



Culture, Arts and Heritage Commission Meeting Agenda

June 12, 2025
12:00 PM

City Hall

Aspen Room, 1st Floor
415 W. 6th St
Vancouver, WA 98660

[Join the meeting via Microsoft Teams](#)

Or call [+1 347-941-5324,,72855746#](tel:+13479415324,72855746#)

1. **Call to Order and Roll Call**
2. **Approval of Minutes**
 - a. May 29, 2025
3. **Community Forum**

To provide public testimony, please see instructions below.
4. **Action Items**
 - a. Cultural Access Program Update
5. **Commission and Staff Reports**
 - a. Cultural Services Manager
 - b. Commission President
 - c. Clark County Art Commission
6. **Open Discussion & New Business**

Adjournment

Culture, Arts and Heritage Commission

MEMBERS

Brad Richardson, *President*
Linda Reid, *Vice President*

Lee Rafferty
Michelle Tan
Rebekah Percival
Ricky Gaspar
Rosalinda Mendoza
Russell Ford, CACC
Shon-Lueiss Harris

Parks, Recreation and Cultural Services

415 W. 6th Street
Vancouver, WA 98660
TTY: 711
www.cityofvancouver.us

Community Forum Instructions

Time is reserved at each Commission meeting for Community Communications. During this time, the public may

speak on any issue. Each speaker will have three minutes to address the Commission. Community members who wish to submit detailed testimony that may exceed three minutes of speaking time are encouraged to email their comments so they can be included with the meeting materials.

Community Communications participants are encouraged to pre-register by email at kirsten.hull@cityofvancouver.us or by phone at 1-360-487-8307, but may comment during this period without pre-registration; options for Community Communications are:

1. In Writing: Public comments can be submitted in writing via email to kirsten.hull@cityofvancouver.us by 5pm the day before the meeting.
2. Remotely: attend the Microsoft Teams meeting online; be prepared to speak online during the Commission meeting at the time of Community Communications.
3. In Person: Fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

City Hall is served by C-TRAN. Route information and schedules are available online at www.c-tran.com. You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.

Meeting Minutes

Thursday, May 29, 2025

12 p.m.

Vancouver City Hall

Aspen Room

415 W. 6th Street

Vancouver, WA

Commissioners Present:

Richardson, Reid, Percival, Gaspar, Ford and Harris

Commissioners Absent:

Mendoza, Rafferty and Tan

Item 1: Call to Order

President Richardson called the May 29, 2025, special meeting of the Culture, Arts & Heritage Commission to order at 12:04 p.m. The Commission met in Aspen Room at Vancouver City Hall and via Microsoft Teams.

Item 2: Approval of Minutes

Motion by Reid, seconded by Percival, and approved unanimously to adopt the minutes from April 10, 2025.

Item 3: Community Forum

Two participants preregistered but were not present.

Motion by Ford, seconded by Reid, and approved unanimously to move Community Forum to the end of the agenda to accommodate late arrival.

Item 4: Workshops

a. Smith Tower Review and Advocacy for Mid-Century Buildings

Jeronimo Roldan, State Historical Architect at the Wash. Dept. of Archeology and Historic Preservation (DAHP), presented a request for the Commission's support of a mitigation project related to the renovation of Smith Tower. Smith Tower has received federal funding for upgrades including reskinning the building with a more energy efficient exterior.

Members

Brad Richardson
President

Linda Reid
Vice President

Lee Rafferty
Michelle Tan
Rebekah Percival
Ricky Gaspar
Rosalinda Mendoza
Russell Ford, CCAC
Shon-Lueiss Harris

**Parks, Recreation and
Cultural Services
Department**

P.O. Box 1995
Vancouver, WA 98668
360-487-8311
TTY: 711
cityofvancouver.us

To request accommodation or other formats, please contact:
Kirsten Hull | 360-487-8307 | TTY: 711 | kirsten.hull@cityofvancouver.us

This necessary upgrade would make the building ineligible for the National Register of Historic Places and will require a Memorandum of Agreement for the removal of its eligibility negotiated between DAHP, Department of Housing and Urban Development (HUD), Clark County Historical Museum, Vancouver's Downtown Association, and Docomomo. One of the proposed mitigation strategies is to fund the creation and hosting of a website to highlight Vancouver's mid-century architecture similar to midcenturyspokane.org. The funding for the first five years of this project would be awarded through a certified local government grant and built into the HUD agreement through the Section 106 mitigation process. Roldan sought the Commission's interest and support for the project.

