



# Meeting Minutes

## Heritage Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Michelle Sadler  
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**Saturday, February 25, 2017**

**10:00 AM**

**1002 Washington St SE**

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**ANNUAL HERITAGE COMMISSION RETREAT**  
**Woman's Club of Olympia, 1002 Washington St SE**  
**All times approximate**

**1. CALL TO ORDER (10:00 a.m.)**

The meeting was called to order at 10:09 a.m.

**2. ROLL CALL (10:00 - 10:15 a.m.)**

**Present:** 6 - Chair Holly Davies, Commissioner Tamara Hayes, Commissioner Benjamin Helle, Commissioner Kat Kelly, Commissioner Rachel Newmann and Commissioner Sheila Swalling

**Excused:** 3 - Vice Chair Dwayne Harkness, Commissioner Garner Miller and Commissioner Nicholas Vann

**3. REVIEW OF DRAFT WORK PLAN (10:15 - 11:30 a.m.)**

[17-0206](#) Final Review of Heritage Commission's Draft 2017 Work Plan

Commissioners discussed and edited the semi-final draft of their work plan as provided in the meeting packet. Staff will revise the work plan based on Commissioner recommendations and submit it to be reviewed by the City Council's General Government Committee on March 22, 2017. It is likely to go to City Council for approval in April.

**The discussion was completed.**

**4. LUNCH (11:30 a.m. - 12:30 p.m.)**

**5. WORKSHOP ON DOWNTOWN SURVEY (12:30 - 3:00 p.m.)**

[17-0207](#) Workshop on Downtown Historic Property Survey

Artifacts, Inc., the consultants conducting the architectural history survey of Downtown, introduced themselves, gave an overview of the project, and focused on their work to determine character-defining features for each building. The workshop concluded with a walking tour of the Downtown Strategy's "southeast neighborhood".

**The discussion was completed.**

**6. ADJOURNMENT (3:00 p.m.)**

The meeting was adjourned at 3:05 p.m.