



# Meeting Agenda

## Heritage Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Heritage Commission  
Contact: Holly Borth  
(360) 753-8427

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**Wednesday, January 25, 2023**

**6:00 PM**

**Room 207**

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**1. CALL TO ORDER**

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

**3.A [23-0093](#) Approval of December 7, 2022 Heritage Commission Meeting Minutes**

**Attachments:** [Draft OHC 12.7.22 Mtg Mins](#)

**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 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 [23-0096](#) Election of Officers**

**6.B [23-0094](#) Commission Work Planning for 2023**

**Attachments:** [2023 OHC Workplan DRAFT](#)  
[2023 committees roster](#)

**6.C [23-0097](#) Planning for Heritage Month 2023**

**Attachments:** [2022 Preservation Award Nomination Form](#)

**7. REPORTS**

**Committee Reports****Staff Report****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 December 7, 2022 Heritage Commission Meeting Minutes

**Agenda Date:** 1/25/2023  
**Agenda Item Number:** 3.A  
**File Number:**23-0093

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

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**Title**

Approval of December 7, 2022 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

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**Wednesday, December 7, 2022**

**6:00 PM**

**Room 207**

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### 1. CALL TO ORDER

Chair Davies called the meeting to order at 6:06 p.m.

#### 1.A ROLL CALL

**Present:** 6 - Chair Holly Davies, Vice Chair Garner Miller, Commissioner Kenneth House, Commissioner Sharon Lumbantobing, Commissioner Andrea Pareigis and Commissioner Sarah Smith

**Excused:** 1 - Commissioner Audrey Henley

**Absent:** 2 - Commissioner Jessica Hull and Commissioner Gary Stedman

#### 1.B OTHERS PRESENT

City of Olympia staff:  
Acting Historic Preservation Officer Marygrace Goddu

Olympia Indie Music History Consultants:  
Elaine Vradenburgh  
Kelsey Smith

### 2. APPROVAL OF AGENDA

Agenda item 3.B was added - November 16, 2022 meeting minutes approval. Reversed Business Items 6.A and 6.B to allow consultants to present first.

**The agenda was approved as amended.**

### 3. APPROVAL OF MINUTES

**3.A** [22-1159](#) Approval of October 26, 2022 Heritage Commission Meeting Minutes.

**The minutes were approved.**

**3.B** [23-0023](#) ADDED DURING MEETING Approval of November 16, 2022, Heritage Commission Special Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT - None****5. ANNOUNCEMENTS - None****6. BUSINESS ITEMS****6.A**     [22-1163](#)            Commission Work Planning for 2023

Ms. Goddu will incorporate the comments received and bring an updated Workplan for a second review in January.

**Discussion only.**

**6.B**     [22-1162](#)            Olympia Indie Music History Project Update

Ms. Vradenburgh and Ms. Smith, presented an update on the Olympia Indie Music History project.

**The information was received.**

**6.C**     [22-1164](#)            Heritage Exhibit for Harbor House Windows

The Commission commented on proposed content for a historic marker about Charles Mitchell proposed for Percival Landing. Ms. Goddu will transmit the comments to parks department staff working on the project.

**The information was received.**

**7. COMMITTEE REPORTS - None****8. STAFF REPORT - None****9. OTHER TOPICS - None****10. ADJOURNMENT**

The meeting adjourned at 8:10 p.m.



## Heritage Commission

### Election of Officers

**Agenda Date:** 1/25/2023  
**Agenda Item Number:** 6.A  
**File Number:**23-0096

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

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#### Title

Election of Officers

#### Recommended Action

Move to nominate and elect Commission Chair and Vice Chair for 2023

#### Report Issue:

Whether to elect new officers

#### Staff Contact:

Holly Borth, Historic Preservation Officer, Community Planning & Development, 360.753.8427,  
[hborth@ci.olympia.wa.us](mailto:hborth@ci.olympia.wa.us)

#### Presenter(s):

Chair Davies

#### Background and Analysis:

Commissioners select officers each year.

#### Neighborhood/Community Interests (if known):

n/a

#### Options:

Retain current officers  
Nominate new officers

#### Financial Impact:

n/a

#### Attachments:

none





## Heritage Commission

### Commission Work Planning for 2023

**Agenda Date:** 1/25/2023  
**Agenda Item Number:** 6.B  
**File Number:**23-0094

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

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**Title**

Commission Work Planning for 2023

**Recommended Action**

Decision

**Report Issue:**

Approve the Commission's work for 2023.

**Staff Contact:**

Holly Borth, Historic Preservation Officer, Community Planning & Development, 360.573.8247

**Presenter(s):**

All

**Background and Analysis:**

Each year the Commission updates its work plan for coming year and provides a draft annual work plan to the Community Livability and Safety Committee of the City Council for review. The draft work plan is due in late February.

