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Roger Johnson, *Chair*  
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 Megan Luce  
 Mark McIntire  
 Caroline T. Swope, PhD.

Kathryn Longwell, North Slope Ex-Officio

**Staff**

Reuben McKnight, Historic Preservation Officer

# SPECIAL MEETING MINUTES



## Landmarks Preservation Commission Community and Economic Development Department

Date: August 16, 2008  
 Location: 901 North J Street, Immanuel Episcopal Church

LPC148/08

*Commission Members in Attendance:*

Greg Benton  
 Ross Buffington  
 Phil Hill  
 Ken House  
 Imad Al Janabi  
 Roger Johnson  
 Fred King  
 Kathryn Longwell  
 Megan Luce  
 Mark McIntire  
 Caroline Swope

*Staff Present:*

Reuben McKnight  
 Tonie Cook

*Commission Members Excused:* NA

*Others Present:* Todd Scott, Marshall McClintock, Brett Santhuff

The meeting began at 9:15 A.M.

The Landmarks Preservation Commission met for the purposes of education and training; no regular business was conducted at the meeting. The day's activity resulted in creating a list of items for the Commission to possibly review as future education or business topics.

Todd Scott was introduced as the meeting facilitator. Scott asked participants to introduce themselves and state their expectations for the day and/or as a Commission member, the information follows:

Historic Efforts  
 Meeting Protocol  
 Consistency/Liability  
 Policy Direction  
 Education of Agencies and Contractors  
 Relationship to other commissioners  
 Surveys

Consistency over a Wide Range  
 City Code Update – Historic Preservation  
 Better presentation to public  
 Degrees of Significance  
 Legal Foundation  
 Latitude for interpretation & consistency  
 Precedence

Reuben McKnight reviewed the Landmark Commission basics including the history, legal elements and authority. Todd Scott reviewed the Design Review process using project examples.

Marshall McClintock, Chair of the North Slope Historic District organization, presented the history of establishing the North Slope Historic District and its listing onto the Tacoma Register of Historic Places, Washington Register, and National Register of Historic Places (in 2002). He stated that several areas were established at various times starting with the J Street Historic District (including some on I Street); then residents worked to include K and L Streets, and other blocks of I and M Streets; and then, Sheridan, Ainsworth, Grant Streets were added. McClintock also talked about the work of the residents to establish the District, zoning changes, and subsequent adoption of the HMSRD. He said that the Washington State Growth Management Act was also enacted during the same time period. McClintock reported that there

was upcoming proposed City legislation for allowing accessory dwelling units (ADUs) to residences without requiring a variance.

Todd Scott presented meeting protocol information (do's and don'ts) for discussing projects and then reviewed criteria for determining significance.

Brief notes follow on specific discussion topics including windows, new construction, and guidelines.

#### Windows

- What is the lifespan of vinyl (since vinyl is often requested as replacement approach)? Vinyl is not the best treatment, environmentally; LPC should discuss window profile in the regular meeting because the dimensions including the profiles, shadow lines, etc are the issues.
- Conservation and design issues are intermingled, i.e. placement of one value over the other value; LPC is often in the middle.
- Level of window changes: aluminum to vinyl could be perceived as unfair.
- Prescriptive versus flexible guideline language and determination based on the interpretation per individual case.

#### New Construction:

- Does the project represent "traditionalism" or "conjecturally replicate" details from another era? (I.e. how does new construction meets the guidelines).
- Are we designing the project for the applicant (as we go through the guidelines on new construction)?
- Project may meet the guidelines but struggles with false historicism.
- Suggestion was made to look at other examples (other locations); try to verbalize the infill that meets our contemporary representation of our time or our desire; try to articulate it.

#### North Slope Historic District guidelines:

- The NSHD guidelines were developed first and then Secretary of the Interior's Standards were added in 1995.
- What takes precedence?
- How does the LPC make decisions using interpretation?

The following is a list of questions, suggestions, comments and issues that were noted during and at the end of the day's work session.

#### Questions; Suggestions, Comments

1. What is the definition of contributing and non-contributing?
2. Mail annual letter or postcard from LPC to all landmark property owners, perhaps with a copy of guidelines, especially to new owners. Target MBA, Real Estate companies; installers, etc.
3. NSHD organization and LPC work together (with realtor) on how to inform new owners.
4. Develop HP Certification for realtors?
5. Work on code changes, i.e. Accessory Dwelling Unit proposal?
6. Send LPC packets early; perhaps, pdf the packet

#### Issues

- 1) Address energy efficiency:
  - a) Criteria for retaining
    - Can old window (s) be saved?;
    - R value for storms?;
    - Resource list (authoritative hand-out / third party conflicts);
    - Give people alternatives
  - b) Position on energy retrofits
- 2) Architectural Review Committee vs. LPC

- a) formalize the process
- b) consistency
- 3) Outreach to North Slope owners
  - a) Awareness mechanism
  - b) Educate new people to be potential LPC members
- 4) Revisit insulation approaches
  - a) Analysis (interior/exterior) of previous work – what was the result?
  - b) get best practices
- 5) Pierce County Survey
- 6) Contributing versus non-contributing – review this in the future
- 7) Order of Business – review this in the future
- 8) Formalize project findings

The Meeting ended at 3:00 p.m.

Submitted as True and Correct:

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Reuben McKnight  
Historic Preservation Officer