



Meeting Agenda

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Heritage Commission
Contact: Marygrace Goddu
(360) 753-8031

Wednesday, August 28, 2019

6:30 PM

Room 207

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.A [19-0592](#) Approval of April 24, 2019 Heritage Commission Meeting Minutes

Attachments: [Minutes](#)

3.B [19-0595](#) Approval of May 8, 2019 Meeting Minutes

Attachments: [Minutes](#)

4. PUBLIC COMMENT

During this portion of the meeting, citizens 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 maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS

6. BUSINESS ITEMS

6.A [19-0769](#) Briefing on Advisory Committee Role and Responsibilities

6.B [19-0594](#) Annual Retreat Recap and Continued Forward Planning

Attachments: [Subcommittee Work Summary](#)

6.C [19-0596](#) Discussion of City Council Referral Request

Attachments: [Council Referral](#)

7. REPORTS

7.A [19-0603](#) Policy and Program Recommendations to City Staff, Support Additional Heritage Program Activities

7.B [19-0604](#) Policy and Program Recommendations to City Staff

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 April 24, 2019 Heritage Commission Meeting Minutes

Agenda Date: 8/28/2019
Agenda Item Number: 3.A
File Number: 19-0592

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

Title

Approval of April 24, 2019 Heritage Commission Meeting Minutes



Meeting Minutes - Draft

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Heritage Commission
Contact: Marygrace Goddu
(360) 753-8031

Wednesday, April 24, 2019

6:30 PM

Room 207

1. CALL TO ORDER

Chair Kelly called the meeting to order at 6:30 p.m.

1.A ROLL CALL

Present: 9 - Chair Kat Kelly, Commissioner Holly Davies, Commissioner Benjamin Helle, Commissioner Audrey Henley, Commissioner Maurice Major, Commissioner Garner Miller, Commissioner Rachel Newmann, Commissioner Gary Stedman and Commissioner Sheila Swalling

OTHERS PRESENT

City of Olympia Community Planning and Development staff:

Senior Planner Marygrace Goddu

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [19-0400](#) Approval of March 27, 2019 Heritage Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS

Ms. Goddu made announcements regarding the purchase of the Security Building, the CLG application to DAHP, and Mr. Harkness's recognition at the City Council meeting April 23, 2019.

6. BUSINESS ITEMS - None

7. REPORTS

7.A [19-0396](#) Policy & Program Recommendations To City Council**1.a Promote & Oversee Olympia Heritage Register****OHC Retreat Planning**

Commissioner Swalling and Commissioner Davies will be the subcommittee for the OHC Retreat.

Referral from City Council

Commissioners discussed a referral from City Council to identify a way to honor Dr. Martin Luther King, Jr. through renaming a building or roadway.

1.b Review & Recommend Revisions to Heritage Related City Code - No Report**1.c Evaluate Special Valuation Applications - No Report**

The report was received.

1.d [19-0433](#) Approval of 2019 Historic Preservation Award Recipients

Commissioners discussed building nominations for the Historic Preservation Award.

Commissioners moved to nominate the TVW building. The motion carried by the following vote:

Aye: 7 - Commissioner Davies, Commissioner Helle, Commissioner Henley, Commissioner Miller, Commissioner Newmann, Commissioner Stedman and Commissioner Swalling

Abstained: 2 - Chair Kelly and Commissioner Major

Commissioners discussed building and individual nominations for the Historic Preservation Award.

Commissioners moved to nominate Well 80, and individuals Michelle Sadlier and Jackie Wall. The motion passed unanimously.

7.B [19-0398](#) Policy and Program Recommendations to City Staff

Commissioners will discuss this report at the next meeting.

The report was tabled.

7.C [19-0399](#) Additional Heritage Program Activities**3.a Conduct and Collaborate on Historic Preservation Outreach Subcommittee Report -****Neighborhood Window Workshops**

Commissioners discussed the Neighborhood Window Workshop, scheduled for late May or June.

ArtsWalk Planning - No Report

May Heritage Month Planning

Commissioners discussed the May 16, 2019 event at the Olympia Film Society. Commissioners will award the Historic Preservation Awards at this event. The event will include a showing of "Coast Modern".

