

Olympia Heritage Commission (OHC) – 2020 Work Plan

In the 20-21 cycle (April 2020 – March 2021) the Olympia Heritage Commission (OHC) proposes to hold 8 regular meetings, on the fourth Wednesday of each month excepting the December 2020 meeting, which will be the first Wednesday. The commission will not meet in July or November, and March and April meetings are cancelled due to pandemic. 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	C-19 Response Tier and Budget Implications
<p>1.a. Promote & Oversee Olympia Heritage Register</p> <p>Proposed Work: Promote and provide guidance on Olympia Heritage Register listing; review applications and conduct public hearings on proposed additions.</p> <p>Begin implementation of long-term plan for pursuing expanded or new historic districts. Develop strategy and schedule for utilizing grant opportunities to support this effort.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Promote individual listings of significant properties, especially surrounding the DT Historic District. Schedule and strategy for seeking Grant opportunities Plan for Gov Stevens District Designation Begin planning for update to Downtown Historic District 	<p>Survey & Designation: 30 hrs</p> <p>HRC: 4 hrs</p> <p>Outreach: 8 hrs</p> <p>OMC 18.12..055.A.3 and .13</p>	<p>CPD Staff: 80 hrs</p>	<p>Grant-cycle and finding will drive schedule for pursuing district listing.</p> <p>Ongoing effort for individual listings.</p>	<p>Tiers 2 and 3</p> <p>Individual Listings: included in base budget; Fabrication and installation of property markers not earmarked in CPD budget.</p>

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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. 	Policy & Ordinance: 8 hours OHC: 4 hours Olympia Planning Commission: 4 hours OMC 18.12.055 (6) and (7)	CPD Staff: 40 hours Legal Staff: 10 hours	May – December	Tier 3 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"> 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	Tier 3 Included in base budget
1.d. Recognize local excellence in rehabilitation and new construction. Proposed Work: Identify 2020 candidates for recognition and hold for later in 2020 or in 2021 Deliverables: <ul style="list-style-type: none"> Heritage Awards 2020, tbd 	OHC: 1 hours Outreach 8 hrs OMC 18.12.055.A.10		May - Dec	Tier 3 Included in base budget

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

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<p>1.e. Heritage Commission Planning and Development</p> <p>Proposed Work: Engage in long-term planning and commission 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</i> 	OHC: 6 hrs	CPD Staff: 15 - 20hrs	Retreat in October; Training in June or TBD; all else ongoing.	<p>Tier 3</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	C-19 Response Tier and Budget Implications
<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, and review and consult on cultural resources protection as needed.</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>HRC: 12 hrs</p> <p>OMC 18.12.055.A.6;</p>	<p>CPD Staff: 70 hrs</p>	<p>May – December, 10 – 15 HRC review meetings per year</p>	<p>Tier 2</p> <p>Included in base budget</p>

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Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>2.b. Develop public guidance for heritage review and best practices in historic preservation</p> <p>Proposed Work: Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> <i>Guidance on emergent issues such as ADU's and Short-Term Rentals</i> <i>Deepen the technical guidance and information for historic building owners available via City Website</i> <i>Support development of policy and zoning changes to support adaptive re-use</i> 	<p>Policy & Ordinance: 5 hrs</p> <p>OHC: 3 hours</p> <p>HRC: 3 hrs</p> <p>Outreach: 5 hrs</p> <p>OMC 18.12.055.A.9 and .11</p>	<p>CPD Staff: 20 hrs</p>	<p>Schedule: May – December, ad hoc Committee meetings</p>	<p>Tier 3</p> <p>Included in base budget.</p>
<p>2.c. Review and provide historic preservation input on City planning and capital projects. Develop familiarity with regulatory and budgetary framework relevant to Olympia heritage.</p> <p>Proposed Work: Review, discuss, and provide input on City planning and public works projects, including 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>Input and guidance re preservation of historic character for city implementation of elements of the Downtown Strategy</i> 	<p>OHC: Review at regular OHC meetings</p> <p>OMC 18.12.055.A.15</p>	<p>CPD Staff: 20 hrs</p>	<p>As needed</p>	<p>Tier 2 and 3</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> • <i>Support City acquisition of the Olympia Armory.</i> 	<p>Survey & Designation: 3 hrs</p> <p>Policy & Ordinance: 1 hr</p> <p>HRC: 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: 40 hrs</p>	<p>Jan - December</p>	<p>Tiers 2 and 3</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	C-19 Response Tier and Budget Implications
<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: Champion Olympia’s historic places and support programs that encourage public participation in and appreciation of the historic environment, with new emphasis on on-line offerings that feature local history and architecture.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Partner and help to host online activities to celebrate Olympia and regional Heritage.</i> • <i>Advance planning for Olympia Heritage Month 2021.</i> 	<p>Outreach: 15 hrs</p> <p>OHC: Varies</p> <p><i>OMC 18.12.055.A.14</i></p>	<p>CPD Staff: 10 hrs</p> <p>Communications Staff: 10 hrs</p>	<p>Ongoing; ad hoc Committee meetings</p>	<p>Tiers 1, 2 and 3</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 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 implementation of the Downtown Strategy, economic development and C-19 recovery efforts; 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"> Engage with ODA or successor to promote Main Street programs, and support DT businesses in historic properties Promote individual register listing for eligible downtown properties 	<p>Outreach: 10 hrs</p> <p>OHC: 8 hrs</p> <p>OMC.18.12.055. A.15</p>	<p>CPD Staff: 20 hrs</p>	<p>Ongoing</p>	<p>Tiers 2 and 3</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"> Share and distribute publications with focus on online guidance Educational outreach to local Realtors, Contractors, Neighborhood Associations, Historic Districts Neighborhoods 	<p>Outreach: 5 hrs</p> <p>OMC 18.12.055 A.1</p>	<p>CPD Staff: 10 hrs</p>	<p>Ongoing</p>	<p>Tier 3</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 for May 2021. Work with other heritage organizations to develop and share on-line content, recognizing limitations imposed by pandemic response.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Heritage Month 2020 – Women of Olympia series</i> • <i>Planning for 2021</i> 	<p>Outreach: 24 hrs</p> <p>OHC: 4 hrs</p>	<p>CPD Staff: 20 hrs</p> <p>Communications Staff: 10 hrs</p>	<p>March - May</p>	<p>Tier 3</p> <p>Included in base budget</p>
<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>Collaborate with Arts Commission on downtown ArCH programming and activities.</i> • <i>Appointed liaison from Outreach Committee to Arts Commission</i> 	<p>Outreach: 40 hrs</p> <p><i>OMC 18.12..020 A - D</i></p>	<p>CPD Staff: 40 hrs</p>	<p>October, 2020 and Ongoing</p>	<p>Tiers 2 and 3</p> <p>Included in base budget; some funding from Arts Commission for Arch-related work.</p>