



SEATTLE CITY COUNCIL

Neighborhoods, Education, Civil Rights, and Culture Committee

Agenda

Friday, January 27, 2023

9:30 AM

Council Chamber, City Hall
600 4th Avenue
Seattle, WA 98104

Tammy J. Morales, Chair
Kshama Sawant, Vice-Chair
Andrew J. Lewis, Member
Sara Nelson, Member
Dan Strauss, Member

Chair Info: 206-684-8802; Tammy.Morales@seattle.gov

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Culture Committee
Agenda
January 27, 2023 - 9:30 AM

Meeting Location:

Council Chamber, City Hall, 600 4th Avenue, Seattle, WA 98104

Committee Website:

<https://www.seattle.gov/council/committees/neighborhoods-education-civil-rights-and-culture>

This meeting also constitutes a meeting of the City Council, provided that the meeting shall be conducted as a committee meeting under the Council Rules and Procedures, and Council action shall be limited to committee business.

Members of the public may register for remote or in-person Public Comment to address the Council. Details on how to provide Public Comment are listed below:

Remote Public Comment - Register online to speak during the Public Comment or Public Hearing period at the meeting at <http://www.seattle.gov/council/committees/public-comment>. Online registration to speak will begin two hours before the meeting start time, and registration will end at the conclusion of the Public Comment or Public Hearing period during the meeting. Speakers must be registered in order to be recognized by the Chair.

In-Person Public Comment - Register to speak for the Public Comment or Public Hearing on the sign-up sheets located inside Council Chambers at least 15 minutes prior to the meeting start time. Registration will end at the conclusion of the each Public Comment or Public Hearing period during the meeting. Speakers must be registered in order to be recognized by the Chair.

Submit written comments to Councilmember Tammy J. Morales at tammy.morales@seattle.gov.

Please Note: Times listed are estimated

A. Call To Order

B. Approval of the Agenda

C. Public Comment

D. Items of Business

1. [Appt 02441](#) **Appointment of Ezra Alem as member, Seattle Human Rights Commission, for a term to July 22, 2023.**

*Supporting
Documents:*

[Appointment Packet](#)

Briefing, Discussion, and Possible Vote (5 minutes)

Presenter: Marta Idowu, Office for Civil Rights

2. [CB 120456](#) **AN ORDINANCE relating to historic preservation review procedures; amending and making permanent certain temporary procedures; amending Sections 23.66.030, 25.12.320, 25.12.720, 25.16.100, 25.20.090, 25.21.110, 25.22.110, 25.24.070, and 25.30.090 of the Seattle Municipal Code.**

*Supporting
Documents:*

[Summary and Fiscal Note](#)

[Summary Att 1 - Map of the City of Seattle's Historic Districts](#)

[Central Staff Memo](#)

[Presentation](#)

[Amendment 1](#)

Briefing, Discussion, and Possible Vote (20 minutes)

Presenters: Sara Belz and Sarah Sodt, Department of Neighborhoods; Lish Whitson, Council Central Staff

E. Adjournment



Legislation Text


File #: Appt 02441, **Version:** 1

Appointment of Ezra Alem as member, Seattle Human Rights Commission, for a term to July 22, 2023.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

| | | |
|---|---------------------------|---|
| Appointee Name: Ezra Alem | | |
| Board/Commission Name: Seattle Human Rights Commission | | Position Title: Member |
| <input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment | | Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i> | Date Appointed: | Term of Position: * 7/23/2021 to 7/22/2023 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i> |
| Residential Neighborhood: First Hill | Zip Code: 98122 | Contact Phone No.: |
| <p>Background:</p> <p>After moving to America, Ezra experienced the loss of his mother, separation from siblings, in and out of foster care and went through the pressure of the criminal justice and educational systems, and from that, experienced a great deal of trauma after trauma with little to no support from people who had the opportunity to help him with the difficulties that came his way as a young person and lost. Not only was childhood hard to navigate without a trusting or supporting adult, but he also grew up left to come to terms with his past, now an adult, has been challenging with lack of housing, a job and independent living skills, no sense of community to grow up with was difficult, especially when he was learning, growing, and making mistakes without any clear direction to follow, and trying to overcome many obstacles that could have been prevented. Having these personal experiences and the ability to continue to attempt a better life for himself, Ezra has been involved in non-profit organizations, spoke to legislators, to help change and create new and better options for those who are still involved with the child welfare system. He is one of those who you would like to have on the commission because he brings his lived experience, and he knows what it is like to be in most people's situations and tries to speak for those who cannot. Though still dealing with his past that still causes complications for him, he is willing to go above and beyond to make someone else's day a little bit better than yesterday. He would like to bring his lived experience to the commission, and he feels that he can make positive contributions to the commission. He knows that he has many things to offer, and the commission would give him the opportunity to learn, grow and make an impact in the world in a positive way for all people.</p> <p>Ezra worked hard to turn his life around and is currently in college at Seattle University and expected graduation in 2024. Ezra is proud of his accomplishments and always striving to do better.</p> | | |
| Authorizing Signature (original signature):  Date: 10/6/2022 | | Appointing Signatory: Bruce A. Harrell Mayor |

*Term begins and end date is fixed and tied to the position and not the appointment date.

Ezra Alem



SUMMARY

Strong team builder, motivated self-starter, passionate about customers. Strengths include; maintaining high morale, problem-solving, and a great work ethic.

EDUCATION

GED May 2016

Interdisciplinary Liberal Studies Program

Liberal Arts

Seattle University, Seattle, Washington

Expected Graduation: June 2024

Employment History

Bok a Bok

cashier

Seattle, WA May 2022- Current

- In charge of processing and receiving payments,
- Maintained the cleanliness and organization of the store,
- Greeting customers and supporting them with their orders.

**Albertsons
2019**

Seattle, WA

February 2019- August

Night Crew/ cashier

- Provided excellent customer service by assisting customers with their shopping needs, answering customer inquiries, and resolving customer complaints,
- Engaged with customers in a friendly and efficient manner while completing customer transactions on the cash register,
- Maintained the cleanliness and organization of the store,
- Ensure the proper identification is produced when selling alcohol, tobacco, and lottery tickets, if applicable,
- Ability to work a flexible schedule to meet the needs of the business.

The Mockingbird Society

Seattle, WA June 2017- January 2018

Network Representative

- Assisted with annual events including Advocacy Day, Foster Youth Leadership Summit, and Luncheon,
- Presented at conferences, workshops, community forums, and other events,
- Provided information to the public regarding the experiences of youth in foster care and homelessness,
- Facilitated workshops for youth experiencing homelessness to advocate for themselves

**Term begins and end date is fixed and tied to the position and not the appointment date.*

The Buzz Café**Seattle, WA January - April 2018***Barista*

- Maintain inventories by replenishing coffee beans and general supplies
- Maintain safe and healthy work environment by following organization standards and sanitation regulation,
- Prepared and sold coffee drinks by following prescribed recipes and preparation techniques,
- Greeted customers entering establishments and received payment and issued receipts

Barista Training Educational Program Seattle, WA October-December 2017*Barista*

- Prepared and served hot or cold beverages and food according to health standard,
- Cleaned and sanitize work areas, utensils, equipment, and service and seating areas,
- Properly stored food items at appropriate temperatures,
-

McDonalds**Seattle, WA December 2015 - July 2016***Crew Member*

- Maintained a fast speed of service, especially during rush times,
- Took orders from customers and input their selections into the restaurant's computer systems,
- Assembled orders on trays or in bags, always following all restaurant safety and security procedures

**Term begins and end date is fixed and tied to the position and not the appointment date.*

Seattle Human Rights Commission

September 2022

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, 2-year terms:

- 8 City Council-appointed
- 9 Mayor-appointed (includes 1 Get-engaged Mayor position)
- 4 Other Appointing Authority-appointed: Commission-appointed

