

# ARTS COMMISSION - 2026/27 Work Plan

During 2026/27, the Arts Commission will hold full meetings on the second Thursday of each month. In addition to full committee meetings, project-specific subcommittees may meet at other times.

## Section 1 - 2026/27 Policy and Program Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the Community Livability and Public Safety Committee and/or full Council as part of the staff report for relevant Council agenda items, as an attached memo authored by the Chair or committee and/or presentation by the Chair at a Council meeting. Staff estimates that there is sufficient professional and administrative staff time to accomplish the policy recommendation staff support to the committee in 2026/27.

*Professional staff liaison for the Arts Commission is Stephanie Johnson.*

Estimated Percent of Overall Committee Effort: 52%

Title Description	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated completion.</i>	
<b>1.1 2026 Municipal Art Plan to City Council</b> <b>Description:</b> As part of the 2026 Work Plan process, recommend plan for 2026 \$1 per capita funds and any potential capital projects where 1% for Art funds might apply. <b>Deliverable:</b> Recommend 2026 Municipal Art Plan to City Council, along with 2026 Work Plan.	2 hours	2 hours	March	Municipal Art Fund

<p><b>1.2 Commission Retreat/Work Session</b>  <b>Description:</b> Spring retreat to welcome new members, and fall retreat for work plan review and development.  <b>Deliverable:</b> Complete the retreats</p>	4 hours	4 hours	June/October	None
<p><b>1.3 Public Art Projects</b>  Individual and ongoing projects seeking Council approval as described more fully in the Municipal Art Plan, including (but not limited to):</p> <ul style="list-style-type: none"> <li>• Percival Plinth Project</li> <li>• Olympia Art Crossings</li> <li>• Murals in Parks Pilot</li> <li>• Traffic Box Wraps</li> <li>• Squaxin Island Tribal Representation</li> <li>• Poet Laureate</li> <li>• Artist in Residence Program</li> <li>• Grass Lake Nature Park</li> <li>• Kaiser Woods Park</li> <li>• Daley Arts Center Public Art</li> <li>• Gifts of Art</li> </ul> <p><b>Deliverable:</b> Engage the community through the arts around transformative topics. Strive to address City issues such as equity and climate engagement through the arts and/or through the public art process.</p>	6 hours	6 hours	Ongoing	See Municipal Art Plan

## Section 2 - 2026/27 Arts Program Support

Arts Commission members provide valuable volunteer assistance to accomplish the City’s annual arts program. Also, as programs are implemented and administrative procedures developed, staff often consults with Commissioners for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2026/27 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 26%

<i>Title Description</i>	<b>Committee Lead and Commitment</b>	<b>Staff Commitment</b>	<b>Schedule</b>	<b>Budget Implications</b>
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated completion.</i>	
<b>2.1 Arts Walk Spring and Fall 2026</b> <b>Description:</b> Provide ongoing support for Arts Walk event. Support efforts to include arts and artists in the downtown strategy area. Making spaces for art available to all people by encouraging development of community relationships to make space accessible to the creative community. <b>Deliverable:</b> Provide feedback and assistance as required. Approve Arts Walk cover artist recommendations.	2 hours	2 hours	April and October	General Fund and Municipal Art Fund - \$2000

<p><b>2.2 Music Out Loud</b>  <b>Description:</b> Honoring past musicians and celebrating today’s performing artists, this project pairs sidewalk mosaics in downtown Olympia with performances in association with LoveOly.  <b>Deliverable:</b> Summer 2026 performances.</p>	1 hour	1 hour	TBD	Municipal Art Fund - \$3,000
<p><b>2.3 Park Development Public Art Support</b>  <b>Description:</b> For identified large design/build projects when a public artist is included in the design team, provide feedback on developing public art components for projects such as Yelm Highway Community Park, West Bay Park, Rebecca Howard Park and Percival Landing. Per the Municipal Art Plan, funds stay in the project budgets, and the public art components move along with the entire development process, including community meetings and Council approval.  <b>Deliverable:</b> Provide feedback and assistance as required.</p>	3 hours	3 hours	Ongoing	1% for the Arts project funding

## Section 3 - 2026/27 ARCH Support

The Olympia Arts Commission works to support the City's efforts to strengthen the Arts, Cultures and Heritage (ARCH) components of our community.

Unless noted under "Budget Implications," there is sufficient staff time/resource available in 2026/27 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 22%

<i>Title Description</i>	<b>Committee Lead and Commitment</b>	<b>Staff Commitment</b>	<b>Schedule</b>	<b>Budget Implications</b>
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated completion.</i>	
<b>3.1 ARCH Overview and Update</b> <b>Description:</b> Update on general staff Arts, Cultures & Heritage efforts. Update on Creative District and Indie Music History project efforts. <b>Deliverable:</b> Provide greater understanding of Arts, Cultures & Heritage support across the City and follow projects as they move into the community.	2+ hours	2+ hours	Ongoing	None
<b>3.2 Daley Arts Center</b> <b>Description:</b> Support City in development of the Daley Arts Center. <b>Deliverable:</b> Provide feedback and assistance as requested.	1 hours	1 hours	Ongoing	None

<b>3.4 Inspire Olympia</b> <b>Description:</b> Support public funding that sustains a healthy, visible, welcoming, and inclusive nonprofit cultural and science sector, making creative cultural experiences accessible for everyone in Olympia. <b>Deliverable:</b> Provide feedback and assistance as requested.	1 hour	1 hour	Ongoing	None
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# A Five-Year Municipal Art Plan for the City of Olympia

## Introduction: Mission and Goals of the Olympia Arts Commission

1. The Municipal Art Plan: What and Why
2. Planning for Public Art
3. Project List for 2025
4. Planning Context
5. Other Activities
6. Summary Spreadsheet



Caption: Students from Thurgood Marshall Middle School Citizen Science Institute (CSI) Program with Teacher Tom Condon, visiting **Recomposing** by Abe Singer at Grass Lake Nature Park. CSI students participated in the development of the public art concept for the park.

