HISTORIC PRESERVATION COMMISSION STAFF REPORT

APPLICATION:	**COFA2019-0001**	**AGENDA ITEM:**	**AR-1**
PREPARED BY:	**Sheri Bermejo** **Planning Division Manager**	**MEETING DATE:**	**March 27, 2019**

TITLE: Certificate of Appropriateness COFA2019-0001
HL-10/MA-56
311 West Foothill Boulevard

APPLICANT: Jiaming USA, Inc. (Qin Han Chen)
311 West Foothill Boulevard
Monrovia, CA 91016

REQUEST: Review of proposed remodel of hotel guestrooms windows.

ENVIRONMENTAL DETERMINATION: Categorical Exemption (Class 31)

BACKGROUND: On June 5, 2017 the property owner of the Aztec Hotel, Qin Han Chen, submitted a Certificate of Appropriateness application (CA2017-05) requesting approval to be allowed to keep 44 new hotel guestroom entry doors that were installed without prior approval or permits. The Historic Preservation Commission completed their review of CA2017-05 during a public meeting on June 28, 2017. Although the Commission approved the request, the Commission's approval required that the doors be replaced with "historically accurate" ones over a two-year period.

Subsequent to the Commission's decision, the property owner submitted a letter appealing that decision on July 5, 2017, requesting that the City Council overturn the decision of the Commission and allow the doors to remain permanently in place.

On September 5, 2017, the City Council conducted a public hearing on the appeal request and considered the Commission's determination, the staff report, and testimony of the Aztec Hotel representatives. Following a lengthy discussion, the City Council approved the property owner's appeal on the condition that the owner place immediate focus and direct financial resources towards the repair, restoration, and preservation of three significant character defining features of the Aztec Hotel that were in disrepair and visible from the public right-of-way. Specifically, the hotel owner was required to complete the following improvements by February 5, 2019:

1. Repair the collapsed non-structural pyramidal decorative element on the southeast corner roof parapet;
2. Rehabilitate the guestroom windows that are visible on the south and east building elevations; and
3. Repair all neon sign lighting.

On March 5, 2019, the City Council reviewed a Time Extension Request and granted an additional three months to complete the outstanding items, which included rehabilitating the existing guestroom windows. The City Council's revised conditions of approval now enforces June 5, 2019 as the new completion deadline, and further stipulates that if the improvements are not completed, all 44 guestroom entry doors shall be replaced with "historically accurate" doors by December 5, 2019.

In compliance with the City Council's conditions of approval for CA2017-05, the property owner of the Aztec Hotel has submitted this Certificate of Appropriateness application for the Commission's review and approval of new guestroom windows. The subject guestroom windows that will be replaced are visible on the building's front (south) elevation, along Foothill Boulevard, and side (east) elevation, along Magnolia Avenue.

The Historic Preservation Ordinance requires that changes or additions that may affect significant character defining features of historic landmarks be approved by the Historic Preservation Commission through a Certificate of Appropriateness. The Commission can issue a Certificate of Appropriateness if it is determined that the window restoration project is consistent with the following:

- It does not adversely affect any significant feature of the landmark;
- It is consistent with the architectural period of the building, and;
- The scale, massing, proportions, materials, colors, textures, fenestration, decorative features and details proposed are consistent with the period.

ANALYSIS: As noted in the Aztec Hotel's Historic Structure Report (HSR), virtually all original wood framed casement guestroom windows shown on the original hotel construction drawings were replaced with aluminum-framed, horizontal, sliding window units in the mid-1960s. Only one original wood-framed window still remains in a basement stairwell at the north end of the building. Nearly all of the existing aluminum windows are also marginally operable. Guestroom window restoration was identified as a priority improvement given that the existing windows have negative impact on the Aztec Hotel's historic appearance.

Over the past 20 months staff has been working closely with the hotel management team to support their efforts in achieving an appropriate window replacement option. The Aztec Hotel Subcommittee, whose members include Commissioners Penny Zuk, Sergio Jimenez, and Vicky Hansen, have also participated in several meetings with staff and the hotel management to guide and ensure the appropriate use of suitable materials and workmanship for the window replacement project.

Summary of Subcommittee Oversight

On January 8, 2018 the Aztec Hotel Subcommittee met with staff to review a vinyl replacement window that was intended for the guestroom window rehabilitation project. During this initial meeting with staff, the Subcommittee indicated that a vinyl replacement window is not period appropriate for the age and architectural style of the building, and therefore, strongly encouraged the use of wood. During this initial meeting, the Subcommittee further indicated that Pine, dual window panes, and simulated divided lites would be an acceptable alternative for a replacement window.

Figure 1 – Last Remaining Original Wood Window

On January 8, 2019, a wood window sample was submitted for review. At the second meeting of the Aztec Hotel Subcommittee on January 16, 2019, the subcommittee members compared the window sample to pictures of the last existing wood window on the building's north elevation, as well as to the architectural window details included in HSR. At the end of the meeting, the subcommittee concluded that they were very pleased with the proposed wood material, but indicated that decorative details, specifically the size and shape of the window mullions and muntins needed further design refinement.

