

## **18.12.085 Heritage Register –**

### **Process to Designate Property to the Heritage Register or Historic District**

Listing on the Heritage Register is an honor that denotes significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as a Historic District.

- A. Any person, including members of the Heritage Commission, may nominate a building, structure, object, site or district for inclusion on the City Heritage Register.
- B. Individual Properties:
  - 1. Applications shall be on forms provided by the city and include information and documentation supporting the historic significance of the building, structure, object, site or district.
  - 2. The application shall specify the exterior features, outbuildings, and other characteristics of the site and the building interior (if any) that contribute to its designation.
  - 3. Notification of nomination will be sent to the property owner.
  - 4. If someone other than the property owner makes a nomination the Heritage Review Committee may deny an application for placement on the Heritage Register based on a determination of ineligibility during a preliminary review. Applicants may appeal this denial to the Heritage Commission.
  - 5. If an application advances to the full Heritage Commission, notification of nomination will be sent to the property owner and posted on the site.
  - 6. Notification of a public hearing will be mailed to the property owner and the applicant(s), posted on the site, and published in a newspaper of general circulation in Olympia, not less than ten (10) days prior to the hearing.
  - 7. The Heritage Commission shall consider the merits of the nomination according to the criteria in OMC [18.12.080](#) following a public hearing.
  - 8. If the Heritage Commission finds that the nominated property meets the designation criteria in OMC [18.12.080](#) and has the property owner's consent, the property shall be listed on the Heritage Register and owner(s) and lessee(s), if any, notified of the listing.
  - 9. A marker for register properties with information about the property and its significance must be approved by the Heritage Commission or staff. The City may provide this marker.
  - 10. If the owner does not consent to placement of his or her property on the Olympia Heritage Register, after following process set forth in OMC [18.12.085](#).B above, the Heritage Commission may recommend that the City Council approve designation without property owner consent. Notice will be given to the property owner at least 10 (ten) days prior to the City Council review. A person who is adversely aggrieved by a decision of the City Council under this subsection may appeal the City Council decision to Thurston County Superior Court as provided by law.

C. Districts:

1. Signatures must be obtained from the owners of a majority of the properties within the proposed district.
2. Applications shall be on forms and include information and documentation supporting the historic significance of the district.
3. The application shall specify the exterior features, outbuildings, and other characteristics of the sites within the district and the overall character defining elements that contribute to its designation, and identify the contributing and non-contributing status of the properties within the district.
4. The Heritage Review Committee or staff may deny an application for Historic District status based on a determination of a ineligibility during a preliminary review. Applicants may appeal this denial to the Heritage Commission.
5. The Heritage Commission shall consider the merits of the nomination according to the criteria in OMC [18.12.080](#) following a public hearing. If the Heritage Commission finds that the nominated district meets the designation criteria in OMC Section [18.12.080](#), the district may be listed on the Heritage Register with the owner's consent and the owner(s) and lessee(s), if any, notified of the listing.
6. If a majority of property owners within the proposed district boundaries do not consent to District designation, after following process set forth above, the Heritage Commission may recommend that the City Council approve designation without property owner consent. Notice will be given to the property owners at least 10 (ten) days prior to the City Council review. A person who is adversely affected or aggrieved by a decision of the City Council under this subsection may appeal the City Council decision to Thurston County Superior Court pursuant to the procedures set forth in RCW Chapter.

D. The decision of the Heritage Commission designating objects, properties and districts to the City Register may be appealed by the owner(s) of the affected property in writing on forms provided by the City within thirty (30) days to the City Council. Decisions of the City Council may be appealed to Thurston County Superior Court.

E. Properties listed within a Historic District shall be noted on the official records of the City. Such properties shall be subject to the provisions set forth in this Chapter, as well as the bulk, use, setback, and other controls of the zoning district in which they are located. Nothing contained in this Chapter shall be construed to be repealing, modifying or waiving any zoning or building code provisions.

F. Markers noting the boundaries of the Historic District must be approved by the Heritage Commission or staff. The City may provide these markers.

(Ord. 7011 §1, 2016; Ord. 6491 §8, 2007).