



International Special Review District

Mailing Address: PO Box 94649, Seattle WA 98124-4649
Street Address: 600 4th Avenue, 4th Floor

ISRD 224/19

SCHEDULING FOR BOARD REVIEW

A complete application must be submitted to the Historic Preservation Program, Department of Neighborhoods. **Please allow 28 days from the date you submit your application for the Historic Preservation staff to determine if it is complete.** Once an application is determined to be complete, it will be placed on the agenda for the next available Board meeting.

Board meetings are on held the second and fourth Tuesday of every month at 4:30 p.m., in the Donnie Chin Community Room* in Hirabayashi Place, 442 S. Main St., unless otherwise noted. Board meetings are open to the public.

QUESTIONS?

If you have general questions or are considering doing any work on your building or property and would like assistance in preparing your application, please contact the Board Coordinator at 206-684-0226 or visit our website, <http://www.seattle.gov/neighborhoods/preservation/id.htm>. **Interpretation assistance is available, by request.**

2020 BOARD MEETING SCHEDULE

Meeting Dates

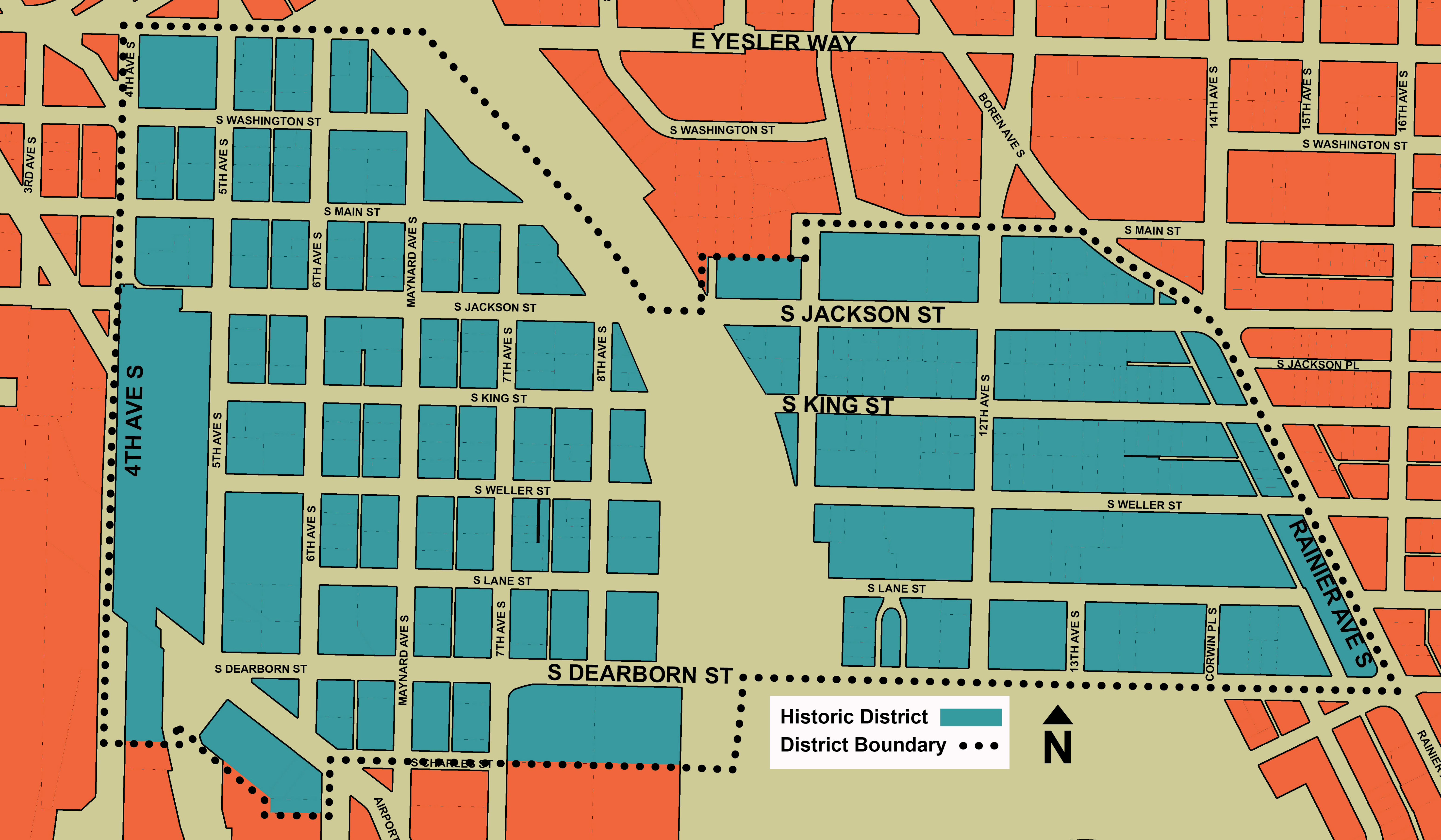
January 14
January 28
February 11
February 25
March 10
March 24
April 14
April 28
May 12
May 26
June 9
June 23

Meeting Dates

July 14
July 28
August 11
August 25
September 8
September 22
October 13
October 27
November 10
November 24
December 8*

* There will be only one meeting in December.

Note: The Annual Board Election will be held Tuesday, November 17, 2020.



Historic District
District Boundary





The City of Seattle

International Special Review District

Mailing Address: PO Box 94649, Seattle WA 98124-4649

Street Address: 600 4th Avenue, 4th Floor

Amendment Date: August 9, 2001

PROCEDURES FOR THE INTERNATIONAL SPECIAL REVIEW DISTRICT BOARD

RULES AND PROCEDURES

1. At its first meeting in January of each year the Board shall elect a Chairperson and a Vice-Chairperson to serve one-year terms. The Chairperson shall preside at all meetings. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson. The Chairperson and Vice-Chairperson may serve in that capacity a maximum of two consecutive terms.
2. All meetings of the Board shall be open meetings in accordance with the Open Public Meetings Act of 1971 (RCW 42.30).
3. The Board shall hold regular meetings twice monthly on the second and fourth Tuesdays of each month at 4:30 p.m. Notice of the time, date, and place of such meetings shall be released to the press and neighborhood/community newspapers. Special meetings of the Board shall be held upon the call of the chairperson, or at the request of four (4) members, upon three (3) days public notice.
4. Conduct of meetings will be governed by the latest edition of Robert's Rules of Order, a copy of which shall be at the hand of the Chairperson.
5. A quorum for the conduct of any meeting shall be a majority of the currently appointed and elected members.
6. All official actions of the Board shall require a majority vote of the members present and voting. In the event of a tie, a motion shall be defeated.
7. A Board member with a conflict of interest shall inform the other Board members and the Coordinator of the conflict before the matter comes up. He or she shall recuse him or herself from the matter. Before a vote is taken, the Chairperson shall

**Administered by The Historic Preservation Program
The Seattle Department of Neighborhoods**

"Printed on Recycled Paper"

ascertain if all members present are informed on the matter of the vote. Seattle Municipal Code 4.16 (Code of Ethics) shall apply to all Board members.

8. Voting by the Board members at all meetings and in all votes shall be by show of hands.
9. The Board may establish such committees as it desires, without limit on the number thereof or the number of persons who serve on any particular committee. Committee members shall be appointed by the Chairperson; with the approval of the Board. Non-members of the Board may be invited to serve on such committees.
10. If any elected member of the Board resigns, is incapacitated, or dies, the Board may at its discretion recommend a replacement to the Mayor. The Board will consider the list of candidates who were not elected during the previous election, and interested community person. Notice of the vacancy on the Board shall be published in local community and neighborhood newspapers. The length of term shall extend only until the expiration date of the replaced Board member's position. Appointment would be subject to City Council confirmation.
11. If any member of the Board shall have more than (3) consecutive unexcused absences from regular meetings, the Board will notify the member concerning the absences. The Board may, at its discretion, ask the Mayor to appoint a replacement for this member. Appointment would be subject to City Council confirmation.
12. Members of the Board shall serve without compensation.
13. The Board Coordinator of the Department of Neighborhoods shall act as Executive Secretary of the Board in accordance with Ordinance 102455 as amended; shall be the custodian of its records; shall conduct official correspondence and generally supervise the clerical and technical work of the Board as required to administer the International Special Review District Ordinance (as amended). A tentative agenda shall be mailed to Board members in advance of each meeting and minutes of the last meeting or hearing shall be provided to each member for approval by the next regular meeting.
14. The Board may, at its pleasure, add to, subtract from, or amend these rules, adopted 14 August 1979, in accordance with Ordinance 102228, City Administrative Code.

Amended October 23, 1986.

Amended August 9, 2001.

Signed by Jim Diers, Director, Department of Neighborhoods

These procedures filed with the City Clerk on August 10, 2001.

- 23.66.170 ~~Parking and access~~
 23.66.180 ~~Exterior building design.~~
 23.66.190 ~~Streets and sidewalks.~~

Subchapter III
International Special Review District

Part 1

- General Purposes and Organization**
 23.66.302 **International Special Review District goals and objectives**
 23.66.304 **International District Mixed (IDM) Zone Goals and Objectives.**
 23.66.306 **International District Residential (IDR) Zone goals and objectives**
 23.66.308 **International District preferred uses east of Interstate 5**
 23.66.310 **Union Station Corridor goals and objectives**
 23.66.312 **Composition of the Special Review Board.**
 23.66.314 **Staff support for the Special Review Board.**

- Part 2/Use and Development Standards**
 23.66.316 **Decision on certificate of approval.**
 23.66.318 **Demolition approval**
 23.66.320 **Permitted uses.**
 23.66.322 **Prohibited uses**
 23.66.324 **Uses subject to special review**
 23.66.326 **Street-level uses**
 23.66.328 **Uses above street level**
 23.66.332 **Height and Rooftop Features**
 23.66.334 **Streets and sidewalks**
 23.66.336 **Exterior building finishes**
 23.66.338 **Signs**
 23.66.340 **Minimum maintenance.**
 23.66.342 **Parking and access.**

Subchapter I General Provisions

- 23.66.010 Establishment of special review districts.**

The Council may establish special review districts by ordinance to control development in such districts. (Ord. 112134 § 1(part), 1985.)

- 23.66.015 Procedure to establish, alter or abolish special review districts.**

A petition to establish, alter or abolish a special review district shall be filed and considered in the same manner as amendments to the Official Land Use Map, Chapter 23.32. A petition or proposal to establish a special review district shall include a statement of purpose. The boundaries of a special review district shall be drawn on the Official Land Use Map. (Ord. 112134 § 1(part), 1985.)

- 23.66.018 Director of the Department of Neighborhoods**

As used in this chapter, "Director of Neighborhoods", "Department of Neighborhoods Director" and "Director of the Department of Neighborhoods" mean the Director of the department or the Director's designee. (Ord. 123589, § 75, 2011; Ord. 118012 § 18A, 1996)

- 23.66.020 Special review boards**

A. The ordinance establishing a special review district may create a special review board. Unless otherwise specified, a special review board shall consist of seven members. Five of the members shall be chosen at annual elections, called and conducted by the Department of Neighborhoods Director, at which all residents, persons who operate businesses, their employees, and property owners of the special review district shall be eligible to vote. Two of the members shall be appointed by the Mayor and confirmed by the Council. The Mayor shall, in making board appointments, attempt to assure that a diversity of interests in the district is represented on the board. The Department of Neighborhoods Director shall provide 20 days' notice of the board's first meeting in the City's official newspaper, by Land Use Information Bulletin, and by publishing notice in one or more community newspapers that are circulated within the district. Thereafter, notice of annual meetings shall be provided to the public by the board's publication of notice in one or more district community newspapers. The Council shall establish terms of service for members of a special review board in the ordinance creating the district. No person shall serve more than two consecutive terms on a special review board.

B. Each special review board shall elect a chairperson and adopt procedures as required to conduct its business. Staff assistance to each special review board shall be provided by the Department of Neighborhoods Director. A majority of all members of the special review board shall constitute a quorum for the purpose of transacting business. All decisions shall be by majority vote of those members present. In the event of a tie vote, a motion shall be defeated. The special review board shall keep minutes of all of its official meetings which shall be maintained by the Department of Neighborhoods Director. The Department of Neighborhoods Director shall also maintain a copy of the procedures of the special review board.

C. When use and development standards for a special review district are not provided in the ordinance creating the district, the special review board shall recommend such standards pursuant to Section 23.66.025 of this chapter.

D. The special review board shall review applications for certificates of approval, and all petitions or applications for amendments to the Official Land Use Map, conditional uses, special exceptions, variances and planned unit developments or planned community developments and shall make a recommendation on any such application or petition to the Department of Neighborhoods Director.

23.66.020 LAND USE CODE

E. The special review board may, in its discretion, make recommendations to the Mayor, the Council, and any public or private agency concerning land use and development in the district.
(Ord. 124843, § 52, 2015; Ord. 121477 § 42, 2004; Ord. 116744 § 29, 1993; Ord. 112134 § 1(part), 1985.)

23.66.025 Use and development standards.

A. The Council may include use and development standards in the ordinance establishing a special review district. If use and development standards are not included, the special review board may, after at least one (1) public hearing, recommend use and development standards for the special review district to the Department of Neighborhoods Director who shall recommend use and development standards to the Council. If the special review board fails to recommend use and development standards within ninety (90) days after its first meeting, the Department of Neighborhoods Director shall prepare use and development standards and recommend such standards to the Council. The Council shall consider proposed use and development standards in the same manner as Land Use Code text amendments. Use and development standards shall be adopted by ordinance and may thereafter be amended in the same manner as Land Use Code text amendments as provided in Chapter 23.76.

B. The use and development standards shall identify the unique characteristics of the district, shall include a statement of purpose and intent, and shall be consistent with the purposes for creating the special review district. The standards shall identify uses, structures and design features that have positive or negative effects upon the character of the district, and may modify use and development standards and other provisions of the Land Use Code to allow and encourage or to limit or exclude structures, designs, and uses. All provisions of the Land Use Code shall apply in special review districts. Use and development standards shall specify the criteria by which uses, structures and designs will be evaluated. In the event of irreconcilable differences between the use and development standards adopted pursuant to this chapter, and the provisions regulating the underlying zone, the provisions of this chapter shall apply.

C. The Department of Neighborhoods Director, following recommendation by the board, may adopt rules consistent with the use and development standards of the special review district, in accordance with Chapter 3.02 of the Seattle Municipal Code.
(Ord. 118414 § 46, 1996; Ord. 116744 § 30, 1993; Ord. 112134 § 1(part), 1985.)

23.66.030 Certificates of approval-Application, review and appeals

A. Certificate of approval required. No person shall alter, demolish, construct, reconstruct, restore, remodel, make any visible change to the exterior appearance of any structure, or to the public rights-of-way or other public spaces in a special review district, and no one shall remove or substantially alter any existing sign or erect or place any new sign or change the

principal use of any building, or any portion of a building, structure or lot in a special review district, and no permit for such activity shall be issued unless a certificate of approval has been issued by the Department of Neighborhoods Director.

B. Fees. The fees for certificates of approval shall be established in accordance with the requirements of SMC Chapter 22.901T.

C. Application.

1. An application for a certificate of approval shall be filed with the Director of the Department of Neighborhoods. When a permit application is filed with the Director or with the Director of Transportation for work requiring a certificate of approval, the permit application shall not be determined to be complete until the applicant has submitted a complete application for a certificate of approval to the Department of Neighborhoods.

2. The following information must be provided in order for the application to be complete, unless the Director of the Department of Neighborhoods indicates in writing that specific information is not necessary for a particular application:

a. Building name and building address;

b. Name of the business(es) located at the site of the proposed work;

c. Applicant's name and address;

d. Building owner's name and address;

e. Applicant's telephone number;

f. The building owner's signature on the application, or a signed letter from the owner designating the applicant as the owner's representative, if the applicant is not the owner;

g. Confirmation that the fee required by SMC Chapter 22.901T of the Permit Fee Subtitle has been paid;

h. A detailed description of the proposed work, including:

(1) Any changes that will be made to the building or the site,

(2) Any effect that the work would have on the public right-of-way or other public spaces,

(3) Any new construction,

(4) Any proposed use, change of use, or expansion of use;

i. Four (4) sets of scale drawings, with all dimensions shown, of:

(1) A site plan of existing conditions, showing adjacent streets and buildings, and, if the proposal includes any work in the public right-of-way, the existing street uses, such as street trees and sidewalk displays, and another site plan showing proposed changes to the existing conditions,

(2) A floor plan showing the existing features and a floor plan showing the proposed new features,

(3) Elevations and sections of both the proposed new features and the existing features,

(4) Construction details,

(5) A landscape plan showing existing features and plantings, and another landscape plan showing proposed site features and plantings;

j. Photographs of any existing features that would be altered and photographs showing the context of those features, such as the building facade where they are located;

k. One (1) sample of proposed colors, if the proposal includes new finishes or paint, and an elevation drawing or a photograph showing the location of proposed new finishes or paint;

l. If the proposal includes new signage, awnings, or exterior lighting:

(1) Four (4) sets of scale drawings of proposed signage or awnings, showing the overall dimensions, material, design graphics, typeface, letter size, and colors,

(2) Four (4) sets of a plan, photograph, or elevation drawing showing the location of the proposed awning, sign, or lighting,

(3) Four (4) copies of details showing the proposed method of attaching the new awning, sign, or lighting,

(4) The wattage and specifications of the proposed lighting, and a drawing or picture of the lighting fixture,

(5) One (1) sample of proposed sign colors or awning material and color,

(6) For new signage or awnings in the International Special Review District, the dimensions of the street frontage on the side where the sign or awning would be located;

m. If the proposal includes demolition of a structure or object:

(1) A statement of the reason(s) for demolition,

(2) A description of the replacement structure or object and the replacement use;

n. If the proposal includes replacement, removal, or demolition of existing features, a survey of the existing conditions of the features that would be replaced, removed, or demolished.

3. The Director of the Department of Neighborhoods shall determine whether an application is complete and shall notify the applicant in writing within twenty-eight (28) days of the application being filed whether the application is complete or that the application is incomplete and what additional information is required before the application will be complete. Within fourteen (14) days of receiving the additional information, the Director of the Department of Neighborhoods shall notify the applicant in writing whether the application is now complete or what additional information is necessary. An application shall be deemed to be complete if the Director of the Department of Neighborhoods does not notify the applicant in writing by the deadlines in this section that the application is incomplete. A determination that the application is complete is not a determination that the application is vested.

4. The determination of completeness does not preclude the Director of the Department of Neigh-

borhoods or the board from requiring additional information during the review process if more information is needed to evaluate the application according to the criteria in this chapter and in any rules adopted by the board, or if the proposed work changes. For example, additional information that may be required could include a shadow study or a traffic study when new construction is proposed.

5. An applicant may make a written request to submit an application for a certificate of approval for a preliminary design of a project if the applicant waives in writing the deadline for a board recommendation and decision by the Director of the Department of Neighborhoods on the subsequent design phase or phases of the project, and agrees in writing that the decision by the Director of the Department of Neighborhoods on the preliminary design is immediately appealable by the applicant or any interested person. The staff may reject the request if it appears that approval of a preliminary design would not be an efficient use of staff or board time and resources, or would not further the goals and objectives of this chapter. To be complete, an application for a certificate of approval for a preliminary design must include the information listed above in subsection C2, subparagraphs a through h, i(1) through i(3), j, m and n. A certificate of approval that is granted for a preliminary design shall be conditioned upon subsequent submittal of the final design and all of the information listed above in subsection C2, and upon board approval, prior to issuance of permits for work affecting the structure, right-of-way or space.

6. After the special review board has given notice of the meeting at which an application for a certificate of approval will be considered, no other application for the same alteration or change of use may be submitted until the application is withdrawn or the Department of Neighborhoods Director has approved or denied the existing application and all appeals have been concluded, except that an application may be made for a certificate of approval for the preliminary design of a project and a later application made for a certificate of approval for a subsequent design phase or phases of the same project.

D. Review

1. Review when no special review board is established

a. When there is no special review board, the Department of Neighborhoods Director shall, within 30 days of a determination that an application for a certificate of approval is complete, determine whether the proposed action is consistent with the use and development standards for the district and shall, within 15 additional days, issue, issue with conditions, or deny the requested certificate of approval.

b. A copy of the Department of Neighborhoods Director's decision shall be sent to the Director and mailed to the owner and the applicant at the addresses provided in the application. Notice of the Director's decision also shall be provided to any person who, prior to the rendering of the decision, made a

written request to receive notice of the decision or submitted written substantive comments on the application.

2. Review when special review board is established

a. When a special review board has been established, the board shall hold a public meeting to receive comments on certificate of approval applications.

b. Notice of the board's public meeting shall be posted in two prominent locations in the district at least three days prior to the meeting.

c. The board, after reviewing the application and considering the information received at the public meeting, shall make a written recommendation to the Department of Neighborhoods Director to grant, grant with conditions, or deny the certificate of approval application based upon the consistency of the proposed action with the requirements of this Chapter 23.66, the district use and development standards, and the purposes for creating the district. The board shall make its recommendation within 30 days of the receipt of a completed application by the board staff, except that the applicant may waive the deadlines in writing for the special review board to make a recommendation or the Director of the Department of Neighborhoods to make a decision, if the applicant also waives any deadlines on the review or issuance of related permits that are under review by the Seattle Department of Construction and Inspections.

d. The Department of Neighborhoods Director shall, within 15 days of receiving the board's recommendation, issue or deny a certificate of approval or issue an approval with conditions.

e. A copy of the decision shall be sent to the Director and mailed to the owner and the applicant at the addresses provided in the application. Notice of the decision shall be provided to any person who, prior to the rendering of the decision, made a written request for notice of the decision, or submitted substantive written comments on the application.

3. A decision denying a certificate of approval shall state the specific reasons for the denial and explain why the proposed changes are inconsistent with the requirements of this Subchapter I and adopted use and development standards for the district.

E. Appeal to Hearing Examiner

1. Any interested person may appeal the decision of the Department of Neighborhoods Director to the Hearing Examiner by filing a notice of appeal within 14 days of the Department of Neighborhoods Director's decision. When the proposed action that is the subject of the certificate of approval is also the subject of one or more related permit applications under review by the Seattle Department of Construction and Inspections, then the appellant must also file notice of the appeal with the Director of the Seattle Department of Construction and Inspections, and the appeal of the certificate of approval shall not be heard until all of the time periods for filing administrative appeals on the other permits or any environmental determinations have expired, except that an appeal of

a certificate of approval for the preliminary design or for subsequent design phases may proceed immediately without being consolidated. The appeal of the certificate of approval shall be consolidated with the predecision hearing required for any Type IV Council land use decision, or if one or more appeals are filed regarding the other permits or environmental determinations, the appeal of the certificate of approval shall be consolidated with them and shall be heard according to the same timelines established for the other appeals or predecision hearing, except that appeals to the State Shoreline Hearings Board shall proceed independently according to the timelines set by the state for such appeals, and except that an appeal of a certificate of approval for a preliminary design or for a subsequent design phase may proceed without being consolidated.

2. If the related permit decisions would not be appealable, and no predecision hearing is required, then the appeal of the certificate of approval decision shall proceed immediately after it is filed.

3. The applicant for the certificate of approval, not involving approval of preliminary and subsequent design phases also may elect to have the appeal proceed immediately rather than be postponed for consolidation with appeals of related permit applications or with a predecision hearing, if the applicant agrees in writing that the time period for review of those permits or approvals is suspended until the Hearing Examiner issues a decision on the appeal of the certificate of approval.

4. The Hearing Examiner shall hear the appeal de novo in accordance with the standards and procedures established for Hearing Examiner appeals by Chapter 3.02. Appeals shall be limited to the issues cited in the notice of appeal. The decision appealed may be reversed or modified only if the Hearing Examiner finds that the Department of Neighborhoods Director's decision was arbitrary and capricious.

5. If evidence is presented to the Hearing Examiner that was not presented to the Board, or if the Hearing Examiner determines that additional information is required, then the Hearing Examiner shall remand the decision to the Department of Neighborhoods Director for consideration of the additional information or evidence.

6. The Hearing Examiner shall issue a decision not later than 90 days after the last of any appeals of related permit decisions is filed provided that, when an appeal of a certificate of approval is consolidated with a predecision hearing, the Hearing Examiner shall issue the decision on the certificate of approval with the recommendation to the City Council on a Type IV Council land use decision, or, if the applicant chooses to proceed immediately with the appeal of the certificate of approval, as provided in subsection 23.66.030.E.3, then not later than 90 days from the filing of that appeal. The time period to consider and decide the appeal of a certificate of approval shall be exempt from the deadlines for review and decision on both the certificate of approval and any related permit applications or approvals.

7. The decision of the Hearing Examiner shall be final. Copies of the Hearing Examiner's decision shall be provided to all parties of record before the Hearing Examiner. Any judicial review must be commenced as provided by state law.

F. Revocation of Certificates of Approval. Building construction, remodeling, restoration, renovation, removal, demolition and use shall conform to the requirements of the certificate of approval granted by the Department of Neighborhoods Director. Approval may be revoked for failure to comply with this chapter, the ordinance creating the district, or the conditions of the certificate of approval.

G. Expiration of Certificates of Approval. A certificate of approval for a use shall be valid as long as the use is authorized by the applicable codes. Any other type of certificate of approval shall be valid for 18 months from the date of issuance of the decision granting it unless the Director of the Department of Neighborhoods grants an extension in writing; provided however, that certificates of approval for actions subject to permits issued by the Seattle Department of Construction and Inspections shall be valid for the life of the permit issued by the Seattle Department of Construction and Inspections, including any extension granted by the Seattle Department of Construction and Inspections in writing.
(Ord. 124919, § 159, 2015; Ord. 124378, § 63, 2013; Ord. 123899, § 24, 2012; Ord. 121276 § 37, 2003; Ord. 120157 § 2, 2000; Ord. 119121 § 2, 1998; Ord. 118409 § 206, 1996; Ord. 118181 §§ 1, 2, 1996; Ord. 118012 § 19, 1996; Ord. 116744 § 31, 1993; Ord. 112134 § 1(part), 1985.)

23.66.032 Contributing structures; determination of architectural or historic significance

A. The owner of a lot in the Pioneer Square Preservation District or the International Special Review District may apply to the Director of Neighborhoods for a determination that a structure on the lot contributes, and is expected to continue to contribute, to the architectural and/or historic character of the District. A structure for which that determination is made is considered a contributing structure for purposes of this Section 23.66.032 and for purposes of the eligibility of the lot to send South Downtown Historic TDR or South Downtown Historic TDP pursuant to Sections 23.49.014 and 23.58A.042. The determination is made by the Director of Neighborhoods, after recommendation by the Pioneer Square Preservation Board or the International Special Review District Board. A structure for which an application for demolition approval has been granted or is pending is not eligible for a determination under this Section 23.66.032. The Director of Neighborhoods may defer consideration of an application under this Section 23.66.032 until final action is taken on any application for a certificate of approval, and any appeals have been resolved.

B. In making a recommendation and decision under subsection 23.66.032.A, the relevant Board and the Director of Neighborhoods shall take into account the

reasons for designating the District as set forth in Section 23.66.100 or 23.66.302 and how they apply to the structure; whether the structure was identified as historic or as contributing, or both, for purposes of listing in the National Register of Historic Places or the local special review district; and the state of historic integrity, repair, maintenance, and useful life of the structure. The Director of Neighborhoods and the relevant Board may rely on information submitted by the owner, information provided by members of the public, other information available in public records, and site visits. The Director of Neighborhoods may determine that the structure is contributing; that it cannot be contributing; or that it will be contributing conditioned upon specific rehabilitation or maintenance work.

C. If the Director of Neighborhoods determines that the structure will be contributing conditioned upon rehabilitation or maintenance work, then the owner shall not be entitled to a final determination, and the structure shall not be considered contributing for purposes of this Title 23, until either (1) the work is completed to the satisfaction of the Director of Neighborhoods, or (2) a certificate of approval for the work is issued and the owner provides a bond or other security acceptable to the Director of Neighborhoods for the completion of the work.

D. The owner shall submit to the Director of Neighborhoods, in support of a request for a determination under this Section 23.66.032, a historic resource report prepared by a historic preservation consultant approved by the Director of Neighborhoods. The historic resource report shall include the information described in this subsection 23.66.032.D, except that the Director of Neighborhoods may allow the omission of information not necessary for a particular application:

1. History of the structure, including significant historical events, persons and uses associated with the structure;
2. Ownership history;
3. Construction history, including original plans and subsequent alterations to the exterior; a chronology of historical documentation; site work, references to craftsmen, builders, and architects associated with the structure; early views, photographs, and other materials showing appearance at different periods; and results of physical investigation;
4. Architectural evaluation, including an assessment of all exterior features and finishes and identification of those architectural features, materials, finishes and construction techniques that are character-defining.
5. An analysis of existing conditions, damage, structural problems, and materials deterioration.
6. Bibliography and references.

E. There is no administrative appeal of the decision of the Director of Neighborhoods. Any judicial review must be commenced as provided by state law. (Ord. 124378, § 64, 2013; Ord. 124172, § 63, 2013; Ord. 123589, § 76, 2011.)

23.66.035 Other land use decisions.

The Director and the Department of Neighborhoods shall deliver copies of petitions for amendments to the Official Land Use Map, copies of applications for planned unit developments and planned community developments, and copies of applications for conditional uses, special exceptions, and variances which affect property within a special review district, to the appropriate special review board for its recommendation. The special review board shall submit any recommendations in writing within thirty (30) days of receipt of copies of the application.

(Ord. 116744 § 32, 1993; Ord. 112134 § 1(part), 1985.)

23.66.040 Enforcement and penalties.

Enforcement of the provisions of this chapter shall be pursuant to Chapter 23.90 of this Land Use Code. (Ord. 112134 § 1(part), 1985.)

23.66.050 Departure from Land Use Code requirements

A. An applicant seeking a certificate of approval for new multifamily, commercial or major institution development, that is not otherwise subject to design review pursuant to Section 23.41.004, may also seek land use code departures from the Special Review Board. A Special Review Board may recommend granting a departure where an applicant demonstrates that departure would result in a development that better meets the requirements of this Chapter 23.66, the district use and development standards, and the purpose for creating the district.

B. Departures may be requested from any Land Use Code standard or requirement, except for the standards or requirements set forth in subsection 23.41.012.B and provisions in this Chapter 23.66.

C. A Special Review Board shall recommend, in writing, to the Director of the Seattle Department of Construction and Inspections whether to approve, or deny, any departure.

D. Departures authorized by this Section 23.66.050 do not limit the approval of waivers or modifications of development standards permitted by other provisions of the Seattle Municipal Code.

E. The Director of the Department of Neighborhoods, in coordination with the Director of the Seattle Department of Construction and Inspections, may establish, by rule, procedures for a Special Review Board to review and prepare a recommendation whether to approve or deny any requested departure.

(Ord. 125429, § 1, 2017.)

Subchapter II Pioneer Square Preservation District

Part 1 General Purpose and Organization

23.66.100 Creation of district, legislative findings and purpose

A. During the City of Seattle's relatively brief history, it has had little time in which to develop areas of consistent historical or architectural character. It is

recognized that the Pioneer Square area of Seattle contains many of these rare attributes and consequently is an area of great historical and cultural significance. Further, the regional sports stadiums, constructed in and near the Pioneer Square area, and the traffic and activities that they generate have resulted in adverse impacts upon the social, cultural, historic and ethnic values of the Pioneer Square area. To preserve, protect, and enhance the historic character of the Pioneer Square area and the buildings therein; to return unproductive structures to useful purposes; to attract visitors to the City; to avoid a proliferation of vehicular parking and vehicular-oriented uses; to provide regulations for existing on-street and off-street parking; to stabilize existing housing, and encourage a variety of new and rehabilitated housing types for all income groups; to encourage the use of transportation modes other than the private automobile; to protect existing commercial vehicle access; to improve visual and urban relationships between existing and future buildings and structures, parking spaces and public improvements within the area; and to encourage pedestrian uses, there is established as a special review district, the Pioneer Square Preservation District. The boundaries of the District are shown on Map A for 23.66.100* and on the Official Land Use Map.

B. The District is depicted on Map A for 23.66.100. All property in the entire District shall be developed and used in accordance with the use and development standards established in this Chapter 23.66 and the use and development standards for the underlying zone in which the property is located. In the event of irreconcilable differences between the use and development standards of this Chapter 23.66 and other provisions of this Land Use Code, this Chapter 23.66 applies, except that nothing in this Chapter 23.66 shall permit any use or development on a lot from which TDR or TDP are transferred that is inconsistent with the restrictions applicable as a result of such transfer pursuant to Chapter 23.49 or Chapter 23.58A.

C. Reasons for Designating the Pioneer Square Preservation District.

1. **Historic Significance.** The Pioneer Square Preservation District is unique because it is the site of the beginning of The City of Seattle. The area also retains much of the original architecture and artifacts of its early history. The District has played a significant role in the development of Seattle, the Puget Sound region and The State of Washington. It was the first location of industry, business and homes in early Seattle and the focus of commerce and transportation for more than a half century.

2. **Architectural Significance.** As a collection of late nineteenth and early twentieth-century buildings of similar materials, construction techniques and architectural style, the District is unique, not only to the City but to the country as well. Most of the buildings within the District embody the distinctive characteristics of the Late Victorian style. Many buildings

*Editor's note—Map A is codified at the end of this chapter.

(Ord. 124680, § 13, 2015; Ord. 123034, § 12, 2009; Ord. 122054 § 77, 2006; Ord. 120611 § 17, 2001; Ord. 119484 § 40, 1999; Ord. 118409 § 207, 1996; Ord. 116744 § 42, 1993; Ord. 113279 § 31, 1987; Ord. 112519 § 39, 1985; Ord. 112134 § 1(part), 1985.)

23.66.180 Exterior building design.

To complement and enhance the historic character of the District and to retain the quality and continuity of existing buildings, the following requirements shall apply to exterior building design:

A. Materials. Unless an alternative material is approved by the Department of Neighborhoods Director following Board review and recommendation, exterior building facades shall be brick, concrete tinted a subdued or earthen color, sandstone or similar stone facing material commonly used in the District. Aluminum, painted metal, wood and other materials may be used for signs, window and door sashes and trim, and for similar purposes when approved by the Department of Neighborhoods Director as compatible with adjacent or original uses, following Board review and recommendation.

B. Scale. Exterior building facades shall be of a scale compatible with surrounding structures. Window proportions, floor height, cornice line, street elevations and other elements of the building facades shall relate to the scale of the buildings in the immediate area.

C. Awnings. Awnings shall be functional, serving as weather protection for pedestrians at street level, and shall overhang the sidewalk a minimum of five feet (5'). Awnings may be permitted on upper floors for the purpose of climate control. All awnings shall be of a design compatible with the architecture of buildings in the area.

(Ord. 116744 § 43, 1993; Ord. 112134 § 1(part), 1985.)

23.66.190 Streets and sidewalks.

A. Review by the Preservation Board shall be required before any changes are permitted to sidewalk prism lights, sidewalk widths or street paving and curbs.

B. New access to underground areaways shall be limited to access from buildings, except that new access through the sidewalks shall be permitted where stair access existed at any time prior to September 17, 1981, or as approved by the Department of Neighborhoods Director after review and recommendation by the Preservation Board.

(Ord. 116744 § 44, 1993; Ord. 112134 § 1(part), 1985.)

Subchapter III International Special Review District

Part 1 General Purposes and Organization

23.66.302 International Special Review District goals and objectives

The International District is the urban focal point for the Asian American community. The International

Special Review District is established to promote, preserve and perpetuate the cultural, economic, historical, and otherwise beneficial qualities of the area, particularly the features derived from its Asian heritage, by:

A. Reestablishing the District as a stable residential neighborhood with a mixture of housing types;

B. Encouraging the use of street-level spaces for pedestrian-oriented retail specialty shops with colorful and interesting displays;

C. Protecting the area and its periphery from the proliferation of parking lots and other automobile-oriented uses;

D. Encouraging the rehabilitation of existing structures;

E. Improving the visual and urban design relationships between existing and future buildings, parking garages, open spaces and public improvements within the International District;

F. Exercising a reasonable degree of control over site development and the location of off-street parking and other automobile-oriented uses; and

G. Discouraging traffic and parking resulting from athletic stadium events and commuters working outside the District.

All property within the International Special Review District, as designated on the Official Land Use Map, shall be subject to the use and development standards of the underlying zoning and the applicable use and development standards of this Chapter 23.66. In the event of irreconcilable differences between the use and development standards of this Chapter 23.66 and the provisions of the underlying zone or other chapters of the Seattle Municipal Code or other City ordinances, this Chapter 23.66 applies, except that nothing in this Chapter 23.66 shall permit any use or development on a lot from which TDR or TDP are transferred that is inconsistent with the restrictions applicable as a result of such transfer pursuant to Chapter 23.49 or Chapter 23.58A. The boundaries of the International Special Review District are shown on the Official Land Use Map, and on Map A for 23.66.302, included at the end of this Chapter 23.66.

(Ord. 123589, § 80, 2011; Ord. 112134 § 1(part), 1985.)

23.66.304 International District Mixed (IDM) Zone goals and objectives.

The IDM zone designation shall recognize and promote the area's unique social mix and urban design character. This area is the core of the International District which exemplifies Asian culture. A wide range of uses, including street-level retail, housing development above street level, and the rehabilitation of existing buildings, shall be encouraged. New residential uses and the rehabilitation of existing structures shall be encouraged to provide a diversity of residential opportunities. Specific objectives include the following:

A. To maintain and protect the International District core as an Asian cultural, retail and residential center;

23.66.304 LAND USE CODE

B. To allow flexibility and discretion in land use controls, regulations and guidelines to address present conditions and those which may develop in the future;

C. To protect, preserve and promote small retail and commercial businesses;

D. To encourage development of housing above street level;

E. To encourage the rehabilitation of existing buildings; and

F. To assure new development compatible in scale and character with existing buildings.

(Ord. 112519 § 40, 1985; Ord. 112134 § 1(part), 1985.)

23.66.306 International District Residential (IDR) Zone goals and objectives

The International District residential area shall be predominantly a residential neighborhood with primarily residential uses. Other compatible uses shall be permitted to the extent that they reinforce and do not detract from the primary use of the area. The IDR designation and the regulations of the International Special Review District shall recognize and promote the area's unique social and urban design character. Special objectives include:

A. The establishment of the International District area north of South Jackson Street as one of downtown's predominant residential neighborhoods;

B. The development of flexible land use controls, regulations and guidelines to address present conditions and those which may develop in the future;

C. The design, siting, and construction of structures that minimize view blockage from Kobe Terrace Park and from existing structures that are used primarily for residential purposes;

D. The design, siting and construction of structures in a manner that allows reasonable solar exposure and air circulation to adjacent properties;

E. The design, siting and construction of structures that are aesthetically compatible with the area's steep topography and/or nearby public open spaces. (Ord. 123589, § 81, 2011; Ord. 112519, § 41, 1985; Ord. 112134, § 1(part), 1985.)

23.66.308 International District preferred uses east of Interstate 5

Preferred uses for that portion of the International District that lies east of Interstate 5 include restaurants, retail shops, residential uses, and other small- and medium-scale commercial uses. Commercial businesses and uses with an Asian product, service or trade emphasis are preferred. Preferred uses should contribute to the International District's business core or to the function and purposes of the International District east of Interstate 5.

(Ord. 123589, § 82, 2011; Ord. 112134, § 1(part), 1985.)

23.66.310 Union Station Corridor goals and objectives

The Union Station Corridor is that area bounded by Yesler Way, Fifth Avenue South, Airport Way South, and Fourth Avenue South. The City, in cooperation

with King County Metro, local property owners and the affected community, formulated a strategy for the redevelopment of the Union Station Corridor in coordination with the Downtown Transit Project. Specific objectives for a Planned Community Development in the Union Station Corridor include the following:

A. Preservation. The historic Union Station structure should be retained and rehabilitated with consideration given to a mix of private and public uses.

B. Uses. Development in the Corridor should incorporate a mix of uses, such as office, housing, hotel and retail uses in conformance with its International District zoning and the regulations of the International Special Review District. Retention of existing low-income housing should be given a high priority. Consideration should be given to the inclusion of public open space and public uses serving the community.

C. Planned Community Development. The provisions of Section 23.49.036, Planned Community Developments, apply in the area. This procedure allows projects to modify the provisions of the IDM designation as long as the entire project is in conformance. All planned community developments shall be reviewed by the International Special Review District Board which shall make a recommendation to the Director of Neighborhoods.

D. Open Space. Public open space has been included in development in the area, and if applicable to future development proposals, consideration should be given to the retention and enhancement of a linear open space along Fifth Avenue south of Jackson Street, as an open space resource and a major focal point at the west end of King Street.

E. Parking. The number of parking spaces provided in the corridor should be sufficient to meet the requirements for development in the corridor, as well as to contribute to the long-range needs of the International District.

F. Scale. Building height and bulk should conform to the IDM Zone designation and the regulations of the International Special Review District. Development south of Jackson Street should preserve the Union Station building as the dominant structure.

G. View Corridors. Views from Jackson and King Streets should be retained.

H. Pedestrian Environment. To provide a pedestrian link between the International District retail core and Pioneer Square, a pedestrian connection should be retained south of King Street. Consideration should be given to pedestrian improvements along Jackson Street and along Fifth Avenue between Jackson Street and Airport Way South such as streetscaping, widened sidewalks and benches, to "humanize" what are now vehicular-oriented streets.

(Ord. 123589, § 83, 2011; Ord. 116744, § 45, 1993; Ord. 112519, § 42, 1985; Ord. 112134, § 1(part), 1985.)

