



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 8, 2020

5:30 PM

Online or via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_uZMUZoJYShOLeCpW_UTo1w

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION - None

3. PUBLIC COMMENT

(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)

During this portion of the meeting, citizens may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individual comments are limited to two (2) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A [20-1014](#) Approval of December 1, 2020 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [20-0992](#) Approval of a Resolution Adopting the 2022-2027 Transportation Improvement Program

Attachments: [Resolution](#)

[Project Summary](#)

[Projects Map](#)

[WSDOT Report](#)

- 4.C** [20-1009](#) Approval of Resolution Authorizing the Purchase of Real Estate Owned by BRP Properties, LLC for a Future Park Site

Attachments: [Resolution](#)

[Agreement](#)

[Presentation](#)

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances)

- 4.D** [20-1020](#) Approval of an Ordinance Adopting the 2021 Operating, Special Funds and Capital Budgets, and the Capital Facilities Plan; 2021-2026 Financial Plan; Setting Forth the Estimated Revenues and Appropriations

Attachments: [Ordinance](#)

- 4.E** [20-1021](#) Approval of an Ordinance Amending Ordinance 7258 (Operating, Special and Capital Budgets) - Fourth Quarter 2020

Attachments: [Ordinance](#)

- 4.F** [20-0993](#) Approval of an Ordinance Amending Olympia Municipal Code Chapters 15.04, 15.08, and 15.16 Related to Impact Fees

Attachments: [Ordinance](#)

- 4.G** [20-0994](#) Approval of an Ordinance Amending Olympia Municipal Code Chapter 15.20 Related to Transportation Concurrency

Attachments: [Ordinance](#)

- 4.H** [20-0995](#) Approval of an Ordinance Adopting the 2021 Utility Rates and General Facilities Charges

Attachments: [Ordinance](#)

- 4.I** [20-1028](#) Approval of an Ordinance Amending Ordinance No. 7260 Setting the 2021 Ad Valorem Tax to Correct a Typographical Error

Attachments: [Ordinance](#)

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A** [20-0998](#) Approval for Information Gathering and Analysis Related to Possible Acquisition of the Olympia Armory

Attachments: [Armory Creative Campus Concept Plan](#)

[Eastside Neighborhood Association Subarea Plan](#)

- 6.B [20-1016](#) 2021 Legislative Session Overview and Review of the Draft 2021 Legislative Agenda

Attachments: [Draft 2021 Legislative Agenda](#)

- 6.C [20-0991](#) Approval of an Ordinance Related to Housing Options

Attachments: [Ordinance](#)

[Referral from City Council](#)

[Outreach Summary](#)

[Planning Commission Recommendation](#)

[Planning Commission Minority Dissent Letter](#)

[Webpage with Links to Public Comment](#)

[Public Comment Themes](#)

[Infill Design Review](#)

[House Bill 1923 Section 1](#)

[House Bill 2343, Section 1](#)

7. CONTINUED PUBLIC COMMENT

(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. EXECUTIVE SESSION

- 9.A [20-1017](#) Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110 (1)(c) - Real Estate Matter and RCW 42.30.110(1)(i); Litigation and Potential Litigation

9. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



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

City Council

Approval of December 1, 2020 City Council Meeting Minutes

Agenda Date: 12/8/2020
Agenda Item Number: 4.A
File Number:20-1014

Type: minutes **Version:** 1 **Status:** Consent Calendar

Title

Approval of December 1, 2020 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 1, 2020

5:30 PM

Online and via phone

Register to attend:

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

1. ROLL CALL

Present: 6 - Mayor Cheryl Selby, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Renata Rollins

Excused: 1 - Mayor Pro Tem Jessica Bateman

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [20-0965](#) Special Recognition - Outgoing Olympia Poet Laureate Sady Sparks

The recognition was received.

3. PUBLIC COMMENT

The following people spoke: Gregory Quetin, John Gear and Paul Knox.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

4.A [20-0971](#) Approval of August 15, 2020 City Council Mid-Year Retreat Meeting Minutes

The minutes were adopted.

4.B [20-0967](#) Approval of November 17, 2020 City Council Meeting Minutes

The minutes were adopted.

4.D [20-0962](#) Approval of a Resolution Granting Special Tax Valuation for the Olympia

Heritage Site at 222 19th Avenue SW

The resolution was adopted.

- 4.E** [20-0963](#) Approval of a Resolution Authorizing an Interfund Loan to the Development Fee Revenue Fund

The resolution was adopted.

- 4.F** [20-0975](#) Approval of a Resolution Authorizing an Amendment to an Interlocal Agreement with Lewis County for Use of Jail Facilities and Services

The resolution was adopted.

Approval of the Consent Agenda

Councilmember Gilman moved, seconded by Councilmember Cooper, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 6 - Mayor Selby, Councilmember Cooper, Councilmember Gilman, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

Excused: 1 - Mayor Pro Tem Bateman

PULLED FOR SEPARATE ACTION

- 4.C** [20-0961](#) Approval of a Charter for the Ad Hoc Public Safety Committee

Councilmembers asked clarifying questions. It was agreed that the word "citizen" used throughout the document should be replaced with "community member" or another similar term.

Councilmember Parshley moved, seconded by Councilmember Cooper, to approve the Charter as amended.

Aye: 6 - Mayor Selby, Councilmember Cooper, Councilmember Gilman, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

Excused: 1 - Mayor Pro Tem Bateman

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS

6.A [20-0970](#) Approval of the 2021 Grants to Arts and Culture Organizations

Councilmember Parshley moved, seconded by Councilmember Rollins to approve the grants to area arts and culture organizations for 2021, as recommended by the Arts Commission. The motion carried by the following vote:

Aye: 5 - Mayor Selby, Councilmember Cooper, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

Excused: 1 - Mayor Pro Tem Bateman

Recused: 1 - Councilmember Gilman

6.B [20-0966](#) Approval of the 2020 Percival Plinth Project Peoples' Choice Award

Councilmember Parshley moved, seconded by Councilmember Cooper, to approve the purchase of Girl Listening in a Story Place by Nancy Thorne-Chambers as recommended by the Arts Commission.

6.C [20-0964](#) Budget Balancing - 2021 Operating and Capital Budgets

Councilmember Cooper moved, seconded by Councilmember Parshley, to approve the Finance Committee/City Manager recommendations and new changes for 2021 Operating Budget and CFP with modifications and direct staff to prepare a budget ordinance.

Aye: 6 - Mayor Selby, Councilmember Cooper, Councilmember Gilman, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

Excused: 1 - Mayor Pro Tem Bateman

Councilmember Cooper moved, seconded by Councilmember Parshley, to approve Finance Committee/City Manager recommendations for 2021 Capital Budget and direct staff to prepare a budget ordinance.

Aye: 6 - Mayor Selby, Councilmember Cooper, Councilmember Gilman, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

Excused: 1 - Mayor Pro Tem Bateman

7. CONTINUED PUBLIC COMMENT**8. REPORTS AND REFERRALS****8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Councilmembers report on meetings and events attended.

Councilmember Madrone shared a recommendation to use Council goal funds for equity training for the City Council at their upcoming retreat or during their upcoming Study Sessions. The Council agreed with this approach. Councilmembers will share their trainer suggestions with City Manager Burney.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Burney announced the City's first Climate Program Manager, Dr. Pamela Brath, will begin on January 19th.

9. ADJOURNMENT

The meeting adjourned at 8:28 p.m.



City Council

Approval of a Resolution Adopting the 2022-2027 Transportation Improvement Program

Agenda Date: 12/8/2020
Agenda Item Number: 4.B
File Number:20-0992

Type: resolution **Version:** 1 **Status:** Consent Calendar

Title

Approval of a Resolution Adopting the 2022-2027 Transportation Improvement Program

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution adopting the 2022-2027 Six-Year Transportation Improvement Program (TIP).

Report

Issue:

Whether to approve the resolution adopting the 2022-2027 Six-Year TIP.

Staff Contact:

David Smith, Project Engineer, Public Works - Transportation, 360.753.8496

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Washington State Department of Transportation (WSDOT) requires local governments to outline their specific transportation needs in a Six-Year TIP. Cities must identify projects in the TIP before they can receive state and federal funding. City staff updates the TIP each year so that all projects identified in the Capital Facilities Plan (CFP) are in the TIP. The City submits the TIP to WSDOT annually in July.

A table summarizing the 2022-2027 TIP is attached. The 2022-2027 Six-Year TIP in the required WSDOT format, which will be sent to WSDOT, is also attached.

It is important to note that City staff works closely with State and federal agencies to understand funding criteria. Every year, staff reviews projects and makes revisions to the TIP so the City is in the best position to successfully secure funding.

The cost estimates and project schedules in the TIP are preliminary and will be updated when funding is requested. The TIP is organized as follows:

1. Fully Funded Projects. These projects have received grant funding and are in the process of being implemented.
2. Capacity Projects. These projects do not meet current levels of service (capacity) as defined by the Olympia Comprehensive Plan. They often have multiple funding sources including impact fees, grants, and City general fund dollars.
3. Annual Programs. These programs fund multiple projects within specific categories and are in alphabetical order:
 - Access and Safety Improvements
 - Bike Improvements
 - Sidewalks and Pathways
 - Street Repair and Reconstruction
4. Parks, Arts and Recreation Projects, in priority order. These projects are included in order to qualify them for state and federal funding.

Neighborhood/Community Interests (if known):

City staff distributed the draft 2022-2027 TIP and gave notice of the Public Hearing to the following organizations: City-recognized neighborhood associations, the West Olympia Business Association, Intercity Transit, WSDOT, Thurston Regional Planning Council, the cities of Lacey and Tumwater, Thurston County, Bicycle and Pedestrian Advisory Committee, Olympia Safe Streets Campaign, and other interested parties.

Options:

1. Approve the resolution adopting the 2022-2027 Six-Year Transportation Improvement Program (TIP). This will allow the City to meet state law for updating the TIP annually and allow the City to be eligible for grant funding on the listed projects.
2. Incorporate City Council changes to the 2022-2027 Six-Year TIP that are consistent with the 2021-2026 CFP and adopt the resolution.
3. Delay approving the TIP so City Council can consider deleting, revising, and adding projects. Council would need to take action no later than July 23, 2021 in order to meet WSDOT's July 30, 2021 deadline.

Financial Impact:

The 2022-2027 TIP identifies 17 projects totaling approximately \$134.9 million. The City is seeking approximately \$62 million in federal funding and \$14.8 million in state funding. The CFP establishes specific funding sources and commitment for funding of the projects in the TIP.

Attachment(s):

Resolution

Project Summary
Project Maps
WSDOT Report

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE
YEARS 2022-2027.**

WHEREAS, pursuant to the requirements of RCW 35.77.010, the City of Olympia has prepared a Transportation Improvement Program for the ensuing six calendar years; and

WHEREAS, pursuant to this law, the City Council of the City of Olympia held a public hearing on the Transportation Improvement Program on November 10, 2020, at City Hall in Olympia, Washington;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

Section 1. The City of Olympia Transportation Improvement Program, a copy of which is attached to and made a part of this Resolution, is hereby adopted. City staff shall file two copies of the City of Olympia Transportation Improvement Program for the coming six calendar years, together with a copy of this Resolution, with the Secretary of the Department of Transportation, State of Washington.

Section 2. The City of Olympia has reviewed the work accomplished under the prior Program and determines that the attached Program is adopted in order to meet current City transportation needs. The Transportation Improvement Program contains information as to how the City will spend money for non-motorized transportation purposes. If former railroad right-of-ways become available, the City will evaluate such right-of-way in relation to identified needs in the Transportation Improvement Program and the City's Capital Facilities Plan.

Section 3. The City of Olympia determines that Transportation Improvement Program is consistent with the *Olympia Comprehensive Plan*.

PASSED BY THE OLYMPIA CITY COUNCIL this ____ day of _____ 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY



Six Year Transportation Improvement Program Summary 2022 - 2027

The City is required by State law to prepare a six-year Transportation Improvement Program (TIP) and submit it to the Washington State Department of Transportation (WSDOT). City staff updates the TIP annually to reflect the City's most recent Capital Facilities Plan (CFP). Projects need to be identified in the TIP before cities can receive state and federal funding. The following includes a list of the current TIP projects. For more detailed information, please refer to the complete 2021-2026 Capital Facilities Plan.

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds
1	Mottman Road Bike Lanes and Half Street Frontage Improvement	<i>Project Limits:</i> Mottman Road from Mottman Court to SPSCC <ul style="list-style-type: none"> Construct sidewalk, planter strip, and streetlights on one side; widen for bike lanes on both sides and pave street. 	Street Repair and Reconstruction Program	\$5,314,000	\$4,000,000	\$9,314,000
2	Fones Road - Transportation	<i>Project Limits:</i> Fones Road from 18 th Avenue to Pacific Avenue <ul style="list-style-type: none"> Improvements will address vehicle capacity, truck access, access management, and safe and inviting bicycle and pedestrian facilities. 	Capacity Need	\$6,100,000	\$7,900,000	\$14,000,000
3	Division Street and Elliot Avenue Intersection Improvements	<i>Project Limits:</i> Intersection of Division Street and Elliot Avenue; 300 feet south of Elliot Avenue to 300 feet north of Elliot Avenue <ul style="list-style-type: none"> Intersection capacity improvements include installation of a compact roundabout and sidewalk modifications. Project Engineering Only. 	Safety Need	\$0	\$100,000	\$100,000
4	Cain Road and North Street Intersection Improvements	<i>Project Limits:</i> Intersection of Cain Road and North Street; 300 feet south of North Street to 300 feet north of North Street <ul style="list-style-type: none"> Intersection capacity improvements include installation of a compact roundabout and sidewalk modifications. Project Engineering Only. 	Capacity Need	\$0	\$90,000	\$90,000
5	Wiggins Road and 37 th Avenue Intersection Improvements	<i>Project Limits:</i> Intersection of Wiggins Road and 37 th Avenue <ul style="list-style-type: none"> Intersection capacity improvements include a traffic signal within the existing intersection configuration. Project Engineering Only. 	Capacity Need	\$0	\$200,000	\$200,000

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds
6	US 101/West Olympia Access Project	<p><i>Project Limits:</i> Black Lake Boulevard to Kaiser Road</p> <ul style="list-style-type: none"> Construct westbound and eastbound off/on-ramps from US 101 to Kaiser Road. Also construct a westbound off-ramp from US 101 to Yauger Way via an at-grade intersection at Black Lake Boulevard and Kaiser Road. 	Capacity Need	\$4,000,000	\$2,000,000	\$6,000,000
7	Wiggins Road	<p><i>Project Limits:</i> 27th Avenue to 40th Avenue (South City Limit)</p> <ul style="list-style-type: none"> Add a sidewalk and bike lane or shared use path to one side of the street. Combined project with stormwater relocation ditch or underground conveyance. 	Safety Need	\$0	\$1,500,000	\$1,500,000
Various Locations Citywide	Access and Safety Improvements	<p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> The purpose of this program is to improve access and safety for all users of the transportation system: Safety projects that improve safety along streets and at intersections for all users. Pedestrian Crossing Improvements help pedestrians cross major streets. Improvements may include bulb-outs, crossing islands, and/or flashing crosswalk beacons. Street Access projects remove barriers on walkways for persons with disabilities. Projects may include curb access ramps or accessible pedestrian signals. 	Access and Safety Improvements	\$714,200	\$1,469,800	\$2,184,000
Various Locations Citywide	Bike Improvements	<p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> The purpose of this program is to complete elements of the bicycle network: Bike Corridors: Low-volume, neighborhood streets improved for bicycle travel. Bike lane projects are 5-foot wide lanes on major streets sometimes enhanced with a buffer or barrier. 	Bicycle Improvements	\$1,100,000	\$1,420,000	\$2,520,000
Various Locations Citywide	Sidewalks and Pathways	<p><i>Project Limits:</i> Various Locations</p> <ul style="list-style-type: none"> The purpose of this program is to: construct and maintain sidewalks and pathways. Construct pathways for pedestrians and bicyclists. Pathways are non-motorized short-cuts that link streets to parks, schools, trails, and other streets. Pathways for improvement will be identified by neighborhoods. Construct new sidewalks. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors. 	Sidewalks and Pathways	\$5,050,000	\$6,950,000	\$12,000,000

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds
Various Locations Citywide	Street Repair and Reconstruction	<p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> This program addresses: Complete Street Reconstruction projects address streets with pavement in the worst condition. These reconstruction projects add bicycle and pedestrian facilities at the time the street is reconstructed. Maintenance projects that are beyond the capacity of City maintenance crews. These projects include, for example, repairing and replacing striping, guardrails, railing, signals, and lighting. Major Resurfacing projects are repaving projects that may include other elements such as ADA access ramps and bulb-outs for pedestrians at intersections. Street Preservation is an on-going effort to preserve the condition of our streets and delay major reconstruction. This may include, for example, chip sealing streets and sealing cracks. 	Street Repair and Reconstruction Program	\$1,000,000	\$5,780,000	\$6,780,000
8	Percival Landing, Section A, Phase 2	<p><i>Project Limits:</i> Percival Landing</p> <ul style="list-style-type: none"> Boardwalk and float replacement. 	Identified Maintenance Needs	\$7,103,200	\$3,504,800	\$10,608,000
9	Grass Lake Nature Park Trail Connection	<p><i>Project Limits:</i> Cooper Point Road to Regional Trail</p> <ul style="list-style-type: none"> Design and construct trail. 	2016 Parks, Arts & Recreation Plan	\$587,946	\$293,973	\$881,919
10	Yauger Park Trail Connection	<p><i>Project Limits:</i> Yauger Park to Harrison Avenue</p> <ul style="list-style-type: none"> Design and construct trail. 	Regional Trails Plan	\$336,554	\$165,766	\$502,320
11	Olympia Woodland Trail, Phase 3	<p><i>Project Limits:</i> From Henderson Boulevard to Eastside Street</p> <ul style="list-style-type: none"> Design and construct trail. 	2016 Parks, Arts & Recreation Plan	\$3,463,546	\$1,731,774	\$5,195,320
12	Olympia Woodland Trail, Phase 4	<p><i>Project Limits:</i> From Tumwater Historical Park to Henderson Boulevard</p> <ul style="list-style-type: none"> Design and construct trail. 	Regional Trails Plan	\$14,282,666	\$7,141,334	\$21,424,000
13	West Bay Trail	<p><i>Project Limits:</i> From 5th Avenue to West Bay Park</p> <ul style="list-style-type: none"> Design and construct a multi-use trail. 	Regional Trails Plan	\$27,733,333	\$13,866,667	\$41,600,000

2022 - 2027 Projects

Six-Year Transportation Improvement Program



Olympia and Vicinity



- ① ROLLING HILLS TERRACE
- ② SKYLINE TERRACE
- ③ EBB TIDE TERRACE

Number	Project West Olympia
1	Mottman Road Bike Lanes and Half Street Frontage Improvement
3	Division Street and Elliot Avenue Intersection Improvements
6	US 101/West Olympia Access Project
9	Grass Lake Nature Park Trail Connection
10	Yauger Park Trail Connection
13	West Bay Trail
Various Locations Citywide Projects	
	Access and Safety Improvements
	Bike Improvements
	Sidewalks and Pathways
	Street Repair and Reconstruction

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/10/2020
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2022 to 2027

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	STIP ID: Fed. Aid # Agency ID: MPO ID:	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs					Fed. Funded Projects Only		
										Fund Source Information					Envir. Type	R/W Reqr'd? (Date)	
										Federal Funding		State Funding					Total Funds
										Fed.Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds			
17		Mottman Road Bike Lanes and Half Street Frontage Improvement Mottman Road from: Mottman Court to: SPSCC Structure Id Construct sidewalk, planter strip, and streetlights on one side; Widen for bike lanes on both sides and overlay street.	Oly1108c	28	0.18	G	RW	S	2024	0	OTHER	599,500	0	599,500	CE	Y	
						W	CN	S	2025	0	OTHER	4,714,500	4,000,000	8,714,500			
Totals										0		5,314,000	4,000,000	9,314,000			
16		Fones Road - Transportation Fones Road from: 18th Avenue to: Pacific Avenue Structure Id Improvements will address vehicle capacity, truck access, access management, and safe and inviting bicycle and pedestrian facilities. Will include adding sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, and undergrounding of overhead utilities. A roundabout will be installed at the South Home Depot driveway to address safety concerns.	Oly1102a 5343002	3	0.67	C	CN	S	2022	0		0	6,000,000	6,000,000	CE	Y	
						G	CN	S	2023	TAP(US)	383,775	0	320,995	704,770			
						P	CN	S	2023	CMAQ	463,875	0	1,139,825	1,603,700			
						T	CN	S	2023	STP(US)	2,040,118	0	318,400	2,358,518			
						W	CN	P	2023	HSIP	313,700	TIB	2,898,532	120,780	3,333,012		
Totals										3,201,468		2,898,532	7,900,000	14,000,000			
4		Division Street and Elliot Avenue Intersection Improvements Division Street from: 300 feet south of Elliot Street to: 300 feet north of Elliot Street Structure Id Intersection safety improvements include the installation of a compact roundabout and sidewalk modifications.	Oly2223a	21	0.12	C	PE	P	2022	0		0	100,000	100,000	CE	N	
						G											
						P											
						T											
Totals										0		0	100,000	100,000			
16		Cain Road and North Street Intersection Improvements Cain Road from: 300 feet south of North Street to: 300 feet north of North Street Structure Id Intersection capacity improvements include installation of a compact roundabout and sidewalk modifications.	Oly1104a	3	0.12	C	PE	P	2025	0		0	90,000	90,000	CE	Y	
						G											
						P											
						T											
Totals										0		0	90,000	90,000			

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/10/2020
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

**Six Year Transportation Improvement Program
 From 2022 to 2027**

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description		STIP ID: Fed. Aid # Agency ID: MPO ID:	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs					Fed. Funded Projects Only		
											Fund Source Information					Total Funds	Envir. Type	R/W Reqr'd? (Date)
											Federal Funding		State Funding					
											Fed.Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds			
17		Wiggins Road and 37th Avenue Intersection Improvements Wiggins Road from: 300 feet south of 37th Avenue to: 300 feet north of 37th Avenue Structure Id Intersection safety improvements include the installation of a compact roundabout and sidewalk modifications.	N	Oly1106a	3	0.12	C G P T	PE P		2023		0		0	200,000	200,000	CE	Y
Totals											0	0	200,000	200,000				
12		US 101/West Olympia Access Project US 101 from: Black Lake Boulevard to: Kaiser Road Structure Id Construct westbound and eastbound off/on-ramps from US 101 to Kaiser Road. Also construct a westbound off-ramp from US 101 to Yauger Way via an at-grade intersection at Black Lake Boulevard. Add Auxiliary lanes east and westbound between Black Lake Boulevard and Kaiser Road.	Y	Oly2321a	1	1.10	P	PE RW	P P	2022 2024		0 0	OTHER OTHER	2,535,208 1,464,792	2,000,000 0	4,535,208 1,464,792	CE	Y
Totals											0	4,000,000	2,000,000	6,000,000				
5		Wiggins Road Wiggins Road from: 27th Avenue to: 40th Avenue Structure Id Add a sidewalk and bike lane or shared use path to one side of street. Relocate stormwater ditch or underground conveyance.	N	Oly2622a	28	1.37	C	CN P S W O	P P	2026		0		0	1,500,000	1,500,000	CE	N
Totals											0	0	1,500,000	1,500,000				
0		Access and Safety Improvements Various Locations from: N/A to: N/A Structure Id The purpose of this program is to improve access and safety for all users of the transportation system: Safety projects that improve safety along streets and at intersections for all users. Pedestrian Crossing Improvements help pedestrians cross major streets. Improvements may include bulb-outs, crossing islands, and/or flashing crosswalk beacons. Street Access projects remove barriers on walkways for persons with disabilities. Projects may include curb access ramps or accessible pedestrian signals.	N	Oly1116a	28		C G P T W	PE CN	P P	2022 2022		0 714,200		0 0	390,960 1,078,840	390,960 1,793,040	CE	N
Totals											714,200	0	1,469,800	2,184,000				

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/10/2020
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2022 to 2027

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	STIP ID: Fed. Aid # Agency ID: MPO ID:	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs					Fed. Funded Projects Only		
										Fund Source Information					Envir. Type	R/W Reqr'd? (Date)	
										Federal Funding		State Funding					
										Fed.Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds			Total Funds
0		Bike Improvements Various Locations from: N/A to: N/A Structure Id The purpose of this program is to complete elements of the bicycle network: Bike Corridors: Low-volume, neighborhood streets improved for bicycle travel. Bike lane projects are 5-foot wide lanes on major streets sometimes enhanced with a buffer or barrier.	Oly1108a 200 A A	28			PE CN	P P	2022 2024		0 0		0 1,100,000	480,000 940,000	480,000 2,040,000	CE	N
Totals										0	1,100,000	1,420,000	2,520,000				
0		Sidewalks and Pathways Various Locations from: N/A to: N/A Structure Id This purpose of this program is to: construct and maintain sidewalks and pathways. Construct pathways for pedestrians and bicyclists. Pathways are non-motorized short-cuts that link streets to parks, schools, trails, and other streets. Construct new sidewalks. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors.	Oly1112a 300 A A	28			PE CN RW	P P P	2022 2022 2023		0 4,050,000 0		0 TIB 0	936,000 5,930,000 84,000	936,000 10,980,000 84,000	CE	N
Totals										4,050,000	1,000,000	6,950,000	12,000,000				
0		Street Repair and Reconstruction Various Locations from: N/A to: N/A Structure Id This program addresses street repair and maintenance projects that preserve the condition of streets by sealing cracks, resurfacing with chip seal and asphalt overlays.	Oly1117a 400 A A	4		C G T W	PE CN	P P	2022 2022		0 500,000		0 OTHER 500,000	2,034,000 3,746,000	2,034,000 4,746,000	CE	N
Totals										500,000	500,000	5,780,000	6,780,000				
0		Percival Landing, Section A, Phase 2 Percival Landing from: N/A to: N/A Structure Id Boardwalk and float replacement from south end of phase 1 to north end of 'D' dock.	Oly1151a 500 A A	28			CN PE	P P	2023 2022	STP(E) STP(E)	6,694,920 408,280		0 0	3,266,642 238,158	9,961,562 646,438	CE	N
Totals										7,103,200	0	3,504,800	10,608,000				
0		Grass Lake Nature Park Trail Connection from: Cooper Point Road to: Regional Trail Structure Id Design and construct multi-use trail.	Oly1152a 501 A A	28	1.00		PE CN	P P	2023 2024	STP(E) STP(E)	97,991 489,955		0 0	48,995 244,978	146,986 734,933	CE	N
Totals										587,946	0	293,973	881,919				

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/10/2020
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2022 to 2027

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	STIP ID: Fed. Aid # Agency ID: MPO ID:	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs					Fed. Funded Projects Only		
										Fund Source Information					Envir. Type	R/W Reqr'd? (Date)	
										Federal Funding		State Funding					
										Fed.Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds			Total Funds
0		<i>Yauger Park Shared Use Trail Connection</i> from: Yauger Park to: Harrison Boulevard Structure Id Design and construct trail connection.	Oly1153a	28	0.40		PE	P	2022	STP(E)	43,898		0	21,622	65,520	CE	N
							CN	P	2023	STP(E)	292,656		0	144,144	436,800		
Totals											336,554		0	165,766	502,320		
0		<i>Olympia Woodland Trail, Phase 3</i> from: Henderson Boulevard to: Eastside Street Structure Id Design and construct multi-use trail.	Oly1154a	28	0.40		PE	P	2022	STP(E)	519,532		0	259,766	779,298	CE	N
							CN	P	2023	STP(E)	2,944,014		0	1,472,008	4,416,022		
Totals											3,463,546		0	1,731,774	5,195,320		
0		<i>Olympia Woodland Trail, Phase 4</i> from: Tumwater Historical Park to: Henderson Boulevard Structure Id Design and construct a multi-use trail.	Oly1754b	28	0.94		PE	P	2024	STP(E)	2,356,640		0	1,178,320	3,534,960	CE	N
							CN	P	2025	STP(E)	11,926,026		0	5,963,014	17,889,040		
Totals											14,282,666		0	7,141,334	21,424,000		
0		<i>West Bay Trail</i> from: 5th Avenue to: West Bay Park Structure Id Design and construct a multi-use trail.	Oly2155a	28	0.57		PE	P	2023	STP(E)	7,626,666		0	3,813,334	11,440,000	CE	N
							CN	P	2024	STP(E)	20,106,667		0	10,053,333	30,160,000		
Totals											27,733,333		0	13,866,667	41,600,000		
Grand Totals for Olympia											61,972,913		14,812,532	58,114,114	134,899,559		



City Council

Approval of Resolution Authorizing the Purchase of Real Estate Owned by BRP Properties, LLC for a Future Park Site

Agenda Date: 12/8/2020
Agenda Item Number: 4.C
File Number:20-1009

Type: resolution **Version:** 1 **Status:** Consent Calendar

Title

Approval of Resolution Authorizing the Purchase of Real Estate Owned by BRP Properties, LLC for a Future Park Site

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing the City Manager to execute all documents necessary to acquire 5.98 acres of real estate from BRP Properties, LLC

Report

Issue:

Whether to approve the purchase of real estate from BRP Properties, LLC for a future park site.

Staff Contact:

Paul Simmons, Parks, Arts and Recreation Director, 360.753.8462
Mark Barber, City Attorney, 360.753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Beverly J. Leyerle-Justus, Managing Member of BRP Properties, LLC (Seller) owns a 5.98-acre property located at 2803 18th Avenue NE, Assessor Parcel No. 56801100100 (see attached Property Location Map).

The City would like to purchase this property to expand its inventory of park sites. A neighborhood park has been an acquisition need in this area for some time and this location was identified for a future neighborhood park in the 2016 Parks Plan.

Staff has concluded negotiations with the Seller and has prepared the Real Estate Purchase and

Sale Agreement attached to this staff report. The purchase price is \$241,500.

Neighborhood/Community Interests (if known):

Park land acquisition has been a high priority in Olympia for many years as demonstrated by voter support of tax measures for park land acquisition.

Options:

1. Move to approve the resolution authorizing the City Manager to execute all documents necessary to acquire 5.98 acres of real estate from BRP Properties, LLC for a future park site.
2. Do not authorize the purchase of real estate from BRP Properties, LLC.
3. Direct staff to seek other options to satisfy the City's need for neighborhood park acreage.

Financial Impact:

Land Acquisition funds allocated in the 2020 Capital Facilities Plan will be used for this acquisition.

Attachments:

Resolution
Agreement
Presentation

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
AUTHORIZING A REAL ESTATE PURCHASE AND SALE AGREEMENT BETWEEN THE CITY OF
OLYMPIA AND BRP PROPERTIES, LLC FOR A PUBLIC NEIGHBORHOOD PARK**

WHEREAS, the City desires to expand its inventory of neighborhood park acreage; and

WHEREAS, BRP Properties, LLC, owns real property located at 2803 – 18th Avenue NE, in Olympia, Washington, consisting of 5.98 acres, more or less (the BRP Property); and

WHEREAS, purchase of the BRP Property will expand the City’s inventory of neighborhood park sites, a need identified for this area in the 2016 Parks Plan; and

WHEREAS, the City and BRP Properties, LLC have negotiated terms and conditions for the City’s purchase of the BRP Property; and

WHEREAS, the Olympia City Council hereby accepts terms, among others, to purchase the BRP Property for Two Hundred Forty-One Thousand Five Hundred Dollars and No/100 Cents (\$241,500.00) U.S;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby accepts the terms and conditions negotiated with BRP Properties, LLC to purchase the real property located at 2803 – 18th Avenue NE, in Olympia, Washington, for neighborhood park acreage upon the agreed terms within the real estate purchase and sale agreement.
2. The City Manager is directed and authorized to execute all documents necessary to purchase the aforesaid real property from BRP Properties, LLC, upon the terms and conditions negotiated in the real estate purchase and sale agreement, and to make any minor modifications consistent with the intent of the agreement as may be necessary, or to correct any clerical or scrivener’s errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

REAL ESTATE PURCHASE AND SALE AGREEMENT

This REAL ESTATE PURCHASE AND SALE AGREEMENT ("Agreement") is between the City of Olympia, a municipality organized under the laws of the State of Washington ("Buyer"), and BRP Properties, LLC, a Washington limited liability company, ("Seller"), jointly referred to as "the Parties." This Agreement shall not be effective until the "Effective Date" (as defined in Paragraph 17.16 below).

RECITALS

Seller is the owner of certain real property located in **Thurston County, Washington**, consisting of approximately 5.98 acres, more or less, and more particularly described on **Exhibit "A"** (legal description) and as shown on **Exhibit "B"** (sketch) attached hereto and by this reference incorporated herein.

Buyer has determined that the Property is suitable for a public park for recreation and open space purposes for the citizens and residents of the City of Olympia.

Seller will provide Buyer with written family history regarding prior ownership of the property. Buyer will verify and use Seller's information as part of the park's history when describing the historical use of the Property.

The signatories to this Agreement acknowledge they are authorized to execute associated documents, to correct legal descriptions if need be, and to correct scrivener's errors and other errors or omissions that are otherwise in substantial conformance with this Agreement.

The Parties now enter into this Agreement to memorialize the terms and conditions under which Seller will sell the Property to Buyer.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Property. Subject to the terms and conditions of this Agreement, Seller agrees to sell and convey to Buyer, and Buyer agrees to purchase from Seller, the following:

1.1 **Land.** The approximately 5.98 acres, more or less, constituting the Property legally described on **Exhibit "A"** to this Agreement and generally shown on a sketch attached as **Exhibit "B"** to this Agreement.

1.2 **Appurtenances.** All rights, privileges, and easements appurtenant to the Property owned by Seller, including without limitation any and all leases, subleases, easements, water, timber or mineral rights, rights-of-way and other appurtenances, including any buildings, structures or fixtures used in connection with the beneficial use and enjoyment of the Property (the "Appurtenances").

The Property and Appurtenances described in Paragraph 1 above are collectively referred to in this Agreement as the "Property."

2. Escrow. Within five (5) business days of the Effective Date of this Agreement, the Parties shall confirm that an escrow account is opened for the transaction contemplated by this Agreement with Thurston County Title Company (in such capacity, "Escrow Company"). Darla Wilkins or another designee of Escrow Company will serve as escrow agent for Closing of this Agreement ("Escrow Agent"). The Parties shall deliver a fully executed copy of this Agreement to Escrow Agent.

3. Purchase Price. The purchase price to be paid by Buyer to Seller for the Property (the "Purchase Price") is **Two Hundred Forty-One Thousand Five Hundred Dollars and 00/100 Cents** (\$241,500.00) U.S.

4. Payment of Purchase Price. On the Closing Date, Buyer shall deposit with Escrow Agent the amount of the Purchase Price, less any amounts to be credited against the Purchase Price pursuant to this Agreement.

5. Closing Date. The Closing (the "Closing") of the purchase and sale of the Property under this Agreement shall be held at the offices of the Escrow Company, and shall occur on a date no later than thirty (30) business days after the waiver or expiration of the Feasibility Contingency period in Paragraphs 7.4 and 7.5 of this Agreement (the "Closing Date"), unless another time is agreed to in writing between the Parties. Closing shall occur when the Deed (as hereinafter defined) to Buyer is executed and recorded, and the Purchase Price is delivered to the Escrow Company for delivery to Seller. Notwithstanding anything above to the contrary, in all events, the Closing must occur on or before January 29, 2021.

6. Title and Survey Matters.

6.1 Title Binder. Buyer shall order a preliminary commitment for an ALTA owner's standard coverage title insurance policy provided by Thurston County Title Insurance Company ("Title Company") describing the Property, showing all matters of record pertaining to the Property and listing Buyer as the prospective named insured. Following the mutual execution of this Agreement, Buyer shall obtain from Title Company a written supplemental report to such preliminary commitment in a form acceptable to Buyer, updating the preliminary commitment to the execution date of the Agreement. Such preliminary commitment, supplemental reports and true, correct and legible copies of all documents referred to in such preliminary commitment and supplemental reports as conditions or exceptions to title to the Property are collectively referred to herein as the "Title Binder."

6.2 Title Review. Within ten (10) business days after Buyer's receipt of the updated Title Binder, Buyer shall review the Title Binder and any surveys of the Property, and shall notify Seller what exceptions to title, if any, affect the marketability or insurability of the title to the Property or which adversely affect the use of the Property (the "Title Review Period"). If no title matters appear in the updated Title Binder since the initial preliminary commitments, then

the Parties shall proceed to Closing as set forth in this Agreement. If any title matters appear and Buyer objects to any of the same during the Title Review Period, then Seller shall have ten (10) business days after receiving Buyer's objections to notify Buyer if Seller will remove any of the exceptions objected to prior to the Closing Date or if Seller elects not to remove such objected to exceptions. If Seller shall fail to remove any such exceptions objected to by Buyer from title prior to the Closing Date, and Buyer is unwilling to take title subject thereto, Buyer may elect to either terminate this Agreement, or take title despite the existence of such exception. If Buyer elects to terminate, neither Buyer nor Seller shall have any further liabilities, obligations or rights with regard to this Agreement which shall then become null and void and of no further force or effect.

6.3 **Title Policy.** At Closing, Seller and Buyer shall cause Title Company to issue a standard ALTA owner's policy ("Title Policy") to Buyer, at Seller's cost. The Title Policy shall (a) be satisfactory to Buyer, (b) be issued in the amount of the total Purchase Price and (c) insure fee simple, indefeasible title to the Property in Buyer. The Title Policy shall contain endorsements as Buyer may require. Buyer's obligation to close this transaction shall be contingent on Buyer's approval, in its sole and absolute discretion of the Title Policy required under this Paragraph 6.

7. **Conditions and/or Contingencies to Buyer's Obligations.**

7.1 **Documents and Reports.** Within seven (7) business days after the execution and delivery of this Agreement (the "Document Delivery Date"), Seller shall deliver to Buyer copies of the documents and reports listed on attached **Exhibit "C"** to this Agreement and in Seller's possession. Seller shall certify to Buyer, as of the Document Delivery Date, as to any documents listed on **Exhibit "C"** not in Seller's possession.

7.2 **Inspection of the Property.** Buyer shall have the right and permission from the date Seller signs this Agreement through the Closing Date (or earlier termination of this Agreement) to enter upon the Property or any part thereof at all reasonable times and from time to time for the purpose, at Buyer's cost and expense, of making all tests and/or studies of the Property that Buyer may wish to undertake, including, without limitation, soils tests (including borings), toxic and hazardous waste studies, surveys, structural studies and review of zoning, fire, safety and other compliance matters; provided, however, Buyer shall indemnify and hold harmless Seller from and against any mechanic's or other liens or claims that may be filed or asserted against the Property or Seller as a direct result of any actions taken by Buyer in connection with the Property, including but not limited to permitting Seller to review a written description of Buyer's proposed testing and work to ensure same is properly done and will not exacerbate any existing condition of contamination on the property. Buyer shall also provide Seller with a copy of all soil or environmental test results for the property upon Seller's request. Buyer shall reasonably restore the Property to its condition immediately prior to any invasive testing. The effect of the representations and warranties made by Seller in this Agreement shall not be diminished or deemed to be waived by any inspections, tests or investigations made by Buyer or its agents.

7.3 **Appraisal of the Property.** Buyer shall have the right to obtain an appraisal. Buyer's appraiser may enter onto the property as is necessary to appraise the Property.

7.4 **Approval of Property/Feasibility Contingency.** Buyer's obligation to purchase the Property shall be subject to and contingent upon Buyer's approval, in its sole and absolute discretion, prior to the expiration of the Contingency/Feasibility Period, of all aspects of the Property, including, without limitation, the physical condition of the Property and documents delivered by Seller pursuant to Paragraph 7.1 above, or otherwise obtained by Buyer regarding the Property. Buyer's approval and obligation to purchase the Property under this paragraph shall be twenty-one (21) business days from the last date this Agreement was executed by a Party to sign same.

7.5 **Contingency/Feasibility Period.** As used herein in Paragraph 7.4, the term "Contingency or Feasibility Period" shall be twenty-one (21) business days from the last date this Agreement was executed by a Party to sign same.

7.6 **Buyer's Right to Terminate.** If Buyer's conditions set forth in Paragraph 7.4 above are not satisfied in Buyer's sole and absolute discretion, Buyer shall have the right to terminate this Agreement by sending written notice to Seller and Escrow Agent (such notice referred to as a "Termination Notice") prior to the expiration of the Contingency/Feasibility Period. If Buyer gives its Termination Notice to Seller, this Agreement shall terminate and neither Buyer nor Seller shall have any further liability to the other under this Agreement.

7.7 **Additional Closing Conditions.** Buyer's obligation to purchase the Property shall also be subject to the following conditions that must be satisfied as of Closing.

(i) Prior to Closing, all Contracts or Leases (whether written or oral), with respect to the Property shall be terminated in writing, except for any Assumed Contracts or Leases. Seller shall provide Buyer, prior to Closing, with written termination agreements with respect to all Contracts or Leases, in a form acceptable to Buyer;

(ii) All representations and warranties of Seller contained herein, to the best of Seller's knowledge, shall be true, accurate and complete at the time of the Closing as if made again at such time;

(iii) Seller shall have performed all obligations to be performed by it hereunder on or before Closing (or, if earlier, on or before the date set forth in this Agreement for such performance);

(iv) At Closing, title to the Property shall be in the condition required by Paragraph 6 of this Agreement and Escrow Agent shall deliver the Title Policy to Buyer; and

(v) At Closing, the forest and ground cover shall be substantially the same as on the date hereof, ordinary wear and tear excepted.

(vi) Seller shall be responsible for removal of slash, consisting of wood, brush or other vegetation debris piles, from the Property. Slash will be removed from the Property

at Seller's expense on or before June 1, 2021. The Parties agree the slash piles may be removed by Seller earlier than June 1, 2021, weather and ground conditions permitting.

If the conditions set forth in this Paragraph 7 are not satisfied as of Closing and Buyer does not waive the same, with the exception of Paragraph 7.7(vi), Buyer may terminate this Agreement, and thereafter neither Buyer nor Seller shall have any further liability to the other under this Agreement.

8. Seller's Representations and Warranties. Seller hereby makes the following representations and warranties, to the best of Seller's knowledge, which representations and warranties shall be deemed made by Seller to Buyer also as of the Closing Date:

8.1 Title. Seller is the sole owner of the Property, except for reservations of record. At Closing, Seller shall convey the entire fee simple estate and right, title and interest in and to the Property by statutory warranty deed to Buyer, free and clear of unapproved encumbrances of record.

8.2 Compliance with Law; Compliance with Property Restrictions. The Property complies in all material respects (both as to condition and use) with all applicable statutes, ordinances, codes, rules and regulations of any governmental authority having jurisdiction over the Property related to zoning, building, subdivision, and engineering.

8.3 Bankruptcy, etc. No bankruptcy, insolvency, rearrangement or similar action involving Seller or the Property, whether voluntary or involuntary, is pending, threatened, by a third party, or contemplated by Seller.

8.4 Taxes and Assessments. Other than amounts disclosed by the Title Binder, no other property taxes have been or will be assessed against the Property for the current tax year, and there are no general or special assessments or charges that have been levied, assessed or imposed on or against the Property.

8.5 Foreign Person. Seller is not a foreign person and is a "United States Person" as such term is defined in Section 7701(a) (30) of the Internal Revenue Code of 1986, as amended (the "Code") and shall deliver to Buyer prior to the Closing an affidavit evidencing such fact and such other documents as may be required under the Code.

8.6 Mechanics' Liens. No labor, material or services have been furnished in, on or about the Property or any part thereof as a result of which any mechanics', laborer's or materialmen's liens or claims might arise.

8.7 Underground Storage Tanks. Seller has no knowledge of (a) subterranean storage or underground storage tanks that exist on the Property, and (b) any previously existing underground storage tanks that have been removed or filled in compliance with applicable law. If there had been an underground storage tank on the site, to the best of Seller's knowledge, the tank was decommissioned in compliance with applicable law.

8.8 **Leases and Other Agreements.** Seller represents that there are no leases, occupancy agreements, service agreements, licenses, easements, or option agreements with regard to the Property, except those of record or disclosed pursuant to Paragraph 7.1.

8.9 **Assumption of Liabilities.** Buyer, by virtue of the purchase of the Property, will not be required to satisfy any obligation of Seller arising prior to the Closing Date.

8.10 **Defaults.** Seller is not in default and there has occurred no uncured event which, with notice, the passage of time or both would be a default, under any contract, agreement, lease, encumbrance, or instrument pertaining to the Property.

8.11 **Utilities.** The Property may or may not be served by water, storm and sanitary or septic sewer, electricity, and telephone supplied directly to the Property by facilities of public or private utilities. All such utilities are located within the boundaries of the Property or within lands dedicated to public use or within recorded easements for the same.

8.12 **Public Improvements.** Seller has no knowledge of any federal, state, county, municipal or other governmental plans to change the road system in the vicinity of the Property.

8.13 **Subdivision.** The conveyance of the Property will not constitute a violation of any subdivision ordinance. The improvements on the Property comply in all material respects with all applicable subdivision ordinances and statutes.

8.14 **Due Authority.** Seller and Buyer have all requisite power and authority to execute and deliver this Agreement and to carry out its obligations hereunder and the transactions contemplated hereby. This Agreement has been, and the documents contemplated hereby will be, duly executed and delivered by Seller and Buyer and constitute their legal, valid and binding obligation enforceable against Seller and Buyer in accordance with its terms.

8.15 **No Omissions.** The copies of any documents furnished to Buyer in connection with this transaction are true and complete copies of the documents they purport to be and contain no untrue statement of material fact and do not omit to state any material facts necessary to make the statements contained therein not misleading.

9. Covenants of Seller. Seller covenants and agrees as follows:

9.1 **Perform Obligations.** From the date of this Agreement to the Closing Date, Seller will perform any monetary and non-monetary obligations it has regarding the Property.

9.2 **No Liens.** From the date of this Agreement to the Closing Date, Seller will not allow any lien to attach to the Property, nor will Seller grant, create, or voluntarily allow the creating of, or amend, extend, modify or change, any easement, right-of-way, encumbrance, restriction, covenant, lease, license, option or other right affecting the Property or any part thereof without Buyer's written consent first having been obtained.

9.3 **Provide Further Information.** From the date of this Agreement to the Closing Date, Seller will notify Buyer of each event of which Seller becomes aware affecting the Property or any part thereof immediately upon learning of the occurrence of such event.

10. Closing.

10.1 **Time and Place.** Provided that all the contingencies set forth in this Agreement have been previously fulfilled, the Closing shall take place at the place and time determined as set forth in Paragraph 5 of this Agreement.

10.2 **Documents to be Delivered by Seller.** For and in consideration of, and as a condition precedent to the payment to Seller of the Purchase Price, Seller shall obtain and deliver to Buyer at Closing the following documents (all of which shall be duly executed and acknowledged where required):

(i) **Title Documents.** Such other documents, including, without limitation, lien waivers, indemnity bonds, indemnification agreements, and certificates of good standing as shall be required by Buyer, or by the Title Company as a condition to its insuring Buyer's good and marketable fee simple title to the Property.

(ii) **Authority.** Such evidence as the Title Company shall require as to authority of Seller to convey the Property to Buyer.

(iii) **Surveys and Drawings.** All surveys, site plans and plans and specifications relating to the Property as are in the possession or control of Seller, if any.

(iv) **Assignment.** Seller and Buyer agree any assignment of Buyer's rights under this Agreement shall be subject to Seller's approval, which shall not be unreasonably withheld, conditioned or denied.

(v) **Warranty Deed.** A statutory warranty deed ("Deed") conveying to Buyer a good, marketable and indefeasible title in fee simple absolute to the Property in the form set forth in **Exhibit "D"** attached hereto.

10.3 **Payment of Costs.** At Closing, Seller shall pay all charges for title insurance for a standard ALTA owner's title policy insuring Buyer's title, one-half of the escrow fee, the recording fee, the technology fee, and real property excise taxes. Buyer shall pay one-half of the escrow fee.

10.4 **Taxes.** Buyer is exempt from payment of real property excise taxes for the Property pursuant to WAC 458-61A-205(3).

10.5 **Monetary Liens.** Seller shall pay or cause to be satisfied at or prior to Closing all monetary liens on or with respect to all or any portion of the Property, including, but not limited to, mortgages, deeds of trust, security agreements, assignments of leases, rents and/or

easements, judgment liens, tax liens (other than those for taxes not yet due and payable) and financing statements, except where Seller is exempt by statute or administrative rule or regulation.

10.6 Possession. Possession of the Property shall be delivered to Buyer at Closing. The Property, including without limitation the improvements, if any, shall be delivered to Buyer in good order.

10.7 Proration. All amounts required to be prorated hereunder as of Closing, shall be calculated as if Buyer were in possession of the Property as of the date of Closing.

11. Environmental.

11.1 Notwithstanding anything to the contrary in this Agreement or otherwise, the Parties agree that Seller shall have no obligation to defend, indemnify, or hold Buyer harmless with respect to any loss, liability, claim, demand, damage, or expense of any kind, including attorneys' fees, costs, and expenses (collectively, "Loss") arising (a) out of the release or threatened release of Hazardous Substances on, under, above, or about the Property after Closing, or (b) out of the past release or threatened release of any Hazardous Substance on, under, above, or about the Property caused or contributed to by Buyer, or any employee, agent, tenant, or contractor of Buyer.

11.2 Definitions. The term "Hazardous Substance" includes without limitation (a) those substances included within the definitions of "hazardous substances," "hazardous materials," "toxic substances," "hazardous wastes," or "solid wastes" in any Environmental Law; (b) petroleum products and petroleum byproducts; (c) polychlorinated biphenyls; (d) chlorinated solvents; and (e) asbestos. The term "Environmental Law" includes any federal, state, municipal or local law, statute, ordinance, regulation, order or rule pertaining to health, industrial hygiene, environmental conditions, or hazardous substances.

12. Indemnification. Seller shall pay, protect, pay the defense costs of, indemnify and hold Buyer and their successors and assigns harmless from and against any and all loss, liability, claim, damage and expense suffered or incurred by reason of (a) the breach of any representation, warranty or agreement of Seller set forth in this Agreement, (b) the failure of Seller to perform any obligation required by this Agreement to be performed by Seller, (c) the ownership, maintenance, and/or operation of the Property by Seller prior to the Closing not in conformance with this Agreement, or (d) any injuries to persons or property from any cause occasioned in whole or in part by any acts or omissions of the Seller, her representatives, employees, contractors or suppliers that occurred before Closing; provided, however, that nothing in this Paragraph 12 applies to Losses arising out of the presence of Hazardous Substances on, under, above, or about the Property, including Hazardous Substances that migrate or migrated to or from the Property except as specifically provided in Paragraph 11 above.

13. Condemnation. In the event of any commenced, to be commenced or consummated proceedings in eminent domain or condemnation (collectively "Condemnation") respecting the Property or any portion thereof, Buyer may elect, by written notice to Seller, to

terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property. If Buyer terminates this Agreement neither Buyer nor Seller shall have any further liability to the other hereunder. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, there shall be no reduction in the Purchase Price, and Seller shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, Seller's entire right, title and interest in and to any condemnation award or settlement made or to be made in connection with such Condemnation proceeding. Buyer shall have the right at all times to participate in all negotiations and dealings with the condemning authority and approve or disapprove any proposed settlement in respect to such matter. Seller shall forthwith notify Buyer in writing of any such Condemnation respecting the Property.

14. Casualty. If any fire, windstorm or casualty occurs and materially affects all or any portion of the Property on or after the date of this Agreement and prior to the Closing, Buyer may elect, by written notice to Seller, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property. If Buyer terminates this Agreement neither Buyer nor Seller have any further liability to the other hereunder. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, the Purchase Price shall be reduced by the amount of loss or damage occasioned by such casualty not covered by insurance, and Seller shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, its entire right, title and interest in and to all insurance claims and proceeds to which Seller may be entitled in connection with such casualty. Buyer shall have the right at all times to participate in all negotiations and other dealings with the insurance carrier providing such coverage and to approve or disapprove any proposed settlement in respect to such matter. Seller shall forthwith notify Buyer in writing of any such casualty respecting the Property.

15. Notices. Unless applicable law requires a different method of giving notice, any and all notices, demands or other communications required or desired to be given hereunder by any party (collectively, "Notices") shall be in writing and shall be validly given or made to another party if delivered either personally or by Federal Express, UPS, USPS or other overnight delivery service of recognized standing, or if deposited in the United States mail, certified, registered, or express mail with postage prepaid. If such Notice is personally delivered, it shall be conclusively deemed given at the time of such delivery. If such Notice is delivered by Federal Express or other overnight delivery service of recognized standing, it shall be deemed given twenty-four (24) hours after the deposit thereof with such delivery service. If such Notice is mailed as provided herein, such shall be deemed given seven (7) days after the deposit thereof in the United States mail. Each such Notice shall be deemed given only if properly addressed to the party to whom such notice is to be given as follows:

To Buyer: Steven J. Burney, City Manager
City of Olympia
601 4th Ave E
P.O. Box 1967
Olympia, WA 98507-1967
Email: jburney@ci.olympia.wa.us

With a copy to: Mark Barber, City Attorney
City of Olympia
601 4th Ave E
P.O. Box 1967
Olympia, WA 98507-1967
Email: mbarber@ci.olympia.wa.us

To Seller: BRP Properties, LLC
ATTN: Beverley J. Leyerle-Justus
13403 NE 212th Ave
Brush Prairie WA 98606-9799
Email: beverleyjustus@yahoo.com

Any party hereto may change its address for receiving notices as herein provided by a written notice given in the manner aforesaid to the other party hereto.

16. Event of Default. In the event of a default under this Agreement by Seller (including a breach of any representation, warranty or covenant set forth herein), Buyer shall be entitled, in addition to all other remedies, to seek monetary damages and specific performance of Seller's obligations hereunder.

17. Miscellaneous.

17.1 **Applicable Law.** This Agreement shall in all respects, be governed by the laws of the State of Washington.

17.2 **Further Assurances.** Each of the Parties shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations hereunder, to carry out the intent of the Parties hereto.

17.3 **Modification or Amendment, Waivers.** No amendment, change, or modification of this Agreement shall be valid, unless in writing and signed by all of the Parties hereto. No waiver of any breach of any covenant or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this Agreement. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

17.4 **Successors and Assigns.** All of the terms and provisions contained herein shall inure to the benefit of and shall be binding upon the Parties hereto and their respective heirs, legal representatives, successors and assigns. Any assignment shall be subject to Seller's approval, which shall not be unreasonably withheld, conditioned or denied. Buyer must notify and, if required, request approval by Sellers of any such assignment prior to the Closing. Any such assignee shall for all purposes be regarded as Buyer under this Agreement.

17.5 **Entire Agreement and No Third Party Beneficiaries.** This Agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and any and all prior agreements, understandings or representations with respect to its subject matter are hereby canceled in their entirety and are of no further force or effect. The Parties do not intend to confer any benefit under this Agreement to any person, firm or corporation other than the Parties.

17.6 **Attorneys' Fees.** Should either party bring suit to enforce this Agreement, the prevailing party in such lawsuit shall be entitled to an award of its reasonable attorneys' fees and costs incurred in connection with such lawsuit.

17.7 **Construction.** Captions are solely for the convenience of the Parties and are not a part of this Agreement. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared it. If the date on which Buyer or Seller are required to take any action under the terms of this Agreement is not a business day, the action shall be taken on the next succeeding business day.

17.8 **Partial Invalidity.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby; and each such term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.9 **Survival.** The covenants, agreements, obligations to indemnify, representations and warranties made in this Agreement shall survive the Closing unimpaired and shall not merge into the Deed and the recordation thereof.

17.10 **Finders' or Brokers' Fees.** Seller represents and warrants that if she has engaged the services of any broker or finder to which a commission or other fee is due in connection with any of the transactions contemplated by this Agreement, that Seller shall pay such fee in connection with the transactions contemplated by this Agreement. Seller agrees to indemnify, defend and hold harmless Buyer against any loss, liability, damage, cost, claim or expense, including interest, penalties and reasonable attorneys' fees that Buyer shall incur or suffer by reason of a breach by Seller of the representation and warranty set forth above.

17.11 **Time.** Time is of the essence of every provision of this Agreement.

17.12 **Risk of Loss.** All of Seller's personal property, of any kind or description whatsoever that is on the Property after Closing, shall be at Seller's sole risk of loss.

17.13 **Force Majeure.** Performance by Seller or Buyer of their obligations under this Agreement shall be extended by the period of delay caused by force majeure. Force majeure is war, natural catastrophe, pandemics, strikes, walkouts or other labor industrial disturbance, order of any government, court or regulatory body having jurisdiction, shortages, blockade, embargo, riot, civil disorder, or any similar cause beyond the reasonable control of the

party who is obligated to render performance (but excluding financial inability to perform, however caused).

17.14 **Recitals.** The Recitals set forth above are incorporated by this reference into this Agreement and are made a part hereof.

17.15 **Counterparts.** This Agreement may be executed in a number of identical counterparts which, taken together, shall constitute collectively one Agreement; but in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart. Additionally, (i) the signature pages taken from separate individually executed counterparts of this Agreement may be combined to form multiple fully executed counterparts; and (ii) a facsimile signature or an electronically scanned signature, or an electronic or digital signature where permitted by law, shall be deemed to be an original signature for all purposes. All executed counterparts of this Agreement shall be deemed to be originals, but all such counterparts, when taken together, shall constitute one and the same Agreement.

17.16 **Effective Date.** The term “date of this Agreement” or “date hereof” or “Effective Date,” as used in this Agreement, shall mean the later of the following dates: (1) the date of Buyer’s signature on this Agreement; or (2) the date of Seller’s signature on this Agreement.

[Signatures appear on the following page]

SELLER:

BRP PROPERTIES, LLC, a Washington
limited liability company



Beverley J. Leyerle-Justus, Managing
Member

Date: 11/24/2020

BUYER:

CITY OF OLYMPIA, a Washington
municipal corporation

Steven J. Burney, City Manager

Date: _____

APPROVED AS TO FORM:

Mark Barber

Mark Barber, City Attorney

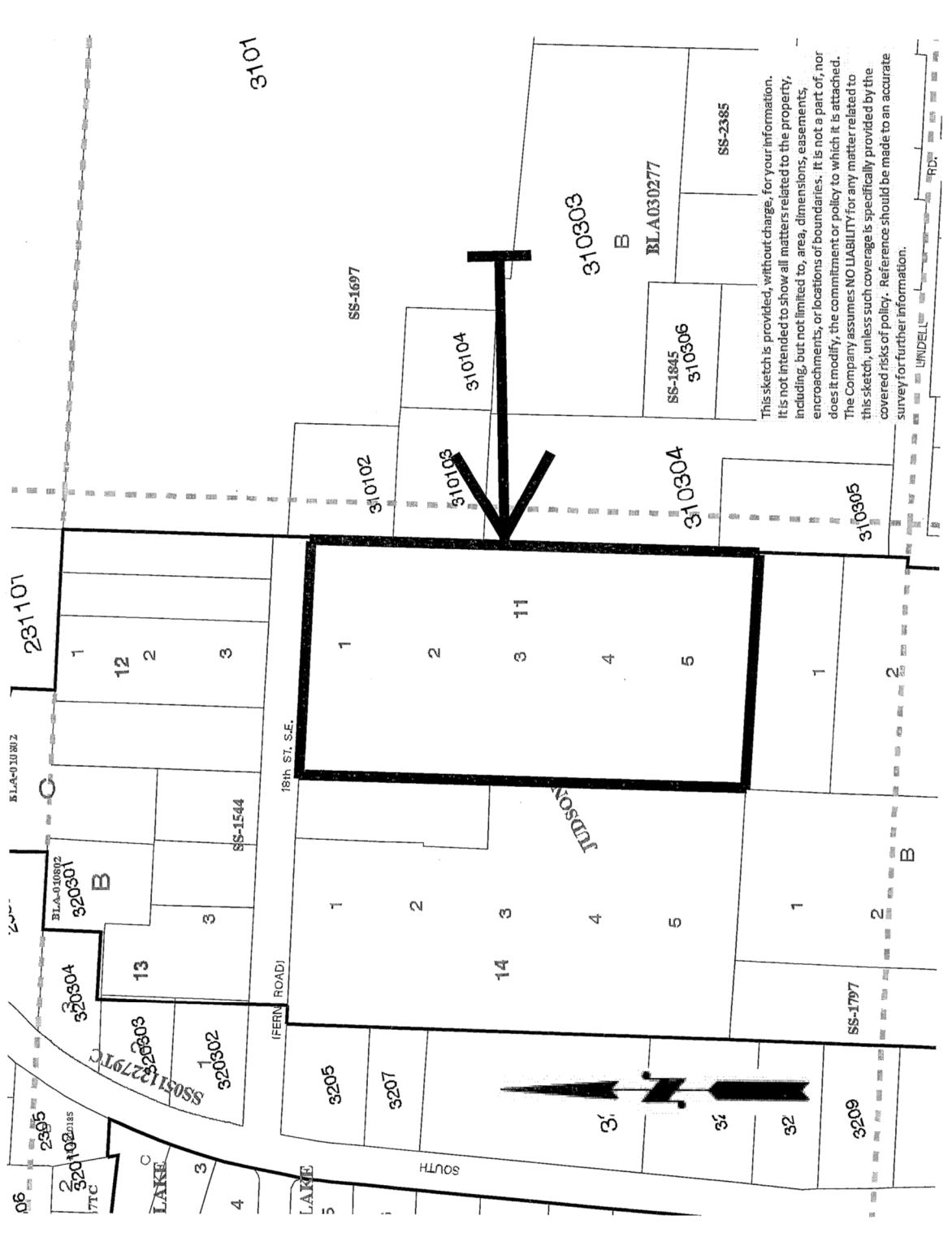
Date: 11/23/2020

EXHIBIT "A"
LEGAL DESCRIPTION

THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 7, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M, DESCRIBED AS VACATED BLOCK 11 OF JUDSON FIRST ADDITION TO OLYMPIA AS RECORDED IN VOLUME 3 OF PLATS, THAT PART OF THE EAST HALF OF VACATED STREET ADJOINING SAID BLOCK ON THE WEST AND THE NORTH HALF OF VACATED STREET ADJOINING SAID PROPERTY ON THE SOUTH.

IN THURSTON COUNTY, WASHINGTON.

EXHIBIT "B" GENERAL VICINITY SKETCH



This sketch is provided, without charge, for your information. It is not intended to show all matters related to the property, including, but not limited to, area, dimensions, easements, encroachments, or locations of boundaries. It is not a part of, nor does it modify, the commitment or policy to which it is attached. The Company assumes NO LIABILITY for any matter related to this sketch, unless such coverage is specifically provided by the covered risks of policy. Reference should be made to an accurate survey for further information.

EXHIBIT “C”
DOCUMENTS AND REPORTS

1. Copies of all of leases or other occupancy agreements relating to the Property, if any, with originals to be delivered at Closing.
2. Copies of all licenses permits and approvals, if any, issued by governmental authorities for the use and occupancy of the Property or any facility located thereon.
3. Any other information about the Property reasonably requested by Buyer if in the possession or control of Sellers.
4. Any service contracts or other similar agreements related to the Property.
5. Reports of environmental conditions related to the Property, if any.
6. Surveys, if any.
7. Soils reports, if any.

EXHIBIT "D"
FORM OF STATUTORY WARRANTY DEED

AFTER RECORDING MAIL TO:

City of Olympia
Attn: Legal Department
P.O. Box 1967
Olympia WA 98507-1967

Document Title: Statutory Warranty Deed
Grantor: BRP Properties, L.L.C., a Washington limited liability company
Grantee: City of Olympia, a Washington municipal corporation
Abbreviated Legal Description: Lots 1-5, inclusive Blk 11 Judson's 1st Addition
Assessor's Tax Parcel Number: 56801100100

The Grantor, **BRP Properties, L.L.C.**, a Washington limited liability company, for and in consideration of the sum of TEN and NO/100---(\$10.00) Dollars, and other valuable considerations, in hand paid, hereby conveys and warrants to the Grantee, **CITY OF OLYMPIA**, a Washington municipal corporation, the following legally described real property and all water, timber, mineral, and any other rights or appurtenances thereto, situated in the City of Olympia, County of Thurston, in the State of Washington, including all after acquired title:

THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 7, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M, DESCRIBED AS VACATED BLOCK 11 OF JUDSON FIRST ADDITION TO OLYMPIA AS RECORDED IN VOLUME 3 OF PLATS, THAT PART OF THE EAST HALF OF VACATED STREET ADJOINING SAID BLOCK ON THE WEST AND THE NORTH HALF OF VACATED STREET ADJOINING SAID PROPERTY ON THE SOUTH.

IN THURSTON COUNTY, WASHINGTON.

SUBJECT TO EASEMENTS, RESTRICTIONS, AND RESERVATIONS OF RECORD.

DATED this ____ day of _____, 20__.

GRANTOR: BRP Properties, L.L.C., a Washington limited liability company

By: _____
Beverley J. Leyerle-Justus, Managing Member

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that **Beverley J. Leyerle-Justus**, upon satisfactory evidence, has shown herself to be the Managing Member of **BRP Properties, L.L.C.**, a Washington limited liability company, and is the person who appeared before me, and that said person acknowledged that she signed this instrument, and on oath stated that she is authorized to execute this instrument, and acknowledged it as her free and voluntary act for the uses and purposes mentioned in the instrument on behalf of **BRP Properties, L.L.C.**

DATED this _____ day of _____ 20__.

