied, which will include 1) a fire rated wall, enclosing the north side of the carport, 2) approval of a setback variance, and 3) approval from the Landmarks Preservation Commission.

Because of the cost of applying for a variance, the owner is requesting early guidance from the Commission regarding approval by the Commission should a variance be granted.

ACTION REQUESTED

Board feedback.

PRESERVATION PLANNING/BOARD BUSINESS

AGENDA ITEM 5A: Events & Activities Update

Staff

Staff will discuss the following events and activities:

Upcoming events/mark your calendars

1. January TBA
2. #IHeartTacoma
3. Heritage Mixer, Feb 7th
4. LPC Retreat, March 3rd

Event planning

1. 2015 Preservation Month Planning, next meeting December 17th
 - a) Historic Homes Tour (Tacoma Historical Society, May 2nd & 3rd)
 - b) Preservation Month Proclamation, May 5th
 - c) Kickoff Event (Historic Tacoma, May 8th)
 - d) Amazing Preservation Race, May 9th
 - e) Youth Spoken Word Contest (Sure House, May 15th)
 - f) Photo Scavenger Hunt (Earthwise/Children's Museum)
 - g) Tweed Ride
 - h) Closing Ceremony/Awards (Foss Waterway Seaport, May 31st)

AGENDA ITEM 5B: OFFICER ELECTIONS

Officer Nominations

According to LPC Bylaws, Officers shall be nominated at the first meeting in December of each year. Elections shall be held at the following meeting. New officers will assume duties at the meeting following their election. For your reference, the section on Nominations and Elections is located at Bylaws, Section 1. Administrative Procedures.

However, no nominations were made in the December meeting. Typically the Commission has deferred this action to the first January meeting.

Landmarks Preservation Commission

Planning and Development Services Department



ONLINE APPLICATION:

http://cms.cityoftacoma.org/cedd/TacomaCulture/Historic/general/FORMS/HP_Apply_Residenti al%202013.pdf

747 Market Street ♦ Room ~~1038~~ ³⁴⁵ ♦ 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 411 North I Street Landmark/Conservation District (if applicable) _____

OWNER INFORMATION

Name (printed) Terrence Williams Email teewillsell@gmail.com

Address (if different than above) 4513 S. M Street Phone 253-230-7769

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 Brandon Montesi Company Braveheart Const.

Address 3512 O Street SE, Auburn, WA 98002

Email brandon@braveheartconstruction.com Phone 253 951 2034

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 \$5000.00

Application Fee Enclosed \$175.00

pd 1/7/15
BTK

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:

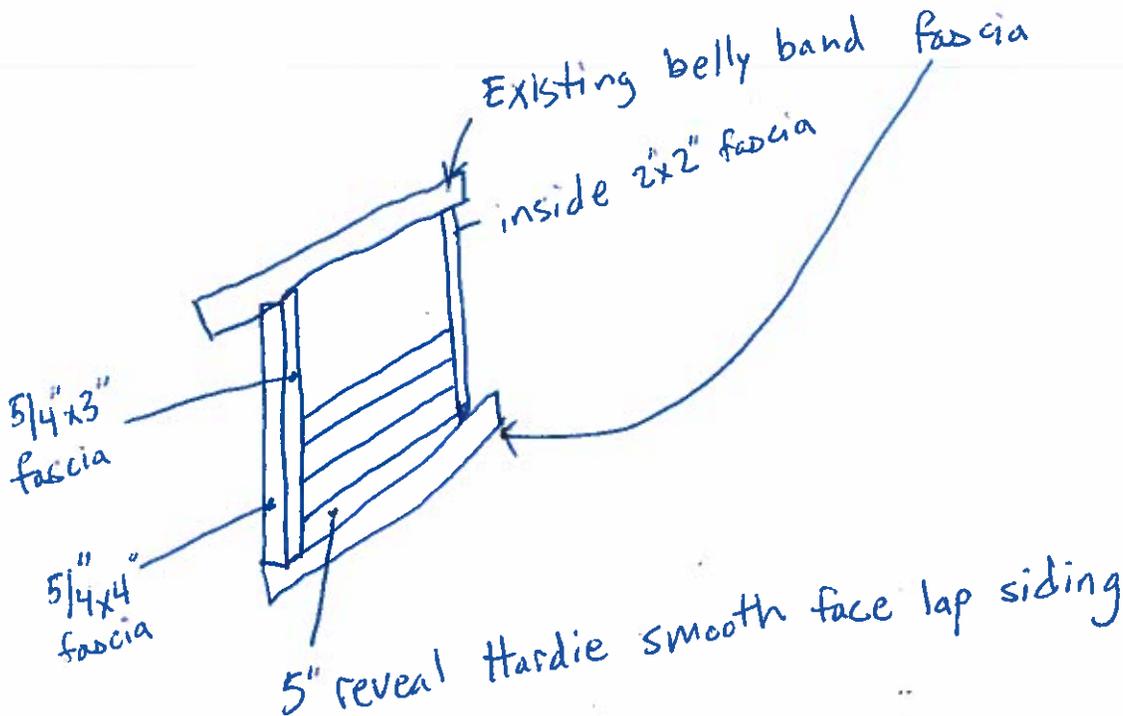
Permit Intake Center
City of Tacoma, Planning and Development
Services Department
747 Market Street, 3rd Floor
253-591-5030

