Date: May 14, 2014  
Location: 747 Market, Tacoma Municipal Bldg, Conference 248  
Time: 5:30 p.m.

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

1. ROLL CALL

2. CONSENT AGENDA
   A. Excusal of Absences
   B. Administrative Review
      i. Albers Mill (emergency removal of canopy beam) 5/2/14

3. DESIGN REVIEW
   A. 605 N K Street (North Slope Historic District) Jeff Simmons, owner 5 m  
      Enclosure of rear porch
   B. 719 N Grant Street (North Slope Historic District) Bill Sager, Sager Family Homes 15 m  
      New construction

4. BOARD BUSINESS/PRESERVATION PLANNING
   A. Stewart Middle School Jeff Dunning, Bassetti Architects 20 m  
      Discussion on entry design
   B. Historic Preservation Rehabilitation Loan Staff 5 m

5. CHAIR COMMENTS

Reubem McKnight
Historic Preservation Officer

Next Regular Meeting: May 28, 2014, 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.

The City of Tacoma does not discriminate on the basis of handicap in any of its programs or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Planning and Development Services Department at (253) 591-5056 (voice) or (253) 591-5820 (TTY).
AGENDA ITEM 3A: 605 N K Street

Jeff Simmons, owner

BACKGROUND
The house at 605 N K Street was built in 1889 and is a contributing structure in the North Slope Historic District. This is an application for the enclosure of the rear porch to make a mudroom. The enclosure was installed during the spring as a part of a previously permitted deck remodel (2011) and received a stop work order for the enclosure. The enclosure is clad with salvaged historic drop siding to match the existing on the house, with a new pre-hung entry door and a salvaged double hung window on the side elevation for light.

There is a question regarding the proximity to the property line of the window – if it is within 3 feet it may have to be removed and infilled. The existing home and porch have not been significantly altered by the porch enclosure, and it is not visible from the front.

REQUESTED ACTION
Approval of the above scope of work.

STANDARDS
Wedge-North Slope Design Guidelines for Additions:

1. **Architectural style should be compatible** with the era and style of the principal structure, including massing, window patterning, scale of individual elements, cladding, roof form, and exterior materials.
2. **Additions should be removable** in the future without harming the character defining elements on the principal structure.
3. **Additions should be sensitively located** in a manner that minimizes visibility from primary rights of way. Where this is not possible, the design should respect the style, scale, massing, rhythm, and materials or the original building.

ANALYSIS

1. The home at 605 N K Street is a contributing structure within the North Slope Historic District, which is listed on the Tacoma, Washington and National Registers of Historic Places.
2. By virtue of its status as a City Landmark, changes to the exterior of the building that require a permit require the review of the Landmarks Preservation Commission prior to the issuance of a permit.
3. The exterior material, salvaged wood drop siding, is compatible with the existing siding on the home.
4. The enclosure could be removed in the future without significant adverse effect to the home.
5. The enclosure is not visible from the front, and is minimally intrusive from North 6th Street (it is visible from 6th due to topography and the configuration of the corner property.

RECOMMENDATION
Staff recommends approval of the application as submitted.
BACKGROUND
This is a proposed new construction of a single family home in the North Slope Historic District. The Landmarks Preservation Commission was presented with the design concept on October 2, 2013 at an Architectural Review Committee meeting.

At the time, the applicant was seeking feedback on the overall design proposal, in addition to the possible locations for the garage (attached with door facing away from the main façade of the house, or detached). The design required variances for setback due to the unique configuration of the lot. The Commissioners present preferred the detached garage, per the design guidelines, as well as provided feedback regarding material palette, window configurations, and details such as adequate eave overhangs.

The proposed design consists of a Craftsman influenced design, as follows:

- Main siding will be smooth faced Hardie Plank lap siding with a 5” reveal
- Gable ends will have painted cedar shingles with a 7” reveal
- Window trim will be 4” legs with 6” header
- Knee braces in eaves will be 6X6” and eaves will have a 2’ overhang
- All windows will be either casement or double hung vinyl windows with a 4 light grid in the upper sash

REQUESTED ACTION
Approval of the above scope of work.

