



City of Lacey, Washington Lacey City Council Worksession Agenda

Refer to the bottom of the agenda for meeting information.

Tuesday, January 23, 2024

6:00 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as it has today. We recommend that community members read the Medicine Creek Treaty of 1854.

4. Approval of the Agenda

5. Agenda Items

A. Planning Commission Work Plan

Grant Beck, Interim Community and Economic Development Director
Ryan Andrews, Planning Manager
Jeff Gadman, Chair

B. Parks, Culture and Recreation Board Work Plan

Jennifer Burbidge, Parks, Culture and Recreation Director
Jenny Wilson, Senior Parks Planner
Wendy Goodwin, Chair

C. Historical Commission Work Plan

Jennifer Burbidge, Parks, Culture and Recreation Director

Erin Quinn-Valcho, Museum Curator
Jim Keogh, Chair

D. Executive Session

Pursuant to RCW 42.30.110(1)(g)

6. Adjourn

Meeting Information:

Attendance (Remote or In-Person)

The public may attend the meeting in-person, or you may view or listen to the meeting using one of the following platforms:

In-Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: <https://us02web.zoom.us/j/87940401774>

Website: <https://cityoflacey.org/government/public-meetings/>

Facebook: <https://www.facebook.com/cityoflacey>

YouTube: <https://www.youtube.com/watch?v=XXaKIPqExFQ>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 879 4040 1774)

Verbal Public Comment

Verbal public comment is not scheduled for Worksessions. Verbal public comment may be provided at Regular City Council Meetings. Regular Council Meetings are held the first and third Thursdays of the month.

Written Public Comment

Public comments may be submitted for Worksessions by email to PublicComment@ci.lacey.wa.us. The commenting period will close two hours before meeting time. Written comments will be provided to the City Council electronically prior to the Worksession meeting. Comments will not be addressed during the Worksession meeting; however, comments received will be added to the official record.





LACEY CITY COUNCIL WORKSESSION

January 23, 2024

SUBJECT: 2024-2025 Planning Commission Work Program

RECOMMENDATION: Review the 2024-2025 Planning Commission Work Program and place on the February 6th City Council consent agenda for approval.

STAFF CONTACT: Rick Walk, City Manager *RW*
Grant Beck, Planning and Development Services Manager *GB*
Ryan Andrews, Planning Manager *RA*

ORIGINATED BY: Community and Economic Development Department

ATTACHMENTS: 1. 2024-2025 Planning Commission Work Program

FISCAL NOTE: Staff has secured approximately \$600,000 in State grants to assist with the additional resources necessary to complete the update.

WORK PLAN GOAL AND STRATEGY: Coordinated & Collaborative Planning - (B) Update the Comprehensive Plan and Development Regulations

PRIOR REVIEW: None.

BACKGROUND:

The Planning Commission will present their 2024-2025 Work Program at the joint meeting. This is a two-year work program that is comprised of the tasks that the Planning Commission will complete within 2024 and 2025 to meet the Growth Management Act-required update to the Comprehensive Plan due by June 30, 2025.

Unlike previous years where there is an opportunity to add, remove, or re-prioritize items on the work program, the components of this work program are largely set by the requirements of the Growth Management Act and those set by passage of recent State legislation.

The work program consists of two major components: Comprehensive Plan amendments and code amendments.

The Comprehensive Plan updates consist of required amendments to Elements that were last adopted with the 2016 Comprehensive Plan update. Major initiatives anticipated include:

- Completion of an update to the Land Use Element to revise demographics and projections based on recent economic and housing data.
- Integration of the Thurston Climate Mitigation Plan not only across all elements of the Plan but also into its own climate planning element and the development of a new climate resiliency sub-element.
- Update to the Transportation Element to incorporate the recommendations of the Pedestrian and Bicycle Plan, Martin Way Corridor Study, Depot District Subarea Plan and address requirements to increase physical activity and reduce per capita vehicle miles traveled.
- Revisions to the Housing Element to integrate the Affordable Housing Strategy and Housing Action Plan, address requirements to address racially disparate impacts, displacement, and exclusion in housing, and addressing policies for manufactured home park preservation.
- Completion of an update to the Economic Development Element and Strategy.

