



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

March 5, 2002

Motion 11387

Proposed No. 2002-0078.1

Sponsors Lambert

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

A MOTION approving application guidelines for the landmark rehabilitation program, funded through an allocation of the Special Projects Program, in accordance with 10189.

WHEREAS, the King County landmarks and heritage commission is authorized by Ordinance 10189 to recommend funding support for cultural facilities, special projects and cultural education, and

WHEREAS, there is no annual funding program for stabilization and rehabilitation of landmark properties, and

WHEREAS, the goal of the landmarks and heritage commission special projects program is to encourage preservation of historic resources, and

WHEREAS, the landmarks and heritage commission has identified numerous landmark properties which are threatened or endangered, and

WHEREAS, public dollars invested in historic preservation activities have leveraged millions of private dollars and in-kind services and saved many significant historic buildings;

19 WHEREAS, the guidelines for landmark rehabilitation program funding adhere to
20 the guidelines and financial plan policies of the special projects program approved by the
21 King County council in Motion 8789;

22 NOW, THEREFORE, BE IT MOVED by the Council of King County:

23 The executive is hereby authorized to administer a landmark rehabilitation
24 program, according to the approved guidelines, as described in the Attachment.

25

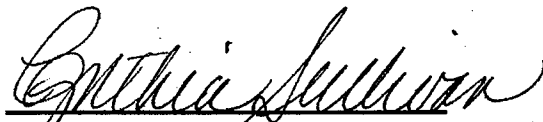
Motion 11387 was introduced on 2/11/2002 and passed by the Metropolitan King County Council on 3/4/2002, by the following vote:

Yes: 12 - Ms. Sullivan, Ms. Edmonds, Mr. von Reichbauer, Ms. Lambert, Mr. Phillips, Mr. Pelz, Mr. McKenna, Mr. Constantine, Mr. Pullen, Mr. Gossett, Mr. Irons and Ms. Patterson

No: 0

Excused: 1 - Ms. Hague

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Cynthia Sullivan, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments A. 2002 Landmark Rehabilitation Program

2002
Landmark
Rehabilitation
Program

Deadline: April 8, 2002

Program Coordinator

Julie Koler

julie.koler@metrokc.gov

(206) 296-8689

King County Executive Ron Sims

King County Council
Cynthia Sullivan, Chair, District 2
Pete von Reichbauer, Vice Chair, District 7
Carolyn Edmonds, District 1
Kathy Lambert, District 3
Larry Phillips, District 4
Dwight Pelz, District 5
Rob McKenna, District 6
Dow Constantine, District 8
Kent Pullen, District 9
Larry Gossett, District 10
Jane Hague, District 11
David Irons, District 12
Julia Patterson, District 13

**King County Landmarks
and Heritage Commission**
Leon Leeds, Chair
Patrick Schneider, Vice Chair
Patricia Fels
Cima Malek-Aslani
Roxanne Thayer

Staff
Julie Koler, Historic Preservation Officer, (206) 296-8689
Charles Payton, Community Museum Advisor, (206) 296-8693
Clo Copass, Heritage Facilities Coordinator, (206) 296-8682
Charlie Sundberg, Preservation Planner, (206) 296-8673
Kate Krafft, Landmark Program Coordinator, (206) 296-8636
Holly Taylor, Heritage Program Coordinator, (206) 296-8573

**Office of
Cultural Resources**
Jim Kelly, Manager
Noy Kitnikone, Administrative Services Officer
Riza Almanza, Senior Program Assistant

General Information
King County Office of Cultural Resources
506 Second Avenue, Room 200
Seattle, WA 98104-2307
(206) 296-7580 V/TTY
Staff e-mail: firstname.lastname@metrokc.gov
<http://www.metrokc.gov/exec/culture>
Fax: (206) 296-8629

Cover Credits



A message from King County Executive Ron Sims

I am pleased to present the guidelines and application forms for the 2002 King County Landmark Rehabilitation funding program. This program invests in stabilization and rehabilitation of significant historic landmarks throughout our region.

Funds for this commitment to enhancing our environment and the quality of life of our citizens come from hotel/motel tax revenues. This year we celebrate King County's 150th anniversary. In this rapidly changing world we find solace in the places that embody our civic and cultural roots.

Thank you for your work to ensure that King County's rich and diverse past is preserved for present and future generations of residents and visitors.

LANDMARK REHABILITATION PROGRAM GUIDELINES

Contact: **Julie Koler, Historic Preservation Officer**
(206) 296-8689 / julie.koler@metrokc.gov
King County Landmarks & Heritage Program
206 - 2nd Avenue, Room 200
Seattle, WA 98104

Deadline: **Monday, April 8, 2002**

Please Note: This is not a postmark deadline. All application materials must be received by the King County Office of Cultural Resources by 4:30 pm on April 8.

