



The Harrower Laboratory Circa 1921

REQUEST FOR QUALIFICATIONS (RFQ)

**FOR THE DEVELOPMENT OF AFFORDABLE, SENIOR
RENTAL HOUSING THROUGH REHABILITATION AND
ADAPTIVE RE-USE OF EXISTING HISTORIC STRUCTURES**

**At 912-920 East Broadway and 117 South
Belmont Street in Glendale, California**

**Community Development
Glendale Housing Authority
141 N. Glendale Avenue, Suite 202
Glendale, CA 91206**

Release Date: July 29, 2020

Deadline for Submission:

**October 5, 2020
by 5:00 PM (local time)**

NOTICE REGARDING DISCLOSURE OF CONTENTS OF DOCUMENT

All responses to this Request for Qualifications (RFQ) accepted by the City of Glendale Housing Authority (Housing Authority) shall become the exclusive property of the Housing Authority. At such time as the Housing Authority executes a Letter of Loan commitment with a selected developer, as described herein, all qualifications accepted by the Housing Authority shall become a matter of public record and shall be regarded as public, with the exception of those elements of each qualification which are defined by the developer as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a qualification which a developer desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the Housing Authority in any way whatsoever.

REQUEST FOR QUALIFICATIONS FOR THE DEVELOPMENT OF AFFORDABLE HOUSING – 912-920 East Broadway and 117 South Belmont Street

I. INTRODUCTION

In an effort to promote additional affordable housing, the Housing Authority is soliciting qualifications from developers to develop and construct an affordable housing project on a Housing Authority-owned site. The goal of the Housing Authority is to develop a substantial number of rental units affordable to extremely low, very low and low income senior residents. The Housing Authority intends to select a highly qualified and experienced developer that demonstrates the ability to develop a high-quality and cost effective project reflective of the Housing Authority's vision for the site.

Qualifications are due **Monday, October 5, 2020** by 5:00 p.m. (local time) and shall be submitted in sealed packages. Submission requirements are detailed in a later section of this RFQ.

The Housing Authority is committed to non-discrimination and equal opportunity. No person will be discriminated against on the grounds of race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability, or sexual orientation. Information about the Housing Authority can be found on the City's website at: <https://www.glendaleca.gov/government/departments/community-development/housing>.



Vista Grande Court

II. BACKGROUND

City of Glendale

Over the past 100 years, Glendale has grown from a small community at the edge of Los Angeles into a dynamic cosmopolitan city as diverse in its culture as it is in opportunities. Today, Glendale is the fourth largest city in Los Angeles County, the 23rd largest city in California, and is surrounded by Southern California's leading commercial districts including Los Angeles, Pasadena, Hollywood, and Universal City. Incorporated on February 16, 1906, the City of Glendale spans approximately 30.6 square miles with a current population of approximately 205,330.

The fact that Glendale is consistently listed as one of the Safest Cities in America and the City's abundant amenities makes Glendale a distinct place to call home for residents and businesses alike. Glendale is a full-service city offering first class amenities with its own police and fire departments, a wholly owned municipal utility company offering water and power, a complete public works department to maintain infrastructure, libraries to provide programs for lifelong learning, and a variety of parks for quiet enjoyment, organized sports or open space adventure. Glendale also offers its own bus service, the Beeline, with ten routes connecting customers to the Jet Propulsion Laboratory (JPL), the City of Burbank, and the Metrolink Stations in both Burbank and Glendale.



ACE 121

In addition to its reputation for safety, Glendale is a vibrant commercial and cultural center, with a blend of large and small businesses, multi-national corporations, and special event venues such as the legendary Alex Theatre. Glendale's five small but unique neighborhood shopping districts offer convenience to bordering neighborhoods, while the Glendale Galleria and The Americana at Brand offer exciting regional shopping and entertainment options. Even with its bustling business culture, the City has retained its small-town appeal with quiet tree-lined neighborhoods, mountain ridges, wilderness reserves, and residential neighborhoods with distinctive and well-preserved period architecture.

The City is also home to Glendale Community College, a fully accredited institution which currently serves approximately 25,000 day and evening students, and approximately 10,000 others who participate in adult education and specialized training programs. Glendale's grade schools also have a long-standing reputation for excellence. Operating out of 31 schools and instructing approximately 27,000 culturally diverse children with innovative educational

programs, the Glendale Unified School District is committed to achieving the highest standards on campuses. This is exemplified by the fact that nine schools have earned the National Blue Ribbon designation and 23 have earned the State Distinguished School Award, directly reflecting the schools' academic achievements, quality of instruction, school leadership, parent involvement, and school-community partnerships.



Chestnut Homes

The local economy is dominated by retail and service industries with emphasis on the entertainment field. Glendale also boasts a large health care presence with three hospitals, two being regional medical centers, within its borders. Glendale is served by several major freeways, and its proximity to downtown Los Angeles, Bob Hope Airport (Burbank), and many recreational facilities make it a desirable place to live.

City of Glendale Housing Authority

The Housing Authority is a seven-member board (consisting of the City Council and two Tenant Commissioners) responsible for the administration of the City's affordable housing programs. The Housing Authority utilizes former Redevelopment Set Aside funds, Federal Housing and Urban Development HOME funding and locally generated funds including Housing Asset Funds and funds generated through the City's newly adopted Inclusionary Housing Ordinance, Commercial Development Impact Fee and Measure S sales tax revenue.

Housing Plans

The City of Glendale Community Development Department (CDD) implements the Housing Element on behalf of the Housing Authority. The CDD administers various resources, coordinating with other City departments and community partners (housing developers, property owners, lenders, other public agencies and private agencies), to achieve community-housing goals. The vision is to ensure that all neighborhoods are quality, livable places that are free of blight, where residents feel safe, and can access resources and services, which enhance their ability to support themselves and their families. Preserving and developing affordable housing is a key role of the Housing Authority in achieving this vision. Furthermore, key housing goals have been identified as crucial in City efforts to carry out this vision. These goals include:

- creation of a wide range of housing types;
- establishment of high quality residential neighborhoods;
- increased opportunities for home ownership;
- organization of housing services that address special housing needs;
- equitable housing opportunities; and
- continuation of housing that is livable, sustainable and well-designed.

These goals are consistent with the Housing Authority’s current HUD Consolidated Plan and Implementation Plan. More information on the Housing Element in the City of Glendale can be found at the following link: <https://www.glendaleca.gov/government/departments/community-development/planning-division/city-wide-plans>.



Cypress Senior Living

Recent Housing Authority Activity

Since 2005, the Housing Authority has assisted with the development of 20 affordable housing projects totaling 607 units. All projects are consistent with the City of Glendale’s Housing Element with a special emphasis on “green development”. A majority of the projects developed in the City are eligible for certification by the U.S. Green Building Council or Build it Green. For reference, the following is a summary of the recent activity by the Housing Authority to provide affordable housing including the type and size of projects and the populations served:

- **Lomita Homes – Habitat for Humanity San Gabriel Valley**
 - A new construction, six-unit family ownership project developed for first-time, low-income home buyers with income below 80% of Area Median Income (AMI). The project was completed in 2019 with all homes sold by early 2020.
- **Vista Grande Court – Linc Housing and National CORE**
 - A new construction, 66-unit affordable housing, 9% tax credit, rental project for

seniors. The project was designed with Spanish style elements and includes 60 one-bedroom and six two-bedroom units. Seven of the units are reserved for developmentally disabled seniors. The project was completed and occupied in December, 2019.

- **ACE 121 – Meta Housing Corporation**
 - A new construction, 70-unit, family rental project utilizing 9% tax credits. The project gave preference for local artists and includes an art gallery on the ground floor where residents can display their art to the community. The project was completed and fully leased in 2017.
- **Veteran’s Village – Thomas Safran and Associates**
 - A new construction, 44-unit, 9% tax credit rental project for low income veterans and their families. The project was developed using Redevelopment Set-Aside funds and Federal HOME funds and was completed in 2016.
- **Chestnut Homes – Habitat for Humanity San Gabriel Valley**
 - A new construction, three-unit family ownership project developed for first-time, low-income home buyers with income below 80% of AMI. The project was completed in 2014. All three units are three-bedroom and have their own attached two-car garage.
- **Cypress Senior Living – Community Development Partners**
 - An acquisition and rehabilitation of an existing 18-unit affordable senior rental housing project developed with 9% tax credits and Federal HOME dollars. Six of the 17 affordable units are reserved for senior veterans. The project was completed and fully leased in 2014.

Housing Authority Programs

New Construction of Home Ownership Units: The goal of this program is to enable low income households to purchase a new condominium or townhouse in Glendale by encouraging the development of affordable home ownership units. The program involves direct assistance from the Housing Authority to the developer to achieve project feasibility and direct financial assistance to the homebuyer to achieve home ownership affordability. Assistance may consist of land write down and/or gap financing for development costs.

New Construction of Rental Units: The goal of this program is to facilitate the development of affordable rental housing for lower income households by providing developers with direct and indirect incentives to minimize the financial detriment associated with developing income restricted units. The program involves assistance from the Housing Authority to achieve project feasibility and affordability through mechanisms such as land write down, rental



Lomita Homes

subsidies, below market rate loans, or grants. The Housing Authority's policy is to retain ownership of the land and enter into a long-term ground lease with the developer.

Acquisition/Substantial Rehabilitation of Rental Units: The goal of this program is to assist developers with the acquisition and rehabilitation of existing housing within the City of Glendale for the purpose of providing safe, sanitary housing at affordable rents to income qualifying households.



Veteran's Village

III. THE OPPORTUNITY

This RFQ addresses the locally-designated historic sites at 912-920 East Broadway and 117 South Belmont Street only (collectively, APN 5674-010-024). However, the site adjacent at 900 East Broadway (APN 5674-010-023) is also subject to a current City of Glendale RFQ, and the sites will be developed concurrently but separately.

History of the Site

The historical significance of the structures at 912-920 East Broadway and 117 South Belmont Street stem from Dr. Henry R. Harrower's pioneering efforts in endocrinology and organotherapy, the stimulation and substitution of chemicals within the endocrine system. After residing in the City of Glendale in 1914, Dr. Harrower popularized the study of endocrinology and brought national recognition to the City of Glendale through his publications, including "Practical Hormone Therapy" and the manufacture and sale of his endocrine tablets, Sani-tate. In 1918, Dr. Harrower's offices and laboratory were located on the second floor of the Bank of Glendale building on the corner of Glendale Avenue and East Broadway. Publicity surrounding the merits of endocrinology and organotherapy brought further recognition to Dr. Harrower. As sales of Sani-tate grew, Dr. Harrower required larger facilities to fulfill the demand for his tablets and endocrine remedies. On November 28, 1920, the Harrower Laboratory formally opened its

doors under the auspices of the Glendale Chamber of Commerce in the newly constructed administration and manufacturing structures on the corner of East Broadway and South Belmont Street. The structures were designed by Alfred F. Priest, an active architect in the City of Glendale. At the time, The Harrower Laboratory became the largest non-institutional employer in the City of Glendale, with approximately, 50 employees. In 1925, the clinic building was constructed, also occupied by the Harrower Laboratory. Aside from Dr. Harrower's medical contributions to endocrinology and to the advancement of medicine in the City of Glendale, Dr. Harrower was fundamental in the City's development, particularly the development of East Broadway.

In 1944, the Harrower Laboratory merged with Lambert Pharmaceuticals Company, makers of Listerine mouth wash. The company continued operating under its same name and under the direction of Dr. Harrower until at least the mid-1940s. Between 1949 and 1950, the Harrower Laboratory vacated the property and relocated to 712 South Glendale Avenue. Between 1950 and 1981, the Los Angeles College of Chiropractic operated out of the complex. During the 1950s, filmmaker Cecil B. DeMille's production company, Cecile DeMille Productions owned the property. In 1977, the structures at 912-920 East Broadway and 117 South Belmont Street were designated a local landmark. Between 1989 and 1990, Integrated Systems Group Inc. and Medical Data Exchange occupied it. More recently, between 1994 and 2019, the property was owned and occupied by Tobinworld, a special education school. Since December, 2019, the property has been vacant with the exception of 912 East Broadway where a small mental health facility operates on a month-to-month basis.

The CDD contracted with Architectural Resources Group, Inc. (ARG) to complete a Preliminary Rehabilitation Study which discusses the history of the Harrower Laboratory and the site in more detail. It is attached as Exhibit C.

Current Site Conditions

The Glendale Housing Authority acquired the site at 912-920 East Broadway and 117 South Belmont Street, as well as the adjacent parcel at 900 East Broadway in September 2019 for \$12.1 million. Together, both parcels approximate 1.59 acres. Prior to the Glendale Housing Authority's acquisition, a Phase I Environmental Site Assessment (ESA) was prepared on July 23, 2019. Presently, the structures comprise of three, two-story reinforced brick office buildings. The historical use and structural developments of 912-920 East Broadway and 117 South Belmont, pre-1900 to present day are archived and evidenced in Topographic maps, Sanborn maps, aerial photographs, building permits and the City Directory in the Phase I ESA. The historical records review of the Phase I ESA identified no recognized environmental conditions and further investigation was not recommended.

The project site is located on the south side of East Broadway and South Belmont Street along the East Broadway Corridor. East Broadway adjoins the site to the north. The Broadway Methodist Church and Iglesia Adventista del Septimo Dia de Glendale (901 East Broadway) lie across East Broadway to the north of the site along with several other commercial businesses (919 East Broadway, 921 East Broadway, 923 East Broadway and 925 East Broadway). Residential apartment buildings (120 South Cedar Street and 121 South Belmont Street) adjoin the site to the south. South Belmont Street adjoins the site to the west. Properties across the street include commercial businesses (1000 East Broadway), condominiums (110 South Belmont Street) and a residential building (115 South Belmont Street).

