



# City of Olympia | Capital of Washington State

P.O. Box 1967, Olympia, WA 98507-1967

March 22, 2012

Dear Community Partner:

**SUBJECT: RE-ISSUED WITH CHANGES**  
**Community Development Block Grant (CDBG) Application**  
**CAPITAL PROJECT FUNDING ONLY**  
**Program Year: September 1, 2012 – August 31, 2013**  
**Deadline: Noon (12 pm), May 7, 2012**

The City of Olympia is requesting proposals for eligible project(s) to be funded by the City's Community Development Block Grant (CDBG) during Program Year 2012 (September 1, 2012 – August 31, 2013). Attached please find the "**Proposal Application**" and "**2012 CDBG Program Fact Sheet.**" The deadline for submittals is 12:00 pm, May 7, 2012. **Proposals accepted for:**

1. A single capital project.
2. **POTENTIAL inclusion of operating costs (public services) related to single capital project.**
3. Federal CDBG funding of up to \$ 551,500.
4. The Smith Building (currently vacant City two-story office building, 12,000 square feet).

You are invited to participate in the City of Olympia's public process for prioritizing the CDBG funding, listed as follows:

**Community Partner Meetings**

Noon: Tuesday, **March 27, 2012**

5:30 pm: Thursday, **March 29, 2012**

Location: Smith Building, 837 7<sup>th</sup> Avenue, E (northwest corner of 8<sup>th</sup> and Pear Street), Olympia

**Public Hearing (Tentative)**

7:00 pm: Tuesday, **June 12th, 2012**

Location: Olympia City Hall, 601 – 4<sup>th</sup> Avenue E, Olympia

See the attached Fact Sheet and Application. All projects and services that benefit low- and moderate-income people and must meet federal CDBG regulations, which can be found **under CFR 24, Parts 500 through 699.**

If you have any questions or need more information, please contact either Anna Schlecht or Steve Friddle as listed below.

Sincerely,



**M. ANNA SCHLECHT**

Olympia Housing Program Manager

[aschlech@ci.olympia.wa.us](mailto:aschlech@ci.olympia.wa.us)

Phone: (360) 753-8183



**STEVE FRIDDLE**

Olympia Community Services Manager

[sfriddle@ci.olympia.wa.us](mailto:sfriddle@ci.olympia.wa.us)

Phone: (360) 753-8591

# **DRAFT SMITH BUILDING FACT SHEET**

4/5/12

**Disclaimer:** This draft information is subject to change

## **General Information**

The Smith Building, located at 837 - 7<sup>th</sup> Avenue, SE is a City of Olympia-owned property that is currently vacant. This building is a two-story office building with 12,000 square feet in total floor space, with approximately 6,000 square foot per floor.

## **Zoning & Building Code Information**

The Smith Building is located in the “DOWNTOWN BUSINESS ZONING DISTRICT” (Please see attached.) This zoning designates the City as a central commercial district that allows a wide range of commercial, residential and certain types of industrial occupancies. The building is currently configured as an office building; any change of use would like require specific building improvements to bring the property up to certain codes. City officials can provide information upon request for specific conversion scenarios.

## **History of Occupancy**

The Smith Building is named after Terry Smith. It represents a style of mid-century office buildings that offered maximum space with an austere façade featuring large windows typical of that era.

The Smith Building was originally constructed for the Olympia Credit Bureau (OCB) in 1978. In 1986, the Smith Building was purchased by the City for use in expanding administrative operations for the Public Works Department from old City Hall (located directly across the street at 900 Plum Street). The City has been the sole occupant since then, making numerous improvements to the interior. The City of Olympia vacated the building in March of 2011 after the opening of new City Hall. Currently the building houses some surplus city property but is unoccupied. **Please note:** the building’s heating system has been utilized as necessary to avoid mold or mildew growth on interior surfaces.

## **Floor Plan**

The original interior design was configured to emphasize a large open floor plan for employees with a minimal number of corner offices for management. Over the years, a number of non-structural walls were installed to create hallways, additional offices and meeting rooms on the first floor and a series of individual offices lining the full perimeter on both floors. (See attached floor plans.)

## **History of Improvements**

Numerous interior improvements have been made over the years by City Maintenance personnel to install non-structural walls to create offices and meeting rooms.

