

**Members**

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



# Agenda

## Landmarks Preservation Commission Planning and Development Services Department

**Date:** June 12, 2024  
**Time:** 5:30 p.m.  
**Location:** Hybrid (see below)

**Staff**

Reuben McKnight, Historic Preservation Officer  
Susan Johnson, Historic Preservation Coordinator  
Tina Nailor, 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/89120046605>, or by dialing +1 (253) 215-8782 and entering the meeting ID 891 2004 6605 when prompted.

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

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

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](mailto:landmarks@cityoftacoma.org), put in the subject line "LPC Meeting 6/12/24", 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:
  - 407 N. E St. – garage roof solar panels
  - 601 S. 8<sup>th</sup> St. (Central Admin Building) – new signage

**5. DESIGN REVIEW**

A. 1215 N 10th <i>Code corrections</i>	MD Architects	7	10 m
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**6. BOARD BRIEFINGS**

A. Economic Incentives Study <i>Timeline, overview</i>	Place Economics	17	30 m
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**7. BOARD BUSINESS/COMMUNICATION ITEMS**

A. Equity Committee updates	Commission	5	3 m
B. Comprehensive Plan – brief update	Staff	5	5 m
C. Events & Activities	Staff	6	5 m

**8. CHAIR COMMENTS**

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¿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**

June 12, 2024

**DESIGN REVIEW**

**AGENDA ITEM 5A: 1215 N 10<sup>th</sup> St (North Slope Historic District)**

*John DeLoma, MD Architects*

**BACKGROUND**

Built in 1890, this house is a contributing structure in the North Slope Historic District. This is an application to correct unpermitted alterations by a previous owner. The Landmarks Commission denied a retroactive permit for the alterations on December 14, 2022 (HDR22-0037), which included (please refer to keyed photo on Sheet A2 for additional details on nonpermitted work):

- All existing windows replaced (prior to replacement, photos indicate that the existing windows were a mix of original windows and replacement vinyl and stopped in glass)
- Beveled wood siding on the main body of house replaced with Hardiplank with faux wood texture; mitered corners replaced with corner boards; on the gable end, shingle siding was replaced with board and batten. Details including fascia boards under the eaves, original window trim and header molding replaced with narrow flat stock trim; window sills removed
- Removed two turned porch posts with a single 4x4 square post.
- Removed stair window adjacent to front door and sided over opening.
- Added three skylights (the Commission did not have any concerns with this part of the work).

The current proposal seeks to correct or improve the property to close to the visual characteristics prior to the work being performed, including:

1. Remove slider window in gable and replace with paired wood clad casement separated by a mullion;
2. Remove board and batten siding and replace with Hardi Shingle;
3. Restore gable returns and fascia board below gable;
4. Replace three single hung vinyl sash windows in the front bay with wood clad double hung windows;
5. Restore window casing/trim including 6" casing and beveled sills
6. Remove corner boards from siding and replace with caps to create a sharp mitered corner appearance;
7. Restore porch columns to turned posts, as originally configured.
8. Restore stair window adjacent to the front door with a wood clad window.

In addition, the applicant seeks to remove the non-historic deck on the front porch and restore to historic configuration, as well as shifting the door on the rear of the house from the south (facing M Street) to the north side of the house (facing the yard; not visible from street) and remove the non-historic rear stairs accessing this door.

The vinyl windows on the north (side) elevation are not proposed for any work, as they replaced previously installed vinyl windows and face the interior yard and not the street.

Lastly, the applicant seeks to retain the Hardiplank siding installed in 2022 for cost and sustainability reasons, but will restore the mitered corner appearance (as noted above).

**GUIDELINES**

The North Slope/Wedge Neighborhood Design Guidelines apply to this proposal, as follows:

Windows

1. Preserve Existing Historic Windows. Existing historic windows in good working order should be maintained on historic homes in the district. The existing wood windows exhibit craftsmanship and carpentry methods in use at the time that the neighborhood was developed. New manufactured windows, even those made of wood, generally do not exhibit these characteristics.

1. New Window Openings/Changing Window Openings:
  - Enlargement or changes to the configurations of existing window openings is to be avoided on the primary elevation(s) of a historic building within the district. In specific cases, such as an egress requirement, this may not be avoidable, but steps should be taken to minimize the visual impact.
  - Window size and orientation is a function of architectural style and construction technique. Scale, placement, symmetry or asymmetry, contribute to and reflect the historic and architectural character of a building.

### Siding

1. Avoid removal of large amounts of original siding.
2. Repair small areas of failure before replacing all siding. It is rarely advisable to replace all of the existing siding on a home, both for conservation reasons and for cost reasons. Where there are areas of siding failure, it is most appropriate to spot repair as needed with small amounts of matching material. Where extensive damage, including rot or other failure, has occurred, siding should be replaced with as close a material and visual match as is feasible, including matching reveals, widths, configuration, patterns and detailing.
3. Other materials/configurations. It is not historically appropriate to replace deteriorated siding with substitute materials, unless it can be demonstrated that:
  - the replacement material is a close visual match to the historic material and can be installed in a manner in which the historically character defining details may be reproduced (mitered corners, dentil molding, etc); and
  - replacement of the existing historic material is necessary, or the original material is no longer present; and
  - there is no feasible alternative to using a substitute material due to cost or availability.
4. Avoid changing the appearance, pattern or configuration of original siding. The siding type, configuration, reveal, and shingle pattern all are important elements of a home's historic character.

### 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.

## **ANALYSIS**

1. The property at 1215 N. 10th 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 replacement of the existing non-original windows with vinyl 1:1 hung sashes meets the North Slope Historic District design guidelines, where the window opening did not change.
3. Replacement of vinyl windows on the street facing elevations (gable end and bay window) with wood clad products meets the North Slope Design Guidelines for windows.
4. The previous removal of the original siding in favor of textured Hardiplank does not appear to meet the design guidelines for siding; however, the majority of the elements on the house are proposed for correction, and the applicant is proposing to restore the mitered corner appearance.
5. The replacement of the plain 4x4 wood post with turned wood porch posts, and the removal of the front deck, is based on the historical appearance and meets the guidelines for porches.

## **ACTION REQUESTED**

Staff recommends approval as submitted.

### SAMPLE LANGUAGE FOR APPROVAL MOTION:

*"I move that the Landmarks Preservation Commission approve the application at 1215 N 10th [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 at 1215 N 10th, 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 1215 N 10th, pending the submittal of additional information including [state information needed to render decision].”