Eligibility

The applicant must be the owner of a designated King County Landmark or a locally designated Landmark within a city participating in the King County Landmarks Interlocal Preservation Program.

Funds will be awarded for work on designated features of significance of Landmark properties, or for the improvement of mechanical systems.

Background

King County Landmarks play an important role in preserving and documenting King County's heritage. Many of these unique landmarks have critical stabilization and rehabilitation needs. In November 2001, the Metropolitan King County Council created the Landmark Rehabilitation Program to encourage and assist landmark property owners to preserve their buildings.

The Landmark Rehabilitation Program funds will be allocated and distributed through a process administered by the Office of Cultural Resources. This guidelines and application package contains information about what types of projects are eligible, and explains what criteria will be used to evaluate the applications. It also contains an application form and instructions for completing the application.

Application and Awards Process

Office of Cultural Resources staff will review applications for eligibility and completeness. Program staff may contact applicants to request additional information during this preliminary review. Following this initial review, the Landmarks and Heritage Commission will review the applications and recommend a list of projects to the County Council based on the selection criteria listed below.

All funded projects must obtain a Certificate of Appropriateness from the Historic Preservation Officer or the Landmarks and Heritage Commission as required by ordinance. Grant recipients should plan to apply for a Certificate of Appropriateness once their project design is complete.

Following funding approval and acquisition of a Certificate of Appropriateness, Cultural Resources staff will prepare a contract including a scope of services. This contract will govern project evaluation and the payment of funds.

Evaluation Criteria

The Landmarks and Heritage Commission will consider the following criteria in rating the program applications.

- *Extent to which project will facilitate the long-term preservation and on-going use of the landmark.*
- *Extent to which all repair and rehabilitation work follows The Secretary of the Interior's Standards for Rehabilitation.*
- *Contribution of the project to restoration of the Landmark's significant historic features.*
- *The financial capability of the applicant to complete the project.*
- *A credible project cost estimate based on input from a contractor or architect.*
- *Readiness of applicant to complete proposed work (percentage of project costs in hand or firmly committed, and architectural and engineering studies completed or in progress, or other indications of project viability).*
- *Ability of the applicant to maintain improved property.*
- *Projects eligible for funding from other programs will be considered on a lower priority for this fund.*

Eligible Costs

The County funds awarded through this program may be used to pay for the following construction-related expenses:

- Construction-related design, architectural, and engineering expenses.
- Building permits and fees.
- Labor and materials.
- Landscaping (if the landscaping is a designated feature of significance).

- Documented outside project management and administrative costs directly related to the project, up to a maximum of 15% of the grant award.

Emergency Awards

The Landmarks and Heritage Commission may consider special requests submitted at any time during the year by property owners seeking funding for emergency projects.

The Commission defines an **emergency** as:

- An imminent threat of deterioration or destruction of a landmark
- A threat to the safety of occupants

The applicant must demonstrate that the requested funds are critical to maintaining the viability of the landmark.

The Commission may consider the role deferred maintenance and/or neglect plays in creating the emergent circumstance in determining whether to award funds on an emergency basis.

Application Process

In addition to completing the regular Landmark Rehabilitation Program application, applicants for emergency funds must provide additional information explaining why the project is an emergency.

Applications must be received by the first Tuesday of the month to be considered by the Landmarks and Heritage Commission in that month. The Landmarks Committee will review emergency applications and forward its recommendation to the next regular meeting of the Commission. If the Commission approves the request, its recommendation will be forwarded to the County Council for review. Applications that the Commission finds do not meet the emergency criteria may be resubmitted for consideration in the next regular program application cycle.

The appeal process for emergency requests is the same as for requests submitted during the regular funding cycle. *Contact Julie Koler at (206) 296-8689 to request an Emergency Application.*

Legal and Contractual Requirements

Applicants receiving funds through the Landmark Rehabilitation Program must comply with all legal requirements stated below and are subject to King County ordinances governing contract compliance as well as contract performance standards.

Acknowledgment: Applicants receiving funding from this program may be required to post an acknowledgment sign during the construction phase. This sign will be provided by the Office of Cultural Resources.

Public Benefit: State law and King County code authorize the purchase of an interest or easement in landmark properties but not the donation of money to individuals or organizations. With the rehabilitation fund monies, King County will consider the enhanced stabilization of Landmark properties to be the public benefit. In addition, award recipients will be required to agree to maintain all the designated features of significance for a minimum period of 10 years. Recipients will also be required to maintain the improvements for an additional year for each \$1,000 in excess of \$10,000 received for a maximum of 25 years. Award recipients shall also agree to comply with all applicable provisions of Ordinance 10474 as long as such ordinance is in effect. This agreement will be recorded by a covenant.

Insurance: Individuals and organizations receiving funding from the Office of Cultural Resources will be required to demonstrate insurance coverage during the construction phase, particularly in the area of liability (general, automobile and/or employee). Types and levels of insurance coverage will be stipulated in the contract between the County and the individual or organization.