23.66.312 Composition of the Special Review Board.

The International District Special Review Board (hereafter, the "Board") shall consist of seven (7) members, five (5) of whom are elected and two (2) of whom

23.66.304 LAND USE CODE

B. To allow flexibility and discretion in land use controls, regulations and guidelines to address present conditions and those which may develop in the future;

C. To protect, preserve and promote small retail and commercial businesses;

D. To encourage development of housing above street level;

E. To encourage the rehabilitation of existing buildings; and

F. To assure new development compatible in scale and character with existing buildings.

(Ord. 112519 § 40, 1985; Ord. 112134 § 1(part), 1985.)

23.66.306 International District Residential (IDR) Zone goals and objectives

The International District residential area shall be predominantly a residential neighborhood with primarily residential uses. Other compatible uses shall be permitted to the extent that they reinforce and do not detract from the primary use of the area. The IDR designation and the regulations of the International Special Review District shall recognize and promote the area's unique social and urban design character. Special objectives include:

A. The establishment of the International District area north of South Jackson Street as one of downtown's predominant residential neighborhoods;

B. The development of flexible land use controls, regulations and guidelines to address present conditions and those which may develop in the future;

C. The design, siting, and construction of structures that minimize view blockage from Kobe Terrace Park and from existing structures that are used primarily for residential purposes;

D. The design, siting and construction of structures in a manner that allows reasonable solar exposure and air circulation to adjacent properties;

E. The design, siting and construction of structures that are aesthetically compatible with the area's steep topography and/or nearby public open spaces.

(Ord. 123589, § 81, 2011; Ord. 112519, § 41, 1985; Ord. 112134, § 1(part), 1985.)

23.66.308 International District preferred uses east of Interstate 5

Preferred uses for that portion of the International District that lies east of Interstate 5 include restaurants, retail shops, residential uses, and other small- and medium-scale commercial uses. Commercial businesses and uses with an Asian product, service or trade emphasis are preferred. Preferred uses should contribute to the International District's business core or to the function and purposes of the International District east of Interstate 5.

(Ord. 123589, § 82, 2011; Ord. 112134, § 1(part), 1985.)

23.66.310 Union Station Corridor goals and objectives

The Union Station Corridor is that area bounded by Yesler Way, Fifth Avenue South, Airport Way South, and Fourth Avenue South. The City, in cooperation

with King County Metro, local property owners and the affected community, formulated a strategy for the redevelopment of the Union Station Corridor in coordination with the Downtown Transit Project. Specific objectives for a Planned Community Development in the Union Station Corridor include the following:

A. Preservation. The historic Union Station structure should be retained and rehabilitated with consideration given to a mix of private and public uses.

B. Uses. Development in the Corridor should incorporate a mix of uses, such as office, housing, hotel and retail uses in conformance with its International District zoning and the regulations of the International Special Review District. Retention of existing low-income housing should be given a high priority. Consideration should be given to the inclusion of public open space and public uses serving the community.

C. Planned Community Development. The provisions of Section 23.49.036, Planned Community Developments, apply in the area. This procedure allows projects to modify the provisions of the IDM designation as long as the entire project is in conformance. All planned community developments shall be reviewed by the International Special Review District Board which shall make a recommendation to the Director of Neighborhoods.

D. Open Space. Public open space has been included in development in the area, and if applicable to future development proposals, consideration should be given to the retention and enhancement of a linear open space along Fifth Avenue south of Jackson Street, as an open space resource and a major focal point at the west end of King Street.

E. Parking. The number of parking spaces provided in the corridor should be sufficient to meet the requirements for development in the corridor, as well as to contribute to the long-range needs of the International District.

F. Scale. Building height and bulk should conform to the IDM Zone designation and the regulations of the International Special Review District. Development south of Jackson Street should preserve the Union Station building as the dominant structure.

G. View Corridors. Views from Jackson and King Streets should be retained.

H. Pedestrian Environment. To provide a pedestrian link between the International District retail core and Pioneer Square, a pedestrian connection should be retained south of King Street. Consideration should be given to pedestrian improvements along Jackson Street and along Fifth Avenue between Jackson Street and Airport Way South such as streetscaping, widened sidewalks and benches, to "humanize" what are now vehicular-oriented streets.

(Ord. 123589, § 83, 2011; Ord. 116744, § 45, 1993; Ord. 112519, § 42, 1985; Ord. 112134, § 1(part), 1985.)

23.66.312 Composition of the Special Review Board.

The International District Special Review Board (hereafter, the "Board") shall consist of seven (7) members, five (5) of whom are elected and two (2) of whom

are appointed by the Mayor and confirmed by the City Council. The five (5) elected members of the Board shall consist of two (2) members who own property in the International District, or who own or are employed by businesses located in the International District; two (2) members who are either residents (including tenants), or persons with a recognized and demonstrated interest in the welfare of the International District Community; and one (1) member at large. One (1) member of the Pioneer Square Special Review Board shall serve as a nonvoting member appointed by the Pioneer Square Special Review Board to serve at that Board's pleasure.

(Ord. 112134 § 1(part), 1985.)

23.66.314 Staff support for the Special Review Board.

The Department of Neighborhoods Director shall provide staff and clerical support for the Board, and shall assign a member of the Department's staff to act as Board Coordinator. The Coordinator shall be the custodian of the Board's records, handle official correspondence, and organize and supervise the clerical and technical work of the Board. The Coordinator shall also recommend such actions, policies, rules and regulations for adoption by the board as may be necessary to accomplish the objectives of this chapter.

(Ord. 116744 § 46, 1993; Ord. 112134 § 1(part), 1985.)

Part 2 Use and Development Standards

23.66.316 Decision on certificate of approval.

The Board shall review all applications for use or development within the International District which require a certificate of approval. The Board's review shall be conducted according to the procedures and timelines set forth in section 23.66.030 D2 of this Land Use Code. The Board shall make a written recommendation based upon the extent to which the proposal is consistent with the goals and objectives of the International Special Review District and the use and development standards of this chapter. The Department of Neighborhoods Director shall make and issue a decision according to the procedures and timelines set forth in section 23.66.030 D of this Land Use Code.

(Ord. 118012 § 21, 1996; Ord. 116744 § 47, 1993; Ord. 112134 § 1(part), 1985.)

23.66.318 Demolition approval

A. To discourage the unnecessary demolition of useful existing structures that contribute to the District's cultural and social character, an assessment of the structure proposed to be demolished shall be prepared and circulated to the Board prior to its consideration of a certificate of approval. Among other factors, the economic, social and physical consequences and benefits of the requested demolition and any alternatives to demolition shall be assessed. Except as provided in subsection 23.66.318.B, a certificate of ap-

proval may be granted only if the requested demolition will not adversely affect the District and no reasonable alternatives to demolition exist, and if:

1. The Director of Neighborhoods, after receiving a recommendation by the Special Review Board, determines that the building or structure has no important architectural or historic significance; and

2. Use and design of a replacement structure have been approved by the Director of Neighborhoods; and

3. Proof acceptable to the Director of Neighborhoods of a valid commitment for interim and long-term financing for the replacement structure has been secured. In addition to other proof, the Director of Neighborhoods may accept a bond, letter of credit, or cash deposit as a demonstration that the project has adequate financial backing to ensure completion; and

4. Satisfactory arrangements have been made for retention of any part of the structure's facade that the Director of Neighborhoods and Special Review Board determine to be significant; and

5. Satisfactory assurance is provided that new construction will be completed within two years of demolition.

B. If demolition or removal of a building or other structure in the District is essential to protect the public health, safety and welfare or if the purposes of this Chapter 23.66 will be furthered by the demolition or removal, then the Director of Neighborhoods, following review and recommendation by the Board, may authorize such demolition or removal whether the prerequisites of this Section 23.66.318 are satisfied or not.

C. Pursuant to RCW 36.70B.140, the Director of Neighborhoods' decision is exempt from the time limits and other requirements of RCW 36.70B.060 through 36.70B.080 and the requirements of RCW 36.70B.110 through 36.70B.130.

D. There is no administrative appeal of the decision of the Director of Neighborhoods. The Director of Neighborhoods' decision shall be final. Any judicial review must be commenced as provided by state law. (Ord. 124378, § 66, 2013; Ord. 123589, § 84, 2011; Ord. 120157 § 4, 2000; Ord. 118181 § 3, 1996; Ord. 116744 § 48, 1993; Ord. 112134 § 1(part), 1985.)

23.66.320 Permitted uses.

A. All uses shall be permitted outright except those specifically prohibited by Section 23.66.322 and those subject to special review under Section 23.66.324.

B. All uses not specifically prohibited shall be permitted as both principal and accessory uses except:

1. Gas stations, which are not permitted as principal uses and are permitted as accessory uses only in parking garages;

2. Surface parking areas, which are not permitted as principal uses but may be permitted as accessory uses pursuant to Section 23.66.342 of this Land Use Code; and

3. Principal use parking garages, which may be permitted only if approved after special review by

23.66.320 LAND USE CODE

the Board pursuant to Section 23.66.324 of this Land Use Code. Accessory parking garages shall be permitted outright.
(Ord. 112134 § 1(part), 1985.)

Hotels;
Planned community developments;

23.66.322 Prohibited uses

A. The following uses are prohibited as both principal and accessory uses in the entire International Special Review District:

1. Adult motion picture theaters;
2. Adult panorams;
3. All general and heavy manufacturing uses;
4. All high-impact uses;
5. Solid waste management;
6. Recycling uses;
7. Automotive sales and service;
8. Bowling lanes;
9. Major communication utilities;
10. Heavy commercial sales;
11. Drive-in businesses;
12. Frozen food lockers;
13. Heavy commercial services;
14. Marine sales and services;
15. Medical testing laboratories;
16. Mortuary services;
17. Motels;
18. Outdoor storage;
19. Plant nurseries;
20. Retail ice dispensaries;
21. Shooting galleries;
22. Skating rinks;
23. Mobile home parks;
24. Transportation facilities except: passenger terminals, rail transit facilities, and parking and moorage uses;
25. Animal shelters and kennels;
26. Jails;
27. Major marijuana activity; and
28. Work-release centers.

B. In addition to the prohibited uses listed in subsection 23.66.322.A, light manufacturing uses that occupy more than 10,000 square feet are prohibited in that portion of the International Special Review District west of Interstate 5.

C. All light manufacturing uses are prohibited in that portion of the District in an IDR zone.

(Ord. 124969, § 23, 2016; Ord. 123589, § 85, 2011; Ord. 122311, § 80, 2006; Ord. 120928 § 40, 2002; Ord. 114623 § 17, 1989; Ord. 112777 § 34, 1986; Ord. 112519 § 43, 1985; Ord. 112303 § 8, 1985; Ord. 112134 § 1(part), 1985.)

23.66.324 Uses subject to special review

A. Uses subject to special review require approval of the Department of Neighborhoods Director after review and recommendation by the Board. Approval may be granted, conditioned or denied based on consideration of the recommendation and the criteria in this Section 23.66.324 and in Section 23.66.326, if applicable. The following uses are subject to special review by the Board:

Formula fast food restaurants;

Principal use parking garages;
Street-level uses subject to special review as provided in subsection 23.66.326.C;

Accessory surface parking areas, if located in a Downtown Mixed Residential zone within the International Special Review District.

B. Nature of Review.

1. The evaluation of applications for uses subject to special review shall be based upon the proposal's impacts on the cultural, economic, social, historical and related characteristics of the International District, particularly those characteristics derived from its Asian heritage; existing and potential residential uses; the pedestrian environment; traffic and parking in the District; noise and light and glare.

2. In addition to the criteria in subsection 23.66.324.B.1, in reviewing applications in a Downtown Mixed Residential zone for principal-use parking garages or accessory surface parking areas, the Board shall also consider the potential of the proposal to serve the particular parking needs of the International District. The Board shall encourage participation in an area-wide merchants' parking association.
(Ord. 123589, § 86, 2011; Ord. 121145 § 15, 2003; Ord. 112303 § 9, 1985; Ord. 112134 § 1(part), 1985.)

23.66.326 Street-level uses

A. To retain and strengthen the King Street business core as a pedestrian-oriented retail shopping district, street-level uses are required on streets within the Retail Core designated on Map B for 23.66.326. Required street-level uses shall satisfy the standards of this Section 23.66.326.

B. Preference shall be given to pedestrian-oriented retail shopping and service businesses that are highly visible or prominently display merchandise in a manner that contributes color and activity to the streetscape, including but not limited to:

- Apparel shops;
- Asian arts, crafts, and specialty goods shops;
- Bakeries;
- Banks;
- Barbecue shops;
- Bookstores;
- Coffee shops;
- Floral shops;
- Groceries;
- Museums;
- Personal services such as beauty shops and barber-shops;
- Restaurants;
- Sidewalk cafes;
- Tea shops;
- Travel agencies;
- Variety stores.

C. The Board may, following a special review of potential impacts, including, but not limited to traffic, parking, noise and the scale and character of the pedestrian environment, recommend to the Director of

Neighborhoods that the following uses at street level be approved if the impacts of such uses are not significantly adverse:

- Appliance repair shops;
- Research and development laboratories;
- Radio and television studios;
- Residential uses;
- Taxidermy shops;
- Upholstery establishments;
- Vocational or fine arts schools;
- Warehouses or wholesale showrooms, especially if they include storage of jewelry, optical or photographic goods, pharmaceuticals, cosmetics, and other similar high-value, low-bulk articles.

The Board may recommend, and the Director may impose, conditions to mitigate the impacts of approved uses.

D. Standards for Required Street-level Uses.

1. Street-level uses within the Retail Core designated on Map B for 23.66.326 shall not exceed 50 feet of street frontage per use if located within the interior portion of a block, or 145 feet of street frontage per use if located on a corner.

2. Street-level uses shall comply with exterior building finish requirements of Section 23.66.336.

E. Within the Retail Core, nonpedestrian-oriented uses and businesses that are not typically visible from the sidewalk may not exceed 25 feet of street frontage per use if located within the interior portion of a block, or 145 feet of street frontage per use if located on a corner. Nonpedestrian-oriented uses include but are not limited to:

- Community clubs or centers;
- Family associations;
- Human service uses;
- Nonprofit community service organizations;
- Theaters and spectator sports facilities.

F. Outside the Retail Core, development on lots abutting S. Jackson Street east of Interstate 5 and/or 12th Avenue S. as shown on Map B for 23.66.326 shall comply with the street-level use requirements set forth in Section 23.49.009.

G. To promote street-level activity in commercial structures outside the Retail Core, street level uses identified in subsection 23.66.326.B are required along a minimum of 50 percent of each street frontage of any structure that contains no residential uses and that is in an IDR zone or is in an IDM 75/85-150 zone. This standard may be waived by the Director of Neighborhoods, after consultation with the Board, if it is determined that the proposed uses and design of the structure at street-level are compatible with the character of the surrounding neighborhood and the goals and objectives of the International Special Review District and of the zone in which the structure is located.

(Ord. 123589, § 87, 2011; Ord. 122311, § 81, 2006; Ord. 116744 § 49, 1993; Ord. 112303 § 10, 1985; Ord. 112134 § 1(part), 1985.)

23.66.328 Uses above street level

A. To encourage and facilitate the rehabilitation and renovation of existing structures for housing or

23.66.328 LAND USE CODE

other uses not preferred at street level, uses above street level on streets within the Retail Core designated on Map B for 23.66.326, shall meet the standards of this Section 23.66.328.

B. Residential uses and non-vehicular-oriented commercial uses that primarily serve the District and are in operation throughout the day are preferred. Preferred uses above street level include but are not limited to:

- Community clubs and centers;
- Expansion of existing retail sales and service uses at street level;
- Medical services, such as offices for doctors or dentists;
- Offices;
- Hotels;
- Vocational or fine arts schools;
- Wholesale showrooms.

(Ord. 123589, § 88, 2011; Ord. 112777 § 35, 1986; Ord. 112134 § 1(part), 1985.)

23.66.332 Height and Rooftop Features

A. Maximum structure height is as designated on the Official Land Use Map, Chapter 23.32, except as provided in this Section 23.66.332.

B. Rooftop Features.

1. The Special Review Board and the Director of Neighborhoods shall review rooftop features to preserve views from Kobe Terrace Park.

2. Religious symbols for religious institutions, smokestacks and flagpoles are exempt from height controls, except as regulated in Chapter 23.64, provided they are at least 10 feet from all lot lines.

3. Open railings, planters, clerestories, skylights, play equipment, parapets and firewalls may extend up to 4 feet above the maximum height limit and may have unlimited rooftop coverage.

4. Solar collectors excluding greenhouses may extend up to 7 feet above the maximum height limit and may have unlimited rooftop coverage.

5. The following rooftop features may extend up to 15 feet above the maximum height limit provided that the combined coverage of all features listed below does not exceed 15 percent of the roof area:

- a. Solar collectors, excluding greenhouses;
- b. Stair and elevator penthouses;
- c. Mechanical equipment that is set back at least 15 feet from the roof edge;
- d. Minor communication utilities and accessory communication devices, except that height is regulated according to Section 23.57.014.

Additional combined coverage of these rooftop features, not to exceed 25 percent of the roof area, may be permitted subject to review by the Special Review Board and approval by the Director of Neighborhoods.

6. Structures existing prior to June 1, 1989 may add new or replace existing mechanical equipment up to 15 feet above the existing roof elevation of the structure as long as it is set back at least 15 feet from the roof edge subject to review by the Special Review Board and approval by the Director of Neighborhoods.

7. Screening of Rooftop Features. Measures may be taken to screen rooftop features from public view subject to review by the Special Review Board and approval by the Director of Neighborhoods. The amount of roof area enclosed by rooftop screening may exceed the maximum percentage of the combined coverage of rooftop features listed in subsection 23.66.332.B.5. In no circumstances shall the height of rooftop screening exceed 15 feet above the maximum height limit.

8. For height exceptions for communication utilities and devices, see Section 23.57.014.

(Ord. 123589, § 90, 2011; Ord. 120928 § 41, 2002; Ord. 120117 § 49, 2000; Ord. 119370 § 18, 1999; Ord. 112134 § 1(part), 1985.)

23.66.334 Streets and sidewalks

Review by the Special Review Board and approval by the Director of Neighborhoods are required before any changes may be made to sidewalk prism lights, sidewalk furniture, sidewalk widths, or street paving and curbs. Review by the Special Review Board and the Director of Neighborhoods, with respect to the International Special Review District goals and objectives in Section 23.66.302 as applicable, are required for any street design concept plan prior to inclusion in the Right-of-Way Improvements Manual.

(Ord. 123589, § 91, 2011; Ord. 116744 § 50, 1993; Ord. 112134 § 1(part), 1985.)

23.66.336 Exterior building finishes

A. General Requirements. To retain and enhance the visual order of the District, which is created by existing older buildings that provide unique character and form through their subtle detailing and quarter-block and half-block coverage, new development, including exterior remodeling, should respect the architectural and structural integrity of the building in which the work is undertaken, through sympathetic use of colors, material and style. Exterior building facades shall be of a scale compatible with surrounding structures. Window proportions, floor height, cornice line, street elevations and other elements of the building facades shall relate to the scale of the existing buildings in the immediate area.

B. Asian Design Character District. The boundaries of the Asian Design Character District of the International District are as shown on Map B for 23.66.326. To strengthen and preserve the existing Asian architectural character of the Asian Design Character District, tiled awnings, recessed balconies, heavy timber construction, and materials and colors as specified below are encouraged.

1. Materials. Building facades are limited to earthen materials such as brick, concrete, stucco and wood. Other materials may be used if approved by the Director of Neighborhoods. Brick and concrete may not be painted unless approved by the Director of Neighborhoods. Stucco may be used in conjunction with other contrasting materials such as dark stained wood. Decorative ceramic glazed roof tiles are encouraged, as are tiled awnings and marquees if appropriately integrated into the overall design.

2. Colors. Building facade colors must be reviewed by the Special Review Board and approved by the Director of Neighborhoods. Colors shall be compatible with those of adjacent buildings.

3. Surfaces. Textured concrete, brick and wood surfaces are preferred over non-textured surfaces. Recesses and voids that break up monotonous surface areas and create visual relief are encouraged. The design and location of mechanical equipment visible from the street must be reviewed by the Board and approved by the Director of Neighborhoods.

4. Transparency Requirement. Street-level uses shall have highly visible linkages with the street. Transparent surfaces shall be provided for at least 50 percent of the exposed street-facing facade measured between sidewalk level and a height of 10 feet or the height of the second floor level, whichever is less. The average height of window sills shall be no greater than 3 feet above the sidewalk. A decrease in the percentage of required transparency may be permitted by the Board if:

a. There is a design constraint, such as permanent wainscoting, and removal or alteration would detract from the structural or architectural integrity of the building; or

b. The existing layout of the building or other physical constraints such as the placement of load bearing walls or columns creates a hardship. If transparency requirements are reduced, wall murals, landscaping, colored awnings, display cases, or other means appropriate to the setting shall be provided to create visual interest.

5. Awnings. Awnings shall be functional, serving as weather protection for pedestrians at street level. Awnings over sidewalks shall overhang the sidewalk a minimum of five feet. All awnings shall be of a design compatible with the architecture of the area.

C. Exterior Building Design Outside the Asian Design Character District. Outside the Asian Design Character District, earthen colors and masonry construction with nonmetallic surfaces are preferred. Concrete construction will also be permitted if treated in a manner or incorporated into a design that provides visual interest and avoids large unbroken surface areas.

(Ord. 123589, § 92, 2011; Ord. 116744 § 51, 1993; Ord. 112134 § 1(part), 1985.)

23.66.338 Signs

A. The intent of the standards in this Section 23.66.338 is:

1. To encourage signs that by their design, location, and number are consistent with the goals and objectives of the International Special Review District, and the Union Station Corridor where applicable, and in particular the Asian character of the area;

2. To promote effective communication of sign messages by avoiding undue proliferation;

3. To enhance views and sightlines into and down streets; and

4. To reduce driver distraction and visual blight.

B. Business establishments may erect signs, including banners and flags that are signs, if the Director of Neighborhoods determines the proposed sign meets the standards in this Section 23.66.338 and issues a certificate of approval, except as provided in subsection 23.66.338.H.

C. Message.

1. Except as otherwise provided in this Section 23.66.338, signs are limited to:

a. Business signs that identify the name of the establishment, its street address, and/or the primary business or service provided or signs with a noncommercial message; and/or

b. Business signs displaying a product name, if (a) the sign is incidental to other signs on the premises and (b) the establishment or use on the premises is the sole distributor of the product in the District.

2. Except as provided in subsection 23.66.338.C.1, advertising related to businesses or services not provided on the premises or products not manufactured on the site is prohibited.

D. Permitted Signs.

1. The types of signs that may be approved are banners and flags, projecting and non-projecting signs integrated into the building façade, marquee, awning and window signs.

2. Banners and flags bearing emblems, symbols or messages are permitted and are subject to periodic review to ensure that their appearance is maintained and that they comply with the requirements of this Code.

3. Signs with messages displaying only time or temperature, or both, are allowed to change display if, in addition to complying with the standards set out in this Section 23.66.338, the message does not flash, display a message for less than ten seconds at a time, or use a video display method.

E. Prohibited Signs.

1. The following signs are prohibited throughout the International Special Review District:

Freestanding signs (except signs in parks and those authorized for surface parking lots in subsection 23.66.338.F.1);

roof signs;

portable signs;

off-premises signs;

product advertising signs of a permanent nature except as allowed in subsection 23.66.338.C;

flashing signs;

changing-image signs (including video display methods) except as allowed in subsection 23.66.338.D;

and

signs with messages that appear to be in motion or that make a noise.

2. The Board and the Director of Neighborhoods may delegate to the Director the determination whether a proposed sign is a sign prohibited under subsection 23.66.338.E.1. If the Director determines a proposed sign is a sign prohibited under subsection 23.66.338.E.1, the Director of Neighborhoods shall not send the application to the Board and shall deny the application.

3. Each owner of an existing off-premises sign that is lawfully authorized in the District shall comply with the requirements in subsection 23.55.014.F to register the sign, pay the registration fee, and display the sign registration number, and is subject to the penalty provisions of that subsection 23.55.014.F.

F. Surface Parking Lot Signage.

1. The total signage area permitted for each accessory surface parking lot shall not exceed 1 square foot per parking space up to a maximum of 24 square feet per surface parking lot. The total signage area permitted for each existing principal use surface parking lot shall not exceed $\frac{1}{2}$ square foot per parking space in the lot, up to a maximum of 18 square feet per principal use surface parking lot.

2. Surface parking lots shall display a sign, counted against the total permitted signage area, with one of the following messages, if applicable:

a. For accessory surface parking lots, or portions thereof, intended only for customer use: "Customer Parking for (Principal User/s) Only." The sign also may contain the address of the principal user or users and mention validation of parking if applicable. The sign also may contain the information required by state law to lawfully impound unauthorized vehicles.

b. For accessory or principal use surface parking lots, or portions thereof, intended only for reserved parking: "Reserved Parking". The sign also may contain the name and telephone number of the owner. The sign also may contain the information required by state law to lawfully impound unauthorized vehicles.

3. Small on-premises directional signs, such as those designating the entrance to or exit from accessory surface parking areas, are permitted if they are 3 or fewer square feet in area and are located at a height 4 or fewer feet above grade at points of egress or ingress. Such signs shall not count against the total permitted sign area.

G. Illumination.

1. Neon-lit signs are encouraged to create an exciting and enhanced visual image in the retail core.

2. Illuminated signs shall be designed and sited in a manner to minimize glare on floors above grade in nearby residences.

H. Miscellaneous Signs.

1. Signs that are hand painted, gold leafed or decaled onto the glass area of a building façade and that comply with the standards of this Section 23.66.338 are permitted without the approval of the Director of Neighborhoods or review by the Board if the total area of all such signs does not exceed 4 square feet per business. Signs on glass in excess of 4 square feet per business are subject to review by the Board and approval by the Director of Neighborhoods for visual interest and compatibility with the surrounding area.

2. Non-illuminated signs consisting of Asian language symbols painted on wood or other non-glass exterior surfaces of structures and that comply with the standards of this Section 23.66.338 are permitted without the approval of the Director of Neighborhoods

or review by the Board if the total area of all such signs is 4 square feet or less per business, and are subject to Board review and approval by the Director of Neighborhoods for visual interest and compatibility with the surrounding area if the total area of all such signs is more than 4 square feet per business.

3. Graphics and paintings are permitted on building walls that do not abut a street lot line only if such graphics and paintings are not used to advertise or identify businesses or products and comply with the building façade provisions of Section 23.66.336. All graphics and paintings on building walls are subject to review by the Board and approval by the Director of Neighborhoods.

4. Temporary Signs.

a. The following signs are permitted at all times:

1) Real estate "for sale," "for rent" and "open house" signs, and signs identifying the architect, engineer or contractor for work currently under construction. The total area for these types of signs in the aggregate shall not exceed 24 square feet per 60 linear feet of street frontage, provided that the design, location, shape, size, color and graphics are approved by the Director of Neighborhoods after review and recommendation by the Board, and provided further that such Director may approve up to 36 square feet if there is more than one user of real estate signs or if the building abuts more than two streets; and

2) Noncommercial signs. The total area for noncommercial signs in the aggregate shall not exceed 24 square feet per 60 linear feet of street frontage, but where there are multiple users of the building, each business establishment and dwelling unit shall be allowed a minimum of 8 square feet of signage, regardless of the 24 square foot limitation.

b. The following signs are permitted for 14 consecutive days 4 times a calendar year:

1) On-premises commercial signs. The total area for on-premises commercial signs in the aggregate shall not exceed 24 square feet per 60 linear feet of street frontage, provided that the design, location, shape, size, color and graphics are approved by the Director of Neighborhoods after review and recommendation by the Board; and

2) Noncommercial signs. The total area for noncommercial signs in the aggregate shall not exceed 32 square feet per 60 linear feet of street frontage, provided that each dwelling unit shall be allowed 32 square feet of signage.

c. All temporary signs authorized by this section are subject to the following:

1) Wind-animated objects other than flags, search lights and devices of a carnival nature are not allowed.

2) No individual sign shall exceed 12 square feet.

d. Temporary signs required by law shall be permitted without review or approval.

I. Criteria for Approval.

1. When reviewing proposed signs, the Board and the Director of Neighborhoods shall consider the

intents set out in subsection 23.66.338.A, the function of the sign, the character, color and scale of buildings in the immediate vicinity, the character, color and scale of the building for which the sign is proposed, the proposed location of the sign on the building's exterior, and the total number and size of signs proposed or existing on the building.

2. The overall design of a sign including size, shape, texture, method of attachment, graphics, color and lighting, shall be compatible with the use to which the sign refers, with the colors, architectural and design motifs of the building upon which it is to be installed, and with the District.

3. Signs that incorporate recognizable Asian designs or Asian language symbols in at least 40 percent of their message area, or are multilingual, are preferred.

4. Signs shall be affixed to structures so that they do not conceal, damage, or disfigure desirable architectural features or details of the structure.

5. Projecting signs shall be sited in a manner that minimizes view blockage of abutting business signs.

6. All projecting signs shall be installed or erected so that there are no visible angle iron sign supports above the roof, building face or wall.

J. Measurement of Sign Area. Sign area is calculated according to subsection 23.86.004.A.

(Ord. 125272, § 55, 2017; Ord. 123589, § 93, 2011; Ord. 120466 § 8, 2001; Ord. 117555 § 5, 1995; Ord. 116744 § 52, 1993; Ord. 112519 § 44, 1985; Ord. 112134 § 1(part), 1985.)

23.66.340 Minimum maintenance.

All buildings in the District shall be maintained and preserved against decay and deterioration caused by neglect or defective or inadequate weather protection. (Ord. 112134 § 1(part), 1985.)

23.66.342 Parking and access.

A. Principal-use Parking Garages. Principal-use parking garages are subject to special review by the Board pursuant to Section 23.66.324 of this Land Use Code. Parking garages shall be designed so that the street-level portion of the garage is committed to pedestrian-oriented uses permitted in the District. When abutting street slopes exceed eight percent (8%) this requirement may be waived by the Department of Neighborhoods Director, following review and recommendation by the Board. View-obscuring screening may be required by the Department of Neighborhoods Director as needed to reduce adverse visual impacts on the area.

B. Accessory Parking and Loading.

1. Parking Quantity. The number of parking spaces required for any use shall be the number required by the underlying zoning, except that restaurants shall be required to provide one space per five hundred (500) square feet for all gross floor area in excess of two thousand five hundred (2,500) square feet; motion picture theaters shall be required to provide one (1) space per fifteen (15) seats for all seats in

excess of one hundred fifty (150); and other entertainment uses shall be required to provide one (1) space per four hundred (400) square feet for all gross floor area in excess of two thousand five hundred (2,500) square feet.

2. Exceptions to Parking Quantity. To mitigate the potential impacts of required accessory parking and loading on the District, the Department of Neighborhoods Director, after review and recommendation by the Special Review Board, may waive or reduce required parking and loading under the following conditions:

a. After incorporating high-occupancy-vehicle alternatives such as carpools and vanpools, required parking spaces exceed the net usable space in all below-grade floors; or

b. Strict application of the parking or loading standards would adversely affect desirable characteristics of the District; or

c. An acceptable parking plan is submitted to meet parking demands generated by the use. Acceptable elements of the parking plan may include but shall not be limited to the following:

(1) Valet parking service,

(2) Validation system,

(3) Lease of parking from parking management company,

(4) Provision of employee parking.

C. When parking is provided it shall be subject to the requirements of Section 23.54.030 of this Land Use Code.

D. Access to Parking.

1. Access to parking shall be reviewed by the Board on a case-by-case basis, according to the following criteria:

a. Alley access is preferred.

b. Conflicts with pedestrian traffic, with efforts to provide continuous street facades, and with transit access shall be minimized.

2. The number and width of curbcuts shall be as required in Section 23.54.030.

3. Outside the International District Retail Core, if a lot does not abut an alley and abuts more than one right-of-way, the location of access to parking shall be determined according to subsection 23.49.019.H.1.

4. The Board may recommend, and the Department of Neighborhoods Director may require, changes to proposed access to parking in order to meet the criteria of this Section 23.66.342.

E. Special Parking Restrictions.

1. All new surface parking areas shall be accessory and may be permitted in connection with customer parking which is determined by the Board to be consistent with District goals and policies or area-wide parking plans.

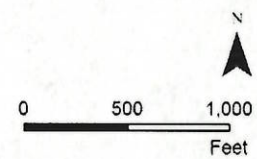
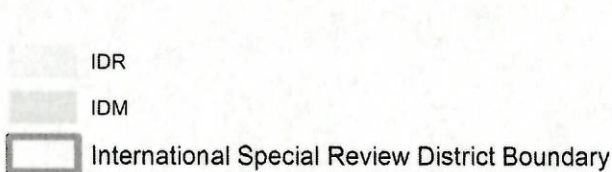
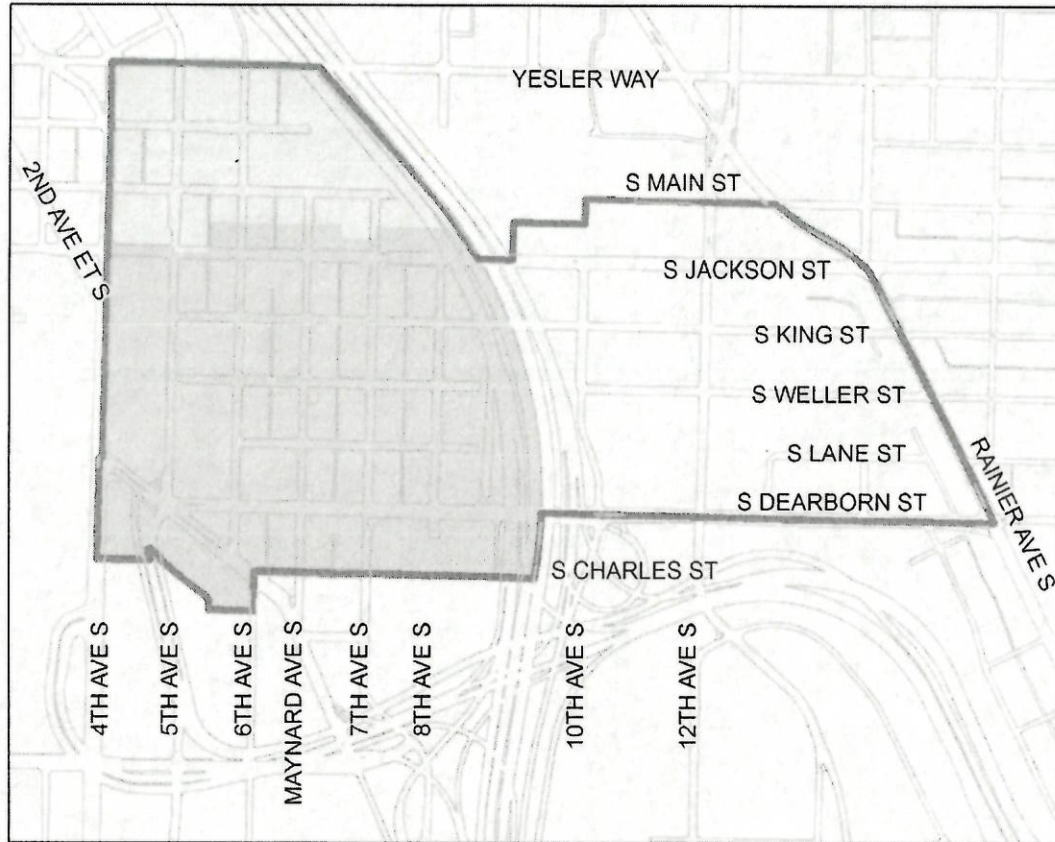
2. A sign complying with Section 23.66.338 of this Land Use Code shall be required at each parking entrance.

23.66.342 LAND USE CODE

3. Adequate screening shall be required along the perimeter of each new surface parking area. (Ord. 123589, § 95, 2011; Ord. 122311, § 82, 2006; Ord. 116744 § 53, 1993; Ord. 113279 § 32, 1987; Ord. 112519 § 45, 1985; Ord. 112134 § 1(part), 1985.)

Map A for 23.66.302

Map A for 23.66.302



DOWNTOWN ZONING

Map A

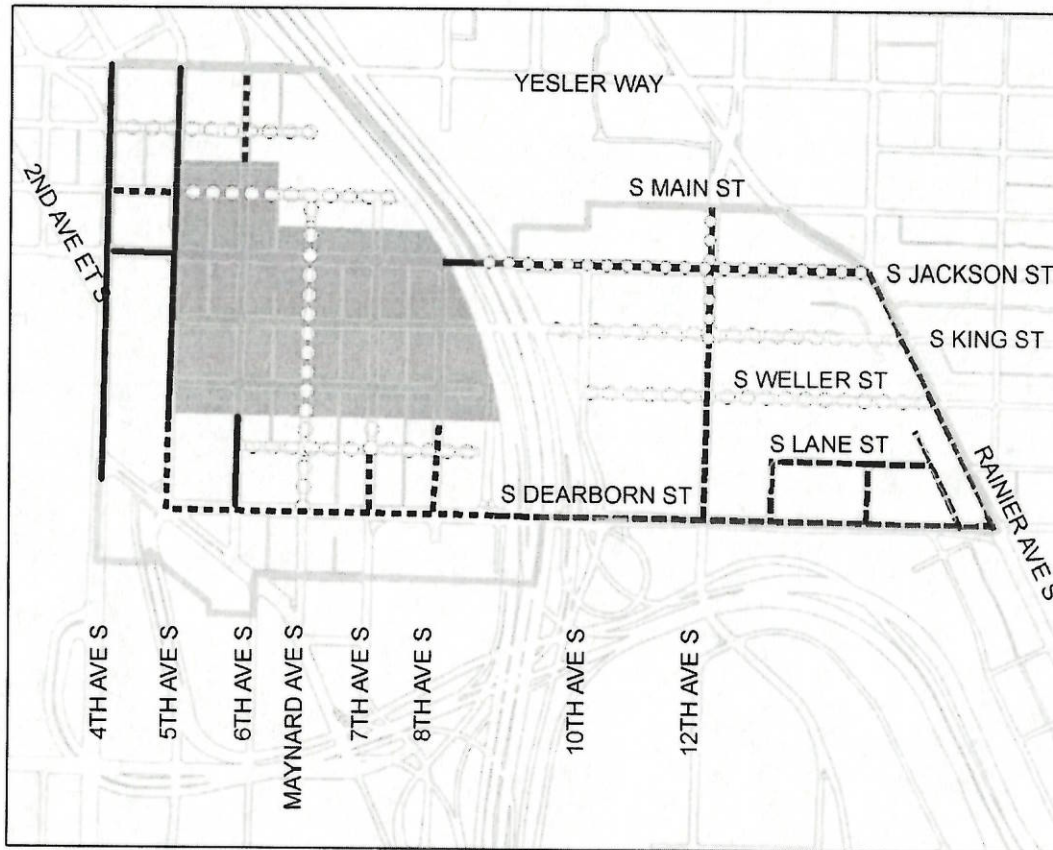
for 23.66.302
International Special
Review District

copyright 2017 City of Seattle
All rights reserved. No warranties of any
sort, including accuracy, fitness, or
merchantability accompany this product.

(Ord. 125371, § 23, 2017; Ord. 123589, § 94, 2011.)

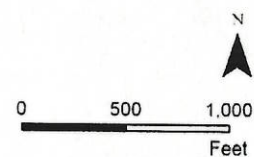
Map B for 23.66.326

Map B for 23.66.326



- ⋯⋯⋯ Green Street
- ⋯⋯⋯ Area to which the provisions of 23.49.009, street-level use requirements, apply.
- Class I Pedestrian Street
- - - Class II Pedestrian Street
- ▭ International Special Review District Boundary
- ▭ Indicates
 - 1. Retail Core
 - 2. Asian Design Character District
 - 3. Street-Level Use Requirement
 - 4. Continuous Street Frontage

copyright 2017 City of Seattle
 All rights reserved. No warranties of any
 sort, including accuracy, fitness, or
 merchantability accompany this product.



DOWNTOWN ZONING

Map B

for 23.66.326
 International Special
 Review District

(Ord. 125371, § 24, 2017; Ord. 123589, § 94, 2011.)



International Special Review District

Mailing Address: PO Box 94649, Seattle WA 98124-4649
Street Address: 600 4th Avenue, 4th Floor

Design Guidelines for Awnings and Canopies.

Facade Alterations, Security and Signs

Date of Adoption: September 13, 1988

I. AWNINGS AND CANOPIES

Those businesses that want to install awnings or canopies shall conform to the following requirements:

A. PERMITTED ELEMENTS

1. Awnings shall be of a solid through color, i.e., the underside of the awning is the same color as the exposed face.
2. Awnings shall be a color compatible with the building facade.
3. Interior lighted awnings shall be permitted if the lighting system is encased or screened from view underneath. Warm color lighting systems and neon are encouraged.
4. The scale of the awning, i.e., height, length, depth and overall bulk shall be compatible with the building storefront.
5. Signage and graphics applied to awnings shall be reviewed for color, scale, and overall design compatibility. Large letter sizes and message areas shall not be permitted on awnings. Asian symbols or designs are encouraged elements.

B. PROHIBITED ELEMENTS

1. Awnings shall not be made of shiny, high-gloss, and translucent materials.
2. Awning shall not cover distinctive architectural features of the building face, nor shall installation of the awning damage the structure.
3. Curved shaped awnings are not permitted. A curved shape may be considered only when the curved component is only a minor element of overall design.

