



# Meeting Agenda

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Thursday, May 21, 2020

4:30 PM

Online or via phone

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Register to attend: [https://us02web.zoom.us/j/83756491108?](https://us02web.zoom.us/j/83756491108?pwd=Z2FNOVMzKy9TR0xSY2gvMXNnYjBpQT09)  
[pwd=Z2FNOVMzKy9TR0xSY2gvMXNnYjBpQT09](https://us02web.zoom.us/j/83756491108?pwd=Z2FNOVMzKy9TR0xSY2gvMXNnYjBpQT09)

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

*Submit public comment by visiting [www.engageolympia.com](http://www.engageolympia.com) or emailing [citycouncil@ci.olympia.wa.us](mailto:citycouncil@ci.olympia.wa.us).*

5. APPROVAL OF MINUTES

- 5.A [20-0401](#) Approval of April 16, 2020 Land Use & Environment Committee Meeting Minutes

**Attachments:** [Minutes](#)

6. COMMITTEE BUSINESS

- 6.A [20-0387](#) Follow-up Discussion: Just Cause and Vacate Notice Extensions for Rental Housing

**Attachments:** [Staff Draft of Just Cause and Vacate Notice Extensions](#)

- 6.B [20-0199](#) Thurston Climate Mitigation Plan Project Update

**Attachments:** [Fact sheet](#)

[Draft Table of Contents](#)

- 6.C [20-0386](#) Housing Action Plan Briefing

**Attachments:** [Scope of Work](#)

[Project Website](#)

- 6.D [20-0267](#) Shoreline Master Program Update

**Attachments:** [Project webpage](#)

[Public Participation Plan](#)

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 April 16, 2020 Land Use &  
Environment Committee Meeting Minutes**

**Agenda Date: 5/21/2020**  
**Agenda Item Number: 5.A**  
**File Number:20-0401**

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

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**Title**

Approval of April 16, 2020 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

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Thursday, April 16, 2020

5:00 PM

online or via phone

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Register to attend: <https://attendee.gotowebinar.com/register/5892878055157781773>

**1. CALL TO ORDER**

Chair Gilman called the meeting to order at 5:00 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Clark Gilman, Committee member Dani Madrone and Committee member Jessica Bateman

**2.A OTHERS PRESENT**

Jay Burney Interim City Manager

Community Planning and Development Staff:  
Leonard Bauer, Interim Director  
Cary Retlin, Home Fund Manager  
Joyce Phillips, Senior Planner

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. PUBLIC COMMENT - NONE**

**5. APPROVAL OF MINUTES**

- 5.A** [20-0327](#) Approval of February 13, 2020 Land Use & Environment Committee Meeting Minutes

The minutes were approved.

- 5.B** [20-0326](#) Approval of March 5, 2020 Land Use & Environment Committee Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

**6.A**     [20-0266](#)             Downtown Design Guidelines Update

Ms. Phillips gave a PowerPoint presentation on the proposed downtown design guideline update.

**Committee member Madrone moved, seconded by Committee member Bateman, to review and forward the Planning Commission recommendation to approve the Downtown Design Guidelines and Related Code Amendments to the City Council for consideration. The motion carried by a unanimous vote.**

**Aye:**             3 - Chair Gilman, Committee member Madrone and Committee member Bateman

**6.B**     [20-0268](#)             Council Referral to Planning Commission to Implement 2ESHB 1923

Ms. Phillips provided an overview of the current draft recommendations being considered by the Olympia Planning Commission as referred to them by the City Council.

**The information was received.**

**6.C**     [20-0319](#)             Actions on Tenant Issues

Mr. Retlin gave a PowerPoint presentation which summarized recent bills approved by the State Legislature that affect renters. He also summarized several other state and federal actions affecting renters to address impacts of the COVID-19 emergency.

**The report was received.**

**7.        REPORTS AND UPDATES**

Mr. Bauer reported that LUEC will host a Town Hall April 29, 2020, and shared a draft updated LUEC Work Plan, adjusted due to the cancelled March LUEC meeting and re-prioritization due to the response to COVID-19 emergency.

Mr. Retlin will provide a draft agenda to Committee members the week of April 20, 2020. Committee members discussed the Urban Agriculture Update listed as 'TBD' as being a joint discussion with the Thurston Conservation District.

The next regular meeting is May 21, 2020. Committee members directed staff to focus on providing recommendations on extending eviction notice limits and 'just cause' provisions for renters and landlords for the first agenda item at that meeting, as well as a strategy for addressing a healthy homes initiative as a longer-term discussion.

**8.        ADJOURNMENT**

The meeting was adjourned at 6:57p.m.



## Land Use & Environment Committee

### Follow-up Discussion: Just Cause and Vacate Notice Extensions for Rental Housing

**Agenda Date:** 5/21/2020  
**Agenda Item Number:** 6.A  
**File Number:**20-0387

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

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#### **Title**

Follow-up Discussion: Just Cause and Vacate Notice Extensions for Rental Housing

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Discuss the draft Just Cause and Vacate Notice Extensions for Rental Housing.

#### **Report**

##### **Issue:**

Whether to discuss the draft Vacate Notice Extensions for Rental Housing discussed at the April Land Use and Environment Committee meeting.

##### **Staff Contact:**

Cary Retlin, Home Fund Manager, Community Planning & Development, 360.570.3956.

##### **Presenter(s):**

Cary Retlin, Home Fund Manager

#### **Background and Analysis:**

Land Use and Environment Committee has had numerous meetings related to potential code amendments that could help make rental housing more stable for tenants. At the April Land Use and Environment Committee meeting staff was asked to bring draft code recommendations related to just cause and notice extensions.

In the last two years, the Washington State Legislature has also updated the state Residential Landlord Tenant Act - but just cause and notice provisions, included in this staff proposal, were not included. Staff will update the committee on some of those recent changes during their presentation.

#### What is Just Cause?

Just cause ordinances prevent property owners or managers from ending rental agreements with tenants, except for specific reasons. If this draft ordinance were to take effect, rental agreements

could only be terminated for the specified reasons listed in the ordinance - and many of those terminations would include time notices that extend past the current requirements of the state Residential Landlord-Tenant Act (59.18 RCW).

#### Just Cause in Other Cities

Many cities have passed various renter protections. Cities that have enacted code to specify just causes for termination of tenancy include Bellingham, Federal Way, Burien and Seattle. Seattle's first just cause ordinances were passed in 1980.