Roster:

| *D | **G | RD | Position No. | Position Title | Name | Term Begin Date | Term End Date | Term # | Appointed By | | | | |
|--|------|--------|--------------|----------------|-----------------------|-------------------------|------------------|--------------------------------|--------------|-------------------------|------------------|----------------|-------------|
| | F | | 1. | Member | Jo Bechtold | 7/23/21 | 7/22/23 | 1 | City Council | | | | |
| | M | | 2. | Member | Ezra Alem | 7/23/21 | 7/22/23 | 1 | Mayor | | | | |
| | M | | 3. | Member | Tyrone Grandison | 7/23/21 | 7/22/23 | 2 | City Council | | | | |
| | M | | 4. | Member | Jeff Abdullah | 7/23/21 | 7/22/23 | 1 | Mayor | | | | |
| | F | | 5. | Member | Guneeta Chanda | 7/23/21 | 7/22/23 | 1 | City Council | | | | |
| | F | | 6. | Member | VACANT | 1/23/21 | 1/22/23 | 1 | Mayor | | | | |
| | M | | 7. | Member | Allan Nyaribo | 1/23/22 | 1/22/24 | 1 | City Council | | | | |
| | F | | 8. | Member | Julia Ismael | 1/23/22 | 1/22/24 | 1 | Commission | | | | |
| | F | | 9. | Member | Andrea Dailey-Michaux | 7/23/22 | 7/22/24 | 1 | Mayor | | | | |
| | M | | 10. | Member | Mark Rogers | 7/23/22 | 7/22/24 | 1 | City Council | | | | |
| | | | 11. | Member | Vacant | 7/23/22 | 7/22/24 | 1 | Mayor | | | | |
| | M | | 12. | Member | Matthew Mitnick | 7/23/22 | 7/22/24 | 1 | City Council | | | | |
| | | | 13. | Member | Vacant | 1/23/21 | 1/22/23 | 1 | Mayor | | | | |
| | | | 14. | Member | Vacant | 1/23/21 | 1/22/23 | 1 | City Council | | | | |
| | | | 15. | Member | Vacant | 1/23/21 | 1/22/23 | 1 | Mayor | | | | |
| | | | 16. | Get Engaged | Vacant | 9/1/22 | 8/31/23 | 1 | Mayor | | | | |
| | F | | 17. | Member | Natasha Bennett | 7/23/22 | 7/22/24 | 1 | City Council | | | | |
| | F | | 18. | Member | Tricia Diamond | 1/23/22 | 1/22/24 | 1 | Mayor | | | | |
| | | | 19. | Member | Vacant | 7/23/22 | 7/22/24 | 1 | Commission | | | | |
| | | | 20. | Member | Vacant | 1/23/22 | 1/22/24 | 1 | Commission | | | | |
| | | | 21. | Member | Vacant | 7/23/22 | 7/22/24 | 1 | Commission | | | | |
| SELF-IDENTIFIED DIVERSITY CHART | | | | | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| | Male | Female | Transgender | NB/ O/U | Asian | Black/ African American | Hispanic/ Latino | American Indian/ Alaska Native | Other | Caucasian/ Non-Hispanic | Pacific Islander | Middle Eastern | Multiracial |
| Mayor | 2 | 2 | | | | | | | | | | | |
| Council | 4 | 3 | | | | | | | | | | | |
| Comm | | 1 | | | | | | | | | | | |
| Total | 6 | 6 | | | | | | | | | | | |

Key: *D List the corresponding Diversity Chart number (1 through 9)
 **G List gender, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown
 RD Residential Council District number 1 through 7 or N/A
 Diversity information is self-identified and is voluntary.

*Term begins and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: CB 120456, **Version:** 1

CITY OF SEATTLE

ORDINANCE _____

COUNCIL BILL _____

AN ORDINANCE relating to historic preservation review procedures; amending and making permanent certain temporary procedures; amending Sections 23.66.030, 25.12.320, 25.12.720, 25.16.100, 25.20.090, 25.21.110, 25.22.110, 25.24.070, and 25.30.090 of the Seattle Municipal Code.

WHEREAS, on March 3, 2020, Mayor Durkan issued a Proclamation of Civil Emergency for the City of

Seattle based on the confirmed spread of COVID-19 in King County and resulting deaths; and

WHEREAS, on April 27, 2020, the Seattle City Council adopted Ordinance 126072, which allowed certain

land use applications related to historic properties to be handled administratively and approved by the

City's Historic Preservation Officer; and

WHEREAS, Ordinance 126072 was effective for a limited time; and

WHEREAS, on October 5, 2020, the Seattle City Council adopted Ordinance 126188, which extended many of

the provisions established in Ordinance 126072 until 60 days after the termination of the Proclamation

of Civil Emergency issued by Mayor Durkan; and

WHEREAS, due to the termination of the Proclamation of the Civil Emergency, Ordinance 126188 will not be

effective when this ordinance becomes effective; and

WHEREAS, in October 2021, the Department of Neighborhoods hired Broadview Planning to collect and

assess local community responses to the temporary administrative review provisions that apply to the

City's Historic Preservation Program; and

WHEREAS, Broadview Planning's findings generally indicated strong support for allowing many of the

temporary administrative review provisions to become permanent; and

WHEREAS, the community responses collected by Broadview Planning also revealed support for taking a more refined approach to the application of administrative review within the City’s historic districts, which vary in scale and are each subject to a unique regulatory framework; and

WHEREAS, the Department of Neighborhoods now proposes to amend and make permanent many of the temporary administrative review provisions that apply to the City’s Historic Preservation Program;

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Section 23.66.030 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:

23.66.030 Certificates of approval-Application, review and appeals

* * *

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. Notwithstanding any contrary provision of Section 23.66.020 or Title 23, applications for certificates of approval for the following items shall be subject to the process in subsection 23.66.030.D.1 rather than the process in subsection 23.66.030.D.2:

a. The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including photovoltaic panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical, or telecommunication elements necessary for the normal operation of the site, building, or structure.

b. Installation, alteration, or removal of minor communication utility equipment on rooftops or streetlight poles, when the location does not have impacts on other historic resources and otherwise complies with the City Design Guidelines for minor communication utilities.

c. Installation, removal, or alteration of exterior light fixtures, exterior security lighting, and security system equipment.

d. Installation, removal, or alteration of exterior or interior signage.

e. Installation, removal, or alteration of awnings or canopies.

f. Installation, alteration, or removal of window treatments, including but not limited to blinds, curtains, shades, or window film.

g. Alterations to storefront systems, if the proposed alterations are sympathetic to and do not destroy historic building materials.

h. Alteration to exterior paint colors and other finishes when painting a previously painted or otherwise finished material.

i. Installation, removal, or alteration of the following landscape elements: shrubs; perennials; annuals; and similar low-lying plantings.

j. Installation, removal, or alteration of the following site furnishings: benches; movable tables and seating; movable planters; movable water features; trash/recycling receptacles; and bike racks.

k. Installation, removal, or alteration of fences, gates, and barriers.

l. Right-of-way alterations, including but not limited to alterations to sidewalks, curbs, and the roadway.

m. Repaving and restriping of existing asphalt paved areas not within public rights-of-way.

n. Installation of improvements for accessibility compliance.

o. Installation, removal, or alteration of fire and life safety equipment.

p. Temporary emergency alterations, if the proposed replacement material used is compatible with the historic building fabric.

q. Change of use, establishment of a new use, or expansion of use, if use is a preferred use per Chapter 23.66 or applicable district rules.

r. Replacement of non-original doors and windows within original openings, when the design intent is consistent with the Secretary of the Interior's Standards for Rehabilitation.

s. Revisions to a previously approved Certificate of Approval, where the design revisions are sympathetic to and do not destroy historic building materials.

t. Alterations or changes to accommodate seismic improvements.

4. 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.

* * *

Section 2. Section 25.12.320 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:

25.12.320 Staff-Historic Preservation Officer

The Director of the Department of Neighborhoods shall provide adequate staff support to the Landmarks Preservation Board and shall assign a member of the Department's staff to act as Historic Preservation Officer. Under the direction of the Board, the Historic Preservation Officer shall be the custodian of the Board's records, conduct official correspondence, assist in organizing and supervising the Landmarks Preservation Board, and organize and supervise the Board staff and the clerical and technical work of the Board to the extent required to administer this Chapter 25.12. In addition, the Historic Preservation Officer shall:

* * *

L. Be responsible for review and approval of applications for certificates of approval for certain items as

set forth in Title 25.

