



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, December 16, 2021

5:30 PM

Online and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_E_goyXfRTOer3w_lpY6CJQ

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

(Estimated Time: 0-15 Minutes)

During this portion of the meeting, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.

5. **APPROVAL OF MINUTES**

- 5.A [21-1218](#) Approval of November 18, 2021 Land Use & Environment Committee Meeting Minutes

Attachments: [Minutes](#)

6. **COMMITTEE BUSINESS**

- 6.A [21-1195](#) Update on Rental Housing Process

Attachments: [Rental Housing Solutions Brief](#)
[Olympia Rental Housing Solutions Focus Group Structure](#)
[Legal Update for Tenant Protections Page](#)

- 6.B [21-1202](#) Land Use and Environment Committee 2022 Work Plan

Attachments: [Draft Land Use & Environment Committee 2022 Work Plan](#)

- 6.C [21-1198](#) Community Planning and Development 2022 Work Program

Attachments: [2022 CPD Planning Program Staffing Levels](#)
[2022 CPD Major Long Range Planning Projects](#)

7. **REPORTS AND UPDATES**

8. **ADJOURNMENT**

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City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Land Use & Environment Committee
**Approval of November 18, 2021 Land Use &
Environment Committee Meeting Minutes**

Agenda Date: 12/16/2021
Agenda Item Number: 5.A
File Number:21-1218

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of November 18, 2021 Land Use & Environment Committee Meeting Minutes



Meeting Minutes - Draft

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8244

Thursday, November 18, 2021

4:00 PM

Online and Via Phone

Special Meeting

1. CALL TO ORDER

Chair Madrone called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: 3 - Chair Dani Madrone, Committee member Clark Gilman and Committee member Yến Huỳnh

2.A OTHERS PRESENT

Jay Burney, City Manager
Keith Stahley, Assistant City Manager

Community Planning and Development staff:
Leonard Bauer, Director
Tim Smith, Planning and Engineering Manager
Amy Buckler, Program and Planning Supervisor
Max DeJarnatt, Senior Program Assistant

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

The following person spoke, Timothy Leadingham.

5. APPROVAL OF MINUTES

5.A [21-1120](#) Approval of October 21, 2021 Finance Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [21-1075](#) Housing and Homeless Metrics Briefing

Ms. Buckler shared Housing and Homeless Response metrics .

Committee members held a discussion regarding response and measurement improvements.

The information was received.

6.B [21-1090](#) Parking Strategy Implementation Update

Mr. DeJarnatt provided an update on the parking strategy implementation.

Committee members asked clarifying questions.

The discussion was completed.

6.C [21-1092](#) Hearing Examiner Request for Qualifications Process

Mr. Smith presented a draft Request for Qualifications (RFQ) for hearing examiner services, as well as optional processes for reviewing proposals submitted in response to the RFQ.

Committee members requested edits to the RFQ and provided direction on the process. They asked the Committee to conduct the interviews following initial screening by staff, Additional comments included consideration of equity issues.

The discussion was completed.

7. REPORTS AND UPDATES

Chair Madrone reported on progress of the Urban Agriculture work group and that she is meeting monthly with Councilmember Parshley on climate actions.

Mr. Bauer reported on the scheduled agenda topics for the December 16, 2021 meeting. He also reported that a consultant has been selected to assist the City in reviewing codes and regulations related to Neighborhood Centers and how to encourage further development in these centers.

8. ADJOURNMENT

The meeting adjourned at 6:02 p.m.



Land Use & Environment Committee

Update on Rental Housing Process

Agenda Date: 12/16/2021
Agenda Item Number: 6.A
File Number:21-1195

Type: discussion **Version:** 1 **Status:** In Committee

Title

Update on Rental Housing Process

Recommended Action

Committee Recommendation:

Discussion only. No action requested.

City Manager Recommendation:

Hold a discussion on the rental housing public engagement process and direct staff to proceed with public engagement, along with provide any guidance

Report

Issue:

Whether to receive an update and discuss peer city research, initial stakeholder outreach, and a framework for public engagement on potential rental housing code solutions.

Staff Contact:

Christa Lenssen, Housing Program Specialist, 360.570.3762

Presenter(s):

Christa Lenssen, Housing Program Specialist
Jason Robertson, J. Robertson & Co.

Background and Analysis:

One of six strategies for meeting Olympia's housing needs identified in the Housing Action Plan is to Make it Easier for Households to Access Housing and Stay Housed. One proposed action related to this strategy is 2.a. *Identify and implement appropriate tenant protections that improve household stability.*

Staff has completed research on various peer city approaches to rental housing policies, applicable State statutes, and recent changes to the State Residential Landlord-Tenant Act. (Staff presented the Committee a summary of recent changes to the Act in May 2021.) The City has also contracted consultant Jason Robertson to plan and implement public engagement to identify potential solutions and unintended consequences to code options.

In September and October 2021, staff along with consultant Jason Robertson completed:

- Several one-on-one stakeholder interviews with tenant advocates, nonprofit housing providers, property management companies, small landlords, and other third party governmental or nonprofit service providers who interact with both landlords and tenants.
- Interviews with several peer cities who have implemented various renter protections. These initial interviews provided an opportunity to test potential policy proposals, learn about current challenges in the rental housing market, gather any new policy options or ideas, and learn from the experiences of other cities.

Lessons learned have been compiled into an attached briefing for Council's review. Many stakeholder conversations included discussion of the need for more affordable housing, due to rising rents. The City is pursuing actions to increase affordable housing stock, which is outside the scope of this work, but has been referenced in the briefing and will be referenced in public engagement.

At the meeting, staff and consultant Jason Robertson will present lessons learned from peer cities who have implemented various renter protections, initial feedback from one-on-one stakeholder conversations, and proposed next steps for public engagement to narrow policy options. Staff and Mr. Robertson will present a proposed focus group structure (see attached) and seek additional input from Council for public engagement.

Neighborhood/Community Interests (if known):

Potential changes to Olympia Municipal Code's Rental Housing Code (OMC 5.82) are a topic of significant interest to renters and rental housing owners/operators within the city and around Thurston County. Any work on this topic will draw a great deal of local and regional attention and public engagement. Both the statewide and City of Olympia's eviction moratoriums have recently expired, creating renewed interest in stabilizing rental housing.

City of Tumwater staff have recently been directed to review and evaluate potential rental housing codes for consideration by Tumwater City Council. Many rental housing owners may operate in both Olympia and Tumwater, so there will be significant community interest as well as potential opportunities for collaboration and alignment of code language. Staff from both City of Olympia and Tumwater have been in contact and will update each other on progress.

Options:

1. Following the discussion, direct staff to proceed with public engagement, along with provide any guidance.
2. Following the discussion, request staff return to the committee with additional information before proceeding with public engagement.
3. Continue the discussion at another time.

Financial Impact:

\$50,000 was previously budgeted and the City contracted Consultant Jason Robertson to support focus groups and other public engagement.

