



# 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, February 24, 2021**

**6:00 PM**

**via Zoom**

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[https://us02web.zoom.us/j/84068997847?](https://us02web.zoom.us/j/84068997847?pwd=dXR4R0ZCRU95aDZHMVRybm1hWUpydz09)  
[pwd=dXR4R0ZCRU95aDZHMVRybm1hWUpydz09](https://us02web.zoom.us/j/84068997847?pwd=dXR4R0ZCRU95aDZHMVRybm1hWUpydz09)

**1. CALL TO ORDER**

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

[21-0204](#) Approval of January 27, 2021 Heritage Commission Meeting Minutes

**Attachments:** [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**

[21-0202](#) Update on Olympia East Side Art Crossing

[21-0203](#) 2021 Work Plan Review and Crosswalk to Committee Assignments

**Attachments:** [Memo to GG Committee 2-24-21](#)  
[2021 OHC Work Plan DRAFT](#)  
[2021 WP Crosswalk to Committee Deliverables](#)

**7. REPORTS**

- 7.a Heritage Review Committee
- 7.b Marketing & Outreach Committee
- 7.c Survey & Designation Committee
- 7.d Policy, Ordinance & Guidance Committee
- 7.e Staff Report
- 8. OTHER TOPICS
- 9. ADJOURNMENT

### Upcoming

### Accommodations

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



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

## Heritage Commission

### Approval of January 27, 2021 Heritage Commission Meeting Minutes

**Agenda Date:** 2/24/2021  
**Agenda Item Number:**  
**File Number:**21-0204

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

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#### **Title**

Approval of January 27, 2021 Heritage Commission Meeting Minutes



# Meeting Minutes - Draft

## Heritage Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

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

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**Wednesday, January 27, 2021**

**6:00 PM**

**Online and via phone**

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**1. CALL TO ORDER**

Chair Davies called the meeting to order at 6:05 p.m.

**1.A ROLL CALL**

**Present:** 9 - Chair Holly Davies, Commissioner Jessica Bieber, Commissioner Audrey Henley, Commissioner Kenneth House, Commissioner Garner Miller, Commissioner Andrea Pareigis, Commissioner Susan Rohrer, Commissioner Gary Stedman and Commissioner Sheila Swalling

**Excused:** 1 - Commissioner Stephen Scott

**OTHERS PRESENT**

Community Planning and Development Staff:  
Preservation Officer Marygrace Goddu

Aquaterra Cultural Resources Consultant:  
Principal Archaeologist Sarah Amell

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

**3.A** [21-0106](#) Approval of December 09, 2020 Olympia Heritage Commission Meeting Minutes

The December 9, 2020 meeting minutes were approved.

**4. PUBLIC COMMENT**

None

**5. ANNOUNCEMENTS**

None

## 6. BUSINESS ITEMS

- 6.A [21-0103](#) PUBLIC HEARING AND DETERMINATION regarding nomination to list the Olympia Armory at 515 Eastside Street SE on the Olympia Heritage Register (# 20-4056)

Three members of the public spoke in favor of listing the Olympia Armory on the Heritage Register. Susan Vezeau, representing the Washington Military Department (WMD) noted that WMD cannot take a stance on the listing.

Public Hearing was closed.

Ms. Goddu provided a briefing on the effect of local listing with specific examples related to the Armory. She briefed the full Commission on the character-defining interior features that the Heritage Review Committee chose to add to the Statement of Significance so that future proposed alterations to these elements would receive consideration by the review committee

**Commissioner Stedman moved, seconded by Commissioner Rohrer, to recommend the Olympia Armory located at 515 Eastside Street SE be added to the Olympia Heritage Register based on its meeting the requirements for listing of OMC 18.12.080, and exemplary eligibility under categories A, B, C, D and E, and that the recommendation be forwarded to City Council for approval. The motion passed unanimously.**

- 6.C [21-0104](#) Informational briefing on Cultural Resources Protection process

Ms. Amell provided a briefing and answered questions from the Commissioners.

**The information was received.**

- 6.B [21-0107](#) Heritage Awards 2021 Nominations

Commissioners discussed proposed nominees and four nominations were agreed on for final development and recommendation to the General Government Committee:

Shane Anderson, Film Maker, for contributions in education, history and ecology through documental films;

Thurston County Historic Commission, for their coordination and publication of *Water, Woods and Prairies*;

Brian Willis, for his Radio Play celebrating local history through the centennial of the Olympia Hotel; and

MacIntyre House, a residential restoration and placemaking project by Alicia Elliot.

