

Olympia Heritage Commission - 2014 Work Plan

DRAFT TO COUNCIL

The Olympia Heritage Commission (OHC) proposes to meet nine (9) times in 2014 on the fourth Wednesday of the following months: February, March, April, May, June, August, September, October, and November. Subcommittee meetings and special meetings will be held as needed.

Section 1. 2014 Special Areas of Emphasis – Includes policy issues or major new initiatives that the OHC proposes to undertake in 2014. <ul style="list-style-type: none"> Estimated Percent of Overall Committee Effort: 40% Professional Staff Liaison to OHC: Michelle Sadlier 				
Title Description End Product	Committee Lead and Commitment <i>Committee hours, not individuals.</i>	Staff Commitment <i>Hours reflect working with the OHC, not total staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications
1.a Partner with Olympia Historical Society and Bigelow House Museum (OHSBHM) on Interactive Map Proposed Work: <i>Continue partnership with OHSBHM to develop interactive map of historic properties hosted on the OHSBHM website.</i> Deliverable: <i>Link from the City’s website to the OHSBHM’s user-friendly tool for promoting and informing about Olympia’s historic places and history.</i>	OHC Outreach Committee: 20 hours	CP&D Staff: 0 hours	January – December	None
1.b Contribute to Programs and Activities to Enhance Downtown Olympia Proposed Work: <i>Continue 2013 work on the Alley Project and expand work with other City of Olympia citizen member advisory boards, City departments, and downtown partners to further downtown planning and improvements.</i> Deliverable: <i>Downtown plans and improvement projects compatible with the City’s historic character and sense of place.</i>	OHC Downtown Committee: 40 hours	CP&D Staff: 20 hours	January – December	Included in base budget

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<p>1.c Review of Comprehensive Plan & Implementation Strategy</p> <p>Proposed Work: <i>i. Conduct final review of Historic Preservation text as needed prior to City Council adoption. ii. Review Action Plan and provide comments to City Council</i></p> <p>Deliverable: <i>A Comprehensive Plan which reflects the work of the Commission with the City's historic places.</i></p>	<p>OHC to review and discuss at regularly scheduled meetings</p>	<p>CP&D Staff: 5 hours</p>	<p>January – June</p>	<p>Included in base budget</p>
<p>1.d Develop the Maintenance Program</p> <p>Proposed Work: <i>Partner with Neighborhood Associations and other organizations to help improve at-risk historic properties.</i></p> <p>Deliverable: <i>Support for homeowners and neighborhoods; viable and sustainable improvements to at-risk historic properties.</i></p>	<p>Maintenance Committee: 40 hours</p>	<p>CP&D Staff: 20 hours</p>	<p>January – December</p>	<p>Included in base budget</p>
<p>1.e Develop Preservation Assets Projects</p> <p>Proposed Work: <i>Assess status of existing Olympia Heritage Register and Olympia Historic Inventory properties. Expand list of Inventory properties. Utilize Certified Local Government (CLG) grant to expand survey of mid-century properties.</i></p> <p>Deliverable: <i>Accurate Register and Inventory lists.</i></p>	<p>Inventory Committee: 40 hours</p>	<p>CP&D Staff: 40 hours</p>	<p>January – December</p>	<p>Some provision included in base budget; \$2,000 hard match by City (approved); \$6,000 CLG grant</p>

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Section 2. 2014 Work Items – Includes routine and/or on-going committee work that does not require Council policy review. <ul style="list-style-type: none"> Estimated Percent of Overall Committee Effort: 60% Professional Staff Liaison to OHC: Michelle Sadlier 				
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2.a. Plan for and Conduct Commission Meetings Proposed Work: <i>Prepare and conduct OHC and sub-committee meetings on topics described in the Work Plan.</i> Deliverable: <i>Decisions and recommendations to the City Council.</i>	All Commissioners prepare for and attend meetings Full Commission: 27 hours	CP&D Staff: 180 hours	Fourth Wednesday of nine months in 2014	Included in base budget
2.b Promote and Oversee the Olympia Heritage Register Proposed Work: <i>Promote and provide guidance and information to people interested in adding their property to the Olympia Heritage Register or forming a historic district. Conduct public hearings on proposed additions.</i> Deliverable: <i>Recommended additions to Heritage Register for action by City Council; plaques for newly listed properties; recommended establishment of new historic districts.</i>	Commitment varies: Individual Commission members make on-site visits; OHC determines Register recommendations at regularly scheduled meetings	CP&D Staff: Varies	As needed	Included in base budget