Attachments:

Rental Housing Solutions Brief

Proposed Rental Housing Solutions Focus Group Structure
Summary of Recent Statewide Landlord-Tenant Law Updates

Olympia Rental Housing Solutions: Interim Council (LUEC) Brief

Working Draft: 10-26-2021

INTRODUCTION

Background and Context

In 2019, the City initiated a community conversation to explore rental housing challenges and potential solutions. Soon thereafter, COVID-19 arrived and, with it, a surge of housing market transformations that have exacerbated an already challenging market. In the midst of the pandemic, the Washington State Legislature enacted some of the very renter protections previously under consideration. This has necessitated a shift in the conversation to include an evaluation of the relative impact of those new laws in addition to identifying any gaps or opportunities that remain to be actualized.

While the pandemic resulted in a pause for some parts of the community conversation, other work has continued apace. The project team (staff and consultant) have completed research and evaluation of renter protections and solutions proposed or implemented in peer communities, conducted direct interviews with Olympia renters, renter advocates and landlords, and developed a preliminary assessment of potential solutions. Those findings are summarized here as follows:

- What We Have Learned So Far
- What Olympia is Doing to Address Housing Needs
- Rental Market Stabilization Concepts
- Next Steps

The Path Forward

Over the last quarter of 2021 and first quarter of 2022, the project team will continue direct stakeholder engagement and develop options for consideration by the City Council Land Use and Environment (LUEC) Committee. This is in line with the original schedule, though larger group engagement ultimately may be postponed due to the persistence of the pandemic and related crowd gathering restrictions.

WHAT WE HAVE LEARNED SO FAR

Updated Situational Context

While generally acknowledged that renter stability was becoming increasingly challenging by 2019, several additional facts should be considered when exploring potential solutions:

- Thurston County housing prices are currently at all-time high and have risen sharply over two years.
- Over the past year, purchasing power and rent capacity have been further eroded by rapid inflation in consumer costs, relative to much milder wage growth.

- Many renters are feeling desperation: future home ownership was already hard to imagine; now, it is a struggle to even maintain rent.
- COVID led to the single largest job loss in the modern history of our nation (in one six-week period). Many have not been able to return to work or have not yet been able to close the lost income gap.
- Federal COVID-based rent relief is now available and may be helpful with initial triage.

Advice on Conversation Approach

Based on feedback from stakeholders, the project team is pursuing a strategic engagement approach that allows for meaningful input from all parties while reducing the potential for conflict or unproductive dialogue. In particular, we have taken the following feedback and advice to heart:

- This is an emotional issue involving people's housing and, at least in some cases, other people's retirement income. At yet another level, it is about the right to conduct business with the attendant constitutional provisions and protections attached.
- Those who attended the original open house appreciated the invitation but were disappointed when it devolved into emotional arguments by adversarial camps. They advise the City to continue the conversation independently for now, learning from and sharing the perspectives from all sides.
- In particular, they are supportive of:
 - Conducting cohort-specific focus groups – i.e., renters, renter advocates, landlord advocates and landlords (the latter possibly broken down by large and small landlord cohorts)
 - Providing easily-accessible reports and support documents on the City website
 - Maintaining an ongoing comment portal on the website, with alternating questions depending on the current phase of conversation (stories, ideas, actions, evaluations)
- Generally, renters and renter-advocates are interested in exploring any and all forms of relief, while landlords are generally opposed to nearly every new control or intervention proposal.
- Enter into this understanding many people will be at least a little disappointed with the outcome(s) no matter what action is pursued. It may be wise to pursue an incremental approach and adjust strategy as early solutions are evaluated for success – e.g., don't jump into solutions that may end up making matters worse for renters and landlords alike.
- Acknowledge the value of and challenges faced by all sides during all exchanges.
 - Dispel and dissuade the use of stereotypes in this conversation: while there are exceptions, very few renters are going to present major challenges for the landlord, and most landlords are not looking for profits far above their cost of operations
 - Many landlords are sympathetic to challenges renters face, and many renters understand landlords must meet certain financial requirements to remain in the rental market
 - Start with mutually-beneficial approaches or solutions that reduce adversarial interactions

Impacts and Concerns Assessment

While each individual renter and landlord faces a unique set of challenges, there appears to be a number of core barriers for each group. The table below provides key take-aways from each primary stakeholder perspective, by central challenge or issue area. A preliminary assessment of what may or may not work to address these issues and find a middle-ground follows.

Key Challenge	Renter Perspective	Landlord Perspective
Recent Rent Increases	Sudden and steep for many. For some, rising above income level and ability to pay, with threat of homelessness in some cases.	Necessary to keep up with rising property taxes, catch up with maintenance after years of suppressed rent following great recession.
Current Rent Rates	Very little stock remaining at rates many households can realistically afford with current incomes.	What market allows and demands. Not always like this. Not our fault. Need more housing stock or fewer renters.
High Move-In Fees	Prohibitive to entry. Can include first and last month, security deposit, pet deposit and even pet rent fee. Few have reserves to cover cumulative cost in one transfer.	Fees will increase with risk. Inability to evict, extended eviction times and other protections make entry payments more crucial to protecting economic bottom line.
Barriers to Entry	Imperfect credit or criminal record histories are often due to circumstances beyond renter's control or reflect disproportionalities (e.g., medical bills, unequal access to credit, protection under the law). Does not necessarily reflect ability to pay rent.	Some indicate willingness to give second chance, but not interested in reduced screening. Need to know what the risk profile is and adjust accordingly.
Rental Stock Condition	Some units in bad condition, not all tenants feel comfortable asking for repairs, fear retaliation, or can't get response if they do.	Some landlords delayed improvements due to lower rents after recession. Others can't improve without raising rents to cover costs and fear losing tenants.
Access to Resources	Don't know where to go when needing help with temporary rent gap funding; uneasy or unable to communicate with landlord; unsure of legal options; unable to afford move-in fees for new place following rent increase.	Hard to keep up on evolving rules; agreeing to learn more about resources sounds like more hassle and cost; at some point, the profit margin or loss calculus will cause me to leave market.
Potential Solutions	Rent control (not allowed); extended payment plan for move-in costs; extended notice of rent increase; help finding resources/subsidy, especially for move-in costs; current landlord offering similar unit for let when repairs are needed for current unit; required landlord use of universal screening reports to prevent multiple fees for prospective renters.	Target solutions to those actually struggling (lower-income, MFH v SFH); spread cost over entire community v placing on landlords alone; consider tax credits for those who rent to low-income; defer to State laws, no new local laws; make it easier to build affordable housing and let market work.

These are preliminary challenges and perspectives. This inventory will be updated as additional outreach is conducted and the resulting feedback incorporated into recommendations forwarded to City Council.