Prior to the Housing Authority's acquisition of the site, it was owned and occupied by Tobinworld

up until the school's closure and sale. 912-920 East Broadway consists of approximately 0.77 acres (33,450 square feet). 920 East Broadway is developed with an 11,175 square foot, two-story office and classroom building fronting Broadway. Along the east side of the property, fronting Belmont Street is 117 South Belmont Street, a 13,660 square foot, two-story classroom building with a basement. Along the western portion of the parcel, next to the alley, sits 912 East Broadway, a 5,013 square foot, two-story mental health clinic with attached two-unit apartment building. Three pole-mounted electrical transformers are located in the alley, and it is expected that the existing overhead utilities and poles will be undergrounded or relocated from the current alley right-of-way as part of the development team's scope of work. Additionally, the alley will be vacated to construct a pedestrian paseo connecting the site to 900 East Broadway, which is also subject to a current, but separate City of Glendale RFQ. For further detail on the current conditions of the site, please click below for a short video from a recent drone flyover.

<https://youtu.be/gft-INXzol8>

Neighborhood

The site is located within the City Center/Citrus Grove residential neighborhood, located north of Colorado Street. The neighborhood encompasses the original town of Glendale Tract and is next to the Glendale Civic Center. This neighborhood contains medium and medium-high density apartments and condominiums and small single-family neighborhoods located adjacent to the 134 Freeway. <https://www.glendaleca.gov/home/showdocument?id=32959>

The site is also along the East Broadway Corridor, which runs from Glendale Avenue to east of Chevy Chase. The East Broadway Corridor is a minor arterial serving a variety of retail, commercial, educational and residential uses. East Broadway currently consists of two vehicular lanes in each direction with on-street parking. Many older buildings are located close to the street, with no or few off-street parking spaces. Interspersed among the older one and two-story commercial buildings are three and four-story office buildings and multi-family residential buildings. Many small, local-serving businesses and ethnic shops keep this neighborhood vibrant. Sidewalks are narrow and trees are sparse. <https://www.glendaleca.gov/home/showdocument?id=32977>

Vision for the Site

The vision for the site is to create an adaptive re-use project in a historic setting with 39 units of affordable rental housing for seniors. The program will include amenities and open space normal for the project of its size in the City of Glendale.

The historic structures will be rehabilitated in accordance with the Secretary of the Interior's Standards for Rehabilitation and adaptively re-used as affordable housing. In March, 2020, the CDD contracted with ARG, a full-service architecture and consulting firm specializing in the re-use of historic buildings, to prepare a Preliminary Rehabilitation Study for 912-920 East Broadway and 117 South Belmont Street. The Preliminary Rehabilitation Study summarizes the buildings' history, significance and designation, graphically conveys the buildings' interior and exterior historic features, provides recommendations directly related to the proposed adaptive reuse program, and summarizes the Federal Tax Credit process regarding the Historic Preservation Certification Application (HPCA) for the Federal 20% Rehabilitation Tax Credits. See Exhibit C attached.

Also in March, 2020, to ensure that the envisioned program would fit on the site, the CDD contracted with KFA, LLP, an architecture, design, and master planning services firm

specializing in affordable housing and adaptive re-use projects throughout the greater Los Angeles metropolitan area, to provide an architectural study that shows a rough order of magnitude (ROM) of what is possible on the site. The Housing Authority directed KFA to develop a conceptual design for the project that would meet the project program goals, as well as being approvable within the historical constraints of the site. The resulting study included 27 studio and one-bedroom units including a manager's unit, office space, and community room. The plan calls for the preservation of major historic features including the building exteriors, courtyard, main lobby, central stair, corridor layout in the 920 East Broadway building. The plan also calls for a two-story addition with basement at the rear of the 117 South Belmont Street building, which increases the unit count by 12, bringing the total unit count for the site to 39. In addition to providing additional affordable units, the addition effectively closes off the courtyard, giving the historic campus more privacy. See Exhibit B attached. ARG provided design consultation to KFA to ensure that the project proceeds in compliance with the Secretary of the Interior's Standards for Rehabilitation to be eligible for Federal Rehabilitation Tax Credits.

The HPCA is a three-part process requiring three separate applications to be approved by the National Park Service in order to receive the 20% tax credit. Part 1 involves requesting a preliminary determination of individual landmark eligibility from the National Park Service and the eventual listing of the property in the National Register of Historic Places. Part 2 involves documenting the existing conditions of the property and a complete scope of the proposed work. Part 3 entails documenting the completed rehabilitation of the property. At the writing of this RFQ, ARG has begun Part 1 of the HPCA. ARG continues to monitor developments of the State of California's Historic Preservation Tax Incentives program as well, and an application for those tax incentives may also be made at a later time.

No parking is required for the site, and none is included in the project's entitlements. There may be room for some on-grade non-resident stalls at the southwest corner of the site, pending design development, but these are not required. The development proposed at 900 East Broadway (adjacent to the RFQ site across the alley) will include a provision to lease, covenant, or otherwise have available to the 920 East Broadway site adjacent 19 stalls for its permanent use and access. The details of this arrangement will be included in the Exclusive Negotiation Agreements (ENAs) for both projects.

The product of this conceptual design is included in Exhibit B of this RFQ. It has been approved by the Housing Authority and is scheduled to go through the City entitlement process as shown by the end of January, 2021. It reflects the collective vision of the Housing Authority for the site, and it is the Housing Authority's expectation that the selected design team will conform to its physical parameters and dimensions as shown through completion of the project. Additionally, the architectural expression will substantially conform to the design intent show in Exhibit B. The diagrams and design included in this RFQ are the property of the Housing Authority. The rights to use the design will be transferred electronically in a CAD format to the selected development team as part of the ENA.

Funding Availability

In addition to contributing the land through a long term lease, the Housing Authority is prepared to invest upwards of an additional \$5 Million to develop the project using a combination of Federal HOME funds and local affordable housing funds. The developer will be expected to secure Federal Historic Tax Credits and either 4% or 9% Affordable Housing Tax Credits to complete the financing of the project. State Historic Tax Credits may also be a source of funds.

Developers are strongly encouraged to seek leveraged funding from other sources, thus reducing Housing Authority requested investment.

Pre-Submittal Conference

A pre-submittal conference will be held on site at 912-920 East Broadway and 117 South Belmont Street on **Thursday, August 13th** from 11:30 am to 1 pm. Attendance of this pre-submittal conference is not mandatory but is highly encouraged. For social distancing purposes, please limit development teams arriving to the conference to one or two individuals. This pre-submittal conference is provided to allow for questions regarding the RFQ after a brief introduction and welcoming remarks. The site will be open for a walk through immediately following the Q&A session. Please confirm your desire to attend the pre-submittal conference by **Wednesday, August 5th** by emailing Michelle Shahnazarians, Housing Analyst at MShahnazarians@glendaleca.gov. Parking for the pre-submittal conference will be available at 900 East Broadway.

IV. REQUIREMENTS FOR RFQ

Parties submitting a qualification in response to this RFQ must submit a total of seven (7) copies of a response to this RFQ (one (1) original and six (6) additional copies) as well as **a flash drive with PDF files of the entire submittal**. The submittals must address the following:

- **Project Vision Statement:** A statement on the type of development that is being proposed and how it meets the vision outlined above and in Exhibit B. The statement should include the developer's vision of the property that is additive to the Housing Authority's vision and proposed development, including indication of attention to design and sustainability, and should include statements addressing the following:
 - Target Population: A description of the households or population anticipated to benefit by the submission (i.e. income ranges, family/senior, special needs, etc.).
 - Architectural Program Inclusions: Type of use and anticipated number of units, amenities, support services, retail or any other developer specific inclusions that are not specified in Exhibit B. Specific designs or design work is not required at this time, and a narrative will suffice.
 - Design Quality and Construction: A description of the developer's strategy to maintaining high quality design and construction despite the region's high costs of construction.
 - Sustainability Goals and Approaches: A description of the developer's goals and approach to sustainability beyond code mandated minimums.
 - Additional Benefits: A description of the additional community benefits that an individual developer may bring based on its own mission and vision statements, and previous experience providing quality affordable housing projects and support program to residents.

- **Experience and Professional Qualifications:**
 - Description of the mission of the applicant's organization, how the qualification fits in with the organization's goals, and why the qualification is of interest to the organization.
 - Description of the legal status of the applicant (non-profit, private, partnership, LLC, corporation, etc.).
 - Description of the applicant's business and/or development experience, including any major projects in which the applicant has been involved.
 - Description of the applicant's experience in historic preservation and adaptive re-use to affordable housing including specific reference to past projects. This may include any experience working with tax credit, senior, rental, for-sale properties or any other type of affordable housing.
 - Description of key individuals on the development team (engineers, architects, project manager, economic advisor and others), their background experience and any other significant information the applicant would like to convey about the team.
 - Description of applicant's experience working in the City of Glendale, if any.
 - Applicant's references.

- **Sources and Uses:**
 - **Initial Investment:** A preliminary Sources and Uses detailing the various funding sources through construction and at permanent financing, and a project budget equal in detail to Section IV of the TCAC 9% Tax Credit application must be provided.

- **Partnerships:** Description of any additional individuals or organizations that the applicant proposes to partner with to implement its submission for the site.

- **Constraints and Assumptions:** A description of possible constraints (such as funding, scheduling, etc.), anticipated concerns regarding the project's goals, expectations or requirements, or assumptions being made for public agency financing or other funding.

- **Additional Benefits:** A description of the additional potential community benefits offered by the submission that the Housing Authority should be aware of including improvements to the pedestrian paseo. Additional benefits can include open space, sustainability, amenities and social services.

- **Timeline:** Describe the anticipated timeframe for the financing and proposed development of the site. Note that the project entitlements will be completed by the City of Glendale in advance of the selected development team commencing its pre-construction work.

- **Conflict of Interest Declaration:** Developer must complete and submit a Conflict of Interest Declaration attached to the RFQ as Exhibit D.

- **Confidentiality:** Applicants may request that financial qualifications or financial statements be kept confidential. All confidential information shall be submitted under a separate cover and marked confidential. If a request to review or copy such documents

is made under the California Public Records Act (Gov't Code §6250 *et seq.*) or federal law, the Housing Authority will notify the applicant and ask if such documents may be released. If the applicant consents or does not reply to the request, the Housing Authority Executive Director will release the information. If the applicant claims a privilege against public disclosure or otherwise objects to the records' disclosure, then the Housing Authority may either decline to produce the requested documents, or redact portions of the documents and produce the records. If the Applicant requests non-disclosure but the Housing Authority determines the requested records are records that must be disclosed, then the applicant may, when notified by Housing Authority of its intent to disclose records, seek protection from disclosure by timely applying for relief in a court of competent jurisdiction. Prior to declining – at the request of the applicant - to produce documents, the Housing Authority may require the applicant to indemnify, defend and hold harmless the Housing Authority, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, costs, or expenses arising out of Housing Authority's refusal to publicly disclose one or more records that the Applicant identifies or asserts is privileged. In any event, the following individuals will have access to the confidential information: the Housing Authority Board, Housing Authority Executive Director, Glendale City Attorney, and Glendale City employees, consultants and representatives assigned by the Housing Authority Executive Director to review such material. Any applicant that submits a qualification accepts the risk that information marked confidential may be disclosed as set forth herein, and by submitting a qualification, agrees to the Housing Authority, the City of Glendale, their officers, employees, agents and representatives from any liability or damages that may result from such disclosures.

V. REVIEW AND SELECTION PROCEDURE

Review Committee

A Review Committee consisting of representatives of the CDD will review all complete submittals received by the closing date in accordance with the criteria and procedures identified in this RFQ.

It is anticipated that the Review Committee staff will analyze the submittals and bring forward a recommendation to the Housing Authority in approximately 30 days following the RFQ submittal deadline with the goal of recommending one developer/developer team to develop the site per the vision presented in this RFQ and the diagrams included in Exhibit B. The Review Committee may, at its option, request additional information, clarification of information, or interviews with developers before final selection is determined.

Based on the evaluation criteria, it is anticipated that the Review Committee will present recommendations to the Housing Authority for review and approval in November, 2020.

Immediately after receiving authorization from the Housing Authority, City staff will notify the developer of their selection. The Housing Authority may select a developer at the conclusion of the RFQ process and enter into an ENA. During the ENA period, City staff will negotiate the terms of a Letter of Loan Commitment with the developer. During the ENA period, KFA will secure entitlements for the development of the site. Entitlements are anticipated to be secured by the end of January, 2021.

A summary of deadlines are as follows, which may be modified by the Housing Authority Director via RFQ Addendum:

RFQ Issued	July 29, 2020
Pre-Submittal Conference	August 13, 2020 at 11:30 am
RFQ submittal due (60 days)	October 5, 2020
Initial Screening Complete and Recommendation to Housing Authority Board of selected developers (30 Days)	November, 2020
ENA Period	November 2020 – March 2021
Letter of Loan Commitment	March 2021 – September 2021

Selection Criteria

The Housing Authority’s developer selection will be based on the quality of the responses, including thoroughness and applicability to the requirements of this RFQ.

The following criteria will be used to assess qualifications:

- **Development Experience**
 - Background knowledge and experience with historic preservation and adaptive re-use to affordable housing will be evaluated. References will also be a component upon evaluation of previous experience.
- **Development Team/Partnership**
 - Strength of development team with respect to expertise and experience as well as possible partnerships being utilized for projects.
- **Developer Vision**
 - Articulation of the vision for the property and its alignment with the vision set forth in this RFQ.
- **Financial Feasibility**
 - Demonstration of the financial feasibility of the proposed development.
- **Sources and Uses**
 - Types of funding being utilized giving consideration to overall costs, Housing Authority assistance and possible revenues.
- **Housing Affordability**
 - Review how proposed development fits into the overall housing plan for the community including increasing the number of affordable units.
- **Additional Benefits**
 - Beneficial elements of the proposed development to the community, target population, neighborhood, cityscape, environment, etc.
- **Project Timeline**
 - Feasibility of the development team’s proposed time schedule for the proposed project.
- **Compliance to RFQ**
 - Compliance of RFQ submittal to RFQ requirements.

