



Meeting Agenda

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

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

Wednesday, January 22, 2020

6:30 PM

Room 207

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.A [20-0084](#) Approval of October 23, 2019 and November 20, 2019 Meeting Minutes

Attachments: [Meeting Minutes 102319](#)
[Meeting Minutes 112019](#)

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. STAFF REPORT - INFORMATIONAL ITEMS

7. BUSINESS ITEMS

7.A [20-0068](#) Approval of 2020 Meeting Dates

7.B [20-0078](#) Heritage Commission Officers for 2020 - Nominations, Election

7.C [20-0081](#) Review Draft 2020 Work Plan

Attachments: [2019 OHC Work Plan - FINAL](#)
[2020 OHC Work Plan - DRAFT 1-14-20](#)

8. COMMITTEE REPORTS

9. OTHER TOPICS**10. 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 October 23, 2019 and November 20, 2019 Meeting Minutes

Agenda Date: 1/22/2020
Agenda Item Number: 3.A
File Number:20-0084

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

Title

Approval of October 23, 2019 and November 20, 2019 Meeting Minutes



Meeting Minutes

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

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

Wednesday, October 23, 2019

6:30 PM

Room 207

1. CALL TO ORDER

Vice Chair Holly Davies called the meeting to order at 6:30 p.m.

1.A ROLL CALL

Present: 6 - Commissioner Holly Davies, Commissioner Benjamin Helle, Commissioner Gary Stedman, Commissioner Sheila Swalling, Commissioner Andrea Pareigis and Commissioner Susan Rohrer

Excused: 4 - Chair Kat Kelly, Commissioner Audrey Henley, Commissioner Garner Miller and Commissioner Rachel Newmann

Absent: 1 - Commissioner Maurice Major

2.A OTHERS PRESENT

City of Olympia Community Planning and Development staff:
Historic Preservation Officer Marygrace Goddu

Arts Commissioner Stacy Hicks
Sam Meyer
Brian Willis

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [19-0954](#) Approval of September 25, 2019 Heritage Commission Meeting Minutes

The September 25, 2019 meeting minutes were approved.

4. PUBLIC COMMENT

Brian Willis made comment regarding a production of *The Originals* at the Lakewood Playhouse in June 2020.

5. ANNOUNCEMENTS

Commissioners Helle, Davies and Ms. Goddu made announcements.

6. BUSINESS ITEMS

6.A [19-0955](#) Special Property Tax Valuation for 208 18th Avenue SW

Homeowner, Mr. Meyer shared the renovation and replication history through the years via pictures and the Heritage Review Committee site visit. The Commission discussed the standards met to qualify for reduced property taxes.

Vice Chair Davies moved, seconded by Commissioner Rohrer, to recommend forwarding to City Council for final approval. The motion passed unanimously.

6.B [19-0959](#) Special Property Tax Valuation for 215 19th Avenue SW

Vice-Chair Davies discussed the rehabilitation of the property and the historic features within the home. The Commission discussed the standards met to qualify for reduced property taxes.

Commissioner Helle moved, seconded by Commissioner Henley, to recommend forwarding to City Council for final approval. The motion passed unanimously.

6.C [19-0596](#) Discuss and approve draft response to City Council Referral Request

Commissioners discussed the Martin Luther King Jr. naming proposal and the draft memorandum responding to this City Council request, and made edits.

Commissioner Swalling moved, seconded by Commissioner Helle, to approve the draft memorandum as amended and forward to City Council. The motion passed unanimously.

6.D [19-0960](#) Approval of revised committees, committee scope of work, and members for the remainder of 2019.

Commissioners discussed work committees, the scope of the committees and the member lists.

Commissioner Helle moved, seconded by Commissioner Rohrer, to approve committee structure and member lists for the remainder of 2019 workplan. The motion passed unanimously.

7. REPORTS

7.A [19-0953](#) Policy and Program Recommendations, Support for Additional Heritage Program Activities

Heritage Review Committee - Commissioner Swalling discussed the window handout she is working on for homeowners.

Vice-Chair Davies shared information about the Keystone Summit being planned with the Arts Commission.

The report was received.