The Comprehensive Plan will be led by a public outreach strategy that encourages the involvement of vulnerable populations and overburdened communities and also meets the requirements for coordination with Native American Tribes. The outreach strategy will be developed with the assistance of a consultant team and will kick off with a series of visioning workshops with the City Council in late winter/early spring.

The code amendments portion of the work program are largely state-mandated requirements or those that are required to implement the Comprehensive Plan. These include:

- Ensuring that zoning designations implement land use designations that accommodate future housing needs by income bracket.
- Addressing recent legislative changes for accessory dwelling units.
- Updating critical areas regulations to incorporate best available science.
- Address requirements for middle housing.
- Review and amend the Development Guidelines and Public Works Standards.

NEXT STEPS:

Option 1: Review the 2024-2025 Planning Commission Work Program and add to a February 6th City Council consent agenda for approval.

Option 2: Review the 2024-2025 Planning Commission Work Program and provide direction to City staff on potential amendments. After further review, staff would return to the Council with additional information prior to approval.

2024-2025 Planning Commission Work Program				
Priority	Plan Updates	Proposed By:	Description	Anticipated Timeline
High	Comprehensive Plan Outreach	GMA Requirement	Develop and implement a public outreach strategy associated with the 2025 Comprehensive Plan update that encourages the involvement of citizens in the planning process including the participation of vulnerable populations and overburdened communities. Encourage the collaboration and participation of Native American Tribes in the planning process.	Start: Early 2024 Complete: Summer 2025
High	Land Use Element	GMA Requirement	Complete an update to the Land Use Element to revise demographics and projections, integrate economic and housing data, continue focus on sub-area plans and strategies, address the potential consolidation of commercial zones, implement a community-driven process for site-specific rezones.	Start: 2024 Complete: Summer 2025
High	Transportation Element	GMA Requirement	Update to the Transportation Element of the Comprehensive Plan which was last updated in 2012. The update will integrate planning efforts completed since 2012 such as the Pedestrian and Bicycle Plan, Martin Way Corridor Study, and the recommendations of the Depot District Subarea Plan. Address requirements to increase physical activity and reduce per capita vehicle miles traveled.	Start: 2024 Complete: Summer 2025
High	Environmental Element	GMA Requirement	Complete an update to the Environmental Element to integrate requirements for a climate planning element and the Thurston Climate Mitigation Plan (TCMP). Ensure the policies of the TCMP are integrated throughout all comp plan elements. Develop a climate resiliency sub-element containing goals and policies to improve climate preparedness, response and recovery efforts. Address achieving environmental justice and environmental health disparities. Inventory critical areas, and other undevelopable lands. Update the urban forest tree canopy inventory contained in the Urban Forest Management Plan.	Start: 2024 Complete: Summer 2025
High	Economic Development Element	GMA Requirement	Complete an update to the Economic Development Element and Strategy based on the economic analysis completed in 2022.	Start: Currently Underway Complete: Summer 2025
High	Housing Element	GMA Requirement	Complete an update to the Housing Element to integrate the requirements of House Bills 1110,1220, and 1337; the Affordable Housing Strategy; and Housing Action Plan. Identify and address policies to address and undo racially disparate impacts, displacement, and exclusion in housing. Establish anti-displacement policies. Address manufactured home park preservation methods to outline options for preserving a low income and affordable housing type.	Start: Currently Underway Complete: Summer 2025
High	Utilities Element	GMA Requirement	Update the Utilities Element to show the general location, proposed location and capacity of all existing and proposed utilities including telecommunications and ensure coordination with city utility plans. Address special purpose districts that own utility systems.	Start: Early 2025 Complete: Summer 2025
Medium	Capital Facilities Plan	GMA Requirement	Complete an annual update to the Capital Facilities Plan with a focus on the future space needs for City buildings and facilities.	Start: Early 2025 Complete: Spring 2025
Medium	Annual Six Year Transportation Improvement Program Amendment	Annual Requirement	Review and hold a hearing on the 6-year Transportation Improvement Plan (TIP). This is a required item that will be scheduled for Council's action by July of each year.	Start: Spring 2024/2025 Complete: June 2024/2025
Priority	Code Updates			
High	Code Updates to Implement Comprehensive Plan	GMA Requirement	State-Mandated Requirements: Complete an analysis to ensure zoning designations are consistent and implement land use designations that accommodate future housing needs by income bracket as allocated through the countywide planning process. Ensure that permanent supportive housing or transitional housing is allowed where residences and hotels are allowed. Ensure that indoor emergency shelters are allowed in any zones where hotels are allowed. Ensure that there are no limits to the number of unrelated persons that may occupy a household or dwelling unit. Address limitations on parking for housing units located near transit service. Requirements to Implement the Comprehensive Plan: Consolidate/standardize notice requirements. Address mini-storage uses and ensure that they are located in appropriate zoning districts in the community. Consider the consolidation of similar commercial zoning	Start: Ongoing Complete: Summer 2025
High	Accessory Dwelling Unit Amendments	GMA Requirement	Address requirements of HB 1337 related to Accessory Dwelling Units. Modify the subdivision code to allow unit lot subdivisions allowing a parent lot to be segmented into separately owned unit lots.	Start: Ongoing Complete: Summer 2025
High	Critical Areas Ordinance Amendments	GMA Requirement	Critical areas regulations must be reviewed and updated to incorporate legislative changes and best available science.	Start: Early 2024 Summer: 2025
High	Middle Housing	GMA Requirement	Address requirements of HB 1110 related to Middle Housing.	Start: Ongoing Complete: Summer 2025
Medium	Development Guidelines and Public Works Standards Update	Public Works	Review and amend the Development Guidelines and Public Works Standards which contains standards applicable to all new construction and upgrading of facilities related to transportation, storm drainage, sewer, water, reclaimed water, landscape, and open space facilities. The revisions apply to projects within the City Limits as well as water and sewer projects within the Lacey Urban Growth	Start: Ongoing Complete: Early 2025