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.

See attached

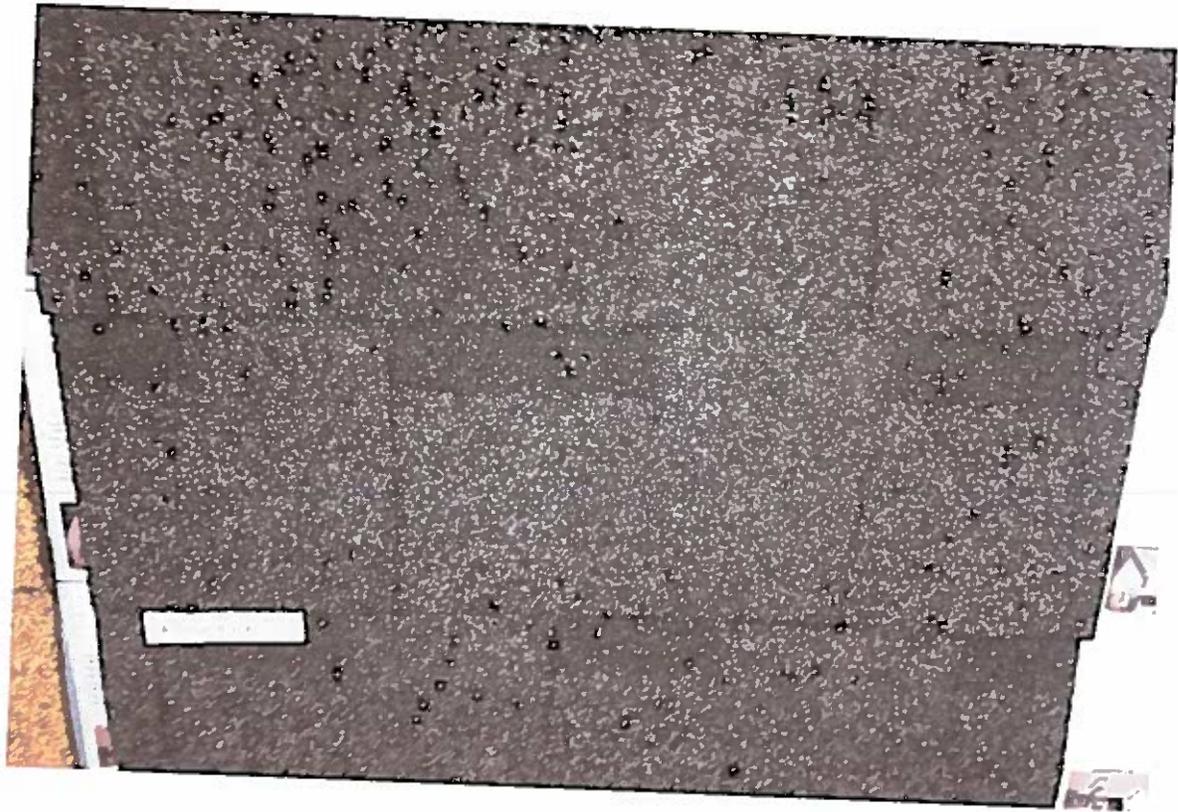


Landmarks Preservation Commission
Application for Design Review

Part 3: PROJECT DESCRIPTION

Our proposed scope of work is as follows:

