

# Olympia Heritage Commission (OHC) – 2021 Work Plan

*In the 21-22 cycle (April 2021 – March 2022) the Olympia Heritage Commission (OHC) proposes to hold 10 regular meetings, on the fourth Wednesday of each month excepting the December meeting which will be on the 16<sup>th</sup>. The commission will not meet in July or November. Subcommittee meetings and special meetings will be scheduled as needed. Hours of commitment to work plan items are estimates only.*

Professional Staff Liaison to the Heritage Commission: Marygrace Goddu

## Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.

Estimated Percent of Overall Commission Effort: 50%

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>1.a. Promote &amp; Oversee Olympia Heritage Register</b></p> <p><b>Proposed Work:</b> Promote and provide guidance on Olympia Heritage Register listing; review applications and conduct public hearings on proposed additions.</p> <p>Begin implementation of long-term plan for pursuing expanded or new historic districts. Develop strategy and schedule for utilizing grant opportunities to support this effort.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"><li>• <i>Project work plan for Governor Stevens Historic District Listing</i></li><li>• <i>Apply for grant funding for consultant work on Gov Stevens District</i></li><li>• <i>Promote individual listings of significant properties, especially surrounding the DT Historic District.</i></li><li>• <i>Schedule and strategy for seeking Grant opportunities</i></li></ul>	<p>Survey &amp; Designation: 40 hrs</p> <p>HRC: 8 hrs</p> <p>Outreach: 8 hrs</p> <p>OMC 18.12..055.A.3 and .13</p>	CPD Staff: 80 hrs	<p>Grant-cycle and funding will drive schedule for pursuing district listing.</p> <p>Ongoing effort for individual listings.</p>	<p>Individual Listings: included in base budget;</p> <p>Fabrication and installation of property markers not earmarked in CPD budget.</p> <p>Historic District: Grants may require city matching funds.</p> <p>TBD.</p>

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<p><b>1.b. Recommend Revisions to Heritage-Related City Code</b></p> <p><b>Proposed Work:</b> Review existing City ordinances and municipal code for consistency with State and Federal law, and for clarity, consistency, and process improvement. Identify potential code improvements, review and make recommendations.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li><i>Recommend code amendments to ensure due process when properties designated for National Register are added to Local Register.</i></li> <li><i>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</i></li> </ul>	OHC: 4 hours Policy & Ordinance: 16 hours Olympia Planning Commission: 4 hours <i>OMC 18.12.055 (6) and (7)</i>	CPD Staff: 80 hours Legal Staff: 10 hours	January – December	Included in base budget
<p><b>1.c. Evaluate Special Tax Valuation Applications</b></p> <p><b>Proposed Work:</b> Review applications submitted to the City of Olympia via the Thurston County Assessor; make recommendation to City Council for approval or denial of application; monitor properties currently on the program.</p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li><i>Recommendations to City Council; ongoing monitoring</i></li> </ul>	OHC: Review at regular OHC meeting HRC: 4 - 6 hours <i>OMC 18.12.055.A.5</i>	CPD Staff: 40 hours Legal Staff: 10-20 hours	As needed, 1 to 3 per year typ., October-December	Included in base budget
<p><b>1.d. Recognize local excellence in historic preservation and heritage education.</b></p> <p><b>Proposed Work:</b> Nominate recipient(s) for recognition to be presented by City Council.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li><i>Recommendation to City Council; Preservation Award &amp; Certificate(s) for presentation by City Council.</i></li> </ul>	OHC: 4 hours Outreach: 4 hrs <i>OMC 18.12.055.A.10</i>	CPD Staff: 10 hours Communications Staff: 8 hours	March - May	Included in base budget

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<p><b>1.e. Heritage Commission Planning and Development</b></p> <p><b>Proposed Work:</b> Engage in long-term commission planning and development training; conduct annual retreat, cultivate and recruit new commissioners, and work with the General Government Committee.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Five-year Goals</i></li> <li>• <i>Annual Retreat</i></li> <li>• <i>Development training</i></li> <li>• <i>Annual Work plan and proposed costs, future budget proposal</i></li> </ul>	OHC: 8 hrs	CPD Staff: 15 - 20hrs	Retreat in October; Training in June or TBD; all else ongoing.	Seek grant funds for commission development training; may require City match.

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## Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as other planning efforts.

Estimated Percent of Overall Commission Effort: 26%

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.a. Conduct Heritage Review of applications for building permit and land use, for individually registered, historic district, and culturally sensitive properties.</b></p> <p><b>Proposed Work:</b> Review and provide timely recommendations on building permit applications for Register-listed and District-listed properties; conduct pre-submission guidance meetings with potential applicants, and review and consult on cultural resources protection as needed.</p> <p>Work with Design Review Board members on joint committee to review land use applications to Register and historic district properties located within Design Review Districts.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"><li>• <i>Recommendations to Building Official</i></li><li>• <i>Recommendations to Community Planning &amp; Development Director or Hearing Examiner</i></li></ul>	HRC: 12 - 15 hrs  <i>OMC</i> <i>18.12.055.A.6;</i>	CPD Staff: 80 hrs	January – December, 10 – 15 HRC review meetings per year	Included in base budget

