

Members

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 Deborah Cade, North Slope Ex-Officio
 Leah Jaggars, Wedge Ex-Officio



Agenda

Landmarks Preservation Commission Planning and Development Services Department

Date: October 27, 2021
Time: 5:30 p.m.
Location: Virtual (see below)

Staff

Reuben McKnight, Historic Preservation Officer
 Lauren Hoogkamer, Assistant Historic Preservation Officer
 Zoe Scuderi, Historic Preservation Intern
 Mary Crabtree, Administrative Assistant

INFORMATION ABOUT VIRTUAL MEETINGS

In response to social distancing recommendations in regards to the COVID-19 pandemic, this meeting will be conducted virtually. The meeting can be attended at <https://zoom.us/j/88592995176>, or by dialing +1 (253) 215-8782 and entering the meeting ID 885 9299 5176 when prompted.

Microphones will be muted and cameras turned off for all participants during the meeting, except for the Commissioners and presenters.

The public may submit general comments in writing prior to the meeting, by 4:00 p.m., on October 27th, or comment during the meeting on regular agenda items for which a hearing has not already been held. Please e-mail your comments to landmarks@cityoftacoma.org, put in the subject line "LPC Meeting 10/27/21", and clearly indicate which agenda item(s) you are addressing.

1. **ACKNOWLEDGEMENT OF INDIGENOUS LANDS**
2. **ROLL CALL**
3. **CONSENT AGENDA**
 - A. Excusal of Absences
 - B. Administrative Review
4. **NOMINATIONS TO THE TACOMA REGISTER OF HISTORIC PLACES** **Time**

A.	832 N Steele St	Scott Armstrong, owner	15 m
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5. **SPECIAL TAX VALUATION**

A.	2108 Commerce	Elizabeth Kolepp-Mayer, First Citizen's Bank	5 m
B.	908 N Cushman	Meaghan Driscoll and Daniel Christensen, owners	5 m
6. **DESIGN REVIEW**

A.	1423 Pacific (Sandberg-Schoenfeld Building) <i>New entry/tenant improvements</i>	Ben Ferguson, Ferguson Architecture	15 m
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7. **BOARD BRIEFINGS**

A.	Neighborhood Planning Program	Staff	15 m
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8. **BOARD BUSINESS/COMMUNICATION ITEMS**

A.	Bylaws, Guidelines and Inventory Amendments	Staff	5 m
B.	Commissioner Terms		
C.	Events & Activities		
9. **CHAIR COMMENTS**

This agenda is for public notice purposes only. Complete applications are posted online at www.cityoftacoma.org/lpc-agenda.



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¿Necesitas información en español? 한국어로 정보가 필요하십니까? Cần thông tin bằng tiếng Việt? Нужна информация на русском? ត្រូវការព័ត៌មានជាភាសាខ្មែរ? ☎ Contact **TacomaFIRST 311** at **(253) 591-5000**

STAFF REPORT

October 27, 2021

NOMINATIONS TO THE TACOMA REGISTER OF HISTORIC PLACES

General Procedural Notes:

The property on today's agenda is nominated to the Tacoma Register of Historic Places.

Tacoma Register listing follows procedures defined in 13.07.050, and consists of a minimum of two separate Commission meetings. The initial meeting determines whether the property meets the threshold criteria in the ordinance for age and integrity. If the Commission finds that the age and integrity standards are met, then the Commission may move to have the nomination scheduled for a public hearing and comment period, at which the public may enter comments into the record for consideration. Following the comment period, the Commission may deliberate on the nomination for up to 45 days before recommending to City Council listing on the register, or denying the nomination.

The purpose of this review is to determine whether the nominated property meets the threshold criteria and should be scheduled for public testimony at a public hearing.

AGENDA ITEM 4A: 832 N Steele St.

Scott Armstrong, owner

BACKGROUND

The John and Henrietta Pratt House is a National Folk style residence built in 1903 by John Pratt and his son, Fredrick. John Pratt was a skilled brick and cement mason who eventually developed a successful small business laying cement sidewalks and street curbs for the city. Elements of his craftsmanship can be seen in the basement foundation and the concrete steps leading to the structure's front porch. The house is a contributing property within the National Register of Historic Places listed Buckley's Addition Historic District and sits directly adjacent to the boundary of the Tacoma Landmark Register and National Register North Slope Historic District. The house retains many of its original features and recently went through an interior renovation. The nomination includes the principal structure and was drafted and submitted by the owner.

The property is nominated under the following criterion:

A. Is associated with events that have made a significant contribution to the broad patterns of our history;

C: Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction, as an example of the National Folk style and of early 20th Century working-class housing in Tacoma.

And E. Abuts a property that is already listed on the Tacoma Register of Historic Places and was constructed within the period of significance of the adjacent structure; as a contributing property within the National Register of Historic Places listed Buckley's Addition Historic District and its proximity to the boundary of the Tacoma Landmark Register and National Register North Slope Historic District.

REQUESTED ACTION

Determination of whether the property nominated to the Tacoma Register of Historic Places appears to meet the threshold criteria for nomination, and if so, scheduling the nominations for public hearing. The commission may forward all or part of the nomination for future consideration.

EFFECTS OF NOMINATION

- Future changes to the exterior will require approval of the Landmarks Preservation Commission prior to those changes being made, to ensure historical and architectural appropriateness.
- Unnecessary demolition of properties listed on the Tacoma Register of Historic Places is strongly discouraged by the municipal code, and requires approval of the Landmarks Preservation Commission.
- Future renovations of listed on the Tacoma Register of Historic Places may qualify for the Special Tax Valuation property tax incentive.

STANDARDS

The threshold criteria for Tacoma Register listing are listed at 13.07.040B(1), and include:

1. Property is at least 50 years old at the time of nomination; and,
2. The property retains integrity of location, design, setting, materials, workmanship, feeling, and association such that it is able to convey its historical, cultural, or architectural significance.

ANALYSIS

1. At 118 years-old the property meets the age threshold criterion.
2. This property retains a high degree of overall integrity, although there have been minor changes to elements on the house over time (individual windows, doors, interior renovation). None of these alterations appears to affect its ability to convey its historic significance.
3. The property showcases small elements of Pratt's work as a cement mason in the basement foundation that is topped with decorative concrete blocks, as well as in the three concrete steps leading to the front porch which include line-decorated sides and a topmost step stamped with the numbers "832".

RECOMMENDATION

Recommended language for scheduling a public hearing:

*I move that the Landmarks Preservation Commission adopt the analysis as findings and schedule the **832 N Steele St**, nomination for a public hearing and future consideration at a tentative hearing date of [December 8, 2021].*

Recommended language for declining to schedule a public hearing for one or more components of the nomination:

*I move that the Landmarks Preservation Commission find that [cite specific elements or properties that should be excluded] do not meet the threshold criteria (describe) and deny the nomination for **832 N Steele St**.*

SPECIAL TAX VALUATION

BACKGROUND

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

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

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

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

AGENDA ITEM 5A: 2108 Commerce (Individual Landmark)

Elizabeth Kolepp-Mayer, First Citizens Bank

ANALYSIS

Property Eligibility:	Individual Landmark on the Tacoma Register of Historic Places (J.E.Aubry Wagon Works)
Rehabilitation Cost Claimed:	\$2,393,838
Assessed Improvement Value Prior to Rehabilitation:	\$1,254,100
Rehabilitation Percentage of Assessed Value:	190%
Project Period:	10/23/19 – 8/2//21 (application notes 1/4/21 as start date; expenditures commence on 10/23/19)
Appropriateness of Rehabilitation:	Tenant improvement and reconstruction of storefronts

RECOMMENDATION

Staff has reviewed the itemized expense sheet per the Commission bylaws for STV cost eligibility and recommends approval of this application in the amount of \$2,393,838.

Recommended language for approval:

I move that the Landmarks Preservation Commission approve the Special Tax Valuation application for 2108 Commerce St. for \$2,393,838.

AGENDA ITEM 5B: 908 N Cushman (North Slope Historic District)

Meaghan Driscoll and Daniel Christensen, owners

ANALYSIS

Property Eligibility:	Contributing structure in the North Slope Historic District
Rehabilitation Cost Claimed:	\$265,143
Assessed Improvement Value Prior to Rehabilitation:	\$253,400
Rehabilitation Percentage of Assessed Value:	104%
Project Period:	6/2019 – 4/21 (application notes 1/4/21 as start date; expenditures commence on 10/23/19)
Appropriateness of Rehabilitation:	Interior/in-kind administrative approval

RECOMMENDATION

Staff has reviewed the itemized expense sheet per the Commission bylaws for STV cost eligibility and recommends approval of this application for the amount of \$265,143.

Recommended language for approval:

I move that the Landmarks Preservation Commission approve the Special Tax Valuation application for 908 N Cushman St. for \$265,143.

DESIGN REVIEW

AGENDA ITEM 6A: 1432 Pacific Ave., Sandberg-Schoenfeld Building (Individual Landmark)

Ben Ferguson, Ferguson Architects

BACKGROUND

The Sandberg-Shoenfeld Building, at 1432 Pacific Ave., is an individual landmark on the Tacoma Register of Historic Places. The project proposes designs for a new storefront and canopy at the building's main entry on Pacific Ave. The current entrance sits back from the street and sidewalk in a covered alcove. The proposed project plans to bring this entrance forward to the street and flush with the adjacent storefronts. This new storefront design includes new aluminum window and door systems, as well as a painted steel canopy hung above the entrance. Both windows and door are based on Kawneer 450T framing systems and include insulated glazing units framed in painted aluminium. The proposed canopy's design is intended to acknowledge but not mimic the building's historic canopy precedents.

ACTION REQUESTED

Approval of the above scope of work.

STANDARDS

Secretary of the Interior's Standards and Guidelines for Rehabilitation of Historic Buildings.

3. 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.
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. The proposed steel canopy attaches to the building with tie rods at the mullion junctions on the above stucco frieze. This meets the Secretary of the Interior's Standard that new additions 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.
3. The proposed window and door systems are based on the Kawneer 450T storefront window system with insulated glazing units. They are also painted to match the existing adjacent storefront, which is not original to the building but maintains a similar configuration to the historic storefronts.

RECOMMENDATION

Staff recommends approval.

Recommended language for approval:

I move that the Landmarks Preservation Commission approve the application for 1432 Pacific Ave., Sandberg-Schoenfeld Building, as submitted.

Recommended language for deferral:

I move that the Landmarks Preservation Commission defer the application for 1432 Pacific Ave., Sandberg-Schoenfeld Building, 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 1432 Pacific Ave., Sandberg-Schoenfeld Building, based on the following [cite design guidelines].

BOARD BRIEFINGS

AGENDA ITEM 7A: Neighborhood Planning Program

Lauren Hoogkamer, Planning Services Division

In 2021, the City Council provided funding for the Neighborhood Planning Program (NPP) in response to feedback from the Planning Commission and a desire for more equitable delivery of service, as well as to provide a grassroots response to neighborhoods' concerns. The goal of the NPP is to implement the neighborhood's short-term goals while building capacity for larger efforts. The NPP is the realization of the One Tacoma Comprehensive Plan and Tacoma 2025.

This winter, the NPP will ask the City Council to approve the overall concept and location of the first neighborhood plan. Council has indicated interest in both Proctor and McKinley Hill and those locations were called out in the original budget request. After extensive internal and external outreach, research indicated that many opportunities and programs will be coming to McKinley in the next year and we believe it would be effective to capitalize on that energy. However, Proctor is seeing a lot of development pressure and there are immediate concerns about the impacts of that growth. We hope to build off other community efforts, such as the LPC's recent survey of McKinley Hill and Proctor, so that we can incorporate existing community input as well. Neighborhood plans may include recommendations for the protection or reuse of historic/cultural resources.

Action Requested: Feedback

BOARD BUSINESS/COMMUNICATION ITEMS

AGENDA ITEM 8A: Bylaws, Guidelines and Inventory Amendments

Staff

Once annually, the Commission may review and amend Commission bylaws and district guidelines and inventories. Staff proposes the following changes:

Bylaws

Include the Temporary Expedited Administrative Review that has been in place since March 2020 as part of the Administrative Review policies in the Bylaws (starting on p. 9 of the Bylaws). A draft is included.

The language should be finalized by the November 10th meeting, to set a public hearing date for December 8th.

Action Requested: Direction

AGENDA ITEM 8B: COMMISSIONER TERMS

Staff

Commission terms are 3 years, with the exception of the historic district ex officio positions, which are appointed for 4-year terms. The City Council policy for committees, boards and commissions is that all positions have a 10-year term limit. Landmarks Commission terms begin on January 1 and end on December 31. Commissioners whose terms have expired may continue to serve until reappointed by Council or the position is filled.

The expiring terms this year are the At Large 2 and 3 positions. In addition, there is an unexpired vacancy for the Architect 3 position. The City Clerk's office announced the positions on October 15 and is accepting applications until October 31.

AGENDA ITEM 8B: Events & Activities Update

*Staff***2021 Events**

1. Puyallup Tribe Traditional Place Names Video Series (TBA)
2. How Tacoma was Shaped Video Series
 - I. How Art Shaped Tacoma (October, Arts Month)
3. Broadening Horizons Heritage Café Series (Third Thursdays online):
 - I. Sea Level Rise & WA Archeology (Oct. 21th @ 6pm)
 - II. Tacoma's LGBTQ History by the Rainbow Center (January 20th, 2022 TBD)

Landmarks Preservation Commission

Tacoma Community and Economic Development Department



747 Market Street ❖ Room 345 ❖ Tacoma WA 98402-3793 ❖ 253.591.5254

TACOMA REGISTER OF HISTORIC PLACES NOMINATION FORM

This form is required to nominate properties to the Tacoma Register of Historic Places per Tacoma Municipal Code 13.07.050. Type all entries and complete all applicable sections. Contact the Historic Preservation Office with any questions at 253-591-5254.

PART 1: PROPERTY INFORMATION (for 'HELP' press the F1 key)

Property Name	
Historic Name <u>John and Henrietta Pratt House</u>	Common Name _____
Location	
Street Address <u>832 N. Steele St., Tacoma, WA</u>	Zip <u>98406</u>
Parcel No(s). <u>2745001400</u>	Legal Description and Plat or Addition: <u>Lots 1 and 2 Block 9 plat of Buckley's Addition to Tacoma which plat was filed for record in the office of Pierce County Auditor on June 12, 1883</u>
Nominated Elements	
Please indicate below significant elements of the property that are included in the nomination by checking the appropriate box(es) below. These elements should be described specifically in the narrative section of this form.	
<input checked="" type="checkbox"/> Principal Structure	<input type="checkbox"/> Site
<input type="checkbox"/> Historic Additions	<input type="checkbox"/> Historic Landscaping, Fencing, Walkways, etc.
<input checked="" type="checkbox"/> Accessory Buildings/Outbuildings	<input type="checkbox"/> Interior Spaces/Other (inventory in narrative)
Owner of Property	
Name <u>Robert and Dawn Klimas; Scott and Donna Armstrong</u>	
Address <u>831 N. Steele St</u>	City <u>Tacoma</u> State <u>WA</u> Zip <u>98406</u>
Is the owner the sponsor of this nomination? If not, please provide evidence that the owner has been contacted.	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Owner Signature, if possible:	
Form Preparer	
Name/Title <u>Scott Armstrong</u>	Company/Organization _____
Address <u>831 N. Steele St</u>	City <u>Tacoma</u> State <u>WA</u> Zip <u>98406</u>
Phone <u>256 698 3026</u>	Email <u>Arms6779@yahoo.com</u>

04/2017

Landmarks Preservation Commission

Tacoma Community and Economic Development Department



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Nomination Checklist—Attachments

- \$100 Filing Fee (payable to City Treasurer)
- Site Map (REQUIRED)
- Photographs (REQUIRED): *please label or caption photographs and include a photography index*
- Last Deed of Title (REQUIRED): *this document can usually be obtained for little or no cost from a titling company*
- Continuation Sheets
- Historical Plans
- Other (please indicate): _____

FOR OFFICE USE	
Date Received	_____
Fee Paid	_____

Nominations to the Tacoma Register of Historic Places are processed according to the procedures and standards described in TMC 1.42 and 13.07. Submittal of a nomination form does not obligate the City to place a property on the Register or to extend financial incentives to a property owner. Documents submitted become public record. Additional requirements may be imposed by other City, state or federal regulations.

Narrative (continued)**PART 2: PHYSICAL DESCRIPTION****Extent of Changes**

Please summarize the changes that have been made to the original plan, exterior, materials, cladding, windows, interior, and other significant elements by selecting the choices below. If the property has been previously documented, these may be indicated on the Washington State Historic Property Inventory Form. These changes should be described specifically in the narrative section of this form.

	Original Materials Intact			Original Materials Intact	
Plan (i.e.: no additions to footprint , relocation of walls, or roof plan)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Interior (woodwork, finishes, flooring, fixtures)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Original cladding/exterior materials	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Other elements	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Windows (no replacement windows or replacement sashes)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			

Physical Description Narrative

Describe in detail the original (if known) and present physical appearance, condition and architectural characteristics of the site (context, location), exterior (all four walls), and interior. Please include a list of known alterations and their dates (use additional sheets if necessary).

The John and Henrietta Pratt house at 832 North Steele Street is a contributing property within the National Register of Historic Places designated Buckley's Addition Historic District and sits directly adjacent to the boundary of the Tacoma Landmark Register and National Register North Slope Historic District. The 1½ story National Folk style house is situated on a lot in the southwest corner of the intersection of North 10th and North Steele Streets. The house has three bedrooms and 1¾ baths and a full basement.

Site

The 50 ft. X 100 ft. lot is level with sidewalks run along the east and north sides. The approximately 31 ft. X 77 ft. house is slightly off-center on the lot toward the north side, providing a larger side yard on the south side. The house's main east façade fronts North Steele. The one-story, 216 sq. ft. garage stands at the northwest corner of the lot opening to North 10th Street. The landscaping is minimal with several fruit trees: apple trees in the northeast and southwest corners, a pear trees between the house and garage and in the parking strip along N. 10th St, and a cherry tree in parking strip along N. Steele. A large juniper tree endangering the front porch was removed in 2020.

Exterior

This 1½ story, wood frame house in the Gable-Front family of the National Folk style has a rectangular plan and sits on a basement foundation of natural stone topped with decorative concrete block. At the rear is a one story, full-width projection with shed roof. The house is clad in four-inch reveal, wood clapboard. Composition shingles clad the moderate pitched roof. A red brick chimney with brick crown and dentils and replacement caps exits roof at the center of the south slope. The narrow, boxed eaves have a wide, plain frieze board below and cornice returns at the gables.

The house retains the majority of its original wood windows with narrow, plain casing with the head casing having a slight arch. The north or N. 10th Street façade has two original narrow, one-over-one, double-hung windows on the first floor: one toward the rear of the house and the other in shed-roofed extension. The second floor of this façade has a narrow, one-over-one, double-hung, through-the-cornice window with gabled roof. The south façade has two narrow, one-over-one, double-hung, paired windows that share a mullion toward the rear of the house. These were moved 24 inches to the east in 2021 to accommodate a new exterior door which exits onto a small stoop with balustrade, a hipped roof, and with trim matched to other doors. The new door is a vintage, 1/3 glazed, three-panel door matching the width of the front door. The rear extension has a fixed, four-light window toward the west end of south side.

Each gabled end has a closely spaced pair of narrow, one-over-one, double-hung windows on the second floor. To the north of the paired windows in the rear gable are the original main power attachment brackets with glass insulators. The sashes of the single window on the rear extension of the north façade and the paired windows in the rear gable have at some point been replaced with vinyl sashes that match the width and configuration of the original windows.

