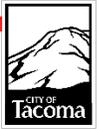


Members

Kevin Bartoy, Chair
Jennifer Baersten, Vice-Chair
Sarah Hilsendeger
Laurel McQuade
Alex Morganroth
Bryan Rousseau
Lysa Schloesser
Jenny Sullivan
George Zeno
Deborah Cade, North Slope Ex-Officio
Leah Jaggars, Wedge Ex-Officio



Agenda

Landmarks Preservation Commission Planning and Development Services Department

Date: February 8, 2023
Time: 5:30 p.m.
Location: Hybrid (see below)

Staff

Reuben McKnight, Historic Preservation Officer
Susan Johnson, Historic Preservation Coordinator
Paige Rooney, Historic Preservation Intern
Mary Crabtree, Administrative Assistant

INFORMATION ABOUT VIRTUAL MEETINGS

This meeting will be conducted both in-person and virtually. The meeting will occur in the Tacoma Municipal Building, 747 Market St., Room 243 and can also be attended at <https://zoom.us/j/84794178334>, or by dialing +1 (253) 215-8782 and entering the meeting ID 847 9417 8334 when prompted.

Microphones will be muted and cameras turned off for all participants during the meeting, except for the Commissioners and presenters.

- | | | |
|---|---------------|-------------|
| 1. ACKNOWLEDGEMENT OF INDIGENOUS LANDS | PAGE # | TIME |
| 2. ROLL CALL | | |
| 3. PUBLIC COMMENT | | |

Written comments are accepted on agenda items via e-mail and must be submitted by 12:00 p.m. on the meeting day. Please e-mail your comments to landmarks@cityoftacoma.org, put in the subject line "LPC Meeting 02/08/23", and clearly indicate which agenda item(s) you are addressing.

4. CONSENT AGENDA

- A. Excusal of Absences
- B. Approval of Minutes: N/A
- C. Administrative Review:
 - 602 N Ainsworth – egress window

5. DESIGN REVIEW

A. 1008 N I St <i>Porch and balcony repairs</i>	Stoehr	7	10 m
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6. BOARD BUSINESS/COMMUNICATION ITEMS

A. Equity Committee updates	Commission		5 m
B. Events & Activities	Staff	4	5 m
C. Historic Preservation Month planning	Staff	19	10 m
D. Heritage Project grants	Staff	21	5 m

7. CHAIR COMMENTS

This agenda is for public notice purposes only. Complete applications are posted online at www.cityoftacoma.org/lpc-agenda.



The City of Tacoma does not discriminate on the basis of handicap in any of its programs or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Historic Preservation Office at (253) 591-5220 (voice) or (800) 833-6388 (TTY).
¿Necesitas información en español? 한국어로 정보가 필요하십니까? Cần thông tin bằng tiếng Việt? Нужна информация на русском?
ត្រូវការព័ត៌មានជាភាសាខ្មែរ? ☎ Contact TacomaFIRST 311 at (253) 591-5000

STAFF REPORT

February 8, 2023

DESIGN REVIEW

AGENDA ITEM 5A: 1008 N I St.

Barbara Serry

BACKGROUND

Built in 1904, the house at 1008 North I Street is a contributing building in the North Slope Historic District. This is a design review for front porch repairs. The current porch has wooden decking and Classical style posts supporting a 2nd story balcony. The 2nd story balcony extends across the full width of the front facade, with a non-historic wooden balustrade (added after 1977). There is some deterioration from weather exposure, especially at the 2nd story balcony and balustrade. The 2nd story balustrade poses a safety threat as it is now.

The proposed scope, as submitted in the historic design review permit, is to:

- Spot repair deteriorated wood decking at the entry porch, in-kind
- Replace the non-historic 2nd story balustrade with composite material
- Repair or replace the porch posts, depending on the condition (pending further examination)

GUIDELINES

The North Slope/Wedge Neighborhood Design Guidelines apply to the front porch work in this proposal. There are no specific guidelines for foundations.

Porches

1. Retain existing porches and porch details. The original design elements of existing historic porches, when present, should be maintained. Major changes to configuration or ornamentation should be avoided. Missing or deteriorated details, such as columns and railings, should be repaired or replaced in kind.
2. Avoid adding architecturally inappropriate details. Items such as porch columns reflect the architecture of the home. Tapered columns atop piers are emblematic of Craftsman homes, but are not appropriate on Victorian era houses. Likewise, scrollwork, turned posts, or gingerbread are not appropriate on a Craftsman home. Replacement elements that have no historic design relationship with the architecture diminish the historic character of the building.
3. Replace missing porches with designs and details that reflect the original design, if known. Avoid adding conjectural elements. Photographic or other documentary evidence should guide the design of replacement porches. Where this is unavailable, a new design should be based on existing original porches from houses of similar type and age.
4. In certain cases, building code may trump preservation guidelines. For example, historic railing height may be considered a life safety issue, and new railings are generally required to meet building code. In these cases, innovative approaches may be needed to retain the appropriate scale and appearance.

ANALYSIS

1. The property at 1008 N. I Street is a contributing structure in the North Slope Historic District. As such it is subject to design review requirements per TMC 13.05.040, and requires Landmarks Commission approval prior to those alterations being made or permitted.
2. The wood decking of the entry porch is historic and appears to have localized condition issues which could be addressed with Dutch repair.
3. The wooden Classical style posts appear to be historic and character-defining elements; depending on level of deterioration, either spot repair or in-kind replacement would be appropriate under the Porch guidelines.