STANDARDS
Wedge-North Slope Design Guidelines for New Construction:
1. Height:
   a. Goal: Balance the overall height of new construction with that of nearby structures.
   b. Guideline: New buildings should be comparable in height to adjacent structures. Buildings that are substantially taller or shorter than the adjacent historic buildings should be avoided.
2. Scale:
   a. Goal: Relate the size and proportions of new buildings and their architectural elements to those of the neighborhood.
   b. Guideline: Building facades should be of a scale compatible with surrounding buildings and maintain a comparable setback from the property line to adjacent buildings, as permitted by applicable zoning regulations.
3. Massing:
   a. Goal: Break up the facades of buildings into smaller varied masses comparable to those contributing buildings in the residential historic districts.
   b. Guideline: Variety of forms is a distinguishing characteristic of the North Slope and Wedge residential communities. Smaller massing—the arrangement of facade details, such as projections and recesses—and porches all help to articulate the exterior of the structure and help the structure fit into the neighborhood.
   c. Avoid large, blank planar surfaces.
4. Sense of Entry
   a. Goal: Emphasize entrances to structures.
   b. Guideline: Entrances should be located on the front facade of the building and highlighted with architectural details, such as raised platforms, porches, or porticos to draw attention to the entry. Entrances not located on the front facade should be easily recognizable from the street.
5. Roof Shapes and Materials
   a. Goal: Utilize traditional roof shapes, pitches, and compatible finish materials on all new structures, porches, additions, and detached outbuildings wherever such elements are visible from the street. Maintain the present roof pitches of existing contributing buildings where such elements are visible from the street.
   b. Guideline:
i. **Shape and Pitch:** Typically, the existing historic buildings in the districts either have gable roofs with the slopes of the roofs between 5:12 to 12:12 or more and with the pitch oriented either parallel to or perpendicular to the public right-of-way or have hipped roofs with roof slopes somewhat lower.

ii. **Architectural Elements:** Most roofs also have architectural details, such as cross gables, dormers, and/or “widow’s walks” to break up the large sloped planes of the roof. Wide roof overhangs, decorative eaves or brackets, and cornices can be creatively used to enhance the appearance of the roof.

iii. **Materials:** Roofs that are shingle or appear to be shingle, or composition roofs, are the typical historic material compatible with the district. Seam metal may be an acceptable material for simple roof structures. Slate, faux slate and terra cotta tiles are not appropriate for the districts.

6. **Exterior Materials**

   a. **Goals:** Use compatible materials that respect the visual appearance of the surrounding buildings. Buildings in the North Slope and Wedge Neighborhoods were sided with shingles or with lapped, horizontal wood siding of various widths. Subsequently, a few compatible brick or stucco covered structures were constructed, although many later uses of these two materials do not fit the character of the neighborhood.

   b. **Guideline:**
      
      i. New structures should utilize exterior materials similar in type, pattern, configuration and appearance to those typically found in the neighborhood.
      
      ii. Stucco, especially commercial EIFS systems like Dryvit, is not acceptable for the historic district.

   iii. Faux materials, such as vinyl or metal siding, are not acceptable for the historic district.

   iv. Certain siding patterns, including board and batten and panel, are not historically common in the district and should not be used.

   v. Cementitious products, such as Hardiplank, may be acceptable in the district if installed in a historically correct pattern (for example, horizontal lapped siding or shingle). In such cases, the product used shall be smooth in texture (faux wood grain finish is NOT acceptable).

   vi. Engineered products for trim and molding, if demonstrated to be similar in appearance to painted wood, may be an environmentally responsible substitute for wood on new structures. In such cases, the applicant should demonstrate to the Commission, via product literature and material samples, that the product is compatible.