LACEY CITY COUNCIL WORKSESSION

January 23, 2024

SUBJECT: Parks, Culture & Recreation Board 2023 Accomplishments and 2024 Work Plan

RECOMMENDATION: Review the 2024-2025 Parks, Culture and Recreation Board Work Program and place on the February 6th City Council consent agenda for approval.

STAFF CONTACT: Rick Walk, Interim City Manager *RW*
Jen Burbidge, Parks, Culture and Recreation Director *JB*
Jenny Wilson, Senior Parks Planner *JW*

ORIGINATED BY: City Manager & Parks, Culture and Recreation Department

ATTACHMENTS: 1. 2023 Accomplishments
2. 2024 Work Plan

FISCAL NOTE: NONE

PRIOR REVIEW: The Parks, Culture & Recreation Board identified and reviewed the 2023 Accomplishments and formulated their 2024 Work Plan at their regular monthly meetings, and approved the final versions at their December 6, 2023 meeting.

BACKGROUND:

The Parks, Culture & Recreation Board provides leadership in the area of Parks, Culture and Recreation. The Board makes recommendations regarding planning, promotion, management, acquisition, construction, development, maintenance, and operation of Lacey's parks, trails, public recreation facilities and cultural and recreational programs.

Furthermore, the Board makes rules and regulations in regards to the use of the parks and other recreational facilities as best serves the interests of the public. They also receive money or donated properties for the purpose of acquisition of parks or the improvement of the parks or recreation system, and expend and use them in such manner as shall best carry out the interests of the donors, provided that all money received shall be placed properly into restricted accounts to ensure donor's wishes are carried out.

A list of current Parks Board Commissioners is available on our [website](#).

Each year the Board identifies priorities for the upcoming year and reports out a yearly work plan to the full City Council.

NEXT STEPS:

- Option 1:** Review the 2024-2025 Parks, Culture and Recreation Work Program and add to a February 6th City Council consent agenda for approval.
- Option 2:** Review the 2024-2025 Parks, Culture and Recreation Work Program and provide direction to City staff on potential amendments. After further review, staff would return to the Council with additional information prior to approval.