## **The Olympia Arts Commission advises City Council on the art experiences of diverse communities of this region, through programs and opportunities that pro-actively foster arts and cultural activity for every segment of the community.**

The Commission's purpose is to promote and encourage public programs that further development, public awareness, and interest in fine, literary and performing arts and cultural heritage, and to advise City Council in connection with these. The Olympia Arts Commission (OAC) was created to provide expertise regarding the visual and performing arts and cultural heritage, and to reach out within and beyond the community to expand artistic and cultural programs and services for the community members of the Olympia area. (Olympia Municipal Code (OMC) 2.100.100, 2.100.110)

Supported by City staff, the OAC pursues this mission through a public art program that includes programming and events, services, outreach, education and networking, and the purchase, placement and maintenance of works of art in the community.

### **1. Municipal Arts Plan (MAP): What and Why**

The MAP is the annual budget and spending plan for the Municipal Arts Fund, and it provides direction and accountability for the use of public resources in support of the arts.

City Ordinance calls for the OAC to "prepare and recommend to the City Council for approval a plan and guidelines to carry out the City's art program," (OMC 2.100.140) and notes that a municipal arts plan should prescribe the projects to be funded from the municipal arts fund. "*Municipal Arts Plan* means a plan outlining the City expenditures of designated funds for public art projects for a one-year period." (OMC 2.100.160)

Olympia's public art programs and purchases are funded through two sources: a \$1 per capita allocation from the City's General Fund that was initiated in 1990, and a 1% for Art set-aside for new City construction projects over \$500,000 in value. Funds from these sources are deposited in a Municipal Arts Fund (MAF). The MAP establishes budgets for public art projects undertaken by the City, whether in conjunction with new capital projects or independent of them. Projects range from small (less than \$15k) to major (over \$50k) installations involving design teams, and may include visual, literary and performing arts.

### **2. Planning for Public Art**

The OAC develops an Annual Work Plan that details program initiatives and activities of the City's art program to promote the work of local artists and the arts within our community, and for the purchase of public art (including paid performances) to enhance and enliven the community. These public art investments are the focus of the MAP.

To develop funding projections for the MAP and budgets for individual projects, City Arts staff work with Parks and Public Works staff to identify projects that trigger the 1% for Art set-aside. These projects and their locations, impacts, and estimated public art budgets are reviewed and considered by the Arts Commission. The Commission generates a complete project list that includes planned capital-funded purchases as well as other projects identified in the Commission's Annual Work Plan.

This project list forms the core of the Municipal Art Plan, which the Commission then recommends to City Council for approval.

In developing plans for public art projects, a number of conditions and values are considered to determine the best use of available resources for the benefit of the arts and the community. As a starting point, capital project-generated funds are considered for art projects at or near the site of the construction to enhance the public improvement, or to mitigate for the impact of the improvements. For large design/build projects, staff has piloted a process where the consultant has been required to bring a public artist into the design team. This approach eliminates redundancies in the process and ensures the participation of a public artist at the ground floor of complex design/build projects. The 1% for Art Funds are maintained and used for public art in those specific design/build projects. The Arts Commission reviews and provides comment on the developing art component as part of the general project community outreach, and City Council approves the art design as a seamless part of the overall construction design. Current design/build projects include West Bay Park, Jolene Unsoeld Community Park, Rebecca Howard Park and Percival Landing.

The funding for art generated by small capital projects is often too small to be very effective. In these cases, funds from multiple projects may be combined, or \$1 per capita funds added when available, to create a viable public art project budget. Balancing opportunities for multiple small projects versus fewer, more significant projects is an important planning consideration. Combining funds can bring a significant installation of public art to a capital improvement project that is too small to generate funds on its own, but which may be desirable because of location or community access. Until complete, priority for smaller projects or transportation related project funds will be directed toward completion of the eight projects that make up the Art Crossings Project. In selecting projects, programs and works of art, the OAC will consider how proposals accomplish the following:

- **Contribute to broad distribution of public art throughout Olympia.**  
Commissioners will consider the relative representation of art among City neighborhoods, and seek to distribute public art broadly throughout the community.
- **Provide for diverse forms of art within the public collection.**  
A wide range of style, media, subjects and viewpoints will offer perspective and interest for everyone.
- **Bring new ideas, innovation, or thinking to the community.** Encourage community conversation with focus on broader art experiences and culture and heritage focus.
- **Achieve a balanced City collection that includes a strong local base but also has regional and national reach.**
- **Ensure artwork is maintainable and safe.**
- **Ensure artwork is well-suited to chosen site or venue.**

### 3. Equity, Inclusion and Belonging

As an organization, the City of Olympia understands the power and influence government has to impact the daily lives of our residents, and the power to shape policies and practices that reduce inequities stemming from institutional and structural racism and oppression. In addition, the Parks, Arts and Recreation Department is committed to deepening engagement with underrepresented community members through creativity, innovation and relationship building to better provide a

parks, arts and recreation system where all Olympians feel they belong. For the public art program, this includes:

- Building jury panels where members bring diverse perspectives and/or life experience.
- Continuing to provide opportunities for any member of the public to help select artwork through community voting on Traffic Box Wraps and through the Percival Plinth Project.
- Pursuing additional outreach to underserved communities in public art planning processes, including most recently, Arts Crossing #3 and the Grass Lake Nature Park Project.
- Providing projects at multiple skill levels, so artists can grow into more complex projects.

