



Meeting Agenda

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Heritage Commission
Contact: Brittany Gillia
(360) 753-8427

Wednesday, February 25, 2026

5:30 PM

Room 207

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- 3.A [26-0164](#) Approval of the January 28, 2026 Heritage Commission Meeting Minutes

Attachments: [Heritage 1.28.2026 minutes](#)

4. PUBLIC COMMENT

During this portion of the meeting, community members may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS

6. BUSINESS ITEMS

- 6.A [26-0159](#) Housekeeping

- 6.B [26-0160](#) Election Nominations

Attachments: [Bylaws](#)

[Committee Descriptions](#)

7. REPORTS

8. OTHER TOPICS

9. ADJOURNMENT

Upcoming

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Heritage Commission

Approval of the January 28, 2026 Heritage Commission Meeting Minutes

Agenda Date: 2/25/2026
Agenda Item Number: 3.A
File Number:26-0164

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of the January 28, 2026 Heritage Commission Meeting Minutes



Meeting Minutes

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Heritage Commission
Contact: Brittany Gillia
(360) 753-8427

Wednesday, January 28, 2026

5:00 PM

Room 207

Register to attend:

https://us02web.zoom.us/webinar/register/WN_Wut8GEUoR5qfohi_uHNyVg

1. CALL TO ORDER

Chair Miller called the meeting to order at 5:30 p.m.

1.A ROLL CALL

Present: 5 - Chair Garner Miller, Commissioner Michael Bowman, Commissioner William Cotter, Commissioner Melissa Patrick and Commissioner Gary Stedman

Excused: 1 - Commissioner Stephen Becker

Absent: 1 - Commissioner Mark Shepard

2. APPROVAL OF AGENDA

A motion was made to swap agenda items and correct the meeting start time. The motion passed.

The agenda was approved as amended.

3. APPROVAL OF MINUTES

3.A [26-0090](#) Approval of the September 24, 2025 Heritage Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS - None

6. BUSINESS ITEMS

6.A [26-0088](#) 2026 Work Plan

The 2026 work plan was discussed.

The discussion was completed.

6.B [26-0087](#) OFD Historic Storyboard Presentation

A presentation was provided.

The information was received.

7. REPORTS

JRC meeting went well; note about support for monument sign.

MORE meeting: need to coordinate.

POG New commissioner applications:

- Why are they interested?
- Are there projects they want to pursue? Motivation to pursue projects?
- Talk about a historic place in Olympia that you love or have affinity with?
- What does Heritage mean to you?
- Give an example of each committee and see if the work resonates.
- Explain categories and ask where they would fit in and why?

Elections upcoming.

CAMP training confirmed to work on June 8th for a majority of folks.

8. OTHER TOPICS - None

9. ADJOURNMENT

The meeting adjourned at 6:43 p.m.



Heritage Commission

Housekeeping

Agenda Date: 2/25/2026
Agenda Item Number: 6.A
File Number:26-0159

Type: information **Version:** 1 **Status:** In Committee

Title

Housekeeping

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on general housekeeping for the Commission

Staff Contact:

Brittany Gillia, Historic Preservation Officer, Community Planning and Economic Development,
360.753.8427

Presenter(s):

N/A

Background and Analysis:

General discussion time for the Commission to discuss CLG Compliance, new commissioner recruitment and the annual calendar and progress. Brief overview of CAMP training upcoming on June 8th. <https://www.napcommissions.org/camp>

Climate Analysis:

N/A

Equity Analysis:

N/A

Neighborhood/Community Interests (if known):

Type: information **Version:** 1 **Status:** In Committee

N/A

Options:

1. Have discussion
2. Do not have discussion

Financial Impact:

N/A

Attachments:

None



Heritage Commission

Election Nominations

Agenda Date: 2/25/2026
Agenda Item Number: 6.B
File Number:26-0160

Type: discussion **Version:** 1 **Status:** In Committee

Title

Election Nominations

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on general housekeeping for the Commission

Staff Contact:

Brittany Gillia, Historic Preservation Officer, Community Planning and Economic Development,
360.753.8427

Presenter(s):

N/A

Background and Analysis:

Each year the Olympia Heritage Commission elects a member to chair and vice-chair the Commission. According to the Heritage Commission bylaws, the Chair also appoints Commissioners into various subcommittees. During this discussion, we will collect nominations for the Chair and Vice Chair positions, as well as go over the general structure of the various subcommittees and discuss any changes or shifts that folks may be interested in making for the coming year.

In our March meeting, we will be voting on Chair and Vice Chair assignments, as well as discussing who will be assigned to and lead each subcommittee for 2026.

Climate Analysis:

N/A

Equity Analysis:

N/A

Neighborhood/Community Interests (if known):

N/A

Options:

1. Nominate commissioners for the Chair and Vice Chair roles and hold a vote at the March meeting. Make committee assignments at this meeting.
2. Nominate commissioners for the Chair and Vice Chair roles and hold a vote at the March meeting. Make committee assignments at the next meeting.
3. Nominate commissioners for the Chair and Vice Chair roles and hold a vote at the February meeting. Make committee assignments at this meeting.
4. Nominate commissioners for the Chair and Vice Chair roles and hold a vote at the February meeting. Make committee assignments at the next meeting.

Financial Impact:

N/A

Attachments:

Bylaws

Committee Descriptions

RULES OF PROCEDURE
CITY OF OLYMPIA HERITAGE COMMISSION

ADOPTED: NOVEMBER 30, 1983

REVISED: August 16, 1989

REVISED: January 23, 2002

REVISED: March 26, 2003

REVISED: September 26, 2007

REVISED: February 26, 2025

As of the effective dates noted above, the Olympia Heritage Commission, an official part of Olympia City Government, created by the Olympia City Council under Ordinance No. 4438 adopted May 17, 1983, is operating under the following rules of procedure amended August 16, 1989, January 23, 2002, March 26, 2003, August 2, 2007 and February 26, 2025.