8. OTHER TOPICS

Commissioners discussed the recruitment of new members and Tribal participation in the Commission.

9. ADJOURNMENT

Meeting adjourned at 8:47 p.m.

Upcoming

The Washington Museum Association Conference will be held in Olympia, June 19-21, 2020.

Keystone Summit will be held in October 2020 in conjunction with Fall Arts Walk.



Meeting Minutes

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

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

Wednesday, November 20, 2019

6:30 PM

Room 112

Special Meeting

1. CALL TO ORDER

Commissioner Miller called the meeting to order at 6:32 p.m.

1.A ROLL CALL

Present: 6 - Commissioner Benjamin Helle, Commissioner Audrey Henley, Commissioner Garner Miller, Commissioner Rachel Newmann, Commissioner Gary Stedman and Commissioner Sheila Swalling

Excused: 4 - Chair Kat Kelly, Vice Chair Holly Davies, Commissioner Andrea Pareigis and Commissioner Susan Rohrer

Absent: 1 - Commissioner Maurice Major

1.B OTHERS PRESENT

City of Olympia Community Planning and Development staff:
Senior Planner and Historic Preservation Officer Marygrace Goddu
Senior Planner Joyce Phillips

2. APPROVAL OF AGENDA

Ms. Goddu asked that a staff report be added to Item 8 and Commissioner Helle requested that Item 6.D come before Item 6.C.

Commissioner Swalling moved, seconded by Commissioner Stedman, to approve the agenda as amended.

3. APPROVAL OF MINUTES

3.A [19-1071](#) Approval of October 23, 2019 Meeting Minutes

Commissioners Helle, Henley, and Newmann abstained from voting because they were not present at the meeting for which the minutes were being approved.

The decision was tabled.

4. PUBLIC COMMENT

The following people spoke: Jim Sweeney and Brian Willis.

5. ANNOUNCEMENTS - None

6. BUSINESS ITEMS

6.A [19-1060](#) Downtown Design Guidelines and Related Zoning Code Amendments - Briefing

Ms. Phillips shared information and a PowerPoint presentation on the draft Downtown Design Guidelines and the related code amendments that will take place.

The information was received.

6.B [19-1064](#) Special Property Tax Valuation for 1616 Capitol Way South

Commissioner Swalling and Ms. Goddu shared information about the renovations to the property located at 1616 Capitol Way South.

Commissioner Newmann moved, seconded by Commissioner Swalling, to recommend approval to City Council for the Special Property Tax Valuation for 1616 Capitol Way South. The motion passed unanimously.

6.C [19-1070](#) Heritage Commission 2020 Work Plan Preparation: Review of Preliminary Draft

Ms. Goddu shared information on sections of the draft 2020 Work Plan.

The information was received.

6.D [19-1067](#) Heritage Commission Officers for 2020 - Nominations, Election

Commissioners discussed Officer nominations for the next term and elected to keep the current Officers in their current positions.

Commissioner Newmann moved, seconded by Commissioner Henley, to reelect the current Heritage Commission Officers for another term. The motion passed unanimously.

7. REPORTS

7.A Heritage Review Committee

Commissioner Garner reported on outside meetings attended.

7.B Survey & Designation Committee

No report.

7.C Policy, Ordinance & Guidance Committee

No report.

7.D Marketing, Outreach and Events Committee

No report.

8. OTHER TOPICS

Ms. Goddu shared information about a Black History Month event at the Olympia Center in February that will be hosted by the Olympia Historical Society and Bigelow Musuem. The Historical Society would like to have the Commissioners present for the event.

9. ADJOURNMENT

The meeting was adjourned at 8:31 p.m.

Upcoming



Heritage Commission

Approval of 2020 Meeting Dates

Agenda Date: 1/22/2020
Agenda Item Number: 7.A
File Number:20-0068

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

Title

Approval of 2020 Meeting Dates

Recommended Action

Move to approve 2020 Meeting Dates

Report

Issue:

Amend list of proposed meeting dates for 2020 as needed and approve.