#### 4. Project List for 2026

The following slate of projects is diverse in arts disciplines and are located throughout Olympia. These investments in the arts support current and future endeavors, care for the collection we have and offer opportunities for local and regional artists, from youth through professional, to benefit the community and shared built environment. Together, this slate of initiatives will contribute to the creative and cultural arts in Olympia in the following ways:

- Expanding a diversity of the arts deeper into our neighborhoods and beyond the downtown core,
- Investing in the future of the arts and artists in our community, and showcasing their talent,
- Continuing with successful programs that are embraced by the community.

Squaxin Island Tribe Representation - \$36,000 - “Mother of Restoration” Həʔapus̓sqʷəbay” (Ha-push Squay-bay) by Andrea Wilbur Sigo was approved by City Council in 2024, and will be installed in downtown Olympia following site improvements to the location in 2026.

Traffic Box Wraps - \$18,000 - In 2025, 10 new traffic wraps were installed in Olympia, with 10 more planned for 2026.

Music Out Loud - \$3,000 - Funding for 9 street performances during the summer months. These originally were tied to three sidewalk mosaics in downtown Olympia, and have evolved into a partnership with the Olympia Downtown Alliance’s LoveOly event, keeping all three performances in their festival area.

Percival Plinth Project - \$42,000 - This ongoing project hosts loaned sculpture (up to 18) for an exhibition of one year along Percival Landing. During the month of July, the public is invited to vote for the sculpture they wish for the City to purchase. Following the exhibition, that sculpture moves to City Hall for one year and then into a City park or facility.

Olympia Art Crossings - Sited at key “gateway” locations surrounding the downtown, creative works of art that reflect Olympia’s neighborhoods and community, and mark passage between downtown and surrounding neighborhoods. This budget launches project #4 in 2026, which will complete half of the eight total locations in the project. Acceptance of an NEA matching grant applied for in 2025 would allow for Art Crossing #5 to be developed at the same time.

Poet Laureate - \$3,400 - Biennial Poet Laureate program, to promote poetry as an art form, expand access to the literary arts, connect the community to poetry, and promote poetry as a community voice that contributes to a sense of place. Funds cover an annual honoraria and small fund for

insurance, materials and supplies. Increased funds proposed for 2025 provides a small increase for reimbursable expenses of \$250 a year, and a stipend increase of \$400 a year.

Artist-In-Residence Program - \$4,950 - Increased budget covers 3, three month drumming workshops over the course of a year, by three different instructors, to serve residents of Drexel House, Lotus Court and Unity Commons. Program to move forward in partnership with the PARC Foundation.

Murals in Parks Pilot Project - \$10,000 - First pilot projects to take place at Yauger Park and Sunrise Park.

City Hall Exhibitions - \$500 - This line item remains open to respond to costs for community exhibitions that arise. Recent exhibitions include Hummingbird Studios Quilt Exhibition, Welcome Blanket Project and Rebecca Howard portrait and planning documents. Staff have been approached by the Washington State University Extension office about a United Nations International Year of Rangelands and Pastoralists planned in 2026.

Arts Walk Cover Art - \$2000 - Via competitive process, artists are selected each year to create a new artwork for use in marketing materials for spring and summer Arts Walk. The framed artwork becomes part of the City's public art collection. Budget increase would bring compensation for each image to \$1000.

Kaiser Woods - \$30,000 - This park is currently undeveloped but is slated to be Olympia's first park to have dedicated mountain biking trails. Project to engage youth of the Squaxin Island Tribe working under a master carver to create cedar sculptures interspersed throughout the site.

Daley Arts Center - The Armory Building is undergoing renovation for energy efficiency and public safety, 2025-2027. Renovation does not qualify for 1% for Art funding, so staff will apply for grants to develop public art on the site, as available.

#### **4. Planning Context**

Beginning in 2015 the OAC adopted a five-year budget planning horizon to allow a longer look ahead, facilitating planning for prospective capital projects that will be phased over several years, and for ongoing costs associated with others.

Taken together with the efforts described in the 2026 Work Plan, this 2026 budget and MAP reflect a continuing effort to build supportive social and practical infrastructure for the arts and artists in Olympia, supporting the creative energy that the arts bring to our community.

#### **5. Other Activities**

Maintenance and conservation efforts are necessary to preserve the integrity of the City's collection for the benefit of the community. 2025 saw major cleaning and resealing of "Walking on Land by Water" on West Bay Drive. Vehicular accidents caused damage to "Triumph of the Vegetables" and "Crossroads of Connection: Fruits" (Art Crossing #3), and in 2025 insurance and contracting processes began for repair and replacement, which will be completed in 2026. Two contracted foundation/pedestals are planned for 2025. Annual art cleaning/maintenance is completed with assistance of a part-time parks seasonal staff person.