C. REQUIREMENTS

1. Awnings over sidewalks shall overhang the sidewalk a minimum of five feet (5').

D. CANOPIES

1. Tiled covered canopies are an encouraged element.

**Administered by The Historic Preservation Program
The Seattle Department of Neighborhoods**

"Printed on Recycled Paper"

II. STOREFRONT AND BUILDING DESIGN GUIDELINES

The following guidelines will be used by the board in the evaluation of requests for storefront and building design approval and shall apply to the Asian Design Character District (SMC23.66.326).

- A. Any exterior facade alteration shall respect the original architectural integrity of the storefront.
- B. Earthen materials such as brick, wood, concrete and tile shall be used for entry doors, windows and the main facade. The painting of brick shall be discouraged.
- C. Recessed entryways and/or alcoves shall be maintained for existing street level storefronts.
- D. Original storefront fenestration shall be preserved (i.e., bay windows, transom areas and door design).
- E. Anodized aluminum or other metal materials shall be reviewed by the board and permitted when:
 - 1. The historic appearance of the building and district is preserved by replicating visual building details.
 - 2. The aluminum or metal material is painted of a compatible color.
 - 3. The building is a non-contributing historically or architecturally significant building.
 - 4. The appearance does not impact a primary facade.
- F. All glass and window areas shall be clear. Mirrored glass is not permitted in the district.
- G. Physical elements that exhibit the district's Asian character shall be encouraged, preserved and restored. Such items include calligraphic signs, lattice work, and tiled canopies.

III. SECURITY SYSTEMS

The following guidelines will be used by the board in the evaluation of requests for security systems that impact the exterior appearance of a facade.

- A. Permanent window and door security bars shall be discouraged on primary facades within the Asian Design Character District. Primary facades are those which front on a public right-of-way or can be viewed from a public right-of-way.
- B. Sliding scissor gates or roll-down panel systems are preferred to minimize the visual impact during business operating hours.
- C. Security systems shall not cover distinctive architectural features on the facade nor should installation damage the structure.
- D. Other security systems considered that do not have a negative visual impact to the exterior facade shall be utilized if feasible. Such systems may include internal alarms or transparent film coverings for windows.

IV. SIGNAGE for interior-lit cabinets

The following guideline will be used by the board in the evaluation of requests for interior lighted cabinet signs.

The background color of an interior lighted cabinet shall be compatible and integrated with the building face upon which it is attached.

Date of Adoption: September 13, 1988 Signed by: David Mosley, Director Department of Community Development

DESIGN GUIDELINES FOR SIGNS

Date of Adoption: OCTOBER 9, 1990

These guidelines will be used by the board in the evaluation of requests for facade design and sign approval and shall apply to the International Special Review District as a whole (SMC 23.66.336.8). They supplement the "Design Guidelines for Awnings and Canopies, Facade Alterations; Security and Signs" adopted September 13, 1988.

I. AUTHORITY

Proposals for exterior signs must be approved by the Director of the Department of Neighborhoods based on a recommendation by the board (SMC 23.66.338.8) and the development standards in the International Special Review District Ordinance (SMC 23.66.338).

The board may recommend use and development standards when such standards are not provided in the Ordinance (SMC 23.66.020.C). Rules consistent with the standards in the Ordinance may be adopted administratively by the Director, following recommendation by the board (SMC 23.66.025.C). These guidelines are adopted as rules consistent with the District's goals and objectives to improve visual relationships and assure that new development is compatible with the character of existing buildings (SMC 23.66.302-304).

II. DESIGN GUIDELINES

A. BUILDINGS WITH MULTIPLE TENANTS: The following design guidelines apply to buildings with multiple tenants:

- I. All signs on a single building shall be coordinated as to size, shape, color and location. They shall be of shapes, colors, and textures compatible with each other and with the architecture and exterior finish materials of the building.
2. When a tenant's space has no street frontage, the maximum permitted sign area shall be one half (50%) of the area allowed in SMC 23.66.338 D, using the width of the tenant space projected to the nearest street in place of the street frontage measurement.

B. BUILDING GREATER THAN ONE STORY: Projecting signs or surface-mounted internally-lighted "box" signs shall be prohibited above the sill line of the second floor. Signs identifying the building or a single primary tenant are excepted from this provision.

C. INTERNALLY LIGHTED SIGNS IN ALL LOCATIONS: The color of the cabinet or "box" shall be compatible and integrated with the building face to which it is attached.

III. PROCEDURES

A. Applicants for new construction, renovation, or change of use of three or more tenants of a multi-tenant building shall submit an overall sign plan for the building as part of and at the time of their application for facade design approval, or at use approval if no facade changes are proposed.

B. Building sign plans shall include the total number of building and tenant signs proposed and the location, size, and shape of each.

C. Building sign plans may, at the applicant's option, include proposed sign colors, materials, methods of lighting, and/or letter styles.

D. Preparation and approval of building sign plans is intended to aid applicants in the design of signs and to streamline board approval of applications. Individual signs still require review and a certificate of approval by the board.

Signed by: Rona Zevin, Acting Director Department of Community Development

SIDEWALK DISPLAY RACKS

Date of Adoption: November. 24, 1993

These guidelines will be used by the International Special Review District Board (Board) in the evaluation of requests for sidewalk display racks and shall apply throughout the International Special Review District.

I. DESIGN GUIDELINES FOR SIDEWALK DISPLAY RACKS:

A Certificate of Approval is required for any change to the public right of way in the International District (SMC 23.66.030).

Rules consistent with the use and development standards in the Ordinance may be adopted administratively by the Director, following recommendation by the board (SMC 23.66.025.C). These guidelines are adopted as rules consistent with the District's use and development standards which give preference to street level uses which are "pedestrian -oriented retail shopping and service business uses that are highly visible or prominently display merchandise in a manner that contributes color and activity to the streetscape" [SMC 23.66.326(b)]. Providing use of the sidewalk adjacent to street level retail shops is consistent with these preferred street level uses and perpetuates a sense of outdoor markets found throughout Asia. Use of the street adjacent to street level shops increases the vitality of the neighborhood, and enhances the public safety and pedestrian friendliness of the streets.

II. DESIGN GUIDELINES

- I. [In order to encourage the use of sidewalk displays adjacent to street level retail shops and to ensure pedestrian safety, the use of the public sidewalks for the display of merchandise requires a Street Use Permit from the Seattle Engineering Department and a Certificate of Approval from the International Special Review District Board. A Street Use Permit must be renewed every year. A new Certificate of Approval will be required only if there are changes in the location of the display racks.
2. Display racks must be adjacent to the front of the building. They must not extend more than three feet (3') from the face of the building or beyond the sides of the storefront. The exact location of permitted use will be determined by the Seattle Engineering Department, as storefront configurations and sidewalk width vary within the International District.
3. Display racks must be portable and must be stored overnight inside the business premises.
4. The business owner is responsible for keeping the sidewalk free of boxes, debris or any other tripping /slipping hazard to pedestrians. The business owner must provide proof of insurance, acceptable to the **Seattle Engineering Department** with the Street Use Permit application. The insurance must cover the display racks for pedestrian safety.
5. In order to "encourage the use of street level spaces for pedestrian oriented retail specialty shops with colorful and interesting displays", the sidewalk display area is to be used as an extension of the store premises. The items in the sidewalk display area must be associated with the merchandise sold within the store.
6. Purchase of the merchandise must occur inside the store.
7. The permitted sidewalk display area is for the display of produce or merchandise. Preparatory packaging, bundling or cleaning of produce or merchandise is limited to the same three feet (3') area in which display racks are permitted, as determined by the Seattle Engineering Department, and limited to the items on display.
8. Sidewalk use shall correspond to business hours of the adjacent business.

III. PROCEDURES

- I. Applicants for sidewalk display racks shall submit an application for a Street Use Permit with the City of **Seattle Engineering Department** and an application for Certificate of Approval with the

International Special Review District Board. The Engineering Department will do a site inspection and prepare a field report noting the permitted area for sidewalk display racks. Engineering will send one copy of the field report to the applicant and one copy to the Board Coordinator. Once the field report is received by the Board Coordinator, the application will be placed on the Board agenda.

- 2 The Board will review the application for a Certificate of Approval at the next available Board meeting. The Board meets the second and fourth Tuesday of every month. Applications must be received by noon, on Tuesday, one week prior to the scheduled Board meeting.
- 3 The Board Coordinator will send the applicant and Engineering Department a copy of the Board's action. The applicant will provide the Engineering Department with proof of insurance, acceptable to Engineering before a street use permit will be issued.

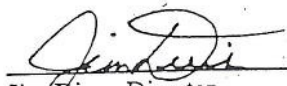
GENERAL GUIDELINES FOR REHABILITATION AND NEW CONSTRUCTION

In addition to the International Special Review District Ordinance (SMC 23.66) and Design Guidelines for Awnings and Canopies/Façade Alterations/Security/Signs/and Sidewalk Displays, the Secretary of the Interior's Standards for Rehabilitation with Guidelines for Rehabilitating Historic Buildings, and the complete series of Historic Buildings Preservation Briefs developed by the National Park Service shall serve as guidelines for proposed exterior alterations and treatments, rehabilitation projects, and new construction. **Rehabilitation** is an approach to the treatment of historic properties. **Rehabilitation** is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. It acknowledges the need to alter or add to an historic property to meet continuing or changing uses while retaining the property's historic character.

Following are the ten Standards:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. 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.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
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.

Signed by:


Jim Diers, Director
Department of Neighborhoods

Date:

2/8/00

Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.



Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Guidelines for Rehabilitating Historic Buildings

Introduction

In **Rehabilitation**, historic building materials and character-defining features are protected and maintained as they are in the treatment **Preservation**; however, an assumption is made prior to work that existing historic fabric has become damaged or deteriorated over time and, as a result, more repair and replacement will be required. Thus, latitude is given in the **Standards for Rehabilitation and Guidelines for Rehabilitation** to replace extensively deteriorated, damaged, or missing features using either traditional or substitute materials. Of the four treatments, only **Rehabilitation** includes an opportunity to make possible an efficient contemporary use through alterations and additions.

Identify, Retain, and Preserve Historic Materials and Features

Like **Preservation**, guidance for the treatment **Rehabilitation** begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained in order to preserve that character. Therefore, guidance on *identifying, retaining, and preserving* character-defining features is always given first. The character of a historic building may be defined by the form and detailing of exterior materials, such as masonry, wood, and metal; exterior features, such as roofs, porches, and windows; interior

materials, such as plaster and paint; and interior features, such as moldings and stairways, room configuration and spatial relationships, as well as structural and mechanical systems.

Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of **Rehabilitation** work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings; the cyclical cleaning of roof gutter systems; or installation of fencing, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work *repairing* is recommended. **Rehabilitation** guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind—or with

Note: The Guidelines for Rehabilitating Historic Buildings in this chapter have already appeared in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*, published in 1992.



Originally built as single-family, semi-detached duplexes, these houses were rehabilitated for a new use as rental apartments. While some alteration to non-significant interior features and spaces was necessary in each one, the exteriors were essentially preserved. Photos: Mistick, Inc.

compatible substitute material—of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, **Rehabilitation** guidance is provided for *replacing* an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior

staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, they never recommend removal and replacement with new material of a feature that—although damaged or deteriorated—could reasonably be repaired and thus preserved.

Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Although accepting the loss is one possibility, where an important architectural feature is missing, its replacement is always recommended in the **Rehabilitation** guidelines as the *first* or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a *second* acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

Alterations/Additions for the New Use

Some exterior and interior alterations to a historic building are generally needed to assure its continued

use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition on a historic building may seem to be essential for the new use, but it is emphasized in the **Rehabilitation** guidelines that such new additions should be avoided, if possible, and considered *only* after it is determined that those needs cannot be met by altering secondary, i.e., non character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

Additions and alterations to historic buildings are referenced within specific sections of the **Rehabilitation** guidelines such as Site, Roofs, Structural Systems, etc., but are addressed in detail in *New Additions to Historic Buildings*, found at the end of this chapter.

Energy Efficiency/Accessibility Considerations/Health and Safety Code Considerations

These sections of the guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to improve energy efficiency. Although this work is quite often an important aspect of **Rehabilitation** projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of meeting code and energy requirements.

Rehabilitation as a Treatment When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

Building Exterior

Masonry: Brick, stone, terra cotta, concrete, adobe, stucco and mortar

Recommended

Identifying, retaining, and preserving masonry features that are important in defining the overall historic character of the building such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and details such as tooling and bonding patterns, coatings, and color.

Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.

Carrying out masonry surface cleaning tests after it has been determined that such cleaning is appropriate. Tests should be observed over a sufficient period of time so that both the immediate and the long range effects are known to enable selection of the gentlest method possible.

Not Recommended

Removing or radically changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replacing or rebuilding a major portion of exterior masonry walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction.

Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance.

Removing paint from historically painted masonry.

Radically changing the type of paint or coating or its color.

Failing to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.

Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.

Cleaning masonry surfaces without testing or without sufficient time for the testing results to be of value.

Recommended

Cleaning masonry surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.

Inspecting painted masonry surfaces to determine whether repainting is necessary.

Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand-scraping) prior to repainting.

Applying compatible paint coating systems following proper surface preparation.

Repainting with colors that are historically appropriate to the building and district.

Evaluating the overall condition of the masonry to determine whether more than protection and maintenance are required, that is, if repairs to masonry features will be necessary.

Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork.

Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.

Not Recommended

Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.

Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.

Applying high pressure water cleaning methods that will damage historic masonry and the mortar joints.

Removing paint that is firmly adhering to, and thus protecting, masonry surfaces.

Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high pressure waterblasting.

Failing to follow manufacturers' product and application instructions when repainting masonry.

Using new paint colors that are inappropriate to the historic building and district.

Failing to undertake adequate measures to assure the protection of masonry features.

Removing nondeteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.

Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.

Recommended

Duplicating old mortar in strength, composition, color, and texture.

Duplicating old mortar joints in width and in joint profile.

Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.

Using mud plaster as a surface coating over unfired, unstabilized adobe because the mud plaster will bond to the adobe.

Cutting damaged concrete back to remove the source of deterioration (often corrosion on metal reinforcement bars). The new patch must be applied carefully so it will bond satisfactorily with, and match, the historic concrete.

Repairing masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes such as terra-cotta brackets or stone balusters.

Not Recommended

Repointing with mortar of high portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with a synthetic caulking compound.

Using a “scrub” coating technique to repoint instead of traditional repointing methods.

Changing the width or joint profile when repointing.

Removing sound stucco; or repairing with new stucco that is stronger than the historic material or does not convey the same visual appearance.

Applying cement stucco to unfired, unstabilized adobe. Because the cement stucco will not bond properly, moisture can become entrapped between materials, resulting in accelerated deterioration of the adobe.

* Patching concrete without removing the source of deterioration.

Replacing an entire masonry feature such as a cornice or balustrade when repair of the masonry and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the masonry feature or that is physically or chemically incompatible.

Recommended

Applying new or non-historic surface treatments such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.

Replacing in kind an entire masonry feature that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the feature. Examples can include large sections of a wall, a cornice, balustrade, column, or stairway. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Design for the Replacement of Missing Historic Features

Designing and installing a new masonry feature such as steps or a door pediment when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Not Recommended

Applying waterproof, water repellent, or non-historic coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Coatings are frequently unnecessary, expensive, and may change the appearance of historic masonry as well as accelerate its deterioration.

Removing a masonry feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

Not Recommended

Creating a false historical appearance because the replaced masonry feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new masonry feature that is incompatible in size, scale, material and color.

Building Exterior

Wood: Clapboard, weatherboard, shingles, and other wooden siding and decorative elements

Recommended

Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colors.

Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.

Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.

Not Recommended

Removing or radically changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the historic wood from a facade instead of repairing or replacing only the deteriorated wood, then reconstructing the facade with new material in order to achieve a uniform or "improved" appearance.

Radically changing the type of finish or its color or accent scheme so that the historic character of the exterior is diminished.

Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a "natural look."

Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish, i.e., a grained finish to an exterior wood feature such as a front door.

Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.

Using chemical preservatives such as creosote which, unless they were used historically, can change the appearance of wood features.

Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.

Rehabilitation

Recommended

Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.

Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (handscraping and handsanding), then repainting.

Using with care electric hot-air guns on decorative wood features and electric heat plates on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.



Not Recommended

Removing paint that is firmly adhering to, and thus, protecting wood surfaces.

Using destructive paint removal methods such as propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage historic woodwork.

Using thermal devices improperly so that the historic woodwork is scorched.



According to the Standards for Rehabilitation, existing historic materials should be protected, maintained and repaired. In an exemplary project, the windows and shutters of this historic residence were carefully preserved.

Recommended

Using chemical strippers primarily to supplement other methods such as handscraping, handsanding and the above-recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may—with the proper safeguards—be chemically dip-stripped.

Applying compatible paint coating systems following proper surface preparation.

Repainting with colors that are appropriate to the historic building and district.

Evaluating the overall condition of the wood to determine whether more than protection and maintenance are required, that is, if repairs to wood features will be necessary.

Repairing wood features by patching, piecing-in, consolidating, or otherwise reinforcing the wood using recognized preservation methods. Repair may also include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, molding, or sections of siding.

Replacing in kind an entire wood feature that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the feature. Examples of wood features include a cornice, entablature or balustrade. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.

Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.

Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.

Using new colors that are inappropriate to the historic building or district.

Failing to undertake adequate measures to assure the protection of wood features.

Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature or that is physically or chemically incompatible.

Removing an entire wood feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Design for the Replacement of Missing Historic Features

Designing and installing a new wood feature such as a cornice or doorway when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Not Recommended

Creating a false historical appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new wood feature that is incompatible in size, scale, material and color.

Building Exterior

Architectural Metals: Cast iron, steel, pressed tin, copper, aluminum, and zinc

Recommended

Identifying, retaining, and preserving architectural metal features such as columns, capitals, window hoods, or stairways that are important in defining the overall historic character of the building; and their finishes and colors. Identification is also critical to differentiate between metals prior to work. Each metal has unique properties and thus requires different treatments.

Protecting and maintaining architectural metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved, decorative features.

Cleaning architectural metals, when appropriate, to remove corrosion prior to repainting or applying other appropriate protective coatings.

Identifying the particular type of metal prior to any cleaning procedure and then testing to assure that the gentlest cleaning method possible is selected or determining that cleaning is inappropriate for the particular metal.

Not Recommended

Removing or radically changing architectural metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the historic architectural metal from a facade instead of repairing or replacing only the deteriorated metal, then reconstructing the facade with new material in order to create a uniform, or “improved” appearance.

Radically changing the type of finish or its historic color or accent scheme.

Failing to identify, evaluate, and treat the causes of corrosion, such as moisture from leaking roofs or gutters.

Placing incompatible metals together without providing a reliable separation material. Such incompatibility can result in galvanic corrosion of the less noble metal, e.g., copper will corrode cast iron, steel, tin, and aluminum.

Exposing metals which were intended to be protected from the environment.

Applying paint or other coatings to metals such as copper, bronze, or stainless steel that were meant to be exposed.

Using cleaning methods which alter or damage the historic color, texture, and finish of the metal; or cleaning when it is inappropriate for the metal.

Removing the patina of historic metal. The patina may be a protective coating on some metals, such as bronze or copper, as well as a significant historic finish.

Recommended

Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with appropriate chemical methods because their finishes can be easily abraded by blasting methods.

Using the gentlest cleaning methods for cast iron, wrought iron, and steel—hard metals—in order to remove paint buildup and corrosion. If handscraping and wire brushing have proven ineffective, low pressure grit blasting may be used as long as it does not abrade or damage the surface.

Applying appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.

Repainting with colors that are appropriate to the historic building or district.

Applying an appropriate protective coating such as lacquer to an architectural metal feature such as a bronze door which is subject to heavy pedestrian use.

Evaluating the overall condition of the architectural metals to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

Repairing architectural metal features by patching, splicing, or otherwise reinforcing the metal following recognized preservation methods. Repairs may also include the limited replacement in kind—or with a compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes such as porch balusters, column capitals or bases; or porch cresting.

Not Recommended

Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with grit blasting which will abrade the surface of the metal.

Failing to employ gentler methods prior to abrasively cleaning cast iron, wrought iron or steel; or using high pressure grit blasting.

Failing to re-apply protective coating systems to metals or alloys that require them after cleaning so that accelerated corrosion occurs.

Using new colors that are inappropriate to the historic building or district.

Failing to assess pedestrian use or new access patterns so that architectural metal features are subject to damage by use or inappropriate maintenance such as salting adjacent sidewalks.

Failing to undertake adequate measures to assure the protection of architectural metal features.

Replacing an entire architectural metal feature such as a column or a balustrade when repair of the metal and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the architectural metal feature or that is physically or chemically incompatible.

Recommended

Replacing in kind an entire architectural metal feature that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the feature. Examples could include cast iron porch steps or steel sash windows. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Removing an architectural metal feature that is unrepairable and not replacing it; or replacing it with a new architectural metal feature that does not convey the same visual appearance.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Design for the Replacement of Missing Historic Features

Designing and installing a new architectural metal feature such as a metal cornice or cast iron capital when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Not Recommended

Creating a false historical appearance because the replaced architectural metal feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new architectural metal feature that is incompatible in size, scale, material, and color.

Building Exterior

Roofs

Recommended

Identifying, retaining, and preserving roofs—and their functional and decorative features—that are important in defining the overall historic character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features such as cupolas, cresting chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning.

Protecting and maintaining a roof by cleaning the gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to ensure that materials are free from insect infestation.

Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.

Protecting a leaking roof with plywood and building paper until it can be properly repaired.

Not Recommended

Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.

Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.

Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.

Applying paint or other coatings to roofing material which has been historically uncoated.

Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.

Allowing roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration.

Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials—masonry, wood, plaster, paint and structural members—occurs.

Recommended

Repairing a roof by reinforcing the historic materials which comprise roof features. Repairs will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.

Replacing in kind an entire feature of the roof that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the feature. Examples can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse intact slate or tile when only the roofing substrate needs replacement.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Design for the Replacement of Missing Historic Features

Designing and constructing a new feature when the historic feature is completely missing, such as chimney or cupola. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Alterations/Additions for the New Use

Installing mechanical and service equipment on the roof such as air conditioning, transformers, or solar collectors when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Designing additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required by the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new roof feature that is incompatible in size, scale, material and color.

Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.

Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.

Building Exterior

Windows

Recommended

Identifying, retaining, and preserving windows—and their functional and decorative features—that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Conducting an indepth survey of the condition of existing windows early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.

Protecting and maintaining the wood and architectural metals which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Making windows weathertight by re-caulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.

Not Recommended

Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening.

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, cast iron, and bronze.

Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the window results.

Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.

Recommended

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.

Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind—or with compatible substitute material—of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.

Not Recommended

Failing to undertake adequate measures to assure the protection of historic windows.

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Design for the Replacement of Missing Historic Features

Designing and installing new windows when the historic windows (frames, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.

Alterations/Additions for the New Use

Designing and installing additional windows on rear or other non-character-defining elevations if required by the new use. New window openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

Not Recommended

Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.

Introducing a new design that is incompatible with the historic character of the building.

Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

✦ Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.



a



b

(a) An armory complex was rehabilitated for rental housing. (b) This view of the rear elevation shows the paired, nine-over-nine wood sash windows and high sills that characterized the building. (c) After inappropriate rehabilitation work, the same rear elevation is shown with new skylights added to the roof, prefabricated panels filling the former brick areas, and new wood decks and privacy fences. Because the work changed the historic character, the project did not meet the Standards.



c

Building Exterior

Entrances and Porches

Recommended

Identifying, retaining, and preserving entrances and porches—and their functional and decorative features—that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilaster, entablatures, columns, balustrades, and stairs.

Protecting and maintaining the masonry, wood, and architectural metals that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, repairs to entrance and porch features will be necessary.

Repairing entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.

Not Recommended

Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Stripping entrances and porches of historic material such as wood, cast iron, terra cotta tile, and brick.

Removing an entrance or porch because the building has been re-oriented to accommodate a new use.

Cutting new entrances on a primary elevation.

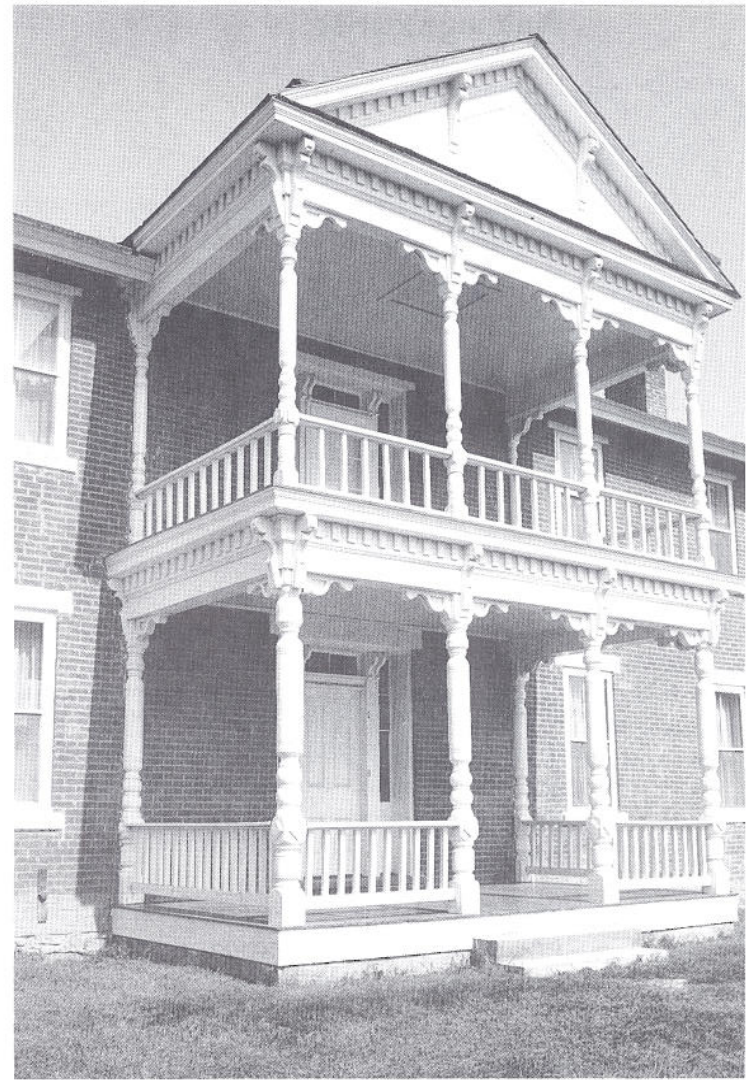
Altering utilitarian or service entrances so they appear to be formal entrances by adding panelled doors, fanlights, and sidelights.

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.

Failing to undertake adequate measures to assure the protection of historic entrances and porches.

Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.



In Rehabilitation, deteriorated features should be repaired, whenever possible, and replaced when the severity of the damage makes it necessary. Here, a two-story porch is seen prior to treatment (left). The floor boards are rotted out and the columns are in a state of collapse, supported only by crude, temporary shafts. Other components are in varying stages of decay. Appropriate work on the historic porch (right) included repairs to the porch rails; and total replacement of the extensively deteriorated columns and floor boards. Some dismantling of the porch was necessary.

Recommended

Replacing in kind an entire entrance or porch that is too deteriorated to repair—if the form and detailing are still evident—using the physical evidence as a model to reproduce the feature. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Removing an entrance or porch that is unrepairable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

*Recommended***Design for the Replacement of Missing Historic Features**

Designing and constructing a new entrance or porch when the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character building.

Not Recommended

Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.

Introducing a new entrance or porch that is incompatible in size, scale, material, and color.

Alterations/Additions for the New Use

Designing enclosures for historic porches on secondary elevations when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

Enclosing porches in a manner that results in a diminution or loss of historic character by using materials such as wood, stucco, or masonry.

Designing and installing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the buildings, i.e., limiting such alteration to non-character-defining elevations.

Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.

Building Exterior

Storefronts

Recommended

Identifying, retaining, and preserving storefronts—and their functional and decorative features—that are important in defining the overall historic character of the building such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures. The removal of inappropriate, non-historic cladding, false mansard roofs, and other later alterations can help reveal the historic character of a storefront.

Protecting and maintaining masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.

Protecting storefronts against arson and vandalism before work begins by boarding up windows and installing alarm systems that are keyed into local protection agencies.

Evaluating the existing condition of storefront materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

Not Recommended

Removing or radically changing storefronts—and their features—which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Changing the storefront so that it appears residential rather than commercial in character.

Removing historic material from the storefront to create a recessed arcade.

Introducing coach lanterns, mansard designs, wood shakes, nonoperable shutters, and small-paned windows if they cannot be documented historically.

Changing the location of a storefront's main entrance.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of storefront features results.

Permitting entry into the building through unsecured or broken windows and doors so that interior features and finishes are damaged by exposure to weather or vandalism.

Stripping storefronts of historic material such as wood, cast iron, terra cotta, carrara glass, and brick.

Failing to undertake adequate measures to assure the preservation of the historic storefront.

Recommended

Repairing storefronts by reinforcing the historic materials. Repairs will also generally include the limited replacement in kind—or with compatible substitute materials—of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters, or signs.

Replacing in kind an entire storefront that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Design for the Replacement of Missing Historic Features

Designing and constructing a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Not Recommended

Replacing an entire storefront when repair of materials and limited replacement of its parts are appropriate.

Using substitute material for the replacement parts that does not convey the same visual appearance as the surviving parts of the storefront or that is physically or chemically incompatible.

Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.

Not Recommended

Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.

Introducing a new design that is incompatible in size, scale, material, and color.

Using inappropriately scaled signs and logos or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.



a

b



c



In the treatment, Rehabilitation, one option for replacing missing historic features is to use pictorial documentation and/or physical evidence to re-create the historic feature. (a) In this example, the ornamental cornice of an 1866 limestone building was missing; and the ground level storefront had been extensively altered. (b) and (c) Based on the availability of photographic and other documentation, the owners were able to accurately restore the cornice and storefront to their historic configuration. A substitute material, fiberglass, was used to fabricate the missing pressed metal cornice, an acceptable alternative in this project. All work met the Standards.

Building Interior

Structural Systems

Recommended

Identifying, retaining, and preserving structural systems—and individual features of systems—that are important in defining the overall historic character of the building, such as post and beam systems, trusses, summer beams, vigas, cast iron columns, above-grade stone foundation walls, or load-bearing brick or stone walls.

Protecting and maintaining the structural system by cleaning the roof gutters and downspouts; replacing roof flashing; keeping masonry, wood, and architectural metals in a sound condition; and ensuring that structural members are free from insect infestation.

Examining and evaluating the physical condition of the structural system and its individual features using non-destructive techniques such as X-ray photography.

Not Recommended

Removing, covering, or radically changing visible features of structural systems which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Putting a new use into the building which could overload the existing structural system; or installing equipment or mechanical systems which could damage the structure.

Demolishing a loadbearing masonry wall that could be augmented and retained, and replacing it with a new wall (i.e., brick or stone), using the historic masonry only as an exterior veneer.

Leaving known structural problems untreated such as deflection of beams, cracking and bowing of walls, or racking of structural members.

Utilizing treatments or products that accelerate the deterioration of structural material such as introducing urea-formaldehyde foam insulation into frame walls.

Failing to provide proper building maintenance so that deterioration of the structural system results. Causes of deterioration include subsurface ground movement, vegetation growing too close to foundation walls, improper grading, fungal rot, and poor interior ventilation that results in condensation.

Utilizing destructive probing techniques that will damage or destroy structural material.

Recommended

Repairing the structural system by augmenting or upgrading individual parts or features. For example, weakened structural members such as floor framing can be paired with a new member, braced, or otherwise supplemented and reinforced.

Replacing in kind—or with substitute material—those portions or features of the structural system that are either extensively deteriorated or are missing when there are surviving prototypes such as cast iron columns, roof rafters or trusses, or sections of loadbearing walls. Substitute material should convey the same form, design, and overall visual appearance as the historic feature; and, at a minimum, be equal to its loadbearing capabilities.

Not Recommended

Upgrading the building structurally in a manner that diminishes the historic character of the exterior, such as installing strapping channels or removing a decorative cornice; or damages interior features or spaces.

Replacing a structural member or other feature of the structural system when it could be augmented and retained.

Installing a visible replacement feature that does not convey the same visual appearance, e.g., replacing an exposed wood summer beam with a steel beam.

Using substitute material that does not equal the loadbearing capabilities of the historic material and design or is otherwise physically or chemically incompatible.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Alterations/Additions for the New Use

Limiting any new excavations adjacent to historic foundations to avoid undermining the structural stability of the building or adjacent historic buildings. Studies should be done to ascertain potential damage to archeological resources.

Correcting structural deficiencies in preparation for the new use in a manner that preserves the structural system and individual character-defining features.

Designing and installing new mechanical or electrical systems when required for the new use which minimize the number of cutouts or holes in structural members.

Adding a new floor when required for the new use if such an alteration does not damage or destroy the structural system or obscure, damage, or destroy character-defining spaces, features, or finishes.

Creating an atrium or a light well to provide natural light when required for the new use in a manner that assures the preservation of the structural system as well as character-defining interior spaces, features, and finishes.

Not Recommended

Carrying out excavations or regrading adjacent to or within a historic building which could cause the historic foundation to settle, shift, or fail; could have a similar effect on adjacent historic buildings; or could destroy significant archeological resources.

Radically changing interior spaces or damaging or destroying features or finishes that are character-defining while trying to correct structural deficiencies in preparation for the new use.

Installing new mechanical and electrical systems or equipment in a manner which results in numerous cuts, splices, or alterations to the structural members.

Inserting a new floor when such a radical change damages a structural system or obscures or destroys interior spaces, features, or finishes.

Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are radically changed.

Damaging the structural system or individual features; or radically changing, damaging, or destroying character-defining interior spaces, features, or finishes in order to create an atrium or a light well.

Building Interior

Spaces, Features, and Finishes

Recommended

Interior Spaces

Identifying, retaining, and preserving a floor plan or interior spaces that are important in defining the overall historic character of the building. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, theaters, auditoriums, and important industrial or commercial spaces.

Interior Features and Finishes

Identifying, retaining, and preserving interior features and finishes that are important in defining the overall historic character of the building, including columns, cornices, baseboards, fireplaces and mantels, panelling, light fixtures, hardware, and flooring; and wallpaper, plaster, paint, and finishes such as stencilling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.

Not Recommended

Radically changing a floor plan or interior spaces—including individual rooms—which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Altering the floor plan by demolishing principal walls and partitions to create a new appearance.

Altering or destroying interior spaces by inserting floors, cutting through floors, lowering ceilings, or adding or removing walls.

Relocating an interior feature such as a staircase so that the historic relationship between features and spaces is altered.

Removing or radically changing features and finishes which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Installing new decorative material that obscures or damages character-defining interior features or finishes.

Removing paint, plaster, or other finishes from historically finished surfaces to create a new appearance (e.g., removing plaster to expose masonry surfaces such as brick walls or a chimney piece).

Applying paint, plaster, or other finishes to surfaces that have been historically unfinished to create a new appearance.

Stripping paint to bare wood rather than repairing or reapplying grained or marbled finishes to features such as doors and panelling.

Radically changing the type of finish or its color, such as painting a previously varnished wood feature.

Recommended

Protecting and maintaining masonry, wood, and architectural metals which comprise interior features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.

Protecting interior features and finishes against arson and vandalism before project work begins, erecting protective fencing, boarding-up windows, and installing fire alarm systems that are keyed to local protection agencies.

Protecting interior features such as a staircase, mantel, or decorative finishes and wall coverings against damage during project work by covering them with heavy canvas or plastic sheets.

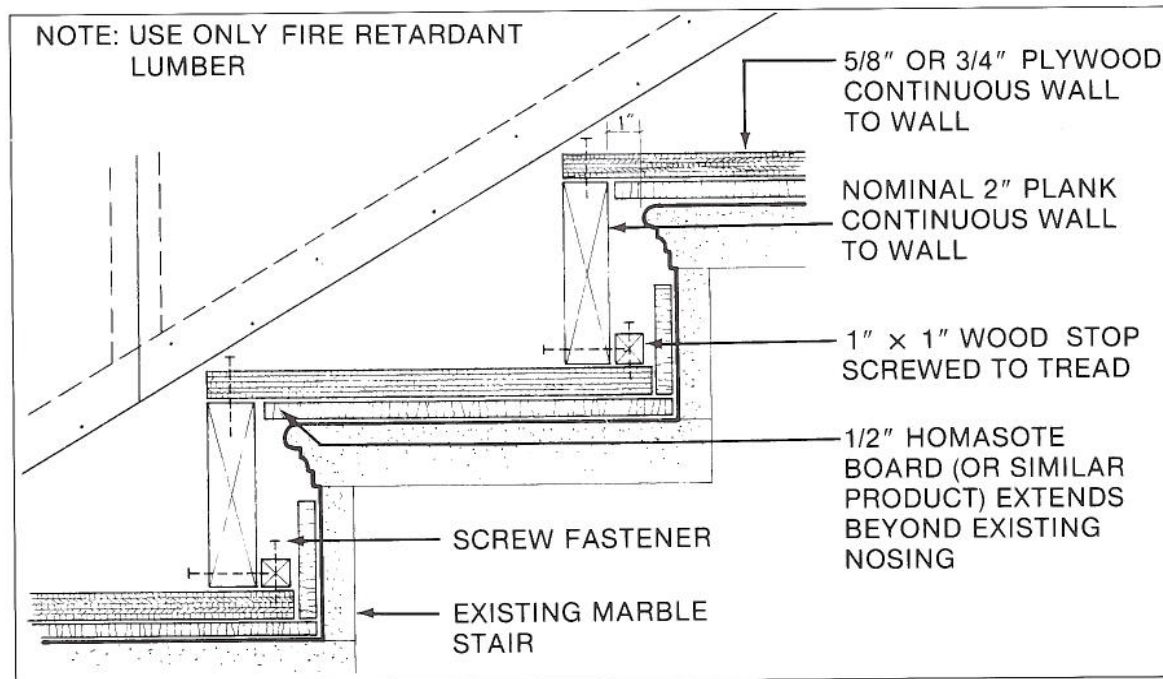
Not Recommended

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of interior features results.

Permitting entry into historic buildings through unsecured or broken windows and doors so that the interior features and finishes are damaged by exposure to weather or vandalism.

Stripping interiors of features such as woodwork, doors, windows, light fixtures, copper piping, radiators; or of decorative materials.

Failing to provide proper protection of interior features and finishes during work so that they are gouged, scratched, dented, or otherwise damaged.



Historic features that characterize a building should always be protected from damage during rehabilitation work. The drawing shows how a resilient, temporary stair covering was applied over the existing marble staircase. Drawing: National Park Service staff, based on material originally prepared by Emery Roth and Sons, P.C.

Recommended

Installing protective coverings in areas of heavy pedestrian traffic to protect historic features such as wall coverings, parquet flooring and panelling.

Removing damaged or deteriorated paints and finishes to the next sound layer using the gentlest method possible, then repainting or refinishing using compatible paint or other coating systems.

Repainting with colors that are appropriate to the historic building.

Limiting abrasive cleaning methods to certain industrial warehouse buildings where the interior masonry or plaster features do not have distinguishing design, detailing, tooling, or finishes; and where wood features are not finished, molded, beaded, or worked by hand. Abrasive cleaning should only be considered after other, gentler methods have been proven ineffective.

Evaluating the existing condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to interior features and finishes will be necessary.

Repairing interior features and finishes by reinforcing the historic materials. Repair will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of repeated features when there are surviving prototypes such as stairs, balustrades, wood panelling, columns; or decorative wall coverings or ornamental tin or plaster ceilings.

Not Recommended

Failing to take new use patterns into consideration so that interior features and finishes are damaged.

Using destructive methods such as propane or butane torches or sandblasting to remove paint or other coatings. These methods can irreversibly damage the historic materials that comprise interior features.

Using new paint colors that are inappropriate to the historic building.

Changing the texture and patina of character-defining features through sandblasting or use of abrasive methods to remove paint, discoloration or plaster. This includes both exposed wood (including structural members) and masonry.

Failing to undertake adequate measures to assure the protection of interior features and finishes.

Replacing an entire interior feature such as a staircase, panelled wall, parquet floor, or cornice; or finish such as a decorative wall covering or ceiling when repair of materials and limited replacement of such parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts or portions of the interior feature or finish or that is physically or chemically incompatible.

Recommended

Replacing in kind an entire interior feature or finish that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model for reproduction. Examples could include wainscoting, a tin ceiling, or interior stairs. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

*a**Not Recommended*

Removing a character-defining feature or finish that is unrepairable and not replacing it; or replacing it with a new feature or finish that does not convey the same visual appearance.

*b*

Rehabilitating historic dwelling units often includes some level of lead-paint hazard abatement. Whenever lead-base paint begins to peel, chip, craze, or otherwise comes loose (a), it should be removed in a manner that protects the worker as well as the immediate environment. In this example (b), the deteriorating lead-paint was removed throughout the apartment building and a compatible primer and finish paint applied.

Photos: Sharon C. Park, AIA.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Design for the Replacement of Missing Historic Features

Designing and installing a new interior feature or finish if the historic feature or finish is completely missing. This could include missing partitions, stairs, elevators, lighting fixtures, and wall coverings; or even entire rooms if all historic spaces, features, and finishes are missing or have been destroyed by inappropriate “renovations.” The design may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building, district, or neighborhood.

Alterations/Additions for the New Use

Accommodating service functions such as bathrooms, mechanical equipment, and office machines required by the building’s new use in secondary spaces such as first floor service areas or on upper floors.