Signature
Name (typed or printed): _____
NOTARY PUBLIC in and for the State of
Washington
Residing at _____
My appointment expires: _____

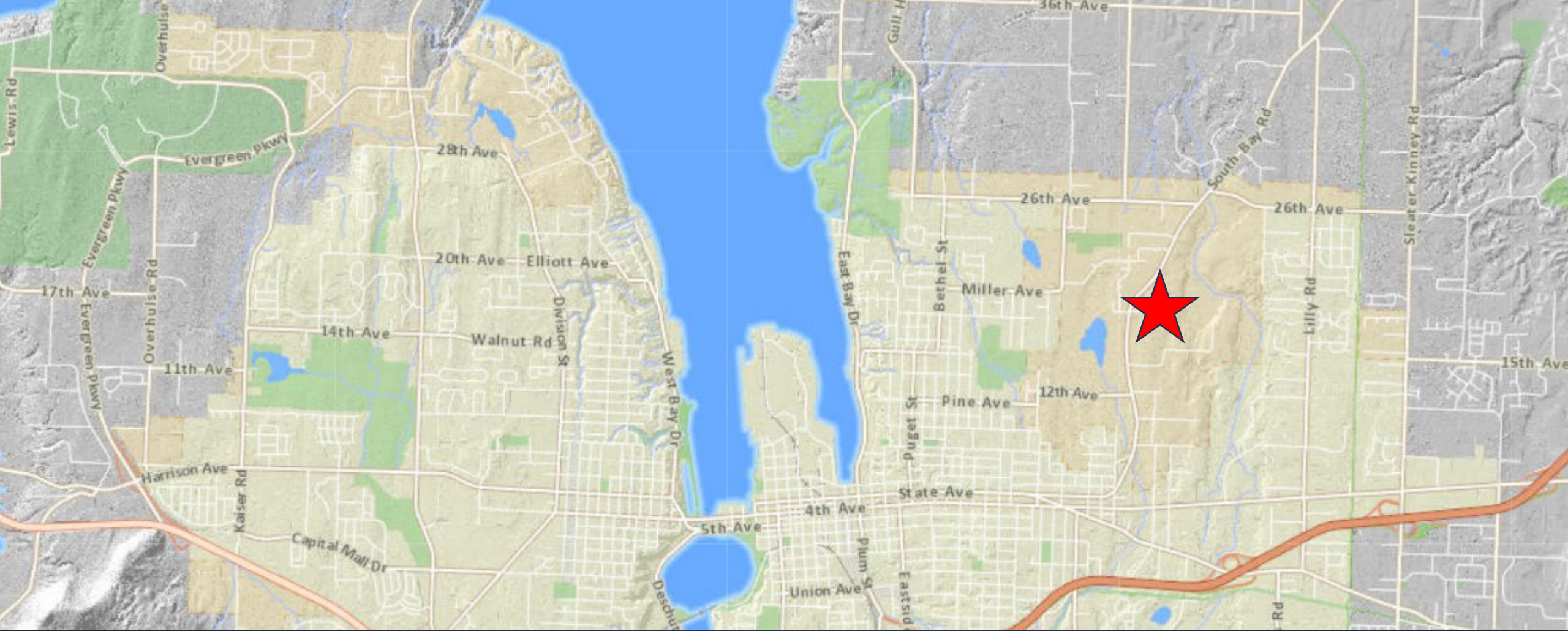
ACCEPTED AND AGREED:

GRANTEE: CITY OF OLYMPIA, a Washington
municipal corporation

Steven J. Burney, City Manager

Approved as to legal form:

Mark Barber, City Attorney

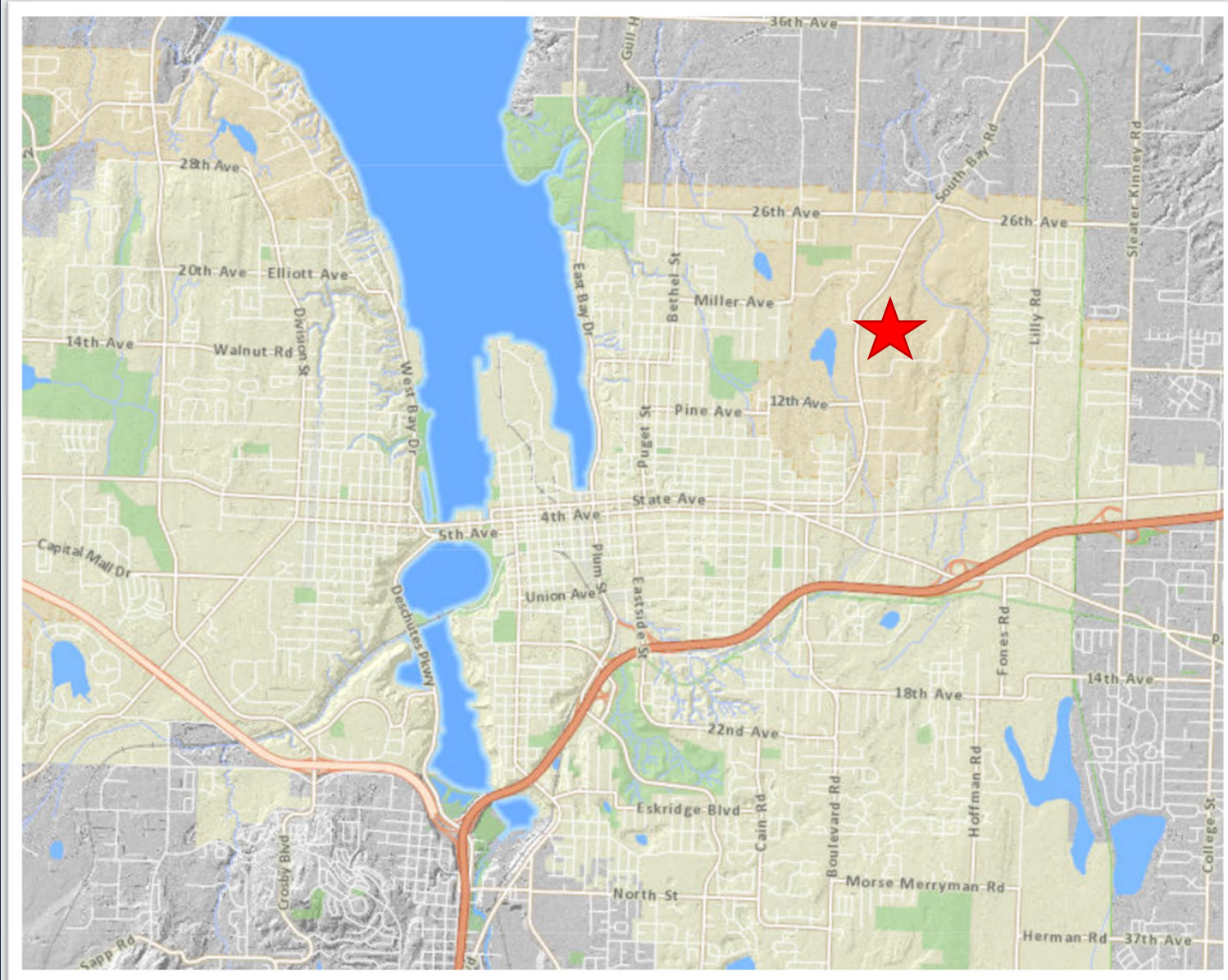


Park Land Acquisition – 18th Ave Site

18th Ave Parcel

2803 18th Ave NE

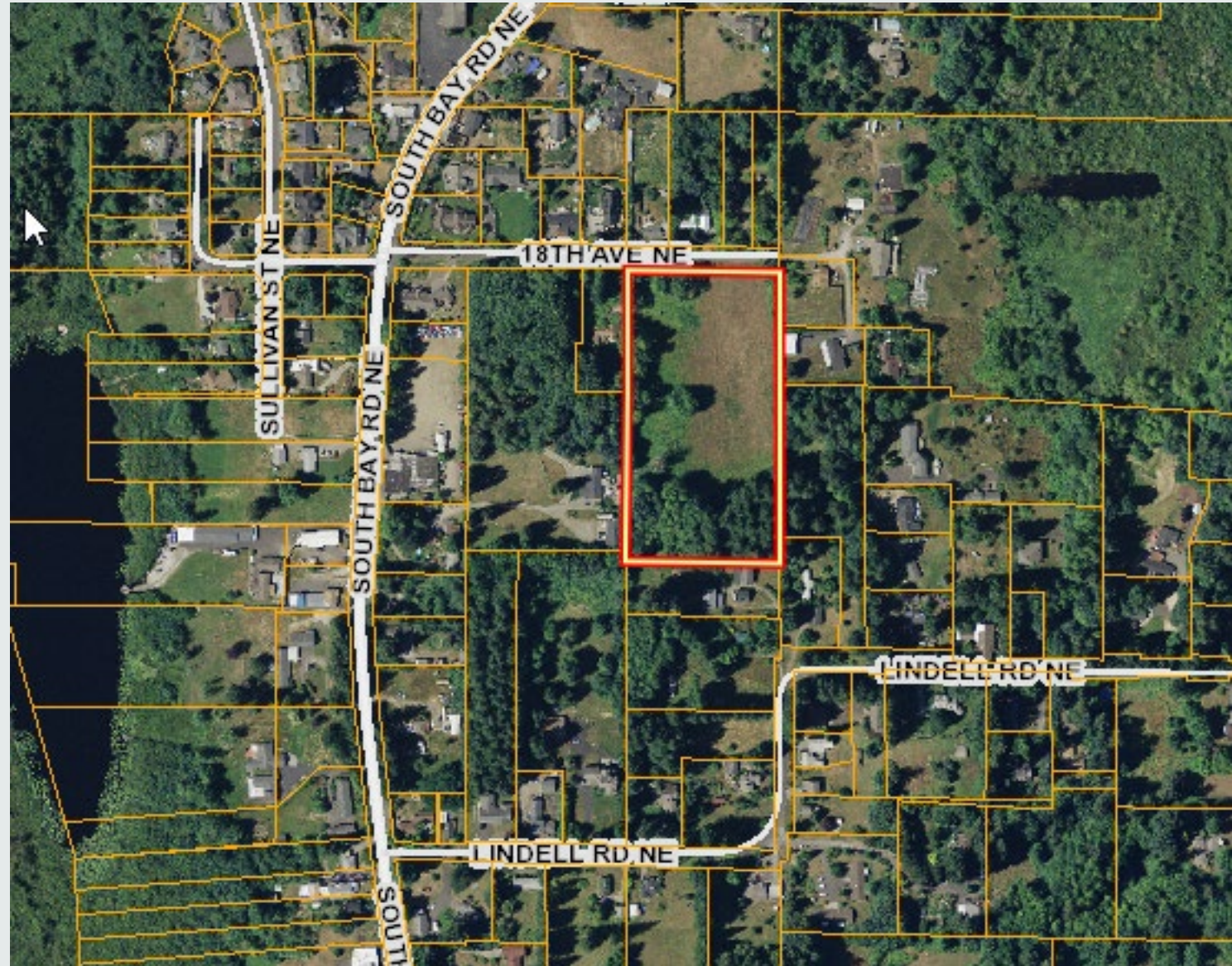
- In NE Urban Growth Area on 18th Ave off South Bay Road
- 5.98 Acres
- \$241,500



18th Ave Parcel

2803 18th Ave NE

- In NE Urban Growth Area on 18th Ave off South Bay Road
- 5.98 Acres
- \$241,500



18th Ave Parcel

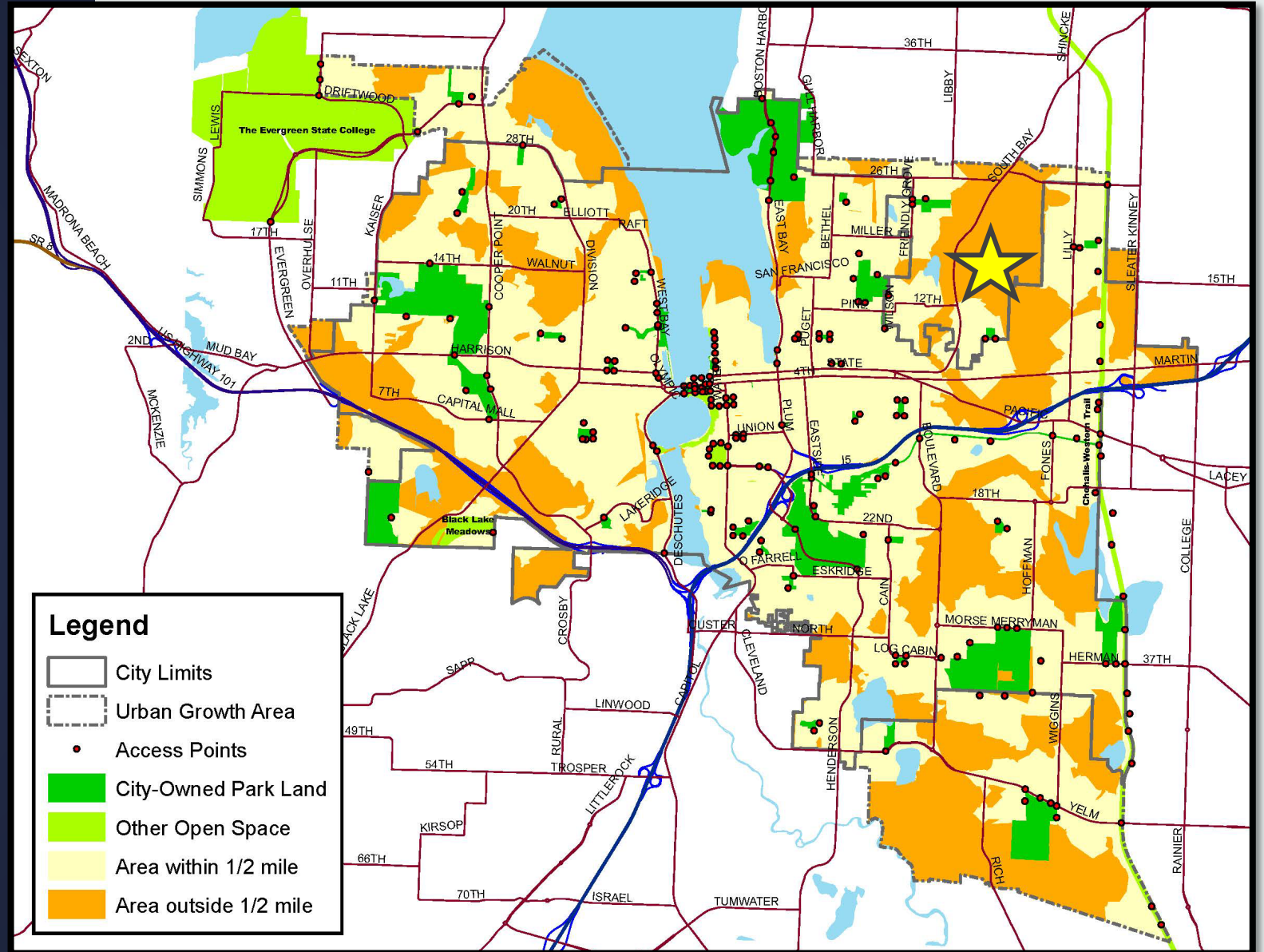
2803 18th Ave NE

- In NE Urban Growth Area on 18th Ave off South Bay Road
- 5.98 Acres
- \$241,500



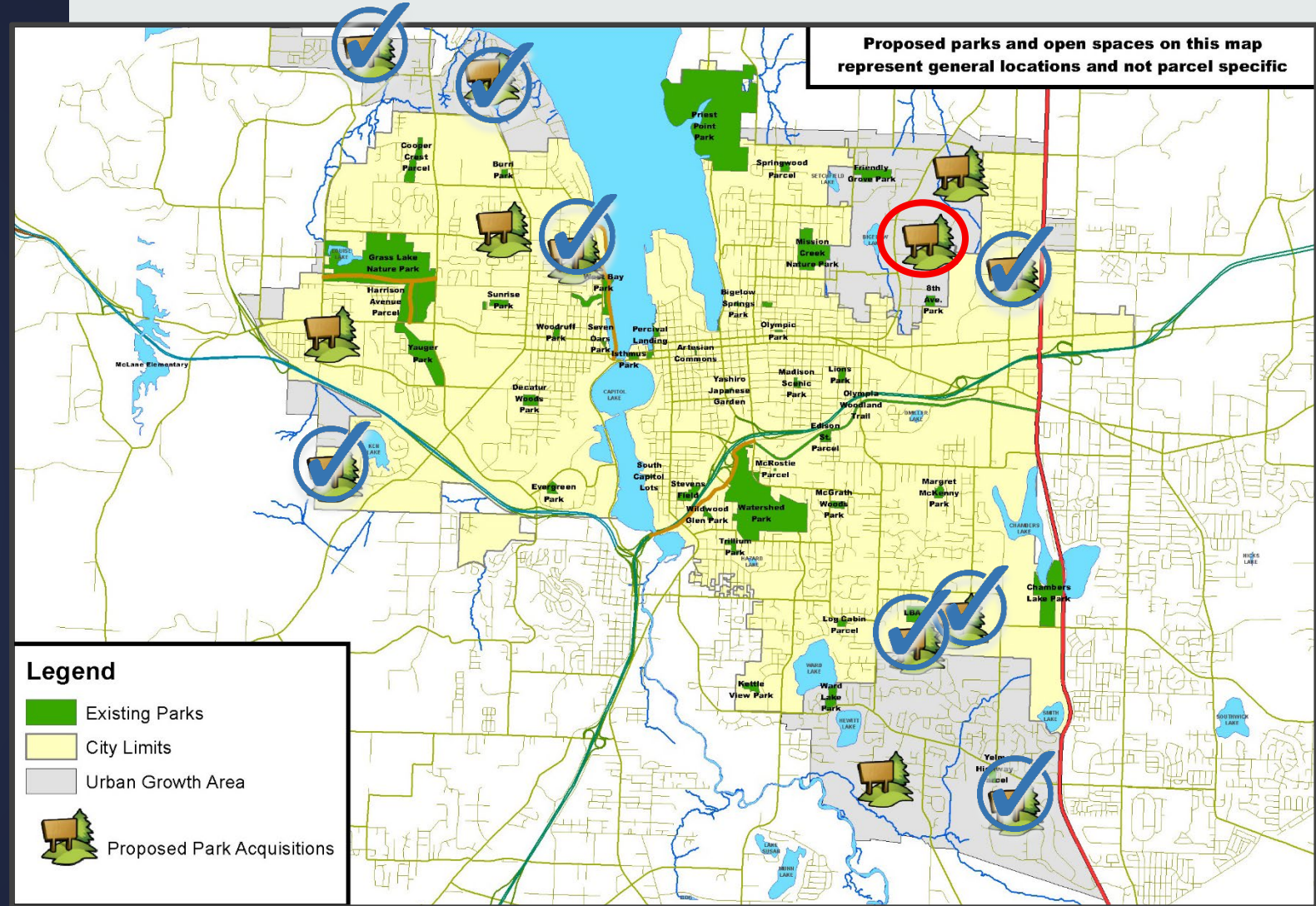
Walking Distance Map

- This acquisition is in an area that is not currently walking distance to a park



Acquisition Update

- This acquisition brings us to 461 acres purchased since 2004 funding measure
- This is the fourth of ten neighborhood park sites identified in the 2016 Parks, Arts and Recreation Plan





City Council

Approval of an Ordinance Adopting the 2021 Operating, Special Funds and Capital Budgets, and the Capital Facilities Plan; 2021-2026 Financial Plan; Setting Forth the Estimated Revenues and Appropriations

Agenda Date: 12/8/2020
Agenda Item Number: 4.D
File Number:20-1020

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Adopting the 2021 Operating, Special Funds and Capital Budgets, and the Capital Facilities Plan; 2021-2026 Financial Plan; Setting Forth the Estimated Revenues and Appropriations

Recommended Action

Committee Recommendation:

The Finance Committee considered public testimony received at Public Hearings held on October 13, November 10, and November 17 as well as the Council Budget balancing discussion on December 1.

City Manager Recommendation:

Move to approve the ordinance adopting the 2021 Operating, Special Funds and Capital Budgets, and the Capital Facilities Plan; 2021-2026 Financial Plan on first reading and forward to second reading.

Report

Issue:

Whether to approve the ordinance adopting the 2021 Operating, Special Funds and Capital Budgets, and the Capital Facilities Plan; 2021-2026 Financial Plan on first reading and forward to second reading.

Staff Contact:

Nanci Lien, Finance Director, 360.753.8465

Presenter(s):

None - Consent Calendar item

Background and Analysis:

State law requires the City Manager to present a balanced Preliminary Operating Budget and Capital Budget to Council each year. By State law the budget must be adopted no later than December 31.

The City Council's Finance Committee met throughout the year to review, discuss, and provide direction to the City Manager on the 2021 Preliminary Operating Budget, Capital Budget, and the Capital Facilities Plan (CFP) and 2021-2026 Financial Plan.

The 2021 Preliminary Operating, Special Funds, and Capital Budgets include resources to provide services such as police and fire protection; developing and maintaining parks, open space and recreational centers; and building and maintaining City streets and utility infrastructure.

Operating Budget

The Operating Budget was presented to Council on October 20. A Public Hearing on Ad Valorem was held on November 10, and another Public Hearing on the Operating Budget on November 17. Finance Committee met on November 18 to prepare a final recommendation which was presented to the full Council on December 1. Since the Preliminary Operating Budget was presented on October 20, adjustments in revenue and expenditures were made. Major changes to the Operating Budget were discussed with Council on December 1 and include changes to Olympia Police Department training budgets, Outreach Services Programs, and services to assist with re-imaging public safety and tenant protection services. These changes are included in the Ordinance.

Capital Budget and Capital Facilities Plan: 2021-2026 Financial Plan

The Capital Facilities Plan (CFP) is a Chapter in the City's 20-year Comprehensive Plan adopted by Council in 2014. The CFP portion of the Plan is updated annually. The first year of the six-year financial plan serves as the City's annual Capital Budget.

The Planning Commission received a briefing on the CFP on August 17. On September 21, the Planning Commission held a Public Hearing. The City's Preliminary CFP and 2021-2026 Financial Plan also went to the Bicycle Pedestrian and Advisory Committee (BPAC); Parks and Recreation Committee (PRAC); and the Utility Advisory Committee (UAC) for review and comment. The Planning Commission, BPAC, PRAC, and UAC submitted comments for Council's consideration.

City Council received a briefing on utility rates, general facility charges and impact fees, including the Olympia School District's impacts fees, on November 10. On October 13 and November 17, City Council held Public Hearings to hear testimony on both the 2021 Preliminary Capital Budget and the CFP: 2021-2026 Financial Plan and received an update on the City's outstanding debt, including internal fund loans.

Since the Preliminary Capital budget and CFP: 2021-2026 Financial Plan was presented on August 11, the following major changes to the Capital Budget were discussed with Council on December 1 and made to the final document:

1. Removal of the Fire Station construction related to annexation.
2. Inclusion of Transportation Benefit District revenue - \$1.5 million

Special Funds

The Budget also includes Special Funds such as Home Fund, Lodging Tax, Parking & Business Improvement Area, Farmers Market Repair & Replacement, and Hands on Children’s Museum. Since the Preliminary budget was presented on October 20, changes in revenue and expenditures were adjusted and are included in the Ordinance.

Neighborhood/Community Interests (if known):

City Council held public hearings on October 13 and November 17 to hear testimony on the CFP: 2021-2026 Financial Plan. Council also held a Public Hearing on November 17 to hear testimony on the Preliminary Operating Budget.

The Planning Commission received a briefing on the Preliminary 2021-2026 CFP on August 17. On September 21, the Planning Commission held a Public Hearing to hear public testimony. The Preliminary CFP and 2021-2026 Financial Plan also went to the BPAC; PRAC; and the UAC for review and comment. The Planning Commission, BPAC, PRAC, and UAC prepared comments for Council’s consideration.

Options:

1. Approve the Ordinance Adopting the 2021 Operating, Special Funds and Capital Budgets and the Capital Facilities Plan: 2021-2026 Financial Plan; and move to second reading.
2. Direct staff to make changes to the Ordinances and/or the Capital Facilities Plan: 2021-2026 Financial Plan and move to second reading.

Financial Impact:

- General Fund - \$87,935,784
- Operating Funds - \$167,680,492 (includes General Fund)
- Special Funds - \$8,999,388
- Capital Funds - \$29,128,979

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE CITY OF OLYMPIA'S 2021 OPERATING, SPECIAL, AND CAPITAL BUDGETS AND 2021-2026 CAPITAL FACILITIES PLAN; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS

WHEREAS, the tax estimates and budget for the City of Olympia, Washington for the 2021 calendar year have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, the Olympia City Manager submitted to the City Council a recommended "Capital Facilities Plan," herein referred to as "CFP," for the fiscal years 2021 through 2026; and

WHEREAS, the preliminary budget was printed for distribution and notice published in the official newspaper of the City of Olympia, setting the time place for hearing on the budget and stating that all taxpayers requesting a copy from the City Clerk would be furnished a copy of the preliminary budget to review; and

WHEREAS, the CFP projects the proposed locations and capacities of expanded or new capital facilities needed to serve growth projected in the City's comprehensive plan, along with a six-year plan that will finance such capital facilities and the anticipated capital expenditures required to construct them for said period; and

WHEREAS, the Olympia City Council held a public hearing on the preliminary budget on November 17, 2020, as required by law, and has considered the public testimony presented; and

WHEREAS, the Olympia School District's Capital Facilities Plan is being incorporated as a component of the City's CFP to allow for the collection of school impact fees; and

WHEREAS, the CFP element of the Comprehensive Plan Goals and Policies is included in the CFP; and

WHEREAS, the City Council has held public hearings and reviewed the recommended CFP along with the CFP Goals and Policies and has made revisions thereto; and

WHEREAS, the revisions made by the City Council have been incorporated into the recommended CFP; and

WHEREAS, the CFP meets the requirements of the Washington State Growth Management Act, including RCW 36.70A.070(3);

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. The 2021 Estimated Revenues and Appropriations for each Fund are as follows:

Operating Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
General, Regular Operations	\$1,367,906	\$86,567,878	\$87,935,784	0
General, Special Sub-Funds				
Special Accounts	-	1,518,965	1,349,869	169,096
Development Fee Revenue	113,018	\$4,150,296	4,263,314	0
Parking	300,790	\$1,474,840	1,775,630	0
Post Employment Benefits	-	\$1,020,000	1,020,000	0
Washington Center Endowment	-	\$5,000	5,000	0
Washington Center Operating	0	\$378,365	378,365	0
Municipal Arts	89,160	\$60,660	149,820	0
Equipment & Facilities Reserve	788,761	\$1,346,037	2,134,798	0
Total General Fund	\$2,659,635	\$96,522,041	\$99,012,580	\$169,096
LID Control	0	0	0	0
LID Guarantee	0	0	0	0
4th/5th Avenue Corridor Bridge Loan	0	174,250	174,250	0
UTGO Bond Fund - 2009 Fire	0	1,047,800	1,047,800	0
City Hall Debt Fund - 2009	0	2,355,353	2,355,353	0
2010 LTGO Bond - Street Projects	0	394,562	394,562	0
L.O.C.A.L. Debt Fund - 2010	0	0	0	0
2010B LTGO Bonds - HOCCM	0	436,321	436,321	0
2013 LTGO Bond Fund	0	674,325	674,325	0
2016 LTGO Parks BAN	0	1,008,375	1,008,375	0
Water Utility O&M	0	15,806,072	15,500,179	305,893
Sewer Utility O&M	496,697	22,013,367	22,510,064	0
Solid Waste Utility	0	13,455,454	13,408,024	47,430
Stormwater Utility	276,035	6,216,211	6,492,246	0
Water/Sewer Bonds	0	1,915,487	1,915,487	0
Stormwater Debt Fund	0	123,650	123,648	2
Water/Sewer Bond Reserve	0	0	0	0
Equipment Rental	0	2,662,149	2,627,278	34,871
Subtotal Other Operating Funds	\$772,732	\$68,283,376	\$68,667,912	\$388,196
Total Operating Budget	\$3,432,367	\$164,805,417	\$167,680,492	\$557,292

Special Funds Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
HUD Fund	\$352	\$472,352	\$472,704	0
Lodging Tax Fund	0	695,575	373,365	322,210
Parking Business Improvement Area Fund	0	99,450	99,450	0
Farmers Market Repair and Replacement Fund	0	0	0	0
Hands On Children's Museum	101,236	543,634	644,870	0
Home Fund Operating Fund	972,247	1,460,923	2,433,170	0
Fire Equipment Replacement Fund	0	200,000	147,219	52,781
Equipment Rental Replacement Reserve Fund	0	2,361,739	431,000	1,930,739
Unemployment Compensation Fund	0	112,500	85,000	27,500
Insurance Trust Fund	0	2,675,261	2,659,712	15,549
Workers Compensation Fund	205,023	1,447,875	1,652,898	0
Total Special Funds Budget	\$1,278,858	\$10,069,309	\$8,999,388	\$2,348,779

Capital Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
Impact Fee	\$2,304,425	\$0	\$2,304,425	\$0
SEPA Mitigation Fee Fund	40,000	0	40,000	0
Parks & Recreational Sidewalk, Utility Tax Fund	0	2,636,230	1,054,757	1,581,473
Real Estate Excise Tax Fund	0	1,818,510	866,000	952,510
Capital Improvement Fund	0	9,413,060	7,836,961	1,576,099
Olympia Home Fund Capital Fund	0	1,283,297	1,283,297	0
Water CIP Fund	0	7,692,086	7,447,681	244,405
Sewer CIP Fund	0	6,114,000	6,114,000	0
Waste ReSources CIP Fund	0	368,000	368,000	0
Storm Water CIP Fund	189,000	1,624,858	1,813,858	0
Storm Drainage Mitigation Fund	0	0	0	0
Total Capital Budget	\$2,533,425	\$30,950,041	\$29,128,979	\$4,354,487
Total City Budget	\$7,244,649	\$205,824,767	\$205,808,858	\$7,260,557

Section 2. Administration. The City Manager shall administer the budgets and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1 above.

Section 3. Salaries and Compensation. The salaries and compensation for the City of Olympia employees for the calendar year 2021 shall be as set forth in the “Supplementary Information” section of the 2021 Adopted Budget document, or as the same may be amended by the City Manager as part of their administration of the budget pursuant to Section 2 above.

Section 4. Benefit Cost Sharing. The City Manager is authorized to modify and establish benefit cost sharing for City employees; and such programs may be based, in part, on the employee’s start date with the City.

Section 5. Capital Facilities Plan. That certain document entitled the “Capital Facilities Plan,” covering the years 2021 through 2026, a copy of which will be on file with the Office of the Finance Director and available on the City’s web site, is hereby adopted as the Capital Facilities Plan for the City of Olympia and is incorporated herein as though fully set forth.

Section 6. City Manager Authorization. Upon appropriation by the City Council of funds therefore, the City Manager shall be authorized to prepare plans and specifications to take bids, and to make expenditures for the projects set forth in the CFP during the year for which said projects are scheduled; provided, however, that any award of bids and execution of contracts for construction shall be approved as provided in OMC Chapter 3.16.

Section 7. Change in Funding Source and Construction Schedule. It is anticipated that the funding source and the construction schedule for projects identified in the CFP may be changed over the next year. Such changes shall not constitute an amendment to the Comprehensive Plan for purposes of RCW 36.70A.130.

Section 8. Office of Finance Director Authorization. The Finance Director is hereby authorized to bring forward into fiscal year 2021 all appropriations and allocations not otherwise closed, completed, or deleted from the prior fiscal years’ Capital and Special Fund budgets.

Section 9. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 10. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 11. Effective Date. This Ordinance shall take effect January 1, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Ordinance 7258 (Operating, Special and Capital Budgets) - Fourth Quarter 2020

Agenda Date: 12/8/2020
Agenda Item Number: 4.E
File Number:20-1021

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Amending Ordinance 7258 (Operating, Special and Capital Budgets) -
Fourth Quarter 2020

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the proposed Ordinance that amends Ordinance 7258 on first reading and forward to second reading.

Report

Issue:

Whether to approve the proposed Ordinance amending Ordinance 7258 on first reading and forward to second reading.

Staff Contact:

Nanci Lien, Finance Director, Administrative Services Department, 360.753.8465

Presenter(s):

None - Consent Calendar item

Background and Analysis:

City Council may revise the City's Operating, Special Funds and Capital Budgets by approving an ordinance. Generally, budget amendments are presented quarterly to Council for review and approval but may be made at any time during the year. The amended ordinances appropriate funds and provide authorization to expend the funds.

No separate ordinances have been passed since the adoption of ordinance 7258.

The attached ordinance includes recommended amendments to the 2020 Operating Funds, Specials

Funds, and Capital Funds for department requests for budget amendments for the 4th Quarter in 2020. Department requests are summarized below:

Administrative Services

- \$73,129 in appropriations for information technology hardware and software related to COVID-19 response. Funding from economic recovery funds.
- \$2,374,650 in appropriations for response to COVID-19. Funding from CARES federal public assistance program.
- \$3,527,792 in appropriations for debt service related to refundings completed late 2019 for the 2010 LTGO Street Project bonds. 2020 debt service budget had already been finalized at that time. Funding from debt proceeds.
- \$3,372,211 in appropriations for debt service related to refundings completed late 2019 for the Hands On Children Museum bonds. 2020 debt service budget had already been finalized at that time. Funding from debt proceeds.
- \$40,500 in appropriations for debt service related to 2020 refundings of water/sewer revenue bonds and usage of previously restricted funds to pay down debt principle. Funding from debt reserve fund balance.
- \$723,000 in appropriations for appropriation transfers related to the exigent circumstance declaration for voted and non-voted utility tax. Funding from Voted Utility Tax Fund's and Capital Improvement Fund's fund balance.
- Reduction in appropriations of \$990,000 for Home Fund operating Fund interfund loan. This is an administrative correction as interfund loans should not appear as revenue in budget ordinance. Reduction in revenue funded by fund balance.
- \$22,300 in appropriations. This is an administrative correction from Q1 budget amendment where only one side of transfer was included in the ordinance. Funding from impact fee fund balance.
- Reduction of \$508,082 in appropriations and revenue for impact fee fund. This is an administrative correction from original 2020 budget ordinance.
- \$550,000 in appropriations. This represents emergency Ordinance 7235 approved by Council in March 2020 to transfer of economic develop capital funds for use in COVID response. The ordinance was not fully recorded in the earlier quarterly ordinance.
- Reduction in appropriation of \$930,059. This is an administrative correction from Q1 budget amendment. Funds for the TBD fund were added and should not have been. TBD has a separate budget process and therefore should not have been recorded in the City ordinance.
- Reduction in appropriations of \$2,673,719. This is an administrative correction from Q1 budget amendment. Funds for the OMPD fund were added and should not have been. OMPD has a separate budget process and should not have been recorded in the City ordinance.

Community Planning & Development

- \$1,105,850 in appropriations for contracts related to COVID-19 response; including Thurston EDC Childcare and Small Business Grant & PPE Program; Enterprise for Equity technical assistance training programs; ODA Positive Notes and Artist on Board programs; ODA Downtown Recovery and Reopening grants; South Sound YMCA Emergency Childcare Funding; Thurston County United Way COVID Relief for rent and food assistance; WCPA downtown holiday entertainment industry support; and West Olympia Business Association

PPE bulk distribution program. Funding from economic development reserve.

- \$5,000 in appropriations for grant from Arts WA Olympia Creative District. Funding from fund balance where grant was recorded.
- \$41,454 in appropriations COVID-19 related response to mitigation site. Funding from economic recovery funds.
- \$10,000 in appropriations for micro-housing. Funding from Thurston County Micro-Housing grant. Total grant \$60,000 with remaining \$50,000 being appropriated in 2021.
- \$20,000 in appropriations micro-housing. Funding from donation from Providence Foundation. Total donation, \$50,000 with remaining to be appropriated in 2021.
- \$24,000 in appropriations for response to homelessness. Funding from Thurston County Hygiene grant.
- \$269 in appropriations additional labor costs related to COVID-19 response. Funding from economic recovery funds.

Fire

- \$56,000 in appropriations for bunker gear replacement. This was a request approved during the 2019 year-end process and was omitted during an earlier budget amendment. Funding from General Fund fund balance.
- \$6,203 in appropriations for vehicle repair. Funding from insurance proceeds.
- \$169,276 in appropriations for salaries and benefits for providing wildfire service to another agency. Funding from Department of Natural Resources.
- \$200,000 in appropriations for overtime. Funding from Thurston County Medic One reimbursement.

Parks

- \$25,000 in appropriations for the Parks scholarship program to assist with need during COVID -19 era. Funding from economic recovery funds.
- \$1,500 in appropriations for storage and removal of derelict vessel. Funding from surplus sale proceeds.
- \$85,000 for appropriations related to the Municipal Arts Work Plan. Funding from Municipal Arts Fund reserve.

Police

- Reduction in appropriations of \$139,493 due to grant revenue from Washington Association of Sheriffs & Police Chief being reduced at year end by granting agency.

Public Works

- Reduction in appropriations of \$24,276 due to grant being completed and revenue will not be received.
- \$370,851 in appropriations related to design development of the new Waste ReSources Facility. Funding from capital reserve fund balance.
- \$20,455 in appropriations for additional labor costs related to COVID-19 response. Funding from economic recovery funds.

All General Fund Departments

- Reduction in appropriations of \$3,957,008 to recognize general and program revenue reductions related to COVID-19 revenue shortfalls.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve ordinance amending ordinance 7258. This provides staff with budget capacity to proceed with initiatives approved by Council.
2. Do not approve the amending ordinance; staff will not have authorization to expend the funds.

Financial Impact:

Total increase in appropriations of \$2,235,920 (includes transfers between funds); Operating Funds increase in appropriations of \$6,660,182; Special Funds decrease appropriations of \$5,008,055; and Capital Funds increase in appropriations of \$583,793. Funding sources are noted above.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE RELATING TO THE ADOPTION OF THE CITY OF OLYMPIA'S 2020 OPERATING, SPECIAL, AND CAPITAL BUDGETS AND 2020-2025 CAPITAL FACILITIES PLAN; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS AND AMENDING ORDINANCE NO. 7258

WHEREAS, the Olympia City Council adopted the 2020 Operating, Special Funds and Capital Budgets, and 2020-2025 Capital Facilities Plan by passing Ordinance No. 7224 on December 17, 2019; and

WHEREAS, the Olympia City Council amended Ordinance No. 7224 by passage of Ordinance No. 7235 on March 24, 2020; and

WHEREAS, the Olympia City Council amended Ordinance No. 7235 by passage of Ordinance No. 7245 on May 19, 2020; and

WHEREAS, the Olympia City Council amended Ordinance No. 7245 by passage of Ordinance No. 7247 on July 21, 2020; and

WHEREAS, the Olympia City Council amended Ordinance No. 7245 by passage of Ordinance No. 7258 on November 2, 2020; and

WHEREAS, throughout the year, updates are required to recognize changes relating to budget, finance, and salaries; and

WHEREAS, the Capital Facilities Plan ("CFP") meets the requirements of the Washington State Growth Management Act, including RCW 36.70A.070(3);

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. That certain document entitled the "Capital Facilities Plan," ("CFP") covering the years 2020 through 2025, a copy of which will be on file with the Office of the Director of Administrative Services and available on the City's web site, is hereby adopted as the Capital Facilities Plan for the City of Olympia and is incorporated herein as though fully set forth.

Section 2. Upon appropriation by the City Council of funds therefor, the City Manager shall be authorized to prepare plans and specifications, to take bids, and to make expenditures for the projects set forth in the CFP during the year for which said projects are scheduled; provided, however, that any award of bids and execution of contracts for construction shall be approved as provided in OMC Chapter 3.16.

Section 3. It is anticipated that the funding source and the construction schedule for projects identified in the CFP may be changed over the next year. Such changes shall not constitute an amendment to the Comprehensive Plan for purposes of RCW 36.70A.130.

Section 4. The Finance Director is hereby authorized to bring forward into fiscal year 2020 all appropriations and allocations not otherwise closed, completed, or deleted from prior fiscal years' capital budgets.

Section 5. The 2020 Estimated Revenues and Appropriations for each Fund are as follows:

Operating Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
General, Regular Operations	\$1,774,421 <u>\$140,673</u>	\$87,466,221 <u>\$86,567,752</u>	\$89,240,642 <u>\$86,708,425</u>	0
General, Special Sub-Funds				
Special Accounts	0	\$2,555,917 <u>4,611,948</u>	1,544,710 <u>3,433,996</u>	1,011,207 <u>1,177,952</u>
Development Fee Revenue	421,394	3,677,069	4,098,463	0
Parking	68,292	1,510,840	1,579,132	0
Post Employment Benefits	370,000	1,005,000	1,375,000	0
Washington Center Endowment	166,109	10,500	176,609	0
Washington Center Operating	0	530,500	530,500	0
Municipal Arts	0 <u>85,000</u>	59,544	59,544 <u>144,544</u>	0
Equipment & Facilities Reserve	3,297,723	\$1,854,047	5,151,770	0
Total General Fund	\$6,097,939 <u>\$4,549,191</u>	\$98,669,638 <u>\$99,827,200</u>	\$103,756,370 <u>\$103,198,439</u>	\$1,011,207 <u>\$1,177,952</u>
LID Control	0	9,797	9,797	0
LID Guarantee	9,797	0	9,797	0
4th/5th Avenue Corridor Bridge Loan	0	539,099	539,099	0
UTGO Bond Fund - 2009 Fire	0	1,190,757	1,190,757	0
City Hall Debt Fund - 2009	0	2,567,818	2,567,818	0
2010 LTGO Bond - Street Projects	0	438,613 <u>3,966,405</u>	438,613 <u>3,966,405</u>	0
L.O.C.A.L. Debt Fund - 2010	0	89,142	89,142	0
2010B LTGO Bonds - HOCM	0	457,088 <u>3,829,299</u>	457,088 <u>3,829,299</u>	0
2013 LTGO Bond Fund	0	675,775	675,775	0
2016 LTGO Parks BAN	0	1,008,400	1,008,400	0
Water Utility O&M	0	15,729,920	15,369,088	360,832
Sewer Utility O&M	3,603	21,553,824	21,557,427	0
Solid Waste Utility	0	13,621,465	13,384,073	237,392
Stormwater Utility	791,953	5,710,756	6,502,709	0
Water/Sewer Bonds	0	2,042,382 <u>2,319,992</u>	2,042,382 <u>2,082,882</u>	0 <u>237,110</u>
Stormwater Debt Fund	0	123,650	123,650	0
Water/Sewer Bond Reserve	0 <u>277,610</u>	0	0 <u>277,610</u>	0
Equipment Rental	123,364	2,509,643	2,633,007	0
Subtotal Other Operating Funds	\$928,717 <u>\$1,206,327</u>	\$68,268,129 <u>\$75,445,742</u>	\$68,598,622 <u>\$75,816,735</u>	\$598,224 <u>\$835,334</u>
Total Operating Budget	\$7,026,656 <u>\$5,755,518</u>	\$166,937,767 <u>\$175,272,942</u>	\$172,354,992 <u>\$179,015,174</u>	\$1,609,431 <u>\$2,013,286</u>

Special Funds Budget

FUND	USE OF FUND			ADDITION TO FUND BALANCE
	BALANCE	ESTIMATED REVENUE	APPROP	
HUD Fund	\$0	\$600,000	\$592,130	7,870
Lodging Tax Fund	0	1,132,309	1,072,443	59,866
Parking Business Improvement Area Fund	30,565	100,000	130,565	0
Farmers Market Repair and Replacement Fund	0	0	0	0
Hands On Children's Museum	182,854	543,634	726,488	0
Transportation Benefit District	2,430,059 0	0	2,430,059 0	0
Olympia Metropolitan Park District	2,673,719 0	0	2,673,719 0	0
Home Fund Operating Fund	799,625 1,789,625	2,573,316 1,679,039	3,372,941 3,468,664	0
Fire Equipment Replacement Fund	2,061,546	200,000	2,261,546	0
Equipment Rental Replacement	2,376,762	2,336,577	4,713,339	0
Unemployment Compensation Fund	0	112,500	85,000	27,500
Insurance Trust Fund	119,825	2,476,186	2,596,011	0
Workers Compensation Fund	204,000	1,450,500	1,654,500	0
Total Special Funds Budget	\$10,878,955 <u>\$6,765,177</u>	\$11,525,022 <u>\$10,630,745</u>	\$22,308,741 <u>\$17,300,686</u>	\$95,236

Capital Budget

FUND	USE OF FUND			ADDITION TO FUND BALANCE
	BALANCE	ESTIMATED REVENUE	APPROP	
Impact Fee	\$8,823,949 \$8,805,358	\$467,191 \$0	\$9,291,140 \$8,805,358	0
SEPA Mitigation Fee Fund	713,682	0	713,682	0
Parks & Recreational Sidewalk, Utility Tax Fund	3,697,050 3,997,050	\$2,668,536	6,365,586 6,665,586	0
Real Estate Excise Tax Fund	3,722,621	\$2,274,752	5,997,373	0
Capital Improvement Fund	9,265,023 9,688,023	\$36,818,280 \$36,794,004	46,083,303 46,482,027	0
Olympia Home Fund Capital Fund	0	\$1,636,310	1,636,310	0
Water CIP Fund	22,779,287	\$9,188,758	31,968,045	0
Sewer CIP Fund	10,642,267	\$1,692,301	12,334,568	0
Waste ReSources CIP Fund	0 213,103	\$390,300	232,552 603,403	157,748 0
Storm Water CIP Fund	9,583,180	\$3,486,758	13,069,938	0
Storm Drainage Mitigation Fund	441,037	\$0	441,037	0
Total Capital Budget	\$69,668,096 <u>\$70,585,608</u>	\$58,623,186 <u>\$58,131,719</u>	\$128,133,534 <u>\$128,717,327</u>	\$0
Total City Budget	\$87,573,707 <u>\$83,106,303</u>	\$237,085,975 <u>\$244,035,406</u>	\$322,797,267 <u>\$325,033,187</u>	\$1,862,415 \$2,108,522

Section 6. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 7. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 8. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Olympia Municipal Code Chapters 15.04, 15.08, and 15.16 Related to Impact Fees

Agenda Date: 12/8/2020
Agenda Item Number: 4.F
File Number:20-0993

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Amending Olympia Municipal Code Chapters 15.04, 15.08, and 15.16 Related to Impact Fees

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve an ordinance amending portions of Olympia Municipal Code Chapters 15.04, 15.08, and 15.16 related to impact fees on first reading and forward to second reading.

Report

Issue:

Whether to amend an ordinance updating impact fees.

Staff Contact:

Mark Russell, P.E., Deputy Director, Public Works Department, 360.753.8762

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The Washington State Growth Management Act (GMA) requires that cities plan for growth. One tool that cities can use to respond to growth are impact fees for new developments. These fees are a funding mechanism that help the City build new transportation and parks infrastructure, as well as help Olympia School District (OSD) build infrastructure.

Transportation Impact Fees:

Olympia has used transportation impact fees since the 1990s to help fund infrastructure improvements. Historically, these projects have focused on increasing capacity on our streets for

motor vehicles. Changes are proposed to allow the City to use impact fees to help fund projects that will add capacity to our streets for walking, biking, transit, as well as driving.

This transportation impact fee program update will establish a new project list. The methodology for establishing impact fees has also been revised. The result is a new person trip rate instead of a vehicle trip rate, and new impact fees for different land uses. Depending on the land use, some fees increase, some decrease. The changes will not increase the amount of transportation impact fee revenues collected overall, approximately \$1 million annually. Changes to the transportation impact fee rates would go into effect July 1, 2021.

Parks Impact Fees:

Some land use categories in the Parks impact fee schedule were modified to be consistent with both the Transportation and OSD impact fee schedules. Beyond these minor clarifications to land use categories, the Parks impact fee rates are not changing.

Olympia School District Impact Fees:

Under state statute, school districts are responsible for expending impact fees, however they are not authorized to collect them. The City collects impact fees for the OSD, then forwards them to the district for use on their capital projects.

Some land use categories in the OSD impact fee schedule were modified to be consistent with both the Transportation and Parks impact fee schedules. In addition, the OSD impact fee rates are being updated.

Neighborhood/Community Interests (if known):

A public hearing on the Capital Facilities Plan was held on November 17. The City Council did not receive comments related to the proposed impact fee changes.

In addition, the Planning Commission and Bicycle and Pedestrian Advisory Committee were briefed earlier this year as the transportation program changes were under development. Staff has reached out to stakeholders in the development community about changes to the transportation concurrency and impact fee programs and invited the public to view the August 19 Finance Committee discussion of the changes. Staff also met with the Olympia Master Builders Government Affairs Committee on the transportation impact fee program changes on October 22. The OMB submitted a letter to the City Council regarding transportation impact fees on November 10, 2020.

Options:

1. Approve an ordinance amending portions of Olympia Municipal Code Chapters 15.04, 15.08, and 15.16 related to impact fees on first reading and forward to second reading. The impact fee programs will be updated as shown in the attached ordinance.
2. Approve the ordinance with Council directed changes. Staff will incorporate any changes recommended by Council in the ordinance for second reading.

3. Do not approve the ordinance.

Financial Impact:

Revenues generated by impact fees will support needed infrastructure as the City grows.

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON AMENDING OLYMPIA MUNICIPAL CODE CHAPTERS 15.04 AND 15.16 AND SECTION 15.08.050 RELATING TO IMPACT FEES

WHEREAS, the Washington State Growth Management Act, Ch. 36.70A RCW, requires that cities plan for growth; and

WHEREAS, RCW 82.02.050 - .090 authorizes cities to impose impact fees to ensure that adequate facilities are available to serve new growth and development; and

WHEREAS, in Ordinance Nos. 5490 and 6164, the City of Olympia did adopt such impact fees, to include "Park Impact Fees," "School Impact Fees," and "Transportation Impact Fees," which the City uses as a funding mechanism to help build new transportation and parks infrastructure, as well as help the Olympia School District build infrastructure; and

WHEREAS, Olympia has used transportation impact fees since the 1990s to help fund infrastructure improvements focused on increasing capacity on city streets for motor vehicles; and

WHEREAS, staff is proposing changes to the Transportation Impact Fee Program that will allow the City to use transportation impact fees to help fund projects that will add capacity to city streets for walking, biking, and transit, as well as driving; and

WHEREAS, over the course of the last year, staff has briefed the Olympia Planning Commission and the Bicycle and Pedestrian Advisory Committee, met with the Olympia Master Builders Government Affairs Committee, and reached out to stakeholders in the development community regarding the changes to the Transportation Impact Fee Program; and

WHEREAS, staff is also proposing modifications to the land use categories in the Parks Impact Fee and School Impact Fee schedules for consistency with the Transportation Impact Fee Schedule; and

WHEREAS, the City Council has called for an annual review of impact fees, concurrent with the annual review of the Capital Facilities Plan element of the City's Comprehensive Plan, to consider adjustments to the impact fees; and

WHEREAS, the Olympia School District has updated its Capital Facilities Plan and revised its proposed impact fees as reflected in the School District's adopted 2021-2026 Capital Facilities Plan; and

WHEREAS, the City Council conducted a public hearing on the City's 2021-2026 Capital Facilities Plan on November 17, 2020, and did not receive any additional comments related to the proposed impact fee changes; and

WHEREAS, following said review of the 2021-2026 Capital Facilities Plan, the Olympia City Council desires to update the Transportation Impact Fee Program and the land use categories in the Parks Impact Fee and School Impact Fee schedules, revise School Impact Fees as adopted in the Olympia School District's 2021-2026 Capital Facilities Plan, and amend the Olympia Municipal Code accordingly;

WHEREAS, this Ordinance is adopted pursuant to Article 11, Section 11, of the Washington Constitution; and

WHEREAS, this Ordinance is supported by the staff report, attachments, and documents on file with the Department of Public Works;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of OMC 15.04. Olympia Municipal Code Chapter 15.04 is hereby amended to read as follows:

Chapter 15.04
GENERAL PROVISIONS GOVERNING THE ASSESSMENT OF IMPACT
FEEES

15.04.010 Findings and authority

The City Council of the City of Olympia (the "Council") hereby finds and determines that new growth and development, including but not limited to new residential, commercial, retail, office, and industrial development, in the City of Olympia will create additional demand and need for public facilities in the City of Olympia, and the Council finds that new growth and development should pay a proportionate share of the cost of new facilities needed to serve the new growth and development. The City of Olympia has conducted extensive studies documenting the procedures for measuring the impact of new developments on public facilities, has prepared the Parks Study and the Transportation Study and has reviewed the Schools Study prepared by the Olympia School District No. 111 ("District No. 111"), and hereby incorporates these studies into this title by reference. Therefore, pursuant to Chapter 82.02 RCW, the Council adopts this title to assess impact fees for parks, transportation facilities, and schools. The provisions of this title shall be liberally construed in order to carry out the purposes of the Council in establishing the impact fee program.

15.04.020 Definitions

The following words and terms shall have the following meanings for the purposes of this title, unless the context clearly requires otherwise. Terms otherwise not defined herein shall be defined pursuant to RCW 82.02.090, or given their usual and customary meaning.

- A. "Act" means the Growth Management Act, as codified in RCW 36.70A, as now in existence or as hereafter amended.
- B. "Accessory Dwelling Unit" means a dwelling unit that has been added onto, created within, or separated from a single-family detached dwelling for use as a complete independent living unit with provisions for cooking, eating, sanitation, and sleeping.
- C. "Building Permit" means an official document or certification which is issued by the Building Official and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving or repair of a building or structure.
- D. "Capital Facilities" means the facilities or improvements included in a capital budget.

- E. "Capital Facilities Plan" means the capital facilities plan element of a comprehensive plan adopted by the City of Olympia pursuant to Chapter 36.70A RCW, and such plan as amended.
- F. "City" means the City of Olympia.
- G. "Council" means the City Council of the City of Olympia.
- H. "Concurrent" or "Concurrency" means that the improvements are in place at the time the impacts of development occur, or that the necessary financial commitments are in place, which shall include the impact fees anticipated to be generated by the development, to complete the improvements necessary to meet the specified standards of service defined in the Parks Study, the Transportation Study, and the Schools Study within ten (10) years of the time the impacts of development occur.
- I. "County" means Thurston County.
- J. "Department" means the Department of Community Planning and Development.
- K. "Development Activity" means any construction, expansion, or change in the use of a building or structure that creates additional demand and need for public facilities.
- L. "Development Approval" means any written authorization from the City of Olympia which authorizes the commencement of a development activity.
- M. "Director" means the Director of the Department of Community Planning and Development or the Director's designee.
- N. "District No. 111" means the Olympia School District No. 111, Thurston County, Washington.
- O. "Downtown Impact Fee Payment Area" means all properties located within the downtown area, which is currently bounded by: Budd Inlet on the north; Budd Inlet and Capitol Lake on the west; along 14th Avenue extending between Capitol Lake and Capitol Way, then east on 14th Avenue extending to Interstate 5 on the south; Eastside Street on the east; and along Olympia Avenue in a westerly direction reconnecting with the Budd Inlet on the north, including properties owned by the Port of Olympia, as shown in Figure 15-04-1.
- P. "Dwelling Unit" means a single unit providing complete and independent living facilities for one or more persons, including permanent facilities for living, sleeping, eating, cooking, and sanitation needs.
- Q. "Elderly" means a person aged 62 or older.
- R. "Encumbered" means to reserve, set aside, or otherwise earmark the impact fees in order to pay for commitments, contractual obligations, or other liabilities incurred for public facilities.
- S. "Feepayer" is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity or municipal corporation commencing a land development activity which creates the demand for additional capital facilities, and which requires the issuance of a building permit. "Feepayer" includes an applicant for an impact fee credit.

T. "Gross Floor Area" means the total square footage of any building, structure, or use, including accessory uses.

U. "Gross Leasable Area" means the total square footage of leasable space in any building, structure, or use, including accessory uses. This does not include common spaces like lobbies, elevator shafts, stairwells, etc.

UV. "Hearing Examiner" means the Examiner who acts on behalf of the Council in considering and applying land use regulatory codes as provided under Chapter 18.82 of the Olympia Municipal Code. Where appropriate, "Hearing Examiner" also refers to the office of the hearing examiner.

W. "High Density Corridor" or "HDC" will only include HDC-1, HDC-2, HDC-3 land use zoning areas and shall have the same meaning as set forth in Olympia Municipal Code Subsections 18.06.020.B.10, .11, and .12.

VX. "Impact fee" means a payment of money imposed by the City of Olympia on development activity pursuant to this title as a condition of granting development approval in order to pay for the public facilities needed to serve new growth and development. "Impact fee" does not include a reasonable permit fee, an application fee, the administrative fee for collecting and handling school impact fees, or the cost of reviewing independent fee calculations.

WY. "Impact Fee Account" or "Account" means the account(s) established for each type of public facility for which impact fees are collected. The Accounts shall be established pursuant to Sections 15.04.100 and 15.04.110 of this title, and comply with the requirements of RCW 82.02.070.

XZ. "Independent Fee Calculation" means the park impact calculation, the school impact calculation, the transportation calculation, and/or economic documentation prepared by a feepayer, to support the assessment of an impact fee other than by the use of Schedules A, C and D of Chapter 15.16, or the calculations prepared by the Director or District No. 111 where none of the fee categories or fee amounts in the schedules in Chapter 15.16 accurately describe or capture the impacts of the new development on public facilities.

YAA. "Interest" means the average interest rate earned by the City of Olympia or District No. 111 with respect to school fees in the last fiscal year, if not otherwise defined.

ZBB. "Interlocal Agreement" or "Agreement" means the school interlocal agreement by and between the City of Olympia and District No. 111 as authorized in Section 15.04.110 herein.

AACC. "Occupancy Permit" means the permit issued by the City of Olympia where a development activity results in a change in use of a pre-existing structure.

BBDD. "Open Space" means for the purposes of this title undeveloped public land that is permanently protected from development (except for the development of trails or other passive public access or use).

EEEE. "Owner" means the owner of record of real property, or a person with an unrestricted written option to purchase property; provided that, if the real property is being purchased under a recorded real estate contract, the purchaser shall be considered the owner of the real property.

~~DDFF~~. "Parks" means parks, open space, and recreational facilities, including but not limited to ball fields, golf courses, athletic fields, soccer fields, swimming pools, tennis courts, volleyball courts, neighborhood parks, community parks, special use parks, trails, and open space.

~~EEGG~~. "Parks Study" means the City of Olympia Park Impact Fee Study dated October 2012, and as may be amended in the future.

~~FFHH~~. "Planned Residential Development" or "PRD" shall have the same meaning as set forth in Chapter 18.56 of the Olympia Municipal Code.

~~GGII~~. "Project Improvements" mean site improvements and facilities that are planned and designed to provide service for a particular development or users of the project, and are not system improvements. No improvement or facility included in a capital facilities plan adopted by the Council shall be considered a project improvement.

~~HHJJ~~. "Public Facilities" means the following capital facilities owned or operated by the City of Olympia or other governmental entities: (1) publicly owned parks, open space, and recreational facilities; (2) public streets, and roads; and (3) public school facilities.

~~IIKK~~. "Residential" or "Residential Development" means all types of construction intended for human habitation. This shall include, but is not limited to, single-family, duplex, triplex, and other multifamily development.

~~JJLL~~. "Schools Study" means the "Olympia School District - Rate Study for Impact Fees for School Facilities, 1994," and as may be amended in the future.

~~KKMM~~. "Senior Housing Development" means a residential development of 10 units or more that is occupied exclusively by residents 55 years of age or older. In order to qualify for the "Senior Development" impact fee rate, a restrictive covenant is required to be placed on the deed limiting the development to residents 55 years of age or older.

~~LLNN~~. "Single Room Occupancy Dwelling" means a housing type consisting of one room, often with cooking facilities and with private or shared bathroom facilities.

~~MMOO~~. "Square Footage" means the square footage of the gross floor area of the development.

~~NNPP~~. "State" means the State of Washington.

~~OOQQ~~. "System Improvements" means public facilities that are included in the City of Olympia's capital facilities plan and are designed to provide service to service areas within the community at large, in contrast to project improvements.

~~PPRR~~. "Transportation Study" means the City of Olympia ~~Transportation Impact Fee Program Update dated December 2008~~ Multimodal Transportation Impact Fee Rate Study dated October 2020, and as may be amended in the future.

15.04.030 Findings of concurrency

A. Prior to approving proposed subdivisions, dedications, short plats, short subdivisions, planned residential developments, or binding site plans, the Council or administrative personnel shall make written findings that the public facilities which will be needed as a result of the new development, such as parks, recreation, open space, schools, and school grounds, will be provided concurrent with development. The concurrency requirement is satisfied if the improvements are in place at the time the impacts of development occur, or that the necessary financial commitments are in place, which shall include the impact fees anticipated to be generated by the development, to complete the improvements required to meet the specified standards of service defined in the Parks Study and the Schools Study within ten (10) years of the time that the impacts of development occur. Any combination of the following shall constitute the "necessary financial commitments" for the purposes of this title:

1. The City or District No. 111 has received voter approval of and/or has bonding authority;
2. The City or District No. 111 has received approval for federal, state or other funds;
3. The City or District No. 111 has received a secured commitment from a feepayer that the feepayer will construct the needed improvement(s) or facility and the City or District No. 111 has found such improvement(s) or facility to be acceptable and consistent with its capital facilities plan; and/or
4. The City or District No. 111 has other assured funding, including but not limited to impact fees which have been paid.

B. Compliance with this concurrency requirement shall be sufficient to satisfy the provisions of RCW [58.17.110](#), RCW [58.17.060](#), and the Act. The finding of concurrency shall be made at the time of preliminary plat or PRD approval or at the time of binding site plan approval.

C. The City shall not approve applications for preliminary plats, PRDs, or binding site plans, unless the City is able to make a finding of concurrency; provided that, if the feepayer opts to dedicate land, to provide improvements, and/or construction consistent with the requirements of Section 6 of this title governing credits, where appropriate, the City can make a finding of concurrency.

D. A finding of concurrency provided to the applicant at the time of preliminary plat or PRD approval, or at the time of binding site plan approval, shall be valid for a period of three (3) years from the date of receipt. If pursuant to law, an applicant requests an extension of the three-year period between the date of preliminary and final plat or PRD approval, the applicant shall be subject to a new concurrency determination prior to the granting of a request for an extension.

E. If any party for any reason is able to exempt itself from the operation of this title, the City reserves the right to review its land use plan in conjunction with its capital facilities plan in order to ensure concurrency. In the event that the impact fees that might have been paid would have been an integral part of the financing to ensure concurrency, the City reserves the right to deny approval for the development on these grounds.

15.04.040 Assessment of impact fees

A. The City shall collect impact fees, based on the schedules in Chapter [15.16](#), or an independent fee calculation as provided for in Chapter 15.04.050, from any applicant seeking development approval from the

City for any development activity within the City, where such development activity requires the issuance of a building or occupancy permit. This shall include, but is not limited to, the development of residential, commercial, retail, office, and industrial land, and includes the expansion of existing uses that creates a demand for additional public facilities, as well as a change in existing use that creates a demand for additional public facilities.

B. Applicants seeking development approval from the City for residential developments where the property is located outside the boundaries of District No. 111 shall not be required to pay the school impact fee set forth in Schedule C (Section 15.16.030) of Appendix A (Chapter 15.16).

C. Where a change in use triggers review under the State Environmental Policy Act or increases the trip generation by more than 5% or ten peak hour person trips, whichever is less, the Director shall calculate a transportation impact fee based on the increases in the trip generation rate.

D. Impact fees shall be assessed at the time the complete building permit application is submitted for each unit in the development, using either the impact fee schedules then in effect or an independent fee calculation, at the election of the applicant and pursuant to the requirements set forth in Section 15.04.050. The City shall not accept an application for a building permit if final plat, PRD, or binding site plan approval is needed and has not yet been granted by the City. Furthermore, the City shall not accept an application for a building permit unless prior to submittal or concurrent with submittal, the feepayer submits complete applications for all other discretionary reviews needed, including, but not limited to, design review, the environmental determination, and the accompanying checklist.

E. Applicants that have been awarded credits prior to the submittal of the complete building permit application pursuant to Section 15.04.070, shall submit, along with the complete building permit application, a copy of the letter or certificate prepared by the Director pursuant to Section 15.04.070 setting forth the dollar amount of the credit awarded. Impact fees, as determined after the application of appropriate credits, shall be collected from the feepayer at the time the building permit is issued or prior to final building inspection as set forth in Subsection (H) below.

F. Where the impact fees imposed are determined by the square footage of the development, the impact fee shall be based on the size and type of structure proposed to be constructed on the property. If the final square footage of the development is in excess of the initial square footage set forth in the building permit, any difference will be adjusted at the time that a certificate of occupancy is issued or the time that the building is occupied, using the rate schedule in effect at that time of permit application.

G. Except as provided in subsection (H) below, the Department shall not issue a building permit unless and until the impact fees required by this Chapter, less any permitted exemptions, credits or deductions, have been paid.

H. Impact fee payments may be deferred until prior to the City conducting a final building inspection. All applicants and/or legal owners of the property upon which the development activity allowed by the building permit is to occur must sign an Impact Fee Deferral Agreement in a form acceptable by the City Attorney. The applicant will pay a \$50 administrative fee, along with fees necessary for recording the agreement in the office of the Thurston County Auditor.

In the event that the fees are not paid within the time provided in this subsection, the City shall institute foreclosure proceedings under the process set forth in Chapter [61.12 RCW](#), except as revised herein. The then-present owner shall also pay the City's reasonable attorney fees and costs incurred in the foreclosure process. Notwithstanding the foregoing, the City shall not commence foreclosure proceedings less than thirty (30) calendar days prior to providing written notification to the then-present owner of the property via certified mail with return receipt requested advising of its intent to commence foreclosure proceedings. If the then-present owner cures the default within the thirty-day cure period, no attorney fees and/or costs will be owed. In addition, the City retains its full authority to withhold inspections and to suspend, revoke or refuse to issue occupancy and other building permits and to commence enforcement actions due to non-payment of impact fees.

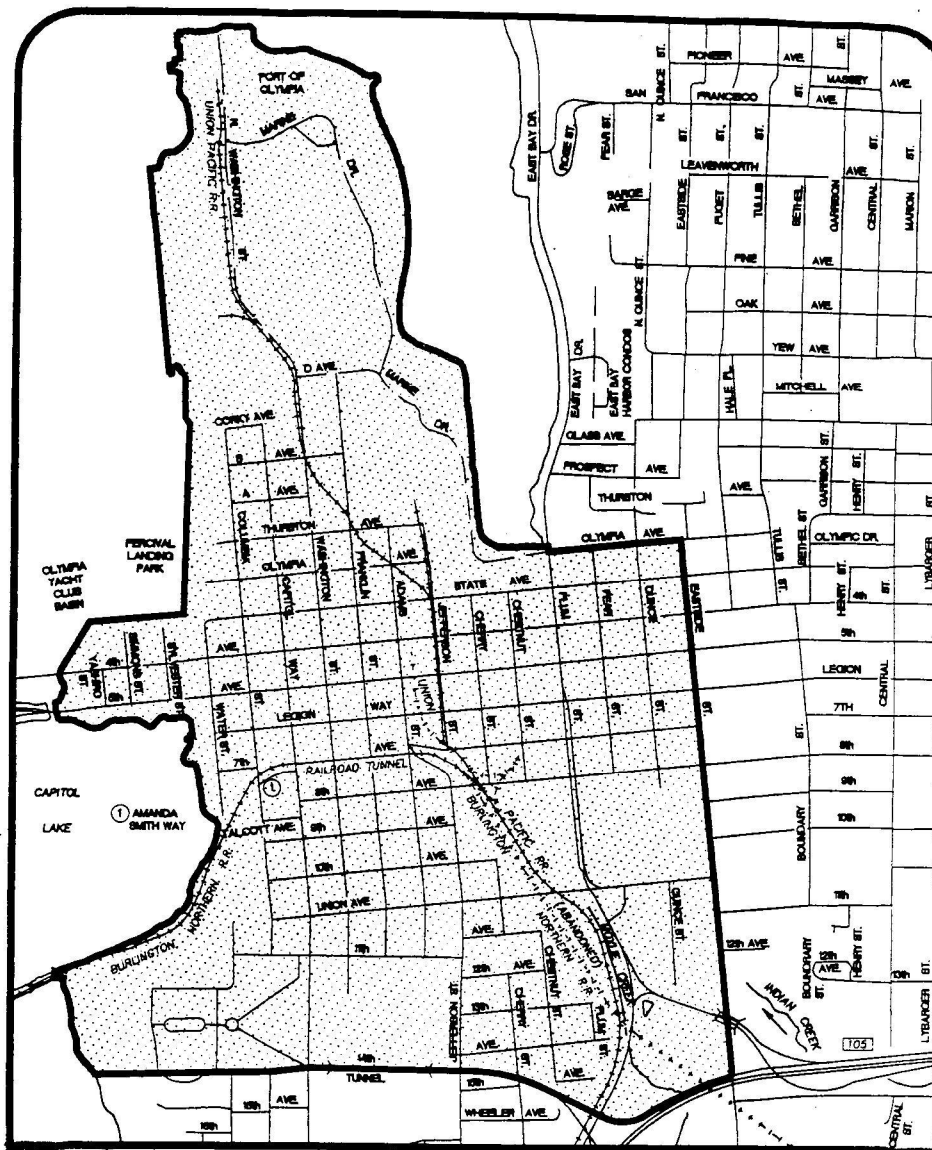


FIGURE 15-04-1
Downtown Deferred Impact Fee Payment Option Area (Grey Shaded Area Only)

*Note: This map is for illustrative purposes only.
 For exact description of area, see Section [15.04.020](#) Definitions.*

15.04.050 Independent fee calculations

A. If in the judgment of the Director, none of the fee categories or fee amounts set forth in Schedule A or D (Sections [15.16.010](#) or [15.16.040](#)) accurately describe or capture the impacts of a new development on parks or transportation facilities, the Department may prepare independent fee calculations and the Director may impose alternative fees on a specific development based on those calculations. The alternative fees and the calculations shall be set forth in writing and shall be mailed to the feepayer. For example, with respect to group homes, the fees imposed shall take into account the size and number of residents proposed to be housed in such group homes, and the Director shall determine the fees to be imposed based on the Director's judgment of the approximate equivalent number of residents that would be generated compared to single family dwelling units.

B. If District No. 111 believes in good faith that none of the fee categories or fee amounts set forth in Schedule C (Section [15.16.030](#)) accurately describe or capture the impacts of a new development on schools, District No. 111 may conduct independent fee calculations and submit such calculations to the Director. The Director may impose alternative fees on a specific development based on the calculations of District No. 111, or may impose alternative fees based on the calculations of the Department. The alternative fees and the calculations shall be set forth in writing and shall be mailed to the feepayer.

C. An applicant may elect to have impact fees determined according to Schedule A, B, or D (Sections [15.16.010](#) and [.040](#), respectively). If the applicant does so, the applicant shall execute an agreement in a form satisfactory to the City Attorney waiving the applicant's right to an independent fee calculation provided for in this Section. In the alternative, if an applicant opts not to have the impact fees determined according to Schedule A or D (Sections [15.16.010](#) or [15.16.040](#)), the applicant may elect an independent fee calculation for the development activity for which a building permit is sought. In that event, the applicant may prepare and submit the applicant's own independent fee calculation, ~~or may request that the City prepare an independent fee calculation.~~ The applicant must make the election between fees calculated under Schedules A or D and an independent fee calculation prior to issuance of the building permit for the development. If the applicant elects to prepare the applicant's own independent fee calculation, the applicant must submit documentation showing the basis upon which the independent fee calculation was made.

D. An applicant may elect to have impact fees determined according to Schedule C (Section [15.16.030](#)). If the applicant does so, the applicant shall execute an agreement in a form satisfactory to the City Attorney waiving the applicant's right to an independent fee calculation provided for in this Section. In the alternative, if an applicant opts not to have the impact fees determined according to Schedule C (Section [15.16.030](#)), the applicant may elect an independent fee calculation for the development activity for which a building permit is sought. In that event, the applicant may prepare and submit the applicant's own independent fee calculation, ~~or may request that the City prepare an independent fee calculation.~~ The applicant must make the election between fees calculated under Schedule C and an independent fee calculation prior to issuance of the building permit for the development. If the applicant elects to prepare its own independent fee calculation, the applicant must submit documentation showing the basis upon which the independent fee calculation was made. The Director shall provide District No. 111 an opportunity to review the independent fee calculation and provide an analysis to the Director concerning whether the independent fee calculation should be accepted, rejected, or accepted in part. The Director may adopt, reject, or adopt in part the independent fee calculation based on the analysis prepared by District No. 111, or may impose alternative fees based on the calculations of the Department, the feepayer's independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations shall be set forth in writing and

shall be mailed to the feepayer, and with respect to school impact fees, to the Superintendent or the Superintendent's designee of District No. 111.

E. Any applicant electing an independent fee calculation shall be required to pay the City of Olympia a fee to cover the cost of reviewing ~~or preparing~~ the independent fee calculation, as follows: If the applicant elects to submit the applicant's own independent fee calculation, the applicant shall pay to the City at the time of the independent fee calculation election a fee of five hundred dollars (\$500.00) plus a deposit of five hundred dollars (\$500.00) towards the City's actual costs incurred in reviewing the independent fee calculation. The applicant shall remit all remaining actual costs of the City's review of the independent fee calculation prior to and as a precondition of the City's issuance of the building permit. If the City's actual costs are lower than the deposit amount, the difference shall be remitted to the applicant. ~~If the applicant elects to have the City prepare the independent fee calculation, the applicant shall pay to the City at the time of the independent fee calculation election a fee of five hundred dollars (\$500.00).~~

F. While there is a presumption that the calculations set forth in the Parks Study, the Schools Study, and the Transportation Study are valid, the Director shall consider the documentation submitted by the feepayer and the analysis prepared by District No. 111, but is not required to accept such documentation or analysis which the Director reasonably deems to be inaccurate or not reliable, and may modify or deny the request, or, in the alternative, require the feepayer or District No. 111 to submit additional or different documentation for consideration. The Director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The Director's decision shall be set forth in writing and shall be mailed to the feepayer, and with respect to school impact fees, to the Superintendent or the Superintendent's designee of District No. 111.

G. Determinations made by the Director pursuant to this Section may be appealed to the office of the hearing examiner subject to the procedures set forth in OMC Chapter 18.75.

15.04.060 Exemptions

A. The following shall be exempted from the payment of impact fees as follows:

1. Alteration of an existing nonresidential structure that does not expand the usable space or add any residential units shall be exempt from paying all impact fees;
2. Miscellaneous improvements, including, but not limited to, fences, walls, swimming pools, and signs shall be exempt from paying all impact fees;
3. Demolition or moving of a structure shall be exempt from paying all impact fees;
4. Expansion of an existing structure that results in the addition of one hundred twenty (120) square feet or less of gross floor area shall be exempt from paying all impact fees;
5. Replacement of a structure with a new structure of the same size and use at the same site or lot when such replacement occurs within seventy-two (72) months of the demolition or destruction of the prior structure shall be exempt from paying all impact fees. Replacement of a structure with a new structure of the same size shall be interpreted to include any structure for which the gross square footage of the building will not be increased by more than one hundred twenty (120) square feet. Such replacements shall be exempt from the payment of park, transportation impact fees, and school impact

fees; provided that, park, transportation, and school impact fees will be charged for any additional residential units that are created in the replacement and, transportation impact fees shall be charged for any additional gross floor area greater than one hundred twenty (120) square feet added in the replacement;

6. Any form of housing intended for and solely occupied by persons sixty-two (62) years or older, including nursing homes and retirement centers, shall be exempt from the payment of school impact fees so long as those uses are maintained, and the necessary covenants or declaration of restrictions, in a form approved by the City Attorney and the School District attorney, required to ensure the maintenance of such uses, are recorded on the property;

7. The creation of an accessory dwelling unit shall be exempt from the payment of school impact fees and the creation of an accessory dwelling unit within an existing single family structure shall be exempt from the payment of park impact fees;

8. A single room occupancy dwelling shall be exempt from the payment of school impact fees;

9. A change in use where the increase in trip generation is less than the threshold stated in Section 15.04.040(C), Assessment of Impact Fees shall be exempt from paying transportation impact fees; or

10. Any form of low-income housing occupied by households whose income when adjusted for size, is at or below eighty percent (80%) of the area median income, as annually adjusted by the U.S. Department of Housing and Urban Development shall be exempt from paying school impact fees provided that a covenant approved by the school district to assure continued use for low income housing is executed, and that the covenant is an obligation that runs with the land upon which the housing is located and is recorded against the title of the property.

11. Developments limited to residents who routinely receive assistance with activities of daily living such as, but not limited to, bathing, dressing, eating, personal hygiene, transferring, toileting, and mobility shall be exempt from paying park and school impact fees.