The Commission may consider any final amendments and discuss committee roles and tasks, and assignment of commissioners to each of the committees. Final committee assignments can follow in April once new commissioners are seated.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

Approve the 2023 Heritage Commission Work Plan  
Amend and approved the Work Plan  
Do not approve the Work Plan.

**Financial Impact:**

N/A



**Attachments:**

2023 Work Plan

2023 Committee Roster

# Olympia Heritage Commission

## 2023 WORKPLAN



### Mission:

“Identify and actively encourage the preservation of Olympia’s historic resources by maintaining, updating, and expanding the Olympia Heritage Register and reviewing proposed changes to Heritage Register properties; to raise community awareness of Olympia’s history and historic resources; and to serve as the City’s primary resource in matters of history, historic planning and preservation.” **(OMC 18.12.055)**

### Core Strategies:

Educate and Inspire	Preserve and Promote	Partner and Collaborate	Integrate Preservation Best Practices in Good Government	Review and Permitting
<ul style="list-style-type: none"><li>• Heritage Month</li><li>• Recognition Awards</li><li>• Special programs, events, tabling, tours</li><li>• Research and Interpretation</li></ul>	<ul style="list-style-type: none"><li>• Individual listings</li><li>• District listings</li><li>• Explore and encourage incentives</li><li>• Build trust with owners, developers, contractors, realtors, &amp; community</li></ul>	<ul style="list-style-type: none"><li>• ARCH</li><li>• Community &amp; Educational Org’s</li><li>• Heritage Org’s</li><li>• Local Businesses</li><li>• Build relationships with Tribes &amp; BIPOC community</li></ul>	<ul style="list-style-type: none"><li>• Input to City Planning efforts</li><li>• Diversity, Equity &amp; Inclusion</li><li>• Heritage Commission Development</li></ul>	<ul style="list-style-type: none"><li>• Timely review w/in permit process</li><li>• Guidance for homeowners and contractors</li><li>• Special Tax Valuation</li></ul>
✓	✓	✓	✓	✓
Marketing & Outreach	Survey & Designation	All Committees	Policy, Ordinance & Guidance	Heritage Review

## Heritage Commission 2023 Projects



**2023 Meeting Schedule:** 6pm on 4<sup>th</sup> Wednesdays: Mar 22, Apr 26, May 24, Jun 28, Jul 26, No Aug; Sept 27, Oct 25; 2<sup>nd</sup> Wed's: Nov 15, Dec 13

Activity	Task Detail for 2023	Schedule	Budget
<b>Educate and Inspire: Marketing &amp; Outreach Committee</b>			
Heritage Month 2023	Explore partnership w/Arts Cmn: Music History theme; A+H Awards and event	January to October	-0-
LoveOly Active and Visible Presence	Plan and host heritage exhibit and activity	August weekend tbd	
Olympia Indie Music History Research	Execute Phase II of project utilizing LTAC funding; identify additional funding sources.	Complete by March 2024	\$50k target; 23k LTAC secured
<b>Preserve and Promote: Survey &amp; Designation Committee</b>			
Explore Fourth Avenue East Historic District	Talk with property owners, research properties and possible district boundaries.	March through December	-0-
Promote individual listings	Advocate to list key properties in downtown and related to Indie Music History project, including the KGY Radio Studio.	April through December	CPD administration funds markers
<b>Partner and Collaborate: All Committees</b>			
Equity in ARCH Speaker Series	Host a speaker in collaboration with Arts Commission exploring ArCH issues.	March through December	Arts Commission Funding
<b>Integrate Preservation Best Practices in Good Government: Policy, Ordinance and Guidance Committee</b>			
Heritage Commission Training	Plan 2023 retreat and additional development training for OHC (Jurassic Parliament?)	Schedule Retreat and training	-0-
Comprehensive Plan Periodic Update	Participate in the Periodic Update of the city Comp Plan in 2023 and 2024	Ongoing 2023 and 2024	-0-
Equity in Historic Preservation Discussions	Discussions topics of DEI and preservation including intangible heritage assets and cultural landscapes.	Plan into regular OHC Meetings	-0-
<b>Review and Permitting: Heritage Review Committee</b>			
Educate historic homeowners re permitting and Special Tax Valuation	Contact historic property owners with reminders about permit requirements via email and newsletter, start with SCNA.	Fall 2023	CPD operating funds if needed
2023 Special Tax Valuation Applications	Review and recommend approval by Council	Fall 2023	-0-

## **OHC 2023 Committee Assignments**

*Need to add Sarah Smith and 2 new commissioners in 2023*

### **Marketing, Outreach, Recruitment, and Events: Audrey (Lead), Andrea, Ken, Sharon**

- Heritage awards and Heritage month – (Arts + Heritage Month?)
- Educational outreach to local Realtors and Contractors, Neighborhood Associations
- Work with the Arts Commissions on hosting and marketing Humanities WA speaker
- Indie Music Project marketing
- LoveOly
- Stay informed about the work of other City of Olympia citizen advisory boards, City departments, and downtown partners.