Reusing decorative material or features that have had to be removed during the rehabilitation work including wall and baseboard trim, door molding, panelled doors, and simple wainscoting; and relocating such material or features in areas appropriate to their historic placement.

Installing permanent partitions in secondary spaces; removable partitions that do not destroy the sense of space should be installed when the new use requires the subdivision of character-defining interior space.

Enclosing an interior stairway where required by code so that its character is retained. In many cases, glazed fire-rated walls may be used.

Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient physical, historical, and pictorial documentation or on information derived from another building.

Introducing a new interior feature or finish that is incompatible with the scale, design, materials, color, and texture of the surviving interior features and finishes.

Dividing rooms, lowering ceilings, and damaging or obscuring character-defining features such as fireplaces, niches, stairways or alcoves, so that a new use can be accommodated in the building.

Discarding historic material when it can be reused within the rehabilitation project or relocating it in historically inappropriate areas.

Installing permanent partitions that damage or obscure character-defining spaces, features, or finishes.

Enclosing an interior stairway with fire-rated construction so that the stairwell space or any character-defining features are destroyed.

Recommended

Placing new code-required stairways or elevators in secondary and service areas of the historic building.

Creating an atrium or a light well to provide natural light when required for the new use in a manner that preserves character-defining interior spaces, features, and finishes as well as the structural system.

Adding a new floor if required for the new use in a manner that preserves character-defining structural features, and interior spaces, features, and finishes.

Not Recommended

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding new code-required stairways and elevators.

Destroying character-defining interior spaces, features, or finishes; or damaging the structural system in order to create an atrium or light well.

Inserting a new floor within a building that alters or destroys the fenestration; radically changes a character-defining interior space; or obscures, damages, or destroys decorative detailing.

Building Interior

Mechanical Systems: Heating, Air Conditioning, Electrical, and Plumbing

Recommended

Identifying, retaining, and preserving visible features of early mechanical systems that are important in defining the overall historic character of the building, such as radiators, vents, fans, grilles, plumbing fixtures, switchplates, and lights.

Protecting and maintaining mechanical, plumbing, and electrical systems and their features through cyclical cleaning and other appropriate measures.

Preventing accelerated deterioration of mechanical systems by providing adequate ventilation of attics, crawlspaces, and cellars so that moisture problems are avoided.

Improving the energy efficiency of existing mechanical systems to help reduce the need for elaborate new equipment. Consideration should be given to installing storm windows, insulating attic crawl space, or adding awnings, if appropriate.

Repairing mechanical systems by augmenting or upgrading system parts, such as installing new pipes and ducts; rewiring; or adding new compressors or boilers.

Replacing in kind—or with compatible substitute material—those visible features of mechanical systems that are either extensively deteriorated or are prototypes such as ceiling fans, switchplates, radiators, grilles, or plumbing fixtures.

Not Recommended

Removing or radically changing features of mechanical systems that are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of mechanical systems and their visible features results.

Enclosing mechanical systems in areas that are not adequately ventilated so that deterioration of the systems results.

Installing unnecessary air conditioning or climate control systems which can add excessive moisture to the building. This additional moisture can either condense inside, damaging interior surfaces, or pass through interior walls to the exterior, potentially damaging adjacent materials as it migrates.

Replacing a mechanical system or its functional parts when it could be upgraded and retained.

Installing a visible replacement feature that does not convey the same visual appearance.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Alterations/Additions for the New Use

Installing a completely new mechanical system if required for the new use so that it causes the least alteration possible to the building's floor plan, the exterior elevations, and the least damage to the historic building material.

Providing adequate structural support for new mechanical equipment.

Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities.

Installing air conditioning units if required by the new use in such a manner that historic features are not damaged or obscured and excessive moisture is not generated that will accelerate deterioration of historic materials.

Installing heating/air conditioning units in the window frames in such a manner that the sash and frames are protected. Window installations should be considered only when all other viable heating/cooling systems would result in significant damage to historic materials.

Not Recommended

Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.

Failing to consider the weight and design of new mechanical equipment so that, as a result, historic structural members or finished surfaces are weakened or cracked.

Installing vertical runs of ducts, pipes, and cables in places where they will obscure character-defining features.

Concealing mechanical equipment in walls or ceilings in a manner that requires the removal of historic building material.

Installing a "dropped" acoustical ceiling to hide mechanical equipment when this destroys the proportions of character-defining interior spaces.

Cutting through features such as masonry walls in order to install air conditioning units.

Radically changing the appearance of the historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames.

Building Site

Recommended

Identifying, retaining, and preserving buildings and their features as well as features of the site that are important in defining its overall historic character. Site features may include circulation systems such as walks, paths, roads, or parking; vegetation such as trees, shrubs, fields, or herbaceous plant material; landforms such as terracing, berms or grading; furnishings such as lights, fences, or benches; decorative elements such as sculpture, statuary or monuments; water features including fountains, streams, pools, or lakes; and subsurface archeological features which are important in defining the history of the site.

Retaining the historic relationship between buildings and the landscape.

Protecting and maintaining buildings and the site by providing proper drainage to assure that water does not erode foundation walls; drain toward the building; or damage or erode the landscape.

Minimizing disturbance of terrain around buildings or elsewhere on the site, thus reducing the possibility of destroying or damaging important landscape features or archeological resources.

Not Recommended

Removing or radically changing buildings and their features or site features which are important in defining the overall historic character of the property so that, as a result, the character is diminished.

Removing or relocating buildings or landscape features, thus destroying the historic relationship between buildings and the landscape.

Removing or relocating historic buildings on a site or in a complex of related historic structures—such as a mill complex or farm—thus diminishing the historic character of the site or complex.

Moving buildings onto the site, thus creating a false historical appearance.

Radically changing the grade level of the site. For example, changing the grade adjacent to a building to permit development of a formerly below-grade area that would drastically change the historic relationship of the building to its site.

Failing to maintain adequate site drainage so that buildings and site features are damaged or destroyed; or alternatively, changing the site grading so that water no longer drains properly.

Introducing heavy machinery into areas where it may disturb or damage important landscape features or archeological resources.

Recommended

Surveying and documenting areas where the terrain will be altered to determine the potential impact to important landscape features or archeological resources.

Protecting, e.g., preserving in place important archeological resources.

Planning and carrying out any necessary investigation using professional archeologists and modern archeological methods when preservation in place is not feasible.

Preserving important landscape features, including ongoing maintenance of historic plant material.

Protecting the building and landscape features against arson and vandalism before rehabilitation work begins, i.e., erecting protective fencing and installing alarm systems that are keyed into local protection agencies.

Providing continued protection of historic building materials and plant features through appropriate cleaning, rust removal, limited paint removal, and re-application of protective coating systems; and pruning and vegetation management.

Evaluating the overall condition of the materials and features of the property to determine whether more than protection and maintenance are required, that is, if repairs to building and site features will be necessary.

Not Recommended

Failing to survey the building site prior to the beginning of rehabilitation work which results in damage to, or destruction of, important landscape features or archeological resources.

Leaving known archeological material unprotected so that it is damaged during rehabilitation work.

Permitting unqualified personnel to perform data recovery on archeological resources so that improper methodology results in the loss of important archeological material.

Allowing important landscape features to be lost or damaged due to a lack of maintenance.

Permitting the property to remain unprotected so that the building and landscape features or archeological resources are damaged or destroyed.

Removing or destroying features from the building or site such as wood siding, iron fencing, masonry balustrades, or plant material.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of building and site features results.

Failing to undertake adequate measures to assure the protection of building and site features.

Recommended

Repairing features of the building and site by reinforcing historic materials.

Replacing in kind an entire feature of the building or site that is too deteriorated to repair if the overall form and detailing are still evident. Physical evidence from the deteriorated feature should be used as a model to guide the new work. This could include an entrance or porch, walkway, or fountain. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Replacing deteriorated or damaged landscape features in kind.

Not Recommended

Replacing an entire feature of the building or site such as a fence, walkway, or driveway when repair of materials and limited compatible replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building or site feature or that is physically or chemically incompatible.

Removing a feature of the building or site that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

Adding conjectural landscape features to the site such as period reproduction lamps, fences, fountains, or vegetation that are historically inappropriate, thus creating a false sense of historic development.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation project work and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Design for the Replacement of Missing Historic Features

Designing and constructing a new feature of a building or site when the historic feature is completely missing, such as an outbuilding, terrace, or driveway. It may be based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building and site.

Alterations/Additions for the New Use

Designing new onsite parking, loading docks, or ramps when required by the new use so that they are as unobtrusive as possible and assure the preservation of the historic relationship between the building or buildings and the landscape.

Designing new exterior additions to historic buildings or adjacent new construction which is compatible with the historic character of the site and which preserves the historic relationship between the building or buildings and the landscape.

Removing non-significant buildings, additions, or site features which detract from the historic character of the site.

Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new building or site feature that is out of scale or of an otherwise inappropriate design.

Introducing a new landscape feature, including plant material, that is visually incompatible with the site, or that alters or destroys the historic site patterns or vistas.

Locating any new construction on the building site in a location which contains important landscape features or open space, for example removing a lawn and walkway and installing a parking lot.

Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features, or be intrusive to the building site.

Introducing new construction onto the building site which is visually incompatible in terms of size, scale, design, materials, color, and texture; which destroys historic relationships on the site; or which damages or destroys important landscape features.

Removing a historic building in a complex of buildings; or removing a building feature, or a landscape feature which is important in defining the historic character of the site.

Setting (District/Neighborhood)

Recommended

Identifying retaining, and preserving building and landscape features which are important in defining the historic character of the setting. Such features can include roads and streets, furnishings such as lights or benches, vegetation, gardens and yards, adjacent open space such as fields, parks, commons or woodlands, and important views or visual relationships.

Retaining the historic relationship between buildings and landscape features of the setting. For example, preserving the relationship between a town common and its adjacent historic houses, municipal buildings, historic roads, and landscape features.

Protecting and maintaining historic building materials and plant features through appropriate cleaning, rust removal, limited paint removal, and reapplication of protective coating systems; and pruning and vegetation management.

Protecting building and landscape features such as lighting or trees, against arson and vandalism before rehabilitation work begins by erecting protective fencing and installing alarm systems that are keyed into local protection agencies.

Evaluating the overall condition of the building and landscape features to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

Not Recommended

Removing or radically changing those features of the setting which are important in defining the historic character.

Destroying the relationship between the buildings and landscape features within the setting by widening existing streets, changing landscape materials or constructing inappropriately located new streets or parking.

Removing or relocating historic buildings or landscape features, thus destroying their historic relationship within the setting.

Failing to provide adequate protection of materials on a cyclical basis which results in the deterioration of building and landscape features.

Permitting the building and setting to remain unprotected so that interior or exterior features are damaged.

Stripping or removing features from buildings or the setting such as wood siding, iron fencing, terra cotta balusters, or plant material.

Failing to undertake adequate measures to assure the protection of building and landscape features.

Recommended

Repairing features of the building and landscape by reinforcing the historic materials. Repair will also generally include the replacement in kind—or with a compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes such as porch balustrades or paving materials.

Replacing in kind an entire feature of the building or landscape that is too deteriorated to repair—when the overall form and detailing are still evident—using the physical evidence as a model to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Replacing an entire feature of the building or landscape when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building or landscape, or that is physically, chemically, or ecologically incompatible.

Removing a feature of the building or landscape that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Design for the Replacement of Missing Historic Features

Designing and constructing a new feature of the building or landscape when the historic feature is completely missing, such as row house steps, a porch, a streetlight, or terrace. It may be a restoration based on documentary or physical evidence; or be a new design that is compatible with the historic character of the setting.

Alterations/Additions for the New Use

Designing required new parking so that it is as unobtrusive as possible, thus minimizing the effect on the historic character of the setting. "Shared" parking should also be planned so that several businesses can utilize one parking area as opposed to introducing random, multiple lots.

Designing and constructing new additions to historic buildings when required by the new use. New work should be compatible with the historic character of the setting in terms of size, scale design, material, color, and texture.

Removing nonsignificant buildings, additions or landscape features which detract from the historic character of the setting.

Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient documentary or physical evidence.

Introducing a new building or landscape feature that is out of scale or otherwise inappropriate to the setting's historic character, e.g., replacing picket fencing with chain link fencing.

Placing parking facilities directly adjacent to historic buildings which result in damage to historic landscape features, such as the removal of plant material, relocation of paths and walkways, or blocking of alleys.

Introducing new construction into historic districts that is visually incompatible or that destroys historic relationships within the setting.

Removing a historic building, building feature, or landscape feature that is important in defining the historic character of the setting.



a



b



c

If a rear elevation of a historic building is distinctive and highly visible in the neighborhood, altering it may not meet the Standards. (a and b) This 3-story brick rowhouse featured a second story gallery and brick kitchen wing characteristic of other residences in the district which backed onto a connecting roadway. (c) In the rehabilitation, the wing and gallery were demolished and a large addition constructed that severely impacted the building's historic form and character.

Although the work in these sections is quite often an important aspect of rehabilitation projects, it is usually not part of the overall process of preserving character-defining features (maintenance, repair, replacement); rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to obscure, radically change, damage, or destroy character-defining features in the process of rehabilitation work.

Energy Efficiency

Recommended

Masonry/Wood/Architectural Metals

Installing thermal insulation in attics and in unheated cellars and crawlspaces to increase the efficiency of the existing mechanical systems.

Installing insulating material on the inside of masonry walls to increase energy efficiency where there is no character-defining interior molding around the windows or other interior architectural detailing.

Windows

Utilizing the inherent energy conserving features of a building by maintaining windows and louvered blinds in good operable condition for natural ventilation.

Improving thermal efficiency with weatherstripping, storm windows, caulking, interior shades, and if historically appropriate, blinds and awnings.

Installing interior storm windows with air-tight gaskets, ventilating holes, and/or removable clips to ensure proper maintenance and to avoid condensation damage to historic windows.

Installing exterior storm windows which do not damage or obscure the windows and frames.

Not Recommended

Applying thermal insulation with a high moisture content in wall cavities which may damage historic fabric.

Installing wall insulation without considering its effect on interior molding or other architectural detailing.

Removing historic shading devices rather than keeping them in an operable condition.

Replacing historic multi-paned sash with new thermal sash utilizing false muntins.

Installing interior storm windows that allow moisture to accumulate and damage the window.

Installing new exterior storm windows which are inappropriate in size or color.

Replacing windows or transoms with fixed thermal glazing or permitting windows and transoms to remain inoperable rather than utilizing them for their energy conserving potential.

Recommended

Entrances and Porches

Maintaining porches and double vestibule entrances so that they can retain heat or block the sun and provide natural ventilation.

Interior Features

Retaining historic interior shutters and transoms for their inherent energy conserving features.

Mechanical Systems

Improving energy efficiency of existing mechanical systems by installing insulation in attics and basements.

Building Site

Retaining plant materials, trees, and landscape features which perform passive solar energy functions such as sun shading and wind breaks.

Setting (District/Neighborhood)

Maintaining those existing landscape features which moderate the effects of the climate on the setting such as deciduous trees, evergreen wind-blocks, and lakes or ponds.

New Additions to Historic Buildings

Placing a new addition that may be necessary to increase energy efficiency on non-character-defining elevations.

Not Recommended

Changing the historic appearance of the building by enclosing porches.

Removing historic interior features which play an energy conserving role.

Replacing existing mechanical systems that could be repaired for continued use.

Removing plant materials, trees, and landscape features that perform passive solar energy functions.

Stripping the setting of landscape features and landforms so that effects of the wind, rain, and sun result in accelerated deterioration of the historic building.

Designing a new addition which obscures, damages, or destroys character-defining features.

New Additions to Historic Buildings

Recommended

Placing functions and services required for the new use in non-character-defining interior spaces rather than constructing a new addition.

Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed.

Designing a new addition in a manner that makes clear what is historic and what is new.

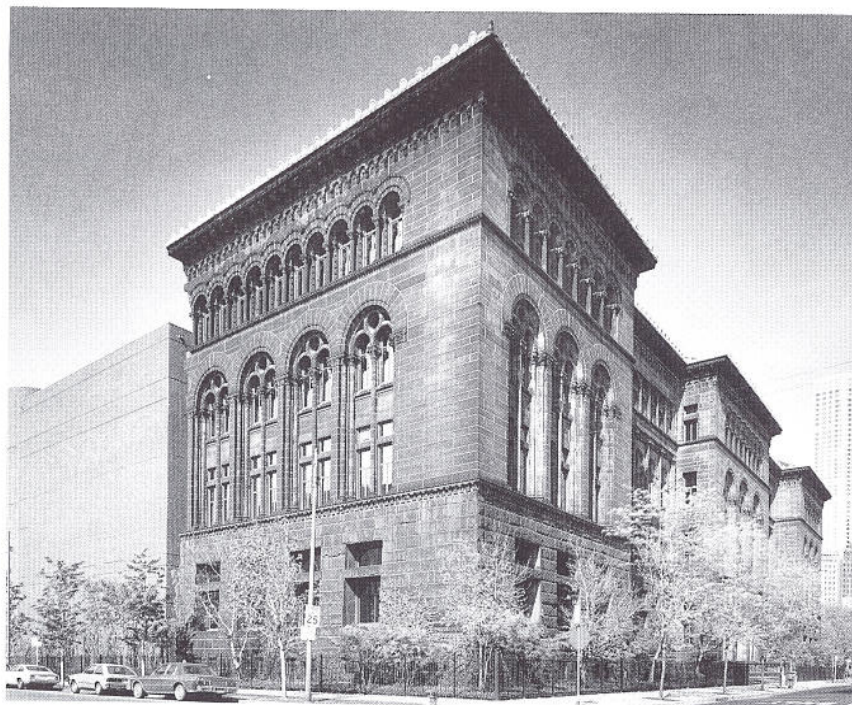
Not Recommended

Expanding the size of the historic building by constructing a new addition when the new use could be met by altering non-character-defining interior spaces.

Attaching a new addition so that the character-defining features of the historic building are obscured, damaged, or destroyed.

Duplicating the exact form, material, style, and detailing of the historic building in a new addition so that the new work appears to be part of the historic building.

Imitating a historic style or period of architecture in a new addition.



Rehabilitation, like Preservation, acknowledges a building's change over time; the retention and repair of existing historic materials and features is thus always recommended. However, unlike Preservation, the dual goal of Rehabilitation is to—respectfully—add to or alter a building in order to meet new use requirements. This downtown Chicago library was expanded in 1981 when additional space was required with light and humidity control for the rare book collection. The compatible 10-story wing was linked to the historic block on side and rear elevations. Its simple design is compatible with the historic form, features, and detailing; old and new are clearly differentiated. Photo: Dave Clifton.

Recommended

Considering the design for an attached exterior addition in terms of its relationship to the historic building as well as the historic district or neighborhood. Design for the new work may be contemporary or may reference design motifs from the historic building. In either case, it should always be clearly differentiated from the historic building and be compatible in terms of mass, materials, relationship of solids to voids, and color.

Placing a new addition on a non-character-defining elevation and limiting the size and scale in relationship to the historic building.

Designing a rooftop addition when required for the new use, that is set back from the wall plane and as inconspicuous as possible when viewed from the street.

Not Recommended

Designing and constructing new additions that result in the diminution or loss of the historic character of the resource, including its design, materials, workmanship, location, or setting.

Designing a new addition that obscures, damages, or destroys character-defining features of the historic building.

Constructing a rooftop addition so that the historic appearance of the building is radically changed.

Accessibility Considerations

Recommended

Identifying the historic building's character-defining spaces, features, and finishes so that accessibility code-required work will not result in their damage or loss.

Complying with barrier-free access requirements, in such a manner that character-defining spaces, features, and finishes are preserved.

Working with local disability groups, access specialists, and historic preservation specialists to determine the most appropriate solution to access problems.

Providing barrier-free access that promotes independence for the disabled person to the highest degree practicable, while preserving significant historic features.

Designing new or additional means of access that are compatible with the historic building and its setting.

Not Recommended

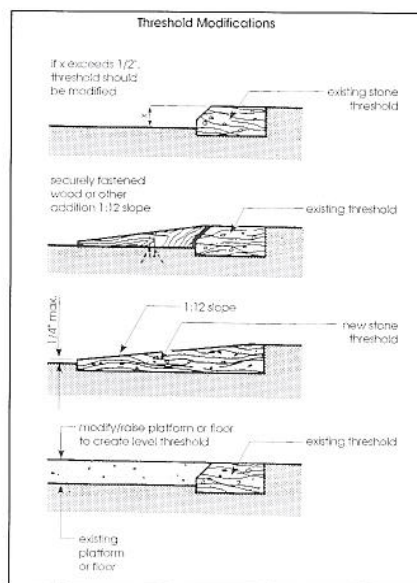
Undertaking code-required alterations before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.

Altering, damaging, or destroying character-defining features in attempting to comply with accessibility requirements.

Making changes to buildings without first seeking expert advice from access specialists and historic preservationists, to determine solutions.

Making access modifications that do not provide a reasonable balance between independent, safe access and preservation of historic features.

Designing new or additional means of access without considering the impact on the historic building and its setting.



Making a building accessible to the public is a requirement under the Americans with Disabilities Act of 1990, whatever the treatment. Full, partial, or alternative approaches to accessibility depends upon the historical significance of a building and the ability to make changes. In these examples, thresholds that exceed allowable heights were modified several ways to increase accessibility without jeopardizing the historic character. Drawing: Uniform Federal Accessibility Standard (UFAS) Retrofit Manual.

Health and Safety Considerations

Recommended

Identifying the historic building's character-defining spaces, features, and finishes so that code-required work will not result in their damage or loss.

Complying with health and safety codes, including seismic code requirements, in such a manner that character-defining spaces, features, and finishes are preserved.

Removing toxic building materials only after thorough testing has been conducted and only after less invasive abatement methods have been shown to be inadequate.

Providing workers with appropriate personal protective equipment for hazards found in the worksite.

Working with local code officials to investigate systems, methods, or devices of equivalent or superior effectiveness and safety to those prescribed by code so that unnecessary alterations can be avoided.

Upgrading historic stairways and elevators to meet health and safety codes in a manner that assures their preservation, i.e., so that they are not damaged or obscured.

Installing sensitively designed fire suppression systems, such as sprinkler systems that result in retention of historic features and finishes.

Applying fire-retardant coatings, such as intumescent paints, which expand during fire to add thermal protection to steel.

Adding a new stairway or elevator to meet health and safety codes in a manner that preserves adjacent character-defining features and spaces.

Placing a code-required stairway or elevator that cannot be accommodated within the historic building in a new exterior addition. Such an addition should be on an inconspicuous elevation.

Not Recommended

Undertaking code-required alterations to a building or site before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.

Altering, damaging, or destroying character-defining spaces, features, and finishes while making modifications to a building or site to comply with safety codes.

Destroying historic interior features and finishes without careful testing and without considering less invasive abatement methods.

Removing unhealthful building materials without regard to personal and environmental safety.

Making changes to historic buildings without first exploring equivalent health and safety systems, methods, or devices that may be less damaging to historic spaces, features, and finishes.

Damaging or obscuring historic stairways and elevators or altering adjacent spaces in the process of doing work to meet code requirements.

Covering character-defining wood features with fire-resistant sheathing which results in altering their visual appearance.

Using fire-retardant coatings if they damage or obscure character-defining features.

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding a new code-required stairway or elevator.

Constructing a new addition to accommodate code-required stairs and elevators on character-defining elevations highly visible from the street; or where it obscures, damages, or destroys character-defining features.

24N 4E 5

FILE COPY

OMB No. 1024-0018
Expires 10-31-87

United States Department of the Interior
National Park Service

DT131

For NPS use only

received

date entered

National Register of Historic Places Inventory—Nomination Form

See instructions in *How to Complete National Register Forms*
Type all entries—complete applicable sections

WD 74

1. Name

historic Seattle Chinatown Historic District

and/or common International District

2. Location

street & number Roughly bounded by Main and Jackson on the north, Weller on the south, 5th on the west, & I-5 on the east. not for publication

city, town Seattle vicinity of

state Washington code 053 county King code 033

3. Classification

Category	Ownership	Status	Present Use
<input checked="" type="checkbox"/> district	<input checked="" type="checkbox"/> public	<input checked="" type="checkbox"/> occupied	<input type="checkbox"/> agriculture
<input type="checkbox"/> building(s)	<input checked="" type="checkbox"/> private	<input type="checkbox"/> unoccupied	<input checked="" type="checkbox"/> commercial
<input type="checkbox"/> structure	<input type="checkbox"/> both	<input checked="" type="checkbox"/> work in progress	<input type="checkbox"/> educational
<input type="checkbox"/> site	Public Acquisition	Accessible	<input type="checkbox"/> entertainment
<input type="checkbox"/> object	<input type="checkbox"/> in process	<input type="checkbox"/> yes: restricted	<input type="checkbox"/> government
	<input type="checkbox"/> being considered	<input checked="" type="checkbox"/> yes: unrestricted	<input type="checkbox"/> industrial
	n/a	<input type="checkbox"/> no	<input type="checkbox"/> military
			<input type="checkbox"/> museum
			<input type="checkbox"/> park
			<input type="checkbox"/> private residence
			<input type="checkbox"/> religious
			<input type="checkbox"/> scientific
			<input type="checkbox"/> transportation
			<input type="checkbox"/> other:

4. Owner of Property

name Multiple

street & number

city, town vicinity of state

5. Location of Legal Description

courthouse, registry of deeds, etc. King County Administration Building

street & number Fourth Avenue at James Street

city, town Seattle state Washington 98104

6. Representation in Existing Surveys

1) International Special Review District Survey
title 2) Washington State Inventory of Cultural Resources has this property been determined eligible? yes ☒ no
1) 1979
date 2) 1986 federal ☒ state county ☒ local

depository for survey records 1) Seattle Office of Urban Conservation
2) Office of Archaeology and Historic Preservation
1) 400 Yesler Building, Seattle Washington 98104-2696
city, town 2) 111 W. 21st Ave., KL-11, Olympia state Washington 98504-5411

7. Description

Condition

☒ excellent
☒ good
☒ fair

☐ deteriorated
☐ ruins
☐ unexposed

Check one

☐ unaltered
☒ altered

Check one

☒ original site
☐ moved date _____

Describe the present and original (if known) physical appearance

Introduction

The Seattle Chinatown Historic District, located in a downtown neighborhood commonly referred to as the International District, has been the business, residential, and cultural center of the city's Asian community since the first quarter of this century. Although an integral part of the city's historic landscape, today the district is largely severed from the surrounding area by highways and parking lots and is a physically discrete neighborhood.

The boundaries of the district are underscored by major land use changes on three sides. Due west are railroad lines and the Pioneer Square Historic District (National Register, 1970). To the south lies Dearborn Street and the Seattle Tidelands-Duwamish Valley industrial area. Interstate 5 cuts through the eastern portions of the community, dramatically separating the historic district from the neighborhood's original extension eastward into the Central Area.

The district is bounded on the north by a change in topography, density, and historic character. A band of noncontributing properties, including expansive parking lots, nonhistoric park and garden areas, and two large scale apartment buildings constructed in the 1960s, form a distinct boundary along the north side of Main Street. Beyond the boundary, land rises steeply uphill and the few historic buildings in the area (including the Nippon Kan Theatre building, NRHP 1980) are separated by large expanses of nonhistoric open space. The dramatic change in topography, the lack of dense historic fabric, and the visual intrusion of contemporary construction clearly distinguish the area north of Main Street from the Seattle Chinatown Historic District.

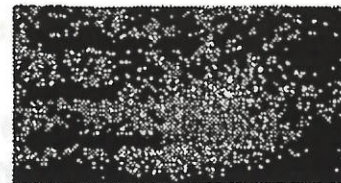
Within the district, streets are laid out on a typical rectilinear grid pattern with each block generally composed of eight 60 by 120 foot lots. The district developed in a relatively short period (roughly 1907-1929) and is characterized by three- to six-story brick hotels, one- and two-story commercial buildings, and automobile garages from the period. For the most part, the district is densely developed with historic buildings, although since the 1960's some older buildings within the boundaries have been demolished, leaving gaps in the street where vacant lots and parking lots now exist. Several newer commercial buildings, including banks and restaurants, have been developed as well. Some of the new designs successfully blend with the older buildings; others intrude by the nature of their design, partial lot coverage, or use of materials (see architectural descriptions below). But the general integrity of the district is well preserved, and the district today clearly reflects its historic character as the heart of Seattle's Asian community.

Although the general area was originally referred to as "Chinatown," the district has been home for many nationalities, and different streets within the district are associated with different ethnic groups. Chinese, Japanese, Filipino, Italian, Native American, and black residents have all lived in the district--each adding to the life and look of the area. The name "Chinatown"--in common usage throughout the historic period--has remained, however, despite the rich ethnic heterogeneity of the area.

The principal nationalities tended to concentrate in specific areas, creating physical subcommunities within the district. The Chinese business core is centered along King Street, and still serves as the primary focus of the International District. South Main Street was originally the center of the Japanese business core, called "Japantown" or

**United States Department of the Interior
National Park Service**

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

7

Page 2

"Nihonmachi"-- an area that extended in a long residential strip eastward as far as 12th Avenue. The Filipino enclave is located in the vicinity of King Street west of Maynard Avenue South and along South Weller Street.

Boundary Justification

The boundaries of the Seattle Chinatown district include the largest group of intact and contiguous properties which reflect the history and historic architecture of this vibrant ethnic community during the period of significance (1907- 1936). Today's boundaries also reflect the dramatic changes of recent decades which reduced the size of the original area. For example, after the internment of Japanese- Americans during World War II, much of Japantown was demolished to make way for the Yesler Terrace housing project. The southern residential area was substantially altered after the war by parking lot and industrial warehouse development. (Only a few residential buildings south of the district still stand; for the most part, the integrity of these buildings has been compromised and they are not included in the district.) Construction of Interstate 5 in the early 1960s, together with parking lot development and building remodeling, have subsequently altered the appearance of the light industrial/warehouse area to the east of the business core. As noted above, new construction, demolition, and extensive parking lots and nonhistoric open space distinguish the area north of Main Street from the body of the district.

Consequently the strongest concentration of buildings still reflecting the early 20th century development of the district is located in the area west of Interstate 5, north of South Weller Street, east of Fifth Avenue South, and south of Main Street. This area is composed of the old Chinese business core and includes the southern flank of the old Japantown business core, which has partially escaped demolition.

Building Types

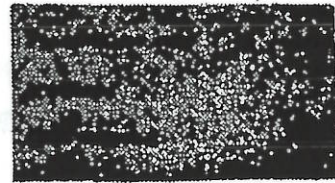
The historic buildings in the Seattle Chinatown Historic District can be classified according to the following typology:

- A. Single Room Occupancy Worker's Hotels. Although over 40 hotels in the International district have been demolished since 1950, 26 historic hotels remain and constitute the most characteristic building type in the district. Typically, these structures are three- to six-story brick buildings with residential units in the upper floors and retail businesses in the ground level storefronts. Occasionally, due to the slope of the street, developers were able to include a mezzanine level of shops, offices, or meeting rooms.

Although most of these hotel buildings are three to four stories in height, some are five or six stories. In general, the buildings cover 100 percent of their lots, resulting in a strong, unbroken street wall throughout the commercial core, especially along King Street. The relatively plain facades of the hotels serve admirably as backdrops for the many signs, balconies, and applied ornamentation which have historically characterized the district.

United States Department of the Interior
National Park Service

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

7

Page

3

Structurally, these buildings overwhelmingly feature masonry and wood frame construction, with some masonry and heavy timber construction. In later years, reinforced concrete (sometimes in combination with other structural systems like wood or steel frames) was used.

The exteriors of the buildings are generally of common brick or stucco. Hotel storefronts are typically built of wood and brick frames with plate glass display windows and generously scaled transoms, many of them operable. Trim materials for cornices, lintels, canopies, and sills consist of formed sheet metal, cast stone, terra cotta, or unglazed clay tile.

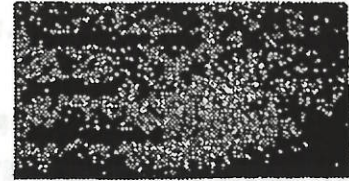
Nearly all the hotel buildings exhibit an architectural motif that includes a glazed storefront with wood frames separated visually from the upper facade by a continuous decorative sheet metal or cast stone band of shallow or medium projection. Intermediate upper story facades are simple in appearance, with repetitive flat or round arch window openings. Some windows are treated with cast stone or terra cotta hoods, lintels or sills. Frequently, the windows are ornamented with decorative keystones of terra cotta, cast stone, or brick, and radiating brick voussoirs. The crowning stories of the hotels are usually more ornate, distinguished by cast stone or terra cotta window hoods and decorative courses of brick, cast stone, terra cotta, or formed sheet metal. Several building facades are more complex, with projecting corner bays, alternating window patterns, variations in sash design, and ornamental panels.

Whatever the design of the facade, the hotel buildings are almost always crowned with a decorative cornice of medium or deep projection, usually of formed sheet metal with running bands of dentils and brackets. Parapet walls generally cap the buildings.

Some hotel buildings have special features unique to the Chinatown district. For examples, balconies (some recessed, some projecting) characterize many hotels and often indicate the presence of a "family association." Many of the narrow pent roofs which shelter the upper story balconies feature curved clay tiles as a roofing material, another feature with Asian overtones. Tile roofs are also seen over entryways or storefronts. In addition, painted advertising signs cover many of the blank walls at the rear or sides of buildings.

Although many of the hotel buildings in the district have been altered, the general integrity of the buildings has been well preserved (often as a result of general neglect or a lack of upgrading efforts). The most noticeable alterations occurred as a result of stricter earthquake and fire codes after World War II. Many buildings in the district subsequently lost sheet metal cornices and the wrought iron balconies that defined family associations. Typically, storefronts and interiors have suffered greater loss of integrity than exterior surface of upper stories although in some cases storefronts, interiors and window sash are original.

- B. Low Scale Retail and Commercial Buildings. Between the hotel buildings which dominate the district are nine lower scaled retail and commercial buildings generally constructed between 1917 and 1932. Most are one- and two-story buildings of masonry

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

4

construction with common brick exteriors, although two examples are distinguished by highly decorative terra cotta cladding (The Governor Apartments, #1, and the Rainier Heat and Power Company building, #9). One retail building originally had stucco on masonry.

Storefronts are similar in style and material to the storefronts of the neighboring hotels and feature wood, brick or stucco bulkheads, large plate glass display windows, and glazed wood or metal transoms. Generally, the buildings fill the full lot, thereby reinforcing the continuity of the street wall in the district.

Architecturally, the retail buildings are simply expressed with a minimum of detail. In one-story examples, simple brick clad pilasters separate large display windows and rise to a parapet wall. Two-story examples generally feature a string course to separate the street level storefronts from the upper level offices. Two of the four extant two-story buildings are crowned with projecting cornices; the other two have simple facades. The two exceptions to the simple facades are the Governor and Rainier Heat and Power buildings, both clad with white glazed terra cotta that is highly embellished with Beaux Arts ornament.

As with the hotels, some of the low scale commercial buildings have been remodeled. The most noticeable changes have been replacement of traditional storefront bays with contemporary plate glass and metal framing. In a few cases, entire building facades have been resurfaced with stucco, plywood, or elaborate Chinese inspired ornament.

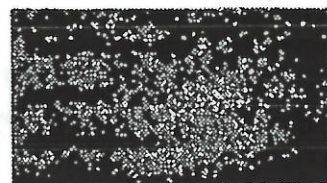
- C. Early Automobile Garages. Constructed between 1915 and 1927, the four garage buildings in the district feature masonry bearing walls with heavy wood truss roofs. These one-story buildings are simple and functional in design: exterior surfaces are covered with stucco, ample windows feature wood sash and glazing, and two of the garages have peaked parapets. Two of the four garages have storefronts which flank the central garage entry. Three of the garages completely cover their lots and maintain the street wall along the primary facades. One garage is developed in an L-shape along the interior lot lines, with a large paved apron allowing cars to maneuver and park before going into service bays, a design which is a forerunner of modern service stations. Architecturally, the subtle manipulations of stuccoed surfaces and the peaked parapets, which reflect the use of heavy wood trusses in the roof system, make for successful background buildings that maintain the street wall in the district.

Generally, these garages retain their original appearances. In one case, however, a garage has been adapted as community center and the newly created entrance, somewhat post-modern in design, has significantly altered the central window bay of the facade.

- D. In addition to the three major building types, the district features several cultural landmarks including the old Main Street School Annex, a frame Classical Revival schoolhouse (1903) and the Chong Wa Benevolent Association building (1929), an imposing fraternal hall. There is one operating film theater and another theater that has been a restaurant since the 1930's.

United States Department of the Interior
National Park Service

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

7

Page

5

Special Cultural Characteristics

Several physical features of the district illustrate the strong Asian heritage of the area and distinguish it from other areas of the city. For example, many buildings are ornamented with signs written in Chinese and Japanese characters. The Asian language script, which is still used on both brightly-painted panels and on posters, is an important visual tradition.

Another building feature unique to the Seattle Chinatown Historic District are the balconies on the upper stories of several of the district's brick buildings. Belonging to either a private family or club, the balconies follow a tradition in Southern China of providing cool and pleasant outdoor living space overlooking street activity below. Besides balconies and Asian language signs, other building details which are unique to the district include tile roofs and other Oriental ornamentation which enliven otherwise ordinary brick buildings.

Landscaping and Street Furniture

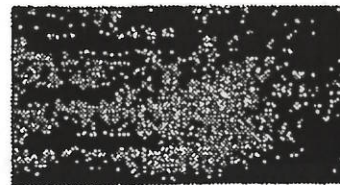
Recent street improvements, including lighting standards, brick pavers, bus shelters, and telephone booths, have reinforced the ethnic flavor of the district. These improvements, based upon a comprehensive plan, replaced an odd assortment of non-historic light standards and repaired and upgraded deteriorated streets and sidewalks. The "information board" at the corner of King Street and 7th Avenue does not date from the period of historical significance but has served as a public information kiosk for Asian community residents for many years.

A park has recently been completed within the district. Although not built during the historic period, the park reflects the area's Asian character. Hing Hay Park (1975), in the center of the district, is a popular community focal point and includes an authentic Chinese pavilion designed by a Taiwanese architect. The shrine was a gift of the city of Taipei and was built in the Republic of China and assembled at the present site under the supervision of the architect. Sakuma, James, and Peterson were the park designers.

Collectively, these physical attributes reinforce the district's ties to foreign cultural traditions and provide Americans with a rare opportunity to observe and experience every-day life within those cultures.

Recent Rehabilitation Activity

The International District lost nearly 40 hotels and its population dropped substantially (from 5000 to 1300) between 1950 and 1978 during a period of highway construction, urban renewal, and general economic decline in the area. Businesses failed and buildings deteriorated. Since 1978, federal housing grants and low interest loans have supported the rehabilitation of older apartments and hotels and the construction of new apartment buildings. Federal block grants have also funded new street lamps, paving, street furniture, and tree planting that have improved the visual identity of the area and reinforced King Street as a major cultural focus for the community.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

6

Building Classifications

The contributing buildings in the Seattle Chinatown Historic District can be divided into primary and secondary buildings. Primary buildings are the architectural and historical landmarks of the district and retain good integrity and strong associations with historical themes or architectural styles. Secondary buildings have less architectural or historical significance but were constructed during the period of significance, and reflect the general historical and architectural character of the district despite moderate loss of integrity.

Noncontributing structures were built after the period of significance or are historic buildings which have lost considerable integrity and do not retain the characteristic features described above. Noncontributing buildings include contemporary bank offices, recently constructed one-story commercial buildings, and several historic commercial buildings whose facades have been sufficiently altered that they no longer resemble the original character.

Building Inventory

Following are brief descriptions of individual properties in the Seattle Chinatown Historic District, with numbers keyed to the accompanying map. The buildings are identified by historic name, street address, year of construction and architect if known, classification and legal description. Although the architects of several buildings have been identified, future research will likely yield more information regarding the identity of the builders and designers who practiced in the area.

1. GOVERNOR APARTMENTS

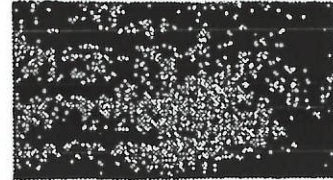
514-526 South Jackson Street

1926 J.L. McCauley, Architect for Rainier Heat and Power Company

Primary: Block 33, Lots 5, 6, D.S. Maynard's plat

A two-story terra cotta clad retail building with second story apartments and offices. The terra cotta facade is highly ornamental with classical details including a dentillated cornice above ground floor storefronts, brackets and dentils above second floor windows, and a handsome parapet with open niches grouped in triplets which form a balustrade. Terra cotta panels between the second floor windows are ornamented with urns, torches, and leaf patterns. Thirteen wrought iron globe lamps are suspended from piers between second floor windows.

The Governor Apartments and a second white terra cotta clad commercial building designed by the same architect for the same owner, Rainier Heat and Power Company, provide consistent scale, materials, and use along the north side of South Jackson Street in this and the 600 block. With the exception of some storefront remodeling, the facades retain good integrity.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

7

2. MAIN STREET SCHOOL ANNEX

307 6th Avenue South

1903 Attributed to James Stephen

Primary: Block 33 Lot 7, D.S. Maynard's plat

This early frame school building was built as annex to the original 1873 South School at the corner of Sixth South and South Main Street. Originally, the school was a gable roof building with shiplap wood siding, wooden cornices and a shed roofed porch. The present front porch, probably designed about 1910, features Ionic columns supporting a dentillated pediment that forms a formal portico to the street.

The building originally contained a two room floor plan. During its use as a restaurant, modifications included addition of a kitchen, a flat roof, a sheet metal canopy constructed over the staircase, and the addition of Roman brick retaining walls and neon signs. A City of Seattle Historic Landmark, the building is presently vacant.