7. **Rhythm of Openings**

   a. **Goals:** Respect the patterns and orientations of door and window openings, as represented in the neighboring buildings. Window and door proportions (including the design of sash and frames), floor heights, floor shapes, roof shapes and pitches, and other elements of the building exterior should relate to the scale of the neighborhood.

   b. **Guideline:**
      
      i. Placement. Typically, older buildings have doors and transoms that matched the head height of the adjacent windows. New structures should utilize this pattern.
      
      ii. Doors. Doors should be or appear to be paneled and/or contain glazed openings.

      iii. Windows. New structures should utilize existing historic window patterns in their design. Windows should be vertically oriented. Large horizontal expanses of glass may be created by ganging two or more windows into a series. Historically, the typical window in the district was a double hung sash window. Casement windows were commonly used for closets, nooks, and less commonly, as a principal window type in a structure. Many double hung sash windows had the upper sash articulated into smaller panels, either with muntin bars, leaded glazing, or arches. Commonly, windows were also surrounded with substantial trim pieces or window head trim.

8. **Garages and Parking:** Some early houses provided space for storing various means of transportation, from carriages to automobiles; however, these structures were traditionally separate from the main building and were nearly always entered from the alley rather than from the street.

   **Guidelines for Parking and Garages**
   
   a. Alley accessed parking is the typical and predominant residential parking configuration in the district. Residential driveways and garages facing the street are typically only appropriate when there is no alley access, or other site constraints prevent alley accessed parking (such as a corner lot).

   b. Minimize views of parking and garages from the public right-of-way. Parking areas and garages should be set toward the rear of the lot to minimize visibility from primary rights of way. Parking lots and banks
of garage doors along the front facade of a building do not conform to the character of the neighborhood. Where it is not possible to locate a parking structure to conceal it from view, it should be set well back from the front plane of the primary structure on the property. Off-street parking lots have no historic precedent in the residential areas of the neighborhoods and should be located behind the building and away from the street.

c. Attached garages and carports are inappropriate.
d. New curb cuts are discouraged. Residential driveways requiring curb cuts from a street or arterial are generally prohibited, unless the applicant can demonstrate by clear and convincing evidence that because of special circumstances not applicable to other property or facilities, including size, shape, design, topography, location, or surroundings, the strict application of this standard prevents alley-accessed parking. If approved, such curb cuts and approaches shall be consistent with the standards approved for the historic districts and on file in the Public Works Department.

ANALYSIS

1. The lot at 719 N Grant Street is within the North Slope Historic District, which is listed on the Tacoma, Washington and National Registers of Historic Places.
2. By virtue of its location within the district, new construction requires the review of the Landmarks Preservation Commission prior to the issuance of a permit.
3. The owner previously received feedback on the design guidelines and site configuration from the Architectural Review Committee on October 2, 2013.
4. The City has approved a setback variance based in part on the feedback from the Commission for the configuration of the new construction.
5. The proposed design meets the guidelines for height. As a 2.5 story residential structure, it will not be significantly taller than the adjacent home to the east, which is also a recent construction. The home to the west is a contributing bungalow, which will be adjacent to the proposed garage.
6. The home meets the guidelines for scale for the individual architectural elements, such as the porch, window openings, and details. The placement of the building on the lot is dictated by the variance and underlying zoning requirements.
7. The proposed design meets the criteria for massing, using elements such as projecting bays, windows, trim detailing and contrasting siding to avoid the creation of large planar surfaces.
8. The porch design and location of the front door satisfies the sense of entry guideline.
9. The design meets the guidelines for roof shape and design. The primary roof is a 9:12 pitch, and employs cross gables to break up the massing. The design also incorporates large overhangs. Composition 3 tab roofing is typical.
10. Smooth sided Hardie Plank with cornerboards and cedar shingle siding is consistent with the guidelines for exterior materials.
11. The window patterning of paired double hung and casement window, with a consistent header height, is consistent with the guidelines for Rhythm of Openings. The divided lights should be external grids or omitted.
12. The location of the garage is dictated by the requirement to have a detached garage. It is set back from the main façade of the house and is consistent in scale and massing with the district guidelines.

RECOMMENDATION

Staff recommends approval of the application as submitted.

BOARD BUSINESS/PRESERVATION PLANNING

AGENDA ITEM 4A: Stewart Middle School site visit recap

Jeff Dunning, Bassetti Architects

BACKGROUND

The design team for Stewart Middle School will present further refined options for the main entry to the building, seeking consensus from the Commission.