**Commissioner Rohrer moved, seconded by Commissioner Swalling, to recommend four nominees for 2021 Heritage Awards. The motion passed**

**unanimously.**

**6.D**     [21-0108](#)     Heritage Commission 2021 Work Plan

Ms. Goddu and Chair Davies presented the 2021 Work Plan to the commission. The commission agreed that only minor adjustments are needed for 2021 and that equity will be an ongoing theme intentionally considered in all of the commissions work with specific areas for focus to be highlighted in a memorandum for General Government.

**The discussion was discussed and closed.**

**7.     COMMITTEE REPORTS**

**Heritage Review Committee**

None

**Marketing & Outreach Committee**

None

**Survey & Designation Committee**

The committee is developing talking points for downtown district expansion; discussing listing the Plum Street city hall on the local register, and is seeking additional training on district development from DAHP.

**Policy, Ordinance & Guidance Committee**

None

**9.     OTHER TOPICS**

None

**10.    ADJOURNMENT**

The meeting adjourned at 8:30 p.m.



## Heritage Commission

### Update on Olympia East Side Art Crossing

**Agenda Date:** 2/24/2021  
**Agenda Item Number:**  
**File Number:**21-0202

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

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#### **Title**

Update on Olympia East Side Art Crossing

#### **Recommended Action**

Information only. No action requested.

#### **Report**

##### **Issue:**

Informational briefing on Art Crossing project.

#### **Staff Contact:**

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development, 360.480.0923

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

Stephanie Johnson, Arts Program Manager, Parks Arts & Recreation, 360.709.2678

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

On July 7, 2020, the City Council approved the Arts Commission's recommendation of Andrea Wilbur-Sigo as the project artist for the Eastside Street Art Crossings Project. The five-member jury that formed the recommendation included a member of the Planning Commission, the Eastside Neighborhood Association (ENA), and Indian Creek Neighborhood association (ICNA) in addition to one Arts Commissioner and the City's on-call Landscape Architect.

On September 4, Ms. Wilbur-Sigo participated in a site tour, meeting with the City's Historic Preservation Officer and Transportation Engineer, to better understand the site. On October 14, Ms. Wilbur-Sigo met with members of the adjacent neighborhoods - Eastside Neighborhood Association (ENA) and Indian Creek Neighborhood Association (ICNA) and the general public, to better understand the community around the site. She has also had the opportunity to review the Art Crossing Master Plan and the Washington State Arts Commission Materials and Fabrication Handbook.

The Arts Commission conducted a public hearing on December 10, 2020 to receive and collect feedback from the public regarding the Eastside Street Art Crossing concept plan. Ms. Wilbur-Sigo shared her concept presentation for the Eastside Street location. Entitled "Unity," the proposal of two,

10' tall cedar carvings, are reflective of the house posts of the Salish dwellings that once covered all the shores of the Salish Sea. Representing the Tree People and the People of the Water, the sculptures tell the story of community made stronger by standing together.

City Council approved the Eastside St. Art Crossing Concept Plan on January 12, 2021.

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

The Eastside and Indian Creek Neighborhood Associations have been very involved in this project, from the Master Plan stage through to artist selection and community input. Going forward, each subsequent “crossing” will engage a different Olympia neighborhood, as they are conceived and implemented.

**Options:**

Receive the information.

**Financial Impact:**

N/A

**Attachments:**

None - Staff will share during presentation





## Heritage Commission

### 2021 Work Plan Review and Crosswalk to Committee Assignments

**Agenda Date:** 2/24/2021  
**Agenda Item Number:**  
**File Number:**21-0203

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

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**Title**

2021 Work Plan Review and Crosswalk to Committee Assignments

**Recommended Action**

Final draft for Commission approval.

**Report**

**Issue:**

Approval of the 2021 Work Plan and Committee Assignments

**Staff Contact:**

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development

**Presenter(s):**

Holly Davies, Chair

**Background and Analysis:**

The Heritage Commission 2021 Work Plan will be transmitted to the General Government Committee for review in March. An accompanying transmittal memorandum notes how the work plan responds to City Council priorities, including Covid-19 recovery, and social and racial justice and equity.

For discussion and additional planning, Staff has prepared a working document for the committees that cross-walks the deliverables in the 2021 Work Plan to the committees assigned to work on them.