Two additional meetings were held with the Subcommittee at the Aztec Hotel. On January 30, 2019, the subcommittee reviewed a second wood window sample and completed a side-by-side comparison with the last remaining wood window at the hotel. Although the second window was closer to the original window in styling, the Subcommittee determined that the frame, mullion, and muntin dimensions were still not appropriately matching. A final wood window sample was presented to the Subcommittee on February 11, 2019, and this window received unanimous approval. To finalize the window replacement approval process, the property owner submitted a Certificate of Appropriateness application on February 21, 2019.

Certificate of Appropriateness 2019-0001 – Aztec Window Replacement
The property owner has submitted a comprehensive plan, prepared by Robert Lim of Envirogreen Windows & Doors, to restore 31 hotel guestroom windows to their near original appearance. Attachment "A" contains a written summary of the guiding factors that were considered for the proposed window design, as well as window drawings and corresponding exterior elevations and floor plans showing the location of the proposed windows.

In summary the replacement windows will be custom made out of American Redwood and consist of individual lites with dual-pane glass. As shown on the window drawings, three window sizes are proposed. The following is a description of each window type.

- **Window Type "A"** – The proposal includes the replacement of twenty-two (22) Type "A" casement windows that consist of three sashes. The window functionality will match the original windows. The end sashes will open outward and the middle sash will be fixed. As shown on the corresponding elevation drawings, all of the windows visible from the Foothill Boulevard frontage will be of this window type.

- **Window Type "B"** – The proposal includes the replacement of seven (7) Type "B" casement windows that consist of two sashes. The window sashes will open outward, matching the functionality of the original windows. The corresponding elevation/floor plan drawings illustrate that this window type will primarily be installed within the existing apartment units on the South Magnolia Avenue building frontage.

  Currently, the ground floor apartment units located on South Magnolia Avenue contain non-conforming security bars over the windows. Once these windows are replaced, the Building Division will require these bars to be removed. To alleviate the property owner's safety concerns, staff is recommending that fixed windows be allowed within allowed within these ground floor units.

- **Window Type "C"** – The proposal includes the replacement of two existing Type "C" windows that consist of a single fixed sash, both of which are located on the South Magnolia Avenue building frontage.

To improve overall window strength, notched sub-frames and moldings on both sides of the window will hold each set of glass in place. The moldings and spacers will be secured using a silicone sealant to prevent condensation and moisture seepage. Lastly, 1920-style window handles and latches are proposed to further enhance the window design from the building's interior. This improvement is considered voluntary since the Certificate of Appropriateness review is limited to the building's exterior.

A sample window will be available for the Commission's review on the day of the meeting. The total cost of the proposed improvement is approximately $42,000. To show good faith and desire to complete the window restoration project, the property owner has already made a down payment ($3,700).

Findings for Approval

The Historic Preservation Ordinance requires that exterior changes or additions to all historic properties be approved by the Historic Preservation Commission through a Certificate of Appropriateness. The Commission can issue a Certificate of Appropriateness if it is determined that the construction is consistent with the following:

- It does not adversely affect any significant feature of the landmark;
- It is consistent with the architectural period of the hotel; and
- The scale, massing, proportions, materials, colors, textures, fenestration, decorative features and details proposed are consistent with the period.

Staff and the Aztec Hotel Subcommittee recommend approval of the window restoration project as the existing guestroom windows are not original to the hotel. The aluminum-framed guestroom windows that are visible from Foothill Boulevard and South Magnolia Avenue will be removed and replaced with wood windows simulating the original appearance, using original construction drawings, photo documentation, and intact framing elements to replicate original fenestration. Furthermore, the replacement windows will also incorporate conservation-sensitive dual-pane glass to improve the overall energy efficiency of the hotel.

RECOMMENDATION: Staff and the Aztec Hotel Subcommittee recommend that the Historic Preservation Commission approve Certificate of Appropriateness COA2019-0001. If the Historic Preservation Commission concurs then, the appropriate action would be a motion to:

Approve Certificate of Appropriateness COA2019-0001

Aztec Hotel Windows Restoration and Replacement

Description:

A project to restore windows in Aztec Hotel to it's original or near original condition, taking into consideration modern trends and processes in window manufacturing.

Objective:

Create a feasible product based on historical and remaining structures and find similar or alternative procedures in assembling and retaining a near visual and function or improved facsimile.

Analysis Of Existing Window:

Image 01 - Basement Window

Image 02 - Basement Window Closer View

We were able to observe an original set of windows. This is the basement window located on the North side of the hotel. The window is made of wooden frame of 1-3/4" thickness on both side and 3" on the bottom with six independent single pane glass divided by thin mullions or grids.

Attachment "A"

Image 03 - Inside View of Mullion (Grid)

The thin mullion or grid is made of 7/8” wooden moldings inside and window glaze putty on the outside, that is holding the windows to the frame, which is typical for a 1920’s window structure. The windows open on the side with latches on the center. The latches hooks from the center window post or mullion. The center mullion is a 3” x 2” solid wood running from top to bottom of the window frame with indented pattern on both inside and outside. There are 2 hinges for each window. These are 5 segments level hinges a typical hardware of the ‘20’s that is retained up to these days.

