

## Members

Ken House, Vice-Chair  
Roger Johnson  
Lysa Schloesser  
James Steel  
Jeff Williams  
Kevin Bartoy  
Jennifer Mortensen  
Alex Morganroth

Marshall McClintock, North Slope Ex-Officio

## Staff

Reuben McKnight, Historic Preservation Officer  
Lauren Hoogkamer, Assistant Historic Preservation Officer  
Alison Wilkerson, Office Assistant



# MINUTES

## Landmarks Preservation Commission Planning and Development Services Department

Date: January 10, 2018

Location: 747 Market Street, Tacoma Municipal Building, Room 243

### Commission Members in Attendance:

Ken House, *Vice-Chair*  
Roger Johnson  
Lysa Schloesser  
James Steel  
Jeff Williams  
Kevin Bartoy  
Jennifer Mortensen  
Alex Morganroth  
Marshall McClintock, North Slope Ex-Officio

### Staff Present:

Reuben McKnight  
Lauren Hoogkamer  
Alison Wilkerson  
John Griffith

### Others Present:

Melissa McGinnis  
Duke York  
Nelson Martelle  
Mike Maggart  
Nancy Maggart

Vice-Chair Ken House called the meeting to order at 5:30 p.m.

### 1. ROLL CALL

### 2. CONSENT AGENDA

A. Excusal of Absences

B. Approval of Minutes: 12/13/17

The minutes of December 13, 2017 were approved as submitted.

C. Administrative Review

- 920 S. 9<sup>th</sup> Street, McIlvaine Apartments - painting

The consent agenda was approved.

New Commissioners Jennifer Mortenson and Alex Morganroth were introduced.

### 3. TACOMA REGISTER OF HISTORIC PLACES - PRELIMINARY REVIEW

A. 8425 6<sup>th</sup> Avenue, Hotel Hesperides/Titlow Lodge

Mr. McKnight read the staff report.

#### BACKGROUND

Designed by Tacoma architect Frederick Heath, the Swiss Chalet-style building known as Titlow Lodge was built in 1911 and named Hotel Hesperides by owner Aaron Titlow. Titlow Lodge meets Criterion B for its connection to preeminent Tacoma architect Frederick Heath and Tacoma attorney Aaron Titlow. The building also meets Criterion F as a unique and established visual feature of the City. Even though Hotel Hesperides/Titlow Lodge has been altered considerably over the years, it was its significance to the local community, as a public gathering space, that convinced the Metropolitan Park District's Board of Park Commissioners to remodel rather than demolish the building in 1937.

The property is nominated under the following criteria:

*B. Is associated with the lives of persons significant in our past;*

*F. Owing to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood or City.*

## **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.
- The property will become eligible for the Historic Conditional Use Permit.

## **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 over 107 years-old the property meets the age threshold criterion.
2. Changes older than 50 years may be significant in their own right; the property retains its integrity, including its massing, scale, feeling, and most materials resulting from the 1937 conversion from hotel to parks building. At this time, the upper two floors were demolished and the building was reroofed. In 1983, the two stairs on the south façade were replaced with a single staircase and an ADA ramp was added. In 2010, the windows and doors were restored and the chimneys were demolished.

Melissa McGinnis, Metro Parks, reviewed the history of Titlow Lodge, noting that it was designed by Frederick Heath and that it was originally several stories tall. She reviewed the history of how the hotel was constructed noting that it was a trial for Titlow who wanted to build a larger hotel. Ms. McGinnis reviewed historic photos of the hotel, noting that the hotel had been a financial failure and closed after ten years. The City purchased the hotel later and turned the area into a park. Significant modifications were made to the building and the top two floors were removed. She discussed features of the interior.

Commissioner Bartoy asked why the chimneys had been demolished. Ms. McGinnis responded that they would have been too expensive to stabilize.

Commissioner Bartoy suggested that different criteria should be used for the nomination as the building had been significantly altered. Discussion ensued on the proper criteria for the nomination. It was suggested that Criterion A was more appropriate for the 1937 community advocacy that resulted in the parks involvement. That suggestion was not reflected in the motion.

There was a motion.

"I move that the Landmarks Preservation Commission adopt the analysis as findings and schedule the 8425 6<sup>th</sup> Avenue, Hotel Hesperides/Titlow Lodge nomination for a public hearing and future consideration at the meeting of February 14, 2018."

Motion: Williams  
Second: Johnson  
Opposed: Bartoy  
The motion was approved.

#### 4. DESIGN REVIEW

A. 1115 North Steele Street (North Slope Historic District)

Mr. McKnight read the staff report.

##### **BACKGROUND**

Built in 1890, this is a contributing property in the North Slope Historic District. The owner is proposing replacing eight sashes with Marvin aluminum clad inserts; these windows are located on secondary facades. The owners have already repaired the original exterior casings and sills and provided photographs showing the sash deterioration.