## BOARD BRIEFINGS

### AGENDA ITEM 6A: Economic Incentives Study

*Place Economics*

#### BACKGROUND

The City of Tacoma has contracted with Place Economics (<https://www.placeeconomics.com/>) to conduct an analysis of existing and potential development and financial incentives available for historic preservation projects in Tacoma. The project includes a review of the effectiveness of existing programs, as well as potential development or retooling of new incentives (please see attached Request for Proposals)

This will be a project briefing and opportunity to provide feedback and share your thoughts with the project team, which will be conducting in person research June 11-13.

#### ACTION REQUESTED

This is a briefing/discussion item. No action is requested.

## BOARD BUSINESS/COMMUNICATIONS

### AGENDA ITEM 7A: Equity Committee Update

*Commissioners*

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

### AGENDA ITEM 7B: Comprehensive Plan Update

*Staff*

At its **next meeting on June 26**, the Landmarks Preservation Commission will have a Comprehensive Plan update work session to discuss the upcoming amendment cycle. Interested commissioners may want to familiarize themselves with the existing policy framework.

Information about the Comprehensive Plan update, generally:

<https://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=258888>

Access the existing Historic Preservation Element (adopted in 2011) here:

<https://cms.cityoftacoma.org/Planning/OneTacomaPlan/2-4HistoricPreservation.pdf>

The overall scope includes:

- Streamline and reduce redundancy with other policy areas, and cross reference where appropriate (for example, policies under design development that overlap with preservation policies)
- Review for high priority City policy areas absent from the HP element, including Diversity, Equity and Inclusion, Sustainability, and Housing

A companion project will be regulatory code updates, including the historic district nomination process and district administration.

#### ACTION REQUESTED

This is a briefing item. No action is requested.

## AGENDA ITEM 7C: Events and Activities

### Staff

Upcoming 2024 events include but are not limited to the following:

1. The next workshop in the Reclaiming Narratives: Real and Untold Stories of Tacoma series, facilitated by Kellie Richardson and hosted by the Washington State Historical Society, will be Thursday June 20<sup>th</sup>, 6:00-7:30pm. This event is all ages and free but pre-registration is required. The June workshop's theme is "Resilience." [Reclaiming Narratives - Resilience - Washington State Historical Society \(washingtonhistory.org\)](https://www.washingtonhistory.org)
2. Cushman and Adams Substations Future Use Study: Public Visioning Workshops will be held on Saturday, June 22 at the Wheelock Branch Library, 3722 N. 26<sup>th</sup> St. Choose one of two sessions to attend: 10:30am-12pm or 3:00-4:30pm. More information here: [Cushman and Adams Substations - City of Tacoma](https://www.cityoftacoma.gov)
3. Tacoma Historical Society's monthly program for June, "Here Comes the Dress," will be presented by THS curator Elizabeth Korsmo. Five wedding dresses from the THS collection plus two loaned dresses will be on display for the first time and one night only. Refreshments provided. Doors open at 6:00pm for exhibit viewing; presentation begins at 6:30pm. Free event but donations accepted. Friday, June 21, 6:00-8:00pm. [Here Comes the Dress \(tacomahistory.org\)](https://www.tacomahistory.org)
4. **One Tacoma Plan:** Tacoma's Comprehensive Plan is an important tool that establishes the City's future vision and policy direction, as well as guiding growth and development over the next 25 years. It helps us decide how to use our land and water, improve our city streets and transportation, build variety of housing options that satisfy the needs of our citizens at every stage of life, and maintain public facilities and services like parks, libraries, utilities, and more.

You can be part of shaping these decisions during the once-in-a-decade update to Tacoma's Comprehensive Plan, which is happening now. The City's Transportation Master Plan is also being updated.

Sign up for project emails to receive updates on the Comprehensive Plan process and be the first to hear about opportunities to share your thoughts in upcoming surveys, events, focus groups, and community meetings. More information is here: [One Tacoma: Comprehensive Plan - City of Tacoma](https://www.cityoftacoma.gov)

The following **One Tacoma Community Visioning Workshops** are scheduled for the public to learn and share:

Thursday, June 6 - Virtual Workshop at 6:00 pm Link to join: <https://www.zoom.us/j/83536580162>

Or dial to join: 253-215-8782; Webinar ID – 835 3658 0162

Monday, June 10 - Mt Tahoma High School (4634 S. 74<sup>th</sup> St.) at 6:00 pm

Saturday, June 15 - Wapato Park Pavilion (6500 S. Sheridan Ave) at 1:00 pm

Thursday, June 20 – Bates Technical College – Central Campus Studio (2320 S 19<sup>th</sup> St.) at 6:00pm

Thursday, June 27 - Salishan Family Investment Center (1724 E. 44<sup>th</sup> St.) at 6:00 pm

5. The City of Tacoma Sustainability and Economic Development offices are co-hosting a green business tour on Wednesday, June 26<sup>th</sup> at Earthwise Architectural Salvage in Tacoma, 3:00-4:30pm, 628 East 60<sup>th</sup> St. (flyer included in packet)

# Landmarks Preservation Commission

Planning and Development Services Department



747 Market Street | Room 345 | Tacoma WA 98402-3793 | 253.591.5220

## APPLICATION FOR DESIGN REVIEW

Permit Number: HDR24-0007

### PROPERTY INFORMATION

<b>Building/Property Name:</b>	1215 North 10th Street
<b>Building/Property Address:</b>	1215 N 10TH ST
<b>Historic/Conservation District:</b>	North Slope
<b>Applicant's Name:</b>	MD Architects
<b>Applicant's Address:</b>	3220 North 26th Street Tacoma, WA 98407
<b>Applicant's Phone:</b>	2537561652
<b>Applicant's Email:</b>	md@mdarchitects.net
<b>Property Owner's Name:</b>	FIDELIS EQUITY AND REAL ESTATE FUND A LLC

### PROJECT SCOPE AND DESCRIPTION

#### Project Details

<b>Application Type:</b>	Residential
<b>Type of Work:</b>	Other Major Work
<b>Estimated Valuation:</b>	50000

#### Application Checklist

##### Features to be Modified:

- windows replaced
- trim removed
- siding replaced

**Program of Work:**

8

**Specifications of Materials and Finishes:**



**Building/Roofing Information**

9

**Roof Height:****Roof Pitch:** 12**Roof Material:****Size of****Proposed Material:**

keep existing hardie siding but change corner trims

**Exterior Material:**

hardie 6" lap siding to remain. remove Board and batton and replace with hardie shingle

