



## Culture, Arts and Heritage Commission Meeting Agenda

April 9, 2026  
4:30 PM

### Vancouver Arts Hub

Vancouver Arts Hub, Meeting Space  
1007 E Mill Plain Blvd  
Vancouver, WA 98663

Virtual Meeting Credentials:

### Microsoft Teams Meeting

Meeting ID: 222 196 556 019 86  
Passcode: 9Wb9G6vf

1. **Call to Order and Roll Call**
2. **Approval of Minutes**
  - a. Approval of the CAHC March meeting minutes
3. **Action Items**
4. **Workshop**
  - a. Cultural Asset Mapping Project Update
  - b. Vancouver Arts Hub Update
  - c. Inspire Vancouver Update
  - d. VAMF Update
  - e. America250 Update
5. **Community Forum**

To provide public testimony, please see instructions below.

## Culture, Arts and Heritage Commission

### MEMBERS

Ruby Lewis, *President*  
Brad Richardson, *Vice President*

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

### Parks, Recreation and Cultural Services

415 W. 6<sup>th</sup> Street  
Vancouver, WA 98660  
TTY: 711  
[www.cityofvancouver.us](http://www.cityofvancouver.us)

## **6. Commission and Staff Reports**

- a. Cultural Services Manager
- b. Commission President
- c. Clark County Art Commission

## **7. Open Discussion & New Business**

## **8. Next Meeting**

## **9. Between Now & Then**

## **Adjournment**

### **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 [parksrecculture@cityofvancouver.us](mailto:parksrecculture@cityofvancouver.us) or by phone at 360-487-8311, 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 [parksrecculture@cityofvancouver.us](mailto:parksrecculture@cityofvancouver.us) by 5:00 pm 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](http://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, March 12, 2026

4:30pm

Vancouver City Hall

Aspen Room

415 W. 6th Street

Vancouver, WA

### Commissioners Present:

Lewis, Mendoza, Richardson, Percival, Ford, Harris, Tan

### Commissioners Absent:

Gaspar

### Item 1: Call to Order

President Lewis called the March 12, 2026, meeting of the Culture, Arts & Heritage Commission to order at 4:32p.m. The Commission met in Aspen Room at Vancouver City Hall and via Microsoft Teams.

### Item 2: Approval of Minutes

**Motion** by Richardson, seconded by Mendoza, and approved unanimously to adopt the minutes from February 12, 2026.

### Item 3: Election of Vice President

Michelle Tan will be resigning as Vice President with the start of her new position at the City of Beaverton. She will continue serving as a regular commissioner.

Brad Richardson nominated himself for the position for the next 9 months.

**Motion** by Ford, seconded by Mendoza, and approved unanimously to elect Richardson as Vice President of CAHC.

### Item 4: Workshop

#### a. Cultural Stakeholder Asset Mapping Update

## Members

**Ruby Lewis**  
President

**Brad Richardson**  
Vice President

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

Cooley shared that his team is advancing goals around comprehensive cultural mapping to gather data on local stakeholders and community assets, such as organizations, spaces, festivals, events, and community resources.

They are aiming to develop a form by mid-March for gathering contact information for stakeholders and sorting categories into spreadsheet lists. The team will review lists and incorporate internal information to ensure information is as comprehensive as possible. Next Cooley will reach out to the CAHC, task force, key community connectors to include as many as possible.

Lewis asked if the mapping will be color coded to indicate categories within city limits. Cooley shared that the GIS system includes a “city limit” layer, and “city growth” areas which can be turned on by default. Cooley welcomes assistance on focus and category recommendations as we develop filters and tags for groups. The form is designed to sync up with the spreadsheet as we collect information for ease of access.

#### **b. Inspire Vancouver Update**

Melody Burton, Stacey Donovan, and Kirsten Hull gave an overview of the Inspire Vancouver Cultural Access Program progress.