Communication with Housing Authority Members and Others Prohibited; Gifts/Gratuities Prohibited

a. After the qualification submittal deadline, and continuing until the Housing Authority and the selected applicant execute a Letter of Loan Commitment, if any, as described herein:

(1) Housing Authority and City Council members, and Housing Authority and City employees involved in the RFQ process will not hold any meetings, conferences, or discussions with any applicant, except as this RFQ allows or as allowed with respect to the selected applicant during the period of the ENA; and

(2) An applicant, including its board members, officers, employees, agents and representatives must not communicate, in any manner, with the individuals listed in Paragraph (a)(1), above, unless authorized by the Housing Authority. Applicants and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the Housing Authority or City during any public meeting. In addition, applicants may write to the Housing Authority as a whole once the staff recommendations on developer selection are made publicly available in anticipation of a public meeting.

b. From the date of the report to the Housing Authority recommending the initiation of this RFQ process, to the date on which the Housing Authority and the City gives the final approval necessary for the development of the project(s) identified in this RFQ, if any, no applicant shall directly or indirectly give, furnish, donate, or promise any money, compensation, gift, gratuity, or anything of value to the individuals listed in Paragraph 5(a)(1), for the purpose of, or which has the effect of:

- i. Securing or establishing an advantage over other applicant;
- ii. Securing or recommending the selection of the applicant's submittal; or
- iii. Securing or recommending the approval of any contract to any applicant.

c. Violations of Paragraphs (a), or Paragraph (b), or both, will constitute grounds for rejection.

VI. WAIVER AND RIGHTS OF THE HOUSING AUTHORITY

The Housing Authority reserves the right, at its discretion, to pursue any or all of the following actions relating to this RFQ:

- request clarification or additional information from developers;
- invite one or more developers for interviews or presentations;
- accept or reject, in whole or part, submittals received in response to this RFQ;
- negotiate with any qualified source;
- cancel in whole or in part this RFQ;
- modify the selection criteria;
- amend this RFQ by written addendum or notification (such addendum would be made available to each person or organization which Housing Authority records show received this RFQ);
- waive any irregularities in any qualification;
- issue subsequent RFQ's based on refinement of concepts proposed in response to this RFQ;
- negotiate an agreement based on original submittal or on the basis of additional information obtained; and
- negotiate modifications with any developer as necessary to serve the best interest of the project.

The Housing Authority will not be liable for any costs incurred by developers responding to this RFQ. The RFQ is not a contract or commitment of any kind. The Housing Authority reserves the right to reject any or all submittals, and not proceed with the development of the property.

It is the Housing Authority's policy to assure equal opportunity to all persons, in the award and performance of any contract, without regard to race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability, or sexual orientation.

VII. QUALIFICATION SUBMISSION AND CLOSING DATE

The qualifications shall be prepared in a simple and economical manner that provides concise description of capabilities to satisfy the requirements of this RFQ. Any party submitting a qualification in response to this RFQ must submit seven (7) copies of their qualification (one (1) original and six (6) additional copies) as well as **a flash drive with PDF files of the entire submittal** no later than **5:00 p.m. (local time) on Monday, October 5, 2020** to:

City of Glendale – Community Development
Michael Fortney, Principal Housing Project Manager
141 N. Glendale Avenue, Suite 202
Glendale, CA 91206

Qualifications that are incomplete, have other content errors or deficiencies will be rejected. Contextual changes and/or additions to the qualification after submission will not be accepted. However, the Housing Authority may require additional information for the determination of the applicant's qualifications. Facsimile (FAX) transmission copies will not be accepted. Questions related to the submission of your qualification, and/or questions regarding this RFQ and affordable housing developments should be directed to Michael Fortney, Principal Housing Project Manager at (818) 548-3723 or at mfortney@glendaleca.gov. Only qualifications submitted in response to this RFQ will be considered.

Submission of a qualification shall constitute acknowledgement and acceptance of all terms and conditions stated herein. Lack of compliance with legal or administrative submission requirements may lead to disqualification. Qualifications that are disqualified will not be reviewed and rated.

ADDITIONAL INFORMATION

Glendale General Plan and Housing Element

<https://www.glendaleca.gov/government/departments/community-development/planning-division/city-wide-plans>

Draft South Glendale Community Plan

<https://www.glendaleca.gov/government/departments/community-development/planning-division/community-plans/south-glendale-community-plan>

Exhibits:

- A. Site Map/Aerial**
- B. Conceptual Design Diagrams (KFA)**
- C. Preliminary Rehabilitation Study (ARG)**
- D. Conflict of Interest Declaration**

EXHIBIT A



COMMUNITY DEVELOPMENT DEPARTMENT HOUSING DEVELOPMENT AND PRESERVATION

900-920 E. BROADWAY AND 117 S. BELMONT STREET, GLENDALE, CA 91205

Assessor's Parcel Numbers (APNs): 5674-010-023 and 5674-010-024

(APN 5674-010-024 designated as a local landmark in 1977)

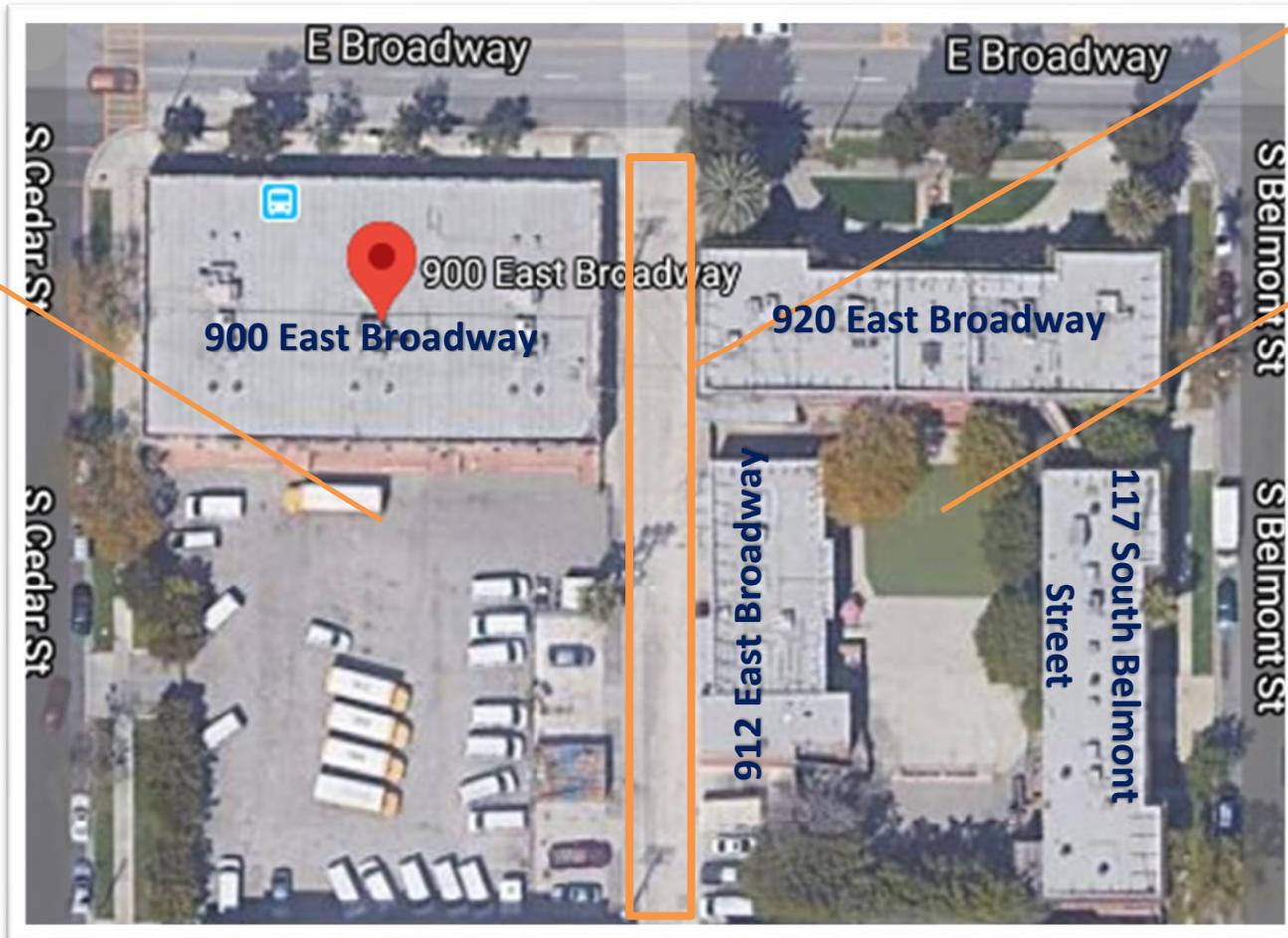
Total Property Land Area: 1.59 acres, 69,133 SF

Zoning Designation: C3-1, Commercial Service District 1

Purchase Price: \$12.1M in September 2019

Proposed Use: Low-Income Housing

Proposed Number of Units: 127 (88 units on APN 5674-010-023; 39 units on APN 5674-010-024)



APN 5674-010-023
New Construction
88 Units

**CDD to Vacate
Alley and
Construct
Pedestrian Paseo**

APN 5674-010-024
**Historic
Preservation and
Adaptive Reuse**
39 Units

EXHIBIT 'B'

CONCEPTUAL DESIGN PACKAGE



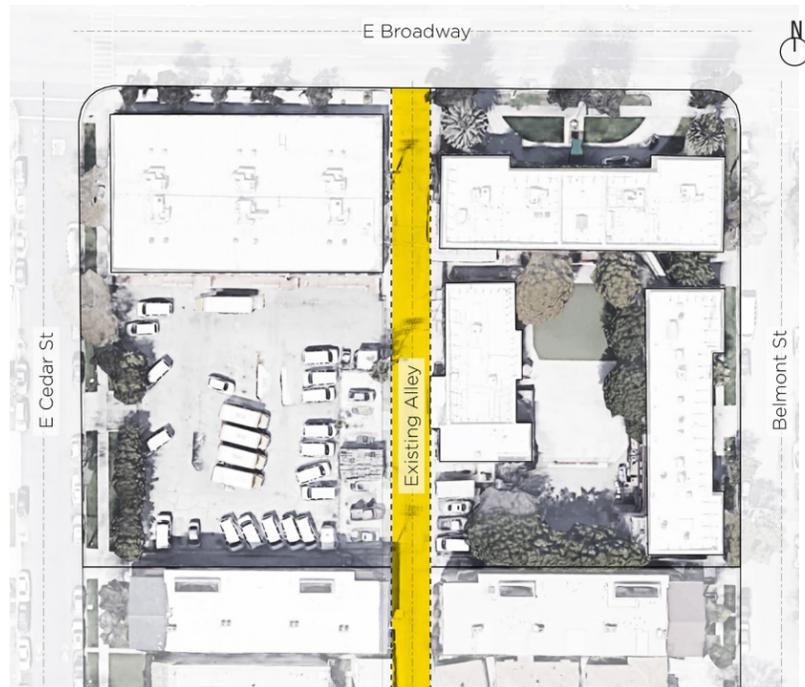


SCOPE OF 912-920 E BROADWAY AND 117 S BELMONT PROJECT

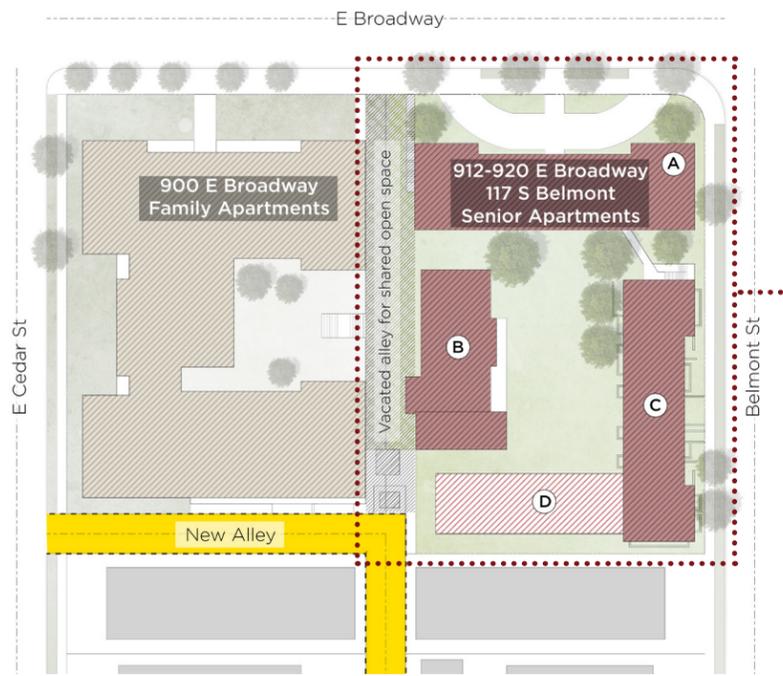
- Rehabilitation of existing historic Building A, B, C
- New Construction of Building D