4. The 2nd story balustrade was added after 1977 and is not character-defining. The replacement of the 2nd story balustrade will not affect historic materials.
5. The proposed new balustrade for the balcony resembles the current version with regard to height, profile and design.
6. The proposed new balustrade is for TREX composite railing, with a wood-like appearance similar to the existing entry porch balustrade.

ACTION REQUESTED

Staff recommends approval as submitted.

SAMPLE LANGUAGE FOR APPROVAL MOTION:

"I move that the Landmarks Preservation Commission approve the application for porch repairs at 1008 N I Street [as presented, or with any specific conditions or amendments], finding that the proposal is consistent with the applicable North Slope Historic District Design Guidelines as included in the analysis."

SAMPLE LANGUAGE FOR DENIAL MOTION:

"I move that the Landmarks Preservation Commission deny the application for porch repairs at 1008 N I Street, finding that the proposal is does not meet the applicable North Slope Historic District Design Guidelines as follows; [cite applicable guidelines]."

SAMPLE LANGUAGE FOR DEFERRAL MOTION (if additional information is needed to render a decision)

"I move that the Landmarks Preservation Commission defer its decision on the application at 1008 N I Street, pending the submittal of additional information including [state information needed to render decision]."

BOARD BUSINESS/COMMUNICATIONS

AGENDA ITEM 6A: Equity Committee Update

Commissioners

This is a standing agenda item for updates and discussion related to the activities of the Equity Committee.

AGENDA ITEM 6B: Events & Activities Update

Staff

2023 Events

1. February is Black History Month! Check out the ongoing work of the Black Historic Sites Survey of Washington State. <https://www.blackhistoricsiteswa.com> City staff are in touch with the project team to help coordinate the inclusion of Tacoma's sites and stories.
2. Planning is underway for an event on Saturday, March 25th. Tentative title: "A Field of Memories -- Celebrating Tacoma's Baseball History." Staff are partnering with the Shanaman Sports Museum and Cheney Stadium for this free, public event.

AGENDA ITEM 6C: Historic Preservation Month

Staff

The working theme for Historic Preservation Month 2023 is sustainability. The annual program update and Proclamation with City Council will be on May 2. The Commission should discuss categories for the annual recognition awards and decide on a date/time for the awards presentation. Last year, the awards night was on Thursday, May 26 from 6-8pm. Once award categories are finalized, staff will publish the call for nominations from the community.

Timeline

February 12th Publish call for award nominations

April 4 th	Nominations due
April 12 th	Commission review of nominations, selection of winners
Early May	Winners announced and invited to Awards Ceremony

AGENDA ITEM 6D: Heritage Project Grants
--

Staff

The 2023-24 Heritage Project Grant cycle will be accepting applications this spring. Previously, the 2021-22 grant cycle requested applications to be submitted by April 30th; a similar timeline is anticipated for this next cycle. Applications for project funding may be between \$1,000 - \$10,000, with a total grant fund of \$40,000 (projected). In the past, two Landmarks Commissioners have served on the panel reviewing the applications. Staff would appreciate volunteers for this along with input on potential reviewers from the community at large.

Timeline

Week of February 6 th	Publish the opening of the application cycle
March 9 th	Virtual pre-application workshop (see application for link, time)
Last week of April	Grant applications due, distributed to review panel members
2 nd or 3 rd week of May	Convene grant review panel, rank recommendations for Commission review
May 24 th	Landmarks Commission review of recommended awardees, final decision
(May 26 th ?)	Announce award recipients (at Preservation Awards Ceremony, tentatively)



Submittal Information

Permit: HDR22-0024

Applied: 07/13/2022

ACCOUNTING

SAP Cost Object

APPLICATION CHECKLIST

Elevation Drawings	CHECKED
Features to be Modified	Replace guardrail
Illustrations	CHECKED
Material Samples	CHECKED
Photographs	CHECKED
Site Plan	CHECKED
Specifications of Materials and Finishes	Aluminum White Composite

HISTORIC DISTRICT

District	North Slope
Guideline Certification	CHECKED

PARCEL AND ZONING INFORMATION

Accessibility Index	High
BLDINSPAREA	North
City Council District	2
Economy Index	Low
Education Index	Very High
Erosion Control Inspector	Scott Haydon
Historic District	Y
Land Use Designations	Mid-Scale Residential
Liquefaction Susceptibility	very low
Livability Index	High
Neighborhood Council District	NORTH END
Overall Equity Index	High
SITEINSPAREA	North
Wastewater Subbasin	N05
Wind Zone	1.38
Zoning District	HMR-SRD-VSD 25-HIST

PROJECT DETAILS

Estimated Valuation	16000
---------------------	-------

REVIEW TYPE	8
--------------------	---

Application Type	Residential
Type of Work	Deck

SIGN/AWNING INFORMATION

Existing Signage	No
------------------	----

Contacts:

Contact Type	Name	Email
Applicant	Tzzy ming Wong	tzzywong@aol.com
Owner	Tzzy ming Wong	tzzywong@aol.com

**Updated contact info:
Barbara Serry, owner**

Additional Photos – 1008 N I ST

BLDRA22-0689



Existing first floor railing



Existing railing/deck damage





View from I St sidewalk

The Stoehr Residence Deck Repair

1008 - North I Street Tacoma, WA 98403

Parcel 2040180050

OWNER	ARCHITECT	STRUCTURAL ENGINEER
Dianne & Daniel Stoehr 1008 North I Street Tacoma, WA 98403	TZZY WONG 12181 - "C" STREET TACOMA, WA 98444 PHONE: 253-232-5342 Tzzywong@aol.com	C. CHRISTIAN FYNBOE P.E. 12181 - "C" STREET TACOMA, WA 98444 PHONE: 253-537-8128 ccfynboe@cs.com

BUILDING LOT:

Lot size 4,875 S.F. (0.112 Acre)
RSTQQ: 03-21-31-14

BUILDING AREA:

EXISTING OVERALL FLOOR AREA	2,230 S.F. (2 Stories - 4 Bedrooms & 2.5 Baths)
EXISTING DETACHED GARAGE	342 S.F.
EXISTING COVERED PORCH	72 S.F.
EXISTING DECK	168 S.F.