#### Draft Just Cause and Notice Extensions in Olympia Unfair Housing Practices (OMC 5.80)

Staff have attached a first draft of a just cause ordinance. This is a brief overview of some significant changes.

- Just cause must be shown before terminating a tenancy or refusing to renew a tenancy
- Owners cannot evict a tenant when the owner is in violation of the Olympia Unfair Housing Practices (OMC 5.80) or state Residential Landlord-Tenant Act (59.18 RCW).
- Owners cannot evict or attempt to evict tenants or refuse to renew a rental agreement without just cause. Causes include:
  - Failure to pay rent under the state Residential Landlord-Tenant Act (59.18 RCW).
  - Breach of non-monetary lease terms that have not been addressed.
  - Damaged or misused the property or committed crimes within the property (with a 20-day notice to vacate).
  - Disturbances to the owner or neighbors that have not been addressed.
  - Three or more pay or vacate notices served.
  - Removal of the property from the market because of future owner-occupancy, conversion to condominium, demolition or rehabilitation, government restriction, removal from the market for two years.
  - Removal of property from market causes all now have 120-day notice requirements (up from 20-days in the Residential Landlord Tenant Act).
  - Owners that live in the unit with the tenant that no longer wish to cohabit with tenants must provide 20-day notice to vacate.
  - Notice requirements are specified.
  - Coercing a tenant to sign a mutual termination is prohibited.
  - Allowable alterations to rental agreements are specified (like term, rent and utility costs); others are prohibited.
  - Owners accepting rent waive specified to declare forfeiture or seek eviction for prior breaches of the rental agreement or Residential Landlord Tenant Act.

#### Brief History of Tenant Protection Conversations at Council

In May 2019, Tumwater staff approached Olympia, Lacey, and Thurston County and proposed a cross-jurisdictional approach to exploring renter protections. Tumwater staff shared a long list of tenant protections that served as the beginning of potential changes that could be considered. That list had been ranked by Tumwater City Council based on impact and ease of adoption. Land Use and Environment Committee reviewed that list in August and made their own rankings with many overlaps.

In October 2019, Land Use and Environment Committee reviewed and revised a list of the Tumwater

protections and ranked them based on what appears most ready for consideration for adoption. Many of those items have been adopted in other cities. Just causes for terminations of tenancy were on that list.

In October, Washington Community Action Network and local tenants rallied outside city hall and spoke to Council about renter protections. They also proposed renter protections for Olympia that included just causes for terminations and evictions.

In March, Land Use and Environment Committee hosted a community meeting on rental housing at Washington Middle School. The meeting was well attended by tenants, property owners, and some property managers. The format of the meeting had to be changed to accommodate the strong feelings of tenants, property owners, and property managers. At that time there were no specific proposals being considered.

**Neighborhood/Community Interests (if known):**

Thurston Regional Planning Council estimates that 53 percent of Olympia households are renters. Changes to Olympia Municipal Code's Unfair Housing Practices (OMC 5.80) will be a topic of significant interest to renters and rental housing owners and operators within the city and around Thurston County.

**Options:**

1. Return draft Just Cause and Vacate Notice Extensions to Land Use and Environment Committee based on Committee discussion and public comment.
2. Forward draft Just Cause and Vacate Notice Extensions to Council based on discussion and public comment.
3. Take other action.

**Financial Impact:**

Not significant based on the ordinance drafted by staff. Extended community meetings on the topic would require additional staff time.

**Attachments:**

Staff Draft of Just Cause and Vacate Notice Extensions



## **Causes for Termination of Tenancy:**

**A new section to 5.80 of the Olympia Municipal Code is hereby added as follows:**

### **5.80.\_\_\_\_. Causes for Termination of Tenancy:**

A. This section is intended to require owners of housing accommodations made available for rent to comply with tenant protection laws and to show just cause before taking action to terminate a tenancy or before refusing to renew or continue a rental agreement after the expiration of the rental agreement.

B. An owner of one or more housing accommodations may not evict or attempt to evict any tenant, or otherwise terminate or attempt to terminate the tenancy of any tenant, if the owner is, at time of eviction or attempted eviction, in violation of any provision of this Chapter or of RCW Chapter 59.18.

C. An owner of one or more housing accommodations may not evict or attempt to evict any tenant, or otherwise terminate or attempt to terminate the tenancy of any tenant, unless the owner can prove in court that just cause exists for the eviction or termination of the tenancy. An owner of one or more housing accommodations may not refuse to renew, or refuse to continue a rental agreement after the expiration of the rental agreement, unless the owner can prove in court that just cause exists for such refusal. Only the following constitute just cause to terminate a tenancy or refuse to renew or continue a rental agreement:

1. The tenant fails to pay rent, and is otherwise liable for unlawful detainer under state law, after receiving all notices required under state law and having failed to cure within the time required by state law and the tenant has not otherwise reinstated pursuant to RCW 59.18.410(2) by offering the rent owed plus any late fees or court costs incurred at the time of payment. However, just cause does not exist under this subsection where there exist conditions that deprive the tenant of normal use of the housing accommodation.

2. The tenant substantially and materially breaches a non-monetary term of the lease or rental agreement as agreed to by the tenant, and is otherwise liable for unlawful detainer under state law, after receiving all notices required under state law

and having failed to take reasonable steps to cure the breach within the time required by state law.

3. The tenant has:

(a) Committed or permitted waste on or within the housing accommodations; engaged in or permitted an unlawful business on or within the housing accommodation; or erected, permitted, or maintained on or about the housing accommodation any nuisance (including a drug-related activity nuisance pursuant to chapter 7.43 RCW), and is otherwise liable for unlawful detainer under state law, after receiving all notices required under state law, and has failed to cure within the time required by state law.

(b) Engaged in or committed unlawful activity on or within the housing accommodations, after having received a twenty-day written notice of termination of the lease or rental agreement based on such unlawful activity, or

(c) Committed or permitted an unreasonable, ongoing, and substantial interference with the use and enjoyment of the housing accommodations by the owner or one or more neighbors of the tenant, and is otherwise liable for unlawful detainer under state law, after receiving all notices required under state law, and having failed to cure within twenty days after having written notice from the owner of such interference.

4. The tenant continues in possession of the housing accommodations after having received a thirty-day notice of termination of the lease or rental agreement due to chronic, unexcused, and unjustified failure to timely pay rent, with such pattern demonstrated by the service of three or more notices to pay or vacate under RCW 59.12.030(3).