The front, east façade has a full-width, open porch with hip roof supported by three original turned wooden posts and two turned pilasters with modest spindle work brackets. The porch roof has original Boston-patterned cedar gutters. The porch is reached by three concrete steps with low, line-decorated sides offset to the north. The topmost step is stamped "832". The original, narrow front door with plain trim is offset to the north and features a glazed transom with

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house number and a decorated, one-third-glazed door with mail slot. South of the door is a large, fixed single-pane window and transom with plain trim. The transom window has a center pane with a border of small lights of alternating blue, clear and orange glass (Glencoe patterned window, Sears & Roebuck Catalog, 1902, pg. 746)

The front, rear and north dormer gables are clad in alternating sections of staggered-butt and saw-tooth wood shingles. The main, front gable features a decorative “collar tie with drip” truss in the pitch.

The west, rear façade has a full-width, one-story shed-roof extension with a full-width, inset back porch. About ¼ of the south end of the porch has the original enclosed toilet stall (now closet) with a narrow door onto the porch and a small, fixed window on its west side. The porch’s northwest corner is supported by a single tapered post with chamfer edges. The original six-paneled rear entry door is offset to the north on the porch. An ice box originally sat on the rear porch between the rear door and the toilet stall according to family members. At the northwest rear corner and extending along the north side of the house is a narrow, concrete stairwell of four steps to the exterior basement door, which is the original, four-panel door with a glazed second panel. The north and south basement walls each has two single pane fixed horizontal windows.

Interior

The Pratt house retains many of its original interior features. The narrow staircase just inside the front door has decorative balusters. The front parlor has nine-foot ceiling with a decorative, wide picture rail and a coal-burning fireplace with original cast iron coal basket grate and screen. Throughout the house are original fir floors, doors with entablatures (headers and cornices), window frames, and 10-inch baseboards.

The 2021 remodel of the center/dining room (now kitchen) revealed stovepipe vent holes in west side of chimney confirming family stories that the room was heated by coal-burning stove. Passive air registers between first and second floor in the center room allowed stove-heated air to rise into second floor. The original kitchen area at the rear of the house has been remodeled into a bedroom in 2021. The lower portion of the original, built-in Douglas Fir kitchen cabinetry along entire north wall with wood countertop has been converted to a dresser, retaining the naturally cooled cabinet with passive, exterior vent. The basement has a root cellar area under the front porch.

Garage

In the northwest corner of the parcel along the alley is single-car garage with front gable facing North 10th Street. It is clad in four-inch reveal, wood clapboard, and the gable has three decorative knee-braces and retains its original swing-out barn doors. The Pierce County Assessor lists the garage as built in 1946. However, its design and the presence of knob and tube wiring suggest an earlier build date, probably about 1910.

Alterations

Major alterations were made in 2021 primarily to the interior. The kitchen was relocated from the rear to the center room. A set of paired windows on the south façade was moved 24 inches east to accommodate an added exterior door into the new kitchen. A full bath and laundry hook-ups were added upstairs. All knob and tube wiring, plumbing and lathe and plaster replaced, and walls insulated. Original interior Douglas Fir door and window trim, baseboard, and floors were restored. Floating vinyl flooring was installed over the original Douglas Fir flooring downstairs due to extensive damage. The 1980’s-era, natural gas furnace (heating only the first floor) and natural gas hot water heater were replaced with an energy-efficient ductless, mini-split heating heat pump and air conditioning system on both floors, and a hybrid electric heat pump hot water heater, respectively.

PART 3: HISTORICAL OR CULTURAL SIGNIFICANCE

Criteria for Designation

Tacoma Municipal Code recognizes six criteria of eligibility for inclusion on the Tacoma Register of Historic Places. Please select any that apply to this property, for which there is documented evidence included in this nomination form.

- A Is associated with events that have made a significant contribution to the broad patterns of our history; or
- B Is associated with the lives of persons significant in our past; or
- C Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
- D Has yielded or may be likely to yield, information important in prehistory or history; or
- E Abuts a property that is already listed on the Tacoma Register of Historic Places and was constructed within the period of significance of the adjacent structure; or
- F Owing to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood or City.

Historical Data (if known)

Date(s) of Construction	ca. 1903	Other Date(s) of Significance	1936 remodel		
Architect(s)	n/a	Builder	John Pratt (likely)	Engineer	<u>n/a</u>
Architectural Style(s)	National Folk	Material(s)	Wood		

Statement of Significance

Describe in detail the chronological history of the property and how it meets the criteria for the Register of Historic Places. Please provide a summary in the first paragraph that lists the relevant criteria (use additional sheets if necessary). This section should include a thorough narrative of the property's history, context, occupants, and uses. If using a Multiple Property Nomination that is already on record, or another historical context narrative, please reference it by name and source.

The John & Henrietta Pratt house, constructed in 1903, is a contributing property within the National Register of Historic Places listed Buckley's Addition Historic District and sits directly adjacent to the boundary of the Tacoma Landmark Register and National Register North Slope Historic District. The house is a well-executed example of the National Folk style, probably built by John Pratt and his son Frederick, and represents a fine example of early 20th Century working-class housing in Tacoma. John Pratt was a skilled brick and cement mason who eventually developed a successful small business laying cement sidewalks and street curbs for the city. Due to these associations and its retention of integrity, the property is eligible for listing on the Tacoma Register of Historic Places under criteria A, C and E.

Neighborhood Context

The Buckley's Addition Historic District is a Tacoma residential district located in northwestern section of Tacoma, WA, above the south shore of Commencement Bay along the upper reaches of Buckley Gulch. Named after its owner, James M. Buckley, "Buckley's Addition to Tacoma" was filed for record on June 12, 1883. The topography is generally flat with the streets are laid out in a strict grid pattern oriented to the cardinal map coordinates. However, the deep Buckley Gulch bisects the northwest corner.

The land upon which Tacoma exists has been home to the Puyallup people since time immemorial. The area's wealth of resources attracted Euro-Americans to move to the region and establish settlements. Job Carr (1813-1887), a Union Army veteran, settled on Commencement Bay below Buckley's Addition in 1864 in what is now "Old Town." In 1873 the Northern Pacific Railroad (NPRR) selected Commencement Bay as the terminus for their transcontinental railroad. The railroad established their own town site about two miles south of Carr's settlement, which had grown considerably over the intervening nine years. Both settlements continued to develop, but the new city became the political, business and cultural seat as Tacoma rapidly developed as an important point of shipment for the Pacific Northwest's timber and mineral resources. Land speculators, as well as every type of businessman and entrepreneur, began to move into the growing railroad town strung along Commencement Bay where the rails ended. Wharves and mills quickly proliferated.

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Tacoma Community and Economic Development Department



747 Market Street ❖ Room 345 ❖ Tacoma WA 98402-3793 ❖ 253.591.5254

The city's importance expanded exponentially when the railroad tracks were finally completed to St. Paul, Minnesota in 1887, connecting Tacoma with all points East. James M. Buckley, as Assistant General Manager of the Northern Pacific Railroad, was responsible for the final push through the Cascade Mountains, pounding in the final spike himself.

Seeing Tacoma's investment potential, Buckley had bought several large homestead claims in the city. Among them was land from J.W. King and Howard Carr, Job Carr's son. Quickly he platted the land as Buckley's Addition and began selling entire blocks to developers, builders and individual home owners. Advertisements show that an entire block could initially be purchased for \$800.

Development began in areas closest to the streetcar lines, such as North 21st St. (1890), 6th Avenue (1893) and North K St. (1893), which is two blocks from 832 N. Steele St. An advertisement in the 1891 *Tacoma Daily Ledger* notes that Buckley's Addition lots were offered for sale from \$100 to \$300. Further advertisements noted that no other addition in the city was as accessible and that the addition had many graded and paved streets with sidewalks. As the neighborhood developed, buyers had many available lots to purchase. This wide range of choices gave rise to a checkerboard pattern of development. By 1910 50% of the houses were built, but it took an additional 19 years for another 25% percent of the homes to be completed. By 1941, only 8% of the lots were left for development.

Construction and Occupants of 832 North Steele Street

John and Henrietta Pratt and their family entered the United States from Canada in November, 1902. John Pratt bought the parcel on Feb. 13, 1903, from Ellen E. Houghton, who lived nearby (424 North G St) and was the widow of Joseph H. Houghton, who had died in 1899. They came to Tacoma before 1883 and lived at 424 North G St. until Ellen returned to Massachusetts by 1904. Joseph was the Secretary-Treasurer of the Tacoma Light & Water Co., and they bought a fair amount of land in Tacoma over the years. The fact that Ellen owned the property at 832 N. Steele St, but didn't live there, likely suggests there was no house at 832.

The build date of the house cannot be established with certainty. No building permits have been located. The 1896 Sanborn Fire Insurance Map (Vol.2, Pg. 68) shows no houses built near the intersection of N. Steele and N. 10th Streets. The parcel does not appear to have any alternative address, and the first appearance of the address in the Tacoma City Directory is 1904 with the Pratt family.

It is very likely that the 48-year-old John Pratt and his 22-year-old son, Frederick, built the house themselves and served as general contractors. John was a skilled carpenter and brick mason, having worked in those trades in England before immigrating to Winnipeg, Manitoba, in 1887 where he continued them. Frederick assisted his father as he did once the family arrived in Tacoma.

John & Henrietta Pratt, 1904 – 1928

John Pratt (1855-1941) and Henrietta Vinall (1857-1927) were both born in Bristol, Sussex, England, in 1855/56 and 1857 respectively. They married in 1879. John worked as a gardener but eventually became a skilled brick mason. In 1887, they decide to immigrate to Winnipeg, Manitoba, Canada, with their three surviving children: Frederick (1881-1977), Florence (1882-1918), and Sarah (1886-1979). While in Canada, they had two additional children: Charles (1887-1923) and Lillian (1889-1908). Henrietta is said to have had nine children of which five survived.

It's unknown why the Pratts decided to leave Winnipeg for Tacoma. By 1902 when the Pratts came to Tacoma, the city had thrown off the effects of the 1893 Depression. Many wood buildings, especially commercial buildings, schools and churches, were being enlarged and rebuilt in brick. Pratt have responded to recruitment efforts for skilled brick masons. By 1914, John is listed in the City Directory as "Contractor – Carpenter and Builder". Within a few years, Frederick and he operated a largely cement construction business, John Pratt & Son, and were laying sidewalks and curbs in the city. His original cast iron concrete stamp was found in the garage (see photo) with a sidewalk stamped in the sidewalk in front of 1004 N. Steele St, dated 1911, along with at least five others along the street.

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However, family life was anything but settled. In May, 1907, Lillian Pratt (age 22) went missing one week before her wedding. Her body was found in January, 1908, near the present day location of St. Luke's Episcopal Church. With little indication of foul play, the death was ruled a suicide due to the two empty bottles of Aconite (monkshood), a dangerous herbal remedy used for managing asthma and inflammation, found at the site. According to family members she also was known to have suffered from terrible headaches, probably what we know as migraines now.

In 1904, Florence married Frank R. Simpson, a train engineer for the NPRR. They have two children, Luella V. and Maxine. However, Florence dies in 1918, perhaps of the Spanish Flu. In 1919, Frank marries Florence's sister Sarah, and they will have a son, Robert F. Simpson. Frank and Sarah will nearby at 825 N. Prospect. Soon after Henrietta dies, John Pratt will room with Frank and Sarah Simpson at 825 North Prospect from 1929 until his own death in 1941.

Oddly, that pattern is repeated. Initially Charles helped his father but eventually found work as a machinist at the NPRR Shops. In 1910 Charles married Beulah Stenby, and they have one child (Gordon Leland). They leave 832 N. Steele in 1913. Charles, however, dies unexpectedly in 1923 at the age of 34. Four years later, Frederick, Charles brother, marries Beulah in 1927. Frederick began working for the CMStP&P Railroad, moving eventually to the Spanaway area. Beulah dies in 1939, and Frederick marries Blanche J. Steuby in 1943. He dies in 1977.

Delbert L. and Luella V. (Simpson) Miller, 1929 – 1984

Interestingly the home remains in the family for five generations, mostly being passed through the females in the family. John and Frederick leave the house at 832 in 1928 after John's wife Henrietta dies in 1927. By 1929, Delbert L. & Luella V. Miller are living at 832. Luella V. is Frank and Florence (Pratt) Simpson's eldest daughter, who married Delbert in 1928. Delbert is a brake repairman working at the NPRR Shops. Luella worked as a bookkeeper and clerk for Dean Drug Company. Delbert and Luella had three children: Maxine, Kenneth and Mary. They resided at 832 N. Steele from 1928 until about 1984 when Luella was no longer able to stay in the house. Delbert died in 1976 and Luella in 1989.

Dennis K. & Lynne M. Young, 1986 – 2012

Delbert and Luella Miller's daughter Maxine marries Lawrence E Young in 1954, Lawrence E. served on the USS Helena in the Korean War and later was a Pierce County Sheriff's Deputy. Maxine and Lawrence E. have three children, two of whom are Lynne M. and Lawrence D. From 1986 to 1989 Lynne Young lived at the house along with her brother Lawrence D. Young and his daughter. In 1990 Lynne married Dennis K. Malm, who took "Young" as his last name. They continued to live at 832 N. Steele until 2012, after which the house was vacant.

Lawrence D. Young, 2017 – 2020

In 2017 Lawrence D. Young, U.S. Army and USAF Reserves, returned to the house and lived there until he sold it to the current owners in 2020. Lawrence D. Young was the last resident of 832 N. Steele directly related to John and Henrietta Pratt.

Architectural Style: National Folk, ~ 1850 to ~ 1930

With the expansion of railroads across the United States from 1850, milled lumber, shingles, windows, and other building materials became available and modest houses were no longer restricted to local materials. This availability gave rise to light balloon framing covered by wood sheathing that was easy and inexpensive to build. The simple gable-front house with modest porch across the front, recalling the Geek Revival movement of the 1830s to 1850s, became a common sight across American rural and urban areas. Most are one-room wide and 1½ to 2 stories with relatively steep roof pitches and perfectly suited for narrow urban lots. Decorative elements, such as porch detailing and patterned shingles were borrowed from the Queen Anne style, while later examples would borrow knee-braces and exposed rafter tails from the Craftsman style. The Folk Victorian style is distinguished from the National Folk by its often-ostentatious exuberance of Queen Anne and Italianate decorative detailing.¹

¹ Virginia McAlester, A Field Guide to American Houses (New York: Alfred A. Knopf, 2015), 135-147, 397-405

Nominations to the Tacoma Register of Historic Places are processed according to the procedures and standards described in TMC 1.42 and 13.07. Submittal of a nomination form does not obligate the City to place a property on the Register or to extend financial incentives to a property owner. Documents submitted become public record. Additional requirements may be imposed by other City, state or federal regulations.

Narrative Continuation

In Tacoma the National Folk style usually indicates a house from the 1880s to about 1910. However, their modest size and decorative simplicity has led them to be frequently modified in later years. The John & Henrietta Pratt house is unique in that it retains the original simplicity of its National Folk style with its modest decoration. It serves as a remarkably intact example of this early, largely working-class house type in Tacoma.

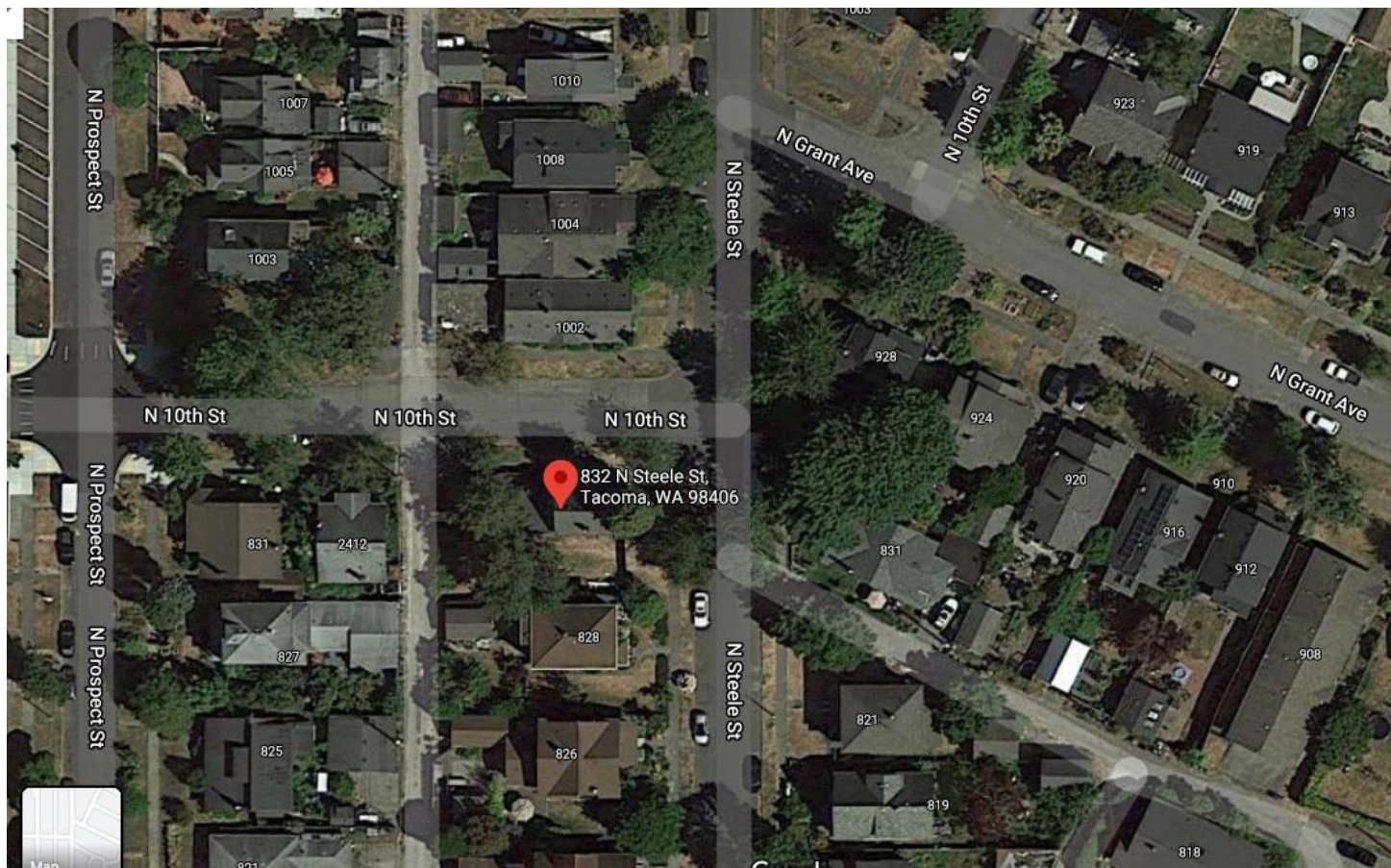


Figure 1. Aerial view showing 832 N. Steele's location within the Buckley's Addition Historic District and adjacent to the North Slope Historic District. (Source: Google, accessed 04/11/21)

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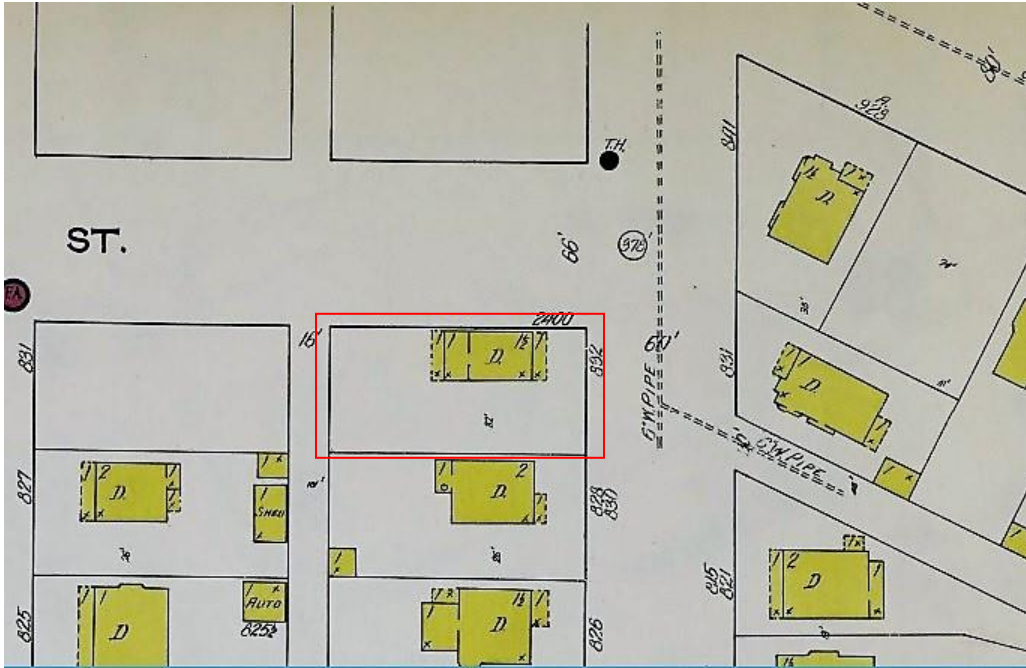


