



Meeting Minutes

Heritage Commission

City Hall
601 4th Avenue E
Olympia, WA 98501
Contact: Michelle Sadler
360.753.8031

Monday, February 26, 2018

12:00 PM

****Room 224****

Heritage Review Committee Meeting

1. CALL TO ORDER

The meeting was called to order at 12:10 p.m.

1.A ROLL CALL

Present: 3 - Commissioner Dwayne Harkness, Commissioner Sheila Swalling and Commissioner Nicholas Vann

Excused: 2 - Chair Kat Kelly and Commissioner Garner Miller

2. BUSINESS ITEMS

2.A [18-0200](#) Discussion of Possible Options for Window & Door Guidelines

The Committee continued its discussion on preparing guidance documents on specific historic preservation issues. They determined the following:

- Each handout will be one sheet, double-sided, and potentially contain illustrations;
- One handout will provide an overview of the principles of working with the Secretary of the Interior's Standards in general;
- The second handout will be subject-specific, addressing windows for this go-around, with the aim of adding new handouts addressing other subjects (e.g., cladding, new additions...) over time;
- Each subject-specific handout will have these basic components:
 - Opening section on the "roadmap for success", windows as a "kit of parts", and the principle of retaining and repairing; also contain a note that this applies to wood windows (Nick Vann to draft);
 - A "problem-solution" section with specific recommendations on how to handle common issues (Sheila Swalling to draft);
 - A section on how to address if the feature is beyond repair and replacement is necessary (Dwayne Harkness to draft);
 - A possible final section on restoring lost historical features with supportive evidence (not yet assigned).

- Language to use in the handout includes "recommend", "not recommend", and "discourage"

The discussion was completed.

3. ADJOURNMENT

The meeting was adjourned at 12:55 p.m.