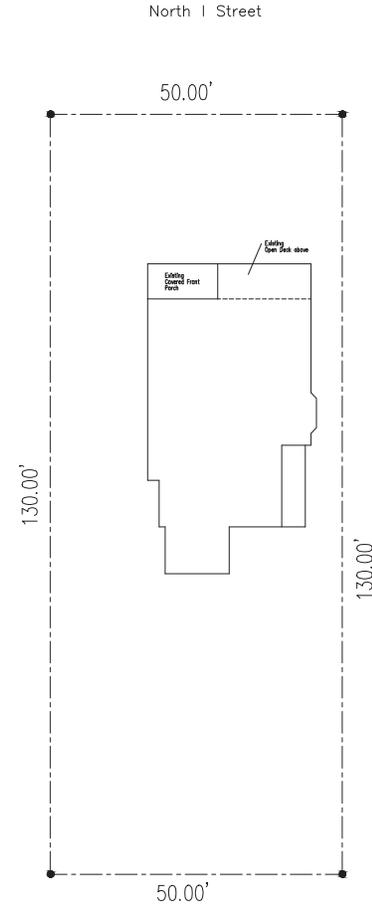
SCOPE OF WORK:

Repair existing corner main floor decking.
Remove and replace existing damaged guardrail with new guardrail.

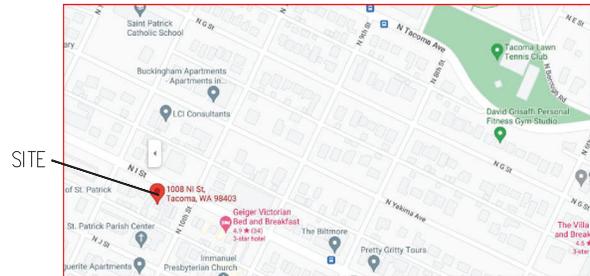
INDEX OF DRAWINGS

- A1.1 COVER SHEET, SITE PLAN
- A2.1 MAIN FLOOR PLAN & UPPER FLOOR PLAN
- A2.2 DETAILS

Repair/replace second-story railing and support posts and joists as needed.



For clarification of historic design review -
The purpose of the project is to replace the 2nd story deck guardrail and support posts/joists as needed where weather exposure and rot has occurred. Materials chosen will improve upon the existing condition, as the current railings are not original, and the end result will closer resemble the historical nature of the home.



VICINITY PLAN
SCALE: NTS

SITE PLAN
SCALE: 1" = 10'-0"

Architectural Services, Inc.
Planning and Design Development
Tacoma, WA 98444
Tzzywong@aol.com
12181 - "C" Street
Phone: 253-272-2276

THESE PLANS ARE THE PROPERTY OF ARCHITECTURAL SERVICES, INC. REPRODUCTION BY ANY METHOD OF ALL OR PART OF ANYTHING ON THESE PLANS WITHOUT WRITTEN PERMISSION BY THE ARCHITECT IS PROHIBITED.

The Stoehr Residence Deck Repair
1008 - North I Street
Tacoma, WA 98403



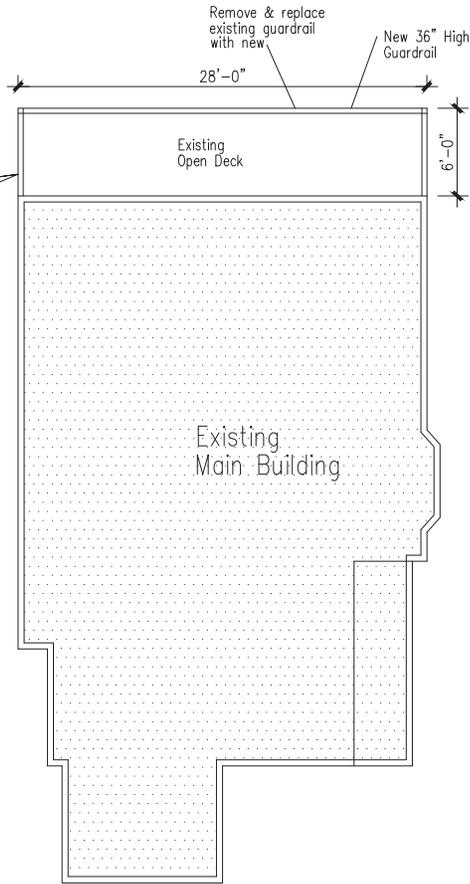
REVISION:	
PERMIT SET	
SHEET NO.	A1.1
JOB NO.:	
DRAWN:	TW
DATE:	07/07/22



