



**Members**

- Kevin Bartoy, Chair
- Ken House, Vice-Chair
- Roger Johnson
- Jennifer Mortensen
- Alex Morganroth
- Lysa Schloesser
- Holly Stewart
- Carol Sundstrom
- Jeff Williams
- Marshall McClintock, North Slope Ex-Officio

# MINUTES

## Landmarks Preservation Commission Planning and Development Services Department

**Staff**

- Reuben McKnight, Historic Preservation Officer
- Lauren Hoogkamer, Assistant Historic Preservation Officer
- Amylena Figueroa, Office Assistant

Date: January 9, 2019  
 Location: 747 Market Street, Tacoma Municipal Building, Room 243

**Commission Members in Attendance:**

- Kevin Bartoy, Chair
- Roger Johnson
- Holly Stewart
- Carol Sundstrom
- Jeff Williams
- Jennifer Mortensen
- Marshall McClintock

*Staff Present:*

- Reuben McKnight
- Amylena Figueroa

*Others Present:*

- Michael Jones
- Michael Goronkin

**Commission Members Excused:**

- Ken House
- Alex Morganroth
- Lysa Schloesser

Chair Kevin Bartoy called the meeting to order at 5:30 p.m.

1. **ROLL CALL**
2. **WELCOME NEW COMMISSIONERS**
3. **CONSENT AGENDA**

A. Excusal of Absences – Commissioners House, Morganroth and House were excused.

4. **DESIGN REVIEW**

A. 930 Broadway, C.N Gardner Building (Individual Landmark *KNKX tenant improvements*)

Mr. McKnight read the staff report.

**AGENDA ITEM 4A: 930 Broadway, C.N. Gardner Building (Individual Landmark)**

*Michael Jones, JPC Architects*

**BACKGROUND**

Built in 1906, this is an individual landmark on the Tacoma Register of Historic Places. The building is undergoing tenant improvements for a radio station. This proposal is for rooftop equipment to be mounted on this building and the adjacent building roof (934 Broadway). The equipment includes a 12.5' diameter satellite dish on the 930 building and a 6' high, 6" diameter "mast" to support (2) 36" diameter dishes. Drawings provided will show the general site and location of the equipment, as well as new signage on the front of the 930 building for the KNKX radio station. The satellite dish would not be visible from the street level and the mast would only be partially visible.

The sign drawing is provided as an information only item. A formal signage design proposal will be submitted separately.

**ACTION REQUESTED**

Approval of the above scope of work.

## STANDARDS

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

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.
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 property is an individual landmark on the Tacoma Register of Historic Places, as such, it is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 modifications.
2. No character defining features are being altered; the new equipment is only partially visible from the street level and located on the rooftop.
3. No historic material is being destroyed or removed.
4. The equipment could be removed without harming the building or its character defining features.

## RECOMMENDATION

Staff recommends approval of the application.

### Recommended language for approval:

*I move that the Landmarks Preservation Commission approve the application for 930 Broadway, as submitted.*

### Recommended language for deferral:

*I move that the Landmarks Preservation Commission defer the application for 930 Broadway, pending submittal of [cite additional information needed to review application].*

### Recommended language for denial:

*I move that the Landmarks Preservation Commission deny the application for 930 Broadway, based on the following [cite design guidelines].*

Mr. McKnight noted there were updated graphics submitted by the applicant. Mr. Jones noted he added views to show 2 proposed louvers for clarification. Chair Bartoy asked for some clarification about visibility. Commissioner Johnson asked how is this actually attached to the roof. Mr. Jones answered that has yet to be designed but they are working on that currently.

Commissioner Johnson noted to water proof that to prevent leaks that could damage the building. Commissioner Sundstrom asked about RF shielding and how that's relevant. Mr. Jones noted that it's no longer necessary. Commissioner's Williams and Mortensen noted they're fine with the sign and it's less busy. McClintock noted they might consider a blade sign, and Mr. Jones noted that had already been discussed at length.

Commissioner Mortensen made a motion with an amendment to the louvers.

Commissioner Williams seconded, and the motion passed.

B. 1702 Pacific Avenue (Union Depot/Warehouse Historic District) *Sign* –This item went before item 4A.

Mr. McKnight read the staff report.

**AGENDA ITEM 4B: 1702 Pacific Avenue (Union Depot/Warehouse Historic District)**

*New Image Creative Sign Inc.*

**BACKGROUND**

Built in 1892, this building is a contributing structure in the Union Depot/Warehouse Historic District. The applicant is proposing a 2'x4,' non-illuminated, black, metal blade sign, with white acrylic letters that read "ZEEKS Pizza" and a digital logo. The sign will be attached with a dark metal bracket; all drilling will be at the mortar joints. Four matching window graphics will also be applied.

**ACTION REQUESTED**

Approval of the above scope of work.

**STANDARDS**

**The Union Depot/Warehouse District Design Guidelines for Signs**

General:

1. All new exterior signs and all changes in the appearance of existing exterior signs require Landmarks Preservation Commission approval. This includes changes in message or colors on pre-existing signs.
2. If there is a conflict between these standards and the requirements in the City's Sign Code, the more strict requirement shall apply.

Location and Size of Signs:

1. Signs shall not dominate the building facades or obscure their architectural features (arches, transom panels, sills, moldings, cornices, windows, etc.).
2. The size of signs and individual letters shall be of appropriate scale for pedestrians and slow-moving traffic. Projecting signs shall generally not exceed nine square feet on first floor level.
3. Signs on adjacent storefronts shall be coordinated in height and proportion. Use of a continuous sign band extending over adjacent shops within the same building is encouraged as a unifying element.
4. Portable reader board signs located on sidewalks, driveways, or in parking lots are prohibited.
5. Existing historic wall signs are a contributing element within the district and should be restored or preserved in place. New wall signs shall generally be discouraged.