Remove the existing stucco siding between the second floor belly band and the first floor/basement belly band (see rot and damage in attached photos). Install 15 pound building paper on exterior sheathing. Install 5/4" x 4" and 5/4" x 3" cedar fascia on the seven outside corners of the building where the stucco was removed. Install 2" x 2" cedar fascia on the three inside corners of the building where the stucco was removed. Replace with smooth Hardie Lap Siding with a 5" reveal, installed horizontally and per manufacturer's instructions. New 30 year black composite shingles will be installed over one layer of existing roofing on the house and garage. No windows or doors are being removed, moved, or added. Any broken panes of glass will be removed and a new piece of glass will be installed to the existing window.



Onix Black - Pabco 30 yr shingles



SW 7028
Incredible White

SW 7029
Agreeable Gray

SW 7030
Anew Gray

~~HTH~~
~~edgewood~~
~~HTH~~

exterior
411 N. I St

SW 7031
Mega Greige

SW 7032
Warm Stone

SW 7033
Mansfield Orange

SW 7034
Status Bronze

From: Croston, Heather
Sent: Wednesday, January 07, 2015 3:23 PM
To: Hoogkamer, Lauren
Subject: RE: 1121 N 7th St

They never got a permit for the carport, deck or the shed that is there. The carport is too close to the property line and they would have to apply for a variance to keep it. The shed must be 6' from the home and have no roof connections to any other structure or else it will need permits. If the variance gets approved then they will have to submit drawings for the building permit. There are a few issues with it code wise. Two of them being it is over spanned and they must have a fire rated wall on the property line. There could be other items but those will be addressed after Landmarks & Land Use have approved everything. I have attached all the documentation that I have from the meeting.

Let me know if you need anything else.

Thanks,

Heather

2014



2008





Ampro
Roofing Solutions
253-590-7476 • 426-333-0678
PREFERRED CONTRACTOR
LICENSED CONTRACTOR
Ampro Roofing & Inc.

12/03/2014 11:27



12/03/2014 11:27



12/03/2014 11:27



12/03/2014 11:26



12/03/2014 11:26



NOTICE OF VIOLATION/ STOP WORK ORDER

DATE: 12/3/14
ADDRESS: 1121 N 7th ST
OWNER: ROBERT A. STICKEL
CONTRACTOR: OWNER

- Permits have not been obtained for work being performed and/or work already completed. *TMC Title 2*
- Work does not conform to the approved plans. *TMC Title 2*
- Land Use Regulatory Code Violation. *TMC Title 11*
- Erosion Control/Grading Violation. *TMC Title 2*
- Critical Areas Preservation Ordinance Violation. *TMC 11.11*
- Expired or cancelled permits. *TMC Title 2*
- Other _____

Specific conditions that exist: ATTACHED
CARPENT STRUCTURE ERECTED
W/O PERMITS

Submit plans and obtain all required permits. This may include Building, Land Use, Plumbing, Mechanical, Electrical, Construction Division, and other applicable permits not listed.

Failure to respond and correct the above noted conditions will result in a civil penalty being issued in an amount of \$250.00 for the first violation and \$250.00 per violation for the second and subsequent violations. Every day or portion thereof that the violation remains shall be considered a separate violation subject to a civil penalty.

By J. KENDALL
City of Tacoma, Community and Economic Development
Building and Land Use Services
747 Market Street, Room 345
Tacoma, WA 98402-3769
253-591-5005

12/03/2014 11:26

Landmarks Preservation Commission

Community and Economic Development Department



RULES AND REGULATIONS

The following Rules and Regulations of the Tacoma Landmarks Preservation Commission were adopted by the Commission at its January 24, 2007 meeting. These rules and regulations conform to the statutory authority of the Tacoma Municipal Code (Title 1, Chapter 1.42 Landmarks Preservation Commission, and Title 13, Chapter 13.07 – Landmarks and Historic Districts). Amendments to these Bylaws may be made annually.