**Budget Summary and 5-Year Prospective (for Planning Purposes)**

<b>FIVE YEAR MUNICIPAL ART PLAN</b>	<b>2025 Actual</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>	<b>2029 Budget</b>	<b>2030 Budget</b>
Available Fund Balance	352,724	337,738	93,986	91,606	71,226	50,846
<b>Revenue Total</b>	94,443	111,470	57,970	57,970	57,970	57,970
Interest Earnings	11,137					
\$1 per Olympian	56,900	57,970	57,970	57,970	57,970	57,970
LBA Field 2 Renovation (1% for Art)	6,182					
Blvd Road Trail Crossing (1% for Art)	6,179					
Kaiser Woods (1% for Art)	14,045					
Art Crossing #3 (Restitution)		53,500				
Triumph of the Vegetables (Restitution)						
<b>Expense Total</b>	110,553	355,222	60,350	78,350	78,350	60,350
Admin/Maintenance Expenses	6,383	4,000	4,000	4,000	4,000	4,000
Project Costs	104,170	351,222	56,350	74,350	74,350	56,350
Squaxin Island Tribe Representation	8,000	36,000				
Murals in Parks		10,000				
Traffic Box Wrap (Fabricator search in 2024, 2027)	15,423	18,000		18,000	18,000	
Music Out Loud	1,100	3,000	3,000	3,000	3,000	3,000
Percival Plinth Project	37,209	42,000	42,000	42,000	42,000	42,000
Olympia Art Crossings		110,000				
City Hall Rotating Exhibition		500	500	500	500	500
Arts Walk Cover Purchase	1,500	1,500	2,000	2,000	2,000	2,000
Poet Laureate	2,750	3,400	3,400	3,400	3,400	3,400
Artist in Residence	1,088	4,950	4,950	4,950	4,950	4,950
Kaiser Woods Park Improvements		30,000				
Grass Lake Nature Park	22,000					
Contracted Conservation/Construction	13,476	91,372				
Insurance	500	500	500	500	500	500
<b>Revenue - Expense</b>	(14,986)	(243,752)	(2,380)	(20,380)	(20,380)	(2,380)

# BPAC 2026-2027 Draft Work Plan

The BPAC participates in the development of plans and policies to make Olympia easier to walk, roll, and bike in. It meets six times per year.

The dates and time needed for each item may change. Should a plan or project arise for which BPAC feedback is requested, that topic may be added.

Date	Item	Type	Deliverable
5/20/2026	New member orientation (5pm)		
	Sidewalk repair policy	Briefing	Feedback to staff
	Engineering Design and Development Standards Updates	Discussion	Possible subcommittee
7/15/2026	Capital Facilities Plan	Briefing	Decision on approach to reviewing the CFP
	Grants	Briefing	
	Street Safety Plan	Briefing	
9/16/2026	Capital Facilities Plan	Discussion	Possible memo to Council
	Speed enforcement cameras	Briefing	Feedback to staff
	New member application questions	Decision	
11/18/2026	New member applications process	Decision	Decision on approach to reviewing new member applications
	Review BPAC's enabling ordinance	Decision	Possible subcommittee
	Officer elections	Decision	Committee officers elected for 2027
1/20/2027	New member applications recommendation	Decision	Recommendation to City Council
	Overview of upcoming capital projects	Briefing	
	2027-2028 work plan	Decision	Work plan to City Council
3/17/2027	Martin Way Corridor Project Scoping	Briefing	Feedback to staff

As needed, BPAC committee members may research the following topics:

- Experiencing new infrastructure/feedback on completed projects
- Places that haven't had city investment/network gaps
- Other municipalities' sidewalk repair policies
- Accessibility
- West Olympia Access Project

*Recommended by BPAC 1/21/26*

# Cultural Access Advisory Board 2026 Annual Work Plan - FINAL

## CAAB Purpose

**Deliver Program Goals.** Advise City Council concerning processes, procedures, and criteria for carrying out the goals of the Cultural Access Program including goals regarding equity and access to cultural programs for all residents of the City.

**Accountability.** Ensure that expenditures of Olympia Cultural Access Program dollars follow the priorities and commitments made to voters by the City of Olympia.

**Education.** Support public communications and outreach.

## Regular Meetings and Annual Board Activities

Meetings	☆ Council Deliverable	CAAB Activity
JANUARY 8		Finalize 2026 Workplan. Preview 12-month program calendar. Review public program highlights of quarterly reporting from programs. Receive program updates.
APRIL <i>Review Panels</i>		<i>Review Panels will not include a quorum of CAAB members. CAAB members serve as panelists to read, discuss, and score applications.</i>
MAY 20	☆	Prepare annual funding recommendation for City Council consideration, based on available funding and scored applications.
JULY 9 Board Retreat	☆	<ul style="list-style-type: none"> <li>• Continuous Improvement analysis</li> <li>• Recommend program revisions: funding goals, guidelines, requirements, granting framework (odd years)</li> </ul>
OCTOBER 8	☆	Review: Draft Annual Report; Work Plan for coming year; Highlights of current cohort quarterly reporting.

## 2026 Focus Areas and Benchmarks

- 1. Review effectiveness toward achieving program funding goals including equity and access** by engaging in a Continuous Improvement analysis of the second Inspire Olympia cohort and their public programs. Recommend adjustments as needed to support equitable distribution of services within the community.  
**Benchmarks:** Analysis of funded cohort and public programs provided, examining who is funded and who is served, who may be missing or experiencing barriers, whether program funding goals are being addressed, and strategies for improvement.
- 2. Support community outreach and accessibility of Inspire Olympia program for local nonprofits, and growth & development of funded cohort.**  
**Benchmarks:** # of new applicants; # of fiscally sponsored and new organizations; diversity of applicants; feedback from participating organizations program adjustments to facilitate participation. Capacity building offerings, participation numbers, and feedback from Inspire cohort. Program visibility in the community as a measure of public engagement and the effectiveness of program communications.
- 3. Support Cultural Access Programs in Schools.**  
**Benchmarks:** # of IO organizations offering CAPS programs; # of students served; # of field trips provided; # of bus trips funded; # of in-school programs; growth in variety and types of experiences offered; targeted training opportunities for Inspire organizations, for educators. Feedback from teachers and district staff.