AGENDA ITEM 4B: Historic Rehabilitation Loan Program
Staff

BACKGROUND
Staff will provide a briefing on a newly developed Historic Rehabilitation Loan Program.
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 605 N. K ST. Landmark/Conservation District (if applicable)

OWNER INFORMATION
Name (printed) Jeffrey D. Simmons Email jsimmons39chev@aol.com
Address (if different than above) 901 S. Laurel Lane Tac W 98465 Phone (253) 572-8820
C (253) 222-9240
Homeowner’s Signature* Jeffrey D. Simmons
*Application must be signed by the property owner to be processed.

CONTRACTOR INFORMATION
If application will be presented by a representative or contractor, please fill in the following:
Representative’s Name
Company
Address
Email
Phone

FOR OFFICE USE ONLY
PRELIMINARY PLAN CHECK
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

Application Fee Enclosed

Revision 12/18/12
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.

Remove 9'W x 7½'H sagging lattice wall on 4'x9' rear porch.

Install 4'x9'x ¾" plywood to floor.

Construct 9'W x 7½'H 2x4 wall, 16" oc.

Install 24"x 36"H wood frame double hung window circa 1889 to match house. **OPTIONAL**

Install horizontal siding from to match house from demolished garage.

All trim, decor, and paint to match house.
**RESIDENTIAL APPLICATION SUPPLEMENT CHECKLIST B**
(For New Siding, Roofing, and Window and Door Openings)

**CHECKLIST to include the following:**

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

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

- **Proposed Material(s):**
  - **Option 2:** Fir siding circa 1889

- **Window types and locations:**
  - 24'' × 36'' double hung wood window 1889

- **Exterior cladding material(s):**
  - 1'' × 5'' Fir, Hemlock trim, apron to match existing
  - 32'' windowed door to match existing architecture

**ADDITIONAL TIPS**

- Drawings required for building permits can often be used for Landmarks Review, as long as information regarding finish detail, exterior materials, and windows and doors are indicated.
- Elevations should be scale drawings and should include dimensions, heights, window and door locations and trim details.
- Please include a photograph of existing examples (if the new features are to match any existing features of the house).
- For structures within the North Slope Historic District, refer to the North Slope Design Guidelines for more information about design. Contact the Historic Preservation Officer for more information.
9' W x 9' 1/2' H wall to enclose porch
32' Door All to match 1889 decor
36 sq ft. enclosed, replace rotted wood wall

Exist Portch/roof
House 1889
New deck

concrete foundation - 1950

2x4 16" O.C.
Insulate all openings in wall
Siding to match house 1889
Window - wood frame to
match house 1889
Trim + paint to match

2x4 16" O.C
24" W x 32" H dbl hung
Window circa 1889

Existing 2x10 floor
structure

concrete foundation

7' 6"
Int. non-structural remodel of SFD
SEPARATE ELECTRICAL, MECHANICAL, AND PLUMBING PERMITS REQUIRED

Strip.lath & plaster throughout, re-wire, re-plumb, insulate & cover

No new or enlarged openings
No changes to windows

Exterior exposed cavities shall be filled to depth

Walls closer than 3' to prop. line should be covered with 1/2" Type X Gypsum Board

605 N K ST
TACOMA, 98403

OK as noted 9/23/04

CITY OF TACOMA
PLANS APPROVED
BY DATE

BLDG. CODE
ENVIRONMENTAL
ENERGY CODE
ZONING CODE
RIGHT OF WAY
Building & Land Use

RECEIPT NO: 400771579  05/01/14  03:07 PM  BLUHC0000EA3

JEFFERY D SIMMONS  A/C:  400014883
901 S LAUREL LN
TACOMA

VC  XXXXXXXXXXXX0057
Auth. No: 027-0078254428

Payment Total: $175.00
Card $175.00

Signature

X

I agree to pay the above total per the issuer agreement.
# CASH INVOICE

**Bill-To-Party**

JEFFERY D SIMMONS  
901 S LAURAL LN  
TACOMA WA  98465-1103

**Information**

| Invoice # | 90559364 | Date: 05/01/2014 |
| PO # | | |
| Payment Terms | Due |
| Customer # | 409986722 |
| Account # | 400014883 |
| Service Order # | 40000207039 |
| Sales Doc # | 398147 |