5. The owner, in good faith, without ulterior reasons, and with honest intent, intends to remove the housing accommodations from the rental market for one of the following reasons, after providing the tenant with one hundred twenty day's advanced written notice of the removal: (a) the owner or the owner's immediate family seeks to occupy the housing accommodation as a principal residence; (b) the owner seeks to convert the housing accommodation to a condominium pursuant to RCW 64.34.440; (c) the owner seeks to demolish or substantially rehabilitate the housing accommodation; (d) a governmental entity has prohibited the continued rental of the housing accommodation to the tenant; or (e) the owner intends to remove the housing accommodation from the rental market for at least a twenty-four month period. There is a rebuttable presumption that the owner did not act in good faith if, after the owner

terminates the tenancy under this subsection (4) of this section, the owner or the owner's immediate family fails to occupy the housing accommodation as a principal residence for at least ninety consecutive days during the one hundred twenty days immediately after the tenant vacated. Moreover, if the owner owns a similar vacant housing accommodation and chooses instead to take possession of the housing accommodation occupied by a tenant, there is a rebuttable presumption that the owner is acting in bad faith. An owner may not recover possession pursuant to this subsection (5) more than once in any thirty-six month period. No notice is required upon expiration of a written rental agreement that was intended to expire within sixty days of commencement of the tenancy and if such tenancy did not exceed sixty days.

6. The owner resides in the housing accommodation with the tenant and the owner no longer wishes to cohabitate with the tenant, and the tenant continues in possession of the housing accommodations after having received a twenty-day notice of termination of the lease or rental agreement based on the owner's wish to no longer cohabitate with the tenant.

D. These provisions of this section apply to any immediate family member of a tenant residing within a housing accommodations and apply to such family members should the tenant permanently vacate the premises, whether voluntarily or involuntarily, except if the owner has terminated the tenancy pursuant to this section. For purposes of this subsection D, "immediate family" refers to spouses, parents, children, grandparents, grandchildren, great-grandparents, great-grandchildren, siblings, nieces, nephews, and intimate partners.

E. All written notices required under this section must be served in a manner consistent with RCW 59.12.040. Any notice served pursuant to this section must identify the facts and circumstances that support the cause or causes with enough specificity for the tenant to be able to respond and assert any defense that may be available, including the names of witnesses, time and places of events, and other specific detail to fully apprise the tenant of the allegations. Failure to include information within the possession of the landlord that would have permitted the tenant to assert a defense to the action bars the admissibility of any evidence with regard to any such information or facts at trial.

F. An owner may not coerce a tenant to sign a mutual termination agreement to terminate a lease or rental agreement. A tenant may rescind a mutual termination agreement by: (a) delivering written notice, including electronically, of rescission to the owner within ten business days after signing the agreement; or (b) at a later time, by

establishing that the tenant improvidently entered into the mutual termination agreement, which may be demonstrated by an examination of the unequal bargaining power between the parties, vulnerability of the tenant, legitimacy of the owner's reasons for seeking termination, and whether tenant was able to procure alternative housing within the time allotted in the agreement.

G. An owner may not alter the original terms and conditions of a lease or rental agreement entered into at the inception of the tenancy except as to the duration of the term, the rental amount, or how utilities are to be charged.

H. By accepting rent from the tenant, the owner waives any right to declare forfeiture or seek the eviction of the tenant for any prior breaches of the rental agreement, violations of this Chapter, or violations of RCW Chapter 59.18 by the tenant, including for any basis for eviction in this section. Any rental agreement purporting to waive this subsection (9) is null and void.



## Land Use & Environment Committee

### Thurston Climate Mitigation Plan Project Update

**Agenda Date:** 5/21/2020  
**Agenda Item Number:** 6.B  
**File Number:**20-0199

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

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#### **Title**

Thurston Climate Mitigation Plan Project Update

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Receive an update on the Thurston Regional Climate Mitigation Plan and provide feedback.

#### **Report**

##### **Issue:**

Whether to receive an update on the Thurston Climate Mitigation Plan.

##### **Staff Contact:**

Rich Hoey, P.E., Public Works Director, Public Works Department, 360.753.8495

Susan Clark, Engineering and Planning Supervisor, Public Works Water Resources, 360.753.8321

##### **Presenter:**

Rich Hoey, P.E., Public Works Director

Susan Clark, Engineering and Planning Supervisor

#### **Background and Analysis:**

##### Regional Climate Mitigation Planning

In April 2018, Thurston County, Olympia, Lacey, Tumwater and Thurston Regional Planning Council (TRPC) signed an Interlocal Agreement to complete Phase I of a regional Thurston Climate Mitigation Plan, with TRPC leading the effort. Phase I work resulted in the following regional greenhouse gas emissions reduction targets:

- 45 percent below 2015 levels by 2030
- 85 percent below 2015 levels by 2050

In November 2018, Olympia and the other regional jurisdictions approved a Phase II Interlocal Agreement addressing the development of the Thurston Climate Mitigation Plan (TCMP).

To date, the regional planning process accomplishments include:

- Steering Committee formed and nine meetings held (Councilmembers Parshley and Cooper represent Olympia)
- Consultant team selected
- Climate Advisory Workgroup formed and five meetings held
- Public Engagement Strategy approved and initial community outreach completed
- Review of Thurston County Communitywide Greenhouse Gas Inventory completed
- Development of 300+ potential community-wide climate actions
- Approval of climate action screening criteria by the Steering Committee
- Preliminary screening of the 300+ community-wide climate actions across five different sectors (Buildings and Energy; Transportation and Land Use; Water and Waste; Agriculture and Forestry, and; Cross-cutting)
- Steering Committee narrowed list of actions to approximately 50 priority actions to be analyzed in more detail by the consultant

To ensure coordination is occurring throughout City operations on climate issues as the mitigation plan is developed, the Executive Team formed an internal Climate Action Workgroup (Workgroup). To date the Workgroup has:

- Held seven Workgroup meetings, plus additional topic specific sub-Workgroup meetings
- Developed a list of Early Climate Actions and begun action implementation
- Participated in mitigation plan stakeholder sub-committee meetings as subject matter experts
- Provided feedback on implementation issues associated with the narrowed list of actions to be analyzed in detail by the consultant to prepare for developing Olympia's implementation strategies