Image 03 - Stairwell Combination Window

Image 04 - Closer View of Top Window

Going to the stairwell window. The only added components that differs from the basement window are the 2 picture windows with thin mullion on top of the main windows. These are called Combination Windows in this case it consist of twin vertical swing out windows and top picture windows with grids. We noticed that the center post was deliberately removed to fit the contiguous replacement aluminum window frame. Whereby subjecting the top part of the window to less support. See bottom picture of the description.

Image 05 - Removed Post

The removal of the center post could put into question the integrity of the window frame. Especially on wide windows, which needs center support to prevent windows from opening properly or sagging from the top frame.

In some case it might compromise the building structure but normally windows is not a integral support of the building so that is not a major concern here. However this has to do with the original design and framework of the hotel. Thus there is the need to reinstall the center post on all window frames that the original design requires it.

Materials & Constructions:

1. Window Frame
2. Glass
3. Grids
4. Hardware (Handles, Hinges & Latches)
5. Constructions Methods

Window Frame:

In accordance to historical accuracy, wood is the unequivocal material for the frame. The wood has to be light and durable able to withstand the elements brought on by Southwestern weather. American Redwood is deemed the right type of wood.

Features of Redwood:

- All weather resistance.
- Easy to carve and mold to shapes.
- Medium weight.
- Low shrinkage
- High resistance to decay & insects.
- Indigenous to California
- Amply supply.
- Not endangered.
- Natural deep grain for natural finish and capable of holding paints.

Glass Units:

Although historical buildings are exempted from strict building codes, there are major advantages in using modern material against the old ones.

Here are the advantages:

- Protection against harmful UV rays that could alter and ruin furniture, walls and carpet.
- Safety characteristics of glass.
- Increase Security of modern glass.
- Saves energy.
- Long lasting.
- Easy to replace when broken.

It's noted that the original glasses were of single regular glass pane, meaning they don't shatter to pieces when broken. These glasses create jagged pieces when smashed and these are knife sharp edges that can endanger anyone.

Grids:

Mullions or grids between glass were widely used in the 1920s due to the following: The major manufacturers are based in East Coast. The distance of transporting heavy glass have a high risk of damage, thus they best shipped in small panes. Furthermore the 1/8" thick glass cannot be made into wide pane because they would break easily. The glass will break by combined sheer weight. The technology of laminated glass came after the discovery of polyethylene by-products.

In a wooden window structure the grids are considered the weakest link in a window. Whereby we will be using notched sub-frames for each window to strengthen the carry the weight of each individual set of double pane glass and a molding one either side to hold the glass in place. Each molding and spacer are applied with silicone sealant to prevent condensation and moisture seapage.

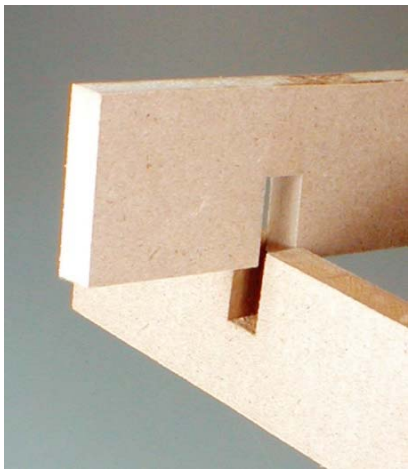

Image 06 - Notches on Sub-frames.

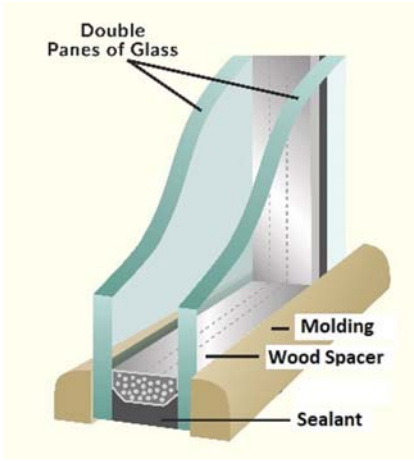

Image 07 - Cross Section Showing Glass & Molding.

Hardware:

It's imperative that all hardware has to be in consistent with the era. We have to step back to see if the hardware not only looks right but also has the

capability to hold the wooden window with the new modern glass, which are a tad heavier.

We also need to consider if the windows are fixed or can be opened, because if they are open then we have to make sure that original wooden frame can handle the hinges, if not then we have to add the use of top and bottom hinges.

Another side is to consider is if the open window needs a screen to protect from free flying elements. However the original frame did not include the space and facility to allow the installation of screens. Please note that window mesh screens were not widely use in the 1920s and it might disrupt the visual integrity of the hotel.

Construction Method:

The window frame will be constructed by hand, specially made for this project. The glass materials will come from modern process with improved technology. Every hardware will be meticulously study for capability and relevance.