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**Document Subtotal:** $175.00  
**Taxes:** $0.00  
**Other:** $0.00  
**Amount Due:** $175.00
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 719 N. Grant St
Landmark/Conservation District (if applicable)

OWNER INFORMATION

Name (printed) Sager Family Homes
Email Sagerfamilyhomes@gmail.com
Address (if different than above) P.O. Box 44428 Tacoma WA 98448
Phone 253-537-2313

Homeowner’s Signature* [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 Bic Sager
Company Sager Family Homes
Address P.O. Box 44428 Tacoma, WA 98448
Email Sagerfamilyhomes@gmail.com Phone 253-537-2313

FOR OFFICE USE ONLY

PRELIMINARY PLAN CHECK
CHECKED FOR BUILDING CODE:* [Check]

LAND USE/ZONING:
VARIANCE REQUIRED? [Check] CUP REQUIRED? [Check]

*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 $500

Application Fee Enclosed

Revision 12/18/12
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:

<table>
<thead>
<tr>
<th>Estimated project cost (determined by applicant)</th>
<th>Application Fee</th>
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<tr>
<td>$0 – 5000</td>
<td>$175</td>
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<td>Each additional $1000</td>
<td>$25</td>
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<td>Maximum fee</td>
<td>$500</td>
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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.

New Single Family Home
Per site plan, home plan, and approved variance
PART 4: SUPPLEMENTS

How to Use This Table

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

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

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

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

NOTE: ONLY USE ONE CHECKLIST

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<th>☐ Use Checklist A for:</th>
<th>Detached garages</th>
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<td>Decks</td>
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<td>Additions</td>
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<td>Foundations</td>
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<td>Other Major Work (call the Historic Preservation Officer with questions)</td>
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<td>New window or door openings</td>
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<td>Other Minor (For example, chimney restoration)</td>
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<td>Doors (replacement or restoration of existing)</td>
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RESIDENTIAL APPLICATION CHECKLIST A
(For Garages, Porches, Decks, Additions, Foundations and other Major Projects)

CHECKLIST to include the following:*

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

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

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

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

Exterior cladding material(s):

Window types and materials:

Door types and materials:

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

Roof Material:

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

CHECKLIST to include the following:*  

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

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

Proposed Material(s):

Window types and locations:

Exterior cladding material(s):

*ADDITIONAL TIPS
- Drawings required for building permits can often be used for Landmarks Review, as long as information regarding finish detail, exterior materials, and windows and doors are indicated.
- Elevations should be scale drawings and should include dimensions, heights, window and door locations and trim details.
- Please include a photograph of existing examples (if the new features are to match any existing features of the house)
- For structures within the North Slope Historic District, refer to the North Slope Design Guidelines for more information about design. Contact the Historic Preservation Officer for more information.
RESIDENTIAL APPLICATION SUPPLEMENT CHECKLIST C
(for Window and Door Replacement and Restoration)

CHECKLIST include the following:*  

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

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

**Narrative list of window and door types and locations:**

**ADDITIONAL TIPS**

- *Drawings required for building permits can often be used for Landmarks Review, as long as information regarding finish detail, exterior materials, and windows and doors are indicated.*
- *Please include a photograph of example elements (if new windows or doors are to match any existing features of the house)*
- *For structures within the North Slope Historic District, refer to the North Slope Design Guidelines for more information about design. Contact the Historic Preservation Officer for more information.*
# CASH INVOICE

**Bill-To-Party**

SAGER FAMILY HOMES INC  
PO BOX 44428  
TACOMA WA 98448-0428

## Information

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## Item Description

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**Document Subtotal:** $500.00  
**Taxes:** $0.00  
**Other:** $0.00  
**Amount Due:** $500.00
Building & Land Use

RECEIPT NO: 400771834    05/02/14   11:20 AM    BLUHC0000EA4

SAGER FAMILY HOMES INC A/C: 400040227    $500.00

TACOMA

Payment Total:    $500.00
Check #6359    $500.00
Stewart Middle School Concepts (for discussion)
TO: Board of the Tacoma Community Redevelopment Agency