##### **ACTION REQUESTED**

Final approval of the above scope of work.

##### **STANDARDS**

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

1. **Preserve Existing Historic Windows.** Existing historic windows in good working order should be maintained on historic homes in the district. The existing wood windows exhibit craftsmanship and carpentry methods in use at the time that the neighborhood was developed. New manufactured windows, even those made of wood, generally do not exhibit these characteristics.

2. **Repair Original Windows Where Possible.** Original wood windows that are in disrepair should be repaired if feasible. The feasibility of different approaches depends on the conditions, estimated cost, and total project scope. Examples of substandard conditions that do not necessarily warrant replacement include: failed glazing compound, broken glass panes, windows painted shut, deteriorated paint surface (interior or exterior) and loose joinery. These conditions alone do not justify window replacement.

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

3. **Replace windows with a close visual and material match.** When repairing original windows is not feasible, replacement may be considered.

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

Depending on specific project needs, replacement windows may include:

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

- An insert window is a fully contained window system (frame and sashes) that is “inserted” into an existing opening. Because insert windows must accommodate a new window frame within the existing opening, the sashes and glazed area of an insert window will be slightly smaller than the original window sashes. Additional trim must be added to cover the seams between the insert frame and the original window. However, for window openings that are no longer plumb, the insert frame allows the new sashes to operate smoothly.

4. **Non-historic existing windows do not require “upgrading.”** Sometimes the original windows were replaced prior to the formation of the historic district, and now must be replaced again. Although it is highly encouraged, there is no requirement to “upgrade” a non-historic window to a historically appropriate wood window. For example, a vinyl replacement window may be an acceptable replacement for a non-historic aluminum horizontal slider window, especially if the historic configuration (vertically operated sash) is restored.

5. **New Window Openings/Changing Window Openings**

- Enlargement or changes to the configurations of existing window openings is to be avoided on the primary elevation(s) of a historic building within the district. In specific cases, such as an egress requirement, this may not be avoidable, but steps should be taken to minimize the visual impact.
- Changes to window configurations on secondary (side and rear) elevations in order to accommodate interior remodeling are not discouraged, provided that character defining elements, such as a projecting bay window in the dining room, are not affected. A typical example of this type of change might be to reconfigure a kitchen window on the side of a home to accommodate base cabinets
- In general, openings on buildings in the historic district are vertically oriented and are aligned along the same height as the headers and transoms of other windows and doors, and may engage the fascia or belly band that runs above the window course. This pattern should be maintained for new windows.
- Window size and orientation is a function of architectural style and construction technique. Scale, placement, symmetry or asymmetry, contribute to and reflect the historic and architectural character of a building.

6. **Sustainability and thermal retrofitting.**

- a. Window replacement is often the least cost effective way to improve thermal efficiency. Insulation of walls, sealing of gaps and insulation of switch plates, lights, and windows, as well as upgrades to the heating system all have a higher return on investment and are consistent with preservation of the character of a historic home.
- b. Properly maintained and weather stripped historic windows generally will improve comfort by reducing drafts.
- c. The energy invested in the manufacture of a new window and the cost of its purchase and installation may not be offset by the gains in thermal efficiency for 40 to 80 years, whereas unnecessary removal and disposal of a 100 year old window wastes old growth fir and contributes to the waste stream.
- d. If thermal retrofitting is proposed as a rationale for window replacement, the owner should also furnish information that shows:
  - The above systematic steps have been taken to improve the performance of the whole house.
  - That the original windows, properly weather stripped and with a storm window added, is not a feasible solution to improve thermal efficiency.
  - Minimal retrofit, such as replacing only the sash or glass with thermal paned glass, is not possible.
  - Steps to be taken to salvage the historic windows either on site or to an appropriate architectural salvage company.

**ANALYSIS**

1. This property is a contributing structure in the North Slope Historic District and, as such, is subject to review by the Landmarks Preservation Commission pursuant to TMC 13.05.047 for exterior modifications.
2. Exterior materials and several of the original windows have been repaired and/or retained.
3. Where replacements are necessary, clad inserts are acceptable according to the district design guidelines.

4. The applicant has provided photographs showing the deteriorated conditions.

Mr. York gave an overview of the repairs and replacements needed for the eight existing windows. He discussed the benefits of using the Marvin energy rated windows for this project.

Mr. McKnight asked if this home had been a code enforcement case in the past.

Mr. McClintock commented that it had been lost to foreclosure in 2010. He noted that the renovations made to the home before foreclosure had not been submitted to the Commission for approval.

Clarification on the replacement of the siding was requested.

Mr. York commented that the replacement of siding on the West and South side of the home was not a part of this design review, but he had anticipated discussing it and perhaps getting approval.

Mr. York reviewed photos of the eight windows and discussed specific repairs and replacements.

Mr. McClintock stated he supports the approval of the application with the in kind replacement of siding.

Mr. York stated that the materials being considered were cedar siding or Hardie siding, with the latter being the Homeowners preference.

