

OLYMPIA HERITAGE COMMISSION – 2013 Work Plan

SECTION 1: 2013 Special Areas of Emphasis *(Estimated Percent of Overall Committee Effort: 40%)*

Section 1 includes policy issues or major new initiatives the committee proposes to undertake in 2013.

Title Description <ul style="list-style-type: none"> • Item Number and Title. • Brief description of the work effort including any planned public involvement or communication. • Brief Description of the end product (what will be delivered to the City Council – a recommendation, a completed activity, etc.) 	Committee Lead and Commitment Name (person or group) Estimated total hours of committee work effort (not per person).	Staff Commitment Department Staff Name	Schedule Estimated timeline from start to finish for this work item	Budget Implications Indicate whether or not an additional appropriation is needed to complete the work effort. If so, include an estimated amount.
<p>1. Online Maps Proposed Work: <i>Continue partnership with Olympia Historical Society to develop interactive web-based map of historic properties.</i></p> <p>Deliverable: <i>A more user-friendly tool for promoting historic properties.</i></p>	Mapping/Outreach Committee	CP&D – Jennifer Kenny	Jan-Dec	Base budget
<p>2. Alley Project Proposed Work: <i>Build on 2012 work with other Advisory Commissions and ODA to pursue downtown alley improvements.</i></p> <p>Deliverable: <i>A more walkable downtown that celebrates our history and creates a greater “sense of place.”</i></p>	Alley Committee	CP&D – Jennifer Kenny	Jan-Dec	Base budget, grants

<p>3. Comprehensive Plan Update: Proposed Work: <i>Review Historic Preservation chapter draft after the Planning Commission completes its review.</i></p> <p>Deliverable: <i>A well-vetted chapter that reflects the work of the Commission.</i></p>	Heritage Commission	CP&D – Jennifer Kenny	April-June	Base budget
<p>4. Adopt-a-Property Proposed Work: <i>Continue partnership with Habitat for Humanity and similar programs to help improve historic properties in disrepair.</i></p> <p>Deliverable: <i>Support for homeowners, a stronger stock of historic buildings, overall stronger neighborhoods.</i></p>	Adopt-a-Property Committee	CP&D – Jennifer Kenny	Jan-Dec	Base budget

5. Preservation Assets Proposed Work: <i>Expansion of the Inventory of Historic Properties and assessment status of current Register and Inventory properties</i>	Inventory Committee	CP&D – Jennifer Kenny	June-Dec	Base budget, grants

SECTION 2: 2013 Work Items for Heritage Commission (Estimated Percent of Overall Committee Effort: 60%)

Section 2 includes routine and/or on-going committee work that does not require Council policy review.

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1. Commission Meetings. Proposed Work: <i>Prepare and conduct Heritage Commission and committee meetings</i> Deliverable: <i>Meeting packets/minutes</i>	Commissioners prepare for and attend meetings. 18 hrs	CP&D – Jennifer Kenny	Fourth Wednesday of every other month.	Base budget
2. Heritage Register. Proposed Work: <i>Provide guidance and information to people interested in adding their property to the Olympia Heritage Register or forming a historic district</i> Deliverable: <i>Additions to local Register</i>	Commission members make on-site visits and make register determinations at meetings.	CP&D – Jennifer Kenny	As needed	Base budget
3. Conduct historic properties review	Heritage	CP&D –	As needed,	Base budget

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<p>of proposed alterations and make recommendations to the building official for Register and historic district properties.</p> <p>Proposed Work: <i>Meet with applicant, review proposals</i></p> <p>Deliverable: <i>Recommendations to building official</i></p>	<p>Committee of OHC meets with property owners of historic properties to provide guidance on renovations.</p> <p>9 hours monthly</p>	<p>Jennifer Kenny</p>	<p>typically one meeting a month</p>	
<p>4. Organize and conduct Preservation Week activities in May.</p> <p>Proposed Work: <i>Activities include annual awards for outstanding preservation projects, installation of downtown banners, conducting walking tours of downtown and neighborhoods (done by Heritage Commission members and staff) and information tables at events. .</i></p> <p>Deliverables: <i>Awards, walking tours</i></p>	<p>Members of the Heritage Commission select honorees for preservation awards.</p> <p>40 hours</p>	<p>CP&D- Jennifer Kenny</p>	<p>Jan-May</p>	<p>Base budget</p>
<p>5. Administer the Special Property Tax Valuation Program.</p> <p>Proposed Work: <i>Review applications and make</i></p>	<p>Heritage Review Committee makes recommendations</p>	<p>CP&D– Jennifer Kenny</p>	<p>On-going</p>	<p>Base budget</p>

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<i>recommendations to City Council. Monitor the approximately 30 properties currently in the program</i> Deliverable: <i>Recommendations to City Council and ongoing monitoring of properties.</i>	Review for new applications which are reviewed by the full Commission, and approved by the City Council. 18 hours annually			
6. Provide comment for SEPA Reviews Proposed Work: <i>Comment on land use actions</i> Deliverable: <i>Comments on land use actions</i>	Heritage Commission - Provides comments on SEPA issues related to historic properties	CP&D – Jennifer Kenny	As needed	Base budget
7. Assist with public history programs where appropriate. Proposed Work: <i>Coordinate with area preservation organizations and commissions.</i> Deliverables: <i>Enhanced community programs related to historic preservation</i>	OHC members conduct/provide programs as available and pursue opportunities to collaborate.	CP&D- Jennifer Kenny may provide support, time permitting.	As needed	Base budget
8. Provide information to the public	Commission	CP&D – Jennifer	Jan-Dec	Base budget

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<p>on Olympia History and Historic Preservation Program.</p> <p>Proposed Work: <i>Respond to inquiries about local history, Register, recruit and train docents for walking tours etc..., provide preservation-related training to community.</i></p> <p>Deliverable: <i>Community resource</i></p>	members	Kenny		
<p>9. Coordinate with and provide information to other City programs and commissions. Respond to inquiries and pursue partnerships with other citizen advisory boards (e.g. combined docent trainings)</p> <p>Proposed Work: <i>Respond to inquiries and pursue partnerships</i></p> <p>Deliverable: <i>Improved coordination among City programs</i></p>	Commission members	CP&D – Jennifer Kenny	As needed	Base budget
<p>10. Work with Joint Design Review Board.</p>	Heritage Commission members serve	CP&D – Jennifer Kenny	As needed	Base budget

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<p>Proposed Work: <i>Staff/Commission provides comments on properties including those adjacent to Register Properties and in Historic Districts</i></p> <p>Deliverable: <i>Joint Design Committee meets 1-5 times per year.</i></p>	<p>on the Design Review and Joint Design Review Boards.</p> <p>12 hours/month permanent representative/ otherwise variable for Design Review Committee Members.</p>			

