

# Olympia Heritage Commission (OHC) - 2015 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet nine (9) times in 2015 on the fourth Wednesday of the following months: January, March, April, May, June, August, September, October, and November. Subcommittee meetings and special meetings held as needed.

**Professional Staff Liaison to the Heritage Commission:** Michelle Sadlier

## 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: **20%**

Title Description End Product	Committee Lead & Commitment  <i>Committee hours, not individuals</i>	Staff Commitment  <i>Hours reflect working with the OHC only</i>	Schedule  <i>Estimated timeline from start to finish</i>	Budget Implications	2015 City Council Priorities*
<p><b>1.a. Promote &amp; Oversee Olympia Heritage Register</b></p> <p><b>Proposed Work:</b> <i>Provide guidance and information to people interested in adding their individual property or historic district to Register; review applications and conduct public hearings on proposed additions; Promote Register, including using report from 2014-2015 on mid-century residential properties to identify eligible Register properties and districts; monitor existing Register of over 400 properties and 2 historic districts.</i></p> <p><b>Deliverable:</b> <i>Recommendations to City Council; plaques for individually listed properties; accurate Register</i></p>	<p>OHC: Public hearings at regularly-scheduled meetings</p> <p>Survey &amp; Inventory Committee: 40 hours</p> <p>Individual OHC members promote program as needed</p>	<p>CP&amp;D Staff:  Individual property application: 20 hours</p> <p>Database maintenance: 20-100 hours</p> <p>Historic district application: 250+ hours++</p>	<p>As needed</p>	<p>Individual property application: Included in base budget</p> <p>++Historic district application: TBD. If an application is submitted, it is not included in base budget</p>	<p>Deliver Proactive Community Development</p>

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<p><b>1.b. Conduct Heritage-Related Ordinance Review and Monitoring</b></p> <p><b>Proposed Work:</b> <i>OHC Policy &amp; Ordinance Committee reviews existing City ordinances and municipal code relevant to historic properties to identify and make recommendations on areas for potential code updates; Committee monitors impacts of code and its enforcement on historic properties.</i></p> <p><b>Deliverable:</b> <i>Recommendations to City Council; code revisions</i></p>	<p>Policy &amp; Ordinance Committee: 60 hours</p> <p>OHC: 9 hours</p> <p>Olympia Planning Commission: 4 hours</p>	<p>CP&amp;D Staff: 100 hours</p> <p>Legal Staff: 10 hours</p>	<p>January – December</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p> <p>Inspire Strong Relationships</p>
<p><b>1.c. Evaluate Special Valuation Applications</b></p> <p><b>Proposed Work:</b> <i>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.</i></p> <p><b>Deliverable:</b> <i>Recommendations to City Council; ongoing monitoring</i></p>	<p>Heritage Review Committee: 3-9 hours</p> <p>OHC: Review at regularly-scheduled OHC meeting</p>	<p>CP&amp;D Staff: 30-90 hours</p> <p>Legal Staff: 10-30 hours</p>	<p>As needed, 1 to 3 per year</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p>

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<p><b>1.d. Nominate Historic Preservation Award Recipient(s)</b></p> <p><b>Proposed Work:</b> <i>Nominate award recipient(s) to recognize local excellence in historic preservation to be presented by City Council in May (Historic Preservation Month).</i></p> <p><b>Deliverable:</b> <i>Recommendation to City Council; Preservation Award(s) for presentation at City Council meeting</i></p>	OHC: 5 hours	CP&D Staff: 10 hours  Communications Staff: 10-20 hours	January – May	Included in base budget	Inspiring Strong Relationships

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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 long range planning efforts.  
Estimated Percent of Overall Commission Effort: **40%**

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<p><b>2.a. Conduct Heritage Review</b></p> <p><b>Proposed Work:</b> <i>OHC Heritage Review Committee reviews building and land use permit applications for Register and historic district properties; conduct presubmission advice meetings with potential applicants; unless and until proposed revisions to OMC 18.12 are adopted, review demolition of Olympia Historic Inventory properties; provide recommendations to City of Olympia Building Official.</i></p> <p><b>Deliverable:</b> <i>Recommendations to Building Official; public education and outreach</i></p>	<p>Heritage Review Committee: 36 hours</p>	<p>CP&amp;D Staff: 75 hours</p>	<p>January – December, approximately 1 meeting per month</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p> <p>Inspire Strong Relationships</p>