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¹ Amendment 2012

SECTION 1: Administrative Procedures

I. Election and Terms of Office

A. The Commission shall elect its own Chair, Vice-Chair, and such other officers as from time to time it may determine it requires, all of whom shall be members of the Commission.

1. Nominations and Elections – Officers shall be nominated at the first meeting in December of each year. Elections shall be held at the following meeting. New officers will assume duties at the meeting following their election.

2. Officer Qualification Considerations – The Officers should:

- a) be interested in holding the position(s);
- b) be able to devote sufficient time to Commission business;
- c) be committed to attending as many regular and special Commission meetings as possible;
- d) be prepared to make presentations to the City Council, citizens, committees, neighborhood groups, and service clubs regarding Commission responsibilities, projects, plans and policies; and
- e) have sufficient experience on the Commission to understand its role and functions and to have a basic understanding of the City's Comprehensive Plan policies and development regulations.

B. The term of office shall be for one (1) year or until the next scheduled election. In case of any vacancy in office, the vacancy shall be filled by an election at the first regular meeting after the occurrence of such vacancy.

II. Duties of Officers

A. Chair – The Chair shall preside over all meetings of the Commission. All resolutions

adopted by the Commission and Commission correspondence shall be signed in his/her name as Chair of the Commission.

B. Vice-Chair – In the event of the absence of the Chair or his/her inability to act, the Vice-Chair shall take his/her place and perform his/her duties. In the event of the absences or inability to act of both the Chair and the Vice-Chair, the remaining members of the Commission shall appoint one of their members to temporarily act as Chair.

III. Establishment of Advisory Committees and Architectural Review Committee

A. Advisory Committees – The Commission may establish advisory committees as it deems appropriate by a vote of the commission. Advisory Committees may be established from time to time to examine and make recommendations to the full Commission regarding certain preservation issues in the community. Advisory Committees are informal and shall not take action on any pending board business nor deliberate on specific applications before the board. Interested members of the community who are not appointed Commission members may join advisory committees.

B. Architectural Review Committee – The Architectural Review Committee (ARC) is established for the purpose of advising applicants regarding the design and appropriateness of proposed projects pending Commission review. The Commissioners appointed as Architects shall serve on the ARC, in addition to any other interested Commissioners. The ARC shall meet on a regular time and day established by the Commission, on an as needed basis. The Commission may request the ARC to review pending projects and solicit recommendations on those projects, and applicants may request feedback from the ARC regarding an application to the Commission. The Commission may also delegate final approval of a project to administrative review via Commission motion and vote

at a regular public meeting, pending ARC review and recommendation.

subject(s) of the hearing, and to other interested parties as deemed appropriate by the Commission. An additional notice shall be required for matters continued for further hearing and continued to a time, date, and place certain.⁴

IV. Historic Preservation Officer

The Historic Preservation Officer shall organize and supervise clerical details of the Commission's business and shall be responsible to the Commission for the proper preparation and maintenance of records of meetings, hearings, official actions and all public records, per TMC 1.42.100. The Historic Preservation Officer shall serve as the primary professional liaison for Commission business, and may make recommendations or generate opinions for the Commission as an ex officio member.

V. Meetings Procedures

- A. Public Meetings – Regular public meetings of the Commission shall be held on the second and fourth Wednesday of each month at 5:30²p.m. in a location designated by the Commission and indicated on the agenda and other public documents announcing the meeting. If the regular meeting day falls on a legal holiday, the Chair of the Commission shall fix another day therefore and give notice of said meeting as hereinafter providing for “special meetings.” The notice for any regular public meeting shall indicate the date, time, place and business to be transacted, and be distributed prior to the meeting to those individuals and organizations listed on the mailing list that shall be maintained by the Historic Preservation Officer and may be subject to the Commission’s approval.³
- B. Public Hearings – Public hearings conducted by the Commission shall be held in a location designated by the Commission and indicated in the notice of hearing. The date and time of the hearing shall be determined by the Commission and indicated on the notice of hearing. Notices for public hearings shall be distributed in accordance with the Tacoma Municipal Code Section 13.02.057. Notices shall also be mailed, prior to the hearing, to those on the mailing list as hereinabove provided, to those individuals or organizations which have indicated in writing to the Community and Economic Development Department an interest in the