3. RUSSELL BUILDING/Kayo Restaurant

513-527 South Main Street

1924 J.L. McCauley

Secondary: Block 33, Lot 8, D.S. Maynard's plat

Built for Jesse Russell as a hotel with office and retail space on the principal commercial street of Japantown, this two-story building has a concrete foundation and first floor with a wood frame second floor. Facades are covered in stucco. Upper floor window openings and ornamental details are simple and well-proportioned. The Main Street corner bays project slightly and have peaked gabled parapets. Corner bay windows are grouped in pairs, contrasting to single openings elsewhere. The low relief projections and recesses along the facade create a refined appearance. A simple sheet metal cornice is placed below the parapet. Alterations have occurred to all storefronts, and a metal canopy above them has been removed. The building occupies the site of the original South School (1873).

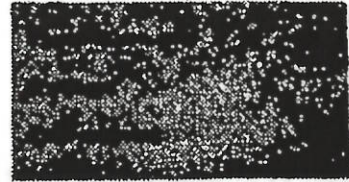
4. PANAMA HOTEL

601-611 South Main Street; 302-6 Sixth Avenue South

1910

Secondary: Block 42, Lot 1, D.S. Maynard's plat

Five-story workingman's hotel (94 single rooms) located in the heart of Japantown. Constructed of masonry and wood frame on a concrete foundation, with street level storefronts. Simple red brick veneer with some ornamental embellishments, including yellow brick quoins and radiating brick window headers with projecting keystones. Cornice has been removed and replaced by a stucco band and storefronts have been altered. Despite these changes, the building helps define the once thriving commercial hub of the Japanese settlement.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

8

5. N.P. HOTEL

304-310 Sixth Avenue South

1914 John Graham, Sr., Architect for P.J. Murphy

Primary: Block 42, Lot 2 D.S. Maynard's plat

Six-story hotel constructed of masonry and heavy timber frame on concrete foundation. Contains 130 single rooms and two street level storefronts. A sheet metal canopy defines the central hotel entrance; paired French windows define the stair landing above the hotel entrance; brick pilasters with terra cotta capitals frame storefronts. A masonry course separates storefronts from hotel floors. Ledges with dentils form sills at floors three and six. Crowning the facade is one of the most elaborate formed sheet metal cornices in the district, supported by a prominent dentil course and brackets. Built to cater to people arriving by rail, the hotel has a prominent sheet metal sign 2 1/2 floors high above the entrance.

6. JACKSON BUILDING

600-612 South Jackson Street

1932

Secondary: Block 42, Lots 3, 4, D.S. Maynard's plat

A two story office/retail building constructed of masonry on a concrete foundation. The facade is composed of sand colored brick with cast stone trim. The nine storefront bays are typical of the period and three retain complete integrity. Details on the simple facade include a soldier course of darker brick topped by a narrow band of cast stone above storefronts and at the parapet, and a Gothic arched portal to the second floor offices on Sixth Avenue South. This building was one of the few constructed in the International District during the Depression, and its architectural simplicity reflects the boxlike and horizontal low rise buildings of that period. Its construction indicates that even during difficult financial times, the Chinatown district's continuing growth in population and commerce allowed for new and expanding business.

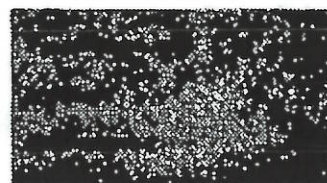
7. HAVANA HOTEL

614-624 South Jackson Street

c. 1900; 1908 Thompson and Thompson, Architects for A.F. Low

Secondary: Block 42 Lot 5, D.S. Maynard's plat

The Havana Hotel is one of the few extant frame buildings that predates the 1907 Jackson Street regrade. This hybrid building was a simple gable roofed, wood frame working man's hotel that was raised and given a new ground floor of retail shops after the regrade. The 1908 masonry base structure includes 6 storefront bays with typical metal columns framing glazed display areas. Upper building has a flat roofed west section and gabled east section and may have originally been two separate buildings joined together; both were later altered with a sheathing of asphalt "brick" siding. The entire building has recently undergone a complete rehabilitation into low income apartments and retail. New windows, storefront treatments, restoration of some brick, stuccoing of the facade, and the addition of balconies with Asian motif metal railings has compromised the integrity of the structure but the hybrid form is still apparent.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

9

8. U.S. HOTEL (INTERNATIONAL APARTMENTS)
315 Maynard Avenue South
1910
Secondary: Block 42 Lot 6, D.S. Maynard's plat

Three-story masonry and concrete Japanese workingman's hotel (54 single rooms) which differed from other single room occupancy hotels in its provision for individual bathing and toilet facilities. A single storefront was originally located at the southern half of the daylight basement formed by the steep slope of the street, but it has been converted to an apartment. The building facade is composed of multicolored face brick. The first floor window openings are round headed and framed with red brick arches (partially filled with stucco panels). The entry portal is also arched. A three course projecting band forms a third floor sill. The brick and cast stone cornice is topped by a simple brick parapet with cast stone capping. The building has been rehabilitated and its original windows replaced by aluminum sash.

9. RAINIER HEAT AND POWER COMPANY
650-662 South Jackson Street/316 Maynard Avenue South
1917 J.L. McCauley, Architect
Primary: Block 47, Lots 3, 4, D.S. Maynard's plat

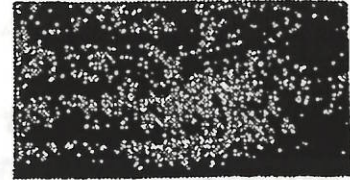
Two-story ivory terra cotta clad office and retail building. The original storefronts were designed with marble bases, plate glass display windows and transoms, most now altered. The west elevation is ornamented with a series of decorative terra cotta panels framed with classical surrounds. An arched entry leads to the upper floor. Second floor bays are divided into three-part windows with operable casements and stationary sidelights. Scrolled brackets and large dentils support the elaborate cornice, above which is a parapet decorated with lions' heads, swags, and crowned with urns.

This is the first and more ornate of two prominent terra cotta clad commercial buildings constructed along Jackson Street by Rainier Heat and Power Company and designed by J.L. McCauley. The facades are richer in appearances than the more common brick and cast stone facades of workers' hotel in the district. Nevertheless, the scale and complete lot coverage is consistent with two-story commercial neighbors.

The Japanese Chamber of Commerce was located in the second floor of this building and the formation of the Japanese American Citizen's League, a national organization, took place on the site in 1930.

10. JACKSON HOTEL
664-676 South Jackson Street
1917
Secondary: Block 47, Lot 5, D.S. Maynard's plat

This three-story, wood frame and brick veneered workingman's hotel (40 single room occupancy units) consists of two hotel floors above six ground floor storefront bays. The building has a simple, unadorned window pattern. The original cornice was

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

10

removed and storefront bays altered during 1960's. The building has recently been rehabilitated to provide subsidized housing and new storefronts, and windows have been added. Although the building is not distinguished, it is of the same scale and materials as many other simple workers' hotels in the district and therefore supports the continuity of the streetscape.

11. BUTY BUILDING (IDAHO HOTEL)
503-511 South Jackson Street
1901; 1910 James Stephen, Architect
Primary: Block 34, Lot 1, D.S. Maynard's plat

The west half of the three-story hotel building was constructed for Frank Buty in 1901 and designed by James Stephen, replete with a turretted corner tower. The 1907 Jackson Street regrade generated a new street level floor. The widening of Jackson Street also appears to have required alterations to the facades. In 1910, architect the firm of Stephen and Stephen designed a three-story east wing and, at the same time, eliminated the tower and several feet of space fronting Jackson Street. The remodelling incorporated the older section of the building behind a new facade of red brick with distinctive cast stone or terra cotta window surrounds reflecting the ornamental principles of Louis Sullivan and the construction of commercial buildings of the Chicago School. In addition to the Art Nouveau inspired ornamental surrounds, the facade features a cream colored terra cotta hotel entrance portal with Ionic capitals and garlands. The entrance bay projects slightly from the face of the building and has paired windows above the entry. The original sheet metal cornice has been removed. A 1933 remodeling of the west storefronts by architect B. Dudley Stuart for the Monte Carlo Beer Parlor produced several unique fixed transom designs that reflect Art Nouveau, with circles and curves within rectangular frames.

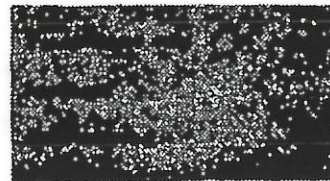
12. DEPOT GARAGE/FIORE D'ITALIA CAFE
404-416 Fifth Avenue South
1927
Noncontributing: Block 34, Lots 2, 3, D.D. Maynard's plat

One-story commercial building and garage, originally with Mediterranean styled elements possibly linked to its use at D'Italia Cafe. Reinforced concrete with post and beam construction on a concrete foundation. Facade is stuccoed; storefronts and center bay parapet elements were flanked by red tile roofs. A 72 foot roof truss allows for a garage bay in the clear span opening. Originally had a sheet metal canopy over storefronts and garage. Facade has been radically altered, its tile roofs removed and storefronts and parapet completely covered with plywood. Earthquake action has misaligned facade. Although originally a somewhat awkward but pleasant sequence of storefronts interrupted by auto service use, alterations in the 1960's and 1970's have substantially changed its contribution to the visual character of the street.

13. 418-422 Fifth Avenue South/500-512 South King Street
1926
Secondary: Block 34 Lot 4, D.S. Maynard's plat

United States Department of the Interior
National Park Service

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

7

Page 11

One-story commercial building of masonry and heavy timber construction on a concrete foundation, with four storefront bays fronting Fifth Avenue South and eight fronting South King Street. Storefronts are typical of buildings of the era; building is faced with brick on three sides (the King Street facade has been covered with an aggregate veneer) and has unembellished parapet. Building housed community oriented retail stores and continues to provide community uses today.

14. AMERICAN HOTEL
518-526 South King Street/417-21 Sixth Avenue South
1925
J.L. McCauley for Rainier Heat and Power Company
Primary: Block 34, Lot 5, D.S. Maynard's plat

Four-story building with 103 single hotel rooms and six storefronts. Concrete foundation and reinforced concrete frame with stucco faced exterior walls. Simple storefronts with large glass transoms. Cast stone corbelled band separates street level retail from hotel floors. Corbelled cornice with simple parapet. A simpler canopy has replaced the more distinguished metal marquee above storefronts. Paired windows on the fourth floor corners are separated by twisted columnettes

15. SEATTLE FIRST NATIONAL BANK
525 South Jackson Street
1958 Durham, Anderson and Freed, Architects
Noncontributing: Block 34, Lot 6, 7, 8, D.S. Maynard's plat

One-story building with red Roman brick facade with metal and glass curtain wall facade on Jackson Street. Multi-colored Oriental motif abstract grillwork above entrance portal and stone sculpture. Similar materials and scale to other one-story commercial buildings of an older period; but is nevertheless a clearly contemporary building that does not successfully blend with its neighbors. The parking lot at the rear disturbs the continuous street wall that provides harmony to the district.

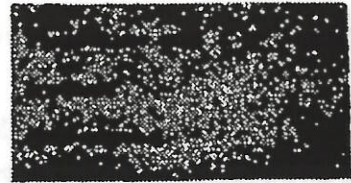
16. UNITED SAVINGS AND LOAN
601 South Jackson Street
1972 Woo and Park, Architects
Noncontributing: Block 41, Lots 1, 2, D.S. Maynard's plat

Two-story tan brick building with Asian motifs, including second floor balconies and enameled gold tile curving roof elements, along with metal grille balustrades. Concrete supports are curved to further evoke a pagoda roof effect.

The contemporary idiom does not replicate the more subtle brick, cast stone and terra cotta, materials of older district buildings with minimal Oriental references. It is set back slightly from the street line to provide planting boxes, and has a mural at its entry by noted artist Fay Chong.

United States Department of the Interior
National Park Service

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

7

Page 12

17. UNITED STATES POSTAL STATION: International District
414 Sixth Avenue South
1956
Noncontributing: Block 41, Lots 3, 4, D.S. Maynard's plat

One-story flat roofed concrete building with false front parapet along north side and loading bays on south side. Central bays facing Sixth Avenue South have large picture windows. Facade is painted with yellow and tan graphics.

18. BUSH HOTEL
615-627 South Jackson Street
1915 J.M. McCauley
Secondary: Block 41, Lots 7, 8, D.S. Maynard's plat

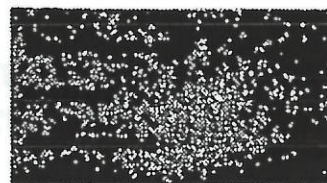
One of the largest buildings in the district, the Bush Hotel was constructed for Rainier Heat and Power Company, a major property owner, to serve passengers arriving to the city by rail and disembarking at nearby King Street and Union stations. The building has gained greater prominence in the district with the demolition of older frame buildings on adjacent lots and subsequent development of Hing Hay Park to the south.

The six-story hotel and retail structure originally had 255 rooms on the upper levels and six street level storefronts. Two long, narrow light wells formed an E- plan. The building was constructed of reinforced concrete foundations, frame, and exterior walls, floors and roof. A sheet metal course separates storefronts from hotel floors; a sheet metal cornice with deep brackets and a dentil band caps the facades along Jackson and Maynard Streets.

During 1981 remodeling, original sheet metal hotel entrance canopy was removed and replaced with a fabric and metal frame canopy. South facade additions include new wood frame storefronts with red tile base, a glazed frame and an Asian inspired wall mural. Building now houses 140 single room occupancy units and a small shopping arcade. Although facade alterations are noticeable, the impact is lessened by the use of complementary materials. Wood frame replaces wood frame; tile is much brighter than tile that might have been used in original storefronts in the district but is nevertheless a justifiable surface material. The historic integrity of the building is still readable in its form and use.

19. TOKIWA HOTEL (Evergreen Apartments)
651-661 South Jackson Street
1916 Thompson and Thompson, Architects
Primary: Block 48, Lot 1, part of 2, D.S. Maynard's plat

Three-story hotel constructed of masonry bearing walls and a concrete foundation with 62 single rooms on the upper floors and with six ground level storefront bays. Storefront bays are defined by simple, unembellished brick columns, bulkheads and large transoms. Other detail includes an ivory terra cotta entrance portal; sheet metal course at second floor sill and similar course at third floor window heads; a corbelled brick band and diagonally laid brick panels and terra cotta standards at

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

13

the parapet; and ornamental canopy. Building was completely rehabilitated in 1981 to provide apartments and retail; it still maintains its architectural integrity, despite new windows and entrance doorway.

20. ATLAS THEATER/Kokusai Theater
412 Maynard Avenue South
1918
Secondary: Block 48, s 37' Lot 2, n 23' Lot 3, D.S. Maynard's plat

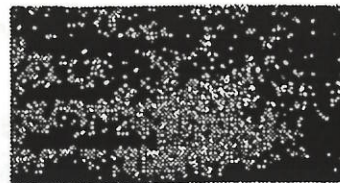
Probably built as an automobile garage, this one-story building has been a movie house since the 1930's. Masonry construction on concrete foundation. Two store fronts flank theater entrance. Stucco facade over 9" masonry walls; a regular flat diamond "rivet" pattern appears on stucco surface. Arched parapet above central bay and a decorative coping band of circles and square reliefs crown the facade. Recessed panel above marquee reflects the arched parapet form. Alterations to store fronts and theater entrance compromise the integrity of the building. As the only Asian film house remaining in the district, it is an important cultural feature of the community.

21. ATLAS HOTEL
416-424 Maynard Avenue South
1920
Primary: Block 48, s 37' Lot 3, all Lot 4, D.S. Maynard's plat

Four-story workingman's hotel (88 single rooms) with 10 storefront bays. Masonry construction with concrete foundation. A mezzanine level with offices provides a variation from the tradition hotel configuration in the district. Facade has sand colored brick veneer with terra cotta trim. Prominent hotel entrance consists of bracketed terra cotta lintel with slender torchlight brackets. Below the parapet is a terra cotta cornice with large brackets. Parapet has raised corner and central sections with terra cotta wreath and medallion insets. The center panel is inscribed "1920." The rehabilitated building includes low income apartments, community offices on the mezzanine, and ground floor retail services. Exterior changes have been minimal, and have not disturbed the building's architectural integrity.

22. GOON DIP BUILDING/Milwaukee Hotel
664-676 South King Street/415-419 7th Avenue South
1911
Primary: Block 48, Lots 5, 6, D.S. Maynard's plat

Imposing five-story hotel (150 single rooms) with nine storefront bays and central hotel entrance. Masonry bearing walls on concrete foundation, with wood frame floor and roof system. Facade is composed of light beige face brick with terra cotta and sheet metal trim. Elaborate terra cotta hotel entrance with consoles supporting an entablature with acroterions and garland swags on King Street. Corner bays and central window bays are more detailed than the rest of the facade, with terra cotta window heads with keystones and denticulated sills. Elaboration of these bays

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page 14

carries through at the parapet, where small pediments are centered above. A sheet metal cornice with brackets crowns the building. Despite many storefront alterations, building retains nearly all of its upper level integrity.

In 1911, this building was advertised as "the largest building yet erected in the new Chinatown." It is named for its developer, a prominent leader in the Chinese community. Goon Dip contracted Chinese laborers and provided jobs for unemployed Chinese in the Northwest and Alaska, especially in salmon canneries. During the Alaska-Yukon-Pacific Exposition, the Imperial Government of China appointed him Consul for Washington, Montana, and Alaska. He built the hotel for his business and had his offices there.

23. CHINA GARAGE (T.C. Garage)
413-17 Seventh Avenue South
1915
Secondary: Block 48, Lot 7, D.S. Maynard's plat

The earliest extant example of an automobile garage in the district, this building is a well proportioned, simple design that fits sensitively into the commercial and hotel area surrounding it. The one-story garage has masonry walls resting on a concrete foundation with a wood roof truss system. The masonry walls are covered with stucco. The facade of the garage is arranged symmetrically with two shallow arched automobile portals flanking the central bay. The central bay window has a high sill with three large sash windows below a transom. Originally, hinged wood swinging doors were installed at garage entries with fixed glazed transoms in the arched openings above. A 1981 project to convert the building into a theater and community center annex is nearly complete. The central window and automobile entries were dramatically altered.

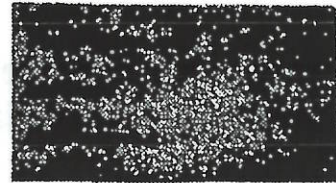
25. T & C BUILDING
667-677 South Jackson Street
1915 Thompson and Thompson, Architects
Secondary: Block 48, Lot 8, D.S. Maynard's plat

A two-story hotel with stores at ground level. Masonry construction on a concrete foundation. Six storefront bays with 31 single rooms above, now converted to office use. Light colored brick columns with corbelled capitals articulate the facade. A continuous masonry string course underscores the second floor sills. The building had a sheet metal cornice and coping on parapets. End bay and center bay parapet have raised pediments. All storefronts have been unsympathetically altered and the original cornice replaced by concrete band.

25. SEVENTH AVENUE AUTO SERVICE
701-11 South Jackson Street
1927
Secondary: Block 55, Lots 1, 2, D.S. Maynard's plat

United States Department of the Interior
National Park Service

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

7

Page

15

One of four early auto garages in the district, and a forerunner of the modern service station, this "L" shaped one-story building is of masonry and heavy timber construction on a concrete foundation. The long meandering facade of the building follows no particular design theme; it includes a small office and sales area similar to typical storefronts of the era, and a series of auto service bays, originally with folding glazed wood doors. Exterior finish is unembellished stucco on masonry. Alterations include filling in service bay openings, replacement with sliding metal doors and, at the westernmost bay, an aggregate finish.

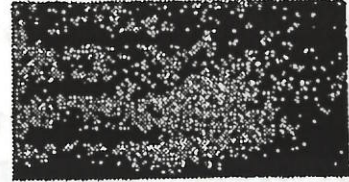
The building illustrates a variation on early auto garage design. Unlike most garages of the period, which filled the lot completely to the street line, the L shape design of this building occupies less than half the corner parcel and allows for outdoor parking, circulation, and gasoline pumps. The 1927 garage shares its parcel with a more modern 1948 service station which is considered a noncontributing element.

26. REPUBLIC HOTEL (Lyn Yuen Apartments)
410-416 Seventh Avenue South
1920 John Creutzer, Architect for T. Ding Association
Primary: Block 55, Lot 3, D.S. Maynard's plat

A four-story workingman's hotel with masonry bearing walls on concrete foundation. The three ground level storefronts are framed by simple brick clad columns. The ornate cast stone or terra cotta hotel entry is sheltered by a bracketed canopy with a tile roof. An oval medallion above the entry is inscribed with the word "Hotel," the date, "1920," and Chinese characters. A wrought iron balcony supported by scrolled bracket extends along the facade at the second story level, where windows are capped with a shallow, tiled canopy of Oriental design. This delineation of the second floor indicates the location of a Chinese fraternal organization or family association meeting room. The rest of the facade is simple. Terra cotta heads and keystones define windows and a triangular pediment is located at the center of the cornice.

The hotel was built by a Chinese family association to house members immigrating to Seattle or employed in seasonal labor. The second floor housed the meeting hall of the association. Street level shops continue to serve the Asian community. Alterations have occurred, but the building still makes a positive contribution to the architectural character of the district. Architect John Creutzer also designed the First Presbyterian Church Oriental Evangelical Society at Ninth Avenue and South Weller Street the same year.

27. NORWAY HOTEL/NEW AMERICAN/BING KUNG ASSOCIATION APARTMENTS
418-424 Seventh Avenue South/704-710 South
King Street 1916 Thompson and Thompson, Architects for Chinese Masons
Primary: Block 55, Lots 4, D.S. Maynard's plat

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

16

A Chinese family association hotel building which includes 91 single rooms and a Chinese Mason's meeting hall. The four-story building has masonry bearing walls faced in brick and resting on a concrete foundation. The street level storefronts have wood frames with large glazed transoms above. A sheet metal string course demarcates the first and second story and forms a sillcourse for the second floor windows. The building is crowned by a denticulated sheet metal cornice and a brick parapet. An eastern pavilion, housing the Masonic hall, projects slightly from the principal facade and rises above the hotel. The exterior of the hall is expressed with an ornate recessed balcony on the fourth floor with terra cotta columns and balustrade. The balcony has a tiled canopy with lion heads ornament at the eave. Terra cotta panels inset in the parapet above the hall are decorated with swags, shields and the Masonic symbol. The rear or east side of the building indicates that the meeting hall has three tripartite stained glass windows. A simple but elegant terra cotta entrance to the Mason's hall is located on the South King Street facade. With the exception of some alterations to storefronts, the building maintains its architectural integrity.

28. FOUR SEAS RESTAURANT
413-21 Eighth Avenue South/714 South King Street
1962 Benjamin McAdoo, Architect
Noncontributing: Block 55, Lots 5, 6, D.S. Maynard's plat

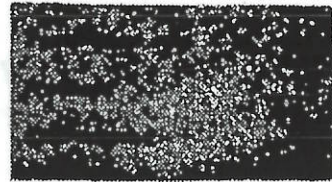
Built on the site of a playground that had been paid for and maintained by the Chinese community, this is a one-story restaurant of frame and masonry on concrete foundation, set back from property line to include a parking lot. Front entrance facade is clad with orange brick and provides for a narrow planted courtyard to screen windows from parking lot. Side of building clad with vertical wood siding. Low pitched roof with ornamental red flared ridge beam also has exaggerated red and black rafters extending from roof at main entrance and along side.

29. HOUSE OF HONG
409 Eighth Avenue South
1941
Noncontributing: Block 55, Lots 7, 8, D.S. Maynard's plat

Masonry and concrete on wood frame. Originally a grocery store and recently remodeled for restaurant use. Simple poured concrete and brick infill with fluted concrete pillars at corners. Current facade features rough stucco and red lacquer finished mullioned windows that obscure the original design.

30. HIP SING ASSOCIATION BUILDING/CHINN APARTMENTS
418-422 8th Avenue South
1910
Primary: Block 3, Lot 6, 7, McNaught's Addition

Located on the eastern edge of the district's commercial area, this four-story workingman's hotel (25 single rooms) is built of reinforced concrete and masonry on a concrete foundation. The simple brick facade includes brick columns between store-

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

17

fronts and mezzanine offices, a projecting brick sill course below second floor window, and a substantial sheet metal denticulated cornice with paired brackets. The parapet features pilaster panels and two corbelled rows of masonry. A wrought iron balcony with tile pent roof extends the full width of the building along Eighth Avenue at the fourth floor, serving the Hip Sing Association meeting room. Originally, the parapet had four large cast stone globes at the corners and a central decorated pediment. Adjacent to the hotel entrance, the mezzanine is delineated by a recessed balcony with wrought iron railings.

31. DON HEE APARTMENTS
410-416 Eighth Avenue South
1910
Secondary: Block 3, Lot 6 and 7 McNaught's Addition

At the eastern edge of the district, this three-story retail and apartment building (four 2-room, six 3-room units) is built of wood frame and concrete block construction on a concrete foundation. Red brick veneer pilasters separate storefronts and punctuate parapet. The building is ornamented with a metal cornice. Inset brick panels appear in the spandrels between second and third floors. Windows have radiating brick heads. Considerable change has occurred to this building; the storefronts have been altered, aluminum sash windows have been installed, and the rear of the building was altered to accommodate Interstate 5 highway construction. Nevertheless, the building is typical of the district. Today, it serves as the home of the Wing Luke Museum, named for a distinguished late City Councilperson, and as a center for exhibits and public programs focusing on the diverse Asian community of Seattle.

32. HOTEL PUBLIX
504-12 Fifth Avenue South/501 South King Street
1927 J.L. McCauley, Architect for Rainier Heat and Power Company
Primary: Block 35, Lots 1, 2, D.S. Maynard's plat

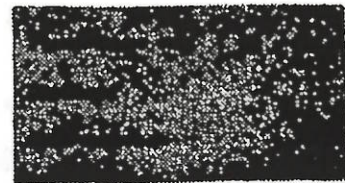
Six-story workingman's hotel (211 single rooms in three wings) with 12 street level retail bays. Reinforced concrete frame with concrete foundation. Located directly across the street from the Union Station (1911), the primary facade faces Fifth Avenue South and probably attracted large numbers of passengers from the station. Stucco exterior walls are embellished on principal facades with recessed panels and a pediment at central and corner bays. Simple sheet metal canopy with "Publix Hotel" in relief on 3 sides shelters main entrance with arched fan lights. With the exception of a number of insensitively altered storefronts, the building retains good architectural integrity.

33. 605-613 South King Street/500-506 Sixth Avenue South
1925
Secondary: Block 40, Lot 1, D.S. Maynard's plat

Two-story commercial building of masonry construction on concrete foundation. Eight storefront bays are framed by brick pilasters rising to punctuate a plain parapet. Storefronts are typical of others in district. Embellishments include window heads

United States Department of the Interior
National Park Service

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

7

Page 18

trimmed in contrasting lighter brick color, with blue tile corner inlays, cast stone sills and parapet coping. Building houses a number of Asian food stores and restaurants; in the 1930's, a nightclub, the Rizal Club, occupied part of the second floor.

34. 514-522 Maynard Avenue South
1909; 1960; 1962
Noncontributing: Block 40, Lots 3, 4, D.S. Maynard's plat

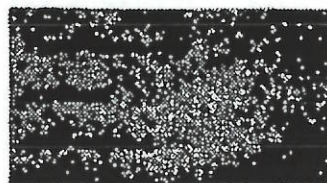
Once a typical one-story commercial building of masonry construction and wood frame storefronts; 1960's alterations--for example, the addition of Roman brick bulkheads and pillars; boarding up, painting, or replacing display windows and doorways of storefronts-- result in a loss of integrity so that the building no longer reflects its historic character.

35. OHIO HOTEL
616-624 South Weller Street
1909
Secondary: Block 40, Lot 5, D.S. Maynard's plat

This three-story workingman's hotel, built of concrete and wood frame construction, includes 43 single rooms with four storefront bays at the ground level. The exterior walls are exposed concrete and the building is capped with a denticulated sheet metal cornice. A molded sheet metal stringcourse underscores the second floor sill. Generally a very plain building of the period with its architectural integrity substantially intact. The combination of concrete and frame construction represents a step in the evolution of construction methods leading to the later use of reinforced concrete in such district hotels as the Bush or Publix.

36. FREEDMAN BUILDING (Adams Hotel)
513-517 Maynard Avenue South
1910
Primary: Block 40, Lot 6, D.S. Maynard's plat

Distinguished by one of the most elaborate facades in the district, the Freedman is a four-story mid-block hotel with 80 single rooms and two storefront bays at the street level. The building is built of masonry construction on a concrete foundation. Storefront bays are separated by cast stone columns and crowned with a cast stone entablature above the transoms. Classically inspired cast stone entablatures supported by brackets shelter the entries at both sides of the building. The facade displays a hierarchy of windows; those on the second floor, with projecting brick surrounds, are round arched with terra cotta consoles that support third floor balconettes with wrought iron railings. A terra cotta cast nameplate, "Freedman Building," is centered in the facade in a panel above the third floor windows. Triangular medallions and a brick double course form the sills below paired top floor windows. Each pair of fourth floor windows is separated by brick shields, above which are round terra cotta medallions. An egg and dart course and bracketed sheet metal cornice crown the facade. The building has recently been rehabilitated to

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

19

provide apartments, office space, and retail stores. The work respected the architectural integrity of the building, which continues to be a valuable visual contribution to the street.

37. MAR HOTEL

507-511 Maynard Avenue South

1927

Primary: Block 40, Lot 7, D.S. Maynard's plat

Four-story hotel (72 single rooms) and commercial building of heavy timber and masonry construction. Details include a cast stone band or ledge at the second floor sill separating yellow brick street level from red brick upper floors and four large cast stone brackets supporting a shallow, simple cornice. Parapet has four small cast stone decorative arches in line with the brackets below. A non-historic full width metal canopy has been added above a black glass/vitrolite restaurant storefront with large projecting neon and sheet metal signage. Despite these intrusions, the scale, materials, and architectural treatment of the Mar help maintain a solid streetscape of consistent building types reflecting the historic character of Maynard Avenue South.

38. ALPS HOTEL

615-25 South King Street

1910 Graham and Myers, Architects

Primary: Block 40, Lot 8, D.S. Maynard's plat

This six-story workingman's hotel, constructed of masonry with a concrete foundation, anchors an important intersection in the district at King Street and Maynard Avenue South. Ground floor storefronts include large operable transoms with multiple panes. Light colored brick clad columns frame the storefronts; above the transoms, a band of cast stone separates the retail level from the more rustic brick courses of the hotel floors. Window heads have radiating brick voussoirs with elongated light colored brick keystones. The top floor is defined by cream colored brick window surrounds, a continuous course of cast stone at the sills, and a deep sheet metal and cast stone cornice. The hotel entrance canopy has been removed, but the building's original architectural integrity is well preserved.

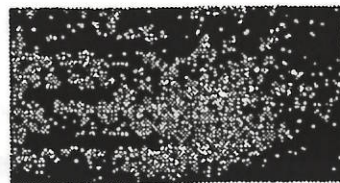
39. REX HOTEL

651-665 South King Street

1909 F.H. Perkins, Architect

Primary: Block 49, Lot 1, D.S. Maynard's plat

Four-story hotel building with masonry bearing walls on concrete foundation. Simple facade includes cast stone course between ground floor retail and hotel floors; paired windows with cast stone keystones centered above each pair along King Street and each single window along Maynard Avenue; cast stone sill course below the fourth floor windows; and band of corbelled cast stone headers above these windows. A sheet metal cornice with rows of large and small dentils completes the building. The Rex is in a key location at the southeast corner of King Street and Maynard and, along with the Alps, Atlas, and Hing Hay Park, anchor a pivotal hub of the district.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

20

40. EASTERN HOTEL
506-510 Maynard
1911 David Dow, Architect
Primary: Block 49, Lot 2, D.S. Maynard's plat

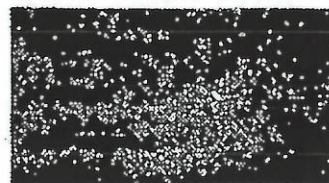
Built for the Wa Chong Company, this four-story hotel and commercial building is distinguished by a multi-colored brick facade along Maynard South. Notable details include recessed arches above the second and third floor windows. The arches on the second floor are semi-round; those on the third floor are flat. Several shades of diamond shaped brick and tile ornament the recesses of the second floor arches creating a trompe l'oeil pattern.. Bricks of two alternating colors fill the third floor arches and panels below a bracketed copper cornice. Paired, tapered brick corbels embellish the piers separating the fourth floor windows. A brick string course, ornamented with a modified Greek key pattern, demarcates the storefronts and the hotel floors. The entrance to the hotel is plain, but a rondel above the door, surrounded by a sunburst pattern in contrasting brick, allows light into the hotel entrance lobby. Although storefronts have been altered, the hotel facade remains sufficiently intact, adding a strong visual interest to the street. Seattle Historic Landmark.

41. SING KEONG FAMILY ASSOCIATION
512-516 Maynard Avenue South
1906
Secondary: Block 49, Lot 3, D.S. Maynard's plat

The oldest of the low rise commercial buildings in the district core, the one-story Sing Keong Association is built of masonry and wood frame on a concrete foundation. Originally the building housed three storefronts, each delineated by columns faced in red brick and illuminated by large plate glass display windows and operable wood transoms. The upper facade is simple and straightforward and includes a soldier course of light colored brick slightly recessed from the plane of the facade, above which is a continuous corbelled band of light brick and a plain parapet capped by another corbelled brick band. Storefronts have been altered in an unsympathetic manner using inappropriate materials. Of particular note is the large "Ghiradelli's" sign painted on the south facade, which has been on the building at least since the 1930's.

42. ECLIPSE HOTEL
664-670 South Weller Street
1908
Secondary: Block 49, Lot 5, D.S. Maynard's plat

A modest three-story workingman's hotel (70 single rooms) constructed of brick bearing walls on concrete foundation. The street level includes six typical storefront bays with sheet metal band separating them from the hotel floors above. The corner bays project slightly from the facade. Windows are embellished with brick heads. Simple sheet metal cornice at parapet. Despite ground floor alterations, building is essentially intact.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

21

43. GEE HOW OAK TIN HOTEL
513-519 Seventh Avenue South
1907
Primary: Block 49, Lot 6, D.S. Maynard's plat

One of the earliest extant workingman's hotels in the district, this three-story building was constructed of masonry bearing walls on a concrete foundation shortly after the 1906 regrade. The building was owned and operated by a Chinese family association for immigrants and seasonal laborers, and its ground floor shops provided retail and service for the Asian community. Upstairs, there were 60 single rooms.

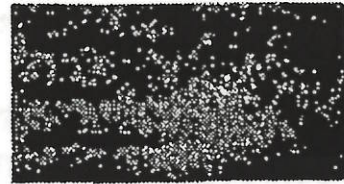
The facade has simple brick details, including radiating brick heads above windows, brick sills, and a sheet metal cornice. A prominent feature is the third floor location of the family association, identified by a recessed balcony with metal railings and set off by a tiled roof with flared edges. The Oak Tin has maintained almost all its architectural features and makes positive contribution to the continuity and harmony of the district. The adjacent Eclipse Hotel is an addition to this building

44. LOUISA HOTEL AND CHINESE BULLETIN BOARD
615-625 South King Street/505-511 7th Avenue South
1909
Primary: Block 49, Lots 7, 8, D.S. Maynard's plat

This three-story hotel has masonry bearing walls on a concrete foundation. The eight storefront bays are typical of the period; six of them have been altered. There are also several storefronts facing Maynard Alley. The facade is of orange brick with cast stone bands and windows with cast stone sills and lintels. Unlike other hotels in the district, the Louisa has seven two-story window bays on each facade, framed with wood and with wood spandrels. A sheet metal cornice connects each of the two sets of bays. A simple brick parapet with inset gray brick is capped with sheet metal trim. In 1909, the Louisa was likely to be surrounded by older frame structures that included bay windows in their facades. Now it alone carries on that window treatment in the district.

The Bulletin Board, a Seattle Historic Landmark, follows a long standing tradition; the earliest posting board in the Chinese section of the city was established in the 1890's. The present board, installed in the 1960's, is integral to the Chinese community, providing a public forum for news, messages, and information, particularly to senior citizens, who read no English. Until recently, all messages were posted in Chinese. The bulletin board is a noncontributing feature.

45. ~~KING~~ YICK APARTMENTS
701-711 South King Street
1910 Thompson and Thompson for Kong Yick Investment Co.
Primary: Block 54, Lots 1, 2, D.S. Maynard's plat

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page 22

One of the largest hotels on South King Street, the King Yick was built to provide housing for Chinese immigrants and seasonal workers. It still houses many oriental community businesses and family associations. It is very similar to its neighbor, the Freeman Hotel, because both were constructed at the same time and designed by Thompson and Thompson for Kong Yick.

The building contains 158 single rooms and nine street level storefronts. The facade consists of simple red brick faced columns with decorative capitals at the corners of building and cast stone sills and keystones. A mezzanine level at the west end includes recessed balconies with turned wood balusters and panelled sills. An arched doorway on the third floor and plain doors on the second floor led to metal balconies (now removed) that were a common feature of these hotels and likened them to their Asian counterparts. Storefronts still line the Canton Alley facade, reinforcing the alley's importance as a pedestrian corridor and shopping street. Original sheet metal cornice has been replaced by a stucco band.

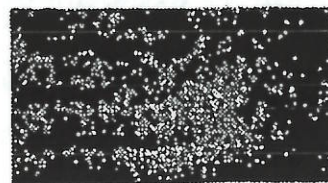
46. CHINESE GARDEN/CHINA GATE
514-518 Seventh Avenue South
1924 Andrew Willatzen, Architect for Charles Louie
Noncontributing: Block 54, Lot 3, D.S. Maynard's plat

The China Gate Restaurant was originally built as an opera house by a Chinese opera troupe that arrived in Seattle and, instead of proceeding to San Francisco, (their original plan), decided to settle here. Consequently, Seattle had the only homegrown Chinese Opera Company in the nation. The group later opened the King Cafe and the Tang Kee Restaurant. On weekend evenings, the Luck Ngai Music Club continues to play music, recite lines from memory, sing arias, and dance.

Originally designed by well-known architect Andrew Willatzen, (later spelled Willatsen), a student of Frank Lloyd Wright and designer of Prairie School residences in Seattle, this building was converted to restaurant use and has been used exclusively for that purpose since the 1930's. Its original facade had a central entrance framed by two storefronts with typical display windows, transoms, and trim. Of masonry construction on a concrete foundation, the building had a stuccoed facade. Three tiled canopies, the one at the center bay being placed higher than the rest and thereby defining the prominent theater entrance, crown the building. A 1970's remodeling using stone veneer, wood lattice patterns, and carved dragon panels for the China Gate restaurant have dramatically changed its original integrity. Only the canopies, now painted green with more flamboyant ornamentation, recall the original character of the building.

47. CHONG WA BENEVOLENT ASSOCIATION
522 Seventh Avenue South
1929
Primary: Block 54, Lot 4, D.S. Maynard's plat

The Chong Wa building is a rectangular, two-story benevolent association hall and school of masonry and wood frame construction on a concrete foundation. The red brick facade has a faint Georgian character colored with a variety of Oriental

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page 23

motifs. The facade is decorated with cast stone sills, second floor balcony, entry portal, stringcourses, and cornice.

Ground floor windows on the principal Seventh Avenue South facade are small while windows on Weller Street are double hung sash. Second floor windows are tall and arched with cast stone keystones. The prominent feature of the building is the entrance bay and its entablature. The stairway to the cast stone entrance portal is very formal with a handsome curving cast stone balustrade. Four cantonned concrete pillars support a balcony with wrought iron railings and an arched doorway. The cornice is has decorative corbel work. A curving pediment extends above the tile roof line; it is inset with decorative ochre colored tile. A similar pediment, although less grand, occurs above the secondary entrance on South Weller Street. The building is freestanding, unlike others in the district, and is prominent in its classic formality, as well as in its slightly more elaborate Chinese motifs. Nevertheless, in its use of brick and cast stone banding and its scale, it is harmonious with other buildings in the area. The Benevolent Association was an important cultural landmark in the district and provided a common meeting place for residents of the area as well as a school.

48. FREEMAN HOTEL

715-725 South King Street

1910 Thompson and Thompson for Kong Yick Investment Co.

Primary: Block 54, Lots 7, 8, Maynard's plat

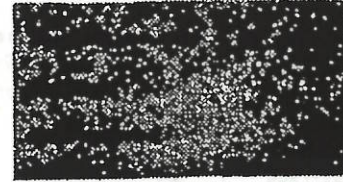
This and the Kong Yick Apartments were designed and built at the same time and were promoted as "the nucleus of the new Chinatown." The building provided 155 single rooms and nine storefronts in a four-story building with masonry walls and concrete foundation. Almost identical in detail to the adjoining Kong Yick Apartments, the facade has plain brick clad columns with capitals at each end with slender metal columns framing storefronts. Sheet metal banding, now removed and replaced with stucco, defined the separation in function of the hotel and the commercial space below. The western most bays contain recessed balconies at the mezzanine levels similar to those of the Kong Yick Apartments. A series of double doors on the third floor indicate the location of a continuous wrought iron balcony, now removed. Like the Kong Yick, the Freeman facade is embellished with cast stone or terra cotta sills and keystones that contrast to the darker brick facing. The unity of design and materials of these two buildings provide a strong street wall. The storefronts facing onto Canton Alley further reinforce the importance of the alley to the Asian community for commerce. The building was the home of several important businesses, or merchant shops, in the district including those of Wa Chong and Quong Tuck.