SCOPE OF 900 E BROADWAY PROJECT

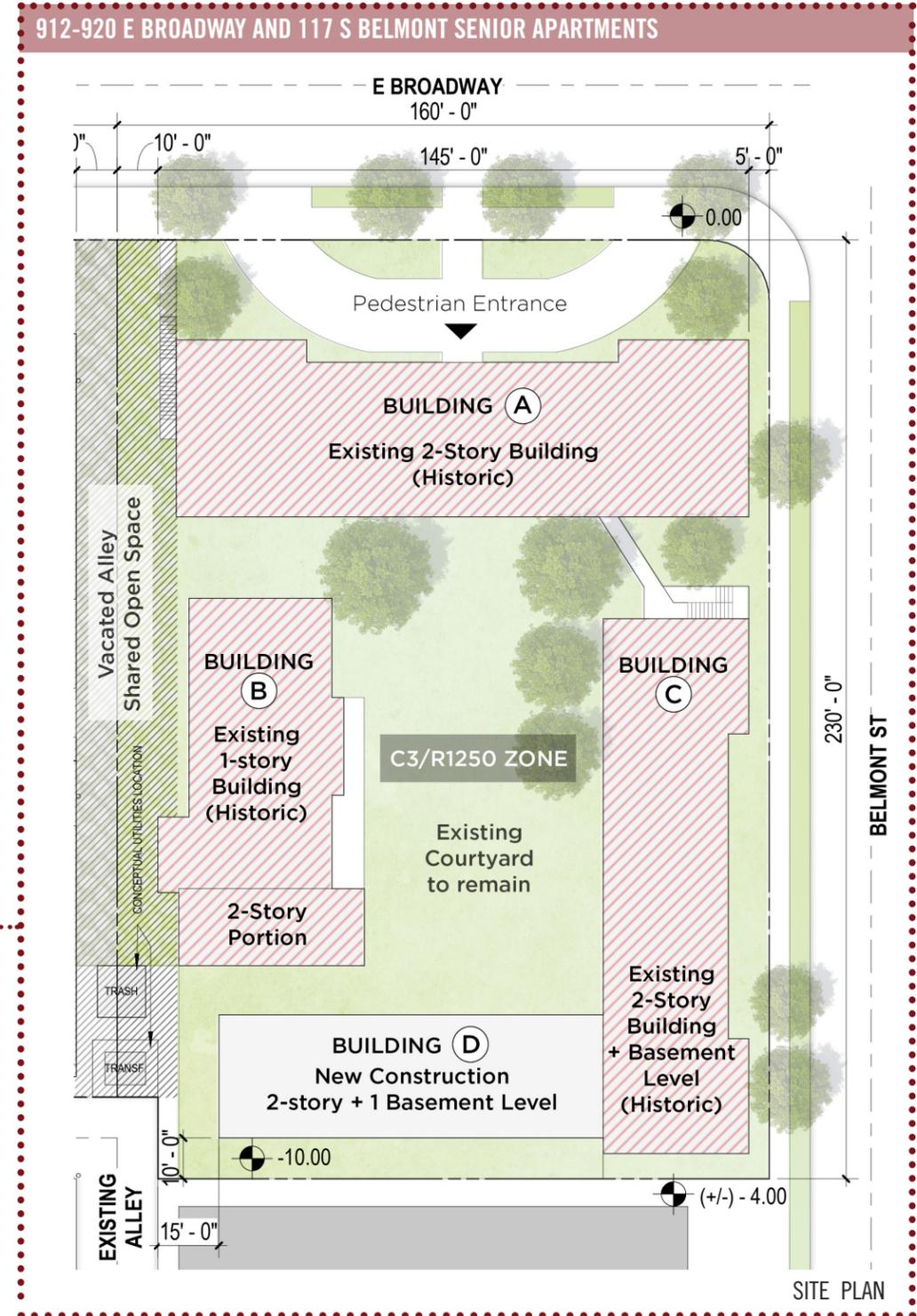
- See 900 E Broadway RFQ



SITE DIAGRAM - EXISTING



SITE DIAGRAM - PROPOSED

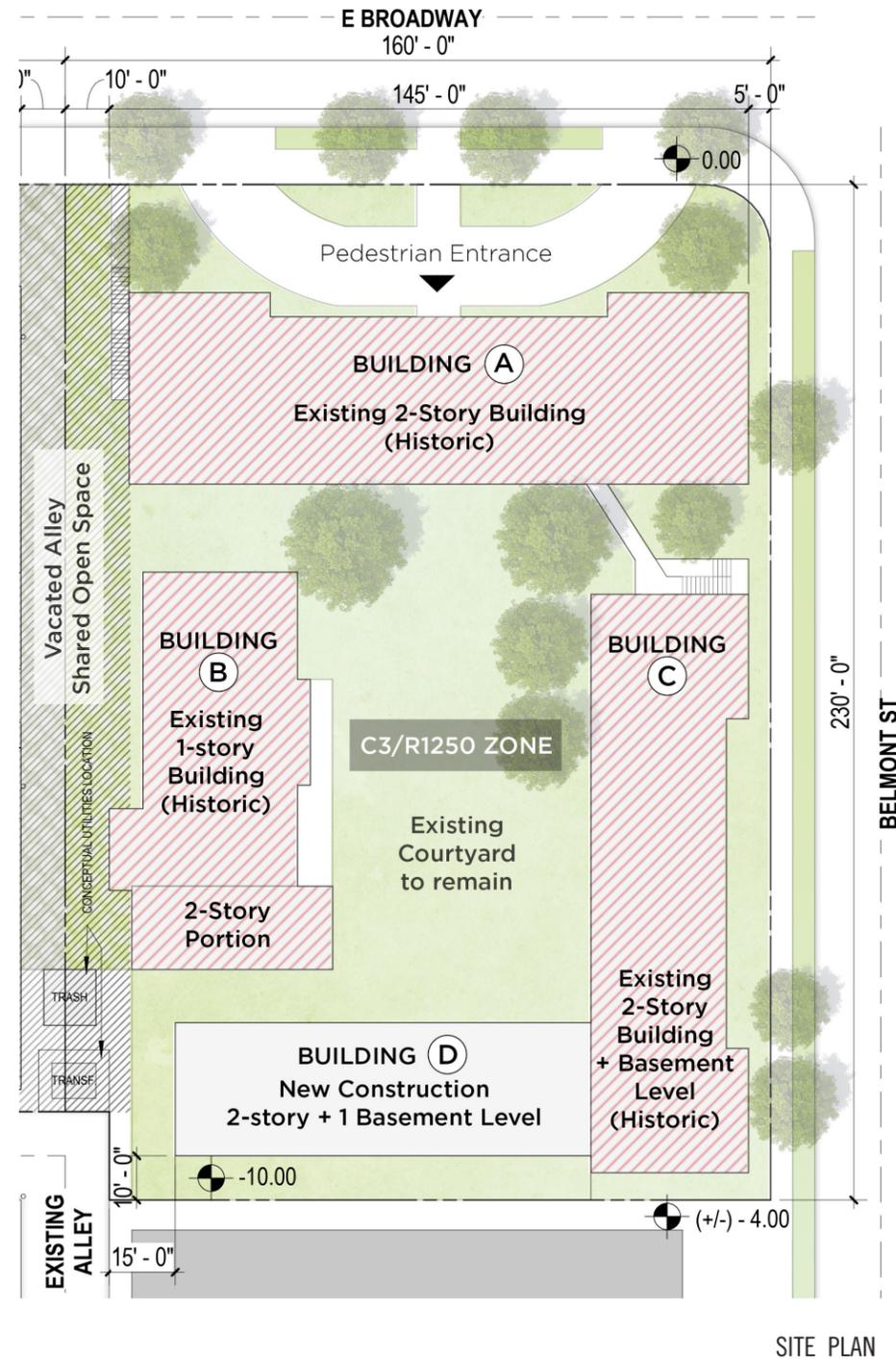


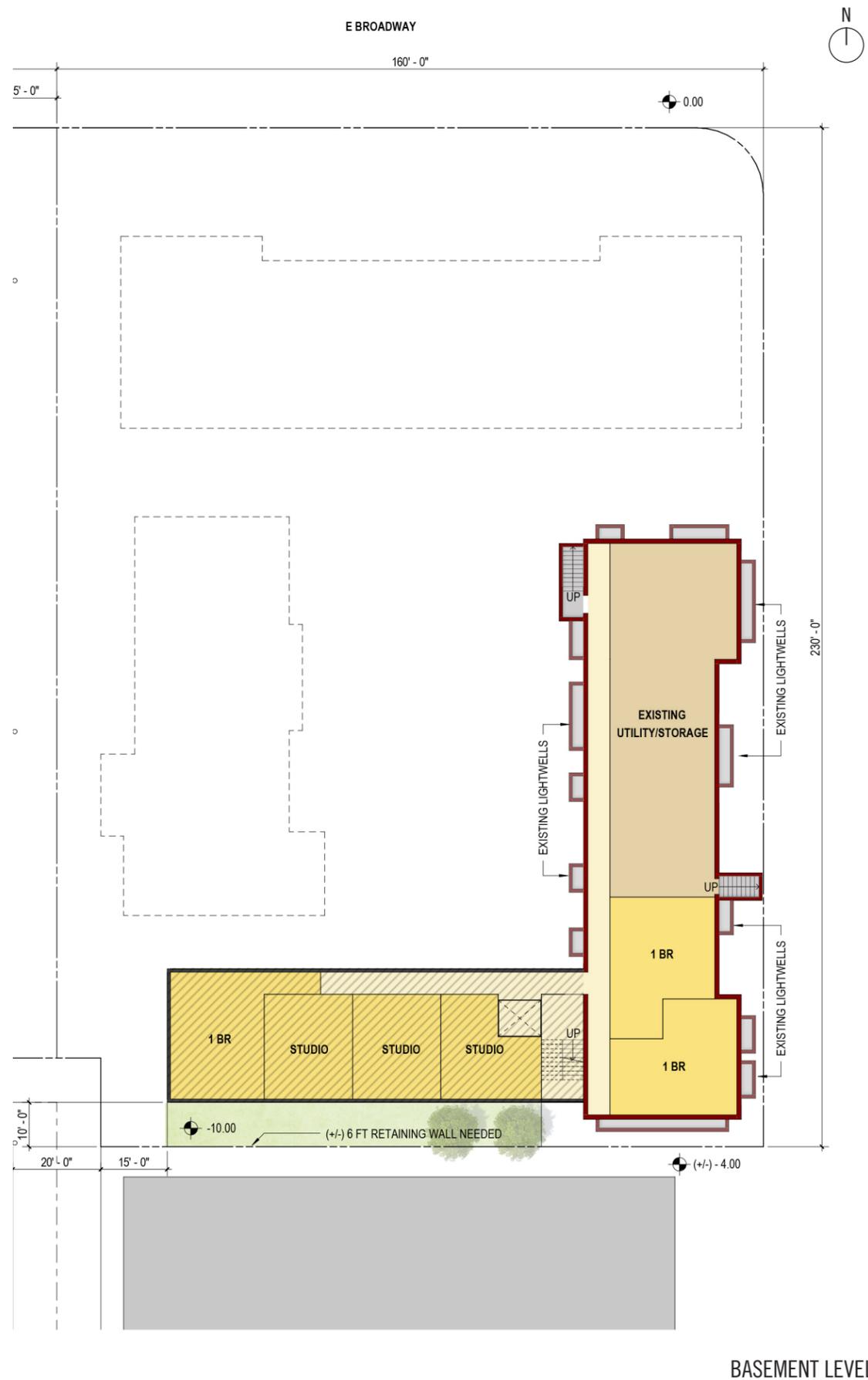
SITE PLAN



PROJECT INFORMATION		
ADDRESS	920 E BROADWAY, GLENDALE, CA 91205	
ZONE	C3/R1250	
LOT AREA	33,450 SF	
GROSS AREAS	<ul style="list-style-type: none"> GROSS UTILITIES AREA: +/- 2,500 SF GROSS RESIDENTIAL AREA: +/- 30,000 SF <ul style="list-style-type: none"> - LEASABLE AREA: +/- 25,000 SF - RESIDENTIAL COMMON AREA: +/- 1,100 SF 	
PROGRAM	AFFORDABLE HOUSING - SENIORS	
UNIT COUNT	STUDIOS	13 UNITS
	1 BEDROOM	25 UNITS
	2 BEDROOM	1 UNIT (MANAGER'S UNIT)
	TOTAL	39 UNITS
FAR	ALLOWABLE	PROPOSED
	1.2:1 40,140 SF	0.9:1 +/- 30,000 SF
REQUESTED CONCESSIONS*		
REQUESTED CONCESSION	ALLOWABLE/REQUIRED	PROPOSED
DENSITY INCREASE	36 UNITS	39 UNITS
PARKING	19 STALLS (.5 STALLS PER UNIT)	NONE SEE TEXT OF RFQ FOR DETAILS

* THE PROJECT ENTITLEMENTS WILL BE COMPLETED BY THE CITY OF GLENDALE IN ADVANCE OF THE SELECTED DEVELOPMENT TEAM COMMENCING ITS PRE-CONSTRUCTION WORK. THIS PAGE IS FOR INFORMATION ONLY.