Lacey Parks, Culture and Recreation Board

2023 Accomplishments

2023 Work Plan Accomplishments

- Completed the 6-year update to the Lacey Parks, Culture and Recreation Comprehensive Plan (2023-2029)
- Created a Parks, Culture and Recreation Enhancement program, policy and review process for donations and other requests
- Created a Parks Volunteer Program to include a policy and procedure manual and an onboarding handbook for volunteers
- Updated the Sponsorship Policy to include a review process to ensure an alignment with the department's mission, vision, and goals
- Updated the Financial Assistance Policy (formerly called Scholarship Policy) to better communicate its purpose and make more accessible for community members
- Updated the RAC Financial Plan
- Re-designed park rules signs

Other Noteworthy Achievements

- Significant progress made on the wildlife information at Greg Cuoio Park
- Published the 2022 Annual Report
- Greg Cuoio Park significant work on the 90% design
- Received \$1,000,000 in grants for Greg Cuoio Park. \$500,000 from the RCO WWRP Grant, and \$499,550 from the Department of Commerce.
- Received \$15,000 from the Washington State Historical Society for a Diversity in Local History Grant for an oral history project
- Received \$6,000 for the Financial Assistance Program from the PARC Foundation of Thurston County
- Added a new position; Senior Parks Planner
- Virgil S. Clarkson Senior Center celebrated 20th anniversary
- Free Little Library added to Wonderwood Park by Girl Scout troop
- Celebrated volunteers at the department's first volunteer recognition event
- Implemented CivicClerk for agendas, minutes and bookmarking videos

- Advocated and was successful in getting an upgraded bus stop near the RAC
- Discussed dog related issues with Animal Services Director and significant work done by staff to gather and present the data for better understanding of the challenges
- Received two stadium bleachers through the Parks Enhancement Program
- Received a commitment of \$110,000 toward the playground replacement at Bush Park from Gateway Rotary
- Received a commitment of \$25,000 toward the construction of new courts at Rainier Vista Park from Thurston County Pickleball Association
- The Nisqually Indian Tribe Quiemuth development concept options include an indoor recreation area, an exciting partnership opportunity.
- Adopted a land acknowledgement process for Parks Board
- Worked with Thurston Regional Planning Council on the regional Trails Plan Update

Lacey Parks Board
2024 WORK PLAN
Approved: 12/6/23

Task	Responsible Commissioner	Status	Target Completion date
ONGOING			
1. Parks, Culture & Recreation Staff Updates			
2. Annual Budget, Parks Capital Improvement Program and City Capital Facilities Plan Update			
3. Grant Opportunities			
4. July is Parks & Recreation Month			
5. Annual Report			
6. Regional Trails Plan			
CONSTRUCTION PROJECTS			
7. Woodland Creek Park Bridge & Fencing	All	Upcoming agenda	Winter 2024
8. RAC Parking Lot Construction	All	Upcoming agenda	Spring 2024
9. Wonderwood Park Trail & Court Upgrades (Sunset)	All	Upcoming agenda	Fall 2024
10. RAC Ballfield Safety Netting	All	Upcoming agenda	Fall 2024
11. Greg Cuoio Park Phase 1A Construction	All	Upcoming agenda	Winter 2025
SPECIAL PROJECTS			
12. Park Facilities Security Camera Expansions	All	Upcoming agenda	Fall 2024
13. Wildlife Information (Stream Team Partnership)	Chair Goodwin and Vice Chair Good	Upcoming agenda	Winter 2024
14. Community Garden Pilot Project / WCFF	All	In progress	Pending non-profit partner
15. Dogs Off Leash Issues	All	Upcoming agenda	Winter 2024
16. Financial Assistance Policy Review	All	Upcoming agenda	Winter 2024
17. InterCity Transit Walk N Roll Partnership	Chair Goodwin	Upcoming agenda	December 2023
18. Senior Services for South Sound Agreement	All	Upcoming agenda	Winter 2024
19. Litter Program	Youth Commissioner Clay	Upcoming agenda	Winter 2024
20. RAC Kiosk	All	In Progress	Spring 2024
PARK RULES			
21. Metal Detecting Update	All	Upcoming agenda	Winter 2024
22. Ebikes & Scooters Update (with partners)	All	Upcoming agenda	Winter 2024
23. Affixing Signs Update	All	Upcoming agenda	Winter 2024
PLANNING			
24. RAC Phase 3 Concept Design	All	Upcoming agenda	Winter 2024
25. NTPS Young Child & Family Center Feasibility	All	In progress	Spring 2024
26. Lake Lois Habitat Reserve – update interpretive signage & brochure	All	Upcoming agenda	Summer 2024
27. Greg Cuoio Park Phase 1A Design & Financial Plan	All	In progress	March 2024
28. RAC Wifi Pre-Design	All	Upcoming Agenda	Spring 2024

