

Olympia Heritage Commission (OHC) – 2020 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet 10 times in the 2020-21 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November; and January, February and March of 2021. 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 Olympia Heritage Register listing; review applications and conduct public hearings on proposed additions. Begin implementation of long-term plan for pursuing expanded or new historic districts, and develop strategy and schedule for utilizing grant opportunities to support this effort. Deliverables: <ul style="list-style-type: none"> • <i>Project work plan for Governor Stevens Historic District Listing</i> • <i>Apply for grant funding for consultant work on Gov Stevens District</i> • <i>Program to promote individual listings of significant properties, especially in the downtown beyond DT Historic District.</i> • <i>Schedule and strategy for Grant opportunities</i> 	Survey & Designation: 40 hrs Heritage Review Committee: 12 hrs Outreach: 8 hrs	CP&D Staff: 80 hrs	Grant-cycle and finding will drive schedule for pursuing district listing. Ongoing effort for individual listings.	Individual Listings: Application included in base budget; Cost for fabrication and install of individual property markers not currently earmarked in CPD budget. Historic district application: May require city matching funds for grant funding. TBD. not included in base budget.

OHC Standing Committees: Heritage Review | Outreach | Policy & Ordinance | Survey & Designation

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1.b. Recommend Revisions to Heritage-Related City Code Proposed Work: Review existing City ordinances and municipal code relevant to treatment of historic properties 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"> • <i>Recommend code amendments to ensure due process when properties are added to Local Register with National Register designation.</i> • <i>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</i> 	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 Tax 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: <ul style="list-style-type: none"> • <i>Recommendations to City Council; ongoing monitoring</i> 	OHC: Review at regularly- scheduled OHC meeting Heritage Review Committee: 4 - 10 hours	CP&D Staff: 40 hours Legal Staff: 10-20 hours	As needed, 1 to 3 per year typ. October- November	Included in base budget

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<p>1.d. Recognize local excellence in rehabilitation and new construction.</p> <p>Proposed Work: Nominate recipient(s) for recognition to be presented by City Council for excellence in preservation and/or compatible new construction.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <i>Recommendation to City Council; Preservation Award & Certificate(s) for presentation by City Council.</i> 	<p>OHC: 5 hours</p> <p>Outreach Committee: 0-10 hours</p>	<p>CP&D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>March - May</p>	<p>Included in base budget</p>
<p>1.e. Heritage Commission Planning and Development</p> <p>Proposed Work: Engage in long-term planning, 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 and Plan</i> <i>Annual Retreat</i> <i>Annual Work plan and proposed costs, future budget proposal</i> 	<p>OHC: 20 hrs</p>	<p>Staff: 15 - 20hrs</p>	<p>Retreat in May; all else ongoing.</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: **40%**

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<p>2.a. Conduct Heritage Review for Building Permit and Land Use Applications for Register, Historic District, and Culturally Sensitive Properties.</p> <p>Proposed Work: Review and provide timely recommendations on building permit applications for Register-listed and District-listed properties; conduct pre-submission guidance meetings with potential applicants.</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>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>Heritage Review Committee: 12-24 hours</p>	<p>CP&D Staff: 80 hours</p>	<p>January – December, 1-2 Committee meetings per month</p>	<p>Included in base budget</p>
<p>2.b. Develop Public 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 maintenance, preservation, and rehabilitation of historic properties.</i></p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Technical Guidance publications</i> • <i>Guidance on emergent issues such as ADU's and Short Term Rentals</i> • <i>Guidance and information available via City Website</i> 	<p>OHC: 3 hours</p> <p>Policy, Ordinance & Guidance Committee: 30 hours</p>	<p>CP&D Staff: 80 hours</p>	<p>Schedule: January – December, ad hoc Committee meetings</p>	<p>Initial work included in base budget; possible grant funding for larger scope</p>

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<p>2.c. Review and Provide Historic Preservation Input on City Projects. Develop Familiarity with Regulatory and Budgetary Framework Relevant to Olympia Heritage.</p> <p>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.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Participate in ArCH work with Arts Commission.</i> • <i>Continued input and guidance re preservation of historic character, for city implementation of elements of the Downtown Strategy</i> 	OHC: Review at regularly-scheduled OHC meeting	CP&D Staff: 20	As needed	Included in base budget

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<p>2.e. Support the Protection of Archaeology and other Cultural Resources.</p> <p>Proposed Work: Technical and consultative support? Tribal consultation? Public Education?</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • • 	<p>OHC: Review at regularly-scheduled OHC meetings</p>	<p>CP&D Staff: 20 hours</p>	<p>January – December</p>	<p>Included in base budget</p>
<p>2.f. 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 surveying</i> • <i>Input on adaptive re-use proposals</i> • <i>Input on planned maintenance or rehabilitation treatments</i> 				

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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%**

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<p>3.a. Provide liaison support, communication, and cooperation 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 public participation in and appreciation of the historic environment. Partner with area organizations other citizen advisory boards and community efforts; provide research support.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Partner and help to host activities to celebrate Olympia and regional Heritage.</i> • <i>Advance planning for Olympia Heritage Month 2021.</i> • <i>Rotate City Hall heritage gallery with ArCH-themed content.</i> 	<p>OHC: Varies</p> <p>Outreach Committee: 40 hours</p>	<p>CP&D Staff: 80 hours</p> <p>Communications Staff: 20-30 hours</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</p>

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<p>3.b. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</p> <p>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.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Develop tracking list of active initiatives and plans (2019 focus).</i> 	<p>OHC: 10 hours</p> <p>Outreach Committee: 10 hrs</p>	<p>CP&D Staff: 40</p>	<p>Ongoing</p>	<p>Included in base budget</p>
<p>3.c Educate property owners about the importance of rehabilitating, preserving, and maintaining their properties or objects.</p> <p>Proposed Work: Provide technical guidance in care and treatment of historic assets.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Publications and Web-based guidance</i> • <i>Workshops, “tabling” at events and forums</i> • <i>Educational outreach to local Realtors and Contractor communities</i> 				

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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 2020. Work with other heritage organizations to develop content and activities; host Heritage Awards event,</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Heritage Month 2020</i> 				
<p>3.e. Engage with the Arts Commission and the broader community in continued promotion of the City’s ArCH Profile.</p> <p>Proposed Work: Plan, coordinate, and host Keystone 2020. Provide a consistent OHC liaison to attend OAC meetings and events.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>2020 Keystone Forum</i> • <i>Consistent and ongoing cross-communication with OAC</i> 				