

Olympia Heritage Commission (OHC) – 2020 Work Plan

In the 20-21 cycle (April 2020 – March 2021) the Olympia Heritage Commission (OHC) proposes to hold ~~8-10~~ 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 |
|---|--|-------------------|--|---|
| 1.a. Promote & Oversee Olympia Heritage Register | Survey & Designation: 430 hrs | CPD Staff: 80 hrs | Grant-cycle and finding will drive schedule for pursuing district listing. | <u>Tiers 2 and 3</u> |
| Proposed Work: Promote and provide guidance on Olympia Heritage Register listing; review applications and conduct public hearings on proposed additions. | HRC: 48 hrs | | | Individual Listings: included in base budget; |
| 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. | Outreach: 8 hrs | | Ongoing effort for individual listings. | Fabrication and installation of property markers not earmarked in CPD budget. |
| Deliverables: | OMC 18.12..055.A.3 and .13 | | | |
| <ul style="list-style-type: none"> Project work plan for Governor Stevens Historic District Listing Apply for grant funding for consultant work on Gov Stevens District Promote individual listings of significant properties, especially surrounding the DT Historic District. Schedule and strategy for seeking Grant opportunities Plan for Gov Stevens District Designation Begin planning for update to Downtown Historic District | | | | Historic District: Grants may require city matching funds. TBD. |
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OHC Standing Committees: Heritage Review | Outreach | Policy & Ordinance | Survey & Designation

Olympia Heritage Commission 2020 Work Plan

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| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|--|---|------------------------------------|--|--|
| 1.b. Recommend Revisions to Heritage-Related City Code | OHC: 4 hours | CPD Staff: 480 hours | January May – December | Tier 3 |
| 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. | Policy & Ordinance: 816 hours | Legal Staff: 10 hours | | Included in base budget |
| Deliverables: | OHC: 4 hours | | | |
| <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> | Olympia Planning Commission: 4 hours | | | |
| | <i>OMC 18.12.055 (6) and (7)</i> | | | |
| 1.c. Evaluate Special Tax Valuation Applications | OHC: | CPD Staff: 40 hours | As needed, 1 to 3 per year typ., October-December | Tier 3 |
| 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. | Review at regular OHC meeting | Legal Staff: 10-20 hours | | Included in base budget |
| Deliverable: | <i>OMC 18.12.055.A.5</i> | | | |
| <ul style="list-style-type: none"> <i>Recommendations to City Council; ongoing monitoring</i> | | | | |

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| 1.d. Recognize local excellence in rehabilitation and new construction. | OHC: | CPD Staff: | March–May – | <u>Tier 3</u> |
| Proposed Work: Nominate recipient(s) for recognition to be presented by City Council for excellence in preservation and/or compatible new construction. Identify 2020 candidates for recognition and hold for later in 2020 or in 2021 | 1 hours | 10 hours | Dec | Included in base budget |
| | <u>Outreach 8 hrs</u> | <u>Communications</u> | | |
| | <u>Outreach:</u> | <u>Staff:</u> | | |
| | <u>4 hrs</u> | <u>8 hours</u> | | |
| Deliverables: • <u>Recommendation to City Council; Preservation Award & Certificate(s) for presentation by City Council; Heritage Awards 2020, tbd</u> | OMC | | | |
| | 18.12.055.A.10 | | | |
| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
| 1.e. Heritage Commission Planning and Development | OHC: 6 hrs | CPD Staff: 15 - 20hrs | Retreat in October; Training in June or TBD; all else ongoing. | <u>Tier 3</u> |
| 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. | | | | Seek grant funds for commission development training; may require City match. |
| Deliverables: • <u>Five-year Goals and Plan</u> • <u>Annual Retreat</u> • <u>Development training</u> • <u>Annual Work plan and proposed costs, future budget proposal</u> | | | | |

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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: 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"> Recommendations to Building Official Recommendations to Community Planning & Development Director or Hearing Examiner | <p>HRC: 12 15 hrs</p> <p>OMC 18.12.055.A.6;</p> | <p>CPD Staff: 870 hrs</p> | <p>MayJanuary – December, 10 – 15 HRC review meetings per year</p> | <p><u>Tier 2</u></p> <p>Included in base budget</p> |

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| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|--|---|-------------------|--|--|
| 2.b. Develop public guidance for heritage review and best practices in historic preservation | <u>Policy & Ordinance: 5 hrs</u> | CPD Staff: 20 hrs | Schedule: January May – December, ad hoc Committee meetings | <u>Tier 3</u> |
| Proposed Work: Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties. | OHC: 3 hours | | | Included in base budget. |
| Deliverable: • Technical Guidance publications • <i>Guidance on emergent issues such as ADU's and Short-Term Rentals</i> • <u>Deepen the technical guidance and information for historic building owners available via City Website</u> • <u>Support development of policy and zoning changes to support adaptive re-use</u> | HRC: 3 hrs Outreach: 5 hrs <u>Policy & Ordinance: 5 hrs</u> <i>OMC 18.12.055.A.9 and .11</i> | | | |