- EXISTING BUILDINGS
- NEW CONSTRUCTION
- PROPOSED UNITS
- PROPOSED COMMUNITY SPACES
- PROPOSED UTILITIES/STORAGE

NOTE: PROPOSED BUILDING FLOOR PLATES PENDING FEDERAL/STATE/ LOCAL HISTORICAL REVIEW

BASEMENT LEVEL





- EXISTING BUILDINGS
- NEW CONSTRUCTION
- PROPOSED UNITS
- PROPOSED COMMUNITY SPACES
- PROPOSED UTILITIES/STORAGE

NOTE: PROPOSED BUILDING FLOOR PLATES PENDING FEDERAL/STATE/ LOCAL HISTORICAL REVIEW





RFQ SUBJECT SITE
AT 912-920 E BROADWAY
AND 117 S BELMONT

900 E BROADWAY RFQ
(NOT A PART)

BUILDING 'C'
EXISTING (HISTORIC)

BUILDING 'D'
NEW ADDITION

EXISTING
COURTYARD

BUILDING 'B'
EXISTING (HISTORIC)

BUILDING 'A'
EXISTING (HISTORIC)

BELMONT ST

E BROADWAY

DISCONTINUED
BUILDING ACCESS

PRIMARY ENTRY

VACATED ALLEY
SHARED OPEN SPACE

EXISTING
DROP-OFF DRIVE

NORTH-EAST CORNER VIEW



EXHIBIT C



Harrower Laboratory and Clinic Preliminary Rehabilitation Study

Prepared for:

City of Glendale, Housing Division

Prepared by:



Architectural
Resources Group

Los Angeles, CA

July 14, 2020

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1. Introduction

At the request of the City of Glendale, Architectural Resources Group (ARG) has prepared this Preliminary Rehabilitation Study for the property at 912-920 E. Broadway and 117 S. Belmont Street, Glendale. This report will provide essential information related to the property's historic rehabilitation and adaptive reuse for low-income housing. It comprises exterior and interior physical descriptions of the three buildings on the property; a summary of the property's historic development and significance; a summary of its designation and eligibility; an inventory of each of the building's character-defining features and spaces; and a summary of the Federal Rehabilitation Tax Credit process.

The property includes three buildings constructed between 1921 and 1924. Designed by local architect Alfred F. Priest, the buildings are relatively modest examples of Beaux Arts architecture. The property is significant for its association with nationally recognized endocrinologist Dr. Henry Harrower and reflects the expansion of his medical practice following the First World War. Upon its completion, Harrower Laboratory and Clinic, headed by Dr. Harrower through the 1940s, was Glendale's largest business enterprise. The Harrower medical campus operated until the late 1940s at this location before relocating to another site in Glendale. The property was listed in the Glendale Register of Historic Resources in 1977.

Preparation of this report involved the following tasks related to research and analysis:

- Conducted site visits on May 13 and 27, 2020, for the purposes of photographing the property, documenting existing conditions, and identifying character-defining features and spaces. Exterior and interior spaces were assessed during the site visits;
- Obtained and reviewed historical building permits and documentation related to the building's historic designation, and other applicable background materials;
- Comparatively analyzed current and historical photographs and drawings of the property to document any visible alterations that have been made to the building; and
- Performed limited primary and secondary source research, as needed, to glean additional information about the property's development history and historical significance.

This report was prepared by ARG architectural historians Katie E. Horak, Principal, and Evanne St. Charles, Associate, both of whom meet the *Secretary of the Interior's Professional Qualification Standards*, 36 CFR Part 61, in the discipline of Architectural History.

2. Physical Description

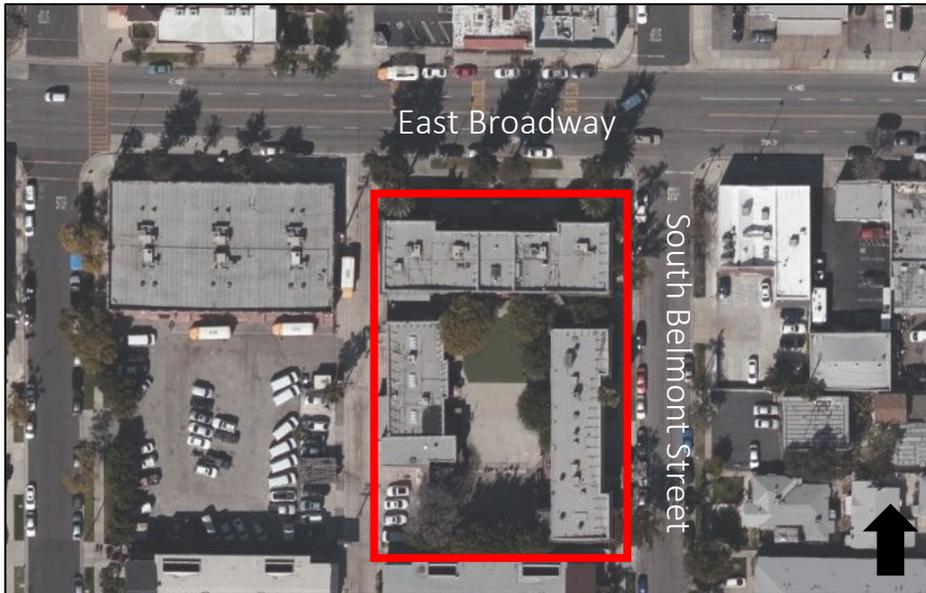
2.1 Site and Setting

The former Harrower Laboratory and Clinic is located at the southeast corner of E. Broadway and S. Belmont Street, approximately half a mile southeast of downtown Glendale. It is bordered by E. Broadway to the north, S. Belmont Street to the east and alleys to the south and west. It is surrounded by low-scale commercial properties on either side of Broadway and primarily multi-family residential buildings to the north and south. The main (former administration) building is set back from Broadway and fronted by mature cedar trees, a concrete sidewalk, and an original semi-circular concrete driveway surrounded by planters with lawn and concrete edging. At the center of the setback, aligned with the main entrance to the building, is a raised brick podium holding a metal flagpole and planter. According to historic documentation, the podium was originally intended for a small pool. The flagpole and its concrete footing were added at an unknown date. To the north of the flagpole and podium, embedded in the concrete paving, is metal lettering that reads “THE HARROWER LABORATORY”.

On the east side of the property, the buildings are shallowly set back from Belmont Street and are fronted by a concrete sidewalk and narrow strip of landscaping. A concrete driveway apron at the northeast end of the property provides vehicular access to a central courtyard bound on the north, east, and west sides by the subject buildings and on the south side by a concrete perimeter wall. The courtyard is landscaped with artificial lawn and shade trees (jacaranda and ficus) at the north end. The center of the courtyard is an open concrete paved area lined on the east side with trees, and the south end contains a concrete paved basketball court bound by a low metal fence and trees along the north and south perimeters, respectively. A non-historic built-in brick grill is sited near the east end of the basketball court. Based on 1940s and 1950s historic aerials, the entire courtyard was originally landscaped with lawn and shade trees (the existing trees are not original).¹

¹ Aerial photographs, 1944 and 1956, Special Research Collections, UCSB Library, University of California Santa Barbara, accessed May 2020, http://mil.library.ucsb.edu/ap_indexes/FrameFinder/.

Existing Conditions Photographs²



Aerial view of the subject property, outlined in red (courtesy Bing Maps, 2020)



View west of the setback along Broadway. Note historic semi-circular driveway and planters.



Close-up of raised brick podium directly north of the administration building main entrance.



View north of the central courtyard.



View southwest of the central courtyard.

² All photographs were taken by ARG unless otherwise noted.

2.2 Building Exteriors

Administration Building (920 E. Broadway)

Constructed in 1921, the former administration building was designed in the Beaux Arts style and retains common features of the architectural idiom (symmetry and classical ornamentation such as pediments, beltcourses, and cornices). The reinforced brick building extends east-west across the north end of the property. It is two stories in height and has a rectangular floor plan. It is capped with a flat roof enclosed by a brick parapet with concrete coping. Below the parapet, along the tops of the north, east, and west façades, is a simple boxed cornice supported by brackets. The building's walls are made of brick laid in a running bond pattern. According to ca. 1990s photographic documentation, the walls are embellished with a brick beltcourse, square concrete medallions between the first and second stories, and brick quoins at the corners. The north, east, and west façades of the building are currently overgrown with vegetation. Windows are primarily paired, one-over-one, double-hung wood windows with concrete sills.

The primary (north) façade faces Broadway. The east and west ends of the façade project slightly further than the rest. The façade features a center entrance surmounted by a concrete pediment. Within the pediment is an engraved letter "H" for Harrower Laboratory. The entrance doors, which do not appear to be original, are paired, paneled, and wood. The doors are bounded by original brick cheek walls, and a non-historic fabric canopy supported by metal posts shelters the entry. The entrance is flanked by two non-historic single fixed metal windows. Other windows are single and (mostly) paired, one-over-one, double-hung, and wood.

The east façade, facing Belmont, has a similar centered pedimented entry as the north façade, except the entrance is raised from street level and accessed by concrete steps bounded by brick cheek walls. According to ca. 1990s photographic documentation, the entrance is topped with a concrete pediment, the same as the entry at the north façade (not visible due to vegetation). The original entrance door has been replaced with a fully glazed metal door with a single sidelight and transom. On either side of the entry is a single one-over-one double-hung wood window, and above the entrance, at the second story, are three grouped one-over-one double-hung wood windows. The other windows are paired and of the same material and configuration.

The west façade fronts an alley between the subject property and another commercial building. A covered porch, which wraps around to the west end of the south façade, provides access to a flush metal door at the first story, and a metal staircase accesses a flush metal door at the second story. Based on historic aerials, the porch does not appear to be original, and the staircase was added in 1950s. Paired one-over-one double-hung wood windows comprise the rest of the fenestration on the west façade.

The south façade overlooks the courtyard shared with the other two buildings on the property. At the center of the façade is a tiled stoop leading to two non-historic fully glazed metal doors. Windows are unevenly spaced along the façade and include single and paired double-hung wood windows and non-historic fixed metal windows. A few windows at the west end of the façade have been removed and their openings infilled with plywood. At the south end, second story of the façade is a non-historic fully glazed metal door leading to an original concrete bridge with a metal balustrade. The bridge connects to the

former clinic building to the south. It has been reinforced with metal supports, and a metal staircase was added at the southeast end.

Administration Building Exterior Existing Conditions Photographs



View southwest of the primary (north) façade.



Close-up of the primary entrance.



View west of the east façade.



View northeast of the west and south façades.



View north of the south façade.



View northeast of the south façade and historic concrete bridge.

Clinic Building (117 S. Belmont St.)

Built in 1924, the former clinic building was designed in the Beaux Arts style and retains typical characteristics of the architectural idiom (symmetry and classical detailing such as pediments, beltcourses, and cornices). The reinforced brick building spans the east side of the property. It is rectangular in plan and two stories in height (with a partially subterranean basement). It is sheltered by a flat roof with a brick parapet topped with concrete coping. Below the parapet is a boxed wood cornice that wraps around the east, north, and south façades. The building's walls are made of brick laid in a running bond pattern. The walls are ornamented with a concrete beltcourse, square concrete medallions between stories, and brick quoins at the corners. Single and paired, one-over-one, double-hung wood windows with concrete sills are the primary window types. The basement level is partially visible at concrete lightwells along the façades (most of the lightwells are obscured by shed roofs and latticework). The basement level also has double-hung wood windows and flush exterior doors into the lightwells. The northeast corner of the building is covered with vegetation.

The building's east (primary) façade fronts Belmont Street. The north and south ends project slightly further than the rest of the façade. At the center of the façade is the main entrance reached by a series of concrete steps bounded by concrete cheek walls. The main entrance door has been replaced with a fully glazed metal door with a single sidelight and transom. Above the door is a concrete pediment, and at the center of the pediment is an engraved letter "H". On either side of the entry is a non-historic fixed metal window. Perpendicular to and facing the main entrance, near the north and south end volumes, are single partially glazed wood doors accessed by concrete steps. To the south of the main entrance stoop are concrete steps leading to a flush metal basement door. At the center of the second story is a single one-over-one double-hung wood window flanked by narrower double-hung windows. The majority of windows are single one-over-one double-hung wood with a few paired windows in the north and south volumes.

The north façade faces a vehicular drive between the former administration building. At the center of the façade is a non-historic fully glazed metal door with a transom accessed by tiled steps that are bound by brick cheek walls. A non-historic fully glazed metal door with a transom is located at the second story and is reached by a concrete bridge that connects to the administration building, or a metal staircase at the south end of the bridge. Other fenestration at this façade includes one-over-one double-hung wood windows, some of which have been partially boarded up.

The south façade fronts a narrow alley shared with a three-story apartment building to the south. The façade has unevenly spaced single and paired double-hung wood windows and narrow fixed windows of an unknown material.

The west façade overlooks the center courtyard. At the south end of the façade is a small two-story, windowless addition clad in stucco (construction date unknown). The addition is accessed by flush metal doors. In a few areas, rows of brick have been replaced with vertical and horizontal sections of concrete, presumably for seismic strengthening. A non-historic fully glazed metal door with one sidelight and a transom is located near the center of the west façade. Above the door is a group of six non-historic glass

block windows. Other fenestration includes single and paired one-over-one double-hung wood windows, some of which have been boarded up.

Clinic Building Exterior Existing Conditions Photographs



View southwest of the primary (east) façade.



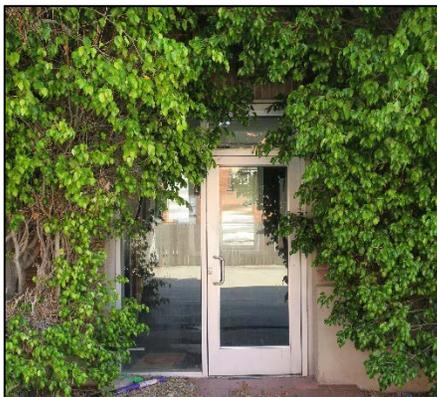
Close-up of primary entrance.



