



Meeting Agenda

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

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

Wednesday, May 27, 2020

6:00 PM

Zoom Webinar

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.A [20-0414](#) Approval of February 26, 2020 Heritage Commission Meeting Minutes

Attachments: [Draft Minutes](#)

4. PUBLIC COMMENT

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

5. ANNOUNCEMENTS

6. BUSINESS ITEMS

6.A [20-0413](#) Approval of Revisions to 2020 Work Plan and Subcommittee Assignments

Attachments: [2020 Revised Work Plan 5.14.20](#)
[Subcommittee Assignments](#)

7. REPORTS

8. OTHER TOPICS

9. ADJOURNMENT

Upcoming

Accommodations

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City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Heritage Commission

Approval of February 26, 2020 Heritage Commission Meeting Minutes

Agenda Date: 5/27/2020
Agenda Item Number: 3.A
File Number:20-0414

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

Title

Approval of February 26, 2020 Heritage Commission Meeting Minutes



Meeting Minutes - Draft

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

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

Wednesday, February 26, 2020

6:00 PM

Room 112

1. CALL TO ORDER

Commissioner Garner Miller called the meeting to order at 6:05 p.m.

1.A ROLL CALL

Present: 6 - Commissioner Benjamin Helle, Commissioner Audrey Henley, Commissioner Garner Miller, Commissioner Gary Stedman, Commissioner Andrea Pareigis and Commissioner Susan Rohrer

Excused: 3 - Vice Chair Holly Davies, Commissioner Rachel Newmann and Commissioner Sheila Swalling

Absent: 1 - Commissioner Maurice Major

1.B OTHERS PRESENT

Liaison from the Arts Commission Stacy Hicks and Community Planning and Development Historic Preservation Officer Marygrace Goddu were present.

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

The minutes were approved.

[20-0194](#) Approval of January 22, 2020 Meeting Minutes

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS

Ms. Goddu and Ms. Hicks made announcements.

6. BUSINESS ITEMS

6.A [20-0193](#) Review Draft 2020 Work Plan

Commissioner Henley moved, seconded by Commissioner Pareigis, to move to approve titles, descriptions, and deliverables as amended; allowing Marygrace to continue to edit hours and schedule as needed. The motion passed unanimously.

Aye: 6 - Commissioner Helle, Commissioner Henley, Commissioner Miller, Commissioner Stedman, Commissioner Pareigis and Commissioner Rohrer

Excused: 3 - Vice Chair Davies, Commissioner Newmann and Commissioner Swalling

Absent: 1 - Commissioner Major

7. REPORTS

7.A REPORTS - Marketing, Outreach and Events Committee

Ms. Rohrer reported on the Heritage Month of May.

Ms. Goddu reported on recent events and activities.

8. OTHER TOPICS

Mr. Helle shared that a National Register listed home will be going on the market.

Ms. Henley inquired about the Fertile Ground gardens.

9. ADJOURNMENT

The meeting was adjourned at 8:07 p.m.

Upcoming

Accommodations



Heritage Commission

Approval of Revisions to 2020 Work Plan and Subcommittee Assignments

Agenda Date: 5/27/2020
Agenda Item Number: 6.A
File Number: 20-0413

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

Title

Approval of Revisions to 2020 Work Plan and Subcommittee Assignments

Recommended Action

Move to approve revisions to 2020 Work Plan and Subcommittee Assignments.

Report

Issue:

Whether to approve revisions to 2020 Work Plan and Subcommittee Assignments.

Staff Contact:

Marygrace Goddu, Senior Planner, Community Planning & Development, 360.480.0923

Presenter(s):

Marygrace Goddu, Heritage Commissioners

Background and Analysis:

At the request of the General Government Committee, revisions have been made to the proposed 2020 Work Plan previously approved by the commission to reflect changes in current conditions and City Council priorities due to the Coronavirus Pandemic. The commission will revise its subcommittee assignments to reflect addition of three new commissioners.

Neighborhood/Community Interests (if known):

N/A

Options:

Approve the proposed revisions and subcommittee assignments as presented.

Approve the proposed revisions and subcommittee assignments with additional edits.

Do not approve.

Financial Impact:

N/A

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

Attachments:

Most current version of Draft Work Plan and Subcommittee Assignments will be available at the meeting via ZOOM.

Olympia Heritage Commission (OHC) – 2020 Work Plan

In the 20-21 cycle (April 2020 – March 2021) the Olympia Heritage Commission (OHC) proposes to hold 8 regular meetings, on the fourth Wednesday of each month excepting the December 2020 meeting, which will be the first Wednesday. The commission will not meet in July or November, and March and April meetings are cancelled due to pandemic. Subcommittee meetings and special meetings will be scheduled as needed. Hours of commitment to work plan items are estimates only.

