

Olympia Heritage Commission (OHC) – 2022 DRAFT 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 16th. 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
1.a. Olympia Heritage Register Proposed Work: Promote the Olympia Heritage Register. Encourage listing, support candidates and review applications. Plan for expanded or new historic districts. Develop incentives and pursue grant opportunities to support this effort. Deliverables: <ul style="list-style-type: none"> • <i>Project work plan</i> • <i>Apply for grant funding</i> • <i>Promote individual listings of significant properties, especially surrounding the DT Historic District.</i> • <i>Schedule and strategy for seeking Grant opportunities</i> 	Survey & Designation: 40 hrs HRC: 8 hrs Outreach: 8 hrs <i>OMC 18.12..055.A.3 and .13</i>	CPD Staff: 80 hrs	Grant-cycle and funding will drive schedule for pursuing district listing. Ongoing effort for individual listings.	Individual Listings: included in base budget; Fabrication and installation of property markers not earmarked in CPD budget. Historic District: Grants may require city matching funds. TBD.

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1.b. Recommend Revisions to Heritage-Related City Code 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. Deliverables: <ul style="list-style-type: none"> 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. 	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
1.c. Evaluate Special Tax Valuation Applications Proposed Work: Review applications and recommend to City Council for approval; monitor properties currently on the program. Deliverable: <ul style="list-style-type: none"> Recommendations to City Council; ongoing monitoring 	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
1.d. Recognize local excellence in historic preservation and heritage education. Proposed Work: Nominate recipient(s) for recognition to be presented by City Council. Deliverables: <ul style="list-style-type: none"> Recommendation to City Council; Preservation Award & Certificate(s) for presentation by City Council. 	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

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<p>1.e. Heritage Commission Planning and Development</p> <p>Proposed Work: 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>Deliverables:</p> <ul style="list-style-type: none"> • <i>Five-year Goals</i> • <i>Annual Retreat</i> • <i>Development training</i> • <i>Annual Work plan and proposed costs, future budget proposal</i> 	<p>OHC: 8 hrs</p> <p>POG 8 hrs</p>	<p>CPD Staff: 15 - 20hrs</p>	<p>Retreat in October; Training in June or TBD; all else ongoing.</p>	<p>Seek grant funds for commission development training; may require City match.</p>

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Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as other planning efforts.

Estimated Percent of Overall Commission Effort: 26%

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.a. Review building permit and land use applications for historic and culturally sensitive properties.</p> <p>Proposed Work: Timely review of building permit applications for historic properties; review cultural resources protection as needed.</p> <p>Work with Design Review Board members on joint committee to review land use applications as needed.</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 - 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>

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<p>2.b. 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 best practices for treatment of historic properties.</i></p> <p>Deliverable:</p> <ul style="list-style-type: none"> <i>Guidance on emergent issues</i> <i>Technical guidance and information available via City Website</i> 	<p>OHC:3 hrs</p> <p>HRC: 3 hrs</p> <p>Outreach: 5 hrs</p> <p>Policy & 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>2.c. Consult on City planning. Develop familiarity with regulatory and budgetary framework relevant to Olympia heritage.</p> <p>Proposed Work: Review, discuss, and provide input on City planning and projects, including Arts, Cultures, and Heritage (ArCH) initiatives, Comprehensive Plan Annual Action Plan Update, Design Guidelines, code updates, and Capital Facilities Plan.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> <i>Collaborate with Arts Commission.</i> <i>Input and guidance on 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>Included in base budget.</p>

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<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> 	<p>Policy & Ordinance: 1 hr</p> <p>HRC: 3 hrs</p> <p>Survey & 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>

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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	Budget Implications
<p>3.a. Collaborate 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 equity and public. Partner with community organizations, advisory boards, local businesses and non profits.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>New installations celebrating Tribal history and Black history.</i> • <i>Olympia Heritage Month and Heritage Awards, 2022.</i> • <i>Promote Olympia’s maritime history within the newly-designated Puget Sound National Maritime Heritage Area.</i> • <i>Support Cultural Access Program development (pending voter approval)</i> 	<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>

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<p>3.b. Contribute to Enhancing Downtown Olympia</p> <p>Proposed Work: Collaborate with other City of Olympia citizen advisory boards, City departments, and downtown partners. Seek opportunities to participate in downtown planning and improvements; 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 to promote Main Street programs</i> • <i>Promote individual register listing for eligible downtown properties</i> • <i>Begin planning update to Downtown Historic District</i> 	<p>OHC: 8 hrs</p> <p>Outreach: 10 hrs</p> <p>S&D: 4 hrs</p> <p>OMC.18.12.055. A.15</p>	<p>CPD Staff: 20 hrs</p>	<p>Ongoing</p>	<p>Included in base budget</p>
<p>3.c. Educate and encourage historic property owners.</p> <p>Proposed Work: Provide technical guidance in proper care and treatment of historic assets.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Share and distribute publications and Web-based guidance</i> • <i>Workshops, “tabling” at events and forums</i> • <i>Educational outreach to local Realtors and Contractors, Neighborhood Associations</i> 	<p>Outreach: 5 hrs</p> <p>OMC 18.12.055 A.1</p>	<p>CPD Staff: 10 hrs</p>	<p>Ongoing</p>	<p>Included in base budget</p>

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<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 2022. Work with other heritage organizations to develop content and activities; host Heritage Awards event and Heritage Month activities.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Heritage Month 2022</i> 	<p>OHC: 4 hrs</p> <p>Outreach: 24 hrs</p>	<p>CPD Staff: 10 hrs</p>	<p>March - May</p>	<p>Included in base budget</p>
<p>3.e. Engage with Arts Commission and the community in ArCH Initiatives.</p> <p>Proposed Work: Provide a consistent OHC liaison to attend OAC meetings and events; collaborate on activities and programs.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>2022 ArCH and Equity Speaker Series, in collaboration with OAC.</i> • <i>Support City acquisition and adaptive re-use of the Olympia Armory as a Creative Campus.</i> • <i>Rotate City Hall heritage gallery with ArCH-themed content.</i> • <i>Consistent and ongoing cross-communication with OAC</i> 	<p>Outreach: 10 hrs</p> <p><i>OMC 18.12..020 A - D</i></p>	<p>CPD Staff: 20 hrs</p>	<p>October, 2020 and Ongoing</p>	<p>Included in base budget; some funding from Arts Commission for Arch-related work.</p>