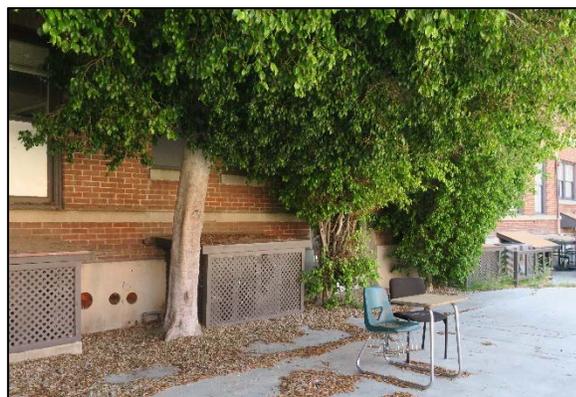
View south of the north façade and entrance.



View northwest of the south and east façades.



Close-up of the west (courtyard) entrance.



View southeast of the west façade and lightwells at the partially subterranean basement.

Chemical Manufacturing Building (912 E. Broadway)

The original chemical manufacturing (912 E. Broadway) was constructed in 1921 and reflects an industrial vernacular aesthetic. The building spans the south half of the west side of the property and is accessed by an alley off of Broadway. The reinforced brick building is primarily one story in height (with basement), with a small two-story portion at the south end. It is roughly rectangular in plan and is capped with a flat roof bounded by a brick parapet with concrete coping. Its walls are made of brick laid in a running bond pattern. The building's articulation is simpler than the other two on the property; two brick stringcourses along the tops of the façades are its only embellishment. Windows are primarily double-hung and wood with brick sills.

The building's primary (west) façade fronts the alley. At the north end of the façade is a non-original flush metal door surmounted by a multi-light transom and accessed by concrete steps. A shed roof addition (constructed as a porch in the 1940s; enclosed after the mid-1990s), clad in wood and lined with multi-light wood windows, has an entrance perpendicular to the one at the north end. The entry consists of a flush door with a tiled stoop and steps. At the south end of the façade, in the two-story volume, is a single flush door. Most of the façade is lined with double-hung wood windows with three lights in the top sash and a single light in the bottom. Two-over-one double-hung wood windows are located at the second story of the two-story volume. Some of the windows in the second-story portion have been boarded up and/or altered with air conditioning units.

The north façade has three-over-one double-hung wood windows and a non-historic fully glazed door surmounted by multi-light transom. A concrete ramp leading to the north façade entry has been added for accessibility. A garage originally attached to the south façade. The garage was demolished sometime between 1980 and 2002, and most windows have been infilled with brick.

The east façade faces the courtyard. Two doors, one flush and one partially glazed, are located at the first story, near the south end of the façade; a third flush door, accessed by a wood staircase, is located at the second story, south end. The rest of the façade contains three-over-one, one-over-one, and two-over-two double-hung wood windows with brick sills.

Chemical Manufacturing Building Exterior Existing Conditions Photographs



View southeast of the primary (west) façade.



View southwest of the north façade.



View northeast of the south façade.



View southwest of the east façade.

2.3 Building Interiors

Administration Building (920 E. Broadway)

The first and second floors of the administration building have double-loaded corridors lined with smaller rooms on either side. The main (north) entrance to the building leads to a central lobby, which provides access to the rest of the interior. The lobby has a plaster or drywall ceiling and walls, and wood parquet flooring. A non-historic desk backed by a black tile wall sits in the northeast corner of the lobby, facing an original double staircase to the south; corridors are located off the east and west sides. The staircase has a simple wood balustrade and its stairs are covered in non-historic carpet. Below the staircase, on the east side, is an original safe enclosed by a metal door. The corridors have dropped ceilings, their floors are covered with non-original carpet, and their walls are plaster or drywall lined with a wood dado rail.³ First and second floor rooms are fairly regular in size. Most of the rooms have walls finished in plaster or drywall (a few have painted vertical wood walls), dropped acoustic ceilings, and vinyl tile or carpet flooring (a couple have wood parquet floors). A larger room, originally the location of an assembly room and most recently used as a library, is located at the west end of the second floor. The room has a dropped ceiling and carpet and is lined with non-historic bookshelves. According to historic documentation, most of the rooms and corridors were originally finished in plaster with an unpainted wood wainscot and hardwood flooring.⁴

With the exception of the staircase, safe, configuration of the double-loaded corridors, and potentially some of the window moldings, no other historic interior features or materials appear to remain in the former administration building.

³ According to 1995 drawings and correspondence related to the interior remodeling of the building, the corridor walls may have been reconstructed to meet fire code. However, they appear to retain the same overall width and configuration as when originally constructed.

⁴ "Laboratory to Open Here Next Monday," *Glendale Daily Press*, November 26, 1921.

Administration Building Interior Existing Conditions Photographs



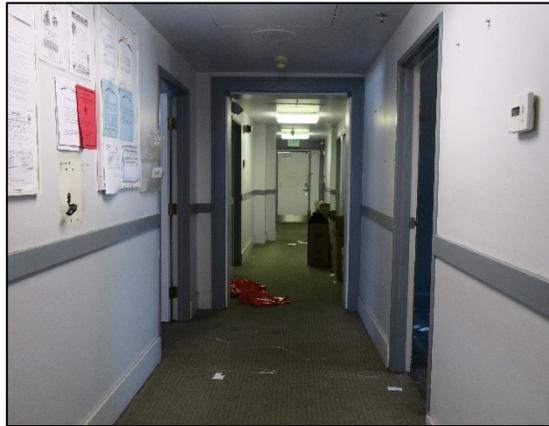
View south of the historic double staircase.



View northeast of the lobby desk and tiled wall.



Close-up of the historic metal safe below the stairs.



View west of the west corridor, first floor.



View east of the east corridor, first floor.



View north of a typical office, first floor.



View east of the east corridor, second floor.



View west of the west corridor, second floor



View southwest of a typical office, second floor.



View northeast of the former library, second floor.

Clinic Building (117 S. Belmont St.)

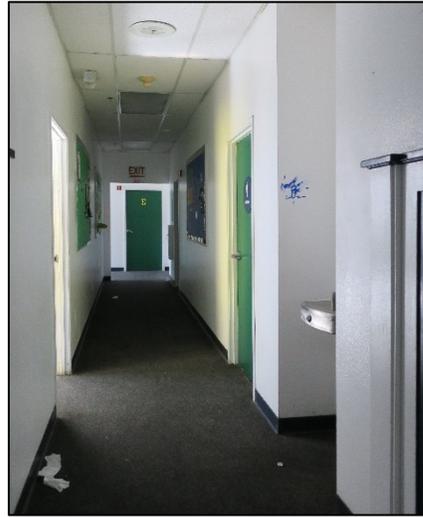
Similar to the administration building, the clinic building features double-loaded corridors at the first and second stories and basement with rooms on either side. A single central staircase with a wood balustrade, which appears to be historic, provides access to the second story. The corridors are narrower than those in the administration building. While the corridor ceiling at the first story is dropped acoustic tile, the corridor ceilings at the second story and basement are plaster or drywall. The first and second floor corridor floors are covered in carpet, and the basement corridor has scored concrete. All corridors retain walls finished in plaster or drywall. Interior rooms are fairly regularly sized; rooms previously used as offices and storage are smaller than those used as classrooms. Rooms have acoustic tile or plaster/drywall ceilings, plaster/drywall walls, and vinyl tile or carpet flooring.

With the exception of the staircase, configuration of the corridors, and potentially some of the window moldings, no other historic features or materials appear to remain in the building.

Clinic Building Interior Existing Conditions Photographs



View north of the north corridor, first floor.



View south of the south corridor, first floor.



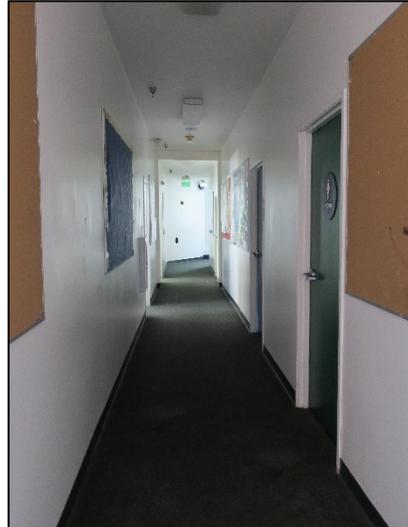
View southwest of the historic staircase.



View southwest of a typical classroom, first floor.



View south of the north corridor, second floor.



View south of the south corridor, second floor.



View southeast of a typical classroom, second floor.



View north of the basement corridor.

Chemical Manufacturing Building (912 E. Broadway)

The former chemical manufacturing building is characterized by a t-shaped corridor with consistently sized offices on either side. The corridor and offices have acoustic tile ceilings, plaster walls, and carpet flooring. As the building was historically used for manufacturing, it was presumably designed with a more open floor plan than what exists currently. No historic features or materials appear to remain in the building.⁵

⁵ The building's basement and the second floor portion, containing an occupied residence, was not accessed during ARG's site visit.

Chemical Manufacturing Building Interior Existing Conditions Photographs



View south of the entrance vestibule (previously an open shed-roof porch).



View south of the south corridor.

2.4 Alterations

The following alterations to the subject buildings were noted during ARG's site visit and, when possible, were verified by building permits, historic newspaper articles, and other source materials. Overall, the buildings have experienced relatively minor exterior alterations. Interior alterations are more significant, and few historic interior features and materials remain.

Site

1946: New stucco lounge building constructed in courtyard between three buildings.⁶

1951: Exterior freestanding neon sign added at the northeast corner of the property.⁷

1992-94: Lounge building in the courtyard demolished.⁸

New landscaping added, including the trees along the south perimeter of the courtyard and new shrubs.⁹

⁶ City of Glendale Permit No. 26511, November 1946.

⁷ City of Glendale Permit no. 40041, May 1951.

⁸ City of Glendale, correspondence with The Broadway Building Partnership (property owner), January 27, 1993.

⁹ City of Glendale, correspondence with The Broadway Building Partnership (property owner), January 27, 1993; City of Glendale Permit No. B10043815, April 1994.

Administration Building (920 E. Broadway)

- 1928: New interior partitions installed.¹⁰
- 1947: Interior partitions removed and new ones added; new plumbing and electrical installed.¹¹
- 1950: Exterior stairs and fire doors added.¹²
New interior partitions added.¹³
- 1983: Interior partitions removed and new ones installed; walls refinished.¹⁴
- 1992-95: Exterior and interior seismic upgrades occurred, including the addition of anchors, bolts, plates, interior gunite around window/door openings, and shear walls.¹⁵
Interior renovation and bracing of exterior stairs at the west façade occurred. Occupancy change from B2 (office) to E1 (school).¹⁶
- 1995: Building re-roofed.¹⁷
- 2002: Interior remodeling.¹⁸
- Date unk. Some windows have been boarded up and a few windows and entrance doors have been replaced.
A covered porch was added at the southwest corner.

Clinic Building (117 S. Belmont St.)

- 1946: New partitions and new concrete floor added in the basement; air conditioning and wiring installed.¹⁹

¹⁰ City of Glendale Permit no. 20932, August 1928.

¹¹ City of Glendale Permit No. 28570, June 1947.

¹² Though the only address listed on the permit is 920 E. Broadway, it is assumed the stairs included those at the west façade of 920 E. Broadway and at the southeast end of the bridge connecting 920 E. Broadway and 117 S. Belmont. City of Glendale Permit No. 37353, April 1950.

¹³ City of Glendale Permit No. 37298, March 1950.

¹⁴ City of Glendale Permit, March 1983.

¹⁵ City of Glendale, correspondence with The Broadway Building Partnership (property owner), January 27, 1993.

¹⁶ City of Glendale Permit No. B10039046, August 1993. 1995 renovation drawings on file with the City of Glendale, Building and Safety.

¹⁷ City of Glendale Permit No. B10053071, August 1995.

¹⁸ City of Glendale, correspondence re: Conditional Use Permit Case No. 9850-CU, May 2002.

¹⁹ City of Glendale Permit No. 26512, November 1946.

- 1992-95: Exterior and interior seismic upgrades occurred, including the addition of anchors, bolts, plates, interior gunite around window/door openings, and shear walls.²⁰
- Exterior stairs at the northeast end of the building were reinforced.²¹
- Interior renovations occurred for the building's new use as a school.²²
- Date unk. A two-story addition replaced a smaller one-story volume at the south end of the west façade.
- Some windows have been boarded up and a few windows and entrance doors have been replaced.
- Shed roofs and latticework enclosed basement lightwells along the bottoms of façades.

Chemical Manufacturing Building (912 E. Broadway)

- 1992-93: Exterior and interior seismic upgrades occurred, including the addition of anchors, bolts, plates, and interior gunite around window/door openings.²³
- Interior renovations occurred for the building's new use as a school.
- 1944-1956 A shed-roof porch was added at the south end of the west façade.²⁴
- Post-1994: Between 1994 and 2002, a garage attached to the south end of the building was demolished, and a porch was enclosed at the south end of the west façade.²⁵
- 2002: Interior classroom remodeling.²⁶
- Date unk. Some windows have been boarded up and doors replaced.

²⁰ City of Glendale, correspondence with The Broadway Building Partnership (property owner), January 27, 1993.

²¹ City of Glendale Permit No. B10041444, December 1993.

²² 1995 renovation drawings on file with the City of Glendale, Building and Safety.

²³ City of Glendale, correspondence with The Broadway Building Partnership (property owner), January 27, 1993.

²⁴ Aerial photographs, 1944 and 1956, Special Research Collections, UCSB Library, University of California Santa Barbara, accessed May 2020, http://mil.library.ucsb.edu/ap_indexes/FrameFinder/.

²⁵ City of Glendale Permit No. B10043815, April 1994.

²⁶ 2002 renovation drawings on file with the City of Glendale, Building and Safety.