## Board Organization

### Officers

Melissa Meade, Chair  
Anne Larsen, Vice Chair

### Meetings

4 Quarterly Meetings including a Board Retreat  
6-8 Review Panel Mtgs, Mar-Apr (no quorum)  
Ad Hoc Committee meetings as called (no quorum)

## City Council Interaction

**May - June** Annually: Funding Recommendations – Briefing for CLPS followed by Council Consideration  
**July - August** Odd years only: Adjustments to Funding Goals and Granting Structure, if needed – Briefing for CLPS followed by Council Consideration  
**Oct - Nov** Annual Report – Submit to City Manager and City Council; publish on Inspire webpage.

**Design Review Board Work Plan 2026:**

Meetings: occur twice a month on an as needed basis.

- Subcommittee meetings and special meetings will be scheduled as needed.

Staff Liaison: Jackson Ewing, Senior Planner: (360) 570-3776: [jewing@ci.olympia.wa.us](mailto:jewing@ci.olympia.wa.us)

<b>Work Product / Deliverable</b>	<b>Schedule</b>	<b>Board /Staff Commitment</b>	<b>Budget Implications</b>
<p><b>Project Review:</b> Review of project design for compliance with adopted design criteria through: Concept, Detail, or Combined review.</p> <p>Make recommendation on compliance to the review authority.</p>	Regularly Occurring – every meeting.	<p>Board Members: Should spent several hours evaluating code criteria and design features per project prior to the meeting.</p> <p>Staff: Provides helpful guidance to Board in the way of code review analysis and suggested conditions of approval if applicable. Staff should aim to spend less than 20 hours on documenting /presenting / preparing for the Board meeting.</p>	Included in base budget. Application fees should result in 80% or better for staff time spent on preparing documents for the Board. Currently recovery is below the goals. While not relevant to the general fund, efforts are being made to improve cost recovery through improving efficiency and coordination.
<p><b>Study Sessions/ Work Sessions:</b> Staff and Board work together to find opportunities to schedule and learn about code applicability. Aim to hone skills, improve meeting flow, and efficiency. Evaluate past projects and recommendations against the end result of the constructed building.</p>	1 to 2 times per year / as needed. Given high volume of new members, possibly more this year.	<p>Board: 2-hour meetings and OPMA / PRA training requirements.</p> <p>Staff: Prep. for educational meetings – no more than 5 hours per event.</p>	Included in base budget. With limited staff time, careful consideration of work priorities is needed.
<p><b>Annual Retreat:</b> Staff and Board work together to determine agenda. Retreat aims to celebrate successes, and include fun/ interesting presenters on various design topics.</p>	End of calendar year.	<p>Board: 10-15 hrs. of Board prep + 4 hrs. at the retreat</p> <p>Staff: 10-15 hrs. of prep and time at the retreat.</p>	\$20 per person for lunch, if applicable.

Work Product / Deliverable	Schedule	Board /Staff Commitment	Budget Implications
<p><b>Design Featurettes:</b> Short narratives on design topics with graphics to illustrate themes and concepts to be posted on the DRB Website and other medias as appropriate.</p>	<p>As time permits. One per member per year if desired.</p>	<p>Board: 4 hours per featurette, plus full board review.  Staff: 1-2 hours per featurette: editing, uploading to web, distribution etc.</p>	<p>Included in base budget. With limited staff time, careful consideration of work priorities is needed. Printed materials would represent a minor expense if needed.</p>
<p><b>Awards of Merit:</b>  One or more Board members photograph completed and occupied projects.  Staff assembles a review for Board, Board reviews and votes, Board members create an award and present the award(s) to recipients at City Council recognition meeting.  Deliverable(s): Award Presentation at City Council, and possible additional exposure in an outreach campaign.</p>	<p>Three-year basis.  At Board discretion. The process begins Oct 1; wraps up Nov 30, end of year City Council recognition mtg.</p>	<p>Board: 4 hours per award plus full board review.  Staff: 1-2 hours per award: editing, uploading to web, distribution etc.</p>	<p>Minor staff time and board time required to complete.</p>

# Olympia Heritage Commission

## 2026 WORKPLAN



### Mission:

“Identify and actively encourage the preservation of Olympia’s historic resources by maintaining, updating, and expanding the Olympia Heritage Register and reviewing proposed changes to Heritage Register properties; to raise community awareness of Olympia’s history and historic resources; and to serve as the City’s primary resource in matters of history, historic planning and preservation.” **(OMC 18.12.055)**

### Core Strategies:



- Heritage Month
- Recognition Awards
- Explore and encourage incentives
- Special programs, events, tabling, tours
- Build trust with owners, developers, contractors, realtors, & community

- ARCH
- Community & Educational Org’s
- Heritage Org’s
- Local Businesses
- Build relationships with Tribes & BIPOC community

- Input to City Planning efforts
- Diversity, Equity & Inclusion
- Heritage Commission Development
- Research and Interpretation

- Timely review w/in permit process
- Guidance for homeowners and contractors
- Special Tax Valuation
- Individual listings
- District listings

### Committees:



Marketing & Outreach



All Committees



Policy, Ordinance & Guidance



Heritage Review

# Heritage Commission 2026 Projects



**2026 Meeting Schedule:** 5:30pm on 4<sup>th</sup> Wednesdays: Jan 28, Feb 25, March 25, April 22, May 27, July 22, Aug 26, Sept 23, Oct 28, November and December dates TBD