## **Transportation Access and Parking**

The Smith Building is located directly on two Intercity bus routes, the 60 and the 64. It is located three blocks from the 4<sup>th</sup> Avenue arterial with multiple bus routes. The parking area

currently has approximately 27 parking spots and a covered bicycle parking area that can accommodate approximately 15 bicycles or more.

### **Proximity to Services**

The Smith Building is located on the eastern edge of Olympia's downtown core, close to numerous services:

- 1 block west of Washington State Health Care Authority
- 2 blocks south of Salvation Army – shelter and food services
- 5 blocks from Community Youth Services and Olympia City Hall
- Across the street from the Lee Creighton Justice Center and Police Department
- 1 block north of Washington State Department of Commerce
- 1 block south of Chamber of Commerce (business incubator)

### **Current Condition**

The Smith Building is a fully equipped office building. It has been vacant since March 2011, and used for storage. The City has kept the building at a cooler temperature to prevent mildew and mold issues but still keep maintenance costs down.

### Structural Integrity

- Designed as an exterior load-bearing, wood-framed building with masonry cladding.
- Some newer, non-load bearing interior walls are framed with metal framing members.
- Slab on grade construction, no evident structural cracks in foundation or slab.
- Building shows evidence of settling, compression at southwest corners on both floors (visible at windowsills).

### Anticipated Repair/Replacement Needs:

- HVAC – roof mounted, electric HVAC (heating, ventilation, air conditioning) with a downdraft ducting system on the first floor and an up-draft ducting system on the second floor. System balancing issues resulted from interior wall installation that changed the original airflow plan. Systems are functioning now, but are considered to be at the end of their lifespan; may function another two years at most. Recently inspected by Engineer; estimate \$454,000 for replacement.
- Roof (flat roof with scuppers) replaced in 2002 with 15-year warranty that expires in 2017. Roofing system is hot composition.
- Minor internal leaking, likely due to condensation from HVAC or plumbing. Estimated repairs at \$50,000.
- Second-floor atrium window repairs - \$10,000.
- New carpet and paint - less than \$100,000.
- Awning replacement, structure and covering – costs unknown.

Utility Costs (water, sewer, electricity):

- Occupied averaged \$ 2,092/month - high occupant loads.
- Unoccupied \$368/month (hibernate).
- No generator or redundant power.

Phone and Data Lines:

- Full complement of telecommunication infrastructure circa 2010 industry standards.
  - “Cat 5 wiring.”
  - Wiring closets on each floor.
  - High Speed Cable located on 8<sup>th</sup> Avenue.
  - The data wiring for first and second floor terminate in the second floor, outside the women’s restroom. Data wiring is terminated on 2 – 2 post racks with room for network switching. There are conduit pathways into the building mid-building on the 8<sup>th</sup> Avenue side.
  - It has an Alerton building control node on site for monitoring and managing the system.
- 

For more information:

M. Anna Schlecht | Housing Program Manager

City of Olympia \* 601 4th Ave. E. \* PO Box 1967, Olympia, WA 98507

[aschlech@ci.olympia.wa.us](mailto:aschlech@ci.olympia.wa.us) 360-753-8183 (phone)

City of Olympia Website: [www.olympiawa.gov](http://www.olympiawa.gov)

*All correspondence to and from this email address is a public record, potentially eligible for release.*

## DOWNTOWN BUSINESS ZONING DISTRICT Smith Building DRAFT

### COMPREHENSIVE PLAN

#### & ZONING: Downtown Business (DB)

- 1) Height is generally 75-feet. Site also allowed an additional two stories if stepped back 8-foot and an equal amount of floor area is residential (OMC 18.06.100(A)(2)(b)). City codes also provide an additional 18-foot height for rooftop mechanical equipment (OMC 18.06.100(A)(1));

**Height:** See UBC; and existing local code amendment which provides (OMC 16.05.020)": *"Mixed Construction. Six story buildings complying with this chapter may be designed and constructed so that the basement and first story or the first story and second story of a structure without a basement is constructed of Type I Construction, and the top five stories of Type V-1 Hour Construction with a three hour occupancy separation."*

- 2) Maximum Building Coverage 100%
- 3) Maximum Development Coverage 100%

#### DESIGN OVERLAYS:

- 1) Downtown (OMC 18.06) & City-Wide (OMC 18.20) Design Guidelines apply.

