Landmarks & Historic Preservation Commission
Regular Meeting Agenda
July 19, 2022, 6:00 PM
Pierce County Annex, Hearings Room, 2401 S. 35\textsuperscript{th} St., Tacoma, WA

To attend the meeting remotely:
Visit Zoom.us and click ‘Join A Meeting’ or call 253-215-8782
Meeting ID: 946 6005 3806
Meeting Passcode: 586478

or simply click the meeting link below:
https://piercecountywa.zoom.us/j/94660053806?pwd=emJ0d2JFK09ybDk2OGV2aVITVng4dz09

1. Call to Order

2. Approval of Minutes
   June 21, 2022

3. Public Comment
   Public comment is limited to 3 minutes per speaker

4. 2023 Grant Cycle Process
   Review and discuss the 2023 grant cycle application materials and process.

5. Adjourn

For questions about this LHPC, please contact
Vaughan Cary | vaughan.cary@piercecountywa.gov | 253-798-7163 or
Long Range Planning | ppwlongrangeadmin@piercecountywa.gov | 253-798-7156

Interested in serving on the Landmarks & Historic Preservation Commission?
Please visit their website to apply online:
https://www.co.pierce.wa.us/5938/Landmarks-and-Historic-Preservation
Pierce County Landmarks and Historic Preservation Commission
Regular Meeting Minutes | June 21, 2022 – 6:00 P.M.
Pierce County Annex, Hearings Room, 2401 S. 35th St, Tacoma, WA
Virtual meeting via Zoom.us
Meeting ID: 932 3976 6605 | Meeting Passcode: 586478

Members Present:
Robert Koreis, Chair (At-Large Archivist)
Bart Wolfe (At-Large Architect)
Jack Taylor (District 2)
Joel Green (District 3)
Don Tjossem, Vice Chair (District 7)

Members Absent:

Staff Present:
Vaughan Cary, Historic Preservation Program
Angie Silva, Long Range Planning Manager
Danica Williams, Commission Clerk

Chair Koreis called the meeting to order at 6:04 P.M. A quorum was present.

MINUTES
(May 17, 2022)

Motion made (Wolfe/Green) to approve the May 17, 2022 minutes as presented.  
Motion passed 4-0-1.

NEW BUSINESS
Pacific Lutheran University – East Campus Parkland School Demolition
Application Number: 982635

County Staff Vaughan Cary presented a slide show. Angie Silva summarized the process and answered questions.

Reed Kelley, DRK Development, Kent Smutny, Veer Architecture, and Kirk Rector, Affinity Management discussed the project proposal and answered questions.

Public Comment
The following members of the public were present and provided comment:

- Michael Lafreniere
- Lois Louise Baker
- Opal
- Michelle Collison
- Chris Moore
- Lori Curtis
- Melody Stepp
- Kurt Scearce
- Donna Scearce
- Jim Scearce
- Charles W. Lincoln III
- Marlene Lovstrom
- Julie Collison
- Gayle Carlson
- Carol Bartle
- Dave Carlson
- Ruth Peterson
- Carol Miller
- LeeAnne Campos
- Terry Hurd
- Susan Ryan
- Wendy Freeman
- Judith Royse
- Kate French
- D. Stouffer
- G. Rushta
- Philip Edlund
- Bill Giddings
- Roxy Giddings
- Mona Cornelius
- Marlene Hayden
- Marilyn Swartz
- Gunnar Johnson
- Marianne Lincoln
- Jesus Paez
- Kimberly Staniola
- Heather Paez
- Allen Siegler
- Kelly Johnson

Public comment closed.

Motion made (Wolfe/Tjossem) to deny the demolition permit.  
Motion passed unanimously.
Removal of Landmark Designation

Chair Koreis requested Staff summarize the process.

Staff provided an explanation on the removal of Landmark Designation and addressed Commission questions.

Motion made (Green/Taylor) to rescind consideration for the removal of the historic status. Motion passed unanimously.

