



# Meeting Agenda

## Heritage Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

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

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**Wednesday, May 8, 2019**

**4:00 PM**

**Harbor House, Percival Landing**

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### Annual Retreat

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **BUSINESS ITEMS**
  - 4.A [19-0437](#) Presentation on Proposed City of Olympia Creative District
  - 4.B [19-0436](#) Review of 2019 Work Plan

**Attachments:** [2019 OHC Work Plan](#)  
[2018 OHC Work Plan](#)  
[2017 OHC Work Plan](#)
  - 4.C [19-0438](#) Five-Year Work Plan Development
  - 4.D [19-0439](#) Approval of Commission Sub-committees and Sub-Committee Assignments
5. **ADJOURNMENT**

### 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.*



## Heritage Commission

### Presentation on Proposed City of Olympia Creative District

**Agenda Date:** 5/8/2019  
**Agenda Item Number:** 4.A  
**File Number:** 19-0437

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

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#### **Title**

Presentation on Proposed City of Olympia Creative District

#### **Recommended Action**

Information only. No action requested.

#### **Report**

##### **Issue:**

Receive presentation on City of Olympia Creative District

#### **Staff Contact:**

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

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

Marygrace Goddu, Historic Preservation Officer.

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

Olympia is in the process of developing and submitting an application to the Washington State Arts Commission to establish and designate a Creative District in downtown. The what, where and how, and the benefits of Creative District designation, including the implications for historic properties, will be presented.

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

The Creative District application is a direct outcome of the *ArCH Profile*, a report completed in July 2018 which focused on strategies for raising Olympia's regional profile in the Arts, Heritage and Cultures. This report is tied to the results of the City's Comprehensive Plan and the Downtown Strategies, both of which sought extensive public input, and was supported by a focus group of over 45 participants including leaders in Olympia's artistic, cultural and heritage communities.

#### **Options:**

Receive presentation.

Do not receive presentation.

#### **Financial Impact:**

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

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N/A

**Attachments:**

None.



## Heritage Commission

### Review of 2019 Work Plan

**Agenda Date:** 5/8/2019  
**Agenda Item Number:** 4.B  
**File Number:** 19-0436

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

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**Title**

Review of 2019 Work Plan

**Recommended Action**

Information only. No action requested.

**Report**

**Issue:**

Review and discussion of the 2019 Work Plan. Earlier work plans to be available for context. Consider priorities, unfinished work, and possible new work plan items.

**Staff Contact:**

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

**Presenter(s):**

N/A

**Background and Analysis:**

Discussion of the 2019 Work Plan, previous work plans and projects, and priorities will provide thoughtful context for consideration of a five-year planning framework for the Commission.

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

N/A

**Options:**

Do not consider this topic.  
Take a different approach to planning.  
Consider topic as presented.

**Financial Impact:**

None.

**Attachments:**

2019 Work Plan

2018 Work Plan

2017 Work Plan

# Olympia Heritage Commission (OHC) – 2019 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet 10 times in the 2019-20 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November; and January, February and March of 2020. Subcommittee meetings and special meetings will be held as needed.

**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: **20%**

Title Description End Product	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 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.</p> <p>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.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Recommendations to City Council; plaques for individually listed properties</i></li> <li>• <i>Commission Retreat</i></li> <li>• <i>Vision and strategy for 2020 – 2030</i></li> <li>• <i>Five year plan for 2020-2024</i></li> </ul>	<p>OHC: Public hearings at regularly-scheduled meetings</p> <p>Heritage Review Committee: 3-6 hours</p> <p>Policy, Ordinance &amp; Guidance Committee: formed as needed</p>	<p>CP&amp;D Staff: Individual property application: 20-50 hours</p> <p>Planning for 10 year horizon: 20 hours</p> <p>Database maintenance: 40 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>