B. With respect to impact fees for parks and transportation, the Director shall be authorized to determine whether a particular development activity falls within an exemption identified in this Section, in any other Section, or under other applicable law. Determinations of the Director shall be in writing and shall be subject to the appeals procedures set forth in OMC Chapter 18.75.

C. With respect to school impact fees, requests for an exemption shall be directed to District No. 111. District No. 111 shall determine whether a particular development activity falls within an exemption identified in this Section, in any other Section, or under other applicable law. District No. 111 shall forward its determination to the Director in writing, and the Director may adopt the determination of District No. 111 and may exempt or decline to exempt a particular development activity, or the Director may make an alternative determination and set forth the rationale for the alternative determination. Determinations of the Director shall be in writing and shall be subject to the appeals procedures set forth in OMC Chapter 18.75.

D. Upon application by the owner, a partial exemption of not more than eighty percent (80%) of park, transportation and school impact fees, with no explicit requirement to pay the exempted portion of the fee from public funds, may be granted to a low-income housing development, as defined below:

1. The Director, after consultation with the Directors of Parks and Public Works Transportation, may grant an exemption to a low-income housing project listed in an annual consolidated action plan approved by the City Council.
2. The City Council may grant an exemption to a low-income housing project not included in an annual consolidated action plan.
3. The decision to grant, partially grant or deny an exemption shall be based on the public benefit of the specific project, the extent to which the applicant has sought other funding sources, the financial hardship to the project of paying the impact fees, the impacts of the project on public facilities and services, and the consistency of the project with adopted City plans and policies relating to low-income housing.
4. An exemption granted under this subsection must be conditioned upon requiring the developer to record a covenant approved by the Director that prohibits using the property for any purpose other than for low-income housing as described in OMC Subsection 15.04.060.A.10. At a minimum, the covenant must address price restrictions and household income limits for the low-income housing, and require that, if the property is converted to a use other than for low-income housing as defined in the covenant, the property owner must pay the applicable impact fees in effect at the time of any conversion. Covenants required by this subsection must be recorded with the Thurston County Auditor.
5. "Low-income housing" means housing with a monthly housing expense that is no greater than thirty percent (30%) of eighty percent (80%) of the median family income adjusted for family size for Olympia, as reported by the United States Department of Housing and Urban Development.

15.04.070 Credits

A. A feepayer can request that a credit or credits for park and/or transportation impact fees be granted for the total value of dedicated land, improvements, and/or construction provided by the feepayer if the land, improvements, and/or construction facility are identified in the capital facilities plan as projects providing capacity to serve new growth. The Director may make a finding that such land, improvements, and/or facility would serve the goals and objectives of the capital facilities plan. For park and transportation impact fees, the feepayer can also request a credit or credits for significant past tax payments. For each request for a credit or credits for significant past tax payments for park and transportation impact fees, the feepayer shall submit receipts and a calculation of past tax payments earmarked for or proratable to the projects that provide capacity to serve new growth in the capital facilities plan.

B. Where the dedicated land, improvements, and/or construction is for the benefit of District No. 111, the feepayer shall direct the request for a credit or credits to District No. 111. District No. 111 shall first determine the general suitability of the land, improvements, and/or construction for District purposes. Second, District No. 111 shall determine whether the land, improvements, and/or the facility constructed are included within the District's adopted capital facilities plan or the Board of Directors for District No. 111 may make the finding that such land, improvements, and/or facilities would serve the goals and objectives of the capital facilities plan of District No. 111. District No. 111 shall forward its determination to the Director, including cases where District

No. 111 determines that the dedicated land, improvements, and/or construction are not suitable for District purposes. The Director may adopt the determination of District No. 111 and may award or decline to award a credit, or the Director may make an alternative determination and set forth in writing the rationale for the alternative determination.

C. For each request for a credit or credits, if appropriate, the Director shall select an appraiser or the feepayer may select an independent appraiser acceptable to the Director. The appraiser must be a Washington State Certified Appraiser or must possess other equivalent certification and shall not have a fiduciary or personal interest in the property being appraised. A description of the appraiser's certification shall be included with the appraisal, and the appraiser shall certify that the appraiser does not have a fiduciary or personal interest in the property being appraised.

D. The appraiser shall be directed to determine the total value of the dedicated land, improvements, and/or construction provided by the feepayer on a case-by-case basis.

E. Where the dedicated land, improvements, and/or construction is for the benefit of District No. 111 and District No. 111 has determined that the land, improvements, and/or construction would be suitable for District purposes, District No. 111 shall select an appraiser or the feepayer may select an independent appraiser acceptable to District No. 111. Such appraiser must meet and comply with the requirements set forth in subsection C above. The appraiser shall be directed to determine the value of the dedicated land, improvements, or construction provided by the feepayer on a case-by-case basis.

F. The feepayer shall pay for the cost of the appraisal or request that the cost of the appraisal be deducted from the credit which the Director may be providing to the feepayer, in the event that a credit is awarded.

G. After receiving the appraisal, or the determination of District No. 111, and where consistent with the requirements of this Section, the Director shall provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, the legal description of the site donated where applicable, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating the applicant's agreement to the terms of the letter or certificate, and return such signed document to the Director before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within sixty (60) calendar days shall nullify the credit. The credit must be used within seventy-two (72) months of the award of the credit.

H. Any claim for credit must be made no later than twenty (20) calendar days after the submission of an application for a building permit.

I. In no event shall the credit exceed the amount of the impact fees that would have been due for the proposed development activity.

J. No credit shall be given for project improvements.

K. Determinations made by the Director pursuant to this Section shall be subject to the appeals procedures set forth in OMC Chapter 18.75.

L.—The fee payer may also apply for a credit for transportation demand management strategies. The Director shall determine the actual amount of the credit to be granted to a specific project for the transportation demand management strategies that the fee payer will implement. The Director may consider the possible impacts on adjacent residential parking when considering a request for credit. At the discretion of the Director, eligible projects may reduce transportation impact fees by the following amounts:

ACTION	TRANSPORTATION IMPACT FEE REDUCTION
Operational Improvements:	-
Commercial development which would be occupied by employees subject to Commute Trip Reduction ordinance or evidence to voluntarily comply with Commute Trip Reduction ordinance.	2%
Physical Improvements:	-
Installation of on-site sheltered bus stop, or bus stop within 1/4 mile of site with adequate walkways as determined by Transportation Division staff.	2%
Installation of preferential carpool/vanpool parking facilities.	2%
Underbuild median parking requirements by at least 20%.	2%
Other:	-
Other operational or physical Transportation Demand Management measures identified by the developer (with supporting documentation).	Up to 5% based upon peak hour trip reductions
Maximum Reduction	Up to 10%

The following guidelines define the conditions under which transportation demand management credits may be granted. The Director shall request documentation or other sureties to ensure the effectiveness and continuation of the impact of these credits.

OPERATIONAL

- 1.—Applicants requesting credit because they will house employees subject to the Commute Trip Reduction (CTR) Act must provide a signed five year lease or other evidence in a form approved by the City Attorney that obligates the occupants to reduce peak hour trips.

PHYSICAL

- 1.—"Carpool/vanpool only" parking must be designated for a minimum of three spaces or 15% of the actual constructed parking area.

Transportation Impact Fee Reduction for Underbuilding Median Parking:

- 1.—Any physical/operational improvements required by the City to reduce parking are not eligible for individual TIF reductions.
- 2.—Physical/operational improvements being proposed above and beyond those required for parking reductions are eligible for TIF reductions.

~~*Plus other possible TDM credits as identified by the applicant which reduces single occupancy vehicle trips.~~

15.04.080 Tax adjustments

Pursuant to and consistent with the requirements of RCW [82.02.060](#), the Parks Study, the Transportation Study, and the Schools Study have provided adjustments for future taxes to be paid by the new development which are earmarked or proratable to the same new public facilities which will serve the new development. The impact fee schedules in Appendix A (Chapter [15.16](#)) have reasonably adjusted for taxes and other revenue sources which are anticipated to be available to fund these public improvements.

15.04.090 Appeals

A. Any feepayer may pay the impact fees imposed by this title under protest in order to obtain a building permit or occupancy permit. No appeal shall be permitted until the impact fees at issue have been paid.

B. Appeals regarding the impact fees imposed on any development activity shall only be filed by the feepayer of the property where such development activity will occur, except as otherwise provided herein (See Subsection E).

C. The feepayer must first file a request for review regarding impact fees with the Director, as provided herein:

1. The request shall be in writing on the form provided by the City;
2. The request for review by the Director shall be filed no later than fourteen (14) calendar days after the feepayer pays the impact fees at issue;
3. No administrative fee will be imposed for the request for review by the Director; and
4. The Director shall issue a determination in writing.

D. Determinations of the Director with respect to the applicability of the impact fees to a given development activity, the availability or value of a credit, or the Director's decision concerning the independent fee calculation, or any other determination which the Director is authorized to make pursuant to this title, can be appealed to the hearing examiner subject to the procedures set forth in OMC Chapter [18.75](#).

E. If the Director makes a determination on an adjustment, credit, or independent fee calculation contrary to or inconsistent with the determination or analysis prepared by District No. 111, District No. 111 may appeal the Director's determination to the hearing examiner subject to the procedures set forth in OMC Chapter [18.75](#).

15.04.100 Establishment of impact fee accounts for parks and transportation

A. Impact fee receipts shall be earmarked specifically and deposited in special interest-bearing accounts. The fees received shall be invested in a manner consistent with the investment policies of the City.

B. There are hereby established two separate impact fee accounts for the fees collected pursuant to this title: the Parks Impact Account and the Transportation Impact Account. Funds withdrawn from these accounts must be used in accordance with the provisions of Section [15.04.130](#) of this title. Interest earned on the fees

shall be retained in each of the accounts and expended for the purposes for which the impact fees were collected.

C. On an annual basis, the Financial Director shall provide a report to the Council on each of the two impact fee accounts showing the source and amount of all moneys collected, earned, or received, and the public improvements that were financed in whole or in part by impact fees.

D. Impact fees shall be expended or encumbered within ten (10) years of receipt, unless the Council identifies in written findings extraordinary and compelling reason or reasons for the City to hold the fees beyond the ten (10) year period. Under such circumstances, the Council shall establish the period of time within which the impact fees shall be expended or encumbered.

15.04.110 Authorization for the school interlocal agreement and the establishment of the school impact account

A. The City Manager is authorized to execute, on behalf of the City, an interlocal agreement for the collection, expenditure, and reporting of school impact fees; provided that, such interlocal agreement complies with the provisions of this Section.

B. As a condition of the interlocal agreement, District No. 111 shall establish a School Impact Account with the Office of the Thurston County Treasurer, who serves as the Treasurer for District No. 111. The account shall be an interest-bearing account, and the school impact fees received shall be invested in a manner consistent with the investment policies of District No. 111.

C. For administrative convenience while processing the fee payments, school impact fees may be temporarily deposited in a City account, with interest earned retained by the City. As soon as practicable, the City shall transmit the school impact fees collected for District No. 111 to District No. 111. District No. 111 shall deposit the fees in the School Impact Account established by the District.

D. Funds withdrawn from the School Impact Account for District No. 111 must be used in accordance with the provisions of Section [15.04.130](#) of this title. The interest earned shall be retained in this account and expended for the purposes for which the school impact fees were collected.

E. On an annual basis, pursuant to the interlocal agreement, District No. 111 shall provide a report to the Council on the School Impact Account, showing the source and amount of all monies collected, earned, or received, and the public improvements that were financed in whole or in part by impact fees.

F. School impact fees shall be expended or encumbered within ten (10) years of receipt, unless the Council identifies in written findings extraordinary and compelling reason or reasons for District No. 111 to hold the fees beyond the ten (10) year period. Under such circumstances, the Council shall establish the period of time within which the impact fees shall be expended or encumbered, after consultation with District No. 111.

15.04.120 Refunds

A. If the City or District No. 111 fails to expend or encumber the impact fees within ten (10) years of when the fees were paid, or where extraordinary or compelling reasons exist, such other time periods as established pursuant to Sections [15.04.100](#) or [15.04.110](#), the current owner of the property on which impact fees have

been paid may receive a refund of such fees. In determining whether impact fees have been expended or encumbered, impact fees shall be considered expended or encumbered on a first in, first out basis.

B. The City shall notify potential claimants by first class mail deposited with the United States Postal Service at the last known address of such claimants. The potential claimant must be the owner of the property for which the impact fee was paid.

C. Current owner(s) seeking a refund of impact fees must submit a written request for a refund of the fees to the Director and/or District No. 111 within one (1) year of the date the right to claim the refund arises or the date that notice is given, whichever is later.

D. Any impact fees for which no application for a refund has been made by the claimant within this one-year period shall be retained by the City or District No. 111 and expended on the appropriate public facilities. Claimants shall have no rights to a refund if not timely requested pursuant to Subsection 15.04.120(C).

E. Refunds of impact fees under this Section shall include any interest earned on the impact fees by the City or District No. 111.

F. When the City seeks to terminate any or all components of the impact fee program, all unexpended or unencumbered funds from any terminated component or components, including interest earned, shall be refunded pursuant to this Section. Upon the finding that any or all fee requirements are to be terminated, the City shall place notice of such termination and the availability of refunds in a newspaper of general circulation at least two (2) times and shall notify all potential claimants by first class mail at the last known address of the claimants. All funds available for refund shall be retained for a period of one (1) year. At the end of one (1) year, any remaining funds shall be retained by the City, but must be expended for the appropriate public facilities. This notice requirement shall not apply if there are no unexpended or unencumbered balances within the account or accounts being terminated.

G. The City shall also refund to the current owner of property for which impact fees have been paid all impact fees paid, including interest earned on the impact fees, if the development activity for which the impact fees were imposed did not occur; provided that, if the City or District No. 111 has expended or encumbered the impact fees in good faith prior to the application for a refund, the Director or District No. 111 can decline to provide the refund. If within a period of three (3) years, the same or subsequent owner of the property proceeds with the same or substantially similar development activity, the owner can petition the Director or District No. 111 for an offset against the actual impact fee amounts paid. The petitioner must provide receipts of impact fees previously paid for a development of the same or substantially similar nature on the same property or some portion thereof. In the case of park or transportation impact fees, the Director shall determine whether to grant an offset, and the determinations of the Director may be appealed pursuant to the procedures in OMC Chapter 18.75. In the case of school impact fees, District No. 111 shall determine whether to grant an offset. District No. 111 shall forward its determination to the Director, and the Director may adopt the determination of District No. 111 and may grant or decline to grant an offset, or the Director may make an alternative determination and set forth the rationale for the alternative determination. Determinations of the Director shall be in writing and shall be subject to the appeals procedures set forth in OMC Chapter 18.75.

15.04.130 Use of funds

A. Pursuant to this title, impact fees:

1. shall be used for public improvements that will reasonably benefit the new development; and
2. shall not be imposed to make up for deficiencies in public facilities serving existing developments; and
3. shall not be used for maintenance or operation.

B. With respect to parks facilities, impact fees may be spent for public improvements, including, but not limited to, planning for parks that will reasonably benefit the new development, land acquisition, site improvements, necessary off-site improvements, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, and capital equipment pertaining to park facilities.

C. Transportation impact fees may be spent for public improvements, including, but not limited to, planning, land acquisition, right-of-way acquisition, site improvements, necessary off-site improvements, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable impact fees, or mitigation costs, and any other expenses which can be capitalized pertaining to transportation improvements.

D. With respect to schools, impact fees may be spent for public improvements, including, but not limited to, school planning, land acquisition, site improvements, necessary off-site improvements, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, capital equipment pertaining to educational facilities, and any other expenses which can be capitalized.

E. Impact fees may also be used to recoup public improvement costs previously incurred by the City or District No. 111 to the extent that new growth and development will be served by the previously constructed improvements or incurred costs.

F. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of public improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this Section and are used to serve the new development.

15.04.140 Administrative guidelines

The Director shall be authorized to adopt forms, applications, brochures, and guidelines for the implementation of this title which may include the adoption of a procedures guide for impact fees.

15.04.150 Review

The fee schedules set forth in Chapter 15.16 shall be reviewed by the Council as it may deem necessary and appropriate in conjunction with the annual update of the capital facilities plan element of the City's comprehensive plan.

Section 2. Amendment of OMC 15.08.050. Olympia Municipal Code Section 15.08.050 is hereby amended to read as follows:

15.08.050 Transportation impact fees

A. The transportation impact fees in Schedule D, Section 15.16.040, are generated from the formula for calculating impact fees set forth in the Transportation Study. ~~The fees to be charged are outlined in the 2009 Transportation Impact Fee Collection Rate Document. One copy of the Transportation Study and one copy of the 2009 Rate document~~ a copy of which will be kept on file with the office of the City Clerk and each is hereby adopted and incorporated by reference. Except as otherwise provided in OMC Sections 15.04.050 through 15.04.070, all new developments and changes in use in the City will be charged the transportation impact fees in Schedule D.

B. The transportation impact fees in Schedule D will be reviewed annually to consider adjustments to the fees to account for system improvement cost increases due to increased costs of labor, construction materials and real property. The City Council intends that such review should occur concurrently with the annual review of the Capital Facilities Plan element of the City's Comprehensive Plan.

C. The cost of administering the impact fee program for transportation impact fees shall also include a ~~\$20~~ one percent (1%) administrative fee per new P.M. (afternoon) peak hour trip generated. The administrative fee shall be deposited into an administrative fee account within the Transportation Impact Fee Fund. The administrative fee shall be used to defray the cost incurred by the City in the administration and update of the Transportation Impact Fee Program, including, but not limited to, review of independent fee calculations and the value of credits. The administrative fee is not creditable or refundable under OMC 15.04.070.

Section 3. Amendment of OMC 15.16. Olympia Municipal Code Chapter 15.16 is hereby amended to read as follows:

Chapter 15.16

APPENDIX A, IMPACT FEE SCHEDULES

(PARKS, SCHOOLS, TRANSPORTATION)

15.16.000 Chapter Contents

Sections:

15.16.010 Schedule A, ~~p~~Park ~~i~~Impact ~~f~~Fees.

15.16.030 Schedule C, School Impact Fees.

15.16.040 Schedule D, Transportation Impact Fees.

15.16.010 Schedule A, park impact fee

For complete building permit applications, the following schedule shall apply to residential development:

Housing Type (fees are per unit):

TYPE OF DWELLING UNIT	Neighborhood Park	Community Park	Open Space	TOTALS
Single Family including Manufactured Homes on individual lots, Townhouses	\$890	\$3,383	1,308	\$5,581
<u>Multi Family including Apartments, Duplex, Triplex, Fourplex (per unit), Cottage Housing, and Courtyard Apartments</u>	\$605	\$2,301	\$890	\$3,796
5 or more unit Multi Family, Courtyard Apartments	\$605	\$2,301	\$890	\$3,796
Units in Senior Housing Developments (including single family units)	\$605	\$2,301	\$890	\$3,796
Mobile Home in Mobile Home Parks	\$605	\$2,301	\$890	\$3,796
<u>Single Room Occupancy Units, Studios, Accessory Dwelling Units (except Accessory Dwelling Units created within existing Single Family structure, which are exempt)</u>	\$356	\$1,353	\$524	\$2,233
Single Room Occupancy Units, Studios	\$356	\$1,353	\$524	\$2,233
<u>Downtown Multi Family (including apartments, Duplex, Triplex, Fourplex, Cottage Housing, Courtyard Apartments) and Townhouses</u>	\$463	\$1,759	\$680	\$2,902

15.16.030 Schedule C, School Impact Fees

For complete building permit applications submitted after the effective date of this title, the following schedule shall apply:

(Applies to residential development only)

Housing Type (fees are per unit):

Single Family - detached (including manufactured homes on individual lots)	\$5,177
	<u>\$5,448</u>
Multifamily per unit (including townhouses) (including Apartments, Duplex, Triplex, Fourplex, Cottage Housing, Courtyard Apartments) and Townhouses (Non-Downtown)	\$2,033
	<u>\$2,133</u>
<u>Senior Housing, Accessory Dwelling Unit, Single Room Occupancy, Studio (Exempt)</u>	\$0
Downtown Multi Family per units (including townhouses) — Effective July 1, 2020 (including Apartments, Duplex, Triplex, Fourplex, Cottage Housing, Courtyard Apartments) and Townhouses	\$1,627
	<u>\$1,756</u>

15.16.040 Schedule D, Transportation Impact Fees

**SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective ~~January 1, 2020~~ July 1, 2021**

Land Uses	Unit of Measure	Rate
Cost per New <u>Person</u> Trip Generated:		-\$2,787 <u>\$2,551</u>
<i>Residential</i>		
Single Family (Detached), Townhouse & Manufactured Home	dwelling	\$3,219 <u>\$3,662</u>
Multi Family, <u>including Apartment (1 to 2 levels)</u> , Duplex, Triplex, Fourplex, Cottage Housing & Courtyard Apartment	dwelling	\$1,925 <u>\$2,071</u>
Apartment (3 to 10 levels) includes Studio	dwelling	\$1,512 <u>\$1,627</u>
Senior Housing, Accessory Dwelling <u>Unit</u> & Single-Room Occupancy <u>Unit</u>	dwelling	\$ 728 <u>\$1,036</u>
Mobile Home	dwelling	\$1,496 <u>\$1,701</u>
<i>Commercial – Services</i>		
Bank	sq ft / GFA	\$22.01 <u>\$42.38</u>
Day Care	sq ft / GFA	\$22.93 <u>\$29.31</u>
Hotel/Motel	room	\$2,230 <u>\$3,292</u>
Service Station ¹	fueling position	\$9,388 <u>\$19,628</u>
Quick Lubrication Vehicle Shop	servicing positions	\$5,738 <u>\$10,825</u>
Automobile Care Center	sq ft / GLA	\$4.77 <u>\$7.44</u>
Movie Theater	seat <u>screen</u>	-\$127 <u>\$37,510</u>

**SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective ~~January 1, 2020~~ July 1, 2021**

Land Uses	Unit of Measure	Rate
Health Club	sq ft / GFA	\$7.62 <u>\$8.25</u>
Marina	berth	-\$492 <u>\$607</u>
<i>Institutional</i>		
Elementary /Jr. High/ High School	student	-\$193 <u>\$360</u>
University/College	student	-\$426 <u>\$308</u>
Church	sq ft / GFA	\$1.89 <u>\$1.57</u>
Hospital	sq ft / GFA	\$3.46 <u>\$2.49</u>
Assisted Living, Nursing Home, Group Home	bed sq ft / GFA	\$572 <u>\$1.90</u>
<i>Industrial</i>		
Light Industry/Manufacturing/Industrial Park	sq ft / GFA	\$4.03 <u>\$1.10</u>
Warehousing/Storage	sq ft / GFA	\$1.52 <u>\$.52</u>
Mini Warehouse	sq ft / GFA	\$1.23 <u>\$0.47</u>
<i>Restaurant</i>		
Restaurant	sq ft / GFA	\$13.25 <u>\$13.93</u>
Fast Food Restaurant	sq ft / GFA	\$30.33 <u>\$52.09</u>
Coffee/Donut Shop with Drive-Through Window	sq ft / GFA	\$25.84 <u>\$69.16</u>

**SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective ~~January 1, 2020~~ July 1, 2021**

Land Uses	Unit of Measure	Rate
Coffee/Donut Shop with Drive-Through Window and No Indoor Seating	sq ft / GFA	\$9.96 <u>\$29.23</u>
<i>Commercial – Retail</i>		
Retail Shopping Center:		
up to 49,999	sq ft / GLA	\$5.72 <u>\$10.37</u>
50,000-99,999	sq ft / GLA	\$5.05 <u>\$10.27</u>
100,000-199,999	sq ft / GLA	\$4.97 <u>\$9.36</u>
200,000-299,999	sq ft / GLA	\$4.55 <u>\$8.87</u>
300,000-399,999	sq ft / GLA	\$5.41 <u>\$8.76</u>
over 400,000	sq ft / GLA	\$6.10 <u>\$9.06</u>
Supermarket > 5,000 SF	sq ft / GFA	\$11.84 <u>\$18.86</u>
Convenience Market < 5,000 SF	sq ft / GFA	\$31.01 <u>\$76.73</u>
Furniture Store	sq ft / GFA	\$0.33 <u>\$0.78</u>
Car Sales - New/Used	sq ft / GFA	\$8.96 <u>\$9.57</u>
Nursery/Garden Center	sq ft / GFA	\$9.48 <u>\$15.49</u>
Pharmacy/Drugstore	sq ft / GFA	\$6.24 <u>\$14.09</u>

SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective ~~January 1, 2020~~ July 1, 2021

Land Uses	Unit of Measure	Rate
Hardware/Building Materials Store < 25,000 SF	sq ft / GFA	\$5.26 <u>\$3.94</u>
Discount Merchandise Store (Free Standing)	sq ft / GFA	\$5.80 <u>\$9.39</u>
Video Rental	sq ft / GFA	\$9.67
Home Improvement Superstore > 25,000 SF	sq ft / GFA	\$2.64 <u>\$4.31</u>
Miscellaneous Retail	sq ft / GLA	\$5.46 <u>\$8.02</u>
<i>Commercial – Office</i>		
Administrative Office:		
0-99,999	sq ft / GFA	\$11.47 <u>\$3.19</u>
100,000-199,999	sq ft / GFA	\$6.99 <u>\$3.12</u>
200,000-299,999	sq ft / GFA	\$6.10 <u>\$3.05</u>
over 300,000	sq ft / GFA	\$5.71 <u>\$3.02</u>
Medical Office/Clinic	sq ft / GFA	\$11.94 <u>\$8.08</u>
<i>Downtown² and High Density Corridor³ Fees</i>		
Apartment includes All Multi-Family Uses, Townhouse, & Studio	dwelling	\$902
Multi Family (including Apartment, Duplex, Triplex, Fourplex, Cottage Housing, and Courtyard Apartment), Townhouse, and Studio		\$1,185
Senior Housing, Accessory Dwelling <u>Unit</u> & Single Room Occupancy <u>Unit</u>	dwelling	\$435 <u>\$629</u>
Assisted Living, Nursing Home, Group Home	bed sq ft / GFA	\$341 <u>\$1.48</u>

**SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective ~~January 1, 2020~~ July 1, 2021**

Land Uses	Unit of Measure	Rate
Hotel/Motel	room	\$1,330 <u>\$1,738</u>
Movie Theater	seats/screen	\$82 <u>\$29,258</u>
Marina	berth	\$294 <u>\$474</u>
Downtown Services/Retail ^{3a}	sq ft / GLA	\$3.60 <u>\$6.50</u>
Administrative Office:		
0-99,999	sq ft / GFA	\$7.92 <u>\$2.49</u>
100,000-199,999	sq ft / GFA	\$4.83 <u>\$2.44</u>
200,000-299,999	sq ft / GFA	\$4.21 <u>\$2.38</u>
over 300,000	sq ft / GFA	\$3.95 <u>\$2.35</u>
Medical Office/Clinic	sq ft / GFA	\$8.25 <u>\$6.30</u>
Industrial Park	sq ft / GFA	-\$2.78
Warehousing/Storage	sq ft / GFA	-\$1.05
Mini Warehouse	sq ft / GFA	-\$0.85

Notes: For uses with Unit of Measure in "sq ft / GFA" or "sq ft/GLA," impact fee is dollars per square foot.

- 1) Service Station can include Mini Mart (less than or equal to 2,500 square feet) and/or Car Wash. Mini Mart greater than 2,500 square feet is calculated separately.
- 2) Downtown: As defined in Olympia Municipal Code 15.04.020.O.
- 3) High Density Corridor (HDC): will only include HDC-1, HDC-2, HDC-3 land use zoning areas and shall have the same meaning as set forth in Olympia Municipal Code Subsections 18.06.020.B.10, .11, and .12.
- 34) Downtown Services/Retail includes Retail Stores, Restaurants, Supermarkets, Convenience Markets, Video Rentals, Banks, Health Clubs, Day Cares, and Libraries.

Section 4. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 6. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 7. Effective Date. This Ordinance shall take effect January 1, 2021, after its passage by the Olympia City Council and publication, as provided by law, except for the Transportation Impact Fees as amended in OMC 15.16.040, Schedule D, which fees shall take effect on July 1, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Olympia Municipal Code Chapter 15.20 Related to Transportation Concurrency

Agenda Date: 12/8/2020
Agenda Item Number: 4.G
File Number:20-0994

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Amending Olympia Municipal Code Chapter 15.20 Related to Transportation Concurrency

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve an ordinance amending Olympia Municipal Code Chapter 15.20 related to transportation concurrency on first reading and forward to second reading.

Report

Issue:

Whether to amend an ordinance updating transportation concurrency.

Staff Contact:

Mark Russell, P.E., Deputy Director, Public Works Department, 360.753.8762

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The Washington State Growth Management Act requires that cities plan for growth and respond to increased transportation needs. Like other cities, Olympia is required to have a transportation concurrency program. This program defines the new transportation infrastructure that will be built by the City to support the new trips on our streets that comes with new growth.

To date, Olympia's concurrency program has been focused on building infrastructure that supports more motor vehicle trips. Changes are being proposed to our concurrency program that will improve our streets for walking, biking, transit, as well as driving.

As described in the attached ordinance, the concurrency program ensures that the City keeps pace with the new travel demand, or new trips, on our streets, by building new supply, or street

improvement projects.

The supply is defined in a new proposed 20-year concurrency project list. The concurrency projects are the City's minimum commitment to accommodating new growth. These projects will be listed in the Capital Facilities Plan and updated as needed.

Neighborhood/Community Interests (if known):

Staff has reached out to stakeholders in the development community about changes to the transportation concurrency and impact fee programs and invited the public to observe the August 19 Finance Committee discussion of the changes. The Planning Commission and Bicycle and Pedestrian Advisory Committee were briefed earlier this year as the program changes were under development.

Options:

1. Approve an ordinance amending Olympia Municipal Code Chapter 15.20 related to transportation concurrency on first reading and forward to second reading. The new concurrency program will help accommodate new growth in the City.
2. Approve the ordinance with Council directed changes. Staff will incorporate any changes recommended by Council in the ordinance for second reading.
3. Do not approve the ordinance.

Financial Impact:

Concurrency projects are a subset of the impact fee projects lists, meaning they will receive impact fee funding, along with other funding sources. Each year, the Capital Facilities Plan will list concurrency program projects and how they will be funded.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO TRANSPORTATION CONCURRENCY AND AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 15.20

WHEREAS, the Washington State Growth Management Act requires that cities plan for growth and respond to increased transportation needs; and

WHEREAS, like other cities, Olympia is required to have a transportation concurrency program, which defines the new transportation infrastructure that will be built by the City to support the new trips on city streets that comes with new growth; and

WHEREAS, staff is proposing changes to the City's concurrency program that will improve city streets for walking, biking, transit, as well as driving; and

WHEREAS, the concurrency program ensures that the City keeps pace with the new travel demand on city streets by building new supply or street improvement projects; and

WHEREAS, staff has reached out to stakeholders in the development community regarding changes to the transportation concurrency and impact fee programs, and the public was invited to observe the August 19, 2020 Finance Committee discussion of the proposed changes; and

WHEREAS, the Olympia Planning Commission and the Bicycle and Pedestrian Advisory Committee were briefed earlier this year as the program changes were under development; and

WHEREAS, the Olympia City Council determines it to be in the best interest of the residents of the City of Olympia to change its transportation concurrency program and amend Olympia Municipal Code Chapter 15.20 accordingly; and

WHEREAS, this Ordinance is adopted pursuant to Article 11, Section 11, of the Washington Constitution; and

WHEREAS, this Ordinance is supported by the staff report, attachments, and documents on file with the Department of Public Works;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of OMC 15.20. Olympia Municipal Code Chapter 15.20 is hereby amended to read as follows:

Chapter 15.20 TRANSPORTATION CONCURRENCY

15.20.000 Chapter Contents

Sections:

- 15.20.010 Title, authority and purpose.
- 15.20.020 Definitions.
- 15.20.030 Level of service standards.
- ~~15.20.040 Concurrency districts.~~
- 15.20.050 Concurrency test.
- 15.20.060 Exemptions from the concurrency test.
- 15.20.070 Findings of concurrency.
- 15.20.080 Fees.
- ~~15.20.090 Concurrency system.~~
- 15.20.100 Monitoring the transportation system.
- 15.20.110 Intergovernmental coordination.
- 15.20.120 Appeals.

15.20.010 Title, authority and purpose

- A. This chapter shall be known as the "Transportation Concurrency Ordinance."
- B. This chapter is enacted pursuant to the City of Olympia's powers as a Code City, Article XI, Section 10 of the Washington State Constitution, Chapter 35A RCW, the Growth Management Act, Chapter 36.70A generally, and RCW 36.70A.070 specifically.
- C. It is the purpose of this chapter:
 - 1. To ensure adequate ~~levels of service on~~ provision of multimodal transportation facilities for existing land uses as well as new development;
 - 2. To provide transportation facilities that achieve and ~~m~~ maintain the City's ~~level of service~~ transportation concurrency standards as established in the Comprehensive Plan; and
 - 3. To ensure that the City's ~~level of service~~ transportation concurrency standards are achieved concurrently with development as required by the GMA.

15.20.020 Definitions

Except as defined below, the words and terms used in this chapter shall have the meaning set forth in the

OMC Section 18.02.180.

- A. Adequate - the transportation facilities meet or exceed the City's adopted ~~standard of service~~ transportation concurrency standard set forth in the City's Comprehensive Plan.

~~B. Capacity – the maximum number of vehicles that can be accommodated during a specified travel period at a specified level of service. Capacity will be calculated according to the methodology used in the most current Highway Capacity Manual. An alternative methodology may be used only if it is preapproved by the Director of Public Works or the Director of Public Works’ designee.~~

B. Mobility units - the metric by which the City’s adopted transportation concurrency standard is evaluated. A mobility unit is defined as a “person trip” generated by land use development and supported by multimodal transportation infrastructure.

C. Person trip - a measure of travel that is generated by a land use. A person trip is defined as a person entering or leaving a land use development by any mode of travel.

15.20.030 ~~Level of service~~Transportation concurrency standards

~~A. The following level of service transportation concurrency standards, established in the Olympia Comprehensive Plan, are hereby adopted for the purposes of this Chapter. If a conflict arises between a level of service standard identified in this Chapter and a standard identified in the Comprehensive Plan, the level of service established in the Comprehensive Plan shall control.~~

- ~~1. Jefferson and 14th;~~
- ~~2. Plum Street and Union;~~
- ~~3. Water and 5th;~~
- ~~4. Capitol and 14th;~~
- ~~5. Sleater Kinney and Martin Way;~~
- ~~6. Lilly and Martin Way; and~~
- ~~7. Black Lake Boulevard and Cooper Point Road.~~

~~B. Level of service "E" for the Downtown City Center and along High Density Residential Corridors as identified in the Comprehensive Plan; and~~

~~C. Level of service "D" in the remainder of the City and its Urban Growth Area.~~

A. Mobility units of supply, as measured by the proportion of the transportation concurrency project list identified in the Capital Facilities Plan, must exceed the number of mobility units of demand generated by approved developments in Olympia.

B. Mobility units of supply are considered available to support new development when the transportation improvement is fully funded, as identified in the Capital Facilities Plan.

C. Transportation improvements on the transportation concurrency project list may be phased and so long as those phases provide person trip capacity, the individual phases can count toward supply when they are funded.

~~15.20.040 Concurrency districts~~

~~There are hereby established four concurrency districts within the City and its Urban Growth Area. The districts will be used to monitor and to allocate available transportation capacity. The districts are depicted in Map One, Attachment A, which is adopted as part of this Title.~~

15.20.050 Concurrency test

A. Unless exempt under Section 15.20.060(A), the test for concurrency will be conducted as part of the building permit application.

~~B. The City may conduct an alternative concurrency test for the applications identified in Section 15.20.060(B) by paying the fee set forth in Section 15.20.080.~~

BC. The test for concurrency will be conducted in the order in which the completed building permit application is received.

DC. The concurrency test will be performed only for the specific property uses(s), residential density(ies) and intensity(ies) of the use(s) described on the building permit application. The applicant shall describe the proposed development in a manner adequate for the City to determine the peak-hour traffic which is person trips which are likely to be generated by the proposed development. The applicant shall also provide the City a legal description of the property. ~~Revisions to the proposed development that may create additional impacts on transportation facilities will be required to undergo an additional concurrency test.~~

ED. In conducting the concurrency test, the City will use the trip generation tables set forth in the Transportation Impact Fee Rate Study (the "Rate Study"), adopted by reference in OMC Title 15. If the trip generation rates for a proposed development are not identified in the Rate Study, then the City shall use the trip generation rates set forth in the latest edition of the Institute of Transportation Engineers, *Information Report—Trip Generation* Trip Generation Manual scaled to equate to person trips as defined in the Rate Study. The presumption is that the rates used by the City are accurate unless proven otherwise.

FE. If the applicant pays the fees identified in Section 15.20.080, the applicant may submit a calculation of alternative person trip generation rates for the proposed development. The City shall review the alternate calculations and indicate in writing whether such calculations are acceptable in lieu of the standard trip generation rates. Reduction in person trip rates are only valid as they relate to "internal trips" or those person trips that do not leave the boundary of the project (as described on the building permit application) and are therefore not accommodated by City transportation infrastructure. The mode of the trips that leave the boundary of the project are not relevant when conducting the concurrency test.

~~G. The City may adjust the trip generation forecast of the proposed development in order to account for any transportation strategies proposed by the applicant that are acceptable to the City.~~

HE. The City shall not make a finding of concurrency as part of the issuance of a building permit if the proposed development will result in the transportation facilities declining below the adopted level of service

~~standards generation of more mobility units of demand than are available as supply. If the level of service of the transportation facilities meets or exceeds the adopted level of service standards there are adequate mobility units of supply available at the time of the concurrency test or will be available within six (6) years, as identified in the Capital Facilities Plan, the concurrency test is passed and the City shall make a finding of concurrency.~~

15.20.060 Exemptions from the concurrency test

A. Exemption from the concurrency test is not an exemption from the remaining requirements of OMC Title 15. The following applications for a building permit shall be exempt from the concurrency test:

1. Any proposed development that creates no additional ~~impacts on any transportation facility~~ person trips;
2. Any project that is a component of another proposed development and that was included in a prior application for a finding of concurrency;
3. Any renewal of a previously issued but unexpired permit; and
4. Any application for a residential building permit if the dwelling unit is a part of a subdivision or short plat that submitted an application after 1990 and that has undergone the analysis mandated by the State Subdivision Act, RCW 58.17.060 or ~~110~~ RCW 58.17.110, ~~and~~
5. ~~Any application that is exempt from OMC Title 14.~~

B. Unless otherwise exempted by the Director or Environmental Review Officer, a building permit application must be accompanied by a Traffic Impact Analysis (TIA) provided by the applicant in accordance with the TIA Guidelines in Chapter 4 of the current Engineering Design and Development Standards, or as hereafter amended by resolution of the City Council. Applications that do not meet the minimum requirements to conduct a TIA under Section B 'When Required' of the TIA Guidelines are exempt.

15.20.070 Findings of concurrency

A. The City shall make a finding of concurrency for each building permit application that passes the concurrency test.

B. The finding of concurrency shall be valid for the same time period as the underlying building permit, including any permit extensions.

C. A finding of concurrency shall expire if the underlying building permit expires or is revoked by the City.

D. A finding of concurrency accompanying a building permit for a particular parcel of property may be used by the heirs, executors, successors, or assigns of the applicant.

E. All building permits that require one or more transportation facilities to be provided by the applicant shall be and are hereby conditioned upon an appropriate financial commitment by the applicant which is binding upon subsequent owners, heirs, executors, successors, or assigns, and upon the completion of such

transportation facilities in a timely manner, prior to the issuance of the certificate of occupancy or prior to occupancy, unless stated otherwise in writing by the City.

15.20.080 Fees

If the applicant requests an alternative calculation for the concurrency test, or if the City determines that an alternative calculation is required due to the size, scale, or other unusual characteristics of the proposed development, a fee for the alternative calculation shall be paid by the applicant prior to the initiation of review. The fee for conducting the review of the alternative calculation shall be ~~Two Hundred Dollars (\$200.00)~~ the same costs as an independent fee calculation set forth in Olympia Municipal Code Subsection 15.04.50.E, unless otherwise established by the Director of Public Works.

~~15.20.090 Concurrency system~~

~~A.—The City will provide, or arrange for others to provide, adequate transportation facilities by constructing needed transportation facilities and implementing transportation strategies within the six year horizon that:~~

- ~~1.—Eliminate the level of service deficiencies for existing uses;~~
- ~~2.—Achieve the level of service standards for anticipated future development and redevelopment resulting from previously issued building permits; and~~
- ~~3.—Maintain existing facilities and repair or replace obsolete or worn out facilities.~~

~~The improvements to transportation facilities will be consistent with the Olympia Comprehensive Plan.~~

~~B.—The City will appropriate sufficient funds during the appropriate fiscal year to meet the financial commitment for all the transportation facilities required to meet the level of service standards, except that the City may omit from its budget any capital improvements for which a binding agreement has been executed with another party.~~

15.20.100 Monitoring the transportation system

The City will, on an annual basis, review the supply and demand of mobility units and update its capital facilities plan ~~and transportation element and shall~~ to identify those facilities necessary to achieve transportation concurrency. ~~At a minimum, this review will include updates, as needed, to the City's traffic model, a comparison of actual and forecast traffic volumes, and an examination of conformance with the adopted level of service standards. In addition to annual reviews, emergency review of the concurrency management system will be conducted whenever traffic analysis reveals that 50 percent of the projected six-year capacity of any transportation facility or concurrency district has been assigned in any one year. The City will, on a periodic basis, review and update the transportation concurrency project list that defines the overall supply of mobility units. At the City's sole discretion, projects that supply mobility units may be added or removed based on updated land use growth forecasts, shifting travel modes, available funds to build and maintain transportation infrastructure, and other reasons deemed appropriate by the City.~~

15.20.110 Intergovernmental coordination

The City may enter into agreements with other local governments, Intercity Transit, and the State of Washington to coordinate the imposition of the level of service standards, the collection of impact fees, and the implementation of transportation strategies.

A. The City may apply level of service standards, fees, and other mitigation measures to developments in the City that impact other local governments and the State of Washington. Development permits issued by the City may include conditions and mitigation measures that will be imposed on behalf of and implemented by other local governments and the State of Washington.

B. The City may receive impact fees or other mitigation payments based on or as a result of development proposed in other jurisdictions that impact the City. The City may agree to accept such payments or may coordinate with other jurisdictions to implement the appropriate mitigation measures.

15.20.120 Appeals

A. Any applicant may timely file an appeal of the approval or the denial of a finding of concurrency to the Olympia Hearing Examiner pursuant to OMC 18.75. The applicable appeal fee must be paid pursuant to OMC 4.40.010.

B. The appeal on the finding of nonconcurrency will not be conducted if the applicant refuses to pay the transportation impact fees required by OMC Title 15.

Section 3. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 6. Effective Date. This Ordinance shall take effect January 1, 2021, after its passage by the Olympia City Council and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Adopting the 2021 Utility Rates and General Facilities Charges

Agenda Date: 12/8/2020
Agenda Item Number: 4.H
File Number:20-0995

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Adopting the 2021 Utility Rates and General Facilities Charges

Recommended Action

Committee Recommendation:

The proposed rates and charges reflect recommendations from the City Council, Finance Committee and the Utility Advisory Committee. City Council held a public hearing on November 17, 2020. The review considered recommendations forwarded to Council by the Utility Advisory Committee.

City Manager Recommendation:

Move to approve the ordinance adopting the 2021 utility rates and general facilities charges on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance adopting the 2021 utility rates and general facility charges (GFC). Also included in the ordinance are increases to LOTT Clean Water Alliance rates and capacity development charges are also included in the ordinance.

Staff Contacts:

Gary Franks, Waste ReSources Director, Public Works Department, 360.753.8780
Eric Christensen, Water Resources Director, Public Works Department, 360.570.3741

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

City of Olympia provides vital utility services to our community. For 2021, staff is proposing rate increases (rounded) as follows:

- Drinking Water 0.0%
- Storm and Surface Water 7.5%
- Wastewater 0.0%
- Waste ReSources 0.0%

- LOTT 3.0%
- Combined 1.73% or \$4.64 bi-monthly/single family account

Key financial drivers for the proposed 2021 rate increase include:

- Loss of Storm and Surface Water revenues from roadway fees.
- Increased Storm and Surface Water funding allocation for the street sweeping program.
- Increase Storm and Surface Water capital improvement program funding.
- Use of cash reserves to buy down Wastewater rates.

Utility-related GFCs are not proposed to change from the 2020 amounts.

LOTT Clean Water Alliance Rate

Lacey, Olympia, Tumwater, Thurston County (LOTT) Clean Water Alliance Board of Directors approved increases for both monthly wastewater treatment rates and their capacity development charge (CDC). The CDC is similar to the City's GFC. The City collects monthly rates and CDCs for LOTT through the utility billing and development permitting processes.

- The LOTT Clean Water Alliance capacity development charge (CDC) is proposed to increase 3% (\$185) to \$6,417.61.

Neighborhood/Community Interests (if known):

City utilities provide important public health services for Olympia residents. Utility rates are set to ensure reliable, uninterrupted levels of service.

Options:

1. Approve the ordinance adopting the 2021 utility rates and general facility charges. Which Supports essential City public and environmental health services and increases rates for customers and charges for new development.
2. Modify or decline the proposed 2021 increases. This would avoid or lessen additional customer costs and risks failures in fulfilling City public and environmental health responsibilities.

Financial Impact:

The proposed rate and GFC increases will generate revenue to implement Council-adopted utility master plans and ensure financially responsible management of City utilities.

Attachment:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO UTILITY FEES AND CHARGES AND AMENDING SECTION 4.24.010 OF THE OLYMPIA MUNICIPAL CODE

WHEREAS, the City’s utilities are managed with a goal of resource sustainability in order to maintain, rebuild, expand systems, and prepare for revenue variability; and

WHEREAS, the City Council intends to meet the goals and polices for utility fiscal management set forth in the Comprehensive Plan and utility master plans; and

WHEREAS, the City Council intends to promote rate equity through cost recovery by customer class, and to smooth out rate spikes over a period of up to six years, the time period for which the CFP is developed; and

WHEREAS, the City’s Storm and Surface Water Utility and the Wastewater Utility are managed to maintain minimum operating expense reserves of ten (10) percent, and the Drinking Water Utility is managed to maintain minimum operating expense reserves of twenty five (25) percent; and

WHEREAS, in order to incorporate the foregoing principles into City Drinking Water Utility, City Storm and Surface Water Utility, City Wastewater Utility and LOTT Clean Water Alliance (LOTT) wastewater treatment rates, the City Council received recommendations from the Utility Advisory Committee, held hearings, and reviewed the utility rates set forth in this Ordinance; and

WHEREAS, pursuant to the Interlocal Cooperation Act Agreement for Sewer Treatment, the LOTT Board of Directors is empowered to “impose, alter, regulate, and control rates, charges, and assessments;” and the LOTT Board of Directors held a public hearing and approved certain rate increases, which the City Council must annually adopt;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of OMC 4.24.010. Section 4.24.010 of the Olympia Municipal Code is hereby amended to read as follows:

4.24.010 Computation and assessment of charges

The rates set forth below do not reflect any possible surcharges or discounts provided to a parcel of property or customer under any provision of City ordinances or taxes assessed directly upon customers for which the City acts as collection agent.

A. WATER

- | | | |
|--|---------|---------------|
| 1. Occupant turning on water after delinquent shutoff penalty | \$40.00 | OMC 13.04.360 |
| 2. Delinquency notification penalty | \$10.00 | OMC 13.04.430 |
| 3. Service disconnected/water reconnect for nonpayment penalty | \$25.00 | OMC 13.04.430 |

4. Fire hydrant meter	\$ 1,500 deposit plus \$50.00 per month plus consumption charge	OMC 13.04.410
5. Water for residential building construction purposes	Ready to serve plus consumption charge in Subsection 8a	OMC 13.04.410
6. Non-emergency after-hours water service turn on/shut off	\$110.00	OMC 13.04.340
7. Water General Facility Charges, assessed and payable as provided in OMC 13.04.375:		OMC 13.04.375

Meter Size	AWWA Capacity Factor	GFC
3/4 -inch	1.00	\$4,433
1 -inch Residential Fire Sprinkler	1.00	\$4,433
1 -inch	1.67	\$7,483
1 1/2 -inch	3.33	\$14,920
2 -inch	5.33	\$23,881
3 -inch	10.67	\$46,670
4 -inch	16.33	\$73,168
6 -inch	33.33	\$149,338
8 -inch	53.33	\$238,951
10 -inch	76.67	\$347,419
12 -inch	100.00	\$448,064

This charge is assessed in addition to any other charges or assessments levied under this chapter.

8. Water Meter Rates—Inside City Limits:

a. **Schedule I: Monthly Charges.**

The following is the monthly charge based upon meter size for all customers. Customers with meter sizes not listed in the schedule will be charged at the rate applicable to the next larger meter size listed.

Meter Size	Ready to Serve Charge	OMC 13.04.380
3/4-inch	\$13.80 + consumption charge	
1-inch Residential Fire Sprinkler	\$13.80 + consumption charge	
1-inch	\$18.37 + consumption charge	
1 1/2-inch	\$29.79 + consumption charge	
2-inch	\$43.46 + consumption charge	
3-inch	\$80.00 + consumption charge	
4-inch	\$121.09 + consumption charge	

Meter Size		Ready to Serve Charge	OMC 13.04.380
6-inch	\$235.22	+ consumption charge	
8-inch	\$372.19	+ consumption charge	
10-inch	\$531.96	+ consumption charge	
12-inch	\$691.76	+ consumption charge	

(1) Residential and nonresidential premises that are vacant are subject to payment of the full Water ready-to-serve charge. This fee will be charged even if the water is turned off.

Consumption charge per 100 cubic feet:

	Block 1	Block 2	Block 3	Block 4
Residential (Single Family and Duplex Residential)	\$2.00	\$3.35	\$5.35	\$7.04
Nonresidential (Multi-family and Commercial)	\$2.80	\$4.19	--	--
Irrigation	\$2.80	\$8.26	--	--

Blocks Definition:	Block 1	Block 2	Block 3	Block 4
Single Family and Duplex (1) Residential	0-400 cf/unit	401-900 cf/unit	901-1,400 cf/unit	1,401+ cf unit
Nonresidential (2)	Nov-June Usage	July-Oct Usage	--	
Irrigation	Nov-June Usage	July-Oct Usage		

(1) Single family accounts with or without accessory dwelling units are charged as one single family account.

(2) If nonresidential block usage cannot administratively be prorated between blocks, usage is billed at the block rate in which the meter reading period ends.

b. **Wholesale customers:**

See OMC 13.04.380B.

c. **State buildings with sprinkler systems or fire service connections:**

See OMC 13.04.380C.

d. **Fire protection:**

Automatic sprinkler systems or special fire service connections with the City water system will be charged the monthly ready-to-serve charge based on meter size in 4.24.010(A)(8a). Residential fire service connections that require a 1" pipe size will be charged the same as a 3/4" pipe size as shown in Subsection 8a.

B. WASTEWATER (SEWER)

- 1) LOTT Charges

LOTT wastewater monthly service charge	\$41.00 <u>\$42.23</u> per ERU	OMC 13.08.190
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Nonresidential accounts are billed one (1) ERU minimum per month. ERU charges in excess of one (1) ERU are billed at the rate of ~~\$4.56~~ \$4.69 per 100 cf or any part thereof for LOTT wastewater service charges.

LOTT capacity development charge	\$6,230.69 <u>\$6,417.61</u> per ERU	OMC 13.08.210
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2) City of Olympia Monthly Sewer Charges

a. Residential accounts with separately metered City of Olympia water service servicing: one separate single-family residence, one single-family residence with accessory dwelling unit, one unit of a residential duplex, one mobile home, or one trailer is billed based on monthly water consumption as follows:

0 – 250 cf	\$13.32 per month	
251 – 350 cf	\$13.32 per month plus \$0.082 per cf	OMC 13.08.190
351 cf and above	\$21.52 per month	

b. Residential accounts with residential duplexes with a single water meter servicing both units are billed based on water consumption as follows:

0 – 500 cf	\$26.64 per month	
501 – 700 cf	\$26.64 per month plus \$0.082 per cf	OMC 13.08.190
701 cf and above	\$43.04 per month	

c. Residential accounts not included in A) or B) above	\$21.52 per ERU	OMC 13.08.190
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d. Nonresidential accounts are billed one (1) ERU minimum per month. ERU charges in excess of one (1) ERU are billed at the rate of \$.0307 per 1 cf. for local collection system.	\$21.52 per ERU	OMC 13.08.190
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3) City of Olympia General Facility Charge

Wastewater (Sewer) general facility charge	\$3,442.00 per ERU	OMC 13.08.205
Wastewater (Sewer) general facility charge for properties on public combined sewers and in the Downtown Deferred General Facility Charge Payment Option Area	\$1,483.00 per ERU	OMC 13.08.010 OMC 13.08.205

C. WASTE RESOURCES

1. **Residential garbage rates, monthly, every-other-week collection:**

OMC 13.12.160

One twenty-gallon cart (minimum residential garbage service)	\$11.35
One thirty-five gallon cart	
Recycle rate	\$19.60
Nonrecycle rate	\$24.58
One sixty-five gallon cart	
Recycle rate	\$26.76
Nonrecycle rate	\$33.54
Two sixty-five gallon carts	
Recycle rate	\$51.21
Nonrecycle rate	\$64.13
Three sixty-five gallon carts	\$96.25
One ninety-five gallon cart	
Recycle rate	\$46.37
Nonrecycle rate	\$58.10
More than three sixty-five gallon carts	\$96.25 + \$33.54 for each sixty-five gallon cart over three carts

2. **Residential garbage rates, monthly, weekly collection:**

One thirty-five gallon cart	
Recycle rate	\$43.20
Nonrecycle rate	\$54.06
One sixty-five gallon cart	
Recycle rate	\$86.40
Nonrecycle rate	\$108.09
One ninety-five gallon cart	\$140.45

3. **Extended pickup:**

Rate	Distance
\$1/month	Over 5 feet to 25 feet
\$2/month	Over 25 feet to 100 feet
\$1/month	Every 50 feet over 100 feet

- a. Persons requesting extended distance service must be at least sixty-five years of age or handicapped where said person cannot wheel a full or partially full garbage cart to the collection point.

- b. No person living with the qualified applicant can wheel a full or partially full garbage cart to the collection point.
- c. Extended pickup service to be at no charge when the combined annual income of the household of the qualified applicant is equal to or less than fifty percent of the median household income in Thurston County.
- d. Persons requesting service must apply with the utilities office by filling out an affidavit for extended service. Upon approval of affidavit, service will be granted.
- e. Qualified applicant will reapply on a yearly basis on or before December 31st of each year.
- f. In the case of a multifamily residence or complex, only the qualified tenant's cart will be clearly marked with the tenant's name and unit number.

4. Residential and commercial organics rate, monthly, every other week collection:

Organics:

Per City-owned 95-gallon cart or each 1/2 yard of material collected \$10.59

5. Commercial garbage rates, monthly, weekly collection:

One ten gallon can (minimum commercial garbage service)	\$7.34
One thirty-two gallon can or cart	\$21.66
Two thirty-two gallon cans or equivalent cart service	\$33.03
Three thirty-two gallon cans or equivalent cart service	\$62.12
Four thirty-two gallon cans or equivalent cart service	\$81.85
More than four thirty-two gallon cans or equivalent cart service	\$81.85 + \$21.66 for each additional thirty-two gallons of service

6. 95-gallon garbage and refuse cart service, monthly:

One pickup weekly	\$62.12
Two pickups weekly	\$119.06
Three pickups weekly	\$173.62
Four pickups weekly	\$229.19
Five pickups weekly	\$284.06

7. One-yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$122.14
Two pickups weekly	\$240.16
Three pickups weekly	\$354.14
Four pickups weekly	\$467.90

Five pickups weekly	\$581.50
Six pickups weekly	\$695.22

8. **One and one-half yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$161.47
Two pickups weekly	\$307.76
Three pickups weekly	\$452.85
Four pickups weekly	\$597.62
Five pickups weekly	\$742.34
Six pickups weekly	\$887.55

9. **Two-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$200.62
Two pickups weekly	\$382.79
Three pickups weekly	\$565.05
Four pickups weekly	\$747.28
Five pickups weekly	\$929.57
Six pickups weekly	\$1,108.87

10. **Three-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$283.82
Two pickups weekly	\$555.48
Three pickups weekly	\$824.79
Four pickups weekly	\$1,102.11
Five pickups weekly	\$1,363.82
Six pickups weekly	\$1,621.19

11. **Four-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$356.88
Two pickups weekly	\$706.17
Three pickups weekly	\$1,048.51
Four pickups weekly	\$1,383.64
Five pickups weekly	\$1,711.66
Six pickups weekly	\$2,034.13

12. **Six-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$518.20
Two pickups weekly	\$1,011.96
Three pickups weekly	\$1,502.33
Four pickups weekly	\$1,992.35
Five pickups weekly	\$2,482.53
Six pickups weekly	\$2,854.93

13. **Prepaid extra tag for unscheduled collection of a bag on regular garbage collection day; \$5.57/each.**

14. **Extra unscheduled can, bag or box on regular garbage collection day to which a City approved prepaid tag is not attached: \$9.10/each.**

15. **Fees for special pickups, minor ancillary services, and yard waste drop-off site disposal services, other than unscheduled extra cans or material on regular collection day, are established by the City Manager, based on cost of service; to include labor, equipment, distance traveled, and volume of materials as appropriate.**

16. **City-owned drop boxes: customers will be charged repair fees on boxes which have been burned or damaged:**

Ten cubic yards:

Delivery fee	\$76.64	
Daily rental	\$2.64	
Hauling fee	\$233.42	
Dumping charge		Current disposal fee, surcharge and 15.1% service fee on disposal fee

Twenty cubic yards:

Delivery fee	\$76.64	
Daily rental	\$3.39	
Hauling fee	\$233.42	
Dumping charge		Current disposal fee, surcharge and 15.1% service fee on disposal fee

Thirty cubic yards:

Delivery fee	\$76.64	
Daily rental	\$4.71	
Hauling fee	\$233.42	
Dumping charge		Current disposal fee, surcharge and 15.1% service fee on disposal fee

Forty cubic yards:

Delivery fee	\$76.64
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Daily rental	\$4.71
Hauling fee	\$233.42
Dumping charge	Current disposal fee, surcharge and 15.1% service fee on disposal fee
Standby or dig out	\$90.00 per hour

17. Customer-owned compactors and special containers. Dumping charges are based on weight at transfer station:

Cubic Yard	Charge Per Haul
10 or less	\$233.42 *
15	\$233.42 *
20	\$233.42 *
25	\$233.42 *
30	\$233.42 *
35	\$233.42 *
40	\$233.42 *
42	\$233.42 *
* plus disposal fee plus 15.1% service charge on disposal fee	
Standby or dig out	\$90.00 per hour

No delivery fees or rental fees will be charged for City-owned drop boxes used to haul source-separated yard waste for composting or construction and demolition debris for recycling. If material is contaminated, the customer will be charged current disposal fees and 15.1% service charge on the disposal fee, plus delivery fee and daily rental fees.

18. City-owned temporary garbage and refuse dumpster services (customers will be charged repair fees for containers which have been burned or damaged):

One cubic yard:	
Delivery fee	\$56.17
Daily rental fee	\$2.21
Fee per dump	\$46.22
One and 1/2 cubic yard:	
Delivery fee	\$56.17
Daily rental fee	\$2.21
Fee per dump	\$48.96
Two yard:	
Delivery fee	\$56.17
Daily rental fee	\$2.21

Fee per dump	\$52.46
Three yard:	
Delivery fee	\$56.17
Daily rental fee	\$2.21
Fee per dump	\$68.99
Four yard:	
Delivery fee	\$56.17
Daily rental fee	\$2.21
Fee per dump	\$95.59
Six yard:	
Delivery fee	\$56.17
Daily rental fee	\$2.21
Fee per dump	\$130.59

19. City-owned temporary organics dumpster services (customers will be charged repair fees for dumpsters which have been burned or damaged):

One cubic yard:	
Fee per dump	\$21.18
One and 1/2 cubic yard:	
Fee per dump	\$31.77
Two yard:	
Fee per dump	\$42.37
Three yard:	
Fee per dump	\$63.55

If material is contaminated, customer will be charged the dump fee, delivery fee and daily rental fee for City-owned temporary garbage and refuse dumpster services as established in Section 16 of this ordinance.

20. An additional surcharge of \$70.00 per month applies to permanent commercial dumpster customers who require Saturday collection and are subject to regular monthly fees set forth in OMC 4.24.010C Subsections 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18 or 19.

D. STORM AND SURFACE WATER

At the time of issuance of a building/engineering permit, per OMC 13.16.080, a stormwater GFC is assessed at the rate of: \$1,439.90/Impervious Unit (2,528 sq. ft.) and a water

quality GFC is assessed at a rate of \$6.60 per average daily vehicle trip based on the Institute of Traffic Engineers' Trip Generation Manual.

1. Storm drainage service charges:

a. Single-Family and Duplex Residential Parcels. All parcels in the City are subject to a monthly charge for storm drainage service in accordance with the following schedule:

Single-family parcels with or without accessory dwelling units (Regardless of date approved)	\$14.55 <u>\$15.64</u> /utility account
Plats approved after 1990 with signed maintenance agreement	\$13.01 <u>\$13.00</u> /utility account
Duplex parcels (Regardless of date approved)	\$14.55 <u>\$15.64</u> /unit (\$29.10 \$31.28 when billed as a single account)

b. Commercial, Multi-Family, Industrial and Governmental Parcels. A charge per utility account will be established at the time of issuance of a clearing, filling, excavating or grading permit and assessed monthly as follows:

Administrative fee	\$14.24 <u>\$15.31</u> plus:
For parcels developed after January 1990 (Category I)	\$5.35 <u>\$5.75</u> per billing unit or
For parcels developed between January 1980 and January 1990 (Category II)	\$11.18 <u>\$12.02</u> per billing unit or
For parcels developed before January 1980 (Category III)	\$14.11 <u>\$15.17</u> per billing unit

c. For developed parcels without structural impervious areas, the following construction phase charge is assessed at the time of issuance of a clearing, filling, excavating or grading permit:

Single-family and duplex zoned	\$6.11 <u>\$6.57</u> per parcel x total number of parcels identified in preliminary plat x 24 months
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d. Undeveloped parcels. No charge.

E. RECLAIMED WATER

1. Occupant turning on water after delinquent shutoff penalty	\$40.00	OMC 13.24.330
2. Delinquency notification penalty	\$10.00	OMC 13.24.340
3. Service disconnected/reclaimed water reconnect for nonpayment penalty	\$25.00	OMC 13.24.340
4. Reclaimed water for commercial construction purposes	\$50.00 per month plus consumption charge	OMC 13.24.200
5. Non-emergency after-hours reclaimed water service turn on/shut off	\$110.00	OMC 13.24.250

6. Reclaimed Water Rates

a. Meter Rates – The monthly charge based upon meter size for all reclaimed water customers follows 4.24.010.A.8. Customers with meter sizes not listed in the schedule will be charged at the rate applicable to the next larger meter size listed.

b. Consumption charges

(1) Indoor use of reclaimed water: 70% of the consumption charges in 4.24.010.A.8.

(2) Outdoor use of reclaimed water: 70% of the consumption charges in 4.24.010.A.8 for Irrigation.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect January 1, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Ordinance No. 7260 Setting the 2021 Ad Valorem Tax to Correct a Typographical Error

Agenda Date: 12/8/2020
Agenda Item Number: 4.1
File Number:20-1028

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Amending Ordinance No. 7260 Setting the 2021 Ad Valorem Tax to Correct a Typographical Error

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve an ordinance amending Ordinance No. 7260 setting the 2021 Ad Valorem Tax to correct a typographical error on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance correcting a typographical error contained in Ordinance No. 7260, which set the Ad Valorem Tax for 2021.

Staff Contact:

Nanci Lien, Finance Director, Finance Department, 360.753.8465

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City Council approved Ordinance No. 7620 on first and second reading at the November 10 and November 17, 2020 Council meetings. The intent of the ordinance was to allow for the City to levy property taxes in 2020 to be collected in 2021.

Ordinance No. 7260 contained a typographical error that identified the year of collection for the taxes as 2020. Thurston County has requested an amended ordinance that correctly reflects the collection year as 2021.

The proposed ordinance reflects the correct collection year as 2021. In all other respects, Ordinance

No. 7260 and the tax levy remain the same.

Neighborhood/Community Interests (if known):

None.

Options:

1. Move to approve the ordinance amending Ordinance No. 7260 on first reading and forward to second reading.
2. Direct staff to make additional changes to the ordinance and forward to second reading.

Financial Impact:

No change from Ordinance No. 7260.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE AMENDING ORDINANCE NO. 7260, WHICH SET THE AD VALOREM TAX AMOUNT AND THE AMOUNT OF INCREASE FOR THE BUDGET YEAR 2021

WHEREAS, on November 10, 2020, the Olympia City Council held a public hearing to consider the ad valorem tax levy for 2021 collections for the City of Olympia; and

WHEREAS, after the public hearing and consideration of all relevant evidence and testimony, the City Council determined that an increase in property tax revenue from the previous year, in addition to the increase resulting from additions of new construction and improvements to property, areas added by annexation, and any increase in the value of state-assessed property, was required in order to discharge the expected expenses and obligations of the City and passed Ordinance No. 7260 setting the ad valorem tax amount and the amount of increase for the budget year 2021; and

WHEREAS, Section 1 of Ordinance No. 7260 contained a typographical error which must be corrected;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL, ORDAINS AS FOLLOWS:

Section 1. Amendment of Ordinance No. 7260. Ordinance No. 7260 is hereby amended to read as follows:

Section 1. A \$215,438.17 increase in the regular property tax levy is hereby authorized for levy amounts to be collected in ~~2020~~ 2021, which is an increase of 1.1351135% from the previous year.

This is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

Section 2. There is hereby fixed as the amount of property tax collections necessary to raise an amount equal to the estimated expenditures less the total estimated revenue from all sources other than ad valorem taxation, the following sum:

OLYMPIA	AMOUNT
General Expense Levy (Regular Property Tax Levy)	\$19,426,110.38
Administrative Refund Levy, General Expense Levy	\$183,382.43
Subtotal General Expenses Levy	<u>\$19,609,492.81</u>
 Excess Levy (Fire Station Bonds)	
	\$1,047,500.00
Administrative Refund Levy, Excess Levy	<u>\$15,856.45</u>
Subtotal Excess Levy	\$1,063,356.45
 Grand Total	
	\$20,672,849.26

Section 2. Corrections. The City Clerk is authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval for Information Gathering and Analysis Related to Possible Acquisition of the Olympia Armory

Agenda Date: 12/8/2020
Agenda Item Number: 6.A
File Number:20-0998

Type: decision **Version:** 1 **Status:** Other Business

Title

Approval for Information Gathering and Analysis Related to Possible Acquisition of the Olympia Armory

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to direct City staff to move forward with information and analysis to inform future discussion about acquisition of the Armory at 515 Eastside Street SE.

Report

Issue:

To share with Council the information gathered to date and seek approval to continue to gather information to support Council in considering an option to purchase or otherwise acquire the Armory.

Staff Contact:

Keith Stahley, Assistant City Manager, 360.753.8227

Presenter(s):

Angel Nava, Arts Program Specialist, Parks, Arts & Recreation

Background and Analysis:

An iconic Olympia landmark will soon be on the market. After occupying the Armory building at 515 Eastside St SE for 77 years, the National Guard will relocate to a new facility in February 2021. They leave behind a 50,000 square foot complex sited on a full city block. The main building, designed by the prolific Olympia architect Joseph Wohleb, is a strong example of Art Moderne design.

The disposal of the building will be managed by the Washington State Department of Enterprise Services (DES) following the State Surplus Property process under RCW 43.17.400: *Disposition of state-owned land - Notice to governmental entities - Right of first refusal*. This statute gives priority to

interested governmental agencies and says that the selling agency must give 60 days' notice before offering the building to the private market. The statute has an additional provision giving highest priority to an interested governmental agency that plans to use the property for low income housing or for facilities that support the goals of affordable housing, in related RCW 39.33.015: *Transfer, lease, disposal of public property for affordable housing as a "continuing public benefit."* In either case, the interested governmental buyer must respond within the notice period and reach mutually agreeable terms for transfer within a "reasonable time period."

The sixty-day notice period is expected to begin July 2021.

The City's Arts, Cultures and Heritage (ARCH) team views the Armory as a potential opportunity to achieve many City objectives:

- To fulfill community need for an arts center, as identified in nine different reports spanning over thirty years, and to serve as a creative hub for arts education, workforce development, shared maker spaces, multipurpose events, gatherings, exhibitions, and rehearsals, among other uses.
- To provide the Olympia region a key strategy for rebuilding a strong economy through workforce development and incubator programs for creative organizations & entrepreneurs.
- To build needed low-income housing alongside supportive social programs, utilizing the open space at the location.
- A creative space for community development through the arts and humanities, rooted in an equity and social justice framework.

For decades the Armory has served as a community gathering space, hosting everything from ski-swaps to lunchtime basketball to inaugural balls. Public ownership ensures continued public access and continued community benefit.

Through the State-owned Real Property Disposal process, the City will have an opportunity to acquire the Armory. Recognizing that this opportunity presents tremendous potential and considerable responsibility, more information is needed to support Council's thorough consideration, including financial modeling, space use planning, and exploration of the following:

- Develop an operations plan for the future enterprise and estimate operating costs and revenues.
- Explore and recommend operating models, with a goal of a self-sustaining programming and minimized operating costs.
- Provide comparative data with similar programs around the country.
- Evaluate the building systems and identify immediate needs to make the building operational, as well as necessary future improvements and upgrades.
- Develop a timeline, phasing, and funding plan for conversion of the Armory into a Creative Campus.
- Evaluate the potential for introduction of affordable housing onto the site for artists, workforce and low-income individuals.
- Evaluate the potential for partnership and collaboration with community arts, cultures and heritage organizations.

- Evaluate options for seeking additional revenues through grants, enhancing partnerships and other funding mechanisms.

Local Architect Garner Miller of MSGS Architects has provided renderings pro-bono, to help visualize the transition to a Creative Campus.

Neighborhood/Community Interests (if known):

The Eastside Neighborhood Association has identified preservation of the Armory as a community center in their recently adopted sub-area plan (attached).

Options:

1. Direct the City Manager to gather information and provide analysis to inform future discussion regarding acquisition of the Armory at 515 Eastside Street SE and return to City Council with a report on these activities in six months.
2. Refer the matter to a Council Committee to gather information and provide analysis to inform future discussion regarding acquisition of the Armory at 515 Eastside Street SE.
3. Direct the City Manager to discontinue activity and take no further steps to gather information related to the potential acquisition of the Armory at 515 Eastside Street.

Financial Impact:

To be determined.