Richardson clarified that the new building skin will not compromise Smith Tower's eligibility for the state or local registers. Percival asked about the project's budget and site creation, cautioning against approving the project without considering staffing needs for ongoing care and maintenance of the new site. Donovan stated that an internal City discussion would be necessary before a decision is made.

Item 5: Action Item

a. Vancouver Cultural Access Program

President Richardson recused himself from the Vancouver Cultural Access Program discussion. Vice President Reid took over meeting facilitation.

Stacey Donovan, Cultural Services Manager, gave an overview of the Cultural Access Program including its legislative background, proposed public benefits, grant program eligibility, selection criteria and fund allocation amounts. The Cultural Access Program is a sales tax funded program that expands community access to cultural programs in science, heritage and the arts through a competitive grant process. Applicants must have a primary mission focused on arts, culture, heritage or science and be a 501(c)(3) nonprofit or apply with a qualified fiscal sponsor that meets the mission and nonprofit requirements. Eligible applicants must also be located within Vancouver city limits or deliver at least 55% of their programming within city limits and serve city residents directly.

Five grant types have been proposed as part of the program:

- Impact Grants: \$10,000-\$75,000 grants intended to fuel growth and expand reach of eligible programs
- Innovation Grants: \$5,000-\$25,000 grants intended to support new ideas, pilot programs and innovative projects
- Comprehensive Grants: \$100,000-\$300,000 to invest in organization growth and capacity over multiple years
- Capital Grants: up to \$1.5 million to invest in growth and sustainability of arts, culture, heritage and science spaces in Vancouver
- School Grants: 20% of available funding to expand youth access to school-based cultural programs and activities

Reid noted that the City Council discussion on May 19 encouraged the Task Force to focus funds where they can yield the greatest purpose and impact rather than spreading the money too thinly across too many organizations. They also wanted to see a diversity of sectors and disciplines represented in each grant award cycle.

The proposed allocation percentages are 18% to Impact, 7% to Innovation, 20% to Comprehensive, 25% to Capital, 20% to School, and 10% to program administration. Perlick asked how the Commission would like to balance rigidity and flexibility in the allocation amounts year over year. Reid suggested that the Commission have the authority to move funds from one budget line item to another to be responsive to demand or to create a reserve fund that can be used to fund applications outside of the allocation percentage for that cycle. Harris

noted that the school program might see applications right away whereas other categories might take a few cycles to fully develop and encouraged having more flexibility in the beginning. Perlick suggested incorporating “up to” and “at least” language in the allocation definitions to demonstrate transparency.

Richardson returned from recusal.

Motion by Ford, seconded by Harris, and approved unanimously to recommend to City Council approval of the Vancouver Cultural Access Program policy components as presented.

Richardson resumed meeting facilitation.

Item 6: Commission and Staff Reports

a. Cultural Services Manager

Donovan gave the following updates:

- The Interstate Bridge Replacement Program’s Section 106 Review comment period is currently open. Commissioners were encouraged to provide feedback on the mitigation strategies proposed for cultural resources impacted by the project.
- Commissioners are invited to volunteer at the Vancouver Arts and Music Festival and Donovan will give a longer update on the festival schedule and exciting additions for 2025.

b. Commission President

Richardson gave the following updates:

- A Culture, Arts and Heritage Grant recipient has requested an amendment to their proposed project and Richardson brought the issue before the Commission for discussion. Kirsten Hull, Support Specialist, described the request. Columbia Play Project was awarded a grant in 2024 for creation of a new exhibit called Energy on the Move. The CAH grant was a small portion of the overall funding for the project and the organization has not been able to raise the rest of the funds. They requested redirecting the funding to a different exhibit instead. The Commission felt that making an exception for this project would be inconsistent with the grant guidelines which state that the grant agreement is directly tied to the application submitted and directed staff to deny the request.
- Richardson extended a heartfelt congratulations to Melody Burton, PRCS Marketing Manager, for winning the Clark County Parks Foundation’s Tributary Award for parks and recreation staff who demonstrate outstanding commitment and enthusiasm in their roles.

c. Clark County Arts Commission (CCAC)

Ford gave the following update:

- A resident attended a recent CCAC meeting to pitch a mural idea for a wall on the south side of Northeast 117th Street between I-5 and Northeast 19th Avenue in Salmon Creek. Ford requested Commissioners reach out to him with artists who would like to be connected to the project.