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

N/A

**Options:**

Approve the 2021 OHC Work Plan  
Amend and approve the Work Plan  
Do not approve the Work Plan

**Financial Impact:**

N/A

**Attachments:**

2021 Work Plan, Transmittal Memo, and Crosswalk document

February 25, 2021

TO: General Government Committee

FROM: Olympia Heritage Commission  
Holly Davies, Chair  
Garner Miller, Vice-Chair

RE: 2021 Work Plan

The Olympia Heritage Commission (OHC) offers the attached annual workplan, updated to align with City Council priorities including pandemic recovery, and social justice and racial equity.

Two essential strategies of the last year will continue to support implementation of our workplan:

- Online presence and programming.
- Partnerships. We will coordinate with local organizations to support and share Olympia's heritage, including: Olympia Downtown Association, Olympia Historical Society/Bigelow House Museum, Olympia Arts & Heritage Alliance, Thurston Historic Commission, Maritime Heritage interests, and the Olympia Arts Commission.

**While the Commission's primary objectives are established by OMC, the following new workplan items reflect Council priorities in 2021:**

- Continued emphasis on online history information, activities, and technical help for historic building owners, and to promote historic downtown. These efforts respond to the isolation-imposed focus on everything local—including our homes, neighborhoods, and local history:
  - Expand on the heritage information in the Wander Our Waterfront story page.
  - Deepen the Preservation How-To resources and links on City HP Website.
  - Research and develop online content about local businesses in historic buildings.
- Work with downtown historic building owners to encourage new listings on the Olympia Heritage Register, and make progress toward expanding and increasing socio-economic diversity of the downtown historic district.
- Fully support acquisition and adaptive re-use of the Olympia Armory as a Creative Campus, to support equity and community economic and social stability through greater public access to opportunities in the arts, cultures, and heritage. Armory listing on the local register will come to City Council for approval in spring 2021.
- Promote measures that support adaptive reuse of downtown and commercial structures, keeping existing housing stock strong through historic preservation policy, and sensitive infill policies that preserve historic neighborhoods and buildings.

- Partner with the Olympia Arts Commission in hosting a 2021 speaker series, *“ArCH and Equity”* that we hope will incite thoughtful conversation among our arts and heritage communities about the way that minority voices and experiences are (and are not) represented in our history, culture, and arts; and explore how we can authentically support equity, diversity, and inclusiveness.
- Working with partner organizations, work to share overlooked local history of minorities in our community:
  - Installation of Tribal Acknowledgement at Percival Landing
  - Installation of interpretive sign sharing history of the Howard family of East Bay.
- We will make a concerted effort to recruit citizens who represent social or ethnic minority perspectives to apply for the Heritage Commission’s open seat in 2021.

# Olympia Heritage Commission (OHC) – 2021 Work Plan

In the 21-22 cycle (April 2021 – March 2022) the Olympia Heritage Commission (OHC) proposes to hold 10 regular meetings, on the fourth Wednesday of each month excepting the December meeting which will be on the 16<sup>th</sup>. The commission will not meet in July or November. 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	Budget Implications
<p><b>1.a. Promote &amp; Oversee Olympia Heritage Register</b></p> <p><b>Proposed Work:</b> 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><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Project work plan for Governor Stevens Historic District Listing</li> <li>Apply for grant funding for consultant work on Gov Stevens District</li> <li>Promote individual listings of significant properties, especially surrounding the DT Historic District.</li> <li>Schedule and strategy for seeking Grant opportunities</li> </ul>	<p>Survey &amp; Designation: 40 hrs</p> <p>HRC: 8 hrs</p> <p>Outreach: 8 hrs</p> <p>OMC 18.12..055.A.3 and .13</p>	<p>CPD Staff: 80 hrs</p>	<p>Grant-cycle and funding will drive schedule for pursuing district listing.</p> <p>Ongoing effort for individual listings.</p>	<p>Individual Listings: included in base budget; Fabrication and installation of property markers not earmarked in CPD budget.</p> <p>Historic District: Grants may require city matching funds. TBD.</p>