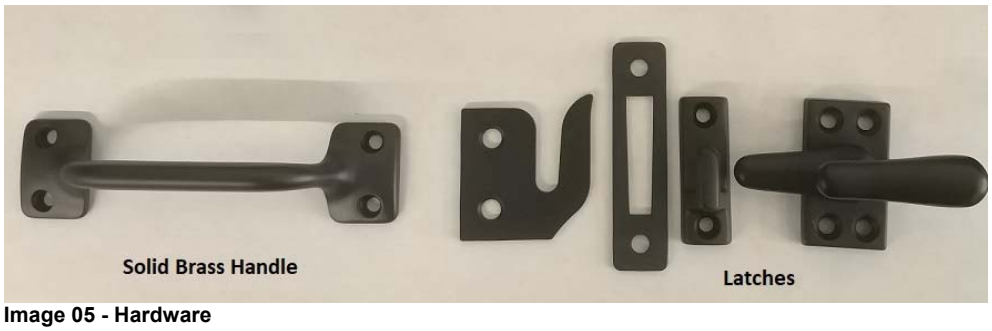

Image 05 - Hardware

Application and Conclusion:

After all the study and observations, the window in production will carry the essence of the historical significance, improve on it's function, enjoyed for it's aesthetic value and last till the next era of reconditioning.

Hopefully with the approval of the upcoming sample, this will lead to a strong partnership that will entail some future cooperation and projects.

Prepared by: Robert Lim

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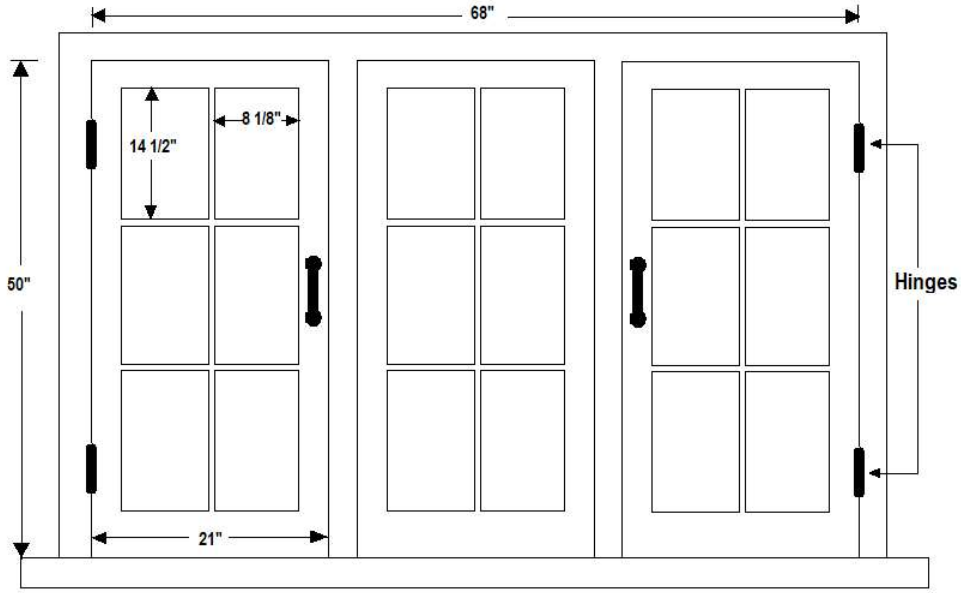
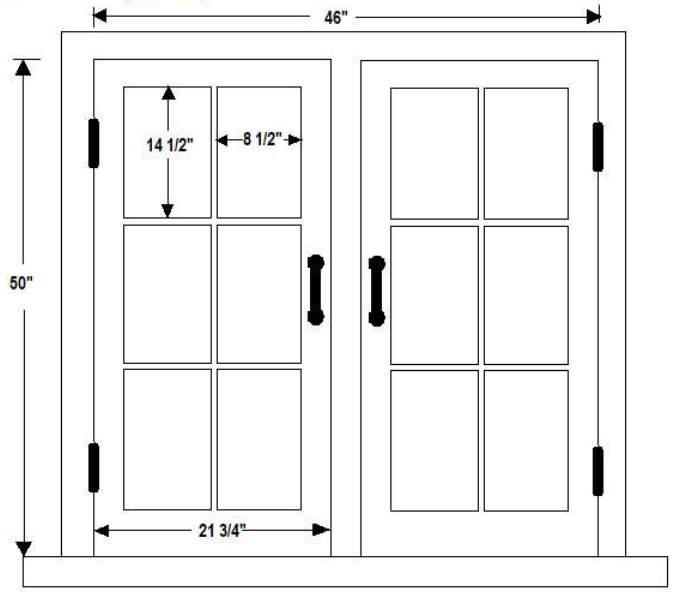
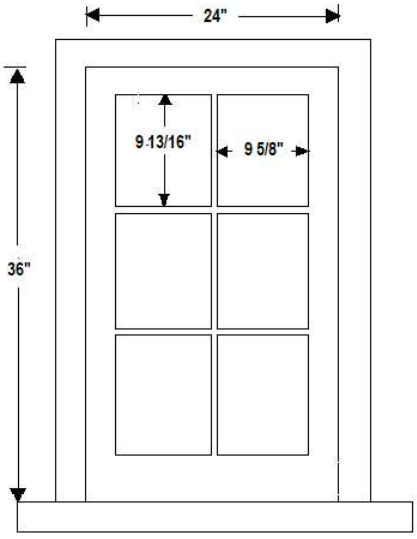
WINDOW TYPE A (22 UNITS) All Windows: Top & Sides = 2" / Bottom = 3" / Mullions = 3/4" / Surrounding Frames = 2-1/2"