- C. Special Meetings – Special meetings of the Commission that are set for a time different than ordinarily scheduled, or scheduled to solicit public commentary on a particular item of board business, shall be held at such times as the Commission may determine, or may be called by the Chair for any time upon the written request of three members of the Commission. Special meetings shall be open to the public. Notices of special meetings shall be distributed to the same recipients of notices for regular public meetings, to the recipients on the special press mailing list on file with the City Clerk’s Office, and to other interested parties as deemed appropriate by the Commission. Such notice shall indicate the date, time, place and business to be transacted.
- D. Quorum – A quorum for the transaction of official business shall consist of a majority of the members of the Commission per TMC 1.42.
- E. Adjournment – The Chair may, at his or her discretion, call for a motion to end the meeting, or may declare the meeting ended without a formal motion.
- F. Absences – Commissioners unable to attend a meeting may request excusal from the meeting in advance of the meeting by notifying Staff, who shall present the request to the Chair, or may request excusal in person at the next regular meeting following the absence. The Commission shall then approve or deny the request. Upon a member's missing three (3) unexcused consecutive regular meetings, the Commission shall formally afford such member consideration to determine whether the absences are to be excused. If the Commission determines

² Amendment 2012,

³ Amended 12/14/2011

⁴ Amended 12/14/2011

not to excuse such absences, then the Commission shall determine the question of whether the Commission shall recommend to the City Council that such member should be deemed to have forfeited his/her office and a new member be appointed to fill the unexpired term.

G. Every official act taken by the Commission shall be by resolution or by motion by an affirmative vote of a majority of the quorum. In the event that a member disqualifies themselves or passes, this is to be registered as "abstained". Notwithstanding Robert's Rules of Order, the Chair shall vote on all resolutions or motions.

H. Conduct of Meetings.

1. Order of business:

- a) Roll Call.
- b) Consent Agenda
 - i. Excusal of Absences
 - ii. Approval of minutes not previously approved.
- c) General public comments regarding regular agenda items
- d) Review of Nominations to the Register
 - i. Preliminary Meeting on Nomination
 - 1) Staff reports
 - 2) Comments by the Applicant
 - 3) Comments by the Property Owner
 - 4) Board discussion and questions
 - 5) Actions: forward nomination or not forward nomination, or to defer if more information is required
 - ii. Special Meeting on Nominations to the Tacoma Register
 - 1) Staff Report
 - 2) Presentation by Applicant
 - 3) Comments by Property Owner
 - 4) Public Testimony
 - 5) Close of testimony
 - 6) Actions: Motion to forward nomination to City Council, to

not forward to Council, or to leave the comment period open to a certain date.

- e) Applications for Design Review
 - i. Staff Report
 - ii. Comments by the Applicant or owner
 - iii. Board questions and discussion
 - iv. Action: Approve, Approve with Conditions, Deny or defer for specific additional information
- f) Board Briefings
 - i. Staff introduction
 - ii. Presentation
 - iii. Questions and discussion
 - iv. Action if appropriate
- g) Comments by the Chair
- h) Comments by the Historic Preservation Officer
- i) Board Business/Preservation Planning
- j) The preceding order of business may be modified for any meeting by a suspension of the rules, concurred in by a majority of the voting members present, except that consideration of matters set for public hearing must occur at or following the time indicated on the hearing notice.

2. Conduct of public meetings:

- a) The Chair of the Commission shall preside over all public meetings of the Commission except as provided for in Section II of these rules.
- b) The Chair introduces the agenda items.
- c) The Historic Preservation Officer or his/her representative, if appropriate, summarizes the staff report or other information

prepared or received by the staff on the agenda item.