Attachments:

Armory Creative Campus Concept Plan

Eastside Neighborhood Association Subarea Plan



The Armory: Creative Campus

SUMMARY OF ART CENTER STUDIES, INITIATIVES & PROPOSED BUILDING ACQUISITION

JUNE 2020





Photo: of the Olympia Armory Building

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KEY TERMS & ACRONYMS

ArCH – Arts Cultures and Heritage
ArtsWA – Washington State Arts Commission
COVID-19 – Coronavirus 2019
CP&D – City of Olympia Department of Community Planning & Development
ERA – Economic Research Associates
OPARD – City of Olympia Department of Parks Arts and Recreation
OAA – Olympia Arts Alliance

EXECUTIVE SUMMARY

Olympia Washington's current National Guard Armory is a 50,000 square foot facility that the City of Olympia has identified as a space for strengthening community building and economic development through the arts. The historic Modern Art Deco building, designed by Joseph Wohleb (1939), has been used by the National Guard since 1943. The Guard plans to move to a new facility in February 2021, leaving the building available for other uses by July 2021.

The location and timing of the opportunity are well placed. Olympia was recently awarded one of the first certified Creative District designations by the state of Washington. The Armory is located adjacent to this new district and could serve as an anchor for this growing hub for creativity and innovation. Citizen feedback is guiding the City to look at the Armory as a space to help meet several arts, culture, and community development needs. As identified in a 2018 City ArCH study, affordable space to support creative entrepreneurs, industries, and nonprofits is a clearly identified challenge. The Olympia Arts Commission has had an Arts Center on their radar since their first Needs Assessment Study in 1989. In addition, the surrounding Eastside Neighborhood has identified the Olympia Armory as a desired community center. These are some of the key factors pointing to the Armory as an ideal space for multiplying both current and emerging strategies for community development through the arts in Olympia. Assumed relative health of the building and creative options for short term self-sustaining programs offer a path toward renovating and activating the space in stages as capacity allows.

INTRODUCTION

This plan provides background and support for a community conversation about acquiring and repurposing the Olympia Armory as a vital community asset. A place where people can come together to learn, create, grow, and explore; providing scaffolding for a thriving regional creative ecosystem.

The Olympia Armory consists of a 50,000 sq. ft facility with a main building, adjacent outbuilding, parking lot and lawn areas located at the east edge of downtown Olympia. It is currently owned by the State Military Department and is slated for surplus property disposal.

The arts are an important tool for cultivating creativity and innovation, and in this unprecedented moment in history, creativity and innovation are our best resources in addressing the local and global challenges we face in the wake of COVID-19. The Armory building and its property could be re-purposed to become a much-needed supporting platform for these resources in our community and our region.

The facility could serve as a creative hub for arts education, workforce development, multipurpose events & gatherings, exhibitions, rehearsals, and an incubator for creative organizations & entrepreneurs. The space could offer the Olympia region a key strategy for rebuilding a strong economy. This dedicated facility would have an important role in supporting the creative vitality that has long defined Olympia, and enable us to continue that leadership in providing key solutions to evolving community challenges. It can be a place that brings us together to recognize and express our shared humanity -- a place that enables and supports equity alongside innovation and creativity.

The arts are an integral part of Olympia's identity and are a draw for residents and visitors. From the semi-annual Olympia Arts Walk that attracts an estimated 25,000 attendees each year to the state designated Olympia Creative District with 150+ creative organizations and businesses that call the district home, the arts are part of our economy and way of life. Building on the recent work of City departments, commissions, staff, committees, and community stakeholders, the timing and collective vision points to now as a pivotal moment for a dedicated community arts facility.

The Armory: Creative Campus would be a cultural community anchor in Olympia.

REPORT GOALS AND ANALYSIS

The purpose of this report is to provide an updated, workable art center concept based on previous City studies, current opportunities, needs, and ongoing strategies. This report will:

- Overview previous City studies and initiatives that have documented the desire and need for a dedicated community arts facility in Olympia.
- Explore an expanded vision for how this space can serve economic, community, and livability strategies aligning with City Comprehensive Plan goals, including programming in arts education, community building, and workforce development.
- Outline a working business plan and sustainability model with key organizational partners and space recommendations.
- Provide background and support for a community conversation about acquiring and repurposing the Armory into a vital community asset.

ECONOMIC IMPACT

The expanded vision for the economic impact of the creative campus includes strategic initiatives to support the economy through workforce development and an organization incubator. Highlights from the ERA economic Impact analysis illustrate the power non-profit arts organizations have on the economy. As of the 2007 study *non-profit art organizations in the United States had total expenditures of \$53.2 billion and (were) responsible for nearly 2.1 million jobs and \$47.4 billion in household income on an annual basis*. In 2018, the growing nonprofit arts and culture industry generated \$166.3 billion in economic activity, with the arts responsible for creating 4.13 million full time jobs and generating \$86.68 billion in resident household income for the year (Americans for the Arts). The bigger picture shows that the arts industry on the whole currently contributes \$804.2 billion to the U.S. economy, more than agriculture, transportation, or warehousing (National Endowment for the Arts). Americans for the Arts further illustrates how the Arts Strengthen the U.S. Economy:

1. *Arts strengthen the economy. The arts and culture sector is a \$730 billion industry, which represents 4.2 percent of the nation's GDP—a larger share of the economy than transportation, tourism, and agriculture. The nonprofit arts industry alone generates \$135 billion in economic activity annually (spending by organizations and their audiences), which supports 4.1 million jobs and generates \$22.3 billion in government revenue.*
2. *Arts are good for local businesses. Attendees at nonprofit arts events spend \$24.60 per person, per event, beyond the cost of admission on items such as meals, parking, and babysitters—valuable revenue for local commerce and the community.*
3. *Arts are an export industry. The arts and culture industries posted a \$30 billion international trade surplus in 2014, according to the BEA (Bureau of Economic Analysis.) U.S. exports of arts goods (e.g., movies, paintings, jewelry) exceeded \$60 billion.*
4. *Arts drive tourism. Arts travelers are ideal tourists, staying longer and spending more to seek out authentic cultural experiences. Arts destinations grow the economy by attracting foreign visitor spending. The U.S. Department of Commerce reports that, between 2003-2015, the percentage of international travelers including “art gallery and museum visits” on their trip grew from 17 to 29 percent, and the share attending “concerts, plays, and musicals” increased from 13 to 16 percent.*

Cultural centers have a unique economic impact. “Having a cultural organization in a community has been shown to increase the nearby residential property values by up to 20 percent.” (Americans for the Arts - [link](#)) The arts also have a special tie to workforce development. “By 2020, employers say they’ll be seeking, as their top three desired skills, complex problem-solving, critical thinking, and creativity. The arts drive all three when integrated into education.” In addition, “Employers rank study in the arts as second (following self-employment experience) as an indicator of the kind of creativity they are looking for in employees.” (Americans for the Arts – [link](#).) The arts also have an important role to play in Economic Recovery.

[2020 - Washington COVID-19 Recovery Plan](#)

(Office of the Governor Jay Inslee, policy brief, April 21, 2020)

As we outline studies and city planning that have led to the Armory: Creative Campus, an overview would not be complete without addressing the global virus pandemic COVID-19, the recent and emerging effects it has had on local and world economies, and the Recovery Plan set forth by Washington State to guide in rebuilding in the days ahead. On February 29, 2020 Washington Gov. Jay

Inslee declared a state of emergency in response to the COVID-19 pandemic “and rolled out a series of measures that ultimately led to the statewide Stay Home order on March 23. The order prohibited all non-essential businesses and travel as well as all social, recreational and religious gatherings.” On April 21, 2020 Gov. Inslee announced the Washington COVID-19 Recovery Plan and phased approach to returning to public life in Washington state.

The phased approach includes:

1. Protect the Health and Safety of Washingtonians
2. Facilitate a Safe Start and Transition to Economic Recovery
3. Support All People and Communities

The Armory: Creative Campus could provide a strategic path toward a Safe Start and Transition Into Economic Recovery, as well as Supporting All People and Communities.

Economic recovery could be supported through an arts organization and creative business incubator as well as workforce development programs. Programs could make it easier for workers to navigate the new economy; find new jobs through training & upskilling; and offer support in areas of critical need. It could also support the creation of new jobs through entrepreneurship and small business development, providing small businesses and organizations with the tools they need to thrive in uncertain times.

As a community center and multi-use gathering space the Armory: Creative Campus would provide direct access to social and emotional support through programming and progressive education opportunities rooted in the arts. Programs would not only counteract social isolation, they could help ensure equitable access to social and emotional resources, as well as offer supports for stress and anxiety. In addition, they could offer education supports through innovative approaches to academic learning, and help prevent educational disparities caused by COVID-19.

As our community confronts the effects of this global pandemic, the arts have a strong role to play in recovery and can firmly support the state and City of Olympia in building a prudent way forward.

SUMMARY OF STUDIES AND CITY PLANNING

For over three decades, Olympia citizens have expressed their ongoing desire for a dedicated center for the arts. It has consistently emerged as a community priority through various studies and feedback processes dating back to 1989, when the Olympia Arts Commission first identified the need and role of a dedicated arts facility in Olympia.

Nine different City planning efforts illustrate the conviction that the arts are a powerful tool for strengthening culture, education, community building, equity, and the economy. In 2007, an arts center feasibility study served to prepare the City for the opportunity when the timing and space would align for this purpose. Since then an arts center was added to the Olympia Parks Arts and Recreation and City Comprehensive Plans and has been further explored through various studies with Artspace Projects, Inc, as well as the City's 2018 ArCH study. In 2019, the National Guard announced the construction of a new readiness center to replace the Olympia Armory, making the building available for other uses in 2021. Recognizing the Armory's potential to serve the community, an interdepartmental group of staff began to explore art center models in the Pacific Northwest and beyond. Simultaneously the Eastside Neighborhood Association's Subarea Plan identifying the neighborhood's interest in turning the Armory building into a neighborhood community asset was accepted by City Council in January 2020. A more in-depth overview of these various studies, initiatives, and plans are outlined in Appendix A.

Based on studies and City planning, framework for a creative campus in Olympia includes:

- incubator spaces,
- resident organizations,
- artist in residence live/workspaces,
- makers labs,
- and a progressive arts education experience.

Art centers are cultural anchors and economic powerhouses in the communities they serve, both locally and globally. Olympia community members have recognized this for three decades. Although it is not unusual for the stars to take this long to align, as seen in the 23 years to build a new Olympia City Hall or the 22 years it took to create the expanded Olympia Farmers Market location, it is important to recognize that the last 31 years have led to this moment of action. The time is now to create a dedicated arts facility in Olympia. The following pages help lay the groundwork for an expanded vision for the arts in Olympia and the Armory: Creative Campus that could serve as the hub of a thriving creative ecosystem.

REVIEW OF COMPARABLE PROJECTS

There are many centers around the world for comparison. Those listed below represent some that have helped inform this report and provide multiple configurations for consideration. Additional comparisons are detailed in the 2007 Market and Feasibility Analysis for a Community Arts Center in Olympia, WA (by Economics Research Associates). Some of the examples below were included in the original 2007 report and have been updated to include current data, others are from recent regional site visits, and/or research that have helped to inform project development.

	DNDA Youngstown Cultural Arts Center Seattle, WA link	Kirkland Arts Center Kirkland, WA link	Multnomah Arts Center Portland, OR link	Pratt Fine Arts Center Seattle, WA link	Torpedo Factory Alexandria, VA link	The Center Jackson, WY link
Facility square feet & Info	65,000 1917 school building	10,000 <i>estimated</i> 1889 Investment company bldg	90,000+ <i>estimated</i> 1939 fire dept	40,000+ <i>estimated</i> + 38K addition <i>estimated</i> Former bakery facility	72,000 Renovated factory	98,000 New construction
Approximate Annual Operating Budget	\$2M income \$1.8M expense 2018 report	\$996K revenue \$995K expense 2018 report	n/a	\$3.5M revenue \$2.5M expense 2018 report	\$966K Income \$944K Expenses 2016 analysis	\$3.5M income \$3.7M expense 2018 report
Financial Structure & largest sources of earnings	25% contributions, gifts & grants/ 45% rental Income/ 27% program income/ 3% other	56% earned/ 14% fundraising events/3% corporations/ 18% grants/ 9% individuals other	n/a	56% grants and contributions/ 34% class fees/ 9% studio access/ 1% other	64% rental/ 20% event rental/ 5.1% contributions/ 10.9% other	55% fundraising/ 14% resident leases/ 11% third party rentals/ 19% programming/ 1% misc.
Annual Attendance	45,000	2,131 students 326,774 exhibit attendees 42,785 event attendees	6,000 students	4,335 class registration	500,000 visitors	14,000 students 22,000 tickets sold
Governance Model	Facility owned and operated by DNDA	Non-profit	City owned and operated, supported by 501(c)3 non- profit	Facility owned by city founded by City, now run by nonprofit	Owned & operated by City	Regional facility operated by 501(c)3
Brief Description of Programs & Services	Multi-arts space incubates the arts, artists, and organizations. With affordable housing, alternative school	Visual arts education and exhibitions	High-quality instruction and participation in the visual and performing arts	Professional artist instruction in 8 professionally equipped studios, industrial arts	Artist incubator with 82 studio spaces, 7 galleries, and resident non- profit orgs	Exhibitions, educational programs, 19 resident organizations, and events

Organizations include facilities ranging from 98,000 square feet to roughly 10,000 square feet, and annual operating budgets ranging from roughly \$1 million to just under \$4 million. Financial structures include various combinations of earned and contributed income. Examples of earned income include event & program rentals, class fees, studio access fees, gift shop sales, event ticket sales, and resident leases. Examples of contributed income include grants, corporate or individual gifts, fundraising, and sponsorships.

Comparable projects also include a range of governance models and scope of arts programming. Governance models include non-profit management in a city owned facility, city owned and operated, and non-profit owned & operated. Programming scope includes multi-use arts space with professionally equipped studios, arts education, artist & organization development, artist live/workspaces, alternative high school partnerships, affordable housing, and events.

It is a reasonable assumption that the Armory: Creative Campus would combine various elements of the financial and program structures utilized in comparable projects mentioned. The examples above include two encouraging models of city-owned facilities that are successfully self-sustaining, demonstrating that with the right formula an arts and community center does not have to burden the City budget. Additional research will be helpful in tailoring a financial structure, program needs, and governance model best suited to Olympia's community vision. Outlined in the following pages is an exploration of what's possible in the space guided by community values.

GUIDING PRINCIPLES

Building on recent work, it is important to highlight the Olympia values that inform the development of a dedicated arts facility. The vision for an arts center has continued to be shaped by community values, building on the space as a potential cultural anchor and economic catalyst. As our understanding of how the arts and the creative economy can serve our City's strategic vision has expanded, the possibilities for supporting programs and space have evolved to match.

Guideposts from the City's Comprehensive, ArCH, and OPARD plans, as well as current events have informed this work. One example is the Arts Culture and Heritage study where community members confirmed the arts essential to a healthy community, as well as to social justice, equity and inclusion. Arts Culture and Heritage "informs and infuses our work – social, environmental, economic, political, justice;" as well as is "essential to health as a basic (human) need." The City's Comprehensive plan expands on this by adding, "Olympians value the role parks, open space, recreation and art play in our lives; as these contribute to our sense of community, and to our physical, spiritual and emotional well-being." A list of guideposts from the City's Comprehensive, ArCH, and OPARD plans can be found in Appendix C, serving to honor community voice as fundamental to this work. Additional support is included the nine City studies and initiatives over the last 30 years as referenced in the Overview of Studies included in Appendix A.

Here are select guiding principles and values that align with building a creative campus in Olympia, and support why our community has called us to lead with art.

We lead with art because:

[The arts are integral to our community's way of life](#)

The arts are an expression of our humanity and we create culture through shared arts experiences.

[Our most powerful tools for growth are creativity and innovation](#)

We use the arts to build our future both individually and collectively; the creative process teaches resilience and offers a method for creating a path forward for individuals, organizations and the community, adding to our wellbeing and economy.

[The arts connect people, ideas, and place](#)

Art breathes life into the places we live, helps promote a sense of belonging, and encourages shared understandings between diverse people and ideas.

[Access to the arts is a fundamental human right](#)

We operate from a social justice lens to work towards equity through accessibility and inclusion.

These guiding principles have been informed by generations of community voice and have inspired the vision for the Armory: Creative Campus proposed by this document.

VISION FOR A CREATIVE CAMPUS

The vision of the Armory: Creative Campus is to support the arts as integral to Olympia’s way of life; encourage community growth through creativity and innovation; and use the arts to connect people, ideas, and place. This offers a glimpse into the possibilities and a guide for understanding the added value the Armory: Creative Campus can bring. This vision will continue to be shaped with our community’s evolving needs and hopes to guide it.

Programming themes:

Community Life

Create community culture through shared arts experiences

- Host and provide space for community gatherings, traditions, and events with multi-use spaces to accommodate a range of needs
- Progressive arts classes for youth, adults, seniors in a broad range of forms and genres reflective of Olympia’s diversity

Growth through creativity and innovation

Create opportunities for individuals, organizations and the economy

- Innovative programs in traditional artforms as well as emerging technologies
- Specialized training and access to specialized equipment and spaces to promote skill building and support creative entrepreneurs and workforce development
- Business, non-profit, and social enterprise incubator for creative organizations with shared administrative and programming space for organizational partners

Connecting people, ideas, and place

Art breathes life into the places we live, helps promote a sense of belonging, and encourages shared understandings between diverse people and ideas

- Be a catalyst for community placemaking initiatives like community murals and community led public art projects
- Support a culture of belonging and serve as a vehicle for understanding diverse cultures and perspectives, a space for all community members as well as emerging and professional artists
- Encourage a culture of reciprocal growth strategies through organizational partnerships
- Demonstrate adaptive reuse of historic property as a community asset
- Take advantage of central location on public transit lines, coordinating programming with nearby cultural facilities downtown and in the Olympia Creative District

Operating from an Equity Lens

We operate from a social justice lens to work towards equity through accessibility and inclusion in partnership with community members.

- Intentionally bridge barriers to participation to provide welcoming and financially accessible programs
- Municipal WiFi location ensures all people are connected to opportunities and information
- Universal accessibility to and within facilities, through public transportation systems and ADA improvements
- Encourage community led initiatives and seek to meet special or emerging needs of underserved groups and individuals

FACILITY USAGE AND FINANCIAL ANALYSIS

Outlined in the 2007 Market and Feasibility Analysis for a Community Arts Center in Olympia, WA (by Economics Research Associates) is a detailed look at the potential facility use and financial analysis of a proposed Olympia Arts Center. The document provides a hypothetical budget for a facility ranging from 12,000 to 19,500 square feet managed by a non-profit organization in 2010. The Armory: Creative Campus is a 50,000 square foot facility with an expanded vision for programs and for economic and community development not included in the original 2007 concept. The building also provides added potential for expanded community events and event rental income, as well as space to support organizations through an incubator model. Additional research is needed to better understand facility usage and provide an in-depth financial analysis. This section provides highlights of the 2007 report analysis with updates reflecting possibilities unique to the Armory and serves as a launching point for continued conversation.

Facility Recommendations

The Armory: Creative Campus offers an expanded vision for a community art center. Based on the 2007 financial and usage analysis, ERA recommended a cultural facility in the range of 12,000-19,500 square feet or an average recommended size of 14,000 square feet. This recommendation was for an art center with a focus in arts education and exhibition. The 2020 creative campus vision expands on the original concept to include an adaptable event space, organization incubator with shared administrative and programming space, access to specialized equipment and innovative technology, and a temporary artist in residence live/workspace. The building also offers capacity for other use such as low-income family housing or a larger resident organization, and offers off street parking. The Olympia Armory main building is 41,447 square feet with a roughly 9,000 square foot outbuilding. Renovating the Armory offers the opportunity to create a thriving community asset in a historic space.

Important considerations outlined in the 2007 report were parking, environmental sustainability with LEED certification, and the encouraged potential co-location with other institutions within the facility to help lower costs associated with a build or renovation. Below is a table outlining the ERA recommended facility size and what the Armory facility could offer. For the purpose of the illustration, higher ranges of the ERA size range recommendations are included, with added rough estimates for a multi-use event space, incubator space, maker's and tech labs, artist in residence live/work space, commercial kitchen, and other, which could include affordable family housing, a larger resident organization, or City department.

Facility Component	Low	High	'07 Size	Armory: Creative Campus
Exhibit space	4,000	6,000	5,000	5,000
Office / Admin space	1,500	2,000	1,500	2,000
Classrooms / Workshops	1,500	2,000	1,500	2,000
Work / Studio space	500	1,000	500	1,000
Retail Space	500	1,000	250	1,000
Multi-Use Event Space*				10,000
Incubator Space*				6,500
Makers and Tech Labs*				2,000
Artist in Residence Live/Work*				2,000
Commercial Kitchen*				1,000
Subtotal	8,000	12,000	8,750	34,000
Circulation, Back of House, etc.	2,500	5,000	3,250	5,000
Restaurant / Café	1,500	2,500	2,000	2,500

Other *				10,000
Total Facility Size	12,000	19,500	14,000	50,000

**Notes new space opportunities with a 50,000 square foot facility*

Although renovation costs are not currently known, a reasonable assumption is that renovating the Armory building could offer a lower financial impact than a new build, given the assumed relative healthy condition of the building. Further assessment would be needed to fully understand the financial impact of the renovation. On a tour of the facility National Guard staff confirmed lead abatement had been completed in the building at the former indoor firing range. In 2020, in preparation of selling the building the National Guard began the process of taking a full condition assessment of the facility. Assumed relative health of the building and creative options for short term self-sustaining programs offer a path toward renovating and activating the space in stages as capacity allows.

Financial Analysis

Primary sources of income identified in 2007 were arts education fees, exhibition income, workshop fees, membership dues, merchandise sales, event rentals, and cafe/restaurant income. Potential new sources of income unique to the Armory: Creative Campus include ticket sales from events, and an expanded opportunity for rental income from both one-time event rentals as well as long term resident organizations.

Operating expenses outlined in the ERA report include personnel, teaching staff, supplies, workshop expenses, admin costs/supplies, marketing, utilities, maintenance/ janitorial, exhibit related costs, costs of goods sold, education/programming, and reinvestment/ replacement reserve. Expenses that would likely increase with the programming scope possible at the Armory: Creative Campus include those related to public programs and community events, as well as utilities. Current operational costs for the Olympia Armory building are estimated in the \$27K range per year with repair/maintenance averaging \$28K per year. It is important to note that the building currently operates with 10 staff members per month and is only fully occupied one weekend a month. A fully operating community center would likely see an increase in utilities and repair/maintenance costs.

The ERA outlines that most cultural facilities in 2007 were generating 25-50% of their revenues from earned income, with 36% being a reasonably healthy ratio of earned income and with the remaining 64.3% of contributed income secured through corporate sponsorships of exhibits, individual donations, grants, public funding, and annual fundraisers. The comparable projects outlined on page 8 show a shifting industry trend of a higher earned income to contributed income ratio. Additional study is needed to provide an in-depth financial analysis and fiscal sustainability strategy.

A PHASED GROWTH STRATEGY

A phased approach could be a strategic option towards fulfilling the wide-ranging vision of the Armory: Creative Campus. The relative assumed health of the building allows for immediately activating sections of the building while growing programs and partnerships for increased capacity and facility use. Additional elements of a phased approach include creating operating and capital investment capacity through a Cultural Access Tax in Olympia, applying for external funding such as a Building for the Arts Grant, and strategic community partnerships to advance and inform the work.

Immediate Opportunities

There are a range of programming opportunities that can be implemented in the Armory as is. Activating the 10,000 sq. ft. multi-use event space at the center of the building could provide direct support for community events, demonstrate community value, and build momentum for additional uses. For example, current offices on the first floor could be turned into community classroom and workshop spaces as well as offered as part of an early organization incubator program. Early activation of the commercial kitchen could significantly broaden use options and provide essential supporting income. Identifying spaces that can be immediately utilized with minimal or zero investment, and strategically addressing any needed code and access improvements, will provide a backbone to a phased approach to full building utilization. Community partners could also be essential in shaping the location into an accessible public asset and activating the center early on. Partnerships, community use, and ongoing conversations will provide meaningful opportunities for both early activation and building a creative space suited to our community's needs.

Partnerships

Partnerships and community conversations will continue to be instrumental to both informing and advancing the ongoing work and evolving vision. The Olympia Arts Alliance Arts Space study (summarized in Appendix A) illustrates the strong community desire for the type of multi-use facility being proposed with the Armory building. Seventy percent of organizations surveyed said they had interest in utilizing some type of space in a new multi-use arts facility; with 54 organizations expressing interest in relocating to, expanding into, or launching a new enterprise in a new, multi-use arts facility in the City of Olympia; and 61 interested in renting space on a short term or occasional basis. Organization industries represented included arts education/instruction, music, performance art, art gallery/exhibition space/curatorial, festivals/events, and painting/drawing. This informs understandings of the needs and interests of community partners toward building the Armory: Creative Campus, and the importance of prioritizing partner relationships.

As an interdepartmental initiative there is an inherent path toward involving existing OPARD, ArCH, and CP&D partners as well as bringing on new community members and organizations. Potential partnerships could include:

Arts & Culture Organizations

Arbutus Folk School
The Bridge Music Project
Oly AHA
Olympia Arts Alliance
PARC Foundation
The Washington Center

Emerging and Existing Arts & Culture Organizations

K-12 Education

Avanti High School
Olympia School District

City Governments, and State Agencies

City of Lacey
City of Tumwater
Eastside Neighborhood Association
Heritage Commission
Olympia Arts Commission
Olympia Recognized Neighborhood Associations
PBIA
Washington State Arts Commission

Associations and Social Service Organizations

Housing Authority
Homeless Response
Olympia Downtown Alliance

Universities and Colleges

The Evergreen State College
SPSCC
St Martins University
University of Washington
Washington State University

Businesses

Creative Entrepreneurs including artists and makers
Restaurant Tenant

It will be helpful to identify potential organizations who are interested in various ongoing space uses such as event and program rentals or becoming anchor or incubator tenants in the space. Additionally, a community visioning process informed by an architecture firm could help further articulate and provide expertise to better inform the growing aspirations with the Armory: Creative Campus. This could be helpful in apprising specific space and programmatic needs, next steps, and how the community would like to fund the project.

Creating Capacity

Key strategies toward expanding capacity include a Cultural Access Tax and external funding opportunities. A **Cultural Access Tax** could serve as a key component for growth and long-term sustainability. In 2015, Washington State passed a Cultural Access bill (RCW.36.160) granting local governments the authority to create a Cultural Access Program in their county or city. Under such authority, revenue raised from a voter approved sales or property tax increase can be used to strengthen access to cultural, science, and heritage organizations and their activities, as well as enhance citizens' participation in their cultural events and programs. ([Website](#)) Cultural Access tax initiatives have been successful across the country as well as regionally.

In November 2018, Tacoma voters approved [Tacoma Creates](#) by 67.2%, passing in every reporting precinct. The sales tax increase, authorized under Tacoma Creates, went into effect April 2019, with the option to be renewed by Tacoma voters in seven years. The 0.1%, or 1 cent for every \$10, sales tax provides key support for arts, culture, heritage and science in Tacoma. *This has allowed Tacoma Creates to fund just under \$1 million to 58 organizations whose primary purpose is to advance or preserve arts, culture, heritage, and science*, as well as expand learning opportunities through high quality after school programming at 17 Tacoma schools and cultural organizations, and participatory budgeting in two targeted neighborhoods.

A Cultural Access tax in Olympia could have a wide-reaching impact. In addition to the types of uses seen in Tacoma, the bill allows funds to be used for capital expenditures, including real property acquisition. This could be instrumental in bringing the Armory: Creative Campus vision to fruition.

Two funding opportunities uniquely suited to this project are the Washington State Building for the Arts Grant, and the Our Town grant program by the National Endowment for the Arts.

Washington State Building for the Arts Grant ([link](#)) awards grants of up to \$2 million to performing arts, art museum, and cultural organizations for as much as 33% state match of eligible project costs for acquisition, construction, and/or major renovation of capital facilities. The deadline for the 2021-2023 grant cycle is August 6, 2020. The next opportunity to apply for the grant would be in 2022 for the 2023-2024 funding cycle. This resource could be considered as part of strategy for a major renovation of the whole facility in one funding cycle or as part of an incremental approach to renovation over multiple funding cycles.

Our Town is the **National Endowment for the Arts'** ([link](#)) creative placemaking grants program that awards up to \$150,000 in matching funds to support projects that integrate arts, culture, and design activities into efforts that strengthen communities by advancing local economic, physical, and/or social outcomes.

Successful Our Town projects ultimately lay the groundwork for systemic changes that sustain the integration of arts, culture, and design into local strategies for strengthening communities. These projects require a partnership between a local government entity and nonprofit organization, one of which must be a cultural organization; and should engage in partnership with other sectors (such as agriculture and food, economic development, education and youth, environment and energy, health, housing, public safety, transportation, and workforce development).

Funds are eligible for a variety of uses including for the design of cultural facilities. This includes the design process to support the creation of dedicated building/space for creating and/or showcasing arts and culture; spaces for artists to live and/or to produce, exhibit, or sell their work; and/or spaces where people congregate. Funds can also be used for artist and creative industry support such as creative business development and professional artist development. This resource would be extremely well suited for pursuing as an early next step. Deadline to apply is typically in early August for projects starting after July 1 the following year.

CONCLUSIONS & RECOMMENDED NEXT STEPS

The Armory: Creative Campus would be a worthy response to our Olympia communities' 30-year call to action. Building this cultural anchor and economic catalyst could have a far-reaching impact especially with communities and individuals needing support as we weather an unpredictable path toward recovery. For many the space and programs will provide a way forward, offering tools for individuals and organizations to shape their own futures, a space for all to come together, using creativity to heal and overcome current and emerging challenges. The Armory: Creative Campus will be a space where Olympia people can experience what it means to be in community.

After careful consideration City staff recommend exploring the acquisition of the Armory building for use as a community asset. An interdepartmental committee with staff expertise in Community Planning and Economic Development; Parks Arts & Recreation; and 214 years of combined professional experience have outlined recommended next steps. These include:

Next 6-18 months

- Enter negotiations with the military department to secure an option on the property
- Identify key partners to continue to inform vision
- Redraw the Creative District Boundary to include the Armory Building
- List the building on the National Registry of Historic Buildings
- Building appraisal and revitalization assessment
- Community visioning

Next 18-36 months

- Explore a Cultural Access Tax initiative in Olympia
- Acquire Building
- Begin self-sustaining programming and facility rentals through City programs and community partnerships
- Apply for an Our Town Grant with the National Endowment for the Arts in 2021 to provide for funds to design the facility

Next 36-48 months

- Facility Design
- Apply for a Building for the Arts Grant in 2022 for the 2023-2024 cycle for building revitalization and adapting for use as an arts facility

Appendix A

OVERVIEW OF STUDIES

For over three decades, Olympia citizens have expressed their ongoing desire for a dedicated center for the arts. It has consistently emerged as a community priority through various studies and feedback processes dating back to 1989, when the Olympia Arts Commission first identified the need and role of a dedicated arts facility in Olympia. Nine different City planning efforts illustrate the conviction that the arts are a powerful tool for strengthening culture, education, community building, equity, and the economy.

In 2007, an arts center feasibility study served to prepare the City for the opportunity when the timing and space would align for this purpose. Since then an arts center was added to the Olympia Parks Arts and Recreation and City Comprehensive Plans and has been further explored through various studies with Artspace Projects, Inc, as well as the City's 2018 ArCH study. In 2019, the National Guard announced the construction of a new readiness center to replace the Olympia Armory, making the Olympia Armory building available for other uses in 2021. Recognizing the Armory's potential to serve the community, an interdepartmental group of staff began to explore art center models in the Pacific Northwest and beyond.

The following is an overview of related studies, analysis and initiatives and how the Armory: Creative Campus could serve to fill a need and a long-held vision for the Olympia Community.

[1989 - Needs Assessment Study for the Olympia Arts Commission](#)

(Michael R. Pendleton and Nancy Leahy, organizational consultants, August 1989)

Study first identified the key role an arts facility would have in meeting the needs of artists, arts organizations, and the whole Olympia community. Including space needs such as:

- Studio and rehearsal spaces for artists
- Public gallery, rehearsal, and performances spaces for organizations
- Arts education consistently named a primary community need by local arts organizations
- Expanded art opportunities for the whole community identified as a community interest

The study laid the foundation for the City's current Arts Program. Elements of the study that continue to be echoed in community voices today are the need for expanded opportunities for arts education and programming available to the whole community, and a need for rehearsal spaces and studio access for artists, performers, and organizations. Almost twenty years later a follow up study was commissioned to determine if public art space was still a need, and in what form.

[2007 - Market and Feasibility Analysis for a Community Arts Center in Olympia Washington](#)

(Economic Research Associates, March 2007)

The ERA report created a workable art center concept and identified broad feasibility parameters so the City can effectively respond to any future development opportunities. The overall concept was based on the following guiding principles:

- *Include a broad range of arts programs and genres, honoring Olympia’s strength of arts diversity, and accommodating a variety of activities.*
- *Include flexible spaces and an exhibit area accommodating a range of exhibitions.*
- *There are adequate performing arts facilities in Olympia, affordability issues would not be solved with the development of another.*
- *Be operationally financially viable and maximize earned income potential.*
- *Create new 501(c)3 organization for fundraising. Operation possibilities include having the arts center run by a new non-profit, by the City of Olympia, or a hybrid between these two options. An existing arts organization should not manage the arts center.*
- *Offer a variety of classes and workshops for amateur and professional artists as well as the general public.*
- *Provide curriculum-related school programs to be eligible for public and private grants.*
- *Provide limited general use studio space for short term use.*
- *Locate the arts center on the Olympia waterfront and/or close to other downtown cultural facilities.*

The ERA report confirmed the ongoing need for an arts center and how it could specifically support community members, artists, performers, and organizations. It offers a roadmap rooted in sustainability for creating a hub to strengthen and support the broad array of arts disciplines and creative community uses. It also provides a preliminary non-site specific business plan structure which informs the business plan you will see later in this document; and it outlines key space needs and recommended facilities which identify the Olympia Armory building as one of a handful of spaces well suited for this type of facility.

[2009 - Pre-Feasibility Study for Artist Workforce Housing](#)

A community effort to support workforce housing for artists with the possibility of a ground floor arts center began in 2009, with a visit to Olympia from Artspace Projects, Inc., a national developer of affordable artist live/work spaces with 52 projects across the nation, 5 of which are in Washington State. The City conducted the pre-feasibility study in 2009 and supported the follow-up 2014 study conducted by the Olympia Artspace Alliance, a local non-profit organization established in 2011 which grew directly out of the 2009 effort.

[2014 - Olympia Area Artists and Arts, Creative and Cultural Organizations and Businesses Space Needs and Preferences Report](#)

(Prepared by Artspace Projects and Swan Research and Consulting)

In 2014, Olympia Artspace Alliance (OAA) continued their partnership with Artspace Projects, Inc. to assess space needs of artists, individuals, and cultural organizations working in the arts and creative industries in Olympia and the surrounding region. OAA gathered project support and funding for this effort from an impressive array of state and local partners including the Washington State Arts Commission, the Community Foundation of South Puget Sound, the Thurston County Chamber of Commerce, the Thurston County Economic Development Council, the Olympia Downtown Association and the Freas Foundation.

The results of OAA’s survey work reflect a need for spaces of all types. Key findings relevant to the development of a creative campus are the space needs of both artists and arts organizations, and the

strong community desire for the type of multi-use facility being proposed for the Armory building. Seventy percent of organizations surveyed said they had interest in utilizing some type of space in a new multi-use arts facility; with 54 organizations expressing interest in relocating to, expanding into, or launching a new enterprise in a new, multi-use arts facility in the City of Olympia; and 61 interested in renting space on a short term or occasional basis. Organization industries represented included arts education/instruction, music, performance art, art gallery/exhibition space/curatorial, festivals/events, and painting/drawing.

Integral partners in supporting a vision for a thriving creative ecosystem include artists *and* creative organizations. This study is pivotal in illustrating the fundamental needs of these groups and confirms their desire for a multiuse arts facility in Olympia.

The vision for an Armory: Creative Campus builds on the idea of a dedicated space for creative activities by expanding on the intentional way this space will serve the whole community. Outlined in the City's Comprehensive Plan are some of the ways the City plans to use the arts to guide continued regional growth.

[2014 - City of Olympia Comprehensive Plan](#)

The City's Comprehensive Plan is our community's guiding blueprint for how our values and priorities will shape Olympia's future growth. Heavy in community participation, many of the Comprehensive Plan's statements of strategy, goals, and intention amplify the messages of previous studies.

- *[Olympia will be] An arts magnet: The City will continue to sponsor and support music and art events and festivals, which attract residents and visitors from throughout the area. The City will take advantage of provisions in state law to fund art throughout the capital.*
- *Olympians value the role parks, open space, recreation and art play in our lives; as these contribute to our sense of community, and to our physical, spiritual and emotional well-being.*
- *Our community should continue to be an active center for arts and recreation – and grow and foster their development.*
- *Sustain and expand the role of arts in shaping the quality of life in Olympia and community culture. Olympians value neighborhoods with distinct identities; historic buildings and places.*

The Armory: Creative Campus would be a physical extension of the values and priorities listed above. It offers the opportunity to repurpose a historic building that already has deep roots in the community, transforming it into hub of creativity and innovation.

[2016 - Olympia Parks Arts and Recreation Department Strategic Plan](#)

On November 3, 2015, Olympians took a historic step to further enhance Parks, Arts and Recreation services. The Olympia Metropolitan Parks District (MPD) funding measure passed with more than 60% voter approval. The newly-formed MPD will ensure that the existing park system is well-maintained and remains safe and accessible. It will also provide the resources to meet expanding needs as Olympia grows substantially over the next twenty years. This community-driven update to the Parks, Arts and Recreation Plan provides the road map and funding plan to achieve that vision through the following actions:

- Acquisition of 417 acres of new park land

- An increase of more than 25% to our existing 16-mile trail inventory
- Elimination of the existing \$4 million major-maintenance backlog
- Management shift towards data-driven decisions with performance measures
- A strengthened commitment to the arts and to recreation programming
- More than doubled investment in safety and security of our parks and facilities

The plan outlines a specific strategy connected to the development of an Arts Center in Olympia. The Plan’s Capital Investment Strategy identifies \$4.6 million in MPD funds in 2017-2021 to support a high priority project. An Arts Center is one of four projects identified as a high priority project to utilize these funds. The Plan’s “Long Range Options (2022-2035)” section of the Capital Investment Strategy budgets \$1.5 million for an arts center in 2022-2035. The plan also outlines the overall strategic need for increased arts programming for the whole community.

Building on the goals of the Comprehensive and OPARD Plans, the following study was commissioned to explore the opportunities of a unified strategic approach to the role Arts, Cultures and Heritage can have in supporting the City’s strategic vision.

[2018 - Expanding the Arts Cultures and Heritage Profile in Olympia](#)
(Athena Group, 2018 Study)

ArCH Profile Executive Summary excerpt:

In early 2017, the Olympia City Council launched this effort to take a fresh look at the City’s commitment to arts, cultures and heritage – ArCH. The foundation for expanding the profile of ArCH is provided by the City’s Comprehensive Plan; the Downtown Strategy and the Parks, Arts & Recreation Plan. The City hired the Athena Group to lead a broad-based community process to provide research, options and recommendations to enhance the Olympia community’s offerings of and support for programs, activities and events in ArCH.

Recommendations to Expand the Profile of ArCH in Olympia include (Summary):

1. Create a new ArCH structure within City government.
2. Connecting ArCH requires creative work, skillful design, some start-up projects and an evolving vision.
3. Leverage the City’s commitment to ArCH through strategic partnerships throughout the community.
4. Make Olympia a regional center for ArCH.
5. Expand and improve available space for ArCH.
6. Grow local resources to support ArCH.
7. Develop metrics to measure performance and track the arts, heritage and cultures in, of and for our community.

One of the most powerful aspects of the ArCH study were the community leaders, the ten resource committee members who represented over twenty local, regional and state organizations. Their collective voice outlined the key role an arts center plays in expanding and improving available space for arts, culture and heritage programs, activities and initiatives. The plan directs “City leadership and community partners (to) pull together to meet the facility needs for ArCH activities, and to implement related goals of the Comprehensive Plan and Downtown Strategy,” referring to an art center as part of the Comprehensive Plan, as well as highlights the need for “ Additional public and private funds ... to support growth in ArCH.” The study highlights the importance of accessible public space to support

individuals and organizations engaged in the arts and humanities and identifies strategies for elevating arts, cultures and heritage in Olympia.

One of the first City ArCH strategies was to leverage the Washington State Arts Commission's (ArtsWA) newly developed Creative District Program, to help turn cultural activities into economic growth. Olympia's identified creative district is designed to magnify the City's downtown as a thriving space for artists, makers and creative industries.

[2019 - Olympia Downtown Creative District](#)

The Creative District, a 30-block area of downtown Olympia, is where creativity and innovation thrive most visibly in Olympia. The area is home to over 150 creative venues and businesses that reflect Olympia's unique character, authenticity, and fresh thinking, and directly support artists and creative workers. Together they form energetic creative hubs for connection, making Olympia an exciting place to live, work, and explore.

Creative District designation is a vehicle to encourage the continuation of creativity and innovation in the district and to overflow into surrounding areas & beyond. It can be used to support growth of current artists & businesses, attract innovative startups, create jobs, strengthen a cohesive community downtown, and promote Olympia as a great place to be.

The growing vision for the Olympia Creative District:

- A place for artists to live and work, with affordable spaces for makers and creators
- A diverse economic hub inspiring growth and expansion of existing and emerging artists and businesses
- Spaces filled with historic character and adaptive reuse of underutilized spaces
- Retain, promote and encourage Olympia's quirky, vibrant, and artistic community

The Creative District is able to support strategies for use of underutilized spaces. A creative campus would provide scaffolding to innovative entrepreneurs and arts organizations to support them in being better positioned to activate these spaces. The campus will be a key resource to artists and makers through dedicated maker/tech labs and access to specialized training and equipment, serving an important role in workforce development and skill building. Shared office and programming space would provide an incubator to emerging arts organizations and creative start-ups, and enable cross-pollination of ideas and support.

As we continue to explore the possibilities, engaging the surrounding community and neighborhood is essential. An important piece of the current overview is alignment with the Eastside Neighborhood Association's strategic goal to transform the Armory into a community asset.

[2019 – City of Olympia Eastside Subarea Plan](#) (City Council Subarea Plan Acceptance, January 2020)

The City of Olympia's 2014 Comprehensive plan enables and encourages a grassroots process where recognized Neighborhood Associations, composed of local residents, businesses and community organizations, help to set priorities for how their neighborhood will grow and develop. This process, known as Subarea Planning, gives neighborhoods the chance to collaborate with the City to shape future

development in alignment with neighborhood interests and values, while remaining consistent with the City's Comprehensive Plan.

From 2017-2019 the Eastside Neighborhood Association developed a Subarea Plan that includes four action plans consistent with the Comprehensive Plan goals and policies. The fourth action plan specifically identifies the Olympia Armory building as part of an Action Step toward improving the quality of life for all residents through community connections. As outlined in Action Step 4.1.1.2 the plan outlines *Work(ing) with partners to pursue acquisition of the National Guard Armory for the purpose of converting the building into a community asset.* (pg. 23) This subarea plan was accepted by council in January 2020.

2020 - Regional Site Visits

While Olympia's vision is unique to our community, looking at regional models can offer guidance towards best practices. Community arts spaces vary widely in use and objective, and the Pacific Northwest is home to many successful examples as seen in recent regional site visits. City staff began visiting some of these facilities in 2019 to help further research possibilities of an art center in Olympia.

This research has allowed the City to:

- Further explore the ways that communities are served by arts and cultural centers
- Understand operational models for running them
- Better assess Olympia's needs
- Prepare for this emerging opportunity

These site visits are illustrating how community art centers:

- Encourage community partnerships
- Provide access to specialized training and equipment for artists and creative entrepreneurs
- Offer affordable live-work spaces for artists
- Create incubator spaces for emerging artists, businesses and arts organizations to grow
- Support creative reuse of historic buildings
- Provide affordable access to the arts for a wide range of community members
- Utilize a variety of operational and funding models

Locations visited include:

Multnomah Art Center, Portland, OR
Portland Center Stage at The Armory, Portland, OR
Pratt Fine Arts Center, Seattle, WA
Youngstown Cultural Arts Center, Seattle WA

Recent site visits together with three decades of planning have shaped the framework for a creative campus in Olympia, one that includes incubator spaces, resident organizations, artist in residence live/workspace, makers labs, and a progressive arts education experience.

As we outline studies and city planning that have led to the Armory: Creative Campus, an overview would not be complete without addressing the global virus pandemic COVID-19, the recent and emerging effects it has had on local and world economies, and the Recovery Plan set forth by Washington State to guide in rebuilding in the days ahead.

[2020 - Washington COVID-19 Recovery Plan](#)

(Office of the Governor Jay Inslee, policy brief, April 21, 2020)

On February 29, 2020 Washington Gov. Jay Inslee declared a state of emergency in response to the COVID-19 pandemic *and rolled out a series of measures that ultimately led to the statewide Stay Home order on March 23. The order prohibited all non-essential businesses and travel as well as all social, recreational and religious gatherings.* On April 21, 2020 Gov. Inslee announced the Washington COVID-19 Recovery Plan and phased approach to returning to public life in Washington state.

The phased approach includes:

4. Protect the Health and Safety of Washingtonians
5. Facilitate a Safe Start and Transition to Economic Recovery
6. Support All People and Communities

The Armory: Creative Campus could provide a strategic path toward *a Safe Start and Transition Into Economic Recovery, as well as Supporting All People and Communities.*

Economic recovery could be supported through an arts organization and creative business incubator as well as workforce development programs. Programs could make it easier for workers to navigate the new economy; find new jobs through training & upskilling; and offer support in areas of critical need. It could also support the creation of new jobs through entrepreneurship and small business development, providing small businesses and organizations with the tools they need to thrive in uncertain times.

As a community center and multi-use gathering space, the Armory: Creative Campus would provide direct access to social and emotional support through programming and progressive education opportunities rooted in the arts. Programs would not only counteract social isolation, they could help ensure equitable access to social and emotional resources, as well as offer supports for stress and anxiety. In addition, they could offer education supports through innovative approaches to academic learning, and help prevent educational disparities caused by COVID-19.

As our community confronts the effects of this global pandemic, the arts have a strong role to play in recovery and can firmly support the state and City of Olympia in building a prudent way forward.

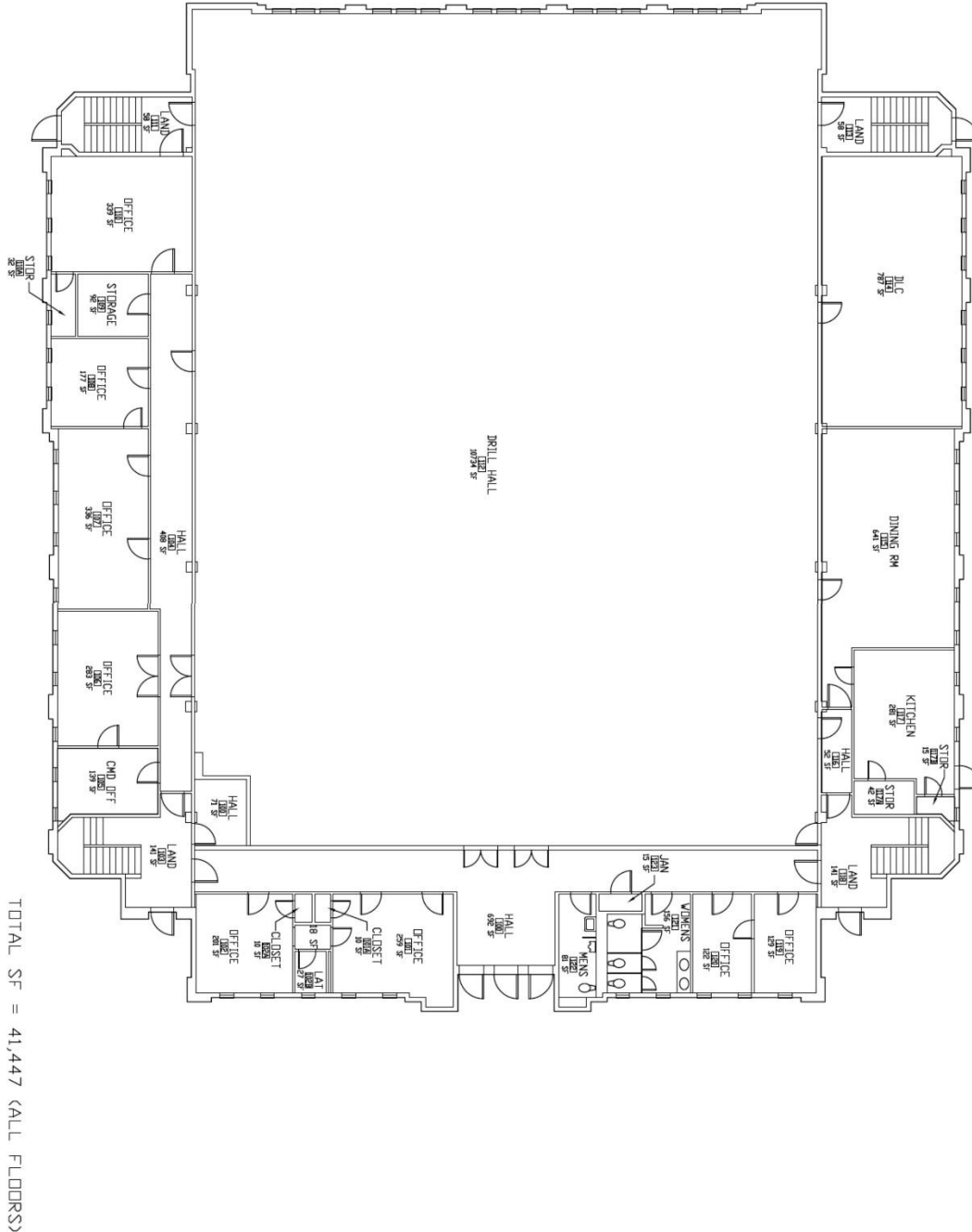
[Overview of Studies Wrap Up](#)

Art centers are cultural anchors and economic powerhouses in the communities they serve both locally and globally. Olympia community members have recognized this for three decades, established through this overview of studies. Although it is not unusual for the stars to take this long to align, as seen in the 23 years to build a new Olympia City Hall or the 22 years it took to create the expanded Olympia Farmers Market location, it is important to recognize that the last 31 years have led to this moment of action. The time is now to create a dedicated arts facility in Olympia.

Appendix B

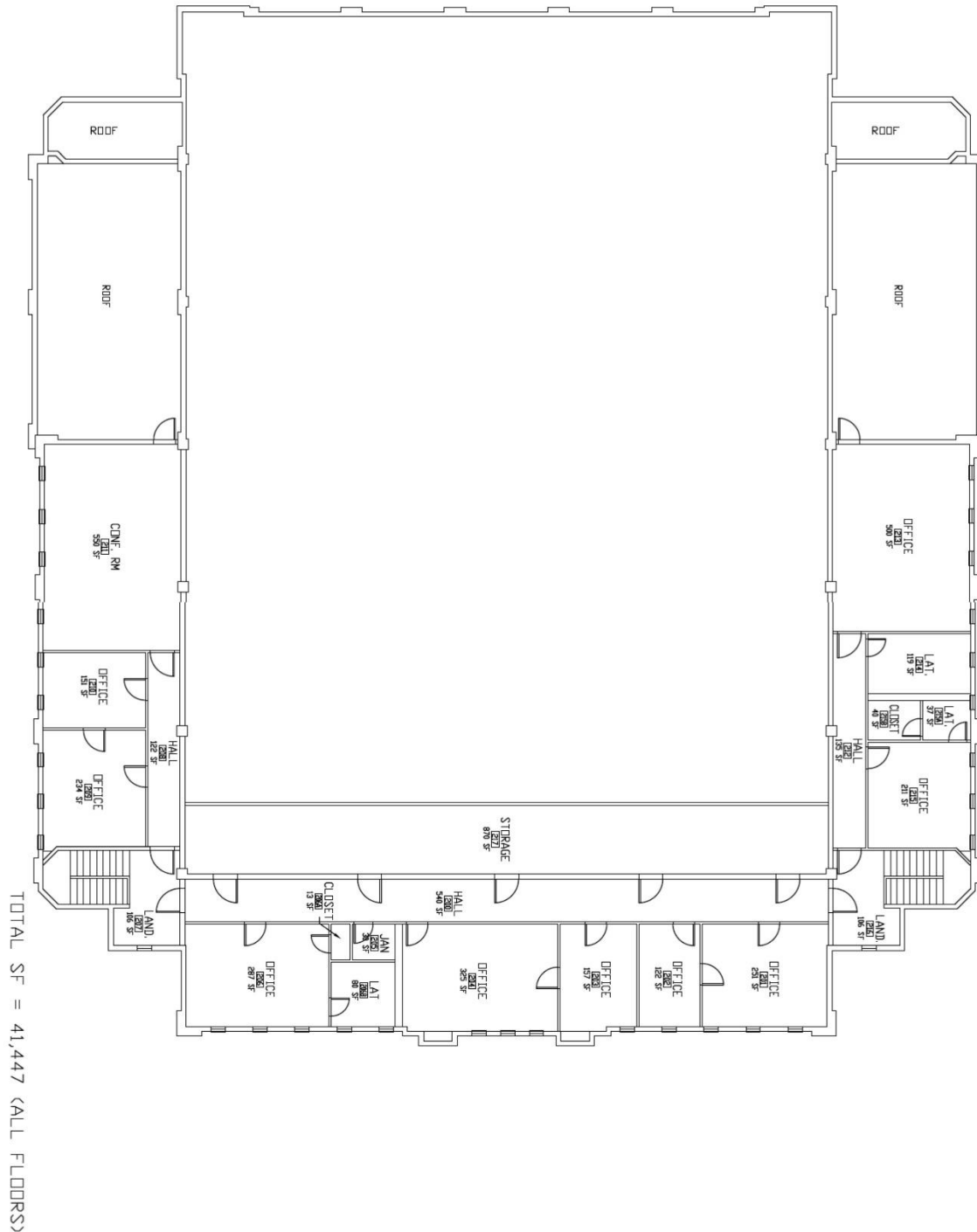
FLOOR PLANS OF THE OLYMPIA ARMORY

First Floor



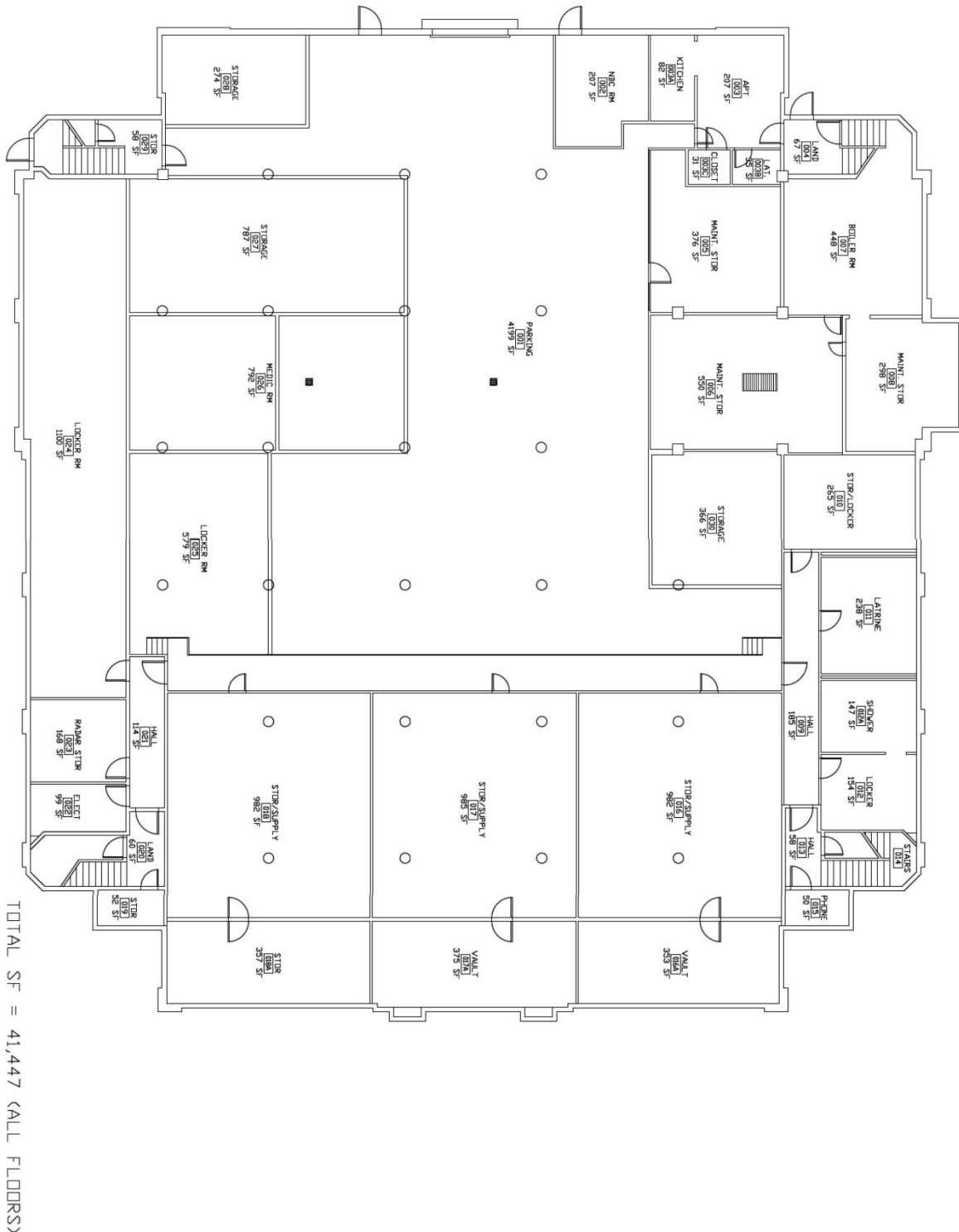
PROJECT NO:	PROJECT TITLE:	DRAWING NO. 53A85_1_1STPLAN	REVISION: DATE: 9-15-11
SHEET NO: 1 OF 1	OLYMPIA BUILDING NO. 1 1ST FLOOR PLAN	FACILITY ENGINEER DIVISION BUILDING 36 - CAMP MURRAY TACOMA, WA 98430-5052	APPROVALS: USER: P.M.: F.M.G.: AGENCY DIRECTOR:
STATE OF WASHINGTON - MILITARY DEPARTMENT		ARMY NATIONAL GUARD	

Second Floor



PROJECT NO:	PROJECT TITLE:	DRAWING NO. 53A85_1_2NDPLAN	REVISION:
SHEET NO: 1 OF 1	OLYMPIA BUILDING NO. 1 2ND FLOOR PLAN	FACILITY ENGINEER DIVISION BUILDING 36 - CAMP MURRAY TACOMA, WA 98430-5052	DATE: 9-15-11
STATE OF WASHINGTON - MILITARY DEPARTMENT - ARMY NATIONAL GUARD		APPROVALS: USER: _____ P.M.: _____ F.M.D.: _____ AGENCY DIRECTOR: _____	DESIGN: _____ DRWN: _____ CHKD: _____ DATE: 2-27-03

Basement



PROJECT NO	PROJECT TITLE:	DRAWING NO.	REVISION:
SHEET NO	OLYMPIA BUILDING NO. 1	53A85_1_BSMTPLAN	DATE: XX-XX-XX
1 OF 1	BASEMENT FLOOR PLAN	FACILITY ENGINEER DIVISION BUILDING 36 - CAMP MURRAY TACOMA, WA 98430-5052	DESIGN: DRWN: CHCK: DATE: 2-27-03
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Appendix C

OVERVIEW OF COMMUNITY VALUES

Included in this section are the values and/or principles from the City of Olympia Comprehensive Plan; Olympia Parks, Arts and Recreation Strategic Plan; and the Arts Culture and Heritage Study. These were thoughtfully developed through various community input processes.

Olympia Values Identified in the City Comprehensive Plan

Public Participation and Partners

Olympians value their right to participate in City government, and to engage in meaningful, open and respectful community dialogue regarding decisions that affect our community.

Our Natural Environment

Olympians value our role as stewards of the water, air, land, vegetation, and animals around us, and believe it is our responsibility to our children and grandchildren to restore, protect, and enhance the exceptional natural environment that surrounds us.

Land Use and Urban Design

Olympians value neighborhoods with distinct identities; historic buildings and places; a walkable and comfortable downtown; increased urban green space; locally produced food; and public spaces for citizens in neighborhoods, downtown, and along our shorelines.

Transportation

Olympians want a transportation system that can move people and goods through the community safely while conserving energy, and with minimal environmental impacts. We want it to connect to our homes, businesses and gathering spaces and promote healthy neighborhoods.

Public Health, Parks, Arts and Recreation

Olympians value the role that parks, open space, recreation and art play in our lives; as these contribute to our sense of community, and to our physical, spiritual and emotional well-being.

Economy

Olympians recognize the importance of our quality of life to a healthy economy. We value our status as Washington State's capital, as well as our community businesses, as a source of family-wage jobs, goods and services, and various other contributions that help us meet community goals.

Public Services

Olympia residents value the protection our police, fire, and emergency medical services provide. They also support codes that enforce the City's efforts to maintain

neighborhood quality, adequate and affordable housing for all residents, community gathering places, and recreational centers.

Olympia Values Arts Culture and Heritage as essential to:

Shared History

- History is a continuum reaching back and looking forward
- Heritage is not just the built environment, but embedded in sense of place and community

Healthy Community

- ArCH promotes community vitality by supporting shared experiences that bring people together to create, celebrate and foster connections and partnerships.
- ArCH is nutritious – essential to health, a basic need, formative, and supporting.
- ArCH informs and infuses our work – social, environmental, economic, political, justice.

Equity, inclusion and social Justice

- Diversity, equity and inclusion are valued and honored.
- ArCH belongs to and is accessible to all.

Significance of Place

- Downtown Olympia is the region’s economic, social and cultural center.
- Olympia’s sense of place depends on shared culture.

OPARD seeks to enrich Olympia’s quality of life through:

- Environmental stewardship
- Strengthening community connection
- Creating neighborhood identity
- Fostering artistic expression
- Beautifying our City

Eastside Subarea Plan

Eastside Neighborhood Association



City Council Subarea Plan Acceptance Date

January 2020

Acknowledgment - Subarea Plan Participation & Assistance

Olympia City Council Members

Mayor Cheryl Selby
Jessica Bateman
Jim Cooper
Clark Gilman
Nathaniel Jones
Lisa Parshley
Renata Rollins

Previous Council Members

Julie Hankins
Jeannine Roe

Olympia City Departments

Administrative Services
Community Planning and Development
Parks, Arts and Recreation
Police Department
Public Works

City Committees

Planning Commission
Land Use and Environment Committee

Neighborhood Organizations

Eastside Neighborhood Association (ENA) Board
Olympia Northeast Neighborhoods Alliance (ONNA)
Olympia Council of Neighborhood Associations (CNA)

Town Hall Venues

First United Methodist Church of Olympia
Swantown Inn
Olympia Elks Lodge #186

CP&D Liaisons

Leonard Bauer, CP&D Asst. Director
Stacey Ray
Katie Pruitt
Marygrace Goddu
Lydia Moorehead

Other Individuals

Rich Hoey, Public Works Director
Woody Shaufler, CP&D GIS Specialist
(provider of maps and data pages)
Paul Horton, Town Hall Facilitator
Nathan Allan, Survey Development

ENA Board Members – 2017, 2018, 2019

Brian Brannies, 2019 President
Sheena Pietzold, 2018 President
Sam Green, 2017 President
Nathan Allan
Brad Archbold
Sherry Chilcutt
Amy Hill
Roger Horn
Jim Rioux
Jim Sweeney
Charlotte Claybrook
Jason Gacek
Shanti Mai

Subarea Plan Core Team

Cheryl Bayle
Roger Horn
Jim Keogh
Jim Rioux
Jim Sweeney
Nathan Allan

And thanks to all of the neighborhood residents who attended Subarea Planning Committee and Town Hall meetings and those who submitted responses to the Subarea Plan surveys!

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Purpose of the Subarea Plan

Mission: To further the goals, policies and values of Olympia’s Comprehensive Plan at the neighborhood level. This plan strives to include a broad and diverse neighborhood participation in order to improve our neighborhood in the areas most important to our neighborhood. These include, but are not limited to, the topics addressed in the Comprehensive Plan:

- Public Participation
- Natural Environment
- Land Use and Urban Design
- Transportation
- Utilities
- Public Health, Parks, Arts and Recreation
- Economy
- Public Services (Police, Fire, Emergency Medical, etc.)

Vision: The plan will lay the foundation for a neighborhood that is more inclusive, united and cohesive, thus helping to achieve an improved quality of life for all people who are a part of our community.

Consistency with Olympia Comprehensive Plan Policies

The City of Olympia’s 2014 Comprehensive Plan allows for and encourages a grassroots process whereby local residents, businesses and community organizations work together in partnership with the City to help shape how neighborhoods grow and develop. The process, known as Subarea Planning gives neighborhoods the chance to collaborate with the City to help shape their future development in alignment with neighborhood priorities, while remaining consistent with the City’s Comprehensive Plan.

Each of the four action plans developed as part of the Eastside Subarea Plan are consistent with the Comprehensive Plan goals and policies. The process included extensive public participation through four town hall meetings, five subarea surveys, involvement of residents on the Core and Planning teams, presentations at annual general membership meetings and information about the plan on the Eastside Neighborhood Association (ENA) website (www.eastside-olympia.org). Throughout the process, we received input from City staff, including members of Community Planning and Development, Public Works, Utilities and Police. More details about the public’s participation are provided in the profile sections below.

The four action plans are entitled Housing, Density, Growth and Neighborhood Character, Public Works and Infrastructure, Crime Prevention and Safety Enhancement, and Community Connections. The action items in these plans address components within all of the Comprehensive Plan chapters listed in the mission statement above. We believe that all of the action items are consistent with the Comprehensive Plan goals and policies and will help to achieve those goals and policies.

Public Participation

Eastside Neighborhood Board: The original by-laws of the Eastside Neighborhood Association (ENA) were adopted September 1983. Since 1990 the by-laws have required that an annual meeting be held in February and open to all neighborhood members. One of the purposes of the annual meeting is the election of members to the Board of Directors. The by-laws state that the Board of Directors shall consist of 10 to 20 members. All board members must be members of the Association and are expected to attend general meetings. Any person that lives within the Eastside Neighborhood boundaries is eligible to be a member. Member dues are accepted, but not required.

Planning Committee: The Subarea Plan Core Team was established in July 2017 and has met regularly through June 2019. The Subarea Plan Launch meeting, open to all neighborhood members, was held on August 16, 2017. A Planning Committee was established at the launch meeting and met monthly for about one year. As the draft plan was developed, the Subarea Plan Core Team met as frequently as weekly through November 2019 to complete the document.

Communications Plan: In August and September 2017 the ENA Board, Planning Committee and Core Team put together a plan called the Eastside Neighborhood Outreach and Involvement Strategy. This Plan addressed the following objectives:

- Outreach and engagement will result in stakeholders having confirmed, refined and/or added to the goals, actions and metrics for the Subarea Plan.
- Identify existing or new relationships with potential partners that can contribute to progress on goals and actions.
- Use many different outreach methods to engage and inform stakeholders.
- Encourage and provide opportunities for stakeholders not normally represented in city planning to participate in developing the Subarea Plan.
- Continue to inform stakeholders about progress on goals and actions after the initial planning process is complete.

Town Halls: Following the August 2017 Launch meeting, the ENA held four town hall meetings to inform neighborhood members and receive their input.

Town Hall Meeting #1 – November 3, 2017: A professional facilitator led the meeting. Attendees divided into groups and were asked to answer four questions:

- What makes a great neighborhood?
- What matters most to you about your neighborhood?
- What concerns you most about what's happening in your neighborhood?
- What can be done today to help with those concerns?

The responses to these questions created the foundation for the Subarea Plan.

Town Hall Meeting #2 – March 8, 2018: This meeting was based on the first of four action plans entitled: Housing, Density, Growth and Neighborhood Character. The core questions were:

- What matters most to you about our neighborhood (housing, development density, neighborhood character, etc.)?
- What concerns you most?
- What are some of the promising opportunities to make the Eastside Neighborhood an even better place?

In addition, information was provided on results from the first Subarea Plan survey (described below), the Missing Middle Housing process and findings and housing-related data compiled by the Core Team member.

Town Hall Meeting #3 – August 4, 2018: This meeting took place at the annual neighborhood picnic held in 2018 by the ENA. The City's Public Works director attended the picnic and responded to questions and comments from attendees who spoke with him. Attendees also wrote comments on a flipchart. Following this meeting, the Director and several Public Works staff came to Core Team meetings to discuss the issues that came up at the picnic town hall.

Town Hall Meeting #4 – June 8, 2019: The main purpose of this meeting was to prioritize the action items that were included in the four action plans. The meeting facilitator and Core Team members provided summaries of survey responses (approve, modify, or reject) and comments from four action plan surveys (see below). Each of the surveys included about 30 actions. The attendees were asked to select 10 of the actions from each of the four action plans as the top priorities and suggest when they should be worked on: near-term, medium-term, or long-term.

For the purposes of this plan the following definitions apply:

- Near-Term - Within one year
- Medium-Term - Two to three years
- Long-Term - Greater than 3 years

Neighborhood signs: Signs were posted around the neighborhood to inform community members about each of the town hall meetings and the initial survey.

Direct mailings: In January 2018 the Board sent a letter to all neighbors suggesting they become active in the community, informing them about the Subarea Plan and encouraging them to share their ideas and insights in the initial Subarea Plan survey. The City provided a grant to pay for the printing and postage costs.

Website & social media: Throughout the process, Subarea Plan information was provided to neighborhood members on the ENA website, Facebook and Nextdoor listserv emails. Included on these media sites were notifications regarding the plan process, town hall meetings and the five surveys. Each message encouraged neighborhood members to participate in the events and surveys to help create a successful plan.

On-line surveys: During the Subarea Plan process, we created and distributed five surveys using Survey Monkey. The survey results were shared at town hall meetings.

Initial Survey: This survey was distributed in late 2017 and early 2018. Responses were collected through February 2018. We received 110 responses.

This survey focused on the following questions:

- What do you like about our neighborhood?
- What concerns do you have about our neighborhood?
- What topics or issues about our neighborhood should we address in our Subarea Plan? (Options provided)
- What are your priorities? (Options provided)
- Do you have any ideas for ways in which our neighborhood can address these priorities?

Action plan surveys: As action plans were developed we conducted surveys asking people to review specific action steps and either accept, reject, or suggest a modification to each action step.

Action Plan Survey #1 – Housing Density and Character: Distributed in February 2019; 32 action items; 36 survey responses.

Action Plan Survey #2 – Public Works, Services and Infrastructure: Distributed in March 2019; 28 action items; 16 survey responses.

Action Plan Survey #3 – Crime Prevention and Safety Enhancement: Distributed in April 2019; 28 action items; 22 survey responses.

Action Plan Survey #4 – Community Connections: Distributed in May 2019; 32 action items; 23 survey responses.