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<p>2.c Conduct Historic Property Permit Review</p> <p>Proposed Work: <i>OHC Heritage Review Committee reviews proposed alterations to Olympia Heritage Register and historic district properties. Review proposed demolition of Olympia Historic Inventory properties. Make resulting recommendations to the City of Olympia Building Official.</i></p> <p>Deliverable: <i>Recommendations to Building Official; public education and outreach.</i></p>	<p>Heritage Review Committee: 36 hours</p>	<p>CP&D Staff: 48 hours</p>	<p>January – December, approx. 1 proposal per month</p>	<p>Included in base budget</p>
<p>2.d Plan and Execute Preservation Month Activities in May</p> <p>Proposed Work: <i>i. OHC Outreach Committee organizes and conducts Historic Preservation Month activities such as themed information materials, tours, programs, and booths; OHC members take part in events. ii. OHC as a whole nominates award recipients for the recognition of excellence in preservation to be presented by the City Council.</i></p> <p>Deliverable: <i>Preservation Month events; preservation awards.</i></p>	<p>Outreach Committee: 40 hours;</p> <p>Full Commission: 10 hours</p>	<p>CP&D Staff: 40 hours</p>	<p>January – December, with peak in May</p>	<p>Included in base budget</p>

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<p>2.e Administer Special Property Tax Valuation Program</p> <p>Proposed Work: <i>Review applications and make recommendations to City Council. Monitor approximately 30 properties currently on the program.</i></p> <p>Deliverable: <i>Recommendations to City Council; ongoing monitoring.</i></p>	<p>Heritage Review Committee: 18 hours;</p> <p>OHC as a whole reviews Committee recommendations at regularly scheduled meetings</p>	<p>CP&D Staff: 36 hours</p>	<p>January – December</p>	<p>Included in base budget</p>
<p>2.f Review and Provide Comment on Land Use Actions</p> <p>Proposed Work: <i>Provide comment on land use actions such as SEPA with respect to impact on historic properties.</i></p> <p>Deliverable: <i>Comments on land use actions.</i></p>	<p>OHC reviews and issues comments at regularly scheduled Commission meetings</p>	<p>CP&D Staff: Varies</p>	<p>As needed</p>	<p>Included in base budget</p>
<p>2.g Conduct and Collaborate on Historic Preservation Outreach</p> <p>Proposed Work: <i>Provide preservation-related training. Coordinate with area preservation organizations and citizen member committees on projects related to Olympia's and the region's historic places.</i></p> <p>Deliverable: <i>Training and advice on historic preservation and heritage properties.</i></p>	<p>OHC members: Varies;</p> <p>Outreach Committee: Varies</p>	<p>CP&D Staff: Varies</p> <p>Communications Staff: Varies</p>	<p>As needed</p>	<p>Included in base budget</p>

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<p>2.h Pursue and Enhance Partnerships and Integration with City Departments and Other Citizen Advisory Boards</p> <p>Proposed Work: <i>Pursue partnerships and respond to inquiries on issues related to Olympia's historic places.</i></p> <p>Deliverable: <i>Partnerships; coordinated approaches to shared issues.</i></p>	<p>OHC members: Varies</p>	<p>CP&D: Varies</p>	<p>January – December</p>	<p>Included in base budget</p>
<p>2.i Serve on Joint Design Review Board</p> <p>Proposed Work: <i>OHC Heritage Review Committee members join with Design Review Board members to provide comments on proposed projects to Heritage Register and historic district properties that are within Design Review Districts.</i></p> <p>Deliverable: <i>Recommendations on potential design impacts of proposed project on historic properties.</i></p>	<p>Meetings scheduled as needed, ca. 4 per year</p> <p>Heritage Review Committee: 12 hours</p>	<p>CP&D: 80 hours</p>	<p>As needed</p>	<p>Included in base budget</p>
<p>2.j Conduct Heritage-Related Ordinance Review and Monitoring</p> <p>Proposed Work: <i>OHC Policy & Ordinance Committee will review existing City ordinances and municipal code relevant to historic properties to identify and make recommendations on areas for potential code updates. Monitor impacts of code and its enforcement on historic properties.</i></p> <p>Deliverable: <i>Recommendations on potential code updates.</i></p>	<p>Policy & Ordinance Committee: 20 hours</p>	<p>CP&D: 10 hours</p>	<p>January – December</p>	<p>Included in base budget</p>

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<p>2.k Communication and Public Education</p> <p>Proposed Work: <i>Provide advice to staff on City of Olympia-produced brochures, website, and other communication and public education activities about Olympia’s Heritage Register, historic districts, and historic preservation issues.</i></p> <p>Deliverable: <i>Recommendations to staff.</i></p>	<p>OHC Members: Varies</p> <p>Outreach Committee: Varies</p>	<p>CP&D Staff: Varies</p> <p>Communications Staff: Varies</p>	<p>As needed</p>	<p>Included in base budget</p>