Feedback from the Commission and City Communications Director on the brand work group specified which design aspects to keep and which to refine. The final brand addresses these concerns with updated solutions. Logos are available in full color, black, white, and navy, and can be arranged in a primary design as well as stacked, horizontal, and brand mark. The final color palette and fonts were shared.

Branding next steps include completing website development, building out social media channels, creating key templates, and building video strategy.

Outreach committee efforts seek commissioners to be public ambassadors for Inspire Vancouver by educating and engaging eligible organizations and individuals in Vancouver. Materials will be provided, and questions and suggestions are welcome to be brought back to staff for improvements. Ambassador training will be available this spring.

The grant process workgroup will guide the grant process for Inspire Vancouver through recommending performance measures, advising staff on the grant process, developing a review process, and approving recommendations.

Program launch timeline:

- March
  - Program introduction at State of the City
- April-May
  - Website and social media channels go live
  - Program launch, public outreach begins
- June-July
  - 1<sup>st</sup> round application launch
  - Review committee selection and training
- August-September
  - Review committee recommendations at August meeting
  - 1<sup>st</sup> round grants awarded

The floor was open for discussion. Lewis inquired if the outreach materials will include multiple languages, and Burton confirmed that printed materials would be available in multiple languages. We would also offer dates for presentations that include interpreters. Tan supported offering language-specific opportunities. An open discussion was held regarding partnering with organizations and venues to host in-person conversations to foster hospitality beyond City Hall. Commissioners were encouraged to share their ideas for places to host small gatherings with Burton. Once social media accounts are live for Inspire Vancouver, commissioners can share and help spread the word in the community.

Donovan shared that we are aiming to get the staff positions posted soon to oversee this program. An open discussion was held regarding eligibility and engaging organizations at all levels of establishment.

**c. America250 Update**

Donovan announced that the project got recommend and is pending Council approval on 4/6 for \$20,000 to go toward the America250 event on July 3<sup>rd</sup>, ending with a movie in the evening. Richardson shared the 250 committee is still meeting to cross-promote and collaborate associated events. Committee members shared that there is positive engagement with the full list of aligned events.

**d. Arts Hub Update**

Donovan shared that on 3/16 Council will consider the recommended consultant for leading the Arts Hub next phase of facility design. Staff will be working with the consultant on project timeline, outreach, presentation and engagement for CAHC and Council. The CAHC will receive requests for dates and times to meet with the consultants as an opportunity to share feedback and input as stakeholders, and share information among networks.

Perlick added that this will be a great opportunity to connect the commission with what is going on at the Arts Hub. Ford asked for an update on occupancy requirements on the building, since an exception was made for State of the City. Perlick shared that with safety as a priority, further code work will be required to increase occupancy.

**e. VAMF Update**

Donovan shared it was recommended that the Vancouver Arts & Music Festival receive further funding for this year, and Council will review and vote this upcoming Monday. VAMF is on year 4 with the event planned for August 7-9, and we are still partnering with VSO. Planning is coming together and we have closed most applications. Call for art vendors yielded 124 applications, 27 movement and dance applications, 164 music stage applications, and 43 food vendor applications. We have received more applications than in past years, and the selection committee will have a great selection for a diverse and full festival. Hilton art exhibition applications are open until June 15. Volunteer recruitment launches around May and we encourage commissioners to attend and participate in the event.

**Item 4: Community Forum**

None presented.

**Item 5: Commission and Staff Reports**

**a. Cultural Services Manager**

Donovan gave the following updates:

- The State of the City address was hosted at the Arts Hub on March 9<sup>th</sup> with the theme of embracing Arts, Culture and Heritage in Vancouver.