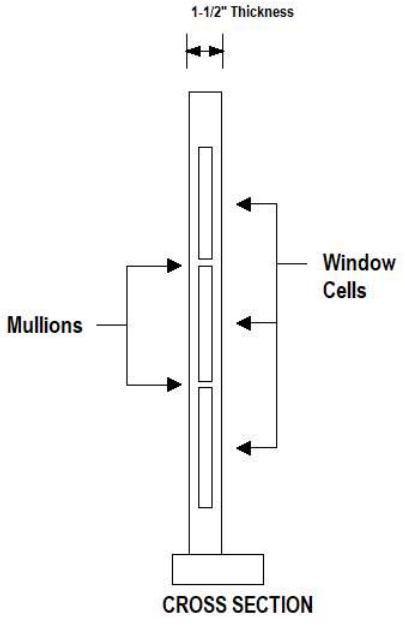


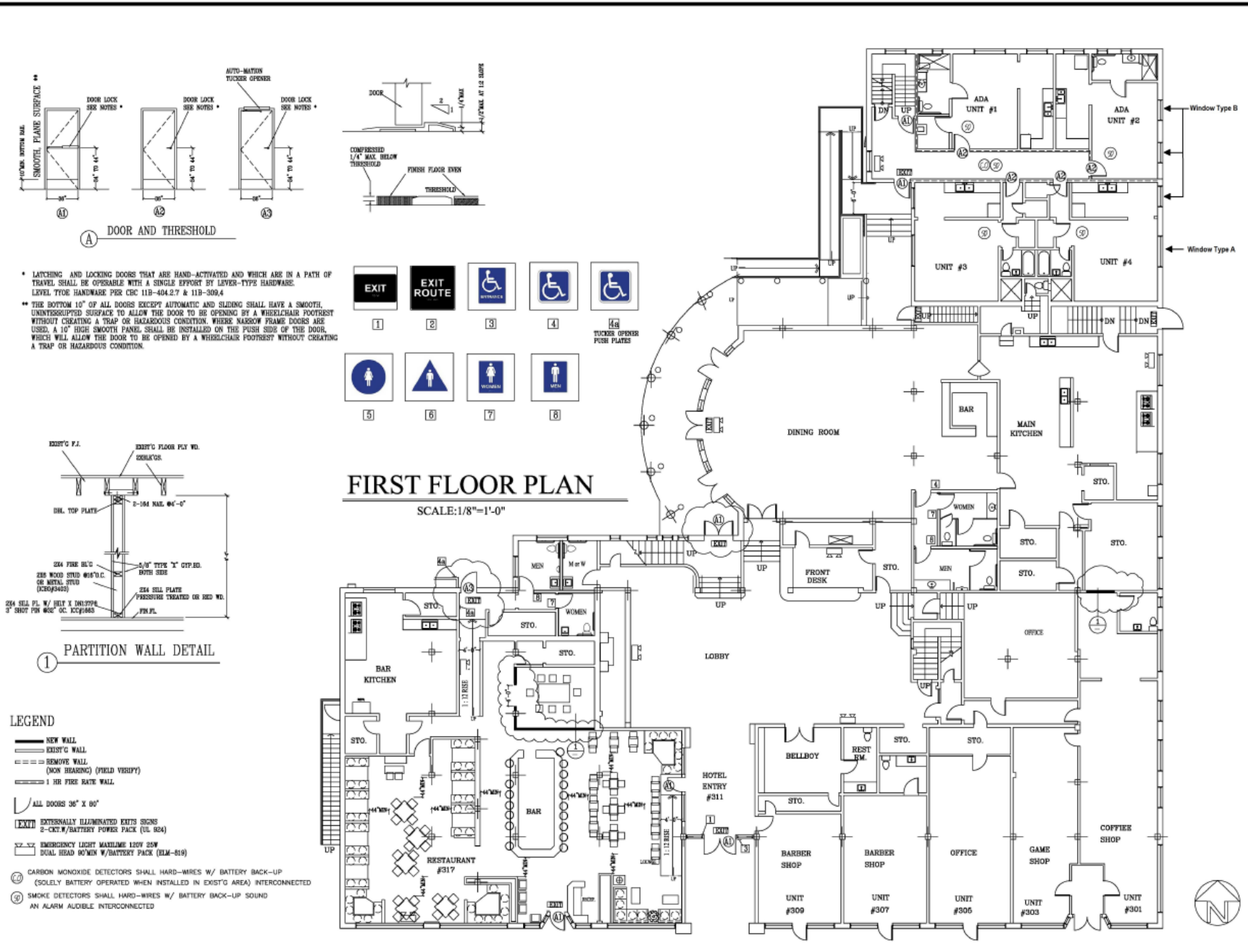
WINDOW TYPE B (7 UNITS)