Figure 2. Sanborn Fire Insurance Map, 1912, Vol. I, Sheet 88

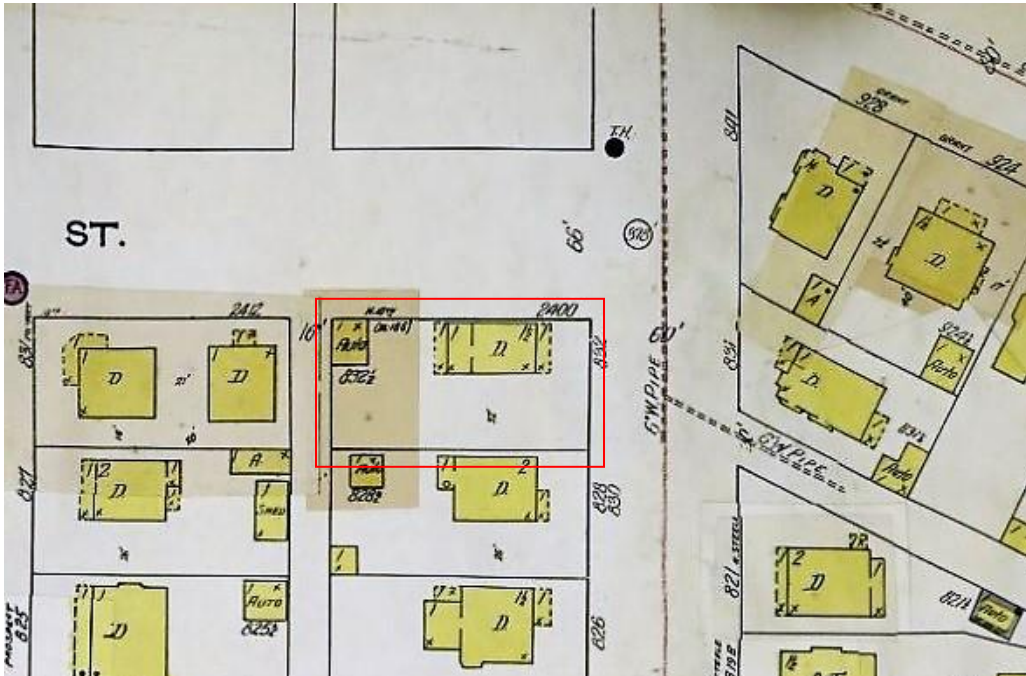


Figure 3. Sanborn Fire Insurance Map, 1912 corrected to 1950, Vol. I, Sheet 88

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Figure 4. John and Henrietta Pratt in front of 832 N. Steele St, ~ 1910 (Collection of Lou Ann Miller)



Figure 5. Henrietta and John Pratt, date unknown (Collection of Lou Ann Miller)

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**MISSING GIRL
FOUND DEAD**

**DISAPPEARED
MONTHS AGO**

LILLIAN PRATT'S REMAINS DISCOVERED IN BRUSH IN NORTH END.

PROBABLY DESTROYED SELF

Young Woman Left Home May 27, Week Prior to Day Set for Marriage.

The mystery surrounding the disappearance of Lillian Pratt, the 22-year-old daughter of Mr. and Mrs. John Pratt, 832 North Steele street, was partially

LILLIAN PRATT.



Figure 6. Tacoma Daily News, 05/01/1908, pg. 4



Figure 7. Luella V. Miller, ~ 1940 (Collection of Lou Ann Miller)



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Figure 8. Lawrence D. Young, 2020, on front porch (Collection of Lou Ann Miller)

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Figure 9. Front (East) Façade, 2021 (Collection of Scott Armstrong)

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Figure 10. Main, front gable decorative “collar tie with drip” truss in the pitch and dormer gable clad in alternating sections of staggered-butt and saw-tooth wood shingles. (Collection of Scott Armstrong)



Figure 11. Original restored Boston-patterned cedar gutters, front porch roof (Collection of Scott Armstrong)

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Figure 12. Spindle work brackets, front porch (Collection of Scott Armstrong)

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Figure 13. Front door detail, 2021 (Collection of Scott Armstrong)

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Figure 15. North Façade, 2021 (Collection of Scott Armstrong)

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Figure 16. South Façade, 2021 (Collection of Scott Armstrong)

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Figure 17. Garage, 2021 (Collection of Scott Armstrong)



Figure 18. Interior staircase (Collection of Scott Armstrong)

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Figure 19. Front parlor; coal-burning fireplace with original cast iron coal basket, grate, and screen (Collection of Scott Armstrong)



Figure 21. “J. Pratt Contractor”, sidewalk stamp with 1913 plate, and stamp examples from 1004 N. Steele (left) and 934 N. Grant Street (right) (Collection of Scott Armstrong)

Statutory Warranty Deed

Abbreviated Legal: LOTS 1 AND 2, BLK 9, BUCKLEYS TACOMA
Assessor's Tax Parcel Number(s): 2745001400

THE GRANTOR Lou Ann Miller, a married woman as her separate estate and and Lawrence D. Young, a single man for and in consideration of TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION in hand paid, conveys and warrants to Donna Armstrong and Scott Armstrong, wife and husband and Dawn Reimer Klimas and Robert Klimas, wife and husband, as tenants in common the following described real estate, situated in the County of Pierce, State of Washington:

LOTS 1 AND 2, BLOCK 9, BUCKLEYS TACOMA, AS PER PLAT RECORDED IN VOLUME 1 OF PLATS, PAGE 48, RECORDS OF PIERCE COUNTY AUDITOR;
SITUATE IN THE CITY OF TACOMA, COUNTY OF PIERCE, STATE OF WASHINGTON.

SUBJECT TO: Covenants, conditions, restrictions, easements and encumbrances of record as of the date hereof.

Dated this 14 day of Aug, 2020.

Lou Ann Miller
Lou Ann Miller

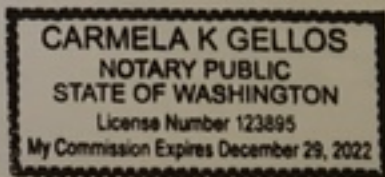
Lawrence D. Young
Lawrence D. Young

STATE OF WA)
County of Pierce) SS.

I certify that I know or have satisfactory evidence that Lou Ann Miller and Lawrence D. Young is are the person(s) who appeared before me, and said person(s) acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

Dated this 14 day of August, 2020

Carmela K. Gellos
Notary Public in and for the State of WASHINGTON
Residing at: Bellevue
My appointment expires: 12.29.22



4537733 EXTX
Electronically Recorded
Pierce County, WA CCOMITA
8/14/2020 3:48 PM
Pages: 1 Excise Collected: \$3,630.01
Proc. Fee: \$0.00 Tech Fee: \$5.00



APPLICATION AND CERTIFICATION OF SPECIAL VALUATION ON IMPROVEMENTS TO HISTORIC PROPERTY

RECEIVED ASSESSOR TREASURER

SEP 27 2021

File With Assessor by October 1

File No: _____

I. Application

CUSTOMER SERVICE

County: PIERCE

Property Owner: FIRST-CITIZENS BANK & TRUST COMPANY Parcel No./Account No: 9010480100

Address: 100 E TRYON RD RALEIGH, NC 27603 ATT:DAC-41 CORP. REAL ESTATE

Legal Description: UNIT 2108, IN BUILDING C, DECLARATION FOR BREWERY BLOCKS CONDOMINIUM, A CONDOMINIUM, ACCORDING TO DECLARATION THEREIN RECORDED UNDER PIERCE COUNTY RECORDING NO. 202004240495 AND AS SHOWN ON SURVEY MAP AND PLANS RECORDED APRIL 24, 2020 IN RECORDING NO. 202004245001, RECORDS OF PIERCE COUNTY WASHINGTON

Property Address (Location): 2108 COMMERCE ST TACOMA, WA 98402

Describe Rehabilitation: 7,700 SF interior upfit celebrates original elements of the historic Hunt-Mottet Warehouse. Existing ceilings, columns, and a portion of concrete walls from the original structure remain exposed and are key design elements in the suite. Program includes a lobby, monument stair, offices, conference room, work areas, break room, two restrooms, server room and storage. New finishes were selected to compliment existing materials on site.

Property is on: (check appropriate box) National Historic Register Local Register of Historic Places

Building Permit No: BLDCA20-0267 Date: 11/12/2020 Jurisdiction: Pierce Co./Tacoma County/City

Rehabilitation Started: 1/4/2021 Date Completed: 8/2/2021

Actual Cost of Rehabilitation: \$2,939,838.30

Affirmation

As owner(s) of the improvements described in this application, I/we hereby indicate by my signature that I/we am aware of the potential liability (see reverse) involved when my/our improvements cease to be eligible for special valuation under provisions of Chapter 84.26 RCW.

I/We hereby certify that the foregoing information is true and complete.

Signature(s) of All Owner(s):

Elizabeth Koloy-Mayer

Vice President Construction Project Management *

Corporate Real Estate

* Please refer to attached Corporate Resolution, dated 1/26/2021, allowing authorization to sign, execute and deliver documents on behalf of the Bank.

II. Assessor

The undersigned does hereby certify that the ownership, legal description and the assessed value prior to rehabilitation reflected below has been verified from the records of this office as being correct.

Assessed value exclusive of land prior to rehabilitation: \$ 1,254,100

Date: 10/13/2021

Denise Stevens
Assessor/Deputy

For tax assistance, visit http://dor.wa.gov or call (800) 647-7706. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 486-2342. Teletype (TTY) users may call (800) 451-7985.

Historic property means land together with improvements thereon, which is:

- (a) Listed in a local register of historic places created by comprehensive ordinance, certified by the Secretary of the Interior as provided in P.L. 98-515; or
- (b) Listed in the national register of historic places.

Cost means the actual cost of rehabilitation, which cost shall be at least twenty-five percent of the assessed valuation of the historic property (exclusive of the assessed value attributable to the land) prior to rehabilitation.

Special valuation means the determination of the assessed value of the historic property, subtracting for up to ten years such cost as is approved by the local review board.

State Review Board means the advisory council on historic preservation established under

Chapter 27.34 RCW or any successor agency designated by the state to act as the state preservation review board under federal law.

Local Review Board means a local body designated by the legislative authority of the incorporated or unincorporated area.

Owner means the owner of record.

Historic property does not include property listed in a register primarily for objects buried below ground.

Property must meet the following criteria for special valuation on historic property:

- (1) Be a historic property;
- (2) Fall within a class of historic property determined eligible for special valuation by the local legislative authority;
- (3) Be rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) within twenty-four months prior to the application for special valuation; and
- (4) Be protected by an agreement between the owner and the local review board.

Statement Of Additional Tax, Interest, and Penalty Due Upon Removal or Disqualification from Special Valuation Under Chapter 84.26 RCW

1. Whenever property that is classified and valued as eligible historic property under Chapter 84.26 RCW is removed or disqualified for the valuation, there shall become due and payable an additional tax equal to:
 - (a) The actual cost of rehabilitation multiplied by the levy rate in each year the property was subject to special valuation; plus
 - (b) Interest on the amounts of the additional tax at the statutory rate charged on delinquent property taxes from the dates on which the additional tax could have been paid without penalty if the property had not been valued as historic property; plus
 - (c) A penalty equal to twelve percent of the amount determined in (a) and (b).
2. The additional tax, interest, and penalty shall not be imposed if the disqualifications resulted solely from:
 - (a) Sale or transfer of the property to an ownership making it exempt from taxation;
 - (b) Alteration or destruction through no fault of the owner; or
 - (c) A taking through the exercise of power of eminent domain.

Appeals

1. Any decision by a local review board on an application for classification as historical property may be appealed to Superior Court under RCW 34.05.570 in addition to any other remedy at law.
2. Any decision on disqualification of historic property for special valuation exemption or any other dispute may be appealed to the current year Board of Equalization by July 1st or 30 days after the disqualification, whichever is the later, except the denial on the original application.

SPECIAL TAX VALUATION
AFFIDAVIT CERTIFYING EXPENSES AND PERIOD OF WORK
Required for submittal per WAC 254.20.090

Elizabeth Kolepp-Mayer,
I/We, on behalf of First Citizens Bank, the applicant(s) for Special
Valuation Tax status, certify by my/our signature below, that the total amount
claimed in the accompanying application form is equal to the actual costs
accrued for this project, and that these costs were accrued during the period of
work indicated on the accompanying application form.

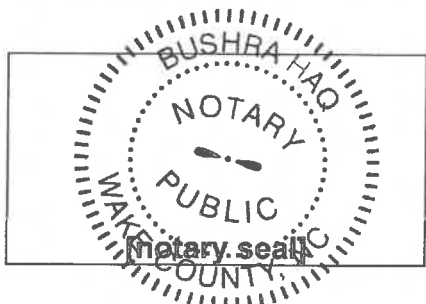
I certify the foregoing statement to be true and correct.

Elizabeth Kolepp-Mayer / _____
Applicant Name Co-Applicant Name
Elizabeth Kolepp-Mayer / _____
Applicant Signature Co-Applicant Signature

STATE OF WASHINGTON)
County of Pierce) ss. BH

On this 24th day of September, 2021, before the undersigned, a
Notary Public in and for the state of Washington, duly commissioned and sworn,
the above person(s) appeared before me and signed the foregoing instrument,
and acknowledged said instrument to be their free and voluntary act for the uses
and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year first
above written.



Bushra Haq
NOTARY PUBLIC
Printed Name: Bushra Haq
Residing at Wake Co. NC
My commission expires Sept 26 2022

**CERTIFIED COPY OF CORPORATE RESOLUTION
OF
FIRST-CITIZENS BANK & TRUST COMPANY**

I, Bridget L. Welborn, Secretary of First-Citizens Bank & Trust Company, certify that the following is a true copy of the resolution duly adopted by the Board of Directors of First-Citizens Bank & Trust Company at its regular meeting on January 26, 2021, and that the following resolution is in full force and effect and has not been amended or rescinded:

**RESOLUTION OF THE BOARD OF DIRECTORS
OF
FIRST-CITIZENS BANK & TRUST COMPANY
CONCERNING
AUTHORITY OF CORPORATE OFFICERS**

WHEREAS, the Board of Directors of First-Citizens Bank & Trust Company (the "Bank") has determined that it is in the best interests of the Bank, and helpful to its efficient operation, to clarify the authority of certain Bank officers to (i) sign, execute, and deliver agreements, certificates, instruments, and other documents necessary or appropriate for the conduct of the Bank's business, (ii) guarantee signatures, (iii) attest lawfully executed documents on the Bank's behalf, and/or (iv) affix the seal of the Bank to such documents as may require it.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of First-Citizens Bank & Trust Company as follows:

1. Subject to Section 2 below, the following Bank officers elected or appointed from time to time by the Board of Directors are authorized to sign, execute, and deliver documents on behalf of the Bank and thereby bind the Bank without the joinder of any other corporate officer:

The Chairman and Chief Executive Officer	The Treasurer
The Vice Chairwoman	The Secretary
The President	Each Executive Vice President
The Chief Financial Officer	Each Group Vice President
The Chief Risk Officer	Each Regional Executive Vice President
The Chief Strategy Officer	Each Area Vice President
The Chief Legal Officer	Each Senior Vice President
The Chief Human Resources Officer	Each Vice President
The Chief Accounting Officer	Each Assistant Vice President
	Each Banking Officer

2. Limitations on authority:
 - (a) The authorities granted herein shall be subject to such limitations and requirements as may be established from time to time by other resolutions or policies adopted by the Board or one or more committees thereof, including but not limited to the Delegation of Authority Policy, applicable Bank standards, procedures and requirements, the Code of Ethics, and applicable laws and regulations.
 - (b) The authorities granted herein to each Vice President, Assistant Vice President and Banking Officer shall only extend to documents that are within the scope of each such officer's specific job responsibilities and authority.

3. Each of the officers identified in Section 1 is hereby given the corporate title of Assistant Secretary of First-Citizens Bank & Trust Company, with authority to carry out the duties of that office, including, but not limited to, the power and authority to guarantee signatures, attest lawfully executed documents on the Bank's behalf, and/or affix the seal of the Bank to such documents as may require it.
4. Management shall ensure that appropriate standards, procedures and requirements regarding signing authority limits, approvals and controls are implemented and maintained with respect to particular business units and functions within the Bank, as applicable.
5. The Board hereby delegates to its Risk Committee the responsibility for evaluating, monitoring and overseeing the adequacy and effectiveness of the Company's standards and procedures related to signing authority, and the Committee may adopt such policy or policies limiting or otherwise governing signing authority, and matters related thereto, as the Committee may deem appropriate.
6. The Chief Human Resources Officer of the Bank may, at any time and in his or her discretion, designate job titles and give to Bank associates who from time to time hold such designated job titles the additional corporate title of Assistant Secretary of First-Citizens Bank & Trust Company, with authority to carry out the duties of that office, including, but not limited to, the power and authority to guarantee signatures, attest lawfully executed documents on the Bank's behalf, and/or affix the seal of the Bank to such documents as may require it.
7. The Chief Human Resources Officer of the Bank may, at any time and in his or her discretion, designate specifically-named associates who do not hold one of the corporate titles identified in this Resolution the corporate title of Assistant Secretary of First-Citizens Bank & Trust Company, with authority to carry out the duties of that office, including, but not limited to, the power and authority to guarantee signatures, attest lawfully executed documents on the Bank's behalf, and/or affix the seal of the Bank to such documents as may require it.
8. Notwithstanding any other provision of this Resolution, no person shall guarantee signatures unless and until he or she shall have completed the Medallion signature guarantee certification program promulgated by STAMP and available to Bank associates through the Bank's internet-based online learning center.

IN TESTIMONY WHEREOF, I have hereunto set my hand as Secretary and have affixed the corporate seal of First-Citizens Bank & Trust Company, this January 26, 2021.



Bridget L. Welborn

 Bridget L. Welborn, Secretary

Landmarks Preservation Commission
Community and Economic Development Department



SPECIAL TAX VALUATION APPLICATION CHECKLIST

*Please include the following items in your application packet to ensure timely processing.
(see the following page for the application form).*

- Application Fee payable to the Tacoma City Treasurer— \$100 for single family residential; \$300 for commercial/multifamily residential (required by Council Resolution 36804)
- Special Tax Valuation Application Form
- Notarized Affidavit of Expenses
- Itemized expense summary sheet
- Project photographs (before and after)

Please note: applications are due to the PIERCE COUNTY ASSESSOR'S OFFICE no later than OCTOBER 1.