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: 50%

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>1.a. Promote & Oversee Olympia Heritage Register</p> <p>Proposed Work: Promote and provide guidance on Olympia Heritage Register listing; review applications and conduct public hearings on proposed additions.</p> <p>Begin implementation of long-term plan for pursuing expanded or new historic districts. Develop strategy and schedule for utilizing grant opportunities to support this effort.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • • <i>Promote individual listings of significant properties, especially surrounding the DT Historic District.</i> • <i>Schedule and strategy for seeking Grant opportunities</i> • <i>Continue to plan for Gov Stevens District Designation (follow up on 2019 work)</i> 	<p>Survey & Designation: 30 hrs</p> <p>HRC: 4 hrs</p> <p>Outreach: 8 hrs</p> <p><i>OMC 18.12..055.A.3 and .13</i></p>	<p>CPD Staff: 80 hrs</p>	<p>Grant-cycle and finding will drive schedule for pursuing district listing.</p> <p>Ongoing effort for individual listings.</p>	<p>Tiers 2 and 3</p> <p>Individual Listings: included in base budget; Fabrication and installation of property markers not earmarked in CPD budget.</p>

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

Olympia Heritage Commission (OHC) – 2020 Work Plan

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>1.b. Recommend Revisions to Heritage-Related City Code</p> <p>Proposed Work: Review existing City ordinances and municipal code for consistency with State and Federal law, and for clarity, consistency, and process improvement. Identify potential code improvements, review and make recommendations.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommend code amendments to ensure due process when properties designated for National Register are added to Local Register.</i> • <i>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</i> 	<p>Policy & Ordinance: 8 hours</p> <p>OHC: 4 hours</p> <p>Olympia Planning Commission: 4 hours</p> <p>OMC 18.12.055 (6) and (7)</p>	<p>CPD Staff: 40 hours</p> <p>Legal Staff: 10 hours</p>	<p>May – December</p>	<p>Tier 3</p> <p>Included in base budget</p>
<p>1.c. Evaluate Special Tax 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:</p> <ul style="list-style-type: none"> • <i>Recommendations to City Council; ongoing monitoring</i> 	<p>OHC: Review at regular OHC meeting</p> <p>HRC: 4 - 6 hours</p> <p>OMC 18.12.055.A.5</p>	<p>CPD Staff: 40 hours</p> <p>Legal Staff: 10-20 hours</p>	<p>As needed, 1 to 3 per year typ., October-December</p>	<p>Tier 3</p> <p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

1.d. Recognize local excellence in rehabilitation and new construction. Proposed Work: Identify 2020 candidates for recognition and hold for later in 2020 or in 2021 Deliverables: <ul style="list-style-type: none"> <i>Heritage Awards 2020, tbd</i> 	OHC: 1 hours <i>OMC</i> <i>18.12.055.A.10</i>		May - Dec	Tier 3 Included in base budget
Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
1.e. Heritage Commission Planning and Development Proposed Work: Engage in long-term planning and commission development training; conduct annual retreat, cultivate and recruit new commissioners, and work with the General Government Committee. Deliverables: <ul style="list-style-type: none"> <i>Five-year Goals</i> <i>Annual Retreat</i> <i>Development training</i> <i>Annual Work plan</i> 	OHC: 6 hrs	CPD Staff: 15 - 20hrs	Retreat in October; Training in June or TBD; all else ongoing.	Tier 3 Seek grant funds for commission development training; may require City match.

Olympia Heritage Commission (OHC) – 2020 Work Plan

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Olympia Heritage Commission (OHC) – 2020 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: 26%