FROM: Carey K. Jenkins, Housing Division Manager

SUBJECT: Historic Rehabilitation/Repair Loan Program

DATE: April 24, 2014

Program Summary

The proposed Historic Rehabilitation and Repair Loan Program (HRRLP) is designed to encourage the rehabilitation, preservation and adaptive reuse of commercial and retail buildings that are listed on the Tacoma Register of Historic Places. This program would provide gap financing, which is used in combination with the borrower’s other financial resources. In all cases, borrowers must demonstrate the ability to repay the loan and provide sufficient security. The HRRLP would be administered by the Tacoma Community Redevelopment Authority (TCRA) and staffed by the City Community and Economic Development (CEDD).

Loans would be made available on a reimbursement basis up to 50% of the approved project costs. The minimum loan would be $20,000 with a maximum loan amount of $100,000. Loans carry an interest rate equal to the 10-Year U.S. Treasury Note plus 100 basis points (1%) with principal and interest payments due monthly for a maximum term of 10 years.

Application Parameters

Eligible applications would possess the following criteria:

- Owner of an existing commercial building that is listed on the Tacoma Register of Historic Places either individually or as a contributing structure within a locally designated historic overlay zone.
- Envelope improvements, including windows, doors, paint, awnings, security alarms, roofing, light fixtures, signage and other exterior enhancements; building systems (plumbing, electrical, mechanical), and restoration or repair of exterior historic elements.
- Interior and other tenant improvements as approved by the City’s historic preservation officer.
- Repairs should meet the Secretary of the Interior’s Standards for Rehabilitation and must be approved by the Historic Preservation Officer (alterations may also require approval from the Landmarks Preservation Commission per TMC 13.05.046).

Additions to existing historic buildings and routine inspection and maintenance costs would be considered ineligible activities.
**Loan Collateral**

Loans would be secured by a lien on the real property and/or fixtures, furnishings and equipment (FF&E). The combined loan to value ratio (LTV) cannot exceed 90%. All HRRLP loans would have the unlimited guarantee of the principal owners of the business entity.

**Loan Process**

- Borrower initially meets with CEDD and Historic Preservation staff and submits a detailed project cost estimate.
- Upon initial staff screening borrower submits a loan application along with business financial statements, tax returns, executed leases, rent rolls and other documents to determine ability to repay the loan.
- The loan is underwritten and packaged for consideration to the TCRA Board. Underwriting review will focus on the credit score of the principal(s) of the business, debt service capacity through a review of the business financial statements and confirmation that sufficient equity exists to meet the combined 90% LTV requirement. For loan requests under $50,000 a credit score of 725 and sufficient collateral would be the primary factors in the underwriting process. Personal financial statements may be required for loan amounts above $50,000.
- The proposed design is reviewed by the Historic Preservation Officer, and if required, the Landmarks Preservation Commission, for historical appropriateness. Project designs must meet the Secretary of the Interiors Standards for Rehabilitation and/or the relevant historic district design guidelines.
- Upon approval from the TCRA Board and the City’s Building Department, the TCRA lien is placed on the property securing the proposed loan and any other liens required to perfect the collateral. The loan is then fully executed and the borrower completes the project.
- Upon execution of the loan and recording of the lien the borrower then submits the necessary reimbursement requests which are reviewed by CEDD staff and the Historic Preservation Officer to confirm all Planning and Development Services Department approvals are obtained prior to the disbursement of loan proceeds.
- All loan proceeds are disbursed and asset management of the loan through the end of the loan term or final payoff, if earlier, commences.

**Other Loan Information**

- Loan-related work must be performed by bonded and licensed contractors.
- Soft costs (e.g. drawings, engineering, recording fees, title reports) may be part of project cost.
- Determination of the value of real property can be verified through a recent (within last 6 months) appraisal, broker’s price opinion and/or market analysis, or Real Estate Tax Assessment valuation at the discretion of the TCRA.
- Loan fee of 1% has been waived as a part of this pilot program. It is normally due upon loan signing. When in effect, this fee can be included in the amount financed.
Source of Funds

It is proposed that a combination of UDAG funds in the amount of $120,000 and project impact fees associated with the D Street overpass in the amount of $80,000 are made available to initially fund this program. If approved a memorandum of understanding between the City and the TCRA would need to be executed in order to make these funds available for lending purposes.