**Window Information****Window Types:**

see plans

**Window Trim:**

see detail on drawings

**Window Material:**

wood cased windows

**Window Locations:****Door Information****Door Types:****Door Materials:****Door Locations:**

front door to remain, back door relocated

**Existing Signage:**

**Sign Dimensions:**

**Sign Material:**

**Logo and Letter Size:**

**Lighting Specifications:**

**Removing or Relocating Signage:**

**Method of Attachment:**



# Submittal Information

Permit: HDR24-0007

*Applied: 06/05/2024*

11

Planning & Development Services

747 Market St.

Tacoma, WA 98402

## ACCOUNTING

SAP Cost Object

## ADDITIONAL INFORMATION

Door Locations	front door to remain, back door relocated
Exterior Material	hardie 6" lap siding to remain. remove Board and batton and replace with hardie shingle
Proposed Material	keep existing hardie siding but change corner trims
Roof Pitch	12
Window Material	wood cased windows
Window Trim	see detail on drawings
Window Types	see plans

## APPLICATION CHECKLIST

Elevation Drawings	CHECKED
Features to be Modified	windows replaced trim removed siding replaced
Illustrations	CHECKED
Material Samples	CHECKED
Photographs	CHECKED
Site Plan	CHECKED

## HISTORIC DISTRICT

District	North Slope
Guideline Certification	CHECKED

**PARCEL AND ZONING INFORMATION**

12

Accessibility Index	Low
BLDINSPAREA	North
City Council District	2
Economy Index	Moderate
Education Index	Very High
Erosion Control Inspector	Scott Haydon
Historic District	Y
Land Use Designations	Low-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	52
Zoning District	HMR-SRD-HIST

**PROJECT DETAILS**

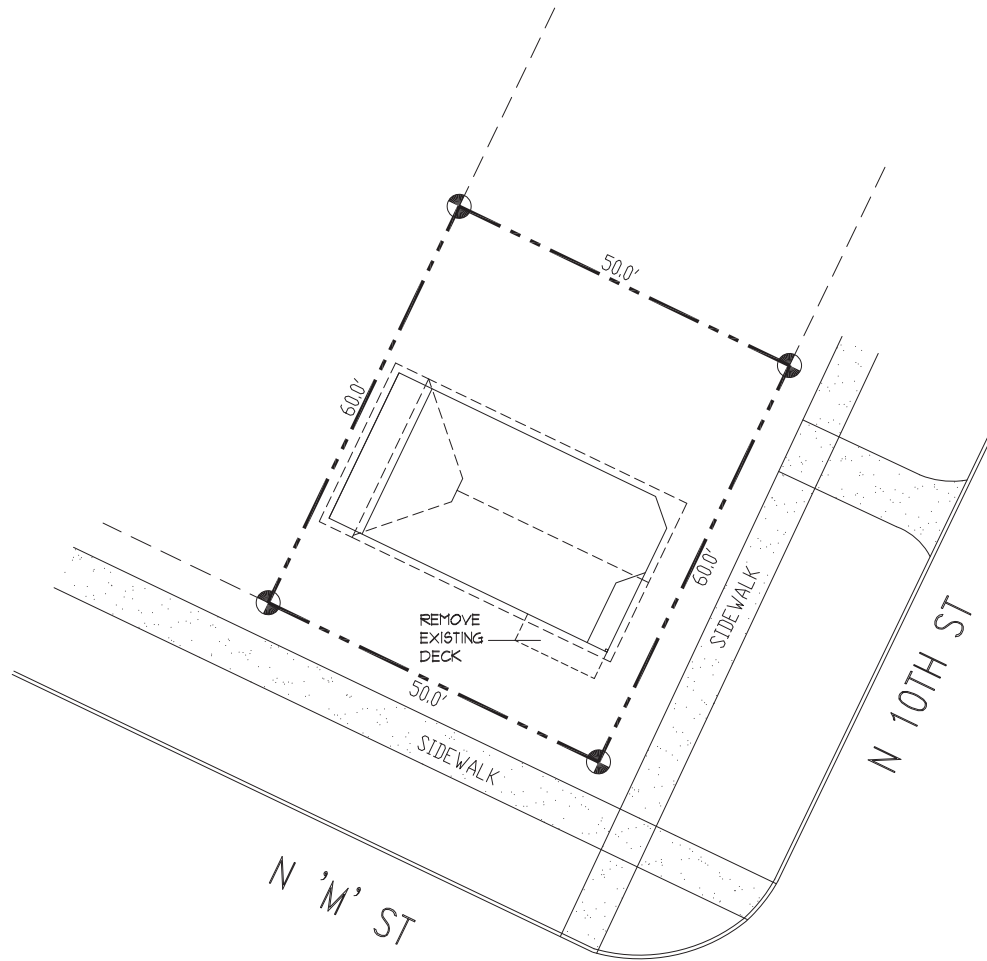
Estimated Valuation	50000
Scope of Work	Design review of a non-permitted and without design review single-family residence.

**REVIEW TYPE**

Application Type	Residential
Type of Work	Other Major Work

**Contacts:**

Contact Type	Name	Email
Applicant	MD Architects	md@mdarchitects.net
Owner	FIDELIS EQUITY AND REAL ESTATE FUN	tylermcwaid@hotmail.com



SITE PLAN

SCALE : 1" = 20'-0"

**PROJECT DATA**

BUILDING CODE: 2021 INTERNATIONAL RESIDENTIAL CODE  
 2021 INTERNATIONAL EXISTING BUILDING CODE  
 2021 CITY OF TACOMA MUNICIPAL CODE

ZONE: R-2  
 OCCUPANCY GROUP: R-3  
 CONSTRUCTION TYPE: V-B  
 SITE AREA: 3,000 SQ. FT.  
 BUILDING FOOTPRINT AREA: 886 SQ. FT.  
 BUILDING GROSS AREA: 1366 SQ. FT.