- motion to adjourn at 8:50 P.M.
Pierce County
Historic Preservation Grant Program

2022 Historic Preservation Grant
Application Guidelines
and
Application Form

Deadline for Submission: 3:00 p.m., Tuesday, October 5, 2021

Chad Williams, Historic Preservation Program
Email: chad.williams@piercecountywa.gov | Telephone: 253-798-3683
Pierce County is a Certified Local Government (CLG) in historic preservation pursuant to Section 101(c) of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470). Pierce County became a CLG in 1986 by meeting the CLG requirements and administering the County’s Historic Preservation program. The Pierce County Landmarks and Historic Preservation Commission is an advisory commission appointed by the County Executive and confirmed by the County Council. The commission is comprised of 11 members, one from each of the 7 Council Districts and 4 at-large members with professional credentials in architecture, history, archaeology, or archival library science.

About the Historic Preservation Grant Program

Funds for the Pierce County Historic Preservation grant program come from annual budget appropriations. The program is funded by the County’s one-dollar portion of the five dollar per instrument surcharge charged by the Auditor for each document recorded under provisions of RCW 36.22.170 (1)(a). The program goal is to distribute small, yet meaningful, grants to help promote historic preservation throughout the County.

Pierce County is committed to a policy of equal opportunity regardless of race, religion, color, national origin, age, sex, physical, mental or sensory disability, or veteran status.

The Pierce County Landmarks and Historic Preservation Commission administers the grant program. The Commission evaluates grant applications on a competitive basis of quality and strength. Criteria used for scoring includes, but is not limited to, historic significance, urgency, public benefit, demonstrated ability to execute and complete projects, and general quality of the completed application. The Commission forwards to the Pierce County Council a list of recommended projects and suggested funding allocations.

Applications due: Tuesday, October 5, 2021, 3:00 p.m.
Recipients notified of Commission’s recommendation: December 2021 (estimate)
Work completion: November 10, 2022

For additional questions, contact:
Chad Williams, Historic Preservation Program
Pierce County Planning and Public Works
chad.williams@piercecountywa.gov or 253-798-3683

2022 Historic Preservation Grant Application Guidelines
Eligible Projects

Building Project – Maximum Award Amount: $35,000

Stabilization, restoration, or rehabilitation of buildings or structures. Your property must be designated as an official landmark at the city or County level, listed on the Washington State Heritage Register, or the National Register of Historic Places. No Exceptions. All work must comply with the Secretary of the Interior’s Standards for the Rehabilitation of Historic Properties. For more information about the standards, please visit their webpage: www.cr.nps.gov/standards.htm. If applicable, all contractors must comply with Prevailing Wages as defined by the Washington State Department of Labor & Industries.

Prior to the start of work, applicants shall present drawings and replacement details to the Landmarks Commission for those building-related applications. If the project is under the jurisdiction of a Pierce County Certified Local Government (CLG), approval from that CLG is required. Individual projects, such as interior work, may also require Landmarks Commission approval.

Non-Building Project – Maximum Award Amount: $15,000

Preservation or enhancement of photographs, documents, and/or other materials in Pierce County museums, historical societies, and libraries.

Historic markers to promote Pierce County heritage. If applicable, all contractors must comply with Prevailing Wages as defined by the Washington State Department of Labor & Industries.

Pierce County history research compiled under the supervision of a history professional. Research associated with historic sites, buildings, structures, or objects important to a community is encouraged. Upon completion, the project must be housed in a facility open to the public.

Public events and public programs which have a primary purpose of promoting public awareness of Pierce County history at large.

Non-Eligible Projects

Performing arts.

Preservation planning (condition assessments and structural investigations). These may be part of a larger project or part of the matching fund if developed specifically for the grant project. However, the grant is not designed to solely fund condition assessments.

Purchase or rental of equipment for events.

Attendance at seminars, conferences, or lobbying events.
Applicant Eligibility

Individuals or entities that own a property listed on a Local, State, or National Register. If the applicant does not own the historic building, a letter from the property owner approving the application and proposed project is required.

Nonprofit organizations (tax-exempt status under IRS 501(c)(3)) including museums, historical societies, and other community-based organizations.

Public agencies, including governmental units such as a housing agency, community development agency, school district, or parks department.

Funding Information and Requirements

Maximum grant amounts fall into two categories: 1) $35,000 for stabilization, restoration, or rehabilitation of register-listed buildings or structure; and 2) $15,000 for photographic/document preservation, historic markers, history research, and public events/programming. (The Commission reserves the right to award higher levels if additional funding becomes available.)

