



**CITY OF KIRKLAND
PLANNING AND COMMUNITY DEVELOPMENT
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov**

HISTORIC RESIDENCE NOMINATION APPLICATION

This permit application packet is designed to obtain all the information necessary to allow the City to make a well informed decision on your application. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information.

Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent section of the Zoning Code, the Kirkland Comprehensive Plan, other City regulatory ordinances, inspection of the property, as well as public comments.

YOU SHOULD CONFER WITH THE KING COUNTY HISTORIC PRESERVATION OFFICE PRIOR TO SUBMITTING AN APPLICATION TO DISCUSS YOUR ANTICIPATED PROJECT. PLEASE CONTACT JULIE KOLER, HISTORIC PRESERVATION OFFICER, AT 206-296-8689. YOU MUST MEET WITH A PLANNER FROM THE CITY OF KIRKLAND, DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT TO OBTAIN GUIDANCE ON THE APPLICATION MATERIALS YOU MUST SUBMIT.

Copies of City documents such as the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at the Department of Planning and Community Development in City Hall, 123 Fifth Avenue; and the Kirkland Public Library, 308 Kirkland Avenue. To purchase the Comprehensive Plan or Zoning Ordinance, call Code Publishing Company at (206) 527 6851. The City ordinances can also be found on-line at www.ci.kirkland.wa.us.

NOTE: Information provided by the Department of Planning and Community Development represents a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements. Furthermore, in the case of a discretionary zoning permit, the role and the authority of the City staff is advisory only. A final decision on such a permit can only be made, after public comment and/or a public hearing by the Planning Director, Hearing Examiner, or City Council, depending upon the type of permit.

APPLICATION CHECKLIST: HISTORIC RESIDENCE NOMINATION

The following is a list of materials which must be submitted in order to have a complete application. Consult with the Department of Planning and Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been checked off. A hearing date will not be assigned until your application materials are complete.

RETURN THIS CHECKLIST WITH APPLICATION

Applicant
To check if
Submitted

Conversation with King County Historic Preservation Officer:

Prior to scheduling a pre-submittal meeting, discuss your anticipated historic residence nomination with Julie Koler, King County Historic Preservation Officer, at (206) 296-8689.

Pre-Submittal Meeting

A meeting with a planner is required within the six months immediately prior to submittal.

Application

A completed application form and supporting affidavits.

A statement describing how the application specifically complies with applicable criteria set forth in the Zoning Code.

Fees

A check to the City of Kirkland for the filing fee.

Plans

- Two (2) copies of dimensioned site plans, drawn at 1" = 20' or a comparable scale, and folded to 8½" size, showing dimensions of buildings and major landscape features. Refer to Page 11 for an example.
- One (1) copy of all plans reduced onto 8½" x 11" sheets.

The following materials must be submitted on CD to the Planning Department for presentation at public meetings and/or permanent storage:

- Acceptable native electronic formats are: Adobe PDF, Word, Excel, PowerPoint, JPEG or GIF.
- All memos and reports including SEPA checklists, wetland reports, geotech. reports, site plans, traffic reports, etc. should be submitted in their native electronic format or converted from their native format to Adobe PDF rather than being scanned.
- Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- All plans, drawings, renderings, photographs or other graphics must be submitted in its native electronic format. CAD format is unacceptable; you must convert to Adobe PDF before submitting.
- All documents must be either 8 ½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- Models and/or material/color boards, if prepared, must be photographed for permanent storage and submitted to the Planning Department on CD.
- Converting a document from its native format to an Adobe PDF document is preferred as opposed to scanning the document.

Public Notice

You are responsible for obtaining and erecting public notice sign(s) on the subject property. You will need to provide for and erect public notice sign(s) not more than 10 calendar days after the Planning Official determines that the application is complete. In order to ensure that the signs are installed in a timely manner, you should contact a Sign Company and arrange for the appropriate number of signs to be made. See attached instruction sheet about Public Notice Signs. Any delay in installing the board will result in procedural deficiencies and/or delays.