3.b Pursue and Enhance Partnerships and Integration with Regional Historic Organizations, other City Advisory Boards and Advocacy Groups

Staff report out on County-Wide Meeting

Ms. Goddu gave an update on Regional Heritage Commission meetings. Ms. Goddu stated she is still in conversation with the County.

3.c Contribute to Programs and Activities to Enhance Historic Downtown Olympia

ArCH Update

Ms. Goddu gave an update on the City's interest in creating a Creative District area in Olympia. Ms. Goddu requests the application be submitted to the State Arts Commission by June 1, 2019.

The report was received.

8. OTHER TOPICS - None

9. ADJOURNMENT

The meeting adjourned at 8:54 p.m.

Upcoming

May 16, 2019 Special Meeting and Heritage Month Celebration at Olympia Film Society
The next meeting is June 26, 2019



Heritage Commission

Approval of May 8, 2019 Meeting Minutes

Agenda Date: 8/28/2019
Agenda Item Number: 3.B
File Number: 19-0595

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

Title

Approval of May 8, 2019 Meeting Minutes

Recommended Action

Move to approve the May 8 minutes

Report Issue:

N/A

Staff Contact:

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development, 360.753.8031

Presenter(s):

N/A

Background and Analysis:

N/A

Neighborhood/Community Interests (if knows):

N/A

Options:

1. Approve the minutes
2. Make changes to the minutes
3. Do not approve the minutes

Financial Impact:

N/A

Attachments:

None



Meeting Minutes - Draft

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Heritage Commission
Contact: Marygrace Goddu
(360) 753-8031

Wednesday, May 8, 2019

4:00 PM

Harbor House, Percival Landing

Annual Retreat

1. CALL TO ORDER

Vice-Chair Davies called the meeting to order at 4:07 p.m.

2. ROLL CALL

Present: 7 - Chair Kat Kelly, Commissioner Holly Davies, Commissioner Benjamin Helle, Commissioner Audrey Henley, Commissioner Rachel Newmann, Commissioner Gary Stedman and Commissioner Sheila Swalling

Absent: 2 - Commissioner Maurice Major and Commissioner Garner Miller

OTHERS PRESENT

City of Olympia Community Planning and Development staff:

Senior Planner Marygrace Goddu

Economic Development Director Mike Reid

City of Olympia Parks, Arts, and Recreation staff:

Arts Manager Stephanie Johnson

3. APPROVAL OF AGENDA

The agenda was approved.

4. BUSINESS ITEMS

4.A [19-0437](#) Presentation on Proposed City of Olympia Creative District

Mr. Reid and Ms. Johnson gave an informational briefing on the proposed City of Olympia creative district.

The information was received.

4.B [19-0436](#) Review of 2019 Work Plan

Commissioners discussed the 2019 Work Plan and provided a handout.

The discussion was completed.

4.C [19-0438](#) Five-Year Work Plan Development

Commissioners discussed the development of the five-year work plan.

The discussion was completed.

4.D [19-0439](#) Approval of Commission Sub-committees and Sub-Committee Assignments

Commissioners discussed the assignments of future sub-committees.

The decision was tabled.

5. ADJOURNMENT

The meeting adjourned at 7:55 p.m.



Heritage Commission

Briefing on Advisory Committee Role and Responsibilities

Agenda Date: 8/28/2019
Agenda Item Number: 6.A
File Number: 19-0769

Type: information **Version:** 3 **Status:** In Committee

Title

Briefing on Advisory Committee Role and Responsibilities

Recommended Action

Committee Recommendation:

Report/Briefing only; no action requested.

City Manager Recommendation:

Briefing only; no action requested.

Report

Issue:

Receive briefing

Staff Contact:

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development, 360.753.8031

Presenter(s):

Kellie Braseth, City of Olympia Strategic Communications Director

Background and Analysis:

Informational briefing on City Advisory Committee Roles & Responsibilities.

Attachments:



Heritage Commission

Annual Retreat Recap and Continued Forward Planning

Agenda Date: 8/28/2019
Agenda Item Number: 6.B
File Number: 19-0594

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

Title

Annual Retreat Recap and Continued Forward Planning

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discussion only; no action requested.