Messages and Lettering Signs:

1. Messages shall be simple and brief. The use of pictorial symbols or logos is encouraged.
2. Lettering should be of a traditional block or curvilinear style which is easy to read and compatible with the style of the building. No more than two different styles should be used on the same sign.
3. Letters shall be carefully formed and properly spaced so as to be neat and uncluttered. Generally, no more than 60 percent of the total sign area shall be occupied by lettering.
4. Lettering shall be generally flat or raised.

Color:

1. Light-colored letters on a dark-colored background are generally required as being more traditional and visually less intrusive in the context of the Union Station District's predominantly red-brick streetscapes.
2. Colors shall be chosen to complement, not clash with, the facade color of the building. Signs should normally contain not more than three different colors.

Materials and Illumination:

1. Use of durable and traditional materials (metal and wood) is strongly encouraged. All new signs shall be prepared in a professional manner.
2. In general, illumination shall be external, non-flashing, and non-glare.
3. Internal illumination is generally discouraged, but may be appropriate in certain circumstances, such as: (i) Individual back-lit letters silhouetted against a softly illuminated wall. (ii) Individual letters with translucent faces, containing soft lighting elements inside each letter. Metal-faced box signs with cut-out letters and soft-glow fluorescent tubes. (iii) However, such signs are generally suitable only on contemporary buildings.
4. Neon signs may be permitted in exceptional cases where they are custom-designed to be compatible with the building's historic and architectural character.

Other Stylistic Points:

1. The shape of a projecting sign shall be compatible with the period of the building to which it is affixed, and shall harmonize with the lettering and symbols chosen for it.
2. Supporting brackets for projecting signs should complement the sign design, and not overwhelm or clash with it. They must be adequately engineered to support the intended load, and generally should conform to a 2:3 vertical-horizontal proportion.
3. Screw holes must be drilled at points where the fasteners will enter masonry joints to avoid damaging bricks, etc.

## ANALYSIS

1. This property is a contributing structure in the Union Depot/Warehouse Historic District and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications.
2. The proposed signage meets the district design guidelines for location, size, messaging, and lettering.
3. The light-colored letters on the dark background also meet the district guidelines for color and materials.
4. There will be no illumination.
5. All drilling will be into the mortar joints; there will be no drilling into the brick face.

## RECOMMENDATION

Staff recommends approval of the application.

Recommended language for approval:

*I move that the Landmarks Preservation Commission approve the application for 1702 Pacific Avenue, as submitted.*

Recommended language for deferral:

*I move that the Landmarks Preservation Commission defer the application for 1702 Pacific Avenue, pending submittal of [cite additional information needed to review application].*

Recommended language for denial:

*I move that the Landmarks Preservation Commission deny the application for 1702 Pacific Avenue, based on the following [cite design guidelines.]*

The Commissioners welcomed the applicant to Tacoma, and decided on a motion.

Commissioner Williams made a motion.

*"I move that the Landmarks Preservation Commission approve the application for 1702 Pacific Avenue, as submitted."*  
Commissioner Johnson seconded the motion, and the motion passed unanimously.

**5. PRESERVATION PLANNING/BOARD BUSINESS**

A. Bylaws, Design Guidelines and Inventory Changes

Mr. McKnight read the staff report.

**AGENDA ITEM 5A: Amendments to Guidelines, Bylaws, and Inventory**

*Staff*

Once annually, the Commission may review and amend inventories, guidelines, and Commission Bylaws. The proposed changes include the following:

Inventory

2114 Pacific Avenue (Build date to 1955 – the owner is requesting it be changed from “noncontributing” to “contributing”)  
617 North K Street (Proposed in 2017 to be changed to “contributing,” it is currently not included in the district inventory)

**2114 Pacific Avenue**

**Name** Hunt & Mottet Co.



**Address** 2114 Pacific Avenue  
**Alt. Address** 2118 Pacific Avenue  
**Parcel** 2021040040  
**Build Date** 1955  
**Classification** Noncontributing

**617 N K Street**



Old City Hall Design Guidelines

Adopt district design guidelines – ON HOLD.

Bylaws

Adopt interim language pertaining to Detached Accessory Dwelling Units – please see attached draft design guidelines pp. 20 and 25.

The language should be finalized by the January 23rd meeting, to set a public hearing date for February 13th.

Mr. McKnight apologized for scheduling changes for old city hall design guidelines. He proceeded to discuss those guidelines. He reviewed some proposed code changes for ADU/DADU's that will result in larger property structures. DADUS Must follow New Construction guidelines. The goal is to have the language finalized by the planning commission by the end of the month.

Some discussion ensued around the possible/potential issues regarding converting existing garages into ADU/DADU/ Mr. McKnight responded that it would be nice to have an information session with Elliot Barnett to discuss these regulations. Chair Bartoy noted. Mr. McKnight noted the idea is to eliminate vinyl windows in garages so if they are converted they can't cut corners.

Chair Bartoy noted that a vote can be held off.

Commissioner Johnson made a motion to add 2114 Pacific Avenue and 617 N K street as contributing structures and to finalize the language by the January 23<sup>rd</sup> meeting, and to set a public hearing date for February 13<sup>th</sup>.

Commissioner Williams seconded the motion, and the motion was approved.

B. Officer Elections

Chair Bartoy was re-elected for Chair, and Commissioner House was re-elected as Vice-Chair.

**6. CHAIR COMMENTS**

None.

*\*These minutes are not a direct transcription of the meeting, but rather a brief capture. For full-length audio recording of the meeting, please visit: <http://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=67980>*