2.5 Owner and Occupant History

- 1921: Harrower Laboratory opened with the completion of the administration and manufacturing buildings.²⁷
- 1925: The clinic building was constructed, also occupied by Harrower Laboratory.
- 1944: Harrower Laboratory merged with Lambert Pharmaceuticals Company, makers of Listerine mouth wash. The company continued operating under its same name and under the direction of Dr. Harrower until at least the mid-1940s.²⁸
- 1949-50: Harrower Laboratory vacated the property and relocated to 712 S. Glendale Avenue.²⁹
- 1950-1981 ca.: Los Angeles College of Chiropractic operated out of the complex.³⁰ During the 1950s, Cecile DeMille Productions owned the property.³¹
- 1989-1990: Integrated Systems Group Inc. and Medical Data Exchange occupied the property.³²
- 1994-2019: The special education school Tobinworld occupied the property.³³
- 2020: While the former manufacturing building (912 E. Broadway) is occupied by a mental health clinic in the north portion and an individual resident in the south portion, the former administration building (920 E. Broadway) and clinic (117 S. Belmont) are currently vacant.

²⁷ "Laboratory to Open Here Next Monday."

²⁸ "Glendale Concern Merger Announced," *Los Angeles Times*, October 3, 1944.

²⁹ City of Glendale, City Directories, 1948 and 1951.

³⁰ SCS Engineers, "Phase 1 Environmental Site Assessment (900-920 E Broadway)," produced for the City of Glendale, July 2019, pages 9, 14-16.

³¹ City of Glendale Permit No. 37298, March 1950; City of Glendale Permit No. 43366, November 1952.

³² City of Glendale, City Directories, 1989-1990.

³³ "Brill, Louis," Obituary, *Los Angeles Times*, December 8, 1994; City of Glendale Permit No. B10039046, August 1993.

3. Overview of Historic Significance

3.1 Summary of Significance

Constructed between 1921 and 1924, the Harrower Laboratory and Clinic property is significant for its association with Dr. Henry Harrower, a nationally recognized endocrinologist who practiced in Glendale in the early to mid-20th century. Born in London in 1883, Henry R. Harrower attended North Polytechnic Institute in London before immigrating to America to study at American Medical Missionary College in Battle Creek, Michigan. After returning to Europe for a time, Harrower moved back to the United States and took a job as a professor of clinical diagnosis at Loyola University in Chicago.³⁴

In 1915, Harrower moved to Glendale, where he founded Harrower Laboratory in 1918 in the Bank of Glendale building at 704 E. Broadway.³⁵ Harrower Laboratory grew rapidly, expanding to branches in Baltimore, New York City, Chicago, Denver, and other cities across the country. Dr. Harrower maintained his headquarters in Glendale, and in 1921, he opened a larger, purpose-built administration building and chemical manufactory at 912-920 E. Broadway.³⁶ In 1924, he added a third building, a clinic, to the complex, located at 117 S. Belmont St.³⁷ The new building was purportedly home to the first endocrine clinic in the United States.³⁸

Dr. Harrower was a pioneer in the study of endocrinology. In 1912, while living in Europe, Harrower published his first book, *Practical Hormone Therapy*, which examined the latest French and Italian practices in organotherapy, the treatment of disease through consumption of extracts from animal organs. In 1916, shortly after moving to Glendale, he served as one of the founders of the Association for the Study of Internal Secretions (now the international medical organization known as the Endocrine Society), and he edited the organization's first two issues of its journal, *Endocrinology*. However, in a few years after its founding, the organization came to reject Harrower, in part because of his controversial practices (some members of the medical community condemned the use of organotherapy), as well as his unabashed ambition to profit off his medical studies and manufactured Sani-tate product.

Dr. Harrower was not dissuaded by the Association for the Study of Internal Secretions' denunciation. Rather, he was a vocal proponent of his medical practice, authoring 67 papers between 1914 and 1932, writing three books, and publishing a monthly review titled "Harrower's Monographs on Internal Secretions."³⁹ The doctor's medical studies in endocrinology were highlighted in newspapers across the

³⁴ F.M. Broadbooks and J.C. Sherer, *History of Glendale and Vicinity* (Glendale, CA: Glendale Publishing Company, 1922), 402-405.

³⁵ Kirsty M. Haining, "Dr. Henry Robert Harrower," *Hainings, Harrowers, Powells, Richmonds, and Related Families*, accessed May 2020, <http://www.hainings.net/158.htm>.

³⁶ "Laboratory to Open Here Next Monday."

³⁷ "Glendale Concern Merger Announced."

³⁸ City of Glendale, "Historic Resource: Harrower Laboratory," excerpted from the Glendale Register of Historic Places, adopted by City Council in September 1997.

³⁹ Theodore B. Schwartz, "History of Medicine: Henry Harrower and the Turbulent Beginnings of Endocrinology," *Annals of Internal Medicine* 131, no. 4 (1999): 704.

country, including in the cities of Philadelphia, Louisville, Green Bay, and Minneapolis. Though there were critics, many others supported his work, particularly those in the local community. At the opening ceremonies of the new Harrower Laboratory complex in 1921, Dr. H.R. Boyer, president of the Glendale Medical Association, and City of Glendale Mayor Spencer Robinson commended Dr. Harrower for his commitment to his patients and the medical profession as well as his boosterism of the city. Harrower's practice was also presumably supported by U.S. President Warren G. Harding, who had gifted the doctor a portrait of himself, which originally hung at the staircase landing in the administration building (920 E. Broadway).⁴⁰ Thus, despite some opposition within the medical profession, Dr. Harrower was undeniably prolific and an influential figure in Glendale during the early to mid-1900s. He continued to reside over Harrower Laboratory operations through the mid-1940s. Dr. Henry Harrower died in Glendale in January 1953. In 1999, he was featured in a *Glendale News-Press* article highlighting individuals who made significant contributions to the city in the 20th century.⁴¹

3.2 Previous Evaluations and Designations

The Harrower Laboratory and Clinic was listed in the Glendale Register of Historic Resources in 1977 for its association with Dr. Henry Harrower. It is not designated under any federal or state registration programs. However, the property appears eligible for listing in the National Register of Historic Places and California Register of Historical Resources under Criteria B/2 for its association with Dr. Harrower.

3.3 Period of Significance

The laboratory complex's period of significance was not specified in its local designation. However, for the purposes of this report and the property's planned rehabilitation, the period of significance has been identified as 1921-1948, the time during which the property was occupied by Harrower Laboratory and Clinic under the direction of Dr. Henry Harrower.

⁴⁰ "Hundreds Attend Formal Opening of Harrower Laboratory Under Auspices Chamber of Commerce," *Glendale Evening News*, November 29, 1921.

⁴¹ Haining, "Dr. Henry Robert Harrower."

4. Character-Defining Features

Character-defining features are those physical elements of a resource that define its historic character and help to convey its significance. In instances of future change to a historic resource, character-defining features should be retained to the greatest extent possible in order to ensure that the resource continues to physically represent its historic significance.

ARG developed the following inventory of character-defining features for the Harrow Laboratory complex based on visual inspection of the buildings and evaluation of existing conditions and building permits to the extent that they were available. The inventory provided herein is divided into exterior features and interior features. As no historic interior materials or features remain in the former manufacturing building (912 E. Broadway), no interior character-defining features are enumerated.

4.1 Exterior Character-Defining Features

Site

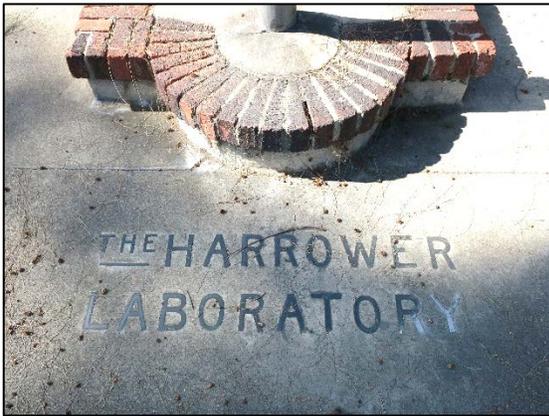
- Prominent siting along Broadway, occupying the southwest corner of Broadway and Belmont Street
- Semi-circular scored concrete driveway, planters with concrete curbs, an elliptical-shaped raised brick podium, and metal lettering reading “THE HARROWER LABORATORY” embedded in the concrete paving at the setback along Broadway
- Center open courtyard around which the buildings are situated



Prominent siting along Broadway, semi-circular scored concrete driveway, and planters with concrete edging.



Elliptical-shaped raised brick podium.



Metal lettering embedded into the concrete paving in front of the brick podium and entrance.



Central open courtyard.

Administration Building (920 E. Broadway)

- Two-story height
- Rectangular massing
- Symmetrical façades
- Flat roof surrounded by parapet with concrete coping
- Brick walls laid in a running bond pattern
- Centered entrances facing Broadway (north, primary) and Belmont (east)
- Brick cheek walls bounding the Broadway and Belmont entrances
- Single and paired one-over-one double-hung wood windows with concrete sills
- Decorative classical detailing, including a boxed wood cornice with brackets along the parapet, concrete pediments engraved with the letter "H" above the entrances on Broadway and Belmont, concrete beltcourse, concrete medallions, and brick quoins



Two-story height and rectangular massing with flat roof, parapet, and boxed wood cornice, ca. 1990s (courtesy City of Glendale).



Symmetrical east façade, central entrance, and decorative concrete and brick detailing, ca. 1990s (courtesy City of Glendale).



Close-up of concrete pediment with engraved "H" above the main entrance.



Close-up of brick cheek walls bounding the main entrance.



Close-up of boxed wood cornice, brick quoins, and paired one-over-one double-hung wood windows with concrete sills.



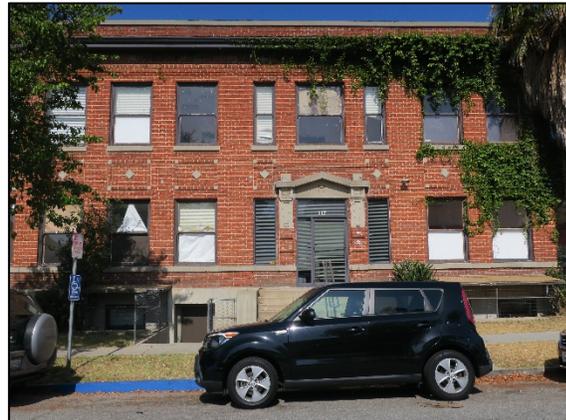
Close-up of concrete medallions along the parapet at the south façade, ca. 1990s (courtesy City of Glendale).

Clinic Building (117 S. Belmont St.)

- Two-story height, with a partially visible basement level at concrete lightwells
- Rectangular massing
- Symmetrical façades
- Flat roof surrounded by parapet with concrete coping
- Brick walls laid in a running bond pattern
- Centered entrances facing Belmont and the courtyard
- Concrete entrance stoops with brick and/or concrete cheek walls at the three entrances on the primary (east) façade
- Single and paired one-over-one double-hung wood windows with concrete sills
- Decorative classical detailing, including a boxed wood cornice with brackets along the parapet, a concrete pediment engraved with the letter “H” above the Belmont entrance, concrete beltcourse, concrete medallions, and brick quoins



Two-story height and rectangular massing with flat roof, parapet, and boxed wood cornice.



Symmetrical east façade, central entrance, and decorative concrete and brick ornamentation.



Close-up of concrete pediment with engraved "H" and concrete medallions above the central east entrance.



Close-up of concrete stoop at southeast entrance (mirrored at the northeast entrance).



Close-up of boxed wood cornice, brick quoins, and one-over-one double-hung wood windows with concrete sills.



Concrete bridge with metal balustrade (view south) connecting the administration and clinic buildings.



Close-up of concrete stoop with brick and concrete cheek walls at the north façade entrance.



Single and paired one-over-one double-hung wood windows and concrete lightwells along the bottom of the west façade.

Chemical Manufacturing Building (912 E. Broadway)

- Primarily one-story height, with two-story volume at the south end
- Rectangular massing
- Flat roof surrounded by parapet with concrete coping
- Brick walls laid in a running bond pattern
- Single and paired double-hung wood windows
- Brick stringcourses at the tops of the façades



Primarily one-story height with two-story volume to the south; three-over-one double-hung wood windows at the west façade.



Rectangular massing, flat roof, and double-hung wood windows (one-over-one at the east façade).



Three-over-one double-hung wood windows at the north façade.



Simple brick stringcourse along the parapet.

4.2 Interior Character-Defining Features

Administration Building (920 E. Broadway)

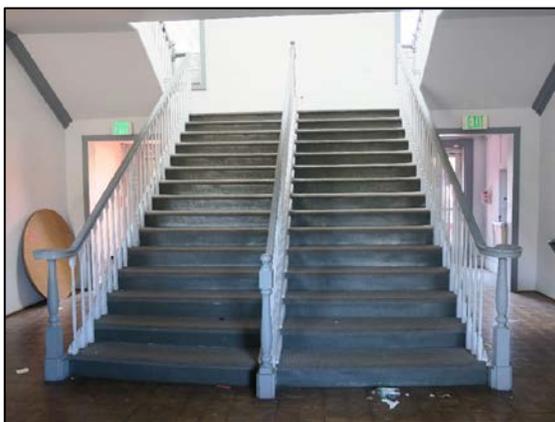
- Overall configuration of double-loaded corridors with rooms on either side
- Central double staircase with wood balustrade
- Metal safe below the staircase
- Original wood window surrounds, where present



Overall width and configuration of the double-loaded corridors at the first story.



Overall width and configuration of the double-loaded corridors at the second story.



Double staircase with wood balustrade.



Double staircase with wood balustrade.