**CLIENT DATA**

PROJECT NAME: 1215 N. 10TH ST

PARCEL NUMBER  
 1040250080

PROJECT LOCATION  
 1215 N 10TH ST  
 TACOMA WA 98403

**LEGAL DESCRIPTION**

NEW TACOMA SOUTH 60 FEET OF LOTS  
 11 AND 12, BLOCK 4025 SECTION 31 TOWNSHIP 21  
 RANGE 03 QUARTER 41 : NEW TACOMA S 60 FT  
 OF L 11 & 12 B 4025

**PROJECT DESCRIPTION**

PERFORM EXTERIOR CHANGES TO RESTORE THE  
 ORIGINAL CHARACTER OF THE 1892  
 CONSTRUCTION OF A SINGLE-FAMILY RESIDENCE  
 TO THE ACCEPTANCE OF THE TACOMA  
 HISTORICAL PRESERVATION ASSOCIATION.

**SHEET NUMBERS**

- A1 SITE PLAN, PROJECT INFORMATION
- A2 EXISTING AND ORIGINAL PHOTOS OF HOUSE
- A3 PROPOSED EXTERIOR REPAIRS AND FINISHES.

FIDELIS EQUITY AND REAL ESTATE FUND

PARCEL 2040250080  
 1215 N 10TH ST  
 TACOMA, WA 98403

**MD Designs**

Residential - Commercial Design  
 m@mdarchitects.net www.mdarchitects.net  
 www.facebook.com/mddesigns.portfolio  
 3220 North 26th Street Tacoma, WA 98407  
 ph: 253.756.1052 fx: 253.756.2025

PROJECT INFORMATION  
 SITE PLAN

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<b>A1</b>	DATE: 05/28/24
	DESIGNER: JPD
<b>3</b>	PROJECT #: 104025



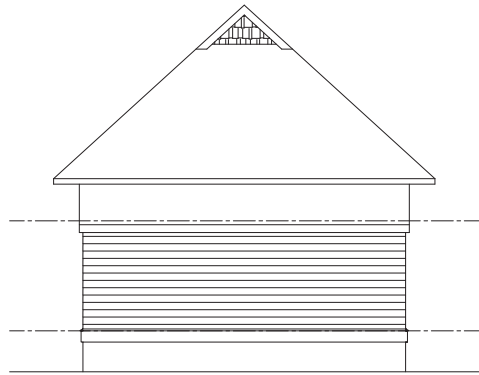
PARCEL 2040250080  
1215 N 10TH ST  
TACOMA, WA 98403

**MID Designs**  
Residential - Commercial Design  
m@midarchitects.net www.midarchitects.net  
www.facebook.com/middesigns.portfolio  
3220 North 26th Street Tacoma, WA 98407  
ph: 253.756.0652 fx: 253.756.2035

BEFORE/AFTER PHOTOS

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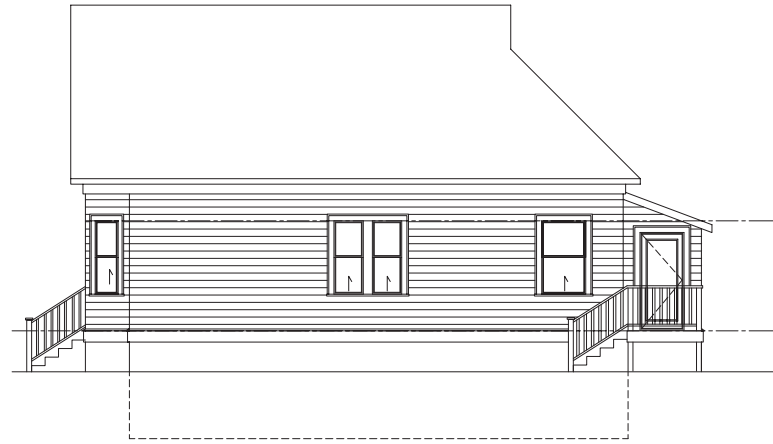
<b>A2</b>	DATE: 05/08/24
	DESIGNER: JPD
<b>3</b>	PROJECT #: R2400



WEST ELEVATION (REAR)

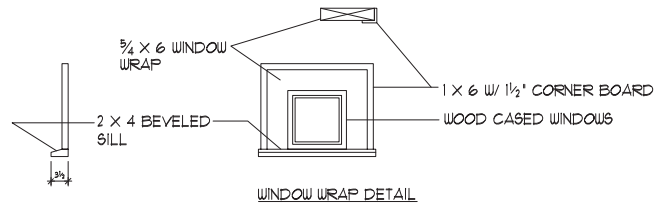
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SCALE : 1/4" = 1'-0"



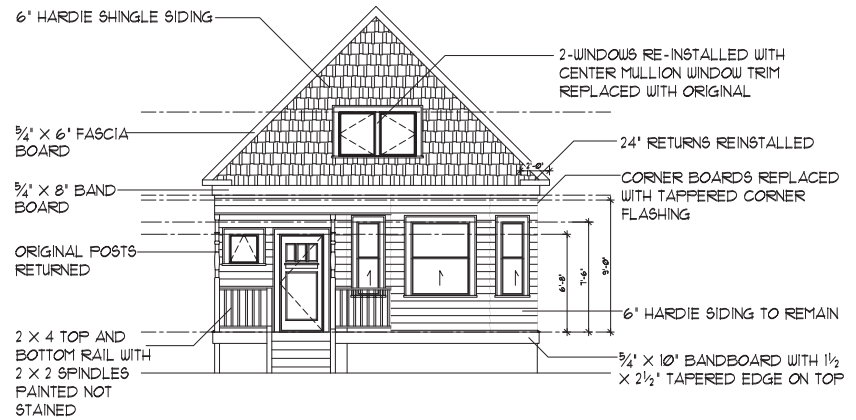
NORTH ELEVATION

SCALE : 1/4" = 1'-0"



NORTH ELEVATION

SCALE : 1/4" = 1'-0"



EAST ELEVATION (FRONT)

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SCALE : 1/4" = 1'-0"

**MD Designs**

Residential - Commercial Design  
 md@mdarchitects.net www.mdarchitects.net  
 www.facebook.com/mddesigns.portfolio  
 3220 North 26th Street Tacoma, WA 98407  
 ph: 253.756.1652 hc: 253.756.2025

PROPOSED ELEVATIONS

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**A3**

DATE:  
05/28/24  
DESIGNER:  
JPD

**3**

PROJECT #  
R24-010

PARCEL 2040250080  
 1215 N 10TH ST  
 TACOMA, WA 98403







City of Tacoma, WA

**PLANNING AND DEVELOPMENT SERVICES**

**REQUEST FOR PROPOSAL**

**HISTORIC PRESERVATION INCENTIVES STUDY  
SPECIFICATION NO. PL23-0212F**



**City of Tacoma**  
**Planning and Development Services Long Range Planning**

**REQUEST FOR PROPOSALS PL23-0212F**  
**Historic Preservation Incentives Study**

**Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, December 5, 2023**

Submittals must be received by the City's Procurement and Payables Division prior to 11:00 a.m. Pacific Time.

