



Meeting Minutes - Draft

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle Sadlier
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Wednesday, March 22, 2017

6:30 PM

Room 207

1. CALL TO ORDER

Vice Chair Harkness called the meeting to order at 6:35 p.m.

1.A ROLL CALL

Present: 7 - Vice Chair Dwayne Harkness, Commissioner Tamara Hayes, Commissioner Benjamin Helle, Commissioner Kat Kelly, Commissioner Rachel Newmann, Commissioner Sheila Swalling and Commissioner Nicholas Vann

Excused: 4 - Chair Holly Davies, Commissioner Garner Miller, Commissioner Stephen Austin and Commissioner Suzanna Pratt

OTHERS PRESENT

City of Olympia Historic Preservation Officer, Michelle Sadlier
Community Planning and Development Senior Planner, Amy Buckler
Office Specialist/Minutes Recorder, Stacey Rodell
Arts Commission Liaison, Marygrace Jennings

2. APPROVAL OF AGENDA

Ms. Sadlier would like to add an item under Other Topics - addressing logging into a City email account.

The agenda was approved as amended.

3. APPROVAL OF MINUTES

3.A [17-0296](#) Approval of January 25, 2017 Olympia Heritage Commission Meeting Minutes

Commissioner Vann noted one correction to the minutes. Item 7.G Staff - bullet two - change address to 1701 instead of 1704 4th Avenue East.

The minutes were approved as amended.

3.B [17-0297](#) Approval of February 25, 2017 Olympia Heritage Commission Retreat Minutes

The minutes were approved.

4. PUBLIC COMMENT - None**5. ANNOUNCEMENTS**

Ms. Jennings made an announcement regarding the Community Meeting to Kick-Off Gateways Public Art Master Plan on March 30, 2017 from 7:00 p.m. to 9:00 p.m. The meeting will be held at the Olympia Center in Room 101 & 102. The Gateways concept is envisioned in the City's 2015 Comprehensive Plan. The intent is to signal transition moving into and out of Olympia's city center by means of eight gateways and landscaped boulevards at major transition points. She encouraged the Commissioners to attend.

Ms. Sadler announced the following:

- Commissioners Helle, Newmann, Davies and Hayes have all been reappointed to the Heritage Commission. Two new Commissioners have been appointed - Stephen Austin and Suzanna Pratt.
- There will be a welcome reception for the new Executive Director of the Olympia Downtown Association (ODA).
- The Revitalize Washington conference is coming up which is a joint Main Street and Historic Preservation conference. It will be in Ellensburg April 24-26, 2017. She passed out more information regarding this conference to the Commission.
- She passed out the Heritage Commission Roster and asked the Commission to review it to make sure the information is correct.
- She indicated which Commissioners need to renew the requirement of viewing the Open Public Meetings Act training. She indicated the training could be watched by those who need it at the end of the next Heritage Commission meeting.

6. BUSINESS ITEMS**6.A** [17-0280](#) Briefing on Downtown Design Guideline Update

Ms. Buckler presented a briefing on Downtown Design Guidelines Update via a PowerPoint presentation.

As described, some of the objectives are to simplify the guidelines, enhance "Character Areas", better integrate with other code provisions, and more effectively address historic preservation and infill in the historic district. A Technical Work Group (TWG) will be formed to guide staff and consultants. There will be members from the Design Review Board (DRB) and the Olympia Heritage Commission (OHC) on the TWG.

Ms. Buckler reviewed the next steps schedule for 2017 which included an April 12, 2017 Open House at City Hall from 6:00 p.m. to 8:00 p.m.

Discussion:

- Concerns about the Heritage Commission being involved in a project during the concept review stage
- Concerns about the guidelines being more flexible for applicants
- Concerns that the current guidelines require that the DRB be too prescriptive with its review process
- The guidelines need to be objectively defensible
- The Historic Property Inventory that Artifacts has worked on should assist in this review process
- The proposal to pursue an exemption from State Environmental Policy Act (SEPA) for some types of development was discussed and how the Historic Preservation Officer is working with interested Tribes to identify alternative ways to consult with them on development proposals.

The information was received.**6.B** [17-0299](#) Draft Plaque Text: Frederick W. & Elsa H. Schmidt House

Ms. Sadlier presented the draft text for the plaque and the Commission provided input.

The discussion was completed.**6.C** [17-0298](#) Lessons Learned from the Tacoma Commission Assistance and Mentoring Program Training

Commissioner Vann presented an overview of a recent training by the National Alliance of Preservation Commissions (NAPC) under its Commission Assistance & Mentoring Program (CAMP) training. Several Commissioners attended the training in Tacoma. The Commission discussed some of the lessons learned:

- Under the National Historic Preservation Act, protecting and maintaining historic properties is the primary role and purpose of historic preservation commissions. This means avoiding using opinion and other arbitrary motivations in recommending approval or denial of permit applications.
- Important to consistently follow the U.S. Secretary of the Interior's Standards for Rehabilitation, which the City of Olympia uses to evaluate development applications.

The discussion was completed.**7. REPORTS****7.A Downtown Committee**

Commissioner Newmann reported on the Design Review Board's retreat she attended. Ms. Sadlier gave a presentation on the U.S. Secretary of the Interior's Standards. There was an agreement that the DRB and the OHC should have more integration.

7.B Heritage Review Committee

The Heritage Review Committee recently reviewed applications for the following proposed projects:

- Swantown Inn (review of window unit specifications)
- 2420 Capitol Way (review of proposal to construct a small addition and make other exterior alterations to accommodate a second bathroom)

7.C Outreach Committee

Commissioners determined who would join this committee to help in preparation for Historic Preservation Month, which will take place in May. The Commission discussed initial ideas for the chosen theme of Olympia Oysters.

7.D Policy & Ordinance Committee

No report.

7.E Preservation Award Committee

Ms. Sadlier announced that Commissioner McClain has resigned from the OHC. The Commission will have to assign another Chair for this committee and start thinking about this year's nominations.

7.F Survey & Inventory Committee

No report.

7.G Staff

Ms. Sadlier announced the following:

- Commissioner Vann is on the Sign Code Update Committee
- Next meeting there will be elections for Chair and Vice Chair

8. OTHER TOPICS

Ms. Sadlier handed out directions on how to log into City email accounts and there was a brief discussion.

9. ADJOURNMENT

The meeting was adjourned 8:52 p.m.