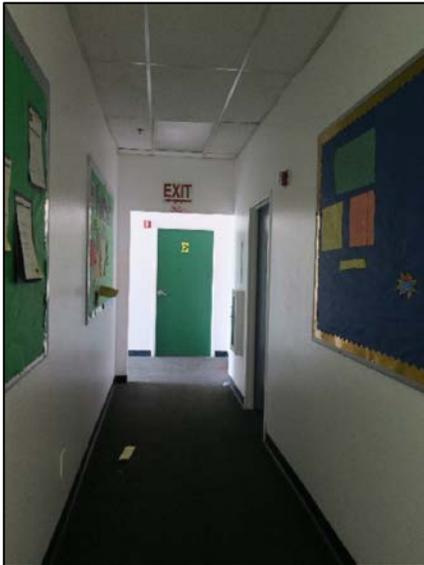
Metal safe below the staircase at the first floor.



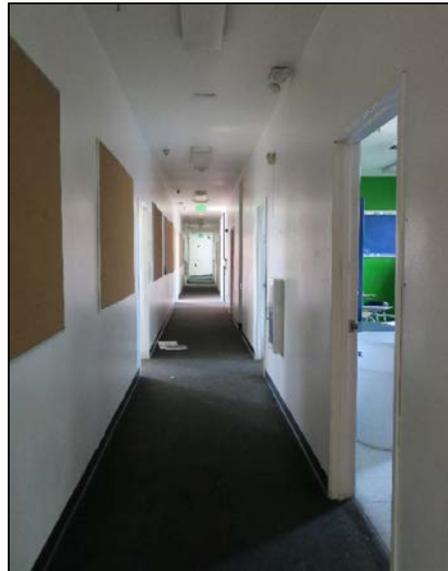
Original wood window surrounds (where present).

Clinic Building (117 S. Belmont St.)

- Overall configuration of double-loaded corridors with rooms on either side
- Original wood window surrounds, where present
- Central staircase with wood balustrade



Overall width and configuration of the double-loaded corridors at the first story.



Overall width and configuration of the double-loaded corridors at the second story.



Staircase with wood balustrade.



Original wood window surrounds (where present).

5. General Guidelines for Rehabilitation

The former Harrower Laboratory complex, along with the parcel directly west of the property (currently occupied by a one-story office building), is subject to a major rehabilitation project, including the adaptive reuse of the three historic buildings on the property for low-income housing.

The former laboratory complex is designated a City of Glendale Historic Landmark and therefore must comply with Chapter 15.20 of the Glendale Municipal Code (Historic Preservation Ordinance). Additionally, it is ARG's understanding that the City is potentially interested in pursuing Federal Historic Preservation Tax Credits for the buildings' rehabilitation. In order to comply with local historic preservation code and to ensure that the National Park Service (NPS) and California Office of Historic Preservation (OHP) find that the proposed project does not negatively impact the historic character of the property, all work must conform to the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (the Standards). The Standards are federal guidelines that are utilized by the NPS, OHP, and many local jurisdictions, including City of Glendale, to evaluate work to historic properties and ensure that it will not have a material impact on the significance of a historic property. The Standards identify four defined levels of treatment for a property: Preservation, Rehabilitation, Restoration, and Reconstruction. Each level of treatment is accompanied by its own set of standards to guide the approach to work.

Based on ARG's understanding of the subject property's significance and the intended adaptive reuse of the complex, we recommend the Rehabilitation approach to treatment. The Rehabilitation treatment approach allows for the compatible reuse of a property through repair, alterations, and additions while preserving those spaces and features that convey its historical, cultural, or architectural values.

As a designated historic landmark, the Harrower Laboratory property also meets the definition of a “qualified historic structure” per the California Historical Building Code (Section 18955 of Division 13, Part 2.7 of Health and Safety Code). Thus, there may be opportunities for use of the CHBC under the proposed project.

The following guidelines provide a preliminary framework for the rehabilitation of the Harrower Laboratory complex. These guidelines are intended to be somewhat general in nature, as actual work to the property will need to be evaluated for compatibility with the Standards on a case-by-case basis, based on the programmatic and material needs of the project.

The exteriors of the buildings are largely intact, with only minor alterations since they were originally constructed.

- Exterior character-defining features, outlined in Section 4.1, are essential to understanding the historic significance of the Harrower Laboratory complex. In general, exterior character-defining features should be retained in terms of their materials, configuration, and design.
- If any exterior historic features or materials, such as wood windows, exterior brick, and concrete decorative elements, are in poor condition, the features/materials should be repaired rather than replaced. If historic fabric is deteriorated beyond repair, it should be replaced in-kind.
- If exterior alterations are necessary to meet programmatic, life safety, accessibility, or structural requirements, changes should generally be limited to secondary façades that are not visible (or are minimally visible) from the street. For example, if adding onto one of the buildings, the addition should be positioned so that it is minimally visible from Broadway and Belmont Street.
- If non-historic features or materials, such as new metal doors and windows and non-historic signage, are replaced, the new features/materials should be compatible with the historic character and design of the property.

The interiors of the buildings have been significantly altered over time. Few interior character-defining features remain in the former administration and clinic buildings (920 E. Broadway and 117 S. Belmont, respectively), and none remain in the former manufacturing building (912 E. Broadway). As no interior historic features are present in 912 E. Broadway, the following guidelines do not apply.

- Change in configuration necessitated by programmatic, life safety, accessibility, or structural interventions may be accommodated in the interiors of the administration and clinic buildings, although extant historic materials and character-defining features (see Section 4.2) should be retained and changes minimized to the greatest extent possible.
- If the historic central staircases do not meet current code requirements, new circulation (i.e. a supplemental code-compliant staircase and/or an elevator tower) should be installed in order to preserve the design of the staircases and provide universal access throughout.
- Though portions of the corridor walls in both the administration and clinic buildings may have been replaced and historic finishes have been removed, their central location and width appear intact and are important in conveying the historic design and layout of the buildings. Per Section

8-502.2 of the California Historical Building Code, existing corridor widths of less than dimensions required by regular code shall be permitted where there is sufficient width and height for the occupants to pass through the opening or traverse the exit. The overall width and configuration of the corridors should be retained, if possible.

6. Summary of the Federal Historic Preservation Tax Incentives Program

The Federal Historic Preservation Tax Incentives Program provides a federal tax credit for the rehabilitation of qualified historic income-producing properties. The tax credit is 20% of a project's qualified rehabilitation expenditures (costs directly related to the repair or improvement of the structural and architectural features of a historic property). All rehabilitation work must be reviewed by the National Park Service (NPS) and California Office of Historic Preservation (OHP) for compliance with the *Secretary of the Interior's Standards for Rehabilitation*.

In order to qualify for federal historic tax credits, a Historic Preservation Certification Application (HPCA) must be completed. The HPCA is a three-part process, requiring three separate applications to be certified by the NPS for federal tax incentives. The building will also need to undergo a separate National Register listing process, facilitated by the OHP.

Please note, the review time for each submittal under Parts 1-3 of the HPCA can take up to 60 days (30 days of review by OHP and 30 days of review by NPS). OHP/NPS review time will be important to account for when determining the rehabilitation project schedule.

6.1 Part 1. Evaluation of Significance & National Register Nomination

For the purpose of the HPCA, a property must be listed in the National Register of Historic Places individually or as a contributor to a historic district. The Harrower Laboratory and Clinic is not currently listed in the National Register in either respect. The best process for listing the property is two-fold: 1) request a preliminary determination of individual landmark eligibility from the NPS in a Part 1 tax credit application; and upon approval, 2) submit a formal National Register Nomination to OHP.

A Part 1 Evaluation of Significance application entails documenting the building's historic significance to yield a preliminary determination of eligibility for individual listing in the National Register. Materials prepared for the Part 1 application are then formatted into a separate National Register Nomination form to formally achieve National Register listing.

Work includes:

- Prepare "Evaluation of Significance" (Part 1 form).
- Modify Part 1 based on owner/OHP/NPS comments, as needed.
- Prepare National Register Nomination form.

- Modify nomination based on owner/OHP comments, as needed.

6.2 Part 2. Description of Rehabilitation

A Part 2 application entails documenting the existing conditions and a complete scope of proposed work. The NPS must find that all work is consistent with the historic character of the building and meets the *Secretary of the Interior's Standards* in order to preliminarily approve the rehabilitation.

Work includes:

- Conduct a site visit to photograph details of existing conditions (building on documentation from previous site visits). Catalog and compile interior and exterior photographs for Part 2 submittal.
- Prepare "Description of Rehabilitation" (Part 2 form) at design development and construction document phases.
- Modify Part 2 based on owner/OHP/NPS comments, as needed.
- Amendments to Part 2 during construction, as needed. Amendments may be necessary if work under Part 2 deviates from the approved scope due to unforeseen conditions. Any changes to the scope of work approved in the Part 2 application must be communicated and approved by OHP/NPS.

6.3 Part 3. Certification of Completed Work

A Part 3 application entails documenting the completed rehabilitation. The NPS must find that all work is consistent with the Part 2 approval in order to certify the rehabilitation.

Work includes:

- Conduct a site visit to photograph the building after rehabilitation is complete. Catalog and compile interior and exterior photographs for Part 3 submittal.
- Prepare "Request for Certification of Completed Work" (Part 3 form).
- Modify Part 3 based on owner/OHP/NPS comments, as needed.

7. Bibliography

- Aerial photographs, 1927, 1944, and 1956. Special Research Collections, UCSB Library, University of California Santa Barbara. Accessed May 2020.
http://mil.library.ucsb.edu/ap_indexes/FrameFinder/.
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- SCS Engineers. “Phase 1 Environmental Site Assessment (900-920 E Broadway).” Produced for the City of Glendale, July 2019.

EXHIBIT D – 912-920 EAST BROADWAY AND 117 SOUTH BELMONT STREET

CAMPAIGN FINANCE ORDINANCE DISCLOSURE

City of Glendale
Disclosure - Campaign Finance Ordinance

In August 2011, City Council adopted Ordinance No. 5744, Campaign Finance Ordinance, which became effective on September 9, 2011 and amended it with Ordinance No. 5768 in February 2011. The Ordinance prohibits campaign contributions from parties who contract/subcontract with the City of Glendale (City) or the Housing Authority (HA) of the City of Glendale and prohibits Council Members from voting on matters pertaining to contracts with persons who have provided campaign contributions.

The Ordinance requires disclosure in staff reports providing the following information for the contractor and it’s subcontractor(s) receiving a contract, or a series or combination of contracts, from the City with a total value of \$50,000 or more and \$25,000 or more, respectively, in a fiscal year (July 1-June 30), excluding competitively bid contracts awarded to the lowest responsible Consultant:

- Name of the entity
- Name of the Chief Executive Officer/President
- Chief Operating Officer
- Chief Financial Officer
- Chairperson
- Any member of the board of directors
- Any person or entity that owns more than 10% of the contracting party or any subcontractor
- Name of any campaign committee controlled or sponsored by the contracting party

Please complete the following Information for contractors & subcontractors (including Consultants & Sub-consultants):

Contractor(s) *

Name		Address			
Full Name	Title	Business Address	City	State	Zip
	Chairperson				
	Chief Executive Officer/ President				
	Chief Operating Officer				
	Chief Financial Officer				
	Board of Directors				
	More than 10% interest owner				

* For purposes of the Ordinance, the Contractor is any "person" who is the party or prospective party to the contract with the City or HA or any member of that party's Board of Directors, its Chairperson, Chief Executive Office, Chief Financial Officer, Chief Operating Officer, any person with an ownership interest of more than ten percent (10%) in the party, and any campaign committee, that is sponsored or controlled by the party. Please disclose the name and addresses of these persons above.

Subcontractor(s) **

Name		Address			
Full Name	Title	Business Address	City	State	Zip
	Chairperson				
	Chief Executive Officer/President				
	Chief Operating Officer				
	Chief Financial Officer				
	Board of Directors				
	More than 10% interest owner				

** "Subcontractor" means a person who has entered into a contract for the performance of all or a portion of the work undertaken under an agreement with an architect, design professional, engineer, or general or prime contract, usually by a general or prime contractor. For purposes of the "subcontractor", "Person" includes the subcontracting party as well as any member of that party's Board of Directors, its Chairperson, Chief Executive Office, Chief Financial Officer, Chief Operating Officer, any person with an ownership interest of more than ten percent (10%) in the party, and any campaign committee, that is sponsored or controlled by the party. Please disclose the names and addresses of these persons above.

Campaign Committee Controlled/Sponsored by _____

Title	Business Address	City	State	Zip

Certification

I hereby certify, on behalf of the above-named contractor, that the names of all "person" of the contractor and subcontractor under the contract are fully set forth above. I further acknowledge that the Consultant has a continuing obligation to update this disclosure form if the Consultant selects additional or substitute architects, design professionals, contractor or subcontractors within ten (10) days of the selection or change. I hereby certify that I have been legally authorized by the contractor to submit this disclosure form and certify to the content hereof.

Executed on _____ at _____, California

Contractor's Signature _____, Print Consultants' Full Name _____

Contractor's Address _____

Contractor's Contact Phone Number _____ Contractors' E-mail Address _____

CERTIFICATION

On behalf of the above-named Contractor Subcontractor:

- I acknowledge that I have a continuing obligation to update this disclosure form if I substitute— or if I select additional— architects, design professionals, contractors, or subcontractors within ten (10) days of the selection or change; and
- I hereby certify that:
 - I have identified all persons for which the Ordinance requires disclosure;
 - The information in this disclosure form (and any attachment to this form) is true, accurate, correct, and complete; and
 - I have been legally authorized to submit this disclosure form.

In total, this disclosure form (including attachments) is _____ pages.

Executed on: _____, 20____, at: _____
_____, California.

Signature: _____ Print Full Name: _____

Address: _____

Phone Number: _____ E-mail Address: _____