Staff Contact:

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

Background and Analysis:

The Commission typically meets 11 times each year, for 10 regular meetings and one special meeting for a Commission Retreat. The typical regular meeting schedule the 4th Wednesday of the following months: January through November, with no regular meeting in July or December. Regular meetings begin at 6:30 pm, in room 207 at City Hall. An additional special meeting is typically added to the calendar for an annual retreat.

In 2019 the commission held 9 regular meetings.

- One meeting was cancelled (June) for lack of quorum;
- Two regular meetings were re-scheduled: May meeting was rescheduled to the 16th as a special meeting for the Heritage Month event; November was moved a week earlier to avoid Thanksgiving.
- One Special Meeting was added in May for the commission retreat.

Suggested dates for 2020 meetings include 9 or 10 regular meetings and two special meetings:

1. Jan 22
2. Feb 26
3. March 25
4. April 22
5. May - Add special meeting for retreat
6. May - Add special meeting for Heritage Month Event

No regular May meeting

7. June 24

No July meeting

8. August 26

9. Sept 23

10. Oct 28

11. Nov 18 or 25

No December meeting, or move to December 16

Neighborhood/Community Interests (if known):

N/A

Options:

1. Amend and adopt suggested list of meeting dates
2. Adopt or amend regular meeting time.

Financial Impact:

N/A

Attachments:

None



Heritage Commission

Heritage Commission Officers for 2020 - Nominations, Election

Agenda Date: 1/22/2020
Agenda Item Number: 7.B
File Number:20-0078

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

Title

Heritage Commission Officers for 2020 - Nominations, Election

Recommended Action

Nominate and elect officers for calendar year 2020.

Report

Issue:

Select a new commission chair following the unexpected resignation of Katherine Kelly in December 2019.

Staff Contact:

Marygrace Goddu, Senior Planner, Community Planning and Development, 360.753.8031

Presenter(s):

Nomination and election process to be facilitated by Commission Vice Chair Holly Davies.



Heritage Commission

Review Draft 2020 Work Plan

Agenda Date: 1/22/2020
Agenda Item Number: 7.C
File Number:20-0081

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

Title

Review Draft 2020 Work Plan

Recommended Action

Information only, no action requested.

Report

Issue:

Discussion on the draft 2020 Work Plan and long-range (5-year) commission goals.

Staff Contact:

Presenter(s):

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development, 360.753-8031

Background and Analysis:

Review and discuss draft 2020 work plan and consider long-range (5-year) goals with input from committees. A final 2020 Work Plan is due at the end of February.

Attachments:

2019 Work Plan

2020 *Draft* 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>1.a. Promote & Oversee Olympia Heritage Register</p> <p>Proposed Work: 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>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommendations to City Council; plaques for individually listed properties</i> • <i>Commission Retreat</i> • <i>Vision and strategy for 2020 – 2030</i> • <i>Five year plan for 2020-2024</i> | <p>OHC: Public hearings at regularly-scheduled meetings</p> <p>Heritage Review Committee: 3-6 hours</p> <p>Policy, Ordinance & Guidance Committee: formed as needed</p> | <p>CP&D Staff:</p> <p>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>1.b. Review and Recommend Revisions to Heritage-Related City Code</p> <p>Proposed Work: 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>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommend amendments to ensure due process when properties are added to Local Register with National Register designation.</i> • <i>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</i> | <p>OHC: 9 hours</p> <p>Policy, Ordinance & Guidance Committee: 60 hours</p> <p>Olympia Planning Commission: 4 hours</p> | <p>CP&D Staff: 80 hours</p> <p>Legal Staff: 10 hours</p> | <p>January – December</p> | <p>Included in base budget</p> |
| <p>1.c. Evaluate Special Valuation Applications</p> <p>Proposed Work: 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>Deliverable: <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&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>1.d. Nominate Historic Preservation Award Recipient(s)</p> <p>Proposed Work: 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>Deliverables:</p> <ul style="list-style-type: none"> <i>Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting</i> <i>Process review re award schedule, possible new areas for recognition.</i> | <p>OHC: 5 hours</p> <p>Outreach Committee: 0-10 hours</p> | <p>CP&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 |
|---|--|-------------------------|--|---|
| 2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties Proposed Work: Review and provide timely recommendations on building permit applications for Register and historic district properties; conduct pre-submission guidance meetings with potential applicants. Deliverables: <ul style="list-style-type: none"> <i>Recommendations to Building Official; public education and outreach</i> <i>Select Alternates for 2019 committee</i> | Heritage Review Committee: 12-24 hours | CP&D Staff: 80 hours | January – December, 1-2 Committee meetings per month | Included in base budget |
| 2.b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation Proposed Work: <i>Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.</i> Deliverable: <ul style="list-style-type: none"> <i>Guidance publication on historic windows</i> | 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>2.c. Conduct Design Review of Land Use Applications for Register and Historic District Properties</p> <p>Proposed Work: 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>Deliverable: <i>Recommendations to Community Planning & 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>2.d. Review and Provide Historic Preservation Input on City Projects. Develop Familiarity with Regulatory and Budgetary Framework Relevant to Olympia Heritage.</p> <p>Proposed Work: 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>Deliverable:</p> <ul style="list-style-type: none"> • <i>Participate in ArCH Ad Hoc Committee with Arts Commission and Economic Development representative.</i> • <i>Continued input and guidance re historic character, for city implementation of elements of the Downtown Strategy</i> | 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>2.e. Support the Protection of Archaeology and other Cultural Resources.</p> <p>Proposed Work: Continue to provide technical support to the City relative to the review of cultural resource survey reports.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> <i>Provide recommendations for Cultural Resources Management Plan for Priest Point Park.</i> | <p>OHC: Review at regularly-scheduled OHC meetings</p> <p>Possible sub-committee formation as needed</p> | <p>CP&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 |
|---|--|--|--|--|
| 3.a. Conduct and Collaborate on Historic Preservation Outreach Proposed Work: 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. Deliverables: <ul style="list-style-type: none"> • Partner on activities to celebrate Olympia Heritage Month, May 2019. • Advance planning for Olympia Heritage Month 2020. • Rotate City Hall heritage gallery with ArCH-themed content. | OHC: Varies Outreach Committee: 40 hours | CP&D Staff: 80 hours Communications Staff: 20-30 hours | Ongoing; ad hoc Committee meetings | Included in base budget Grant funding may be sought for larger-scale outreach efforts |

Olympia Heritage Commission (OHC) – 2019 Work Plan

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

Olympia Heritage Commission (OHC) – 2020 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet 10 times in the 2020-21 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November; and January, February and March of 2021. 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 |
|--|--|---------------------|---|---|
| 1.a. Promote & Oversee Olympia Heritage Register Proposed Work: Promote and provide guidance on Olympia Heritage Register listing; review applications and conduct public hearings on proposed additions. Begin implementation of long-term plan for pursuing expanded or new historic districts, and develop strategy and schedule for utilizing grant opportunities to support this effort. Deliverables: <ul style="list-style-type: none"> • <i>Project work plan for Governor Stevens Historic District Listing</i> • <i>Apply for grant funding for consultant work on Gov Stevens District</i> • <i>Program to promote individual listings of significant properties, especially in the downtown beyond DT Historic District.</i> • <i>Schedule and strategy for Grant opportunities</i> | Survey & Designation: 40 hrs Heritage Review Committee: 12 hrs Outreach: 8 hrs | CP&D Staff: 80 hrs | Grant-cycle and finding will drive schedule for pursuing district listing. Ongoing effort for individual listings. | Individual Listings: Application included in base budget; Cost for fabrication and install of individual property markers not currently earmarked in CPD budget. Historic district application: May require city matching funds for grant funding. TBD. not included in base budget. |

OHC Standing Committees: Heritage Review | Outreach | Policy & Ordinance | Survey & Designation