Section 3. Section 25.12.720 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:

25.12.720 Board meeting on certificate of approval((-))

A. Within (~~(thirty (30))~~) 30 days after an application for a certificate of approval is determined to be complete, the Board shall hold a meeting thereon and shall serve notice of the meeting on the owner and the applicant not less than five (~~((5))~~) days before the date of the meeting. The absence of the owner or the applicant from the meeting shall not impair the Board's authority to make a decision on the application.

B. Notwithstanding any contrary provision in subsection 25.12.720.A or this Title 25, applications for certificates of approval for the following items shall be subject to administrative review and approval by the City Historic Preservation Officer, without the need for action of the Board or a public meeting but otherwise subject to the same approval criteria and procedures as would apply to such an application if it were subject to Board review and approval:

1. The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including photovoltaic panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical or telecommunication elements necessary for the normal operation of the site, building, or structure.

2. Installation, alteration, or removal of minor communication utility equipment on rooftops or streetlight poles, when the location does not have impacts on other historic resources and otherwise complies with the City Design Guidelines for minor communication utilities.

3. Installation, removal, or alteration of exterior light fixtures, exterior security lighting, and security system equipment.

4. Installation, removal, or alteration of exterior or interior signage.

5. Installation, removal, or alteration of awnings or canopies.

6. Installation, alteration, or removal of window treatments, including but not limited to blinds, curtains, shades, or window film.

7. Alterations to storefront systems, if the proposed alterations are sympathetic to and do not destroy historic building materials.

8. Alteration to interior or exterior paint colors and other finishes when painting a previously painted or otherwise finished material.

9. Interior alterations or changes when the design intent is consistent with the Secretary of the Interior's Standards for Rehabilitation.

10. Installation, alteration, or removal of art on public or private property, if the work does not adversely impact designated or historic features.

11. Installation, removal, or alteration of the following landscape elements: shrubs; perennials; annuals; and similar low-lying plantings.

12. Removal of trees when identified as a hazard or high-risk by an International Society of Arboriculture (ISA) Certified Arborist, both on private property and within public rights-of-way.

13. Installation, removal, or alteration of the following site furnishings: benches; movable tables and seating; movable planters; movable water features; trash/recycling receptacles; and bike racks.

14. Installation, removal, or alteration of fences, gates, and barriers.

15. Minor alterations to site grading, soil retention, drainage, or paving.

16. Rights-of-way alterations, including but not limited to alterations to sidewalks, curbs, and the roadway.

17. Repaving and restriping of existing asphalt paved areas not within public rights-of-way.

18. Installation, removal, or alteration of curbs, bollards, or wheel stops in parking areas not within the public rights-of-way.

19. Installation of improvements for accessibility compliance.

20. Installation, removal, or alteration of fire and life safety equipment.

21. Temporary emergency alterations, if the proposed replacement material used is compatible with the historic building fabric.

22. Replacement of non-original doors and windows within original openings, when the design intent is consistent with the Secretary of the Interior's Standards for Rehabilitation.

23. Installation, alteration, or removal of small ancillary structures (including but not limited to garden sheds, chicken coops/runs, or Little Free Library structures).

24. Revisions to a previously approved Certificate of Approval, where the design revisions are sympathetic to and do not destroy historic building materials.

25. Installation, alteration, or removal of single-story portable classrooms or storage sheds at Seattle Public Schools, when located behind the school building and not impacting designated features of the landmark.

26. Installation, removal, or alteration of learning gardens, play areas, play equipment or pavement markings in outdoor play areas at Seattle Public Schools properties, including expansion of existing areas.

27. Alterations or changes to accommodate seismic improvements.

Section 4. Section 25.16.100 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:

25.16.100 Certificate of approval-Issuance or denial((-))

* * *

D. Notwithstanding any contrary provision in subsection 25.16.100.A or this Title 25, applications for certificates of approval for the following items shall be subject to administrative review and approval by the City Historic Preservation Officer, without the need for action of the Board or a public meeting but otherwise subject to the same approval criteria and procedures as would apply to such an application if it were subject to

Board review and approval:

1. The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including photovoltaic panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical or telecommunication elements necessary for the normal operation of the site, building, or structure.

2. Installation, alteration, or removal of minor communication utility equipment on rooftops or streetlight poles, when the location does not have impacts on other historic resources and otherwise complies with the City Design Guidelines for minor communication utilities.

3. Installation, removal, or alteration of the following landscape elements: shrubs; perennials; annuals; and similar low-lying plantings.

4. Installation of improvements for accessibility compliance.

5. Installation, removal, or alteration of fire and life safety equipment.

6. Temporary emergency alterations, if the proposed replacement material used is compatible with the historic building fabric.

7. Revisions to a previously approved Certificate of Approval, where the design revisions are sympathetic to and do not destroy historic building materials.

8. Alterations or changes to accommodate seismic improvements.

Section 5. Section 25.20.090 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:

25.20.090 Board meeting on certificate of approval((-))

* * *

C. Notwithstanding any contrary provision in subsection 25.20.090.A or this Title 25, applications for certificates of approval for the following items shall be subject to administrative review and approval by the City Historic Preservation Officer, without the need for action of the Board or a public meeting but otherwise

subject to the same approval criteria and procedures as would apply to such an application if it were subject to Board review and approval:

1. The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including photovoltaic panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical or telecommunication elements necessary for the normal operation of the site, building, or structure.

2. Installation, alteration, or removal of minor communication utility equipment on rooftops or streetlight poles, when the location does not have impacts on other historic resources and otherwise complies with the City Design Guidelines for minor communication utilities.

3. Installation, removal, or alteration of exterior light fixtures, exterior security lighting, and security system equipment.

4. Installation, removal, or alteration of exterior or interior signage.

5. Installation, removal, or alteration of awnings or canopies.

6. Alterations to storefront systems, if the proposed alterations are sympathetic to and do not destroy historic building materials.

7. Alteration to interior or exterior paint colors and other finishes when painting a previously painted or otherwise finished material.

8. Installation, removal, or alteration of the following landscape elements: shrubs; perennials; annuals; and similar low-lying plantings.

9. Installation, removal, or alteration of the following site furnishings: benches; movable tables and seating; movable planters; movable water features; trash/recycling receptacles; and bike racks.

10. Installation, alteration, or removal of art on public or private property, if the work does not adversely impact designated or historic features.

11. Installation, alteration, or removal of small ancillary structures (including but not limited to

garden sheds, chicken coops/runs, or Little Free Library structures).

12. Rights-of-way alterations, including but not limited to alterations to sidewalks, curbs, and the roadway.

13. Installation of improvements for accessibility compliance.

14. Installation, removal, or alteration of fire and life safety equipment.

15. Temporary emergency alterations, if the proposed replacement material used is compatible with the historic building fabric.

16. Replacement of non-original doors and windows within original openings, when the design intent is consistent with the Secretary of the Interior's Standards for Rehabilitation.

17. Revisions to a previously approved Certificate of Approval, where the design revisions are sympathetic to and do not destroy historic building materials.

18. Alterations or changes to accommodate seismic improvements.

Section 6. Section 25.21.110 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:

25.21.110 Board meeting on certificate of approval((-))

* * *

C. Notwithstanding any contrary provision in subsection 25.21.110.A or this Title 25, applications for certificates of approval for the following items shall be subject to administrative review and approval by the City Historic Preservation Officer, without the need for action of the Board or a public meeting but otherwise subject to the same approval criteria and procedures as would apply to such an application if it were subject to Board review and approval:

1. The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including photovoltaic panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical or telecommunication elements necessary for the normal

operation of the site, building, or structure.

2. Installation, alteration, or removal of minor communication utility equipment on rooftops or streetlight poles, when the location does not have impacts on other historic resources and otherwise complies with the City Design Guidelines for minor communication utilities.

3. Installation, removal, or alteration of exterior light fixtures, exterior security lighting, and security system equipment.

4. Installation, removal, or alteration of exterior or interior signage.

5. Installation, removal, or alteration of awnings or canopies.

6. Alterations to storefront systems, if the proposed alterations are sympathetic to and do not destroy historic building materials.

7. Alteration to interior or exterior paint colors and other finishes when painting a previously painted or otherwise finished material.

8. Installation, removal, or alteration of the following landscape elements: shrubs; perennials; annuals; and similar low-lying plantings.

9. Installation, removal, or alteration of the following site furnishings: benches; movable tables and seating; movable planters; movable water features; trash/recycling receptacles; and bike racks.