WINDOW TYPE C (2 UNITS)

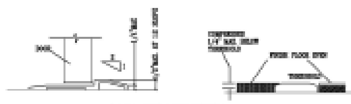





DOOR LOCK SEE NOTES *
AUTO-MATION TUCKER OPENER
SMOOTH, PLANE SURFACE **
DOOR
COMPRESSED 1/4" MAX. BELOW THRESHOLD
FINISH FLOOR EVEN
THRESHOLD
A DOOR AND THRESHOLD
EXIT
EXIT ROUTE
TUCKER OPENER PUSH PLATES
* LATCHING AND LOCKING DOORS THAT ARE HAND-ACTIVATED AND WHICH ARE IN A PATH OF TRAVEL SHALL BE OPERABLE WITH A SINGLE EFFORT BY LEVER-TYPE HARDWARE. LEVEL TYOE HANDWARE PER CBC 11B-404.2.7 & 11B-309.4
** THE BOTTOM 10" OF ALL DOORS EXCEPT AUTOMATIC AND SLIDING SHALL HAVE A SMOOTH, UNINTERRUPTED SURFACE TO ALLOW THE DOOR TO BE OPENING BY A WHEELCHAIR FOOTREST WITHOUT CREATING A TRAP OR HAZARDOUS CONDITION. WHERE NARROW FRAME DOORS ARE USED, A 10" HIGH SMOOTH PANEL SHALL BE INSTALLED ON THE PUSH SIDE OF THE DOOR, WHICH WILL ALLOW THE DOOR TO BE OPENED BY A WHEELCHAIR FOOTREST WITHOUT CREATING A TRAP OR HAZARDOUS CONDITION.
EXIST'G F.J.
EXIST'G FLOOR PLY WD.
DBL. TOP PLATE
2-16d NAIL @4'-0"
2X4 FIRE BLK'G
2X6 WOOD STUD @16"O.C. OR METAL STUD (ICBO#3403)
5/8" TYPE 'X' GYP.BD. BOTH SIDE
2X4 SILL PLATE PRESSURE TREATED OR RED WD.
2X4 SILL PL. W/ HILT X DN13778 3" SHOT PIN @32" OC. ICC#1863
FIN.FL.
1 PARTITION WALL DETAIL
FIRST FLOOR PLAN
SCALE:1/8"=1'-0"
DINING ROOM
BAR
MAIN KITCHEN
ADA UNIT #1
ADA UNIT #2
UNIT #3
UNIT #4
Window Type B
Window Type A
FRONT DESK
WOMEN
MEN
M or W
STO.
OFFICE
LOBBY
BAR KITCHEN
BAR
RESTAURANT #317
HOTEL ENTRY #311
BELLBOY
REST RM.
BARBER SHOP
BARBER SHOP
OFFICE
GAME SHOP
COFFEE SHOP
UNIT #309
UNIT #307
UNIT #305
UNIT #303
UNIT #301
LEGEND
NEW WALL
EXIST'G WALL
REMOVE WALL (NON BEARING) (FIELD VERIFY)
1 HR FIRE RATE WALL
ALL DOORS 36" X 80"
EXTERNALLY ILLUMINATED EXITS SIGNS 2-CKT.W/BATTERY POWER PACK (UL 924)
EMERGENCY LIGHT MAXILIME 120V 25W DUAL HEAD 90'MIN W/BATTERY PACK (ELM-819)
CARBON MONOXIDE DETECTORS SHALL HARD-WIRES W/ BATTERY BACK-UP (SOLELY BATTERY OPERATED WHEN INSTALLED IN EXIST'G AREA) INTERCONNECTED
SMOKE DETECTORS SHALL HARD-WIRES W/ BATTERY BACK-UP SOUND AN ALARM AUDIBLE INTERCONNECTED

DOOR SCHEDULE

	DOOR TYPE	DOOR SIZE			REMARKS
		WIDTH	HEIGHT	THICK	
A	SOLID CORE SWING DOOR [illegible]	36"-0"	80"	1 3/4"	REPLACE EXIST'G
B	SOLID CORE SWING DOOR [illegible]	36"	80"	1 3/4"	SELF CLOS'G W/ PANIC HARDWARE