VIEW OF EXISTING GUARDRAIL



Remove & replace existing guardrail with new



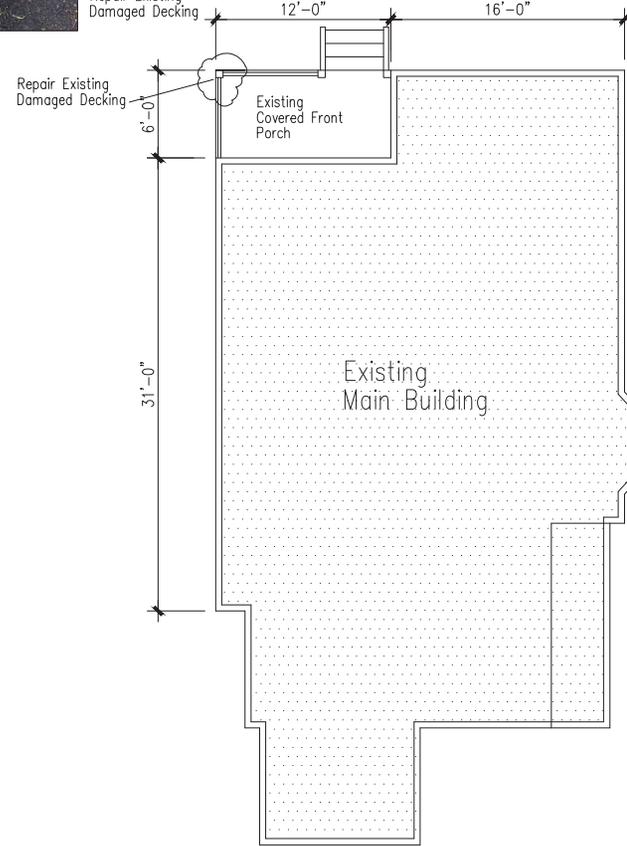
North
 EXISTING UPPER FLOOR PLAN
 1/4" = 1'-0"



Repair Existing Damaged Decking



Repair Existing Damaged Decking



North
 EXISTING MAIN FLOOR PLAN
 1/4" = 1'-0"

Architectural Services, Inc.
 Planning and Design Development
 12181 - "C" Street South
 Tacoma, WA 98444
 Phone: 252-272-2276
 izzywong@aol.com

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The Stoehr Residence Deck Repair
 1008 - North I Street
 Tacoma, WA 98403

2016 REGISTERED ARCHITECT

 Izzy Wong
 STATE OF WASHINGTON

REVISION:
 △ PERMIT SET
 SHEET NO. **A2.1**
 JOB NO. _____
 DRAWN _____
 DATE: 07/07/22 TW _____



Not the proposed appearance



The proposed rail material will be TREX composite railing to appear like wood, similar to appearance of existing first floor deck railing (see "additional photos" attachment). Proposed white posts and post caps, white balusters, and brown top rail and white or brown bottom rail.

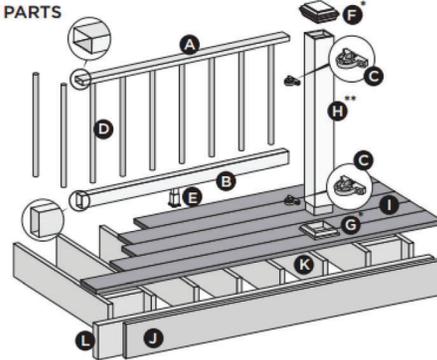
Care and Cleaning

Maintaining the appearance of your Trex Enhance railing is important. Occasional washing is recommended. Over time your railing may show signs of weathering as a result of exposure to the elements. The frequency of cleaning will depend on the environment and exposure to various types of elements.

» Clean railing with standard cleaning vinegar or mild soap and water.

» For more detailed cleaning recommendations, please refer to the Trex Railing Care and Cleaning guide found on www.trex.com.

PARTS



- A. Top Rail
 - B. Bottom Rail
 - C. Brackets
 - D. **Composite Aluminum Round Balusters**
 - E. Adjustable Foot Block
 - F. Post Sleeve Cap*
 - G. Post Sleeve Skirt*
 - H. Post Sleeve**
- 4" x 4" x 48"
 - I. Trex Decking
 - J. Trex Fascia
 - K. Code-approved Wood Joist
- 2" x 8"
 - L. Code-approved Wood Rim Joist
- 2" x 8" or Larger
- * Item not included in the railing kits.
** 4" x 4" post sleeve is designed to fit over 4" x 4" pressure-treated post. Actual size 4.45" x 4.45" x 48"

Screws Supplied with RSB

- C1. Wood screw for attachment of RSB to wood post/composite sleeve
- C2. Self-drilling screw for attachment of RSB to rail



DETERMINING BALUSTERS NEEDED	
Baluster Type	Per 6' Section
Horizontal Application	15

HOW TO INSTALL STANDARD HORIZONTAL RAILING TREX ENHANCE®

Read all instructions BEFORE installation.

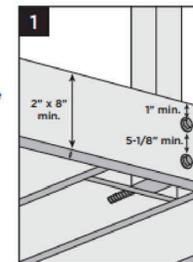
NOTE: Always consult local building codes for approved post installation.

Important: If using 48" post sleeves, measure carefully to allow for clearance of both rail attachment as well as clearance for post cap attachment, and trim these before installing over pressure treated posts. For 36" railing height, post sleeve should be cut at minimum of 40".

Installing Pressure-Treated Posts

» PLEASE REFER TO LOCAL BUILDING CODE REQUIREMENTS PRIOR TO ATTACHING PRESSURE TREATED POSTS. ON THE FOLLOWING PAGE ARE INSTRUCTIONS GUIDELINES FOR GENERAL REQUIREMENTS.