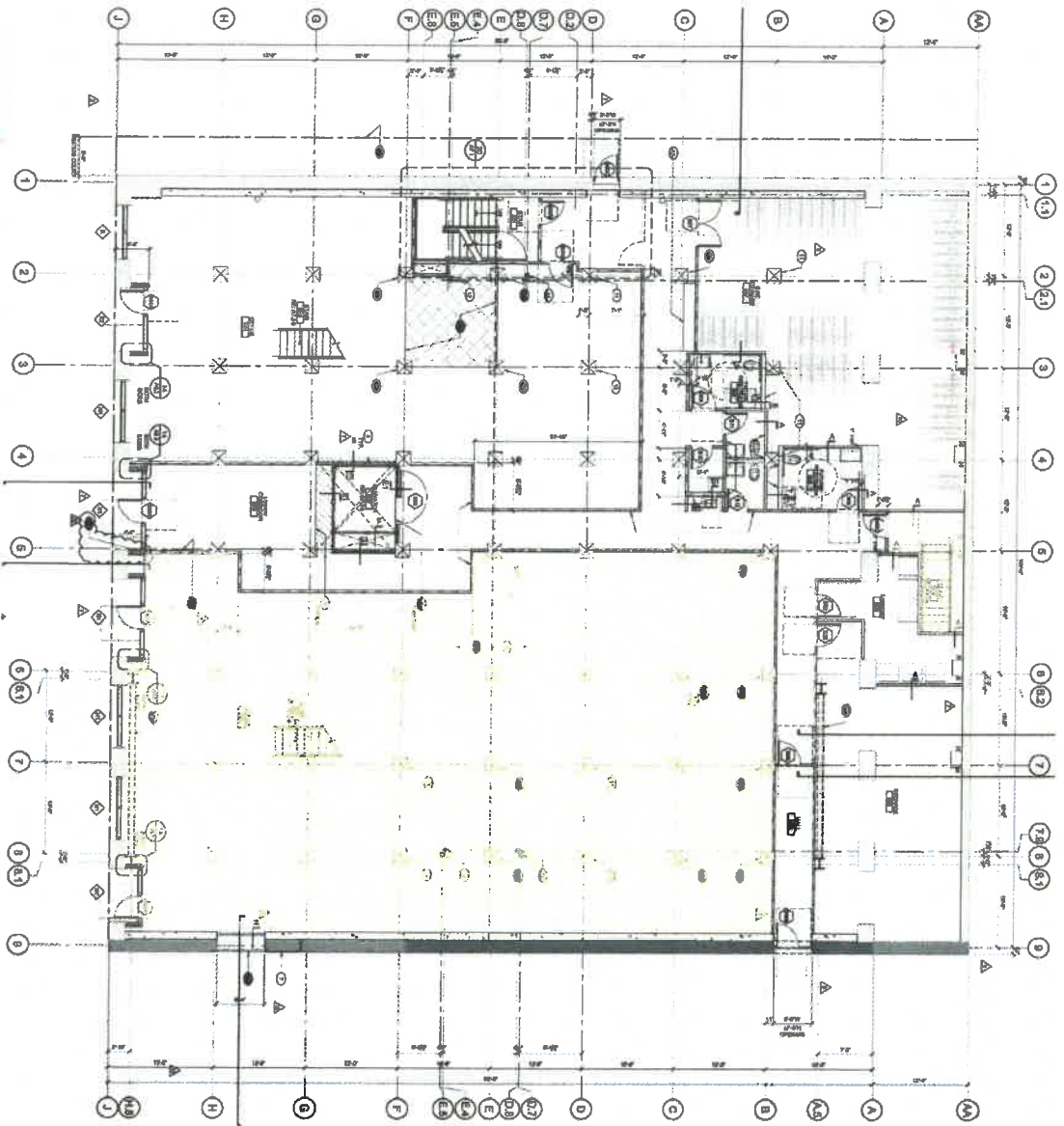
Return completed applications to:

Pierce County Assessor/Treasurer
Current Use Coordinator
2401 South 35th Street Room 142
Tacoma, WA 98409

Questions?

Pierce County Assessor-Treasurer (253) 798-6111
Tacoma Historic Preservation Officer (253) 591-5220

Hunt-Mottet Warehouse : Level 1 Plan



First Citizens Bank Suite
 (2108 Commerce Street)

**Tacoma Register of
 Historic Places:**

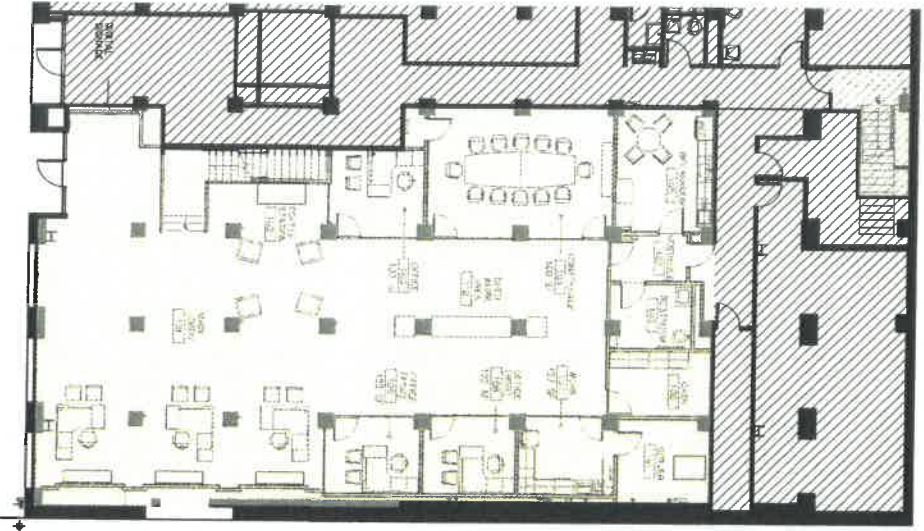
Hunt-Mottet Warehouse
 2109 S. C Street
 Built 1907
 Date Designated: 4/8/2014
 Resolution #: 38877



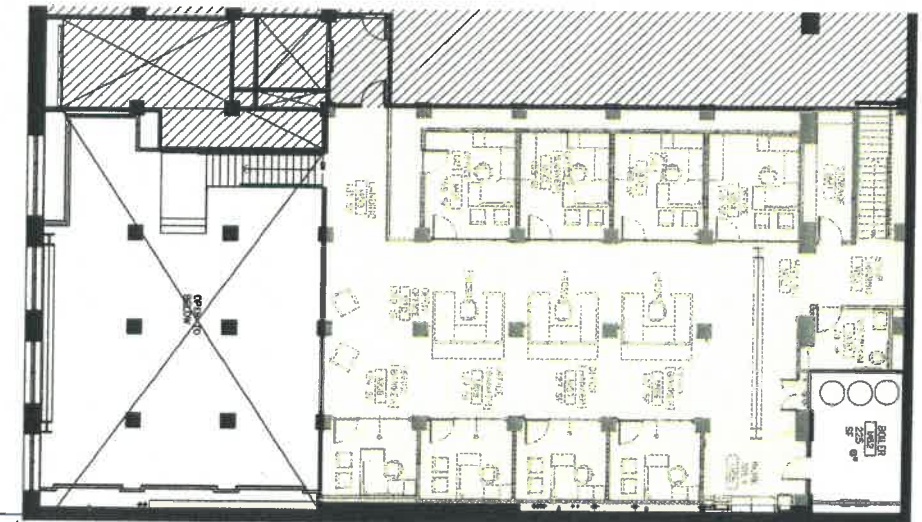
**First
 Citizens
 Bank**

forever first

First Citizens Bank Floor Plans



Level 1



Mezzanine

Program

Level 1

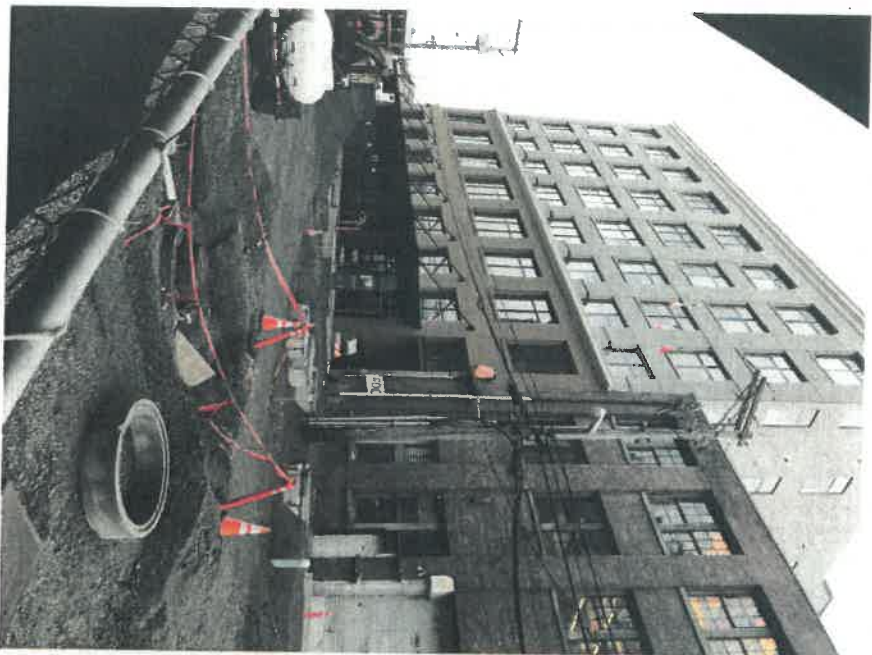
- Lobby/Waiting Area
- (3) Teller Desks
- (3) Offices
- Conference Room
- Work Room
- Break Room
- Restroom
- Cash Room
- Server Room

Mezzanine

- (8) Offices
- (3) Workstations
- Work Area
- Restroom
- Storage



First Citizens Bank Exterior : Commerce Street



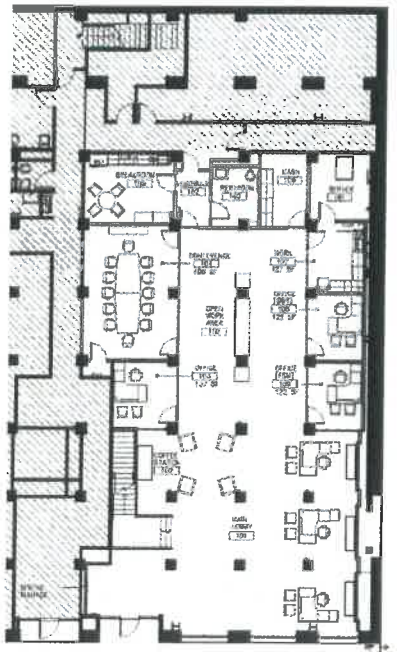
Before – Building Exterior Oct. 2019



After – Building Exterior Aug. 2021



First Citizens Bank Exterior : Commerce Street



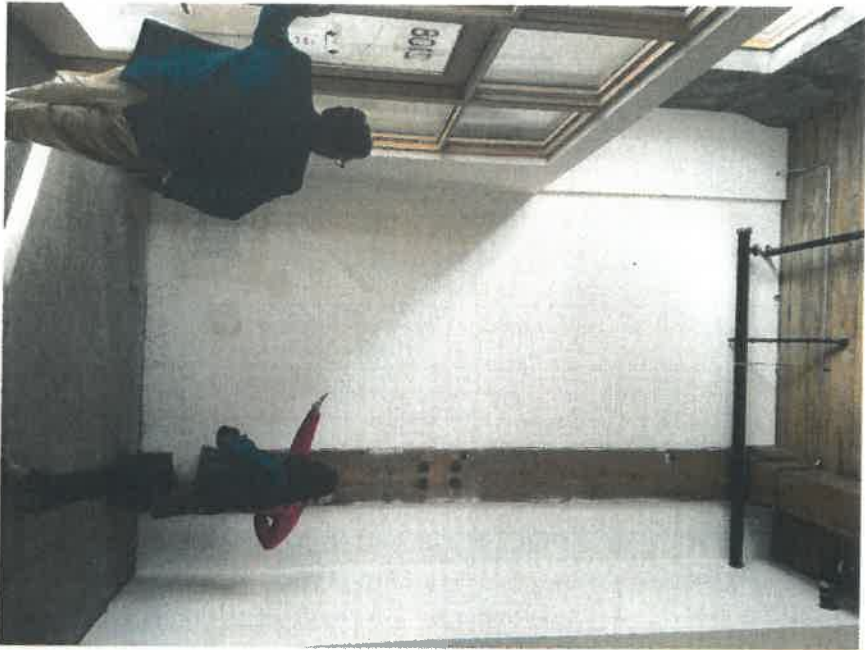
Before – Exterior Suite Entry



After – Exterior Suite Entry



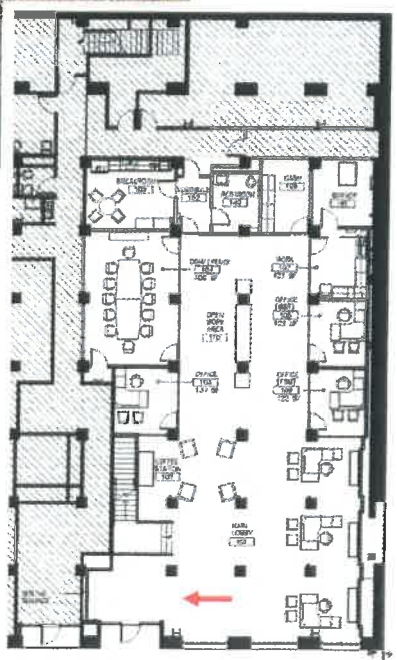
First Citizens Bank Interior : Lobby



Before – South lobby wall at entrance



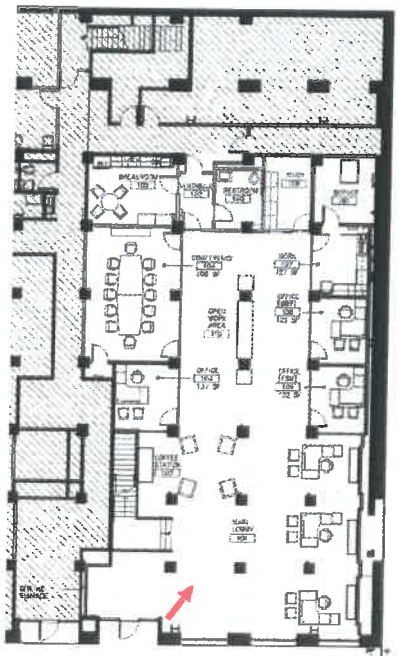
After – South lobby wall at entrance



First Citizens Bank Interior : Lobby



Before - Lobby



After - Lobby



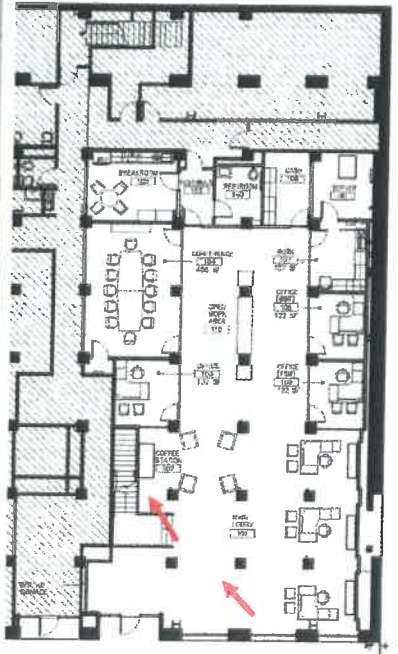
First Citizens Bank Interior : Lobby



Before – South lobby wall



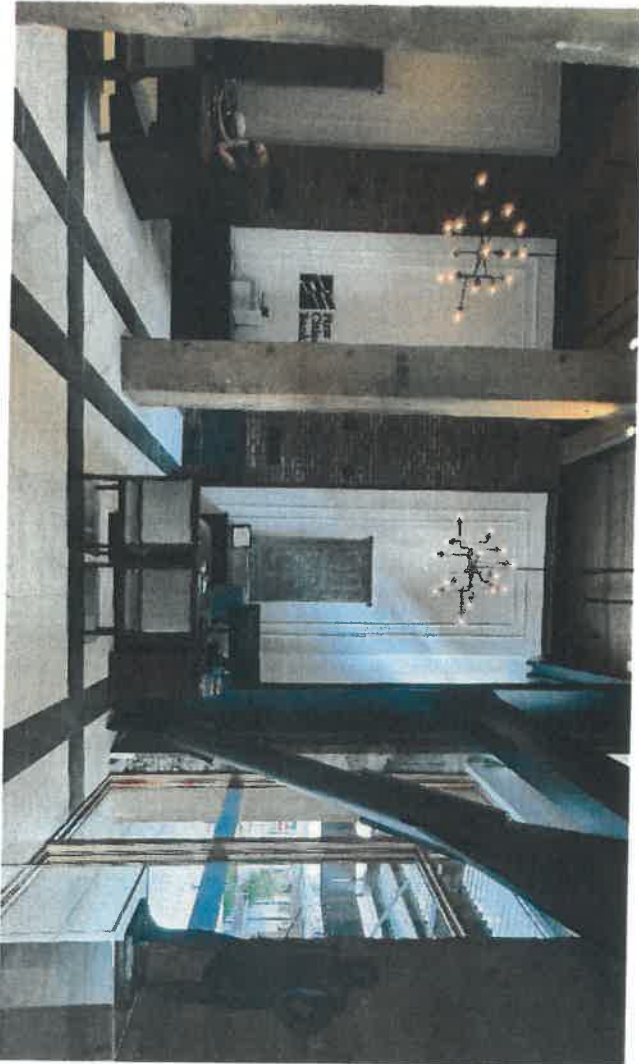
After – Stair along south lobby wall



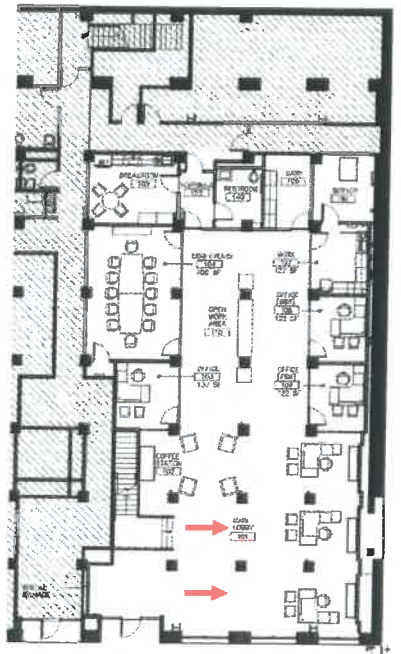
First Citizens Bank Interior : Lobby



Before – Lobby, looking north



After – Lobby, looking north



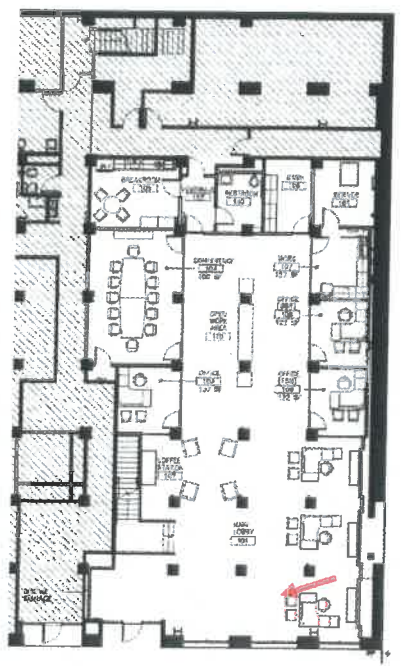
First
Citizens
Bank

forever first

First Citizens Bank Interior : Lobby



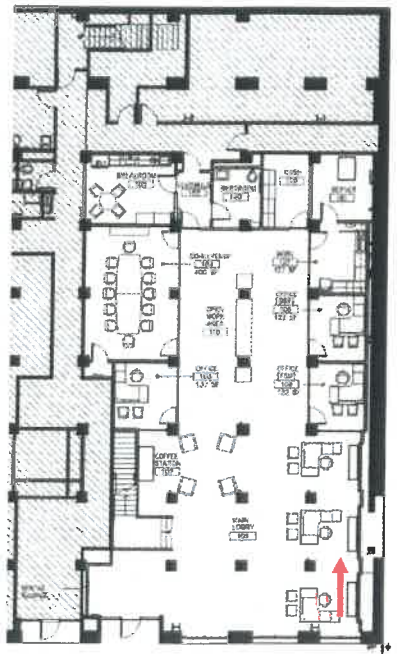
Before – Cross-bracing at exterior wall



After – Cross-bracing at exterior wall



First Citizens Bank Interior : Lobby



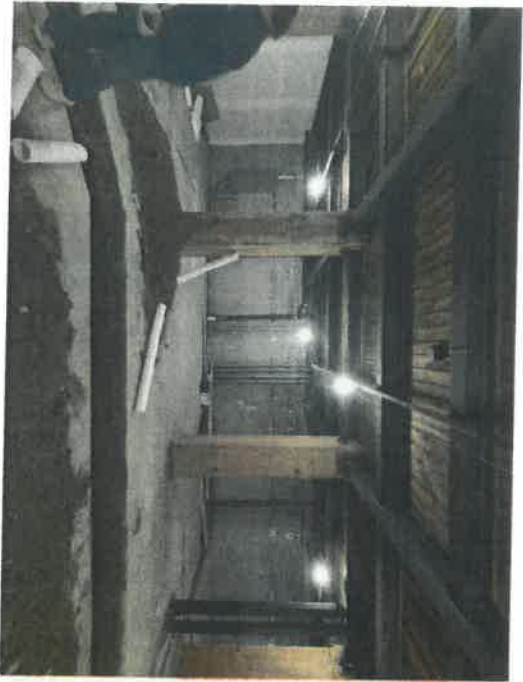
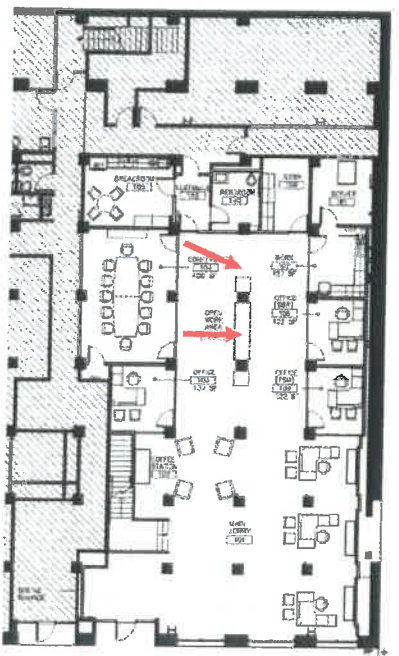
Before – Lobby