### Next Steps

The next steps in the climate mitigation planning process include:

- Consultant preparing a "carbon wedge" analysis to determine actions needed to meet the emissions reduction targets for May 28 Steering Committee review
- TRPC and consultant developing draft plan
- Public outreach on draft plan to be conducted virtually and to include a survey (mid-June - July)
- Prepare final plan, including implementation strategies for each jurisdiction and a monitoring framework (July/August)
- Plan approval by Steering Committee (August/September) then each jurisdiction (by end of year)

Additional detail on the planning process, including the list of actions, can be found on the TRPC website: <<https://www.trpc.org/909/Thurston-Climate-Mitigation-Plan>>

### **Neighborhood/Community Interests (if known):**

During mitigation planning outreach activities and at mitigation planning meetings, various stakeholders and community members have voiced general support for the planning process and taking action to mitigate the region's greenhouse gas emissions. As the planning process has progressed, stakeholders and community members have begun to express support for specific

actions, including those that address energy efficiencies in existing buildings, promote solar and electric vehicles and address transit and growth strategies to move neighborhoods closer to workplaces. Recent input has focused on observations associated with similarities between the current COVID-19 situation and the climate crisis.

**Options:** None at this time. Briefing only.

**Financial Impact:** None at this time. Implementation of the strategies and actions included in the finalized Thurston Climate Mitigation Plan will likely require resources for additional staff and/or consultant support.

**Attachment(s):**

Thurston Climate Mitigation Plan fact sheet

Thurston Climate Mitigation Plan - draft Table of Contents

# Thurston Climate Mitigation Plan

Let's decide together how to save energy, act on climate change, and build a stronger community.

Climate change is already affecting our communities. Impacts like hotter summers, wildfire smoke, and flooding endanger our homes and affect public health and local business. Thurston County and the cities of Lacey, Olympia, and Tumwater are working with the Thurston Regional Planning Council to craft a strategic roadmap for reducing climate-polluting greenhouse gases while maintaining—and even improving—our quality of life.

## WHY WE ARE ACTING NOW

Climate scientists project that by the 2080s, we can expect:



More days above 90 °F



Double the area burned by wildfire in WA



5 more days of the heaviest rain experienced today

Acting now means we can avoid the worst impacts of climate change for our children and grandchildren. Taking action now can also bring other benefits to the community, like reduced energy costs, better air quality, more transportation options, and enhanced recreational areas.

## OUR PLANNING PROCESS

2019 ..... early 2020 ..... late 2020

- Identify the top actions to meet our targets.
- Actions cover topics such as transportation, energy, and land carbon storage.
- Decide which organizations will take on each action.
- Make sure local rules support those actions.
- Release draft plan.
- Revise and finalize plan.
- Continue to work with the community to take climate action.



## WHAT YOU CAN DO

The plan will lead directly to projects and resources spent in communities.

Here's how you can help determine which projects we undertake and where we should focus our resources:



**SIGN UP** for updates via [www.trpc.org/climate](http://www.trpc.org/climate).



**ASK QUESTIONS** and share your climate action priorities at public events and in surveys.



**TELL US WHAT YOU THINK** about the draft Thurston Climate Mitigation Plan (available in 2020).

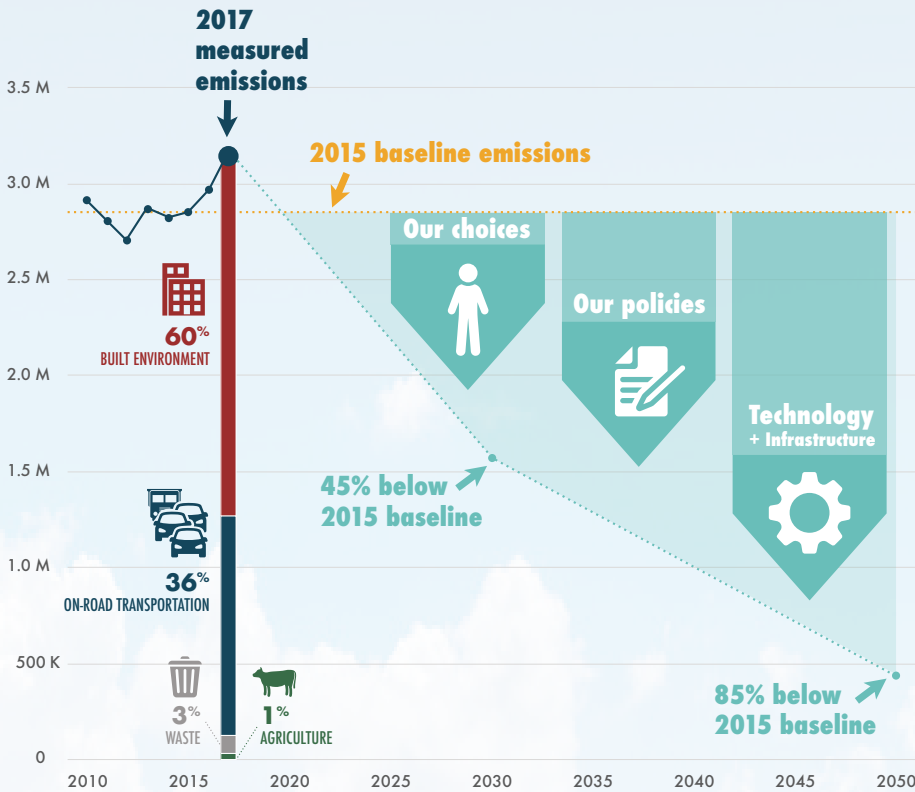
**CONTACT:** Allison Osterberg, Senior Planner  
Thurston Regional Planning Council  
[www.trpc.org/climate](http://www.trpc.org/climate)





## WHERE DO WE NEED TO GO?


In 2018, Thurston County and the cities of Lacey, Olympia, and Tumwater set targets to reduce carbon pollution emissions **45% below our 2015 baseline by 2030** and **85% below the 2015 baseline by 2050**. These targets are in line with those set by other countries and communities around the world to minimize global temperatures.




## HOW WILL WE GET THERE?

To meet these shared targets, all communities will need to take action across a variety of sectors—especially from buildings and transportation, which make up the bulk of emissions.


We will explore actions that support:

-  Choices that reduce or prevent greenhouse gas emissions.

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-  Policies and legislation that promote climate goals.