#### ENVIRONMENT:

- 1) Critical Areas slope may exist on three sides of building
- 2) Traffic Study (if over 50-new trips / truck routes / structural – see also traffic counts below)
- 3) Misc. SEPA Reports likely if site demolished and new construction to include:
  - a. Flood Proof certification
  - b. Level 1 Soils (possibly level II) f. Geo-technical
  - c. Grading and Erosion Control
  - d. Noise Attenuation – Hours for pile driving to lessen impacts on residential
  - e. Air Quality
  - g. Tree Plan

#### PARKING: (OMC 18.38)

- 1) Residential Commercial / Retail. See Table 38.01
  - a. Generally, a parking study will need to address the appropriate number of parking or shared parking stalls. Olympia does count on street parking.
  - b. Administrative Variance to increase or decrease parking by 40%
  - c. Type I & Type II Bicycle Parking Required (See Table 38.01)

#### Landscape: (OMC 18.36)

#### APPLICATIONS & PROCESS:

- 1) Detailed Design Review – Design Review Board (Council Appointed).
- 2) Environmental Review by staff.
- 3) Land Use Review. Decision by the Site Plan Review Committee (staff).

**UTILITIES:**

**Maps Available upon Request**

- 1) **Sewer** – Obtain copies of City Maps. } **Community Planning and Development**
- 2) **Water** – Obtain copies of City Maps. } **601 4<sup>th</sup> Avenue, E.**
- 3) **Storm** – Obtain copies of City Maps. } **Olympia, WA 98607-1967**