The five on-line surveys asked for input on 120 Action Steps. All together there were 207 individual responses and 271 written comments.

Action Plan Town Hall: On June 8, 2019, the Planning Committee held a town hall meeting to get input on the proposed action steps. The committee sought input on whether or not to include an action step, priority of action steps, partners and appropriate term (near, medium, or long) for implementation of each action step. This input was used to help develop the final Action Plans. *(See Exhibit 3: June 8, Town Hall Meeting Charts)*

Plan Development

ONNA Subarea Plan: Our Planning and Core Team Committees reviewed the elements and results of the Olympia Northeast Neighborhoods Alliance (ONNA) subarea plan through letters sent by ONNA (2.23.15) and Mayor Stephen Buxbaum (7.7.15) and the text provided on the ONNA website.

In addition, the ONNA plan was referred to in the letter from Mayor Cheryl Selby (8.15.17) that approved the Eastside Subarea Plan process. *(See Exhibit 1: City Council Correspondence)*. The letter included a section referred to as “Lessons Learned from Subarea A” that recommended greater detail on action steps, lead parties and potential partners and identifying priorities for strategies and actions included in the plan.

Charter: The Eastside Neighborhood Subarea Plan Charter was accepted by the City Council on August 15, 2017. *(See Exhibit 2: Charter)* The charter addressed the following items: purpose, mission and vision, stakeholders/partners, scope and objectives, planning committees, plan approval, meeting frequencies, communication and engagement and implementation.

Core Team: As stated in the charter, the Core Team members were selected from the Planning Committee and are responsible for ensuring that the Committee has the information it needs to develop the plan, ensuring that research is completed, gathering and drafting documents for Committee meetings, making connections with the neighborhood, developing drafts of Subarea Plan components, communicating with the Board, work with City staff and other groups and carrying out additional tasks identified by the Committee.

Planning Committee: As stated in the charter, members of the Committee were selected by the Board and are responsible for attending Committee meetings, participating in group discussions, assisting with research, reviewing data, establishing means for informing and getting input from community members and developing Subarea Plan recommendations.

Partners: As stated in the charter, partners were to include:

- Olympia City Council, Planning Commission and Citizen Advisory Committees
- City Manager, Executive Team and Staff
- Community Planning and Development and other City departments
- Eastside Neighborhood Board of Directors (Board)
- Eastside Neighborhood at-large, including for example residents, businesses, religious groups, schools, non-profit organizations and associations
- Adjacent Neighborhoods
- Coalition of Neighborhood Associations

Implementation: As stated in the charter, it is expected the Subarea Planning process will continue after finalization of the plan through ongoing engagement of Board members, Committee members, City representatives and neighborhood residents.

Updates: Every two years Board members and neighborhood members will review and make adjustments to the Subarea Plan, evaluate and share metrics included in the plan and communicate changes to members of the neighborhood residents and the partners identified in this plan.

Eastside Subarea Description

Boundary: The Eastside Neighborhood Association’s geographic area is bounded by 4th Avenue, Pacific Avenue, Boulevard Road, 7th Avenue, Chambers Street, 9th Avenue, Steele Street, Interstate 5 and Eastside Street.

History: Our neighborhood contains single-family homes, duplexes, small apartment buildings and businesses. Houses in the neighborhood date from the turn of the 20th century through the current day. Older Eastside residences are a mix of workingmen’s cottages and middle-class bungalows, with a few notable 1880s and turn-of-the century Victorian homes.

Originally separated from Downtown Olympia by a tidal slough, this district was first known as Swantown, named after Scottish immigrant John Swan who settled here in 1850. Together with Edmund Sylvester, Swan helped plat the City of Olympia. He then claimed the 320 acres east of the tideflats up the hill to Boundary

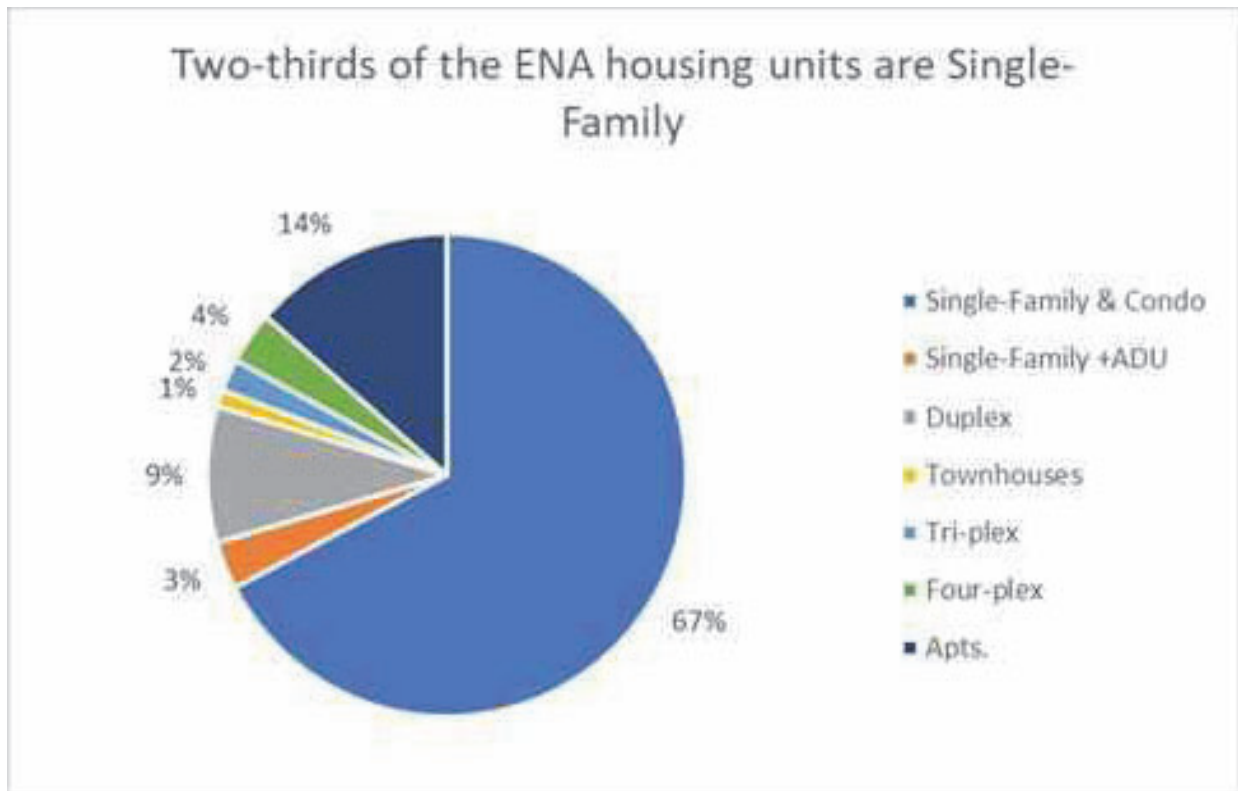
Street. The small settlement was connected to Olympia by a wooden bridge on 4th Avenue about 1856. The William and Sarah Ayers Addition extended from Boundary to Fairview and the James and Sarah Head Subdivision extended from Fairview to Boulevard (*See Map 2: Subdivisions*). These additions were annexed into the City in 1886, 1930, 1940, 1947 and 1973 (*See Map 3: Annexation History*).

Early Eastside development consisted mainly of small household farms and orchards. More homes and businesses followed, especially after electric streetcars began running up 4th Avenue in 1892. Up until the 1930s, streetcars connected the Eastside to Downtown, south Olympia, Tumwater and the Westside. By 1911 the Swantown Slough had been filled, connecting the Eastside directly to Downtown. The period from 1900 to 1940 saw major residential growth in the Eastside in large part due to the convenience of travel between homes and workplaces, such as the shipyards and warehouses on the waterfront. Another growth spurt occurred after World War II in the general area south of 7th Avenue and east of Fir Street.

The neighborhood contains many historic homes, public buildings and trees (*See Map 4: City Landmarks, and Map 5: Historic Properties*). Notable among the public buildings are the Old Washington School (now the Knox Administration Building) designed by Joseph Wohleb and built in 1925, and the Olympia Armory designed by Wohleb and Roland Borhek and built in 1938. The Armory is currently occupied by the Washington National Guard but they are planning to vacate the building and move to a new Readiness Center in Tumwater. The fate of this facility after the Guard moves is uncertain. The community has enjoyed a beneficial relationship with the National Guard and the facility has been used for numerous community events over the years. The 1938 building, which played an important role in coordinating the efforts of aircraft spotters during World War II, has distinct architectural as well as historical features (*See Action Step 4.1.1.2*).

Zoning and Land Use: Current Eastside zoning includes Two-family Residential (R-6-12) between Eastside and Boundary Streets, Professional Offices/Residential Multifamily (PO/RM) on Eastside Street and 12th Avenue, and a High-Density Corridor (HDC-1 & HDC-2) adjacent to and south of 4th Avenue. The adjacent High-Density Corridor north of 4th Avenue is in the Bigelow Highlands and Upper Eastside Neighborhoods. The remainder of the neighborhood is zoned Single-Family Residential (R-4-8) (*See Map 6: Current Zoning*). The Future Land Use map of the subarea shows the aforementioned Urban Corridor, Professional Office and Multi-family Housing and Low-Density Neighborhoods classifications (*See Map 7: Future Land Use*).

Currently, of the neighborhood's 1,250 housing units, two-thirds are single-family and condominiums and one-third is a mix of apartments, townhouses, fourplexes, triplexes, duplexes and single-family plus an ADU.



The average single-family home is 1,317 square feet and sold for \$238,000 in 2017. This is about 20 percent below average housing prices in all of Olympia. Given these valuations and mix of housing types, it is no surprise over half (53 percent) of the neighborhood’s housing units are rentals, making the Eastside a major source of affordable housing.

The Eastside Neighborhood is one of the most densely developed of Olympia’s residential neighborhoods. Over 30 percent of the land in the neighborhood is being used for municipal and social services (schools, offices, group homes and homeless shelters, churches and government facilities). Less than seven acres (2.5 percent of the neighborhood) is set aside as parks. The 155 acres being used for residential units (60 percent of the neighborhood) have over eight units per acre. There are less than 19 acres of vacant land left to be developed in the neighborhood and development of those acres is hampered by watershed issues or lack of sewer infrastructure.

Many of these properties are on septic. Of the approximately 100 homes in the Eastside with on-site sewage disposal systems, 77 are located in the south portion of the neighborhood near I-5 (*See Map 8: Sewer and Septic*).

Natural Features: Soils in the neighborhood are mostly Yelm Fine Sandy Loams and Everett Very Gravely Sandy Loams. The Yelm series consists of very deep, moderately well drained soils formed in glacial outwash. The Everett series is a similar glacial outwash soil except it is somewhat excessively drained.

Overall slopes range from zero to about 30 percent. Olympia’s 2014 Open Space and Environmentally Sensitive Areas map shows an area of steep slopes located generally south of 7th Avenue and west of McCormick Street. The steep slopes are easily seen from Madison Scenic Park.

Prior to European settlement native vegetation would have consisted of Douglas-fir, red alder, western red cedar, western hemlock and bigleaf maple with an understory of salal, Oregon grape and Cascade Oregon grape, trailing blackberry, red huckleberry, western and hairy brackenfern, western swordfern, salmonberry, Nootka rose, oceanspray, and orange honeysuckle.

Olympia's 2014 Drainage Basins map shows two primary drainage basins in this area, Indian and Moxlie. Indian Creek flows to the east and south of the neighborhood. Moxlie Creek flows out of Watershed Park to join with Indian Creek on their way to Budd Inlet's East Bay (*See Map 9: Drainage Basins*).

Whereas many Olympia neighborhoods are within easy walking distance of community parks and open space amenities such as Priest Point, Watershed, Mission Creek and LBA Woods, Eastside residents are limited to two small neighborhood parks, Lions Park and Madison Scenic Park. The 2016 Parks, Arts and Recreation Plan found there is a strong demand for trails and natural open space areas. The study also showed that water quality, wildlife habitat, public access and scenic value were important reasons to preserve open space. Olympians requested that the City "Buy open space/natural areas" and "Buy land while it's still available."

The Eastside has this type of opportunity. From its origin in Bigelow Lake, Indian Creek flows approximately three miles to Budd Inlet. It crosses under I-5 near the Puget Sound Energy (PSE) facility on Pacific Avenue, follows the Woodland Trail, re-crosses I-5 south to north, passes through the southwest corner of the Eastside neighborhood and enters an underground pipe near 12th Avenue and Eastside Street. Like many urbanized stream corridors, segments of this one have been degraded. However, the portion of Indian Creek running through the southwest corner of the Eastside neighborhood spreads out and forms a large wetland. Because of the limited development in this area, the stream and its associated wetlands and wetland buffer areas presents an excellent opportunity for habitat preservation and ecological restoration (*See Map 10: SW Corner of Eastside*).

The majority of the wetlands and wetland buffers are located on four parcels totaling about 9½ acres. Three of the parcels are owned by one party. With the addition of an undeveloped right-of-way, the area available is a little over 10 acres. This area could provide a close-in opportunity for the community to experience and connect with flora, fauna and natural habitats, including substantial stream and aquatic habitats. Trail development could allow public access. Less sensitive portions of the site may be appropriate for recreational activities such as a community garden or dog park. The Subarea Plan proposes the creation of a collaborative process involving the neighborhood, the Parks and Public Works Departments, organizations and individuals from the rest of the City and others to develop an appropriate long-term plan to acquire and preserve the land and associated resources (*See Action Step 1.1.1.4*).

Action Plans

Action Plan 1: Housing, Density, Growth and Neighborhood Character

We imagine the Eastside neighborhood as an attractive and inviting place where families want to bring their children, with a truly multi-modal transportation system where pedestrians, bicyclists and transit riders feel safe and comfortable. We imagine a diverse multi-cultural neighborhood with affordable housing that welcomes those who want to live, volunteer or start a new business. A place which one can easily experience Olympia’s economic opportunities and culture.

The Eastside neighborhood will continue to be a distinct, special place within Olympia where residents and visitors alike want to stop and spend time.

Moving forward with the implementation of the Eastside Subarea Plan, the Community will need to call upon a diverse set of resources including funding sources for high-impact projects. With the allocation of time, strategic investment and ongoing efforts to engage Eastside residents, business owners and community organizations, the goals of the Subarea Plan are more than attainable.

GOALS, OBJECTIVES AND ACTION STEP	TERM
GOAL 1.1: ENCOURAGE RESPONSIBLE DEVELOPMENT TO MAINTAIN NEIGHBORHOOD CHARACTER	
OBJECTIVE 1.1.1: ENSURE GOOD BUILDING DEVELOPMENT AND DESIGN AND BEST USE OF NEIGHBORHOOD PROPERTY.	
Action Step 1.1.1.1: Request the City amend and adopt proposed Design Guidelines for the Downtown Strategy that will maintain and improve the character of the Eastside and other Olympia neighborhoods. (Partners: Community Planning and Development, Council of Neighborhood Associations, Eastside Neighborhood Association)	Medium and Long
Action Step 1.1.1.2: Work with the City to improve the development proposal notification process in the subarea; review significant proposals as early as possible; monitor pre-submission meetings and subsequent review steps and provide meaningful input. (Partners: Community Planning and Development, Council of Neighborhood Associations, Eastside Neighborhood Association)	Medium

<p>Action Step 1.1.1.3: Through the design review process, ensure that new multiple-unit buildings incorporate diverse design and are compatible with nearby dwelling units.</p> <p>(Partners: Community Planning and Development, Council of Neighborhood Associations, Eastside Neighborhood Association)</p>	Medium
<p>Action Step 1.1.1.4: Work with Partners to identify ways to acquire and preserve the Indian Creek wetlands at the southwest corner of Eastside neighborhood.</p> <p>(Partners: Public Works, Parks, Capitol Land Trust, Landowners)</p>	Near and Medium

GOAL 1.2: RECONCILE IDEAL HOUSING DENSITIES WITH FUTURE CHANGES IN BUILDING TYPES AND LAND USES	
OBJECTIVE 1.2.1: PROVIDE INPUT ON HOUSING DENSITY	
<p>Action Step 1.2.1.1: Work with the City to ensure infrastructure budgets and projects meet current demands and anticipated increases in density.</p> <p>(Partners: City Finance, Parks, Public Works, Council of Neighborhood Associations, Eastside Neighborhood Association)</p>	Medium
<p>Action Step 1.2.1.2: Review and comment on proposed City policies and ordinances pertaining to neighborhood density and land use.</p> <p>(Partners: Eastside Neighborhood Association)</p>	Near
<p>Action Step 1.2.1.3: Share housing density data developed by the Eastside Subarea Planning Committee with the City, the Eastside and other neighborhoods.</p> <p>(Partners: Community Planning & Development, other sub-areas/neighborhoods as requested)</p>	Near
GOAL 1.3: ENCOURAGE HOME OWNERSHIP AND ADVOCATE FOR AFFORDABLE RENTALS	
OBJECTIVE 1.3.1: PROVIDE HOMEOWNER EDUCATION	
<p>Action Step 1.3.1.1: Inform residents of property tax exemptions for seniors and disabled persons.</p> <p>(Partners: Thurston County, Eastside Neighborhood Association)</p>	Near

OBJECTIVE 1.3.2: ENSURE HOMEOWNER AND RENTER PROTECTION	
Action Step 1.3.2.1: Create an ENA housing subcommittee to investigate Community Land Trusts; seek funding and partners to protect existing and add new sustainable affordable housing for qualified applicants. (Partners: Thurston County Land Trust, Washington Association of Land Trusts, existing land trusts, Eastside Neighborhood Association)	Medium
Action Step: 1.3.2.2: Advocate for affordable rental options at all income levels. (Partners: Eastside Neighborhood Association, City Council, Housing Advocates)	Near
GOAL 1.4: PRIORITIZE NEIGHBORHOOD APPEARANCE - HOMES, YARDS, GARDENS AND TREES; PROTECT OUTSTANDING VIEWS	
OBJECTIVE 1.4.1: MAKE HOMES MORE ATTRACTIVE	
Action Step 1.4.1.1: Facilitate workshops on home and yard maintenance using neighborhood volunteers. (Partners: Eastside Neighborhood Association, Residents, Property Owners)	Near
Action Step 1.4.1.2: Develop an outreach program to educate neighborhood residents, both owners and renters, about their responsibilities regarding sidewalks, access to storm drains, raked leaves, street trees and other vegetation adjacent to their properties. (Partners: Eastside Neighborhood Association, Public Works, City Forestry)	Medium
Action Step 1.4.1.3: Create and facilitate a neighborhood tool/equipment sharing program. (Partners: Eastside Neighborhood Association, Residents)	Medium
Action Step 1.4.1.4: Ask local youth organizations and volunteers to get involved in neighborhood clean-up and yard work for those unable to do it for themselves. (Partners: Eastside Neighborhood Association, Boys & Girls Clubs, Scouts, Camp Fire, Olympia School District, Parent/Student Organizations, etc.)	Near

OBJECTIVE 1.4.2: IMPROVE NEIGHBORHOOD APPEARANCE	
<p>Action Step 1.4.2.1: Educate residents about ways to address unsightly properties. (Partners: Eastside Neighborhood Association, Code Enforcement, County Health Department)</p>	Near
<p>Action Step 1.4.2.2: Discourage, report and clean up illegal dumping and garbage disposal. (Partners: Code Enforcement, Olympia Police Department, County Health Department, State Department of Ecology)</p>	Near and Medium
<p>Action Step 1.4.2.3: Keep residents informed about City drop off options for recyclable waste, yard waste and metals. (Partners: Eastside Neighborhood Association, Public Works Solid Waste)</p>	Near
<p>Action Step 1.4.2.4: Create a "Pick-up and Hauling" program to assist elderly and disabled persons. (Partners: Eastside Neighborhood Association, Residents)</p>	Medium
<p>Action Step 1.4.2.5: Encourage residents, businesses and not-for-profits to report graffiti and arrange for its removal; provide a link to the City's on-line graffiti information on the ENA website. (Partners: City Code Enforcement, Olympia Police Department, Parks, Public Works)</p>	Near
<p>Action Step 1.4.2.6: Continue to seek and receive grants and other funding to beautify the neighborhood by creating gardens, painting murals, etc. (Partners: Eastside Neighborhood Association, Community Planning & Development, Community Sustaining Fund, other grant opportunities)</p>	Near

Action Plan 2: Public Works, Services and Infrastructure

The infrastructure built and maintained by the City and other public, semi-public and private entities is critical to achieving this vision. Some infrastructure is highly visible, e.g., streets, streetlights and sidewalks. Buried pipes, wireless communications and septic systems are much less so, until something goes wrong.

This action plan examines all facets of the neighborhood’s public works and infrastructure and their inter-relationships. For example, rather than focus on streets and sidewalks separately, the plan should address each component of a multi-modal transportation system and how they work together or where there is room for improvement.

GOALS, OBJECTIVES AND ACTION STEPS	TERM
GOAL 2.1: WORK WITH UTILITY PROVIDERS ON INFRASTRUCTURE UPGRADES	
OBJECTIVE 2.1.1: DECREASE THE NUMBER OF ON-SITE SEWAGE DISPOSAL SYSTEMS	
Action Step 2.1.1.1: Provide information on the costs and benefits of converting existing individual on-site sewage disposal systems to City sewer connections, including Olympia’s Neighborhood Sewer Extension Program and Septic to Sewer Program. (Partners: Public Works, LOTT)	Near
OBJECTIVE 2.1.2: IMPROVE STORMWATER DRAINAGE	
Action Step 2.1.2.1: Identify and map localized stormwater problems, prioritize the problems and periodically forward the list to the City for repair or inclusion in Capital Facilities Plans. (Partners: Public Works, Residents)	Near
OBJECTIVE 2.1.3: PROVIDE INPUT ON CELLULAR TOWER INSTALLATIONS	
Action Step 2.1.3.1: Provide information to residents when City permits are requested for cellular tower construction, cell tower expansion, or small cell facilities in the neighborhood. ¹	Medium

¹Public Works Services and Infrastructure

Small cell facilities may be deployed on utility poles and light posts to improve wireless device (e.g., cellphones) coverage, speed, capacity and communication. An ordinance allowing deployment of small cell facilities within the City passed November 2, 2018.

(Partners: City Community Planning and Development)	
OBJECTIVE 2.1.4: IMPROVE GARBAGE PICK-UP AND RECYCLING SERVICES, LOCATIONS & APPEARANCE	
Action Step 2.1.4.1: Provide information on what items are allowed or not allowed in recycling and yard waste containers. (Partners: Public Works)	Near
GOAL 2.2: IMPROVE BUS SERVICE BETWEEN EASTSIDE BUS STOPS AND POPULAR DESTINATIONS	
OBJECTIVE 2.2.1: IMPROVE COMMUNICATION BETWEEN THE NEIGHBORHOOD AND INTERCITY TRANSIT	
Action Step 2.2.1.1: Improve neighborhood association communication with Intercity Transit by: <ul style="list-style-type: none"> • Establishing a contact person(s) from ENA who will receive and review notifications from Intercity Transit regarding their planning processes and proposed route/schedule adjustments, and notify IT of this contact(s); • Inviting Intercity Transit outreach staff to an ENA meeting every year to give a report on proposed IT route or service changes; • Serving as a forum to facilitate discussions (either in meetings or via other ENA communications/events) regarding the advisability/priority of suggested changes in IT services. (Partners: Intercity Transit, Eastside Neighborhood Association)	Near

GOAL 2.3: REDUCE CONFLICTS WITH WALKERS, BICYCLISTS, TRANSIT AND OTHER TRANSPORTATION MODES	
OBJECTIVE 2.3.1: IDENTIFY LOCATIONS THAT NEED IMPROVEMENTS	
<p>Action Step 2.3.1.1: Create and prioritize a list of location specific improvements needed to facilitate safe automobile traffic flow (i.e., crosswalks, lighting, signage, etc.). Periodically forward the list to appropriate departments within the City.</p> <ul style="list-style-type: none"> Identify and eliminate traffic hazards including visibility problems on corner lots. Work with residents to cut back landscaping, reposition fencing and remove other obstructions as needed to improve sight distances. Provide recommendations and comments to the City’s Transportation Master Plan. Prioritize a new crosswalk installation on Legion Way adjacent to Madison School. <p>(Partners: Eastside Neighborhood Association, Residents, Public Works, Olympia Police Department)</p>	Medium
OBJECTIVE 2.3.2: INCREASE AWARENESS OF TRAFFIC SAFETY	
<p>Action Step 2.3.2.1: Educate residents about the importance of honoring speed limits and controlled intersections within the neighborhood.</p> <p>(Partners: Eastside Neighborhood Association, Residents, Public Works, Olympia Police Department)</p>	Medium
OBJECTIVE 2.3.3: SECURE NEW FUNDING FOR TRAFFIC SAFETY IMPROVEMENTS	
<p>Action Step 2.3.3.1: Work with the City and seek private funding to implement pedestrian enhancements including wayfinding signage, street trees, pedestrian-scale street lighting, enhanced crosswalks, automatic pedestrian signals, reduced crossing length, sidewalk creation, and public seating areas.</p> <p>(Partners: Public Works, Community Planning and Development)</p>	Long
OBJECTIVE 2.3.4: MAINTAIN AND EXPAND BICYCLE ROUTES AND LANES	
<p>Action Step 2.3.4.1: Work with the City to ensure that bicycle corridors and bike lanes in the Eastside Neighborhood and on arterials are established and maintained.</p> <p>(Partners: Public Works, Bicycle and Pedestrian Advisory Committee)</p>	Near and Medium

<p>Action Step 2.3.4.2: Explore options for Eastside residents to have dedicated bike lanes or non-road paths in order to better reach:</p> <ul style="list-style-type: none"> • The south end of the neighborhood when coming from the South Capitol neighborhood or from state offices near the Capital campus; and • The Olympia Food Cooperative and other retail facilities along Pacific Avenue. <p>(Partners: Public Works, Bicycle and Pedestrian Advisory Committee, Community Planning and Development)</p>	<p>Long</p>
<p>Action Step 2.3.4.3: Consider non-traditional ideas for separation (actual or implied) of pedestrians/bicyclists and automobiles such as:</p> <ul style="list-style-type: none"> • Use cones, “turtles,” paint or other mechanisms to create illusion of sidewalks and provide necessary traffic calming to accommodate pedestrians and cyclists. • Encourage neighbors to develop paths on their property that run along the road and are open to pedestrians. <p>(Partners: Public Works, Community Planning and Development)</p>	<p>Medium</p>
<p>GOAL 2.4: IMPROVE NEIGHBORHOOD APPEARANCE THROUGH STREETScape DESIGN</p>	
<p>OBJECTIVE 2.4.1: IMPROVE MECHANISMS FOR INPUT ON INFRASTRUCTURE PROJECTS</p>	
<p>Action Step 2.4.1.1: Establish a process to provide input on roadway projects within or near the Eastside neighborhood at the earliest point of project planning for the purpose of considering non-standard designs to ensure projects create streetscapes that are consistent with neighborhood character.</p> <p>(Partners: Public Works)</p>	<p>Medium</p>
<p>Action Step 2.4.1.2: Review landscaping surrounding the Fir Street Reservoir in conjunction with planned seismic upgrades and recommend upgrades where appropriate.</p> <p>(Partners: Public Works)</p>	<p>Medium</p>
<p>OBJECTIVE 2.4.2: INCREASE THE NEIGHBORHOOD TREE CANOPY</p>	
<p>Action Step 2.4.2.1: Assess current tree canopy coverage and condition and identify Landmark Trees. When the opportunity arises, make application to the City for Landmark Tree status (City Code, Chapter 16.56).</p> <p>(Partners: City Forester, Residents)</p>	<p>Medium</p>

<p>Action Step 2.4.2.2: Increase the number of trees in the neighborhood by:</p> <ul style="list-style-type: none"> • Planting more trees in our parks and throughout our neighborhood. • Encouraging residents to plant more trees in their yards. • Provide a list of trees to residents for increasing tree canopy as recommended by the City. • Encourage community involvement when planting trees. Have a tree-planting day. • Educate and encourage homeowners to maintain their older trees with proper pruning methods. <p>(Partners: Public Works, City Forester, Residents)</p>	<p>Medium</p>
<p>Action Step 2.4.2.3: Seek funding and investigate other options for acquiring trees.</p> <p>(Partners: Public Works, City Forester, Residents)</p>	<p>Long</p>
<p>GOAL 2.5: IMPROVE FUNCTIONALITY AND APPEARANCE OF ALLEYS</p>	
<p>OBJECTIVE 2.5.1: IDENTIFY ALLEYS THAT NEED MAINTENANCE</p>	
<p>Action Step 2.5.1.1: Identify alleys in need of maintenance such as grading, pothole patching, vegetation control, and storm water runoff controls. Periodically submit a prioritized list of maintenance items and request service from the Public Works Department.</p> <p>(Partners: Public Works, Eastside Neighborhood Association, Residents)</p>	<p>Medium</p>
<p>OBJECTIVE 2.5.2: INCREASE USE OF ALLEYS BY PEOPLE THAT WALK AND RIDE BICYCLES</p>	
<p>Action Step 2.5.2.1: Create a map of alleys that may be used by pedestrians or bicyclists and place it on the ENA website and/or distribute it at neighborhood events.</p> <p>(Partners: Public Works, Eastside Neighborhood Association, Residents)</p>	<p>Near</p>

Action Plan 3: Crime Prevention and Safety Enhancement

The third action plan examines neighborhood concerns about crime and anti-social behavior with an emphasis on how we can improve the quality of life for all residents, owners and renters, rich and poor, long-term and newcomers.

GOALS, OBJECTIVES AND ACTION STEPS	TERM
GOAL 3.1: HELP RESIDENTS AVOID PROPERTY CRIMES	
OBJECTIVE 3.1.1: ESTABLISH, IMPROVE AND MAINTAIN WORKING RELATIONSHIPS WITH AGENCIES WHICH CAN HELP REDUCE CRIME	
Action Step 3.1.1.1: Develop a process for connecting resources with those in need of help with modifications and repairs to deter trespassing, theft, vandalism, break-ins and other criminal behaviors. (Partners: Eastside Neighborhood Association, Olympia Police Department)	Medium
Action Step 3.1.1.2: Encourage Puget Sound Energy to provide energy efficient exterior security lights at discounted cost and assist people with installation. (Partners: Eastside Neighborhood Association, Puget Sound Energy, Council of Neighborhood Associations)	Near
Action Step 3.1.1.3: Provide data to the neighborhood on incidents such as car prowls, burglaries, auto accidents, assaults, etc., that have occurred over time (See Exhibit 4 Crime Data, Map 11: 2018 Crime and Map 12; 2019 Crime for examples). (Partners: Eastside Neighborhood Association, Olympia Police Department)	Medium
OBJECTIVE 3.1.2: REDUCE CRIME THROUGH NEIGHBORHOOD SOCIAL ENGAGEMENTS	
Action Step 3.1.2.1: Continue to look for and offer opportunities for neighbors to get to know each other; encourage residents to get to know their neighbors through block parties, picnics, potlucks and other activities. (Partners: Eastside Neighborhood Association, Olympia Parks Department)	Near

GOAL 3.2: PROMOTE SAFETY PLANNING	
OBJECTIVE 3.2.1: REDUCE CRIME BY STRENGTHENING RELATIONSHIPS WITHIN AND WITHOUT THE EASTSIDE NEIGHBORHOOD	
Action Step 3.2.1.1: Encourage residents to report all crimes. Encourage residents and business employees to put Olympia Police Department phone numbers on their cellphones. (Partners: Eastside Neighborhood Association)	Medium
Action Step 3.2.1.2: Involve neighborhood youth, schools, businesses, faith communities, and police officer liaisons in neighborhood activities. Maintain strong connections with the Olympia Police Department and City Code Enforcement by inviting representatives to attend neighborhood events such as the annual picnic, block parties, annual meetings, etc. (Partners: Eastside Neighborhood Association, Olympia Police Department, Community Planning and Development and Code Enforcement)	Long
Action Step 3.2.1.3: Educate residents of Olympia Police Department programs such as VIP (vacation check) and graffiti resources. (Partners: Eastside Neighborhood Association, Olympia Police Department)	Medium
Action Step 3.2.1.4: Offer training and resources on home security and environmental design measures that improve safety. (Partners: Eastside Neighborhood Association, Olympia Police Department)	Long
Action Step 3.2.1.5: Research availability of safety programs that support the elderly and disabled such as the RSVP automated "Are You O.K.?" program. (Partners: Eastside Neighborhood Association, Olympia Police Department)	Long

GOAL 3.3: PROMOTE EMERGENCY PREPAREDNESS PLANNING	
OBJECTIVE 3.3.1: IDENTIFY NEIGHBORHOOD RESOURCES AND VULNERABILITIES	
Action Step 3.3.1.1: Promote and support 'Map Your Neighborhood' projects. (Partners: Eastside Neighborhood Association, Olympia Fire Department)	Medium
OBJECTIVE 3.3.2: INCREASE KNOWLEDGE ABOUT EMERGENCY PREPAREDNESS	
Action Step 3.3.2.1: Publicize city and county emergency preparedness links on ENA website. (Partners: Eastside Neighborhood Association)	Near

Action Plan 4: Community Connections

The first three sections of this Subarea Plan, *Housing*, *Public Works* and *Crime Prevention* envision an attractive and inviting Eastside neighborhood, a place from which one can easily experience Olympia’s economic opportunities and culture and a place that welcomes those who are looking for a place to live, volunteer or start a business. This, the fourth action plan, examines opportunities to improve the quality of life for all residents through *community connections*.

GOALS, OBJECTIVES AND ACTION STEPS	Term
GOAL 4.1: WAYS TO HELP RESIDENTS GET TO KNOW ONE ANOTHER	
OBJECTIVE 4.1.1: CONNECT NEIGHBORHOOD MEMBERS WITH EACH OTHER AND WITH PEOPLE THROUGHOUT THE COMMUNITY	
<p>Action Step 4.1.1.1: Encourage neighbor participation to plan and attend current neighborhood activities:</p> <ul style="list-style-type: none"> • Eastside Neighborhood Association annual general meeting • Neighborhood picnic • Block parties • Variety show • Winter events such as Christmas caroling, ice skating party, <i>Winter Window Walkabout</i> and Christmas lights walk • <i>Neighborhood Apple Squeeze</i> • Candidate forums prior to City Council elections in coordination with other east side neighborhoods <p>(Partners: Local churches, City, businesses, Council of Neighborhood Associations, Eastside Neighborhood Association and Residents)</p>	Near
<p>Action Step 4.1.1.2: Work with partners to pursue acquisition of the National Guard Armory for the purpose of converting the building into a community asset.</p> <p>(Partners: Parks, Boy & Girls Club, National Guard, PARC Foundation, Department of Archeology and Historic Preservation, Heritage Commission)</p>	Near and Medium

OBJECTIVE 4.1.2: ESTABLISH ACTIONS TO IMPROVE COMMUNICATION AND COOPERATION BETWEEN NEIGHBORS	
Action Step 4.1.2.1: Set aside time at ENA activities and meetings for socializing. (Partners: Neighbors, organizations that provide meeting venues)	Near
Action Step 4.1.2.2: Establish one or more community clubhouses containing a coffee shop, bakery, café, or game room where neighbors can meet on a regular basis. ¹ (Partners: Community Planning and Development)	Long
Action Step 4.1.2.3: Encourage neighbors to organize walking groups with or without pets. (Partners; Walking organizations)	Near
Action Step 4.1.2.4: Engage students in neighborhood activities such as murals, variety shows, Christmas caroling, cleanup campaigns, etc. (Partners: School teachers, administrators and school organizations)	Near
GOAL 4.2: FIND WAYS TO ENCOURAGE NEIGHBOR PARTICIPATION WITHIN THE NEIGHBORHOOD	
OBJECTIVE 4.2.2: GATHER INPUT FROM NEIGHBORS	
Action Step 4.2.2.1: Survey neighbors on their concerns, issues and priorities for actions. (Partners: Neighbors, local organizations, businesses)	Medium
Action Step 4.2.2.2: Encourage residents to work with the neighborhood association at whatever level they can. (Partners: ENA Board, Coalition of Neighborhood Associations, Residents)	Near

¹Community Connections

The definition of Community Clubhouse in the City of Olympia Municipal Code, Chapter 18.02 is “A privately owned structure in which inhabitants of a neighborhood or subdivision, or members of a neighborhood association gather for meetings and other activities.”

GOAL 4.3: ESTABLISH A BUSINESS AREA THAT BRINGS TOGETHER OUR NEIGHBORHOOD RESIDENTS WITH RESIDENTS FROM NEARBY NEIGHBORHOODS	
OBJECTIVE 4.3.1: CREATE A HUB THAT CONNECTS OUR NEIGHBORHOOD WITH OTHER NEIGHBORHOODS ²	
Action Step 4.3.1.1: Work with the City to designate a shared neighborhood hub in common with the Upper Eastside and Bigelow Highlands neighborhoods. (Partners: Community Planning and Development & Public Works, neighborhood associations)	Medium and Long
Action Step 4.3.1.2: Design a shared neighborhood hub that is pedestrian-friendly, lively and attractive. (Partners: Community Planning and Development & Public Works, neighborhood associations)	Medium and Long

² A Neighborhood Hub is a small attractive lively shopping area serving two or more residential neighborhoods. A primary purpose is to provide spaces where residents of nearby neighborhoods go to shop, eat, drink, hang out and socialize. The Subarea Plan proposes establishing a Neighborhood Hub west of Boulevard Road, near 4th Avenue E and State Avenue NE. It would serve primarily the Eastside, Bigelow Highlands and Upper Eastside neighborhoods.

Olympia’s Comprehensive Plan identifies 17 Neighborhood Centers. However, none are located in the Eastside neighborhood. Olympia’s Neighborhood Centers are generally zoned Neighborhood Retail. This designation limits Neighborhood Centers to one acre. The proposed Neighborhood Hub would be larger than a Neighborhood Center, possibly two acres or more, appropriately sized to encourage neighborhood-serving pedestrian-oriented businesses.

The Comprehensive plan recognizes the need to build a roundabout to replace the signalized intersection at Pacific Avenue and Boulevard Road. Such a project has the potential to profoundly affect traffic on 4th Avenue, State Street, Martin Way, Wilson Street and others. In turn, the traffic improvements could fundamentally change the nature of the business community. Instead of an area people pass by on their way to somewhere else, they will be inspired to stop and shop, congregate and connect.

This area is currently within the 4th and State High Density Corridor which extends a half block north of State and south of 4th. The three High Density Corridor zoning designations (HDC-1, 2 & 3) allow a wide variety of office, commercial and residential land uses. To date, this area has experienced only limited high density residential development. A Neighborhood Hub would attract future high-density corridor residents while, at the same time, increased residential density in the area, would encourage businesses to locate in the Neighborhood Hub.

Action Step 4.3.1.3: Encourage neighborhood-oriented business and services to locate within the future shared neighborhood hub. (Partners: City, Thurston Co. Chamber of Commerce, businesses)	Medium and Long
GOAL 4.4: MAKE CONNECTIONS WITH PEOPLE OTHER THAN RESIDENTS	
OBJECTIVE 4.4.1: STRENGTHEN RELATIONSHIPS WITH NEIGHBORHOOD BUSINESSES	
Action Step 4.4.1.1: Establish a board position responsible for maintaining relationships with neighborhood businesses. (Partners: Eastside Neighborhood Association Board)	Near
OBJECTIVE 4.4.2: STRENGTHEN RELATIONSHIPS WITH COMMUNITY SERVICE AND RELIGIOUS ORGANIZATIONS	
Action Step 4.4.2.1: Identify an appropriate contact person with each organization that serves our neighborhood. Develop and maintain an accurate contact list and ensure all are receiving neighborhood notifications. (Partners: Neighborhood organizations & churches)	Near
OBJECTIVE 4.4.3: IMPROVE AND MAINTAIN RELATIONSHIPS WITH LOCAL GOVERNMENTS	
Action Step 4.4.3.1: Maintain active participation in the Coalition of Neighborhood Associations. (Partners: Council of Neighborhood Associations)	Near
Action Step 4.4.3.2: Identify programs at the City and County levels that could benefit or impact our neighborhood. Reach out to program leads for information. (Partners: City and County departments)	Medium
Action Step 4.4.3.3: Continue to invite Council Members and City staff to neighborhood events. (Partners: City Council and City departments)	Near, Medium and Long
Action Step 4.4.3.4: Offer information to people in the neighborhood on how to contact City and County staff <ul style="list-style-type: none"> Educate neighbors on how to participate effectively in local government. Support local events and organizations that benefit the neighborhood, such as public forums and issue-relevant City Council and County Board meetings. (Partners: City Council, County Board, City and County departments)	Near and Medium

Exhibits and Maps

Exhibit 1 - City Council Correspondence



Eastside Neighborhood Association Board of Directors

<https://eastside-olympia.org/>

July 12, 2017

The Honorable Mayor and City Council:

I am writing to inform you of the Eastside Neighborhood Association Board of Directors intent to develop an Eastside Sub-Area Plan (Sub-Area B). With your approval we hope to start the planning process as soon as possible.

The ENA Board has been discussing the sub-area planning concept for some time. To date we have:

- reviewed the Olympia Northeast Neighborhoods Alliance planning process and deliverables;
- discussed the concept with the Coalition of Neighborhood Associations;
- conferred with Community Planning and Development staff;
- begun work on a communications plan to ensure we involve diverse elements of the community in future planning efforts; and
- facilitated a discussion of sub-area planning with the Eastside community at an ENA general membership meeting.

These preliminary discussions have convinced us that the potential benefits to the community and the interest of community members are substantial enough to justify the time and effort required to see the sub-area planning process through to a fruitful outcome.

In addition to the interest expressed by the ENA Board, eight individuals volunteered to participate in an Eastside Neighborhood Sub-Area Planning Committee. These

Exhibit 1 - City Council Correspondence

individuals possess special talents in planning, business, neighborhood organizing and many other skills. We will consider adding other members as the process takes shape.

A draft Charter is attached. This document is intended to provide an overview of the planning process we envision. Any comments or suggestions would be greatly appreciated.

We very much appreciate the assistance of Community Planning and Development staff and the resources and interest the Council has already devoted to this effort.

Thank you for your consideration of our sub-area plan request. We look forward to hearing from you.

Sam Green

ENA Board President

c. Keith Stahley, Director, CP&D

Leonard Bauer, Deputy Director, CP&D

Stacey Ray, Senior Planner, CP&D

Phil Schulte, Chair, Coalition of Neighborhood Associations

Attachment:

Charter

Exhibit 1 - City Council Correspondence



City of Olympia | Capital of Washington State

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

olympiawa.gov

August 15, 2017

Mr. Sam Green, Board President
Eastside Neighborhood Association
Post Office Box 7666
Olympia, Washington 98507-7666

Dear Mr. Green:

The Olympia City Council received the letter dated July 12, 2017, and submitted by the Eastside Neighborhood Association (ENA) on behalf of Sub-Area B to formally start a neighborhood-level strategic planning process. Through this letter, we recognize your intent to begin the formal process of sub-area planning, and as the second sub-area to embark on this process, we wish to acknowledge and thank the Eastside Neighborhood Association for your interest, commitment, and efforts thus far to continue to move sub-area planning forward in our City.

Olympia's Comprehensive Plan calls for sub-area planning through collaboration between the community and City to help shape how our neighborhoods grow and develop. To quote what you have so clearly articulated in your Eastside Neighborhood Sub-area Planning Committee Charter (Charter), "the mission of the Sub-area plan is to further the goals, policies, and values of Olympia's Comprehensive Plan at the neighborhood level."

The Comprehensive Plan indicates that sub-area planning can be initiated by the City or the neighborhoods themselves, and is intended to be a true collaborative process, an element of the process we are pleased to see also reflected in your Charter.

This level of collaboration starts during the development of the plan. City staff will work with the Sub-area B planning team (planning team) to incorporate the expertise and input of staff, partners, and advisory committees in the plan development process. The result will be a plan with feasible strategies and priorities that can be considered early and throughout City planning, budgeting, and other decision-making processes where appropriate. This approach also fosters positive, ongoing relationships between the City and Sub-area B.

In addition to formally recognizing your intent to proceed with development of a sub-area plan (plan), we'd also like to outline expectations we have for this process, and what we hope to see addressed in your final plan:

Lessons Learned from Sub-area A

After the completion of the first plan, members of the Olympia Northeast Neighborhoods Alliance (ONNA) planning team from Sub-area A and City staff collaborated to document from the pilot process what worked well and what they suggest others do differently in the future. We would like to see the planning team incorporate the following lessons learned from the Sub-area A process:

MAYOR: Cheryl Selby, **MAYOR PRO TEM:** Nathaniel Jones, **CITY MANAGER:** Steven R. Ha
COUNCILMEMBERS: Jessica Boteman, Clark Gilman, Julie Hankins, Jeannine Roe, Jim Coope

Exhibit 1 - City Council Correspondence

Eastside Neighborhood Association Sub-Area B Planning

August 15, 2017

Page 2

Implementation. While the plan for Sub-area A did include a section titled "Implementing the Plan," the ONNA planning team recommends future plans include greater emphasis and detail around implementation, such as including implementation as a goal in and of itself. Subsequently, we would like to see the planning team consider how to more specifically and in greater detail address implementation, including:

- Defining specific "action" steps;
- Lead Parties; and
- Potential partners

Identify Priorities. The ONNA planning team also recommends that future plans include strategies or action steps that are prioritized. It will be helpful to the Council and City staff to understand what in the plan is a high-, medium-, or low priority, so as to know what is of greatest importance or should be taken into account in the short-term during planning and other decision-making processes.

Sub-area Outreach and Engagement

We appreciate learning of your strong interest in and commitment to engaging your Planning Committee, neighbors, and other stakeholders in the development of your approach to outreach and communications. In addition to working with your membership, broad public engagement that reaches out to and is inclusive of all residents and businesses in the sub-area will be critical to the final plan representing the voice of the community.

We hope to see your approach to outreach and communications reflected in your plan, including how community members, residents, businesses and other key stakeholders, were engaged in the development of the plan's priorities and strategies, and what was learned through the engagement and information-gathering process.

Measuring Progress

Assessment of the effectiveness of the plan should involve all partners in the collaboration. For the planning team, we hope to see specific metrics in the plan that will help track and share progress towards accomplishing priority goals. And because the plan will help implement the 2014 Comprehensive Plan, we encourage the planning team to work with City staff to find opportunities to align the plan's metrics with the indicators in the Action Plan.

While not a required element of your plan, we hope that, like the ONNA planning team, at the end of your process you will consider collaborating with City staff to reflect on and document what went well and what could have been improved. We want to continue to learn from the development of sub-area plans.

Plan Elements

The finished plan should outline how it implements the Comprehensive Plan at the sub-area level by identifying your sub-area's goals (or desired outcomes), strategies for accomplishing the goals, and action steps to carry out the strategies.

Action steps should include details on who will be responsible for carrying out the step, which may include, but is not limited to City departments and/or programs, the neighborhood association, or any number of other possible community partners—think creatively! Some strategies may be ongoing programs, and some may be more specific, one-time projects.

Exhibit 1 - City Council Correspondence

Eastside Neighborhood Association Sub-Area B Planning

August 15, 2017

Page 3

To assist in and provide context for how you identified your sub-area goals, strategies, and action steps, the plan should also include:

- Sub-area assets and data that support the planning process, future implementation, and the tracking and sharing on progress;
- How you engaged residents, businesses, and other stakeholders in the process;
- What you learned through your outreach and engagement influenced the final plan;
- An analysis of current challenges or opportunities; and
- Links to related City or other stakeholder or partner organization plans (example: an adjacent neighborhood's sub-area plan); and
- Metrics to measure and share progress towards accomplishing priority goals

Staff Role and Time Commitment

Existing City budget resources include 0.25 FTE for a City staff person to assist and support the development of the plan and its public outreach activities in 2017 and 2018. The liaison will work to involve staff from throughout City departments as needed to provide expertise and information. The liaison will also keep City Council and the Land Use and Environment Committee informed of the progress of the planning process through regular updates.

Final Plan Review and Acceptance

Final review and acceptance of the plan will be a two-step process. First, the Olympia Planning Commission will review the draft plan for consistency with the Comprehensive Plan. Second, a final version of the sub-area plan will be submitted to City Council for review and acceptance.

Once accepted, City Council can direct staff to explore starting work on strategies or actions where the City is a partner and the work can be accomplished within existing resources. The City Council may also choose to direct staff to explore including individual strategies where the City is identified as a partner into its planning and budget processes, such as the Action Plan or Capital Facilities Plan.

Thank you again to community leaders from the Eastside Neighborhood Association for formally initiating this planning approach. We look forward to collaborating with you and following your progress as you work towards submitting your plan to the City Council for acceptance.

Sincerely,



Cheryl Selby
Mayor

cc: Phil Schulte, Chair, Coalition of Neighborhood Associations (CNA) Steering Committee

City of Olympia Charter

Eastside Neighborhood Sub-Area Planning Committee

Purpose

The purpose of this charter is to establish a planning committee and planning process to develop a Sub-area plan for the Eastside Neighborhood consistent with the City's Comprehensive Plan goals and policies, specifically GP5: *Sub-area planning is conducted through a collaborative effort by community members and the City, and is used to shape how neighborhoods grow and develop.*

Mission and Vision

The mission of the Sub-area plan (plan) is to further the goals, policies, and values of Olympia's Comprehensive Plan at the neighborhood level. The plan will strive to include broad and diverse neighborhood participation in order to improve our neighborhood in the areas most important to our neighborhood, which may include, but aren't limited to the topics addressed in the Comprehensive Plan:

- Public participation
- Natural environment
- Land Use and Urban Design
- Transportation
- Utilities
- Public Health, Parks, Arts and Recreation
- Economy
- Public Services (Police, Fire, Emergency Medical, etc.)

This plan will lay the foundation for a neighborhood that is more inclusive, united, and cohesive, thus helping to achieve an improved quality of life for all people who are a part of our community.

Stakeholders/Partners

- Olympia City Council, Planning Commission and Citizen Advisory Committees
- City Manager, Executive Team and Staff
- Community Planning and Development and other City departments
- Eastside Neighborhood Board of Directors (Board)

Exhibit 2 - Charter

- Eastside Neighborhood at-large, including for example residents, businesses, religious groups, schools, non-profit organizations and associations
- Adjacent Neighborhoods
- Coalition of Neighborhood Associations

Scope & Objectives

The Eastside Neighborhood Subarea Planning Committee (Committee) will:

- research the Eastside neighborhood's history, natural environment, land use, transportation (including transit, bicycle and pedestrian as well as automobile), utilities, public services, crime and safety data, and other relevant subjects;
- work with City staff to collect and analyze demographic information and geographical information system (GIS) maps;
- develop recommendations to improve various aspects of the neighborhood;
- create metrics to measure progress toward accomplishing a small number of priority goals;
- use a variety of communication options to reach out extensively to members of the neighborhood for their opinions and ideas; and
- work closely with City staff, the Council, and the Coalition of Neighborhood Associations to establish connections and benefit from their input and support.

Membership

- The Committee will be comprised of members of the Board and other residents of the neighborhood.
- Members of the Committee will be selected by the Board.
- Committee members will be responsible for attending Committee meetings, participating in group discussions, assisting with research, reviewing data, establishing means for informing and getting input from community members, and developing sub-area plan recommendations.
- The Board will select a small number of Committee members to comprise a "Core Team."
- The Core Team will be responsible for ensuring that the Committee has the information it needs to develop the plan, ensure that research is completed,

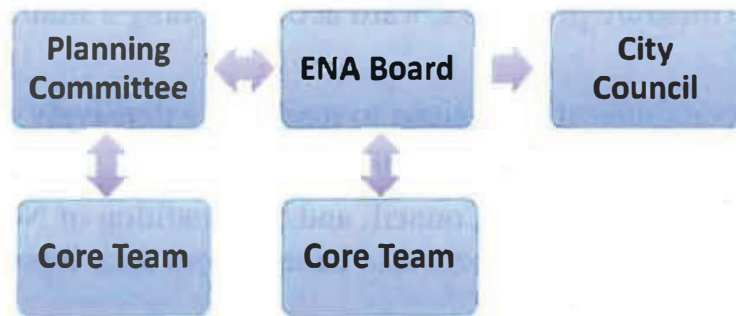
Exhibit 2 - Charter

gather and draft documents for Committee meetings, make connections with the neighborhood, develop drafts of sub-area plan components, communicate with the Board, work with City staff and other groups, and carry out additional tasks identified by the Committee.

Decision Making

The Committee is advisory to the Board and ultimately the City Council. City staff are advisory to the Core Team and Planning Committee. Formal communications with and presentations to the City or other outside entities will go through the Board President.

Sub-area plan recommendations will be developed by the Committee for review and approval by the Board. Recommendations approved by the Board will be forwarded to the Community Development and Planning staff and Council for their review. Upon acceptance by the Council the completed plan will be incorporated into the City's future decision-making.



Meeting Frequency

The Committee will meet at least monthly. Meetings may be held in conjunction with Board meetings. The Core Team will meet one or more times between Committee meetings. Additional meetings, including single-purpose and community-wide meetings, may be added based on the work plan.

Communications and Engagement

The Committee will use the Eastside Neighborhood Association website* to provide up-to-date information on Committee membership, contacts, community surveys, meetings and similar activities. The planning committee will deliver regular monthly reports to the ENA Board of directors. These reports will be included in the Board's minutes. In addition, the Committee will draft a written

‘public involvement and communications strategy’ describing in detail how we intend to engage all stakeholders.

Implementation

It is expected the sub-area planning process will continue after finalization of the plan through on-going engagement of Board members, Committee members, City representatives, and neighborhood residents.

* eastside-olympia.org

Exhibit 3: June 8 Town Hall Meeting Charts

On June 8, 2019, the Subarea Core Team held a town hall meeting to obtain public input on prioritization and timing of proposed action items. Attendees were asked to identify their top ten action items and arrange them on flip charts. The following spreadsheets show the results of that town hall meeting.

The Subarea Planning Core Team considered this input in their process of developing recommendation for the Eastside Neighborhood Board.

Survey #1 – Neighborhood Density & Neighborhood Character

GOAL 1: ENCOURAGE RESPONSIBLE DEVELOPMENT TO MAINTAIN NEIGHBORHOOD CHARACTER AND PROTECT HISTORICAL BUILDINGS

GOAL 2: RECONCILE IDEAL HOUSING DENSITIES WITH FUTURE CHANGES IN BUILDING TYPES AND LAND USES

GOAL 3: ENCOURAGE HOME OWNERSHIP AND AFFORDABLE RENTALS

GOAL 4: PRIORITIZE NEIGHBORHOOD APPEARANCE ¾ HOMES, YARDS, GARDENS & TREES; PROTECT OUTSTANDING VIEWS

GOAL 5: CREATE A COMMON NEIGHBORHOOD HUB

Top Ten Action Items from 6/8/2019 Town Hall

Item Number	Goal	
1	4	23. Educate residents on abatement procedures and ways to address nuisance properties. (29 responses, 96.6% approve, 3.4% reject)
	4	24. Discourage, report and clean up illegal dumping and garbage disposal. (29 responses, 96.6% approve, 0% reject)
2	1	1. Request the City amend and adopt proposed Design Guidelines for the Downtown Strategy that would also maintain and improve the character of the Eastside and other Olympia neighborhoods (http://eastside-olympia.org/draft_modified-south-residential-design-guidelines_8-24-18/) (link to Subarea Team draft guidelines). (35 responses, 74.3% approve, 11.4% reject)
	1	2. Through the design review process, ensure that new multiple-unit buildings incorporate diverse design and are compatible with nearby dwelling units. (35 responses, 68.6% approve, 17.1% reject)
	2	9. Review and comment on proposed City policies and ordinances pertaining to neighborhood density and land use. (31 responses, 77.4% approve, 19.3% reject)
	1	4. Work with the City to improve the development proposal notification process in the subarea; review significant proposals as early as possible; monitor pre-submission meetings and subsequent review steps and provide meaningful input. (32 responses, 81.2% approve, 9.4% reject)
3	3	13. Inform residents of property tax exemptions for seniors and disabled persons. (29 responses, 96.6% approve, 3.4% reject)
4	2	10. Share housing density data developed by the Eastside Subarea Planning Committee with the City, the Eastside and other neighborhoods. (32 responses, 90.6% approve, 9.4% reject)

5	4	19. Inform property owners and residents about responsibilities for property, building, sidewalk and vegetation maintenance. (30 responses, 80.0% approve, 13.3% reject)
	4	18. Facilitate workshops on home and yard maintenance using neighborhood volunteers. (29 responses, 93.1% approve, 3.4% reject)
	4	20. Create and facilitate a neighborhood tool sharing program. (29 responses, 86.2% approve, 10.3% reject)
	4	21. Ask local youth organizations and volunteers to get involved in neighborhood clean-up and yard work for those unable to do it for themselves. (29 responses, 100% approve, 0% reject)
6	4	29. Work with the City's urban forester to increase the Eastside neighborhood's tree canopy and address tree-related safety problems. (30 responses, 96.7% approve, 3.3% reject)
7	4	28. Continue to seek and receive grants and other funding to beautify the neighborhood by creating gardens, painting murals, etc. (30 responses, 100% approve, 0% reject)
8	4	26. Create a "Pick-up and Hauling" program to assist elderly and disabled persons. (30 responses, 93.3% approve, 3.3% reject)
9	4	25. Encourage residents to participate in curbside pickup programs. (29 responses, 89.7% approve, 10.3% reject)
10	3	15. Create an ENA housing subcommittee to investigate Community Land Trusts; seek funding and partners (such as Thurston County Land Trust) to protect existing and add new sustainable affordable housing for qualified applicants. (28 responses, 67.9% approve, 25.0% reject)
Action Items Not Chosen at 6/8/2019 Town Hall		
	1	3. Whenever possible, work with developers who plan to build in the subarea. (32 responses, 68.7% approve, 18.8% reject)
	1	5. Connect regularly with landlords and property owners and provide landlord/tenant information on the ENA website. (31 responses, 77.4% approve, 12.9% reject)
	1	6. Improve awareness of historic homes in the neighborhood through tours, pamphlets, plaques, and other means. (33 responses, 81.8% approve, 15.1% reject)
	1	7. Work with the City's Historic Preservation officer, the Heritage Commission and others to inform neighborhood residents how to retain historic homes through preservation, tax incentives, new ownership and other available means. (33 responses, 81.8% approve, 15.1% reject)
	2	8. Work with the City to ensure infrastructure budgets and projects meet current demands and anticipated increases in density. (31 responses, 87.1% approve, 9.7% reject)
	3	11. List first time homeownership classes and rental information on the ENA website. (29 responses, 86.2% approve, 10.3% reject)
	3	12. Invite local financial institutions to present on home ownership programs. (29 responses, 86.2% approve, 13.8% reject)
	3	14. Ensure affordable rental options at all income levels; facilitate landlord-tenant mediations. (28 responses, 57.1% approve, 28.6% reject)

	4	16. Research and list programs and local contractors to help neighbors maintain and enhance the appearance of their homes (such as <i>Rebuilding Together Thurston County</i>) on the ENA website. (30 responses, 80.0% approve, 13.3% reject)
	4	17. Identify and share with the neighborhood noteworthy improvements to appearances of residential properties. (30 responses, 80.0% approve, 13.3% reject)
	4	22. Institute annual 'spring cleanup' and 'landscaping' days. (30 responses, 73.3% approve, 23.3% reject)
	4	27. Encourage residents, businesses and not-for-profits to report graffiti and remove or facilitate its timely removal; provide a link to the City's on-line graffiti information on the ENA website: Olympia graffiti information. (29 responses, 89.7% approve, 6.9% reject)
	5	30. Develop with the Upper Eastside and Bigelow Highlands neighborhoods a shared neighborhood hub on and between 4 th and State avenues. (30 responses, 73.3% approve, 10.0% reject)
	5	31. Design a shared neighborhood hub that is pedestrian-friendly, lively and attractive. (29 responses, 79.3% approve, 10.3% reject)

Survey #2 – Public Works and Infrastructure

GOAL 1: WORK WITH UTILITY PROVIDERS ON INFRASTRUCTURE UPGRADES

GOAL 2: IMPROVE NEIGHBORHOOD APPEARANCE THROUGH STREETScape DESIGN

GOAL 3: PROVIDE ADDITIONAL BICYCLE ROUTES AND LANES

GOAL 4: PROVIDE MORE SIDEWALKS, TRAILS, AND PATHWAYS; FOCUS ON IMPROVING ACCESSIBILITY FOR CHILDREN AND PEOPLE WITH MOBILITY, VISION, OR OTHER DISABILITIES

GOAL 5: REVIEW CITY POLICIES REGARDING ALLEYS WITH THE AIM OF IMPROVING FUNCTIONALITY AND APPEARANCES

Top Ten Action Items from 6/8/2019 Town Hall

<i>Item Number</i>	<i>Goal</i>	
1	2	15. Review landscaping surrounding the Fir Street Reservoir in conjunction with planned seismic upgrades and recommend upgrades where appropriate. (15 responses, 73.3% approve, 26.7% reject)
2	2	13. Ensure the streetscape creates a unique sense of place in the neighborhood and reflects qualities important to residents. (15 responses, 86.7% approve, 6.7% reject)
3	1	7. Inform residents and encourage neighborhood input when the City has proposed a conditional use permit for addition of cellular tower facilities within the neighborhood. (15 responses, 93.3% approve, 6.7% reject)
4	1	11. Invite City staff to periodically attend neighborhood meetings to provide information on what items are allowed or not allowed in recycling and yard waste containers. (14 responses, 92.9% approve, 7.1% reject)
5	1	3. Identify and map localized stormwater problems, prioritize the problems and periodically forward the list to the City for repair or inclusion in Capital Facilities Plans. (15 responses, 100% approve, 0% reject)
6	5	26. Identify alleys in need of maintenance such as grading, pothole patching, vegetation control, and storm water runoff controls. Periodically submit a prioritized list of maintenance items and request service from the Public Works Department. (14 responses, 85.7% approve, 14.3% reject)
7	2	12. Whenever major improvements to local roads are planned within the Eastside neighborhood recognize that standard street designs are usually inappropriate due to existing paving, parking, pedestrian pathways, street trees and so forth. As early as possible in the design phase work to ensure new roads or existing road improvement projects use creative non-standard designs to ensure these projects are consistent with the neighborhood's character. (15 responses, 80.0% approve, 6.7% reject)

8	3	19. Maintain the existing bicycle corridors and lanes in the Eastside Neighborhood and on the adjacent arterials. (14 responses, 92.9% approve, 7.1% reject)
	3	22. Identify and remove or adjust barriers to bicycle access in and near the Eastside neighborhood. Particular issues include: Adjusting light sensors at traffic lights, such as Legion & Eastside, so that bicyclists using those lights actually get a green light for a standard amount of time; and adjusting the curb cut at the south end of the Boulevard bridge. (14 responses, 92.9% approve, 7.1% reject)
9	2	16. Increase the neighborhood tree canopy: Assess current tree canopy coverage and condition; Plant more trees in our parks and throughout our neighborhood; Encourage residents to plant more trees in their yards; Provide a list of trees for increasing tree canopy as recommended by the City; Seek funding and investigate other options for acquiring trees; - Encourage community involvement when planting trees. Have a tree-planting day.; Identify Landmark Trees and, when the opportunity arises, make application to the City for Landmark Tree status (City Code, Chapter 16.56); Educate and encourage homeowners to maintain their older trees with proper pruning methods. (15 responses, 93.3% approve, 0% reject)
10	3	21. Explore options for Eastside residents to have dedicated bike lanes or non-road paths in order to better reach: the south end of the neighborhood when coming from the South Capital neighborhood or from state offices near the Capital campus; and the Olympia Food Cooperative and other retail facilities along Pacific Avenue. (14 responses, 85.7% approve, 14.3% reject)
	4	23. Work with City Departments including Public Works, Community Planning and Development, and Parks to identify, design, fund and build sidewalks, trails, and pathways to improve pedestrian travel within the neighborhood: Use funding from fees collected in-lieu of infrastructure development and/or a set-aside from annual sidewalk development budget to construct and repair sidewalks as determined by neighborhood priorities; Focus attention on “missing links” i.e., those places where otherwise continuous pedestrian routes are interrupted by a missing or damaged section, and where desirable linkages can be provided at relatively low cost; Provide a mechanism for neighborhood residents to suggest needed sidewalk, trail and pathways improvements. Possible mechanisms include the ENA website, Nextdoor, surveys and town hall style meetings. Maintain, update and prioritize a list to be forwarded to relevant City departments periodically; Research the City’s Neighborhood Pathways program and look for potential additions to the list of neighborhood pathways. (14 responses, 85.7% approve, 7.1% reject)

	4	25. Consider non-traditional ideas for separation (actual or implied) of pedestrians/bicyclists and automobiles such as: Use cones, “turtles,” paint, or other mechanisms to create illusion of sidewalks and provide necessary traffic calming to accommodate pedestrians and cyclists; Encourage neighbors to develop paths on their property that run along the road and are open to pedestrians. (14 responses, 85.7% approve, 14.3% reject)
	4	24. Ensure a pedestrian-friendly and accessible focus in the neighborhood. Work with the City and seek private funding to implement pedestrian enhancements including wayfinding signage, street trees, pedestrian-scale street lighting, enhanced crosswalks, automatic pedestrian signals, reduced crossing length, sidewalk creation, and public seating areas. (14 responses, 85.7% approve, 14.3% reject)
<i>Action Items Not Chosen at 6/8/2019 Town Hall</i>		
	1	1. Provide information on the costs and benefits of converting existing individual on-site sewage disposal systems to City sewer connections, including Olympia’s Neighborhood Sewer Extension Program and Septic to Sewer Program. (15 responses, 86.7% approve, 13.3% reject)
	1	2. Coordinate with Summit Park Water District and other property owners in the south part of the Eastside neighborhood regarding sewer service and other infrastructure improvements. (14 responses, 78.6 % approve, 21.4 % reject)
	1	3. Identify and map localized stormwater problems, prioritize the problems and periodically forward the list to the City for repair or inclusion in Capital Facilities Plans. (15 responses, 100% approve, 0% reject)
	1	4. Look for alternatives to traditional stormwater systems such as rain gardens and bioswales. Build a demonstration rain garden in Madison Scenic Park. (15 responses, 80.0% approve, 13.3 % reject)
	1	5. Work with the City, Puget Sound Energy, and other utility providers to reduce the amount of overhead utility lines by undergrounding or relocating to less prominent streets and alleys, especially those on Legion Way from Plum Street to Central Street. (15 responses, 73.3% approve, 13.3% reject)
	1	6. Provide information to residents when City permits are requested for cellular tower construction, cell tower expansion, or small cell facilities in the neighborhood. (Note: Small cell facilities may be deployed on utility poles and light posts to improve wireless device (e.g., cellphones) coverage, speed, capacity, and communication. An ordinance allowing deployment of small cell facilities within the City was passed in November 2018). (15 responses, 86.7% approve, 13.3 % reject)
	1	8. Explore with City of Olympia and Public Utility District staffs the possibility of implementing neighborhood level broadband service. (15 responses, 66.7% approve, 26.7% reject)

	1	9. Communicate with the Olympia School District regarding the implementation process, benefits, and costs of Fiber Wide-Area Network they are implementing in 2019. (15 responses, 73.3% approve, 26.7% reject)
	1	10. Recommend that residents and businesses pull their waste containers off of major streets after City pickup to make the area more attractive. (14 responses, 57.1% approve, 35.7% reject)
	1	11. Invite City staff to periodically attend neighborhood meetings to provide information on what items are allowed or not allowed in recycling and yard waste containers. (14 responses, 92.9% approve, 7.1% reject)
	2	14. Increase the number and location of street trees in consultation with City staff. (15 responses, 73.3% approve, 13.3% reject)
	2	17. Enhance landscaping within the neighborhood: Develop a landscape and sidewalk program that can be coordinated with street improvements and publicly owned properties; Develop programs for residents and businesses to encourage landscaping throughout the neighborhood; Create and maintain a list of landscapers from neighborhood recommendations; Identify volunteers willing to share their knowledge or ability relating to landscaping. (15 responses, 73.3% approve, 13.3% reject)
	2	18. In cooperation with the City, develop an outreach program to educate neighborhood residents, both owners and renters, about their responsibilities regarding sidewalks, access to storm drains, raked leaves, street trees and other vegetation adjacent to their properties. (14 responses, 92.9% approve, 7.1% reject)
	3	19. Maintain the existing bicycle corridors and lanes in the Eastside Neighborhood and on the adjacent arterials. (14 responses, 92.9% approve, 7.1% reject)
	3	20. Use the ENA website, Nextdoor, surveys and town hall style meetings to develop, update and prioritize a list to be forwarded to the Bicycle and Pedestrian Advisory Committee for review periodically. (14 responses, 85.7% approve, 14.3% reject)
	3	21. Explore options for Eastside residents to have dedicated bike lanes or non-road paths in order to better reach: the south end of the neighborhood when coming from the South Capital neighborhood or from state offices near the Capital campus and the Olympia Food Cooperative and other retail facilities along Pacific Avenue. (14 responses, 85.7% approve, 14.3% reject)
	3	22. Identify and remove or adjust barriers to bicycle access in and near the Eastside neighborhood. Particular issues include: Adjusting light sensors at traffic lights, such as Legion & Eastside, so that bicyclists using those lights actually get a green light for a standard amount of time; and adjusting the curb cut at the south end of the Boulevard bridge. (14 responses, 92.9% approve, 7.1% reject)
	5	27. Create a map of alleys that may be used by pedestrians or bicyclists and place it on the ENA website and/or distribute it at neighborhood events. (14 responses, 64.3% approve, 35.7% reject)

	5	28. Recommend to the City that, if possible, alleys be included in new development areas in the neighborhood. (14 responses, 64.3% approve, 28.6% reject)
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Survey #3 – Crime Prevention and Safety Enhancement

GOAL 1: PROMOTE WALKING AND BIKE RIDING SAFETY IN THE NEIGHBORHOOD

GOAL 2: PROVIDE ADDITIONAL BICYCLE ROUTES AND LANES

GOAL 3: WORK WITH UTILITY PROVIDERS ON INFRASTRUCTURE UPGRADES

GOAL 4: HELP RESIDENTS AVOID PROPERTY CRIMES

GOAL 5: PROMOTE SAFETY PLANNING

GOAL 6: PROMOTE EMERGENCY PREPAREDNESS PLANNING

Top Ten Action Items from 6/8/2019 Town Hall

<i>Item Number</i>	<i>Goal</i>	
1	5	19. Continue to look for and offer opportunities for neighbors to get to know each other; encourage residents to get to know their neighbors through block parties, picnics, potlucks, and other activities. (18 responses, 94.4% approve, 5.6% reject)
2	5	22. Educate residents of OPD programs such as VIP (vacation check) and graffiti resources. (18 responses, 94.4% approve, 5.6% reject)
3	5	24. Research availability of safety programs that support the elderly and disabled (such as the RSVP automated “Are You O.K.?” program). (18 responses, 94.4% approve, 5.6% reject)
4	6	27. Publicize city and county emergency preparedness links on ENA website. (18 responses, 100% approve, 0% reject)
5	5	20. Involve neighborhood youth, schools, businesses, faith communities, and police officer liaisons in neighborhood activities. Maintain strong connections with the Olympia Police Department and City Code Enforcement by inviting them to attend neighborhood events such as the annual picnic, block parties, annual meetings, etc. (18 responses, 83.3% approve, 11.1% reject)
6	5	15. Encourage residents to report all crimes. Encourage residents and business employees to put OPD phone numbers on their cellphones. (18 responses, 83.3% approve, 16.7% reject)
7	6	26. Promote and support ‘Map Your Neighborhood’ projects. (17 responses, 82.3% approve, 17.7% reject)
8	4	10. Provide data to the neighborhood on incidents such as car prowls, burglaries, auto accidents, assaults, etc., that have occurred over time. (18 responses, 72.2% approve, 11.1% reject)
9	5	23. Offer training and resources on home security and environmental design measures that improve safety. (18 responses, 83.3% approve, 16.7% reject)
10	4	8. Develop a process for connecting resources with those in need of help with modifications and repairs to deter trespassing, theft, vandalism, break-ins and other criminal behaviors. (18 responses, 88.9% approve, 5.6% reject)