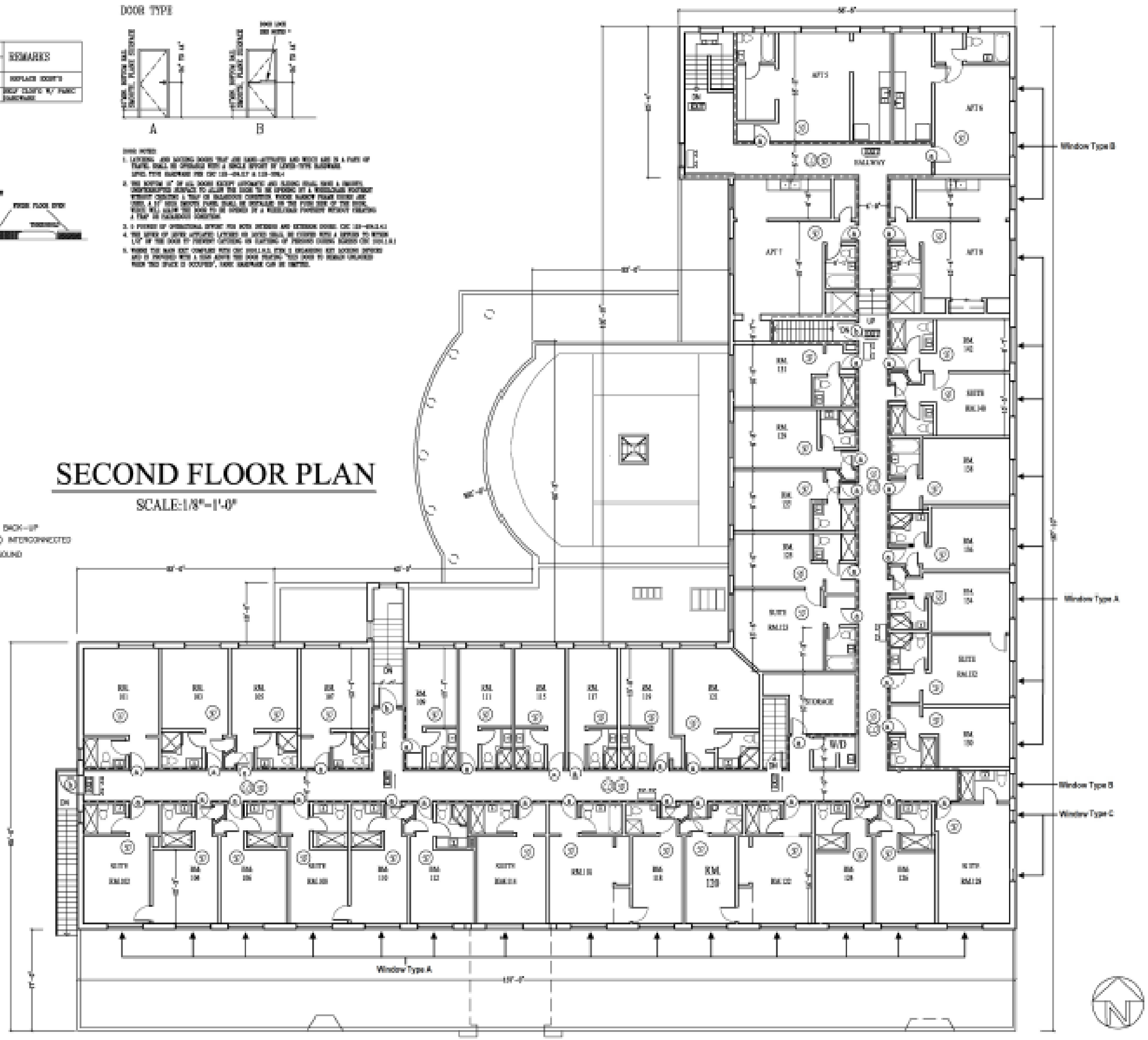
DOOR AND THRESHOLD

LEGEND

- NEW WALL
- EXIST'G WALL
- REMOVE WALL (NON BEARING) (FIELD VERIFY)
- 1 HR FIRE RATE WALL
- ALL DOORS 36" X 80"
- EXIT — EXTERNALLY ILLUMINATED EXITS SIGNS 2-CKT W/BATTERY POWER PACK (UL 924)
- EMERGENCY LIGHT [illegible] DUAL HEAD [illegible] W/BATTERY PACK [illegible]
- CO — CARBON MONOXIDE DETECTORS SHALL HARD-WIRES W/ BATTERY BACK-UP (SOLELY BATTERY OPERATED WHICH INSTALLED IN EXIST'G AREA) INTERCONNECTED
- SD — SMOKE DETECTORS SHALL HARD-WIRES W/ BATTERY BACK-UP SOUND AN ALARM AUDIBLE INTERCONNECTED

SECOND FLOOR PLAN

SCALE:1/8"=1'-0"



