



## Heritage Commission

### Establishment of Criteria for Selection and Public Process for Placing Properties on the Olympia Historic Property Inventory

**Agenda Date:** 5/28/2014  
**Agenda Item Number:** 6.B  
**File Number:** 14-0540

---

**Type:** report **Version:** 1 **Status:** Filed

---

#### **Title**

Establishment of Criteria for Selection and Public Process for Placing Properties on the Olympia Historic Property Inventory

#### **Recommended Action**

##### **Committee Recommendation:**

Move to recommend that staff draft for Heritage Commission review the criteria for selection and the process for involving property owners in and soliciting formal public comment on the designation of properties on the Olympia Historic Property Inventory.

#### **Report**

##### **Issue:**

The Olympia Historic Inventory currently has no published and publicly available criteria for selection and public process for designation. This discussion will begin the process of establishing them.

##### **Presenter(s):**

Michelle Sadlier, Historic Preservation Officer, City of Olympia Community Planning & Development

##### **Background and Analysis:**

At the April 23, 2014 meeting, the Heritage Commission requested that staff add a number of properties to the Olympia Historic Property Inventory (Inventory). Community Planning & Development staff have reviewed the request in conjunction with relevant Olympia Municipal Code. Staff have identified two parts of the process of property designation which are adopted into current Code for the Olympia Heritage Register but not for the Inventory:

- 1) Criteria for selection of properties; and
- 2) A process for involving property owners in and soliciting formal public comment on the designation of properties.

Because of the regulatory ramifications of being listed on the Inventory, these elements of Inventory designation should be established, published, and carried out for each property before it is added to the Inventory to ensure a transparent and consistent public process.

To begin the development process, staff recommends that the Historic Preservation Officer draft these elements of Inventory designation and present them to the full Heritage Commission or a sub-committee for review.

Olympia Municipal Code (OMC) which is relevant to this discussion includes:

#### OMC 18.02.180 Definitions

**HISTORIC PROPERTY INVENTORY.** Buildings and property identified and listed by the Heritage Commission as having special historic significance and merit.

**HERITAGE REGISTER OR REGISTER.** The listing of properties having special historic significance and is [sic] listed on the Olympia Heritage Register, and including listings on the Washington Heritage Register, or National Register of Historic Places.

#### OMC 18.12.055 Heritage Commission Powers and Duties

- A. The major responsibilities of the Heritage Commission are to identify and actively encourage the preservation of the City's historic resources by maintaining, updating, and expanding an inventory of historic resources, a Heritage Register of Historic Places, and reviewing proposed changes to Heritage Register properties....

In carrying out these responsibilities the Heritage Commission shall engage in the following: ...

2. Conduct a comprehensive inventory of historic properties within the boundaries of the City; publicize and periodically update inventory results.

#### OMC 18.12.100 Demolition of a Historic Building, a Contributing Historic District Property, and Historic Inventory Property

- B. Demolition of a Property on the Historic Inventory. If an application is made for the demolition of a property that is on the Inventory of Historic Places but is not listed on a Heritage Register or within a historic district, the Director shall notify the Preservation Officer. The Commission shall make a determination if the property is eligible for the Register. If it is not determined eligible, the Commission will document the property as outlined in its Rules and convey a Waiver of Certificate of Appropriateness to the Director. If the property is determined to be eligible for the Register pursuant to 18.12.080, the process outlined in 18.12.085 shall be followed.

#### OMC 18.12.080 Heritage Register - Criteria to Designate Property

Any building, structure, object, site or district may be designated for inclusion in the City Heritage

Register if it has significant character, interest or value as part of the development, heritage or cultural characteristics of the City, state or nation; is at least fifty (50) years old, or is of lesser age and has exceptional importance; possesses at least two (2) elements of integrity of location, design, setting, materials, workmanship; is well-maintained; and if it falls into at least one (1) of the following categories:

- A. Is significantly or substantially a part of or connected with events that have made a significant contribution to the broad patterns of national, state or local history.
- B. Embodies the distinctive architectural characteristics of a type, period, style or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction.
- C. Is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art.
- D. Exemplifies or reflects special elements of the City's cultural, social, economic, political, aesthetic, engineering or architectural history.
- E. Is significantly or substantially a part of or connected with the lives of persons significant in national, state or local history.
- F. Has yielded or may be likely to yield archaeological information important in pre-history or history.
- G. Is a religious property deriving primary significance from architectural or artistic distinction or historical importance.
- H. Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event.
- I. Is a birthplace or grave of a historical figure of outstanding importance.
- J. Is a cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events, or cultural patterns.
- K. Is a reconstructed building that has been executed in a historically accurate manner on the original site.
- L. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

#### OMC 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 the 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.