- With the application process open for empty seat, we will have our subcommittee review applications. Ford, Mendoza and Richardson reviewed last time. Commissioners Harris, Lewis, Ford, Mendoza, and Richardson volunteered make recommendations to be approved to be reviewed by Council for final selection.
- We may hold April 9<sup>th</sup> meeting at the Arts Hub, which is important to set up this format in that space. We are hoping to have approval of the consultant team, they will be there that day doing interviews and conversations about the space. It is our hope that the consultant will be there presenting with CAHC.
- We recently updated the CAH page on the city website to include a meeting information page. Burton is finalizing new information flyer that commissioners can share with the commission's role. PRCS will be posting monthly reminders via posts on social media, including key agenda highlights, instructions on signing up for public comment, and how to attend. Commissioners are welcome to share.

**b. Commission President**

President Lewis gave the following updates:

- Highlights from the 2026 State of the City Address and the evening's featured performances and artistic contributions from several cultural groups and artists.
- Lewis met with staff from PRCS to discuss the role of the commission and upcoming initiatives. Several topics relevant to the commission's work include community engagement, cultural partnerships, future cultural spaces, and strategic outreach.
- Lewis shared a proposal for a month-long Black History Month Cultural Exhibit in February 2027, organized by CAHC. The purpose of this exhibit would be to celebrate and document the history, culture, and contributions of Black residents in Vancouver and Clark County while creating opportunities for education and cultural expression. This exhibit could bring together several organizations and community groups.

Harris expressed the importance of seeing the creators in our community. Ford recommended considering including the library as a partner.

**Item 6: Open Discussion and New Business**

No new business.

**Item 7: Next Meeting – April 9, 2026**

Donovan gave a brief summary of agenda items planned for the April meeting.

**Item 8: Between Now & Then**

Commissioners and Staff shared any known events:

- Staff will be sending commissioners calendar invitations for the work group.
- Lewis shared that Metropolitan Performing Arts Center will hold a gala fundraiser on March 27<sup>th</sup> to support youth.
- Mendoza shared about the Readiness to Achieve program, which provides mentors for students by Latino Leadership Northwest.
- Tan updated that performing arts center stakeholders will be meeting on 4/7 to provide an update on the project. She will be attending and will update CAHC on next steps.

**Adjourned**

This meeting adjourned at 6:21pm.



# Vancouver arts hub: past, present and future

## **Stacey Donovan**

Cultural Services Manager  
Parks, Recreation and Cultural Services

## **Kevin Kearns**

Capital Projects Project Manager  
General Services

The logo for OPSIS is located in the bottom right area. It features the word 'opsis' in a lowercase, blue, sans-serif font. The 'o' is a solid circle, while the 'p' has a vertical stem that extends downwards. The 's' is a simple, rounded shape.