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance

# Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>1.b. Review and Recommend Revisions to Heritage-Related City Code</b></p> <p><b>Proposed Work:</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).</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Recommend amendments to ensure due process when properties are added to Local Register with National Register designation.</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>	<p>OHC: 9 hours</p> <p>Policy, Ordinance &amp; Guidance Committee: 60 hours</p> <p>Olympia Planning Commission: 4 hours</p>	<p>CP&amp;D Staff: 80 hours</p> <p>Legal Staff: 10 hours</p>	<p>January – December</p>	<p>Included in base budget</p>
<p><b>1.c. Evaluate Special 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> <i>Recommendations to City Council; ongoing monitoring</i></p>	<p>OHC: Review at regularly-scheduled OHC meeting</p> <p>Heritage Review Committee: 3-6 hours</p>	<p>CP&amp;D Staff: 40 hours</p> <p>Legal Staff: 10-30 hours</p>	<p>As needed, 1 to 3 per year</p>	<p>Included in base budget</p>

# Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>1.d. Nominate Historic Preservation Award Recipient(s)</b></p> <p><b>Proposed Work:</b> Nominate 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.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting</i></li> <li>• <i>Process review re award schedule, possible new areas for recognition.</i></li> </ul>	<p>OHC: 5 hours</p> <p>Outreach Committee: 0-10 hours</p>	<p>CP&amp;D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>May – December; ad hoc Committee meetings if needed</p>	<p>Included in base budget</p>



# Olympia Heritage Commission (OHC) – 2019 Work Plan

## 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: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties</b></p> <p><b>Proposed Work:</b> Review and provide timely recommendations on building permit applications for Register and historic district properties; conduct pre-submission guidance meetings with potential applicants.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Recommendations to Building Official; public education and outreach</i></li> <li>• <i>Select Alternates for 2019 committee</i></li> </ul>	Heritage Review Committee: 12-24 hours	CP&D Staff: 80 hours	January – December, 1-2 Committee meetings per month	Included in base budget
<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 publication on historic windows</i></li> </ul>	OHC: 3 hours  Policy, Ordinance & Guidance Committee: 30 hours	CP&D Staff: 80 hours	Schedule: January – December, ad hoc Committee meetings	Initial work included in base budget; possible grant funding for larger scope

## Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.c. Conduct Design Review of Land Use Applications for Register and Historic District Properties</b></p> <p><b>Proposed Work:</b> 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>Deliverable:</b> <i>Recommendations to Community Planning &amp; Development Director or Hearing Examiner</i></p>	Heritage Review Committee: 0-12 hours	CP&D Staff: 0-24 hours	As needed, approximately 0-2 per year	Included in base budget
<p><b>2.d. Review and Provide Historic Preservation Input on City 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 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.</p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li>• <i>Participate in ArCH Ad Hoc Committee with Arts Commission and Economic Development representative.</i></li> <li>• <i>Continued input and guidance re historic character, for city implementation of elements of the Downtown Strategy</i></li> </ul>	OHC: Review at regularly-scheduled OHC meeting  ArCH Ad Hoc Committee	CP&D Staff: 20	As needed	Included in base budget

## Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.e. Support the Protection of Archaeology and other Cultural Resources.</b></p> <p><b>Proposed Work:</b> Continue to provide technical support to the City relative to the review of cultural resource survey reports.</p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li>• <i>Provide recommendations for Cultural Resources Management Plan for Priest Point Park.</i></li> </ul>	<p>OHC: Review at regularly-scheduled OHC meetings</p> <p>Possible sub-committee formation as needed</p>	<p>CP&amp;D Staff: 20 hours</p>	<p>January – December</p>	<p>Included in base budget</p>

# Olympia Heritage Commission (OHC) – 2019 Work Plan

## 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%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>3.a. Conduct and Collaborate on Historic Preservation Outreach</b></p> <p><b>Proposed Work:</b> 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 &amp; Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and community efforts; provide research support.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Partner on activities to celebrate Olympia Heritage Month, May 2019.</li> <li>• Advance planning for Olympia Heritage Month 2020.</li> <li>• Rotate City Hall heritage gallery with ArCH-themed content.</li> </ul>	<p>OHC: Varies</p> <p>Outreach Committee: 40 hours</p>	<p>CP&amp;D Staff: 80 hours</p> <p>Communications Staff: 20-30 hours</p>	<p>Ongoing; ad hoc Committee meetings</p>	<p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts</p>

## Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>3.b. Pursue and Enhance Partnerships and Integration with regional historic organizations, other City Advisory Boards, and Advocacy Groups.</b></p> <p><b>Proposed Work:</b> Develop the concept for a regional forum for history and heritage partners to discuss shared interests and goals.</p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li>• <i>Discuss and develop concept with regional history/heritage resources</i></li> <li>• <i>Invite other city advisory groups and representatives to a pre-meeting to plan a regional forum.</i></li> </ul>	OHC Members: Varies	CP&D Staff: 40	Ongoing	Included in base budget
<p><b>3.c. 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>Develop tracking list of active initiatives and plans (2019 focus).</i></li> </ul>	OHC: 10 hours  Outreach Committee: 10 hrs	CP&D Staff: 40	Ongoing	Included in base budget

# Olympia Heritage Commission (OHC) – 2018 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet ten (10 times in the 2018-19 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November of 2018 and January, February and March of 2019. 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	Staff Commitment	Schedule	Budget Implications
<p><b>1.a. Promote &amp; Oversee Olympia Heritage Register</b></p> <p><b>Proposed Work:</b> <i>Promote and provide guidance on applications to place individual properties 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.</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>Heritage Review Committee: 3-9 hours</p> <p>Policy, Ordinance &amp; Guidance Committee: formed as needed</p>	<p>CP&amp;D Staff:</p> <p>Individual property application: 20-50 hours</p> <p>Historic district application: 250+ hours**</p> <p>Database maintenance: 100+ 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. Grant funding may be sought for Downtown survey to support Downtown Strategy</p>

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance

# Olympia Heritage Commission (OHC) – 2018 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>1.b. Review and Recommend Revisions to Heritage Related City Code</b></p> <p><b>Proposed Work:</b> <i>Review existing City ordinances and municipal code relevant to 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).</i></p> <p><b>Deliverable:</b> <i>Recommendations to City Council; code revisions</i></p>	<p>OHC: 9 hours</p> <p>Policy, Ordinance &amp; Guidance Committee: 60 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><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>OHC: Review at regularly- scheduled OHC meeting</p> <p>Heritage Review Committee: 3-9 hours</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>

# Olympia Heritage Commission (OHC) – 2018 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<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; Committee to make recommendations on process improvements</i></p> <p><b>Deliverable:</b> <i>Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting</i></p>	<p>OHC: 5 hours</p> <p>Outreach Committee: 0-10 hours</p>	<p>CP&amp;D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>June – December; ad hoc Committee meetings if needed</p>	<p>Included in base budget</p>



# Olympia Heritage Commission (OHC) – 2018 Work Plan

## 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: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties</b></p> <p><b>Proposed Work:</b>  <i>Review and provide recommendations for building permit applications for Register and historic district properties; conduct pre-submission advice meetings with potential applicants</i></p> <p><b>Deliverable:</b>  <i>Recommendations to Building Official; public education and outreach</i></p>	Heritage Review Committee: 12-24 hours	CP&D Staff: 36-72 hours	January – December, 1-2 Committee meetings per month	Included in base budget
<p><b>2.b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation</b></p> <p><b>Proposed Work:</b>  <i>Starting with window and door replacement, develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of designated historic properties; consider applying for CLG grant to fund consultant.</i></p> <p><b>Deliverable:</b>  <i>Guidance publications &amp; summary handouts</i></p>	OHC: 3 hours  Policy, Ordinance & Guidance Committee: 30 hours	CP&D Staff: 100 hours	Schedule: January – December, ad hoc Committee meetings	Initial work included in base budget; possible grant funding for larger scope

# Olympia Heritage Commission (OHC) – 2018 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.c. Conduct Design Review for Land Use Applications for Register and Historic District Properties</b></p> <p><b>Proposed Work:</b> <i>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.</i></p> <p><b>Deliverable:</b> <i>Recommendations to Community Planning &amp; Development Director or Hearing Examiner</i></p>	Heritage Review Committee: 0-12 hours	CP&D Staff: 0-24 hours	As needed, approximately 0-2 per year	Included in base budget
<p><b>2.d. Review and Provide Input on City Projects and Develop Familiarity with Other Regulatory and Budgetary Frameworks Relevant to Olympia’s Heritage</b></p> <p><b>Proposed Work:</b> <i>Review, discuss, and provide historic preservation input on planning, public works, parks, and other City activities, such as the Arts, Cultures, and Heritage (ArCH) project, Comprehensive Plan Implementation Strategy (Action Plan), code updates, and Capital Facilities Plan.</i></p> <p><b>Deliverable:</b> <i>Recommendations to staff</i></p>	OHC: Review at regularly-scheduled OHC meeting  Policy, Ordinance & Guidance Committee: formed as needed	CP&D Staff: Varies	As needed	Included in base budget