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Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.b. Develop public guidance for heritage review and best practices in historic preservation</b></p> <p><b>Proposed Work:</b> <i>Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.</i></p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li>• <i>Guidance on emergent issues such as ADU's and Short-Term Rentals</i></li> <li>• <i>Technical guidance and information available via City Website</i></li> </ul>	OHC:3 hrs  HRC: 3 hrs  Outreach: 5 hrs  Policy & Ordinance: 5 hrs  OMC 18.12.055.A.9 and .11	CPD Staff: 20 hrs	Schedule: January – December, ad hoc Committee meetings	Included in base budget.
<p><b>2.c. Review and provide historic preservation input on City planning and capital projects. Develop familiarity with regulatory and budgetary framework relevant to Olympia heritage.</b></p> <p><b>Proposed Work:</b> Review, discuss, and provide input on City planning and public works projects, including Arts, Cultures, and Heritage (ArCH) initiative, Comprehensive Plan Annual Action Plan Update, Downtown Design Guidelines, code updates, and Capital Facilities Plan.</p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li>• <i>Participate in ArCH initiative with Arts Commission.</i></li> <li>• <i>Input and guidance re preservation of historic character, for city implementation of elements of the Downtown Strategy</i></li> </ul>	OHC: Review at regular OHC meetings  OMC 18.12.055.A.15	CPD Staff: 20 hrs	As needed	Included in base budget.

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<p><b>2.d. Support Exemplary Stewardship of City-Owned Historic Properties</b></p> <p><b>Proposed Work:</b> Offer guidance on proper documentation, maintenance, and treatment of city-owned historic properties.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Guidance on Historic Structure Reports, HABS documentation, and Cultural Resources surveying</i></li> <li>• <i>Input on adaptive re-use proposals</i></li> <li>• <i>Input on planned maintenance or rehabilitation treatments</i></li> </ul>	Policy & Ordinance: 1 hr  HRC: 3 hrs  Survey & Designation: 3 hrs  OMC 18.12.020.A – D, F, G; OMC 18.12.055.A.1,2, 6,15	CPD staff: 10 hrs	Jan - December	Included in base budget

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## Section 3: Additional Heritage Program Activities

OHC members provide valuable volunteer assistance to help accomplish the City's goals to protect and enhance Olympia's historic character and sense of place.

Estimated Percent of Overall Commission Effort: 24%

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>3.a. Provide liaison support, communication, and collaboration with other government, private and non-profit entities to further preservation objectives including education.</b></p> <p><b>Proposed Work:</b> Organize and conduct activities to champion Olympia's historic places and support programs that encourage equity and public participation in appreciation of the historic environment. Partner with community organizations, advisory boards, local businesses and non profits.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"><li>• <i>New installations celebrating Tribal history and Black history.</i></li><li>• <i>Olympia Heritage Month and Heritage Awards, 2021.</i></li><li>• <i>Promote Olympia's maritime history within the newly-designated Puget Sound National Maritime Heritage Area.</i></li></ul>	OHC: Varies  Outreach: 15 hrs  <i>OMC</i> <i>18.12.055.A.14</i>	CPD Staff: 10 hrs  Communications Staff: 10 hrs	Ongoing; ad hoc Committee meetings	Included in base budget  Grant funding may be sought for larger-scale outreach efforts; grants may require City match.

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<p><b>3.b. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</b></p> <p><b>Proposed Work:</b> Stay informed about the work of other City of Olympia citizen advisory boards, City departments, and downtown partners. Identify and take advantage of opportunities to participate in downtown planning and improvements including implementation of the Downtown Strategy; bring the information and recommendations from the Downtown reconnaissance-level survey to the table to inform and educate.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Engage with ODA to promote Main Street programs</i></li> <li>• <i>Promote individual register listing for eligible downtown properties</i></li> <li>• <i>Begin planning update to Downtown Historic District</i></li> </ul>	<p>OHC: 8 hrs  Outreach: 10 hrs  S&amp;D: 4 hrs</p> <p><i>OMC.18.12.055.</i> A.15</p>	<p>CPD Staff: 20 hrs</p>	<p>Ongoing</p>	<p>Included in base budget</p>
<p><b>3.c. Educate property owners about the importance of rehabilitating, preserving, and maintaining their properties or objects.</b></p> <p><b>Proposed Work:</b> Provide technical guidance in care and treatment of historic assets.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Share and distribute publications and Web-based guidance</i></li> <li>• <i>Workshops, “tabling” at events and forums</i></li> <li>• <i>Educational outreach to local Realtors and Contractors, Neighborhood Associations</i></li> </ul>	<p>Outreach: 5 hrs</p> <p><i>OMC 18.12.055</i> A.1</p>	<p>CPD Staff: 10 hrs</p>	<p>Ongoing</p>	<p>Included in base budget</p>

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<p><b>3.d. Celebrate Heritage Month with activities, events, and educational content to highlight Olympia's heritage and historic built environment.</b></p> <p><b>Proposed Work:</b> Identify theme and plan activities and events for May 2021. Work with other heritage organizations to develop content and activities; host Heritage Awards event and Heritage Month activities.</p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li>• <i>Heritage Month 2021</i></li> </ul>	OHC: 4 hrs  Outreach: 24 hrs	CPD Staff: 10 hrs	March - May	Included in base budget
<p><b>3.e. Engage with the Arts Commission and the broader community in continued promotion of the City's ArCH Profile.</b></p> <p><b>Proposed Work:</b> Provide a consistent OHC liaison to attend OAC meetings and events, and collaborate on activities and events.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>2021 ArCH and Equity Speaker Series, in collaboration with OAC.</i></li> <li>• <i>Support City acquisition and adaptive re-use of the Olympia Armory as a Creative Campus.</i></li> <li>• <i>Rotate City Hall heritage gallery with ArCH-themed content.</i></li> <li>• <i>Consistent and ongoing cross-communication with OAC</i></li> </ul>	Outreach: 10 hrs  <i>OMC 18.12..020 A - D</i>	CPD Staff: 20 hrs	October, 2020 and Ongoing	Included in base budget; some funding from Arts Commission for Arch-related work.