Task	Responsible Commissioner	Status	Target Completion date
29. Bush Park Playground Replacement	All	Upcoming Agenda	Fall 2025
30. McKinney House and Parcel Assessment	All	Upcoming Agenda	Fall 2024
31. Rainier Vista – Pickleball and Ping Pong	All	Upcoming Agenda	Fall 2024 (pending grant funding)
32. RAC Lights LED Conversion	All	Upcoming Agenda	Fall 2024 (pending grant funding)



LACEY CITY COUNCIL WORKSESSION

January 23, 2024

SUBJECT: Historical Commissioners 2023 Accomplishments and 2024 Work Plan

RECOMMENDATION: Review the 2024-2025 Historical Commission's Work Program and place on the February 6th City Council consent agenda for approval.

STAFF CONTACT: Rick Walk, City Manager *RW*
Jen Burbidge, Parks, Culture and Recreation Director *JB*
Erin Quinn Valcho, Museum Curator *eqv*

ORIGINATED BY: City Manager and Parks, Culture and Recreation Department

ATTACHMENTS:

1. 2023 Key Accomplishments & Noteworthy Achievements
2. 2024 Historical Commission Work Plan
3. 2023-2032 Museum Strategic Plan Update

PRIOR REVIEW: The Historical Commissioners identified and reviewed the 2023 accomplishments and formulated their 2024 Work Plan at their regular monthly meetings, and approved the final versions on November 15, 2023 and January 17, 2024.

BACKGROUND:

The Historical Commission provides leadership in raising awareness of Lacey's history and preservation of local historic resources. The Commission guides the creation of public education and interpretive programs, encourages preservation of items and properties that are of historical significance, and reviews nominations to the Lacey Register of Historic Places.

A list of current Historical Commissioners is available on our [website](#).

Each year the Historical Commission identifies priorities for the upcoming year and reports out a yearly work plan to the full City Council.

NEXT STEPS:

Option 1: Review the 2024-2025 Historical Commission Work Program and add to a February 6th City Council consent agenda for approval.

Option 2: Review the 2024-2025 Historical Commission Work Program and provide direction to City staff on potential amendments. After further review, staff would return to the Council with additional information prior to approval.

2023 Accomplishments and Noteworthy Achievements

2023 HISTORICAL COMMISSION WORK PLAN

Lacey Museum

- The HC reviewed and approved the Lacey Museum's 2023-2032 Strategic Plan.
- The Lacey Museum and Cultural Center Funding Strategy Committee launched in August and includes members of City staff, HC, Lacey Community Foundation, PARC Foundation of Thurston County, and the Lacey Historical Society.
- The HC went on a tour of the Lacey Museum and the new museum campus and Lacey Depot Park on September 15, 2023.

Lacey History Month

- The HC renamed the Historian of the Year award in honor of its founder Ken Balsley.
- Thelma Jackson was named the 2023 Ken Balsley Historian of the Year in May.
- Chair Jim Keogh accepted the Lacey History Month proclamation from City Council.

Historic Properties

- Commissioners brushed up on the history of the **McKinney House** in March and reviewed a 2013 concept plan for the property. Staff prepared budget requests for an in-depth site assessment, including historic property research, wetland delineation, and the property's potential for development. The HC toured the site in September.
- Commissioners reviewed a proposal from maintenance to reroof the **Jacob Smith House** using a replacement material. A request for more information about the product and its cost resulted in staff acquiring a quote that was significantly higher than anticipated. More research is needed to select the right material.
- Through the design review process, staff discovered that although the **Jacob Smith House** is on the Washington State Register of Historic Places, it was never officially added the local register. To amend this oversight, staff submitted a budget request to complete the nomination of the property to the local register.

RAC Kiosk

- Commissioner Keogh represented the HC on the Thurston County Historic Commission committee to develop the RAC kiosk.
- The HC reviewed the MOU between the City and County and it was approved by both parties in September.