WHAT OLYMPIA IS DOING TO ADDRESS HOUSING NEEDS

The City recently completed a Housing Needs Assessment and created a Housing Action Plan. The City identified six key strategies to address housing needs in the community:

1. Increase the supply of permanent, income-restricted affordable housing.
2. Make it easier for households to access housing and stay housed.
3. Expand the overall housing supply by making it easier to build all types of housing projects.
4. Increase the variety of housing choices.
5. Continually build on resources, collaboration, and public understanding to improve implementation of housing strategies.
6. Establish a permanent source of funding for low-income housing.

Here are examples of progress under each strategy:

1. Increase the supply of permanent, income-restricted affordable housing.

- A. Portion of Rescue Act (ARPA) funds dedicated to acquisition of new affordable housing (Quince Street Property, former site of Quality Inn Hotel)
- B. Exploring dedication of the former Mitigation Site on Franklin to income-restricted housing targeted to downtown employees
- C. Create income requirements for private housing redevelopment of the former Griswold's building and Boulevard Road property
- D. Purchased property at 2828 Martin Way in 2018, donated it to Interfaith Works/Low Income Housing Institute housing and shelter development
- E. Awarded \$4.25m from the Olympia Home Fund to help build permanent supportive housing at Unity Commons (2828 Martin Way) and the Family Support Center. The Home Fund leveraged over \$37m in non-city funds to build these projects.
- F. Affordable Housing Density Bonus: The City allows 1 additional residential unit for each low-income unit provided, up to a 20% bonus
- G. Impact Fee Abatement: The City may grant impact fee discounts and exemptions for projects that are 100% low-income
- H. Engaging with LOTT as they complete their cost-of-service study. As part of this they are exploring how they might support local partners with housing affordability objectives, including potential lower hook-up fees for low-income housing
- I. Reinstating a revolving loan program for rehabilitation and maintenance of low-income housing through the Community Development Block Grant (CDBG) program to provide low-interest loans to keep rental and owned properties affordable

2. Make it easier for households to access housing and stay housed.

- A. Facilitating community conversations that will result in recommendations for rental housing code changes intended to improve rental housing access and stability
- B. The City has an updated Tenant and Landlord resources webpage, with legal updates and COVID-specific assistance
- C. City Council adopted an eviction moratorium during COVID

- D. Added over 100 tiny homes for homeless individuals, managed by nonprofit partners since 2018
 - E. Passed Emergency Housing Ordinance to encourage faith and nonprofits to provide temporary emergency housing or shelter (used by faith communities and nonprofit partners to offer shelter beds)
 - F. The City has used general funds to support projects like Family Support Center Shelter expansion, the Interfaith Works 3444 shelter, and day centers which offer shower, laundry facilities and other needed services
 - G. The City has utilities payment assistance programs for qualifying low-income households
- 3. Expand the overall housing supply by making it easier to build all types of housing projects.**
- A. Multi-family Tax Exemption: incentivizes development of housing in targeted areas (there is both a market-rate tax incentive and an affordable housing tax incentive). Currently exploring an expansion of the program to more geographic areas and to maximize its use for affordable housing.
 - B. Decreased parking requirements for affordable housing units near transit routes
 - C. The following housing actions are also underway now or in the coming year, and could be applied specifically to low-income housing:
 - a. Subarea and SEPA planned action for the Capital Mall Area – scope to include assessing risk and strategies to mitigate displacement
 - b. Reduce parking requirements for multifamily in areas with frequent transit
 - c. Reviewing our fees and regulations to reduce barriers to housing construction
 - d. Re-tooling the multifamily tax exemption to maximize its use for affordable housing, increase locations and assess its efficacy in 3 areas planned for high density housing development (downtown, Capital Mall area, Pacific/Martin Way area)
- 4. Increase the variety of housing choices.**
- A. Housing code changes to allow more construction of duplexes, triplexes, other infill housing
 - B. Free accessory dwelling unit plans which meet the City's code requirements, new codes with more flexibility to allow these in more areas
 - C. Exploring funding sources and best practices to support models that lead to homeownership and long-term affordability of the property, such as land trusts, cooperatives and models like Habitat for Humanity
- 5. Continually build on resources, collaboration, and public understanding to improve implementation of housing strategies.**
- A. The City participates in a Regional Housing Council, Housing Advisory Team, Rental Housing Workgroup and many other cross-jurisdictional workgroups, to pool resources and identify gaps in housing that can be addressed at a regional level
 - B. Olympia supporting consulting work to improve Coordinated Entry homeless triage and placement system
- 6. Establish a permanent source of funding for low-income housing.**
- A. Home Fund created to provide revenue stream for building affordable and permanent supportive housing (has contributed to several new multifamily projects for formerly

- homeless community members), can also fund other housing and homeless-related operating costs
- B. Affordable and Supportive Housing revenue adopted (from HB 1406), which allows city to hold back state sales tax revenue and dedicate it to affordable and supportive housing
 - C. Support for county-wide Home Fund (under discussion)

DRAFT

RENTAL MARKET STABILIZATION CONCEPTS

Peer Community Insights

Cities across Washington have implemented various rental housing stabilization measures under consideration here in Olympia. The table below provides a summary of peer city feedback and insights with respect to the relative effectiveness of various policies following implementation:

Name of Policy	Pros	Cons	Other Notes
Rental registration or license and inspection program	<ul style="list-style-type: none"> • Helpful to know where landlords are and how to communicate with them • Neighborhood on the whole benefits from code compliance and minimal standards of habitability (property values) • Inspections help with safety of rental housing units • Tenants can be afraid to report problems due to fear of retaliation from landlord • Landlords become aware of maintenance issues sooner • Can provide training or other resources as part of license or registration program (code compliance, fair housing, licensing requirements, fire inspection and building codes, programs or resources available) 	<ul style="list-style-type: none"> • Can be difficult to get compliance even with fines in place. Don't want to revoke licenses to result in displacing tenants or losing additional rental housing, so fines or other requirements for repeated violations are needed. • Requires staff in code enforcement or building inspections, as well as administrative (licensing or registration and payments), as well as tracking and scheduling of inspections, and enforcement • Enforcement processes can be slow, and tenant may not benefit from improved condition by the time they are remedied 	<ul style="list-style-type: none"> • Most cities have a housing inspection component. Varies by city: some have processes for self-certification with a code checklist, and some proactive, required periodic inspections. • Some cities use state business licensing process (through DOR), which helps with administrative aspects, but limits information collected and imposes fee • Landlords/ managers often won't respond to requests for info/data unless required • All cities recommended having strong enforcement mechanisms in place • Documentation and tracking can be burdensome if you don't have a business license process or other administrative structure in place • Several cities indicated they have found a lot of problems and repair issues in small unit properties. More abuses, even if not intentional. • Some cities have exemptions, or exemptions for just the inspection component but not the registration. • Many more cities than interviewed have licensing and inspection programs, including Pasco, Lakewood, Kent, Tukwila