Legal Requirements: Contractors receiving funds for services must comply with federal laws governing Fair Labor Standards, Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990, and any other applicable federal, state and local laws. Questions regarding these compliance requirements may be addressed to Julie Koler, Historic Preservation Officer at 206.296.8689.

Application Checklist: Required Materials

A complete application to the 2002 Landmark Rehabilitation Program must include the following items:

1. *Five copies of the Application Form, with a Project Description (Question B1) included as an attachment.*
2. *At least one clear photograph of any building feature or facade affected by the proposed project, as well as any drawings or sketches illustrating the project proposal. Only one set of drawings or photographs needs to be included.*

Mail or deliver the complete application to:

King County Office of Cultural Resources
Smith Tower, Room 200
506 Second Avenue
Seattle, WA 98104

Questions/Technical Assistance

If you have any questions regarding this application or the Landmark Rehabilitation Program in general, please contact Julie Koler, Historic Preservation Officer, at (206) 296-8689.

2002 Landmark Rehabilitation Program Application

A. General Information:

1. **Landmark Name:** _____
Address: _____
Council District _____
2. **Owner:** _____
Mailing Address: _____
3. **Applicant:** _____
Mailing Address: _____
Telephone: _____ **Fax:** _____
4. **Federal Tax I.D.#:** _____
(Social Security # for individual applicants)

B. Project Information

1. **On a separate page, describe the proposed project. Describe the current physical condition of the building, and explain how the proposed work will contribute to the stabilization or restoration of the building. Please include photographs of any building features discussed in the proposal. You may also include architect's sketches, or other similar visual aids which will help explain the project.**
2. **Summary of Proposed Work:** _____

3. **Amount Requested:** _____
4. **Project Timeline**
Design start date:
Construction start date:
Project completion date:

Project Information, cont.

5. Please list any pending grant or loan applications, and the amount applied for

Grant/Loan

Amount

6. How do you plan to raise the remaining stabilization/restoration costs (if any)?

7. Describe your plans for on-going maintenance of the landmark. Also, identify any major maintenance or repair projects you anticipate completing in the next five years. Identify sources of maintenance funds, including donated services.

C. *Project Budget Information*

EXPENSES	Cash	In-kind
1. Design Cost breakdown including feasibility studies, architectural, design, engineering and other consultant fees, design development, schematics, construction drawings, bid documents:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Sub-total	\$ _____	\$ _____
2. Construction Cost estimate breakdown including labor, materials, overhead:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Sub-total	\$ _____	\$ _____
3. Soft Costs Permits, insurance, bonds, sales tax, etc.		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Sub-total	\$ _____	\$ _____
4. Financing Costs (if applicable)	\$ _____	\$ _____
5. Fundraising Costs (if applicable)	\$ _____	\$ _____
6. Contingency (suggest at least 5%)	\$ _____	\$ _____
Total In-kind Contributions	SUB-TOTAL	\$ _____
Total Project Expenses	SUB-TOTAL	\$ _____
GRAND TOTAL PROJECT COST Project Expenses + In-Kind Contributions	\$ _____	

C. Project Budget, cont.

INCOME (Capital Sources)	Projected Income	Amount Confirmed
1. Applicant's Own Cash (if applicable)		
_____	\$ _____	\$ _____
2. Loans (if applicable)		
_____	\$ _____	\$ _____
3. Individual Donations (if applicable)		
_____	\$ _____	\$ _____
4. Other Sources (if applicable) Corporations, Foundations, other Government agencies		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
5. Amount Requested from Landmarks Restoration Fund	\$ _____	
Total Projected Income	\$ _____	
Total Funds Confirmed		\$ _____

D. Signatures

The signer declares that:

(1) s/he is the owner of the landmark property indicated on page one of this application, or that s/he represents the owner of the landmark property and has been authorized to make this application; and that

(2) s/he will assure that any funds received as a result of this application are used only for the purposes set forth herein.

Signature of property owner or of individual authorized to commit
owner in financial matters.

date

as for King County Arts and Heritage Programs 1992 through 2012.

Program	Program Number	Program Title	Cultural Programs				Heritage Programs (IP)				Arts Programs (AP)				Total	% of Total	Total Projects	Total Budget
			Cultural Programs		Heritage Programs (IP)		Arts Programs (AP)		Cultural Programs		Heritage Programs (IP)		Arts Programs (AP)					
			Programs	Budget	Programs	Budget	Programs	Budget	Programs	Budget	Programs	Budget	Programs	Budget				
010201	21,000	21,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	

Attachment A. Part 2
2002-01-03

The following table provides information on the source of funding for the Cultural Programs. It is not intended to provide a complete list of all funding sources, but rather to provide a general overview of the funding mix. The source of the funding (1/3 of IP Sustainment Support).

11987