April 9, 2026

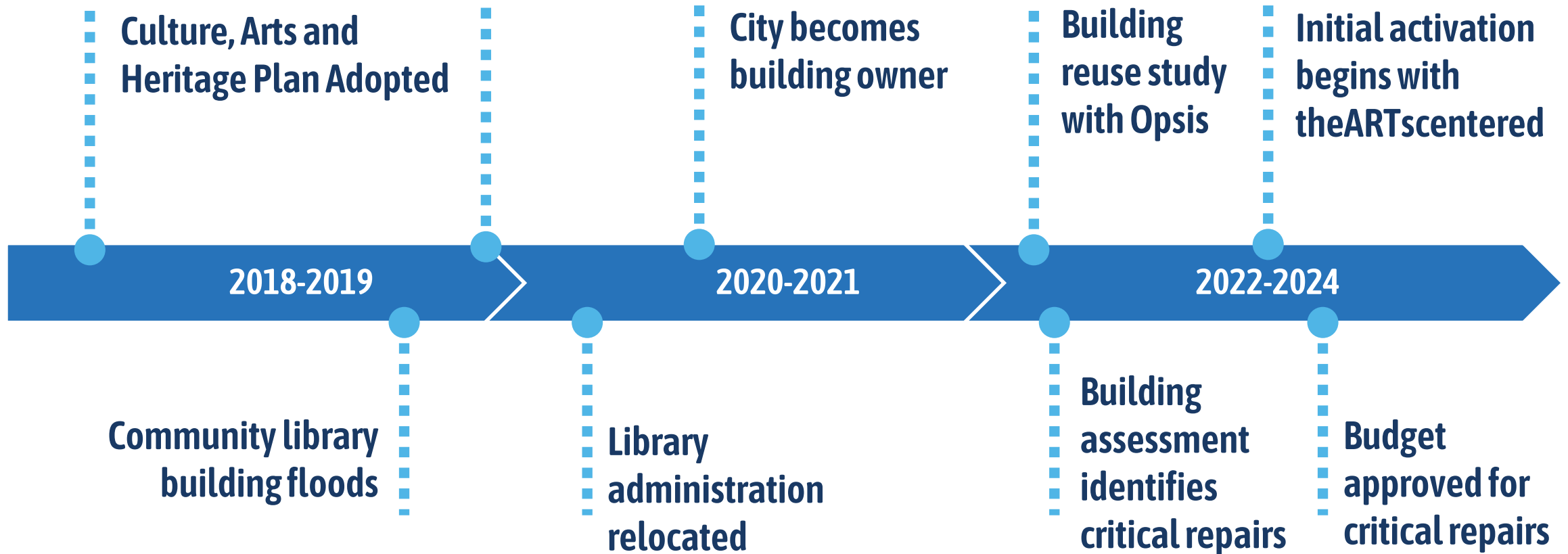


# Agenda

- How we got here
- Reuse study
- Initial activation
- Preserving the building
- Next steps
- Commission's role



# Creating the arts hub concept



Journey from historic library building to community arts hub



# Building Reuse Study

## The tools we used

- Broad community survey with over 1,000 responses
- Stakeholder interviews
- Community engagement events
- Explore operating plans from other organizations
- Create early design concepts





# Outcomes of the Building Reuse Study

- Strong community support
- Understanding needs/opportunities
- City Council endorsement
- Funding for critical repairs

# Building Assessment

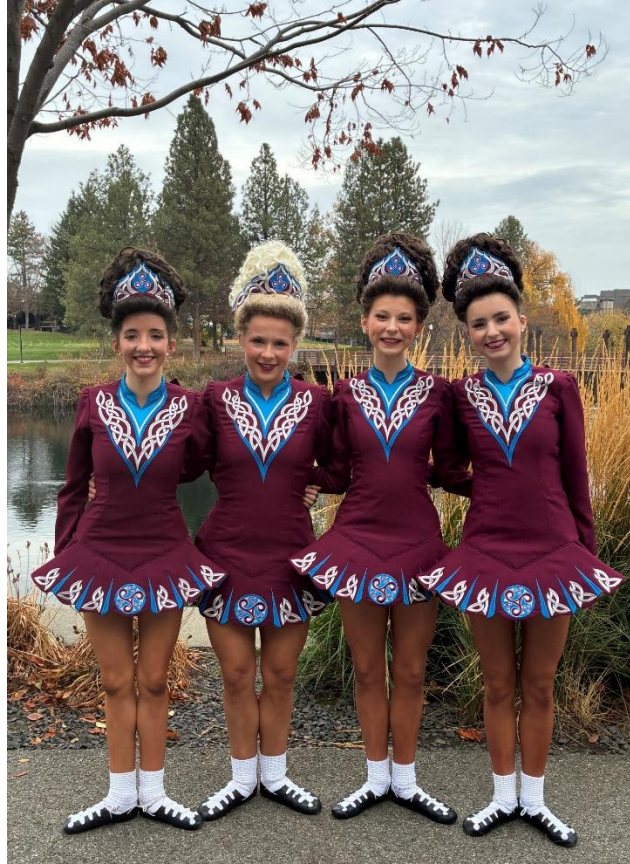
## Being responsible stewards of the building

- MENG Analysis completed the assessment in 2022
- Building is in generally good condition but some deficiencies were identified including a failing roof, the presence of hazardous materials, and lack of fire suppression.
- Based on the findings of the Building Reuse Study, City Council approved limited funding in the 2025-2026 budget to address priority projects including roof replacement and emergency HVAC upgrades.
- These projects are focused on structural preservation and maintaining building comfort; and are not intended to guide or constrain future design