OTHER HISTORICAL COMMISSION NOTEWORTHY ACHIEVEMENTS

Utility Wraps

- Museum staff researched and wrote bios for 15 people, places and organizations to be artistically represented on utility wraps around the City. The HC reviewed the list and made suggestions for potential subjects to be included in the next phase of the project.

Acquisitions

- The HC reviewed and approved seven collections acquisitions over the course of the year. Most notable of these were the Lacey Historical Society records and converted long-term loans, including the Lacey School bell.

LACEY MUSEUM ACCOMPLISHMENTS

Programs

- Held 9 HistoryTalks! serving 505 attendees.
- Opened *Journey Stories*, a Smithsonian poster exhibit, visited by 414 museum visitors
- Launched *Stories of the South Sound* oral history project in order to fill gaps in museum research and collections to include the histories and experiences of historically underrepresented cultures and groups throughout Lacey and the South Sound.

Grants and External Funding

- Completed 2021 Capital Heritage Grant to prepare new museum site for construction.
- Awarded \$15,000 Diversity in Local History grant to fund oral history project intern.
- Applied for \$5,000 Nisqually Charitable Funds for oral history project equipment.
- Received \$50,000 from the Lacey Historical Society for museum exhibits, outreach and/or archives
- Received \$5,000 from the Lacey Historical Society for a historic marker for the Jacob Smith House.
- Launched the Lacey Museum & Cultural Center Funding Strategy Committee.

Collections and Research

- Finding aids created for 3 collections.
- Off-site storage consolidation plan developed.
- Conducted research on O. C. Lacey, finally solving the mystery of who he was.
- Contributed research, writing and photographs for the utility wrap project.

Other

- Provided input for Lacey Parks, Culture and Recreation Comprehensive Plan.
- Hired Museum Coordinator Felicia Rova-Chamroeun, Museum Intern Olivia Moore and Oral History Project Intern Fulton Bryant-Anderson.
- Worked on two MOUs with Thurston County: one for the RAC Kiosk and the other for distribution and sales of *Water, Woods, and Prairies*.

Lacey Historical Commission
2024 WORK PLAN
Approved November 15, 2023

Task	Responsible Commissioner	Staff Contact	Status	Target Completion date
NEW LACEY MUSEUM PROJECT				
1. Review & revise strategic plan for the museum.	All Commissioners	Jen Burbidge & Erin Quinn Valcho		January 2024
2. Represent the Commission on the Lacey Museum & Cultural Center Funding Strategy Committee.	Jim Keogh, Jon Halvorson	Jen Burbidge & Erin Quinn Valcho		Ongoing.
3. Support, advocate, and educate with consistent messaging regarding LMCC’s funding strategy.	All Commissioners	Jen Burbidge & Erin Quinn Valcho		Ongoing.
4. Prepare budget request and seek grant funding for historic photos in the Lacey Depot		Erin Quinn Valcho		TBD
LACEY MUSEUM				
1. Promote the Lacey Museum to build a network of supporting patrons who love history and the museum.	All Commissioners	Erin Quinn Valcho		Ongoing.
2. Assist staff with museum programs, tours and special events as needed.	All Commissioners	Erin Quinn Valcho		As needed.
MAY IS LACEY HISTORY MONTH				
1. Solicit, review and approve nominations for Lacey Historian of the Year.	All Commissioners	Erin Quinn Valcho		March-April 2024
2. Accept the Lacey History Month Proclamation at a City Council meeting.	Commission Chair	Jen Burbidge		May 2024
LACEY HISTORICAL COMMISSION POLICIES AND PROCEDURES				
1. Update 1991 policies and procedures for the operation and guiding principles for the Historical Commission.	All Commissioners	Erin Quinn Valcho		
2. Review Museum Policy Handbook revisions.	All Commissioners	Erin Quinn Valcho		December 2024
3. Review and revise Historical Commission Policies.	All Commissioners	Erin Quinn Valcho		
POTENTIAL GRANTS				
<u>Nisqually Charitable Funds:</u>	N/A until decision made about applying	Erin Quinn Valcho		September 2024
<u>CLG Grant:</u>		Erin Quinn Valcho	For Depot photos?	May 2024
HISTORIC PROPERTIES				
1. Identify at least two properties from the historic property inventory that could be added to the Lacey Historic Register.	N/A	Erin Quinn Valcho	Jacob Smith House	2024, pending budget approval
2. Research and develop a plan for the future of the McKinney House.		Jennifer Burbidge		2024, pending budget approval
COMMISSION & TRIBAL RELATIONS				
1. Attend a Nisqually Tribal Council meeting upon invitation.	Identify Commissioners to attend and process for attendance.	Erin Quinn Valcho		
2. Attend a tribal community event (Nisqually or Squaxin Island)	Identify Commissioners to attend.	Erin Quinn Valcho		
INTERPRETIVE MARKERS				