Name of Policy	Pros	Cons	Other Notes
Informational materials required	<ul style="list-style-type: none"> • Educates both landlords and tenants about their rights and responsibilities • Helps initiate contact with City for various rental housing issues 	<ul style="list-style-type: none"> • Can be difficult to enforce if don't have staff and/or enforcement mechanisms in place. It is hard to know if landlords are providing packet to tenants, aside from receiving calls from landlords or tenants. 	<ul style="list-style-type: none"> • One city stated that perhaps a webpage would be as effective • Translate into most commonly spoken languages • Some landlords complain when require distribution of printed copy, but one city felt information was getting buried in electronic move-in documents provided by landlords
Limits to security deposits/move-in fees	<ul style="list-style-type: none"> • Helps tenants access housing, due to rising costs at move-in 	<ul style="list-style-type: none"> • Unintended consequence: kneejerk rent increase. 	<ul style="list-style-type: none"> • One city stated the benefits outweigh risk of possible rent increases • Another city cautioned against any measure which could be construed as rent control
Just Cause eviction	<ul style="list-style-type: none"> • Tenant and LL have common understanding re what could cause them to lose their tenancy. Everyone should be on same page about reason tenancy could be terminated. 	<ul style="list-style-type: none"> • Could be confusing due to recent changes in statewide laws 	<ul style="list-style-type: none"> • Some cities wondering if they should keep their ordinance due to statewide adoption of Just Cause protections, have to ensure their policies and informational materials align with changes. • One city implemented Just Cause protections right before the eviction moratorium, so policy has not been tested with the exception of property sales. • One city cautioned that need staff to enforce protections if enact them.
Housing Ombudsperson	<ul style="list-style-type: none"> • Provide education and resources to both landlords and tenants • Hear stories on the ground to inform policy • Local expert helps implement policies/enforcement of policies 	<ul style="list-style-type: none"> • Cost 	<ul style="list-style-type: none"> • Burien never hired the staff recommended through community process due to eviction moratorium being enacted shortly after Burien adopted new rental housing policies • Tacoma has two landlord/tenant-focused staff • Feedback is that if you don't have staff or clear enforcement mechanisms, it's not worth implementing the policies

Name of Policy	Pros	Cons	Other Notes
Tenant relocation assistance for substantial remodel, demolition or change of use	<ul style="list-style-type: none"> Mitigates displacement of tenants when property is remodeled, demolished or sold 	<ul style="list-style-type: none"> Cost 	<ul style="list-style-type: none"> Authorized by State law, sets parameters for program. Tacoma didn't include 'change of use' in relocation assistance program due to feedback that some property buyers purchase a single-family home with the intent of living in it, rather than continuing to rent it out. Seattle's budget for direct payments: \$300,000-\$400,000/year. Use Real estate excise tax 1 (REET1) and general fund, if needed. 1.5 FTE to administer. Tacoma: Feb 2019-Nov 2019 paid \$6,000, for 6 qualifying units. Use general funds. Difficult to gauge ongoing costs due to moratorium since enacted. Since moratorium lifted, had 4 requests.
Extended notice for rent increases	<ul style="list-style-type: none"> Provides more time for tenants to find alternative housing in a tight rental market if can't afford the increase 	<ul style="list-style-type: none"> Unintended consequence: 100-300% rent increases to beat the new law 	<ul style="list-style-type: none"> Build in a period of time for outreach before law needs to be applied
Notice of sale of low-income housing	<ul style="list-style-type: none"> May help preserve affordable housing, prevent displacement of low-income tenants 	<ul style="list-style-type: none"> Calculations tricky for which units qualify as affordable for tenants earning 80% AMI or < Has to be updated each year. Hard to enforce; owners don't always know months in advance that they will sell. Has not preserved affordable units in Seattle or Burien. Most affordable housing providers do not have enough reserves to purchase within 60-day timeframe. Many housing providers don't want to buy old properties that may need rehab. 	<ul style="list-style-type: none"> One city felt if any affordable housing was preserved, it would be worth it, however, two other cities felt it was an administrative burden that hasn't had the impact intended by the policy. In Seattle, an auditor's report will be coming out soon to give transparent feedback. Seattle's policy has a Tenant Opportunity to Purchase (TOPO) element. One city didn't write good enforcement process. Doesn't put in structure, timelines, appeal process.

Key Takeaways from Cities Interviewed

- Consider the enforcement processes carefully. Some codes allow issuance of citations which can result in a recording on the property title, which must be cured before owner can sell. Some codes require a lengthy legal process to enforce, and don't produce a helpful result for the tenant making a complaint. Some codes require private right of action, but not many tenants have the resources to bring affirmative cases.
- Invest in staff to enforce the mechanisms created. If there aren't staff or enforcement tools in place, consider whether it's just an administrative hoop for the most highly compliant landlords to jump through.
- Consider your goals in implementing the policy. Is a landlord registry aimed at communication and sharing information, or is it also a tool in facilitating compliance with other policy measures?
- Be willing to evaluate and adapt policies and programs over time.
- Be mindful when planning stakeholder engagement. One City had the experience of holding a meeting where landlords made statements that were very hurtful in generalizing about tenants who use rental subsidies, and felt the meeting was harmful to the tenants in attendance.
- Bring everyone to the table when making policy changes. Allow for stories, as those stories can help guide the policymaking process. Listen to all sides, as they may come up with ideas not considered yet. Approach the topic knowing that everyone is not going to be 100% happy but work towards creating something everyone can live with. This approach creates buy-in, so stakeholders can identify why a provision was included, even if they don't agree with it.

Ideas That Might Work in Olympia

While this initiative is focused on solutions to keep more renters in stable housing now, the evaluation of options also includes a number of suggestions for longer-term structural considerations. All longer-term solutions reflect direct input from stakeholders.

Near-Term Solutions

The project team evaluated and tested with stakeholders a number of potential solutions deployed in peer communities. Other policies ideas arose during stakeholder conversations and have been included for consideration. The following ideas may have some beneficial impact in Thurston County, pending additional discussion and vetting by all parties:

Policy Evaluated	Why it could work
Required provision of renter rights and information packets	Information and resources are helpful to everyone involved. Where to turn when unable to pay full rent. Renter rights. Landlord resources and technical assistance. Much of this information can be produced online and in print by City staff. Landlords are already required to provide certain info, so this would be an enhanced package.