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<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, and review and consult on cultural resources protection as needed.</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>HRC: 12 hrs</p> <p><i>OMC</i> <i>18.12.055.A.6;</i></p>	<p>CPD Staff: 70 hrs</p>	<p>May – December, 10 – 15 HRC review meetings per year</p>	<p>Tier 2</p> <p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>2.b. Develop public guidance for heritage review and best practices in historic preservation</p> <p>Proposed Work: Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> On-line Technical Guidance publications or links to other existing Guidance on emergent issues such as ADU's and Short-Term Rentals Deepen the technical guidance and information available via City Website 	<p>Policy & Ordinance: 5 hrs</p> <p>OHC: 3 hours</p> <p>HRC: 3 hrs</p> <p>Outreach: 5 hrs</p> <p><i>OMC 18.12.055.A.9 and .11</i></p>	<p>CPD Staff: 20 hrs</p>	<p>Schedule: May – December, ad hoc Committee meetings</p>	<p>Tier 3</p> <p>Included in base budget.</p>
<p>2.c. Review and provide historic preservation input on City planning and capital projects. Develop familiarity with regulatory and budgetary framework relevant to Olympia heritage.</p> <p>Proposed Work: Review, discuss, and provide input on City planning and public works projects, including 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>Collaborate with Arts Commission in ArCH initiatives.</i> <i>Input and guidance re preservation of historic character for city implementation of elements of the Downtown Strategy</i> 	<p>OHC: Review at regular OHC meetings</p> <p><i>OMC 18.12.055.A.15</i></p>	<p>CPD Staff: 20 hrs</p>	<p>As needed</p>	<p>Tier 2 and 3</p> <p>Included in base budget.</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>2.d. 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 Cultural Resources surveying</i> • <i>Input on adaptive re-use proposals</i> • <i>Input on planned maintenance or rehabilitation treatments</i> • <i>Support City acquisition of the Olympia Armory.</i> 	<p>Survey & Designation: 3 hrs Policy & Ordinance: 1 hr</p> <p>HRC: 3 hrs</p> <p><i>OMC 18.12.020.A – D, F, G; OMC 18.12.055.A.1,2, 6,15</i></p>	<p>CPD staff: 40 hrs</p>	<p>Jan - December</p>	<p>Tiers 2 and 3</p> <p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

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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: 24%

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>3.a. Provide liaison support, communication, and cooperation with other government, private and non-profit entities to further preservation objectives including education.</p> <p>Proposed Work: Champion Olympia’s historic places and support programs that encourage public participation in and appreciation of the historic environment, with new emphasis on on-line offerings to support homeschooling and public education</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Partner and help to host online activities to celebrate Olympia and regional Heritage.</i> • <i>Advance planning for Olympia Heritage Month 2021.</i> 	<p>Outreach: 15 hrs</p> <p>OHC: Varies</p> <p><i>OMC 18.12.055.A.14</i></p>	<p>CPD Staff: 10 hrs</p> <p>Communications Staff: 10 hrs</p>	<p>Ongoing; ad hoc Committee meetings</p>	<p>Tiers 1, 2 and 3</p> <p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts; grants may require City match.</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and 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 implementation of the Downtown Strategy, economic development and C-19 recovery efforts; 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>Engage with ODA or successor to promote Main Street programs, and support DT businesses in historic properties</i> • <i>Promote individual register listing for eligible downtown properties</i> • <i>Begin planning for update to Downtown Historic District</i> 	<p>Outreach: 10 hrs</p> <p>OHC: 8 hrs</p> <p><i>OMC.18.12.055. A.15</i></p>	<p>CPD Staff: 20 hrs</p>	<p>Ongoing</p>	<p>Tiers 2 and 3</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>Share and distribute publications with focus on online guidance</i> • <i>Educational outreach to local Realtors and Contractors, Neighborhood Associations</i> 	<p>Outreach: 5 hrs</p> <p><i>OMC 18.12.055 A.1</i></p>	<p>CPD Staff: 10 hrs</p>	<p>Ongoing</p>	<p>Tier 3</p> <p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<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 communications for May 2021. Work with other heritage organizations to develop and share on-line content, recognizing limitations imposed by pandemic response</p> <p>Deliverable:</p> <ul style="list-style-type: none"> <i>Heritage Month 2020 – Women of Olympia series</i> <i>Pre-planning for 2021</i> 	<p>Outreach: 24 hrs</p> <p>OHC: 4 hrs</p>	<p>CPD Staff: 20 hrs</p> <p>Communications Staff: 10 hrs</p>	<p>March - May</p>	<p>Tier 3</p> <p>Included in base budget</p>
<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> 	<p>Outreach: 40 hrs</p> <p><i>OMC 18.12..020</i> <i>A - D</i></p>	<p>CPD Staff: 40 hrs</p>	<p>October, 2020 and Ongoing</p>	<p>Tiers 2 and 3</p> <p>Included in base budget; some funding from Arts Commission for Arch-related work.</p>

Olympia Heritage Commission

2020 Subcommittee Assignments

Marketing, Outreach Recruitment & Events (including ArCH)

Audrey, Susan, Andrea, Ken

Policy, Ordinance & Guidance

Holly, Ken

Survey & Designation

Gary (Chair), Holly, Steve?

Heritage Review Committee

Garner (Chair), Sheila, Holly, Jessica, Susan?