10. Rights-of-way alterations, including but not limited to alterations to sidewalks, curbs, and the roadway.

11. Installation, alteration, or removal of art on public or private property, if the work does not adversely impact designated or historic features.

12. Installation of improvements for accessibility compliance.

13. Installation, removal, or alteration of fire and life safety equipment.

14. Temporary emergency alterations, if the proposed replacement material used is compatible with the historic building fabric.

15. Replacement of non-original doors and windows within original openings, when the design intent is consistent with the Secretary of the Interior’s Standards for Rehabilitation.

16. Revisions to a previously approved Certificate of Approval, where the design revisions are sympathetic to and do not destroy historic building materials.

17. Alterations or changes to accommodate seismic improvements.

Section 7. Section 25.22.110 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:

25.22.110 Board meeting on certificate of approval((-))

* * *

C. Notwithstanding any contrary provision in subsection 25.22.110.A or this Title 25, applications for certificates of approval for the following items shall be subject to administrative review and approval by the City Historic Preservation Officer, without the need for action of the Board or a public meeting but otherwise subject to the same approval criteria and procedures as would apply to such an application if it were subject to Board review and approval:

1. The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including photovoltaic panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical or telecommunication elements necessary for the normal operation of the site, building, or structure.

2. Installation, removal, or alteration of exterior light fixtures, exterior security lighting, and security system equipment.

3. Installation, removal, or alteration of exterior or interior signage.

4. Installation, removal, or alteration of awnings or canopies.

5. Alterations to storefront systems, if the proposed alterations are sympathetic to and do not destroy historic building materials.

6. Alteration to interior or exterior paint colors and other finishes when painting a previously painted or otherwise finished material.

7. Installation, removal, or alteration of the following landscape elements: shrubs; perennials; annuals; and similar low-lying plantings.

8. Installation, removal, or alteration of the following site furnishings: benches; movable tables and seating; movable planters; movable water features; trash/recycling receptacles; and bike racks.

9. Rights-of-way alterations, including but not limited to alterations to sidewalks, curbs, and the roadway.

10. Installation of improvements for accessibility compliance.

11. Installation, removal, or alteration of fire and life safety equipment.

12. Temporary emergency alterations, if the proposed replacement material used is compatible with the historic building fabric.

13. Replacement of non-original doors and windows within original openings, when the design intent is consistent with the Secretary of the Interior's Standards for Rehabilitation.

14. Revisions to a previously approved Certificate of Approval, where the design revisions are sympathetic to and do not destroy historic building materials.

15. Alterations or changes to accommodate seismic improvements.

Section 8. Section 25.24.070 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:

25.24.070 Issuance of certificate of approval((-))

* * *

C. Notwithstanding any contrary provision in subsection 25.24.070.A or this Title 25, applications for certificates of approval for the following items shall be subject to administrative review and approval by the City Historic Preservation Officer, without the need for action of the Commission or a public meeting but

otherwise subject to the same approval criteria and procedures as would apply to such an application if it were subject to Commission review and approval:

1. The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including photovoltaic panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical or telecommunication elements necessary for the normal operation of the site, building, or structure.

2. Installation of improvements for accessibility compliance.

3. Installation, removal, or alteration of fire and life safety equipment.

4. Alterations or changes to accommodate seismic improvements.

Section 9. Section 25.30.090 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:

25.30.090 Board meeting on certificate of approval

* * *

C. Notwithstanding any contrary provision in subsection 25.30.090.A or this Title 25, applications for certificates of approval for the following items shall be subject to administrative review and approval by the City Historic Preservation Officer, without the need for action of the Board or a public meeting but otherwise subject to the same approval criteria and procedures as would apply to such an application if it were subject to Board review and approval:

1. The installation, removal, or alteration of: weatherheads, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical or telecommunication elements necessary for the normal operation of the site, building, or structure.

2. Installation, alteration, or removal of minor communication utility equipment on rooftops or streetlight poles, when the location does not have impacts on other historic resources and otherwise complies with the City Design Guidelines for minor communication utilities.

3. Installation, removal, or alteration of exterior light fixtures, unless otherwise excluded from review under subsection 25.30.070.B.11.

4. Installation, removal, or alteration of exterior signage, unless otherwise excluded from review under subsection 25.30.070.B.8.

5. Alterations to storefront systems, if the proposed alterations are sympathetic to and do not destroy historic building materials.

6. Installation, removal, or alteration of the following site furnishings: benches; movable planters; movable water features; and bike racks unless otherwise excluded from review under subsection 25.30.070.B.5.

7. Installation, alteration, or removal of art on public or private property, if the work does not adversely impact designated or historic features, unless otherwise excluded from review under subsection 25.30.070.B.14.

8. Rights-of-way alterations, including but not limited to alterations to sidewalks, curbs, and the roadway.

9. Installation, removal, or alteration of fire and life safety equipment.

10. Temporary emergency alterations, if the proposed replacement material used is compatible with the historic building fabric.

11. Replacement of non-original doors and windows within original openings, when the design intent is consistent with the Secretary of the Interior's Standards for Rehabilitation.

12. Revisions to a previously approved Certificate of Approval, where the design revisions are sympathetic to and do not destroy historic building materials.

13. Alterations or changes to accommodate seismic improvements.

Section 10. This ordinance shall take effect and be in force 30 days after its approval by the Mayor, but

if not approved and returned by the Mayor within ten days after presentation, it shall take effect as provided by Seattle Municipal Code Section 1.04.020.

Passed by the City Council the _____ day of _____, 2022, and signed by me in open session in authentication of its passage this ____ day of _____, 2022.

President _____ of the City Council

Approved / returned unsigned / vetoed this ____ day of _____, 2022.

Bruce A. Harrell, Mayor

Filed by me this _____ day of _____, 2022.

Elizabeth M. Adkisson, Interim City Clerk

(Seal)

Attachments:

SUMMARY and FISCAL NOTE*

| Department: | Dept. Contact/Phone: | CBO Contact/Phone: |
|--------------------------------------|---|---------------------------|
| Department of Neighborhoods (DON) | Sara Belz/276.0036 Sarah Sodt/615.1786 | Miguel Jimenez/450.8216 |

** Note that the Summary and Fiscal Note describes the version of the bill or resolution as introduced; final legislation including amendments may not be fully described.*

1. BILL SUMMARY

Legislation Title:

AN ORDINANCE relating to historic preservation review procedures; amending and making permanent certain temporary procedures; amending Sections 23.66.030, 25.12.320, 25.12.720, 25.16.100, 25.20.090, 25.21.110, 25.22.110, 25.24.070, and 25.30.090 of the Seattle Municipal Code.

Summary and Background of the Legislation:

In March 2020, Mayor Durkan issued a Proclamation of Civil Emergency for the City of Seattle due to the confirmed spread of COVID-19 in King County. In April 2020, the Seattle City Council passed Ordinance 126072, which temporarily allowed smaller-scale land use applications related to historic properties to be handled administratively by Department of Neighborhoods (DON) staff and approved by the City’s Historic Preservation Officer. Such applications were previously reviewed by the City’s historic preservation boards. The temporary provisions included in Ordinance 126072 were later extended by Ordinance 126188 and part of a larger City effort to expedite permits, respond to economic challenges, and address urgent housing needs during the COVID-19 pandemic. Absent further legislative action by ordinance, the temporary provisions will expire 60 days after Mayor Harrell lifts the City’s COVID-19 emergency order.

Examples of minor alterations temporarily eligible for administrative review include the installation of signage and awnings, storefront renovations, and building mechanical systems upgrades. New construction, demolition, and major redevelopment proposals are not eligible for administrative review.

In late 2021, DON hired Broadview Planning to collect community feedback on the Historic Preservation Program’s temporary administrative review procedures. Broadview Planning’s data and analysis generally indicated strong support for allowing many of the temporary administrative review provisions to become permanent. However, the collected responses also revealed support for taking a more refined approach to the application of administrative review within the City’s historic districts, which vary in scale and are each subject to a unique regulatory framework.

The proposed legislation would more permanently codify many of the temporary administrative review provisions in place for the Historic Preservation Program, while also amending some of the provisions that apply within individual historic districts to better reflect their unique architectural, cultural, and community features.