<p>Relocation assistance program in the case of demolition or long-term remodel</p>	<p>An emergency fund available to low-income renters displaced by demolition, change of use or substantial remodel. Funds could be used to cover or offset first, last month and security deposit to facilitate entry to a new rental unit. Could be supplemented with new residence research assistance provided by City staff or nonprofit partners. Would require public funding to work. Program model is outlined in State law (requires public hearing, tenants eligible if below 50% AMI, limits funding to \$2,000 per unit, cost split by landlord and City). Landlord could offer option to relocate tenant to existing comparable unit, if one exists.</p>
<p>Extended rate increase notification period</p>	<p>Unpopular among landlords but could be helpful in reducing relocation assistance demands. Extending period would allow renters who are priced out of current housing to find affordable replacement, potentially with assistance from City or nonprofits.</p>
<p>Credit and criminal history screening restrictions</p>	<p>Landlords are divided. Many indicate new State rules requiring Just Cause for evictions make screening more important or even tighter. Most landlords already require income of 3 times the rent. Some are actively renting to people with minor credit or criminal offenses. This could work if limited and crafted in partnership with landlords (and according to legal allowances). There are two primary concerns: renters who may harm or otherwise negatively impact other renters; and renters who do not have ability to pay (time and expense of eviction process is a concern).</p>
<p>Landlord registration system to enhance communications and compliance</p>	<p>A landlord registry would enable the City to understand who landlords are in Olympia for communications purposes. The registry would facilitate dissemination of information on resources (e.g., the current COVID rent relief programs), new or updated rental rules and opportunities for training. Some peer cities require a business license and mandatory periodic inspections, with loss of license for certain violations.</p>
<p>Prohibition of “pet rent” fees</p>	<p>If a landlord collects a pet deposit, there is no real need for a recurring pet rent. There is some risk that prohibiting this charge will reduce the number of units available to pet owners.</p>
<p>Low interest loans or grants to landlords for repairs in exchange for rent stability</p>	<p>Could incentivize completion of needed repairs while also protecting against the need for rent increases to offset cost. Could be funded through City and/or through partnership with CDFI lender(s). Could mirror State landlord mitigation fund program for landlords renting to tenants with subsidy or provide broader eligibility.</p>
<p>Limits to security deposit and move-in fees (e.g., not greater than one month’s rent), and/or limit to late fees</p>	<p>Provides greater ability to access housing, as move-in costs can be prohibitive. Late fees can accumulate per day and be difficult to pay off, though landlords are required to apply any payments by tenant to rent first. Landlords have stated they will increase rent to offset costs and mitigate risk.</p>
<p>Reusable Tenant Screening Report</p>	<p>State law allows landlords to decide whether or not they will accept a comprehensive reusable screening report from applicants. Most landlords do not accept these reports, causing tenants to pay for multiple applications and screening reports with essentially the same information. Requiring use of these reports would lessen the cost burden on tenants, who frequently pay \$40-\$50 per application, in addition to other move-in costs.</p>

Other Ideas to Consider

This section provides a summary of potential solutions discussed in stakeholder conversations as well as ideas that have been implemented in peer communities. The assessment as to why any particular idea may not work is based on stakeholder feedback and consideration of existing Washington State law.

Policy Evaluated	Notes
Rent control	Not currently allowed per state constitution, but laws are continually evolving.
Expanded timeframe for installment payments for move-in fees and deposits	In 2020, state law changed to allow a tenant to request installment payments for move-in fees and deposits.
Expand Just Cause eviction requirements for any tenancy	In 2021, state law changed to provide Just Cause protections. Select changes could be considered (law provides exceptions for some 6-12 month leases, which can be terminated with 60 days' notice at the expiration of the lease without providing a reason). Landlords feel state law was highly negotiated and the City should not reinvent new provisions. Renter advocates have informed us that some tenants are being asked to sign longer lease terms that fit into these exceptions or pay a higher rate for a month to month lease that is subject to Just Cause protections.
Require City notification before putting rental units on the market	This would enable City to notify nonprofits/lending partners so the property could potentially be purchased, and the units preserved as permanently affordable housing. Some cities have indicated that it is difficult for a nonprofit or housing authority to pull together funds to purchase a property in 60 days, hasn't had intended impact.
Economic Displacement Relocation Assistance	Newly passed by Seattle, not yet implemented and will likely be litigated due to claims that it is effectively rent control. EDRA requires landlords to pay relocation assistance to a low-income (80% of AMI) tenant who is displaced by a rent increase of 10% or more. Could be considered after evaluating impact of Seattle's ordinance. Seattle model requires landlords to use City as pass-through for funds, which creates additional administrative burden and cost on City (estimated \$1M). Portland model only requires City step in if landlord doesn't comply, which saves a significant cost in implementation of program.
Permanent Alternative Dispute Resolution Process	Thurston County currently requires using dispute resolution services for nonpayment of rent cases related to COVID before filing an eviction. This clause included in state law will expire in July 2023. Support for a permanent program may help both landlords and tenants avoid the cost of going through a court filing, as well as help tenants avoid having an eviction on their record. The state will evaluate this program and may decide to fund on an ongoing basis. Cooperation with Thurston County Superior Court may be required for implementation. May be approached more effectively on a regional scale.

Longer-Term Solutions

Stakeholders also offered suggestions for addressing affordable housing challenges over the long term. Some ideas are already captured in Olympia's Housing Action Plan. Others are novel, or variations on ideas previously introduced. Ultimately, while there is universal agreement that more affordable housing is required, opinions on how to go about accomplishing it vary. Stakeholder suggestions include:

- Facilitating cooperative housing solutions:
 - Work with coops to purchase or build manufactured and multifamily housing that renters can purchase through equity mechanism
 - Enact a Tenant Opportunity to Purchase ordinance that provides first right of refusal to tenants prior to a property being placed on the open market
- Building additional stock with public funds:
 - Redirect existing general fund dollars
 - Ask voters for additional tax funding or pursue a councilmanic tax on real estate transactions over a certain amount:
 - To purchase lower value homes
 - To purchase and convert unused commercial space
 - To purchase and develop or redevelop specific lots toward the goal of supplying demand identified in Housing Needs Analysis
 - Use technology to create more affordable options (e.g., 3-D print housing to help assuage current homeless proliferation)
- Acquiring additional stock by partnering with nonprofits to:
 - Purchase rental housing before it goes on market
 - Transfer ownership and management to housing nonprofit that can help maintain subsidized, permanently affordable rental units
- Incentivizing the building of additional stock:
 - Property tax credits beyond existing options – e.g., commensurate reduction in property tax for every \$100 landlord offers rent below market average for similar rental unit
 - Pursue conversions of hotels or other existing structures that can provide housing options sooner than new development
 - Work with willing developers to pilot affordable housing solutions (e.g., fee waivers on new low-income multifamily development that can be transferred to nonprofit housing services managers once developers have recouped expenses/profit)
- Reducing additive costs that may or may not artificially increase housing and rental expenses:
 - Targets include land use laws, impact fees, design standard requirements

NEXT STEPS

Action Item	Estimated Delivery/Execution Date
Peer Community Outreach	October 2021
Stakeholder Interviews	September-October 2021
Revised LUEC Briefing Memo	October 2021
Preliminary LUEC Briefing	December 2021
Focus Groups	January-February 2022
Online Survey (priorities and preferences)	February-March 2022
Community Open Houses (if viable, possibly online)	TBD
Council Options Presentation	April 2022