# Goals for Initial Activation

- Open space to support current community needs
- Proof of concept for future operations
- Better understand community needs and capacity to inform the operating and design plans
- Build excitement and investment in the arts hub project





# Outcomes of Initial Activation

- Established an environment that welcomes a wide range of local artists and organizations
- Stronger relationships and renewed trust are being built with the community
- Critical space was made available for artists and organizations to thrive



# Current and Future Work



## Engagement

Hear from building users and the community



## Analysis

Use what we've learned to inform future plans



## Design

Create a phased approach for design and construction



## Operating

Recommend an operating plan with cost recovery



# Design Team

**opsis** Conceptual Design



Business and Operational Planning



Stakeholder and Community Outreach

## **Phase 1 Masterplan: Spring 2026 thru Fall 2026**

Phase 2 Design & Implementation:

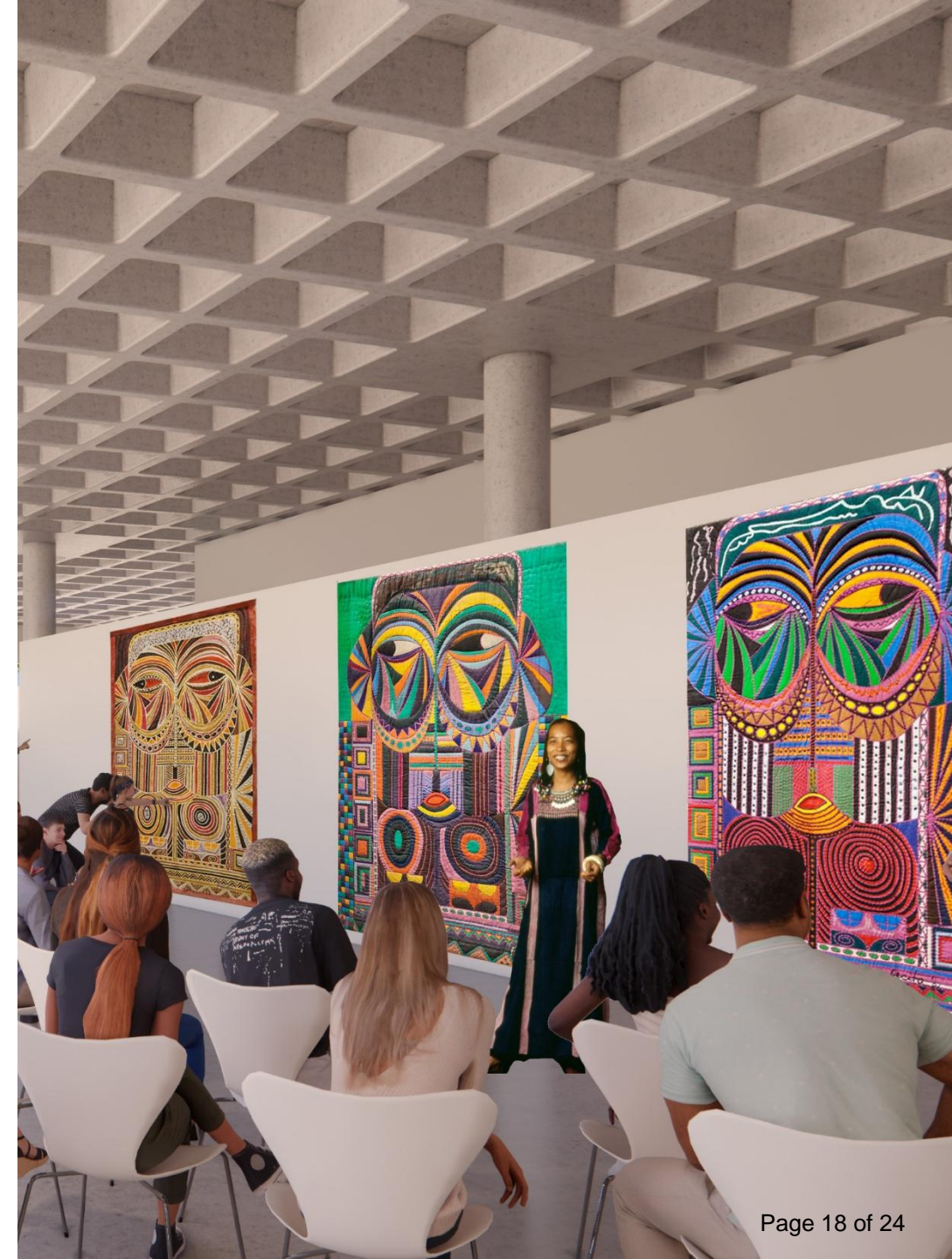
- Design: Begins Fall 2026
- Phased Construction: Begins Fall 2027