Recommendations

That the TCRA Board approve the HRRLP, authorize staff to market the program and negotiate and execute a MOU with the City for the drawdown of funds on an as-needed basis. The total authorization under this request would not exceed $200,000 - $120,000 in UDAG funds and $80,000 in impact fees made available as a result of the D Street overpass project.
Loan Fund Purpose
The City of Tacoma Community & Economic Development Department’s Historic Rehabilitation and Repair Loan Program (HRRLP) is designed to encourage the rehabilitation, preservation and adaptive reuse of commercial and retail buildings that are listed on the Tacoma Register of Historic Places. This program provides gap financing, which is used in combination with the borrower’s other financial resources. In all cases, borrowers must demonstrate the ability to repay the loan and provide sufficient security.

Administration and Loan Terms
The HRRLP is administered by the Tacoma Community Redevelopment Authority (TCRA) and staffed by the City Community and Economic Development (CEDD).

Loans are available on a reimbursement basis up to 50% of the approved project costs. The minimum loan is $20,000 and the maximum loan is $100,000. Loans carry an interest rate equal to the U.S. 10-Year Treasury Note plus 100 basis points (1.0%) with principal and interest payments due monthly for a maximum term of 10 years.

Eligible Applications
- Owner of an existing commercial building that is listed on the Tacoma Register of Historic Places either individually or as a Contributing Structure within a locally designated historic overlay zone.
- Envelope improvements, including windows, doors, paint, awnings, security alarms, roofing, light fixtures, signage and other exterior enhancements; building systems (plumbing, electrical, mechanical), and restoration or repair of exterior historic elements.
- Interior and other tenant improvements as approved by the City’s historic preservation officer.
- Repairs should meet the Secretary of the Interior’s Standards for Rehabilitation and must be approved by the Historic Preservation Officer (alterations may also require approval from the Landmarks Preservation Commission per TMC 13.05.046).

Ineligible Applications
- Additions to existing historic buildings.
- Routine inspection and maintenance costs are not eligible.

Loan Collateral
Loans will be secured by a lien on the real property and/or FF&E. The combined loan to value ratio (LTV) cannot exceed 90%. All HRRLP loans shall have the unlimited guarantee of the principal owners of the business entity.

How the Process Works
- Borrower initially meets with CEDD and Historic Preservation staff and submits a detailed project cost estimate.
• Upon initial staff screening borrower submits a loan application along with business financial statements, tax returns, executed leases and other documents to determine ability to repay the loan.

• The loan is underwritten and packaged for consideration to the TCRA Board. Underwriting review will focus on the credit score of the principal(s) of the business, debt service capacity through a review of the business financial statements and confirmation that sufficient equity exists to meet the combined 90% LTV requirement. For loan requests under $50,000 a credit score of 725 and sufficient collateral would be the primary factors in the underwriting process, allowing for a more streamlined application. Personal financial statements may be required for loan amounts above $50,000.

• The proposed design is reviewed by the Historic Preservation Officer, and if required, the Landmarks Preservation Commission, for historical appropriateness. Project designs must meet the Secretary of the Interiors Standards for Rehabilitation and/or the relevant historic district design guidelines.

• Upon approval from the TCRA Board and the City’s Building Department, the TCRA lien is placed on the property securing the proposed loan and any other liens required to perfect the collateral. The loan is then fully executed and the borrower completes project.

• Upon execution of the loan and recording of the lien borrower then submits the necessary reimbursement requests which are reviewed by CEDD staff and the Historic Preservation Officer to confirm all Planning and Development Services Department approvals.

• All loan proceeds are disbursed and asset management of the loan through the end of the loan term or final payoff, if earlier, commences.

Other Information

• Loan-related work must be performed by bonded and licensed contractors.

• Soft costs (e.g. drawings, engineering, recording fees, title reports) may be part of project cost.

• Determination of the value of real property can be verified through a recent (within last 6 months) appraisal, brokers price opinion and/or market analysis, at the discretion of the TCRA.

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