- d) The Chair shall allow for comments or presentations by representatives of the applicant.
 - e) For normal agenda items that do not require public testimony or public hearings as defined in TMC 13.07, comments by the public may be permitted, but only at the discretion of the Chair.
 - f) The Commission considers the request and may ask questions of the staff or others in attendance at the direction of the Chair.
 - g) The Commission takes appropriate action, if an action is required.
3. Conduct of public hearings and special public meetings:
- a) The Chair of the Commission shall preside over all public hearings and special meetings conducted by the Commission except as provided for in Section II of these rules.
 - b) The Chair calls the public hearing or special meeting to order and announces the procedure for the public hearing or hearing as established by the Commission.
 - c) The Historic Preservation Officer or his/her representative, if appropriate, summarizes the staff report or other information prepared or received by the staff on the hearing item.
 - d) Communications, not contained in the Commission's report, received concerning the hearing item are presented to the Commission.
 - e) The Chair asks for reports from advisory committees if appropriate.
 - f) The Commission hears those persons wishing to give testimony.
 - g) The Chair either closes the hearing or special meeting and announces

the date upon which the record of the hearing will remain open to receive additional written comments, or continues the hearing to a later date if there is a finding by the Chair that all interested parties have not been afforded an adequate opportunity to testify before the Commission or if new information is to be considered on which the Commission feels additional public testimony to be appropriate.

- h) If, in the judgment of the Commission, action is appropriate based upon public testimony and comment received, the Commission may elect to take action on the item immediately following the close of the public hearing or special meeting.
- i) At a meeting(s) subsequent to the public hearing or special meeting, the Commission considers all oral and written testimony concerning the hearing item and acts to approve, disapprove, modify, or defer the decision-making until the completion of additional analyses.

I. Open Public Meetings Act and E-mail Exchanges.

E-mail exchanges between members of the Commission can constitute a violation of the Washington State Open Public Meetings Act (OPMA), Chapter 42.30 RCW. Generally, if a majority of the members participate in an e-mail discussion of Commission business, the members are conducting a meeting in violation of the OPMA requirement that meetings must be "open to the public with prior notice." It is suggested that Commission members observe the following guidelines to avoid OPMA problems with e-mail exchanges:

1. When possible, limit e-mail exchanges on issues related to

Commission business to less than a majority of Commission members. Sending copies of an e-mail to less than a majority may not suffice if subsequent exchanges relay the content of the original exchange to a majority of members.

2. Never decide at an open meeting that a majority of the Commission will continue or complete discussion of an agenda item by e-mail.
3. One-sided (no response anticipated) informational e-mails to a majority or more of Commission members are probably consistent with the OPMA. In open meetings, the Commission members should verbally announce that they have sent this type of e-mail if it relates to the discussion at hand. Commission members are free to engage in e-mail exchanges with staff on one-sided e-mails, but not with each other.
4. E-mail exchanges on issues that the Commission will not address are consistent with the OPMA. However, if any reasonable chance exists that an issue relates to a vote that may or will come before the Commission, a majority of the Commission should not subject the issue to e-mail discussion.

VI. Regular Commission Business

- A. Nominations to the Tacoma Register of Historic Places – the Commission shall consider and recommend, pursuant to TMC 13.07, additions of individual properties and historic districts to the Tacoma Register of Historic Places.
- B. Nominations to the Washington State Heritage Register and National Register of Historic Places – the Commission shall respond to requests by the Department of Archaeology and Historic Preservation for review and comments regarding pending nominations to the Washington State Heritage Register and National Register of Historic Places. Such requests may then be forwarded to the Mayor's Office for any additional comment at the discretion of the Manager of the Planning Division.

- C. Name Changes – Per City Council Resolution 38091, the Commission may take public testimony and make recommendations regarding name changes pursuant to the City Council Policy on Place Names and Name Changes.⁵
- D. Design Review – pursuant to TMC 13.05 and 13.07, the Landmarks Preservation Commission shall review and approve or deny applications for alterations to City Landmarks.⁶
- E. Section 106 Review – From time to time the Historic Preservation Officer or lead agency conducting review under Section 106 may solicit comments from the Landmarks Preservation Commission. This includes federally-owned properties listed on the Tacoma Register of Historic Places not subject to typical City permitting processes.
- F. Applications for Special Tax Valuation – The Commission shall approve applications for Special Tax Valuation pursuant to TMC 13.07 and RCW 80.26.
- G. Special Business – From time to time Commissioners may propose and vote on special items, including Commission resolutions and official Commission policy recommendations. These items shall be proposed in advance of the meeting at which the Commission shall vote, and appear on the agenda under Board Business.
- H. Communication Items – From time to time, Commissioners may propose communications between the Commission and other organizations regarding preservation issues. These items are not required to be on the agenda, but shall be subject to a vote of the Commission under Board Business.
- I. Requests for opinion or other advisory actions – From time to time, City departments and other organizations may request review of preservation related items not generally under the

⁵ Amended 12/14/2011

⁶ Amended 12/14/2011

Commission's jurisdiction. These items generally shall appear under Board Briefings on the agenda, and any vote taken to be an advisory vote.