- » Posts are to be installed 6' clear span to accommodate appropriate railing length.
- » Attach posts using 1/2" carriage bolts.
- » Minimum joist size is 2" x 8".
- » Top bolts must be 1" from tops of joists.
- » Bottom bolts must be 5-1/8" from top bolts.



Note: Blocking **MUST** be added for extra strength.

Have Questions?
1-800-BUY-TREX

NOTE: Construction methods are always improving. Please ensure you have the most up-to-date installation instructions by visiting: trex.com

TEHR-0720

Architectural Services, Inc.
Planning and Design Development
12181 "C" Street South
Tacoma, WA 98444
Phone: 253-272-2276
tzyzywong@aol.com

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The Stoehr Residence Deck Repair
1008 - North I Street
Tacoma, WA 98403



REVISION:	
△ PERMIT SET	
WEB: 101.	
A2.2	
JOB NO:	-
DRAWN:	TW
DATE: 07/07/22	-

1977 image
from Tacoma
Public Library,
NW Room.



HISTORIC PRESERVATION AWARD NOMINATION

The City of Tacoma Landmarks Preservation Commission (LPC) presents its 2022 Historic Preservation Awards, as part of Historic Preservation Month.

Nominate a person, organization, or business for outstanding work in the following categories:

- Outstanding Achievement in Community Engagement
- Outstanding Achievement in Broadening Perspectives in Preservation
- Outstanding Achievement in Innovation in Preservation and Outreach
- Outstanding Achievement in Partnerships in Preservation
- Outstanding Achievement in Leadership in Preservation
- Outstanding Landmark Nomination
- Outstanding Achievement in Residential Renovation
- Outstanding Achievement in Commercial Renovation
- Outstanding Heritage/Legacy Business

Questions? Contact Susan Johnson, sjohnson7@cityoftacoma.org (253) 281-7445

Nominee Name: _____

Award category: _____

Nominee email: _____ Nominee phone: _____

Your email: _____

Your name: _____ Your phone (optional): _____

Reason for Nomination:

Celebrate 2022 Historic Preservation Awards May 26

The Tacoma Landmarks Preservation Commission will present the 2022 Historic Preservation Awards on May 26 from 6-8 p.m. on [ZOOM](#) (Dial-in: (253) 215 8782, Webinar ID: 897 7551 2920).

The awards celebrate the best in preservation projects and programming and recognize the significant efforts made by the preservation and heritage communities.

This year's Historic Preservation Awards categories and recipients are:

Award Category	2022 Recipient(s)
Outstanding Achievement in Community Engagement	Tacoma Art Museum and eTc for the Kinsey African American Art & History Collection
Outstanding Achievement in Many Voices, Many Stories	Merilee Tanbara, for <i>The House on Fawcett</i>
Outstanding Achievement in Broadening Perspectives in Preservation	Buffalo Soldiers Museum
Outstanding Achievement in Innovation in Preservation & Outreach	Tacoma Noir Mystery Series
Outstanding Achievement in Partnerships in Preservation	Dickman Mill Park & Ghost Timbre
Outstanding Achievement in Leadership in Preservation	Roger Johnson
Outstanding Landmark Nomination	Tacoma Colored Women's Club for Nettie Asberry House Nomination, <i>1219 S. 13th Street</i>
Outstanding Heritage/Legacy Business	Rankos' Stadium Pharmacy, <i>101 Tacoma Ave N</i>
Outstanding Achievement in Residential Renovation	Scott & Donna Armstrong and Bob & Dawn Klimas for the Pratt House, <i>832 N. Steele Street</i>
Outstanding Achievement in Commercial Renovation	North Alder Partners for the former Big Value shop, <i>2501 N. Alder Street</i>

For more information, contact Historic Preservation Coordinator Susan Johnson at sjohnson7@cityoftacoma.org or (253) 281-7445.

###



2023 Heritage Project Grant Guidelines

2023 Heritage Projects Guidelines

- About Heritage Projects1
- Eligibility1
- Funding Details2
- General Legal Requirements.....3
- Evaluation Criteria4
- Application Process5
- Dates to note6

2023 Heritage Projects Application

- Application Checklist7
- General Information Form8
- Budget Page 9
- Application Narrative9
- Optional Attachments.....10

About Heritage Projects

The Heritage Grant Program is intended to support projects that increase public awareness of and access to Tacoma’s history.

This funding can be used for exhibitions, workshops, events or educational activities, development and production of interpretive materials, professional services required to research a historical publication or register nomination, documentation of an artifact or historical site, a historic site assessment, conservation materials.

Admission may be charged for grant-funded programs, as long as the application demonstrates public benefit (see definition). Activities receiving heritage funding may be one-time events or a small number of events that are closely related, or may also be an ongoing program or neighborhood public history project. Additional consideration will be given to projects that include other funding from individuals, businesses, or organizations.

Funding for Heritage Projects is determined through a competitive application process. Funding from year to year is not guaranteed. Contract awards will be based on budgetary factors and the evaluation criteria detailed in these guidelines.



The City of Tacoma does not discriminate on the basis of handicap in any of its programs or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Planning and Development Services Department at (253) 591-5056 (voice) or (253) 591-5820 (TTY).