Item 7: Open Discussion and New Business

New commissioner Shon-Lueiss Harris introduced himself.

Item 3: Community Forum

Registered participants Mark Ray and Kimberlee Elbon did not join the meeting and did not give testimony.

Adjourned

This meeting adjourned at 1:30 p.m.

Performance Improvement and Eligibility Maintenance

Purpose

This section outlines the procedures and standards for addressing instances in which a grantee under the Cultural Access Program is determined to be at risk of failing to meet the baseline performance expectations necessary to maintain eligibility for continued funding. These provisions ensure transparency, accountability and fair opportunities for improvement while supporting the continuous delivery of public benefit.

Performance Monitoring and Risk Identification

The City of Vancouver's Cultural Access Program staff shall conduct ongoing monitoring of all funded organizations to assess compliance with grant agreement terms and alignment with program goals. Monitoring may include review of required reports, site visits, performance data, and financial or community impact evaluations.

An organization shall be considered at risk of losing eligibility if it:

- Fails to provide the agreed-upon public benefits defined in the application in a continuous or meaningful way
 - Substantially deviates from the approved scope of work without prior written approval
 - Fails to meet reporting requirements or respond to requests for information
 - Experiences operational or financial instability that compromises public benefit delivery
-

Annual Reporting Requirement

All grant recipients, regardless of funding cycle, grant size, or performance status, are required to submit an annual report summarizing:

- Program activities and outcomes
- Audience engagement and public benefit delivered
- Financial use of grant funds
- Any barriers or challenges experienced during the grant period
- Other pertinent information related to that year's grant award

Failure to submit an annual report may result in a Notice of Concern and/or ineligibility for future grant cycles.

Notice of Concern

The City is committed to supporting all grantees in achieving their stated goals and objectives. If an organization is identified as at risk, the City shall issue a Formal Notice of Concern with:

- A summary of the specific performance deficiencies or compliance issues
 - The relevant provisions of the grant agreement or program policy
 - A description and timeline of required next steps, including whether a Performance Improvement Plan (PIP) is needed
 - A deadline to confirm receipt of the notice, typically within 15 business days
 - Contact information for the designated staff liaison
-

Performance Improvement Plan (PIP)

Grantees that receive a Notice of Concern may be required to submit a Performance Improvement Plan (PIP) within 30 calendar days. The PIP must:

- Identify the root cause(s) of the issue(s)
 - Describe planned improvement measures with clear, measurable outcomes
 - Provide a timeline for implementation, typically not to exceed 90 calendar days
 - Indicate any need for technical assistance or program support
 - City staff will review submitted PIPs and may approve, request revisions or provide guidance as needed to support successful implementation
-

Multi-Year Grant Considerations

For multi-year grants, the City recognizes that organizations may need time to adjust to program expectations or scale public benefit delivery, especially during the first grant year. Therefore:

- The first year of a multi-year grant may serve as a transitional or developmental year, with greater flexibility granted to support organizational learning and capacity-building
- Rather than requiring immediate remedies, the City may issue a Performance Advisory Letter outlining expectations and required improvements for the following year
- If deficiencies persist into the second year, the full PIP process will apply

Monitoring of Performance Improvements

Once a PIP is approved:

- City staff will monitor progress against the stated milestones and outcomes
- Progress meetings or check-ins may be scheduled during the implementation period
- Technical assistance may be provided based on the grantee's needs and request
- The City may request recurring meetings to discuss and review progress

If the organization fails to make satisfactory progress or address identified issues, funding may be reduced, suspended or terminated.

Reinstatement of Eligibility

Organizations that lose eligibility may apply for reinstatement at the discretion of the Culture, Arts and Heritage Commission from the date of ineligibility, unless otherwise specified by the City. The reinstatement request must include:

- Evidence that the root causes of prior issues have been resolved
- Updated plans for public benefit delivery and accountability
- Documentation of current capacity and financial or organizational stability

All reinstatement determinations are at the discretion of the Culture, Arts and Heritage Commission.

Appeals

Grantees may appeal a Notice of Concern, PIP requirements, or eligibility determinations by submitting a written request within 30 business days of notice. Appeals will be reviewed by the Culture, Arts and Heritage Commission, with a final decision issued within 60 business days.