



# Meeting Minutes - Draft

## Heritage Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Michelle Sadlier  
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**Wednesday, December 3, 2014**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Davies called the meeting to order at 6:31 p.m.

**1.A ROLL CALL**

**Present:** 7 - Chair Holly Davies, Vice Chair Dwayne Harkness, Commissioner Mary Coacher, Commissioner Benjamin Helle, Commissioner Luke Howard, Commissioner Patricia McLain, and Commissioner Nicholas Vann

**Excused:** 3 - Commissioner Garner Miller, Commissioner Rachel Newmann, and Commissioner Mark Rentfrow

**1.B OTHERS PRESENT**

Michelle Sadlier, City of Olympia Historic Preservation Officer  
Todd Cunningham, City of Olympia Building Official Todd Cunningham

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [14-1182](#) Approval of October 22, 2014 Olympia Heritage Commission Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT - None**

**5. ANNOUNCEMENTS**

Ms. Sadlier announced that the City of Olympia, in a collaborative training opportunity with Joint Base Lewis McChord, began demolishing 505 4th Avenue Monday, December 1, 2014. Mitigation on the second Isthmus property proposed for demolition (the former Memorial Clinic) will involve a reconnaissance-level, historic survey, which Ms. Sadlier will conduct as per agreement with the Washington State Department of Archaeology and Historic Preservation.

Ms. Sadlier distributed invitations to a book reading by a former Heritage Commissioner and announced the Historic Homes tour this coming weekend. She announced that the Olympia Historical Society is seeking board members and the Washington Trust for Historic Preservation is seeking nominations to its 2015 Most Endangered Historic Properties List.

Ms. Sadlier also discussed a request by the owner that the Steam Plant be considered for placement on the Olympia Heritage Register. She distributed the request letter.

Commissioner Vann announced a Washington State Historical Society holiday party at the Stimson-Green Mansion in Seattle.

## 6. BUSINESS ITEMS

### 6.A [14-1167](#) Introducing the City of Olympia's New Building Official: Todd Cunningham

Ms. Sadlier introduced the City's new Building Official, Todd Cunningham. He discussed his prior experience and distributed flyers with pictures of projects in Sebastopol and Lincoln, both in California, and in St. Helens, Oregon.

Discussion:

- Importance of historic preservation and the role of the Building Official.
- Necessity of collaborative efforts to establish good communication between the Building Official and Heritage Commission.
- Developing rapport between property owners of historic buildings and the City to support preservation and retention of historic elements.
- Past problems due to poor regulation of code violations to designated historic properties.
- Improving permitting process with clarification of heritage-related conditions.

**The discussion was completed.**

### 6.B [14-1179](#) Recommendation of Approval or Denial of Special Valuation Application for 115 20th Avenue SW

The Commission reviewed the application for special valuation submitted by Daniel and Jennifer Masterson, owners of 115 20th Avenue SW.

The Commission discussed new changes and historical features with the Mastersons.

Ms. Sadlier showed old photos of the home and current photos of interior changes.

**Commissioner McLain moved, seconded by Commissioner Harkness, to recommend approval of the tax valuation and all qualified rehabilitation expenditures as submitted for 115 20th Avenue SW. The motion passed unanimously.**

- 6.C**     [14-1181](#)     Approval of October 22, 2014, November 17, 2014, and November 24, 2014 Heritage Review Committee Meeting Minutes

**The minutes were approved as amended.**

## **7.     REPORTS**

### **7.A     Downtown Committee**

Commissioner Vann announced a retirement party for the outgoing Director of the Olympia Downtown Association, Connie Lorenz.

### **7.B     Heritage Review Committee - None**

### **7.C     Maintenance Committee - None**

### **7.D     Outreach Committee**

In discussing the proposed theme for 2015's Historic Preservation Month activities, Ms. Sadlier brought up a suggestion by the owner of the Compass Rose to have a centennial party for historic buildings. Commissioners discussed the idea and Commissioner Helle offered to generate a list of buildings which will turn 100 in 2015.

The Commission also discussed generating a list of buildings that have been destroyed to help educate citizens about the importance of preservation.

### **7.E     Policy & Ordinance Committee**

Chair Davies discussed problems when remodel permits for historic building are not adhered to and the possibility of imposing fines for violations.

### **7.F     Staff**

Ms. Sadlier raised the question of the Commission changing their meeting day because of conflicts with the Olympia Downtown Association and Bicycle and Pedestrian Advisory Committee meetings. No conclusions were drawn.

Ms. Sadlier also raised the question of which months the Commission intends to propose for its 2015, on the assumption that the number of approved meetings may be similar to 2014. The Commission agreed to meet at their normally scheduled day in January and designated February 21, 2015 as their annual retreat meeting.

Ms. Sadlier discussed the approval process by Council to determine the number of Heritage Commission meetings. She addressed how changes to the inventory code language code is proceeding, including the response by the SEPA official and the Department of Commerce 60 day review process. She discussed process differences between requesting procedural changes to the code and changes related to land use

planning.

Ms. Sadlier announced the decision by the Hearing Examiner in the Tanasse Building Appeal.

**8. OTHER TOPICS - None**

**9. ADJOURNMENT**

The meeting was adjourned at 8:08 p.m.