Activity	Task Detail for 2026	Schedule	Budget
<b>Educate and Inspire: <i>Marketing &amp; Outreach Committee</i></b>			
Heritage Month May 2026	Explore partnerships; A+H Awards and event	January to October	-0-
Community Engagement/Partnerships Events	OHC presence at Arts Walk, Arts+ Heritage Week, Walking tours, Neighborhood engagement	Ongoing	\$50
Educational Workshop Series	Informational sessions on topics such as: Cyclical maintenance for historic homes, What is the Olympia Heritage Register, etc	Ongoing goal to host 3 sessions through 2026	As needed
Picnic Social	Build relationships and welcome new commissioners	Summer 2026	-0-
<b>Integrate Preservation Best Practices in Good Government: <i>Policy, Ordinance and Guidance Committee</i></b>			
Heritage Commission Training	Plan new member orientation, 2026 retreat and development training for OHC including Climate initiatives, building materials, and board trainings	Schedule Retreat and training	\$50 + Grant funds
Olympia Municipal Code (OMC) Ordinance Update	Participate in Staff update to OMC re: Historic Preservation and Cultural Resource Management	Ongoing through 2026	-0-
Equity in Historic Preservation Discussions	Equity training discussion on preservation, including intangible heritage assets and cultural landscapes	Ongoing	Grant required
<b>Review and Permitting: <i>Heritage Review Committee</i></b>			
2026 Special Tax Valuation Applications	Review and recommend approval to City Council	Fall 2026	-0-
Explore National listings that should be listed in the Olympia Heritage Register	Talk with property owners, research properties and possible district boundaries, advocate to list districts and individual properties	March through December	CPED administration fund for plaques
Promote new listings	Advocate to list key properties around Olympia	April through December	-0-
Provide design guidance	Continue design consultations for historic properties, Evaluate OMC design guidelines and best practices for code updates as needed	Ongoing through 2026	-0-

# 2026 OMPD Board and Advisory Committee Work Plans

Updated February 9, 2026

## **BOARD: Tuesday, April 14, 2026, 5:30 PM, Council Chambers (Special Meeting)**

- Annual elections for president and vice-president
- Approve 2026 Advisory Committee Work Plan
- Appoint New Community Advisory Committee Members

## **ADVISORY COMMITTEE: Wednesday, May 6, 2026, 6:00 PM, City Hall Room 207**

- Welcome new advisory committee members
- Election of officers
- Prepare draft annual report to OMPD Board & City Council on compliance of 2025 funding levels.
- Watch OPMA video

## **POST ANNUAL REPORT FOR PUBLIC COMMENT (AUGUST)**

## **ADVISORY COMMITTEE: Wednesday, October 7, 2026, 6:00 PM, City Hall Room 207**

- Review public feedback on draft annual report and finalize report
- 2027 Preliminary Budget Preview - Draft letter to be presented at October OMPD Board meeting regarding OPARD's proposed operating and capital budgets' compliance with the Interlocal Agreement

## **BOARD: Tuesday, October 27, 2026, 5:30 PM, Council Chambers (Special Meeting)**

- Presentation of the Advisory Committee's letter regarding 2025 Annual Report
- Presentation of 2027 preliminary OMPD budget
- Public Hearing on 2027 preliminary budget
- Public Hearing on 2027 Ad Valorem Tax

## **BOARD: Tuesday, November 17, 2026, 5:30 PM, Council Chambers**

- Approval of Resolution Setting the 2027 Ad Valorem Tax
- Approval of Resolution adopting the 2027 budget

**November 30, 2026 – County deadline to receive 2027 Ad Valorem Tax resolution and budget**

# DRAFT - - Olympia Planning Commission - 2026 Work Plan (April 1, 2026 to March 31, 2027)

The Planning Commission (OPC) is expected to hold approximately 21 regular meetings and may conduct an optional retreat during this period. Special meetings may be held and subcommittees may be formed. The staff liaison is Casey Schaufler, Associate Planner, [cschaufl@ci.olympia.wa.us](mailto:cschaufl@ci.olympia.wa.us), 360.753.8254.

<b>Section 1: Policy Issues</b>			
Commission recommendations on many of these items are forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Approximately 75% of commission effort.			
#	Title and Description	Anticipated Outcome from OPC	Schedule <i>(Estimated start &amp; completion)</i>
1.1	<b>2025 Olympia Municipal Code Amendments</b>	Minor code updates	Briefing, Public Hearing, and Deliberations. Est. Feb-Mar.
1.2	<b>Review Capital Facilities Plan (CFP)</b> Review the Preliminary CFP, hold a public hearing, and identify whether proposals comply with the adopted Comprehensive Plan.	Public hearing and comment letter to City Council.	Est. 1-2 full OPC mtgs + 3 subcommittee mtgs: Aug - Oct
1.3	<b>Zoning Map and Development Code Text Amendments</b> <i>(if proposed)</i> Review of privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations not referenced above.	Public hearing and recommendation to City Council.	TBD
1.4	<b>Subdivision Code Update</b> Review of proposed ordinance to implement Middle Housing changes.	Public hearing and recommendation to City Council.	March/April
1.5	<b>Sidewalk Repair &amp; Maintenance Policy</b>	Comment letter, possible public hearing and recommendation.	May
1.6	<b>Commercial Minimum Parking Standards</b> Review of proposed ordinance to implement statewide changes to parking standards.	Public hearing and recommendation to City Council.	May
1.7	<b>Critical Areas Ordinance Update</b> Review of proposed ordinance to reflect current state law and best available science practices..	Public hearing and recommendation to City Council.	May

1.8	<b>SEPA Categorical Exemptions</b> Review of proposed ordinance to reflect current state law and best available science practices.	Public hearing and recommendation to City Council.	May
1.9	<b>Manufactured Home Communities Preservation</b> Review of proposed ordinance.	Public hearing and recommendation to City Council.	September