**STREETS:** Good condition

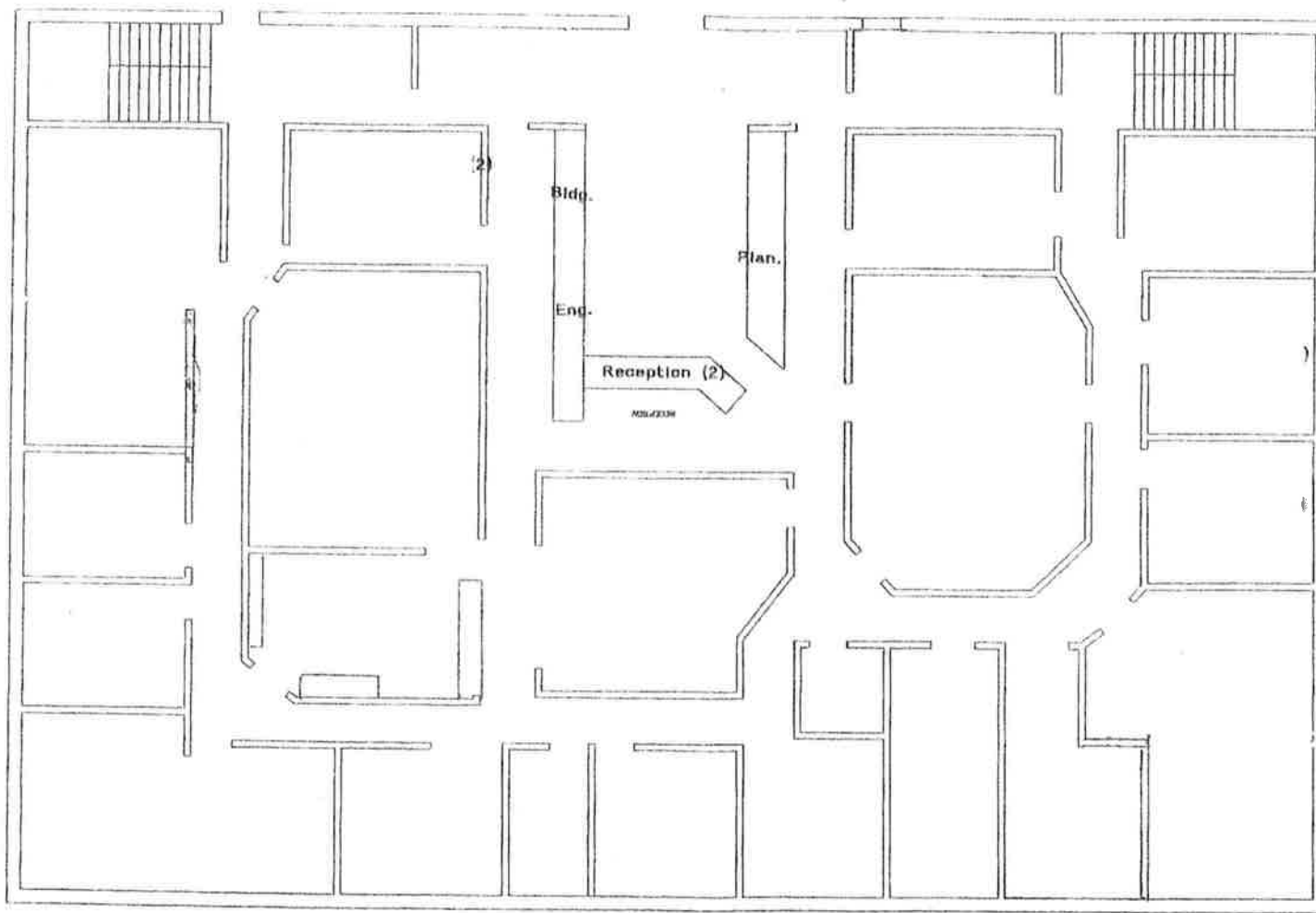
**MISCELLANEOUS:**

- 1) No Capital Facility Projects currently scheduled for surrounding streets.
- 2) Traffic Counts available upon request.
- 3) 10-year Property Tax Exemption program on multifamily construction.

**CITY CONTACT:** Please direct questions through:

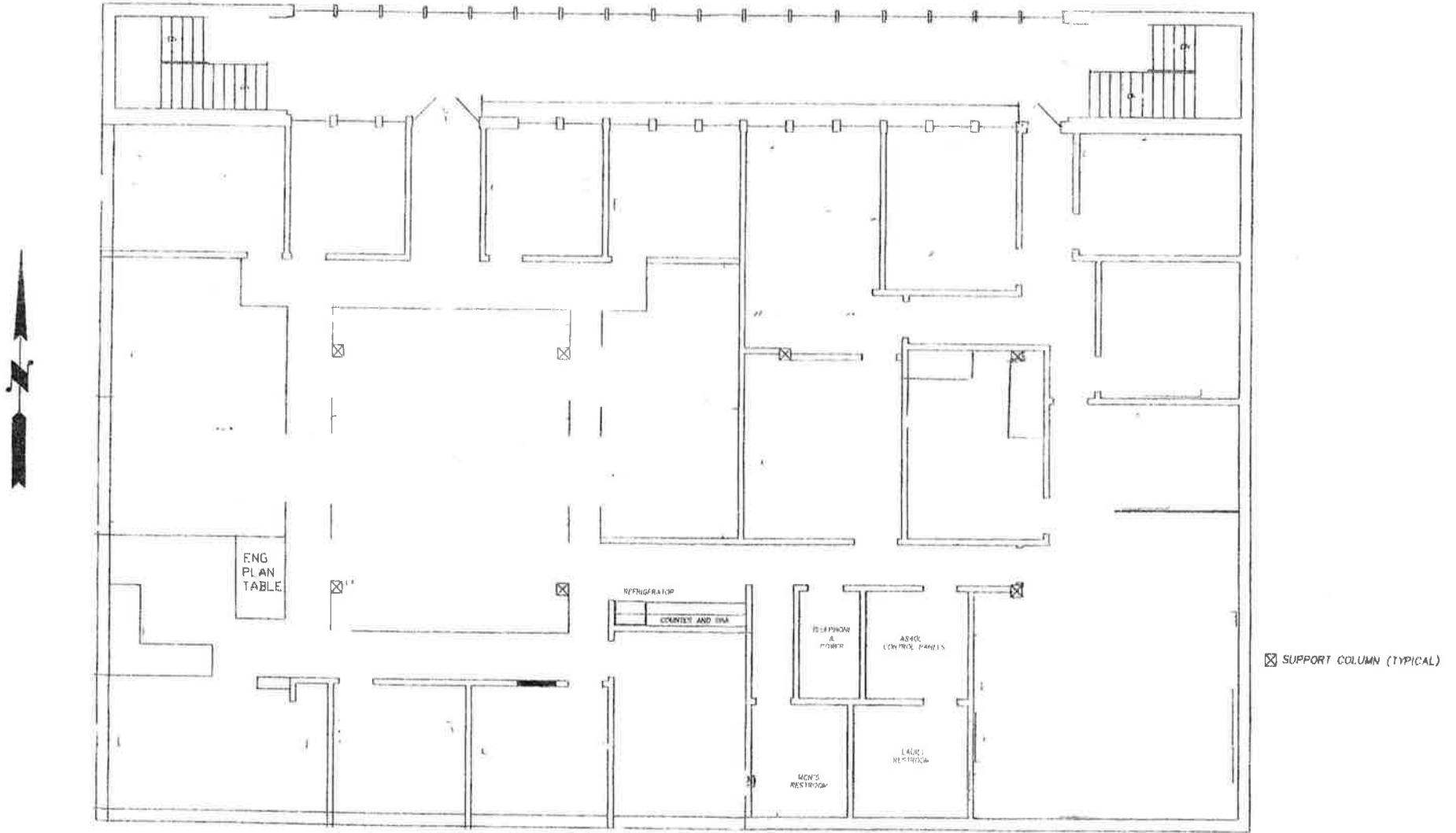
**Steven Friddle, Community Services Manager**  
**Olympia Community Planning and Development Department**  
**P.O. Box 1967**  
**601 - 4th Avenue, E**  
**Olympia, WA 98507-1967**  
**Phone: (360) 753-8591; or Fax: (360) 753-8087**  
**E-mail: sfriddle@ci.olympia.wa.us**