Matching resources, equal to 100% of the requested grant amount, comprised of cash or in-kind donations, are required and must be clearly demonstrated on the application of how that 1:1 match is to be accomplished. While the grant cannot fund expenses incurred prior to the effective date of the contract, the matching fund portion may include volunteer or staff time incurred after Council recommendation for approval of the project (estimated approval date February - March 2022). If the grant match is indicated as requiring secondary grants or unsecured funding, applicant must indicate capacity to self-fund the match and ability to complete the proposed grant project.

Be aware as you prepare your budget:
When preparing your budget, have your contractors and suppliers include a factor for price changes; final approval of awarded grants will not occur until about one-half year after they are submitted. This is due to required procedural steps, after LHPC completes their recommendations, before County contracts can be finalized.

Grant recipients must acknowledge the Pierce County Historic Preservation grant funding in all publications, media materials, and press releases related to the project. Pierce County will supply logos upon request.

General operating expenses are not eligible for inclusion in a grant request.

Private owners of a historic building or structure soliciting grant funds for their property should explain the public benefit resulting from a successful project. This may include hosting a public event or offering some source of public outreach and education documenting the project. For applicants unfamiliar with how a public event, such as a Historic Home Tour, provides a public benefit, please visit: https://www.tacomahistory.org/historic-homes-of-tacoma or similar webpages for many of the specifics included in this funding requirement.

Events funded by the grant must be open to the public.
The grant project must be completed and submitted to Pierce County for reimbursement with all required paperwork by November 10, 2022.

Pierce County will disburse grant reimbursement funds after the project is satisfactorily completed and all required documentation and paperwork for reimbursement are submitted to, and approved by, Pierce County within the timeframe specified in the grant contract. If contract deadlines are not met, funding may be rescinded.

Only one grant request per agency/organization/applicant per funding cycle.

**Major Evaluation Criteria**

1. Quality, significance, and lasting impact of the project
2. Ability for successful project execution
3. Time urgency and/or level of need

**Application Process**

Applicants must submit one completed and signed application form. Download the grant guidelines and application forms from the Pierce County Planning and Public Works Department website [www.piercecountywa.org/historicpreservation](http://www.piercecountywa.org/historicpreservation). If contracting with Pierce County, prevailing wage statements of intent must be on file with the Washington State Department of Labor & Industries.

Applications will **ONLY** be accepted electronically.

Please email completed application to the following staff:

chad.williams@piercecountywa.gov

 tiffany.aliment@piercecountywa.gov

Application must be received **by 3:00 p.m. on Tuesday, October 5, 2021** or it will not be considered.

**NO EXCEPTIONS.**
PIERCE COUNTY HISTORIC PRESERVATION
GRANT PROGRAM

2022 HISTORIC PRESERVATION GRANT APPLICATION FORM

Deadline for Submission: 3:00 p.m., Tuesday, October 5, 2021

Email application to the following staff:
Chad Williams, Historic Preservation Program, chad.williams@piercecountywa.gov
Tiffany Aliment, Commission Clerk, tiffany.aliment@piercecountywa.gov

Download an application form on the Landmarks Commission website
www.piercecountywa.org/historicpreservation
Section 1: Applicant Information (enter N/A if applicable)
Applicant Type:  _____ Private owner of historic building or structure  
_____ Nonprofit organization  
_____ Public agency  
_____ Corporation, partnership, or other legal status

Applicant Name: ___________________________________________________________________

Authorizing Official’s Name and Title: ________________________________________________

Mailing Address: ___________________________________________________________________

Email: ___________________________  Phone: ________________________________

Alternate Contact Name: _____________________________________________________________

Email: ___________________________  Phone: ________________________________

Authorizing Official’s Signature: _____________________________________________________

Please include a copy of the IRS 501 (c) (3) letter of determination.