For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email, [sendbid@cityoftacoma.org](mailto:sendbid@cityoftacoma.org), as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals. Late submittals will be returned unopened and rejected as non-responsive.

**Submittal Delivery:** Sealed submittals will be received as follows:

**By Email:**

[sendbid@cityoftacoma.org](mailto:sendbid@cityoftacoma.org)

Maximum file size: 35 MB. Multiple emails may be sent for each submittal

**Bid Opening:** Submittals must be received by the City's Procurement and Payables Division prior to 11:00 a.m. Pacific Time. Sealed submittals in response to a RFB will be opened Tuesday's at 11:15 a.m. by a purchasing representative and read aloud during a public bid opening held at the Tacoma Public Utilities Administrative Building North, 3628 S. 35<sup>th</sup> Street, Tacoma, WA 98409, conference room M-1, located on the main floor. They will also be held virtually Tuesday's at 11:15 a.m. Attend [via this link](#) or call 1 (253) 215 8782. Submittals in response to an RFP, RFQ or RFI will be recorded as received. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

**Solicitation Documents:** An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

**Pre-Proposal Meeting:** A pre-proposal meeting will not be held.

**Project Scope:** A review, analysis and recommendations to improve economic and development incentives that encourage the continued use and adaptive reuse of historically designated and older structures.

**Estimate:** \$150,000 over two phases (dependent upon funding)

**Paid Sick Leave:** The City of Tacoma requires all employers to provide paid sick leave in accordance with State of Washington law.

**Americans with Disabilities Act (ADA Information):** The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing the contact listed below in the *Additional Information* section.

**Title VI Information:** "The City of Tacoma" in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Carly Fowler, Senior Buyer by email to [cfowler@cityoftacoma.org](mailto:cfowler@cityoftacoma.org).

**Protest Policy:** City of Tacoma protest policy, located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org), specifies procedures for protests submitted prior to and after submittal deadline.



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.


## Table of Contents

SUBMITTAL CHECK LIST .....	4
1. BACKGROUND.....	5
2. MINIMUM REQUIREMENTS.....	6
3. SCOPE OF SERVICES AND DELIVERABLES .....	6
4. CONTRACT TERM .....	8
5. CALENDAR OF EVENTS.....	8
6. INQUIRIES.....	8
7. PRE-PROPOSAL MEETING .....	9
8. DISCLAIMER .....	9
9. EVALUATION CRITERIA .....	9
10. CONTENT TO BE SUBMITTED – This section represents 100% of the possible scoring criteria.....	9
11. INTERVIEWS / ORAL PRESENTATIONS.....	12
12. RESPONSIVENESS .....	12
13. ACCEPTANCE / REJECTION OF SUBMITTALS .....	13
14. CONTRACT OBLIGATION.....	13
15. STANDARD TERMS AND CONDITIONS.....	13
16. INSURANCE REQUIREMENTS.....	13
17. PARTNERSHIPS .....	13
18. COMMITMENT OF FIRM KEY PERSONNEL .....	14
19. AWARD.....	14
20. ENVIRONMENTALLY PREFERABLE PROCUREMENT .....	14
22. PROPRIETARY OR CONFIDENTIAL INFORMATION.....	15
24. ADDENDUMS .....	15
25. LEAP REQUIREMENTS .....	15
26. EQUITY IN CONTRACTING .....	15
APPENDIX A-Signature Page.....	16
APPENDIX B-Sample Contract and Insurance Requirements.....	18

**SUBMITTAL CHECK LIST**

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award.

Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Proposal page.

<p><b>The following items make up your complete electronic submittal package (include all the items below):</b></p>	
<p>Signature Page (Appendix A) To be filled in and executed by a duly authorized officer or representative of the bidding entity. If the bidder is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted</p>	
<p>Content to be submitted section 10 (10.1 - 10.7)</p>	
<p><b>After award, the following documents will be executed:</b></p>	
<p>Services Contract</p>	
<p>Certificate of Insurance and related endorsements if required</p>	

## 1. BACKGROUND

The City of Tacoma is seeking professional services to conduct review and analysis of economic and development incentives that encourage the continued use and adaptive reuse of historically designated and older structures. This includes a review of existing preservation oriented incentives, such the Washington State Special Tax Valuation Program and the Federal Historic Rehabilitation Tax Credit, incentives that are available for historic renovation projects but that may not have been used in Tacoma, and incentives types that are not currently in place but could be created through local or state enabling legislation.

Tacoma is a mid-sized port city with a population of approximately 205,000, located along the shores of Puget Sound. Founded in 1873 as the location of the northern terminus of the Transcontinental Railroad, Tacoma lies within the traditional lands of the Puyallup Tribe of Indians. Although immigrant settlers began arriving in Tacoma in the mid-1800s, Tacoma's commercial growth began with the coming of the railroad and the accompanying speculation that ensued. Primary resource types in Tacoma include late 19<sup>th</sup> century URM commercial buildings and warehouses in the downtown core, with lower density suburban neighborhoods in the surrounding areas that grew around streetcar lines leading outward from the downtown core. Tacoma is within a seismically active zone, and seismic retrofitting is a significant issue for its historic masonry buildings. To learn more about the City of Tacoma, visit [www.cityoftacoma.org](http://www.cityoftacoma.org).

Tacoma has a historic preservation program that has been in place since 1973, and it includes 2 FTEs, including a Historic Preservation Officer, that support the Tacoma Landmarks Preservation Commission, an 11 member volunteer regulatory commission created by the City Charter and appointed by the City Council. There are approximately 185 individually listed properties on the Tacoma Register of Historic Places, 4 local historic overlay zones, as well as 8 National Register Historic Districts. The Historic Preservation Program policies are outlined in the 2011 Historic Preservation Element of the Comprehensive Plan, as well as several sections of the city's development and land use codes, which are scheduled to be reviewed and amended in the upcoming 2024 Comprehensive Plan Annual Amendment.

Like many cities across the United States, Tacoma is experiencing extreme pressure in its housing market and housing costs are rising rapidly. Tacoma is currently one of the more affordable cities in Puget Sound for housing, and as a result, it is an attractive option for people relocating to the Puget Sound or seeking to purchase a home. Those seeking housing are challenged by high rents and high property values and limited options, while the number of individuals that are housing insecure is rising rapidly.