# Olympia Heritage Commission (OHC) – 2018 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.e. Support the Protection of Archaeology and other Cultural Resources</b></p> <p><b>Proposed Work:</b>  <i>Support the work of the consultant team completing the cultural and historic resource survey and management plan for Priest Point Park to include report review and volunteer hours (as needed). Where appropriate, provide expertise to staff in developing an outreach program to increase awareness of staff and volunteers on how to anticipate and respond to the discovery of archaeology and other heritage features significant to Tribes and other communities.</i></p> <p><b>Deliverable:</b>  <i>Outreach program</i></p>	<p>OHC:                      Review at regularly-scheduled OHC meetings</p> <p>Possible committee formation as needed</p>	<p>CP&amp;D Staff:                      100 hours</p>	<p>January – December</p>	<p>Included in base budget; DAHP and Thurston County grants and Parks department funding cover cost of consultant</p>

# Olympia Heritage Commission (OHC) – 2018 Work Plan

## 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%**

<p style="text-align: center;"><b>Title Description End Product</b></p>	<p style="text-align: center;"><b>Committee Lead &amp; Commitment</b></p>	<p style="text-align: center;"><b>Staff Commitment</b></p>	<p style="text-align: center;"><b>Schedule</b></p>	<p style="text-align: center;"><b>Budget Implications</b></p>
<p><b>3.a. Conduct and Collaborate on Historic Preservation Outreach</b></p> <p><b>Proposed Work:</b> <i>Organize and conduct activities to champion Olympia’s historic places, including Historic Preservation Month; partner with area organizations such as the Olympia Historical Society &amp; Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and other community organizations to create educational opportunities; provide research support for staff in producing biannual rotation of City Hall heritage gallery wall photo displays.</i></p> <p><b>Deliverable:</b> <i>Community programs and displays which encourage public participation in historic preservation and appreciation of the historic environment</i></p>	<p>OHC: Varies</p> <p>Outreach Committee: 40 hours</p>	<p>CP&amp;D Staff: 80 hours</p> <p>Communications Staff: 20-30 hours</p>	<p>Ongoing; ad hoc Committee meetings</p>	<p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts</p>

# Olympia Heritage Commission (OHC) – 2018 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>3.b. Pursue and Enhance Partnerships and Integration with other City Advisory Boards, Organizations and Advocacy Groups</b></p> <p><b>Proposed Work:</b> <i>Initiate and cultivate partnerships on issues related to Olympia’s historic places, including the Arts Commission and other City of Olympia citizen advisory boards, Thurston County Historic Commission, Tumwater Historic Preservation Commission, and Lacey Historical Commission.</i></p> <p><b>Deliverable:</b> <i>Partnerships; coordinated approaches to shared issues</i></p>	OHC Members: Varies	CP&D Staff: Varies	Ongoing	Included in base budget
<p><b>3.c. 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; actively participate in the implementation of the Downtown Strategy; consider next steps for use of the information and recommendations provided by the Downtown reconnaissance-level survey.</i></p> <p><b>Deliverable:</b> <i>A Downtown programs which reflect and enhance the historical character of Olympia’s Downtown; improvement projects compatible with Downtown’s historic character and sense of place</i></p>	OHC: 10 hours  Possible committee formation as needed	CP&D Staff: Varies	Ongoing	Included in base budget