Please provide the name of the Sign Company that you have contacted to make the public notice signs _____

Other

If property is not identified on *Possible Historic Residences Map*, available at the Planning Department, please submit Property Record Card. This is a King County Assessor's Property Tax Record, also known as a PR Card, which includes photographs of buildings as they appeared in the late 1930's or early 1940's. Check with the King County Historic Preservation Program to see if it has a PR card on file, otherwise, the card may be obtained from the Washington State Archives and Records Management Puget Sound regional repository in Bellevue. The cards can be accessed only by a short legal description or the tax lot (parcel) number. Copies of PR cards may be ordered by telephone or in person. Call 425-564-3940 for information on research appointments and copy, mailing and photograph reprint charges.



At least one digital photo (minimum resolution 300 dpi on a CD) of each elevation of the nominated historic residences.



Historic photographs if available.



Property Description: Please describe the present and historic physical appearance of the exterior of the residence on a separate sheet. Refer to pages 9, 10 and 11 for examples.



Physical Description: Provide a narrative describing the property and its physical characteristics on one or more continuation sheets. Describe the setting, building(s) and other major resources, outbuildings, and landscape features. The narrative should document the evolution of the property, describing major changes since its construction. Begin with a summary paragraph that briefly describes the general characteristics of the property, such as location and setting, type, style, method of construction, size and significant features. Describe current condition and indicate whether the property has historic integrity in terms of location, design, setting, and materials.



Historical Narrative: Provide a brief chronological history of the property, including date of construction, builder and architect if known, original and subsequent owners and their occupations, and any role the property or its occupants may have played in local history. Include bibliographical references where available.



APPLICATION FORM: HISTORIC RESIDENCE NOMINATION

PROCESS I with notice following provisions of Zoning Code Chapter 150.

Applicant's name: _____ Daytime Phone: _____

Applicant's e-mail address: _____

Applicant's mailing address: _____

Note: If applicant is not property owner, he/she must be authorized as agent (see page 2)

Property Owner's name: _____ Daytime Phone: _____

Property Owner's e-mail address: _____

Property Owner's address: _____

AN ELECTRONIC COPY OF OR A WEB LINK TO THE STAFF REPORT, MEETING AGENDAS AND THE NOTICE OF FINAL DECISION WILL BE EMAILED TO THE APPLICANT AT THE ABOVE LISTED EMAIL ADDRESS. IF YOU PREFER TO RECEIVE A PAPER COPY, THEY ARE AVAILABLE UPON REQUEST. PLEASE INDICATE IF YOU WOULD ALSO LIKE A COPY OF THESE MATERIALS TO BE SENT TO THE PROPERTY OWNER'S EMAIL ADDRESS: YES _____ NO _____

(1) Property address _____

(2) Tax parcel number: _____

(3) The property is zoned: _____ and is presently used as: _____

(4) Neighborhood: _____ Date Built: _____

(5) Historic name (if known): _____

(6) Other names: _____

(7) Historic Residences Map ID # (if applicable): _____

(8) Gross floor area: _____ Acreage: _____

(9) Have there been any previous zoning permits for the subject property? _____ If yes, what is the Department of Planning and Community Development file number? _____

(10) Have you met with a planner prior to submitting your application? YES _____ NO _____

Name of planner: _____ Date of pre-submittal meeting: _____

YOUR APPLICATION WILL NOT BE COMPLETE UNTIL ALL DOCUMENTS LISTED ON THE APPLICATION CHECKLIST ARE SUBMITTED.

YOU MAY NOT BEGIN ANY ACTIVITY BASED ON THIS APPLICATION UNTIL A DECISION, INCLUDING THE RESOLUTION OF ANY APPEAL, HAS BEEN MADE. CONDITIONS OR RESTRICTIONS MAY BE PLACED ON YOUR REQUEST IF IT IS APPROVED. AFTER THE CITY HAS ACTED ON YOUR APPLICATION, YOU WILL RECEIVE FORMAL NOTICE OF THE OUTCOME. IF AN APPEAL IS FILED, YOU MAY NOT BEGIN ANY WORK UNTIL THE APPEAL IS SETTLED. YOU MAY ALSO NEED APPROVALS FROM OTHER CITY DEPARTMENTS. PLEASE CHECK THIS BEFORE BEGINNING ANY ACTIVITY.