Eligibility

Applicants must have their offices or primary location of activities within the Tacoma city limits. The following organizations are eligible for the Heritage Grant Program:

- Private non-profits with any 501(c) designation
- Organized group of community volunteers (for example, a business district or neighborhood council with an advisory body, business license, and organizational bank account). Submissions must come from an organization.
- Public agencies and educational institutions

Eligible Projects

In general, projects must be related to the history of Tacoma or Tacoma’s cultural or historic resources, be located within Tacoma City Limits (see exceptions), and be accessible to all audiences. The Heritage Grant supports the following types of projects:

- Exhibitions, workshops, events or educational activities
- Development and production of interpretive materials
- Professional services required to research a historical publication or register nomination
- Documentation of an artifact or historical site, a historic site assessment
- Conservation supplies and equipment
- In some limited cases, or staff/volunteer training (not including travel or lodging) for organizations for which heritage or historic preservation is its primary mission.

Eligibility (continued)

Ineligible Projects and/or expenses

The Heritage Grant Program *does not* support the following types of activities:

- General operating expenses or overhead costs (planning, staffing, logistics or marketing not directly attributable to the proposed project)
- Acquisition of artifacts or historic resources; however, funds may be used to purchase conservation related supplies and equipment
- Commercial enterprises
- Direct support to individuals
- Projects for which funding has been or will be received by the City of Tacoma for the same services via other processes or contracts
- Lodging and travel costs
- Receptions or fundraisers, including purchase of alcohol
- Organizations that do not have primary offices/venues within Tacoma
- Events or activities that occur outside of Tacoma city limits, except where the theme or primary content is directly related to Tacoma history
- Debt service, scholarships or endowment building
- Political or religious activities
- Heritage project funds cannot be used to pay administrative staff who are current members of the Tacoma Landmarks Preservation Commission or City of Tacoma employees.

Funding Details

- Applicants can apply for anywhere between \$1,000 and \$10,000 for their project. Actual amounts will be based upon the availability of funds and review of each application as measured against the evaluation criteria detailed in these guidelines.
- Applicants must employ a variety of revenue sources to fund their project.
- Applicant must match Heritage Projects funding at least 1:1 with other sources of cash or in-kind support. Taxing authorities, schools, and school-based auxiliary organizations must match Heritage Projects funding at least 1:1 with other sources of cash.
- A broad funding base indicates both community support for, and the financial stability of, the project and organization.
- Money will be reimbursed to the applicant following the execution of a contract for services with the City and the completion of the funded project according to the contract terms. Recipients (contractors) must be prepared to cover the costs of the project until successful completion of the project and eligibility for reimbursement.

General Requirements

In the event that an application is funded, the services contract with the City will be subject to at least the following terms and conditions.

Location

All funded projects must occur inside Tacoma city limits, except where the theme or primary content is directly related to Tacoma history and the location has been selected for its relevance to Tacoma history.

Access

Funded programs must be open to the public and fully accessible to all audiences, including individuals with disabilities. For activities located in historic buildings or sites that present accessibility challenges, applicants must

consult with the City of Tacoma ADA coordinator to determine if reasonable accommodations can be made. This is only appropriate in cases where the site is directly related to the theme of the funded project. In all other cases, the venue must be fully ADA compliant.

Audit

The contractor shall manage all of its operations in accordance with a policy of keeping books and records open to the City. The City shall be and they are hereby authorized, at such times as they may deem necessary and proper, to perform periodic audits of and monitor the contractor's activities to ensure the contractor's compliance with the requirements of the funding contract.

Compliance with Applicable Laws and Regulations

Programs must comply with the laws and requirements of the Federal Government, the State of Washington and the City of Tacoma.

Non-Discrimination

The contractor agrees to take all steps necessary to comply with all federal, state, and City laws and policies regarding nondiscrimination and equal employment opportunities. The contractor shall not discriminate in any employment action because of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, or the presence of any sensory, mental or physical handicap. In the event of non-compliance by Contractor with any of the non-discrimination provisions of this agreement, the City shall be deemed to have cause to terminate the funding contract in whole or in part.

Public Benefit

The City of Tacoma cannot use public funds in any way that may be construed as a gift to an individual or organization. Each contract will specify a specific 'deliverable' that will be provided to the residents of Tacoma.

Examples of public benefit include but are not limited to:

- Ensuring that the heritage project is accessible and affordable
- Providing cultural and heritage interpretive experiences that are not otherwise available to residents of Tacoma
- Producing free publications with significant heritage or historic interpretive content
- Allowing the public to access and witness the creation of new artistic work
- Providing special outreach within the neighborhoods or business districts

Acknowledgment

Heritage Projects Grant recipients **must acknowledge the City's funding** in all appropriate publications, promotions, and social media. City of Tacoma Landmarks Preservation Commission logo placement shall also be used when appropriate. Appropriate sponsor recognition may include curtain speeches, programs, signage, websites, email, advertisements, press releases, public service announcements, season brochures, flyers, postcards, newsletters, letters, posters, social media, and other media. Please tag Tacoma Historic Preservation on Facebook and Tacoma_Culture on Twitter and Instagram. **Refusal to fully acknowledge the City's funding may be grounds for termination of a contract.**

CONTINUED ON NEXT PAGE

Evaluation Criteria

Funding is not guaranteed. The review process is competitive and the Tacoma Landmarks Preservation Commission may receive requests totaling more than the money available. Evaluations are based on three factors (percentages indicate the weight of each factor in relation to the final score):