# Olympia Heritage Commission (OHC) – 2017 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet nine (9) times in 2017 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	Staff Commitment	Schedule	Budget Implications
<p><b>1.a. Promote &amp; Oversee Olympia Heritage Register</b></p> <p><b>Proposed Work:</b> <i>Promote and provide guidance on applications to place individual properties 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.</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>Heritage Review Committee: 3-9 hours</p> <p>Survey &amp; Inventory Committee: 5-15 hours</p>	<p>CP&amp;D Staff: Individual property application: 20-50 hours</p> <p>Historic district application: 250+ hours**</p> <p>Database maintenance: 100+ 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. Grant funding may be sought for Downtown survey to support Downtown Strategy</p>

OHC Standing Committees: Downtown | Heritage Review | Outreach | Policy & Ordinance | Preservation Award | Survey & Inventory

# Olympia Heritage Commission (OHC) – 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>1.b. Review and Recommend Revisions to Heritage Related City Code</b></p> <p><b>Proposed Work:</b> <i>Review existing City ordinances and municipal code relevant to 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).</i></p> <p><b>Deliverable:</b> <i>Recommendations to City Council; code revisions</i></p>	<p>OHC: 9 hours</p> <p>Policy &amp; Ordinance Committee: 60 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><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>OHC: Review at regularly- scheduled OHC meeting</p> <p>Heritage Review Committee: 3-9 hours</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>

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Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<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; Committee to make recommendations on process improvements</i></p> <p><b>Deliverable:</b> <i>Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting</i></p>	<p>OHC: 5 hours</p> <p>Preservation Award Committee: 30 hours</p>	<p>CP&amp;D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>January – October</p>	<p>Included in base budget</p>



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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: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties</b></p> <p><b>Proposed Work:</b>  <i>Review and provide recommendations for building permit applications for Register and historic district properties; conduct pre-submission advice meetings with potential applicants; consider possible minimum professional membership requirements as well as method of selection for Heritage Review Committee; develop framework on window and door replacement.</i></p> <p><b>Deliverable:</b>  <i>Recommendations to Building Official; public education and outreach</i></p>	<p>OHC: 9 hours</p> <p>Heritage Review Committee: 30 hours</p>	<p>CP&amp;D Staff: 75 hours</p>	<p>January – December, approximately 1 heritage review meeting per month</p>	<p>Included in base budget</p>

# Olympia Heritage Commission (OHC) – 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.b. Conduct Design Review for Land Use Applications for Register and Historic District Properties</b></p> <p><b>Proposed Work:</b> <i>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.</i></p> <p><b>Deliverable:</b> <i>Recommendations to Community Planning &amp; Development Director or Hearing Examiner</i></p>	Heritage Review Committee: 6-12 hours	CP&D Staff: 12-24 hours	As needed, approximately 1-2 per year	Included in base budget
<p><b>2.c. Review and Provide Input on City Projects and Develop Familiarity with Other Regulatory and Budgetary Frameworks Relevant to Olympia’s Heritage</b></p> <p><b>Proposed Work:</b> <i>Review, discuss, and provide historic preservation input on planning, public works, and parks activities such as the design review standards phase of the Downtown Strategy, Comprehensive Plan Implementation Strategy (Action Plan), code updates, and Capital Facilities Plan; build on familiarity with how State and Federal environmental regulations on historic and cultural resources – such as the State Environmental Policy Act and Section 106 of the National Historic Preservation Act – come into play at the local level.</i></p> <p><b>Deliverable:</b> <i>Recommendations to staff</i></p>	OHC: Review at regularly-scheduled OHC meeting  Committee formation as needed	CP&D Staff: Varies	As needed	Included in base budget

## Olympia Heritage Commission (OHC) – 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.d. Support the Development of Cultural Resource Outreach Program for City Staff and Volunteers</b></p> <p><b>Proposed Work:</b> <i>Where appropriate, provide expertise to staff in developing an outreach program to increase awareness of staff and volunteers working on publicly-held land on how to anticipate and respond to the discovery of archaeology and other heritage features significant to Tribes and other communities.</i></p> <p><b>Deliverable:</b> <i>Outreach program</i></p>	<p>OHC: Review at regularly-scheduled OHC meetings</p> <p>Committee formation as needed</p>	<p>CP&amp;D Staff: 50 hours</p>	<p>February – May</p>	<p>Included in base budget</p>

