Olympia Heritage Commission (OHC) – 2017 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet nine (9) times in 2017 on the fourth Wednesday of the following months: January, March, April, May, June, August, September, October, and November. Subcommittee meetings and special meetings held as needed.

Professional Staff Liaison to the Heritage Commission: Michelle Sadlier

Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.
Estimated Percent of Overall Commission Effort: **20%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
1.a. Promote & Oversee Olympia Heritage Register **Proposed Work:** *Promote and provide guidance on applications to place individual properties and historic districts on Register; review applications and conduct public hearings on proposed additions; review integrity standards and periods of significance for designation of properties for proposed historic districts.* **Deliverable:** *Recommendations to City Council; plaques for individually listed properties; accurate Register*	OHC: Public hearings at regularly-scheduled meetings Heritage Review Committee: 3-9 hours Survey & Inventory Committee: 5-15 hours	CP&D Staff: Individual property application: 20-50 hours Historic district application: 250+ hours** Database maintenance: 100+ hours	As needed	Individual property application: Included in base budget **Historic district application: TBD. If an application is submitted, it is not included in base budget. Grant funding may be sought for Downtown survey to support Downtown Strategy

OHC Standing Committees: Downtown | Heritage Review | Outreach | Policy & Ordinance | Preservation Award | Survey & Inventory

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1.b. Review and Recommend Revisions to Heritage Related City Code **Proposed Work:** *Review existing City ordinances and municipal code relevant to historic properties to identify areas for potential code improvements; with staff support, review and make recommendations on OMC 18.12 (Historic Preservation) and OMC 3.60 (Special Valuation).* **Deliverable:** *Recommendations to City Council; code revisions*	OHC: 9 hours Policy & Ordinance Committee: 60 hours Olympia Planning Commission: 4 hours	CP&D Staff: 100 hours Legal Staff: 10 hours	January – December	Included in base budget
1.c. Evaluate Special Valuation Applications **Proposed Work:** *Review applications submitted to the City of Olympia via the Thurston County Assessor; make recommendation to City Council for approval or denial of application; monitor properties currently on the program.* **Deliverable:** *Recommendations to City Council; ongoing monitoring*	OHC: Review at regularly-scheduled OHC meeting Heritage Review Committee: 3-9 hours	CP&D Staff: 30-90 hours Legal Staff: 10-30 hours	As needed, 1 to 3 per year	Included in base budget

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1.d. Nominate Historic Preservation Award Recipient(s) **Proposed Work:** *Nominate award recipient(s) to recognize local excellence in historic preservation to be presented by City Council; Committee to make recommendations on process improvements* **Deliverable:** *Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting*	OHC: 5 hours Preservation Award Committee: 30 hours	CP&D Staff: 10 hours Communications Staff: 10-20 hours	January – October	Included in base budget

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Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as other planning efforts.
Estimated Percent of Overall Commission Effort: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties **Proposed Work:** *Review and provide recommendations for building permit applications for Register and historic district properties; conduct pre-submission advice meetings with potential applicants; consider possible minimum professional membership requirements as well as method of selection for Heritage Review Committee; develop framework on window and door replacement.* **Deliverable:** *Recommendations to Building Official; public education and outreach*	OHC: 9 hours Heritage Review Committee: 30 hours	CP&D Staff: 75 hours	January – December, approximately 1 heritage review meeting per month	Included in base budget

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Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
2.b. Conduct Design Review for Land Use Applications for Register and Historic District Properties **Proposed Work:** *Work with Design Review Board members on joint committee to review land use applications to Register and historic district properties located within Design Review Districts.* **Deliverable:** *Recommendations to Community Planning & Development Director or Hearing Examiner*	Heritage Review Committee: 6-12 hours	CP&D Staff: 12-24 hours	As needed, approximately 1-2 per year	Included in base budget
2.c. Review and Provide Input on City Projects and Develop Familiarity with Other Regulatory and Budgetary Frameworks Relevant to Olympia's Heritage **Proposed Work:** *Review, discuss, and provide historic preservation input on planning, public works, and parks activities such as the design review standards phase of the Downtown Strategy, Comprehensive Plan Implementation Strategy (Action Plan), code updates, and Capital Facilities Plan; build on familiarity with how State and Federal environmental regulations on historic and cultural resources – such as the State Environmental Policy Act and Section 106 of the National Historic Preservation Act – come into play at the local level.* **Deliverable:** *Recommendations to staff*	OHC: Review at regularly-scheduled OHC meeting Committee formation as needed	CP&D Staff: Varies	As needed	Included in base budget

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2.d. Support the Development of Cultural Resource Outreach Program for City Staff and Volunteers **Proposed Work:** *Where appropriate, provide expertise to staff in developing an outreach program to increase awareness of staff and volunteers working on publicly-held land on how to anticipate and respond to the discovery of archaeology and other heritage features significant to Tribes and other communities.* **Deliverable:** *Outreach program*	OHC: Review at regularly-scheduled OHC meetings Committee formation as needed	CP&D Staff: 50 hours	February – May	Included in base budget

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Section 3: Additional Heritage Program Activities

OHC members provide valuable volunteer assistance to help accomplish the City's goals to protect and enhance Olympia's historic character and sense of place.
Estimated Percent of Overall Commission Effort: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
3.a. Conduct and Collaborate on Historic Preservation Outreach **Proposed Work:** *Organize and conduct activities to champion Olympia's historic places, including historic preservation month; partner with area organizations such as the Olympia Historical Society & Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and other community organizations to create educational opportunities; provide research support for staff in producing biannual rotation of City Hall heritage gallery wall photo displays.* **Deliverable:** *Community programs and displays which encourage public participation in historic preservation and appreciation of the historic environment*	OHC: Varies Outreach Committee: 40 hours	CP&D Staff: 80 hours Communications Staff: 20-30 hours	Ongoing	Included in base budget Grant funding may be sought for larger-scale outreach efforts

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3.b. Pursue and Enhance Partnerships and Integration with other City Advisory Boards, Organizations and Advocacy Groups **Proposed Work:** *Initiate and cultivate partnerships on issues related to Olympia's historic places, including the Arts Commission and other City of Olympia citizen advisory boards, Thurston County Historic Commission, Tumwater Historic Preservation Commission, and Lacey Historical Commission.* **Deliverable:** *Partnerships; coordinated approaches to shared issues*	OHC Members: Varies	CP&D Staff: Varies	Ongoing	Included in base budget
3.c. Contribute to Programs and Activities to Enhance Historic Downtown Olympia **Proposed Work:** *Work with other City of Olympia citizen advisory boards, City departments, and downtown partners to further downtown planning and improvements; actively participate in the implementation of the Downtown Strategy; provide community leadership on Downtown reconnaissance-level survey conducted by independent consultants; consider next steps for use of the information and recommendations provided in final survey report.* **Deliverable:** *A Downtown Strategy which reflects and enhances the historical character of Olympia's Downtown; improvement projects compatible with Downtown's historic character and sense of place*	OHC: 20 hours Downtown Committee: 40 hours	CP&D Staff: Varies	Ongoing	Included in base budget; DAHP & Thurston County grants for survey