SMITH BUILDING FIRST FLOOR



NO.	REVISIONS	BY	APPR	DATE	DESIGNED	SCALE	JOB NUMBER	CITY OF OLYMPIA	ISSUING NUMBER
					DRAWN ON	1/2" = 1'-0"		SMITH BUILDING	SMITH BUILDING
					CHECKED BY		DATE	FIRST FLOOR	SMITH BUILDING
					APPROVED		1/92		SHEET 2 OF 2

SMITH BUILDING SECOND FLOOR



\* THIS PLAN EXCLUDES LOCATIONS FOR THE FOLLOWING ITEMS: COPY MACHINES, FAX MACHINE, FILE CABINETS, BOOKCASES, 4' X 7' LAYOUT TABLE, BLUE PRINT MACHINE, PRINTERS AND NEW LARGE SHEET PRINTER.

DATE: 10/26/00  
 DWN: HH APR:  
 SMTHBLDG.DWG SCALE: 1"=8'approx

CITY OF OLYMPIA  
 SMITH BUILDING  
 SECOND FLOOR

JAP-PRCUBS/PL-PLANS  
 DRWN 88-90/PL-PLANS  
 SHEET 1 OF 1





# City of Olympia | Capital of Washington State

P.O. Box 1967, Olympia, WA 98507-1967

## CITY OF OLYMPIA - COMMUNITY DEVELOPMENT BLOCK GRANT

### Program Year 2012 PRE-APPLICATION

Please Note: 2012 Funding for Capital Projects Only

Amount Requested: \$ \_\_\_\_\_

Project Name: \_\_\_\_\_

#### AGENCY INFORMATION:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Agency Director \_\_\_\_\_

Application Contact Person: \_\_\_\_\_

Years in Existence \_\_\_\_\_ # of Staff: \_\_\_\_\_ # of Volunteers: \_\_\_\_\_

Type of Agency:  Public Agency  Private Non-Profit (501c3)  Partnership

Corporation  Sole Proprietorship  Other

Federal Tax ID #: \_\_\_\_\_ DUNS# (Required): \_\_\_\_\_

Mission Statement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PERFORMANCE GOALS: (number of housing units, people served, target populations)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Target Population (check most appropriate):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Low-income area              | <input type="checkbox"/> Low-income persons | <input type="checkbox"/> Seniors                   |
| <input type="checkbox"/> Abused/neglected children    | <input type="checkbox"/> Abused spouses     | <input type="checkbox"/> Migrant farm workers      |
| <input type="checkbox"/> Persons living with HIV/Aids | <input type="checkbox"/> Illiterate         | <input type="checkbox"/> Seriously disabled adults |

**PROJECT DESCRIPTION:**

---



---



---

**LOCATION:**

---



---



---

**PROJECT/PROGRAM REVENUE BUDGET:**

Source of Program Revenue	% of Program Budget	Amount of Funding (\$)	Start/End Dates of Funding Cycle	Status (Approved or Pending)
<b>TOTAL:</b>				

**IDENTIFY AND DESCRIBE THE DEVELOPER'S EXPERIENCE:**

---



---



---

**IDENTIFY AND DESCRIBE ROLE(S) OF DEVELOPMENT PARTNERS:**

---



---



---

**SMITH BUILDING - IDENTIFY TERMS OF PURCHASE, IF APPLICABLE:**

---



---



---