2. CAPITAL IMPROVEMENT PROGRAM

Does this legislation create, fund, or amend a CIP Project? ___ Yes X No

3. SUMMARY OF FINANCIAL IMPLICATIONS

Does this legislation amend the Adopted Budget? ___ Yes X No

Does the legislation have other financial impacts to The City of Seattle that are not reflected in the above, including direct or indirect, short-term or long-term costs?

No.

Are there financial costs or other impacts of *not* implementing the legislation?

No.

4. OTHER IMPLICATIONS

a. Does this legislation affect any departments besides the originating department?

No.

b. Is a public hearing required for this legislation?

Yes, a City Council public hearing is required with 30 days advance notice of said hearing provided to the public.

c. Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?

Notice of the required public hearing shall be published in *The Daily Journal of Commerce* and the City's *Land Use Information Bulletin*.

d. Does this legislation affect a piece of property?

The Department of Neighborhoods' Historic Preservation Program oversees the preservation of eight historic districts and more than 450 individual landmarks. Landmark sites and structures are located in neighborhoods across Seattle. A map of the City's historic districts is attached to this fiscal note.

e. Please describe any perceived implication for the principles of the Race and Social Justice Initiative. Does this legislation impact vulnerable or historically disadvantaged communities? What is the Language Access plan for any communications to the public?

In addition to enabling members of the City's all-volunteer historic preservation boards to focus their limited time and resources on larger-scale applications and projects, the utilization of administrative review also simplifies the review process for permit applicants, many of whom are small business owners. The share of small businesses located in Seattle's older, historic neighborhoods that are BIPOC- or woman-owned also generally exceeds the citywide percentage.

f. Climate Change Implications

1. Emissions: Is this legislation likely to increase or decrease carbon emissions in a material way?

No.

2. Resiliency: Will the action(s) proposed by this legislation increase or decrease Seattle's resiliency (or ability to adapt) to climate change in a material way? If so, explain. If it is likely to decrease resiliency in a material way, describe what will or could be done to mitigate the effects.

No.

g. If this legislation includes a new initiative or a major programmatic expansion: What are the specific long-term and measurable goal(s) of the program? How will this legislation help achieve the program's desired goal(s)?

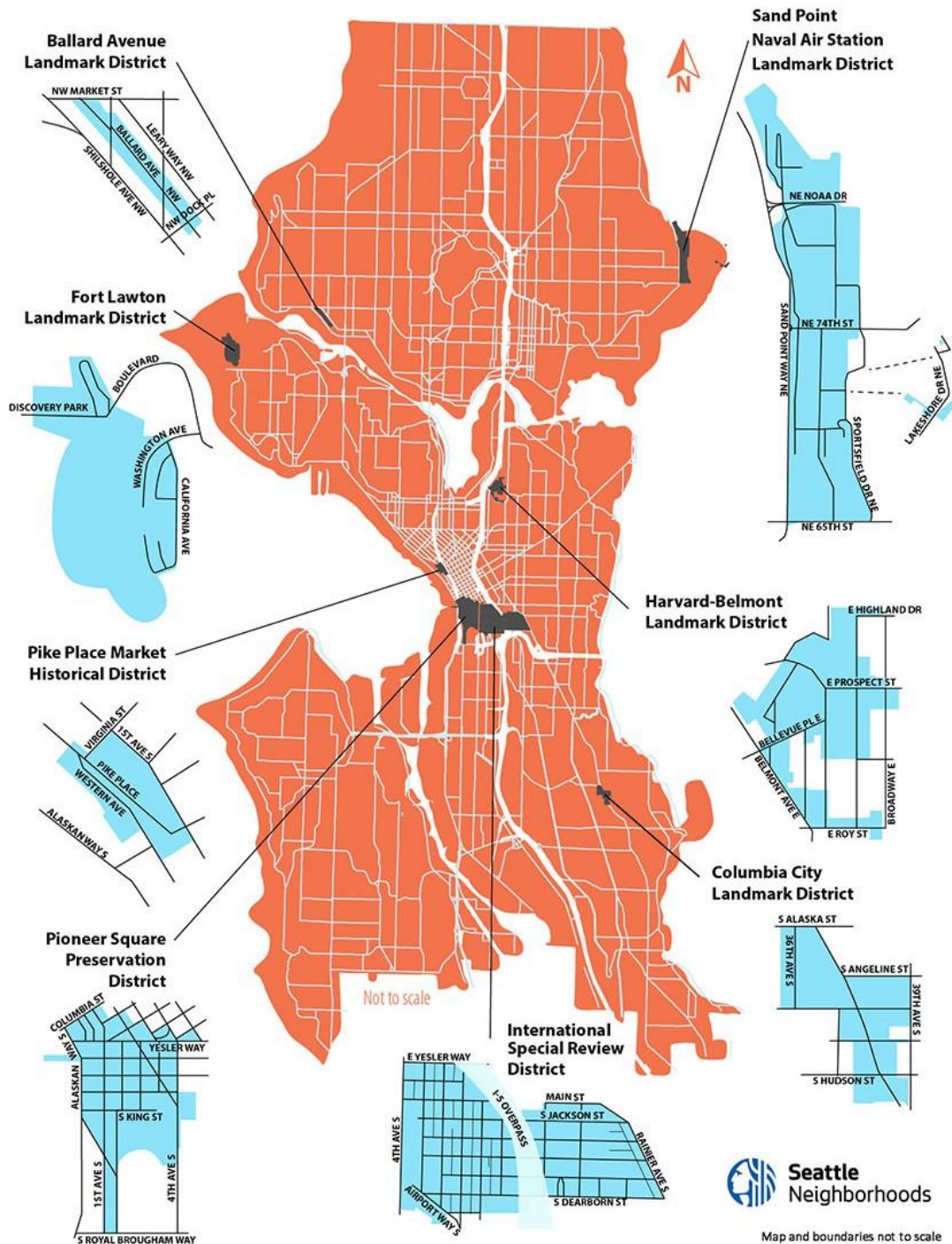
This legislation would not advance a new initiative or major programmatic expansion. Rather, it would more permanently codify many of the temporary administrative review processes that have been in place for the Historic Preservation Program since April 2020. The temporary provisions have been found to simplify the permitting process for many historic property owners, including small business owners, residential owner/occupants, and nonprofit organizations.

Summary Attachments:

Summary Attachment 1 – Map of the City of Seattle's Historic Districts

City of Seattle

Historic Districts



December 1, 2022

MEMORANDUM

To: Neighborhoods, Education, Civil Rights, and Culture Committee
From: Lish Whitson, Analyst
Subject: Council Bill 120456: Historic Resource Administrative Review

On December 9, 2022, the Neighborhoods, Education, Civil Rights, and Culture Committee (Committee) will hold a public hearing and discuss Council Bill (CB) [120456](#), which would amend various chapters of the Seattle Municipal Code (SMC) to allow for administrative review of specified categories of changes to historic resources. The bill would make permanent some changes that were implemented on a temporary basis during the COVID-19 emergency under Ordinance [126072](#) and extended under Ordinance [126188](#). Prior to the COVID emergency, these categories of changes were reviewed by the City's various historic preservation boards and commissions.

In addition to amendments to the Landmarks Preservation Code (SMC [Chapter 25.12](#)), the bill would amend the regulations for the following districts, which are shown on Attachment 1:

- Special Review Districts (Pioneer Square and International Special Review District) (SMC [Chapter 23.66](#))
- Ballard Avenue Landmark District (SMC [Chapter 25.16](#))
- Columbia City Landmark District (SMC [Chapter 25.20](#))
- Fort Lawton Landmark District (SMC [Chapter 25.21](#))
- Harvard-Belmont Landmark District (SMC [Chapter 25.22](#))
- Pike Place Market Historical District (SMC [Chapter 25.24](#))
- Sand Point Naval Air Station Landmark District (SMC [Chapter 25.30](#))

The categories of applications to be reviewed administratively would be specific to each district.

This memorandum describes the current approach to reviewing changes to historic resources, CB 120456, and next steps.

Review of Changes to Historic Resources

The City of Seattle has 480 designated historic landmarks¹ and eight historic districts.² When an owner proposes a change that would affect the designated features of a landmark or historic district, they are required to receive a "certificate of approval" (C of A) from either the

¹ Designated landmarks include buildings, sites, street clocks, vehicles, and vessels. "Landmark" is used in this memo as a generic term for any of these.