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-  Investment in technologies and infrastructure that advance a low-carbon future.

Meeting these targets will not be easy—we will all need to play our part. The region’s growing population will make reaching the goal even more challenging. **The average person in Thurston County will need to reduce their carbon footprint by 90% by 2050 to meet our target.**

## YOU CAN HELP US GET THERE!

**Make your voice heard!** In 2019, visit us at a fair or festival booth, take a short survey on community climate priorities, or attend a community briefing. In 2020, provide input on the draft Thurston Climate Mitigation Plan through a survey or open house.



## Thurston Climate Mitigation Plan Draft Outline – 5/5/2020

1. Introduction
2. [Executive Summary](#)
3. Vision, Goals & Guiding Principles
4. Background
  - 4.1. Greenhouse Gas Emissions Inventory
  - 4.2. Emissions Sectors

Each subsection to include a short overview of the sector, how it contributes to the GHG emissions inventory, success story

    - 4.2.1. Buildings & Energy
    - 4.2.2. Transportation & Land Use
    - 4.2.3. Water & Waste
    - 4.2.4. Agriculture & Forests
    - 4.2.5. Cross-cutting
5. Plan Development
  - 5.1. Committees Overview
  - 5.2. Multicriteria Analysis
  - 5.3. Public Engagement
6. Actions

List all the priority strategies and actions, short description, how they rank for criteria (GHG emissions, control, speed, co-benefits)
7. Scenarios

Show different scenarios for reaching the targets, and high-level costs
8. Implementation Plans
  - 8.1. Communitywide/Overview
  - 8.2. [Thurston County](#)
  - 8.3. [Lacey](#)
  - 8.4. [Olympia](#)
  - 8.5. [Tumwater](#)
9. [Monitoring & Next Steps](#)
10. References
11. Appendices
  - 11.1. TCAT Greenhouse Gas Emissions Inventory
  - 11.2. Communitywide Actions List (full with all actions and feedback)
  - 11.3. Multicriteria Analysis
  - 11.4. [Monitoring Protocol](#)
  - 11.5. Public Comment Record
  - 11.6. [Adoption Resolutions](#)

- [Items in BLUE are proposed to be drafted and reviewed after the June online Open House and comment period.](#)



## Land Use & Environment Committee

### Housing Action Plan Briefing

**Agenda Date:** 5/21/2020  
**Agenda Item Number:** 6.C  
**File Number:**20-0386

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

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**Title**

Housing Action Plan Briefing

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive a briefing on the Housing Action Plan scope of work. Briefing only; No action requested.

**Report**

**Issue:**

Whether to receive a briefing on the Housing Action Plan scope of work.

**Staff Contact:**

Amy Buckler, Strategic Projects Manager, Community Planning & Development, 360.280.8947

**Presenter(s):**

Amy Buckler, Strategic Projects Manager

**Background and Analysis:**

Together, the cities of Olympia, Lacey and Tumwater applied for and received \$300,000 in grant funds from the WA Department of Commerce to use toward the development of housing action plans. Staff will provide a briefing about the scope and timeline for this project, which is just now getting underway.

The 2019 Washington State Legislature approved E2SHB 1923. Among other provisions, this legislation directs the Washington Department of Commerce to distribute grants to cities and counties to complete housing action plans. E2SHB 1923 requires these to incorporate multiple elements, including a housing needs assessment resulting in a projection of housing needs by various income levels and an income forecast compared to housing affordability.

The three cities have all signed an interlocal agreement directing a portion of the grant funds to the Thurston Regional Planning Council (TRPC) for data, analysis and some public engagement. Between now and January 2021, TRPC will prepare a regional housing needs assessment along with

a menu of options for increasing the supply and variety of housing to serve the region's projected housing needs. Then each city will develop its own housing action plan. Olympia staff will also complete a review of the City's Comprehensive Plan Housing element for potential updates. Per the grant, the housing action plan needs to be adopted by June 2021.

A staff work group from the three cities and TRPC have formed and work is underway on the regional housing needs assessment, including the following:

- **Rental housing landlord survey** to determine what residents are paying for housing (not a vacant unit cost survey). (scheduled for fall)
- Document **existing housing stock**, including **location** (and major centers), **age, value, and size** where possible.
- Document **trends in housing affordability**, comparing Thurston County to adjacent counties where possible.
- Document **trends in recent housing growth**, examining the **location, types, and value** (affordability) of new housing stock **at the zoning district level**. Compare this to Comprehensive Plan zoning.
- Summarize the Comprehensive Housing Affordability Strategy (CHAS) data set to **document trends in housing affordability**. (This data set provides **information on cost burdened and severely cost burdened households**, - available for several time frames starting with 2006 at the county level.)
- Develop a **projection of housing needs by income levels** (30%, 50%, 80%, 100%, 120%, and above of Area Median Income) **at the countywide and city/UGA level**.
- Analyze the **average wages for each employment sector** in the regional employment forecast (20 year) to gain a better understanding of how wages will change over time given the type of employment forecast. **Compare that to income and housing affordability. Develop an income forecast.**
- Work with the Cities of Lacey, Olympia and Tumwater to identify example new housing development and redevelopment sites and assess suitability for types of housing, supporting infrastructure, market constraints (ratio of development/construction costs to local market rent/sale capacity.)

Per the interlocal agreement, TRPC will establish a methodology for data collection in a way that can be replicable for continual year-to-year analysis. The intent is to help us regularly track and adapt our regional and local actions to meet housing goals.

The project scope of work is attached. A link to the project website is also attached.

#### **Neighborhood/Community Interests (if known):**

Housing affordability and development are major issues of importance to the community. The recently developed homeless response plan identified building more housing of all types for all incomes as a key priority moving forward.

#### **Options:**

Briefing only.

**Financial Impact:**

The Washington State Department of Commerce awarded Olympia, Lacey and Tumwater grants totaling \$300,000 for development of housing action plans. Under an interlocal agreement, \$150,000 will be directed to the Thurston Regional Planning Council for supportive tasks. Olympia will use its remaining \$50,000 to support staff work on the effort.