After – Lobby, Teller Desks



First Citizens Bank Interior : Level 1



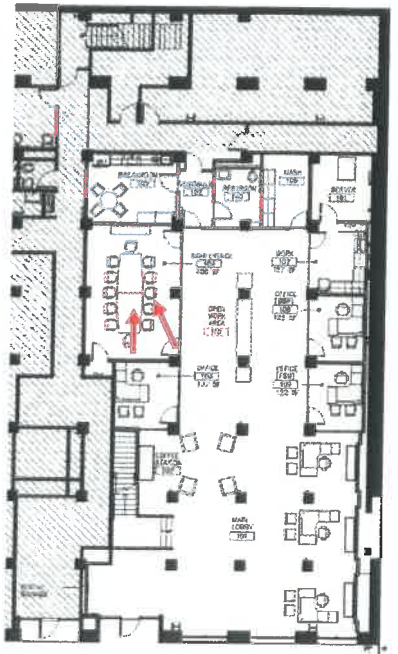
Before – Level 1



After – Level 1 Open Area/Filing, looking north towards
Work Room and Offices



First Citizens Bank Interior : Level 1



Before – Level 1, looking SW



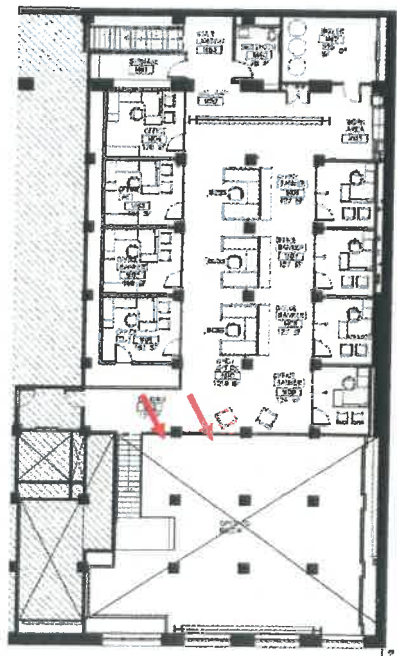
After – Conference Room



First Citizens Bank Interior : Mezzanine



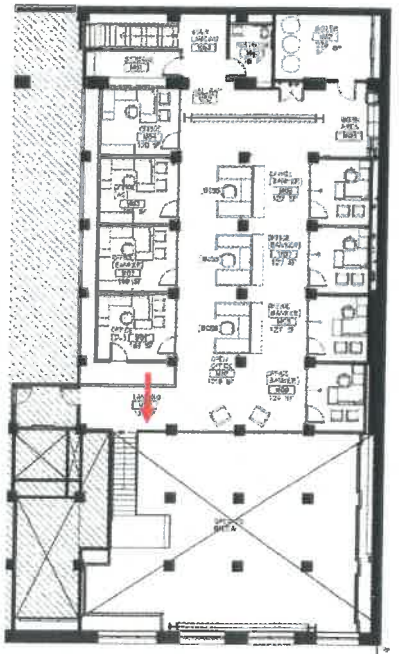
Before – View of lobby, looking NE



After – View of lobby, looking NE



First Citizens Bank Interior : Mezzanine



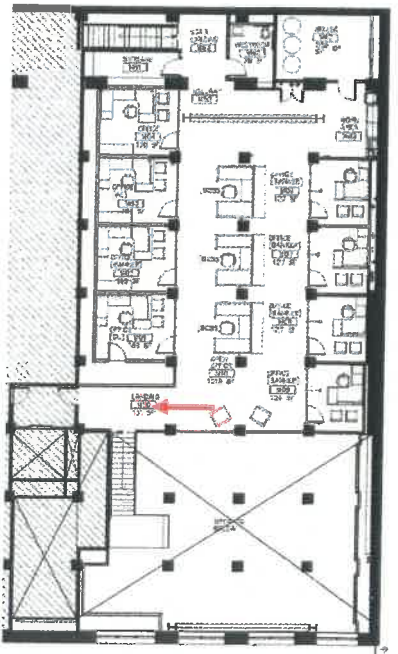
Before – Mezzanine



After – Monument Stair



First Citizens Bank Interior : Mezzanine



Before – Mezzanine towards elevator lobby



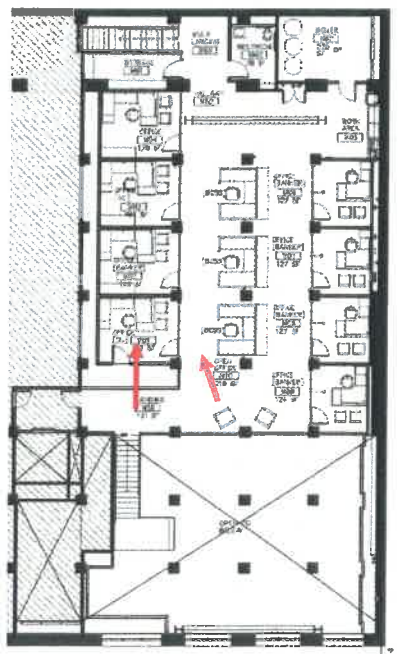
After – Mezzanine towards elevator lobby



First
Citizens
Bank

forever first

First Citizens Bank Interior : Mezzanine



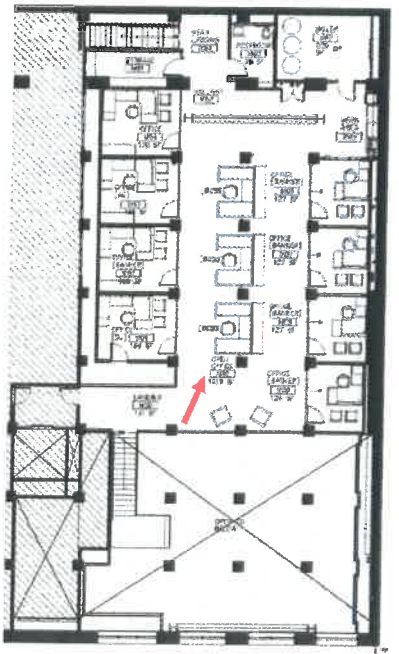
Before – Mezzanine



After – Mezzanine, Offices



First Citizens Bank Interior : Mezzanine



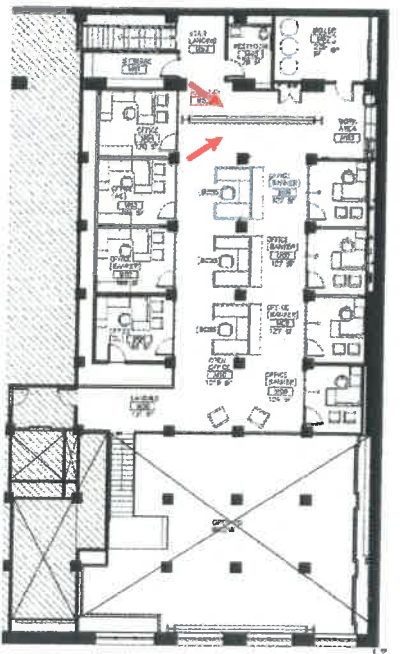
Before – Mezzanine



After – Mezzanine, workstations



First Citizens Bank Interior : Mezzanine



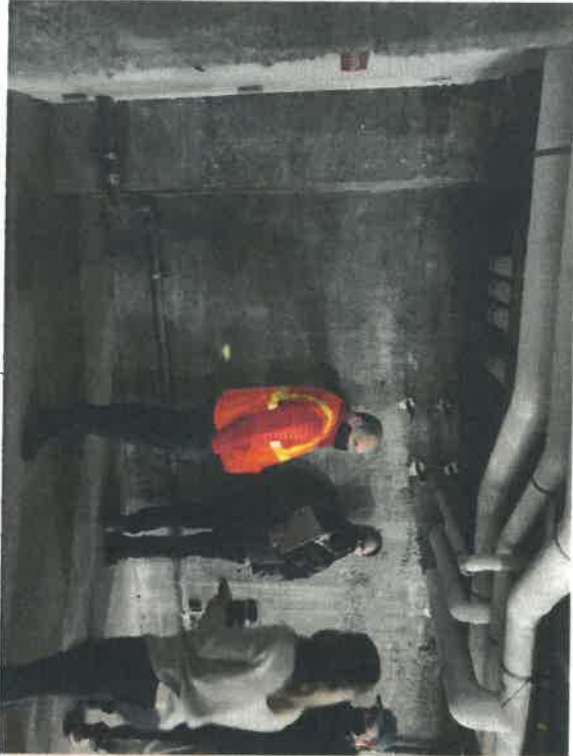
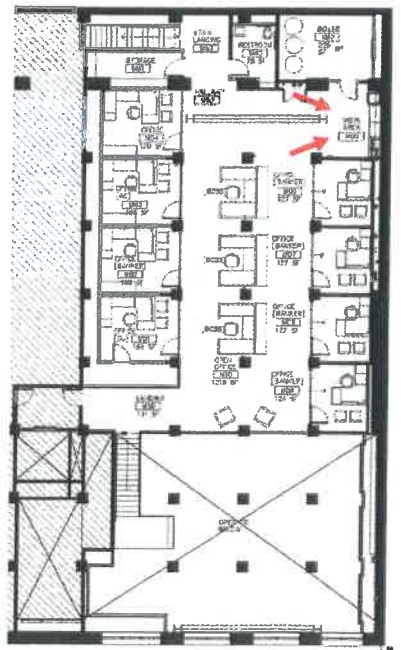
Before – Mezzanine cross-bracing



After – Mezzanine cross-bracing, painted



First Citizens Bank Interior : Mezzanine



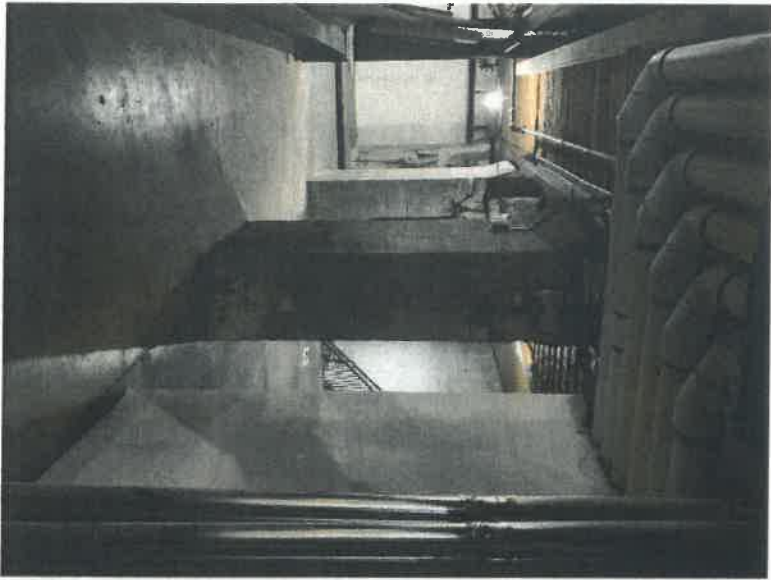
Before – Mezzanine



After – Mezzanine Work Area



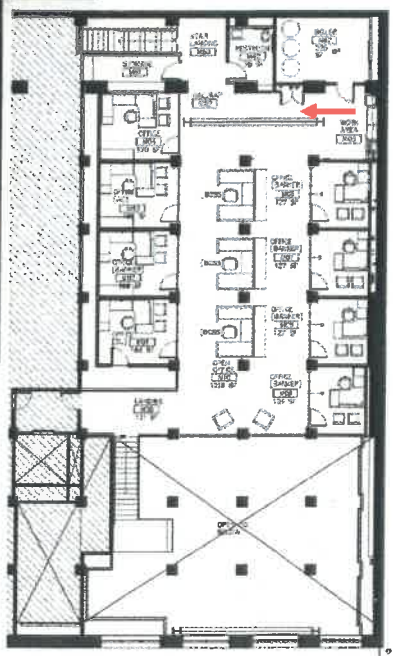
First Citizens Bank Interior : Mezzanine



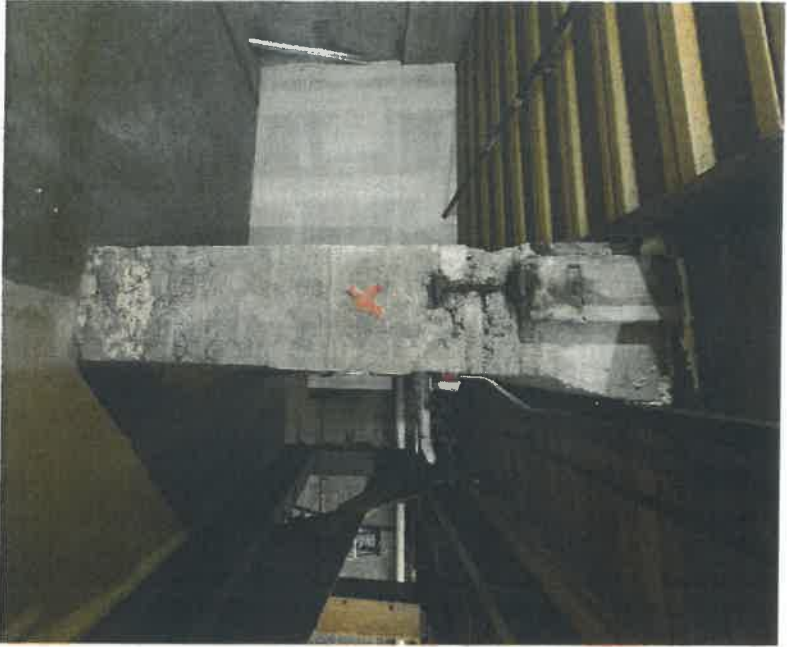
Before – Mezzanine



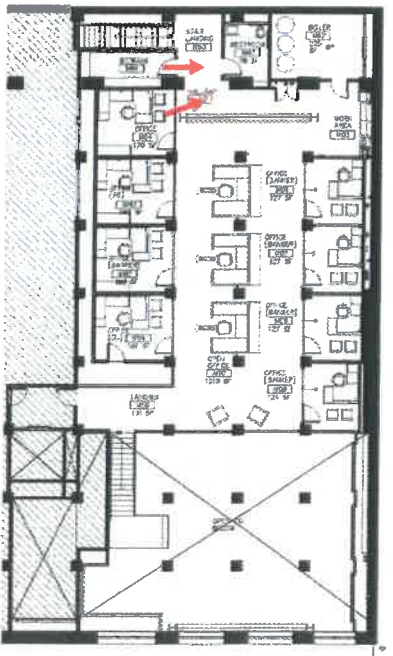
After – Mezzanine, behind cross-bracing



First Citizens Bank Interior : Mezzanine



Before – Mezzanine



After – Mezzanine, looking toward restroom



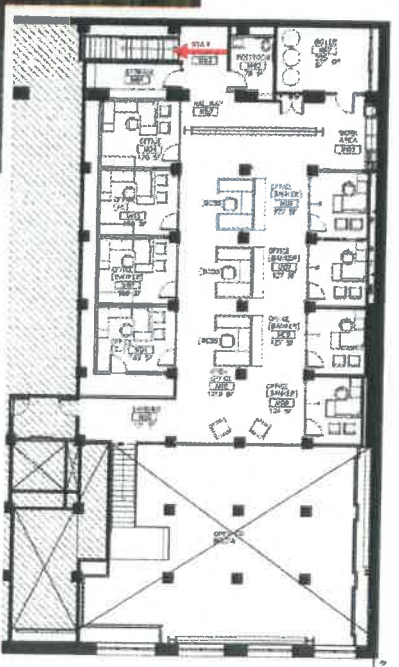
First Citizens Bank Tacoma Interior : Mezzanine



Before – Mezzanine, rear stair



After – Mezzanine, rear stair





APPLICATION AND CERTIFICATION OF SPECIAL VALUATION ON IMPROVEMENTS TO HISTORIC PROPERTY

Fee: \$150.00 Chapter 84.26 RCW

RECEIVED ASSESSOR TREASURER

SEP 27 2021

File With Assessor by October 1

File No:

CUSTOMER SERVICE

I. Application

Property Owner: Meaghan Driscoll & Daniel Christensen
Address: 908 N. Cushman, Tacoma, WA 98403
Parcel No./Account No: 2039300070
Legal Description: Single family dwelling Section 31 Township 21 Range 03 Quarter 44: New Tacoma L8 thru 10 B 3930 Inc Alley Vac
Property Address (Location): 908 N. Cushman, Tacoma, WA 98403
Describe Rehabilitation: See attached.
Property is on: (check appropriate box) [X] National Historic Register [X] Local Register of Historic Places
Building Permit No: See attached. Date: See attached. Jurisdiction: Pierce, Tacoma
Rehabilitation Started: June 2019 Date Completed: April 2021
Actual Cost of Rehabilitation: \$265,142.56

Affirmation

As owner(s) of the improvements described in this application, I/we hereby indicate by my signature that I/we am/are aware of the potential liability (see reverse) involved when my/our improvements cease to be eligible for special valuation under provisions of Chapter 84.26 RCW.

I/We hereby certify that the foregoing information is true and complete.

Signature(s) of All Owner(s):

Handwritten signatures of Meaghan Driscoll and Daniel Christensen

II. Assessor

The undersigned does hereby certify that the ownership, legal description and the assessed value prior to rehabilitation reflected below has been verified from the records of this office as being correct.

Assessed value exclusive of land prior to rehabilitation: 253,400

Date: 10/13/21

Handwritten signature of Denise Stevens, Assessor/Deputy

For tax assistance, visit http://dor.wa.gov or call (800) 647-7706. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call (800) 451-7985.