# Engage

## AMS / Framework

- Build on Previous Input through Targeted Outreach
  - Current facility users
  - Potential operators and partners
  - Key stakeholders
- Broader Community Outreach
  - Tap the vibrance of the arts ecosystem
  - Expand stakeholder outreach
  - Leverage exposure at public events
  - Continue to build support and share progress



# Analyze

## AMS - Business and Operational Planning

- Development of an activity profile based on user input
- Activity profile informs the building program, conceptual design, and implementation plan
- Leads to operational strategy recommendations
- Development of financial operating forecast



# Design

## Opsis Architecture – Conceptual Design

- Development of up to three options supported by stakeholder feedback
- Complete initial cost estimates
- Identify the preferred option
- Develop a multiphase implementation plan



# Operate

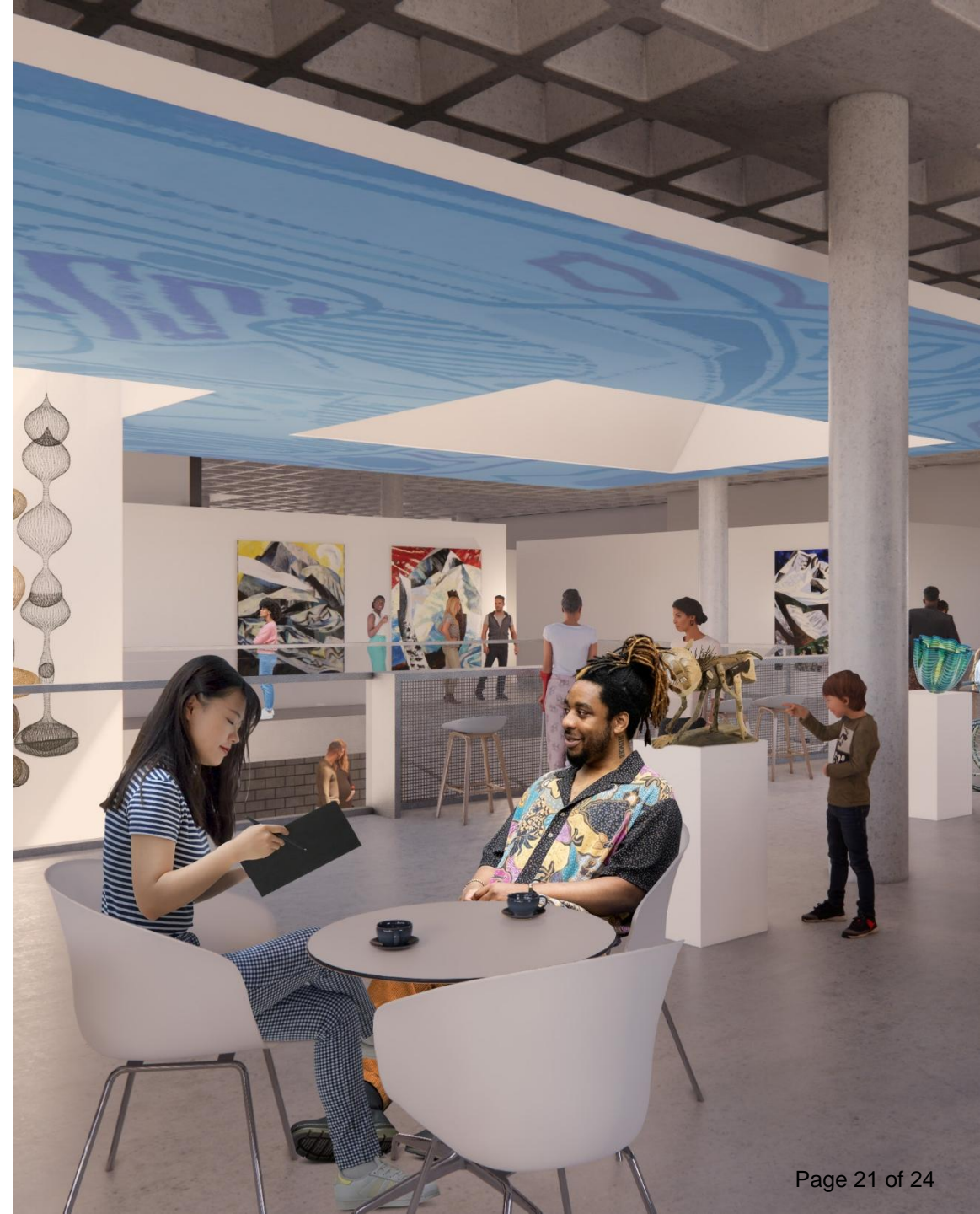
## AMS – Operational Model

### Goals:

- Serve all in the Community