49. 801-811 South King Street

1925

Secondary: Block 6, Lots 4-5, McNaught's Addition.

One-story commercial building located on the eastern edge of the Chinese business district is constructed of masonry and reinforced concrete on a concrete foundation. One of the eight low-scale retail buildings from the period, the building features

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

7

Page

24

six storefronts, originally separated by brick columns, and featuring wood bulkheads, plate glass display windows, and operable transoms. Two storefront bays on King Street are well preserved; the others are altered.

50. NEW CENTRAL HOTEL
651-661 South Weller/606-610 Maynard Avenue South
1909
Secondary: Block 50, Lots 1, 2, D.S. Maynard's plat

Located at the southern edge of the district's commercial core, the New Central is a three-story workingman's hotel (126 single rooms) with six storefront bays on Weller Street and two on Maynard. Plain brick pilasters frame traditional storefronts. A sheet metal band separates ground floor from hotel functions above. Rusticated patterned brick corners distinguish the primary facade. At the mezzanine level on Maynard are small, square windows. An unadorned arched entry to the mezzanine is placed on Maynard Avenue South. The building has a plain brick parapet. The original sheet metal cornice has been removed and replaced by a stucco band similar to those in other district hotel buildings. A recent rehabilitation to provide low income apartments has replaced wood sash with aluminum. Despite alterations, the building reinforces the southern edge of the commercial core and makes a marginal contribution to the architectural integrity and continuity of the area.

Archaeological Features

The Seattle Chinatown Historic District has been the site of extensive development activity since the turn of the century. The area was regraded in the early twentieth century and it is unlikely that any significant archaeological features survive.

SUMMARY RESOURCE COUNT:

The Seattle Chinatown Historic District is composed of the following elements (described above):

Contributing buildings (i.e. Primary and Secondary):	42
Noncontributing buildings:	8
* Noncontributing park:	1
* Noncontributing open space/parking lot	2
Total:	53

*Note on open space: As discussed above, Hing Hay Park (1975), south of building #18 is a noncontributing landscaped feature. All other open spaces are nonhistoric and are considered noncontributing. The notable open spaces are south of building #15 and south of building # 41.

8. Significance

Period	Areas of Significance—Check and justify below			
___ prehistoric	___ archeology-prehistoric	___ community planning	___ landscape architecture	___ religion
___ 1400-1499	___ archeology-historic	___ conservation	___ law	___ science
___ 1500-1599	___ agriculture	___ economics	___ literature	___ sculpture
___ 1600-1699	<input checked="" type="checkbox"/> architecture	___ education	___ military	<input checked="" type="checkbox"/> social/
___ 1700-1799	___ art	___ engineering	___ music	___ humanitarian
___ 1800-1899	<input checked="" type="checkbox"/> commerce	___ exploration/settlement	___ philosophy	___ theater
<input checked="" type="checkbox"/> 1900-	___ communications	___ industry	___ politics/government	___ transportation
		___ invention		<input checked="" type="checkbox"/> other (specify) ethnic history

period of significance: 1907-1936
 Specific dates 1907-1936 Builder/Architect various, see text

Statement of Significance (in one paragraph)

The Seattle Chinatown Historic District is a well preserved and cohesive group of commercial and hotel buildings that has been the focal point of Seattle's Asian community since the early 20th century. Physically distinct from the surrounding city and culturally autonomous, the district includes many of the commercial, cultural, and residential buildings that served Chinese, Japanese, Filipino, and other residents of the area since 1907.

The size and vitality of the district attracted thousands of immigrants after the turn of the century and gave rise to dozens of important Asian businesses, social organizations, and cultural institutions whose buildings still stand. The district was the heart of the most extensive Asian community in Washington State and attracted residents from throughout the region who wanted to enjoy the cultural and economic opportunities of a large community.

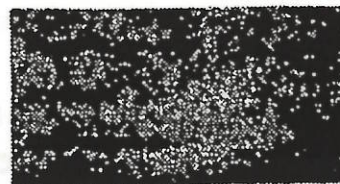
Although reduced in size and physically severed from the rest of the city after World War II by freeway construction and redevelopment, the district has remained a vibrant and discrete community. Today, it represents the most significant collection of buildings associated with the history of Asian settlement in Washington State and includes several architecturally distinguished examples of early 20th century commercial design.

Historical Background and Significance

The history of the Seattle Chinatown Historic District is inextricably tied to the history of Asian settlement in Washington, and is characterized by alternating periods of immigration and deportation, cultural florescence and racial discrimination. In essence, the district's history is the story of the efforts of Asian-Americans to build a stable community in the midst of a society that was often hostile. The substantial buildings of the district are testimony to the enduring success of those efforts.

The First Chinese Community: 1860's-1889

Seattle's first Chinese settlers came to the Northwest in the 1860's and 1870's, providing a cheap labor force for the booming lumber mills, fishing operations, and railroads of the region. Chinese businessmen in Seattle contracted laborers to these operations and built boarding houses to shelter and assist the transient immigrant workers. A few Chinese merchant and manufacturing shops were established in the city as well. The boarding houses and shops were located adjacent to Henry Yesler's mill and eventually developed along Second, Occidental and Third avenues between Yesler Way and South Washington Street in the area around Pioneer Square. Because most of residents were single men who were in the city on a temporary basis, the Chinese quarter developed as a densely populated neighborhood of boarding houses and hotels. By 1876, about 250 people lived in the quarter on a permanent basis; another 300 transient workers made the area a short term home.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

8

Page 2

The number of Chinese living in Seattle increased in the 1880's, as workers were laid off from railroad projects or came to the city to escape the discriminations of smaller communities. But the growing population met forceful hostility. A nationwide depression had closed hundreds of factories and mines. At the same time, the completion of the Northern Pacific and Canadian Pacific railroads threw thousands of white and Chinese men out of work, swelling the labor market in the Northwest. Anger over widespread unemployment was directed at the Chinese laborers, and the Asian community found itself the target of government restrictions and mob violence.

The first federal attempt to institutionalize anti-Chinese sentiment came in 1882 when Congress passed the first of the notorious "exclusion acts." The law--which was renewed several times and not repealed until 1943--suspended the immigration of Chinese laborers, provided for the deportation of workers who had entered the country temporarily, and denied citizenship to Chinese residents.

The government's restrictions matched the public mood and in February 1886, rioting whites in Seattle attacked the Chinese community and 500 Chinese workers were expelled from the city by boat.

During the following decades, Japanese immigrants arrived in Seattle and filled the void created by the departing Chinese, taking over their dwellings and jobs as farmhands, domestic servants, launderers and shop owners. But the Chinese community in the city did not disappear. The few Chinese merchants who remained after 1886 continued to contract Chinese labor in the face of resentment. Chinese workers were recruited to rebuild and expand the Yesler sawmill in 1888; to help construct the Seattle-Lake Shore and Eastern Railroad, begun in 1887; and to work in the region's logging camps, mines, and salmon canneries.

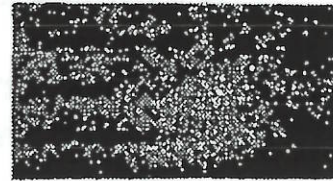
The First Chinatown: 1889-1910

During the Great Seattle Fire of 1889, the Chinese quarter--much of it built on stilts over the tideflats--burned down. To ensure the future safety of his business, wealthy merchant and labor contractor Chin Gee Hee erected a brick building on South Washington Street and Second Avenue three blocks east of the Seattle Chinatown Historic District. The building, known as the Canton Building, housed Chin Gee Hee's Quong Tuck Company on the lower floor. The move stimulated further development in the area.

Eventually, Chinese businessmen leased a string of buildings on both sides of lower Washington Street, and "Chinatown" developed with a mix of eating establishments and merchant shops or "tongs" that served as the key social and economic institutions for immigrant families. The "tong" was a headquarters and hostelry that provided newcomers with food, shelter, employment, protection, and advice. The largest merchant shops were those of the Wa Chong Company, the Quong Tuck Company, and the Ah King Company. These concerns were the three most profitable Chinese enterprises in Seattle for many years, and their respective owners were community leaders who continued to contract labor through the 19th century.

United States Department of the Interior
National Park Service

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

8

Page 3

The Move to a New Chinatown: the Seattle Chinatown Historic District, 1907-present

The influx of single male laborers resulted in crowded conditions in the restricted confines of South Washington Street. But the regrading and widening of South Jackson Street and South King Street in 1907 allowed the Chinese community to relocate from the older quarters to the regraded area east of the railroad tracks.

Immediately after the resurfacing of South King Street in 1907, a Chinese investment group, Kwong Kick (Quong Yick) Company, led by community leader Goon Dip, built a series of buildings on the south side of King Street from Eighth Avenue South to Maynard Avenue South. The construction proved to be the catalyst for the building of a new Chinatown in the King Street area. Many of the buildings from that phase of development still stand.

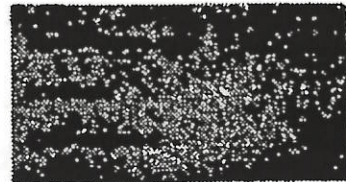
Goon Dip, whose contracting eventually provided labor for 21 salmon canneries in Washington and Alaska, was appointed Chinese consul for Washington, Montana, and Alaska. He established the consulate and his offices at 711 South King Street (Kong Yick Apartments, 1910, map # 45) until he built the Milwaukee Hotel (1911, #22) and moved his operations to that building.

The proximity of the King Street Station and the Union Station, constructed in 1910 and 1911, provided a strong stimulus for further hotel construction in the district. At the same time, the renewed influx of seasonal laborers prompted construction of single room occupancy hotels operated in some cases by Chinese family associations. As a result of these factors, hotels and boarding houses became a distinguishing characteristic of the area. (See, for example, the Hip Sing Association Building, #30, or the Rex Hotel, #39.)

Between 1910 and 1912, the three largest merchant shops in Seattle moved to hotel buildings in the new Chinatown location. The Quong Tuck Company moved to 721 South King Street (#46); the Ah King Company moved to 707 King (#45), and the Wa Chong Company moved to 719 King (#48), all still extant. Soon, other commercial enterprises began to appear in the district. In 1910, the Wah Young Company was established at 416 Eighth Avenue South (Don Hee Apartments, #31) and the Yick Fung Company moved to 705 King Street (Kong Yick Apartments, #45) where it served as an agent for the Blue Funnel Steamship Line, the first Asian line to Seattle that specialized in cargo.

The movement of Asian businesses and housing to the King Street area and away from the old Chinese quarters on Washington Street was made irreversible in the mid-1920s when the city decided to create the Second Avenue Extension to improve circulation to the railway stations. The extension cut through the center of the old Chinatown. After 1925, only a few Chinese stores and residents remained on Washington Street.

Many of the buildings in the Seattle Chinatown district are associated with business and social organizations unique to the Chinese community which were built during the district's first decade. For example, the merchant shops built large hotels to house transient and immigrant contract laborers. In addition, Chinese family and district associations built substantial workers' hotels for their members, many embellished with traditional balconies in the style of their homelands in southern China. (See, for example, the Freeman Hotel, #48.)

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

8

Page

4

Eventually, separate groups banded together to create the Chong Wa (Overseas Chinese) Benevolent Association which, theoretically, incorporated the interests of all the Chinese groups. Originally located on the top floor of the Quong Yick Investment Building on Eighth and King Street (#48), the Chong Wa moved into its own building at 522 Seventh Avenue South (#47), complete with classrooms and meeting rooms, in 1929. The Benevolent Association was formed to mediate problems that arose among community residents who, because of language and cultural barriers, were unable to utilize the American judicial or civic systems. The Association was active for a number of years and was particularly useful to Chinese residents who were older and did not speak English. Money for the building the permanent structure was solicited and raised from local property owners, shopkeepers, and residents.

The several halls and meeting places of the family and social societies were typically located within apartment or hotel buildings. These family associations and "tongs" had always played an important role in the community. But often the only external indication of these spaces were the decorated balconies mentioned above. A more visually obvious manifestation of ethnic traditions were the many small storefront shops offering special goods and services including import groceries, herbalists, and trading companies.

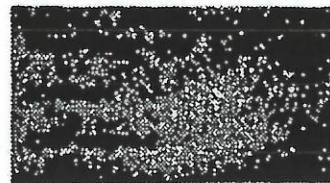
Chinatown After the War

Since 1930, the population of Chinese in Washington State has grown from 2,195 to 9,201 in 1970. The most dramatic growth occurred shortly after World War II when restrictions on Chinese immigration had been lifted. The dense concentration of new settlers occurred in Seattle--75 percent of the total number. In 1970, 6,261 Chinese resided in Seattle, making it the fourth largest Chinese community on the West Coast. Nevertheless, the Chinatown area itself declined in population after the 1940's as racial tolerance, the lessening of ethnic restrictions, and increasing educational and professional opportunities allowed the Chinese to move to other districts in the city and participate more fully in the region's economic, social and political life.

Japanese Settlement in the Seattle Chinatown Historic District

The first Japanese settler arrived in Seattle in 1879; by the turn of the century, Japanese immigration surpassed Chinese immigration and ultimately Japanese residents became Seattle's largest minority population. The growth was particularly dramatic at the turn of the century. In 1890, 125 Japanese lived in the city; by 1910, 6,127 lived there. The new immigrants filled many of the jobs the Chinese had held before their expulsion in the 1880's. In addition unlike the Chinese, Japanese residents were not initially restricted by law from immigrating or raising families in America.

The Japanese formed a substantial community extending from Second to Twelfth avenues between Yesler Way and South Jackson Street. That area, adjacent to the King Street commercial area and partially included in the historic district, was called "Nihonmachi" or "Japantown." Although Japanese businesses existed throughout the district, Japanese commercial and family life centered on South Main Street and Sixth Avenue South. Although many of the buildings associated with the Japanese in the area have not survived, some of the important extant structures near this critical intersection still stand and are included in the historic district.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

8

Page

5

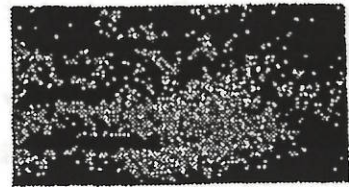
Unlike the Chinese, Japanese immigrants initially had an opportunity to bring in picture brides and raise families. Eventually, a sizable residential community developed on the fringes of the commercial core. Like their Chinese counterparts, several enterprising Japanese immigrants became powerful leaders in their community. One of these, Mosajiro Furuya, arrived in Seattle in 1890 to built a banking, trading, real estate, and labor contracting conglomerate that eventually operated office in Tacoma, Portland, Vancouver B.C., and several Japanese cities. His headquarters was at Second Avenue and South Main Street in the Pioneer Square area. The majority of Japanese residents, however, led less influential lives as grocers, hotel operators, shop owners, or laborers. The community, however, was a lively one, and meeting halls were the scene of many political and educational meetings.

By the 1920's, Japanese residents were subjected to a wave of rising racism. New immigration laws barred Japanese from becoming citizens and Washington State made it illegal for Japanese citizens to own, lease or operate farms. Because the economy of Nihonmachi depended upon a steady stream of Japanese immigrants and farmers who came to the city to trade and live, the restrictions resulted in a decline in population during the 1930's from 8,448 (1930) to 6,975 (1940). Under such duress, many Japanese returned to Japan.

The Seattle Progressive Citizens League was organized in 1921 by 19 Japanese Americans concerned about discrimination against Japanese aliens in light of pressure to have the state adopt an anti-alien law. Similar groups had been organized in San Francisco. Clarence Takeya Aria, born in Seattle in 1901, with a law degree from the University of Washington (1924), became president of the reorganized league in 1928 and toured the West Coast trying to gain support for a coastwide federation of Japanese Americans. James Sakamoto, another native born Seattleite (1903) who had been a prizefighter in New York City, returned to Seattle in 1927 to establish the weekly Japanese American Courier in 1928 as a voice for this community. The paper was published in the King Street Historic District. He also lobbied for a strong citizen's league.

Aria and other Seattle leaders proposed the establishment of a National Council of Japanese American Citizens League and through his efforts, Seattle hosted a convention in August and September, 1930 at which time the League was formed. The convention meetings were held in the Japanese Chamber of Commerce Hall on the second floor of the Rainier Heat and Power Company at Maynard and Jackson Streets (#9) with 102 delegates from five states and Hawaii staying at the Bush (#18) and NP hotels (#5) nearby. Between 1933 and 1939, the organization's monthly newsletter, "Pacific Citizen," was published out of the Japanese American Courier office in Seattle. Since its founding in the district in 1930, the League has grown to over 30,000 members nationwide who are committed to civil liberties, fair labor practices, and social justice.

In 1941, the attack on Pearl Harbor incited widespread anti-Japanese feeling in the U.S. and especially on the West Coast where large communities of Japanese Americans lived and worked. "In the interests of national security," an executive order was signed by President Roosevelt in 1942 calling for the evacuation and internment of all West Coast Japanese, both American and foreign-born.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

8

Page 6

Japanese Seattlites were detained at Camp Harmony near Puyallup or sent to Idaho for the duration of the war; they sacrificed many of their possessions and their homes and businesses in Japantown. The abandoned residential area east of Seventh Avenue, consisting of deteriorating frame buildings, became the obvious choice for a major public housing project that would cover 12 city blocks once owned by Japanese Americans. Closer to the commercial core, more substantial hotel buildings were abandoned, some eventually torn down for parking lots after 1950 that left gaps in the continuous street walls of the historic district.

After the war, many Japanese chose not to return to Seattle or returned to settle elsewhere with their families. The construction of Interstate 5 in the 1960's physically divided the area and eliminated businesses, homes and churches; the completion of the Kingdome in 1972 generated traffic and parking problems. The 1970's also brought stricter building and fire codes that resulted in the closure and demolition of many buildings.

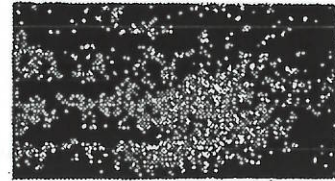
Despite these setbacks, portions of Japantown survive and together with the rest of the Seattle Chinatown Historic District remained the hub of Asian cultural activities. Other ethnic groups arrived, too, including many Filipinos who settled in the 1920's and the 1930's, establishing residences and businesses (and giving South Weller Street the nickname "Filipino Town"). Although allowed to immigrate to the United States, Filipinos could not become citizens. Nevertheless, by the 1930's over 1,600 Filipinos, mostly single men, resided in the city.

Filipino workers in Seattle were a strong element in the city's labor movement. Labor leaders like Virgil Duyungan were instrumental in organizing farm laborers and cannery workers and helped defeat the corrupted contract labor system. In 1936, Duyungan was assassinated by the nephew of a labor contractor on Main Street, but Filipino workers remained a key part of labor history in the city. More recent ethnic groups, including the Indochinese, continue to immigrate. In recognition of this diversity, the area has become known as the International District.

Among both the foreign and American born residents of the district were many who made significant contributions to life outside Chinatown. They include Wing Luke, first Asian-American elected to public office in the U.S.; Clarence Aria, founder of the Japanese American Citizen League; Sui Sin Far (Edith Eaton), James Mitsui and Carlos Bulosan, writers; sculptor George Tsutakawa; photographers Kyo Koike and Frank Kunishige; painters Yasuo Kuniyoshi and Paul Horiuchi; architect Minoru Yamasaki; and furniture designer George Nakashima.

Architectural Significance

The Seattle Chinatown Historic District is an architecturally significant collection of commercial buildings from the early 20th century which includes several distinctive examples of design and several works by prominent Seattle architects. Collectively, the buildings reflect a period when the district was a self-contained community whose architecture fused the requirements of American commercial life with the special traditions of a strong immigrant culture.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Inventory—Nomination Form

Continuation sheet

Item number

8

Page

7

Multistory brick hotel buildings--some ornamented with terra cotta stone sills, lintels, and metal cornices--dominate the district and constitute one of the largest collections of hotels buildings from the period in Seattle. Typically, the hotels are divided into street level store fronts (many with original cornices and transoms) below several floors of hotel rooms, crowned with an imposing classical cornice. In addition, many of the hotels feature the recessed balconies that indicated the presence of a family association. Some of the distinguished hotels in the district include the Republic (#26), the Norway (#27), the Hip Sing Association (#30) the Gee How Oak Tin (#43), and the Freedman (#36).

Smaller, low scale retail buildings and one-story garages, generally built after 1917, provide a connective tissue between the larger hotels. Among the retail buildings are two of Seattle's most distinctive examples of terra cotta ornament in a Beaux Arts mode--The Governor Apartments (#1) and the Rainier Heat and Power Company building (#9). In addition, several public buildings--including the Wa Chong Wa Benevolent Association (#47), which combines classicism with Orientalism, and the Main Street school annex (#2)--are important examples of institutional design.

The architectural character of the district possesses a remarkable coherence. One important reason is that the buildings were designed and built during a short period-- mostly between 1907 and 1925 with major building occurring directly after the completion of the Jackson Street Regrade (1907) and in the decade thereafter.

Although some of the extant hotels, retail buildings, and early auto garages have been altered in a manner which has compromised their individual historical integrity, the majority of these buildings are substantially intact. The most common alteration, not surprisingly, has been the remodeling of street level storefronts. But nearly all the contributing buildings retain upper level integrity and contribute, if only marginally, to the consistent scale and solid street walls that are notable in the district.

Architects

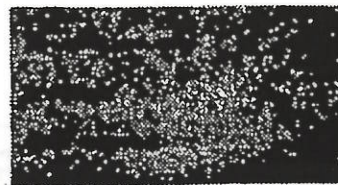
Of 22 district buildings attributed to architectural firms, nine were designed by Thompson and Thompson, six by J.L. McCauley, and two by John Graham, Sr. James Stephen, John Creutzer, F.H. Perkins, David Dow, and Andrew Willatzen each designed a building in the district. It is probable that some of the unattributed buildings in the district were also designed by these leading firms or others known to have practiced in the district including James Shack, Max Umbrecht, and Saunders and Lawton.

The most prolific designers in the district were the brothers Charles L. and Charles Bennett Thompson, who established an architectural partnership in 1898 with offices in the Maynard Building in Pioneer Square. Seattle of Today Architecturally (1907), expounded upon the firm's abilities with the typical boosterism of the period:

By the ideality and the individuality of its work, the firm has attained a success and a patronage which is equalled by few such concerns in the West, and every commendation is due it for the magnificent structures of which it is the author.

**United States Department of the Interior
National Park Service**

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

8

Page 8

The publication listed a number of office buildings designed by the firm, including Standard Furniture Company, Sartori Block, Metropolitan Block, Hyde Block and the Gottstein Block.

No biographical information was readily obtainable on John L. McCauley, though his association with the Rainier Heat and Power Company, with their holdings in the International District, provided many commissions.

John Graham, Sr., established an architectural practice in Seattle in 1900 and formed a partnership with David Myers in 1905. By 1920, Myers was in partnership with Schack and Young. On his own, Graham executed the design of a large number of buildings in the downtown, including the Bank of California headquarters, the Exchange Building, the Bon Marche, and the Roosevelt Hotel, eventually expanding to become one of the largest architectural firms in the Northwest with projects in the United States and abroad.

Of the architects who are only represented by one identifiable building, James Stephen and Andrew Willatzen are the most distinguished. Both trained in Chicago and the Midwest, Stephen being influenced by the work of Louis Sullivan, Willatzen by the work of his mentor, Frank Lloyd Wright. Stephen served as architect for the Seattle School District from 1901 to 1908 and designed many of the frame and brick school buildings in the city in the first quarter of the century. Willatzen, in partnership with Barry Byrne, designed residences in the Prairie School tradition before becoming active in the design of commercial and industrial buildings of brick and concrete during the period 1914-1930.

9. Major Bibliographical Reference

See continuation sheet.

10. Geographical Data

Acreeage of nominated property c. 23

Quadrangle name Seattle South, WA (7.5)

Quadrangle scale 1:24,000

UTM References

A

1	0	5	5	0	7	1	0	5	2	7	1	8	7	0
Zone			Easting				Northing							

B

1	0	5	5	0	9	4	0	5	2	7	1	8	2	0
Zone			Easting				Northing							

C

1	0	5	5	1	0	4	0	5	2	7	1	7	8	0
Zone			Easting				Northing							

D

1	0	5	5	1	0	9	0	5	2	7	1	6	3	0
Zone			Easting				Northing							

E

1	0	5	5	0	7	5	0	5	2	7	1	6	0	0
Zone			Easting				Northing							

F

1	0	5	5	0	6	6	0	5	2	7	1	6	2	0
Zone			Easting				Northing							

G

1	0	5	5	0	6	6	0	5	2	7	1	7	8	0
Zone			Easting				Northing							

H

Zone			Easting				Northing							

Verbal boundary description and justification

See continuation sheet.

List all states and counties for properties overlapping state or county boundaries

state	n/a	code	county	code

state	n/a	code	county	code

11. Form Prepared By

name/title Lawrence Kreisman, Urban Conservation Specialist Edited by Leonard Garfield Archaeology & Hist. Pres.

organization Office of Urban Conservation date May 1, 1986

street & number 400 Yesler Building telephone (206) 625-4501

city or town Seattle state Washington 98104-2696

12. State Historic Preservation Officer Certification

The evaluated significance of this property within the state is:

☐ national ☒ state ☐ local

As the designated State Historic Preservation Officer for the National Historic Preservation Act of 1966 (Public Law 89-665), I hereby nominate this property for inclusion in the National Register and certify that it has been evaluated according to the criteria and procedures set forth by the National Park Service.

State Historic Preservation Officer Signature

title David E. Olsen State Historic Preservation Officer date 7/26/86

For NPS use only

hereby certify that this property is included in the National Register

date

Keeper of the National Register

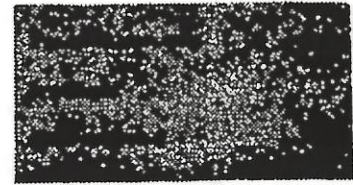
Attest:

date

Chief of Registration

United States Department of the Interior
National Park Service

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

9

Page 2

Burke, Elizabeth and Edward, Seattle's Other History, Profanity Press, Seattle, 1979.

Chin, Art, Golden Tassels: A History of the Chinese in Washington 1857-1977, Seattle, 1977.

Chin, Doug, A Short History of the International District, unpublished.

-----, "International District was a Tideflat," International Examiner, October 1976, p. 8.

-----, "Recycling the International District," Puget Soundings, April 1978, pp. 22-27.

Chin, Frank, "Yellow Seattle," The Weekly, February 1, 1978, pp. 8-11.

Department of Community Development, Office of Urban Conservation: Landmarks files; International District Inventory; Periodical and newspaper file.

Osokawa, Bill, JACL: In Quest of Justice, New York, 1982.

Interviews with:

Bob Santos, Interim
Ben Woo, International District Preservation and Development Authority
James Mar, Yick Fung Co.
Dan Woo, Quong Tuck
Don Chin, Sun May Co.
Tomio Moriguchi, Uwajimaya
Mayumi Tsutakawa, King County Arts Commission
Kim Louie, Tsue Chong Noodle Co.

An Inventory of Building and Urban Design Resources: International District, Historic Seattle Preservation and Development Authority, Seattle, 1975.

Ito, Kazuo, Issei: A History of Japanese Immigrants in North America, Japan Publication, Japan, 1973.

Kim, Sil Doug, "Seattle's Asian Immigrants," Puget Soundings, April 1978, pp. 10-13.

Meldeny, B.H., The Oriental Americans, New York, 1972.

Morgan, M., Skid Road, New York, 1960.

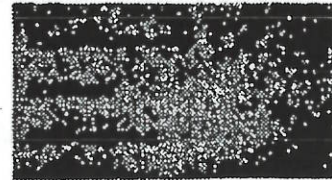
Schmid, C.F., Social Trends in Seattle, Seattle, 1944.

Schwartz, Susan, "The Rise and Fall of Japantown," Seattle Times Magazine, February 8, 1976, pp. 8-9.

Seattle of Today Architecturally, Northwest Collections, University of Washington, Seattle, 1907, p. 222.

United States Department of the Interior
National Park Service

**National Register of Historic Places
Inventory—Nomination Form**



Continuation sheet

Item number

10

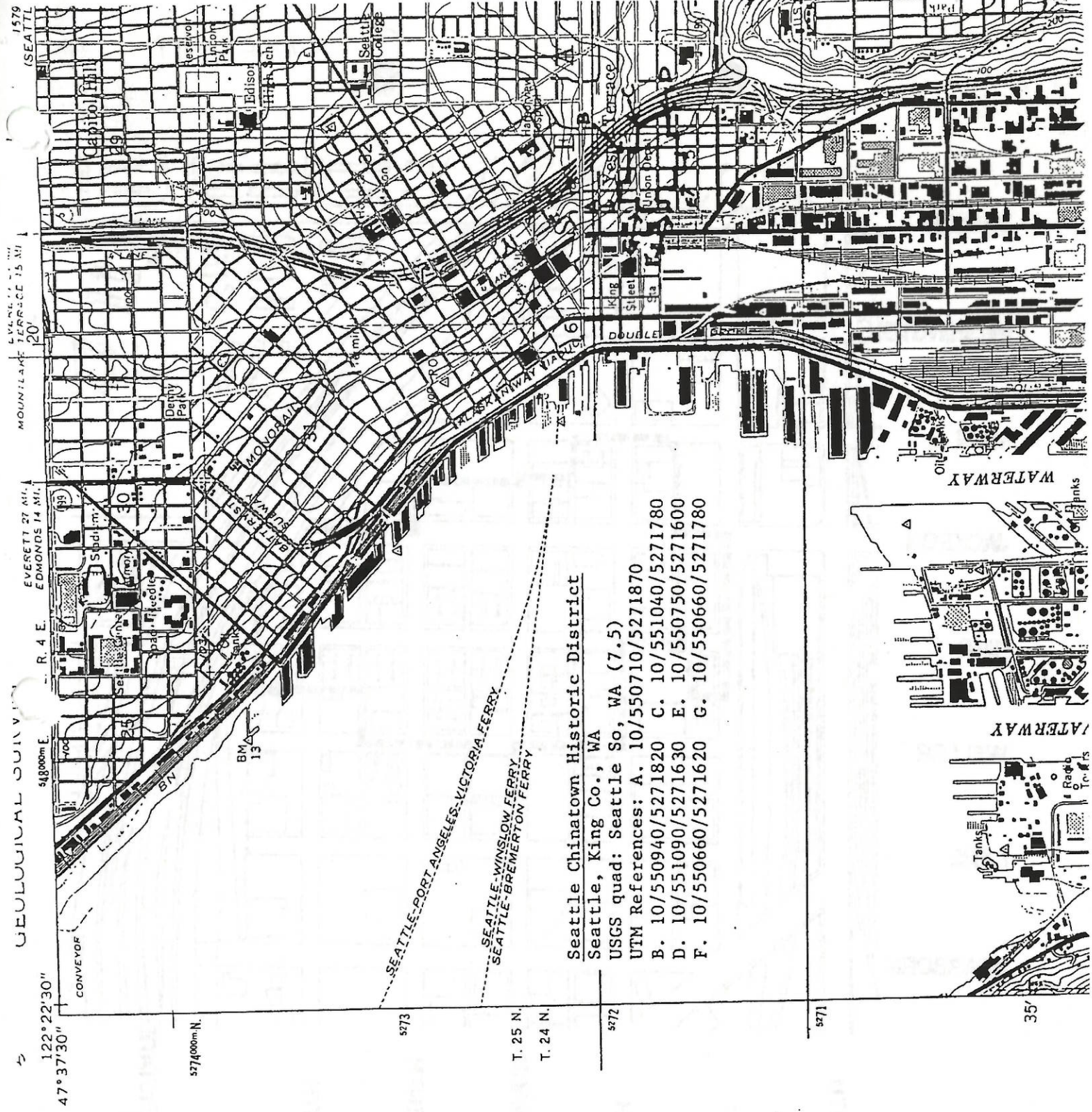
Page 1

Verbal boundary description:

The Seattle Chinatown Historic District is a rectangular property described thusly:

Beginning at a point at the southeast corner of Main Street and the alley between Fifth and Sixth Avenues (at the northwest corner of lot 8, Block 33, Maynard plat, aka 513-527 South Main), proceed east along the south edge of Main Street to the alley between Sixth and Maynard (at the northeast corner of Lot 1, Block 42, aka 601-611 South Main Street), proceed south along the west edge of the alley to a point parallel with the north property line of Block 42, Lot 6 (aka 315 Maynard Ave. S.), proceed east along the north property line of said property and continue until the west edge of Seventh Avenue, proceed south on Seventh Avenue until the south edge of Jackson Street, proceed east along Jackson Street until the Interstate 5 right-of-way, proceed in a southeasterly direction along edge of said right-of-way until King Street, proceed south across King Street and continue south along the east property line of Lots 4-5, Block 6, McNaught's Addition (aka 801-811 So. King St.), proceed south until the south property line of said property, proceed west along the south property line of said property until the west edge of the alley between Seventh and Eighth avenues, at a point at the east property line of Lot 3, Block 54 (aka 514 Seventh Avenue So.), proceed south along said rear property line-alley edge until the northern edge of Weller Street, proceed west along Weller Street to the west edge of the alley between Maynard & Seventh and proceed south along the east property line Lots 1-2, Block 50 (aka 651-661 So. Weller), proceed west along the south property line of said property until the east edge of Maynard, proceed north along Maynard until the south edge of Weller, proceed west along Weller until the east edge of Sixth, proceed north along Sixth until the south edge of King, proceed west along King until the east property line of Lots 1-2, Block 35 (aka 504-512 Fifth Avenue So.), proceed south along said property line until the south property line, proceed west along said property line until the east edge of Fifth Avenue, proceed north along Fifth Avenue until the south edge of Jackson St., proceed east along Jackson Street until the east edge of the alley between Fifth and Sixth avenues, proceed north along said alley until point of beginning.

For boundary justification, see item 7.



Seattle Chinatown Historic District

Seattle, King Co., WA

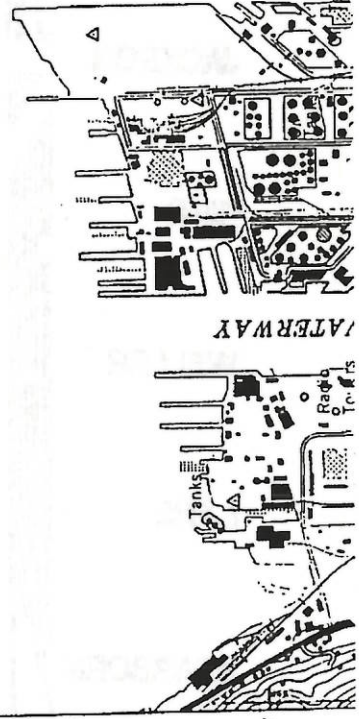
USGS quad: Seattle So, WA (7.5)

UTM References: A. 10/550710/5271870

B. 10/550940/5271820 C. 10/551040/5271780

D. 10/551090/5271630 E. 10/550750/5271600

F. 10/550660/5271620 G. 10/550660/5271780



FILE COPY

YESLER

WASHINGTON

MAIN

JACKSON

KING

WELLER

LANE

DEARBORN

FOURTH

FIFTH

SIXTH

MAYNARD

SEVENTH

EIGHTH

INTERSTATE
FIVE

SEATTLE CHINATOWN HISTORIC DISTRICT
Seattle, Washington
National Register district boundary

FILE COPY

YESLER

WASHINGTON

MAIN

JACKSON

JING

WELLER

LANE

DEARBORN

FOURTH

FIFTH

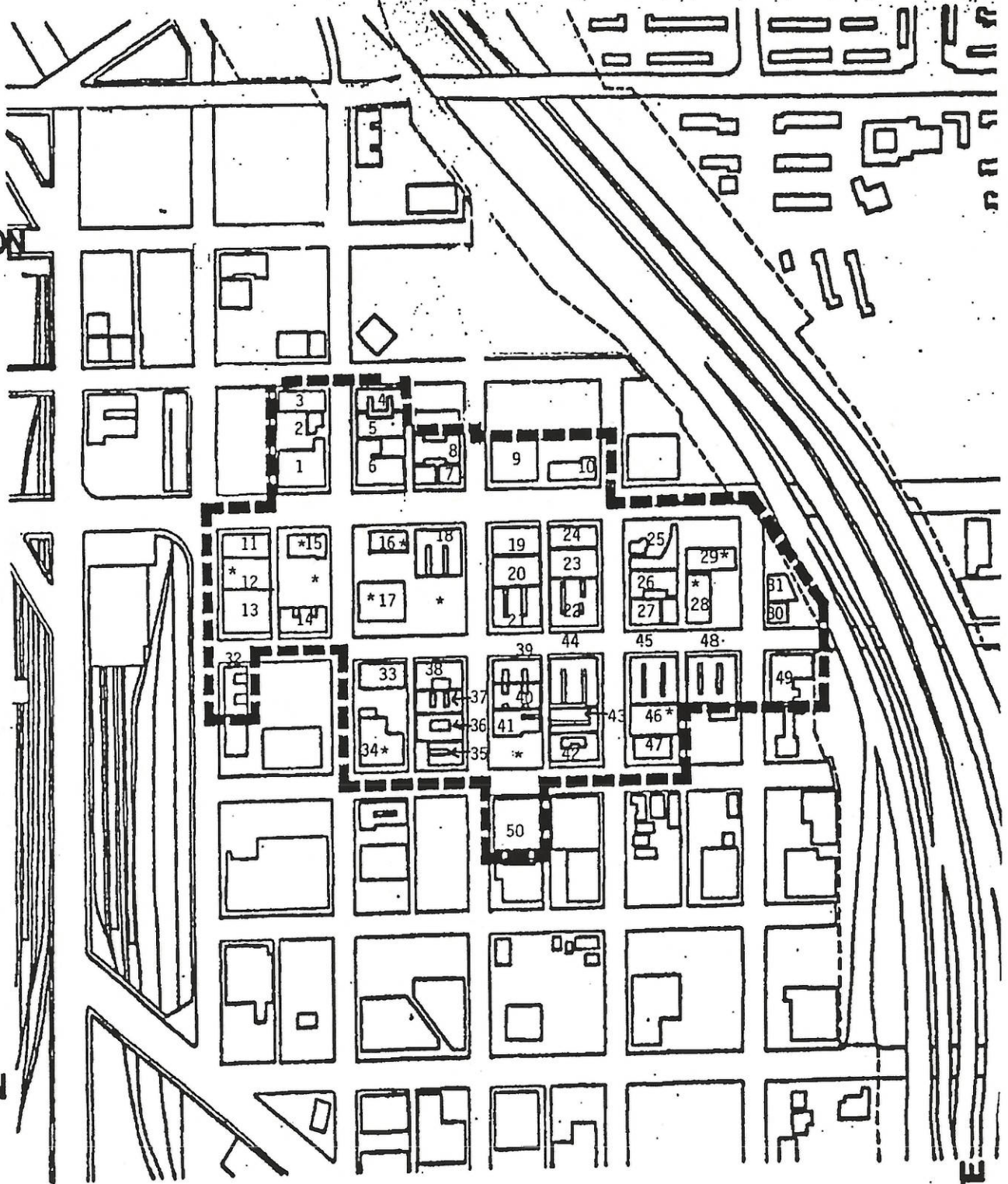
SIXTH

MAYNARD

SEVENTH

EIGHTH

INTERSTATE
CARE



17 Preservation Briefs

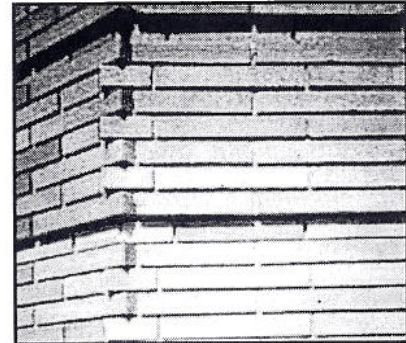
Technical Preservation Services
National Park Service
U.S. Department of the Interior



Architectural Character Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character

Lee H. Nelson, FAIA

- » Three-Step Process to Identify the Visual Character
- » Step 1: Overall Visual Aspects
- » Step 2: Visual Character at Close Range
- » Step 3: Interior Spaces, Features and Finishes
- » Conclusion
- » The Architectural Character Checklist/Questionnaire



A NOTE TO OUR USERS: The web versions of the **Preservation Briefs** differ somewhat from the printed versions. Many illustrations are new, captions are simplified, illustrations are typically in color rather than black and white, and some complex charts have been omitted.

The Secretary of the Interior's Standards for the Treatment of Historic Properties embody two important goals: **1)** the preservation of historic materials and, **2)** the preservation of a building's distinguishing character. Every old building is unique, with its own identity and its own distinctive character. *Character* refers to all those visual aspects and physical features that comprise the appearance of every historic building. Character-defining elements include the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.

The purpose of this Brief is to help the owner or the architect identify those features or elements that give the building its visual character and that should be taken into account in order to preserve them to the maximum extent possible.

There are different ways of understanding old buildings. They can be seen as examples of specific building types, which are usually related to a building's function, such as schools, courthouses or churches.

Buildings can be studied as examples of using specific materials such as concrete, wood, steel, or limestone. They can also be considered as examples of an historical period, which is often related to a specific architectural style, such as Gothic Revival farmhouses, one-story bungalows, or Art Deco apartment buildings.