**Attachments:**

Scope of Work  
Project Website

Lacey-Olympia-Tumwater Housing Action Plan  
 Combined Scope and Due Dates  
 Relates to contracts, but is the overall project scope  
 February 24, 2020

**Scope of Work**

<b>Action: Develop a Housing Action Plan</b>			
<b>Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
<b>Task 1</b>	<b>Project Management</b> a. Execute interlocal agreement with project partners	12/1/2019	6/15/2021
Deliverable 1.1	• Interlocal agreement		2/1/2020
<b>Task 2</b>	<b>Project Coordination and Outreach</b> a. Convene monthly project staff meetings b. Develop and manage project website c. Convene stakeholder committee <b>(Required element (f))</b> d. Brief policymakers and planning commissions at local jurisdictions.	1/1/2020	5/31/2021
Deliverable 2.1	• Project staff meeting agendas		6/15/2021
Deliverable 2.2	• Project website		2/1/2020
Deliverable 2.3	• Staff reports to stakeholder committee		6/15/2021
<b>Task 3</b>	<b>Plan Development</b>		
<b>Task 3-1</b>	<b>Regional Housing Needs Assessment</b>		
Step 3.a	a. Data Development and Analysis i. Develop and administer a rental housing landlord survey to determine what residents are paying for housing (not a vacant unit cost survey). Take care to coordinate with the Runstad Center for Real Estate Studies to ensure minimum duplication. Create the survey to be streamlined so that it can be administered on a quarterly or semi-annual basis to provide up-to-date information on the cost of rental housing in various areas (including major centers) within the Lacey-Olympia-Tumwater urban area. ii. Document existing housing stock, including location (including major centers), age, value, and size where possible. <b>(Required element (a))</b> . For single-family units, duplexes, triplexes, and condominium units, the source of data will be Thurston County Assessor records. For four or more rental units, the source of data will be the rental housing landlord survey. iii. Document trends in housing affordability, comparing Thurston County to adjacent counties where possible. <b>(Required element (a))</b> .	12/1/2019	1/15/2021

Lacey-Olympia-Tumwater Housing Action Plan  
 Combined Scope and Due Dates  
 Relates to contracts, but is the overall project scope  
 February 24, 2020

<b>Action: Develop a Housing Action Plan</b>			
<b>Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
	<ul style="list-style-type: none"> <li>iv. Document trends in recent housing growth, examining the location, types, and value (affordability) of new housing stock at the zoning district level. Compare this to Comprehensive Plan zoning. (Required for evaluation in <b>Required element (e)</b>).</li> <li>v. Summarize the Comprehensive Housing Affordability Strategy (CHAS) data set to document trends in housing affordability. (<b>Required element (a)</b>). (This data set, based on the American Community Survey (ACS) data from the US Census, provides information on cost burdened and severely cost burdened households, and is available for several time frames starting with 2006 at the county level.</li> <li>vi. Develop a projection of housing needs by income levels (30%, 50%, 80%, 100%, 120%, and above of Area Median Income) at the countywide level. (<b>Required element (a)</b>).</li> <li>vii. Analyze the average wages for each employment sector in the regional employment forecast (20 year) to gain a better understanding of how wages will change over time given the type of employment forecast. Compare that to income and housing affordability. Develop an income forecast. (<b>Required element (c)</b>).</li> <li>viii. Identify selected new housing development and redevelopment sites and assess suitability for types of housing, supporting infrastructure, market constraints (ratio of development/construction costs to local market rent/sale capacity) (Lead Cities; Partner TRPC)</li> </ul>		
Step 3.b	<ul style="list-style-type: none"> <li>b. Policy Development               <ul style="list-style-type: none"> <li>i. Develop a menu of strategies to increase the supply of housing and variety of housing types needed to serve the housing needs identified through the Data Analysis. (<b>Required element (b)</b>). Consider strategies to minimize displacement of low-income residents resulting from redevelopment. (<b>Required element (d)</b>).</li> </ul> </li> </ul>	3/1/2020	1/15/2021
Task 3-2	Individual City Housing Action Plans		

Lacey-Olympia-Tumwater Housing Action Plan  
 Combined Scope and Due Dates  
 Relates to contracts, but is the overall project scope  
 February 24, 2020

<b>Action: Develop a Housing Action Plan</b>			
<b>Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
Step 3.c	c. Comprehensive Plan Housing Element Review (Cities) i. Review and evaluate the current housing elements in the Lacey, Olympia, and Tumwater comprehensive plans. Align this review with data developed through the Buildable Lands program for Thurston County and the Data Analysis. ii. Review the effectiveness of existing code provisions related to housing	3/1/2020	1/15/2021
Step 3.d	d. For each city, develop a List of Actions from the broader regional menu	9/1/2020	1/15/2021
Step 3.e	e. Plan Assembly i. Develop a draft Housing Action Plan for the Cities of Lacey, Olympia, and Tumwater, Washington. The Plan will contain separate chapters or appendixes listing city-specific actions for adoption.	1/1/2021	1/31/2021
Deliverable 3.1	<ul style="list-style-type: none"> <li>• Housing Needs Assessment and Analysis for Lacey, Olympia, and Tumwater</li> </ul>		1/15/2021
Deliverable 3.2	<ul style="list-style-type: none"> <li>• Rental housing survey</li> </ul>		1/31/2021
Deliverable 3.3	<ul style="list-style-type: none"> <li>• Housing needs projection for various household income levels</li> </ul>		1/31/2021
Deliverable 3.4	<ul style="list-style-type: none"> <li>• Review of housing elements (cities)</li> </ul>		1/15/2021
Deliverable 3.5	<ul style="list-style-type: none"> <li>• Draft Housing Action Plan for each city</li> </ul>		1/31/2021
<b>Task 4</b>	<b>Plan Adoption</b> a. Develop final Housing Plans for the Cities of Lacey, Olympia, and Tumwater, Washington.	1/31/2021	6/15/2021
Deliverable 4.1	<ul style="list-style-type: none"> <li>• Final Housing Action Plans adopted by each City</li> </ul>		6/15/2021