Report

Issue:

Recap retreat and continue planning discussion. Discuss and confirm sub-committee structure, assignments, work plans, and subcommittee meetings and process.

Staff Contact:

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development, 360.753.8031

Presenter(s):

N/A

Background and Analysis:

Commissioners will review outcome of annual retreat and continue long-term planning.

Attachments:

OHC Subcommittee Work Summary

OHC Workload Summary by Subcommittee

- #.x 2019 Workplan item
- 2019 workplan deliverables
- Future tasks and deliverables (from retreat)

Heritage Review Committee

Garner (Chair), Sheila, Holly; Rachel (summer alternate), Kat (winter alternate), Ben (alternate)

1.a Promote and provide guidance on applications listing of individual and historic districts on Register; review applications and conduct public hearings on proposed additions; review integrity standards and periods of significance for designation of properties for proposed historic districts.

- Recommendations to City Council; plaques for individually listed properties

1.c Review special valuation 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.

- Recommendations to City Council; ongoing monitoring

2.a Review and provide timely recommendations on building permit applications for Register and historic district properties; conduct pre-submission guidance meetings with potential applicants.

- Recommendations to Building Official; public education and outreach
- Select Alternates for 2019 committee (complete)

2.c 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.

- Recommendations to Community Planning & Development Director or Hearing Examiner
- Grant giving program
- Worksheets with BMPs and workshops – multiple topics (overlap with APOG 2.b)
- Ongoing heritage review and permitting guidance (redundant)

Survey & Designation

Holly, Ben, Kat, Mo

1.a 2019 will be a year of planning, to develop vision, goals and strategy at five and 10-year horizons related to district and individual listings, to thoughtfully set priorities and plans for the decade ahead. OHC will review completed surveys for Gov Stevens/Carlyon neighborhood, downtown, midcentury, and Priest Point Park, and plan next steps.

- Vision and strategy for 2020 – 2030
- Five year plan for 2020-2024

2.e Continue to provide technical support to the City relative to the review of cultural resource survey reports.

- Provide recommendations for Cultural Resources Management Plan for Priest Point Park.
- Follow up on Completed Studies
- New studies to fit with city's growth plan
- More, and/or expanded historic districts
- Seeking Grants

Additional Assignment

Referral from City Council re MLK Tribute

ArCH, Policy, Ordinance & Guidance

Kat, Rachel, Audrey, Holly

1.b Review existing City ordinances and municipal code relevant to treatment of historic properties to identify areas for potential code improvements. With staff support, review and make recommendations on OMC 18.12 (Historic Preservation) and OMC 3.60 (Special Valuation).

- Recommend amendments to ensure due process when properties are added to Local Register with National Register designation.
- Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.

2.b Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.

- Guidance publication on historic windows

2.d Review, discuss, and provide input on public works, parks, and other City project and planning work, including the Arts, Cultures, and Heritage (ArCH) initiative, Comprehensive Plan's Annual Action Plan Update, Downtown Design Guidelines, code updates, and Capital Facilities Plan.

- Participate in ArCH Ad Hoc Committee with Arts Commission and Economic Development representative.
- Continued input and guidance re historic character, for city implementation of elements of the Downtown Strategy
- Code Revisions (redundant)
- Policies to support adaptive re-use
- Real review not overwhelmed by design review (?)
- Explore connecting green building & historic rehab/reno to need for affordable incubator and creative space

Marketing, Outreach Recruitment & Events/Education

Ben, Audrey, Kat

1.d Nominate Annual Heritage Award recipient(s) to recognize local excellence in historic preservation and/or compatible new construction, to be presented by City Council. Committee to make recommendations on process improvements.

- Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting (Complete)
- Process review re award schedule, possible new areas for recognition.

3.a Organize and conduct activities to champion Olympia's historic places and support programs that encourage public participation in and appreciation of the historic environment. Partner with area organizations such as the Olympia Historical Society & Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and community efforts; provide research support.