To confront these challenges, Tacoma City Council has embarked on a multiyear, multi-phase overhaul of its land use policies relating to housing, and last session the Washington Legislature similarly passed a series of bills with the intent of increasing housing affordability and availability. Among the regulatory changes is the elimination of single family zoning and significant limitations on design review (historic design review is exempted from these limitations for the time being). The anticipated result of these amendments is a significant upward

development pressure on older and historic structures, particularly where the existing building is significantly smaller than the development envelope of its parcel.

Tacoma does have regulatory tools to address the loss of older, potentially significant buildings, through historic and cultural resource review of demolition permits (see TMC 13.12.570). However these regulations are reactive in nature and generally only become relevant during the permit review process, by which time preservation efforts are generally much less effective and/or politically viable.

The City anticipates awarding a professional services contract to study and make recommendations for improving the effectiveness of existing development and financial incentives that encourage adaptive reuse and/or preservation of historically significant and character buildings in Tacoma. It is expected that this work will take approximately 6 months and conclude early in 2024, and will feed into the discussions of the comprehensive plan amendment. This project will be divided into two phases, with the first phase focusing on characterization and analysis, and the second phase focusing on implementation, which may include code writing and policy development. Phase 1 has a budget of \$50,000 and is funded in the current budget. Phase 2 is dependent upon funding and will have a budget if funded of approximately \$100,000.

Submittals submitted and/or the selected Consultant(s) may be used for projects of similar type and scope at the sole discretion of the City for up to one year.

## **2. MINIMUM REQUIREMENTS**

1. Familiarity with real estate development, particularly adaptive reuse
2. Familiarity with real estate finance structures and resources
3. Knowledge of the mechanics of tax incentives at multiple levels of government, including property and income tax
4. Familiarity with housing development and policies
5. Experience working with or on historic rehabilitation development projects, including with tax incentive enhanced projects.

## **3. SCOPE OF SERVICES AND DELIVERABLES**

It is the City's intent to select a consultant based on qualifications and abilities of the firm and key project individuals. The following is an overview of the scope and deliverables for this project:

### Phase 1

For Phase 1, it is anticipated that discussions with the development community, Tacoma Community and Economic Development Department staff, Tacoma Historic Preservation staff, stakeholders including the Washington Trust for Historic Preservation, the Washington State Department of Archaeology and Historic Preservation and others will be necessary.

## Scope:

1. Review of existing historic preservation specific incentive programs available in Tacoma at the local, state and federal levels, including special tax valuation, federal HRTC
2. Review of existing general development incentives that are currently available and may be applicable to historic projects in Tacoma at the local, state and federal levels, such as transfer of development rights, or current use taxation
  - a. Improvements or adaptations to current programs such as TDRs
  - b. Housing related incentives including Low Income Housing Tax Credit, Housing Trust Fund, and similar
  - c. A review of approaches counties are currently taking for current Use/Open Space taxation: this incentive is inconsistently implemented for historic preservation by individual counties across Washington State.
3. Review of existing incentive programs that may be applicable to historic preservation projects and buildings in Tacoma at the local, state and federal levels that are not currently used or utilized.
4. Review of common historic preservation incentives utilized in jurisdictions similar to Tacoma that are not currently available but could be with legal, procedural or policy amendments at the local or state levels.
5. Discussion of development incentives for consistency with other city policies and priorities, including diversity, equity, and inclusion, housing and other factors. Incentives that benefit non property owners (renters), small independent businesses, other financial tools.
6. Potential improvements/enhancements to existing incentive programs, such as STV (improving access, equitable best practices, longer recapture period for big ticket items such as seismic, ADU conversion, other pro-housing amendments)

## Deliverables

1. Report that includes:
  - a. An inventory of existing historic preservation incentives
  - b. Analysis of use and efficacy of existing incentives, as well as current needs/uses and unmet need (types of projects and buildings, for example, or changes to existing programs)
  - c. Recommendations for implementation of existing incentives not currently commonly used for historic preservation
  - d. Analysis of common incentive types that could be created at the local or state levels to encourage adaptive reuse and or historic designation and potential pathways to develop them
  - e. Passive vs. active incentives (current use taxation = benefit without doing a project, or STV = substantial investment required for benefit)

## Phase 2

### Implementation

1. Code writing for municipal code/administrative rules
2. Proposals for statewide lobbying; for example identifying and pursuing changes to existing programs like Special Tax Valuation for housing/ADU creation and seismic

#### 4. CONTRACT TERM

The contract will be for a one year period with the option to renew the contract three additional one-year terms. The City reserves the right to cancel the contract for any reason, by written notice, as stipulated in the contract.

#### 5. CALENDAR OF EVENTS

This is a tentative schedule only and may be altered at the sole discretion of the City.

The anticipated schedule of events concerning this RFP is as follows:

Publish and issue RFP:	<b>11/13/2023</b>
Pre-Submittal Questions:	<b>11/27/2023</b>
Response to Questions:	<b>11/30/2023</b>
Submittal Due Date:	<b>12/5/2023</b>
Submittal Evaluated, on or about:	<b>12/8/2023</b>
Interviews/presentations, if needed on or about:	<b>12/15/2023</b>
Award Recommendation:	<b>12/31/2023</b>

#### 6. INQUIRIES

- 6.1** Questions should be submitted to Carly Fowler via email to [cfowler@cityoftacoma.org](mailto:cfowler@cityoftacoma.org).  
Subject line to read:

PL23-0212F Historic Preservation Incentives Study – *VENDOR NAME*

- 6.1** Questions are due by 3 pm on the date included in the *Calendar of Events* section.
- 6.2** Questions marked confidential will not be answered or included.
- 6.3** The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.
- 6.4** The answers are not typically considered an addendum.

Request for Proposal  
Template Revised: 5/11/2023

Specification No. PL23-0212F



**6.5** The City will not be responsible for unsuccessful submittal of questions.

**6.6** Written answers to questions will be posted along side the specifications at [www.tacomapurchasing.org](http://www.tacomapurchasing.org)

## **7. PRE-PROPOSAL MEETING**

**7.1** No pre-proposal meeting will be held; however, questions and request for clarifications of the specifications may be submitted as stated in the [inquiries](#) section.