Section 2: Project Information
Project Title: ___________________________________________________________________

Project Location: ___________________________________________________________________

What grant category is the application for?  Building _________  Non-Building _________

What amount are you seeking? $__________________
(Maximum award is $35,000 for building projects and $15,000 for non-building projects)

Other sources of funding for this project:
______________________________________________________________________________
______________________________________________________________________________

Dates of Grant Project Activities (ALL activities must be completed by November 10, 2022)
From: ___________________________  To: ___________________________
Please provide clear and concise answers.

1. Clearly describe the project and its goals.

2. Is this project part of a larger master plan or long-term series of projects? If so, explain.

3. How will the public benefit from this project?

4. How urgent is your need to complete this project?
5. How will this grant maintain or preserve the historic character of your project?

6. How will you match funds provided by Pierce County?

7. Will your project be able to proceed if you do not receive this grant?

8. Have you received Pierce County grants before? If so, how many and were they completed successfully and on time?
**Section 3: Project Budget**

**Agreement With:**  
**Project:**  
**Worktag:** 001-00.HDOC.51310P0

1. What is the total estimated cost of your project? ________________
2. How much are you requesting in grant funds? ________________
   2a. Please use Column A below to explain how you plan to allocate the grant funds.
3. How will you match the amount listed in Question 2?
   3a. Please use Column B below to explain how you plan to match the requested funds.  
   *It is not necessary to have an entry in Column B for each line item used in Column A, but the total of Column B must match or exceed the total of Column A.*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Column A – Grant Funds</th>
<th>Column B – Applicant Funds***</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Requested Amount: $______</td>
<td>Amount to Match: $________</td>
</tr>
<tr>
<td>Contractor(s)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Administration</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Supplies</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Marketing/Promotion</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Travel (mileage rate: $.54/mile)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Consultants</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Construction/Labor</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>In-Kind Volunteer Hours**</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Grand Total:</strong></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>(Column B must be ≥ A)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Applicants must be able to self-fund any unsecured match to successfully complete the project.  
** Applicants may not charge more than $27.20 per hour for volunteer time. For professionals who are volunteering their time in their professional capacity (i.e. a professional photographer who is taking photos for a project), please list their normal hourly rate and bill as such.  
*** Column B can include any combination of cash or labor/materials/equipment that are donated to the project or already on-hand.
Section 4: Additional Supporting Documentation

Required for All Projects:

- Letters of support (maximum of two) from endorsing organizations, governments, or relevant professionals with knowledge of the project and/or applicant’s abilities.
- A W-9 if you have not received grant funding from Pierce County.
- Current bid(s), including a factor for price increases until construction can begin, from potential contractor(s) and/or supplier(s) for any individual project element over $500.

Required for Building Projects:

- Digital photographs illustrating the project. Applicants must submit at least one clear photo for each exterior wall of the building and additional photos as needed to clearly identify project scope.
- If applicable, architectural drawings, construction plans, etc.
- Current cost estimates/bids from professionals for hired work and/or estimates for materials for owner-completed work.

Optional for All Projects:

- Submit a short 3-minute video explaining your project.
- A picture’s worth a thousand words! Visuals are always appreciated.
- Any other supplemental material to help clarify and explain your project.

If all required information is not received at the time of application, your application may not be considered for funding.
Grant program clarification to the application
I suggest the following should be on page 4 of the application instructions, as the first and second paragraph under the heading "Be aware as you prepare your budget". Also, add a start date on page 7

Be aware as you prepare your budget:
This is a 1:1 matching, reimbursable grant. If you are awarded a grant, Pierce County will match your expenses, up to the maximum awarded amount. You will be reimbursed after you submit documentation that shows:

1. The scope of work you have applied for has been achieved
2. You have paid both your portion + the portion to be reimbursed within the specified time period.

Therefore, you will need to spend 2x the grant amount before you can be reimbursed for the grant amount.

Example: You apply for a $20,000 grant to cover part of a building restoration project. You will need to show you have $40,000 available when you apply. If awarded the grant, you must spend at least $40,000 for the work in this example, and provide documentation to that effect before you can be reimbursed for the $20,000 in the grant.

Reimbursable grant time period: Work applied to this reimbursable grant shall occur within a specified time period. See page 7 for dates.

On page 7, under “Dates of Grant Project activities” add:
All activities may start: As soon as Pierce County Council approves your grant.
Then adjust the completion date for 2023