If you suspect that your site contains a stream or wetland or is adjacent to a lake, you may need a permit from the state or federal government.

APPLICATION FORM: HISTORIC RESIDENCE NOMINATION

STATEMENT OF OWNERSHIP/DESIGNATION OF AGENT

The undersigned property owners, under penalty of perjury, each state that we are all of the legal owners of the property described in Exhibit A, which is attached as page 3 of this application, and designate _____ to act as our agent with respect to this application.

AUTHORITY TO ENTER PROPERTY

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

HOLD HARMLESS AGREEMENT – READ CAREFULLY BEFORE SIGNING

The undersigned in making this application certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans and/or specifications submitted with said application and hereby agrees to defend, pay, and save harmless the City of Kirkland, its officers, employees, and agents from any and all claims, including costs, expenses and attorney's fees incurred in investigation and defense of said claims whether real or imaginary which may be hereafter made by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the City of Kirkland, its officers, employees and agents upon any maps, designs, drawings, plans or specifications, or any factual statements, including the reasonable inferences to be drawn therefrom contained in said application or submitted along with said application.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Applicant		Property Owner #1	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Address:	_____ _____	Address:	_____ _____
Telephone:	_____	Telephone:	_____
Agent (Other than Applicant)		Property Owner # 2	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Address:	_____ _____	Address:	_____ _____
Telephone:	_____	Telephone:	_____

City of Kirkland
Department of Planning and Community Development

APPLICATION FORM: HISTORIC RESIDENCE NOMINATION

EXHIBIT A: LEGAL DESCRIPTION

SAMPLE NARRATIVE

Physical Description

The Charles and Minnie Moore House, built in 1905, is one of the oldest surviving residences in the community of Fall City, Washington. The property includes several associated landscape elements that date back to the early 20th century.

SITE FEATURES

The Moore House occupies Lot 1 of Block 11, one of ten original residential blocks laid out in the original 1887 Plat of Fall(s) City. The house is oriented to the west, facing 338th Place SE at the corner of SE 43rd Place. Directly across the same street is a post-1950s house occupying two lots where, according to early photos, the Modern Woodmen of the World fraternal hall once stood.

A 1910 photograph of the Charles Moore family standing on the front porch of their house reveals that the property was then surrounded by an unpainted picket fence. A walkway of uncertain material led across the lawn to the front porch. Today, the Moore House parcel is an open, grassy lot with a lawn area that abuts both streets and surrounds the house entirely. Fencing is limited to old garden wire along the south property line, and remnant hog wire fencing at the northeast corner of the lot. There is no evidence of a driveway, or of circulation paths leading up to or around the house.

The King County Assessor's property records from 1940 list a two-car garage and a woodshed, both now removed. The garage stood at the northeast corner of the lot and was accessed from SE 43rd Place. The woodshed stood approximately where a modern portable storage shed is now located.

Vegetation at the Moore House site has been altered, but retains some key design elements dating from the decades prior to 1940. Mature trees in the back yard include single specimens of hazelnut, pear, apple, plum, and a dying cedar. A large boxwood bush stands just north of the rear porch of the house. More recently planted vegetation in the front yard includes a clematis vine beside the front porch, a rose bush, and a young cherry tree that replaces a mature cherry now removed.

EXTERIOR

The Moore House is a one and one-half story, six-room dwelling with a steeply pitched side-gable roof. The main body of the house measures 20 x 31 feet, with porch projections at the front and rear. Originally constructed on a wooden post and pier foundation, the house now rests on concrete blocks inserted c. 1950.

The roof is currently clad with composition shingles. It features boxed eaves with molded rake trim, as well as a prominent front dormer with a pedimented gable. The 1940 County Assessor's property record photo depicts rolled composition roofing, with a metal stove flue near the ridge line.

Horizontal weatherboard siding, measuring 5 inches in width, covers the main body of the house. Whether the horizontal siding is original remains uncertain – the use of battens to finish the exterior suggests that it is not. Lapped siding was in place in the 1910 Moore family photo as well as in the 1940 County Assessor's photo. Surviving trim elements include corner boards and a wide, plain frieze all around the house.