- Partner on activities to celebrate Olympia Heritage Month, May 2019. (complete)
- Advance planning for Olympia Heritage Month 2020.
- Rotate City Hall heritage gallery with ArCH-themed content.

3.b Develop the concept for a regional forum for history and heritage partners to discuss shared interests and goals.

- Discuss and develop concept with regional history/heritage resources (underway)
- Invite other city advisory groups and representatives to a pre-meeting to plan a regional forum.

3.c 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.

- Develop tracking list of active initiatives and plans (2019 focus).
 - Education & Marketing (redundant)
 - Meetings with other groups (redundant)
 - Heritage Month (redundant)
 - ADU's in historic districts – guidance and educational
 - Tribal Presence on OHC
 - Market our Successes



Heritage Commission

Discussion of City Council Referral Request

Agenda Date: 8/28/2019
Agenda Item Number: 6.C
File Number: 19-0596

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

Title

Discussion of City Council Referral Request

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discussion only; no action requested.

Report

Issue:

Discussion on the City Council Referral related to honoring Dr. Martin Luther King Jr.

Staff Contact:

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development, 360.753.8031

Presenter(s):

General discussion.

Background and Analysis:

City Council has requested that the Heritage Commission identify options for a permanent action honoring Dr. King

Attachments:

Olympia City Council Referral of April 16, 2019



Olympia City Council Referral Request

Tracking Number (Provided by Susan) 2019-0032NJ **Date of Referral** 3/26/19
4/16/19 (action considered) **Requester** Nathaniel Jones

- Referral To** Study Session Finance Committee
 General Government Committee Land Use & Environment Committee
 Other Meeting Body Heritage Commission (Staff liaison - Marygrace Goddu)

Problem Statement

A clear concise description of the issue(s) that need(s) to be addressed.

The City of Olympia is missing an opportunity to honor one of the most important visionaries of our time. Doctor Martin Luther King Junior's legacy is large and irreversible, his greatest contribution is a vision of the future and his unwavering commitment to that vision. He saw what we might be capable of — as individuals and as a nation — and believed in that possibility so deeply that he dropped everything to hold it high where we can always see it.

Request

What is being requested to assist in addressing the issue described in the problem statement?

Identify meaningful and effective way to honor and communicate the vision and goals of Dr. Martin Luther King Jr. and their significance to our community through a bold and permanent action.

Relationship to City Business or Proposed City Business/Services

Describe how this will enhance what is already offered and/or what it will provide that is not currently available. Why is this the City's issue to address? How will this create a more adaptive and resilient organization?

Human equity, social justice, and human rights are important to the City because this work is core to our values.

Connection to Comprehensive Plan

Choose all that apply.

- Community, Safety and Health**
Inclusive, respectful, civic participation; a safe & prepared community; health and wellness; adequate food and shelter; a quality education
- Downtown**
Vibrant, attractive urban destination; a safe and welcoming downtown for all; a mix of urban housing options; a variety of businesses; connections to our cultural & historic fabric; engaging arts & entertainment experience
- Economy**
Abundant local products and services; a thriving arts and entertainment industry; sustainable quality infrastructure; a stable thriving economy
- Environment**
Clean water & air; a daily connection to nature; preserved quality natural areas; a toxin-free community; a waste free culture
- Neighborhoods**
Distinctive places & gathering spaces; nearby goods & services; neighborhoods that are engaged in community decision making; safe and welcoming places to live

Options

Describe proposed options for moving the idea or issue forward for the meeting body to consider.

Dedication of a public asset to the vision of MLK follows a time-honored tradition. Public parks, buildings, or streets are likely candidates for this approach. *The high-visibility of a major roadway makes dedication of a street attractive. However, renaming a street carries a significant cost because businesses and residences would need to modify a substantial volume of registrations, licenses, addresses, and marketing materials. These costs are generally considered a public expense, although philanthropy might fill the gap. Neither of these ideas has been adequately researched and resolved. If the Martin Way corridor is included in this dedication action, early understanding of the current name is primary.

Timing

Is this issue time sensitive, are there other timing factors to consider?