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title Description End Product | Committee Lead & Commitment | Staff Commitment | Schedule | Budget Implications |
|--|--|--|--|----------------------------|
| 1.b. Recommend Revisions to Heritage-Related City Code Proposed Work: Review existing City ordinances and municipal code relevant to treatment of historic properties for consistency with State and Federal law, and for clarity, consistency, and process improvement. Identify potential code improvements, review and make recommendations. Deliverables: <ul style="list-style-type: none"> <i>Recommend code amendments to ensure due process when properties are added to Local Register with National Register designation.</i> <i>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</i> | OHC: 9 hours Policy, Ordinance & Guidance Committee: 60 hours Olympia Planning Commission: 4 hours | CP&D Staff: 80 hours Legal Staff: 10 hours | January – December | Included in base budget |
| 1.c. Evaluate Special Tax Valuation Applications Proposed Work: 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. Deliverable: <ul style="list-style-type: none"> <i>Recommendations to City Council; ongoing monitoring</i> | OHC: Review at regularly- scheduled OHC meeting Heritage Review Committee: 4 - 10 hours | CP&D Staff: 40 hours Legal Staff: 10-20 hours | As needed, 1 to 3 per year typ. October- November | Included in base budget |

OHC Standing Committees: Heritage Review | Outreach | Policy & Ordinance | Survey & Designation

Olympia Heritage Commission (OHC) – 2020 Work Plan

| | | | | |
|--|---|--|--|--------------------------------|
| <p>1.d. Recognize local excellence in rehabilitation and new construction.</p> <p>Proposed Work: Nominate recipient(s) for recognition to be presented by City Council for excellence in preservation and/or compatible new construction.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <i>Recommendation to City Council; Preservation Award & Certificate(s) for presentation by City Council.</i> | <p>OHC: 5 hours</p> <p>Outreach Committee: 0-10 hours</p> | <p>CP&D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p> | <p>March - May</p> | <p>Included in base budget</p> |
| <p>1.e. Heritage Commission Planning and Development</p> <p>Proposed Work: Engage in long-term planning, conduct annual retreat, cultivate and recruit new commissioners, and work with the General Government Committee.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <i>Five-year Goals and Plan</i> <i>Annual Retreat</i> <i>Annual Work plan and proposed costs, future budget proposal</i> | <p>OHC: 20 hrs</p> | <p>Staff: 15 - 20hrs</p> | <p>Retreat in May; all else ongoing.</p> | |

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title Description End Product | Committee Lead & Commitment | Staff Commitment | Schedule | Budget Implications |
|-------------------------------------|--------------------------------|---------------------|----------|------------------------|
|-------------------------------------|--------------------------------|---------------------|----------|------------------------|

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 |
|-------------------------------------|--------------------------------|---------------------|----------|------------------------|
|-------------------------------------|--------------------------------|---------------------|----------|------------------------|

OHC Standing Committees: Heritage Review | Outreach | Policy & Ordinance | Survey & Designation

Olympia Heritage Commission (OHC) – 2020 Work Plan

| | | | | |
|---|---|-------------------------------------|--|--|
| <p>2.a. Conduct Heritage Review for Building Permit and Land Use Applications for Register, Historic District, and Culturally Sensitive Properties.</p> <p>Proposed Work: Review and provide timely recommendations on building permit applications for Register-listed and District-listed properties; conduct pre-submission guidance meetings with potential applicants.</p> <p>Work with Design Review Board members on joint committee to review land use applications to Register and historic district properties located within Design Review Districts.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommendations to Building Official</i> • <i>Recommendations to Community Planning & Development Director or Hearing Examiner</i> | <p>Heritage Review Committee: 12-24 hours</p> | <p>CP&D Staff: 80 hours</p> | <p>January – December, 1-2 Committee meetings per month</p> | <p>Included in base budget</p> |
| <p>2.b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation</p> <p>Proposed Work: <i>Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.</i></p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Technical Guidance publications</i> • <i>Guidance on emergent issues such as ADU's and Short Term Rentals</i> • <i>Guidance and information available via City Website</i> | <p>OHC: 3 hours</p> <p>Policy, Ordinance & Guidance Committee: 30 hours</p> | <p>CP&D Staff: 80 hours</p> | <p>Schedule: January – December, ad hoc Committee meetings</p> | <p>Initial work included in base budget; possible grant funding for larger scope</p> |

OHC Standing Committees: Heritage Review | Outreach | Policy & Ordinance | Survey & Designation