# Olympia Heritage Commission (OHC) – 2021 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>1.b. Recommend Revisions to Heritage-Related City Code</b>  <b>Proposed Work:</b> 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.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>Recommend code amendments to ensure due process when properties designated for National Register are added to Local Register.</li> <li>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</li> </ul>	OHC: 4 hours  Policy & Ordinance: 16 hours  Olympia Planning Commission: 4 hours  OMC 18.12.055 (6) and (7)	CPD Staff: 80 hours  Legal Staff: 10 hours	January – December	Included in base budget
<b>1.c. Evaluate Special Tax Valuation Applications</b>  <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.  <b>Deliverable:</b> <ul style="list-style-type: none"> <li>Recommendations to City Council; ongoing monitoring</li> </ul>	OHC: Review at regular OHC meeting  HRC: 4 - 6 hours  OMC 18.12.055.A.5	CPD Staff: 40 hours  Legal Staff: 10-20 hours	As needed, 1 to 3 per year typ., October-December	Included in base budget
<b>1.d. Recognize local excellence in historic preservation and heritage education.</b>  <b>Proposed Work:</b> Nominate recipient(s) for recognition to be presented by City Council.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>Recommendation to City Council; Preservation Award &amp; Certificate(s) for presentation by City Council.</li> </ul>	OHC: 4 hours  Outreach: 4 hrs  OMC 18.12.055.A.10	CPD Staff: 10 hours  Communications Staff: 8 hours	March - May	Included in base budget

## Olympia Heritage Commission (OHC) – 2021 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>1.e. Heritage Commission Planning and Development</b></p> <p><b>Proposed Work:</b> Engage in long-term commission planning and development training; conduct annual retreat, cultivate and recruit new commissioners, and work with the General Government Committee.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Five-year Goals</i></li> <li>• <i>Annual Retreat</i></li> <li>• <i>Development training</i></li> <li>• <i>Annual Work plan and proposed costs, future budget proposal</i></li> </ul>	OHC: 8 hrs	CPD Staff: 15 - 20hrs	Retreat in October; Training in June or TBD; all else ongoing.	Seek grant funds for commission development training; may require City match.

# Olympia Heritage Commission (OHC) – 2021 Work Plan

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# Olympia Heritage Commission (OHC) – 2021 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	Budget Implications
<p><b>2.a. Conduct Heritage Review of applications for building permit and land use, for individually registered, historic district, and culturally sensitive properties.</b></p> <p><b>Proposed Work:</b> 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><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Recommendations to Building Official</i></li> <li>• <i>Recommendations to Community Planning &amp; Development Director or Hearing Examiner</i></li> </ul>	<p>HRC: 12 - 15 hrs</p> <p>OMC 18.12.055.A.6;</p>	<p>CPD Staff: 80 hrs</p>	<p>January – December, 10 – 15 HRC review meetings per year</p>	<p>Included in base budget</p>

## Olympia Heritage Commission (OHC) – 2021 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<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 on emergent issues such as ADU's and Short-Term Rentals</i></li> <li><i>Technical guidance and information available via City Website</i></li> </ul>	<p>OHC: 3 hrs</p> <p>HRC: 3 hrs</p> <p>Outreach: 5 hrs</p> <p>Policy &amp; Ordinance: 5 hrs</p> <p><i>OMC 18.12.055.A.9 and .11</i></p>	<p>CPD Staff: 20 hrs</p>	<p>Schedule: January – December, ad hoc Committee meetings</p>	<p>Included in base budget.</p>
<p><b>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.</b></p> <p><b>Proposed Work:</b>  Review, discuss, and provide input on City planning and public works projects, including Arts, Cultures, and Heritage (ArCH) initiative, Comprehensive Plan 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 initiative with Arts Commission.</i></li> <li><i>Input and guidance re preservation of historic character, for city implementation of elements of the Downtown Strategy</i></li> </ul>	<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>Included in base budget.</p>

## Olympia Heritage Commission (OHC) – 2021 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.d. Support Exemplary Stewardship of City-Owned Historic Properties</b></p> <p><b>Proposed Work:</b> Offer guidance on proper documentation, maintenance, and treatment of city-owned historic properties.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Guidance on Historic Structure Reports, HABS documentation, and Cultural Resources surveying</i></li> <li>• <i>Input on adaptive re-use proposals</i></li> <li>• <i>Input on planned maintenance or rehabilitation treatments</i></li> </ul>	<p>Policy &amp; Ordinance: 1 hr</p> <p>HRC: 3 hrs</p> <p>Survey &amp; Designation: 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: 10 hrs</p>	<p>Jan - December</p>	<p>Included in base budget</p>

