



# Meeting Minutes

## Heritage Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Michelle Sadlier  
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**Monday, February 5, 2018**

**12:00 PM**

**Room 207**

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### Heritage Review Committee Meeting

#### 1. CALL TO ORDER

The meeting was called to order at 12:06 p.m.

#### 1.A ROLL CALL

Commissioner Kat Kelly arrived during the first business item.

**Present:** 4 - Chair Kat Kelly, Commissioner Garner Miller, Commissioner Sheila Swalling and Commissioner Nicholas Vann

**Excused:** 1 - Commissioner Dwayne Harkness

#### 2. BUSINESS ITEMS

##### 2.A [18-0122](#) PRE-SUBMISSION REVIEW: Willard Residence Remodel - 322 20th Avenue Southeast

Committee members discussed the proposal reviewing draft drawings with the applicants. Members noted the applicants' revised details responded to their comments made at the informal on-site Committee meeting on November 6, 2017. The Committee voted unanimously to recommend that Michelle Sadlier sign off on plans as submitted with alteration to the rear dormer to increase the roof pitch. An additional consideration was agreed upon suggesting increasing the break in the addition's roofline if technically possible.

**Commissioner Vann moved, seconded by Commissioner Swalling, to recommend that Michelle Sadlier sign off on the permit application on the Heritage Review Committee's behalf provided that the exterior details submitted with the application match those reviewed today, with a revision to increase the pitch of the rear dormer.**

**The motion carried unanimously.**

##### 2.B [18-0126](#) General Heritage Review Committee Business

The Committee selected Garner Miller and Sheila Swalling as Co-Chairs (with Garner as First Co-Chair). Members also discussed concepts on the guidance they would like to develop, opting for specialized guidance like the example from Fort Lauderdale.

Preference is for a one-sheet format that includes a decision matrix. Starting with windows and doors, individual Committee members will begin working on the framework to bring to a Committee meeting later in the month (preferably February 26) to further develop.

**The discussion was completed.**

**3. ADJOURNMENT**

The meeting was adjourned at 1:10 p.m.