Action Items Not Chosen at the 6/8/2019 Town Hall

	1	1. Encourage residents to complete safety checklists (Walkability, Bikeability) and provide to the ENA board for review. Concerns/issues may be prioritized in the neighborhood improvements list. (18 responses, 83.3% approve, 11.1% reject)
	1	2. Encourage parents to identify safe houses along the school route that their child could run to or into for help if needed. (19 responses, 78.9% approve, 21.1% reject)
	1	3. Encourage neighborhood walking, pet walking, exercise and bicycling groups. Facilitate formation of such groups through the Eastside Neighborhood Association (ENA) website and social media. (19 responses, 78.9% approve, 21.1% reject)
	1	4. Organize walking groups to tour the neighborhood on a regular basis. (19 responses, 63.2% approve, 36.8% reject)
	2	5. Encourage the City to maintain and expand the existing bicycle corridors and lanes in the Eastside Neighborhood and on the adjacent arterials. (20 responses, 70.0% approve, 20.0% reject)
	3	6. Develop system for citizens to report problems (with utilities) to ENA for follow-up and tracking. (20 responses, 70.0% approve, 25.0% reject)
	4	7. Encourage use of security cameras and outdoor lighting. (18 responses, 61.1% approve, 27.8 reject)
	4	9. Encourage Puget Sound Energy to provide energy efficient exterior security lights at a discounted cost. (18 responses, 77.8% approve, 5.6% reject)
	4	11. Encourage people to avoid leaving valuables outside or near doors and windows where they can easily be seen. (18 responses, 77.8% approve, 22.2% reject)
	4	12. Encourage people to lock doors, windows, cars, bicycles, etc. (18 responses, 83.3% approve, 16.7% reject)
	4	13. Encourage people to walk around the neighborhood and report what appear to be illegal activities. (18 responses, 55.6% approve, 22.2% reject)
	4	14. Conduct occasional crime prevention and safety surveys. (18 responses, 88.9% approve, 5.6% reject)
	5	16. Encourage residents to notify police if a residence appears to be a drug house. (18 responses, 88.9% approve, 5.6% reject)
	5	17. Notify City Council members if serious crime events are occurring. (18 responses, 83.3% approve, 16.7% reject)
	5	18. Educate residents on how to create and participate in Block Watch programs. Promote and support Block Watches. (17 responses, 88.2% approve, 11.8% reject)
	5	21. Encourage residents to inform neighbors if they will be away from home for any length of time. (17 responses, 82.3% approve, 11.8% reject)

	5	25. Educate neighborhood residents to understand the differences between code enforcement issues and more serious criminal problems, including “chronic behavioral nuisances on land and buildings” [Olympia Municipal Code Chapter 8.24]. Advocate for residents having difficulty achieving timely resolution of serious problems. (15 responses, 88.2% approve, 5.9% reject)
	6	28. Request information about emergency preparedness steps taken by neighborhood businesses, schools and faith communities. Identify/provide/coordinate planning links/materials/ contacts that might be helpful to them. (18 responses, 88.9% approve, 11.1% reject)

Survey #4 – Community Connections

GOAL 1: CONDUCT EVENTS THAT CONNECT NEIGHBORHOOD MEMBERS WITH EACH OTHER AND WITH PEOPLE THROUGHOUT THE COMMUNITY

GOAL 2: INFORM AND EDUCATE NEIGHBORS

GOAL 3: ESTABLISH ACTIONS TO IMPROVE COMMUNICATION AND COOPERATION BETWEEN NEIGHBORS

GOAL 4: ESTABLISH ACTIONS TO GATHER INPUT FROM NEIGHBORS

GOAL 5: CREATE A HUB THAT CONNECTS OUR NEIGHBORHOOD WITH OTHER NEIGHBORHOODS

GOAL 6: STRENGTHEN RELATIONSHIPS WITH NEIGHBORHOOD BUSINESSES

GOAL 7: STRENGTHEN RELATIONSHIPS WITH COMMUNITY SERVICE AND RELIGIOUS ORGANIZATIONS

GOAL 8: IMPROVE AND MAINTAIN RELATIONSHIPS WITH LOCAL GOVERNMENTS

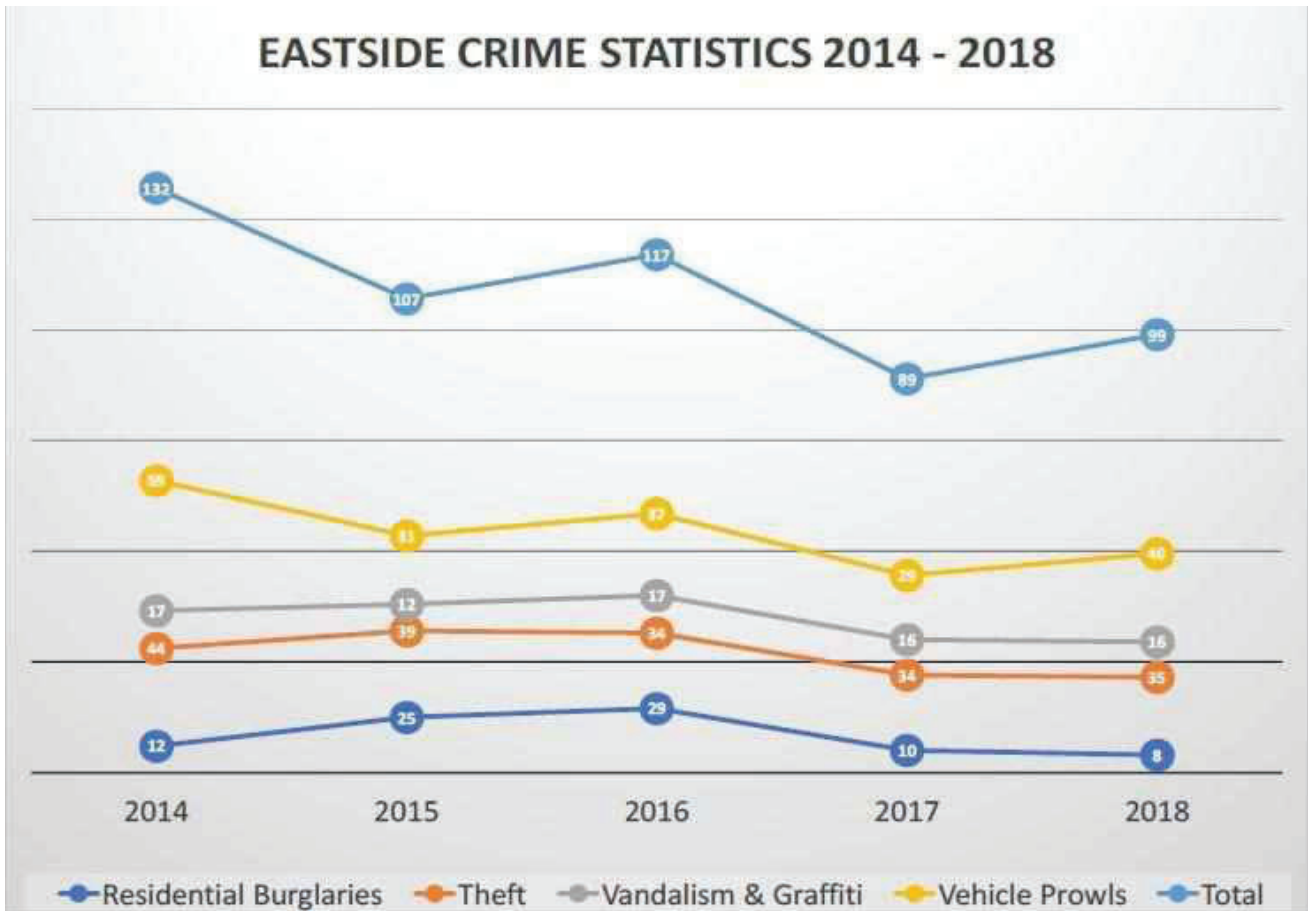
Top Ten Action Items from 6/8/2019 Town Hall

Item Number	Goal	Original Action Item
1	3	10. Set aside time at ENA activities and meetings for socializing. (14 responses: 92.9% approve, 0% reject)
	1	1. Encourage neighbor participation to plan and attend current neighborhood activities, including annual ENA meeting, picnic, block parties, variety show, apple squeeze, caroling, winter window/Christmas lighting walkabout, ice-skating, and candidate forums). (15 Responses: 93.3% approve, 0% reject)
	8	29. Maintain active participation in the Coalition of Neighborhood Associations. (13 responses: 92.3% approve, 7.7% reject)
	8	31. Continue to invite Council Members and City staff to neighborhood events. (13 responses: 100% approve)
	6	23. Establish a board position responsible for maintaining relationships with neighborhood businesses. (13 responses: 92.3% approve, 7.7% reject)
	4	19. Encourage residents to work with the neighborhood association at whatever level they can. (14 responses: 100% approve)
2	8	30. Identify programs at the City and County level that could benefit or impact our neighborhood. Reach out to program leads for information. (13 responses: 100% approve)
3	2	3. Publish a neighborhood newsletter that includes issue information, activity updates, and submissions from neighbors. (14 responses: 78.6% approve, 14.3% reject)
	8	32. Offer information to people in the neighborhood on how to contact City and County staff, educate neighbors on how to participate effectively in local government, and support local events and organizations that benefit the neighborhood such as public forums and issue-relevant City Council meetings. (13 responses: 100% approve)

4	2	9. Facilitate neighborhood participation in local government by: educating neighbors on how to participate effectively in local government; supporting local events and organizations which benefit the neighborhood such as the candidate forum and other public forums. (14 responses: 92.9% approve, 7.1% reject)
5	7	27. Identify an appropriate contact person with each organization that serves our neighborhood and develop and maintain an accurate contact list and ensure all are receiving neighborhood notifications. (12 responses: 100% approve)
6	4	16. Survey neighbors on their concerns, issues and priorities for actions. (14 responses: 100% approve)
7	3	13. Encourage neighbors to organize walking groups with or without pets. (14 responses: 92.9% approve, 7.1% reject)
8	5	20. Work with the City to designate a shared neighborhood hub in common with the Upper Eastside and Bigelow Highlands neighborhoods. (13 responses: 100% approve)
	5	21. Design a shared neighborhood hub that is pedestrian-friendly, lively and attractive. (14 responses: 100% approve)
	5	22. Encourage neighborhood-oriented business and services to locate within the future shared neighborhood hub. (14 responses: 100% approve)
	3	11. Establish one or more community clubhouses containing a coffee shop, bakery, café, or game room where neighbors can meet on a regular basis. (Note: Definition of “Community Clubhouse” in Municipal Code, Chapter 18.02: “A privately owned structure in which inhabitants of a neighborhood or subdivision, or members of a neighborhood association gather for meetings and other activities”). (14 responses: 71.4% approve, 14.3% reject)
9	3	14. Engage students in neighborhood activities such as murals, variety shows, Christmas caroling, cleanup campaigns, etc. (14 responses: 100% approve)
10	2	6. Create an inventory of neighborhood features and include them in a neighborhood walking map. (14 responses: 92.9% approve, 0% reject)
Action Items Not Chosen at the 6/8/2019 Town Hall		
	1	2. Encourage neighbor participation in creating and planning new events and projects, such as ENA meetings with time for neighbors to share news and concerns, home and/or garden tours to raise money for charities, southwest-style luminaria display throughout neighborhood, small outdoor music concerts, teams to create public artwork for the neighborhood, preservation of the Olympia Armory building that is being vacated, establishment of a neighborhood park on vacant land in the neighborhood’s southwest corner. (15 responses, 80.0% approve, 6.7% reject)
	2	4. Install kiosks in parks or other prominent neighborhood locations to post newsletters and other information. (14 responses: 71.4% approve, 21.4% reject)

	2	5. Promote mutual respect among neighbors by: developing programs for improving understanding and relationships among neighbors; encouraging use of mediation in difficult to resolve circumstances. (14 responses: 78.6% approve, 21.4% reject)
	2	7. Define neighborhood boundaries with additional Eastside Neighborhood signs. (14 responses: 64.3% approve, 35.7% reject)
	2	8. Expand, maintain and promote the ENA website. (14 responses: 85.7% approve, 7.1% reject)
	3	12. Create a formalized tool-sharing program and “repair café”. (14 responses: 78.6% approve, 7.1% reject)
	3	15. Create community gardens and/or orchards to engage teams of neighbors. (14 responses: 92.9% approve, 7.1% reject)
	4	17. Work with neighbors to develop neighborhood mission and vision statements. (14 responses: 64.3% approve, 28.6% reject)
	4	18. Create committees to accomplish action items within the Subarea Plan. (14 responses: 85.7% approve, 14.3% reject)
	6	24. Identify an appropriate contact person with each business in the neighborhood, develop and maintain an accurate contact list, and ensure all are receiving neighborhood notifications. (13 responses: 100% approve)
	6	25. Schedule business-focused annual meeting. (13 responses: 84.6% approve, 15.4% reject)
	7	26. Establish a board position responsible for maintaining relationships community service and religious organizations. (12 responses: 91.7% approve, 8.3% reject)
	7	28. Schedule an annual meeting focused on community service issues and needs. (13 responses: 76.9% approve, 23.1% reject)

Exhibit 4: Crime Data



MAP 1

East Bay Waterfront Park



Eastside Neighborhood Association Boundary Map

Revised: 10/2019

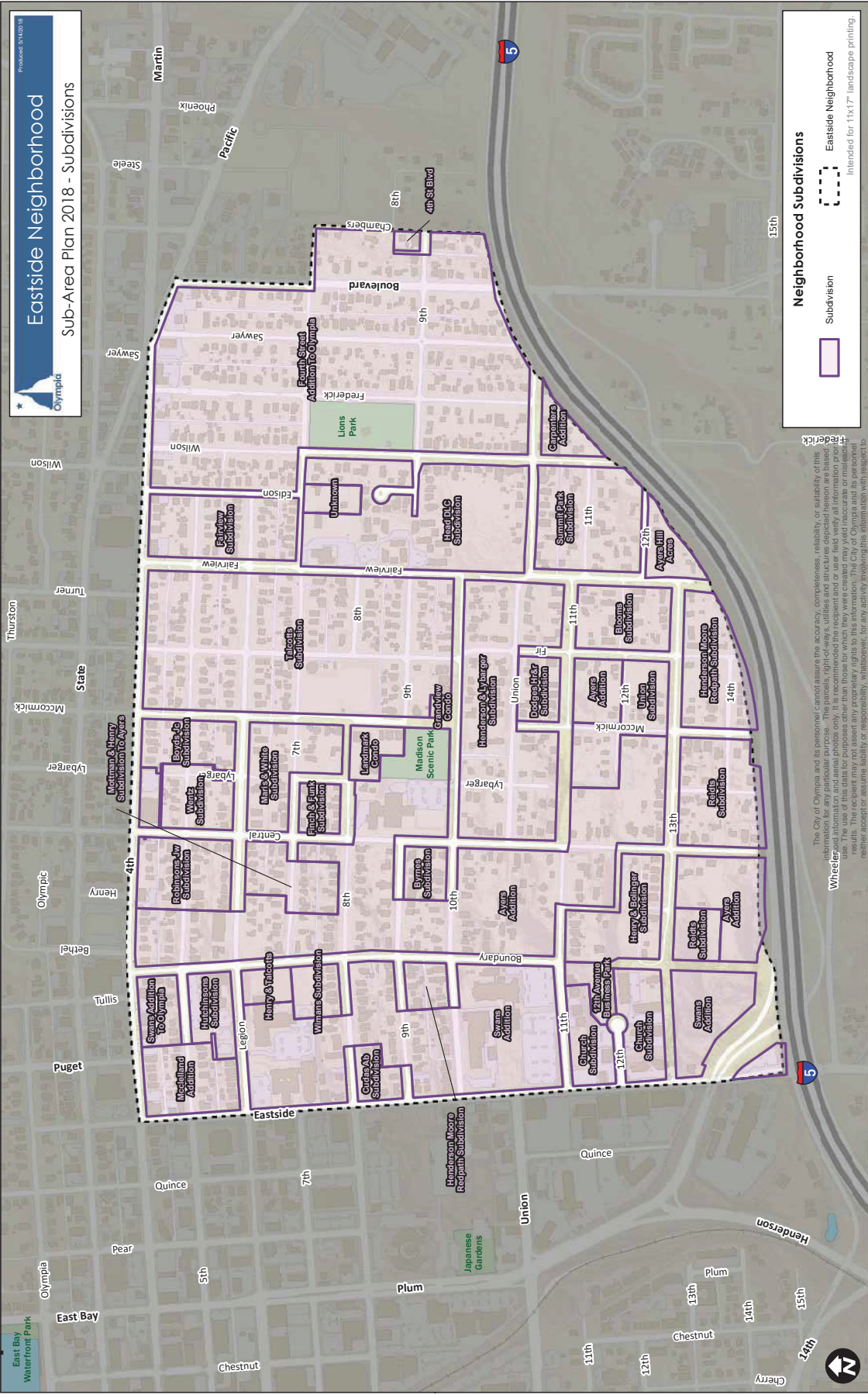


Eastside Neighborhood

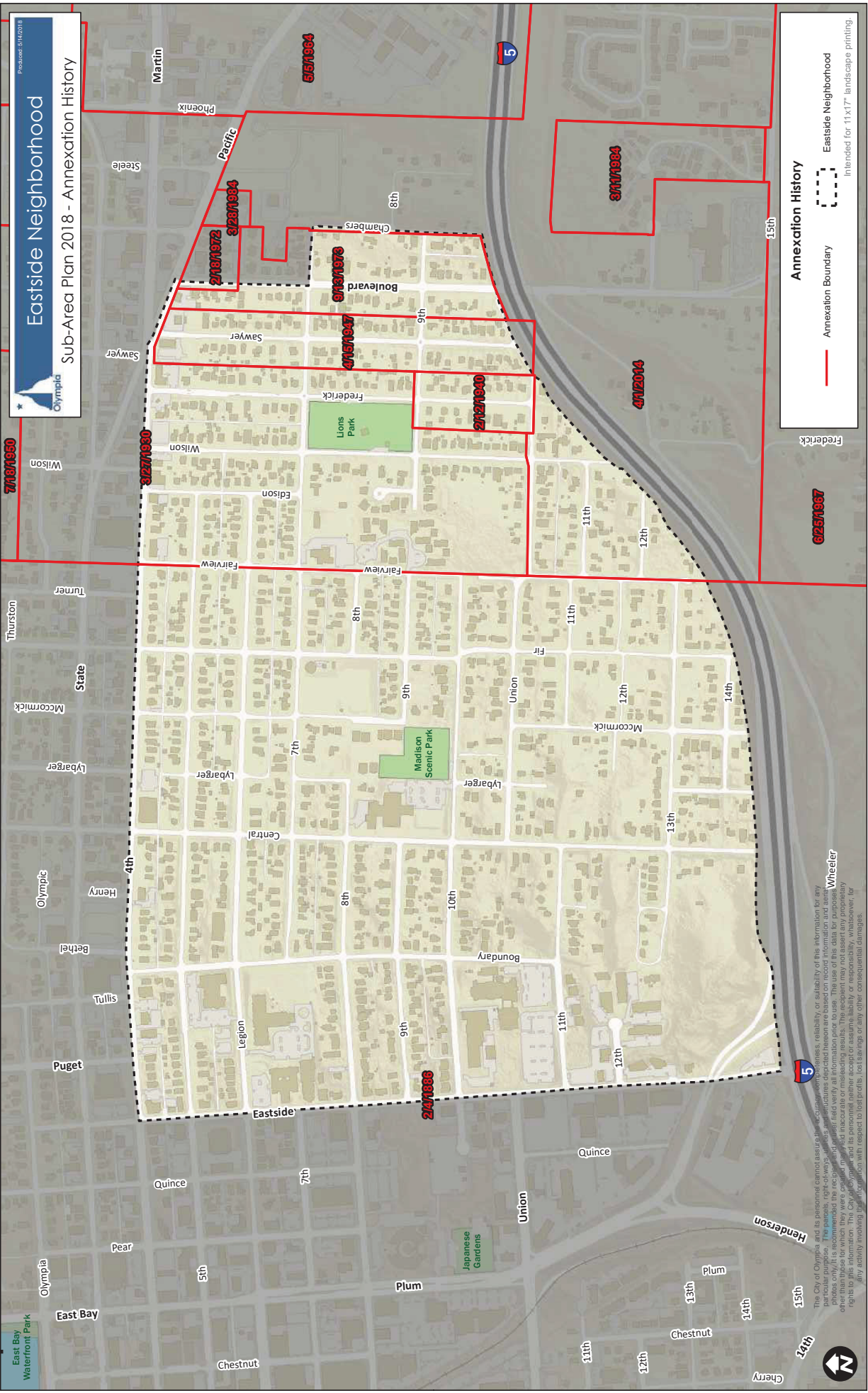
- Neighborhood Boundary
- Parcels

Intended for 11x17" landscape printing.

Map 2



Map 3

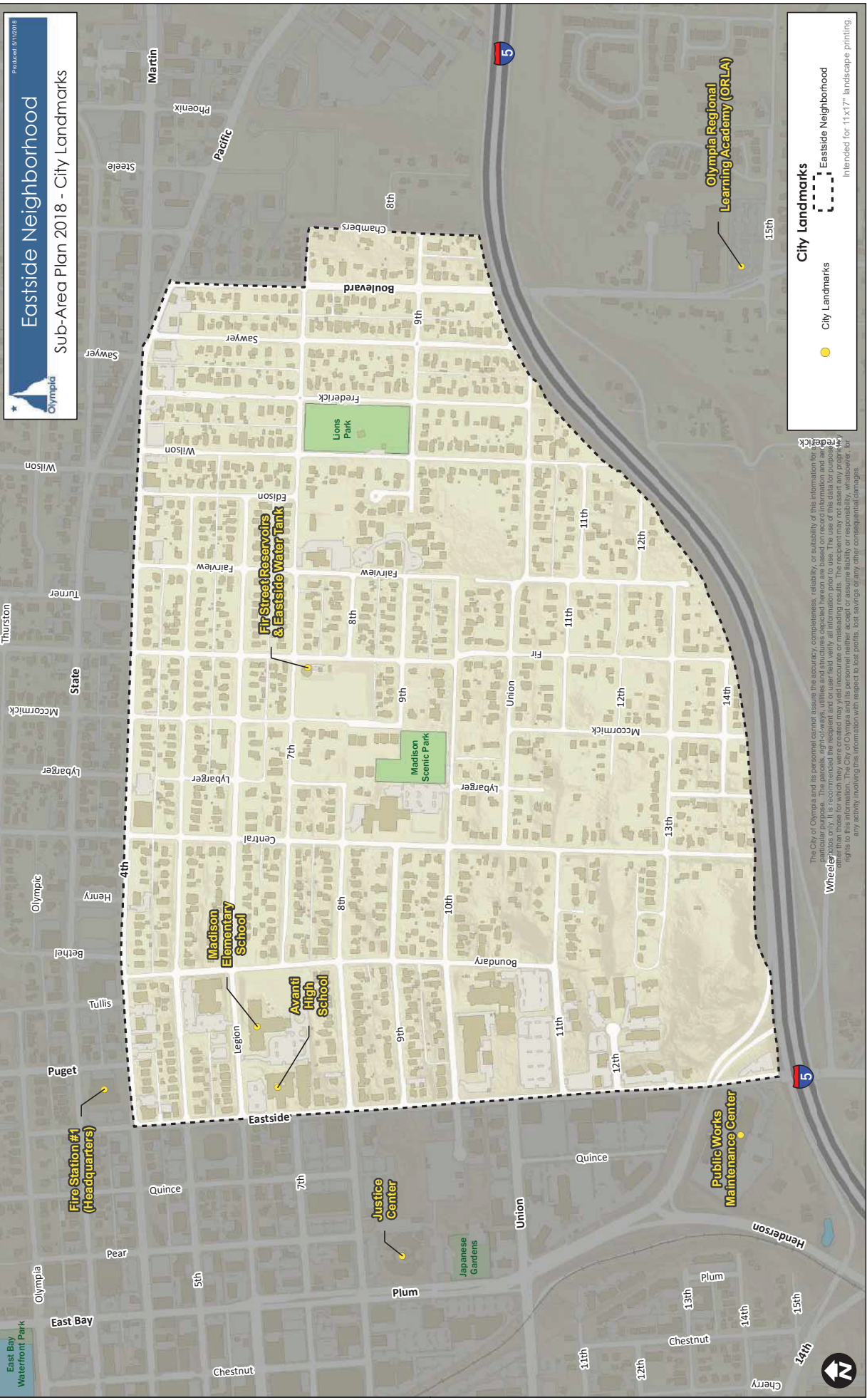


Produced 5/14/2018
Olympia
Eastside Neighborhood
 Sub-Area Plan 2018 - Annexation History

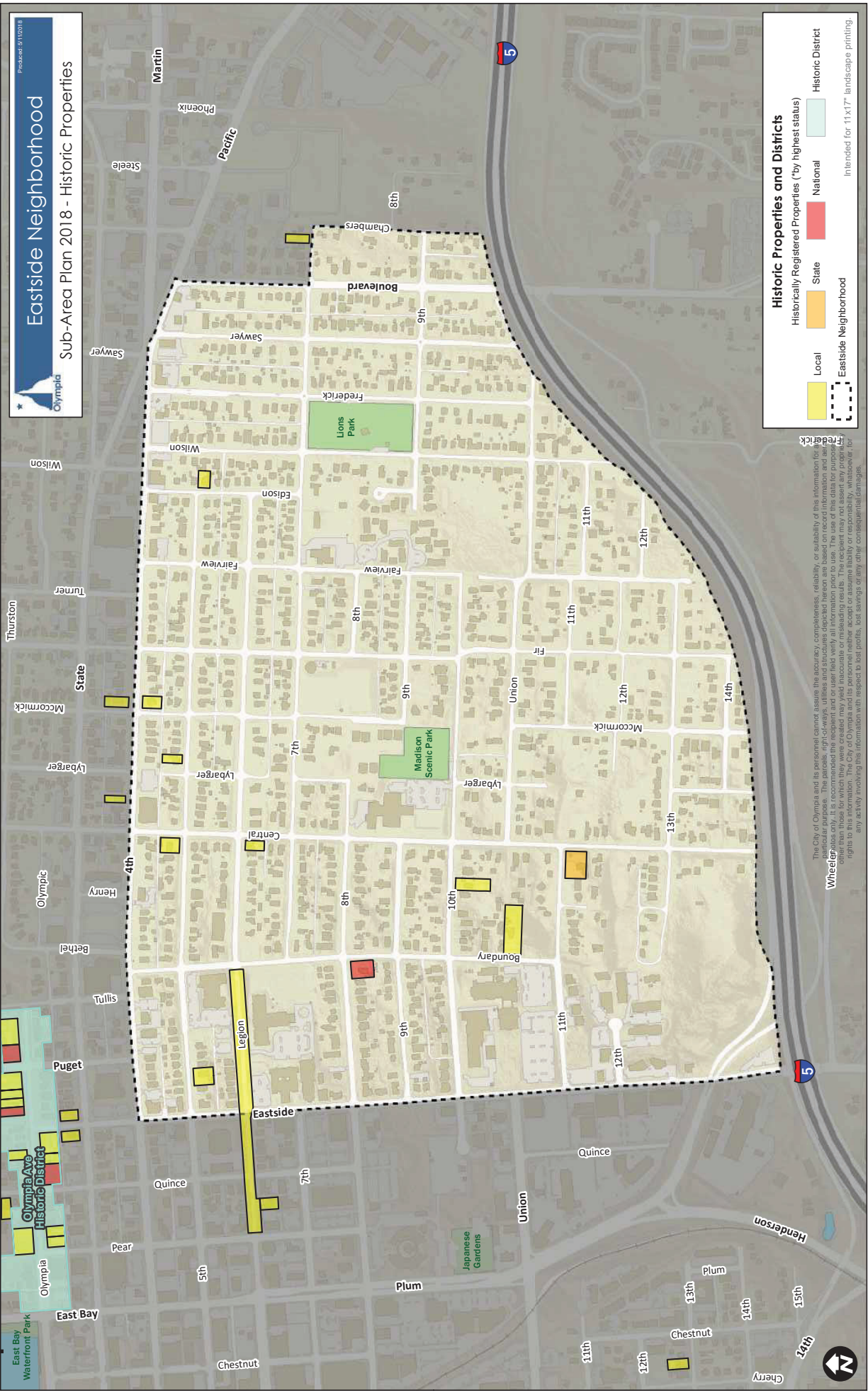
Annexation History
 — Annexation Boundary
 - - - Eastside Neighborhood Boundary
 Intended for 11x17" landscape printing.

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Map 4



Map 5



Produced 8/1/2018
Olympia
Eastside Neighborhood
Sub-Area Plan 2018 - Historic Properties

Historic Properties and Districts

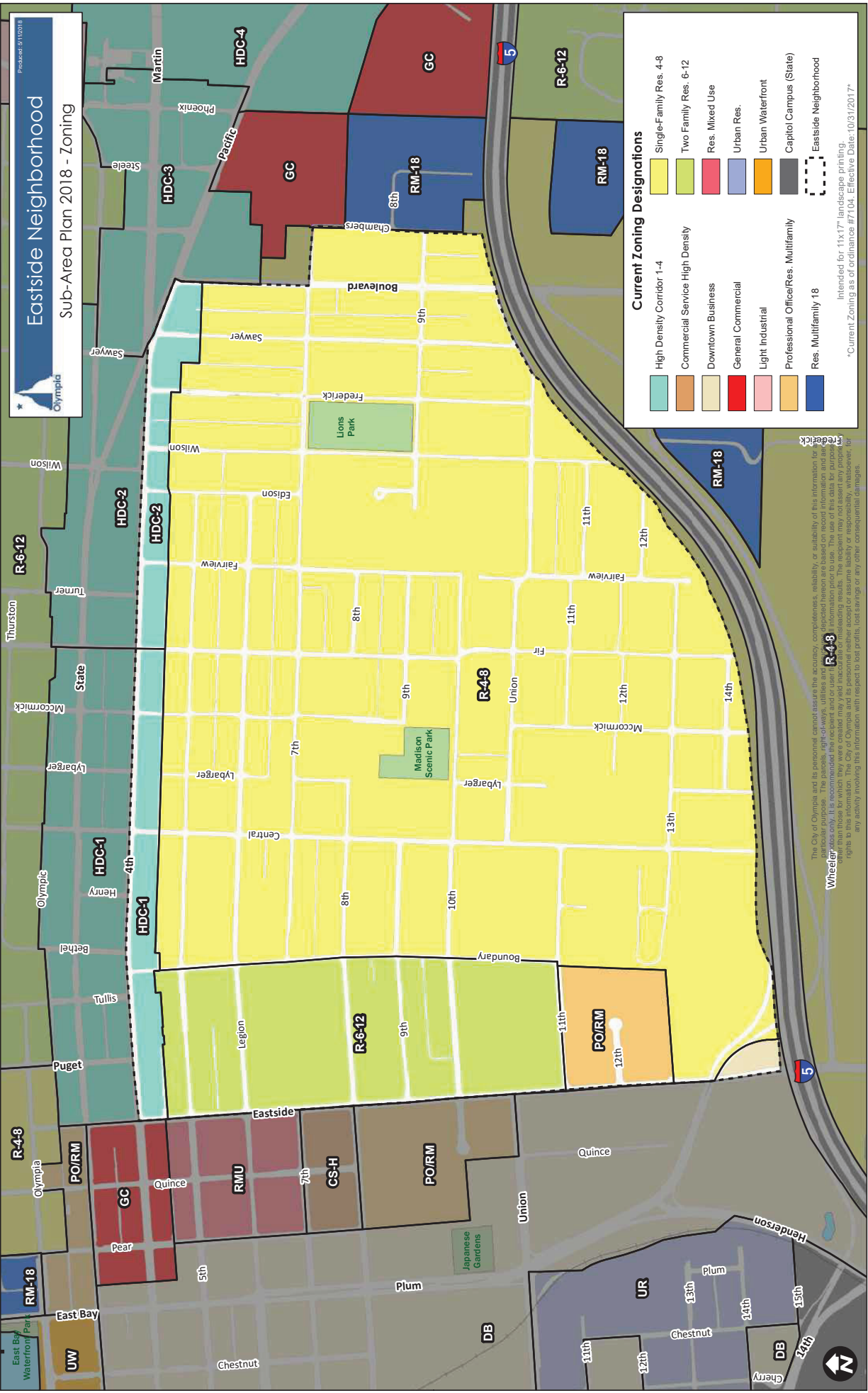
Historically Registered Properties (by highest status)

- Local
- State
- National
- Historic District

Eastside Neighborhood

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Map 6



Eastside Neighborhood
Sub-Area Plan 2018 - Zoning



Proposed 01/2018

Current Zoning Designations

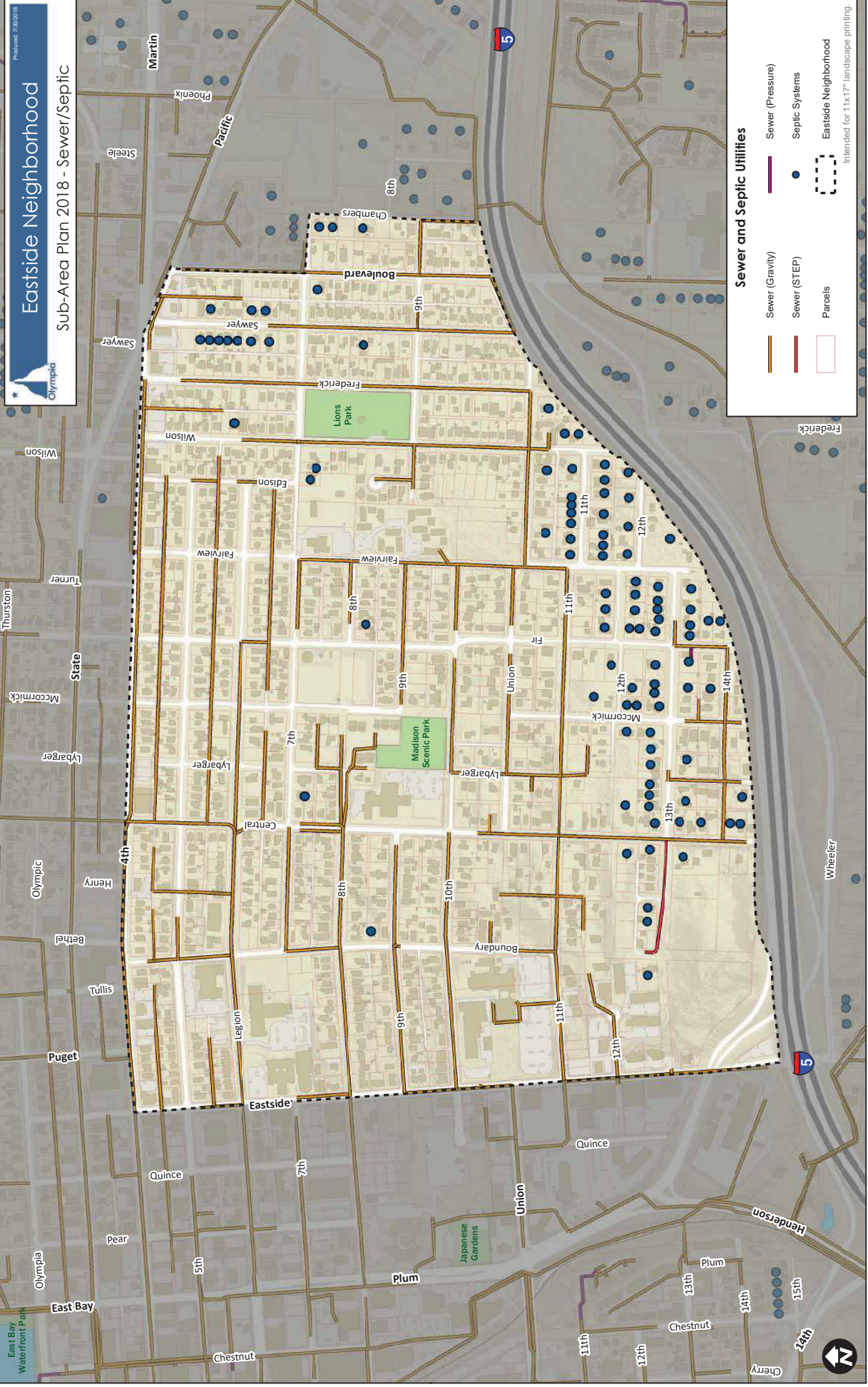
High Density Corridor 1-4	Single-Family Res. 4-8
Commercial Service High Density	Two Family Res. 6-12
Downtown Business	Res. Mixed Use
General Commercial	Urban Res.
Light Industrial	Urban Waterfront
Professional Office/Res. Multifamily	Capitol Campus (State)
Res. Multifamily 18	Eastside Neighborhood

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Intended for 11x17" landscape printing.
 Current Zoning as of ordinance #7104. Effective Date: 10/31/2017



Map 8



Olympia
 Eastside Neighborhood
 Sub-Area Plan 2018 - Sewer/Septic
 Project No. 7/30/2018





















Sewer and Septic Utilities

- Sewer (Gravity)
- Sewer (STEP)
- Sewer (Pressure)
- Septic Systems
- Eastside Neighborhood
- Parcels

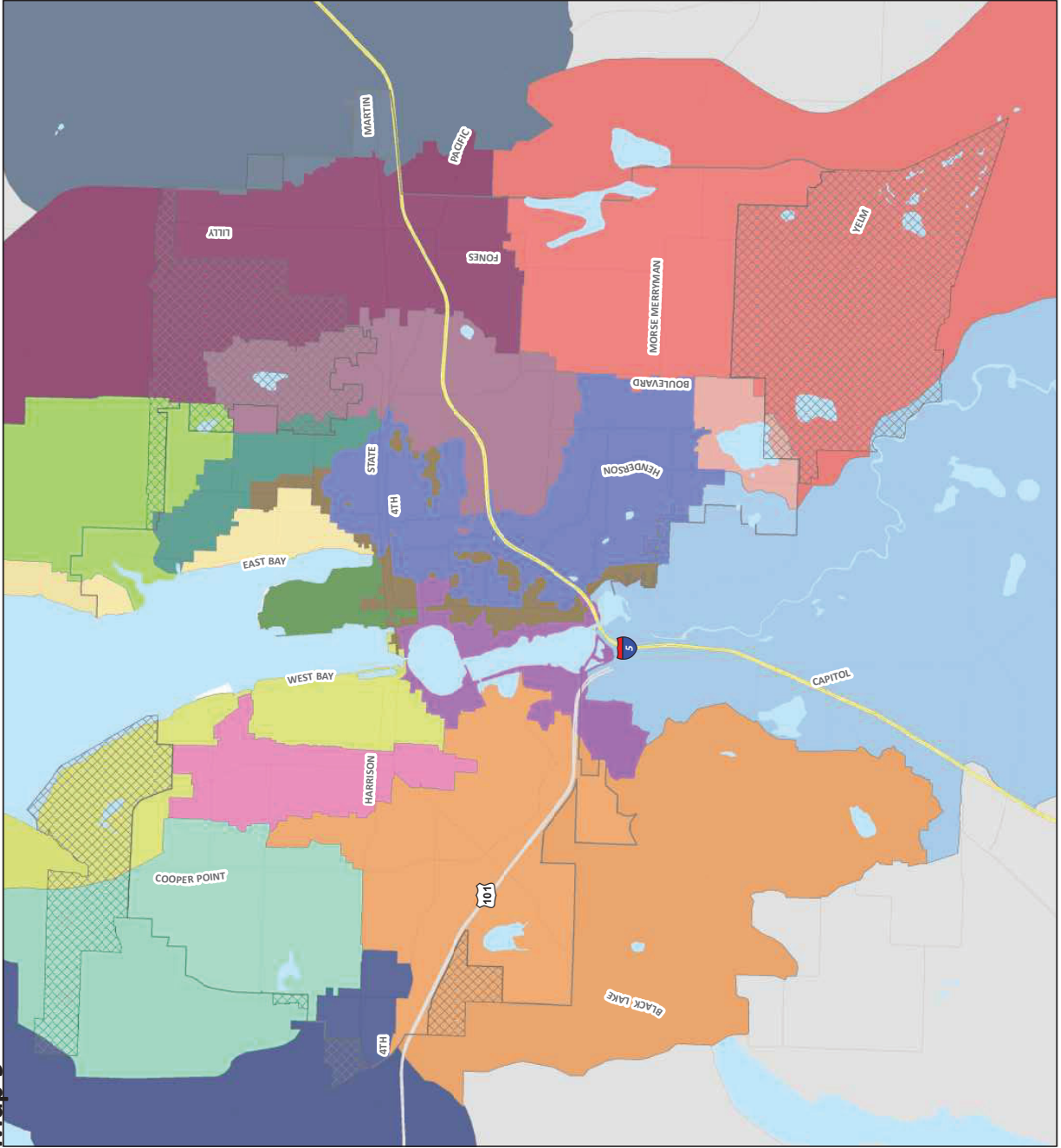
Intended for 11x17" landscape printing.

Map 9

Drainage Basins

-  Urban Growth Area
-  City Limits
-  Budd Inlet
-  Capitol
-  Chambers
-  Deschutes
-  East Bay
-  Eld Inlet
-  Ellis
-  Green Cove
-  Indian
-  LOTT
-  Mission
-  Moxlie
-  Percival
-  Schneider
-  Ward Lake
-  West Bay
-  Woodard
-  Woodland

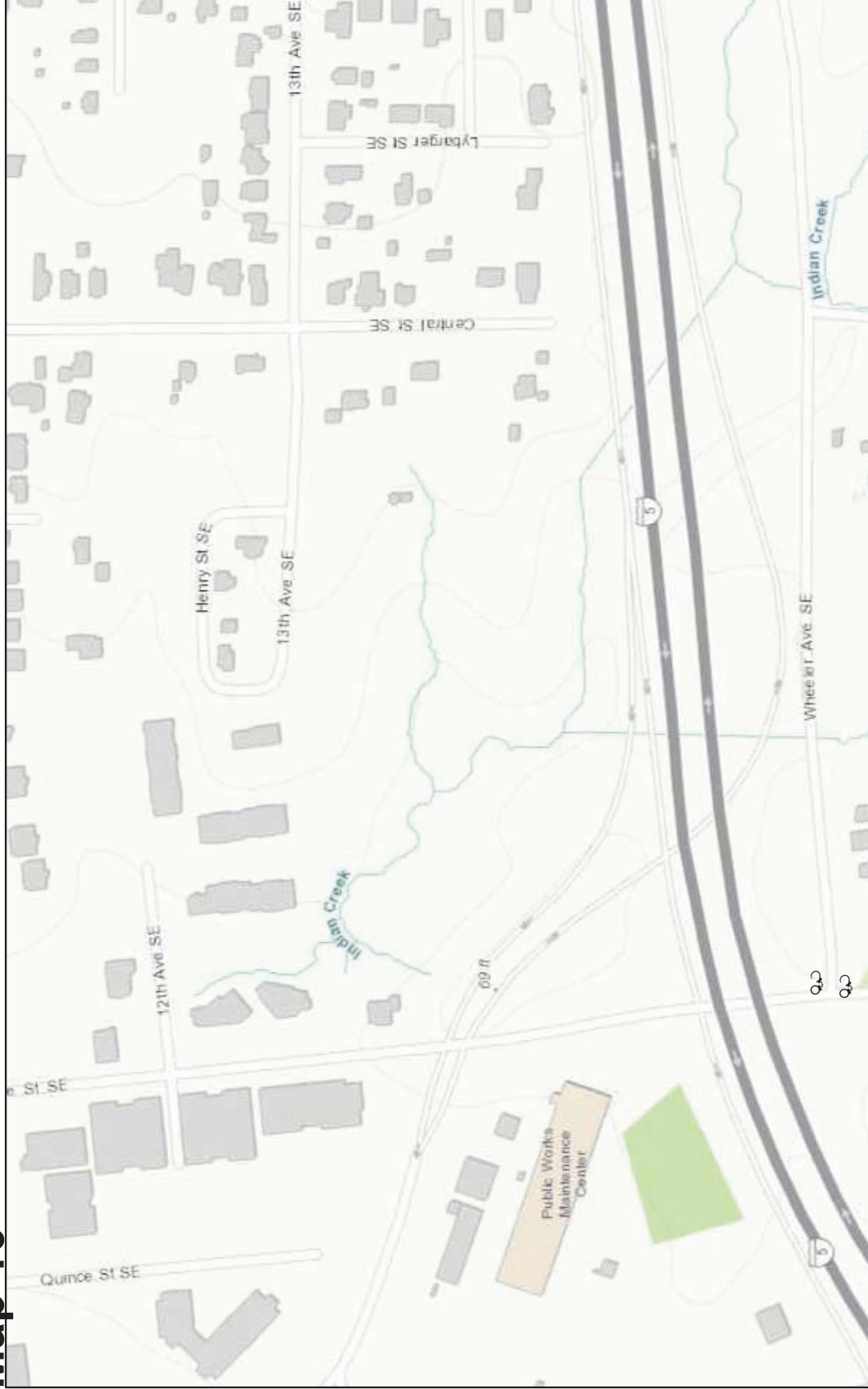
Publication Date: 12/18/2014 Effective Date: 12/23/2014
Ordinance #6945



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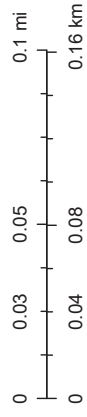
SW corner of Eastside

Map 10



February 8, 2019

1:4,514



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS,

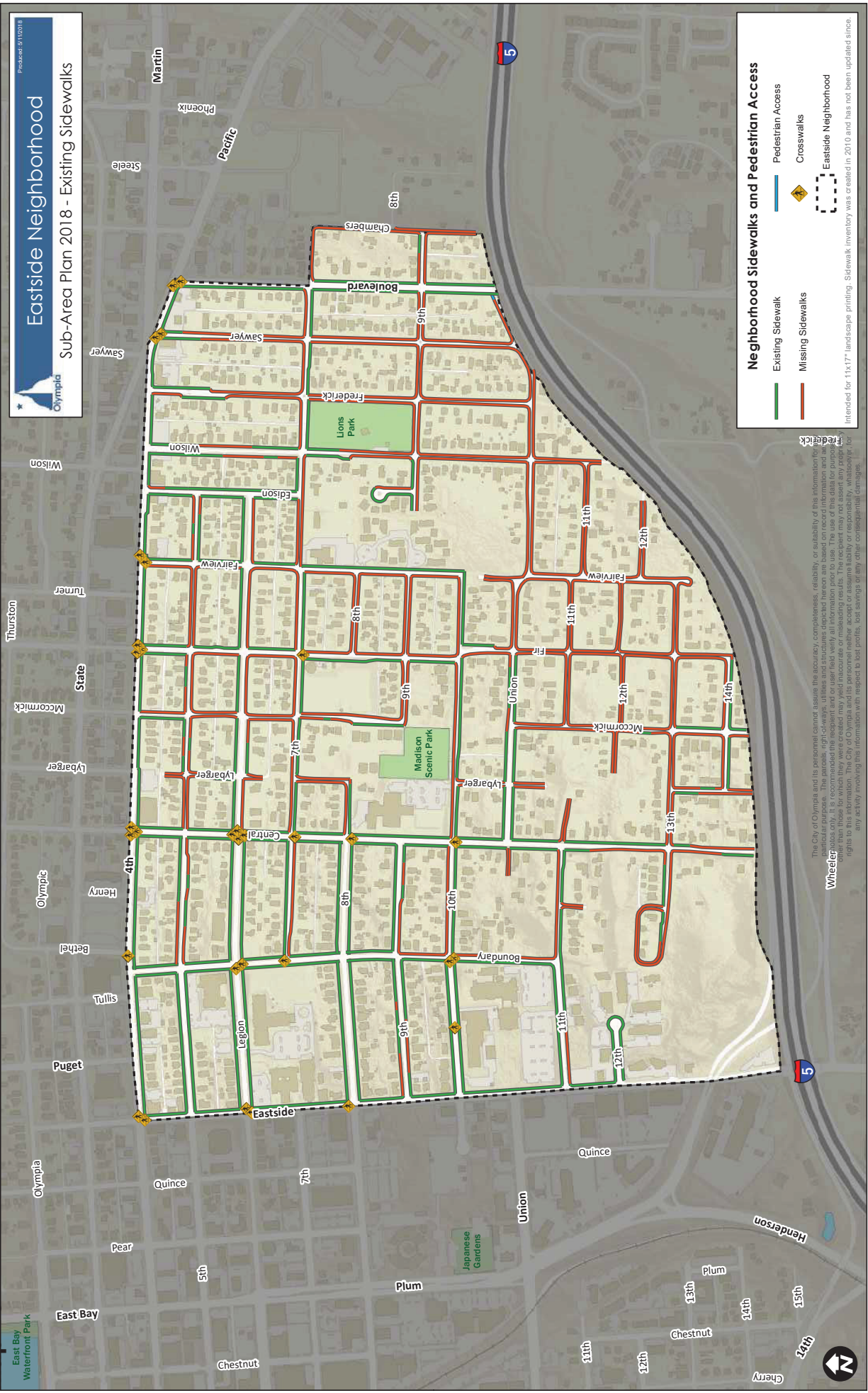
Map 11

Eastside Neighborhood Crime Stats - 2018



Map 13

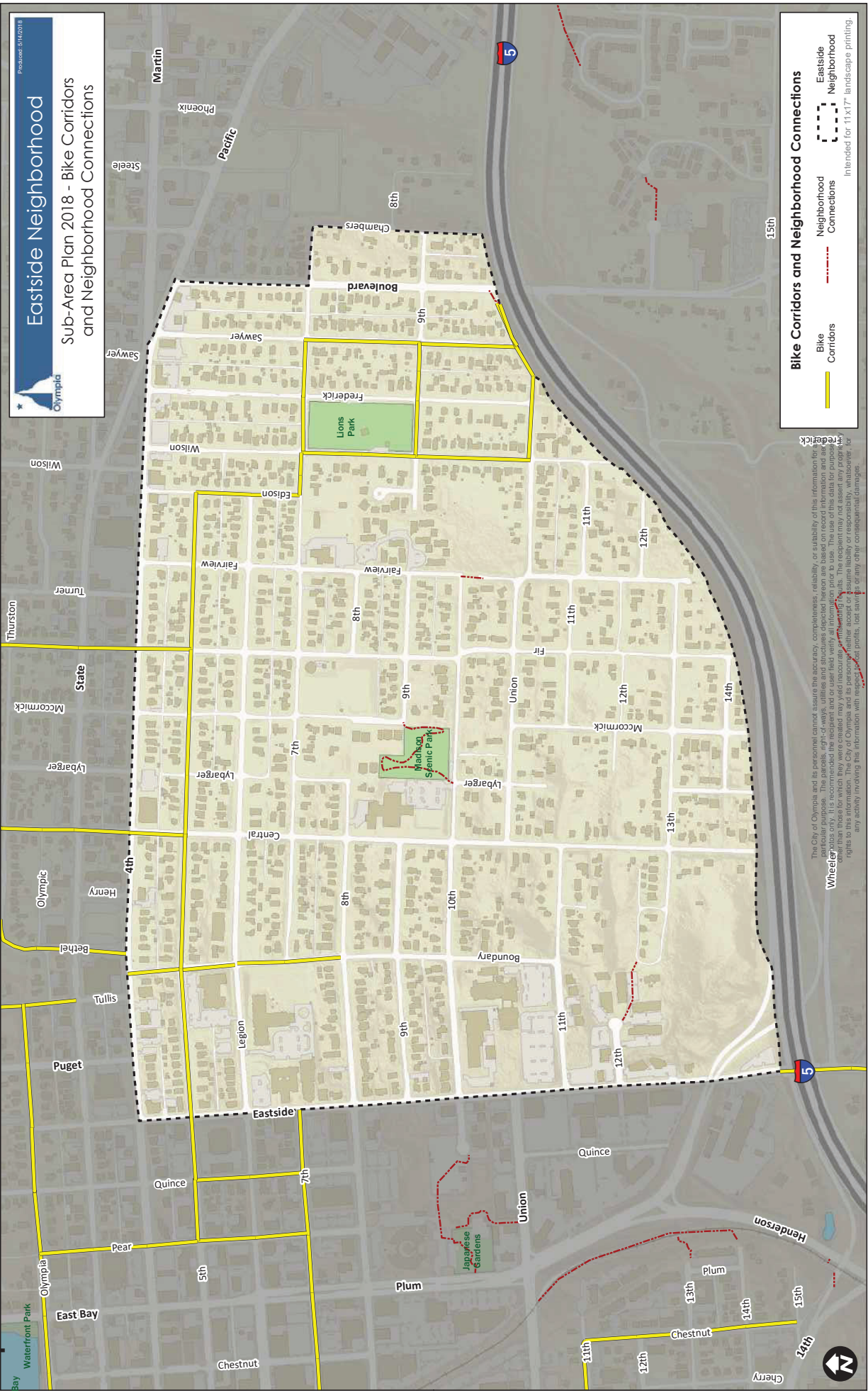
Produced 5/11/2018
Olympia
Eastside Neighborhood
 Sub-Area Plan 2018 - Existing Sidewalks



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Wheelchair

Map 14



Produced 5/14/2018
Olympia
Eastside Neighborhood
 Sub-Area Plan 2018 - Bike Corridors
 and Neighborhood Connections

Bike Corridors and Neighborhood Connections

- Bike Corridors
- Neighborhood Connections
- Estside Neighborhood

Intended for 11x17" landscape printing.

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Map 15



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Wheeler



City Council

2021 Legislative Session Overview and Review of the Draft 2021 Legislative Agenda

Agenda Date: 12/8/2020
Agenda Item Number: 6.B
File Number:20-1016

Type: discussion **Version:** 1 **Status:** Other Business

Title

2021 Legislative Session Overview and Review of the Draft 2021 Legislative Agenda

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a briefing on the 2021 Legislative session and review the draft 2021 Legislative Agenda.

Report

Issue:

Whether to receive a briefing on the 2021 Legislative session and review the draft 2021 Legislative Agenda.

Staff Contact:

Susan Grisham, Legislative Liaison, 360.753.8244

Presenter(s):

Susan Grisham, Legislative Liaison
Debora Munguia, Capitol Consulting

Background and Analysis:

The City contracts with Debora Munguia with Capitol Consulting to represent the City as our lobbyist. Ms. Munguia, will provide Council with an overview of the upcoming 2021 Legislative session, including how the session will be conducted in the midst of a pandemic, items of importance for Cities, and expectations for actions during the session.

Staff will also share an initial draft of Olympia's Legislative Agenda. Council will adopt the City of Olympia 2021 Legislative Agenda at its December 15, 2020 meeting.

Neighborhood/Community Interests (if known):

N/A

Type: discussion **Version:** 1 **Status:** Other Business

Options:

1. Receive the briefing and provide feedback on the draft 2021 legislative agenda.
2. Do not receive the briefing or provide feedback on the draft 2021 legislative agenda.
3. Receive the briefing and provide feedback on the draft 2021 legislative agenda at another time.

Financial Impact:

N/A

Attachments:

Draft 2021 Legislative Agenda

Olympia's 2021 Legislative Agenda



Investing in the Capital City

- Olympia is the front door of Washington's State government.
- As the Capital City, Olympia embraces its role as host to the state.
- We value State employees and visitors who work, shop, and dine in our downtown.

Olympia City Council

Cheryl Selby, Mayor
Jessica Bateman, Mayor Pro Tem
Jim Cooper
Clark Gilman
Dani Madrone
Lisa Parshley
Renata Rollins



Contact City Council

Susan Grisham, Legislative Liaison
360.753.8244
citycouncil@ci.olympia.wa.us

Administration

Jay Burney, City Manager
Keith Stahley, Assistant City Manager
Debbie Sullivan, Assistant City Manager

2021 Legislative Priorities:

State resources and support to address homelessness, affordable housing, mental health and chemical dependency services

- Olympia has the highest percentage of rent-burdened households and highest concentration of the Thurston County's homeless.
- State leadership and support is needed for renter/tenant protections, including rent control.
- Support is needed for use of state property for the homeless and for the state to manage encampments on their properties without the use of local jurisdiction resources.
- State leadership and support is needed for mental health and chemical dependency resources.
- The City supports a legislative amendment to the Residential Landlord-Tenant Act, specifically section RCW 59.18.040(1) exempting facilities established and operated by religious organizations and government entities.

Funding for new US 101 Interchange ramps in West Olympia

- The Cooper Point Road/Black Lake Boulevard intersection is failing.
- Addressing congestion in this critical area requires more access from US 101 to West Olympia.
- The interchange ramps are Olympia's highest priority for capital fund.

Further legislative action related to Climate Change.

- Further state leadership is needed to reduce greenhouse gas emissions from the built environment, transportation and other sectors.
- Olympia supports state building and energy code amendments, increases in renewable energy, and electric vehicle infrastructure.
- State funding support is needed to help advance local climate mitigation and adaptation efforts identified in the Regional Climate Mitigation Plan.

Change in Statue Regarding Militias

- The City supports a change in state law that provides severe penalties for persons who organize and form private armed militias.
- Currently, RCW 38.40.120 is only a misdemeanor punishable by up to ninety days in jail or a fine up to \$1,000 or fine and imprisonment.
- The Washington Constitution in Article 1, Sec. 24 provides that "The right of the individual citizen to bear arms in defense of himself, or the state, shall not be impaired, but nothing in this section shall be construed as authorizing individuals or corporations to organize, maintain or employ an armed body of men."

OTHER PRIORITIES IMPORTANT TO OLYMPIA

Changes to the Property Tax Levy Lid Lift

The current 1% levy lid restricts revenue growth when costs are increasing more than 1% per year.

- The City Supports raising the levy lid lift more than 1% for specific projects or initiatives.
- The City Supports raising the levy lid lift based on the rate of inflation or 1% annually, whichever is higher.

Tax Increment Financing

- The City supports Tax Increment Financing (TIF), to help fund infrastructure, accelerate economic development and job growth.
- Washington is one of only two states that does not have TIF authority for local communities.
- TIF uses anticipated future increases in tax revenues to generate incremental tax revenues from a specific development project or projects across a designated district to help pay for current costs associated with development.

Funding for Key Parks Grant Programs

The City supports the Washington Recreation and Parks Association's request for robust investments in grant programs in the 2021-23 Capital Budget that are critical for the vitality of local parks and recreation and the great outdoors. This biennium includes four City of Olympia applications representing over \$2 million in funding requests from Washington Wildlife and Recreation Program and the Youth Athletic Facilities program.

Solid Waste Reduction

The City is interested in legislation that reduces packaging and plastics, as well as improves recycling markets in Washington State.

Future purchase of National Guard Armory

The City would like financial support for the future purchase of the Armory in Olympia, located at 515 Eastside St. SE.



City Staff Contacts

City Manager

Jay Burney 360.753.8740
jburney@ci.olympia.wa.us

Assistant City Manager

Keith Stahley 360.753.8227
kstahley@ci.olympia.wa.us

Assistant City Manager

Debbie Sullivan 360.753.8499
dsulliva@ci.olympia.wa.us

Legislative Liaison

Susan Grisham 360.753.8244
sgrisham@ci.olympia.wa.us

City Attorney

Mark Barber 360.753.8223
mbarber@ci.olympia.wa.us

Community Planning and Development Director

Leonard Bauer 360.753.8206
lbauer@ci.olympia.wa.us

Strategic Communications Director

Kellie Purce Braseth 360.753.8361
kbraseth@ci.olympia.wa.us

Public Works Director

Rich Hoey 360.753.8495
rhoey@ci.olympia.wa.us

Interim Police Chief

Aaron Jelcick 360.753.8255
ajelcick@ci.olympia.wa.us

Fire Chief

Mark John 360.753.8466
mjohn@ci.olympia.wa.us

Finance Director

Nanci Lien 360.753.8465
nlien@ci.olympia.wa.us

Parks, Art and Recreation Director

Paul Simmons 360.753.8462
psimmons@ci.olympia.wa.us

Parking Services

parkingservices@ci.olympia.wa.us 360.753.8017

Draft December 2020



City Council

Approval of an Ordinance Related to Housing Options

Agenda Date: 12/8/2020
Agenda Item Number: 6.C
File Number:20-0991

Type: ordinance **Version:** 1 **Status:** Other Business

Title

Approval of an Ordinance Related to Housing Options

Recommended Action

Committee Recommendation:

Approve the attached ordinance adopting Housing Options Code Amendments with the modifications as recommended by the Planning Commission.

City Manager Recommendation:

Move to approve the attached ordinance as recommended by the Planning Commission and Land Use and Environment Committee.

Report

Issue:

Whether to adopt the Housing Options Code Amendments with the modifications recommended by the Planning Commission and the Land Use and Environment Committee.

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:

The City of Olympia is planning under the Growth Management Act (GMA). This means the City plans for population growth, including where and how that growth will occur. The City is planning for about 20,000 new residents between 2015 and 2035.

Housing to accommodate growth is planned for at various levels of neighborhood density. For example, high rise apartments can locate in high density neighborhoods, 2-3 story apartment buildings and mixed housing types can develop at medium density levels, and traditional single-family housing and a variety of housing types at lower densities can be in low density neighborhoods.

As is required by the GMA, the City is working to ensure there are adequate housing options for

people at all income levels. The City plans for housing in all neighborhoods - whether low, medium, or high-density. Most of the new growth will be directed to the areas designated as High-Density Neighborhoods in the Comprehensive Plan, such as in the Downtown where we are seeing new multifamily housing units.

Olympia is growing and there is not enough housing stock needed to accommodate that growth. The City has a 2.4 percent vacancy rate, which means for every 100 housing units in our City, less than three are available to someone looking for a place to live. Olympia needs more housing, and it also needs a more diverse variety of housing styles to meet the varied lives of our residents as community demographics continue to change. More than fifty percent of Olympia residents rent their homes. And the makeup of households is changing too - almost 22% of our households are couples with no children. And almost half (48.6%) are one-person or non-family households. Housing options need to keep pace with our changing community.

It is important to note that this particular effort is not specifically aimed at providing subsidized or low-income housing. Rather, it is intended to provide more market rate, middle income housing options in residential neighborhoods across the City.

Background

In November 2019, the City Council issued a referral to the Planning Commission asking the Commission to consider it a high priority to provide a greater variety of housing types in low density neighborhoods, consistent with the Comprehensive Plan. It directed the Commission to consider three of the twelve options listed that cities are encouraged to take in order to increase residential building capacity.

The list of housing options was included in Section 1 of House Bill (HB) 1923 (attached) adopted in 2019 (later codified in state law 36.70A.600, Revised Code of Washington). The Council referral directed the Commission to develop an ordinance that would implement at least two of the three options below, as identified by the Council. Below is a summary of the three housing options to be considered:

- 1. Accessory Dwelling Units (ADUs)** - Allow ADUs on all parcels containing a single-family home but do not require additional parking, do not require the property owner to live on-site, do not limit the size to less than 1,000 square feet, and do not prohibit separate sale. Cities have local flexibility to address other issues. Note: This language was modified in 2020 by the adoption of House Bill 2343.
- 2. Duplexes on Corner Lots** - Allow duplexes on each corner lot within all zoning districts that permit single-family residences.
- 3. Duplexes, Triplexes, or Courtyard Apartments** - Allow at least one duplex, triplex or courtyard apartment on each parcel in one or more zoning districts that permit single family residences - unless the city documents a specific infrastructure or physical constraint that makes this unfeasible. Note: This language was modified in 2020 by the adoption of House Bill 2343.

The Planning Commission was informed of this referral at its last meeting of 2019 and began working on the proposal in January 2020. The Commission had briefings on this topic in 2020 on January 27,

February 24, May 18, June 15, and July 20.

Public information meetings were held on February 6 and 12, 2020 to answer questions and receive feedback. The March Public Open House and Planning Commission briefing were cancelled due health concerns related to COVID-19. These two meetings in March were intended to share information about the staff recommendations on how to implement these housing options, which were issued on March 6, 2020. Alternatively, the information that would have been presented at the Open House was turned into recorded presentations and a virtual open house and comment period were provided online. The draft code language and recorded presentations can be accessed from the project webpage, attached.

In addition to the Planning Commission meetings and Information Session meetings, other public meetings were held before and after the virtual open house. E-newsletters and emails to Parties of Record were also provided. A summary of public meetings and public outreach is attached.

Near the end of March, the state approved HB 2343, which amended the state law language under consideration (Section 1 of HB 2343 is attached). The revised language separated the ADU provisions into distinct sections so they could be implemented independently of each other; it modified the language about the size of ADUs; and it added more housing types (quadplexes, sixplexes, stacked flats, and townhouses) to the option about duplexes, triplexes, and courtyard apartments. The provisions in HB 2343 went into effect in June 2020. As a result of these revisions, staff revised its original recommendations that were proposed in early March. The revised staff recommendation was to allow any ADU to be up to 800 square feet in size. This is the current maximum size for an ADU in the City of Olympia, but the proposed revision would eliminate the existing code language that restricts the size of the ADU to no more than two-thirds the size of the primary home, up to a maximum of 800 square feet.

Analysis

To develop the staff recommendations for which two or three of the housing options to potentially implement, staff reviewed how the options relate to the Comprehensive Plan text, goals, policies, and maps. Staff proposed recommendations to implement the options and be consistent with the adopted Comprehensive Plan. Staff also reviewed the Development Regulations (primarily Title 17 - Subdivisions, and Title 18 - Unified Development Code) to consider how future development would be reviewed and how the various code sections would be applied to development under proposed code changes.

The draft code language requires design review for each of these housing types under the City's Infill and Other Residential design review standards. These standards require consideration of existing homes on the same street where these housing types are proposed. As such, the proposed homes must address certain placement and design features to better blend in with the surrounding neighborhood. Other standards were drafted to ensure these housing types would not be allowed to surpass the maximum number of stories or building heights allowed for single family homes in the same neighborhoods.

Staff recommended a new provision be added to the density section of Chapter 18.04 of Olympia Municipal Code. The proposed language would require the City to review the achieved densities that result from these code amendments for areas of the City that are designated as Low Density Neighborhood in the Future Land Use Map of the Comprehensive Plan. If the achieved density

approaches or exceeds the density anticipated in the comprehensive plan, the city will then have the responsibility to make revisions needed to maintain consistency between the Comprehensive Plan and development regulations.

Planning Commission

The Planning Commission considered the three Housing Options Code Amendments included in the referral from Council. The Commission, after three nights of deliberations, is recommending code amendments to implement all three of the options. In addition, it considered the housing types (fourplexes, sixplexes, stacked flats) added in HB 2343 to the option about duplexes, triplexes, and courtyard apartments. Staff noted these housing types were added to the language in the state law at public meetings beginning in April and May. These additional housing types were discussed at Planning Commission briefings and the public hearing. The Planning Commission recommendation includes provisions to add triplexes and fourplexes to the Residential R 4-8 Zoning district and fourplexes and sixplexes to the Residential R 6-12 zoning district. All housing types allowed in these amendments would be limited to two stories and the same building height limits established for single family homes, with the exception of in the Residential Low Impact (RLI) zoning district which currently allows three story residential structures and is not proposed to change at this time.

The Commission considered the ADU standards and ultimately recommends the maximum size of the ADU be up to 850 square feet, which is the same size allowed by the City of Lacey. The Commission also made a recommendation that does not result in immediate revision of the city code. That recommendation is for the City to review its use of the term “multifamily” and make changes, if necessary, to the Unified Development Code (OMC Title 18).

Neighborhood/Community Interests (if known):

Community interest in this topic is high. The City has been accepting public comments on this proposal since January 2020. Public comments were received during the process, at the public hearing on September 23, 2020, and through the close of the public hearing comment period, on September 30, 2020. All public comments received by September 30, 2020 have been posted to the project webpage.

At the July 20, 2020, Planning Commission meeting, City Staff provided an overview of the public comment themes that had been received up until that time and staff’s responses to them. Staff responses to comment themes are attached. The primary concerns raised focused on:

- Housing Supply, Shortage, and Affordability
- Neighborhood Character/Design Review
- Compatibility and Scale of New Structures
- Parking
- Traffic and Schools
- Infill and Housing Variety
- Tear Downs
- Other/Miscellaneous

Supportive comments and issues were also noted but staff did not respond to them specifically:

- Will help reduce sprawl and to be a more sustainable City
- Will protect surrounding farm and forest lands

- Will help to return to historic residential development patterns
- ADUs will support and allow for more upward social and economic mobility
- The adopted Comprehensive Plan calls for a mix of housing types
- Supports a variety of housing types for all kinds of people
- Supports greenhouse gas emission reduction, promotes more walking/bicycling/transit use
- Makes better use of existing infrastructure
- Would allow more housing units in Historic Neighborhood without tearing down existing structures
- Support for more options to allow people to age in place
- Support for pre-approved ADU plans

Other comments received were realistically beyond the Planning Commission's purview but were acknowledged as well. Those types of issues are noted at the end of the response to comment themes summary.

Options:

1. Approve the Housing Options Code Amendments, as proposed.
2. Approve the Housing Options Code Amendments, with specific revisions.
3. Do not approve the Housing Options Code Amendments.

Financial Impact:

The costs associated with development and implementation of the proposed amendments is covered in the Community Planning and Development Department's base budget.

