Olympia Heritage Commission (OHC) – 2019 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet 10 times in the 2019-20 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November; and January, February and March of 2020. Subcommittee meetings and special meetings will be held as needed.

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: **20%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
1.a. Promote & Oversee Olympia Heritage Register **Proposed Work:** Promote and provide guidance on applications listing of individual and historic districts on Register; review applications and conduct public hearings on proposed additions; review integrity standards and periods of significance for designation of properties for proposed historic districts. 2019 will be a year of planning, to develop vision, goals and strategy at five and 10-year horizons related to district and individual listings, to thoughtfully set priorities and plans for the decade ahead. OHC will review completed surveys for Gov Stevens/Carlyon neighborhood, downtown, midcentury, and Priest Point Park, and plan next steps. **Deliverables:** • *Recommendations to City Council; plaques for individually listed properties* • *Commission Retreat* • *Vision and strategy for 2020 – 2030* • *Five year plan for 2020-2024*	OHC: Public hearings at regularly-scheduled meetings Heritage Review Committee: 3-6 hours Policy, Ordinance & Guidance Committee: formed as needed	CP&D Staff: Individual property application: 20-50 hours Planning for 10 year horizon: 20 hours Database maintenance: 40 hours	As needed	Individual property application: Included in base budget Historic district application: TBD. If an application is submitted, it is not included in base budget.

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance &Guidance

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1.b. Review and Recommend Revisions to Heritage-Related City Code **Proposed Work:** Review existing City ordinances and municipal code relevant to treatment of historic properties to identify areas for potential code improvements. With staff support, review and make recommendations on OMC 18.12 (Historic Preservation) and OMC 3.60 (Special Valuation). **Deliverables:** • *Recommend amendments to ensure due process when properties are added to Local Register with National Register designation.* • *Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.*	OHC: 9 hours Policy, Ordinance & Guidance Committee: 60 hours Olympia Planning Commission: 4 hours	CP&D Staff: 80 hours Legal Staff: 10 hours	January – December	Included in base budget
1.c. Evaluate Special Valuation Applications **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. **Deliverable:** *Recommendations to City Council; ongoing monitoring*	OHC: Review at regularly-scheduled OHC meeting Heritage Review Committee: 3-6 hours	CP&D Staff: 40 hours Legal Staff: 10-30 hours	As needed, 1 to 3 per year	Included in base budget

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1.d. Nominate Historic Preservation Award Recipient(s) **Proposed Work:** Nominate award recipient(s) to recognize local excellence in historic preservation and/or compatible new construction, to be presented by City Council. Committee to make recommendations on process improvements. **Deliverables:** • *Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting* • *Process review re award schedule, possible new areas for recognition.*	OHC: 5 hours Outreach Committee: 0-10 hours	CP&D Staff: 10 hours Communications Staff: 10-20 hours	May – December; ad hoc Committee meetings if needed	Included in base budget

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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: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties **Proposed Work:** Review and provide timely recommendations on building permit applications for Register and historic district properties; conduct pre-submission guidance meetings with potential applicants. **Deliverables:** • *Recommendations to Building Official; public education and outreach* • *Select Alternates for 2019 committee*	Heritage Review Committee: 12-24 hours	CP&D Staff: 80 hours	January – December, 1-2 Committee meetings per month	Included in base budget
2.b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation **Proposed Work:** *Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.* **Deliverable:** • *Guidance publication on historic windows*	OHC: 3 hours Policy, Ordinance & Guidance Committee: 30 hours	CP&D Staff: 80 hours	Schedule: January – December, ad hoc Committee meetings	Initial work included in base budget; possible grant funding for larger scope

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Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
2.c. Conduct Design Review of Land Use Applications for Register and Historic District Properties **Proposed Work:** 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. **Deliverable:** *Recommendations to Community Planning & Development Director or Hearing Examiner*	Heritage Review Committee: 0-12 hours	CP&D Staff: 0-24 hours	As needed, approximately 0-2 per year	Included in base budget
2.d. Review and Provide Historic Preservation Input on City Projects. Develop Familiarity with Regulatory and Budgetary Framework Relevant to Olympia Heritage. **Proposed Work:** Review, discuss, and provide input on public works, parks, and other City project and planning work, including the Arts, Cultures, and Heritage (ArCH) initiative, Comprehensive Plan's Annual Action Plan Update, Downtown Design Guidelines, code updates, and Capital Facilities Plan. **Deliverable:** • *Participate in ArCH Ad Hoc Committee with Arts Commission and Economic Development representative.* • *Continued input and guidance re historic character, for city implementation of elements of the Downtown Strategy*	OHC: Review at regularly-scheduled OHC meeting ArCH Ad Hoc Committee	CP&D Staff: 20	As needed	Included in base budget

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2.e. Support the Protection of Archaeology and other Cultural Resources. **Proposed Work:** Continue to provide technical support to the City relative to the review of cultural resource survey reports. **Deliverable:** • *Provide recommendations for Cultural Resources Management Plan for Priest Point Park.*	OHC: Review at regularly-scheduled OHC meetings Possible sub-committee formation as needed	CP&D Staff: 20 hours	January – December	Included in base budget

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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: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
3.a. Conduct and Collaborate on Historic Preservation Outreach **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. Partner with area organizations such as the Olympia Historical Society & Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and community efforts; provide research support. **Deliverables:** • *Partner on activities to celebrate Olympia Heritage Month, May 2019.* • *Advance planning for Olympia Heritage Month 2020.* • *Rotate City Hall heritage gallery with ArCH-themed content.*	OHC: Varies Outreach Committee: 40 hours	CP&D Staff: 80 hours Communications Staff: 20-30 hours	Ongoing; ad hoc Committee meetings	Included in base budget Grant funding may be sought for larger-scale outreach efforts

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3.b. Pursue and Enhance Partnerships and Integration with regional historic organizations, other City Advisory Boards, and Advocacy Groups. **Proposed Work:** Develop the concept for a regional forum for history and heritage partners to discuss shared interests and goals. **Deliverable:** • *Discuss and develop concept with regional history/heritage resources* • *Invite other city advisory groups and representatives to a pre-meeting to plan a regional forum.*	OHC Members: Varies	CP&D Staff: 40	Ongoing	Included in base budget
3.c. 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; bring the information and recommendations from the Downtown reconnaissance-level survey to the table to inform and educate. **Deliverables:** • *Develop tracking list of active initiatives and plans (2019 focus).*	OHC: 10 hours Outreach Committee: 10 hrs	CP&D Staff: 40	Ongoing	Included in base budget