## **8. DISCLAIMER**

The City is not liable for any costs incurred by the Respondent for the preparation of materials or a submittal submitted in response to this RFP, for conducting any presentations to the City, or any other activities related to responding to this RFP, or to any subsequent requirements of the contract negotiation process.

## **9. EVALUATION CRITERIA**

A Selection Advisory Committee (SAC) will review and evaluate submittals. The relative weight of each scoring criteria is indicated in the table below.

<b>Criteria</b>	<b>Max Points</b>
Qualifications/Experience of Firm	<b>20</b>
Examples of Projects	<b>10</b>
Approach and Methodology	<b>30</b>
Client References	<b>10</b>
Qualifications / Experience of Key Personnel	<b>20</b>
Sustainability	<b>5</b>
Equity in Contracting	<b>5</b>
<b>Total</b>	<b>100</b>

After the evaluation, the SAC may conduct interviews of the most qualified Respondents before final selection.

**9.1** The SAC may select one or more respondent to provide the services required.

**9.2** The SAC may use references to clarify information in the submittals and interviews, if conducted, which may affect the rating. The City reserves the right to contact references other than those included in the submittal.

**9.3** A significant deficiency in any one criteria is grounds for rejection of the submittal as a whole.

**10. CONTENT TO BE SUBMITTED – This section represents 100% of the possible scoring criteria.**

Proposals should be formatted as 8 ½" x 11". A "page" is defined as one single-side of a document that has written text or graphics. The font should be Times New Roman or Arial with font size no smaller than 11 and the margins shall be 0.75" or greater. Submittals should be limited to a maximum of 10 pages, double-sided, or 20 pages total, excluding any required forms or resumes. All pages that exceed the specified page limit will not be part of the evaluation.

A full and complete response to each of the "CONTENT TO BE SUBMITTED" items is expected in a single location; do not cross reference to another section in your submittal.

Information that is confidential must be clearly marked and provide an index identifying the affected page number(s) and location(s) of such identified materials. See Section 1 of the Standard Terms and Conditions – Solicitation 1.06 for Public Disclosure : Proprietary or Confidential Information.

Respondents are to provide complete and detailed responses to all items below. Submittals that are incomplete or conditioned in any way that contain alternatives or items not called for in this RFP, or not in conformity with law, may be rejected as being non-responsive. The City will not accept any submittal containing a substantial deviation from the requirements outlined in this RFP.

Submittals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the respondent's/team's abilities to meet the requirement of this RFP. Emphasis will be on completeness of content. The written submittals should be prepared in the sequential order as outlined below.

The City reserves the right to request clarification of any aspect of a firm's submittal, or request additional information that might be required to properly evaluate the submittal. A firm's failure to respond to such a request may result in rejection of the firm's submittal. Firms are required to provide responses to any request for clarification within two (2) business days.

Requests for clarification or additional information shall be made at the sole discretion of the City. The City's retention of this right shall in no way diminish a Proposer's responsibility to submit a submittal that is current, clear, complete and accurate.

#### **10.1 Qualifications/Experience of Firm – 20**

Describe your company's ability to provide the service.

#### **10.2 Examples of Projects – 10 points**

Describe three projects similar in scope and complexity to this project's scope of work.

#### **10.3 Approach and Methodology - 30**

Provide a plan outlining how the firm would approach this project with a clear description of the work tasks and methods utilized to complete the deliverables. The plan should clearly state how the firm plans to approach the project and coordinate to meet the project schedule.

#### **10.4 Client References – 10 points**

Request for Proposal  
Template Revised: 5/11/2023

Specification No. PL23-0212F

Provide three client references able to verify the firm's overall expertise for this type of work. The references must have worked with the firm within the last year. Provide complete information such as name of company, contact person, address, phone number, and email address.

### 10.5 Qualifications / Experience of Key Personnel – 20 points

List key personnel that will handle the project. The personnel listed must be committed to this project for the expected term of the agreement. Include a brief bio or resume outlining the experience of the key personnel that will be involved.

### 10.6 Sustainability – 5 points

Provide information on your company's commitment to the environment. Include your sustainability statement and current practices. For more information, see our [Respondents Guide](#).

A. Does the Respondent have an organizational sustainability plan and/or policy?

Yes  No

Provide additional information if checked "Yes," including whether it is made publicly available (provide link) and how it is communicated to employees.

B. Does the Respondent have:

- Greenhouse gas emission reduction targets?  Yes  No
- Energy and water conservation targets?  Yes  No
- Waste reduction targets?  Yes  No
- Toxics use reduction targets?  Yes  No
- Pollution reduction targets?  Yes  No
- Measure progress regularly and publicly?  Yes  No

C. How will the Respondent, through service delivery and/or their own operations during the contract period:

- Minimize greenhouse gas emissions?
- Minimize polluted stormwater runoff in Tacoma?
- Minimize waste generation?
- Minimize toxic use and/or generation?
- Minimize air pollution in Tacoma?
- Minimize resource extraction?

D. Demonstrate industry leadership across these areas? Is the Respondent an EnviroStars recognized business? Provide any relevant certifications and/or verified results.

### 10.7 Equity in Contracting – 5 points

Is your firm, or the firm you are partnering with, certified with Washington State for any of the below categories. Confirmation of any of the below certifications will result in all points for this category.

- Combination Business Enterprise (CBE)
- Disadvantaged Business Enterprise (DBE)
- Minority Business Enterprise (MBE)
- Minority/Women Business Enterprise (MWBE)
- Small Business Enterprise (SBE)
- Socially and Economically Disadvantaged Business Enterprise (SEDBE)
- Women Business Enterprise (WBE)

## 11. INTERVIEWS / ORAL PRESENTATIONS

An invitation to interview may be extended to Respondents based on SAC review of the written submittals. The SAC reserves the right to adjust scoring based on additional information and/or clarifications provided during interviews. The SAC may determine additional scoring criteria for the interviews following evaluation of written submittals.

The City reserves all rights to begin contract negotiations without conducting interviews.

Respondents must be available to interview within three business days notice.

If interviews are conducted, the SAC will schedule the interviews with the contact person provided in the SOQs. Additional interview information will be provided at the time of invitation. At this time, it is anticipated that the main objective of the interview will be for the SAC to meet the project manager and key personnel that will have direct involvement with the project and hear about their relevant experience and expertise. The City does not intend to meet with firm officials unless they are to be directly involved with the project.

Following interviews, submittals will be rescored using the same criteria as in Section 12 below.

## 12. RESPONSIVENESS

Respondents agree their submittal is valid until a contract(s) has been executed.