LEAVON DEVELOPMENT

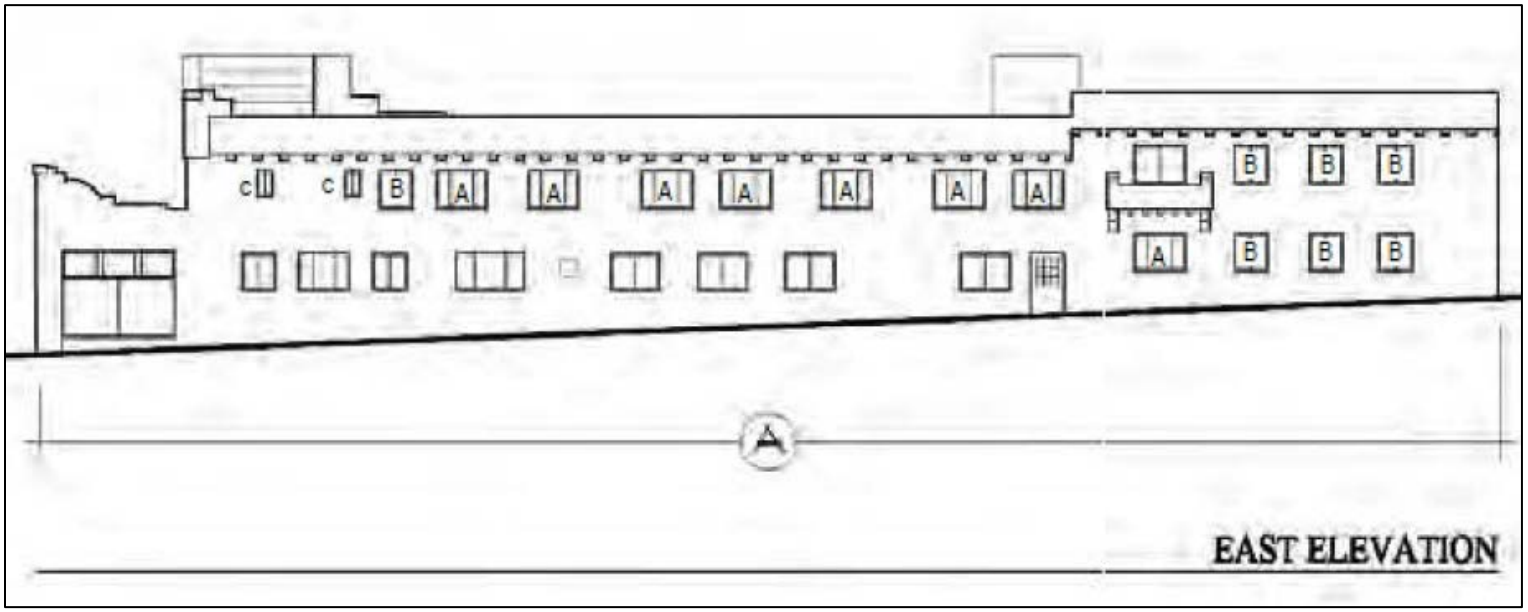
TENANT IMPROVEMENT

311 W. FOOTHILL BLVD., MONROVIA, CA 91016

2ND FLOOR PLAN

SHEET A-3


SOUTH ELEVATION


EAST ELEVATION

HISTORIC PRESERVATION CONDITIONS

AZTEC HOTEL
311 West Foothill Boulevard
Qin Han Chen, Property Owner

CERTIFICATE OF APPROPRIATENESS 2019-0001
Hotel Guestroom Window Restoration

March 27, 2019

1. Please note all approvals are subject to compliance with the Monrovia Municipal Code requirements.

2. Approval of this request does not constitute a building permit. Obtain necessary building permits with the Building Division before starting any construction.

3. The Historic Preservation Subcommittee shall continue to provide advisory review and guidance during the construction process.

4. Any violation of these conditions of approval or the Monrovia Municipal Code may be subject to the Administrative Fine Ordinance, other available remedies and/or revocation or modification of this permit at the discretion of the City Attorney and City Prosecutor.

5. All of the conditions shall be complied with prior to commencement of the construction, unless an earlier compliance period is specified as part of a condition.

6. Indemnification. As a condition of approval, Applicant agrees to defend, indemnify, protect and hold harmless City, its officers, officials, employees, agents and volunteers from and against any and all claims, actions, or proceeding against the City, its officers, officials, employees, agents and/or volunteers to attack, set aside, void or annul, an approval of the City, Historic Preservation Commission, or City Council concerning this permit and the project. Such indemnification shall include damages, judgments, settlements, penalties, fines, defensive costs or expenses, including, but not limited to, interest, attorneys' fees and expert witness fees, or liability of any kind related to or arising from such claim, action, or proceeding. The City shall promptly notify the Applicant of any claim, action, or proceeding. Nothing contained herein shall prohibit City from participating in a defense of any claim, action or proceeding. The City shall have the option of coordinating the defense, including, but not limited to, choosing counsel for the defense at Applicant's expense.

7. The Applicant shall, within 30 days after approval by the City Council and prior to the issuance of building permits, submit to the Community Development Department his/her written acknowledgment of receipt of the decision approving the Certificate of Appropriateness COA2019-0001 and his/her written consent to all of the conditions of approval contained in Historic Preservation Conditions. This approval shall be void and of no force or effect unless such written acknowledgment and consent is submitted to the City within the 30 day period.

ATTACHMENT "B"