### **Policy, Ordinance, and Guidance: Holly (Lead), Ken, ~~Steven~~**

- 2023 Retreat Planning (Jurassic Training?)
- City Comprehensive plan Update
- DEI Topics for continued Commission study
- Recommend code amendments to ensure due process when properties designated for National Register are added to Local Register.
- Develop guidance on emergent issues
- Offer guidance on proper documentation, maintenance and treatment of city-owned historic properties including adaptive reuse of the Armory.

### **Survey and Designation: Gary (Lead), Jessica (Co-Lead), Holly, ~~Steve~~**

- Promote new listings, with focus on Downtown properties not in current historic district
- Explore 4<sup>th</sup> Ave E historic district
- Plan new surveys, including grant opportunities

### **Heritage Review Committee: Garner (Lead), Holly, Jessica, Ken, Alt: Gary**

- Review permits (as part of JDRB when applicable)
- Recommend to OHC new listings
- Recommend to OHC special tax valuation
- Offer guidance on proper documentation, maintenance and treatment of city-owned historic properties including adaptive reuse of the Armory.



## Heritage Commission

### Planning for Heritage Month 2023

**Agenda Date:** 1/25/2023  
**Agenda Item Number:** 6.C  
**File Number:**23-0097

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

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#### **Title**

Planning for Heritage Month 2023

#### **Recommended Action**

Discuss plans for Heritage Month and annual Heritage Award Nominations

#### **Report Issue:**

Whether to hold the discussion

#### **Staff Contact:**

Holly Borth, Historic Preservation Officer, Community Planning & Development, 360.753.8427,  
[hborth@ci.olympia.wa.us](mailto:hborth@ci.olympia.wa.us)

#### **Presenter(s):**

All

#### **Background and Analysis:**

Heritage Month is celebrated annually in the month of May with programs and recognitions planned and offered by the Commission. Heritage Award nominations are brought forward by commissioners, discussed, and recommended to the General Government Committee (now Community Vitality and Public Safety, CLPS), for their recommendation to City Council.

The Heritage Commission's 2023 Work Plan includes an initiative to explore a partnership with the Arts Commission for broader public outreach through an Arts and Heritage awards event. The purpose of tonight's discussion is to review the nomination process and consider whether to pursue this partnership.

#### **Neighborhood/Community Interests (if known):**

n/a

#### **Financial Impact:**

n/a

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

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**Attachments:**

2022 Nomination Form



# 2022 Olympia Preservation Award Nomination

*Olympia's Preservation Award supports the Heritage Commission's goal of recognizing excellence in the rehabilitation of historic objects, buildings, structures, sites and districts, as well as new construction in historic areas (OMC 18.12.055).*

## PERSON MAKING NOMINATION:

Name	Contact Details	Date of Nomination

## NOMINATION TYPE:

- ☐ Person ☐ Project ☐ Other:  
☐ Organization ☐ Building

## CATEGORY OF NOMINATION:

- ☐ Preservation ☐ Education ☐ Other:  
☐ New Construction ☐ Scholarship

## NOMINEE:

Name	Address	Phone/Email

## SIGNIFICANCE OF NOMINATION:

*Brief summary of the significance of the person, organization, project or building. This text will be used by the City of Olympia in preparing and presenting the award at the City Council meeting. Attach additional pages as needed.*

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- ☐ I have attached information to support my nomination, including documents, images, & other recognitions.  
☐ For a project nomination, I have included "before" and "after" photos.

**ADDITIONAL INFORMATION – PROVIDE AS APPLICABLE**

**PROPERTY OWNER FOR BUILDING/PROJECT BEING NOMINATED** (if different from above):

Name	Address	Phone/Email

**ARCHITECT / CONSULTANT FOR PROJECT BEING NOMINATED** (if different from above):

Name	Address	Phone/Email

**BUILDING DETAILS:**

Address	Historical Name
Year Built	Year Rehabilitated
Original/Early Owner	Original Architect/Builder
Original Use	Current Use
Heritage Designation Status	Other Information

***Attach additional pages as needed***

Please email completed form and attachments to Marygrace Goddu at: [mgoddu@ci.olympia.wa.us](mailto:mgoddu@ci.olympia.wa.us)