There are many other facets of an historic building besides its functional type, its materials or construction or style that contribute to its historic qualities or significance. Some of these qualities are feelings conveyed by the sense of time and place or in

buildings associated with events or people. A complete understanding of any property may require documentary research about its style, construction, function, its furnishings or contents; knowledge about the original builder, owners, and later occupants; and knowledge about the evolutionary history of the building. Even though buildings may be of historic, rather than architectural significance, it is their tangible elements that embody its significance for association with specific events or persons and it is those tangible elements both on the exterior and interior that should be preserved.

Therefore, the approach taken in this Brief is limited to **identifying those visual and tangible aspects of the historic building**. While this may aid in the planning process for carrying out any ongoing or new use or restoration of the building, this approach is not a substitute for developing an understanding about the significance of an historic building and the district in which it is located. If the various materials, features and spaces that give a building its visual character are not recognized and preserved, then essential aspects of its character may be damaged in the process of change.

A building's character can be irreversibly damaged or changed in many ways, for example, by inappropriate repointing of the brickwork, by removal of a distinctive side porch, by changes to the window sash, by changes to the setting around the building, by changes to the major room arrangements, by the introduction of an atrium, by painting previously unpainted woodwork, etc.

A Three-Step Process to Identify A Building's Visual Character

This Brief outlines a three-step approach that can be used by anyone to identify those materials, features and spaces that contribute to the visual character of a building. This approach involves first examining the building from afar to understand its overall setting and architectural context; then moving up very close to appreciate its materials and the craftsmanship and surface finishes evident in these materials; and then going into and through the building to perceive those spaces, rooms and details that comprise its interior visual character.

Step 1: Identify the Overall Visual Aspects

Identifying the overall visual character of a building is nothing more than looking at its distinguishing physical aspects without focusing on its details. The major contributors to a building's overall character are embodied in the general aspects of its setting; the shape of the building; its roof and roof features, such as chimneys or cupolas; the various projections on the building, such as porches or bay windows; the recesses or voids in a building, such as open galleries, arcades, or recessed balconies; the openings for windows and doorways; and finally the various exterior materials that contribute to the building's character.

Step One involves looking at the building from a distance to understand the character of its site and setting, and it involves walking around the building where that is possible. Some buildings will have one or more sides that are more important than the others because they are more highly visible. This does not mean that the rear of the building is of no value whatever but it simply means that it is less important to the

overall character. On the other hand, the rear may have an interesting back porch or offer a private garden space or some other aspect that may contribute to the visual character. Such a general approach to looking at the building and site will provide a better understanding of its overall character without having to resort to an infinitely long checklist of its possible features and details. Regardless of whether a building is complicated or relatively plain, it is these broad categories that contribute to an understanding of the overall character rather than the specifics of architectural features such as moldings and their profiles.

Step 2: Identify the Visual Character at Close Range

Step Two involves looking at the building at close range or arm's length, where it is possible to see all the surface qualities of the materials, such as their color and texture, or surface evidence of craftsmanship or age. In some instances, the visual character is the result of the juxtaposition of materials that are contrastingly different in their color and texture. The surface qualities of the materials may be important because they impart the very sense of craftsmanship and age that distinguishes historic buildings from other buildings. Furthermore, many of these close up qualities can be easily damaged or obscured by work that affects those surfaces. Examples of this could include painting previously unpainted masonry, rotary disk sanding of smooth wood siding to remove paint, abrasive cleaning of tooled stonework, or repointing reddish mortar joints with gray portland cement.

There is an almost infinite variety of surface materials, textures and finishes that are part of a building's character which are fragile and easily lost.

Step 3: Identify the Visual Character of Interior Spaces, Features and Finishes

Perceiving the character of interior spaces can be somewhat more difficult than dealing with the exterior. In part, this is because so much of the exterior can be seen at one time and it is possible to grasp its essential character rather quickly. To understand the interior character, **Step Three** says it is necessary to move through the spaces *one at a time*. While it is not difficult to perceive the character of one individual room, it becomes more difficult to deal with spaces that are interconnected and interrelated. Sometimes, as in office buildings, it is the vestibules or lobbies or corridors that are important to the interior character of the building. With other groups of buildings the visual qualities of the interior are related to the plan of the building, as in a church with its axial plan creating a narrow tunnel-like space which obviously has a different character than an open space like a sports pavilion. Thus the shape of the space may be an essential part of its character.

With some buildings it is possible to perceive that there is a visual linkage in a sequence of spaces, as in a hotel, from the lobby to the grand staircase to the ballroom. Closing off the openings between those spaces would change the character from visually linked spaces to a series of closed spaces. For example, in a house that has a front and back parlor linked with an open archway, the two rooms are perceived together, and this visual relationship is part of the character of the building. To close off the open archway would change the character of such a residence.

The importance of interior features and finishes to the character of the building should not be overlooked. In relatively simple rooms, the primary visual aspects may be in

features such as fireplace mantels, lighting fixtures or wooden floors. In some rooms, the absolute plainness is the character-defining aspect of the interior. So-called secondary spaces also may be important in their own way, from the standpoint of history or because of the family activities that occurred in those rooms. Such secondary spaces, while perhaps historically significant, are not usually perceived as important to the visual character of the building. Thus we do not take them into account in the visual understanding of the building.

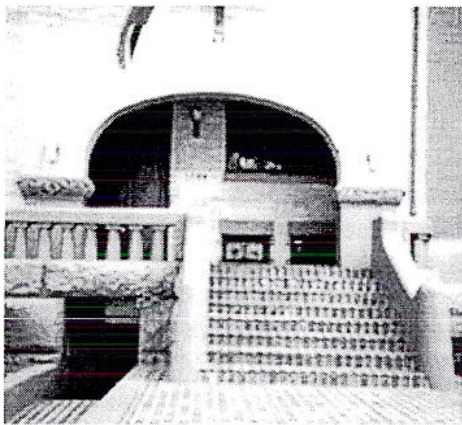
Overall Visual Character: Shape

The **shape** of a building can be an important aspect of its overall visual character. The building illustrated here, for example, has a distinctive horizontal boxlike shape with the middle portion of the box projecting up an extra story.

This building has other visual aspects that help define its overall character, including the pattern of vertical bands of windows, the decorative horizontal bands which separate the base of the building from the upper floors, the dark brown color of the brick, the large arched entranceway, and the castle-like tower behind the building.



Overall Visual Character: Openings



The **opening** illustrated here dominates the visual character of this building because of its size, shape, location, materials, and craftsmanship. Because of its relation to the generous staircase, this opening places a strong emphasis on the principal entry to the building. Enclosing this arcade-like entry with glass, for example, would materially and visually change the character of the building.

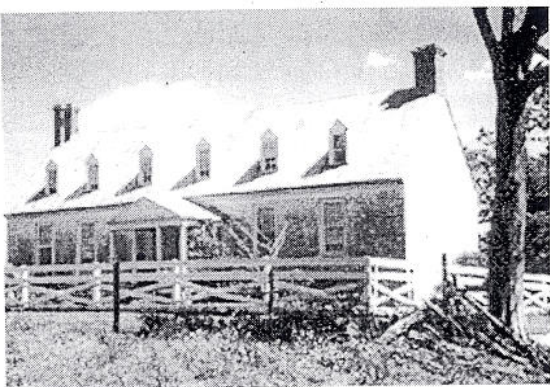
Overall Visual Character: Roof and

Related Features

This building has a number of character-defining aspects which include the windows and the decorative stonework, but certainly the roof and its related features are visually important to its overall visual character. The **roof** is not only highly visible, it has elaborate stone dormers, and it also has decorative metalwork and slatework. The red and black slates of differing sizes and shapes are laid in patterns that extend around the roof of this large and freestanding building. Any changes to this patterned slatework, or to the other roofing details would damage the visual character of the building.



Overall Visual Character: Roof and Related Features

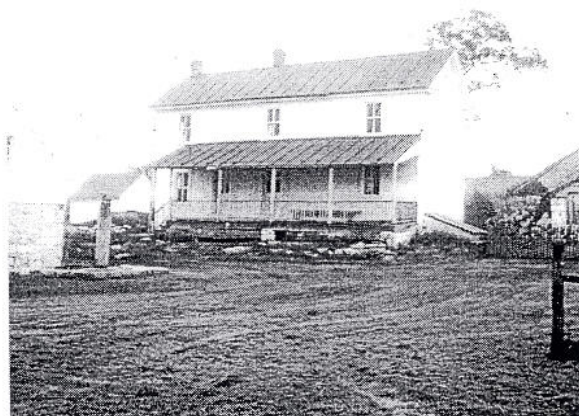


On this building, the most important visual aspects of its character are the **roof and its related features**, such as the dormers and chimneys. The roof is important to the visual character because its steepness makes it highly visible, and its prominence is reinforced by the patterned tinwork, the six dormers and the two chimneys. Changes to the roof or its features, such as removal or alterations to the dormers, for example, would certainly change the character of this building. This does not discount the importance of its other aspects,

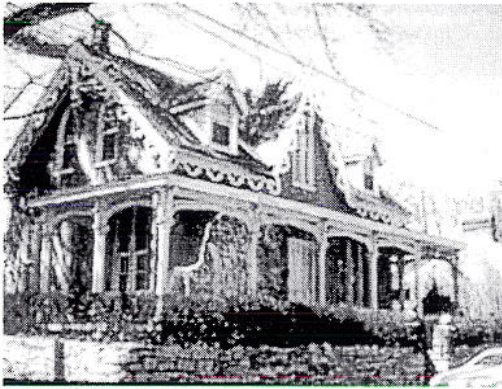
such as the porch, the windows, the brickwork, or its setting; but the roof is clearly crucial to understanding the overall visual character of this building as seen from a distance.

Overall Visual Character: Projections

A **projecting** porch or balcony can be very important to the overall visual character of almost any building and to the district in which it is located. Despite the size of this building (3-1/2 stories), and its distinctive roofline profile, and despite the importance of the very large window openings, the lacy wrap-around iron balcony is singularly important to the visual character of this building. It would seriously affect the character to remove the balcony, to enclose it, or to replace it with a balcony lacking the same degree of detail of the original material.



Overall Visual Character: Trim



If one were to analyze the overall shape or form of this building, it would be seen that it is a gable-roofed house with dormers and a wrap-around porch. It is similar to many other houses of the period. It is the **wooden trim** on the eaves and around the porch that gives this building its own identity and its special visual character.

Although such wooden trim is vulnerable to the elements, and must be kept painted to prevent deterioration; the loss of this trim would

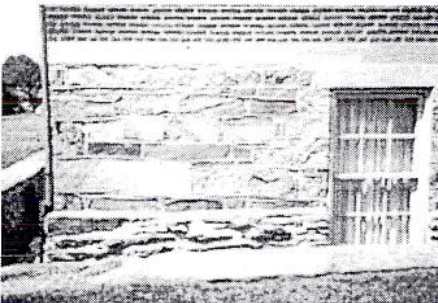
seriously damage the overall visual character of this building, and its loss would obliterate much of the closeup visual character so dependent upon craftsmanship for the moldings, carvings, and the see-through jigsaw work.

Overall Visual Character: Setting

Even architecturally modest buildings frequently will have a **setting** that contributes to their overall character. In this very urban district, setbacks are the exception, so that the small front yard is something of a luxury, and it is important to the overall character because of its design and materials, which include the iron fence along the sidewalk, the curved walk leading to the porch, and the various plantings. In a district where parking spaces are in great demand, such front yards are sometimes converted to off-street parking, but in this instance, that would essentially destroy its setting and would drastically change the visual character of this historic property.



Arm's Length Visual Character: Materials



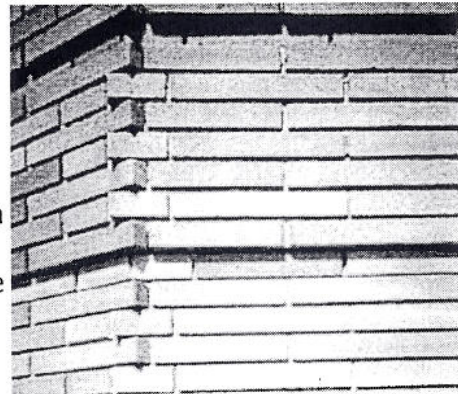
At arm's length, the visual character is most often determined by the surface qualities of the **materials** and craftsmanship; and while these aspects are often inextricably related, the original choice of materials often plays the dominant role in establishing the close range character because of the color, texture, or shape of the materials.

In this instance, the variety and arrangement of the materials is important in defining the visual character, starting with the large pieces of broken stone which form the projecting base for the building walls, then changing to a wall of roughly rectangular stones which vary in size, color, and texture, all with accentuated, projecting beads of mortar, then there is a rather precise and narrow band of cut and dressed stones with minimal mortar joints, and finally, the main building walls are composed of bricks, rather uniform in color, with fairly generous mortar joints. It is the juxtaposition and variety of these materials (and of course, the

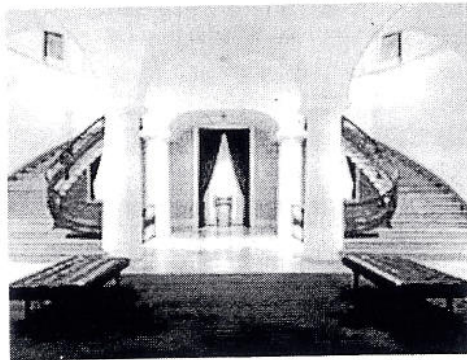
craftsmanship) that is very important to the visual character. Changing the raised mortar joints, for example, would drastically alter the character at arm's length.

Arm's Length Visual Character: Craft Details

There are many instances where **craft details** dominate the arm's length visual character. As seen here, the craft details are especially noticeable because the stones are all of a uniform color, and they are all squared off, but their surfaces were worked with differing tools and techniques to create a great variety of textures, resulting in a tour-de-force of craft details. This texture is very important at close range. It was a deliberately contrived surface that is an important contributor to the visual character of this building.



Interior Visual Character: Individually Important Spaces



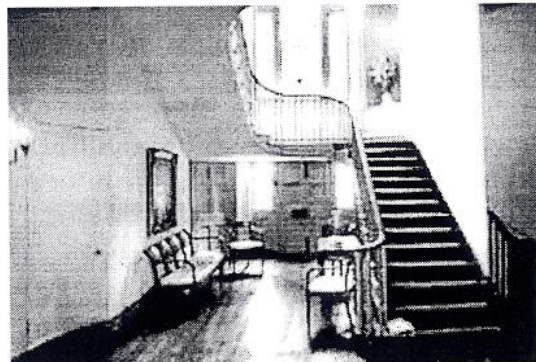
In assessing the interior visual character of any historic building, it is necessary to ask whether there are spaces that are important to the character of this particular building, whether the building is architecturally rich or modest, or even if it is a simple or utilitarian structure.

The character of the **individually important space**, which is illustrated here, is a combination of its size, the twin curving staircases, the massive columns and curving vaulted ceilings, in addition to the quality of the materials in the floor and in the stairs. If the ceiling were to be lowered to provide space for heating ducts, or if the stairways were to be enclosed for code reasons, the shape and character of this space would be damaged, even if there was no permanent physical damage. Such changes can easily destroy the visual character of an individually important interior space. Thus, it is important that the visual aspects of a building's interior character be recognized before planning any changes or alterations.

Interior Visual Character: Related Spaces

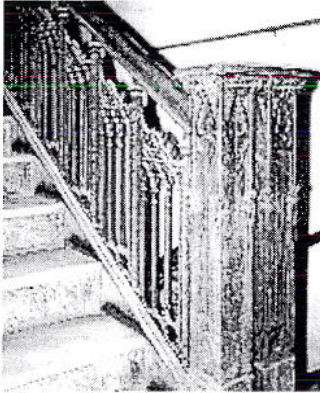
Many buildings have interior spaces that are visually or physically related so that, as you move through them, they are perceived not as separate spaces, but as a sequence of **related spaces** that are important in defining the interior character of the building. The example which is illustrated here consists of two spaces that are visually linked to each other.

The top photo shows a vestibule which is of a generous size and unusual in its own right, but more important, it visually relates to the staircase off of it.



The stairway, bottom photo, is the second part of this sequence of related spaces, and it provides continuing access to the upper floors. These related spaces are very important in defining the interior character of this building. Almost any change to these spaces, such as installing doors between the vestibule and the hallway, or enclosing the stair would seriously impact their character and the way that character is perceived.

Interior Visual Character: Interior Features

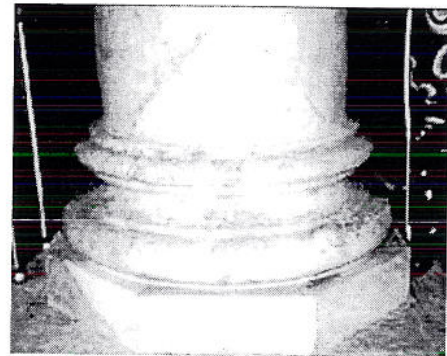


Interior features are three-dimensional building elements or architectural details that are an integral part of the building as opposed to furniture. Interior features are often important in defining the character of an individual room or space. In some instances, an interior feature, like a large and ornamental open stairway may dominate the visual character of an entire building. In other instances, a modest iron stairway (like the one illustrated here) may be an important interior feature, and its preservation would be crucial to preserving the interior character of the building.

Such features can also include the obvious things like fireplace mantles, plaster ceiling medallions, or paneling, but they also extend to features like hardware, lighting fixtures, bank tellers cages, decorative elevator doors, etc.

Interior Visual Character: Surface Materials and Finishes

When identifying the visual character of historic interior spaces one should not overlook the importance of those materials and finishes that comprise the surfaces of walls, floors and ceilings. The surfaces may have evidence of either handcraft or machine made products that are important contributors to the visual character, including patterned or inlaid designs in the wood flooring, decorative painting practices such as stenciling, imitation marble or wood grain, wallpapering, tinwork, tile floors, etc.



The example illustrated here involves a combination of real marble at the base of the column, imitation marble patterns on the plaster surface of the column (a practice called scagliola), and a tile floor surface that uses small mosaic tiles arranged to form geometric designs in several different colors. While such decorative materials and finishes may be important in defining the interior visual character of this particular building, it should be remembered that in much more modest buildings, the plainness of **surface materials and finishes** may be an essential aspect of their historic character.

Interior: Exposed Structure



If features of the **structural system** are exposed, such as loadbearing brick walls, cast iron columns, roof trusses, posts and beams, vigas, or stone foundation walls, they may be important in defining the building's interior visual character.

Fragility of A Building's Visual Character

Some aspects of a building's visual character are **fragile and are easily lost**. This is true of brickwork, for example, which can be irreversibly damaged with inappropriate cleaning techniques or by insensitive repointing practices. At least two factors are important contributors to the visual character of brickwork, namely the brick itself and the craftsmanship. Between these, there are many more aspects worth noting, such as color range of bricks, size and shape variations, texture, bonding patterns, together with the many variable qualities of the mortar joints, such as color, width of joint and tooling.



These qualities could be easily damaged by painting the brick, by raking out the joint with power tools, or repointing with a joint that is too wide. As seen here during the process of repointing, the visual character of this front wall is being dramatically changed from a wall where the bricks predominate, to a wall that is visually dominated by the mortar joints.

Conclusion

Using this three-step approach, it is possible to conduct a walk through and identify all those elements and features that help define the visual character of the building. In most cases, there are a number of aspects about the exterior and interior that are important to the character of an historic building. The visual emphasis of this brief will make it possible to ascertain those things that should be preserved because their loss or alteration would diminish or destroy aspects of the historic character whether on the outside, or on the inside of the building.

The Architectural Character Checklist/Questionnaire

This checklist can be taken to the building and used to identify those aspects that give the building and setting its essential visual qualities and character. This checklist consists of a series of questions that are designed to help in identifying those things

that contribute to a building's character. The use of this checklist involves the threestep process of looking for: 1) the overall visual aspects, 2) the visual character at close range, and 3) the visual character of interior spaces, features and finishes.

Because this is a process to identify architectural character, it does not address those intangible qualities that give a property or building or its contents its historic significance, instead this checklist is organized on the assumption that historic significance is embodied in those tangible aspects that include the building's setting, its form and fabric.

STEP ONE

1. Shape

What is there about the form or shape of the building that gives the building its identity? Is the shape distinctive in relation to the neighboring buildings? Is it simply a low, squat box, or is it a tall, narrow building with a corner tower? Is the shape highly consistent with its neighbors? Is the shape so complicated because of wings, or ells, or differences in height, that its complexity is important to its character? Conversely, is the shape so simple or plain that adding a feature like a porch would change that character? Does the shape convey its historic function as in smoke stacks or silos?

Notes on the Shape or Form of the Building:

2. Roof and Roof Features

Does the roof shape or its steep (or shallow) slope contribute to the building's character? Does the fact that the roof is highly visible (or not visible at all) contribute to the architectural identity of the building? Are certain roof features important to the profile of the building against the sky or its background, such as cupolas, multiple chimneys, dormers, cresting, or weather vanes? Are the roofing materials or their colors or their patterns (such as patterned slates) more noticeable than the shape or slope of the roof?

Notes on the Roof and Roof Features:

3. Openings

Is there a rhythm or pattern to the arrangement of windows or other openings in the walls; like the rhythm of windows in a factory building, or a threepart window in the front bay of a house; or is there a noticeable relationship between the width of the window openings and the wall space between the window openings? Are there distinctive openings, like a large arched entranceway, or decorative window lintels that accentuate the importance the window openings, or unusually shaped windows, or patterned window sash, like small panes of glass in the windows or doors, that are important to the character? Is the plainness of the window openings such that adding

shutters or gingerbread trim would radically change its character? Is there a hierarchy of facades that make the front windows more important than the side windows? What about those walls where the absence of windows establishes its own character?

Notes on the Openings:

4. Projections

Are there parts of the building that are characterdefining because they project from the walls of the building like porches, cornices, bay windows, or balconies? Are there turrets, or widely overhanging eaves, projecting pediments or chimneys?

Notes on the Projections:

5. Trim and Secondary Features

Does the trim around the windows or doors contribute to the character of the building? Is there other trim on the walls or around the projections that, because of its decoration or color or patterning contributes to the character of the building? Are there secondary features such as shutters, decorative gables, railings, or exterior wall panels?

Notes on the Trim and Secondary Features:

6. Materials

Do the materials or combination of materials contribute to the overall character of the building as seen from a distance because of their color or patterning, such as broken faced stone, scalloped wall shingling, rounded rock foundation walls, boards and battens, or textured stucco?

Notes on the Materials

7. Setting

What are the aspects of the setting that are important to the visual character? For example, is the alignment of buildings along a city street and their relationship to the sidewalk the essential aspect of its setting? Or, conversely, is the essential character dependent upon the tree plantings and out buildings which surround the farmhouse?

Is the front yard important to the setting of the modest house? Is the specific site important to the setting such as being on a hilltop, along a river, or, is the building placed on the site in such a way to enhance its setting? Is there a special relationship to the adjoining streets and other buildings? Is there a view? Is there fencing, planting, terracing, walkways or any other landscape aspects that contribute to the setting?

Notes on the Setting:

STEP TWO

8. Materials at Close Range

Are there one or more materials that have an inherent texture that contributes to the close range character, such as stucco, exposed aggregate concrete, or brick textured with vertical grooves? Or materials with inherent colors such as smooth orange colored brick with dark spots of iron pyrites, or prominently veined stone, or green serpentine stone? Are there combinations of materials, used in juxtaposition, such as several different kinds of stone, combinations of stone and brick, dressed stones for window lintels used in conjunction with rough stones for the wall? Has the choice of materials or the combinations of materials contributed to the character?

Notes on the Materials at Close Range:

9. Craft Details

Is there high quality brickwork with narrow mortar joints? Is there hand tooled or patterned stonework? Do the walls exhibit carefully struck vertical mortar joints and recessed horizontal joints? Is the wall shinglework laid up in patterns or does it retain evidence of the circular saw marks or can the grain of the wood be seen through the semitransparent stain? Are there hand split or handdressed clapboards, or machine smooth beveled siding, or wood rusticated to look like stone, or Art Deco zigzag designs executed in stucco?

Almost any evidence of craft details, whether handmade or machinemade, will contribute to the character of a building because it is a manifestation of the materials, of the times in which the work was done, and of the tools and processes that were used. It further reflects the effects of time, of maintenance (and/or neglect) that the building has received over the years. All of these aspects are a part of the surface qualities that are seen only at close range.

Notes on the Craft Details:

STEP THREE

10. Individual Spaces

Are there individual rooms or spaces that are important to this building because of their size, height, proportion, configuration, or function, like the center hallway in a house, or the bank lobby, or the school auditorium, or the ballroom in a hotel, or a courtroom in a county courthouse?

Notes on the Individual Spaces.

11. Related Spaces and Sequences of Spaces

Are there adjoining rooms that are visually and physically related with large doorways or open archways so that they are perceived as related rooms as opposed to separate rooms? Is there an important sequence of spaces that are related to each other, such as the sequence from the entry way to the lobby to the stairway and to the upper balcony as in a theatre; or the sequence in a residence from the entry vestibule to the hallway to the front parlor, and on through the sliding doors to the back parlor; or the sequence in an office building from the entry vestibule to the lobby to the bank of elevators?

Notes on the Related Spaces and Sequences of Spaces:

12. Interior Features

Are there interior features that help define the character of the building, such as fireplace mantels, stairways and balustrades, arched openings, interior shutters, inglenooks, cornices, ceiling medallions, light fixtures, balconies, doors, windows, hardware, wainscoting, panelling, trim, church pews, courtroom bars, teller cages, waiting room benches?

Notes on the Interior Features:

13. Surface Finishes and Materials

Are there surface finishes and materials that can affect the design, the color or the texture of the interior? Are there materials and finishes or craft practices that contribute to the interior character, such as wooden parquet floors, checkerboard marble floors, pressed metal ceilings, fine hardwoods, grained doors or marbled surfaces, or polychrome painted surfaces, or stenciling, or wallpaper that is important to the historic character? Are there surface finishes and materials that, because of

their plainness, are imparting the essential character of the interior such as hard or bright, shiny wall surfaces of plaster or glass or metal?

Notes on the Surface Finishes and Materials:

14. Exposed Structure

Are there spaces where the exposed structural elements define the interior character such as the exposed posts, beams, and trusses in a church or train shed or factory? Are there rooms with decorative ceiling beams (nonstructural) in bungalows, or exposed vigas in adobe buildings?

Notes on the Exposed Structure:

This concludes the three-step process of identifying the visual aspects of historic buildings and is intended as an aid in preserving their character and other distinguishing qualities. It is not intended as a means of understanding the significance of historical properties or districts, nor of the events or people associated with them. That can only be done through other kinds of research and investigation.

Acknowledgements

This Preservation Brief was originally developed as a slide talk/methodology in 1982 to discuss the use of the Secretary of the Interior's Standards for Rehabilitation in relation to preserving historic character; and it was amplified and modified in succeeding years to help guide preservation decision making, initially for maintenance personnel in the National Park Service.

Please note that many of the figures that were in the printed Brief had to be omitted here; however you can go to a special web site, [The Walk-Through--Identifying the Visual Character of Historic Buildings](#), to study all of Lee Nelson's photos and text presented as a long distance learning program.

A number of people contributed to the evolution of the ideas presented here. Special thanks go to Emogene Bevitt and Gary Hume, primarily for the many and frequent discussions relating to this approach in its evolutionary stages; to Mark Fram, Ontario Heritage Foundation, Toronto, for suggesting several additions to the Checklist; and more recently, to my coworkers, both in Washington and in our regional offices, especially Ward Jandl, Sara Blumenthal, Charles Fisher, Sharon Park, AIA, Jean Travers, Camille Martone, Susan Dynes, Michael Auer, Anne Grimmer, Kay Weeks, Betsy Chittenden, Patrick Andrus, Carol Shull, Hugh Miller, FAIA, Jerry Rogers, Paul Alley, David Look, AIA, Margaret Pepin-Donat, Bonnie Halda, Keith Everett, Thomas Keohan, the Preservation Services Division, MidAtlantic Region, and several reviewers in state preservation offices, especially Ann Haaker, Illinois; and Stan Graves, AIA, Texas; for providing very critical and constructive review of the manuscript.

Washington, D.C. September, 1988

Home page logo: Close-up of stone wall, showing craftsmanship. Photo: NPS files.

This publication has been prepared pursuant to the National Historic Preservation Act of 1966, as amended, which directs the Secretary of the Interior to develop and make available information concerning historic properties. Technical Preservation Services (TPS), Heritage Preservation Services Division, National Park Service prepares standards, guidelines, and other educational materials on responsible historic preservation treatments for a broad public.

[Order Brief](#) | [Technical Preservation Services](#) | [Preservation Briefs](#) | [Search](#) | [Questions/Answers](#)

KDW

**INTERNATIONAL SPECIAL REVIEW DISTRICT (ISRD) BOARD
TRAINING SESSION
June 2016**

**Liza Anderson
Assistant City Attorney**

I.	ROLE OF BOARD MEMBERS	1
II.	MAKING DEFENSIBLE DECISIONS	2
III.	CODE OF ETHICS AND CONFLICTS OF INTEREST	
A.	General Rules	3
B.	How the EEC Interprets the Code of Ethics	4
C.	Navigating potential conflicts of interest	5
D.	Consequences for violating the Ethics Code (SMC 4.16.100)	6
E.	State code of ethics (RCW 42.23.070)	6
IV.	OPEN PUBLIC MEETINGS ACT	7
V.	APPEARANCE OF FAIRNESS AND <i>EX PARTE</i> COMMUNICATIONS	8
VI.	USEFUL RESOURCES	9

Appendix A: SMC 4.16.070, Code of Ethics and Conflicts of Interest

I. ROLE OF BOARD MEMBERS

SMC 23.66.316 defines Board Members' Roles: ***The Board reviews all applications for certificates of approval and makes recommendations to the DON Director.****

Certificates of approval are required for: 1) any proposed changes to the external appearance of structures (which includes fences and walls) on private property as well as 2) public rights of way and 3) public spaces. 4) A certificate is also required for any proposed changes to the principal use of property.

B. The Board is required to:

1. Review applications;
2. Hold public meetings; and
3. Make recommendations to DON Director recommending approval, approval with conditions, or denial of certificate of approval.

** All recommendation must be based on the extent to which the proposal is consistent with the goals and objectives of the ISRD, the use and development standards in the applicable ordinances, and the District Design Guidelines.*

*** It is your duty to make informed, reasoned, consistent recommendations for applications for Certificates of Approval.*

C. Based on the Board's recommendation, the DON Director makes the final decision on the issuance or denial of a certificate of approval. The Director's decision is appealable to the Hearing Examiner. If the Director's decision is appealed to the Hearing Examiner, Board members may be called to testify at the hearing about the basis for their recommendation.

D. Board members are City Officers with special obligations and responsibilities

1. Board members are extensions of the government and are subject to the Code of Ethics.
2. Board members should not have any actual or perceived conflicts of interest in relation to any application under consideration.
3. Decision-making should be done in a fair and open manner.

E. Board members play no role in the following decisions:

1. Determination of Code violations (DON can refer alleged violations to DPD for enforcement);
2. Issuance of DPD and SDOT permits.

II. MAKING DEFENSIBLE DECISIONS

- A. Know the Law: Your recommendation must be based on the Code and Guidelines. Maintain a small notebook with the relevant legal texts:
1. SMC 23.66 – Includes the Development and Use Standards
 2. District Design Guidelines – Implementing and interpreting the Code
 3. Secretary of the Interior's Standards of Rehabilitation for Historic Buildings

Your recommendation must be based on the Code and Guidelines. Get to know the relevant standards very well. Mark up your materials to highlight the key standards.

- B. Staff Report: Prior to the meeting, take time to review the staff report. The staff report will provide a list of standards and guidelines that staff believes is important to the discussion. The report will also include a draft motion
- C. Deliberations: In discussions, do your best to link relevant facts to specific standards. Expressly refer to all the relevant standards, even ones that disfavor your decision. Discussing the specific standards during deliberations will:
1. Instill confidence that your recommendation is grounded in law
 2. Show that your decision is being made in a fair and impartial manner
 3. Makes your vote more understandable to the audience
 4. Just saying “It looks good to me” or “I like it” does not instill a lot of confidence that your recommendation is grounded in the law
- D. Avoid dwelling on standards or issues that are not relevant. You may have very good reasons for thinking that a particular proposal is desirable or not. But if those reasons cannot fit under the banner of a relevant standard, you should avoid saying things that make the Board look like it was wandering beyond the standards it’s authorized to consider.

Do not discuss or make a recommendation based on something outside of the Board’s purview, for example:

- Prior violations
- Economic impact (but you can consider surrounding community’s need for parking) (Costs of complying with standards)
- Personal preference

- E. Motions: Once the Board is ready to make a motion, a member may refer to the draft motion or propose a separate motion generated from the Board’s discussion of an application. *Include references to the reasons for the Board's decision.* If the written motion provided by staff accurately expresses the Board’s decision and the basis for that decision, the Board member may read the motion verbatim.

III. CODES OF ETHICS AND CONFLICTS OF INTEREST

City Code of Ethics applies to Board members. Ask before you proceed.

A. **SMC 4.16.070 sets forth the Code of Ethics and Conflicts of Interest.** The Code language is set forth in Appendix A of this packet (p. 10-12).

1. It applies to Board Members because you are an extension of the government
2. The Code's purpose is to ensure fairness and the appearance of fairness.
3. Requires you to act in a judicial capacity- as an independent and neutral decision-maker.
4. Conduct that is specifically prohibited by the Code
 - a. Engage in any transaction or matter that would be in conflict or appear to a reasonable person to be in conflict with duties as a board member
 - b. You or a family member have a financial or other private interest in any matter before the board- direct or indirect interest
 - c. The applicant has been a client within the past 12 months or is a family member
 - d. Improperly uses- or appears to use- your official position
 - i. For the purpose of private benefit (not city benefit)
 - ii. Use city property for private benefit
 - iii. Assist any person in any city transaction or matter where your board position enhances the transaction
 - e. Accept gifts or loans that could be seen as an attempt to influence your decisions
 - f. Disclose privileged information gained by your board position

B. How the Ethics and Elections Commission interprets the City code of ethics.

The Commission reads “**transaction**” and “**matter**” broadly. The terms include applications for certificates of approval that come before this review board.

According to past Commission rulings, **you must disqualify yourself** as a Board member in any of the following circumstances:

1. You are the applicant or have a financial or private interest in the applicant or application.
 - Includes circumstances where you are a member of an association or other group that is applying for a certificate of approval
2. You have ever performed work “related to” the matter before the Board EITHER:
 - directly for the applicant; OR
 - indirectly as some sort of subcontractor to another contractor for the applicant.
3. The applicant is in a certain type of client relationship to you now or in the last 12 months. Either:
 - the **matter** involves any client of a firm of which you are or were a partner or in which you had some financial interest (simply being an employee of the firm does not count, however); or
 - you personally performed work for that **client**, even if that work is unrelated to the matter before the Board.
 - If any member of your immediate family¹ would have to disqualify himself or herself for one of these reasons, you must disqualify yourself.

¹Includes any: (1) spouse or domestic partner; (2) dependent parent, parent-in-law, child or son-in-law or daughter-in-law; or (3) parent, parent-in-law, child, son-in-law, daughter-in-law, sibling, uncle, aunt, cousin, niece or nephew residing in your household. SMC 4.16.030.F.

C. Navigating potential conflicts of interest.

1. In general:

- Be aware of personal and employment situations that might form the basis for a challenge.
- Evaluate whether a personal or family interest would limit your ability to function as an impartial Board member.
- Remember that appearances matter to that “reasonable” third party.

2. Procedure:

- Check the agenda in advance of the meeting.
- If you see a matter on the agenda that might present a conflict, notify Rebecca Frestedt (684-0226) ASAP, so she can tell the Chair, who is responsible for determining if there is a conflict of interest. The Chair or staff can call the City Attorney’s office for further advice if they need to assess a close call or question.
- If your reasons need to stay confidential and you are still uncertain whether the situation constitutes a conflict, you can call the City Attorney’s office directly (contact information below).

3. If in doubt, ask in advance.

- There are going to be close calls to make.
- Remember that you can ask the Ethics and Elections Commission for advisory opinions if you have questions ahead of time. Those inquiries can remain confidential, but the response time may not be as quick as necessary.

4. If you have to disqualify yourself....

- DO NOT participate in the meeting as a Board member—either to deliberate or to vote. Physically get up from the table and sit in the audience.
- A quorum remains in effect despite the disqualification of one or more members from voting on any particular matter. The remaining members participate and vote on the matter.

- You may participate as a member of the public on matters from which you have disqualified yourself.

D. Consequences for violating the Ethics Code (SMC 4.16.100)

The Commission may take one (1) or more of the following actions for violation of any provision of Chapter 4.16:

1. Recommend prosecution or other remedy to the appropriate authorities;
2. Impose a monetary fine of up to five thousand dollars (\$5,000) per violation or three (3) times the economic value of anything sought or received in violation of Chapter 4.16, whichever is greater;
3. Require reimbursement for damages of up to ten thousand dollars (\$10,000) sustained by the City that were caused by the violation and were not recovered by the City;
4. Require costs, including reasonable investigative costs, that do not exceed the amount of any monetary fine;
5. Recommend to the Mayor and the appropriate agency that they request the City Attorney to bring an action to cancel or rescind the result of action taken by the violator, upon a Commission finding that:
 - a. The violation has substantially influenced the City action, and
 - b. Interests of the City require cancellation or rescission.

Each act that violates one or more provisions of Chapter 4.16 may constitute a separate violation. Violation may be proven by a preponderance of evidence, and need not be proven beyond a reasonable doubt.

E. State code of ethics (RCW 42.23.070).

Basically, this code of ethics has four provisions regarding “municipal officers,” which term arguably includes members of this Board. These might be superseded by the City’s more specific ethics code:

1. No municipal officer may use his or her position to secure special privileges or exemptions for himself, herself or others.
2. No municipal officer may, directly or indirectly, give or receive any compensation, gift, gratuity, or reward from any source, except the employing municipality, for a matter connected with or related to the officer’s services unless otherwise provided by law.

3. No municipal officer may accept employment or engage in business that the officer might reasonably expect would require him or her to disclose confidential information acquired by reason of his or her official position.
4. No municipal officer may disclose confidential information gained by reason of the officer's position, nor may the officer use such information for his or her personal gain.

IV. OPEN PUBLIC MEETINGS ACT (RCW CHAPTER 42.30).

A. What is subject to the Act?

1. Any meeting at which "action" is taken.
 - a. "Action" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.
 - b. The Act spells out some exceptions, but they are not frequent occurrences for this Board.

2. Do you need a quorum to be subject to the Act?

Technically, yes. But if something less than a quorum of the whole Board has the authority to act in some official way, then be careful.

3. Are telephone and e-mail discussions subject to the Act if they do not happen in real time?

The case law is not clear on this. But if you are conducting Board business in some kind of interactive way (something more than sending out a notice or other neutral information over e-mail, for example), the Act might come into play.

B. Putting limits on public comment.

1. Limits are OK, but try to be fair.
 - a. The Act does not require public comment, but where you allow public comment, you should strive to do so even-handedly.
 - b. Try to apply time limits consistently, although the applicant probably has a fair claim to make a more detailed presentation than do those commenting on the proposal.
 - c. If you have to limit available time, consider inviting people to supplement their testimony with written comments (which might force you to postpone a decision until the written comments are submitted).

2. The Act provides a process by which to handle unruly meeting participants (RCW 42.30.050), paraphrased below.

If order cannot be restored by the removal of individuals, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. If so, final disposition may be taken only on matters appearing on the agenda. Press reps or other news media, except those participating in the disturbance, shall be allowed to attend relocated session.

V. APPEARANCE OF FAIRNESS AND *EX PARTE* COMMUNICATIONS (RCW CHAPTER 42.36).

- A. In 1982, the Legislature codified the appearance of fairness doctrine in the context of land use decisions.
- B. Technically, because the ID Board is not conducting “quasi-judicial” proceedings within the meaning of this statute, it does not apply to you.
 1. However, as a matter of policy and to further insulate the Director’s decisions from legal challenge, it is a good idea to stay within the bounds of the statute’s parameters.
 2. Increases public confidence in the fairness of your decisions and eliminates needless legal disputes down the line.
- C. The idea is that the proceedings should not only be fair in fact, but they should also **appear** to be fair.
 1. **Avoid conflicts of interest**, as outlined above, **and *ex parte* communications**, as outlined below.
 2. Strive to preserve an atmosphere of fairness and impartiality, even if a given decision may seem to be a foregone conclusion. For example, do not announce that your mind is made up before the hearing.
- D. ***Ex parte* communications**
 1. What is an *ex parte* communication?

An *ex parte* communication is a one-sided discussion between a decision-maker and the proponent or opponent of a particular application or matter that takes place outside of the hearing or meeting process. It might be one-way communication—including a letter or a phone message from a party to which you do not respond.

2. Does it apply before the filing of an application?
 - a. The statute's ban on *ex parte* communications applies only during the pendency of a proceeding.
 - b. The bright line is probably the filing of an application. Communications with parties before that time is likely not subject to the appearance of fairness doctrine.
3. What happens if it occurs?

Under the statute, *ex parte* communication is not automatic grounds for disqualification. If such a communication occurs, the statute says to place the substance of that communication on the record, make a public announcement of the content of the communication, and allow persons to rebut the substance of the communication. The statute says that this must happen at *each hearing* on the matter.

VI. USEFUL RESOURCES.

- ❑ **Rebecca Frestedt** (684-0226) and **Sarah Sodt** (615-1786). They likely have dealt with many of these situations before.
- ❑ **City Attorney's Office. Roger Wynne**, Land Use Section Director (233-2177). We are here to make certain that you get the advice you need. Roger will be best able to assign someone if follow-up is necessary.
- ❑ **City Ethics and Elections Commission** (<http://www.seattle.gov/ethics>). Their web site contains answers to frequently asked questions and other interpretative resources. For example, you may search their ethics opinions by topic or by section of the Seattle Ethics Code. These opinions put real-life facts to the test with the Code, usually while keeping names confidential.