Attachments:

Ordinance
Referral
Outreach Summary
Planning Commission Recommendation
Planning Commission Minority Dissent Letter
Webpage with Links to Public Comment
Public Comment Themes
Infill Design Review
House Bill 1923, Section 1
House Bill 2343, Section 1

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING TITLE 18, UNIFIED DEVELOPMENT CODE, OF THE OLYMPIA MUNICIPAL CODE, RELATED TO HOUSING

WHEREAS, the City of Olympia Comprehensive Plan update, adopted in December 2014, identified a need to accommodate 20,000 new residents by the year 2035; and

WHEREAS, the City of Olympia Comprehensive Plan establishes that population growth will be accommodated within the City's existing Urban Growth Area (UGA) to avoid sprawl through encroachment into designated rural or resource lands located beyond the UGA boundary; and

WHEREAS, the City of Olympia Comprehensive Plan directs the majority of new residential growth will be accommodated in the three areas identified as High Density Neighborhoods Overlay on the Future Land Use Map; and

WHEREAS, the City of Olympia Comprehensive Plan identifies the need for infill residential development in existing neighborhoods by allowing for a broader variety of housing types that would be compatible with existing neighborhoods in the areas designated as Low Density Neighborhoods; and

WHEREAS, given that the City plans for population growth consistent with the Future Land Use Map and the anticipated densities of these designations, and given the requirements for new development depending on the scale of the proposed projects, adequate public services and facilities are available to serve this development or the development will not be approved; and

WHEREAS, the Comprehensive Plan identifies multiples ways in which the City of Olympia will accommodate future growth, including through future development of the three high density neighborhood overlay areas and through residential infill in existing neighborhoods. The Plan does not identify a particular order in which to address these needs. The Downtown High Density Neighborhood Overlay was the subject of a subarea plan known as the Downtown Strategy. The other high density neighborhood overlay areas will be the subject of future subarea planning efforts. The Proposed Amendments address the need to provide for infill residential in the Low Density Neighborhoods; and

WHEREAS, the proposed amendments are to provide housing opportunities to serve a portion of the population growth currently anticipated by and analyzed in the City's adopted Comprehensive Plan; and

WHEREAS, in July 2019, the Washington State Growth Management Act (36.70A, RCW) was amended by the adoption of House Bill 1923 to add a menu of options cities are encouraged to take in order to increase residential building capacity within urban growth areas; and

WHEREAS, in November 2019, the City Council referred three of those menu options to the Olympia Planning Commission. The options addressed Accessory Dwelling Units; duplexes on corner lots; and duplexes, triplexes, and courtyard apartments. In March 2020 the options under consideration were further amended by the State of Washington's adoption of House Bill 2343; and

WHEREAS, the City Council referral directed the Planning Commission to develop an ordinance that would implement at least two of the three options identified for consideration in the Council's referral; and

WHEREAS, the Olympia Planning Commission was informed of the referral at its public meeting on December 2, 2019 and received briefings on the Proposed Amendments on January 27, 2020, February 24, 2020, May 18, 2020, June 15, 2020, and July 20, 2020; and

WHEREAS, a Notice of Proposal was sent to all Recognized Neighborhoods on January 30, 2020, and the designated contacts for each Recognized Neighborhood was asked to share the information with its members; and

WHEREAS, a Notice of Proposal was published in The Olympian on January 31, 2020; and

WHEREAS, the City of Olympia developed a Public Participation Plan for the development and review of the Proposed Amendments; and

WHEREAS, the City of Olympia created a webpage for this planning proposal in January of 2020 as a means of providing project information and updates to the public that was accessible at the public's convenience; and

WHEREAS, because the housing types involved in the Proposed Amendments are similar to the housing types considered in the recent planning process known as "Missing Middle" Housing, the City contacted all Parties of Record from the Missing Middle Housing project on January 27, 2020 to inform them of this planning effort and to invite them to become a Party of Record for the current proposal; and

WHEREAS, the City issued E-Newsletters to all members subscribed to the Planning and Development listserv on January 29, 2020, February 12, 2020, February 18, 2020, March 2, 2020, April 14, 2020, and September 11, 2020; and

WHEREAS, the City issued Email updates to all Parties of Record for this planning process on January 29, 2020, February 18, 2020, February 24, 2020, March 12, 2020, April 15, 2020, May 11, 2020, June 9, 2020, September 11, 2020, and September 24, 2020; and

WHEREAS, the City held public Information Sessions about the proposed housing options under consideration on February 6, 2020 and February 12, 2020; and

WHEREAS, the City issued Questions and Answers summary from the Information Sessions and posted the summary to the project webpage on February 24, 2020; and

WHEREAS, the staff recommendations to implement the housing options were issued on March 10, 2020. Notice of these recommendations was provided for the Planning Commission meeting scheduled for March 16, 2020. The recommendations were posted on the project webpage and Parties of Record were notified of the recommendations; and

WHEREAS, a public Open House meeting that had been scheduled for March 23, 2020 was cancelled due to the pandemic. In order to provide the information to the public the City issued narrated presentations on its webpage and provided notice of the information. The presentations were designed to inform people of the options under consideration, present the staff recommendations on how to implement them, and to solicit public comments on the recommendations; and

WHEREAS, on March 12, 2020, the Proposed Amendments were sent to the Washington State Department of Commerce Growth Management Services with the Notice of Intent to Adopt Development Regulation amendments as required by RCW 36.70A.106 and supportive comments were received from the Growth Management Services division of the Washington State Department of Commerce. No other state agencies provided comments during the 60-day comment period; and

WHEREAS, on April 7, 2020, the City of Olympia issued a Determination of Non-Significance pursuant to the State Environmental Policy Act (SEPA) on the Proposed Amendments; and

WHEREAS, the Proposed Amendments do not include revisions that increase the density ranges allowed in the zoning districts that implement the Low Density Neighborhood designation; and

WHEREAS, the SEPA analysis considered a variety of housing types being allowed in the zoning districts that implement the Comprehensive Plan's Low Density Neighborhood, which generally provides for densities up to twelve units per acre. Courtyard apartments were considered in the environmental review, which are defined as providing for four or more residential units. Fourplexes and sixplexes are within the number of housing units contemplated in the environmental review; and

WHEREAS, related development standards, such as maximum lot coverages for buildings and impervious surfaces, setbacks from property lines, maximum building heights and number of stories, infill design review standards, low impact development stormwater standards, and off street parking standards remain unchanged for various housing types in these zoning districts so the anticipated impacts of these housing types are likely to be similar in nature; and

WHEREAS, the annual review of density to ensure consistency between the Comprehensive Plan and Development Regulations applies to all provisions of this ordinance, including the Planning Commission's recommendation to include fourplexes and sixplexes. Further, the City SEPA Responsible Official has determined the existing environmental review is adequate under WAC 197-11-060(4) and additional review under the State Environmental Policy Act is not warranted; and

WHEREAS, the City of Olympia reviews applications for the subdivision of land or for the land use review of residential projects consisting of five or more units for compliance with the density ranges allowed in the underlying zoning district; and

WHEREAS, in order to comply with the language as written in the Growth Management Act for these provisions, the Proposed Amendments may allow for the density of the underlying zone to be exceeded on a particular lot in some cases, however appropriate measures have been taken to ensure the City monitors the achieved densities in the areas designated as Low Density Neighborhood in the Future Land Use Map in order to allow the City to take appropriate actions, if needed, to maintain consistency between the achieved development patterns and the densities anticipated in the Comprehensive Plan; and

WHEREAS, the parking requirements for these housing types is adequate to serve residential uses; and

WHEREAS, the proposed amendments maintain neighborhood compatibility with the low density neighborhoods description of the City's Comprehensive Plan by increasing the variety of housing types allowed. Further, the City has taken measures to assure new infill development is compatible with existing neighborhoods by standardizing the development regulations that apply to these housing types, such as building heights, building setbacks from property lines, number of stories, low impact development stormwater standards, and requirements of design review under the Infill and Other Residential standards (18.175 OMC) that consider existing residences in the neighborhood and on the same block; and

WHEREAS, the housing types allowed by these proposed amendments are subject to the Infill and Other Residential design review standards. These design review standards are applied to address compatibility with neighborhoods and specifically consider neighborhood scale and character, building orientation and the location of entries, building modulation and articulation, windows, garage design, materials and colors, and include provisions for accessory dwelling units; and

WHEREAS, the stormwater standards of proposed development or redevelopment of the housing types allowed in low density neighborhood areas are the same regardless of the housing type proposed. The portion of a lot that could be covered by building footprints, impervious surfaces, or hard surfaces are the same whether the property owner builds a single family home, duplex, or any other housing types allowed in the zoning district the property is located within. The impacts from stormwater are addressed through such zoning development standards, the building codes, and the Engineering Development and Design Standards; and

WHEREAS, the City plans for population growth, infrastructure needs, and the provision of urban governmental services under its Comprehensive Plan and related master plans. The master plans (water system plan, transportation plan, storm and surface water plan, wastewater management plan, etc.) are based on the anticipated population growth and Future Land Use Map development patterns of the Comprehensive Plan. These proposed amendments are consistent with and implement the infill policies of the Plan; and

WHEREAS, the City retains development regulations to protect environmentally sensitive areas, such as the Critical Areas Ordinance and low impact development stormwater standards; and

WHEREAS, the City strives to provide for housing that is affordable for people at all income levels. These proposed amendments are one way to provide additional housing opportunities more broadly across the City but these units are not required to be subsidized or low income housing; and

WHEREAS, the housing types allowed by the proposed amendments are likely to be more practical housing options for many community members by better aligning housing opportunities with the changing demographics of Olympia residents - such as lower household sizes and makeup. Almost 22% of households in Olympia are couples with no children, and almost half (48.6%) are one-person or non-family households. Over fifty percent of Olympia residents rent their housing. These housing options will help the City keep pace with, and provide for, the changing needs of the community; and

WHEREAS, the amendment to increase the building height from sixteen feet to twenty-four feet for Accessory Dwelling Units (ADUs) that are not attached to the primary residence will allow for ADUs to be constructed above a detached garage or other accessory structure such as a shop. The increase in height is still eleven feet lower than the height allowed for ADUs that are attached to the primary home. The revision balances the desire to keep detached ADUs as accessory in character to the primary home while retaining an area on the lot for yard/play and gardening/vegetation areas, as well as a more natural pattern of infiltration of rain and stormwater; and

WHEREAS, the City of Olympia will not issue approvals of subdivisions of land, land use review, or building permits unless the applicant can demonstrate compliance with all city requirements and standards. If that does not occur, such as if there is a specific infrastructure or physical constraint that would make development unfeasible for a particular parcel, City approvals will not be issued which satisfies the language in RCW 36.70A.600(1)(c); and

WHEREAS, on September 11, 2020, notice of the public hearing for the Proposed Amendments was provided to all Recognized Neighborhood Associations with the City of Olympia pursuant to Chapter 18.78 OMC, Public Notification; and

WHEREAS, on September 11, 2020, notice of the public hearing for the Proposed Amendments was published in The Olympian newspaper pursuant to Chapter 18.78 OMC, Public Notification; and

WHEREAS, on September 23, 2020, the Olympia Planning Commission held a public hearing on the Proposed Amendments; and

WHEREAS, the Olympia Planning Commission deliberated on October 5, 2020, October 19, 2020, and November 2, 2020, and provided to the City Council its written recommendation to amend multiple sections of Title 18 OMC, Unified Development Code; and

WHEREAS, the Proposed Amendments are consistent with the Olympia Comprehensive Plan and other chapters of Title 18 OMC; and

WHEREAS, the Proposed Amendments have been reviewed pursuant to the Rezones and Text Amendments process outlined in Chapter 18.58 OMC; and

WHEREAS, the Attorney General Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property (December 2006) was reviewed and used by the City in objectively evaluating the proposed development regulations amendments; and

WHEREAS, Chapters 35A.63 and 36.70A RCW and Article 11, Section 11 of the Washington State Constitution authorize and permit the City to adopt this Ordinance;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of OMC 18.02.180.D. Olympia Municipal Code Subsection 18.02.180.D is hereby amended to read as follows:

D. DEFINITIONS - SPECIFIC.

Dangerous Waste. Any discarded, useless, unwanted or abandoned substances, including but not limited to certain pesticides, or any residues or containers of such substances which are disposed of in such quantity or concentration as to pose a substantial present or potential hazard to human health, wildlife, or the environment because such wastes or constituents or combinations of such wastes:

a. Have short-lived, toxic properties that may cause death, injury or illness or have mutagenic, teratogenic or carcinogenic properties; or

b. Are corrosive, explosive, flammable or may generate pressure through decomposition or other means. (See also Hazardous Waste, Extremely.)

Date of Filing. The date that a complete and accurate application is submitted, and appropriate fees paid.

Days. Consecutive calendar days unless otherwise stated.

Decorative Grille Work. Grille work which through the use of material, geometric pattern, configuration, embellishment, or artisanship exceeds the normal functional requirements. Parallel vertical bars - resembling a jail cell pattern - are not considered decorative grille work.

Dedication. The deliberate appropriation of land by an owner(s) for any general and public uses, reserving to themselves no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property is to be devoted. The intent to dedicate shall be evidenced by the owner by the presentment for filing of a final plat, short plat or binding site plan which shows the dedication thereon. Acceptance by the public shall be evidenced by written approval issued by the city of such document for filing with the County Auditor.

Deficiency, Application. The lack of an element or information which results in an application being deemed not complete, or which otherwise prevents meaningful review and rendering of a decision regarding the application. A deficiency includes an element or information which is absent, is inaccurate or in some other aspect does not conform with applicable regulations and standards, and supplemental information or studies

required to review an application. Erroneous or misleading information intentionally included in an application shall constitute a deficiency.

Department. The City of Olympia Community Planning and Development Department.

Design. The planning and engineering of street alignments, grades and widths; drainage and sanitary facilities and utilities, including alignment and grades thereof; location and size of all required easements and rights-of-way; fire roads and fire breaks; lot size and configuration; vehicle access; grading; land to be dedicated for park or recreational purposes; building and other accessory physical requirements.

Design Review. The evaluation of a site, building, landscape design plan or sign program submitted to the Design Review Board or staff, which may approve or deny the plan in part, or make further design recommendations based upon adopted guidelines.

Design Review Board. A committee with a balance of design professionals (architecture, planning, engineering, landscape architecture) and citizens who are appointed by the City Council.

Detached. Any building or structure that does not have a wall and roof in common with any other building or structure and where exterior walls are separated by six feet or more. (See Attached Structures; note that structures conforming with neither definition must conform with the requirements of this title for both types of structures).

Determination of Completeness. A written determination by the director or fire chief or their respective designees that all required elements of an application have been received by the City. This determination initiates the statutory review period for the application, if any, and subject to certain exceptions, entitles the applicant to have the application considered and reviewed pursuant to the laws, regulations and standards in effect on the date the application was complete.

Development. The division of a parcel of land into two or more parcels; the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure; any mining, excavation, landfill, clearing or land disturbance; or any change of use or extension of the use of land. (See also Improvement.)

Development Area, WCF. The area occupied by a wireless communications facility including areas inside or under the following: an antenna support structure's framework, equipment cabinets, ancillary structures and access ways.

Development Code. A text incorporating areas of regulation more typically presented in separate zoning and subdivision ordinances and related chapters of the Municipal Code.

Development Coverage. Except where the context indicates otherwise, "development coverage" has the same meaning as impervious coverage.

Development Permit. Any land use permit which must be approved prior to the improvement and development of land or structures.

Director. The Director of the City of Olympia Community Planning and Development Department, and the Director's designees.

District or Zone. A specific area designated on the official zoning map of the city as one of the use districts as provided for in this title; such area is subject to all the requirements and regulations applicable to such district.

Dormitory. A residential structure intended principally for sleeping accommodations, where no individual kitchen facilities are provided, and which is related to an educational or public institution or is maintained and operated by a non-profit welfare organization.

Drinking Establishment. A business primarily engaged in the retail sale of alcoholic beverages for consumption on the premises, including night clubs, bars, and taverns. A lounge operated as part of a restaurant is considered to be accessory to the restaurant.

Drinking Water Protection Area. See OMC [18.32.205](#).

Drip Line. An imaginary ground line around a tree or building that defines the outermost limits of the tree canopy or building roof eave.

Drive-in Theater. An open lot devoted primarily to the showing of motion pictures.

Drive-Through Restaurant. See Restaurant, Drive-Through.

Dwelling Unit. See definition for single-family. Various types of housing or human shelter, which are listed below and categorized by use.

a. Dwelling, Conventional.

i. Accessory Dwelling Unit. A dwelling unit that has been added onto, created within, or separated from a single-family detached dwelling for use as a complete independent living unit with provisions for cooking, sanitation and sleeping.

ii. Apartment. A dwelling within a structure designed and used for occupancy by three or more individual persons or families living independently of each other. These structures include triplexes, fourplexes, and other multi-unit configurations.

iii. Boarding Home. Any home or institution, however named, which is advertised, announced or maintained for the express or implied purpose of providing board and domiciliary care to three or more aged persons not related by blood or marriage to the operator, under the provisions of Chapter [18.20](#) RCW. It shall not include any home, institution or section thereof which is otherwise licensed and regulated under the provisions of state law providing specifically for the licensing and regulation of such home, institution or section thereof. (See also Dwelling, Assisted Living.)

iv. Co-Housing. Co-housing developments consist of two or more dwelling units, one or more shared community structures (e.g., containing a meeting hall, dining hall/kitchen, community center, or day care) and perhaps a community garden, recreation area, or similar community oriented use.

v. Condominium. A development consisting of an undivided interest in common for a portion of a parcel coupled with a separate interest in space in a residential or commercial building on the parcel.

vi. Cottage Housing Development. Four or more small, detached dwelling units sharing a commonly owned courtyard/common area and parking area.

vii. Courtyard Apartment. A dwelling within a structure or small detached structures on one parcel designed and used for occupancy by four or more individual persons or families living independently of each other. The units are oriented around a shared open space courtyard from which all ground floor units have primary entrances facing.

viii. Duplex. One building containing two single-family dwelling units totally separated from each other by a one-hour fire wall or floor.

ix. Guest House. Living quarters without kitchen facilities located on the same lot with a principal building and occupied for the sole use of members of the family, temporary guests, or persons permanently employed on the premises. (See also Accessory Dwelling Unit.)

ix. Manufactured Home. A single-family residence constructed after June 15, 1976, and installed in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements for manufactured housing and bearing the appropriate insignia indicating such compliance.

xi. Manufactured Home, Designated. A manufactured home constructed after June 15, 1976, in accordance with state and federal requirements for manufactured homes, and which meets the requirements of OMC [18.04.060.O](#).

xii. Manufactured Home, New. Any manufactured home required to be titled under Title [46](#) RCW, which has not been previously titled to a retail purchaser, and is not a "used mobile home" as defined in RCW [82.45.032\(2\)](#).

xiii. Mobile Home. A single-family residence transportable in one or more sections, built on a permanent chassis, designed to be used as a permanent dwelling and constructed before June 15, 1976.

xiv. Modular Home. A structure constructed in a factory and installed in accordance with the applicable Building Code and bearing the appropriate insignia indicating such compliance. This definition includes "pre-fabricated," "panelized" and "factory built" units.

xv. Single-Family Dwelling. A single unit providing complete, independent living facilities for a family, including permanent provisions for living, sleeping, cooking and sanitation.

xvi. Single-Room Occupancy. A housing type consisting of one room with cooking facilities and with shared bathroom facilities. (See also Boarding Home, Lodging House and Bed and Breakfast.)

xvii. Townhouse. A single-family dwelling unit which is part of a group of two or more such units separated by a completely independent structural wall (including utilities in separate walls), extending from the ground to the roof in accordance with the applicable Building Code and which has no doors, windows or other provisions for human passage or visibility through the wall. In certain zoning districts, such dwelling units are platted with common side and/or rear property lines between the structural walls. See Chapter [18.64](#).

xviii. Triplex. One building containing three single-family dwelling units totally separated from each other by a one-hour fire wall or floor.

xix. Fourplex. One building containing four single-family dwelling units totally separated from each other by a one-hour fire wall or floor.

xx. Sixplex. One building containing six single-family dwelling units totally separated from each other by a one-hour fire wall or floor.

b. Dwelling, Transient.

i. Bed and Breakfast. A dwelling for the purpose of providing lodging for travelers and guests for a period of less than two weeks for compensation and having at least one kitchen used to provide breakfast but no other meals. Such dwelling shall have no more than five such guest rooms for persons other than the immediate family of the operator occupying such dwelling. Any such dwelling having over five such guest rooms is a hotel.

ii. Hotel. Any building containing six or more guest rooms where lodging, with or without meals, is provided for compensation, and where no provisions are made for cooking in any individual room or suite.

iii. Lodging House. A dwelling having only one kitchen and used for the purpose of providing lodging, or lodging and meals, for compensation for no more than five persons other than the

members of the immediate family of the operator occupying such dwelling. Any such dwelling having over five such guests is considered a hotel. (See also Boarding Home.) [NOTE: A lodging house allows for an unlimited stay, unlike a Bed and Breakfast which is limited to two weeks.]

iv. Motel. Guest rooms or suites occupied on a transient basis often with most rooms gaining access from an exterior walkway. (See also Recreational Vehicle.)

v. Trailer House. See Recreational Vehicle.

c. Dwelling, Assisted Living.

i. Adult Day Care Home. A residence in which adults (at least 18 years in age) and who are not related to the caregiver stay for no more than 12 hours per day. Emergency medical care may be provided in such facilities, but not convalescent care. (See also Convalescent Home and Elder Care Home.)

ii. Convalescent Home. Any home, place, institution or facility which provides convalescent or chronic care, or both, for a period in excess of 24 consecutive hours for three or more patients not related by blood or marriage to the operator, who by reason of illness or infirmity, are unable properly to care for themselves. Such establishment shall be duly licensed by the State of Washington as a "nursing home" in accordance with the provisions of Chapter [18.51](#) RCW.

iii. Congregate Care Facilities. A building or complex of dwellings specifically designed for occupancy by senior citizens which provides for shared use of facilities, such as kitchens, dining areas, and recreation areas. Such complexes may also provide kitchens and dining space in individual dwelling units. Practical nursing care may be provided, but not nursing care as described in Section [18.04.060\(S\)](#).

iv. Elder Care Home. An elder care home or adult family home in the primary residence of a person licensed pursuant to Chapter [70.128](#) RCW to provide personal care, room, and board for one to five adults (at least 18 years of age) who are not related to the caregiver. Home health care and limited nursing care (dispensing of medicine and emergency medical aid) may be provided, but not convalescent care. (See also Convalescent Home, and Boarding Home.)

v. Group Homes. A place of residence for the handicapped, physically or mentally disabled, developmentally disabled, homeless, or otherwise dependent persons. Group Homes are intended to provide residential facilities in a home-like environment. Such homes range from licensed establishments operated with 24 hour supervision to non-licensed facilities offering only shelter. They shall not include correctional facilities (except as authorized by Chapter [137-56](#) and [137-57](#) WAC for work/training release programs), nursing homes, Type III group care facilities, foster family homes, or adult family homes as defined by the Washington State Department of Social and Health Services or its successor agency. Group homes include, but are not limited to the following:

(a) Confidential Shelters. Shelters for victims of domestic violence as defined and regulated in Chapter [70.123](#) RCW and Chapter [388-61A](#) WAC. Such facilities are characterized by a need for confidentiality.

(b) Home for the Disabled. A home or other facility which provides board and domiciliary care to individuals who, by reason of infirmity, require such care. An infirmity may be based on conditions including, but not limited to, physical handicap, mental illness, and other developmental disabilities. These group homes are a type of boarding home, as defined and regulated in Chapter [18.20](#) RCW. However, boarding homes serving the aged infirm are not included in this definition.

(c) Homeless Shelter. A facility offering lodging and/or emergency shelter to homeless individuals for an indefinite period of time and meeting the standards of Chapter [248-144](#) WAC.

(d) Group Home for Youth. Any home maintained and operated for the care of children on a 24 hour basis as defined and regulated in Chapter [388-73](#) WAC and Chapter [74.15](#) RCW.

(e) Group Home for Offenders. A home or other facility operated for housing and supervision of work/training release residents during their stay in a work/training release program as defined and regulated in Chapters [137-56](#) and [137-57](#) WAC.

vi. Hospice Care Center. Facilities licensed under Chapter [70.41](#) RCW which provide for the emotional and physical care of terminally ill patients. Such centers provide food, lodging, and palliative care on a full-time (24 hour) basis for two or more people, unrelated to the Center's operator, who are in the latter stages of a disease expected to cause death.

vii. Nursing Homes. See Convalescent Home.

viii. Rest Home. See Congregate Care.

Section 2. Amendment of OMC 18.04.020.B. Olympia Municipal Code Subsection 18.04.020.B is hereby amended to read as follows:

18.04.020 Purposes

B. The additional purposes of each individual residential district are as follows:

1. Residential - 1 Unit Per 5 Acres. This designation provides for low-density residential development in designated sensitive drainage basins in a manner that protects aquatic habitat from degradation.
2. Residential Low Impact (RLI). To accommodate some residential development within sensitive drainage basis at densities averaging from two (2) to four (4) units per acre, provided that the development configuration avoids stormwater and aquatic habitat impacts.
3. Residential - 4 Units per Acre (R-4 and R-4CB). To accommodate residential development in areas sensitive to stormwater runoff in a manner and at a density (up to four (4) units per acre) that avoids stormwater related problems (e.g., flooding and degradation of environmentally Critical Areas).
4. Residential 4-8 Units per Acre (R 4-8). To accommodate ~~single family houses and townhouses~~ residential development at densities ranging from a minimum of four (4) units per acre to a maximum of eight (8) units per acre; to allow sufficient residential density to facilitate effective mass transit service; and to help maintain the character of established neighborhoods.
5. Residential 6-12 Units per Acre (R 6-12). To accommodate ~~single family houses, duplexes and townhouses~~ residential development, at densities between six (6) and twelve (12) units per acre, in locations with frequent mass transit service (existing or planned). This includes areas along or near (e.g., within one-fourth (¼) mile) arterial and major collector streets. Parcels located in the High Density Corridor Transition Area are allowed ~~triplex and fourplex~~ housing types (18.04.060(FF)).
6. Mixed Residential 7-13 Units per Acre (MR 7-13). To accommodate a compatible mixture of houses, duplexes, townhouses, and apartments in integrated developments with densities averaging between seven (7) and thirteen (13) units per acre; to provide a broad range of housing opportunities; to provide a variety of housing types and styles; and to provide for development with a density and configuration that facilitates effective and efficient mass transit service. This district generally consists of parcels along arterial or collector streets of sufficient size to enable development of a variety of housing types.

7. Mixed Residential 10-18 Units per Acre (MR 10-18). To accommodate a compatible mixture of single-family and multifamily dwellings in integrated developments close to major shopping and/or employment areas (at densities averaging between ten (10) and eighteen (18) units per acre); to provide a variety of housing types and styles; to provide for development with a density and configuration that facilitates effective and efficient mass transit service; to provide opportunities for people to live close to work and shopping in order to reduce the number and length of automobile trips; and to enable provision of affordable housing.
8. Residential Multifamily - 18 Units per Acre (RM-18). To accommodate predominantly multifamily housing, at an average maximum density of eighteen (18) units per acre, along or near (e.g., one-fourth (¼) mile) arterial or major collector streets where such development can be arranged and designed to be compatible with adjoining uses; to provide for development with a density and configuration that facilitates effective and efficient mass transit service; and to enable provision of affordable housing.
9. Residential Multifamily - 24 Units per Acre (RM-24). To accommodate predominantly multifamily housing, at an average maximum density of twenty-four (24) units per acre, in locations close (e.g., one-fourth (¼) mile) to major employment and/or shopping areas; to provide for development with a density and configuration that facilitates effective and efficient mass transit service; and to enable provision of affordable housing.
10. Residential Multifamily - High Rise (RMH). To accommodate multifamily housing in multistory structures near the State Capitol Campus; to provide opportunities for people to live close to work, shopping, services and a major mass transit hub; to create a desirable living environment for residents of the district; and to ensure that new high rise buildings incorporate features which reduce their perceived scale and allow sunlight to reach street level.
11. Residential Mixed Use (RMU). To accommodate attractive, high-density housing, pedestrian oriented commercial and mixed-use development which reinforces downtown's historic character; to provide for coordinated pedestrian amenities; to preserve viable downtown housing; to enable businesses to locate within walking distance of residences and offices; to provide a transition between commercial and residential districts; and to require new high rise buildings to incorporate features which reduce their perceived scale and allow sunlight to reach street level.
12. Urban Residential (UR). To accommodate multifamily housing in multistory structures in or near the State Capitol Campus; downtown, High Density Corridor, or other activity center areas; to provide opportunities for people to live close to work, shopping, and services; to help achieve City density goals, to create or maintain a desirable urban living environment for residents of the district; and to ensure that new urban residential buildings incorporate features which encourage walking and add interest to the urban environment.
13. Manufactured Housing Park (MHP). To accommodate mobile homes and manufactured housing in mobile/manufactured housing parks; to accommodate manufactured housing on individual lots; to accommodate single-family houses, duplexes and townhouses, at densities between five (5) and twelve (12) units per acre, in locations with frequent mass transit service (existing or planned). This includes areas along or near (e.g., within one-fourth (1/4) mile) arterial and major collector streets.

Section 3. Amendment of OMC 18.04.040 Table 4.01. Olympia Municipal Code Section 18.04.040, Table 4.01, is hereby amended to read as follows:

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
District-Wide Regulations						18.04.060 (FF)	18.04.060 (N,Q)	18.04.060 (N,Q)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N,BB)		18.04.060 (N)	
1. SINGLE-FAMILY HOUSING															
Accessory Dwelling Units	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(A)
Co-Housing	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(F) 18.04.060(FF)
Cottage Housing				P	P	P	P	P	P	P	P	P	P	P	18.04.060(H) 18.04.060(FF)
Manufactured/Mobile Home Parks (Rental Spaces)								C	C	C			C		18.04.060(P)
Manufactured Homes	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(O) 18.04.060(FF)
Single-family Residences	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(FF)
Townhouses	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(FF) 18.64
2. MULTIFAMILY HOUSING															
Apartments				P			P	P	P	P	P	P		P	18.04.060(N) 18.04.060(FF)
<u>Courtyard Apartments</u>						<u>P</u>									<u>18.04.060 (II)</u>
Boarding Homes				P				P	P	P					
Collegiate Greek system residences	P			P				P	P	P					

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Dormitories	P			P				P	P	P	P	P		P	
Duplexes - Existing	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(J)
Duplexes	P	<u>P</u>	P	P	<u>P</u>	P	P	P	P	P	P	P	P	P	18.04.060(FF)
Duplexes on Corner Lots	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>18.04.060(HH)</u>
Triplexes				<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>P</u>	
Triplexes & Fourplexes			P		<u>P</u>	<u>18.04.060(FF)</u>	<u>P</u>	<u>P</u>	P	<u>P</u>	<u>P</u>	<u>P</u>		<u>P</u>	
Sixplexes						<u>P</u>									
Group Homes with 6 or Fewer Clients and Confidential Shelters	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(K)
Group Homes with 7 or More Clients	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(K)
Lodging Houses									P	P	P	P		P	
Nursing/Convalescent Homes	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(S)
Retirement Homes				P			P	P	P	P	P	C		P	
3. COMMERCIAL															
Child Day Care Centers		C	C	C	C	C	C	P	P	P	P	P	C	P	18.04.060(D) 18.04.060(AA)
Commercial Printing												P			
Drive-In and Drive-Through Businesses -- Existing												P			18.04.060(J)
Food Stores											P	P		P	18.04.060(AA)

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Hardware Stores												P			
Home Occupations (including Adult Day Care, Elder Care Homes, Family Child Care Homes, and Bed & Breakfast Houses)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(L)
Hospice Care	C			C			C	C	C	C	C	C		C	18.04.060(M)
Laundries											P	P		P	18.04.060(AA)
Nursery (Retail and/or Wholesale Sales)	C	C	C	C	C	C	C	C	C	C			C		18.04.060(G)
Offices												P		P	18.04.060(AA)(2)
Personal Services												P			
Pharmacies												P			
Restaurants, without Drive-In and Drive-Through												P			
Servicing of Personal Apparel and Equipment												P			
Specialty Stores												P			
Veterinary Clinics - Existing	P	P		P	P	P							P		18.04.060(J)
Veterinary Clinics	P														
4. ACCESSORY USES															
Accessory Structures	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(B)
Electric Vehicle	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(GG)

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Infrastructure															
Garage/Yard/Rummage or Other Outdoor Sales	P	P		P	P	P	P	P	P	P	P	P	P	P	5.24
Large Garages			C		C	C	C	C	C	C	C	C	C	C	18.04.060(B)
Residence Rented for Social Event, 7 times or more in 1 year	C	C		C	C	C	C	C	C	C	C		C	C	
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100
5. RECREATIONAL USES															
Community Parks & Playgrounds	C	C	C	C	C	C	C	C	C	C	P	P	C	P	18.04.060(T)
Country Clubs	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Golf Courses		C	C		C	C	C	C	C	C			C		
Neighborhood Parks	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
Open Space - Public	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
Racing & Performing Pigeons		C	C	C	C	C				C	C		C	C	18.04.060(Y)
Stables, Commercial and Private Existing		C		C	C										18.04.060(J)
Trails - Public	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
6. AGRICULTURAL USES															
Agricultural Uses	P	P	P	P	P	P	P	P	P				P		
Greenhouses, Bulb Farms	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(G)

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
7. TEMPORARY USES															
Emergency Housing	P	P	P	P	P	P	P	P	P	P			P		18.04.060(EE)
Emergency Housing Facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.50
Model Homes	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(EE)
Residence Rented for Social Event, 6 times or less in 1 year	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(EE)
Wireless Communication Facility	P	P		P	P	P	P	P	P	P	P	P	P	P	18.44.060
8. OTHER															
Animals	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(C)
Cemeteries		C	C		C	C	C	C	C	C			C		18.04.060(E)
Community Clubhouses	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Crisis Intervention	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(I)
Historic House Museum		C	C	C	C	C	C	C	C	C	C	C	C	C	
Parking Lots and Structures				C							P	P			18.38.220 and .240
Places of Worship	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(U)
Public Facilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(V)
Public Facilities - Essential	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(W)
Radio, Television and Other Communication Towers	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.44.100

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Schools	C			C	C	C	C	C	C	C	C		C	C	18.04.060(CC)
Social Organizations											P	P		C	
Mineral Extraction - Existing					C		C								18.04.060(J)
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)
Wireless Communication Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44
Workshops for Disabled People	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(R)

LEGEND

P = Permitted Use

C = Conditional Use

R-4 = Residential - 4

R 4-8 = Residential 4-8

R 6-12 = Residential 6-12

RLI = Residential Low Impact

MR 10-18 = Mixed Residential 10-18

RM 18 = Residential Multifamily - 18

MR 7-13 = Mixed Residential 7-13

RMH = Residential Multifamily High Rise

RMU = Residential Mixed Use

RM 24 = Residential Multifamily - 24

UR = Urban Residential

Section 4. Amendment of OMC 18.04.060.A. Olympia Municipal Code Subsection 18.04.060.A is hereby amended to read as follows:

A. ACCESSORY DWELLING UNITS (ADU).

Accessory dwelling units (ADU) are permitted in all residential districts subject to the following requirements:

1. Number. One (1) ADU shall be allowed per residential lot in conjunction with any detached single-family structure. (See Section [18.04.080\(A\)\(3\)](#) regarding ADUs in new subdivisions.)
2. Location. The ADU shall be permitted as a second dwelling unit added to, created within, or detached from the original dwelling. The ADU shall be oriented in a way that maintains, to the extent practical, the privacy of residents in adjoining dwellings. (See Chapters [18.100](#), Design Review and [18.175](#), Infill and Other Residential.)
3. Size. The ADU shall have a gross floor area of no more than eight hundred fifty (800850) square feet, ~~and no more than the following equivalent ratios:~~

~~a. forty percent (40%) of the gross floor area of the primary residence and accessory dwelling unit combined, or~~

~~b. sixty six and two thirds percent (66 2/3%) of the gross floor area of the primary residence alone; excluding any garage area, except as authorized by Section [18.04.060\(A\)\(7\)](#).~~

~~[NOTE: Section [18.04.060\(O\)\(1\)](#) requires that manufactured homes placed on a lot outside a manufactured housing park must be at least eight hundred sixty four square feet in floor area. Consequently, a manufactured home can be used as a primary residence, but not as an ADU.]~~

~~4. Ownership. The property owner (i.e., title holder and/or contract purchaser) must live on the site as his/her principal residence. Owners shall sign a notarized affidavit attesting to their principal residency upon permit application. Owners shall provide evidence thereof through such means as voter registration, drivers license, or the like. This requirement does not apply to ADUs built prior to the initial sale of the primary unit on the lot. Purchasers of such ADUs shall meet these requirements within sixty (60) days of purchase. (See Section [18.04.080\(A\)\(3\)](#).) Accessory Dwelling Units may be attached to accessory structures such as a garage or shop building. In such circumstances, the ADU may be up to 1,000 square feet in size and the accessory structure may be up to eight hundred square feet in size (or larger if the underlying zoning district allows or a conditional use permit for a large garage has been approved).~~

~~A covenant or deed restriction, approved by the Olympia City Attorney, shall be signed and recorded with the Thurston County Auditor which specifies the requirement that the property owner must live on the site as his/her principal residence.~~

5. Occupancy. No more than one (1) family (as defined in Chapter [18.02](#), Definitions) shall be allowed to occupy an ADU.

6. Existing ADUs. Accessory dwellings created prior to the enactment of these regulations, June 19, 1995, may be approved subject to applicable requirements. ~~Existing ADUs located on lots which cannot accommodate an additional off street parking space required by Chapter [18.38](#), Parking, may receive a waiver from the parking requirement.~~

If the owner of an existing unauthorized ADU applies to make the unit legal, but cannot meet all of the standards, the owner will be allowed a "grace period" of six months from date of application to comply with applicable standards. However, where health and safety is an issue, the Building Official will determine when the necessary modifications must be made. If the owner cannot meet the

standards, the unauthorized accessory unit must be removed or its use as a dwelling must be suspended.

7. Deviation From Requirements. The Director or the Director's designee may allow deviation from the requirements of this section (18.04.060(A)) as follows:

- a. To allow use of the entirety of a single floor in a dwelling constructed two (2) or more years prior to the date of application in order to efficiently use all floor area; and
- b. To enable ADUs to be established in structures constructed prior to June 19, 1995, which are located in rear or side setbacks, provided that Uniform Building Code requirements and the Development Standards contained in Section [18.04.080](#) are met. [NOTE: See Chapters [18.100](#), Design Review and [18.175](#), Infill and Other Residential for applicable design guidelines.]

Section 5. Amendment of OMC 18.04.060.B. Olympia Municipal Code Subsection 18.04.060.B is hereby amended to read as follows:

B. ACCESSORY STRUCTURES.

Accessory structures are permitted in all residential districts subject to the following requirements:

1. Time of Establishment. Accessory structures shall not be built prior to commencing construction of the main building on the lot. However, lots may be created which contain an accessory structure (without an associated primary use) constructed prior to submission of the subdivision application.
2. Subordination to Primary Use. Accessory structures shall be clearly incidental and subordinate to the use of the lot (e.g., structures used for storage of personal property or the pursuit of hobbies) or used for agricultural purposes. In ~~single-family and two-family~~ residential districts with a maximum density of twelve units or less per acre each accessory structure shall not exceed eight hundred (800) square feet in size, except for structures accessory to an agricultural use which are located on a parcel one (1) acre or larger in size.
3. Garages. Private garages shall meet the following standards:
 - a. Garages shall not exceed a total of eight hundred (800) square feet of floor space per dwelling unit.
 - b. Garages exceeding eight hundred (800) square feet per dwelling unit may be permitted as conditional uses in the districts specified in Table 4.01 provided that they will not be adverse to the public interest and are compatible with the surrounding neighborhood. The Hearing Examiner shall establish a maximum size for garages receiving conditional use approval. See Section [18.04.080](#).
4. See Section [18.04.060\(P\)\(4\)](#) regarding accessory structures in mobile home/manufactured home parks.

Section 6. Amendment of OMC 18.04.060.O. Olympia Municipal Code Subsection 18.04.060.O is hereby amended to read as follows:

O. MANUFACTURED HOMES.

A manufactured home is allowed in all zoning districts that allow single family residences, if the home is a new, designated manufactured home (See OMC 18.02.180.A-Definitions), and meets the following criteria:

- ~~1. Is comprised of at least two fully enclosed parallel sections each of not less than 12 feet wide by 36 feet long;~~

21. Was originally constructed with and now has a composition of wood shake or shingle, coated metal, or similar roof of nominal 3:12 pitch; and

32. Has exterior siding similar in appearance to siding materials commonly used on conventional site-built single family residences that are built pursuant to the applicable Building Code.

Section 7. Amendment of OMC 18.04.060.FF. Olympia Municipal Code Subsection 18.04.060.FF is hereby amended to read as follows:

FF. RESERVEDHIGH DENSITY CORRIDOR TRANSITION AREA.

The High Density Corridor Transition Area is delineated in Figures 4-2c and 4-2d. The following standards shall apply to this area:

1. ~~Triplex and Fourplex housing types shall be permitted uses in areas designated in Figures 4-2c and 4-2d.~~
2. ~~The development standards of the underlying zone shall apply to triplexes and fourplexes, except as stated below:~~
 - a. ~~A triplex shall have a minimum lot size of 7,200 square feet. A fourplex shall have a minimum lot size of 9,600 square feet.~~
 - b. ~~Both triplexes and fourplexes shall have a minimum lot width of 80 feet.~~
 - c. ~~Three stories are allowed with a maximum 35 foot height.~~
 - d. ~~Side yard setbacks for triplex and fourplex housing types shall be a minimum of ten feet.~~
 - e. ~~Development subject to the provisions of this chapter shall meet design standards contained in 18.175 Infill and Other Residential.~~

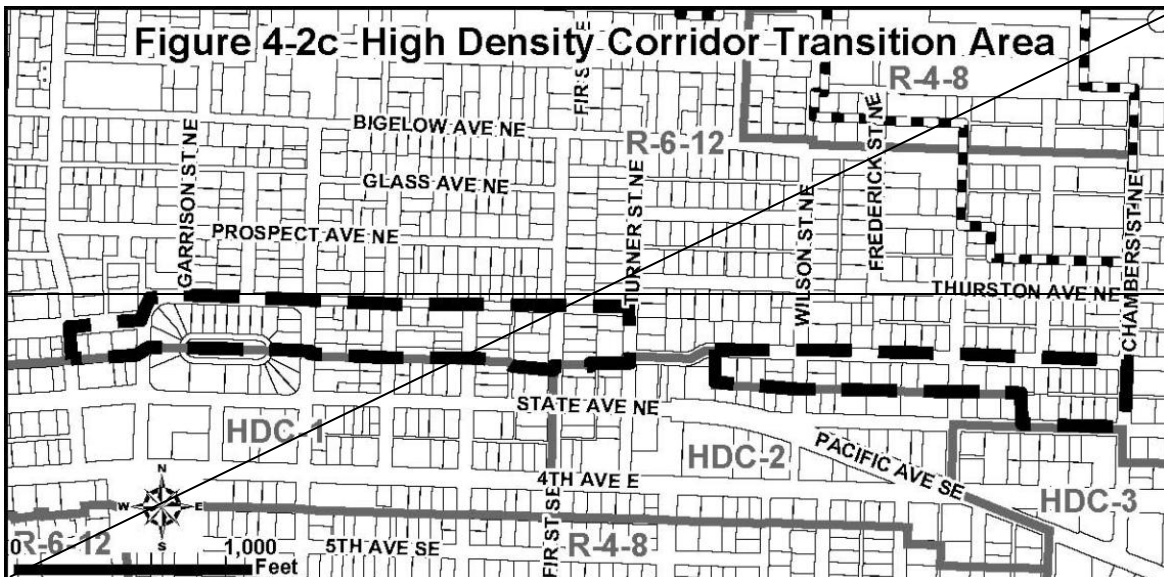


FIGURE 4-2c

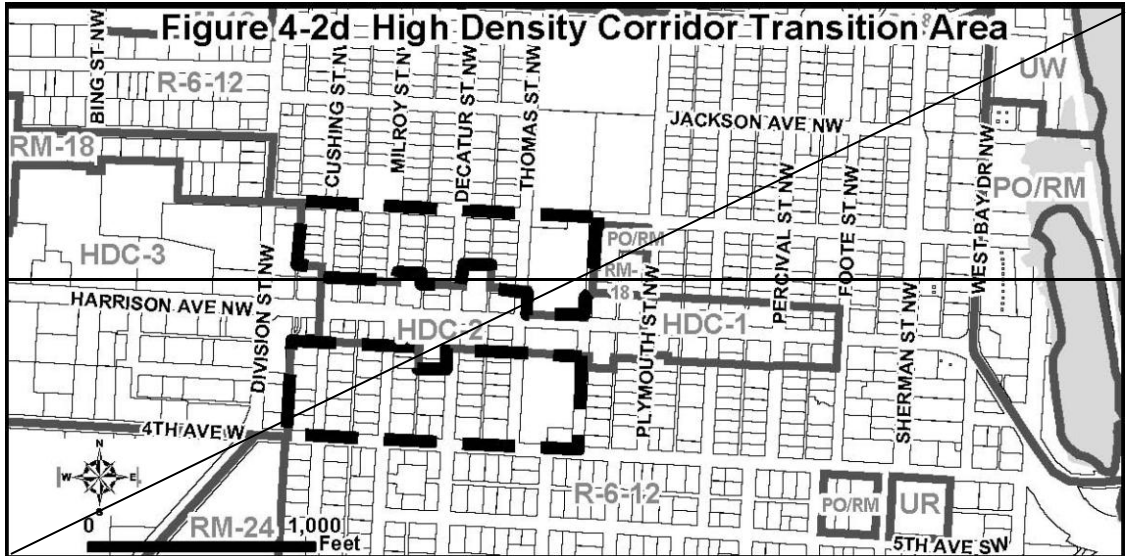


FIGURE 4-2d

Section 8. Amendment of OMC 18.04.060. NEW SUBSECTIONS HH and II are hereby added to Olympia Municipal Code Section 18.04.060 to read as follows:

HH. DUPLEXES ON CORNER LOTS

Duplexes are allowed on all corner lots in all zoning districts that permit single-family residences provided the applicant can demonstrate compliance with other development standards, such as setbacks, lot coverages, building height and number of stories, stormwater provisions, parking, and design review.

II. COURTYARD APARTMENTS

Courtyard Apartment housing developments shall comply with the following requirements:

1. Courtyard. The development shall contain a courtyard or usable landscaped open space area for the shared use and enjoyment of the residents of the dwellings. All residential units shall have direct access to the courtyard.
2. Site Design. Dwelling units shall be located on at least two (2) sides of the courtyard. Open space shall be provided as follows:
 - a. A minimum of four hundred fifty (450) square feet of private, contiguous, usable, open space shall be provided adjacent to each dwelling unit. No dimension of this open space area shall be less than ten (10) feet in any direction.
 - b. A minimum of fifteen hundred (1500) square feet or two hundred (200) square feet per unit, whichever is more, shall be provided in common open space (e.g., available for the use of all residents of the development). This open space shall be contained in a contiguous area with no dimension less than twenty (20) feet. A substantial portion of such open space shall be sufficiently level (e.g., less than five (5) percent slope) and well drained to enable active use, as determined by the City.
 - c. Parking and maneuvering areas for automobiles do not count toward open space areas.
3. Number of Units. The development shall include no less than four (4) and no more than twelve (12) dwelling units per courtyard. The units may be attached to or detached from each other

Section 9. Amendment of OMC 18.04.080, Table 4.04. Olympia Municipal Code Chapter 18.04 is hereby amended to read as follows:

**TABLE 4.04
RESIDENTIAL DEVELOPMENT STANDARDS**

DISTRICT	R1/5	R4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM-18	RM-24	RMH	RMU	MHP	UR	ADDITIONAL REGULATIONS
MAXIMUM HOUSING DENSITY (in units per acre)	1/5	4	4	4	8	12	24	30	24	30	---	---	12	---	18.04.080(A)
MAXIMUM AVERAGE HOUSING DENSITY (in units per acre)	---	4	4	4	8	12	13	18	18	24	---	---	12	---	18.04.080(A)(2)
MINIMUM AVERAGE HOUSING DENSITY (in units per acre)	---	---	---	2	4	6	7	10	8 Manufactured Housing Parks = 5	18 Manufactured Housing Parks = 5	---	---	5	---	18.04.080(B)
MINIMUM LOT SIZE	4 acres for residential use; 5 acres for non-residential use	2,000 SF minimum 3,000 SF average = townhouse; 5,000 SF = other	One acre; reduced to 12,000 SF if associated with a drainage dispersal tract of at least 65% in the	2,000 SF minimum 3,000 SF average = townhouse; 4,000 SF = other (including duplexes on corner lots);	2,500 SF = cottage; 2,000 SF minimum, 3,000 SF average = townhouse; 4,000 SF = other	2,000 SF = cottage; 1,600 SF minimum, 2,400 SF average = townhouse; 7,200 SF = duplex, triplex, 9,600 SF = fourplex 3,500 SF = other	1,600 SF = cottage; 1,600 SF minimum, 2,400 SF average = townhouse; 6,000 SF = duplex, 9,000 SF = multifamily; 3,000 SF = other	1,600 SF = cottage; 1,600 SF minimum, 2,400 SF average = townhouse; 6,000 SF = duplex, 7,200 SF = multifamily; 3,000 SF = other	1,600 SF = cottage; 1,600 SF minimum, 2,400 SF average = townhouse; 6,000 SF = duplex, 7,200 SF = multifamily; 3,000 SF = other	1,600 SF minimum, 2,400 SF average = townhouse; 2,500 SF = mobile home park	1,600 SF minimum, 2,000 SF average = townhouse; 2,500 SF = mobile home park	2,000 SF = cottage; 1,600 SF minimum, 2,400 SF average = townhouse; 7,200 SF = duplex; 2,500 SF = mobile home park; 3,500 SF = other	1,600 SF minimum, 2,000 SF average = townhouse; 2,500 SF = mobile home park	18.04.080(C) 18.04.080(D) 18.04.080(E) 18.04.080(F) Chapter 18.64 (townhouses) 18.04.060(P) (mobile home parks)	

**TABLE 4.04
RESIDENTIAL DEVELOPMENT STANDARDS**

DISTRICT	R1/5	R4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM-18	RM-24	RMH	RMU	MHP	UR	ADDITIONAL REGULATIONS
			same subdivisi on plat.	6,000 SF = duplex <u>not on a corner lot</u> ; 7,200 SF = multi-family											
MINIMUM LOT WIDTH	30' except: 16' = townhouse	50' except: 18' = townhouse	100'	30' except: 16' = townhouse; 60' = duplex <u>not on corner lots</u> ; 80' = multi-family	45' except: 35' = cottage; 18' = townhouse	40' except: 30' = cottage; 16' = townhouse; 80' = duplex ; triplex; fourplex	40' except: 30' = cottage; 16' = townhouse; 70' = duplex <u>not on corner lot</u> ; 80' = multifamily	40' except: 30' = cottage; 40' = zero lot; 16' = townhouse; 70' = duplex <u>not on corner lot</u> ; 80' = multifamily	30' = mobile home park	30' = mobile home park	---	---	40' except: 30' = cottage; 16' = townhouse; 80' = duplex <u>not on a corner lot</u> ; 30' = mobile home park	---	18.04.080(D)(1) 18.04.080(F) 18.04.080(G) 18.04.060(P) (mobile home parks)
MINIMUM FRONT YARD SETBACKS	20' except: 5' for agricultural buildings with farm animals	20'	20'	20' except: 10' with side or rear parking; 10' for flag lots; 5' for agricultural buildings with farm animals	20' except: 10' with side or rear parking; 10' for flag lots; 5' for agricultural buildings with farm animals	20' except: 10' with side or rear parking; 10' for flag lots; 5' for agricultural buildings with farm animals	20' except: 10' with side or rear parking; 10' for flag lots; 5' for agricultural buildings with farm animals	15' except: 10' with side or rear parking; 10' for flag lots; 5' for agricultural buildings with farm animals	10'	5'	5' except: 10' for structures 35' or taller	10' except: 20' along Legion Way	20' except: 10' with side or rear parking; 5' for agricultural buildings with farm animals	0-10' except: 10' on Capitol House Block	18.04.080(H) 18.04.080(I)

**TABLE 4.04
RESIDENTIAL DEVELOPMENT STANDARDS**

DISTRICT	R1/5	R4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM-18	RM-24	RMH	RMU	MHP	UR	ADDITIONAL REGULATIONS
MINIMUM REAR YARD SETBACKS	10' except: 5' for agricultural buildings with farm animals	25'	50'	10' except: 5' for agricultural buildings with farm animals.	20' except: 5' for agricultural buildings with farm animals; 10' for cottages, and wedge shaped lots	20' except: 5' for agricultural buildings with farm animals; 10' for cottages, and wedge shaped lots	20' except: 15' for multifamily; 10' for cottages, and wedge shaped lots	15' except: 10' for cottages, and wedge shaped lots, 20' with alley access	10' except: 15' for multifamily	10' except: 20' next to an R 4-8 or R-12 district	5' except: 20' for structures 35' or higher	5'	20' except: 5' for agricultural buildings with farm animals; 10' for cottages	5' except: 10' for structures over 42'	18.04.080(D) 18.04.080(F) 18.04.080(H) 18.04.080(I)
MINIMUM SIDE YARD SETBACKS	5' except: 10' along flanking streets; provided garages are set back 20'; 5' for agricultural buildings with farm animals	5' except: 10' along flanking street; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 5' for agricultural building with	10' minimum each side, and minimum total of 60' for both side yards.	5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 5' for agricultural buildings with farm animals	5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages; 5' for agricultural buildings with farm animals	5' except: 10' for triplex, fourplex 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages; 5' for agricultural buildings with farm animals	5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages;	5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages	5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages; 10' for multifamily; 20' next to R 4-8, or R 6-12 district 10' - mobile home park	5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 20' next to R 4-8, R 6-12 district. 10' - mobile home park	5' except: 10' along flanking streets; 6' on one side of zero lot;	---	5' except: 10' along flanking streets; 6' on one side of zero lot; 3' for cottages; 5' for agricultural buildings with farm animals; 10' - mobile home park	No minimum 10' on Capitol House Block	18.04.080(H)

**TABLE 4.04
RESIDENTIAL DEVELOPMENT STANDARDS**

DISTRICT	R1/5	R4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM-18	RM-24	RMH	RMU	MHP	UR	ADDITIONAL REGULATIONS
		farm animals													
MAXIMUM BUILDING HEIGHT	35'	35', except: 16' for accessory buildings; 24' for detached accessory dwelling units	40' except: 16' for accessory buildings; 24' for detached accessory dwelling units	40' except: 16' for accessory buildings; 24' for detached accessory dwelling units	35', except: 16' for accessory buildings; 24' for detached accessory dwelling units; 25' for cottages; 35' on sites 1 acre or more, if setbacks equal or exceed building height	35', except: 16' for accessory buildings; 24' for detached accessory dwelling units; 25' for cottages	45', except: 25' for cottage; 16' for accessory buildings; 24' for detached accessory dwelling units	45', except: 25' for cottage; 16' for accessory buildings; 24' for detached accessory dwelling units	35, except: 16' for accessory buildings; 24' for detached accessory dwelling units; 25' for cottage	42' except: 24' for detached accessory dwelling units	60' except: 24' for detached accessory dwelling units	See 18.04.080 (I); 24' for detached accessory dwelling units	2 stories or 35' whichever is less, except: 16' for accessory buildings; 24' for detached accessory dwelling units; 25' for cottages	42' or as shown on Figure 4-5A & 18.04.080 (3); 24' for detached accessory dwelling units	18.04.080(I)
MAXIMUM BUILDING COVERAGE	45% = lots of 10,000 SF; 25%=lots of 10,001 SF to 1 acre; 6%=1.01 acre or more	35% = townhouses	6%; increased to 18% if associated with drainage dispersal tract of at least 65% in the	Refer to Maximum Coverage below	45% = .25 acre or less 40% = .26 acres or more 60% = townhouses	55% = .25 acre or less 40% = .26 acres or more 60% = townhouses	45%	50%	50%	55%	85%	85%	45% = .25 acres or less 30% = .26 to 1 acre 25% = 1.01 to 3 acres 20% = 3.01 acres or more	85% except for stoops, porches or balconies	

**TABLE 4.04
RESIDENTIAL DEVELOPMENT STANDARDS**

DISTRICT	R1/5	R4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM-18	RM-24	RMH	RMU	MHP	UR	ADDITIONAL REGULATIONS
			same subdivision on plat.												
MAXIMUM ABOVE-GRADE STORIES		2 stories	3 stories	3 stories	2 stories	2 stories, 3 stories = triplex, fourplex	4 stories	4 stories	3 stories	3 stories	5 stories			5 stories	
MAXIMUM IMPERVIOUS SURFACE COVERAGE	45% or 10,000sf (whichever is greater) = lots less than 4 acres; 6%=4.1 acre or more	35% = Townhouses 60% = Townhouses	6%; increase to 18% if associated with drainage dispersal tract of at least 65% in the same subdivision on plat.	2,500 SF or 6% coverage whichever is greater.	45% = .25 acre or less 40% = .26 acre or more 60% = Townhouses	55% = .25 acre or less 40% = .26 acres or more 60% = Townhouses	65%	65%	65%	75%	85%	85%	65% = .25 acre or less 40% = .26 to 1 acre 35% = 1.01 to 3 acres 25% = 3.01 + acres 70% = townhouses	85% except for stoops, porches or balconies	18.04.080(k)
MAXIMUM HARD SURFACE	65% or 10,000sf (whichever is greater) = lots less than 4 acres; 25%=4.1 acre or more	65% = Townhouses 80% = Townhouses	25%	55% or 3,500sf (whichever is greater) = .25 acre or less; 25% or 6,000sf (whichever is greater)	65% = .25 acre or less 70% = .26 acre or more 80% = Townhouses	65% = .25 acre or less 70% = .26 acre or more 80% = Townhouses	75%	75%	75%	80%	90%	90%	85% = .25 acre or less 60% = .26 to 1 acre 55% = 1.01 to 3 acres 25% = 3.01+ acres 90% = townhouse	95%	18.04.080(k)

**TABLE 4.04
RESIDENTIAL DEVELOPMENT STANDARDS**

DISTRICT	R1/5	R4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM-18	RM-24	RMH	RMU	MHP	UR	ADDITIONAL REGULATIONS
				= .26 acre or more.									s		
MINIMUM OPEN SPACE	220 tree units per acre required		65% drainage dispersal area may be required ; it may double as tree tract or critical areas buffer.		450 SF/unit for cottage developments	450 SF/unit for cottage developments	25% for multifamily 450 SF/unit for cottage developments	25% for multifamily 450 SF/unit for cottage developments	25% for multifamily; 500 SF/space for mobile home park	20% for multifamily; 500 SF/space for mobile home park	10% for multifamily	10% for multifamily; 500 SF/space for mobile home park	450 SF/unit for cottage developments 500 SF/space for mobile home park	15% may include stoops, porches or balcony areas	18.04.080(J); for <u>Courtyard Apartments</u> see <u>18.04.060(II)</u>

Section 10. Amendment of OMC 18.04.080.A. Olympia Municipal Code Subsection 18.04.080.A is hereby amended to read as follows:

18.04.080 Residential districts' development standards

Table 4.04 identifies the basic standards for development in each residential district contained in this chapter. The sections referenced in Table 4.04 refer to the list of additional regulations below.

A. Maximum Housing Densities.

1. Calculation of Maximum Density.

a. The maximum housing densities specified in Table 4.04 are based on the total area of the entire site, including associated and/or previously dedicated right-of-way, but not including streams, wetlands, landslide hazard areas, "important habitat areas," and "important riparian areas" and land to be dedicated or sold for public parks, schools or similar non-residential uses.

b. Convalescent homes. Convalescent homes and nursing homes containing dwelling units which rely on shared cooking/dining facilities shall count as one (1) dwelling unit for purposes of the maximum density calculation. Independent dwelling units (i.e., containing a bed, bathroom and a kitchen with a sink, stove, and refrigerator) in convalescent/nursing homes, however, shall be counted as individual dwelling units in the density calculation. The density for a site or parcel containing a convalescent/nursing home which is part of a larger project shall be calculated separately from other portions of the site under development (i.e., density shall not be transferred from a site occupied by a nursing home to another portion of the development).

2. Mixed Residential and Multifamily Districts. The maximum housing densities shown in Table 4.04 refer to the maximum density of each project. Projects within multiple districts shall conform with the density for the portion in each district.

3. Accessory Dwelling Units. Accessory dwelling units built ~~on infill lots subsequent to the initial occupancy of the primary residence on a lot~~ are not subject to the maximum density limits specified in Table 4.04. In addition, accessory units built on a maximum of twenty (20) percent of a subdivision's lots prior to the time the primary unit on the lot is initially sold are not subject to the maximum density limitations.

4. Density Bonuses. The maximum housing densities identified in Table 4.04 may be increased as follows, provided, however, that in the R 4-8 District, TDRs must be obtained (see Section [18.04.080\(A\)\(5\)\(b\)](#)):

a. Restoration of Critical Areas. At the request of the applicant, the Hearing Examiner may grant a density bonus of up to twenty (20) percent for sites on which damaged or degraded wetlands or stream corridors (e.g., streams and stream banks within the outer limits of any required buffer) will be restored and maintained according to specifications approved by the City. Sites proposed for this density bonus shall be posted with a notice describing the proposal and opportunities for the public to comment. Property owners within three hundred (300) feet of the site shall be given notice of the proposal and fifteen (15) days to comment. Such notice may be done concurrently with any other notice required by this Code. Prior to taking action on a request for a density bonus, the Hearing Examiner shall consider the public's comments, the expected public benefit that would be derived from such restoration, the probable net effect of the restoration and the increased density on the site, the relative cost of the restoration and the value of the increased density, and the potential impact of increased density on surrounding land uses, traffic, infrastructure, schools, and parks. The City may require the applicant to provide an estimate of the cost of the proposed restoration and other information as necessary to make this determination. This bonus does not apply to site features which were damaged in

the course of a current project (e.g., under an active permit) or as a result of an illegal or intentional action by the current property owner or their representative.

b. Cottage housing. Cottage housing projects shall receive a twenty (20) percent density bonus.

c. Townhouses. Townhouses shall receive a fifteen (15) percent density bonus in the R 4-8 and R 6-12 districts.

d. Low income housing. A density bonus shall be granted for low income housing (see Section [18.02.180](#), Definitions) at the rate of one (1) additional housing unit allowed for each unit of low income housing provided, up to a maximum of a twenty (20) percent bonus.

The applicant shall submit to the Department a document approved by the City Attorney stating that the low income housing which is the basis for the density bonus shall remain for a period of at least twenty (20) years from the date the final inspection is conducted by the Building Official. This document shall be recorded, at the applicant's expense, at the Thurston County Auditor's Office as part of the chain of title of the affected parcels.

5. Transfer of Development Rights. Development Rights must be obtained from an eligible property owner in a Thurston County Transfer of Developments Rights Sending Zone in order to develop above seven (7) units per acre in an R 4-8 District. However, this requirement does not apply to density bonuses granted in accordance with Section [18.04.080\(4\)](#).

6. City staff will review residential permitting in areas designated as Low Density Neighborhood in the adopted Comprehensive Plan Future Land Use Map on an annual basis to review the achieved density. If achieved density approaches or exceeds the density anticipated in the comprehensive plan, the city will make revisions as needed to maintain consistency between the Comprehensive Plan and development regulations.