5. Records of all actions taken by the Commission in the matter (resolutions, motions, setting of dates for hearings, etc.).

6. Record of actions taken by the City Council in the matter (ordinances, resolutions, results of hearings, etc.).

C. Recorded transcripts or summary minutes of all official Commission proceedings shall be filed with the City Clerk and shall be opened to public inspection.

VII. Adoption of Annual Calendar⁷

A. The Commission should develop and adopt a calendar of normal business at its first meeting in January of each year.

B. The contents of the calendar will consist of basic normal agenda items, activities and filing deadlines, for the purposes of increasing the efficiency of commission operations and to provide guidance to applicants and interested parties.

C. Any calendar adopted by the Commission shall be made available to the public in electronic and printed formats.

VIII. Records

A. The Commission's adopted summary minutes of the public meetings shall be the official records. The actual recording of each hearing item shall be the official record for such item.

B. Supplemental records pertaining to matters of public meetings and public hearings shall be kept on file in the Community and Economic Development Department as required by law. These supplemental records may include but not be limited to the following:

1. Description of agenda items, including all submitted information therewith.

2. Report of the Community and Economic Development Department, Advisory Committees and Standing Committees on the matter as presented to the Commission at a meeting thereof, including such material submitted in writing and in map form.

3. Written communications concerning the matter.

4. Facts concerning the matter.

IX. Annual Report to the City Council

The Commission shall annually report to the City Council regarding accomplishments and the status of planning efforts undertaken in the previous year, and if applicable, the outlook of planning issues for the coming year. Typically, this report will be given during Preservation Month (May).

Said report should, at the discretion of the Chair, take the form of a letter, a memorandum, a summary report or a copy of relevant minutes of the Commission's meetings, and may be posted on the City's website as well as delivered in person to the City Council.

X. Community Outreach

A. Preservation Awards - The Commission should, on an annual basis, nominate and vote on individuals, organizations, or projects to be recognized officially by the City for Outstanding Achievement in Historic Preservation. The Commission should establish categories for awards, and forward the awards to the Mayor for a proclamation and recognition. The Commission, at its discretion, may solicit nominations from members of the public.

B. The Commission may from time to time recommend and implement special programs, including educational sessions, tours and presentations, consistent with the purposes of TMC 1.42 and subject to the available departmental resources. The Historic

⁷ Amended 12/10/2008

Preservation Officer may advise the Commission regarding City resources and staff available for such projects, and convey requests by the Commission to the Community and Economic Development Department for such programs if special funding is required.

XI. Miscellaneous

- A. Code of Ethics – Members of the Commission shall comply with the City of Tacoma’s Code of Ethics pursuant to the Tacoma Municipal Code Chapter 1.46 while conducting Commission business.
- B. Contact Information – The contact information of members of the Commission should be considered public information and made available for public access upon request. The Historic Preservation Officer shall be the contact for items related to official Commission business.
- C. Conferences – Members of the Commission may attend, at their own expense, conferences, meetings and training courses related to Commission business.

XII. Amending the Rules and Regulations⁸

- A. General Changes –The rules and regulations may be amended by the Commission by a majority of vote on an annual basis, generally at its first regular meeting in December.
- B. Design Guidelines – Per TMC 13.07.120, the Commission shall adopt and maintain Design Guidelines for historic special review districts and conservation districts.
 - 1. Design Guidelines shall not be amended more than once annually, concurrent with the amendment of these Bylaws.
 - 2. The Commission shall conduct a public hearing consistent with the procedures set forth in TMC 13.07.120 prior to adopting any changes to Design Guidelines.

⁸ Amended 12/14/2011