Olympia Rental Housing Solutions Focus Group Structure

Discussion Draft: November 30, 2021

Logistics

- Prep note-takers
- Room set up; food/beverage/flip charts et al (or Zoom if virus still a challenge)

Introduction/Setting the Stage

Welcome from Christa:

- Renter solutions background
- Overview of recent legislative updates, moratorium updates and impacts
- Description of next steps, process and outcome framework
- Christa role/Introduce Jason/Jason role
- (Introduce Dani, other special listeners)
- Hand off to Jason

Process Overview by Jason:

- 90 minutes
- Safe place /ground rules – trying to find fairest way forward, understand can be emotional, etc.
- State has adopted some new protections and rules as described by Christa
- Rent control is not allowed under Washington State constitution, so focusing on “what else”
- Set questions, but may chase down interesting ideas or takes for deeper understanding
- This is a complex issue with many moving parts – but top goal is keeping people housed
- The City understands and is addressing things like supply, affordability
- OUR FOCUS is on potential policies that can help stabilize the situation in the near term
- So, let’s see what you think about some of the different ideas we’ve heard about

Introductions:

- (Renters describe rental situation; Landlords describe holdings; Advocates describe emphasis areas)

Q1: Do you agree that this is a particularly challenging time to be a renter?

If you don’t agree, why?

If you agree, why? Do you think it is due to:

- Impacts of COVID
- Natural Change in market conditions
- Other factors such as lack of housing stock
- Stagnant wages and rising housing costs
- Some combination of all the above

.....

Q2: How long do you think renter conditions will remain challenging: weeks, months, years? Why?

.....

Renter Solution Concepts

Many communities maintain a landlord registry or licensing structure. The registry structure varies from one city to another. Some cities use it as a tool to ensure that safe housing standards are maintained and require periodic rental home inspections. Others use it as a more loosely, unenforced policy and program to facilitate communications about landlord training programs, renter rights and changes to laws and ordinances.

Q3: Do you think a landlord registry makes sense for Olympia? Why or why not?

What beneficial purposes might a landlord registry serve in Olympia or Thurston County?

If you support a registry, would you make landlord registration voluntary or mandatory?

Would you include mandatory home and apartment inspections?

Would you exempt certain landlords based on any specific criteria?

.....

During our stakeholder interviews, we tested a number of policy options other communities have used to try and stabilize rental housing. Examples include:

- A longer payment period for move in costs (State law currently allows for installment payments over a two or three month period, depending on the length of tenancy);
- reduced screening requirements; and
- limiting the total amount of deposit expenses a landlord can charge at move-in time

Renter advocates generally say any and all of those policies would help. Landlords are generally opposed and say those policies could actually make things worse for renters. They suggest that by introducing more renter protections, we would actually be increasing risk to landlords and that landlords might respond by, a) becoming even more selective in who they rent to; b) increasing rents or deposit amounts to protect against increased risk; or c) leaving the rental market all-together, thereby further reducing affordable stock.

Q4: Are there any solutions you think might actually cause unintended consequences for renters?

If so, what kinds of impacts and how might they be mitigated?

If you disagree, why?

.....

Q5: Some peer cities have instituted relocation assistance programs to help low-income renters cover the upfront costs associated with securing a new rental unit when compelled to move. State law authorizes and provides guidelines for implementation. These programs are tied to a substantial remodel, demolition or change of use scenario. The program requires landlords to pay up to half and the City to pay the remainder of relocation assistance, with a cap of \$2,000 in assistance, although that amount can increase annually over time. **Do you think a relocation assistance program would be helpful in Olympia?**

.....

Q6: Some peer communities have introduced screening restrictions to facilitate housing access for higher-barrier renters – i.e., those with criminal or credit history challenges (Jason to provide prompts). Others promote the use of reusable screening reports to reduce costs associated with multiple applications. **What types of prospective tenant screening solutions do you think might work in Olympia?**

Are there any screening solutions that give you concern, and what or why?

.....

Q7: Other renter solutions could include better dissemination of information or even more proactive technical assistance for renters and landlords alike. I'd like to introduce several possibilities and ask for your initial response. After that, we can circle back and dive into any you find of particular interest...or concern. (briefly explain purpose of each item below)

Housing Ombudsperson?

Required provision of renter rights and information packets?

Permanent alternative dispute resolution process?

Low interest loans or grants to landlords for repairs in exchange for rent stability?

Q8: Some cities have placed limits or caps on deposits, move-in fees, late fees and even pet fees. **Do you believe Olympia should explore any or all of these ideas?**

.....

Q9: **What do you think about extending the notice period for proposed rent increases? It's currently 60 days. Some cities have extended the notice period to 90, 120 or even 180 days with the goal of buying more time for renters who may need to find a more affordable rental alternative.**

.....

Q10: State Legislature just passed a Just Cause eviction law to require landlords to provide one of several defined reasons for ending a month-to-month or term tenancy, but gave a couple of exceptions for some 6-12 month leases (which can be ended for no reason with 60 days' notice). One option we've heard is to expand the Just Cause eviction rule to include Just Cause eviction requirements for any and all tenancies. **In your opinion, what might be the pros and cons of implementing that in Olympia?**

.....

Q11: **Can you think of other solutions that might work to stabilize or support renters in this market?**

.....

DRAFT



Recent Changes to State Law

During the 2021 Session, the Washington State Legislature passed new laws, or amended existing laws, that impact tenants and landlords. This document is a summary of important recent changes but is not a complete picture of everything contained in the law. This summary is provided for information purposes only and is not legal advice.

2021 Statewide Legal updates

[House Bill 1236:](#)

Just Cause Eviction

Landlords can no longer end month-to-month lease agreements for no reason, by providing a 20-day "no cause" termination notice. Landlords must give tenants a written notice with one of several defined reasons for ending rental agreements and evicting tenants. Reasons include: nonpayment of rent, unlawful activity, the landlord or landlord's family member plans to move into the unit, or the landlord decides to sell the property. Landlords can still end a tenancy for no reason at the end of some 6-12 month lease terms, by providing the tenant with 60 days written notice.

[Senate Bill 5160:](#)

The Washington State Attorney General's Office has issued [guidance about SB5160](#)

Standards for Rent Repayment Plans

Landlords must offer tenants a reasonable repayment plan for rent owed between March 1, 2020 and 6 months following the expiration of the moratorium. Monthly payments cannot be more than 1/3 of the monthly rent. First payment cannot be due for 30 days. Landlords cannot charge late fees or other charges for rent that was not paid between March 1, 2020 and 6 months following the expiration of the moratorium.