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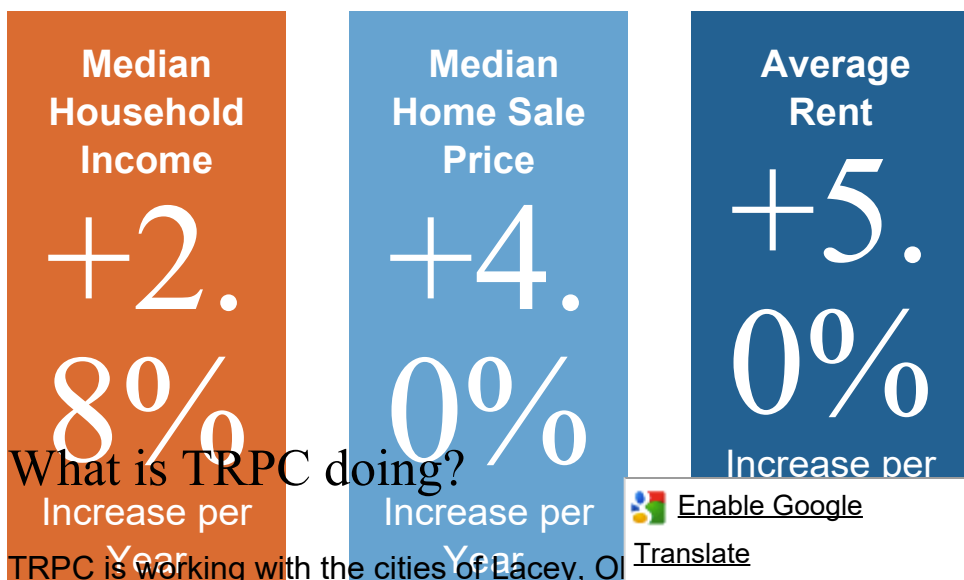
Farmland Zero Net Loss

Housing Action Plan

Home > Plans & Projects > Community Interests > Housing Action Plan

# Housing Action Plan

Over the past decade, the cost of housing in Thurston County has increased faster than household incomes. Currently, over 30% of households are cost-burdened—spending more than a third of their income on housing—and roughly 800 residents are homeless.



What is TRPC doing?

TRPC is working with the cities of Lacey, Olney, and Rainier to address housing issues.

[Enable Google Translate](#)

2010-2018 develop a Regional Housing Action Plan. The goal of the plan is to encourage the construction of additional affordable and market-rate housing in a greater variety of housing types, and at prices that are accessible to a greater variety of incomes. The plan will include:

- o A housing needs assessment, including a 25-year projection of housing affordable at different income levels
- o A list of specific actions that Lacey, Olympia, and Tumwater can take to increase the affordable housing stock
- o A rental survey, to better understand what residents are paying for rent and how rents are changing

The plan will be completed in 2021.

## Homelessness

Thurston County's 5-Year Homeless Housing Plan (2017-2022) identifies the region's response to the homeless housing crisis. The goal of the Housing Action Plan is to identify strategies to build affordable housing for people of all incomes, without duplicate work done to reduce homelessness.

- o [2017-2022 Homeless Housing Plan](#)

## Funding

Funding for the Housing Action Plan was provided by the legislature through HB 1923 and awarded by the Dept. of Commerce.



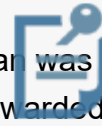
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## Land Use & Environment Committee

### Shoreline Master Program Update

**Agenda Date:** 5/21/2020  
**Agenda Item Number:** 6.D  
**File Number:**20-0267

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

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#### **Title**

Shoreline Master Program Update

#### **Recommended Action**

##### **Committee Recommendation:**

Information only. No action requested.

##### **City Manager Recommendation:**

Information only. No action requested.

#### **Report**

##### **Issue:**

Discussion on the periodic review of the Shoreline Master Program.

##### **Staff Contact:**

Joyce Phillips, Senior Planner, Community Planning and Development, 360.570.3722

##### **Presenter(s):**

Joyce Phillips, Senior Planner, Community Planning and Development

#### **Background and Analysis:**

Shoreline Master Programs (SMPs) are local land use policies and regulations that guide development on, and the use of, most shorelines. SMPs apply to both public and private uses for lakes, streams, associated wetlands, and marine shorelines. They protect natural resources for future generations, provide for public access to public waters and shores, and plan for water-dependent uses. SMPs must be consistent with the Shoreline Management Act (RCW 90.58) and must be approved by the Washington State Department of Ecology.

SMPs must be reviewed and, if necessary, updated to ensure they remain compliant with state laws and local comprehensive plans. This review must be completed every eight (8) years and is known as the "Periodic Review". Olympia's SMP Periodic Review must be completed no later than June 30, 2021.

The Washington State Department of Ecology (Ecology) provides technical assistance, guidance documents, and grant funding to assist in the completion of the Periodic Review. Ecology's grant

contract requires completion of five tasks, designed to ensure local governments complete the required Periodic Review. The primary task is:

Review Shoreline Master Program and Draft Revisions, If Needed

Review the SMP to determine if revisions are needed. To do this, use the Ecology checklist to:

- a. Review amendments to chapter 90.58 RCW and Ecology rules that have occurred since the Shoreline Master Program was last amended. Determine if local amendments are needed to maintain compliance.
- b. Review changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent. Document the consistency analysis to support proposed changes to the SMP or note that Findings of Adequacy would be appropriate.
- c. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.

The City will use Ecology's Periodic Review checklist to determine what, if any, changes are needed. This analysis is reviewed by Ecology for their approval. The outcome of that review will become the detailed scope of work the update.

**Neighborhood/Community Interests (if known):**

Shoreline issues are of interest to our community. Active engagement and comments are anticipated as we get farther along in the process. A public participation plan (see attachment) has been developed for this process and the City's Shoreline Master Program webpage has been updated to reflect this work and to identify how people can get involved and participate.

**Options:**

Information only, no action required.

**Financial Impact:**

The City has entered into a grant contract with the Washington State Department of Ecology for \$28,000 in grant funding to complete the Periodic Review. The Community Planning and Development Department is in the process of hiring The Watershed Company for professional services to conduct the review and draft any required updates.

**Attachments:**

Project webpage  
Public Participation Plan

# Shoreline Master Program (SMP)



## About the SMP

The Shoreline Master Program (SMP) is a set of local policies and regulations adopted by the City under the State's Shoreline Management Act that generally applies to all major water bodies and lands within 200 feet of those waters.

- [View the 2015 Olympia SMP](#)
- [View the 2018 Olympia SMP \(as amended\)](#)

## Periodic review

Every eight years, counties and cities must review the SMP to ensure it remains consistent with any changes in state law, the adopted Comprehensive Plan, and any changes in local circumstance.

The periodic review is not as involved as the “comprehensive update” that Olympia completed in 2015. The comprehensive update was a major rewrite of the SMP that took several years to complete.

For the periodic review, the Washington State Department of Ecology (Ecology) provides a checklist for us to identify and evaluate any needed revisions. Ecology also provides grant funds to help cover the costs associated with conducting the review. The City of Olympia will conduct this review in 2020.