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title Description End Product | Committee Lead & Commitment | Staff Commitment | Schedule | Budget Implications |
|--|---|---------------------|-----------|-------------------------|
| <p>2.c. Review and Provide Historic Preservation Input on City Projects. Develop Familiarity with Regulatory and Budgetary Framework Relevant to Olympia Heritage.</p> <p>Proposed Work: 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>Deliverable:</p> <ul style="list-style-type: none"> • <i>Participate in ArCH work with Arts Commission.</i> • <i>Continued input and guidance re preservation of historic character, for city implementation of elements of the Downtown Strategy</i> | OHC: Review at regularly-scheduled OHC meeting | CP&D Staff: 20 | As needed | Included in base budget |

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title Description End Product | Committee Lead & Commitment | Staff Commitment | Schedule | Budget Implications |
|--|--|-------------------------------------|---------------------------|--------------------------------|
| <p>2.e. Support the Protection of Archaeology and other Cultural Resources.</p> <p>Proposed Work: Technical and consultative support? Tribal consultation? Public Education?</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • • | <p>OHC: Review at regularly-scheduled OHC meetings</p> | <p>CP&D Staff: 20 hours</p> | <p>January – December</p> | <p>Included in base budget</p> |
| <p>2.f. Support Exemplary Stewardship of City-Owned Historic Properties</p> <p>Proposed Work: Offer guidance on proper documentation, maintenance and treatment of city-owned historic properties.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Guidance on Historic Structure Reports, HABS documentation, and surveying</i> • <i>Input on adaptive re-use proposals</i> • <i>Input on planned maintenance or rehabilitation treatments</i> | | | | |

Olympia Heritage Commission (OHC) – 2020 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 |
|--|--|--|--|--|
| 3.a. Provide liaison support, communication, and cooperation with other government, private and non-profit entities to further preservation objectives including education. Proposed Work: 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 other citizen advisory boards and community efforts; provide research support. Deliverables: <ul style="list-style-type: none"> • <i>Partner and help to host activities to celebrate Olympia and regional Heritage.</i> • <i>Advance planning for Olympia Heritage Month 2021.</i> • <i>Rotate City Hall heritage gallery with ArCH-themed content.</i> | OHC: Varies Outreach Committee: 40 hours | CP&D Staff: 80 hours Communications Staff: 20-30 hours | Ongoing; ad hoc Committee meetings | Included in base budget Grant funding may be sought for larger-scale outreach efforts |

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title Description End Product | Committee Lead & Commitment | Staff Commitment | Schedule | Budget Implications |
|--|--|-------------------------------|----------------|--------------------------------|
| <p>3.b. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</p> <p>Proposed Work: 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>Deliverables:</p> <ul style="list-style-type: none"> • <i>Develop tracking list of active initiatives and plans (2019 focus).</i> | <p>OHC: 10 hours</p> <p>Outreach Committee: 10 hrs</p> | <p>CP&D Staff: 40</p> | <p>Ongoing</p> | <p>Included in base budget</p> |
| <p>3.c Educate property owners about the importance of rehabilitating, preserving, and maintaining their properties or objects.</p> <p>Proposed Work: Provide technical guidance in care and treatment of historic assets.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Publications and Web-based guidance</i> • <i>Workshops, “tabling” at events and forums</i> • <i>Educational outreach to local Realtors and Contractor communities</i> | | | | |

Olympia Heritage Commission (OHC) – 2020 Work Plan

| | | | | |
|--|--|--|--|--|
| <p>3.d. Celebrate Heritage Month with activities, events, and educational content to highlight Olympia’s heritage and historic built environment</p> <p>Proposed Work: Identify theme and plan activities and events for May 2020. Work with other heritage organizations to develop content and activities; host Heritage Awards event,</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Heritage Month 2020</i> | | | | |
| <p>3.e. Engage with the Arts Commission and the broader community in continued promotion of the City’s ArCH Profile.</p> <p>Proposed Work: Plan, coordinate, and host Keystone 2020. Provide a consistent OHC liaison to attend OAC meetings and events.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>2020 Keystone Forum</i> • <i>Consistent and ongoing cross-communication with OAC</i> | | | | |