SPECIAL TAX VALUATION
AFFIDAVIT CERTIFYING EXPENSES AND PERIOD OF WORK
Required for submittal per WAC 254.20.090

I/We, Meaghan Driscoll & Daniel Christensen, the applicant(s) for Special Valuation Tax status, certify by my/our signature below, that the total amount claimed in the accompanying application form is equal to the actual costs accrued for this project, and that these costs were accrued during the period of work indicated on the accompanying application form.

I certify the foregoing statement to be true and correct.

Meaghan Driscoll / Daniel Christensen
Applicant Name Co-Applicant Name

Meaghan Driscoll / Dan Christensen
Applicant Signature Co-Applicant Signature

STATE OF WASHINGTON)
) ss.
County of Pierce)

On this 22nd day of September, 2021, before the undersigned, a Notary Public in and for the state of Washington, duly commissioned and sworn, the above person(s) appeared before me and signed the foregoing instrument, and acknowledged said instrument to be their free and voluntary act for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year first above written.

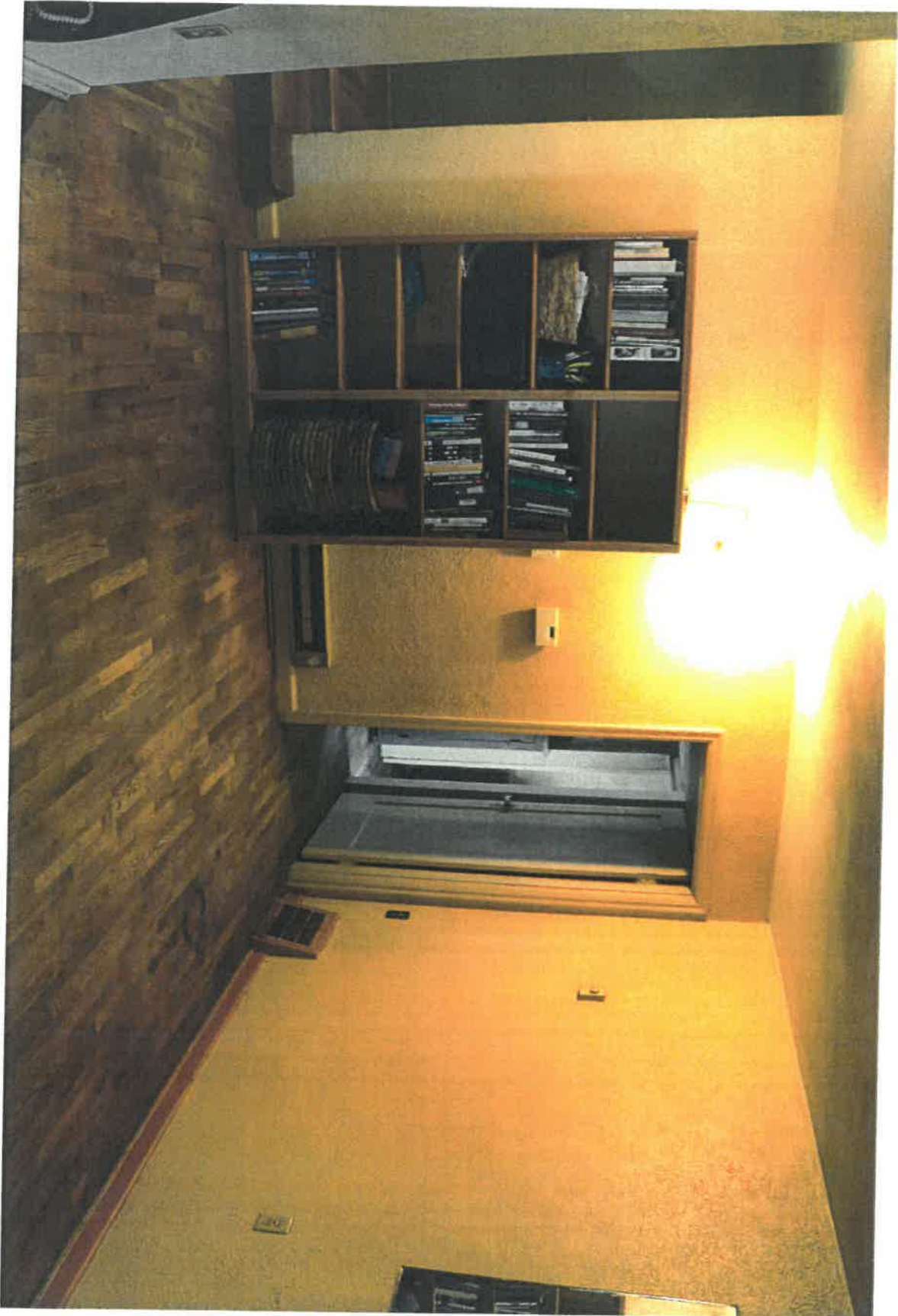


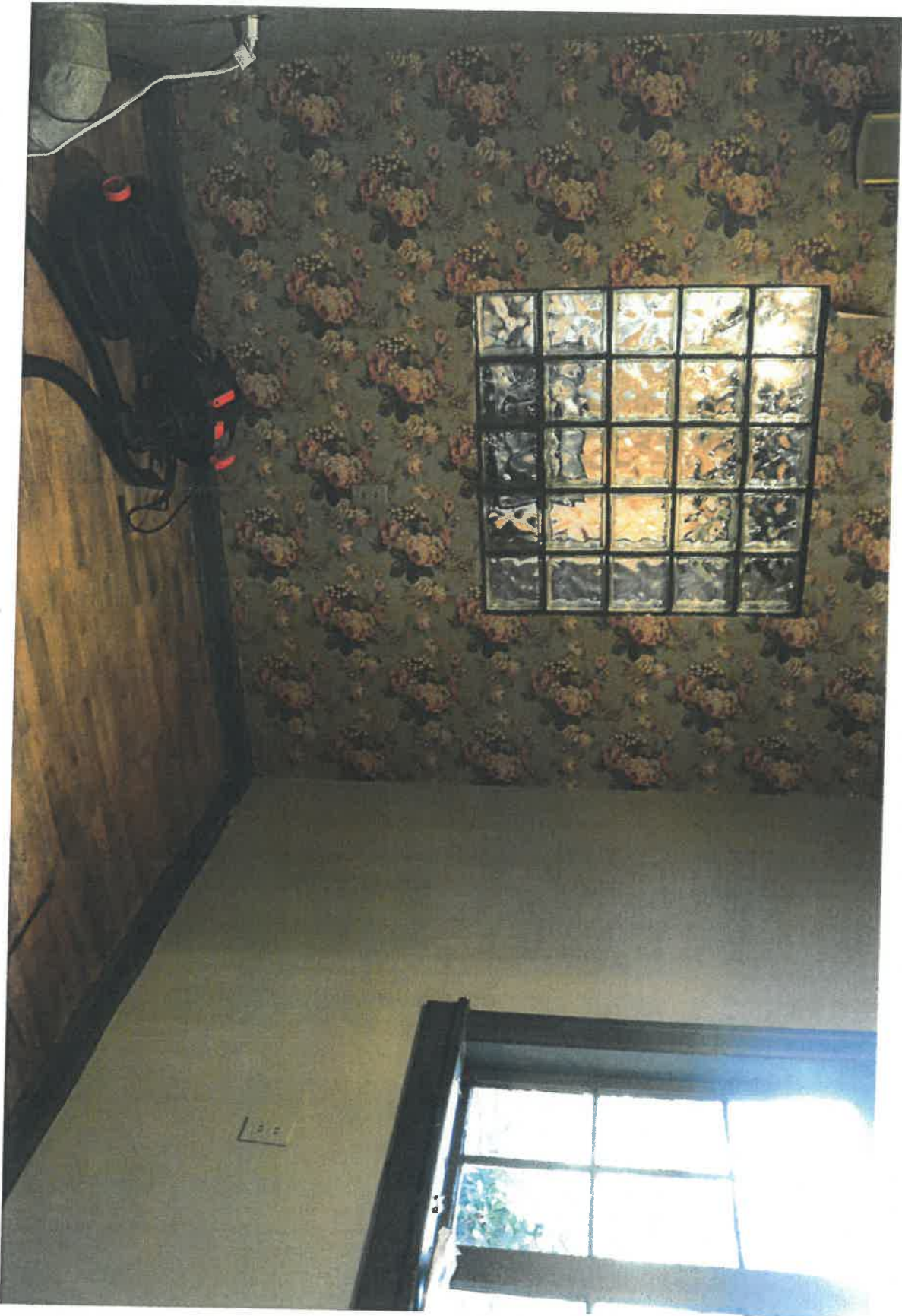
Brooke Marvin
NOTARY PUBLIC
Printed Name: Brooke Marvin
Residing at Tacoma, WA
My commission expires 3/29/24

Before Remodel - Dining Room



Before Remodel - Family Room





Before Remodel - Dining Room

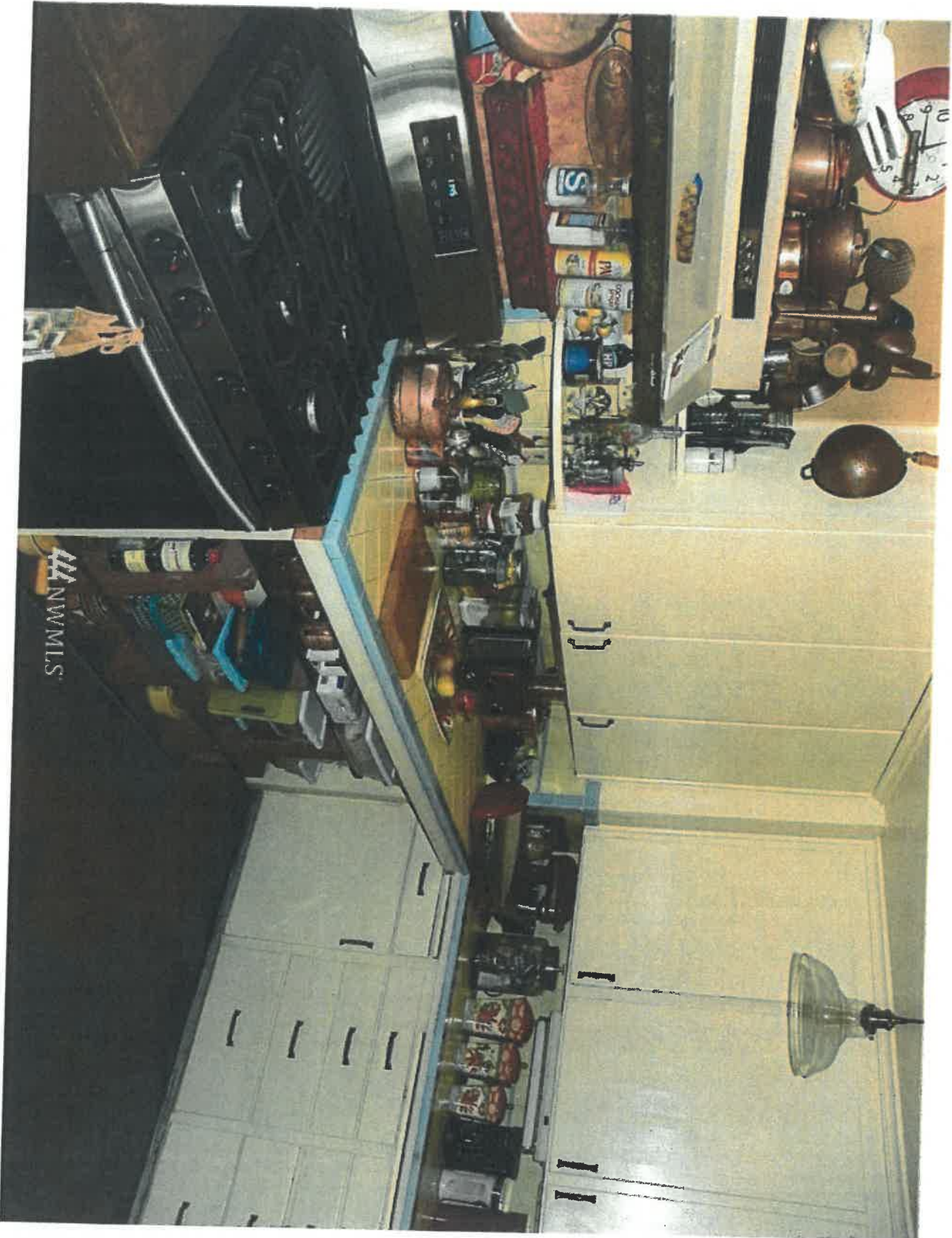
Before Remodel - Entryway between Family Room and Bath and Office



Before Remodel- Dining Room



Before Remodel- Kitchen



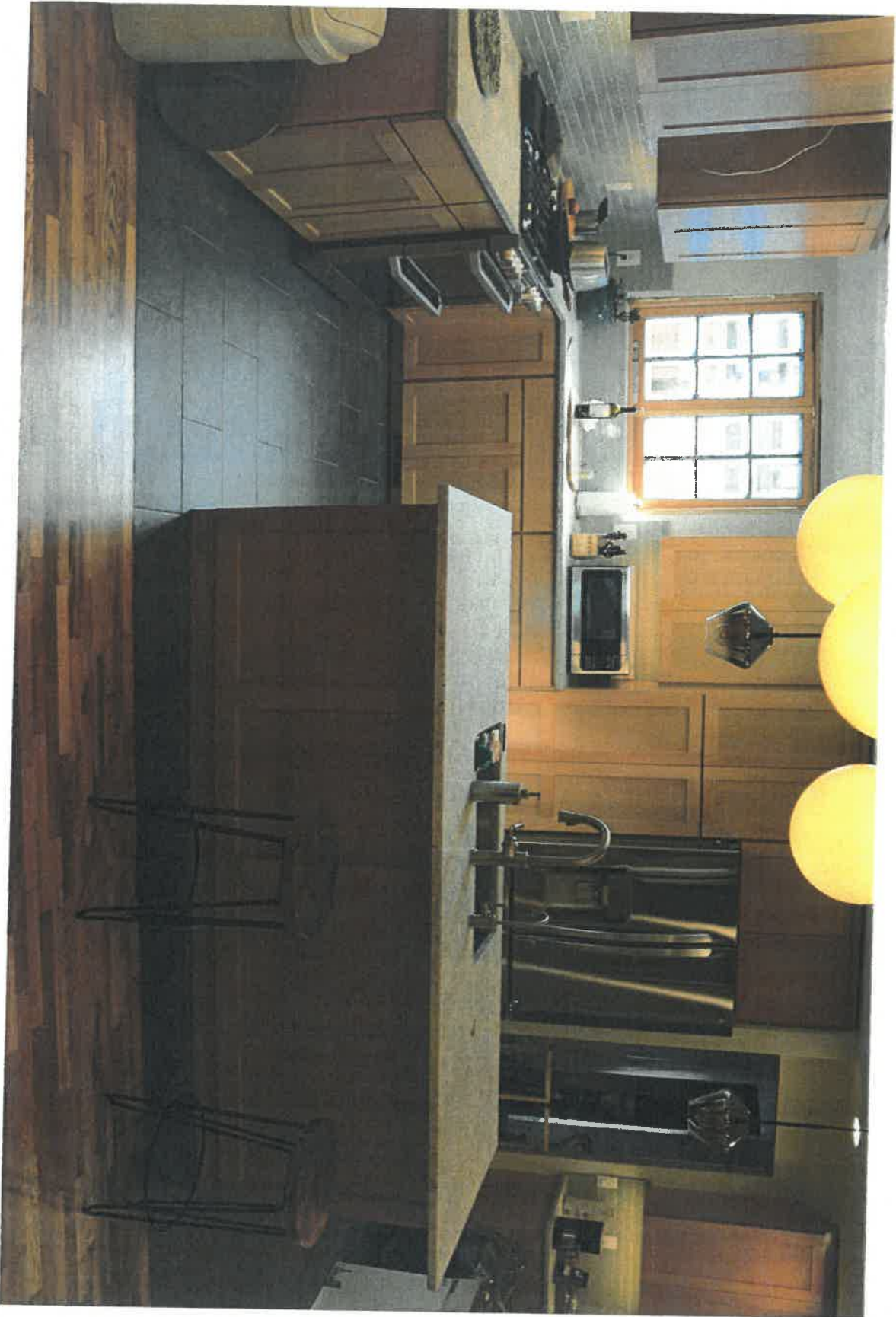
Before Remodel - Siding and Roof





Before Remodel- Siding and Roof

After Remodel - Kitchen



After Remodel- Dining



Before Remodel - Bathroom 1 (attached to Master Bedroom)



After Remodel- Bathroom 1 (attached to Master Bedroom)



After Remodel - Mudroom

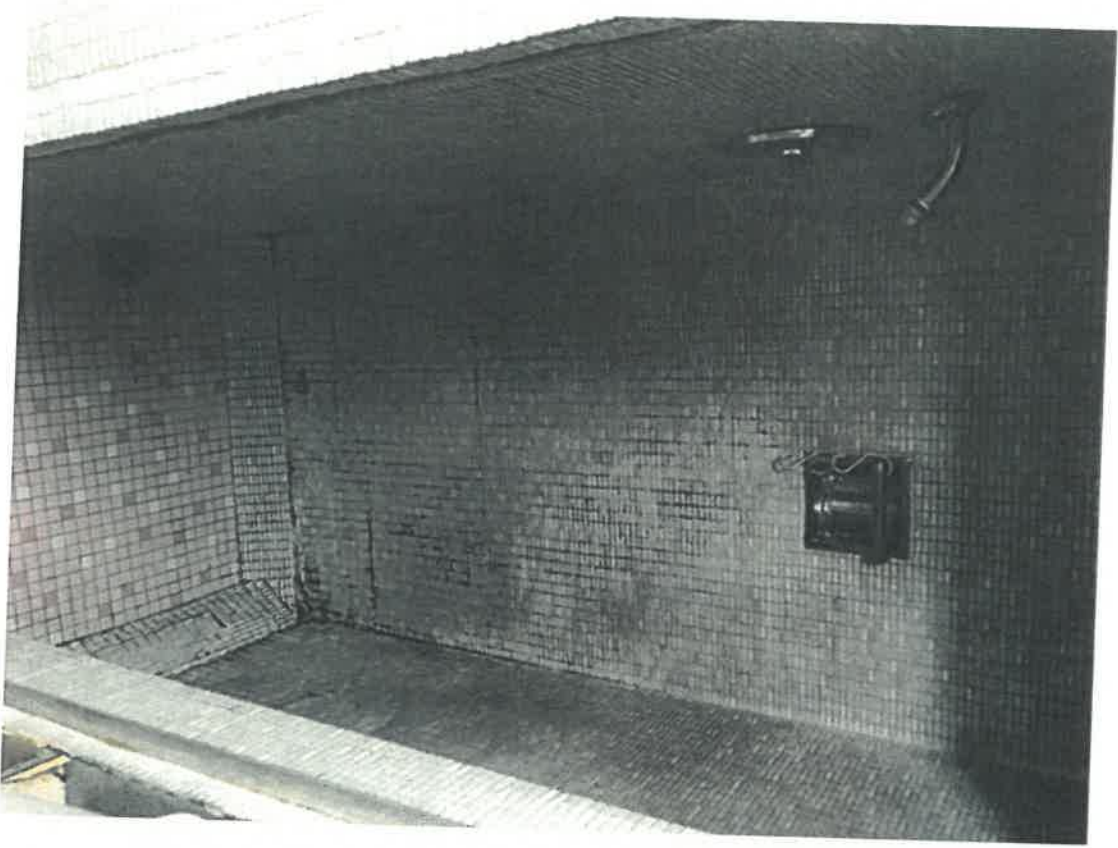


After Remodel- Siding/Roof



After Remodel- Bathroom 2 (next to Family Room)





Before Remodel - Bathroom 2 (next to Family Room)



Air Handler and Heat Pump





APPLICATION FOR DESIGN REVIEW

Permit Number: HDR21-0034

PROPERTY INFORMATION

Building/Property Name:	1423 Pacific Ave Lobby Renovation
Building/Property Address:	1423 PACIFIC AVE
Historic/Conservation District:	N/A
Applicant's Name:	Ferguson Architecture
Applicant's Address:	1916 Jefferson Avenue Tacoma, WA 98402
Applicant's Phone:	2535337762
Applicant's Email:	bferguson@fergusonarch.com
Property Owner's Name:	1423 PACIFIC PARTNERS LLC

PROJECT SCOPE AND DESCRIPTION

Project Details

Application Type:	Commercial
Type of Work:	Addition
Estimated Valuation:	200000.00

Application Checklist

Features to be Modified:

New storefront window and door system, with new painted steel canopy designed to match historic precedents.