## How to participate

If you would like to participate, please contact Joyce Phillips at 360.570.3722 or [jphillip@ci.olympia.wa.us](mailto:jphillip@ci.olympia.wa.us) and ask to be added to the interested parties list. You will receive periodic email updates and a notice of the public hearing, which is not yet scheduled.

You can also subscribe to the Planning & Development newsletter at [olympiawa.gov/subscribe](http://olympiawa.gov/subscribe) to receive periodic updates on this and other planning related information.



- [View the Public Participation Plan](#)
- [Frequently Asked Questions](#)

## Questions?

Contact Joyce Phillips at 360.570.3722 or [jphillip@ci.olympia.wa.us](mailto:jphillip@ci.olympia.wa.us)

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# Shoreline Master Plan Periodic Review Public Participation Plan

## Background

Shoreline Master Programs (SMPs) are local land use policies and regulations that guide development on and use of most shorelines. SMPs apply to both public and private uses for lakes, streams, associated wetlands, and marine shorelines. They protect natural resources for future generations, provide for public access to public waters and shores, and plan for water-dependent uses. SMPs must be consistent with the Shoreline Management Act (RCW 90.58) and must be approved by the Washington State Department of Ecology.



SMPs must be reviewed and, if necessary, updated to ensure they remain compliant with state laws and local comprehensive plans. This review must be completed every eight (8) years. Olympia's SMP Periodic Review must be complete no later than June 30, 2021.

The Washington State Department of Ecology (Ecology) provides technical assistance, guidance documents, and grant funding to assist in the completion of the Periodic Review. Ecology's grant contract requires completion of five tasks, designed to ensure local governments complete the required Periodic Review.

The tasks are as follows:

### 1. Project Oversight: Coordination, Management, and Administration

The City will provide project oversight to complete the scope of work in compliance with the grant contract, which includes project coordination, project management, and project administration.

### 2. Secure Consultant Services

The City will enter into a contract with the selected consultant to complete work in accordance with the scope of work of the grant through Ecology.

### 3. Public Participation

The City will prepare and disseminate a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090 and local requirements.

### 4. Review Shoreline Master Program and Draft Revisions, If Needed

The consultant will review the SMP to determine if revisions are needed. To do this, the consultant will use the Ecology checklist to:

- a. Review amendments to chapter 90.58 RCW and Ecology rules that have occurred since the Shoreline Master Program was last amended, and determine if local amendments are needed to maintain compliance.

- b. Review changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent with them. Document the consistency analysis to support proposed changes to the SMP or note that Findings of Adequacy would be appropriate.
- c. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.

If needed, the consultant will draft revised SMP goals, policies and regulations, or prepare Findings of Adequacy.

## 5. Final Draft SMP or Findings of Adequacy

The City and consultant will conduct the public review process, which at a minimum will include:

- a. Conduct a local public review process for the proposed Shoreline Master Program as provided in the SMA and WAC 173-26. Where amendments to the SMP are proposed they shall contain applicable shoreline goals, policies, or regulations with copies of any provisions adopted by reference. Where no changes are needed, the local process will include a formal Findings of Adequacy.
- b. Assemble final draft amendment or Findings of Adequacy: Assemble a complete SMP final draft amendment in preparation for review and approval by the City Council. Where the review determines that no changes are needed, the Recipient will prepare a formal Findings of Adequacy.
- c. An Open House may be conducted prior to a Public Hearing on the draft amendments or proposed findings of Adequacy. The Public Hearing will be held by the Olympia Planning Commission. The Commission's recommendation will be forwarded to the City Council for consideration and decision.

## Timeline

The City anticipates the draft SMP revisions or Findings of Adequacy will be prepared by June 30, 2020. The public hearing and Planning Commission deliberations would occur shortly thereafter. The City intends to adopt revisions to the SMP or adopt Findings of Adequacy by the end of 2020, prior to the deadline for completing the Periodic Review required by state statutes.



## Public Participation Plan

Public engagement is an integral part of this planning process. Engagement is needed from interested parties including residents, businesses, and stakeholders. City staff is proposing the follow outreach methods:

### Public Meetings

Public meetings to share progress and accept feedback during the process will be held. Staff is available to give presentations and seek feedback at the meetings of impacted organizations, in addition to the public meetings that will be held. Types of public meetings may include an Open House, presentations or briefings before the Planning Commission, and

the public hearing before the Planning Commission.

#### Comment Forms

Comment forms will be available at public meetings, City Hall and on the webpage.

#### Webpage

The webpage will contain information about the update requirements and process, timeline, opportunities to get involved or provide comments, and materials related to the work being conducted.

#### Planning Commission

Community Planning & Development (CP&D) staff anticipate bringing amendments or findings of adequacy to the Olympia Planning Commission in the summer of 2020. The Commission may also receive briefings on the proposal during the process. The Planning Commission will hold a public hearing on the proposal before making a recommendation to City Council.

#### Council's Land Use and Environment Committee

CP&D staff will provide at least one briefing to the City Council Land Use and Environment Committee during the process.

#### City Council

The Olympia Planning Commission will make a recommendation to the City Council on the SMP Periodic Review. The Council may hold an additional public hearing but it is not required. It is anticipated that Council will make a decision late in 2020.

## **How to get Involved**




To request to be added to the Parties of Record for this proposal or for more information on how to get involved, please contact Joyce Phillips, Senior Planner, at 360.570.3722 or [jphillip@ci.olympia.wa.us](mailto:jphillip@ci.olympia.wa.us).

Updates will be provided to subscribers of the City's "Planning & Development" E-Newsletter. To subscribe to this or other City E-Newsletters, please visit [olympiawa.gov/subscribe](http://olympiawa.gov/subscribe).

Information is available on the City's website at [olympiawa.gov/SMP](http://olympiawa.gov/SMP).

## General Project Schedule and Outreach Plan

	2020											
Project Step	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Public Participation Plan												
Webpage Created												
Consultant Selection												
Ecology Update/Checklist												
Draft SMP Amendments												
Public Meetings & Hearing												
Outreach Tools	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project Webpage												
E-Newsletter												
Open House												
Planning Commission												
Land Use & Environment Committee												
Coalition of Neighborhood Associations												
City Council												

	Citywide Outreach
	Interested Parties
	Advisory Board, Council Committee, City Council