The original front porch was a slightly different configuration than the present porch. The design of the original porch is quite clearly shown in the Moore family photo of 1910. It was perhaps several feet wider in dimension, and featured a deck accessed by five wooden steps rather than three. The current front porch, of uncertain date, measures 7 x 10 feet. This porch features a gabled roof with two turned corner posts, which could have been salvaged from the original porch, raised wooden flooring, and wooden steps. Other turned post elements have been used to fashion a hand rail along one side of the steps.

To the rear of the house is a shed-roofed porch addition constructed in 1950 as a back porch and bathroom wing. This addition attaches to the northeast corner of the house and provides access into the kitchen. It replaced an earlier back porch that was centered and measured 8 x 14 feet, according to County Assessor's records.

The fenestration and window sash of the Moore House are also distinguishing features. The windows are arranged as single, tall, vertical openings inset with two-over-two, double-hung wooden sash. Two windows are paired in the dormer.

All original windows have plain surrounds capped with distinctive molded, pedimented heads. The sash is a manufactured type with heavy molded muntins. Most of the window glazing appears to have been replaced, although some panes of original wavy glass remain. Three window openings have been radically altered with new structural openings and modern window sash. The front doorway opening remains in its original centered location, but the door is a modern replacement. At the rear of the house, beside the kitchen addition, the location of a former cellar door is apparent. The cellar was gradually in-filled after 1950, and the cellar door removed.

Historical Narrative

In many ways, the life of Charles and Minnie Moore typified the hard-scrabble existence of rural King County settlers in the earliest years of the 20th century. Both Charles Moore and Minnie Stem were born and raised in central Ohio in the vicinity of Quincy and West Liberty. They married in Quincy in 1890, engaged in farming, and began to raise a family. In 1905, the Moores moved west to Washington State, and made contact with Minnie's sister and her husband Alvie Armstrong in the fledgling mill town of Preston.

In the course of his first year in the area, Charlie Moore also quickly availed himself of work in the local lumber industry. He is said to have started at a shingle mill at Issaquah, then moved on to cut shingle bolts in nearby Happy Valley and afterward cut shingles for Andrew McCann at Lake Marie. Both Charlie and Minnie moved there for steady employment.

While working at Lake Marie in 1905, the Moores invested their \$40 in savings in a lot on Block 11 of the Fall City Plat. Charlie's son Chuck remembers being told that his father had help from a man named Fuller in building the house. It is not known if Fuller was associated with the mill.

Charlies and Minnie Moore had five children when the house in Fall City was built. As head of his large family, Charlie was a jack of all trades, an ex-farmer turned laborer who moved fairly frequently within the valley and changed jobs to make ends meet.

Minnie Moore supplemented her family's income by baking bread and taking in laundry. "Chuck" Moore, youngest son of Charlie and Minnie, continues to reside in Fall City at the age of 95. Chuck remembers that he and his brothers roomed together upstairs in the house on Orchard Street. The house was heated by a wood stove, and there was no interior plumbing.

The Moore family moved to the Beebe Place outside Fall City around 1917 when Chuck was about nine or ten years old. The Orchard Street house was sold to the Minor family, to Al and/or his wife Mary J. Minor. The Minors may have occupied the house, but they are known to have rented the place at least part of the time. According to current owner Irene Pike, the Bracken family were tenants for a while. During the Minor's ownership they apparently made very few changes to the house itself. They did construct a two-car garage with a loft at the far northeast corner of the lot. According to King County Assessor records, this was in place by 1940, along with the woodshed.

In 1943, Al Minor sold the house to Elizabeth Parmalee, a widow with seven children, two of which were still living at home. Upon her death in 1987, she left the property to her daughter Irene Pike, who continues the family ownership. During her ownership, Mrs. Parmalee made various improvements to the house. The deteriorated garage was torn down, and the old back porch removed. Around 1950, her sons constructed a new rear wing to house the first indoor bathroom and an enclosed porch area. Over the years some windows were replaced and interior changes were made, especially in the living room and kitchen.

SAMPLE SITE PLAN

Continuation Sheet