All submittals will be reviewed by the City to determine compliance with the requirements and instructions specified in this RFP. The Respondent is specifically notified that failure to comply with any part of this RFP may result in rejection of the submittal as non-responsive. The City reserves the right, in its sole discretion, to waive irregularities deemed immaterial.

The final selection, if any, will be that submittal which, after review of submissions and potential interviews, in the sole judgement of the City, best meets the requirements set forth in this RFP.

### **13. ACCEPTANCE / REJECTION OF SUBMITTALS**

Respondents are advised that the City reserves the right to cancel award of this Contract at any time before execution of the Contract by both parties if cancellation is deemed to be in the City's best interest. In submitting a Submittal, Respondents agree that the City is not liable for any costs or damages for the cancellation of an award.

The City reserves the right and holds at its discretion the following rights and options:

- To waive any or all informalities
- To award one or more contracts
- To not award a contract
- To issue subsequent solicitation

### **14. CONTRACT OBLIGATION**

**Awardee shall be required to comply with 2 CFR part 25, and obtain a unique entity identifier and/or be registered in the federal System for Award Management as appropriate.**

The selected Respondent(s) will be expected to execute a contract with the City. As part of the negotiation process, Respondents may propose amendments to the contract, but the City, at its sole option, will decide whether to open discussion on each proposed amendment and determine the final contract to be used. At a minimum, any contract will incorporate the terms and conditions contained herein. The Submittal contents of the successful Respondent may become contractual obligations if a contract ensues.

### **15. STANDARD TERMS AND CONDITIONS**

City of Tacoma [Standard Terms and Conditions](#) apply.

### **16. INSURANCE REQUIREMENTS**

Successful proposer will provide proof of and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements contained in this solicitation. Please see Appendix B.

### **17. PARTNERSHIPS**

The City will allow firms to partner in order to respond to this RFP. Respondents may team under a Prime Respondent's submittal in order to provide responses to all sections in a single submission; however, each Respondent's participation must be clearly delineated by section. The Prime Respondent will be considered the responding vendor and the responsible party at contract award. All contract negotiations will be conducted only with the Prime Respondent. All

contract payments will be made only to the Prime Respondent. Any agreements between the Prime Respondent and other companies will not be a part of the agreement between the City and the Prime Respondent. The City reserves the right to select more than one Prime Respondent.

## **18. COMMITMENT OF FIRM KEY PERSONNEL**

The Respondent agrees that key personnel identified in its submittal or during contract negotiations as committed to this project will, in fact, be the key personnel to perform during the life of this contract. Should key personnel become unavailable for any reason, the selected Respondent shall provide suitable replacement personnel, subject to the approval of the City. Substantial organizational or personnel changes within the agency are expected to be communicated immediately. Failure to do so could result in cancellation of the Contract.

## **19. AWARD**

After the Respondent(s) is selected by the SAC and prior to award, all other Respondents will be notified via email by the Purchasing Division.

Once a finalist (or finalists) has been selected by the Selection Advisory Committee, contract negotiations with that finalist will begin, and if a contract is successfully negotiated, it will, if required, be submitted for final approval by the Public Utility Board and/or City Council.

## **20. ENVIRONMENTALLY PREFERABLE PROCUREMENT**

In accordance with the [City's Sustainable Procurement Policy](#) and [Climate Action Plan](#), it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Durability, reusability, or refillable;
- Pollutant releases, especially persistent bioaccumulative toxins (PBTs), low volatile organic compounds (VOCs), and air quality and stormwater impacts;
- Toxicity of products used;
- Greenhouse gas emissions, including transportation of products and services, and embodied carbon
- Recycled content;
- Energy and water resource efficiency;

## 21. PROPRIETARY OR CONFIDENTIAL INFORMATION

The Washington State Public Disclosure Act ([RCW 42.56 et seq.](#)) requires public agencies in Washington make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this RFP shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Information that is confidential or proprietary must be clearly marked. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release.

## 22. ADDENDUMS

In the event it becomes necessary to revise any part of this RFP, an addendum will be posted alongside specifications at [www.tacomapurchasing.org](http://www.tacomapurchasing.org). Failure to acknowledge addendum(s) on the required Signature Page may result in a submittal being deemed non-responsive by the City.

## 23. LEAP REQUIREMENTS

This project has no LEAP requirements, however, the City of Tacoma is committed to equality in employment for WA-State approved Apprentices, City of Tacoma residents, residents of local economically distressed areas, youth, veterans, minorities, and women. Please contact the [LEAP Office](#) for assistance in locating qualified employees. Visit the [LEAP website](#) for more information.

## 24. EQUITY IN CONTRACTING

This project has no EIC requirements, however, the City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).





# ONE TACOMA



## How will Tacoma grow and change over the next 25 years?

Learn more and sign up  
for project emails at  
[cityoftacoma.org/onetacoma](http://cityoftacoma.org/onetacoma)



The One Tacoma Plan is a tool to achieve the community's vision for how our city will grow and change over the next 25 years. Now is your once-in-a-decade opportunity to share your thoughts and ideas for Tacoma's future, as we update the plan.

We want to hear what your community needs. You can help the City of Tacoma make planning and policy decisions that lead to a better, safer, and more sustainable city.

Email us at [onetacoma@cityoftacoma.org](mailto:onetacoma@cityoftacoma.org)

# Tacoma Green Business Alliance



A new networking series from the City of Tacoma 2024  
Green Economic Development Hub + Partners

## CONNECT WITH LOCAL LEADERS

Network with a wide range of businesses that are incorporating lean & efficient practices

## ELEVATE YOUR IMPACT

Share successes and challenges to apply to your own green efforts

## BE A PART OF THE CHANGE

Learn from innovative organizations that are making a difference in Tacoma

## JUNE GREEN BUSINESS SHOWCASE:



<https://ewsalvage.com/>

Earthwise is a Washington-based company specializing in salvaging and restoring antique pieces from buildings prior to demolition. Additionally, they offer custom milling services in Tacoma.

## DETAILS:

Wednesday, June 26, 2024  
3 PM-4:30 PM

628 E 60th St, Tacoma, WA 98404

Light refreshments provided

RSVP Required (spots limited):  
[pbakker@cityoftacoma.org](mailto:pbakker@cityoftacoma.org)

"JOIN THE GREEN  
ECONOMY WHEN YOU  
MAKE IT TACOMA"



MAKE IT  
T A C O M A