- 1. Historic importance or significance of the subject matter (10 pts)**
 - Is the proposed project of significance to a broad number of Tacoma residents?
 - Does it involve a building, site or object that is listed on or appears to be eligible for listing on a historic register?
 - Will the project enhance public understanding of significant historical events, or provide new insight or new perspectives on well-documented events?
 - Does the project involve an underrepresented or poorly understood/documented historical theme or context?
 - Will the project generally promote a greater understanding of Tacoma history (for training, supplies, or capacity grant applications – please include a brief description specifying how the funds will further overall heritage organizational missions).
- 2. Level of community impact (10 pts)**
 - The financial need of an applicant organization is not considered when evaluating applications. The most successful applicants will document how proposed activities will reach large audiences and/or underserved/underrepresented segments of the community (which can include underrepresented historical themes or contexts), and support the City of Tacoma’s policy goals regarding equity and antiracism.
 - Projects that are taking place in a public or private location must have a letter of agreement from the property owner to indicate their acceptance of the proposed project.
 - Funding should help meet an important community need and contribute to the richness and vitality of Tacoma. All heritage activities supported by the Tacoma Landmarks Preservation Commission must be accessible to the full breadth of Tacoma’s citizenry.
- 3. General quality of the proposal (5 pts)**
 - Project outcomes are clearly communicated
 - Clear planning—the application refers to the project’s goals, and organization’s strategic and/or business objectives
 - Feasibility of budget - demonstrated in the proposed project budget and through funding matches
- 4. Organizational commitment to history and heritage (5 pts)**
 - Is history or heritage part of the primary mission of the organization?
 - If not, include information describing how this heritage project links to or fulfills your organizations core mission or objectives.
- 5. Demonstrated ability to execute and complete the project (5 pts)**

A successful application should demonstrate that the organization has the capacity and commitment to produce the proposed project. Applications must demonstrate:

 - Skilled leadership of board and key staff, paid or unpaid
 - Effective marketing to target audiences—demonstrated by marketing work samples
 - Fundraising skill—as demonstrated by a well-prepared application and diverse mix of confirmed funders
 - Documentation and evaluation plan - the application lays out plans for documenting and self-evaluating the project

Application Process

1. Virtual Pre-Application Workshop

The Landmarks Preservation Commission will host a free application workshop specific to Heritage Projects on March 9, 2023 from 4:00 – 5:00pm via Zoom:

- Link: <https://www.zoom.us/j/81592633550>
- Dial: 253-215-8782
- Webinar ID: 815 9263 3550

All applicants are strongly encouraged to send a representative to the workshop.

2. Submit Application by April 28, 2023

Applications are due on April 28, 2023 by 11:59 pm. Please email a digital copy to sjohnson7@cityoftacoma.org. Applications received after this date will not be reviewed and will be deemed ineligible for funding regardless of the merit of the program.

3. Staff Review

Staff will review each application for completeness and legal compliance. Organizations may be asked to supply corrections, clarification and missing material. Failure to respond by the deadline given will disqualify the application. Incomplete applications or applications with material deficiencies may be rejected at the discretion of staff or review panel.

4. Selection Process

Each application goes before a review panel comprised of peers, Landmarks Commissioners and other qualified members. Panel recommendations will be forwarded to the Landmarks Preservation Commission for approval in May 2023. Applicants will be notified by email by May 31, 2023. An award notification letter is not a contract. Funding is not guaranteed for a particular project until the contract has been fully executed.

5. Contracting

Staff will contact each recipient to negotiate the contract and accompanying documents and deliverables. Payment will not be made if the contract is executed after the project has begun or if the organization does not return the contract. If the organization and the City cannot agree to the terms of a contract the award will be withdrawn.

6. Site Evaluation

A Landmarks Commissioner and/or staff member may perform a site evaluation for each recipient. If an organization's programs do not clearly reflect the content of the application or violate any of the above requirements, the City may withhold payment for the contract. The City of Tacoma will not execute additional contracts with the organization through the Heritage Projects program unless and until the contract disagreement is resolved. Information gathered in the site evaluation will be used in evaluating subsequent applications to this program. **Applicants must send staff the event date/time/location before the event occurs.**

7. Reporting & Payment

As soon as the contracted programming is completed, the organization must submit a Project Report and invoice to the Planning and Development Services Development Department in order for the payment process to begin. A Project Report form will be provided which requests the following information:

- Number of people served (volunteers, students, seniors, Tacoma citizens, cultural tourists)
- Brief programmatic evaluation
- Accessibility and accommodation for people with disabilities
- Educational components

- Marketing and publicity summary
- Matching funds
- Budget reconciliation

All Project Reports are due to the Planning and Development Services Development Department on or before May 31, 2024 (projects can be completed and request for payments submitted any time prior to May 31). Typically, payment is mailed approximately four weeks after the report and invoice is received. Awarded funds will not be dispersed until the funded project has been completed. Applicants must be prepared to cover their expenses before requesting payment. The Planning and Development Services Development Department will issue payment only upon timely receipt of an invoice and Project Report.

Important Dates

Virtual Workshop: March 9, 2023, 4:00– 5:00 pm

- Link: <https://www.zoom.us/j/81592633550>
- Dial: 253-215-8782
- Webinar ID: 815 9263 3550

Deadline: April 28, 2023, 11:59 pm

Notification by: May 31, 2023

Funded projects must occur between June 1, 2023 and May 31, 2024

2023 Heritage Projects Grant Application ²⁷

Please read all information carefully. Incomplete or illegible applications will not be considered. We will confirm applicant eligibility for a Heritage Project award.