Task	Responsible Commissioner	Staff Contact	Status	Target Completion date
1. Work with the Thurston County Historical Commission to develop an interpretive kiosk at the Regional Athletic Complex.	Jim Keogh	Erin Quinn Valcho		Summer 2025
2. Develop an interpretive marker for the Jacob Smith House.		Erin Quinn Valcho		TBD

2023-2032 Lacey Museum Strategic Plan Annual Update

The Historical Commission reviews and updates the strategic plan at regular intervals. This plan was approved by the Historical Commission on January 18, 2023. For the purposes of this plan, near-term means 1-3 years, mid-term means 3-5 years, and long-term means 5-10 years.

Items in green reflect accomplishments during 2023.

Goal #1: Plan and build the new Lacey Museum & Cultural Center.

Near-Term Objectives:

- ☐ Develop an operations and interpretive plan for the new facility that includes a sustainable funding plan.*

Mid-Term Objectives:

- ☐ Secure funding for Phase 4 of building construction.

Launched the Lacey Museum & Cultural Center Funding Strategy Committee on August 4, 2023.

- ☐ Construct the new building.*

Long-Term Objectives:

- ☐ Provide equipment and supplies for all museum functions.
- ☐ Open the new museum to the public.

Goal #2:

Create and deliver high-quality experiences at the Lacey Museum & Cultural Center.

Near-Term Objectives:

- ☐ Continue to provide mission-driven programs, outreach and events.

Nine History Talks! were presented in 2023 to both in person and online audiences (495 participants).

Themed Summer Craft programs were offered in June, July and August.

***Stories of the South Sound*, an oral history project designed to build collaborative relationships with marginalized communities in an effort to share people's stories as they want them to be told, was launched in September.**

☐ Develop a two-year exhibit schedule for the current museum.

In progress.

☐ Provide new or upgraded exhibits in the current museum facility 1-2 times/year.

Journey Stories, a Smithsonian poster exhibit was on display this year.

Staff have completed planning for a new museum exhibit, and writing and design is underway.

Mid-Term Objectives:

☐ Develop an interpretive plan for the core exhibit in the new museum facility.*

☐ Construct the core exhibit at the new museum facility.

☐ Develop a five-year programming and exhibit schedule for the new facility.*

☐ Develop policies for community exhibits, events and facility rentals.

☐ Develop education, visitor services, and exhibits staffing needs as identified in the operations and interpretive plans.

☐ Develop a field-trip program for North Thurston Public Schools.

☐ Develop an education trunk program for teachers.

Long-Term Objectives:

☐ Develop and implement an annual free community event.

☐ Revisit education and exhibits staffing needs as identified in the operations and interpretive plans.

☐ Create a quiet research room with public access to frequently used materials.

☐ Develop a history festival event targeted to reach all fourth grade students.

- ☐ Begin planning for the museum's 50th anniversary in 2030-31.

Goal #3: Preserve, care for and manage collections professionally.

Near-Term Objectives:

- ☐ Continue to process and catalogue new acquisitions as well as the backlog.
Staff worked on developing a plan to more efficiently process new acquisitions and the backlog. Museum volunteer Tracey Rebstock creating finding aids for 3 collections.
- ☐ Continue to make the collections accessible through the online portal.
The collection is available to the public at <https://hub.catalogit.app/2936> .
- ☐ Review and update museum policy manual.*
- ☐ Develop and implement procedures for collections stewardship based on the policies adopted in 2018.
- ☐ Continue to retain professionally-trained collections preservation staff and provide them with ongoing professional development.
Museum Curator Erin Quinn Valcho and Museum Coordinator Felicia Rova-Chamroeun meet this objective.
- ☐ Move collections stored at the Bowker Street storage unit to the new unit at Rainier View.
Staff assessed the collections at both sites and developed a plan for consolidating the units, including what equipment and supplies will be needed.