# Olympia Heritage Commission (OHC) – 2017 Work Plan

## 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%**

<p style="text-align: center;"><b>Title Description End Product</b></p>	<p style="text-align: center;"><b>Committee Lead &amp; Commitment</b></p>	<p style="text-align: center;"><b>Staff Commitment</b></p>	<p style="text-align: center;"><b>Schedule</b></p>	<p style="text-align: center;"><b>Budget Implications</b></p>
<p><b>3.a. Conduct and Collaborate on Historic Preservation Outreach</b></p> <p><b>Proposed Work:</b>  <i>Organize and conduct activities to champion Olympia’s historic places, including historic preservation month; partner with area organizations such as the Olympia Historical Society &amp; Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and other community organizations to create educational opportunities; provide research support for staff in producing biannual rotation of City Hall heritage gallery wall photo displays.</i></p> <p><b>Deliverable:</b>  <i>Community programs and displays which encourage public participation in historic preservation and appreciation of the historic environment</i></p>	<p>OHC: Varies</p> <p>Outreach Committee: 40 hours</p>	<p>CP&amp;D Staff: 80 hours</p> <p>Communications Staff: 20-30 hours</p>	<p>Ongoing</p>	<p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts</p>

## Olympia Heritage Commission (OHC) – 2017 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>3.b. Pursue and Enhance Partnerships and Integration with other City Advisory Boards, Organizations and Advocacy Groups</b></p> <p><b>Proposed Work:</b> <i>Initiate and cultivate partnerships on issues related to Olympia’s historic places, including the Arts Commission and other City of Olympia citizen advisory boards, Thurston County Historic Commission, Tumwater Historic Preservation Commission, and Lacey Historical Commission.</i></p> <p><b>Deliverable:</b> <i>Partnerships; coordinated approaches to shared issues</i></p>	OHC Members: Varies	CP&D Staff: Varies	Ongoing	Included in base budget
<p><b>3.c. 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; actively participate in the implementation of the Downtown Strategy; provide community leadership on Downtown reconnaissance-level survey conducted by independent consultants; consider next steps for use of the information and recommendations provided in final survey report.</i></p> <p><b>Deliverable:</b> <i>A Downtown Strategy which reflects and enhances the historical character of Olympia’s Downtown; improvement projects compatible with Downtown’s historic character and sense of place</i></p>	OHC: 20 hours  Downtown Committee: 40 hours	CP&D Staff: Varies	Ongoing	Included in base budget; DAHP & Thurston County grants for survey



## Heritage Commission

### Five-Year Work Plan Development

**Agenda Date:** 5/8/2019  
**Agenda Item Number:** 4.C  
**File Number:** 19-0438

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

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**Title**

Five-Year Work Plan Development

**Recommended Action**

Information only. No action requested.

**Report**

**Issue:**

Discussion on five year work plan development.

**Staff Contact:**

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

**Presenter(s):**

N/A

**Background and Analysis:**

Discuss desired goals and shared vision beyond the 2019 Work Plan, for the next 5 to 10 years, and consider priorities.

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

N/A

**Options:**

Engage in discussion to develop 5-year work plan.  
Engage in discussion to develop shorter or longer work plan.  
Continue to plan only in twelve-month cycles.

**Financial Impact:**

N/A

**Attachments:**

None.





## Heritage Commission

### Approval of Commission Sub-committees and Sub-Committee Assignments

**Agenda Date:** 5/8/2019  
**Agenda Item Number:** 4.D  
**File Number:** 19-0439

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

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#### **Title**

Approval of Commission Sub-committees and Sub-Committee Assignments

#### **Recommended Action**

Move to approve revisions to Heritage Commission Sub-Committees and Sub-Committee Assignments

#### **Report**

##### **Issue:**

Whether to revise current sub-committee structure, and how; and to approve assignment of commissioners to these sub-committees.

#### **Staff Contact:**

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

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

N/A

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

Current sub-committees include the Heritage Review Committee, Policy, Ordinance & Guidance Committee, Outreach Committee, and ArCH Ad Hoc Committee. Formation of a Cultural Resources/Archaeology Committee has been suggested.

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

N/A

#### **Options:**

Revise committee structure and make assignments.  
Do not revise committee structure, make assignments.

#### **Financial Impact:**

N/A



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

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**Attachments:**

None