<b>SECTION 2: Optional Program Implementation and/or Input to Council or Staff</b>			
As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. These items comprise approximately 5% percent of commission work effort.			
#	Title and Description	Anticipated Outcome from OPC	Schedule
2.1	<b>Subarea/Neighborhood Plan</b> <i>(if proposed)</i> Review of draft Subarea Plan if any initiated by City Council	Comments to staff and neighborhood work group; optional recommendation to Council	TBD
2.2	<b>Urban Forest Management Plan</b>	Comments and recommendations to staff	TBD

<b>SECTION 3: Administrative Activities</b>		
In addition to its role in providing input on policy and program implementation, the Commission reviews and approves its work plan on an annual basis. Other activities may include an annual retreat and meeting with other organizations. These items comprise approx. 5 % percent of commission work effort.		
#	Title and Description	Schedule
3.1	<b>Organizational Retreat</b> <i>(optional)</i> Focus on improving Commissioner relationships, procedures, or on topics of interest that allow more time for discussion	May/June
3.2	<b>Preparation of 2027 - 2028 Work Plan</b> Time allotted for proposing and discussing work items for following year	TBD

**SECTION 4: Informational Briefings**

The Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve Commission information and knowledge necessary to fulfill its role. These items comprise approximately 10% percent of commission work effort. The Commission may not complete all of the briefings, as they are the first items to be displaced when time is needed for higher priority work items. Briefings are generally 30 minutes per topic.

#	Title and Description	Dept.
4.1	Street Conditions Update	Public Works
4.2	Land Use as Climate and Housing Action - explore different scenarios of missing middle housing development to meet housing needs and address climate challenges	OPC – G. Quetin
4.3	Downtown Parking and Parking Garages - Update regarding parking in Olympia’s downtown (Downtown Parking Strategy) and strategies to evaluate how best to use the valuable space on public curbs. Additionally, Planning Commission-led discussion of the pros/cons of parking garages and providing regulations to help make them adaptable under different future use scenarios	PW, G. Quetin
4.4	Planning for Disability - How the built environment interacts with planning and design decisions	D. Garcia
4.5	Planning for Safety - In Olympia, 1% of lane miles downtown account for 15% of pedestrian accidents and fatalities. Road deaths in Washington reached a 33-year high in 2023. Statewide, 810 people were killed in crashes involving a motor vehicle in 2023, a 33-year high. That’s up from 743 in 2022, and nearly double from 2014, when 462 people were killed in traffic.	D. Garcia
4.6	Alleys and Reuse - Provide a briefing on how other downtowns have reused their alleys for more productive uses.	PW, D. Garcia
4.7	Multi Family Tax Exemption briefing - Briefing on how other similarly sized cities have used the MFTE	CPED, D. Garcia
4.8	Why other cities ditched their parking minimums - Recently, many other WA cities have ditched their parking mandates. What can Olympia learn from what other cities are doing? Examples: Port Townsend, Spokane, Bellingham, Shoreline.	D. Garcia
4.9	ADA Street Parking Update. If possible, include InterCity Transit on ADA options and planning.	CPED, PW
4.10	Week Without Driving/Commute Trip Reduction/Transportation Master Plan Updates	Community, PW, TRPC
4.11	InterCity Transit – System Update	IT, PW

## DRAFT-- Parks and Recreation Advisory Committee Work Plan -- April 2026 through March 2027

Month	Title/Description	Staff	Time Needed	PRAC Action
4/16/26	OPARD 2025 Performance Metrics	Sylvana Niehuser	30 minutes	Briefing and Feedback to Staff
	Parks, Arts & Recreation Plan- Public Engagement Plan	Laura Keehan	30 minutes	Briefing and Feedback to Staff
5/21/26	Letters of Support for RCO Grant Projects	Sarah Giannobile	30 minutes	Letters of Support
	OPARD Equity, Inclusion & Belonging Program Update	Olivia Salazar de Breaux	20 minutes	Briefing and Feedback to Staff
	OPARD Staff-driven Projects	John Wolfe	25 minutes	Briefing and Feedback to Staff
6/18/26	Park Ranger Program Briefing	Amy Stull	20 minutes	Briefing and Feedback to Staff
	Japanese Garden Relocation Project	Laura Keehan	30 minutes	Briefing and Feedback to Staff
<b>JULY 2026 - NO MEETING</b>				
8/20/26	Capital Facilities Plan (CFP)	Tammy LeDoux	20 minutes	Briefing and Feedback to Staff
	Capital Asset Management Program (CAMP)	Melissa McFadden	20 minutes	Briefing and Feedback to Staff
9/17/26	Capital Facilities Plan	Tammy LeDoux	15 minutes	Recommendation to Council
	Capital Asset Management Program (CAMP)	Melissa McFadden	15 minutes	Recommendation to Council

<b>10/15/26</b>	Olympia Downtown Waterfront Vision (Percival Landing) Briefing	Sylvana Niehuser	30 minutes	Briefing and Feedback to Staff
<b>NOVEMBER &amp; DECEMBER 2026 - NO MEETINGS</b>				
<b>1/21/27</b>	Screening New PRAC Member Applications	Laura Keehan	30 minutes	Recommend Interviewees to Council CLPS Committee
	PRAC Workplan Review	Laura Keehan	15 minutes	Review draft workplan and forward to Council CLPS Committee
	Chair, Vice-chair and OMPC Advisory Committee Appointments	Laura Keehan	15 minutes	PRAC Members Vote
<b>FEBRUARY 2027 - NO MEETING</b>				
<b>3/18/27</b>	Parks, Arts & Recreation Plan Update	Laura Keehan	30 minutes	Briefing and Feedback to Staff
<b>As Needed</b>	Participation in groundbreakings and dedications	N/A	45 minutes	Attendance is Optional



## 2026-2027 Work Plan

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**Staff Liaison:** Margo Morales, Community Engagement Program Specialist

**Work Location:** City Hall – 4<sup>th</sup> Floor

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**Social Justice & Equity Commission Purpose:** Eliminate racism and fulfill human rights for a just and equitable Olympia for all people.