# Olympia Heritage Commission (OHC) – 2021 Work Plan

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# Olympia Heritage Commission (OHC) – 2021 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	Budget Implications
<p><b>3.a. Provide liaison support, communication, and collaboration with other government, private and non-profit entities to further preservation objectives including education.</b></p> <p><b>Proposed Work:</b> Organize and conduct activities to champion Olympia’s historic places and support programs that encourage equity and public participation in appreciation of the historic environment. Partner with community organizations, advisory boards, local businesses and non profits.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li><i>New installations celebrating Tribal history and Black history.</i></li> <li><i>Olympia Heritage Month and Heritage Awards, 2021.</i></li> <li><i>Promote Olympia’s maritime history within the newly-designated Puget Sound National Maritime Heritage Area.</i></li> </ul>	<p>OHC: Varies</p> <p>Outreach: 15 hrs</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>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) – 2021 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>3.b. 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>Engage with ODA to promote Main Street programs</i></li> <li>• <i>Promote individual register listing for eligible downtown properties</i></li> <li>• <i>Begin planning update to Downtown Historic District</i></li> </ul>	<p>OHC: 8 hrs</p> <p>Outreach: 10 hrs</p> <p>S&amp;D: 4 hrs</p> <p><i>OMC.18.12.055. A.15</i></p>	<p>CPD Staff: 20 hrs</p>	<p>Ongoing</p>	<p>Included in base budget</p>
<p><b>3.c. Educate property owners about the importance of rehabilitating, preserving, and maintaining their properties or objects.</b></p> <p><b>Proposed Work:</b> Provide technical guidance in care and treatment of historic assets.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Share and distribute publications and Web-based guidance</i></li> <li>• <i>Workshops, “tabling” at events and forums</i></li> <li>• <i>Educational outreach to local Realtors and Contractors, Neighborhood Associations</i></li> </ul>	<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>Included in base budget</p>

## Olympia Heritage Commission (OHC) – 2021 Work Plan

[illegible]

## **Crosswalk to 2021 Work Plan -- Deliverables by Committee**

### **Survey & Designation: Jessica (Lead), Gary (Co-Lead), Holly, Steve, Susan**

#### **1.A Olympia Heritage Register (with HRC & M&O)**

- *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*

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

#### **1.B Revisions to City Code**

- *Recommend code amendments to ensure due process when properties designated for National Register are added to Local Register.*
- *Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.*

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

#### **1.C Special Tax Valuation**

- *Recommendations to City Council; ongoing monitoring*

#### **2.A Building Permit Review**

- *Recommendations to Building Official*
- *Recommendations to Community Planning & Development Director or Hearing Examiner*

#### **2.B Guidance (with POG, M&O)**

- *Guidance on emergent issues such as ADU's and Short-Term Rentals*
- *Technical guidance and information available via City Website*

#### **2.D Stewardship of City-owned historic properties (with POG and S&D)**

- *Guidance on Historic Structure Reports, HABS documentation, and Cultural Resources surveying*
- *Input on adaptive re-use proposals*
- *Input on planned maintenance or rehabilitation treatments*



## **Marketing & Outreach: Audrey (Lead), Susan (Co-lead), Andrea, Ken**

### **3.A Partnerships**

- *New installations celebrating Tribal history and Black history.*
- *Olympia Heritage Month and Heritage Awards, 2021.*
- *Promote Olympia's maritime history within the newly-designated Puget Sound National Maritime Heritage Area.*

### **3.B Enhance Downtown Olympia**

- *Engage with ODA to promote Main Street programs*
- *Promote individual register listing for eligible downtown properties*
- *Plan update to Downtown Historic District (with S&D committee)*

### **3.C Educate historic property owners**

- *Share and distribute publications and Web-based guidance*
- *Workshops, "tabling" at events and forums*
- *Educational outreach to local Realtors and Contractors, Neighborhood Associations*

### **3.D Heritage Month**

- *Heritage Month 2021*

### **3.E ARCH**

- *2021 ArCH and Equity Speaker Series, in collaboration with OAC.*
- *Support City acquisition and adaptive re-use of the Olympia Armory as a Creative Campus.*
- *Rotate City Hall heritage gallery with ArCH-themed content.*
- *Consistent and ongoing cross-communication with OAC*

## **FULL COMMISSION**

### **1.D Annual Heritage Awards**

- *Recommendation to City Council; Preservation Award & Certificate(s) for presentation by City Council.*

### **1.E Planning & Development**

- *Five-year Goals*

- *Annual Retreat*
- *Development training*
- *Annual Work plan and proposed costs, future budget proposal*

## 2.C Input on City Planning Projects

- *Participate in ArCH initiative with Arts Commission.*
- *Input and guidance re preservation of historic character, for city implementation of elements of the Downtown Strategy*