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<p><b>2.b. Serve on Joint Design Review Board</b></p> <p><b>Proposed Work:</b> <i>OHC Heritage Review Committee members join with Design Review Board members to review land use applications to Register and historic district properties located within Design Review Districts.</i></p> <p><b>Deliverable:</b> <i>Recommendations to staff</i></p>	Heritage Review Committee: 6-12 hours	CP&D Staff: 40-80 hours	As needed, approximately 2-4 per year	Included in base budget	Deliver Proactive Community Development
<p><b>2.c. Review and Provide Comment on Land Use Actions</b></p> <p><b>Proposed Work:</b> <i>Review, discuss, and provide comment on land use actions such as SEPA review and other land use activities as they relate to heritage concerns.</i></p> <p><b>Deliverable:</b> <i>Recommendations on land use actions and activities</i></p>	OHC: Review at regularly-scheduled OHC meeting	CP&D Staff: Varies	As needed	Included in base budget	Deliver Proactive Community Development

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<p><b>2.d. Review and Provide Comment on Long Range Planning Activities</b></p> <p><b>Proposed Work:</b> <i>Review, discuss, and comment on long range planning activities such as the Comprehensive Plan Implementation Strategy (Action Plan), code updates, sub-area planning, Community Renewal Area, and Downtown Strategy as they relate to heritage concerns.</i></p> <p><b>Deliverable:</b> <i>Recommendations to staff and/or City Council; partnerships; coordinated approaches to shared issues</i></p>	<p>OHC: Review at regularly-scheduled OHC meeting</p> <p>Committee formation as needed</p>	<p>CP&amp;D Staff: Varies</p>	<p>As needed</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p> <p>Inspire Strong Relationships</p> <p>Champion Downtown</p>

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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: **40%**

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<p><b>3.a. Plan and Execute Historic Preservation Month Activities</b></p> <p><b>Proposed Work:</b>  <i>OHC Outreach Committee organizes and conducts activities to champion historic preservation in Olympia during May, such as photo exhibits and community events; OHC members volunteer at events.</i></p> <p><b>Deliverable:</b>  <i>Community events which promote and educate on historic preservation and appreciation of the historic environment</i></p>	<p>Outreach Committee: 40 hours;</p> <p>OHC: 10 hours</p>	<p>CP&amp;D Staff: 50 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>January – June</p>	<p>Included in base budget</p>	<p>Inspire Strong Relationships</p>

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<p><b>3.b. Conduct and Collaborate on Historic Preservation Outreach</b></p> <p><b>Proposed Work:</b> <i>Provide technical preservation training; partner with area organizations such as the Downtown Ambassadors to create educational opportunities such as historical photo exhibits; provide recommendations to staff on relevant heritage communications materials such as Historic Preservation web page content while the City's Community Planning &amp; Development web page is being updated.</i></p> <p><b>Deliverable:</b> <i>Educational programs, materials, and advice</i></p>	<p>Maintenance Committee: 40 hours</p> <p>Outreach Committee: 40 hours</p> <p>OHC Members: Varies</p>	<p>CP&amp;D Staff: 20-60 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>January – December</p>	<p>Included in base budget;</p> <p>Grant funding may be sought for larger-scale outreach efforts</p>	<p>Deliver Proactive Community Development</p> <p>Inspire Strong Relationships</p>
<p><b>3.c. Pursue and Enhance Partnerships and Integration with City Departments, other City Advisory Boards, Organizations and Advocacy Groups</b></p> <p><b>Proposed Work:</b> <i>Pursue and cultivate partnerships and respond to inquiries on issues related to Olympia's historic places.</i></p> <p><b>Deliverable:</b> <i>Partnerships; coordinated approaches to shared issues</i></p>	<p>OHC Members: Varies</p>	<p>CP&amp;D Staff: Varies</p>	<p>January – December</p>	<p>Included in base budget</p>	<p>Inspire Strong Relationships</p>

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<p><b>3.d. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</b></p> <p><b>Proposed Work:</b> <i>Work with other City of Olympia citizen advisory boards, City departments, and downtown partners to further downtown planning and improvements.</i></p> <p><b>Deliverable:</b> <i>Downtown plans and improvement projects compatible with its historic character and sense of place</i></p>	OHC Downtown Committee: 40 hours	CP&D Staff: Varies	January – December	Included in base budget	Champion Downtown  Inspire Strong Relationships

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