**Introduction:** At the Commission’s 2025 retreat they identified four main action areas with five strategies for responding to the data collected in the Experiences of Discrimination report. Those focus areas and strategies related to the Experiences of Discrimination report have informed the priorities of this workplan.

### Work Plan Items

#### 1. **What: Reimagining Public Safety**

Description: In 2022 Council formally accepted a list of goals and recommendations around the City’s municipal public safety system. Since then several recommended actions have been taken by the various departments within the system, but have not been effectively tracked or reported to the council or community. In 2026 staff will be working on updates for City Council on what progress has been made toward the identified goals of the Reimagining Public Safety recommendations, and what identified actions have been carried out by the various parts of the municipal public safety system. Staff will brief the Commission on what has already been completed and seek their community member perspectives on prioritization of remaining action items identified in the Reimagining Public Safety recommendations. Staff would also like to enlist support of the commission in community education efforts about Reimagining Public Safety.

**Timeframe:** Q2 / Q3

**Deliverables:**

- Recommendations for prioritization of remaining actions identified by the Reimagining Public Safety work group.
- Community engagement – Individual and group conversations around the community impact and experiences of reimagining public safety.

## 2. What: Community Engagement

The City contracted with a consultant to provide recommendations on community engagement and ways to improve the use of advisory bodies to inform the City's work. As the Consultant provides their recommendations, the Commission will assist with this work by providing community perspectives on how we ensure diverse representation through our public engagement, reach people where they are at, and invest in relational engagement and build trust.

**Timeframe:** Q2 / Q3

**Deliverable:** Input on City's engagement guidance for staff. More definition around the commission's role in engagement. Commission taking a more active role in strengthening relationships with community.

## 3. What: Experiences of Discrimination

**Description:** The Commission worked with a consultant team to assess experiences of discrimination in Olympia. The report shares insights into what kinds of discrimination are occurring in our city, how often, and how that may look to different marginalized groups. The Commission will build upon discussions from their 2025 retreat and the findings of the report to continue their work on this topic in 2026.

**Timeframe:** Q4

**Deliverables:** Scoping what is City's role in responding and what is the commission's role. Scoping includes identifying what the city is already doing and where there are gaps.

## 4. Council Referrals

The Commission will hold space in their annual work plan for items referred to them by the City Council. In the Commission's experience thus far, the most meaningful referred items have been those in which the following applies:

- There is a clearly defined problem the Commission is being asked to address.
- There is a clearly defined timeline and scope for the Commission.
- The Commission can make a meaningful contribution to a systems level change through leveraging of Commissioner depth of knowledge, lived experience, and diversity of perspectives to solve problems.
- When possible, the Commission is involved in the work item from beginning to end.

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## Commission Meeting Schedule



# Social Justice & Equity Commission

**The Social Justice & Equity Commission will use an alternative approach to establishing a meeting schedule for the 2026-2027 work plan.**

Commission's meeting schedule will be co-created with Commissioners to accommodate a more focused work plan and align with criteria established in their guiding framework.

DRAFT

City of Olympia  
Utility Advisory Committee (UAC) 2026-2027 Work Plan

NOTE: Meetings are first Thursday of the month unless otherwise noted on the UAC's webpage.

Month	Request/Description	Staff	Time Needed	UAC Action
April 2026	Consultant Financial Rate Study - Scope of Work (wet utilities)	Susan Clark	45 minutes	Briefing
May 2026	Climate Change/Sea Level Rise Update	Climate Program Staff	30 minutes	Briefing
	Tour of City Maintenance Center	PW Staff	45 minutes	None
June 2026	LOTT - State of Utility	LOTT Staff	45 minutes	Briefing
	City - State of the Utilities	Utility Staff	45 minutes	Briefing
	Financial Rate Study Update (wet utilities)	Consultant/Susan Clark	45 Minutes	Briefing
<b>No Meetings July and August</b>				
September 2026	Preliminary Discussion on 2027 Utility Operating Budgets, Rates, and General Facility Charges	Utility Directors	45 minutes	Briefing
	Capital Facilities Plan	Susan Clark/Mike Vessey	45 minutes	Briefing
October 2026	Drainage Manual Update	James Patton	30 Minutes	Briefing
	2027 Utility Operating Budgets, Capital Facility Plan, Rates, and General Facility Charges	Utility Directors	60 minutes	Review and provide feedback to Council in budget/rate letter
November 2026	National Pollutant Discharge & Elimination System (NPDES) Reporting & Stormwater Management Action Plan (SMAP)	Susan McCleary/Kym Foley	45 minutes	Briefing
	Urban Forestry Management Plan Update	Kym Foley/Leanne Wells	20 Minutes	Briefing
	UAC Officer Elections	UAC Liaison	15 minutes	Motion to elect officers
<b>No Meetings December and January</b>				
February 2027	Drainage Manual	James Patton	45 minutes	Recommendation
	Initial Discussion on UAC Work Plan 2027-2028	UAC Liaison	40 minutes	Review and provide feedback to staff
March 2027	Financial Rate Study Update (wet utilities)	Consultant/Susan Clark	45 Minutes	Briefing
	Finalize UAC 2027-2028 Work Plan	UAC Liaison	20 minutes	Review and approve. Submit to Council's Community Livability and Public Safety Committee (CLPS)

**To be covered during Announcements (as updates are available)**

Yellow shading indicates items that require UAC action.

PFAS (Per-and polyfluoroalkyl substances) and other contaminants of emerging concern for drinking water.