² The City currently has two "special review districts," one "historic district," and five "landmark districts." This memo uses "historic district" as a generic term to encompass all of these districts.

Landmarks Preservation Board (LPB), the Market Historical Commission (MHC), or the Director of the Department of Neighborhoods (DON) (Director) alongside any building or land use permits that may be required.

The specific categories of changes that require a C of A are laid out in the designating ordinances for each landmark and the SMC for resources within historic districts. Some exterior changes to a landmark, for example a change in paint color, may require a C of A, even if a land use or building permit is not required. Similarly, interior changes to a landmark that require a land use or building permit but do not affect designated features of the landmark would not require a C of A.

Many changes to landmarks require a C of A from the LPB. However, administrative review has been used for some changes to individual landmarks since the 1980s and is included in individual designating ordinances. The LPB is also the decision-maker for changes within the Columbia City Landmark District, Fort Lawton Historic District, Harvard-Belmont Landmark District, and Sand Point Naval Air Station Landmark District. For those districts, a local Application Review Committee makes a recommendation to the LPB on the application, but the LPB is the decision-making body. The Market Historical Commission reviews changes within the Pike Place Market and decides whether to grant a C of A. For changes in the City's other historic districts (Ballard Avenue, International Special Review District, and Pioneer Square), the Director is the decision-maker after receiving a recommendation from the relevant board.

The City's regulations require that the LPB, MHC, or Director issue a written decision granting, granting with conditions, or denying a C of A within 45 days of the filing of a complete application for a C of A. A decision on a C of A may be appealed to the Seattle Hearing Examiner.

Ordinance 126188 – Emergency Regulations

During the COVID-19 emergency, the Council adopted regulations that shifted approval for some C of As to the City Historic Preservation Officer (CHPO), a staff position in DON. This was intended to allow for faster review of smaller or less significant changes to historic resources, allowing the relevant review bodies to focus their attention on changes most likely to have a significant impact. Under the provisions of Ordinance 126188, the following types of changes to a landmark are subject to this administrative review through December 30, 2022:

1. The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels, weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical or telecommunication elements necessary for the normal operation of the site, building, or structure.
2. Installation, removal, or alteration of exterior light fixtures, exterior security lighting, and security system equipment.
3. Installation, removal, or alteration of exterior or interior signage.

4. Installation, removal, or alteration of awnings or canopies.
5. Alterations to storefront systems, if the proposed alterations are sympathetic to and do not destroy historic building materials.
6. Alteration to interior or exterior paint colors and other finishes when painting a previously painted or otherwise finished material.
7. Installation, removal, or alteration of the following landscape elements: shrubs; perennials; annuals; and similar low-lying plantings.
8. Installation, removal, or alteration of the following site furnishings: benches; movable tables and seating; movable planters; movable water features; trash/recycling receptacles; and bike racks.
9. Rights-of-way alterations, including but not limited to alterations to sidewalks, curbs, and the roadway.
10. Installation of improvements for accessibility compliance.
11. Installation, removal, or alteration of fire and life safety equipment.
12. Emergency repairs that are not already considered in-kind repair, if the proposed replacement material used for the repair is compatible with the historic building fabric.
13. The alteration of existing doors and windows, including changing a door to a window or a window to a door, as long as the proposed alterations are sympathetic to and do not destroy historic building materials.
14. Revisions to a previously approved Certificate of Approval, where the design revisions are sympathetic to and do not destroy historic building materials.
15. Approval of a final certificate of approval when the LPB previously granted a preliminary design certificate of approval and when the proposed final design does not deviate from what was submitted and approved in the preliminary design certificate of approval.

Similar provisions in Ordinance 126188 have allowed for administrative review of applications for minor changes within the City's historic districts.

Council Bill 120456

Based on experience with administrative review over the last two years and outreach to the City's historic district boards and stakeholders, the Executive is proposing permanent regulations that would allow for administrative review of specified changes to landmarks or historic districts. Under CB 120456, the following types of changes to landmarks or within all historic districts would be reviewed administratively:

- The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including photovoltaic panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical, or

telecommunication elements necessary for the normal operation of the site, building, or structure.

- Installation of improvements for accessibility compliance.
- Installation, removal, or alteration of fire and life safety equipment.
- Alterations or changes to accommodate seismic improvements.³

CB 120456 is tailored to the conditions and needs of each district and feedback received during DON's outreach and engagement. Attachment 2 shows the different approaches for the various historic districts. For example:

- For special review districts, which include authority to review changes of use, the CHPO would be granted authority to issue a C of A when a use would be changed to a use that is preferred in the district. Other use changes would still go to the Pioneer Square Preservation Board or the International Special Review District Board, as appropriate.
- Based on community feedback, the Pike Place Market and Ballard Avenue districts would have the smallest number of changes that would be reviewed administratively. These boards would continue to review most changes, including signage, awnings, paint, alterations to the right-of-way, and replacement of non-original doors and windows.
- In the Sand Point Naval Air Station district, which was the most recently designated district, many of the features that are required to receive a C of A in other districts, such as planting of shrubs and other low-lying plants, are already allowed without any review or already can be administratively reviewed. Consequently, administrative review of those types of changes within the Sand Point Naval Air Station is not included in CB 120456.

For categories of changes that are subject to administrative review, approval is generally provided when DON staff determines that the application is complete and consistent with the District's adopted guidelines. For categories of changes reviewed by a board, that initiates the board's review period. The SMC typically provides 45 days for a board to review a change and for the Director, LPB or MHC to grant approval. Review typically applies concurrently with any review by the Seattle Department of Construction and Inspections. Because there is not the need to convene a board meeting to deliberate on an application, the amount of time required to review an application administratively is reduced. In addition, using administrative review for minor changes to historic resources would allow the volunteer historic review boards to spend their time reviewing those changes that are most likely to have a major impact on the historic resources under their purview.

³ Administrative review of seismic improvements is added as a new category of change subject to administrative under CB 120456.

Next Steps

The Committee will hold a public hearing on CB 120456 at its Friday, December 9 meeting. Unless the Committee votes to waive the Council rules and act on the bill on December 9, the bill could be considered for a vote at the next Committee meeting on January 13, and at the City Council meeting on January 24.

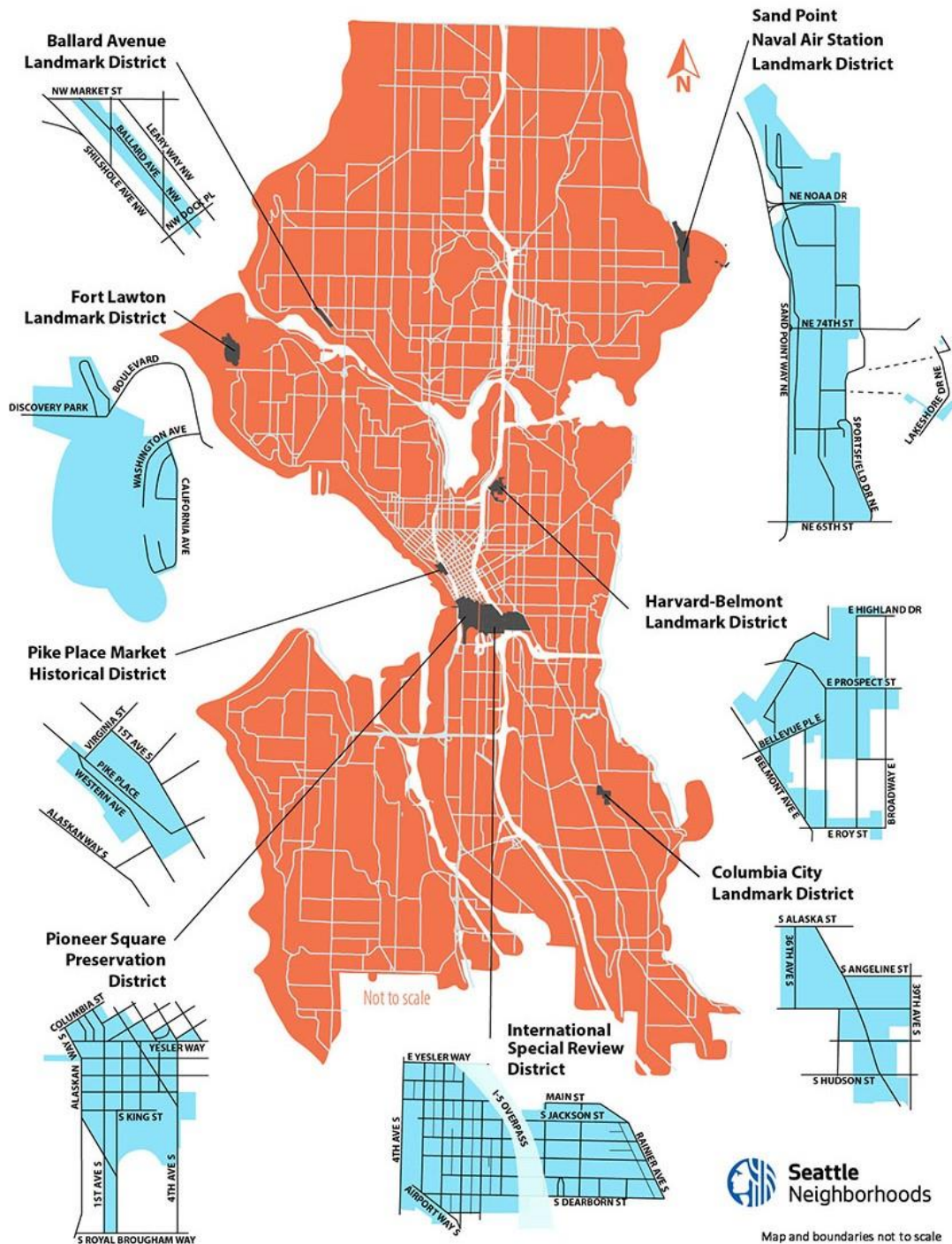
Attachments:

1. Map of Seattle's Historic Districts
2. Changes to historic resources that would be subject to administrative review and approval by the City Historic Preservation Officer under CB 120456

cc: Esther Handy, Director
Aly Pennucci, Deputy Director
Yolanda Ho, Lead Analyst

City of Seattle

Historic Districts



Attachment 2: Changes to historic resources that would be subject to administrative review and approval by the City Historic Preservation Officer under Council Bill 120456

| Bill Section | Section of the Seattle Municipal Code (SMC) amended | Historic Resources affected | Categories of Change | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|---|---|--|---------------------------------------|--|------------------------------|---------------------|-------------------|--------------------|-------|----------------------|-----|--------------------------------------|----------------------------|-------------------------------|----------------------------|--|-----------------|-------------------------------------|---|------------------------|--------------------------------|---------------------------------|----------------------------------|--|----------------------------|---|-----------------------------|--|----------------------|---|
| | | | Mechanical, Electrical or Telecomm elements ¹ | Minor communication utility equipment | Exterior light fixtures, exterior security lighting, and security system equipment | Exterior or interior signage | Awnings or canopies | Window treatments | Storefront systems | Paint | Interior alterations | Art | Shrubs and other low-lying plantings | Removal of hazardous trees | Site furnishings ² | Fences, gates and barriers | Minor grading, soil retention, drainage, or paving | ROW alterations | Repaving and restriping paved areas | Curbs, bollards, or wheel stops in off-street parking areas | Accessibility features | Fire and life-safety equipment | Temporary emergency alterations | Change of use to a preferred use | Replacing non-original doors and windows | Small ancillary structures | Revisions sympathetic to previous approvals | Portables at public schools | Learning gardens, play areas, play equipment or outdoor play areas at public schools | Seismic improvements | |
| 1 | 23.66.030 | Special Review Districts (Pioneer Square and International Special Review District) | Y | Y | Y | Y | Y | Y | Y | Y | N/A | | Y | | Y | Y | | Y | Y | | Y | Y | Y | Y | Y | Y | | Y | | | Y |
| 2&3 ³ | 25.12.720 | Landmarks Preservation Board | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | N/A | Y | Y | Y | Y | Y | Y | Y |
| 4 | 25.12.100 | Ballard Avenue | Y | Y | | | | | | | N/A | | Y | | | | | | | | Y | Y | Y | N/A | | | Y | | | Y | |
| 5 | 25.20.090 | Columbia City | Y | Y | Y | Y | Y | | Y | Y | N/A | Y | Y | | Y | | | Y | | | Y | Y | Y | N/A | Y | | Y | | | Y | |
| 6 | 25.21.110 | Fort Lawton | Y | Y | Y | Y | Y | | Y | Y | N/A | Y | Y | | Y | | | Y | | | Y | Y | Y | N/A | Y | | Y | | | Y | |
| 7 | 25.22.110 | Harvard-Belmont | Y | | Y | Y | Y | | Y | Y | N/A | | Y | | | | | Y | | | Y | Y | Y | N/A | Y | | Y | | | Y | |
| 8 | 25.24.070 | Pike Place Market | Y | | | | | | | | | | | | | | | | | | Y | Y | | N/A | | | | | | Y | |
| 9 | 25.30.090 | Sand Point Naval Air Station | Y | Y | Y | Y | | N/A | Y | N/A | N/A | Y | N/A | N/A | Y | * | * | Y | N/A | * | N/A | Y | Y | N/A | Y | | Y | N/A | N/A | Y | |

Notes: for some districts, the list of permitted alterations listed in this table may not include all features. For a specific category of change consult Council Bill (CB) [120456](#).

Y = the category of change would be reviewed administratively under CB 120456. N/A = the category of change is not required to receive a Certificate of Approval. * = the category of change is already reviewed administratively. Blank cells = the category of change would continue to be reviewed by the relevant board.

¹ Installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including PV panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical, or telecommunication elements

² Installation, removal, or alteration of the following site furnishings: benches, movable tables and seating, movable planters, movable water features, trash/recycling receptables, and bike racks

³ Section 2 provides authority to the City Historic Preservation Officer to grant administrative approval as provided for in other sections of SMC 25.12. Section 3 provides for administrative review of listed changes to historic resources.

CB 120456: *Administrative Review Protocols for Historic Preservation*

Sarah Sodt, City Historic Preservation Officer
Sara Belz, Division Director, Community Assets
Department of Neighborhoods

Neighborhoods, Education, Civil Rights and Culture Committee
Seattle City Council
December 9, 2022

Administrative Review and the Historic Preservation Program

- In 2020, the City Council passed Ordinances 126072 and 126188, which temporarily allowed Certificate of Approval (CoA) applications for minor alterations to be handled administratively by staff instead of requiring board or commission review at a public meeting. These temporary provisions will expire on December 30, 2022.
- The SMC has long provided administrative review authority for certain, minor application types that would otherwise be referred to the Landmarks Preservation Board, both for individually designated landmarks and for properties within the Fort Lawton Landmark District and the Sand Point Naval Air Station Landmark District.

Temporary Provisions

will expire December 30, 2022

- Examples of minor alterations currently eligible for administrative review by staff include signage, awnings, storefront renovations and building systems upgrades.
- New construction, demolition and major redevelopment proposals are not eligible for administrative review.
- Regardless of whether a CoA is handled administratively or reviewed by a board or commission, all SMC requirements and adopted guidelines are adhered to.
- CoA submittal requirements and review timelines are the same regardless of whether an application is subject to administrative or board/commission review.

Historic Preservation and Administrative Review in other Municipalities

- **City of Los Angeles:** Board review of major alterations and staff review of minor alterations.
- **City of San Antonio:** Board review of major alterations, additions and demolitions; most other types of alterations reviewed by staff.
- **City of San Francisco:** Staff review of smaller project types including storefront alterations, signage, security equipment, mechanical equipment, landscaping and art.
- **City of Denver:** Staff review of small projects that clearly meet regulatory guidelines.
- **New York City:** Staff review of smaller project types including signage, additions to non-primary elevations and mechanical systems.