- Activity Day & Night
- Financial Sustainability and Scalable
- Private / Public Partnerships
- Flexibility

### Lines of Business:

- Studio Rentals & Memberships
- Education Programs & Classes
- Events & Space Rentals
- Retail/Concessions
- Contributed Support



# Masterplan Schedule

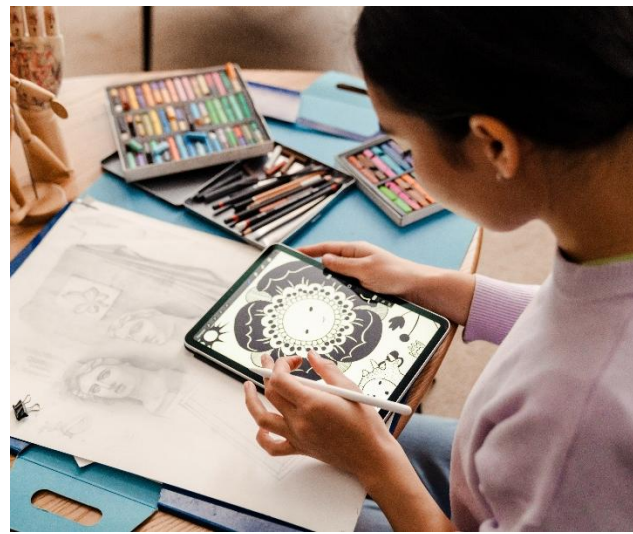
April	May	June	July	August	September
<b>CAHC Kickoff</b> Information Gathering <b>Stakeholder Interview(s)</b>	<b>Stakeholder Interview(s)</b>	Council Update <b>CAHC Update</b>	<b>CAHC Update of draft plan</b>	Council Presentation	<b>CAHC Update of Final Plan</b>

Cultural Arts and Heritage Commission engagement schedule during the 2026 Phase 1 Masterplanning



# Commission Involvement

- Attend community meetings
- Help increase community involvement and awareness
- Provide guidance to staff on design and operating recommendations before being considered by City Council
- Advocate for continued investment in the project and build community and stakeholder support



# Discussion