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| 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. 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. Deliverable: <ul style="list-style-type: none"> Participate in ArCH initiative with Arts Commission. Input and guidance re preservation of historic character, for city implementation of elements of the Downtown Strategy | OHC: Review at regular OHC meetings | CPD Staff: 20 hrs | As needed | Tier 2 and 3 |
| | OMC 18.12.055.A.15 | | | Included in base budget. |

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| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|---|--|---------------------------------|----------------|---|
| 2.d. Support Exemplary Stewardship of City-Owned Historic Properties Proposed Work: Offer guidance on proper documentation, maintenance and treatment of city-owned historic properties. Deliverables: <ul style="list-style-type: none"> Guidance on Historic Structure Reports, HABS documentation, and Cultural Resources surveying Input on adaptive re-use proposals Input on planned maintenance or rehabilitation treatments Support City acquisition of the Olympia Armory. | <u>Survey & Designation: 3 hrs</u> Policy & Ordinance: 1 hr HRC: 3 hrs <u>Survey & Designation: 3 hrs</u> | CPD staff: 40 10 hrs | Jan - December | <u>Tiers 2 and 3</u> Included in base budget |
| | OMC 18.12.020.A – D, F, G; OMC 18.12.055.A.1,2,6,15 | | | |

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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: Organize and conduct activities to champion Olympia's historic places and support programs that encourage public participation in and appreciation of the historic environment, <u>with new emphasis on on-line offerings that feature local history and architecture.</u> Partner with area organizations other citizen advisory boards and community efforts; provide research support.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Partner and help to host <u>online</u> activities to celebrate Olympia and regional Heritage. Advance planning for Olympia Heritage Month 2021. | <p>OHC: Varies</p> <p>Outreach: 15 hrs</p> <p>OHC: Varies</p> <p>OMC 18.12.055.A.14</p> | <p>CPD Staff: 10 hrs</p> <p>Communications Staff: 10 hrs</p> | <p>Ongoing; ad hoc Committee meetings</p> | <p><u>Tiers 1, 2 and 3</u></p> <p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts; grants may require City match.</p> |

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|---|--|----------------------|----------|---|
| 3.b. Contribute to Programs and Activities to Enhance Historic Downtown Olympia 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, <u>economic development and C-19 recovery efforts</u> ; bring the information and recommendations from the Downtown reconnaissance-level survey to the table to inform and educate. | OHC: 8 hrs Outreach: 10 hrs <u>OHC: 8 hrs</u> | CPD Staff: 20 hrs | Ongoing | <u>Tiers 2 and 3</u> Included in base budget |
| Deliverables: <ul style="list-style-type: none"> Engage with ODA or successor to promote Main Street programs, <u>and support DT businesses in historic properties</u> Promote individual register listing for eligible downtown properties Begin planning for update to Downtown Historic District | OMC.18.12.055. A.15 | | | |
| 3.c. Educate property owners about the importance of rehabilitating, preserving, and maintaining their properties or objects. Proposed Work: Provide technical guidance in care and treatment of historic assets. | Outreach: 5 hrs | CPD Staff: 10 hrs | Ongoing | <u>Tier 3</u> Included in base budget |
| Deliverables: <ul style="list-style-type: none"> Share and distribute publications <u>with and focus on Web-based online guidance</u> Workshops, "tabling" at events and forums Educational outreach to local Realtors, and Contractors, Neighborhood Associations, <u>Historic Districts Neighborhoods</u> | OMC 18.12.055 A.1 | | | |

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|---|---|---|---------------------------|--|
| 3.d. Celebrate Heritage Month with activities, events, and educational content to highlight Olympia's heritage and historic built environment. | OHC: 4 hrs Outreach: 24 hrs | CPD Staff: 24 10 hrs | March - May | Tier 3 Included in base budget |
| Proposed Work: Identify theme and plan activities and events for May 2021. Work with other heritage organizations to develop <u>and share on-line content, recognizing limitations imposed by pandemic response, and activities; host Heritage Awards event and Heritage Month activities.</u> | OHC: 4 hrs | <u>Communications</u> <u>Staff: 10 hrs</u> | | |
| Deliverable: <ul style="list-style-type: none"> <u>Heritage Month 2020 – Women of Olympia series</u> <u>Planning for 2021</u> | | | | |
| 3.e. Engage with the Arts Commission and the broader community in continued promotion of the City's ArCH Profile. | Outreach: 40 hrs | CPD Staff: 40 hrs | October, 2020 and Ongoing | Tiers 2 and 3 Included in base budget; some funding from Arts Commission for Arch-related work. |
| Proposed Work: Plan, coordinate, and host Keystone 2020. Provide a consistent OHC liaison to attend OAC meetings and events. | | | | |
| Deliverables: <ul style="list-style-type: none"> <u>2020 Keystone Forum</u> <u>Collaborate with Arts Commission on downtown ArCH programming and activities.</u> Rotate City Hall heritage gallery with ArCH themed content. <u>A consistent and ongoing cross-communication with OAC appointed liaison from Outreach Committee to Arts Commission.</u> | OMC 18.12..020 A - D | | | |

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