Eviction Resolution Pilot Program

In some counties (including Thurston County), landlords are required to provide tenants contact information for an Eviction Resolution Pilot Program when tenants are behind on rent before the landlord can begin the eviction process. This program helps tenants and landlords agree on how to make up rent owed instead of going to court and also helps tenants find rent assistance. Landlords cannot file an eviction in court without notifying the Eviction Resolution Program and attempting resolution through the program. ([Dispute Resolution Center of Thurston County is the local Eviction Resolution Program.](#))

Tenants with low incomes may get a lawyer in eviction court

The Legislature is funding legal service providers to help more tenants in eviction cases. Subject to funding, the court must appoint a lawyer to low-income tenants in filed eviction cases. A person is eligible for free representation if they receive public assistance (like Food Stamps) or their annual

income, after taxes, is 200% or below the federal poverty guidelines. This program may take up to a year to be fully implemented.

Reporting to a Prospective Landlord

Landlords cannot report to a prospective landlord that a tenant didn't pay rent or was evicted for not paying rent between March 1, 2020 and 6 months following the expiration of the eviction moratorium. The prospective landlord can't take adverse action for nonpayment during this timeframe (like charge an extra deposit). Landlords or prospective landlords cannot ask for, discourage, or deny a tenant based on their medical history, including current exposure or infection to COVID-19, unless information is necessary for a reasonable accommodation requested by the tenant.

Creates a Landlord Covid Relief Program

Offers landlords up to \$15,000 for unpaid rents from March 2020 through December 2021 when a tenant has defaulted on a repayment plan or vacated/abandoned the property without being evicted. If a landlord evicts or pursues other legal action against their tenant for unpaid rent, they will be ineligible to receive reimbursement from the program. (More information about the program at www.commerce.wa.gov/landlordfund)

2020 Statewide Legal Update:

[House Bill 1694:](#)

Tenants can pay deposits, last month's rent, and certain nonrefundable fees in an installment plan. A landlord is required to accept an installment plan if requested by the tenant in writing, unless last month's rent is not required upfront and the total amount of deposits and nonrefundable fees is less than 25% of the first month's rent. Any payment plan must be in writing and signed by both the tenant and landlord. If the rental agreement is three months or longer, tenants can ask for a payment plan of three equal monthly payments. If the rental agreement is less than three months, tenants can ask for a payment plan of two equal monthly payments. Any fees or deposits to hold a unit cannot be more than 25% of the first month's rent.



Land Use & Environment Committee

Land Use and Environment Committee 2022 Work Plan

Agenda Date: 12/16/2021
Agenda Item Number: 6.B
File Number: 21-1202

Type: discussion **Version:** 1 **Status:** In Committee

Title

Land Use and Environment Committee 2022 Work Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss the Land Use and Environment Committee (LUEC) Draft 2022 Work Plan

Report

Issue:

Discuss the Land Use and Environment Committee (LUEC) Draft 2022 Work Plan

Staff Contact:

Leonard Bauer, Director, Community Planning and Development, 360.753.8206

Presenter(s):

Tim Smith, Planning & Engineering Manager, Community Planning and Development

Background and Analysis:

The Committee annually sets a program of work items to consider that year. A draft 2022 LUEC work program is attached. It contains items carried over from LUEC's 2021 work program, and items included on the initial draft work programs for City staff and the Olympia Planning Commission.

Neighborhood/Community Interests (if known):

The work items on the Committee's work program are typically of interest to all neighborhoods and the entire community.

Options:

1. Discuss and approve draft 2022 work program.
2. Direct changes to draft 2022 work program and approve.
3. Direct changes to draft 2022 work program and schedule for additional review at the Committee's January 2022 meeting.

Financial Impact:

Staff work on all items on the draft 2022 work program are included in the City's adopted 2022 budget.

Attachments:

Draft 2022 Work Program

LAND USE AND ENVIRONMENT COMMITTEE 2022 WORK PLAN
DRAFT

Meetings are the third Thursday of the month starting at 5:30 PM unless otherwise noted.

Agenda Item	Staff Responsible	Summary
January 20, 2022		
1. LUEC 2021 Work Program*	Leonard Bauer	Recommendation
2. Annual Code Enforcement Status Report*	JW Mahone	Briefing
3. Port of Olympia Urban Waterfront Code Amendment	Cari Hornbein	Recommendation
4.		
POTENTIAL SPECIAL MEETING: HEARING EXAMINER CANDIDATE INTERVIEWS – Early Feb.		
February 17, 2022		
5. Water System Plan Update	Eric Christensen	Briefing
6. Hearing Examiner Contract*	Tim Smith	Decision
7. Downtown Residential Parking Exemption Boundary	Joyce Phillips	Discussion and Recommendation
8.		
9.		
March 17, 2022		
10.		
11. West Side High-Density Neighborhood Subarea Plan	TBD	Briefing and discussion of work program
12. Review of Parking Requirements and Permit Process	TBD	Briefing and discussion of work program
13.		
14.		
April 21, 2022		
15. Solid Waste Plan Update	Gary Franks	Briefing
16. Rental Housing Actions	Christa Lenssen	Discussion. Includes Council referral on tenant relocation.
17. SE Annexation	Tim Smith	Discussion and Recommendation
18.		
19.		
May 19, 2022		
20. Housing Metrics Update*	TBD	Briefing

21. Update on Neighborhood Centers Review Process	Cari Hornbein	Briefing
22. EV Charging/Solar-Ready Development	Pamela Braff	Briefing and Discussion.
23.		
24.		
25.		
June 16, 2022		
26. EDDS 2021 Update*	Steve Sperr	Recommendation
27. Review of City Fees/Regulations to Reduce Effects on Housing Costs	Leonard Bauer/ Multi-department staff	Update on implementation
28. Downtown Creative District – Development Code Amendments	Marygrace Goddu	Recommendation on potential zoning and development code amendments to implement Creative District
29.		
30.		
July 21, 2022		
31. Joint Plan Update	Joyce Phillips	Progress report on Thurston County consideration of Joint Plan for Olympia UGA
32. MFTE Feasibility Study	TBD	Discussion
33. Urban Farmland	Leonard Bauer	Briefing
34.		
35.		
August 18, 2022		
36. Climate Action Plan Implementation*	Pamela Braff	Briefing
37. Comp Plan Periodic Update Process	Joyce Phillips	Briefing on process for 2025 Periodic Update
38. Urban Forestry and Tree Canopy	Shelley Bentley/ UF Team	Update on progress related to tree canopy goals in Comp Plan and Regional Climate Plan
39.		
September 15, 2022		
40. Martin Way Corridor Study	Sophie Stimson	Briefing
41. Development Agreement Code Revisions	Tim Smith	Recommendation (referral from Council)
42. Parking Strategy Implementation*	Max DeJarnatt	Briefing
43.		
October 20, 2022		
44. Update on West Side High-Density	TBD	Briefing

Neighborhood Subarea Plan		
45. Review of Parking Requirements and Permit Process	TBD	Briefing
46.		
November 17, 2022		
47. Neighborhood Centers	Cari Hornbein	Recommendation
48. Sea Level Rise Response Plan Implementation*	Eric Christensen	Briefing
49.		
December 15, 2022		
50. CPD 2023 Work Plan Update*	Tim Smith	Briefing
51. LUEC 2023 Work Plan*	Leonard Bauer	Discussion
52.		
To Be Scheduled		
53. Building Electrification	Pamela Braff	City Council referral
54. LOTT Cost of Service Study	Rich Hoey	Briefing
55. Downtown Parking Enforcement	Max DeJarnatt	Briefing on proposed changes to implement Parking Strategy
56. Low Impact Development – Approach to Homeowner Improvements	Nicole Floyd	
57. Downtown Impact Fee Boundary	Tim Smith	Consider matching DT Strategy Boundary
58. Subdivision Code Amendments	Joyce Phillips	
59. PSE Franchise Agreement	Rich Hoey/Fran Eide	Recommendation
60. North Thurston School District Impact Fee Ordinance	Tim Smith	Request from the school district to collect impact fees, and potential low-income housing exemption.
61.		
62.		
63.		