I. NAME

The official name is "The Olympia Heritage Commission."

II. MEETINGS

A. All meetings shall be at Olympia City Hall unless otherwise directed by the Heritage Commission Chair or the City Staff Liaison. Meetings are now held in a hybrid format. The community can attend the meeting and participate in public comment either in person or online.

B. Regular meetings shall be held on the fourth Wednesday of the month, except for the months of November and December which shall be scheduled by the Chair. Any meeting may be cancelled by the Chair for lack of a quorum or insufficient business of the Commission. Regular meetings will begin at 5:30 p.m.

C. All meetings shall be open to the public and comply with provisions of the State Open Public Meetings Act (RCW 42.30).

1. Email sent to the Commission should be used for disseminating information only, including notification of upcoming events. Email should not be used for discussing Commission business. Communications by email amongst the Commission shall be one-way only, and commission members shall not “reply to all” to an email sent to the Commission.

D. When a regular meeting day falls on a holiday, the Heritage Commission will convene on a day to be called by the Chair.

E. Special meetings may be called by the Chair.

F. Except as modified by these rules of procedure, the latest edition of Robert's Rules of Order shall govern the conduct of the meetings.

G. Joint Review Committee (JRC): The Chair shall appoint four members of the Commission to the Joint Review Committee. At least one member being appointed to the JRC must also be part of the Heritage Review Committee. Staff will provide historical background materials and a Staff recommendation to JRC members when a project is brought forth.

H. Community volunteers may not serve on committees with regulatory oversight, such as the Heritage Review Committee.

III. ATTENDANCE

A. Members are expected to attend Commission and sub-committee meetings and to fully participate in and contribute to the work. If a member is absent for three consecutive Commission meetings or 35% of meetings within the calendar year, whether excused or unexcused, the Chair shall notify and discuss the situation with the appropriate City Council advisory body and related support staff.

IV. OFFICERS -- ELECTION AND DUTIES

A. The Heritage Commission shall have two officers, a Chair and Vice Chair, to be elected from the members of the Commission.

B. The election of officers and JRC members shall take place annually in the month of February. The term of office shall run until the subsequent election.

C. In the event of vacancy of any officer position during the term of office, the Heritage Commission shall elect a successor from its membership.

- D. Duties of the Chair shall include the following:
 - 1. Preside over meetings, with the exercise of all powers usually incident to the office of Chair, retaining the right to have a vote recorded in all deliberations of the Heritage Commission.
 - 2. Initiate committees and appoint committee members.
- E. Duty of the Vice Chair is to serve as Chair in the event the Chair is unable to do so.
- F. JRC members are required to attend JRC meetings as needed.

V. QUORUM -- VOTES -- ACTION

- A. A simple majority of appointed Heritage Commission members shall constitute a quorum for the transaction of business.
- B. Action shall be determined by a simple majority vote of the members present.
- C. Voting shall be by voice. A roll call vote may be recorded upon request by any member of the Heritage Commission.
- D. Except for the Heritage Review Committee, a committee may not make a decision on behalf of the Commission, and a decision of a committee shall not be a decision of the Commission. Volunteers shall not vote on Commission matters.

VI. NATIONAL REGISTER NOMINATION PROCESS

Upon notification by the State Historic Preservation Officer that a property within the jurisdiction of the City of Olympia may be nominated to the Secretary of the Interior for inclusion in the National Register of Historic Place, the Heritage Commission shall review such nominations in a manner consistent with state regulations adopted for certified local government historic preservation programs.

VII. STAFF

The Olympia Heritage Commission shall utilize the services of the Community Planning and Economic Development Department and any other City department as necessary.

VIII. AGENDA

- A. An agenda for each regular meeting shall be prepared by Staff in consultation with the Chair.
- B. The agenda and any accompanying materials shall be sent to the Heritage Commission members one week in advance of the scheduled meeting.
- C. The agenda shall meet the guidelines set forth by the Council Advisory Body's Rules of Procedure for Advisory Committees, Boards, and Commissions Created by Ordinance and Appointed by the Olympia City Council.

IX. AMENDMENT

The Rules of Procedure may be amended at any regular or called meeting of the Heritage Commission.

Who/What is the Heritage Commission?

The City of Olympia is a Certified Local Government (CLG) and participates in a state/federal “accreditation” program for historic preservation. This program requires that we have a governing body to review and maintain our historic register. We have 9 members, with backgrounds and interests in architecture, history, planning and preservation, cultural resources, folklore, and more!

In Olympia, the Heritage Commission has a few different functions:

Heritage Review

- reviews applications to join the Olympia Heritage Register
- reviews special tax valuation applications
- reviews building permits for substantial exterior changes to homes listed on the historic register
- responsible for encouraging participation, creating new listings and districts, etc.

Marketing and Outreach

- Responsible for the educational component of the program, to help folks understand what the benefits are of being on the register, as well as the general benefits of historic preservation.
- Working on an educational workshop series geared towards historic homeowners
- Also working on more community exposure and engagement- going to Arts Walk!
- Plans for Preservation Month in and Heritage Awards

Policy Ordinance and Guidance

- Reviews and makes recommendations to the full commission regarding policy, municipal code, comprehensive planning, and other long term planning
- Responsible for onboarding new members, and arranging the year end retreat where the group focuses on goals for next year