Program of Work:

N/A

Specifications of Materials and Finishes:

Kawneer 450T storefront window system, painted to match the existing adjacent storefront.

Roof Height:**Roof Pitch:****Roof Material:****Size of** 38' x 103'**Proposed Material:****Exterior Material:****Window Information****Window Types:**

Storefront - Insulated glazing units. Basis of design is Kawneer 450T.

Window Trim:

Painted aluminum storefront

Window Material:

Aluminum storefront window system

Window Locations:

Main Entry at Pacific Avenue

Door Information**Door Types:**

Storefront door - pivot style

Door Materials:

Aluminum, glazing

Door Locations:

Main entry at Pacific Avenue

Existing Signage:	No
Sign Dimensions:	
Sign Material:	
Logo and Letter Size:	
Lighting Specifications:	
Removing or Relocating Signage:	
Method of Attachment:	

1423 PACIFIC AVE. LOBBY RENOVATION
1423 PACIFIC AVE. TACOMA, WA 98402

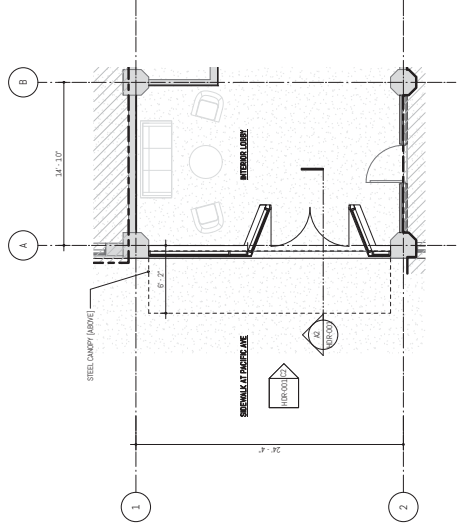
MARK	REVISION	DATE

PROJECT NO. 030-04-21
OWNER/OWNER: [REDACTED]
DESIGN/ARCHITECT: [REDACTED]
ADDRESS: [REDACTED]

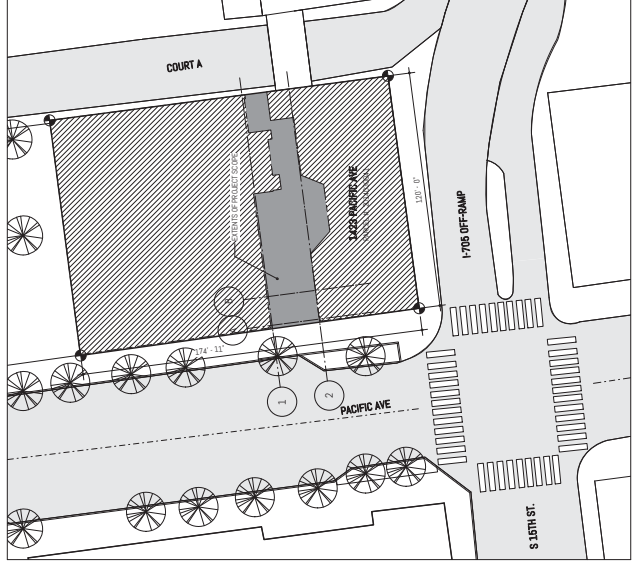
PROJECT STATUS:
PERMIT SET
10.15.21

SHEET TITLE:
PLANS, SECTION, & ELEVATION

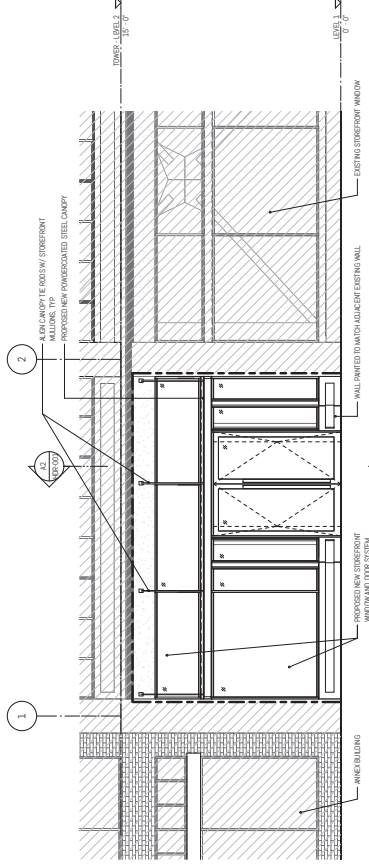
SHEET NO. **86**
HDR-001



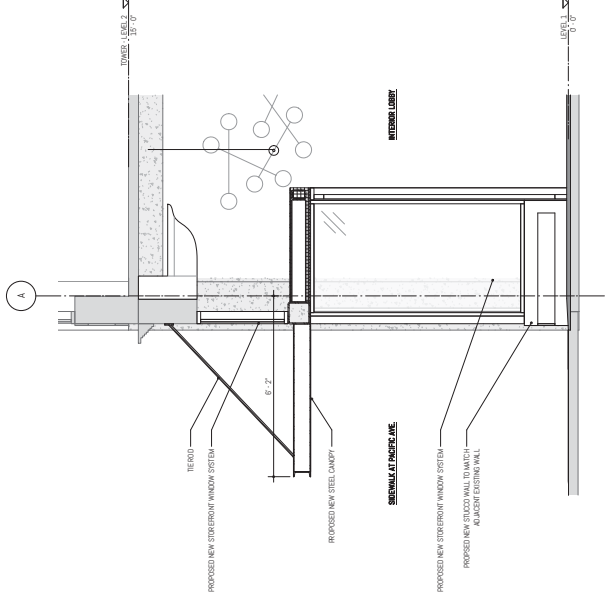
(A) LEVEL 1
SCALE: 1/8" = 1'-0"
@ FULL SCALE



(M) SITE PLAN
SCALE: 1" = 30'-0"
@ FULL SCALE



(C2) EXTERIOR ELEVATION
SCALE: 1/8" = 1'-0"
@ FULL SCALE



(A2) WALL SECTION @ ENTRY
SCALE: 1/8" = 1'-0"
@ FULL SCALE

1423 PACIFIC AVE - ENTRY DESIGN
Landmarks Commission Presentation

October 2021

FERGUSON
ARCHITECTURE

SANDBERG BUILDING - CANOPIES OVER THE PAST CENTURY

The building's canopies have evolved over time to match occupant needs and canopy technology/trends.



2021

Currently, there is no longer a canopy, and the entry has been moved to an alcove in the left window bay.

PG. **2** 1423 PACIFIC AVE - ENTRY DESIGN
LANDMARKS COMMISSION PRESENTATION 10.10.2021



1925

Retractable cloth awnings on the south side with a thin-profile steel canopy along Pacific Ave.

SANDBERG BUILDING - CANOPIES OVER THE PAST CENTURY



1945

Retractable cloth awnings on the south side of the building, with a steel frame canopy (with tie-backs) along Pacific Avenue.

PG. **3** 1423 PACIFIC AVE - ENTRY DESIGN

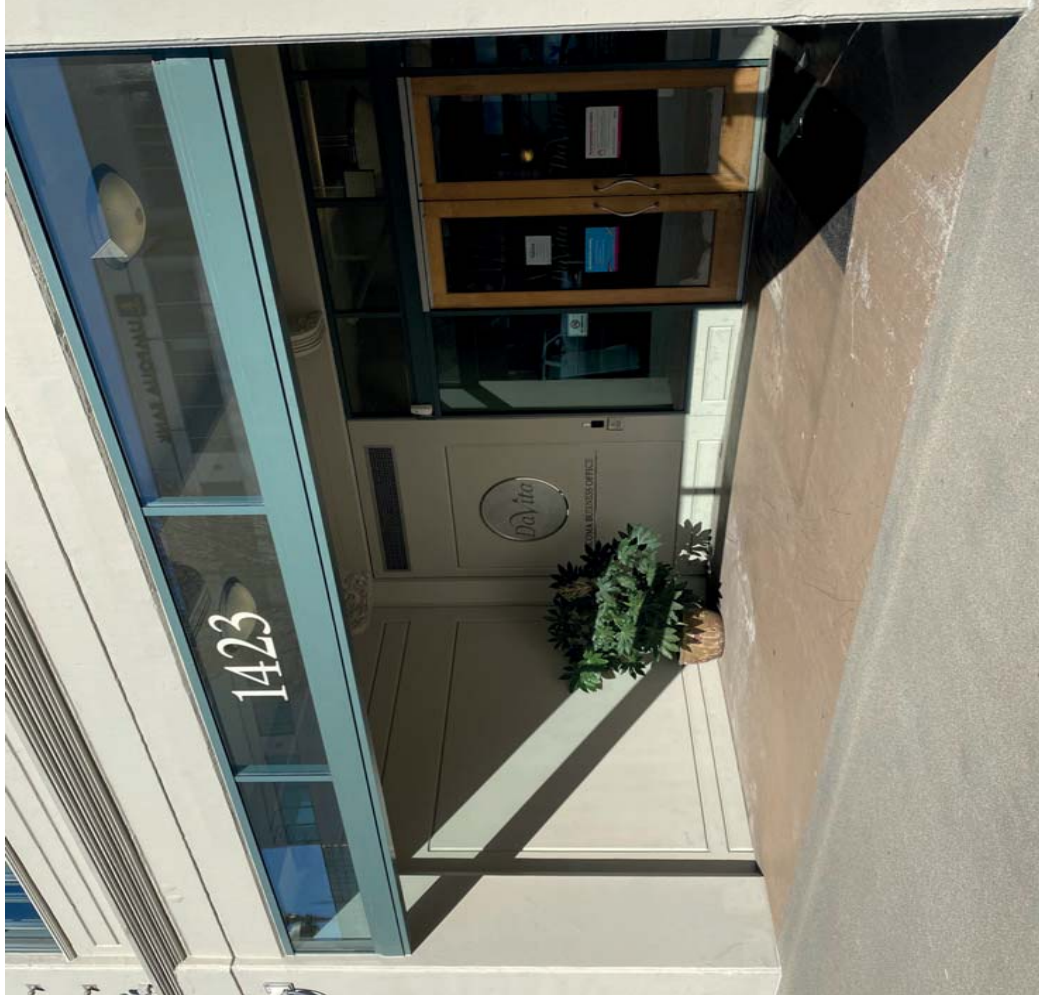
LANDMARKS COMMISSION PRESENTATION 10.10.2021



1980's

No canopy on the south side. Rigid steel tube and cloth awning at Pacific Avenue.

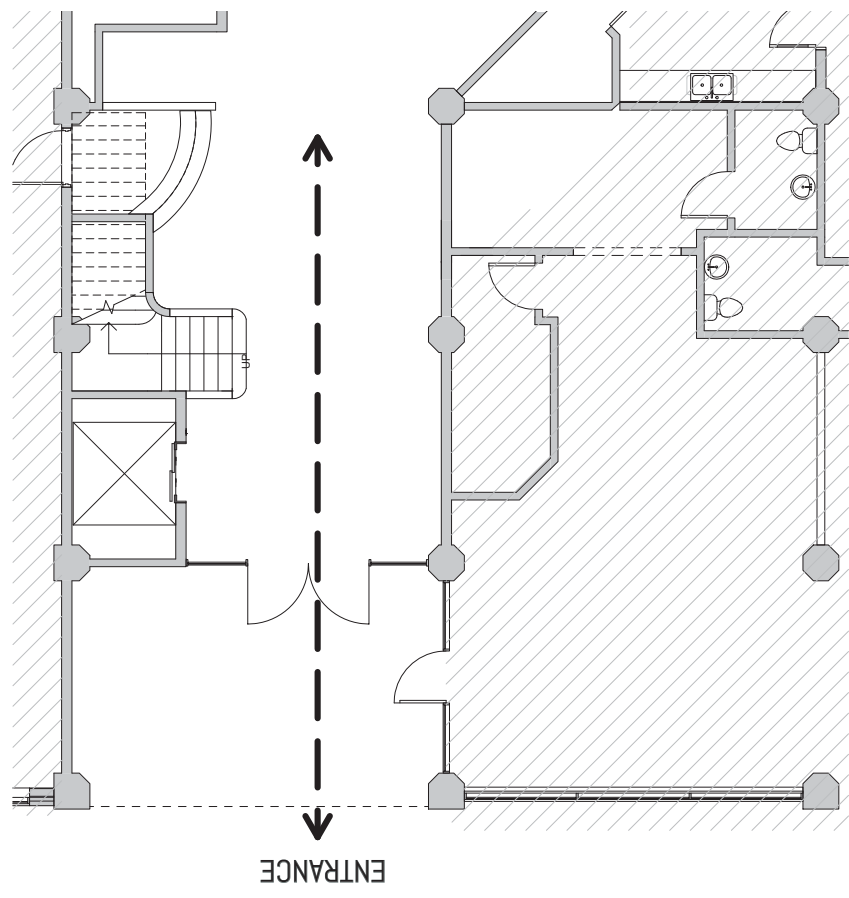
SANDBERG TOWER - ENTRY AT PRESENT



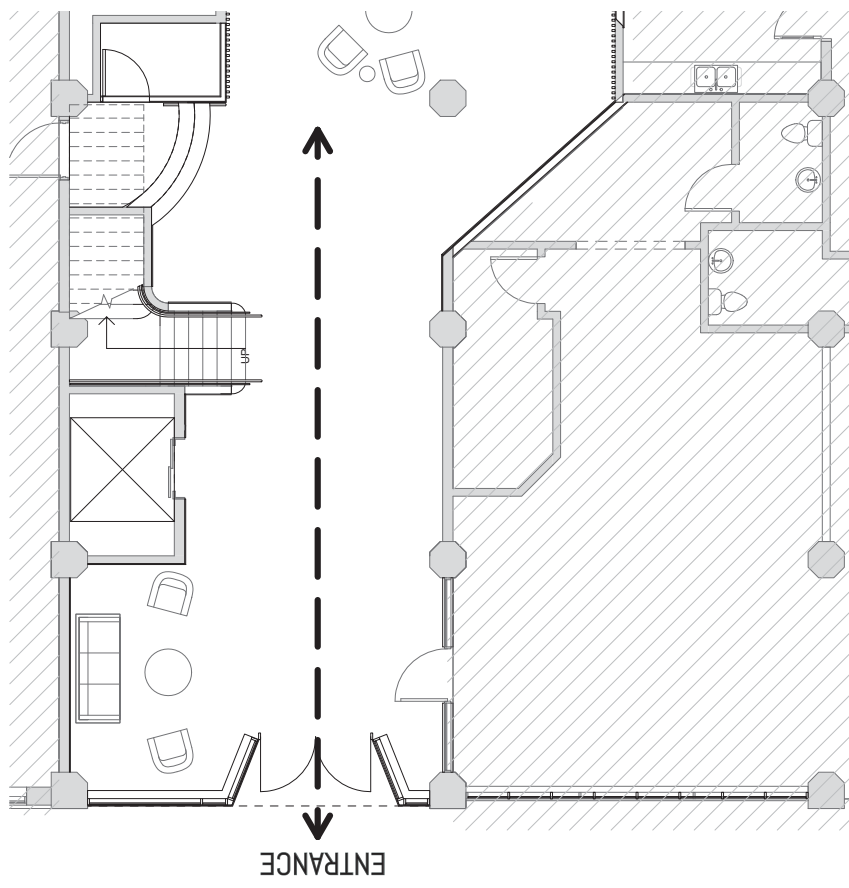
ENTRY RENDERING



FLOOR PLAN - PATH OF TRAVEL



EXISTING FLOOR PLAN



NEW FLOOR PLAN



To: Landmarks Preservation Commission
From: Lauren Hoogkamer, Planning Services Division
Subject: **Neighborhood Planning Program**
Memo Date: October 18, 2021
Meeting Date: October 27, 2021

Action Requested:
 Feedback

Discussion:

Staff will present an overview of the Pilot Neighborhood Planning Program (NPP) and request feedback. Background information of the NPP is provided in the “Project Summary” section below.

This winter, we will ask the City Council to approve the overall concept and location of the first neighborhood plan. Council has indicated interest in both Proctor and McKinley Hill and those locations were called out in the original budget request. After extensive internal and external outreach, we have found that many opportunities and programs will be coming to McKinley in the next year and we believe it would be effective to capitalize on that energy. However, Proctor is seeing a lot of development pressure and there are immediate concerns about the impacts of that growth. We hope to build off of other community efforts, such as the LPC’s recent survey of McKinley Hill and Proctor, so that we can incorporate existing community input as well. Neighborhood plans may include recommendations for the protection or reuse of historic/cultural resources.

Project Summary:

In 2021, the City Council provided funding for the NPP in response to feedback from the Planning Commission and a desire for more equitable delivery of service, as well as to provide a grassroots response to neighborhoods' concerns. The goal of the NPP is to implement the neighborhood’s short term goals while building capacity for larger efforts. The NPP is the realization of the One Tacoma Comprehensive Plan and Tacoma 2025.

Through tactical grassroots efforts, the neighborhood plans will link existing and future resources with residents' goals in order to create an implementation roadmap for a vibrant equitable neighborhood. Development of the neighborhood plans will be led by a diverse stakeholders and robust community input. In coordination with other city and partner organizations, we hope to achieve implementation within 12-18 months. During the planning process, relevant commissions/committees will receive updates and opportunities to provide input, especially for projects in their respective districts.

Contact:

- General, NeighborhoodPlanning@cityoftacoma.org
- Lauren Hoogkamer, LHoogkamer@cityoftacoma.org
- Brian Boudet, BBoudet@cityoftacoma.org



Landmarks Preservation Commission

Planning and Development Services 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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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.

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.²

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 5:30 p.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.¹
- 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 Planning and Development Service Department an interest in the subject(s) of the hearing, and to other interested parties as

- 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 not to excuse such absences, then the Commission shall determine the

¹ Amended 12/14/2011

² Amended 12/14/2011

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.³~~
- 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.⁴
- 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

³ Amended 12/14/2011

⁴ Amended 12/14/2011

may request review of preservation related items not generally under the 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 Calendar⁵

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 Planning and Development Services 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 Planning and Development Services 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,

⁵ Amended 12/10/2008

consistent with the purposes of TMC 1.42 and subject to the available departmental resources. The Historic Preservation Officer may advise the Commission regarding City resources and staff available for such projects, and convey requests by the Commission to the Planning and Development Services 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 Regulations⁶

- 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.

⁶ Amended 12/14/2011

SECTION 2: Review Procedures

I. Policies for Administrative Review

- A. The Commission may grant administrative review to part or all of any application before the Commission pursuant to TMC 1.42 by a quorum vote at the meeting in which said application is before the Commission. Typically, this would include conditions imposed upon the approval, for which the Historic Preservation Officer is delegated to ensure satisfaction of those conditions.
- B. The Commission may determine certain items or typical applications to be appropriate for ongoing Administrative Review, as these represent minor changes that do not warrant full Commission review. The types of Administrative Review are Type I and Type II. Type I Administrative Review results in minor visible changes to Contributing buildings or individual City Landmarks. Type II Review is appropriate for changes that are not visible or do not affect contributing historic buildings.