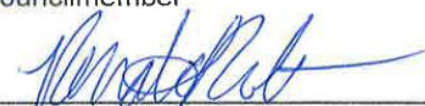
Timing – A bold and permanent action is proposed for implementation on Monday, January 20, 2020 – our national Martin Luther King Jr. holiday.

Supporting Documentation

Are there documents that support your request or that should be considered?

Councilmember Signatures

Two Councilmembers must support the request including the Chair of the Committee of referral. (Cannot be a committee quorum)

 _____ Sponsoring Councilmember	1.  _____ Councilmember
	2.  _____ Councilmember

Staff Supplement

Staff will review the request to generate administrative impacts to be considered as part of proposal (staff to initial after their review):

Budget Impacts: Unknown. If a street is chosen, new signage could be produced for minimal cost.

Legal Review (to include regulatory authority):

Policy implications: Consistent with Council and City values support of diversity, equity and compassion.

Implementation Considerations: Outreach to key leaders in the black community is an important part of the consideration.

Staff Liaison:

*Martin Way Name Change Option

To boldly and clearly demonstrate the change, Olympia could replace existing street signs with a modified version which carries the profile of our national hero. The cost of new street signs is estimated to be less than \$4,500. Additional costs associated with possible art work or interpretive signage, the dedication ceremony, or other improvements are quite flexible.

Rededicating the roadway provides the opportunity to invite the City of Lacey to join together in honoring the late Dr. King. The Martin Way corridor is shared with the City of Lacey and extends from the Olympia City limits, at College Street, to the Lacey City limits east of Ridgeview Drive.

There is confusion about the corridor's current name. Some have suggested that the road is named after Governor Clarence D. Martin (1886 – 1955), who was the 11th Governor of the state of Washington, who served two terms from 1933 to 1941.

Martin Way is also thought to recognize the important contributions of Saint Martin of Tours (316-397). The roadway is believed to honor the same Catholic saint that Saint Martin's University has been named for since its founding in 1895.

The Lacey roadway segment contains more than twice the number of street intersections as the Olympia segment. Several of Lacey's street signs on this corridor are illuminated and would likely be more expensive to upgrade. However, the total cost of this modification may be within the capacity of the City of Lacey if they wish to participate in the rededication.



Heritage Commission

Policy and Program Recommendations to City Staff, Support Additional Heritage Program Activities

Agenda Date: 8/28/2019
Agenda Item Number: 7.A
File Number: 19-0603

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

Title

Policy and Program Recommendations to City Staff, Support Additional Heritage Program Activities

Recommended Action

Information only; no action requested.

Report

Issue:

Monthly report on Heritage Commission work plan items

Staff Contact:

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development, 360.753.8031

Presenter(s):

Marketing, Outreach, Recruitment and Events (MORE) Subcommittee; Staff

Background and Analysis:

Provide update on work plan items:

2b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation
Report on June Wood Window Workshop, other best practices outreach

3a. Historic Preservation Outreach
City Website Update in progress

3b. Partnerships and Integration with regional historic organizations, other City Advisory Boards, and Advocacy Groups.
Status of planning for Regional Heritage Commissions Forum

Neighborhood/Community Interests (if known):

N/A

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

Options:

Receive the report.

Financial Impact:

N/A

Attachments:

None



Heritage Commission

Policy and Program Recommendations to City Staff

Agenda Date: 8/28/2019
Agenda Item Number: 7.B
File Number: 19-0604

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

Title

Policy and Program Recommendations to City Staff

Recommended Action

Information only; no action requested.

Report

Issue:

Monthly Review of Heritage Commission Work Plan Items

Staff Contact:

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development, 360.753.8031

Presenter(s):

ArCH & Policy, Ordinance, Guidance Subcommittee; City Staff

Background and Analysis:

Report on activity in support of work plan items

2d. Review and Provide Historic Preservation Input on City Projects.

Update on planning for ArCH Forum 2020

Update on Downtown Design Guidelines

2e. Support the Protection of Archaeology and other Cultural Resources.

Update on Downtown permitting and development activity

Neighborhood/Community Interests (if known):

N/A

Options:

Receive the report

Financial Impact:

N/A

Attachments:

None