*=regular LUEC work program items each year



Land Use & Environment Committee

Community Planning and Development 2022 Work Program

Agenda Date: 12/16/2021
Agenda Item Number: 6.C
File Number: 21-1198

Type: discussion **Version:** 1 **Status:** In Committee

Title

Community Planning and Development 2022 Work Program

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive information on the 2022 Community Planning and Development planning work program.

Report

Issue:

Whether to review the proposed Community Planning and Development (CPD) planning work program.

Staff Contact:

Tim Smith, Planning & Engineering Manager, CPD, 360.570.3915

Presenter(s):

Tim Smith, CPD Planning & Engineering Manager

Background and Analysis:

City staff reports annually to the Land Use and Environment Committee regarding planning work items for the upcoming year. Major City planning projects are conducted by multiple City departments.

This briefing focuses on the 2022 work program for the CPD Planning Program. Attachment 1 illustrates staffing levels, both for ongoing programs and long range planning projects. Attachment 2 shows the primary planning projects to be accomplished in 2022 to implement the Comprehensive Plan and/or meet state or federal requirements.

Neighborhood/Community Interests (if known):

There is generally strong community and neighborhood interest in City planning projects. Per Council

direction, public participation plans are prepared and presented to the Council at the beginning of all major planning projects.

Options:

1. Receive the briefing.
2. Do not receive the briefing.
3. Receive the briefing at another time.

Financial Impact:

None. FTE's (full-time equivalent staff) to support ongoing programs and long range planning projects are in the Department's base budget. The City also received grant funding from the Washington State Department of Commerce to assist in supporting work to implement the Comprehensive Plan (Capital Mall Triangle Subarea Plan) and the Housing Action Plan.

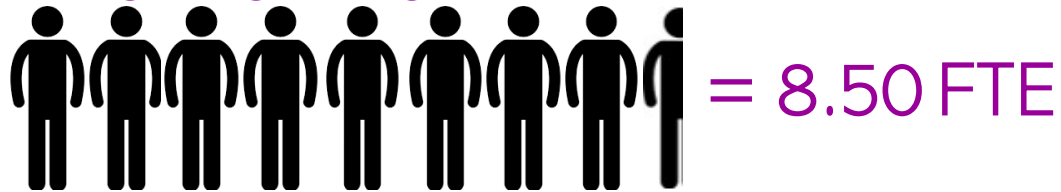
Attachments:

2022 CPD Planning Program Staffing Levels
2022 CPD Major Long Range Planning Projects



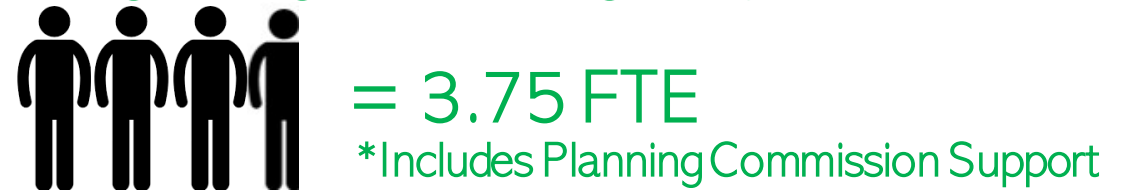
CP&D Planning | 2022 Program Staffing Levels

Ongoing Programs



Ongoing Programs	FTEs
Current Planning & Permitting • Includes Hearing Examiner and Design Review Board Support	4.25
Historic Preservation Program • Includes Heritage Commission Support	1
Neighborhoods Programs	0.25
Planning Administrative	2
Urban Forestry	1

Long Range Planning Projects



Summary of Major Projects
Neighborhood Centers Review
Capital Mall Triangle Subarea Plan (Grant)
Housing Action Plan Implementation (Grant)
2025 Comprehensive Plan Update
Capital Facilities Plan
Climate Mitigation Plan Implementation
Thurston County Joint Plan
SE Urban Growth Area Annexation

2022 CP&D PLANNING - LONG RANGE PLANNING PROJECTS

PROJECT DESCRIPTION		Continued From 2021	ESTIMATED TIMELINE			
			2022			
			Jan- Mar	Apr - Jun	Jun - Sep	Oct - Dec
			Q1	Q2	Q3	Q4
1	Interdepartmental Coordination <i>a. Engineering Design and Development Standards (Public Works)</i> <i>b. Martin Way Corridor Plan (Public Works)</i> <i>c. ADA Transition Plan Implementation (Public Works)</i> <i>d. Other projects that rely on interdepartmental coordination</i>	Y	X	X	X	X
2	Neighborhood Centers Review	Y	X	X	X	X
3	Capital Mall Triangle Subarea Plan - grant funded	N	X	X	X	X
4	Housing Action Plan Implementation - grant funded (reduce residential parking standards and restructure/simplify permit types for new development)	N	X	X	X	X
5	2025 Comprehensive Plan Update Charter/Cross-Department Team Established/Public Participation Plan/Educational Outreach Component	Y	X	X	X	X
6	Capital Facilities Plan	Y		X	X	X
7	Regional Climate Mitigation Plan Implementation	Y	X	X	X	X
8	Thurston County Joint Plan Update	Y	X	X	X	
9	SE Urban Growth Area Annexation	Y	X	X	X	X
10	Creative District Code Amendments	Y	X	X	X	X
11	Early Learning Center Impact Fee Exemption/Code Amendment	N	X			
12	Subdivision Code Amendments	Y			X	X
13	Zoning Code Annual Update (clarifications, improve consistency with Comp Plan)	Y	X	X		
14	Downtown Parking Exemption Boundary Code Amendment	Y	X	X		
15	Fees/Regulations Review for Housing Cost Reductions <i>a. Street Connectivity</i> <i>b. Frontage Improvement Thresholds</i> <i>c. Downtown Sidewalk Standards</i> <i>d. Private Streets in Manufactured Home Parks</i>	Y	X	X	X	
16	Development Agreement Chapter Amendments	Y		X	X	X

Updated 11-30-2021