Format

To assist the processes of application preparation and evaluation, please:

- Type or clearly print all application materials.
 - Use black ink and an 11 point or larger font.
 - Do not reduce or condense type or line size.
 - Restrict responses to the spaces provided. Don't add pages or write on the backs of pages.
 - Do not submit anything that is not on the checklist. It will not be reviewed.
-

Submission

Email your application to:

sjohnson7@cityoftacoma.org by 11:59pm on April 28, 2023

Questions

For assistance, please call Historic Preservation Coordinator Susan Johnson at 253.281.7445 or email sjohnson7@cityoftacoma.org.

Application Checklist

A **Complete Application Packet** should include, in this order:

- One completed copy of this Application Checklist
- One complete and signed General Information Form
- One complete Budget Page
- One Application Narrative
- Optional Attachments
- One copy of the organization's business determination (i.e. 501(c) letter or business license)
- A letter of agreement from the property owner indicating their acquiescence to the submitted proposal (letter is not needed if applicant organization is hosting project at a location they own)
- List of key project personnel and their credentials
- List of current Board of Directors (for non-profits)
- Email digital copy of complete Application Packet to sjohnson7@cityoftacoma.org**

2023 Heritage Projects Grant Application ²⁸

GENERAL INFORMATION FORM

SECTION 1: APPLICANT INFORMATION

Applicant Type: Nonprofit organization Washington UBI # _____
 Public agency Federal Employer Identification Number: _____
 Corporation, partnership, or other legal entity

Applicant/Primary Contact Name: _____

Mailing Address: _____

Email: _____ Phone: () _____

Authorizing Official's Name _____

Title: _____

Authorizing Official's Signature: _____

By signing this form, I state that I am authorized to commit the above-named organization in financial matters and will ensure that any funds received as a result of this application are used only for the purposes set forth herein. The undersigned certifies that the information in this application is true and complete; to the best of his/her knowledge, and this information is provided for the purpose of securing financial support for the project described.

SECTION 2: PROJECT INFORMATION

Project Title: _____

Project Location: _____

What type of activity will be funded by this grant?

- Exhibitions, workshops, events or educational activities
- Development and production of interpretive materials
- Professional services required to research a historical publication or register nomination
- Documentation of an artifact or historical site, or a historic site assessment
- Conservation supplies and equipment
- Staff/volunteer training (available to heritage organizations)

Dates of Grant Project Activities (must be completed by May 31, 2024): _____

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BUDGET

Expenses

Item	Heritage Grant Funding Request	Applicant Match		TOTAL PROJECT BUDGET
		Cash Contribution	In-Kind Contribution	
Project Staff/Personnel (list volunteer time as "in-kind")				
Materials, supplies, equipment				
Space Rental				
Marketing/promotions				
Other				
TOTALS				

Grants are awarded on the basis of funds available and applications received. Are you willing to accept partial funds for your project if the need exceeds the amount available?

YES

NO

APPLICATION NARRATIVE

Please attach a two-page narrative answering the following questions. Submit the narrative section on 8 ½" x 11" white paper and type in a clearly legible font with a minimum size of 11 points. Please check that you have answered all questions completely. The panel cannot make assumptions about your proposed project; you must be very explicit about your project and how it addresses the evaluation criteria.

1. General Description

Describe the project overall, so that the Review Panel thoroughly understands it. Include project type, the intended audience, location of activities, how it will benefit the public, what the goals/objectives are, and how exactly, if funded, the grant will be spent.

2. Historic importance or significance of the subject matter (10 pts)

Examples:

- Is the proposed project of significance to a broad number of Tacoma residents?
- Does it involve a building, site or object that is listed on or appears to be eligible for listing on a historic register?
- Will the project enhance public understanding of significant historical events, or provide new insight or new perspectives on well documented events?
- Does the project involve an underrepresented or poorly understood/documented historical theme or context?
- Will the project generally promote a greater understanding of Tacoma history (for training, supplies, or capacity grant applications – please include a brief description specifying how the funds will further overall heritage organizational missions).

2023 Heritage Projects Grant Application ³⁰

3. Level of community impact (10 pts)

- The financial need of an applicant organization is not considered when evaluating applications. The most successful applicants will document how proposed activities will reach large audiences and/or underserved/underrepresented segments of the community (which can include underrepresented historical themes or contexts), and support the City of Tacoma’s policy goals regarding equity and antiracism.
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Funding should help meet an important community need and contribute to the richness and vitality of Tacoma. All heritage activities supported by the Tacoma Landmarks Preservation Commission must be accessible to the full breadth of Tacoma’s citizenry.

4. General quality of the proposal (5 pts)

- What are the project’s goals, and organization’s strategic and/or business objectives? Is the project a component of a broader plan or set of activities?
- How will the proposed budget Feasibility of budget - demonstrated in the proposed project budget and through funding matches

5. Organizational commitment to history and heritage (5 pts)

- Is history or heritage part of the primary mission of the organization?
- If not, include information describing how this heritage project links to or fulfills your organizations core mission or objectives.

6. Demonstrated ability to execute and complete the project (5 pts)

A successful application should demonstrate that the organization has the capacity and commitment to produce the proposed project. Applications should demonstrate:

- Skilled leadership of board and key staff, paid or unpaid
- Effective marketing to target audiences—demonstrated by marketing work samples
- Fundraising skill—as demonstrated by a well-prepared application and diverse mix of confirmed funders
- Documentation and evaluation plan - the application lays out plans for documenting and self-evaluating the project

OPTIONAL

You are welcome to include any materials that illustrate additional information about your organization or your project proposal. Please do not staple.