Mid-Term Objectives:

- ☐ Complete the comprehensive collections inventory.
284 items were added to the inventory.
- ☐ Prepare the collections to move to the new facility.
- ☐ Develop collections staffing needs as identified in the operations plan.
- ☐ Develop a plan for collections preservation including a prioritized needs list.*
- ☐ Update the disaster recovery plan.

Long-Term Objectives:

- ☐ Move the collections to the new facility.
- ☐ Revisit collections staffing needs as identified in the operations plan.
- ☐ Develop a collecting plan.
- ☐ Secure funding to rehouse collections to meet a professional standard of care.

Goal #4:

Identify and secure stable, long-term funding and revenue sources for the museum.

Near-Term Objectives:

- ☐ Continue to request funds for priority projects through grant programs as they are identified.
Staff applied for two grants to fund the Stories of the South Sound project: Diversity in Local History (Awarded \$15,000) and Nisqually Charitable Funds (\$5,000 Request, Award pending)

- ☐ Partner with the Lacey Community Foundation to secure, manage and invest privately-raised funds for the museum capital campaign.
The Lacey Community Foundation is a representative on the Lacey Museum & Cultural Center Funding Strategy Committee.
- ☐ Develop a charter membership and community partner giving program.
- ☐ Request additional operating funds through the lodging tax process.
- ☐ Continue to develop museum store revenue opportunities.
Staff worked with Thurston County to potentially take over the distribution of Water, Woods and Prairies.
- ☐ Complete the Heritage Capital Grant for the 2021-2023 biennium.
Completed June 30, 2023.
- ☐ Implement applicable recommendations from the sponsorship insights plan.

- ☐ Develop an annual giving campaign.

Mid-Term Objectives:

- ☐ Develop a facility rental plan.
- ☐ Develop an annual fundraising event.
- ☐ Plan and implement a small gift shop space for the new museum.

Long-Term Objectives:

- ☐ Partner with the Lacey Community Foundation to develop an endowment fund.

Goal #5: Increase museum awareness, visibility and value throughout the city and region.

Near-Term Objectives:

- ☐ Continue to use Constant Contact or similar email service for sharing museum news.

The museum sent out a newsletter once a month to over 1,500 subscribers.

- ☐ Continue to maintain the museum website with regular monitoring and updates.

Ongoing.

- ☐ Develop the Virtually Lacey website with monthly additions.

A draft of the website was initiated with three additions. More work is needed before it can become a full-fledged part of the site.

- ☐ Develop the historic register and inventory properties map for the website.

- ☐ Contribute to city media and publications with heritage stories and images.

Completed as requested.

- ☐ Continue to regionally promote museum programs and events.

All programs continue to be marketed through news outlets, the Playbook, event websites, social media and our website.

- ☐ Develop a museum communication plan in partnership with the Public Affairs Department and Lacey Community Foundation.

- ☐ Pursue and implement museum standalone social media accounts.

This has been approved, but not yet implemented.

Mid-Term Objectives:

- ☐ Develop a marketing strategy for the new museum.
- ☐ Develop wayfinding signage for the museum site.

Long-Term Objectives:

- ☐ Develop a system of program, facility and exhibit evaluation.

Goal #6: Build and foster community partnerships to increase capacity and sustainability.

Near-Term Objectives:

- ☐ Continue to develop and strengthen community partnerships.
- ☐ Develop an internship and/or work study program with Saint Martin's University, Evergreen State College, South Puget Sound Community College or other appropriate traditional or online educational institutions.

We had two paid interns this year: Fulton Bryant-Anderson and Olivia Moore.

Mid-Term Objectives:

- ☐ Create an educators committee to assist in developing the interpretive plan.
- ☐ Develop a History Day partnership with North Thurston Public Schools.

Long-Term Objectives:

- ☐ Evaluate community partnership opportunities and challenges.

*Items required by the 2019-21 Heritage Capital Grant contract.