Commissioner Bartoy suggested that documentation of the siding replacement be sent to staff since it was not on in application.

There was a motion.

*"I move that the Landmarks Preservation Commission approve the application for 1115 North Steele Street, as submitted. In addition I move that the siding replacement and repair be moved to administrative review."*

*Motion: Williams*

*Second: Schloesser*

*The motion was approved.*

## 5. BOARD BRIEFINGS

A. Seymour Conservatory (Individual Landmark)

Mr. McKnight read the staff report.

### **BACKGROUND**

Built in 1907, the Seymour Conservatory in Wright Park is an individually listed landmark on the Tacoma Register of Historic Places. Metro Parks is planning on expanding the Conservatory to accommodate its programming. The Landmarks Preservation Commission has conducted several briefings and site visits for this expansion. The project team would now like to present an update on the Seymour Conservatory Phase 1 Addition, which is currently 50% through design development.

### **ACTION REQUESTED**

This is a briefing. No action is requested.

Ms. McGinnis provided an overview of the project which was currently being done in phases. She also provided a brief overview of the next phase to build an additional structure.

The architect discussed Phase 1 of the conservatory addition. The Architect reviewed photos and gave an overview of the construction, and reconstruction, of Phase 1 and the Master Plan for the Seymour Conservatory.

Mr. McKnight noted that the project was part of the Wright Park Master Plan that was reviewed and approved by the Landmarks Commission several years ago.

The Architect emphasized the importance of the relocation of the gift shop and putting the plants back in. He noted that on the outside of the Conservatory the main concern was reconstructing the three arched entry pieces.

The Architect discussed the structural improvements and system upgrades that would be needed. He reviewed site improvements that included elongating the entry drive, and the addition of two ADA parking stalls. He also noted the importance of retaining the West Knoll and connections to Wright Park. He discussed the addition of ivy covered site walls that provide a signal to the new entry.

Commissioner Johnson asked what the timeline for the project was.

Ms. McGinnis stated they were providing design development so they can begin fundraising. She said they are doing partnering with the Conservatory Foundation and Metro Parks Foundation. Ms. McGinnis stated they were 2+ years away from beginning the project.

## 6. PRESERVATION PLANNING/BOARD BUSINESS

### A. District Inventory Status: 617 North K Street

At the end of each year, the Landmarks Preservation Commission has the opportunity to update its district inventories. The owner of 617 North K Street, in the North Slope Historic District, has requested that the Commission add the property to the district inventory during its 2018 update. 617 North K Street is a separate, nonconforming residential structure that shares a lot with 619 North K Street (contributing) and is currently treated as part of that property.

There was a discussion on the background of the building and the addition. It was noted that the original structure was built in 1920 with an addition added around the year 1926. Commissioner Bartoy questioned whether or not the addition had been added on to; stating that it had been recorded as a one story but is in fact a 1 ½ story. Mr. McKnight stated that the by-laws indicate that the formal inventory review takes place in December. However, if there is consensus of the Commission that the property should be added as a contributing property it will be treated as such until the end of the year when it is added to the inventory. Addition of 617 North K Street to the North Slope Historic District will be a formal proposal at the end of 2018.

### B. Commissioner Elections

Nomination/election of a Chair and Vice Chair.

There was a nomination for Chair: Kevin Bartoy

There was a nomination for Vice Chair: Ken House

Motion: Williams

Second: Steel

The motion was approved.

### C. Events and Activities Update

#### 2018 Events

1. 2018 Heritage Project Grant Information Session/Theme Launch (3pm @ TMB Room 243, Jan. 11<sup>th</sup>)
2. Heritage League Annual Meeting (9am @ WSHM, Feb. 3<sup>rd</sup>)
3. Trivia Night (6pm @ The Swiss, March 14<sup>th</sup>)
4. **Historic Preservation Month** (May)
  - i. City Council Proclamation (5pm @ City Council Chambers, May 1st)
  - ii. Tacoma Historical Society's Historic Homes Tour (TBA)
  - iii. Kick Off Salvage Art Show (TBA @ Earthwise Tacoma, May 5<sup>th</sup>)
  - iv. Amazing Preservation Race: Trapped at Fort Nisqually (TBD)
  - v. Historic Preservation Awards (TBD @ Stewart Middle School, May 18<sup>th</sup>)
  - vi. Bike Month Event (TBD, May 25<sup>th</sup>)
5. Trivia Night (6pm @ The Swiss, June 20<sup>th</sup>)
6. LPC Training (TBD)
7. Trivia Night (6pm @ The Swiss, September 19<sup>th</sup>)
8. Fifth Annual Holiday Heritage Swing Dance (6-9pm @ TBA, Nov. 4<sup>th</sup>)
- 9.

## 7. CHAIR COMMENTS

There were no comments from the Vice-Chair.

The meeting was adjourned at 7:00 p.m.