1. Procedures for Type I Administrative Review

- a) When a project that is appropriate for administrative review, based upon the criteria set forth in these bylaws, is proposed to the Historic Preservation Officer, he or she will notify the Commission via email of a pending administrative review.
- b) Any Commissioner may request, within 24 hours⁷, that an application is submitted for regular agenda review.
- c) If no such request is received, the Historic Preservation Officer may approve at his or her discretion the project.
- d) The applicant may request formal commission review without prejudice, in the case that the Historic Preservation Officer does not approve or imposes conditions upon the project that are in dispute.

2. Typical items appropriate for Type I Administrative Review.
 - a) Signs – Changes in content or configuration that does not involve any change in sign location, dimensions, lighting or any additional sign area.
 - b) Windows – Staff may approve window repairs and upgrades that do not require any changes to window configuration, patterning, or new piercings or involve the removal of any historic material. The following types of upgrades are suitable for administrative approval:
 - i. Non historic aluminum windows to vinyl
 - ii. Non historic vinyl windows to vinyl, metal or fiberglass clad wood windows
 - iii. Non historic clad windows to wood windows
 - c) Rooftop HVAC, mechanical or communications equipment that is not visible from the primary rights of way and results in no modifications to the visible facades of the building.
 - d) Louvers and venting in which the vents or louvers are placed in an existing opening, such as a transom window, in which there is no change in the configuration of the fenestration and the only modification to the building is the removal of glazing panels.
 - e) Changes in color to awning fabric
 - f) Changes to a single door or window
 - g) Exterior remodeling of buildings that are under 50 years of age in Conservation Districts.
 - h) Temporary banners resulting in no new sign attachment points

⁷ Amended 12/09/09

- i) Privacy fences on residential lots that are subject to building code requirements due to heights in excess of 6' where the fence does not block views of the historic structure or require structural attachment to any historic structure.⁸
 - j) Painting of previously painted surfaces on individually listed landmarks and contributing structures in historic districts.⁹
3. Procedures for Type II Administrative Review – The Historic Preservation Officer may at his or her discretion sign permits or otherwise approve projects in this category with no advance notice to the Commission.
4. Typical Items appropriate for Type II Administrative Review
- a) In kind repair and replacement that does not require structural modifications
 - b) Changes to noncontributing buildings in districts that do not involve new construction or demolition, as provided by TMC 13.05 and/or 13.07¹⁰
 - c) Applications for signs involving structures under 50 years of age in Conservation Districts.
 - d) Exterior work that is not visible from any public right of way

C. Expanded Administrative Review Procedures

1. In support of its continuing goals to improve the efficiency of Commission operations, and to provide the most cost effective services to applicants, the Commission adopts these procedures for expanded administrative review. The typical project suitable for this kind of review appears to meet the applicable standards, results in minor impacts to historic fabric, or represents a project

type that the Commission commonly approves. In general, the types of Projects that are appropriate for Expanded Administrative Review include:

- a) Alterations, construction or removal of accessory structures (garages)
- b) Minor alterations to porches, balconies and decks, such as replacement or restoration of balusters, stairs and columns
- c) Residential work contained within the rear or side yards
- d) Window replacement on secondary elevations, including originals when there is 1) clear evidence of deterioration and there is no change to configuration, or 2) the replacement is required due to interior plan changes to the home, AND the replacement meets the guidelines for materials.
- e) Work on City Landmarks that is exempt from a building permit, and site improvements that do not affect the historic structure.
- f) Signs, provided that the attachment method is appropriate and the installation does not obscure architectural features
- g) Staff may recommend Expanded Administrative Review for other projects that the HPO determines to be minor.

2. Procedures.

- a) When a project that is determined suitable for Expanded Administrative Review is received by the Historic Preservation Office, the design documents shall be posted to the historic preservation website.

⁸ Amended 12/10/2008

⁹ Amended 1/11/17

¹⁰ Amended 12/14/2011

- b) Staff will notify the Commission of a pending Expanded Administrative Review with a link to the design documents. Any Commissioner may request formal agenda review within three business days; otherwise, the application will be approved or amended and approved by staff.
- c) Applicants may request a review by the full Commission at the next available agenda, should there be disagreement with the staff's assessment.

for downtown where the standards conflict with the application of the Secretary of the Interior's Standards for Rehabilitation or district design guidelines. The Commission shall use findings regarding such a conflict as the basis of its decision to request a waiver of any zoning standards, and shall transmit these in writing to the Land Use Administrator.¹³

II. Other Review Policies

- A. Variances and Conditional Use Permits
1. The Commission shall not formally review or approve any project for which a variance or conditional use permit is required and has not yet been granted, except in cases where preliminary review of a complete application for conditional use or variance is requested by the Planning and Development Services Director as stipulated in the applicable section of TMC 13.06.¹¹
 2. Applications requiring a variance may be presented to the Commission for feedback in a briefing context.
 3. Per 13.05.046, historic preservation projects that are subject to the Residential Zoning Code, which require a variance, may petition the Commission for a waiver of the zoning development standards, where the standards conflict with the Design Guidelines or the Secretary of the Interior's Standards for Rehabilitation, as applicable. The Commission shall use findings regarding such a conflict as the basis of its decision to request a waiver of any zoning standards, and shall transmit these in writing to the Planning and Development Services Department.¹²
 4. Per 13.06.070B, projects involving City Landmarks within the Downtown zone undergoing Landmarks Preservation Commission review may request a waiver from the basic design standards

- B. Banners: The Commission delegates authority to review and approve the content of temporary banners mounted to existing brackets on light standards, that are located in downtown historic districts, to the Tacoma Arts Commission¹⁴
- C. Notice for Major Projects in Residential Historic Districts.
1. For projects involving new construction, and additions to existing homes that affect primary roofline, form or foundation plan, the Commission shall send notice in the form of an agenda, to adjacent property owners.
 2. Adjacent is defined as properties on the adjoining property lines, properties directly across the street or alley, and the properties adjoining the properties directly across the street or alley.
 3. This policy does not include construction or alterations to accessory structures.¹⁵

III. Special Tax Valuation Procedures and Policy

- A. Definition of Qualified Expenditures – Costs that are generally eligible for Special Tax Valuation must meet the definitions for “actual cost of rehabilitation” specified in WAC 254-20-030 and the IRS definition for “Qualified Rehabilitation Expenditure.”

¹¹ Amended 12/9/2015

¹² Amended 12/14/2011

¹³ Amended 12/10/2008

¹⁴ Standing Motion 1/9/2002

¹⁵ Amended 1/11/2017

1. For the purposes of Special Tax Valuation, "Qualified Rehabilitation Expenditures" generally include:
 - a. Direct construction costs;
 - b. Certain soft costs, including:
 - Architectural and engineering fees;
 - Construction permit fees;
 - Development management fees;
 - Construction loan interest and fee;
 - Utilities, taxes, and insurance for the construction period; and
 - State sales tax.
 2. Qualified Rehabilitation Expenditures generally do not include:
 - a) Any costs related to acquisition of the property;
 - b) Any expenditure attributable to enlargement of the building; except to make the building fully usable (i.e. add a bathroom if one is not existing, add a kitchen if a kitchen is not existing)
 - c) Any costs of valuation and permanent financing of the property; and
 - d) Overhead costs or other "costs of doing business."
- B. Examples of Expenses that Do and Do Not Qualify – In addition to the above list, the table to the right provides a limited overview of certain categories of items often purchased during renovations that have been determined by the Tacoma Landmarks Preservation Commission (LPC) to generally meet or not meet the definition of Qualified Rehabilitation Expense, based upon the Washington State and IRS guidelines. This list is not exhaustive and does not supersede the authority of the Commission to consider applications on a case-by-case basis. It is intended to provide guidance to applicants for the preparation of applications.
1. Generally qualifying expenditures:
 - a) Appliances including water heaters, furnaces and other mechanical: HVAC, A/C units, ventilation, blowers, etc.
 - b) Furnishings including built-ins, cabinetry, shelves, and window seats/nooks
 - c) Plumbing and electrical including supplies and materials, fixtures, faucets, sinks, light fixtures, required exterior or site work (sewer lines, etc), fire suppression systems and other code-related requirements
 - d) Landscaping, including sitework necessary for rehabilitation (including clearing, disposal, stabilization restoration), sitework for utilities and foundation work, and landscape stabilization
 2. Expenditures generally not qualified:
 - a) Appliances such as portable counter top appliances (toaster ovens), washers and dryers, commercial kitchen appliances, home electronics (stereo, TV, CCTV etc) other kitchen Appliances
 - b) Furnishings such as Moveable furniture, including chairs, sofas, beds, tables, islands (if not permanently affixed to floor)
 - c) Plumbing and electrical such as Security and alarm systems (i.e. CCTV) and table or floor lamps
 - d) Landscaping, such as plants, soil amendments, etc., landscape design work, accent lighting, sprinkler systems
- C. Application requirements – The applicant shall provide the following information accompanying the application filed with the County Assessor-Treasurer:
1. Application indicating the final cost of the project and assessed improvement value at the start of the project

2. Verification that the property is listed on the Tacoma Register of Historic Places
 3. Affidavits certifying the expenditures on the project are consistent with State law and the Commission's policies regarding Special Tax Valuation qualified expenditures
 4. Photographs before and after the project
 5. Additional information may be requested by the Commission if required to render an informed decision
- D. Criteria for approval – The Commission shall approve the application if the following criteria are met:
1. The Assessor has certified the project is substantial under the definitions for the program in State law and has been completed within the preceding 24 month period
 2. The property is listed on the Tacoma Register of Historic Places at the time of application
 3. The project appears to be consistent with the Secretary of the Interior's Standards for rehabilitation or the applicable design guidelines within a historic district.¹⁶

¹⁶ Amended 12/9/15

SECTION 3: Historic District Rules and Policies

I. Design Interpretations, Special Policies and Resolutions

A. The following are interpretations intended to clarify the guidelines and standards included in Chapter 13.07 of the Tacoma Municipal Code.

B. The Landmarks Preservation Commission reviews applications on a case-by-case basis, considering the merits of each individual proposal, and reserves the right to make interpretations as each case warrants and within the confines of the authority granted by city ordinance.

C. Union Depot-Warehouse District design guidelines interpretations

1. Height: New buildings in the Union Depot Warehouse Historic District that overlap DCC zoning may exceed the 85' height limit recommended by the design guidelines in TMC 13.07 ¹⁷
2. Exterior Materials: Contemporary building materials for new construction, such as glass, steel, concrete and masonry have been determined to be acceptable for the district ¹⁸

D. North Slope Historic District and Wedge Neighborhood design guidelines interpretations

1. Periods of Significance. There are differing "periods of significance" stated in the three separate nominations that comprise the current North Slope Historic District. In all cases where there is conflict between "periods of significance" and the contributing or noncontributing status of a building (such as when a contributing building is outside the stated period of significance) the adopted North Slope Historic District Buildings Inventory is the governing document. ¹⁹

¹⁷ Resolved by the Commission 2/23/2000

¹⁸ Resolved by the Commission 2/23/2000

¹⁹ Amended 12/19/2015

SECTION 4: Enforcement Guidelines²⁰

I. Overview

The City of Tacoma Historic Preservation Program administers the activities of the Landmarks Preservation Commission (LPC). Property inspections and code enforcement procedures concerning City Landmarks are administered by Planning and Development Services Department (PDS) and the Neighborhood and Community Services Department (NCS).

To coordinate the activities of the LPC and PDS/NCS staff, this set of guidelines is established. Enforcement actions and inspections specific to City Landmarks and historic districts are based on the following policies and principles:

1. Fair and equitable enforcement is essential to achieve the intended purposes of the historic preservation ordinance.
2. Violations of the historic preservation ordinance may threaten public safety, destroy or damage irreplaceable cultural artifacts, diminish property values, result in costly repairs and property damage, and diminish the quality of life for Tacoma residents.
3. These guidelines are specific to violations of the historic preservation ordinance. However violations of the historic preservation ordinance may also violate applicable City of Tacoma building and land use codes, and may be enforced in concert with other City codes.
4. The goal of enforcement is to obtain compliance with the historic preservation ordinance. Fines and other mechanisms are a necessary means to achieve compliance and are not intended to be punitive or to collect revenue.
5. The highest enforcement priorities for the historic preservation ordinance are to stop situations and correct situations that threaten public safety or destroy or irreversibly alter historic properties.
6. City Staff, including the Historic Preservation Officer and Inspection and Code Enforcement staff consider program priorities and resources when responding to enforcement requests. Not every minor violation of the historic preservation ordinance warrants enforcement action.

7. Building Inspectors exercise judgement and discretion in taking enforcement action. Inspectors may issue verbal direction, notice of violation, notice of infraction, or stop work as appropriate to the situation.

II. Enforcement Priorities

HIGH PRIORITY	
1.	Demolition, in whole or in substantial part, of a historic property.
2.	Non-reversible alterations of original features or finishes to a historic property, such as sandblasting or removal of original masonry.
3.	Substantial alteration or removal of important architectural and character defining elements of a property, such as porches, stairs, windows, wholesale siding removal, chimney demolition, and removal of other distinctive detailing.
4.	Structural alterations, such as removal or relocation of walls and additions, and the addition of exterior structural elements such as decks.
5.	Inspections requested by the Historic Preservation Officer.
6.	Any building code violation determined to be a high priority by the Building Inspector.

NORMAL PRIORITY	
1.	Work that is completed at the time of complaint receipt.
2.	Work underway that involves "in kind" replacement or repair of decorative elements, such as spot replacement of existing siding, repairs to trim, sills, flashing, that will not affect exterior appearance at the conclusion of the project.
3.	Minor alterations on secondary building elevations (not prominently visible from a public right of way) that do not compromise the structural or historical integrity of the property (excluding window and door replacement that is underway).
4.	Fences and other sitework not prominently visible from the public right of way, or not physically affecting the primary structure on the site.
5.	Minor reversible decorative alterations.
6.	Non-structural alterations to garages.
7.	Changes in content to existing signs, or installation of freestanding signs that are not mounted on a permanent structure.

²⁰ Amended 12/09/09

III. General Procedures for Enforcement of High Priority Violations

1. Requests for inspections that involve items in the high priority category should receive a site visit by the Building Inspector as soon following the receipt of complaint as possible.
2. Following inspection, if it is determined that the project appears to meet one or more of the project descriptions in the High Priority category, the Building Inspector, using his or her discretion, shall take the appropriate corrective action.
3. If the project is determined to fall into the Normal Priority category, the Inspector, at his or her discretion, may refer the matter to the Historic Preservation Officer for further action, may provide verbal direction to the property owner to contact the historic preservation officer, or may elect to take other corrective action (including a Stop Work Order) as determined appropriate.

IV. General Procedures for Normal Priority Violations

1. Complaints and reports received by the City that appear to fall into the Normal Priority category may be referred by NCS or PDS directly to the Historic Preservation Officer for further action.
2. The Historic Preservation Officer will typically contact the property owner via Certified and First Class Mail, or if appropriate and possible, contact the owner in person, on the phone or via email. If appropriate, Historic Preservation Staff may conduct a site inspection.
3. If the Historic Preservation Officer, upon investigating the complaint, believes a Stop Work Order is appropriate, he or she may refer the complaint back to PDS or NCS and request inspection.
4. If appropriate, the Historic Preservation Officer will work with the property owner to gain proper approvals from the Landmarks Preservation Commission, via the procedures outlined in TMC 13.07. If approved, the Historic Preservation Officer shall refer the matter to PDS or NCS for the issuance of required City permits.
5. If attempts to contact the owner of the property are not successful, after allowing a reasonable duration of time, the Historic Preservation Officer may elect to refer the matter to Code Enforcement.

SECTION 5: Appendices

A	Landmarks Preservation Commission Master Calendar	18
B	Union Depot Historic District Inventory	19
C	Old City Hall Historic District Inventory	34
D	North Slope Historic District Inventory	50

January	FIRST MEETING
	BOARD BUSINESS
	<ul style="list-style-type: none"> • Officer Elections: Elections • Establish Preservation Month activities committee • Begin Awards Nomination Process
February	SECOND MEETING
	NOMINATIONS
	<ul style="list-style-type: none"> • Public Hearing: Winter Qtr Nominations ²¹
March	FIRST MEETING
	NOMINATIONS
	<ul style="list-style-type: none"> • Nominations due for Spring Qtr Public Hearing ²²
April	SECOND MEETING
	NOMINATIONS
	<ul style="list-style-type: none"> • Last preliminary review date for Spring Qtr Public Hearing
May	BOARD BUSINESS
	<ul style="list-style-type: none"> • Discussion of Annual Report to Council
	FIRST MEETING
June	BOARD BUSINESS
	<ul style="list-style-type: none"> • Selection of Achievement Awardees • Preservation Month Activities Update/Final Review • Consideration of Draft Annual Report to Council
	SECOND MEETING
July	NOMINATIONS
	<ul style="list-style-type: none"> • Public Hearing: Spring Qtr Nominations
	FIRST MEETING
August	NOMINATIONS
	<ul style="list-style-type: none"> • Public Hearing: Summer Qtr Nominations ²³
	SECOND MEETING
September	NOMINATIONS
	<ul style="list-style-type: none"> • Nominations due for Fall Qtr Public Hearing
	FIRST MEETING
October ²⁴	NOMINATIONS
	<ul style="list-style-type: none"> • Last preliminary review date for Fall Qtr Public Hearing
	BOARD BUSINESS
November	<ul style="list-style-type: none"> • Commissioner Terms Update
	FIRST MEETING
	SPECIAL TAX VALUATIONS
December	<ul style="list-style-type: none"> • Application Review • Bylaws and Inventory Review
	SECOND MEETING
	NOMINATIONS
January	<ul style="list-style-type: none"> • Public Hearing: Fall Qtr Nominations
	SPECIAL TAX VALUATIONS
	<ul style="list-style-type: none"> • Application Review
February	NOMINATIONS
	<ul style="list-style-type: none"> • Public Hearing: Winter Qtr Nominations
	FIRST MEETING
March	NOMINATIONS
	<ul style="list-style-type: none"> • Nominations due for Winter Qtr Public Hearing
	SECOND MEETING
April	SPECIAL TAX VALUATIONS
	<ul style="list-style-type: none"> • Application Review
	BOARD BUSINESS
May	<ul style="list-style-type: none"> • Public Hearing: Bylaws and Inventory Review (as needed)
	NO SECOND MEETING
	FIRST MEETING
June	NOMINATIONS
	<ul style="list-style-type: none"> • Last preliminary review date for Winter Qtr Public Hearing
	BOARD BUSINESS
July	<ul style="list-style-type: none"> • Bylaws and Inventory Approval • Officer Elections: Nominations
	NO SECOND MEETING
	FIRST MEETING

January	FIRST MEETING
	BOARD BUSINESS
	<ul style="list-style-type: none"> • Officer Elections: Elections • Establish Preservation Month activities committee • Begin Awards Nomination Process
February	SECOND MEETING
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March	FIRST MEETING
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May	BOARD BUSINESS
	<ul style="list-style-type: none"> • Discussion of Annual Report to Council
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June	BOARD BUSINESS
	<ul style="list-style-type: none"> • Selection of Achievement Awardees • Preservation Month Activities Update/Final Review • Consideration of Draft Annual Report to Council
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	NOMINATIONS
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	SECOND MEETING
April	SPECIAL TAX VALUATIONS
	<ul style="list-style-type: none"> • Application Review
	BOARD BUSINESS
May	<ul style="list-style-type: none"> • Public Hearing: Bylaws and Inventory Review (as needed)
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	FIRST MEETING
June	NOMINATIONS
	<ul style="list-style-type: none"> • Last preliminary review date for Winter Qtr Public Hearing
	BOARD BUSINESS
July	<ul style="list-style-type: none"> • Bylaws and Inventory Approval • Officer Elections: Nominations
	NO SECOND MEETING
	FIRST MEETING

²¹ Deadline for quarterly hearings is a minimum 2 meetings, or 4 weeks, ahead of date of hearing.

²² Filing deadline is a minimum of 2 weeks ahead of preliminary review date.

²³ Deadline for nominations intending to apply for Special Tax Valuation in same year

²⁴ October 1: STV Filing deadline