Appendix A:

As noted in Section III, the Code of Ethics and Conflicts of Interest are set forth below.

SMC 4.16.070 outlines prohibited conduct.

No current City officer or employee shall:

1. Disqualification From Acting On City Business.
 - * a. **Engage in any matter or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties**, or which impairs, or *would to a reasonable person appear to impair*, the officer's or employee's independence of judgment or action in the performance of official duties **and fail to disqualify** him or herself from official action in those instances where the conflict occurs;
 - * b. **Have a financial or other private interest**, direct or indirect, personally or through a member of his or her immediate family, **in any matter upon which the officer or employee is required to act** in the discharge of his or her official duties, **and fail to disqualify** himself or herself from acting or participating;
 - * c. **Fail to disqualify** himself or herself from acting on any manner which involves the City and any person who is, or at any time within the preceding **twelve (12) month period has been a private client** of his or hers, or of his or her firm or partnership;
 - * d. **Have a financial or other private interest**, direct or indirect, personally or through a member of his or her immediate family, **in any contract or matter** to which the City or any City agency may be a party, **and fails to disclose** such interest to the appropriate City authority prior to the formation of the contract or the time the City or City agency enters into the matter; **provided**, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.
2. Improper Use Of Official Position.
 - a. **Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the officer or employee**, rather than primarily for the benefit of the City; or to achieve a private gain or an exemption from duty or responsibility for the officer or employee or any other person;

b. **Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any City funds or City property, for a purpose which is, or to a reasonable person would appear to be, for other than a City purpose;** provided, that nothing shall prevent the private use of City property which is available on equal terms to the public generally (such as the use of library books or tennis courts), the use of City property in accordance with municipal policy for the conduct of official City business (such as the use of a City automobile), if in fact the property is used appropriately; or the use of City property for participation of the City or its officials in activities of associations of governments or governmental officials;

* c. Except in the course of official duties, **assist any person in any City matter where such City officer or employee's assistance is, or to a reasonable person would appear to be, enhanced by that officer or employee's position with the City;** provided that this subsection 4.16.070 A1c shall not apply to: any officer or employee **appearing on his or her own behalf** or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;

* d. Regardless of prior disclosure thereof, **have a financial interest**, direct or indirect, personally or through a member of his or her immediate family, **in a business entity** doing or seeking to do business with the City, **and influence or attempt to influence** the selection of, or the conduct of business with, such business entity by the City.

3. Accept Gifts or Loans.

Solicit or receive any retainer, gift, loan, entertainment, favor, or other thing of monetary value from any person or entity where the retainer, gift, loan, entertainment, favor, or other thing of monetary value has been solicited, or received or given or, *to a reasonable person, would appear to have been solicited, received or given* **with intent to give or obtain special consideration or influence** as to any action by such officer or employee in his or her official capacity; provided, that nothing shall prohibit contributions which are solicited or received and reported in accordance with applicable law.

4. Disclose Privileged Information.

Disclose or use any privileged or proprietary information gained by reason of his or her official position for a purpose which is for other than a City purpose; **provided**, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

5. Hold Financial or Beneficial Interest in City Transaction.

a. Regardless of prior disclosure thereof **hold or acquire a beneficial interest**, direct or indirect, personally or through a member of his or her immediate family, **in any contract** which, in whole or in part, is, or which may be, made by, through, or under the supervision of such officer or employee or **which may be made for the benefit of his or her office; or accept**, directly or indirectly, **any compensation, gratuity, or reward in connection with such contract** from any other person or entity beneficially interested therein, in violation of Chapter 42.23 RCW;

b. Regardless of prior disclosure thereof, **be beneficially interested**, directly or indirectly, **in any contract or transaction** which may be made by, through or under the supervision of such officer, in whole or in part, or **which may be made for the benefit of his office, or accept**, directly or indirectly, any compensation, gratuity or reward in connection with such contract or transaction from any other person beneficially interested therein. This subsection shall not apply to the furnishing of electrical, water, other utility services or other services by the City at the same rates and on the same terms as are available to the public generally.

Chapter 42.36 RCW**Appearance of fairness doctrine — limitations**Chapter Listing**RCW Sections**

42.36.010 Local land use decisions.

42.36.020 Members of local decision-making bodies.

42.36.030 Legislative action of local executive or legislative officials.

42.36.040 Public discussion by candidate for public office.

42.36.050 Campaign contributions.

42.36.060 Quasi-judicial proceedings -- Ex parte communications prohibited, exceptions.

42.36.070 Quasi-judicial proceedings -- Prior advisory proceedings.

42.36.080 Disqualification based on doctrine -- Time limitation for raising challenge.

42.36.090 Participation of challenged member of decision-making body.

42.36.100 Judicial restriction of doctrine not prohibited -- Construction of chapter.

42.36.110 Right to fair hearing not impaired.

42.36.900 Severability -- 1982 c 229.

42.36.010**Local land use decisions.**

Application of the appearance of fairness doctrine to local land use decisions shall be limited to the quasi-judicial actions of local decision-making bodies as defined in this section. Quasi-judicial actions of local decision-making bodies are those actions of the legislative body, planning commission, hearing examiner, zoning adjuster, board of adjustment, or boards which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding. Quasi-judicial actions do not include the legislative actions adopting, amending, or revising comprehensive, community, or neighborhood plans or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance.

[1982 c 229 § 1.]

42.36.020**Members of local decision-making bodies.**

No member of a local decision-making body may be disqualified by the appearance of fairness doctrine for conducting the business of his or her office with any constituent on any matter other than a quasi-judicial action then pending before the local legislative body.

[1982 c 229 § 2.]

42.36.030**Legislative action of local executive or legislative officials.**

No legislative action taken by a local legislative body, its members, or local executive officials shall be invalidated by an application of the appearance of fairness doctrine.

[1982 c 229 § 3.]

42.36.040**Public discussion by candidate for public office.**

Prior to declaring as a candidate for public office or while campaigning for public office as defined by *RCW 42.17.020 (5) and (25) no public discussion or expression of an opinion by a person subsequently elected to a public office, on any pending or proposed quasi-judicial actions, shall be a violation of the appearance of fairness doctrine.

[1982 c 229 § 4.]

Notes:

***Reviser's note:** RCW 42.17.020 was amended by 1991 sp.s. c 18 § 1, changing subsection (25) to subsection (26). The section was subsequently amended by 1995 c 397 § 1, changing subsections (5) and (26) to subsections (8) and (35), respectively. Further amendment by 2005 c 445 § 6, changed subsections (8) and (35) to subsections (9) and (40), respectively.

42.36.050**Campaign contributions.**

A candidate for public office who complies with all provisions of applicable public disclosure and ethics laws shall not be limited from accepting campaign contributions to finance the campaign, including outstanding debts; nor shall it be a violation of the appearance of fairness doctrine to accept such campaign contributions.

[1982 c 229 § 5.]

Notes:

Public disclosure of campaign finances: Chapter 42.17 RCW.

42.36.060**Quasi-judicial proceedings — Ex parte communications prohibited, exceptions.**

During the pendency of any quasi-judicial proceeding, no member of a decision-making body may engage in ex parte communications with opponents or proponents with respect to the proposal which is the subject of the proceeding unless that person:

(1) Places on the record the substance of any written or oral ex parte communications concerning the decision of action; and

(2) Provides that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is considered or taken on the subject to which the communication related. This prohibition does not preclude a member of a decision-making body from seeking in a public hearing specific information or data from such parties relative to the decision if both the request and the results are a part of the record. Nor does such prohibition preclude correspondence between a citizen and his or her elected official if any such correspondence is made a part of the record when it pertains to the subject matter of a quasi-judicial proceeding.

[1984 c 191 § 1; 1982 c 229 § 6.]

42.36.070**Quasi-judicial proceedings — Prior advisory proceedings.**

Participation by a member of a decision-making body in earlier proceedings that result in an advisory recommendation to a decision-making body shall not disqualify that person from participating in any subsequent quasi-judicial proceeding.

[1982 c 229 § 7.]

42.36.080**Disqualification based on doctrine — Time limitation for raising challenge.**

Anyone seeking to rely on the appearance of fairness doctrine to disqualify a member of a decision-making body from participating in a decision must raise the challenge as soon as the basis for disqualification is made known to the individual. Where the basis is known or should reasonably have been known prior to the issuance of a decision and is not raised, it may not be relied on to invalidate the decision.

[1982 c 229 § 8.]

42.36.090**Participation of challenged member of decision-making body.**

In the event of a challenge to a member or members of a decision-making body which would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged member(s) shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision. Such participation shall not subject the decision to a challenge by reason of violation of the appearance of fairness doctrine.

[1982 c 229 § 9.]

42.36.100**Judicial restriction of doctrine not prohibited — Construction of chapter.**

Nothing in this chapter prohibits the restriction or elimination of the appearance of fairness doctrine by the appellate courts. Nothing in this chapter may be construed to expand the appearance of fairness doctrine.

[1982 c 229 § 10.]

42.36.110**Right to fair hearing not impaired.**

Nothing in this chapter prohibits challenges to local land use decisions where actual violations of an individual's right to a fair hearing can be demonstrated.

[1982 c 229 § 11.]

42.36.900**Severability — 1982 c 229.**

If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected.

[1982 c 229 § 12.]

Seattle Permits

Historic Preservation and SEPA Review

Updated February 11, 2015

The City of Seattle has one of the oldest and strongest historic preservation programs in the United States. Seattle is home to eight historic districts and more than 350 individually designated landmarks.

There are extra steps when applying for a permit to do a project that:

- is located in a landmark or special review district
- involves a designated City landmark
- includes property that may be eligible for landmark designation

The purpose of this Client Assistance Memo (CAM) is to guide the applicant through the Department of Planning and Development (DPD) and landmark processes. In certain circumstances, projects that are subject to the State Environmental Policy Act (SEPA) will have an impact on historic resources. All projects that involve exterior alterations to property located within special review or landmark districts, or involve changes to the designated features of a City landmark require a Certificate of Approval, however, even if they are not subject to SEPA.

All projects involving properties located in special review or landmark districts or City of Seattle landmarks must submit an application for a Certificate of Approval before they can submit their Master Use Permit (MUP) application or Construction Permit application. A Certificate of Approval is required prior to issuance of the MUP.

Contact the appropriate Department of Neighborhood (DON) staff member to begin the Certificate of Approval process. You can find staff phone and email information on the Historic Preservation website at <http://www.seattle.gov/neighborhoods/preservation/contact.htm>.

SEPA REVIEW

The SEPA review process impacts the sequencing of permit issuance. The SEPA ordinance establishes thresholds for SEPA review based on the square feet and/or number of dwelling units by each zoning category. Demolition of a structure may also be subject to SEPA. See **DPD Director's Rule (DR) 12-2012** and Tip 208, *When Environmental Review is Required in Seattle*, for more information about SEPA review.

In most locations where there are special reviews or landmark districts, the SEPA threshold is 20 dwelling units as shown in Table 1. Infill SEPA thresholds of 200 dwelling units are in effect only in the Northgate and South Lake Union urban centers and in North Beacon

Table 1

SEPA Environmental Review Categorical Exemptions (Threshold Levels) for Residential Uses and DON Referral Thresholds for Landmark Review

Zone	RESIDENTIAL USES		
	Number of Exempt Dwelling Units		
	Outside of Urban Centers, and Urban Villages containing Station Area Overlay Districts	In most Urban Centers, and Urban Villages with Station Area Overlay Districts	DON referral thresholds for additions, modifications, demolitions, or replacement of non-landmarks that may meet landmark criteria in SMC 25.12
SF, RSL	4	4	4
LR1	4	20	4
LR2	6	20	6
LR3	8	20	8
NC1, NC2, NC3	4	20	4
C1, C2	4	20	4
MR, HR, SM	20	20	20
Downtown zones	N/A	20	20
Industrial zones	4	4	4

www.seattle.gov/neighborhoods

Zone	NONRESIDENTIAL USES		
	Exempt Area of Use (sq feet of gross floor area)		
	Outside of Urban Centers, and Urban Villages containing Station Area Overlay Districts	In Most Urban Centers, and Urban Villages with Station Area Overlay Districts	DON referral thresholds for additions, modifications, demolitions, or replacement of non-landmarks that may meet landmark criteria in SMC 25.12
SF, RSL, LR1, LR2, LR3	4,000	4,000	4,000
MR, HR, NC1, NC2, NC3	4,000	12,000	4,000
C1, C2, SM, Industrial zones	12,000	12,000	12,000
Downtown zones	N/A	12,000	4,000

Notes: Urban centers and urban villages are identified in the Seattle Comprehensive Plan.

Hill, North Rainier, and Rainier Beach urban villages. It is the applicant's responsibility to be current on the applicable threshold level.

The SEPA ordinance indicates that if an existing building that is proposed for demolition or modifications or additions may meet criteria for landmark designation in SMC 25.12, it will have a lower set of thresholds for referral to DON for landmark review (shown in the fourth column in Table 1, above). Table 1 also illustrates the threshold for non-landmarks.

For an applicant who may be affected by the difference in these thresholds and whose building or site is more than 50 years old, it is to the advantage of the applicant to get a formal determination as to whether the building or site appears to meet the designation criteria. Applicants may provide information to DON that includes the information described in Appendix A of the DPD/DON Interdepartmental Agreement (**on page 6 of this CAM**) prior to applying for a Master Use Permit with DPD. In making a determination about eligibility, DON will evaluate the information submitted by the applicant and determine whether a landmark nomination application should be prepared and submitted to the Landmarks Preservation Board for consideration.

The relationship to SEPA thresholds is determined at the time of the Master Use Permit (MUP) or Construction

Permit application intake appointment with DPD. Due to higher SEPA thresholds within Urban Centers and within Urban Villages that contain Station Area Overlay Districts, this advice is most important for buildings and development proposals within these areas. To see if your property is located within one of these areas, see DPD's website at http://www.seattle.gov/dpd/Research/Zoning_Maps and the Future Land Use Map at www.seattle.gov/dpd/planning/complan.

If a project is subject to SEPA review, the threshold determination for SEPA must be made before the appropriate historic preservation board or commission can issue a Certificate of Approval. To determine if your project is subject to environmental review, see **DPD Director's Rule 12-2012**.

DEVELOPMENT PERMITTING PROCESS FOR LANDMARKS AND PROJECTS AFFECTED BY HISTORIC PRESERVATION RULES AND LAWS

First, determine if your property is listed as a City landmark, or is located in a special review or landmark district. This information is available through the DON Historic Preservation Program at (206) 684-0228, or you can check the website at <http://www.seattle.gov/neighborhoods/preservation>. If you discover your project is located in an area governed by historic preservation rules/laws or involves a landmark:

1. Discuss your proposal with the appropriate Historic Preservation Program staff.
2. If your project is located in a special review or landmark district, obtain copies of the district ordinance and rules/design guidelines for the district. If your project affects a designated City of Seattle landmark, obtain copies of the Landmarks Preservation Board ordinance, the designating ordinance for the Landmark, and the Secretary of the Interior's Standards for Rehabilitation and any relevant district guidelines.
3. Obtain an Application for Certificate of Approval. This information is available online on the Historic Preservation website. The website also lists staff members for each district and individual landmarks: www.seattle.gov/neighborhoods/preservation.
4. Schedule a pre-submittal conference with DPD. Ask DPD staff to invite the appropriate Historic Preservation Program staff member to the pre-submittal conference. Including Historic Preservation Program staff in DPD's pre-submittal conference

will help facilitate coordinated review between DPD and DON. Historic Preservation Program staff may also identify issues to be resolved related to historic preservation early in the design review and permitting processes.

5. Schedule a preliminary project briefing with the Architectural/Design Review Committee of the Landmarks Preservation Board or appropriate Special Review or Landmark District Board to get early feedback and guidance on the project design.
6. Complete an Application for Certificate of Approval.
7. Schedule a Master Use Permit (MUP) application intake appointment with DPD.
8. Before attending your MUP intake appointment, schedule an appointment with the appropriate Historic Preservation Program staff to submit your Application. Historic Preservation Program staff will date-stamp your application form received, then make a copy for you to submit to DPD along with your MUP application. DPD will not take in your MUP application if you have not already submitted an Application for Certificate of Approval to DON.

Pursuant to SMC 25.05.070, the Landmarks Preservation Board or Special Review or Landmark District Board cannot take action on your Certificate of Application until DPD issues the SEPA determination for the project. Historic Preservation Program staff will review your Application for Certificate of Approval within 28 days of its receipt, and let you know if the application is complete or if it is missing any required information/documentation. Be sure to submit all required information and documentation so that your application can be scheduled for Board action as soon as DPD issues the environmental (SEPA) determination. Incomplete applications cannot be scheduled for Board action.

During DPD's MUP review period, continue to schedule preliminary project review sessions with the appropriate Architectural Review Committee as your design progresses, as needed. You may also request to brief the appropriate full Board on the project. After DPD concludes the SEPA review and publishes the threshold determination together with the MUP decision, your complete Application for Certificate of Approval will be scheduled for action on the first available meeting agenda of the appropriate board for action.

Downtown Historic Properties

In 2006-2007, 387 properties in downtown Seattle that were built before 1966 were surveyed and inventoried and the historic significance of those properties was evaluated. Of those 387 properties, 176 were identi-

fied as being so altered that they would not qualify as Seattle landmarks. No landmark nomination will be required during SEPA review for any application involving those buildings. The complete list of Category 4 buildings is available at http://www.seattle.gov/neighborhoods/preservation/survey_and_inventory_07_results.htm#cat4. If your property is listed in Categories 1, 2 or 3, please contact the Historic Preservation Program about the status of your property.

DPD AND DON REFERRAL PROCESS FOR DETERMINING LANDMARK ELIGIBILITY

In order to appropriately assess potential impacts to historic resources during SEPA review, DON has an interdepartmental agreement with DPD to review properties that are proposed for development actions but that may be eligible for landmark designation. As noted under "SEPA Review" earlier in this CAM, a property owner may find it advantageous to determine eligibility for landmark designation in advance of submitting development proposals.

If the building is not currently a landmark and landmark eligibility has not been previously determined or documented, the DPD land use planner may ask the project applicant to prepare information that will assist the DON Historic Preservation staff and DPD in making a determination about the building's significance. The determination to refer a project to the Historic Preservation staff will be based on the following:

- whether the building is over 50 years old
- whether the existing building or facility or the proposal exceeds the DON referral thresholds in Table 1 of this Tip
- whether public comment suggests that the building has historic significance
- the historic building survey or inventory identifies the building

Once a determination has been made by the land use planner that the building exhibits one of the attributes mentioned above, he/she will ask the project applicant to submit the following information for referral to the Historic Preservation Officer:

- photos of all elevations and vicinity
- photocopy of Land Use map page
- copies of relevant comment letters
- information regarding the actual or estimated age

of any on-site structures, as well as technical information in response to the items in Appendix A of the Interdepartmental Agreement attached to this CAM (a 2- to 3-page response, often prepared by a historic building researcher or preservationist).

APPLICABLE SEPA POLICIES

SEPA review includes evaluation of impacts to historic buildings, districts, or sites of archaeological significance. SMC 25.05.675H establishes both policies and review criteria when new development that is subject to environmental review includes a proposal to demolish or substantially modify a building that is more than 50 years old. In addition, if a proposal that is subject to SEPA is across the street or adjacent to a designated City of Seattle Landmark, historic review is required.

The following is the code section from the City's SEPA policy pertaining to Historic Preservation (SMC 25.05.675H):

Historic Preservation

1. Policy Background

- a. Historic buildings, special historic districts, and sites of archaeological significance are found within Seattle. The preservation of these buildings, districts and sites is important to the retention of a living sense and appreciation of the past.
- b. Historic sites, structures, districts and archaeological sites may be directly or indirectly threatened by development or redevelopment projects.
- c. Historic buildings are protected by the Landmarks Preservation Ordinance, as administered by the Landmarks Preservation Board. However, not all sites and structures meeting the criteria for historic landmark status have been designated yet.
- d. Special districts have been established to protect certain areas, which are unique in their historical and cultural significance, including, for example, Pike Place Market, Pioneer Square, and the International District. These areas are subject to development controls and project review by special district review boards.
- e. Archaeologically significant sites present a unique problem, because protection of their integrity may, in some cases, eliminate any economic opportunity on the site.

2. Policies

- a. It is the City's policy to maintain and preserve significant historic sites and structures and to provide the opportunity for analysis of archaeological sites.
- b. For projects involving structures or sites, which have been designated as historic landmarks, compliance with the Landmarks Preservation Ordinance shall constitute compliance with the policy set forth in subsection H2a above.
- c. For projects involving structures or sites which are not yet designated as historical landmarks but which appear to meet the criteria for designation, the decision maker or any interested person may refer the site or structure to the Landmarks Preservation Board for consideration. If the Board approves the site or structure for nomination as an historic landmark, consideration of the site or structure for designation as an historic landmark and application of controls and incentives shall proceed as provided by the Landmarks Preservation Ordinance. If the project is rejected for nomination, the project shall not be conditioned or denied for historical preservation purposes, except pursuant to paragraphs d or e of this subsection.
- d. When a project is proposed adjacent to or across the street from a designated site or structure, the decision-maker shall refer the proposal to the City's Historic Preservation Officer for an assessment of any adverse impacts on the designated landmark and for comments on possible mitigating measures. Mitigation may be required to insure the compatibility of the proposed project with the color, material and architectural character of the designated landmark and to reduce impacts on the character of the landmark's site. Subject to the Overview Policy set forth in SMC Section 25.05.665, mitigating measures may be required and are limited to the following:
 - Sympathetic facade treatment
 - Sympathetic street treatment
 - Sympathetic design treatment
 - Reconfiguration of the project and/or relocation of the project on the project site; provided, that mitigating measures shall not include reductions in a project's gross floor area

e. On sites with potential archaeological significance, the decision-maker may require an assessment of the archaeological potential of the site. Subject to the criteria of the overview policy set forth in SMC Section 25.05.665, mitigating measures which may be required to mitigate adverse impacts to an archaeological site include, but are not limited to:

- Relocation of the project on the site
- Providing markers, plaques, or recognition of discovery
- Imposing a delay of as much as 90 days (or more than 90 days for extraordinary circumstances) to allow archaeological artifacts and information to be analyzed
- Excavation and recovery of artifacts

Access to Information

Links to electronic versions of DPD **Tips** and **Director's Rules** are available on the "Tools & Resources" page of our website at www.seattle.gov/dpd. Paper copies of these documents, as well as additional regulations mentioned in this CAM, are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.

Historic Bldgs & SEPA
Page 8 of 11***APPENDIX A*****ADDITIONAL INFORMATION TO DETERMINE WHETHER A STRUCTURE
APPEARS TO MEET ANY OF THE CRITERIA FOR LANDMARK
DESIGNATION (2- TO 3-PAGE RESPONSE ANTICIPATED):**

Physical Description: Provide a physical description of both the interior and exterior of the structure(s).

Architect or Builder: Provide information about the architect/builder; i.e., regarding education, career, other works in Seattle. If other structures were built in Seattle, indicate whether they remain and their location.

Statement of Significance: Current and past uses and owners of the structure(s). The role these uses and/or owners played in the community, city, state or nation.

Photographs: Clear exterior photos of all elevations of the building; interior photos of major or significant spaces; available historic photos; neighborhood context photos.

Bibliography of sources

Findings of Compliance with Preservation Standards

	FINDINGS OF COMPLIANCE WITH PRESERVATION STANDARDS	YES	NO	N/A
1	Is the property being used as it was historically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the new use have minimal impact on distinctive materials, features, spaces, and spatial relationship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the historic character of the property being maintained due to minimal changes of the above listed characteristics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are the design changes creating a false sense of history of historical development, possible from features or elements taken from other historical properties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are there elements of the property that were not initially significant but have acquired their own historical significance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have the elements referenced in Finding 5 been retained and preserved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize the property been preserved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are all deteriorating historic features being repaired per the Secretary of the Interior Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are there historic features that have deteriorated and need to be replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Do the replacement features match in design, color, texture, and, where possible, materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are any specified chemical or physical treatments being undertaken on historic materials using the gentlest means possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are all archeological resources being protected and preserved in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Do exterior alterations or related new construction preserve historic materials, features, and spatial relationships that are characteristic to the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Are exterior alterations differentiated from the old, but still compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	If any alterations are removed one day in the future, will the forms and integrity of the historic property and environment be preserved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please summarize how your project meets the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, in particular the *Guidelines for Rehabilitation* and will retain character-defining features of the building and/or district:



Historic Preservation Tax Incentives Program

Technical Preservation Services
National Park Service

New Construction within the Boundaries of Historic Properties

It is possible to add new construction within the boundaries of historic properties if site conditions allow and if the design, density, and placement of the new construction respect the overall character of the site. According to the Secretary of the Interior's Standards for Rehabilitation – Standard 9 in particular – and the Guidelines for Rehabilitating Historic Buildings, new construction needs to be built in a manner that protects the integrity of the historic building(s) and the property's setting.

In addition, the following must be considered:

- Related new construction – including buildings, driveways, parking lots, landscape improvements and other new features – must not alter the historic character of a property. A property's historic function must be evident even if there is a change of use.
- The location of new construction should be considered carefully in order to follow the setbacks of historic buildings and to avoid blocking their primary elevations. New construction should be placed away from or at the side or rear of historic buildings and must avoid obscuring, damaging, or destroying character-defining features of these buildings or the site.
- Protecting the historic setting and context of a property, including the degree of open space and building density, must always be considered when planning new construction on an historic site. This entails identifying the formal or informal arrangements of buildings on the site, and whether they have a distinctive urban, suburban, or rural character. For example, a historic building traditionally surrounded by open space must not be crowded with dense development.
- In properties with multiple historic buildings, the historic relationship between buildings must also be protected. Contributing buildings must not be isolated from one another by the insertion of new construction.
- As with new additions, the massing, size, scale, and architectural features of new construction on the site of a historic building must be compatible with those of the historic building. When visible and in close proximity to historic buildings, the new construction must be subordinate to these buildings. New construction should also be distinct from the old and must not attempt to replicate historic buildings elsewhere on site and to avoid creating a false sense of historic development.
- The limitations on the size, scale, and design of new construction may be less critical the farther it is located from historic buildings.
- As with additions, maximizing the advantage of existing site conditions, such as wooded areas or drops in grade, that limit visibility is highly recommended.
- Historic landscapes and significant viewsheds must be preserved. Also, significant archeological resources should be taken into account when evaluating the placement of new construction, and, as

appropriate, mitigation measures should be implemented if the archeological resources will be disturbed.

For additional guidance, see the *Technical Preservation Services' Publications and Online Materials* index.

December 2007



The City of Seattle

International Special Review District

Mailing Address: PO Box 94649, Seattle WA 98124-4649
Street Address: 600 4th Avenue, 4th Floor

GENERAL INFORMATION

CERTIFICATES OF APPROVAL

Certificates of Approval are official notices of approval issued by the International Special Review District Board and the Director of the Department of Neighborhoods. They are required before the City will issue permits for work resulting in any change to the exterior appearance of any International Special Review District structure, including facade alterations, new construction, demolition or remodeling. They also are required before building use, street use or sign permits will be issued. In addition, Certificates of Approval are required for work that normally would not require a permit, such as minor exterior remodeling and painting. All new signs require Board review and approval.

Repair-in-Kind: If the work you want to do involves ONLY repair using the same materials and exact same details and finishes, then a Certificate of Approval is not required. However, Board staff must be notified when you are planning in-kind maintenance or repair prior to undertaking the work.

WHY CERTIFICATES OF APPROVAL ARE REQUIRED

The International Special Review District was established by City Ordinance 102455 in 1973. This Ordinance attempts to protect the historic and ethnic character of the District through land use and design controls administered by the International Special Review District Board, a seven-member citizen advisory board that has five members elected by the community and two appointed by the Mayor and confirmed by City Council. Any of the changes listed above require review by the Board which makes a recommendation to the Director of the Department of Neighborhoods. The attached map shows the boundaries for the Special Review District.

THE PROCESS

Board Review: Board review may involve one review of a final proposal, but for larger, more complex proposals, Board review will occur during the conceptual, design development and final "working drawings" stages of the project. The Board uses its regulations and guidelines to evaluate proposals. It then makes recommendations to the Director of the Department of Neighborhoods as to whether a Certificate of Approval should be issued, issued with conditions, or denied.

Environmental Review: is generally required for larger scale projects, and usually consists of review of an "environmental checklist." Check with Board staff about the need for this review.

Board Meetings: are held on the 2nd and 4th Tuesdays of each month at the Bush Asia Center, 409 Maynard Avenue South. The meeting time is 4:30 p.m. in the basement meeting room. Meetings are conducted in accordance with the City's Administrative Code.

SCHEDULING FOR BOARD REVIEW

In order to have a proposal reviewed by the Board, the application form, all required documentation and any applicable fees must be submitted to the Board staff. Please see attached Application Instructions for timelines and information about

**Administered by The Historic Preservation Program
The Seattle Department of Neighborhoods**

"Printed on Recycled Paper"

determination of a completed application. Once the Board staff has determined that your application is complete, your proposal will be placed on the agenda for review at the Board's next regularly scheduled meeting.

ASSISTANCE

Copies of pertinent guidelines, procedures, development regulations, and other information are available for download on the Historic Preservation Program's website, <http://seattle.gov/neighborhoods/preservation/id.htm>. You may request a hard copy by contacting the Board Coordinator at the Department of Neighborhoods, Seattle City Hall, 600 4th Avenue, 4th Floor, PO Box 94649, Seattle, Washington 98124-4649. Phone Number: 206-684-0226.

REVISIONS TO PLANS, EXPIRATION OF CERTIFICATES

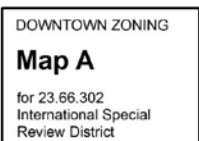
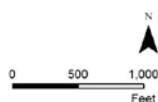
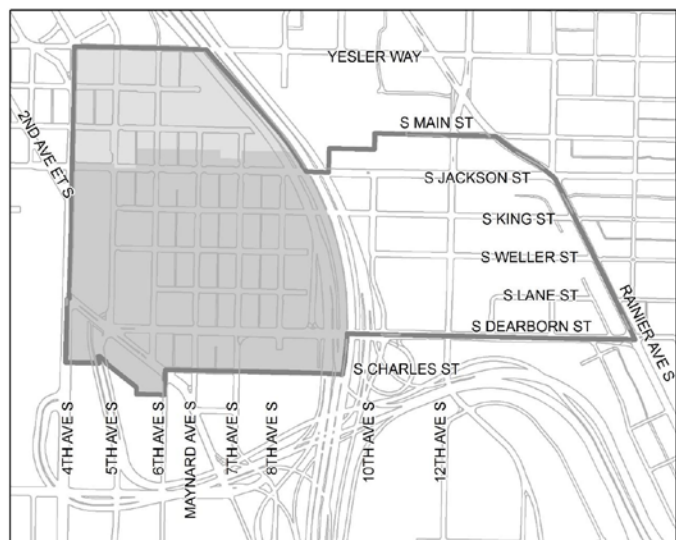
Work must occur exactly according to approved plans. ANY revisions, omissions or additions to plans must be reviewed by the Board prior to execution. Unless specified otherwise, work approved under any Certificate of Approval must be completed within eighteen (18) months of the date of issue. If work has not been completed within eighteen months, the Certificate becomes null and void.

APPEAL PROCEDURE

Any interested person may appeal a decision of the Board to the City Hearing Examiner. The appeal and a copy of this decision must be filed with the Hearing Examiner's Office at 700 5th Avenue, Suite 4000, Seattle, WA 98124 before 5:00 p.m. on the fourteenth (14th) day following the date of issuance of this certificate, and must be accompanied by a \$85.00 filing fee in the form of a check payable to the City of Seattle. Appeals must be in writing and must clearly state objections to the decision. A copy of the appeal shall also be served upon the Department of Neighborhoods Director, Seattle City Hall, 600 4th Avenue, 4th Floor, PO Box 94649, Seattle, Washington 98124.

MAP of the INTERNATIONAL SPECIAL REVIEW DISTRICT

Map A for 23.66.302



copyright 2017 City of Seattle
All rights reserved. No warranties of any
sort, including accuracy, fitness, or
merchantability accompany this product.



The City of Seattle

International Special Review District

Mailing Address: PO Box 94649, Seattle WA 98124-4649
Street Address: 600 4th Avenue, 4th Floor

APPLICATION FOR CERTIFICATE OF APPROVAL

Please read the attached Application Instructions and General Information Section carefully before completing the application form. **IMPORTANT NOTE: ALL ITEMS MUST BE COMPLETED OR THE APPLICATION CANNOT BE CONSIDERED BY THE BOARD FOR REVIEW.**

Date Submitted: _____

Business/Property Name: _____

Business/Property Address: _____

Building Name: _____

Applicant/Owner's Name: _____ Phone # _____

Mailing Address: _____ City/Zip Code: _____

Applicant Representative: _____ Phone # _____

Representative Address: _____

Representative E-mail: _____

• Approval Requested for:

☐ Change of Use

☐ Colors

☐ Facade Alteration

☐ Sign(s)

☐ New Construction

☐ Demolition

☐ Street Use Permit

☐ Other-Specify

- Certificate of Approval Fee: _____ Project cost: _____
(Check made payable to City of Seattle) Date paid: _____

- Completed description of proposal (attach a separate page if necessary):

- Applicant's signature:_____Date:_____
- Property owner's signature/consent:_____Date:_____
- Property owner's name (printed):_____
- Property owner's mailing address:_____

***Contact the International Special Review District Board Coordinator at 206-684-0226
if there are any questions regarding this application.***

APPLICATION INSTRUCTIONS

- Fill out the application form completely. For Board members to properly act on a Certificate of Approval request, they require an accurate and thorough understanding of the proposal. **Incomplete applications will not be scheduled for Board review.** If you have questions, please call the Board Coordinator, at 206-684-0226.
- Submit a hard copy of the completed application form and four sets of hard copies of all documentation needed to clearly understand the proposal (see below) along with the application fee (see below) to Board staff.
- **Determination of Completed Application:** The Director of the Department of Neighborhoods shall determine whether an application is complete and shall notify the applicant in writing within twenty eight (28) days of the application being filed whether the application is complete or that the application is incomplete and what additional information is required before the application will be complete. Within fourteen (14) days of receiving the additional information, the Director of the Department of Neighborhoods shall notify the applicant in writing whether the application is now complete or what additional information is necessary. An application shall be deemed to be complete if the Director of the Department of Neighborhoods does not notify the applicant in writing by the deadlines in this section that the application is incomplete. A determination that the application is complete is not a determination that the application is vested.

The determination of completeness does not preclude the Director of the Department of Neighborhoods or the Board from requiring additional information during the review process if more information is needed to evaluate the application according to the criteria in this Chapter and in any rules adopted by the Board, or if the proposed work changes. For example, additional information that may be required could include a shadow study or a traffic study when new construction is proposed.

- Applicants will receive a copy of the agenda for the meeting in which their proposal will be reviewed approximately one week in advance of the meeting. Applicants should attend the meeting. Please contact the Board Coordinator if you can not attend.
- You should not make any changes, repairs, install signs, etc. without having Board approval.

FEE INFORMATION

SMC 22.900G.010 requires that an application fee be charged for each review for a Certificate of Approval. The fee is determined by the dollar value of the proposed project:

Design Approval

\$0 - 1,500 of construction costs.....\$25.00
Each additional \$5,000 of costs.....\$10.00
Maximum fee per review.....\$4,000.00*
Use Review.....\$25.00
Street Use Review.....\$25.00

* Except that the maximum fee for a Certificate of Approval for new construction projects shall be \$20,000; except projects including housing financed, in whole or in part, by public funding; or projects that elect the MHA performance option according to Sections 23.58B.050 or 23.58C.050.

Estimate the construction costs, calculate the fee and make checks payable to the City of Seattle.

Total Project Cost related to project work included in application: _____

Fee submitted _____

REQUIRED DOCUMENTATION

The following information must be provided in hard copy for a Certificate of Approval Application to be complete:

CHANGE OF USE APPROVAL: Includes any proposed new use, change of use, or expansion of use.

1. ☐ A site plan of existing conditions, showing adjacent streets and buildings;
2. ☐ Four (4) sets of floor plans drawn to scale for the building and/or particular space involved.
3. ☐ A detailed description of the proposed use.

Note: Any proposed use or change of use must comply with both the underlying zoning and the International Special Review District ordinance and guidelines. State Environmental Policy Act (SEPA) review may be required to establish a new use or change use.

STREET USE APPROVAL: Includes street furniture, sidewalk displays or cafes, vending carts, and temporary structures.

1. ☐ A detailed description of the proposed work, including:
 - A. ☐ Any changes that will be made to the building or site;
 - B. ☐ Any effect that the work would have on the public right-of-way or other public spaces;
 - C. ☐ Any new construction;
2. ☐ Four (4) sets of scale drawings, with all dimensions shown of:
 - A. ☐ A site plan of existing conditions, showing adjacent streets and buildings, and, if the proposal includes any work in the public right-of-way, the existing street uses, such as street trees and sidewalk displays, and another site plan showing proposed changes to the existing conditions;
 - B. ☐ Elevations and sections of both the proposed new features and the existing features;
 - C. ☐ Construction details;
 - D. ☐ A landscape plan showing existing features and plantings, and another landscape plan showing proposed site features and plantings;

3. ☐ Clearly printed photographs of any existing features that would be altered and photographs showing the context of these features, such as the building facade where they are located (scanned images and dark or blurry photographs may not be accepted);
4. ☐ One (1) sample of proposed material(s) and colors, if the proposal includes new finishes or paint, and an elevation drawing or a photograph showing the location of proposed new finishes or paint;
5. ☐ If the proposal includes replacement, removal, or demolition of existing features, a survey of the existing conditions of the features that would be replaced, removed, or demolished;

DESIGN APPROVAL: Includes any exterior alterations to buildings, sites, or rights-of-way.

1. ☐ A detailed description of the proposed work, including:
 - A. ☐ Any changes that will be made to the building or site;
 - B. ☐ Any effect that the work would have on the public right-of-way or other public spaces;
 - C. ☐ Any new construction;
 - D. ☐ Any proposed use, change of use, or expansion of use;
2. ☐ Four (4) sets of scale drawings, with all dimensions shown of:
 - A. ☐ A site plan of existing conditions, showing adjacent streets and buildings, and, if the proposal includes any work in the public right-of-way, the existing street uses, such as street trees and sidewalk displays, and another site plan showing proposed changes to the existing conditions;
 - B. ☐ A floor plan showing the existing features and a floor plan showing the proposed new features;
 - C. ☐ Elevations and sections of both the proposed new features and the existing features;
 - D. ☐ Construction details;
 - E. ☐ A landscape plan showing existing features and plantings, and another landscape plan showing proposed site features and plantings;
3. ☐ Clearly printed photographs of any existing features that would be altered and photographs showing the context of these features, such as the building facade where they are located (scanned images and dark or blurry photographs may not be accepted);
4. ☐ One (1) sample of proposed colors and materials, if the proposal includes new finishes or paint, and an elevation drawing or a photograph showing the location of proposed new finishes or paint;
5. ☐ If the proposal includes replacement, removal, or demolition of existing features, a survey of the existing conditions of the features that would be replaced, removed, or demolished;
6. ☐ If the proposal includes demolition of a structure or object:
 - A. ☐ A statement of the reason(s) for demolition; and
 - B. ☐ A description of the replacement structure or object and the replacement use.

SIGNAGE, AWNINGS, OR EXTERIOR LIGHTING:

1. ☐ A detailed description of the proposed work, including:
 - A. ☐ Any changes that will be made to the building or site;
 - B. ☐ Any effect that the work would have on the public right-of-way or other public spaces;
 - C. ☐ Any new construction;
 - D. ☐ If signage is proposed, include the calculation of the linear street frontage where the sign or awning will be located.
2. ☐ A site plan of existing conditions, showing adjacent streets and buildings, and, if the proposal includes any work in the public right-of-way, the existing street uses, such as street trees and sidewalk displays, and another site plan showing proposed changes to the existing conditions;
3. ☐ Four (4) sets of scale drawings of proposed signage or awnings, showing the overall dimensions, material, design graphics, typeface, letter size, and colors;
4. ☐ Four (4) sets of a plan, clearly printed photograph or elevation drawing showing the location of the proposed awning, sign or lighting (scanned images and dark or blurry photographs may not be accepted);
5. ☐ Four (4) copies of details showing the proposed method of attaching the new awning, sign, or lighting;
6. ☐ The wattage and specifications of the proposed lighting, and a drawing or picture of the lighting fixture; and
7. ☐ One (1) sample of proposed sign or awning material and color(s).

Preliminary Design

An applicant may make a written request to submit an application for a Certificate of Approval for a preliminary design if the applicant waives in writing the deadline for a Board decision on the final design and any deadlines for decision on related permit application under review by the Department of Construction and Inspections. The staff may reject the request if it appears that approval of a preliminary design would not be an efficient use of staff or Board time and resources, or would not further the goals and objectives of SMC 23.66. To be complete, an application for preliminary design must include the information listed on the cover page of the application and in the Design Approval Section 1., 2.A.-C.; 3. and 6. *A Certificate of Approval that is granted for a preliminary design shall be conditioned upon subsequent submittal and Board approval of the final design, including all of the information listed above in subsection B, prior to issuance of permits for any work.*

Revised January 2019