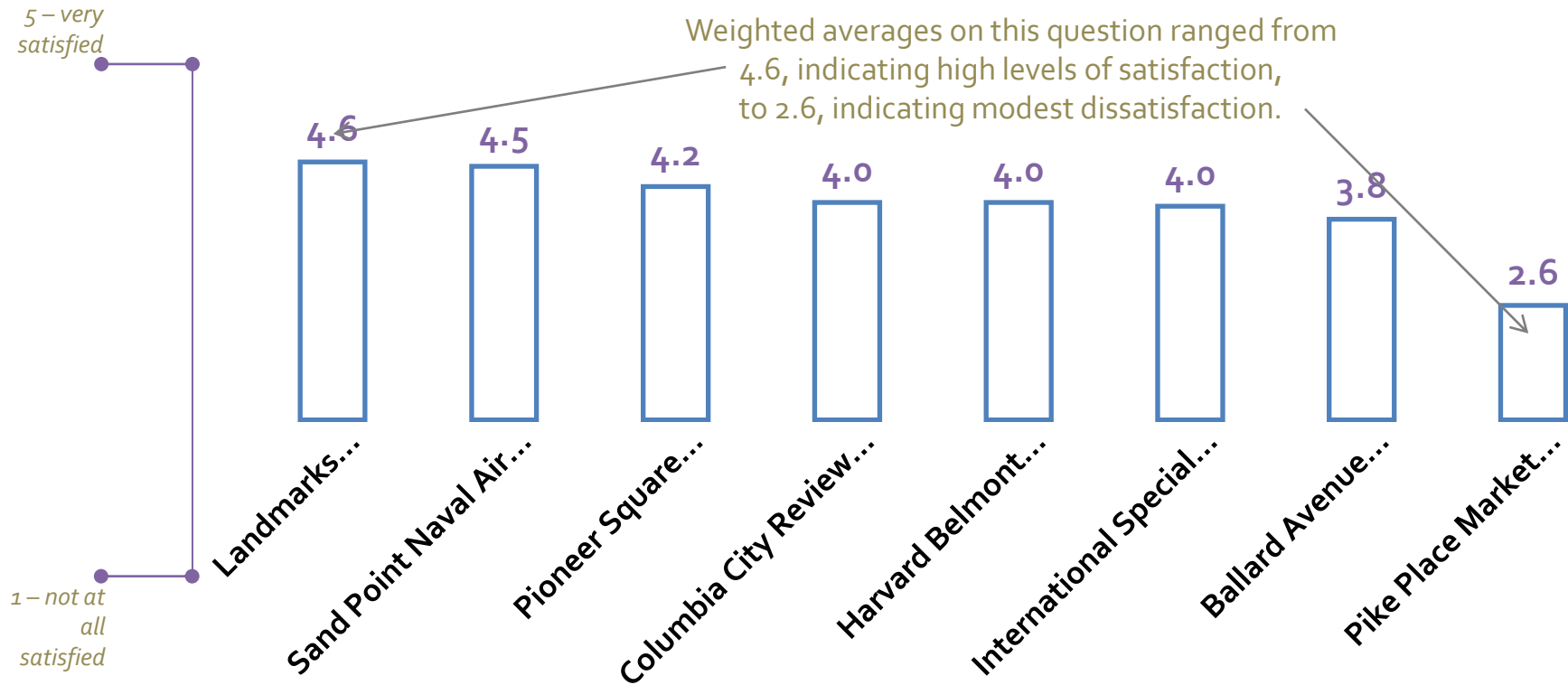
Benefits of Administrative Review

- Minor CoA decisions are often made more quickly without the need to schedule public board/commission meetings.
- Simplified and less expensive regulatory process for applicants.
- Board/commission meetings and volunteer resources can focus on more complex applications.

Outreach and Engagement

- In late 2021, DON engaged Broadview Planning to collect feedback on the Historic Preservation Program’s temporary administrative review procedures. Broadview Planning utilized stakeholder interviews, case study analyses and a community survey in their engagement efforts.
- Two takeaways from Broadview Planning’s work:
 - 1) Support for making the temporary administrative review procedures permanent is generally strong across the City’s historic districts and boards, with Pike Place Market representing a more mixed response.
 - 2) More clarity and transparency are needed in the business practices for administrative review.

Respondents' satisfaction with the administrative review process varied based on their board or district affiliation



Source: Broadview Planning

CB 120456: Content Overview

- Would more permanently codify many – though not all – of the temporary administrative review provisions in place for the Historic Preservation Program.
- Takes a tailored approach to administrative review across the City’s historic districts to better reflect their unique architectural, cultural, and community features.
- See Central Staff matrix for a detailed breakdown of how CB 120456 would apply administrative review across the City’s historic districts and boards.

CB 120456 and Administrative Review in the Pike Place Market Historical District

Proposed language:

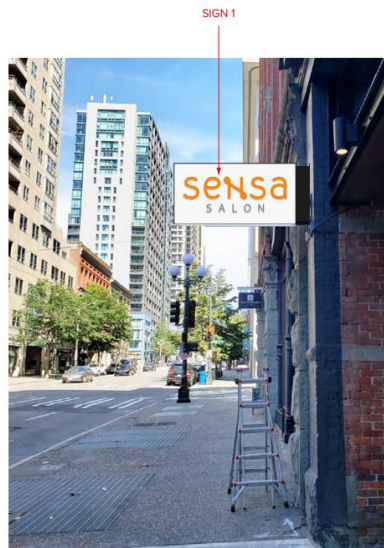
SMC 25.24.070.C

1. The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including photovoltaic panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical or telecommunication elements necessary for the normal operation of the site, building, or structure.
2. Installation of improvements for accessibility compliance.
3. Installation, removal, or alteration of fire and life safety equipment.
4. Alterations or changes to accommodate seismic improvements.

***Note:** All other application types – including, but not limited to, signage and awning installations, interior alterations, use review, new construction and major redevelopment projects – would **not** be eligible for administrative review. These types of applications would all still be reviewed by the Pike Place Market Historical Commission.*

Case Study #1: *The Standard Building* Administrative Review by DON Staff

The Standard Building, 1012 First Avenue *New business signage*



SOUTH ELEVATION

SIDEWALK WIDTH IS 15FT AT SIGN LOCATION



WEST ELEVATION

Case Study #2: *Pacific Telephone & Telegraph Garfield Exchange*

Board/Commission Review by Landmarks Preservation Board

Pacific Telephone & Telegraph Garfield Exchange, 1529 4th Avenue West
Penthouse addition, entry alterations and window replacement



Proposed Business Practice Improvements for CoAs Eligible for Administrative Review

- Publish notices of decision via email and on DON's website.
- Publish updated instruction materials for CoA applicants, including details about review timelines.
- Update DON's website to provide further clarity around when a CoA application can be reviewed administratively by staff and when board/commission review is required.
- Include a standing item on all historic preservation board/commission agendas for regular staff reports on administratively issued CoAs.

Questions and Discussion

Thank you!

Amendment 1 Version #1 to CB 120456 DON HP Administrative Review ORD

Sponsor: Councilmember Lewis

Remove the Pike Place Market Historical District from the bill

Effect: This amendment would remove the Pike Place Market Historical District from the bill. If adopted, all changes to resources in the Pike Place Market Historical District that are currently reviewed by the Pike Place Market Historical Commission would continue to be reviewed by the Pike Place Market Historical Commission.

1. Remove Section 8 from Council Bill 120456 as follows:

~~((Section 8. Section 25.24.070 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:~~

~~**25.24.070 Issuance of certificate of approval((:))**~~

~~* * *~~

~~C. Notwithstanding any contrary provision in subsection 25.24.070.A or this Title 25, applications for certificates of approval for the following items shall be subject to administrative review and approval by the City Historic Preservation Officer, without the need for action of the Commission or a public meeting but otherwise subject to the same approval criteria and procedures as would apply to such an application if it were subject to Commission review and approval:~~

~~1. The installation, removal, or alteration of: fire escapes, ducts, conduits, HVAC vents, grilles, pipes, panels (including photovoltaic panels), weatherheads, wiring, meters, utility connections, downspouts and gutters, or other similar mechanical, electrical or telecommunication elements necessary for the normal operation of the site, building, or structure.~~

Lish Whitson
Neighborhoods, Education, Civil Rights and Culture Committee
December 9, 2022
D#1

~~2. Installation of improvements for accessibility compliance.~~

~~3. Installation, removal, or alteration of fire and life safety equipment.~~

~~4. Alterations or changes to accommodate seismic improvements.))~~

2. Renumber Sections 9 and 10, as appropriate.