Section 11. Amendment of OMC 18.05.040, Table 5.01, Olympia Municipal Code Chapter 18.05 is hereby amended to read as follows:

**TABLE 5.01
PERMITTED, CONDITIONAL AND REQUIRED USES**

DISTRICT	Neighborhood Center	Neighborhood Village	Urban Village	Community Oriented Shopping Center	APPLICABLE REGULATIONS
District-Wide Regulations					18.05.050
1. RESIDENTIAL USES					
Accessory Dwelling Units	P	P	P	P	18.04.060(A)
Apartments	C	R	R	R	18.05.060(D), 18.05.050(E)
Boarding Homes	C	P	P	P	
Congregate Care Facilities		P	P	P	18.05.050(E)(1)(c)(i)
Cottage Housing		P	P	P	18.05.060(D), 18.04.060(H)
Duplexes		P	P	P	18.05.060(D)
<u>Duplexes on Corner Lots</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>18.04.060(HH)</u>
Group Homes with 6 or Fewer		P	P	P	18.04.060(K),

**TABLE 5.01
PERMITTED, CONDITIONAL AND REQUIRED USES**

DISTRICT	Neighborhood Center	Neighborhood Village	Urban Village	Community Oriented Shopping Center	APPLICABLE REGULATIONS
Clients					18.04.060(W)
Group Homes with 7 or More Clients		C	C	C	18.04.060(K), 18.04.060(W)
Manufactured Homes	P	P	P	P	18.04.060(O)
Nursing/Convalescent Homes		P	P	P	18.04.060(S)
Residences Above Commercial Uses	P	P	P	P	
Single-Family Residences	P	R	R	R	18.05.060(D)
Single Room Occupancy Units					
Townhouses	P	P	P	P	18.05.060(D), 18.64
2. OFFICES					
Banks	P	P	P	P	18.05.060(A)
Offices - Business	P	P	P	P	
Offices - Government	P	P	P	P	
Offices - Medical	P	P	P	P	
Veterinary Offices and Clinics	C	C	C	C	
3. RETAIL SALES					
Apparel and Accessory Stores	P	P	P	P	
Building Materials, Garden Supplies, and Farm Supplies	P	P	P	P	Sites within high density corridors, see 18.17.020 (B)
Food Stores	R	R	P	P	
Furniture, Home Furnishings, and Appliances					Sites within high density corridors, see 18.17.020 (B)
General Merchandise Stores	P	P	P	P	
Grocery Stores	P	P	R	R	18.05.060(C)
Office Supplies and Equipment					
Pharmacies and Medical Supply Stores	P	P	P	P	
Restaurants			P		18.05.060(a) & 18.05A.095
Restaurants, Without Drive-In or Drive-Through Service	P	P	P	P	
Specialty Stores	P	P	P	P	
4. SERVICES					
Health Fitness Centers and	P	P	P	P	

**TABLE 5.01
PERMITTED, CONDITIONAL AND REQUIRED USES**

DISTRICT	Neighborhood Center	Neighborhood Village	Urban Village	Community Oriented Shopping Center	APPLICABLE REGULATIONS
Dance Studios					
Hotels/Motels					
Laundry and Laundry Pick-up Agency	P	P	P	P	
Personal Services	P	P	P	P	
Printing, Commercial			P	P	
Radio/TV Studios					
Recycling Facility - Type I	P	P	P	P	
Servicing of Personal Apparel and Equipment	P	P	P	P	
5. ACCESSORY USES					
Accessory Structures	P	P	P	P	18.04.060(B)
Electric Vehicle Infrastructure	P	P	P	P	18.04.060(GG)
Garage/Yard/Rummage or Other Outdoor Sales	P	P	P	P	5.24
Satellite Earth Stations	P	P	P	P	18.44.100
Residences Rented for Social Event, 7 times or more per year	C	C	C	C	18.04.060.DD
6. RECREATIONAL USES					
Auditoriums and Places of Assembly					
Art Galleries					
Commercial Recreation					
Community Gardens	P	P	P	P	
Community Parks & Playgrounds	P/C	P/C	P/C	P/C	18.04.060(T)
Health Fitness Centers and Dance Studios					
Libraries					
Museums					
Neighborhood Parks/Village Green/Plaza	R	R	R	R	18.04.060(T), 18.05.080(N)
Open Space - Public	P	P	P	P	18.04.060(T)
Theaters (no Drive-Ins)					
Trails - Public	P	P	P	P	18.04.060(T)
7. TEMPORARY USES					

**TABLE 5.01
PERMITTED, CONDITIONAL AND REQUIRED USES**

DISTRICT	Neighborhood Center	Neighborhood Village	Urban Village	Community Oriented Shopping Center	APPLICABLE REGULATIONS
Emergency Housing	P	P	P	P	
Mobile Vendors			P	P	
Model Homes	P	P	P	P	
Parking Lot Sales			P	P	18.06.060(Z)
8. OTHER USES					
Agricultural Uses, Existing	P	P	P	P	
Animals/Pets	P	P	P	P	18.04.060(C)
Child Day Care Centers	P	P	R	P	18.05.060(B), 18.04.060(D)
Community Clubhouses	P	P	P	P	
Conference Centers					
Crisis Intervention	C	C	C	C	18.04.060(I)
Home Occupations (including adult day care, bed and breakfast houses, elder care homes, and family child care homes)	P	P	P	P	18.04.060(L)
Hospice Care	C	C	C	C	18.04.060(M)
Non-Profit Physical Education Facilities	C	C	C	C	
Places of Worship	C	C	C	C	18.04.060(U)
Public Facilities	C	C	C	C	18.04.060(V)
Radio, Television, and other Communication Towers & Antennas	C	C	C	C	18.04.060(W), 18.44.100
Schools	C	C	C	C	18.04.060(DD)
Sheltered Transit Stops	R	R	R	R	18.05.050(C)(4)
Social Organizations					
Utility Facilities	P/C	P/C	P/C	P/C	18.04.060(X)
Wireless Communications Facilities	P/C	P/C	P/C	P/C	18.44

Section 12. Amendment of OMC 18.06.040, Table 6.01. Olympia Municipal Code Section 18.06.040, Table 6.01, is hereby amended to read as follows:

**TABLE 6.01
PERMITTED AND CONDITIONAL USES**

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)						18.130.020	
1. EATING & DRINKING ESTABLISHMENTS														
Drinking Establishments			P		P	P	P		C 18.06.060(P)		P	P	P	
Drinking Establishments - Existing		P 18.06.060(GG)				P								
Restaurants, with drive-in or drive-through			P 18.06.060(F)(3)										P 18.06.060(F)(3)	
Restaurants, with drive-in or drive-through, existing			P				P 18.06.060(U)					C	P	
Restaurants, without drive-in or drive-through	P 18.06.060(U)(3)	C	P	P 18.06.060(U)(2)	P	P	P 18.06.060(U)(1)	P	P	P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
2. INDUSTRIAL USES														
Industry, Heavy														
Industry, Light			C		P/C 18.06.060(N)									
On-Site Treatment & Storage Facilities for Hazardous Waste					P 18.06.060(Q)									
Piers, Wharves, Landings					P									
Printing, Industrial			C		P/C 18.06.060(N)									
Publishing		C	C		P		P		C	C				
Warehousing			P		P/C 18.06.060(AA)		P							
Welding & Fabrication			C		P/C 18.06.060(N)		P							
Wholesale Sales		C 18.06.060(BB)(3)	P		P/C	18.06.060(BB)		P		P	18.06.060(BB)(2)			
Wholesale Products Incidental to Retail Business			P		P	P						P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							

**TABLE 6.01
PERMITTED AND CONDITIONAL USES**

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
3. OFFICE USES (See also SERVICES, HEALTH)														
Banks		P	P		P/C 18.06.060(D)(2)	P 18.06.060(D)(2)	P/C 18.06.060(D)(2)	P	P	P	P	P 18.06.060(D)(1)	P 18.06.060(F)(3)	
Business Offices		P	P		P	P	P	P	P	P	P	P	P	
Government Offices		P	P		P	P	P	P	P	P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
4. RECREATION AND CULTURE														
Art Galleries	P	P	P		P	P	P		P	P	P	P	P	
Auditoriums and Places of Assembly			P		P	P	P					P	P	
Boat Clubs					P	P								
Boating Storage Facilities					P			P						
Commercial Recreation		C	P		P	P	P	P		C	C	P	P	
Health Fitness Centers and Dance Studios	P	P 18.06.060(L)	P	P	P	P	P	P	P	P 18.06.060(L)	P 18.06.060(L)	P	P	
Libraries	C	C	C	C	P	P	P		P	C	P	P	P	18.04.060(V)
Marinas/Boat Launching Facilities					P 18.06.060(CC)	P								
Museums		C	P		P	P	P		P	C	C	P	P	18.04.060(V)
Parks, Neighborhood	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(T)
Parks & Playgrounds, Other	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(T)
Theaters (Drive-in)			C											
Theaters (No drive-ins)			P		P	P	P				C	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
5. RESIDENTIAL														
Apartments		P	P	P	P	P	P		P	P	P	P	P	
Apartments above ground floor in mixed use development	P	P	P	P	P	P	P		P	P	P	P	P	
Boarding Houses		P	P	P	P	P	P		P	P	P	P	P	
Co-Housing		P	P			P	P			P	P		P	
Collegiate Greek system residence,		C	P	P	P	P	P		P	C	P	P	P	

**TABLE 6.01
PERMITTED AND CONDITIONAL USES**

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
dormitories														
Duplexes	P	P	P	P			P		P	P	P		P	
Duplexes on Corner Lots	P	P	P	P			P		P	P	P	P	P	18.04.060(HH)
Group Homes (6 or less)	P	P	P 18.06.060(K)	P	P	P	P 18.06.060(K)		P	P	P	P 18.06.060(K)	P 18.06.060(K)	18.04.060(K)
Group Homes (7 or more)	C	C	C 18.06.060(K)	C	C	C	C 18.06.060(K)		C	C	C	C 18.06.060(K)	P 18.06.060(K)	18.04.060(K)
Mobile or Manufactured Homes Park - Existing		C	C	C						C			C	18.04.060(P)
Quarters for Night Watch person/Caretaker					P	P								
Retirement Homes		P	P	P	P	P	P		P	P	P	P	P	
Single-Family Residences	P	P	P	P			P		P	P	P	P	P	
Single Room Occupancy Units			C		P	P	P		P				C	
Townhouses	P	P	P	P 18.06.060(T)		P	P		P	P	P	P	P	
Triplexes, Four-plexes, and Cottage Housing		P											P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
6. RETAIL SALES														
Apparel and Accessory Stores			P		P	P	P					P	P	
Boat Sales and Rentals			P		P	P	P	P					P	
Building Materials, Garden and Farm Supplies	P		P		P	P	P					P	P	
Commercial Greenhouses, Nurseries, Bulb Farms	C	C 18.04.060(G)	C	C					C		P	P		18.04.060(G)
Electric Vehicle Infrastructure	P	P	P	P	P 18.06.060(W)	P 18.06.060(W)	P 18.06.060(W)	P	P	P	P	P	P	
Food Stores	P	P 18.06.060(H)	P		P	P	P		P	P 18.08.060(H)	P	P	P	
Furniture, Home Furnishings, and Appliances			P		P	P	P				P	P	P	
Gasoline Dispensing Facilities accessory to a	P 18.06.060(W)(4)		P		P 18.06.060(W)		P 18.06.060(W)(2)	P				P 18.06.060(W)	P 18.06.060	

**TABLE 6.01
PERMITTED AND CONDITIONAL USES**

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
permitted use													(W)	
Gasoline Dispensing Facility accessory to a permitted use - Existing	P 18.06.060(W)		P		P 18.06.060(W)		P 18.06.060(W)				P	P 18.06.060(W)	P	
General Merchandise Stores	P	P 18.06.060(J)	P		P	P	P			P 18.06.060(J)	P	P	P	
Mobile, Manufactured, and Modular Housing Sales			P											
Motor Vehicle Sales			P				P	P					P	
Motor Vehicle Supply Stores			P		P	P	P	P			P	P	P	
Office Supplies and Equipment		P 18.06.060(DD)	P		P	P	P		P	P 18.06.060(DD)	P	P	P	18.06.060(CC)
Pharmacies and Medical Supply Stores	P	P 18.06.060(EE)	P	P	P	P	P		P	P 18.06.060(EE)	P	P	P	18.06.060(DD)
Specialty Stores	P 18.06.060(Y)(3)	P 18.06.060(Y)(4)	P	C 18.06.060(Y)(2)	P	P	P			P 18.06.060(Y)(4)	P	P 18.06.060(Y)(1)	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
7. SERVICES, HEALTH														
Hospitals				P			P		P					
Nursing, Congregate Care, and Convalescence Homes	C	P	C	P			C		C	C	C	P	P	18.04.060(S)
Offices, Medical		P	P	P	P	P	P	P	P	P	P	P	P	
Veterinary Offices/Clinics		P	P	P			P			P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
8. SERVICES, LODGING														
Bed & Breakfast Houses (1 guest room)	P	P 18.06.060(E)	P 18.06.060(E)	P 18.06.060(E)	P	P	P			P	P	P	P	18.04.060(L)(3)(c)
Bed & Breakfast Houses (2 to 5 guest rooms)	C	P 18.06.060(E)	P 18.06.060(E)	P 18.06.060(E)	P	P	P		C	P	P	P	P	18.04.060(L)(3)(c)
Hotels/Motels			P	C	P		P		P				P	
Lodging Houses		P	P	P	P		P		P	P	P	P	P	
Recreational Vehicle Parks			P										P	

**TABLE 6.01
PERMITTED AND CONDITIONAL USES**

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
9. SERVICES, PERSONAL														
Adult Day Care Home	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)(3)(b)
Child Day Care Centers	C	P	P	P	P	P	P		P	P	C	P	P	18.04.060(D)
Crisis Intervention	C	P	C	P			P		C	P	C	C	C	18.04.060(I)
Family Child Care Homes	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)
Funeral Parlors and Mortuaries		C	P				P			C		P	P	
Laundries and Laundry Pick-up Agencies	P	P	P	P	P	P	P			P	P	P 18.06.060(O)	P	
Personal Services	P	P	P	P	P	P	P	P	P	P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
10. SERVICES, MISCELLANEOUS														
Auto Rental Agencies			P		P	P	P	P			C	P	P	
Equipment Rental Services, Commercial			P		P		P				P	P	P	
Equipment Rental Services, Commercial - Existing		P 18.06.060(FF)												
Ministorage			P				P							
Printing, Commercial	P	P	P		P	P	P		P	P	P	P	P	
Public Facilities (see also Public Facilities, Essential on next page)	C	C	C	C	P	C	P	P	P	C	C	C	C	18.04.060(V)
Radio/T.V. Studios		P	P		P	P	P		P	P	P	P	P	
Recycling Facilities	P	P	P	P	P		P		P	P	P	P	P	18.06.060(V)
School - Colleges and Business, Vocational or Trade Schools		C	P		P	P	P		P	C	C	C	P	18.06.060(X)
Service and Repair Shops			P				P	P				P	P	
Service Stations/Car Washes			P				P 18.06.060(W)	P				P 18.06.060(W)	P 18.06.060(W)	
Service Stations/Car Washes - Existing			P		P 18.06.060(W)		P 18.06.060(W)				P	P 18.06.060(W)	P 18.06.060(W)	

**TABLE 6.01
PERMITTED AND CONDITIONAL USES**

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Servicing of Personal Apparel and Equipment	P	P	P		P	P	P			P	P	P	P	
Truck, Trailer, and Recreational Vehicle Rentals			P					P						
Workshops for Disabled People	C	C	C	C	P	C	P		C	C	C	C	C	18.04.060(R)
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
11. PUBLIC FACILITIES, ESSENTIAL														
Airports			C										C	18.06.060(G)
Inpatient Facilities		C	C	C 18.06.060(T)	C		C		C	C	C	P	P	18.06.060(G) 18.04.060(K)
Jails			C		C		C		C				C	18.06.060(G)
Mental Health Facilities			C	C 18.06.060(T)	C		C						C	18.06.060(G) 18.04.060(K)
Other Correctional Facilities		C	C	C 18.06.060(T)	C	C	C		C	C	C	C	C	18.06.060(G)
Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities		C	C		C		C			C	C	C	C	18.06.060(G)
Radio/TV and Other Communication Towers and Antennas	C	C	C	C	C	C	C	C	C	C	C	C	C	18.06.060(G) 18.44.100
Sewage Treatment Facilities	C	C	C	C	P		P		C	C	C	C	C	18.06.060(G) 18.04.060(X)
State Education Facilities		C	C		C		C		C	C	C	C	C	18.06.060(G) 18.06.060(X)
State or Regional Transportation Facilities	C	C	C	C	C	C	C		C	C	C	C	C	18.06.060(G)
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
12. TEMPORARY USES														
Entertainment Events			P		P	P	P						P	
Off Site Contractor Offices	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(DD)

**TABLE 6.01
PERMITTED AND CONDITIONAL USES**

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Emergency Housing	P	P	P	P	P			P	P	P	P	P	P	18.04.060(DD)
Emergency Housing Facilities	P	P	P	P	P	P	P	P	P	P	P	P	P	18.50
Fireworks, as determined by Fire Dept.			P		P	P	P				P	P	P	9.48.160
Mobile Sidewalk Vendors		P	P	P	P	P	P			P	P	P	P	
Parking Lot Sales			P		P	P	P	P			P	P	P	
Residences Rented for Social Event (6 or less in 1 year)	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(DD)
Residences Rented for Social Event (7 or more in 1 year)	C	C	C	C	C	C	C		C	C	C	C	C	
Temporary Surface Parking Lot		P	P		P	P	P		P					
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
13. OTHER USES														
Accessory Structures/Uses														
Adult Oriented Businesses			P										P	18.06.060(B)
Agriculture	P	P	P	P					P	P	P	P	P	
Animals	P	P	P	P	P	P	P		P	P	P	P	P	18.06.060(C)
Cemeteries	C	C	C	C					C	C	C		C	
Conference Center			P		P	P	P						P	
Gambling Establishments			C											
Garage/Yard/Rummage and Other Outdoor Sales	P	P	P	P	P	P	P		P	P	P	P	P	5.24
Home Occupations	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)
Parking Facility, Commercial		P	P		P	P	P 18.06.060(S)			P	P	P 18.06.060(S)	P	18.04.060(V)
Places of Worship	C	C	P	C	P	P	P		C	C	C	P	P	18.04.060(U)
Racing Pigeons	C	C	C	C					C	C	C	C	C	18.04.060(Y)
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100
Schools	C	C	P	C	C	C	C		C	C	C	P	P	18.04.060(DD)
Social Organizations		P	P		P	P	P		P/C	P	P	P	P	

**TABLE 6.01
PERMITTED AND CONDITIONAL USES**

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
									18.06.060(I)					
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)
Wireless Communications Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44

Section 13. Amendment of OMC 18.38.100. Olympia Municipal Code Section 18.38.100 is hereby amended to read as follows:

18.38.100 Vehicular and bicycle parking standards

A. Required Vehicular and Bicycle Parking. A minimum number of bicycle parking spaces are required as set forth in Table 38-01 below. The specific number of motor vehicle parking spaces set forth in Table 38-01 +/- ten percent (10%) shall be provided, unless varied pursuant to OMC [18.38.080](#) or other provision of this code. Any change in use which requires more parking shall install vehicular and bicycle facilities pursuant to Table 38.01 and consistent with the location standards of OMC [18.38.220](#).

B. Building Area. All vehicle parking standards are based on the gross square feet of building area, unless otherwise noted.

C. Residential Exceptions.

1. New residential land uses in the Downtown Exempt Parking Area do not require motor vehicle parking. See OMC [18.38.160](#).

2. Residential land uses in the CSH, RMH, RMU, and UR Districts require only one (1) vehicle parking space per unit.

3. Table 18.01 notwithstanding, senior (age 55 or 62 and over) multi-family housing requires three (3) motor vehicle parking spaces per four (4) units. This exception is at the discretion of the applicant and only applicable if an appropriate age-restriction covenant is recorded.

D. Reserved Area for Bicycle Spaces. Where specified in Table 38.01 below, an area shall be designated for possible conversion to bicycle parking. Such reserve areas must meet the location requirements of short-term parking and may not be areas where pervious surfaces or landscaping is required. A cover is not required for such areas.

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
COMMERCIAL			
Carpet and Furniture Showrooms	One and one-quarter (1.25) space per one thousand (1000) sq. ft. of gross showroom floor area. Each store shall have a minimum of four (4) spaces.	One per sixteen thousand (16,000) square feet of showroom floor area. Minimum of two (2).	One per eight thousand (8,000) square feet of showroom floor area. Minimum of two (2).
Child and Adult Day Care	One (1) space for each staff member plus 1 space for each ten (10) children/adults if adequate drop-off facilities are provided. Adequate drop-off facilities must allow a continuous flow of vehicles which can safely load and unload children/adults. Compliance with this requirement shall be determined by the review authority.		
Hotel and Motel	One (1) space for each room or suite and one (1) space per manager's unit. Hotel/motel banquet and meeting rooms shall provide six (6) spaces for each thousand (1000) square feet of seating	One (1) per ten (10) rooms. Minimum of two (2).	One (1) per thousand (1,000) square feet of banquet and meeting room space. Minimum of two (2).

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	area. Restaurants are figured separately.		
Markets, Shopping Centers and Large Retail/Wholesale Outlets	Less than 15,000 sq. ft = 3.5 spaces for each 1000 sq. ft. of gross floor areas. 15,001 to 400,000 sq. ft = 4 spaces for each 1000 sq. ft. of gross floor area. More than 400,001 sq. ft. = 4.5 spaces per 1000 sq. ft. of gross floor area.	One per six thousand (6,000) square feet. Maximum of five (5); minimum of one (1).	One per three thousand (3,000) square feet. Maximum of ten (10) per tenant; minimum of two (2) within fifty (50) feet of each customer entrance.
Medical and Dental Clinics	Four (4) spaces per 1000 sq. ft. of gross floor area.	One (1) per 10,000 square feet. Minimum of two (2).	One (1) per 10,000 square feet, minimum of two (2) within fifty (50) feet of each customer entrance; plus an equal reserved area for adding spaces.
Ministorage	Three (3) spaces minimum or (1) space for every one hundred (100) storage units, and two (2) spaces for permanent on-site managers.	None	None
Mixed Uses	Shared parking standards shall be used to calculate needed parking. This calculation is based upon the gross leasable area (GLA) for each shop or business and does not include atriums, foyers, hallways, courts, maintenance areas, etc. See shared parking 18.38.180.	See individual use standards.	See individual use standards
Mortuaries and Funeral Parlors	One (1) space per seventy-five (75) square feet of assembly area or thirteen (13) stalls per 1000 sq. ft.	One (1)	Two (2)
Offices, General	Gross floor area up to 2000 sq. ft = One (1) space for each 250 sq. ft. Gross floor area between 2001 to 7500 sq. ft. = One (1) space for each 300 sq. ft. Gross floor area between 7501 to 40,000 sq. ft. = One (1) space for each 350 sq. ft. Gross floor area of 40001 and greater = One (1) space for each 400 sq. ft.	One (1) per ten thousand (10,000) square feet. Minimum of two (2).	One (1) per ten thousand (10,000) square feet; plus an equal reserved area for adding spaces. Minimum of two (2).
Offices, Government	3.5 spaces per one thousand (1000) sq. ft.	One (1) per five thousand (5,000) square feet. Minimum of two (2).	One (1) per five thousand (5,000) square feet; minimum of two (2); plus an equal reserved area for adding spaces.
Retail Uses	Three and a half (3.5) spaces per one thousand (1000) sq. ft.	One per six thousand (6,000) square feet. Maximum of five (5); minimum of one (1).	One per three thousand (3,000) square feet. Maximum of ten (10) per tenant; minimum of two (2) within fifty (50) feet of each customer entrance.

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
Service Station (mini-marts are retail uses)	Three and a half (3.5) spaces per one thousand (1000) sq. ft. g.f.a. or 1 space per 300 sq. ft.	None.	None
Warehouse, Distribution	1 space for each thousand (1000) sq. ft. or 1 space for each employee.	One (1) per forty thousand (40,000) square feet or one (1) per forty (40) employees. Minimum of one (1).	None.
Warehouse Storage	Gross Floor area of 0-10,000 sq. ft. = One (1) space for each one thousand (1000) sq. ft. Gross floor area between 10,001 – 20,000 sq. ft. = ten (10) spaces plus .75 space for each additional one thousand (1000) sq. ft. beyond ten thousand (10,000) sq. ft. Over 20,000 sq. ft. = eighteen (18) spaces plus .50 for each additional 1000 sq. ft. beyond 20,000 sq. ft., or 1 space for each employee.	One (1) plus one (1) for each eighty thousand (80,000) square feet above sixty-four thousand (64,000) square feet; or one (1) per forty (40) employees. Minimum of one (1).	None
INDUSTRIAL			
Manufacturing	One (1) for each two (2) employees on the largest shift, with a minimum of two (2) spaces.	One (1) for each thirty (30) employees on largest shift. Minimum of two (2).	One (1) for each thirty (30) employees on largest shift. Minimum of two (2).
INSTITUTIONAL			
Beauty Salons/ Barber Shops, Laundromats/Dry Cleaners, and Personal Services		One per six thousand (6,000) square feet. Minimum of one (1).	One per three thousand (3,000) square feet. Minimum of two (2).
Educational Facilities (to include business, vocational, universities, and other school facilities).		One (1) per five (5) auto spaces. Minimum of two (2)	One (1) per five (5) auto spaces. Minimum of four (4).
Elementary and Middle School	One (1) stall per twelve (12) students of design capacity.	One (1) per classroom.	Three (3) per classroom.
Farmers Market		None	One (1) per ten (10) auto stalls. Minimum of ten (10).
High School	One (1) space per classroom and office, plus one (1) space for each four (4) students that are normally enrolled and are of legal driving age. Public assembly areas, such as auditoriums, stadiums, etc. that are primary uses may be considered a separate use.	One per five (5) classrooms, plus one (1) for each forty (40) students (may also require one (1) per four thousand five hundred (4,500) assembly seats). Minimum of two (2).	One per five (5) classrooms, plus one (1) for each forty (40) students (may also require one (1) per four thousand five hundred (4,500) assembly seats). Minimum of four (4).

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
Hospitals, Sanitariums, Nursing Homes, Congregate Care, Rest Homes, Hospice Care Home and Mental Health Facilities.	One (1) for each two (2) regular beds, plus one (1) stall for every two (2) regular employees on the largest shift.	One (1) per thirty (30) beds, plus one (1) per thirty (30) employees on largest shift. Minimum of two (2).	One (1) per thirty (30) beds, plus one (1) per thirty (30) employees on largest shift. Minimum of two (2).
Libraries and Museums	One (1) space per three hundred (300) square feet of public floor area or 3.3 spaces per thousand (1000) sq. ft. Six (6) stalls either on-site or on-street directly adjacent to the property. The Director may allow pervious-type parking surfaces.	One (1) per six thousand (6,000) square feet of public floor area. Minimum of two (2).	One (1) per one thousand five hundred (1,500) square feet of public floor area. Minimum of four (4).
Marinas		Minimum of four (4).	One (1) per ten (10) auto stalls. Minimum of four (4).
Other Facilities Not Listed		None	One (1) per twenty-five (25) auto stalls. Minimum of two (2).
Park-N-Ride Lots and Public (Parking) Garages		One (1) per fifteen (15) auto stalls Minimum of four (4)	Two (2).
Parks		None	One (1) per five (5) auto stalls. Minimum of four (4).
Transit Centers		Ten (10).	Ten (10).
PLACES OF ASSEMBLY			
Passenger Terminal Facilities	One (1) space for each one hundred (100) square feet of public floor area or ten (10) spaces per thousand (1000) sq. ft.	Minimum of ten (10)	Minimum of ten (10)
Place of Worship	One (1) space per four (4) seats. When individual seats are not provided, one (1) space for each six (6) feet of bench or other seating. The Director may use a ratio of six (6) stalls/1000 sq. ft. of assembly area where seats or pews are not provided or when circumstances warrant increased parking; e.g., large regional congregations which attract a large congregation or one which has multiple functions. See shared parking. 18.38.180	One (1) per 10,000 square feet of gross floor area.	One (1) per 160 seats or 240 lineal feet of bench or other seating, and one (1) per 6,000 square feet of assembly area without fixed seats. Minimum of four (4).
Private Clubs or Lodges (does not include health clubs or retail warehouse)	Six (6) spaces per thousand (1000) sq. ft.	One (1) per 6,000 square feet. Minimum of one (1).	One (1) per 6,000 square feet. Minimum of two (2).

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
Theater and Auditorium	One (1) space for each four and a half (4.5) fixed seats. If the theater or auditorium is a component of a larger commercial development the above parking standard may be modified to account for shared parking as provided in Section 18.38.180 of this Code	One (1) per 450 fixed seats. Minimum of one (1).	One (1) per 110 fixed seats. Minimum of four (4).
Theater and Auditorium without fixed seats	One (1) space for each three (3) permitted occupants. Maximum building occupancy is determined by the Fire Marshal.	One (1) per 300 permitted occupants. Minimum of one (1).	One (1) per 75 permitted occupants. Minimum of four (4).
RECREATION/AMUSEMENT			
Bowling Alleys	Five (5) spaces for each alley.	One (1) per twelve (12) alleys. Minimum of one (1).	One (1) per four (4) alleys. Minimum of four (4).
Health Club	Four (4) spaces for each thousand (1000) sq. ft.	One (1) per 5,000 square feet. Minimum one (1).	One (1) per 2,500 square feet. Minimum of four (4).
Skating Rinks and Other Commercial Recreation	Five (5) spaces per thousand (1000) sq. ft.	One (1) per 8,000 square feet. Minimum of one (1).	One (1) per 4,000 square feet. Minimum of four (4).
RESIDENTIAL			
Accessory Dwelling Unit	One (1) space per unit None	None	None
Bed and Breakfast	One (1) space in addition to space(s) required for the residential unit.	One (1) per ten (10) rooms. Minimum of one (1).	None
Community Club Houses		None	One (1) per ten (10) auto stalls. Minimum of two (2).
Cottage Housing	One (1) space per unit or 1.5 space per unit if on-street parking is not available along street frontage (One (1) space per twenty (20) linear feet).	One per five (5) units, or one (1) per three (3) units if no on-street parking. Minimum of two (2).	One per ten (10) units, or one (1) per six (6) units if no on-street parking. Minimum of two (2).
Elder Care Home	One (1) space in addition to space(s) required for the residential unit.	Minimum of two (2).	Minimum of two (2).
Fraternities, Sororities and Dormitories	One (1) space for every three (3) beds, plus one (1) space for the manager.	One per fourteen (14) beds. Minimum of two (2).	Ten (10) per dormitory, fraternity or sorority building.
Group Home	One (1) space for each staff member plus one (1) space for every five (5) residents. Additionally, one (1) space shall be provided for each vehicle used in connection with the facility.	One (1) per ten (10) staff members plus one (1) per thirty (30) residents. Minimum of one (1). Additional spaces may be required for conditional uses.	None
Home Occupations	None, except as specifically provided in this table.	None	None
Mobile Home Park	Two (2) spaces per lot or unit, whichever	None	None

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	is greater. If recreation facilities are provided, one (1) space per ten (10) units or lots.		
<u>Triplex, when in a zoning district with a maximum density of twelve units per acre or less</u>	Five (5) spaces.	None	None
Multifamily Dwellings	Three or more units shall provide one and one-half (1.5) off-street parking spaces per dwelling unit. Multifamily dwelling units located on HDC-4 properties, where the new project provides for the development of replacement dwelling units in a development agreement, and the project site is all or part of an area of 40 acres or more that was in contiguous ownership in 2009, are exempt from the parking requirements of this section. If parking is voluntarily provided by the property owner, then the Director shall permit such parking to be shared with parking provided for non-residential development on the property.	One (1) storage space per unit that is large enough for a bicycle.	One (1) per ten (10) units. Minimum of two (2) per building.
Single Family to include Duplex and Townhouse.	Two (2) spaces per unit. Note: parking spaces may be placed in tandem (behind the other). DB, CSH and RMH zone districts require one (1) space/unit.	None	None
Studio Apartments.	Apartments with one (1) room enclosing all activities shall provide one (1) off-street parking space per dwelling unit	None	One (1) per ten (10) units. Minimum of two (2) per building.
RESTAURANT			
Cafes, Bars and other drinking and eating establishments.	Ten (10) spaces per thousand (1000) sq. ft.	One per 2,000 square feet; minimum of one (1).	One per 1,000 square feet; minimum of one (1).
Car Hop	One (1) for each fifteen (15) square feet of gross floor area.	One per 300 square feet; minimum of one (1).	One per 150 square feet; minimum of one (1).
Fast Food	Ten (10) spaces per thousand (1000) square feet plus one (1) lane for each drive-up window with stacking space for six (6) vehicles before the menu board.	One per 2,000 square feet; minimum of one (1).	One per 1,000 square feet; minimum of one (1).

Section 14. Findings of Fact. The City Council deems the recitals stated above to be legislative findings of fact and are incorporated by this reference as thought fully set forth herein.

Section 15. Olympia Municipal Code. Copies of the Olympia Municipal Code are and shall be retained on file with the office of the City Clerk.

Section 16. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 17. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 18. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 19. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



Olympia City Council Referral Request

RECEIVED

Tracking Number (Provided by Susan) 2019-0034 Date of Referral 11/12/2019 Requester Bateman

NOV 20 2019

CP&D
City of Olympia

- Referral To
- Study Session
 - Finance Committee
 - General Government Committee
 - Land Use & Environment Committee
 - Planning Commission

A clear concise description of the issue(s) that need(s) to be addressed.

The City Council considers it a high priority to provide a greater variety of housing types in low-density neighborhoods, consistent with the adopted Olympia Comprehensive Plan. Ordinance 7160 (Missing Middle) was recommended by the Planning Commission and adopted by the City Council. However, the Western WA Growth Management Hearings Board has invalidated this ordinance. The City has appealed the Board's order to Thurston County Superior Court. While that appeal is pending, however, additional housing options remain unavailable in much of the City.

Request

What is being requested to assist in addressing the issue described in the problem statement?

ESHB 1923 was adopted by the 2019 WA Legislature to increase residential building capacity. Section 1 provides options for cities to amend their development regulations to increase housing opportunities. Sections 1(3) and 4 provide that if a city adopts an ordinance implementing at least two of these options before April 1, 2021, the ordinance is not subject to legal or administrative appeals.

The Olympia Planning Commission is requested to draft an ordinance that is fully compliant with Engrossed Substitute House Bill 1923, and would implement two or three of the optional actions listed in ESHB 1923, Section 1, subsections (1)(c), (1)(e) and (1)(j). The Commission should ensure all procedural requirements are completed before recommending this ordinance to the City Council.

Relationship to City Business or Proposed City Business/Services

Describe how this will enhance what is already offered and/or what it will provide that is not currently available. Why is this the City's issue to address? How will this create a more adaptive and resilient organization?

This referral will accomplish much of what was included in Ordinance 7160 when it was adopted by the City Council. ESHB 1923 provides an opportunity to re-adopt similar approaches to provide for an increase in the number and types of housing units in our City. The increased variety of housing will enable residents to better afford living in all areas of our City, while taking advantage of existing City infrastructure with capacity for infill development.

Connection to Comprehensive Plan

Choose all that apply.

- Community, Safety and Health**
Inclusive, respectful, civic participation; a safe & prepared community; health and wellness; adequate food and shelter; a quality education
- Downtown**
Vibrant, attractive urban destination; a safe and welcoming downtown for all; a mix of urban housing options; a variety of businesses; connections to our cultural & historic fabric; engaging arts & entertainment experience
- Economy**
Abundant local products and services; a thriving arts and entertainment industry; sustainable quality infrastructure; a stable thriving economy
- Environment**
Clean water & air; a daily connection to nature; preserved quality natural areas; a toxin-free community; a waste free culture

Neighborhoods

Distinctive places & gathering spaces; nearby goods & services; neighborhoods that are engaged in community decision making; safe and welcoming places to live

Options

Describe proposed options for moving the idea or issue forward for the meeting body to consider.

Planning Commission should consider the three optional actions listed in ESHB 1923, Section 1, subsections (1)(c), (1)(e) and (1)(j). To comply with ESHB 1923, at least two, or all three, of these options would need to be included in an ordinance recommended by the Planning Commission.

Timing

Is this issue time sensitive, are there other timing factors to consider?

City Council would like to receive a recommended ordinance from the Planning Commission as soon as appropriate public comment processes and all legal requirements can be met.

Supporting Documentation

Are there documents that support your request or that should be considered?

The entire record of consideration for Ordinance 7160 (Missing Middle) and all supporting documents. Additionally, ESHB 1923 and all supporting documents considered by the WA Legislature in its adoption. Any and all guidance documents produced by the WA Dept. of Commerce related to housing and the implementation of ESHB 1923.

Councilmember Signatures

Two Councilmembers must support the request including the Chair of the Committee of referral. (Cannot be a committee quorum unless discussed at an open public meeting of the committee.)


Sponsoring Councilmember

1. 
Councilmember
2. 
Councilmember

Staff Supplement

Staff will review the request to generate administrative impacts to be considered as part of proposal (staff to initial after their review):

Budget Impacts: Staffing for the Planning Commission's consideration of this ordinance can be provided within existing budgetary resources.

Legal Review (to include regulatory authority): *This action is specifically authorized by state law under ESHB 1923.*

Policy implications: Specifically authorized by state law, this action will also implement comprehensive plan policies calling for a greater variety of housing in low-density neighborhoods with minimal impacts to the existing neighborhoods.

Implementation Considerations: Consideration of Ordinance 7160 included a very significant amount of public debate. It is likely the same will be true during consideration of this ordinance.

Staff Liaison: Joyce Phillips, Senior Planner; Leonard Bauer, Deputy Director, Community Planning and Development



Housing Options – Outreach Summary

CNA = Council of Neighborhoods Association
HOCA = Housing Options Code Amendments
LUEC = Land Use and Environment Committee

OPC = Olympia Planning Commission
POR = Parties of Record
RNA = Recognized Neighborhood Associations

2019

Dec 2 – OPC Meeting, Inform of Referral

2020

January

13 – CNA, Share Handouts
24 – Project Webpage Created
27 – Email “Missing Middle” PORs
27 – OPC Briefing
29 – Email PORs
29 – E-Newsletter #1 Issued
30 – Notice of Proposal routed to RNAs
31 – Notice of Proposal Published in *The Olympian*

February

6 – Info Session #1
11 – Update on Process to City Council
12 – E-Newsletter #2 Issued
12 – Info Session #2
18 – E-Newsletter #3 Issued
18 – Email PORs
20 – CNA Special Meeting
24 – OPC Briefing
25 – Email Rental Housing PORs
25 – Email Homeless Response Plan PORs
25 – Email PORs

March

2 – E-Newsletter #4 Issued
6 – Staff Recommendations Issued
12 – Email PORs
16 – *OPC Briefing – CANCELLED (COVID)*
23 – *Open House – CANCELLED (COVID)*
26 – *LUEC Briefing – CANCELLED (COVID)*

April

13 – Virtual Open House Begins (Two narrated presentations posted online, comment period)
14 – E-Newsletter #5 Issued
15 – Email PORs
16 – LUEC Briefing

May

11 – CNA Meeting Update
11 – Email HOCA PORs
12 – Email RNAs
12 – 3rd Narrated Presentation Posted to Web
18 – OPC Briefing (Staff Recommendations)

June

9 – Email HOCA PORs
15 – OPC Briefing (Design Review)

July

20 – OPC Briefing (Public Comment Themes)

September

9 – Public Hearing information posted (Web)
11 – Public Hearing Notice Mailed to RNAs, PORs
11 – E-Newsletter #6 Issued (PH Notice)
11 – Public Hearing Notice published in *The Olympian*
23 – OPC Public Hearing
24 – Email PORs (comment period open until 9/30)
30 – Written Comment Period Ends

October

5 – OPC Deliberations
19 – OPC Deliberations

November

2 – OPC Recommendation Issued
18 – Eastside Neighborhood Association Mtg
19 – Land Use & Environment Committee

December

8 – City Council

Olympia Planning Commission

November 2, 2020

Olympia City Council
PO Box 1967
Olympia, WA 98507

Dear Mayor Selby and City Councilmembers:

The Olympia Planning Commission (OPC) is pleased to provide its recommendation on the Housing Options Code Amendments related to the Council Referral to the Planning Commission (2019-0036).

The OPC conducted a public hearing on September 23, 2020 and considered several pages of written public comments as well as comments received at the public hearing and earlier public meetings. Our review focused on the following issues:

- The three options to increase residential building capacity identified by the Council in its referral for consideration, pursuant to 2019's House Bill 1923. These options are specific to Accessory Dwelling Units (ADUs); duplexes on corner lots; and considerations for duplexes, triplexes, and courtyard apartments.
- Review the recommendations for consistency with the Comprehensive Plan.
- Balancing various Goals and Policies within the Comprehensive Plan
- Modifications to the housing types under consideration, as adopted in 2020's House Bill 2343, which affected the ADU and duplex/triplex/courtyard apartment options.

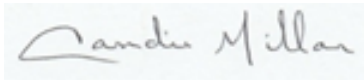
The Commission supports approval of the staff recommendations proposed, with the following modifications:

1. Increase the maximum size of ADUs to 850 square feet. The increase in size is proposed in order to align with the size allowed by the City of Lacey and to help in the sharing of pre-approved ADU plans between the Cities of Olympia, Lacey, and Tumwater.
2. During its deliberations, the Planning Commission noticed differences in the way the term multifamily is used. The Commission recommends the City review its use of the term multifamily and make changes, if necessary, to the Unified Development Code (OMC Title 18).
3. In addition to the R6-12 zone as recommended by staff, the Commission recommends allowing triplexes in the R4-8 Zoning District.
4. Allow fourplexes in the R 4-8 and R 6-12 zones.
5. Allow sixplexes in the R 6-12 zone.

Given the numerous recommendations and perspectives of each Commissioner, it should be noted that there was not always consensus on each proposed amendment. To provide the Council with a more complete summary of its deliberation topics, a copy of the Commission's review worksheet is attached.

The Commission would like to thank the City Council for its patience during its review. This included months of public meetings, conducting the public hearing, and Commission deliberations over three meetings. There were several issues to be discussed and worked through before reaching this recommendation.

Sincerely,



Candi Millar, CHAIR
Olympia Planning Commission



Paula Ehlers, VICE-CHAIR
Olympia Planning Commission

cc: Leonard Bauer, FAICP, Director of Community Planning and Development
Cari Hornbein, AICP, Senior Planner, Staff Liaison to the Planning Commission, Olympia CPD
Joyce Phillips, AICP, Senior Planner, Staff Lead, Olympia CPD
CPD file #20-0994



Planning Commission Deliberations Review & Comment Worksheet

The City Council referred three housing options to the Planning Commission for review and consideration. Further, the Council tasked the Commission to develop an ordinance that would implement at least two of the three options. Staff recommendations and public comments were considered at the public hearing held on September 23, 2020, with additional written comments allowed through September 30, 2020.

HOUSING OPTION #1: ACCESSORY DWELLING UNITS

HB 1923 (Summarized, all one option): Authorize attached accessory dwelling units on all parcels containing single-family homes.... Qualifying city ordinances or regulations may not provide for on-site parking requirements, owner occupancy requirements, or square footage limitations below one thousand square feet for the ADU...To allow local flexibility, other than these factors, accessory dwelling units may be subject to such regulations, conditions, procedures, and limitations as determined by the local legislative authority, and must follow all applicable state and federal laws and local ordinances.

HB 2343 (Summarized, separate options):

- Authorize accessory dwelling units in one or more zoning districts in which they are currently prohibited.
- Remove minimum residential parking requirements related to accessory dwelling units.
- Remove owner occupancy requirements related to accessory dwelling units.
- Adopt new square footage requirements related to accessory dwelling units that are less restrictive than existing square footage requirements related to accessory dwelling units.

Proposed Revision	Req'd in 1923 option?	Yes	No	Not Sure	Comments
Eliminate parking requirement	Yes	x			Commissioner Adams is opposed – streets are congested with on street parking (emergency vehicles). Commissioner Sauerhoff acknowledges complexity of the issue, varies across neighborhoods. Commissioner Richmond supports (transit, affordability factor). Commissioner Cunningham – this is a minimum requirement, some may include it (scenarios can vary, costs). Chair Millar – dissenting opinion on this topic in Missing Middle process (primary house should have 2 spaces) – support as long as that occurs. Commissioner Ehlers concurs with Chair Millar. Commissioner Azegami supports. Commissioner Burns – safety is an issue (consider in R 6-12). Commissioner Huynh supports removal of this requirement.
Eliminate requirement for owner to live onsite	Yes	x			Commissioner Richmond struggles with removal of this requirement – institutional investors, especially from out of town (is there any data to address these concerns?) but agree it is a barrier for non-profits. Commissioner Adams – too difficult to manage. Commissioner Huynh – shares C Richmond’s concerns but supports this change to help eliminate barriers. Commissioner Azegami believes this is a barrier for some (such



					as non-profits). Commissioner Sauerhoff shared outside investor concerns but is in favor of removing this provision. Commissioner Cunningham supports removal of this provision (ADUs won't change the outside investor situation/issues). Commissioner Ehlers supports removal of this provision. Commissioner Millar supports removal of this provision (we need more housing units).
Allow any ADU to be up to 800 sq. ft. regardless of primary house size.	HB 1923 = 1,000 sq. ft. <i>Modified by HB 2343.</i>	x (at 850 sq. ft.)			Commissioner Adams – support cities having shared ADU sizes. Commissioners Ehlers, Millar, Huynh, Cunningham (850 or 1,000), and Azegami support 850 sq ft (to match Lacey). Commissioner Sauerhoff supports 850... Commissioner Azegami is interested in going up to 1,000 sq ft. At least 850 but up to 1,000 sq ft – size of lot? Commissioner Burns supports consistency. Majority supports 850 sq. ft.
Increase max. height for detached ADUs (16' to 24'). If attached, max. height is still 35'.	No	x			Support. Still concerned about solar access and shading.
Clarify ADU could be attached to another Accessory Structure, each at max. size allowed.	No	x			Support.

Straw Poll: OPC general support to accept staff recommendation for ADUs – with the maximum ADU size being increased to 850 square feet.

HOUSING OPTION #2: DUPLEXES ON CORNER LOTS

HB 1923: “Authorize a duplex on each corner lot within all zoning districts that permit single-family residences”

Proposed Revision	Req'd to implement 1923 Option	Yes	No	Not Sure	Comments
Allow duplexes on corner lots in all zones that permit single family residences	Yes	x			R 1/5 zone – Duplexes may reduce the conservation value.

Straw Poll: Support.

HOUSING OPTION #3: DUPLEXES, TRIPLEXES, AND COURTYARD APARTMENTS

HB 1923: Authorize at least one duplex, triplex, or courtyard apartment on each parcel in one or more zoning districts that permit single-family residences unless a city documents a specific infrastructure or physical constraint that would make this requirement unfeasible for a particular parcel.

HB 2343: Revised language to add quadplexes, sixplexes, stacked flats, and townhouses to the housing types listed above.

To implement Option #3, the Commission’s recommendation should address which of these housing types are appropriate for which zoning districts. Zoning map provided on last page.

DUPLEXES

Proposed Revision	Yes	No	Not Sure	Comments
DUPLEXES				
Allow new duplexes in the R4 zone	x			<u>Oct 5 Comments:</u> Commissioner Burns – not opposed to concept but still have some concerns about this option 3. Comp plan language (some single family areas only). PL 16.11 contradiction? Is a comp plan amendment needed? Commissioner Azegami - there are a lot of provisions in the plan we are still working to implement (neighborhood centers, etc). Commissioner Richmond – appreciate T Burns comments but also support these recommendations. Commissioner Huynh supports. Commissioner Cunningham – other Comp Plan language supports. Commissioner Azegami – several policies to consider, balancing. <u>Oct 19 Comments:</u> Burns is opposed – concerns about process & where we came from. Still have to make the decision that these
Allow new duplexes in the R 4-8 zone	x			
In the R6-12 zone, modify lot size standards to allow “on each parcel”	x			

			<p>recommendations are consistent with the comprehensive plan. This option #3 is similar to Missing Middle. What other avenues are there to address this? Do we need a comprehensive plan amendment? Plain meaning of the word multifamily. Richmond agrees – question about lot size in R 6-12. Cunningham & Ehlers – recommend reducing parking requirements. Millar – we do need to look at parking and how to encourage non-motorized uses. Richmond – agree to consider addressing parking issues in a separate process. Would like to see these parking spaces as maximums rather than minimums. Millar – feeling conflict (consider duplexes, triplexes, fourplexes, and sixplexes) between what is “multifamily.” Feel like the Comp Plan should be looked at again as far as what multifamily means. Burns: MRSC glossary for multifamily says two or more. Fix the issue. Don’t see this as a legal issue. At least signal the issue to the City Council in the recommendation letter.</p>
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Straw Poll: Move forward but include in the letter the issue around the term of Multifamily and suggest a Comprehensive Plan Amendment: Burns. DOES NOT PASS.

Straw Poll: Approve, suggest adding a definition of multifamily in OMC, we don’t really need a comprehensive plan amendment: PASS (unanimous).

TRIPLEXES

Proposed Revision	Yes	No	Not Sure	Comments
TRIPLEXES				
In the R 6-12 zone, modify lot size standards to allow “on each parcel”	x			Same concerns as above.
Limit to two stories	x			Support.
Clarify: 5 parking spaces are required	x			No opposition (although concerns about car dependency).

Straw Poll: Support.

Should triplexes be allowed in any other low density zones not included in the staff recommendations? (Already allowed in Residential Low Impact, RLI)				
	Yes	No	Unsure	Comments
Residential 1 unit/5 acres (R1/5)		x		Millar – concerns, conservation values. Richmond – agree about the value but it is developable in the City/UGA. Sauerhoff – pressure to help on a farm, a triplex could help (could have less impact than three separate units).

				Ehlers – More dense housing type. R 6-12 fine, 4-8 probably okay too. Don't really need to go into the other zones. Sauerhoff – Concerns about options to support more housing while maintaining a farm. Cunningham – Could have a 7,000 square foot home but can't have a 3,000 square foot triplex? (Correct).
Straw Poll: Approval? (two support, three if you could tie it to a farming purposes). DOES NOT PASS.				
Res. – 4 units per acre (R4)		x		Ehlers – More dense housing type. R 6-12 fine, 4-8 probably okay too. Don't really need to go into the other zones.
Straw Poll: Approval? Two support. DOES NOT PASS.				
Res. - 4 units per acre, Chambers Basin (R4CB)		x		Ehlers – More dense housing type. R 6-12 fine, 4-8 probably okay too. Don't really need to go into the other zones.
Straw Poll: Approval? Two support. DOES NOT PASS.				
Res 4-8 units/ acre (R4-8)	x			Ehlers – More dense housing type. R 6-12 fine, 4-8 probably okay too. Don't really need to go into the other zones.
Straw Poll: Anyone Opposed? Two opposed. DOES NOT PASS.				
Straw Poll: Support? Four support. PASS.				

Richmond – Would like people to keep Neighborhood Centers in mind. There are 17 dispersed across the UGA.

COURTYARD APARTMENTS

Proposed Revision	Yes	No	Not Sure	Comments
COURTYARD APARTMENTS				
In the R 6-12 zone, modify lot size standards to allow “on each parcel”	X			Cunningham supports. Adams, Huynh, Richmond, Millar and Ehlers support.
Limit to two stories	X (5)	(2)		Cunningham would not require this but would recommend. Millar supports.
Require shared open space	X (4)	(3)		Cunningham & Huynh would not require this but would recommend instead. Adams supports, need vegetation and main floor bedrooms. Sauerhoff & Huynh supports definition. Richmond supports. Millar – courtyard apartments have character of shared open space; support. All support the idea of having shared open space but some Commissioners would not necessarily require it.
Require direct access of ground floor units to shared courtyard	X (4)	(3)		Cunningham would not require this but would recommend. Huynh – require for some but not all. Richmond & Millar support.
Require private open space	X (4)	(3)		Cunningham & Huynh would not require this but would recommend. Richmond & Millar support.

Concerns expressed that open space requirements for Courtyard Apartments may restrict the ability to provide more housing units. Support for diversity of housing types.

Straw Poll: Support for staff recommendations: Unanimous.

Should Courtyard Apartments be allowed in any other low density zones not included in the staff recommendations? (Already allowed in Residential Low Impact, RLI)				
	Yes	No	Unsure	Comments
Residential 1 unit/5 acres (R1/5)	(2)	X (5)		Millar, Richmond, Ehlers & Adams do not support.
Straw Poll: Do not recommend.				
Residential – 4 units/acre (R4)	(2)	X (5)		Millar, Richmond, Ehlers & Adams do not support.
Straw Poll: Do not recommend.				
Res.-4 units per acre, Chambers Basin (R4CB)	(1)	X (6)		Millar, Richmond, Ehlers & Adams do not support.
Straw Poll: Do not recommend.				
Res. 4-8 units per acre (R4-8)	(3)	X (4)		Millar, Richmond, Ehlers & Adams do not support.
Straw Poll: Do not recommend.				

Overall Straw Poll: Do not recommend allowing Courtyard Apartments in the R 1/5, R-4, R-4CB, or R 4-8 zones.

OTHER HOUSING TYPES ADDED BY HOUSE BILL 2343*

**If the Planning Commission recommends adding any of these housing types, staff suggests limiting to two stories in all low density neighborhood zoning districts.*

Proposed Revision	Yes	No	Not Sure	Comments
FOURPLEXES				
Should fourplexes be allowed				Support allowing fourplexes in the R 6-12 zone. Ehlers did not support this in any of these zones. Huynh supports variety of housing types. Millar supports in R 4-8 and R 6-12, the allowed densities in these zones could support fourplexes. Richmond would support if neighborhood has more of a grid layout.
If yes, in which zones?				
R1/5; Yes – 1, No – 6. R4; Yes – 1, No – 6. R4CB; Yes – 1, No – 6. R 4-8; Yes – 4, No – 3. R 6-12 Yes – 6, No - 1				

Straw Poll: Support allowing fourplexes in the R 4-8 and R 6-12 zones.

Proposed Revision	Yes	No	Not Sure	Comments
SIXPLEXES				
Should sixplexes be allowed				
If yes, in which zones?				
R1/5; Yes – 1, No – 6				
R4; Yes – 1, No – 6				
R4CB; Yes – 1, No – 6				
R 4-8; Yes – 1, No – 6				
R 6-12; Yes – 4, No – 3				

Straw Poll: Allow sixplexes in the R 6-12 zone.

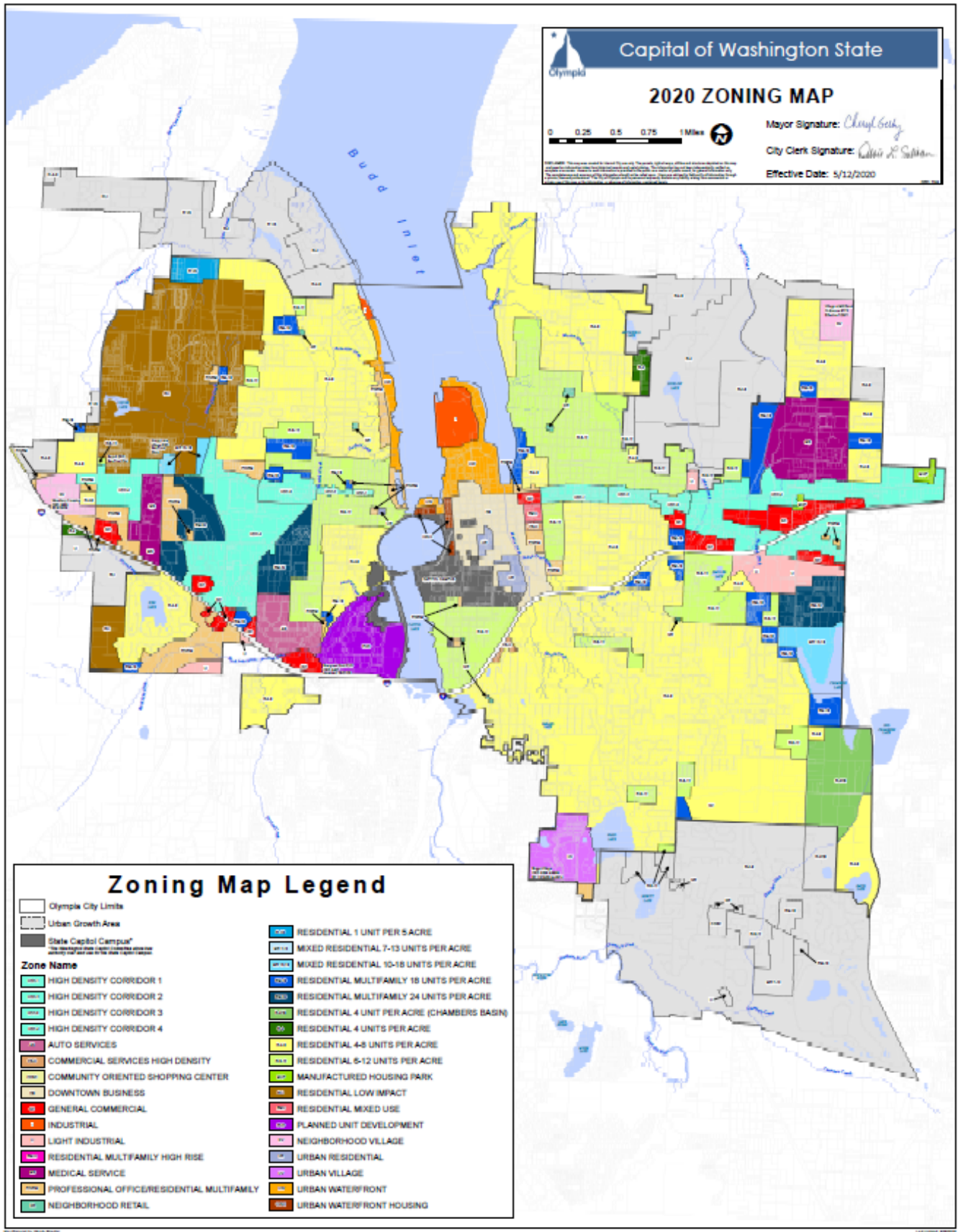
Proposed Revision	Yes	No	Not Sure	Comments
STACKED FLATS				
Should stacked flats be allowed	(0)	(7)		Ehlers – this was not really discussed through the process. Not comfortable supporting this or sixplexes. Huynh – no clear definition, not as well understood as to what it means. Adams – don’t support voting on this without a definition of what it is.
If yes, should they be defined?				
If yes, in which zones?				
R1/5;				
R4;				
R4CB;				
R 4-8;				
R 6-12				

Straw Poll: No support for allowing stacked flats in the low density residential zones without a definition of what stacked flats are.

CONSISTENCY

Proposed Revision	Yes	No	Not Sure	Comments
CONSISTENCY				
Include the draft language requiring the City to annually monitor density in the low density neighborhood zones	X (6)	(1)		Cunningham did not support. Huynh – the data could be helpful for looking at trends and any inconsistencies too. Millar – agree that it is worth it to review for consistency and be transparent.

Straw Poll: Support including consistency provision.



We support the package of housing options recommended by the Olympia Planning Commission with two exceptions:

- (1) Allowing 4-plexes in Zones R4-8, and
- (2) Allowing 6-plexes in Zones R6-12.

The principal reason for this dissent is that these two options had very little, if any, review by the “Missing Middle Advisory Group” that met for 6 months in 2017, nor has either option been meaningfully discussed by the present Planning Commission.

At the conclusion of those discussions with the Advisory Group, it was our sense that there was general support for efforts to encourage the addition of ADUs and duplexes in “low density neighborhoods” – a category that includes five separate zoning districts. It was only after draft regulations were released that included 4-plexes in these neighborhoods that significant public opposition to “missing middle” housing materialized. We believe these two options need more review before authorizing their development across low-density neighborhoods at this time.

Thank you for considering our comments.

Paula Ehlers, Vice-Chair

Carole Richmond, Commissioner

Housing Code Amendments



What's happening?

The City plans for where and how Olympia will grow and what is needed to serve that growth (parks, open spaces, infrastructure, streets, public services, etc.) under the Washington State Growth Management Act (GMA). The GMA was amended in 2019 and again in 2020 to encourage cities to take steps to increase residential building capacity in urban growth areas. The updated GMA ([RCW 36.70A.600](#)) provides a list of options to do so.

After reviewing the options, the City Council identified three options that appear to be appropriate for the Olympia. The Council directed the Planning Commission to draft an ordinance to implement two or three of the identified options. Learn more about each below.

The Public Hearing for the proposed Housing Options Code Amendments took place September 23, 2020. The Planning Commission issued its recommendation letter at their Nov. 2 meeting.

- [View the Planning Commission recommendation letter to City Council](#)
- [Planning Commission recommendations summary](#)

The Planning Commission recommendation will be considered by the Council's Land Use and Environment Committee at its meeting on November 19, 2020. It is anticipated the full Council will consider these amendments at its meeting on December 8, 2020.

Proposed housing options code amendments

 Implementation Options & Staff Recommendations

 Presentation 1: The options

 Presentation 2: Staff recommendations

[Presentation 3: Revised ADU staff recommendations](#)

[View Frequently Asked Questions](#)

Public comments

Public comments about the proposed code amendments were accepted from January until Sept. 30, 2020.

- [Comments received through 2/24/20](#)
- [Comments received 2/25/20-5/18/20](#)
- [Comments received 5/19/20-6/15/20](#)
- [Comments received 6/16/20-7/20/20](#)
- [Comments received 7/21/20-9/23/20](#)
- [Comments received 9/24/20-9/30/20](#)
- [Staff responses to comment themes](#)

Stay Informed

- [Subscribe to Planning & Development E-News](#)
- [Email us to be a party of record for these zoning amendments](#)
- [Download the complete Public Participation Plan](#)

SEPA DNS

The City has issued a [SEPA Determination of Non-Significance](#) for the proposed code amendments.

- [View SEPA Checklist](#)
- [View SEPA comments](#)



Duplexes on corner lots

Proposal: Allow duplexes on each corner lot in all zoning districts that permit single family residences.

[Read more...](#)

For Olympia, that would mean a duplex would be allowed on almost all corner lots since almost all zoning districts include single family residences as a permitted use. In order to obtain a building permit the applicant would need to demonstrate compliance with setbacks from property lines, maximum building height and number of stories, maximum lot coverages, low impact development stormwater standards, parking requirements, and design review.

In order to comply with the “on each corner lot” provision of the statute, the minimum lot size would be the same size as the minimum lot size for a single-family residence of the underlying zoning district.

 Download info sheet



Accessory Dwelling Units (ADUs)

Proposal: Allow ADUs in association with a single-family residence (SFR), with a few specific provisions.

[Read more...](#)

The specific provisions include:

- Allow attached ADUs on all parcels with a SFR where the lot is at least 3,200 square feet in size
- Allow both attached and detached ADUs on all parcels with a SFR, provided the lot is at least 4,356 square feet in size
- No additional on-site parking required
- No owner-occupancy requirement
- Cannot limit the size below one thousand square feet
- Must not prohibit the separate rental or sale of ADU and primary residence
- Impact fees may not be more than the projected impact of the ADU

- City may set other regulations, conditions, procedures, and limitations and must follow all applicable state and federal laws and local ordinances

In Olympia, ADUs are allowed on all lots with a detached single-family home, regardless of the lot size. This may need to be amended to address situations where an attached SFR is located on lots that are at least 3,200 square feet in size. Other amendments that would be needed include:

- Eliminate requirement for an additional on-site parking requirement
- Eliminate requirement for the property owner to live on site
- Modify the size provisions so an ADU can be up to 1,000 square feet

The ADU option includes language that allows cities making use of these ADU provisions to also consider other local provisions. Optional issues the City may want to address include:

- Maximum building height
- Attaching an ADU to an accessory structure (e.g. detached garage)

 Download info sheet



Duplexes, triplexes and courtyard apartments

Proposal: Allow a duplex, triplex, or courtyard apartment on each parcel in one or more zoning districts that permit single-family residences unless a city documents a specific infrastructure of physical constraint that would make this requirement unfeasible for a particular parcel.

[Read more...](#)

In order to implement this option, Olympia would need to determine which of these housing types would be appropriate in which zoning districts. Again, because of the phrase “on each parcel”, that would mean the proposed development would be allowed as long as the underlying development standards are met, such as setbacks from property lines, maximum building height and number of stories, maximum lot coverages, low impact development stormwater standards, parking requirements, and design review.

Because the statutory language includes the word “or” it seems each city could address these housing types separately. Just as an example, the final decision may be that duplexes are appropriate in the R 4-8 zoning district, whereas triplexes and/or courtyard apartments are not. Or another example might be that duplexes are appropriate in all zoning districts that permit SFRs, triplexes are appropriate in most residential zones, and courtyard apartments are appropriate in a few residential zones.

 [Download info sheet](#)

Questions?

Contact Joyce Phillips, Senior Planner, at 360.570.3722 or housingoptions@ci.olympia.wa.us

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The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.



Staff Responses to Public Comment Themes

July 2020

The City is considering **Housing Options Code Amendments** to the zoning code in order to allow a wider variety of housing types in residential zoning districts. The housing types include Accessory Dwelling Units (ADUs), duplexes, triplexes, and courtyard apartments. In some cases, amendments to the standards for these housing types are proposed. In other cases, the housing type is not currently allowed in some zones and amendments are proposed to allow the housing type in certain zones. For more information about the proposed amendments please visit olympiawa.gov/housingcode.

Public Comments

Public Comments on the Housing Options Code Amendments have been submitted over several months. Below the major themes of those comments that express concerns rather than support are identified and staff responses are provided.

Housing Supply/Shortage/Affordability

General Issue Raised	Staff Response
More units does not mean more affordability.	Olympia has a very low vacancy rate (less than three percent). More housing units will help address the demand for housing, which will help prevent rent prices from increasing as fast as they otherwise could if zoning continues to restrict or prohibit multi-unit housing types in many areas of the community. Housing created as a result of these proposed amendments may not be affordable for low income groups, although the City is working on numerous projects to increase housing that is affordable at all income levels. It is anticipated that these housing units will be primarily market rate housing. Sale or rent will depend on many factors, such as size, location, and the quality of construction. However, if this proposed ordinance is approved it could also be used to construct subsidized housing affordable to low income levels. The primary intent is to provide a greater variety of housing types and sizes to meet the diverse needs of the entire community, rather than continuing to restrict portions of the community to new housing that is only affordable to those with moderate to high incomes. The result of having more housing units and options available will be to help take some of the pressure off of the housing market to at least slow down the cost of housing price increases.
The City should include provisions to primarily serve those who are low income.	The City is working on multiple housing efforts simultaneously. Some of the other efforts are directly related to providing low income housing, emergency housing, and working to end homelessness. Olympia needs more housing for people across the entire income spectrum.
Will the City require set asides for low income people for this housing?	These proposed amendments for increased housing options do not have specific requirements to be set aside for low-income households. These housing types will occur in existing neighborhoods and the rental rates will be set by the property owner(s). However, low-income housing developers could use the increased housing options to create more low-income housing units. There is also evidence to suggest that ADUs are often rented to family members or acquaintances, often at below market rates.



Staff Responses to Public Comment Themes

Neighborhood Character/Design Review

General Issue Raised	Staff Response
How will the City help to retain the character and feel of our neighborhoods?	These housing types are subject to the Infill & Other Residential design review requirements specifically because they do address Neighborhood Scale and Character. These housing types will be subject to these standards even when proposed on properties that are not located in the Infill Design District.
Would duplexes on corner lots be required to appear as single family residences from the streets?	Not necessarily. As long as the proposed structure meets the Infill & Other Residential design review requirements, and the development standards of the zoning district, it would be allowed. The ability to have one front door face each street will depend on the size and shape of the lot, as well as any driveway location constraints.
Window placement should ensure privacy is maintained on adjacent properties.	Window placement and privacy issues are part of the Infill & Other Residential design review standards. This is reviewed at the time of building permit application.
Retain trees	The City's tree requirements and standards are not proposed to change with these housing options. The minimum tree density requirement is 30 "tree units" per acre. This requirement will continue to apply to all properties, whether constructed with single-family houses or multi-unit housing. Part of the reason the building height for ADUs that are not attached to the primary building is proposed to be increased is to allow for an ADU to be built over a detached garage or shop. This would allow more of the lot to be kept in yard and garden area, which would allow more trees to be retained or planted.
The City should monitor neighborhood character and aesthetics by neighborhood.	The design review for each of the housing types proposed require a review of other housing styles on both sides of the same street, within 300 feet of the lot. This means the new construction will blend in not only with the greater neighborhood, but on each block.

Compatibility and Scale of New Structures

General Issue Raised	Staff Response
Concern that three story apartment buildings will be built and will not fit in.	All of the housing types proposed are limited to two stories in the low-density residential zoning districts (primarily R4-8 and R6-12).
The 35 foot height limit is too high.	Thirty-five (35) feet is the current maximum height allowed for single-family homes.
Overhangs, stairs, and clerestory windows must be counted in allowed square footage and height.	The way the city measures building height, setbacks, and developable portions of the lot is not proposed to change. Overhangs are allowed to project two feet into the setback areas, stairs count as part of the structure and therefore must meet setbacks if they exceed thirty inches in height. Building height is measured from the average grade of the building site to the midpoint of the roof. All of these standards will continue to apply to all properties, whether constructed with single-family houses or multi-unit housing.
Should allow larger ADUs/ Should require smaller ADUs.	We are proposing any ADU could be up to 800 square feet. This is because the ADU is meant to be <i>accessory</i> to the primary home. We realize that some people want bigger ADUs and some people do not want ADUs to be larger in



Staff Responses to Public Comment Themes

	size than a certain percentage of the primary home. The proposed size is meant to balance those perspectives. However, the City may want to increase the proposed size to 850 square feet to match the maximum size allowed in the City of Lacey because the cities are working together to develop preapproved ADU plan sets that would be available for use.
Shading that results from taller new construction could negatively impact the solar panels on adjacent properties.	The City does not currently have standards or requirements about ensuring new construction does not shade adjacent properties, even if there are solar panels already installed. While property owners can work with the adjacent property owners to obtain private “solar access” easements, they are not required to do so and in most cases have installed solar panels without such easements. The proposed changes do not alter the portions of the lot that can be built on or the maximum height of the structures that could be built. Even though the maximum height for detached ADUs is proposed to increase from 16 feet to 24 feet, it is still lower than the 35 feet that is currently allowed for additions to the home that could be built in the same area of the lot.

Parking

While some comments supported less or no parking for these housing types, most parking comments were to express concern that off-street parking should be required. Concerns that finding street parking or things like street sweeping, mail delivery, and garbage collection would become more challenging were expressed. Also mentioned were increased risks to bicyclists and pedestrians and restricted ingress and egress for emergency vehicles on congested streets. Other opinions were that requiring on-site parking is expensive, supports continued auto-dependence, and prioritizes space for cars over space for people.

Staff response: We are striving for a balance to accommodate parking. The staff recommendations include requirements for all of these housing types, except ADUs. These are *minimum* parking requirements and property owners could choose to provide on-site parking for ADUs or additional parking for any housing type. Planning staff coordinated with transportation engineering staff to look at peak parking demands for these housing types. City Transportation Engineering staff used the Parking Generation, 3rd Edition manual of the Institute of Transportation Engineers and calculated the average peak parking demand for these housing types. The proposed minimum required off-street parking provisions for these housing types is adequate to meet average peak parking demands for these housing types.

Housing Type	Current Min. Required	Avg. Peak Parking Demand	Proposed Min. Required	Notes
Single Family	2	1.83 spaces	2	
ADU	1	.034 – 0.5 spaces	0	Even at highest rate, when combined with Single Family, the peak number of stalls is 2.33, which we would round down to 2.
Duplex	4 (2 per unit)	1.02 spaces/unit	4 (2 per unit)	
Triplex	1.5 per unit	1.02 spaces/unit	1.5 per unit	Clarify minimum of 5 is required in R 6-12 zoning district
Courtyard Apt.	1.5 per unit	1.02 spaces/unit	1.5 per unit	Standard for apartments is 1.5 per unit (1 per studio unit)



Staff Responses to Public Comment Themes

Traffic and Schools

General Issue Raised	Staff Response
City's development standards for street improvements are costly but necessary	The City requires frontage improvements (sidewalk, curb, gutter, planter strip, etc.) be constructed for projects that will result in more than 20 new average daily trips. This is not proposed to change as a result of these amendments. It is worth noting that the Council's Land Use and Environment Committee is looking at the cost of development, including street improvements. The Committee may recommend changes to the full Council at some point in the future.
Adding duplexes and triplexes, while increasing the density of the population within our neighborhoods will also significantly change traffic patterns, causing congestion where currently there is none.	The City's Comprehensive Plan envisions growth within the Urban Growth Area, including where and how densely that growth will occur. The amount of people the city is planning to accommodate by 2035 has not changed. While the Plan directs most of the new population to moderate and high-density neighborhoods, it also calls for some growth and infill within the areas designated as Low Density Neighborhoods. The proposed amendments will implement that portion of the Plan. This includes making use of existing streets and utilities to accommodate infill. This will help disperse traffic out across the City, while still directing most new growth to the higher density areas where walking, bicycling and transit are more convenient. In instances where the existing infrastructure is not adequate to serve additional housing, the city will deny the application or require the property owner to make the necessary improvements.
Schools – overcrowded and under funded	The local School District is planning for the same amount of population increases as the City. The District is aware of and supports the Future Land Use Map and where the growth is anticipated to occur.
Traffic congestion	The City collects transportation impact fees for each new residential unit. The aggregated fees are used to build the transportation improvements needed to ensure the city meets the adopted level of service standards.
Sidewalks are needed with new construction, and it's needed even more in areas near schools.	The City requires the construction of the sidewalk, or payment into a sidewalk program, with each residential building permit on lots where the sidewalk is not present. When property is subdivided an analysis of walking routes to schools is conducted. It is common to have requirements to build sidewalks, even off-site, in order to meet the requirement to provide safe walking routes to schools.

Infill and Housing Variety

General Issue Raised	Staff Response
Increasing density at cost of protecting the environment.	All of the City's environmental protection standards will still remain in effect. All of these standards will continue to apply to all properties, whether constructed with single-family houses or multi-unit housing. This includes protecting groundwater, wetlands, floodplains, steep slopes and geologically hazardous areas, streams and riparian areas, and important habitats and species. It is important to note that the allowed densities of the underlying zoning districts are not proposed to change.



Staff Responses to Public Comment Themes

What about areas where existing infrastructure cannot accommodate additional housing?	In areas where existing infrastructure cannot accommodate additional housing the City will not issue building permits unless the needed improvements are made.
Current ADU size and height standards too restrictive.	We understand that some members of the community want ADU standards that are more strict, while others would prefer standards that are less restrictive. The proposed amendments are less restrictive than the current standards and are balanced between these competing perspectives.

Tear Downs

General Issue Raised	Staff Response
The proposed amendments to allow more housing types in single family neighborhoods will destroy our neighborhoods.	Staff does not believe these proposed code amendments will result in an increase in the number of demolition permits that are issued or detract from the character of existing neighborhoods. There is evidence throughout Thurston County cities that when houses are demolished and the property owner decides to rebuild, it is likely a single family home will be built in its place. However, if the property owner has the desire and can meet the development and design review standards, the option to build a duplex would be allowed. Depending on the zoning district where the property is located, a triplex or courtyard apartment may also be an option. Regardless of these housing types proposed, design review and off-street parking standards would have to be satisfied. Allowing small scale multifamily housing is consistent with the Comprehensive Plan adopted vision for low density residential areas. Small scale, multi-unit residential development that meets the infill design review requirements is consistent with the comprehensive plan’s low density land use designation and with existing development in low density neighborhoods.
Single family homes will be sold to developers for apartment buildings.	The only type of apartments that would be allowed in most of these zoning districts (apartments are currently allowed in the RLI zone) have specific open space requirements for both shared and private open spaces for the tenants.
These code changes will encourage investor owned housing in our neighborhoods – we don’t want that.	These housing options will also allow more homeowners to add an ADU or convert their homes to duplexes. Many of the homes in the City are owned by the people who live in them. Many of the homes are owned by others, who may or may not live in the area, and then rented. Most owners who rent housing do so as an investment. Over 50% of our community currently rents their housing. The code amendments proposed are modest and balance several issues, including aesthetics of the structures and blending new construction in with the surrounding neighborhood. Staff does not believe these amendments will result in a significant change in the amount of housing that is owned by investors.



Staff Responses to Public Comment Themes

Other

General Issue Raised	Staff Response
Not satisfied with the amount of notice provided.	City staff has ensured this project has met and exceeded the public notice requirements.
These amendments will only benefit developers.	We understand that many people believe this to be true. The majority of people that staff have talked to about these proposed amendments are people who are interested in building an ADU on their property. A few people have shown interest in converting their existing homes into duplexes. Even fewer have inquired about triplexes or courtyard apartments. The addition of any of these housing types would be considered to be by “developers”. The code amendments will equally benefit all property owners who could provide more housing opportunities. The primary purpose of these amendments is to provide more choices and opportunities for people who want to live in neighborhoods throughout Olympia, rather than only zoning districts that contain apartment complexes.
Support these for local property owners and developers over out of town developers or larger scale projects.	The requirements will be the same for all people regardless of where they live. Changes that help local property owners will also help out of town developers if the developers are interested in small scale infill housing opportunities. Larger scale projects would need to be located in moderate or high density zoning districts.
Duplexes in an area of single family homes may lead to lack of property maintenance.	This presumes that people who rent their residences are less likely to maintain the property than a homeowner. This is a stereotype. There are some renters who maintain the property as well as or better than a homeowner and vice-versa. All properties will continue to be required to be maintained in accordance with the City’s codes (codes that address nuisances, property maintenance, unfit buildings, etc.), which apply equally to all residential housing types.
ADU standards that are too costly will result in more illegal ADUs.	Some ADU standards relate to zoning (size, setbacks, design review) while others are related to engineering and building (utility connections, impact fees). The related standards in these amendments are specific to zoning standards with the intent to balance housing and neighborhoods. Other aspects related to costs for building ADUs and other housing types are being considered by the Council’s Land Use and Environment Committee in related work. The City strives to balance housing needs, community interests, and impact fees, and costs.
What does the city do to encourage development on existing infill lots?	One of the primary benefits of developing existing infill lots is that in most cases the water and sewer lines are already in the street and available for connection. If the sidewalk is present the property owner will not need to pay for construction of a new sidewalk. In addition, if there was a residence on the property in the past, existing meters may be used for the new construction and impact fees may not be required.
Why doesn’t the City encourage residential	The adopted Comprehensive Plan identifies three High Density Neighborhood areas in the City (Downtown, eastside, and westside). These areas are intended to accommodate most of the population growth, are



Staff Responses to Public Comment Themes

<p>development in other areas, like along arterials?</p>	<p>zoned for a mix of commercial and residential uses at higher densities, and are connected by urban transportation corridors. The Downtown was the first of these three areas to go through a subarea planning process which resulted in the Downtown Strategy being adopted. The other two high density neighborhood areas will go through a similar planning process in the future. The Comprehensive Plan also states that infill within the Low Density Neighborhood area is needed and describes these areas as providing for a mix of residential housing types.</p>
<p>Concerns that this will lead to gentrification and continued racial issues. Concern that money and greed is at the root of this. We don't want to end up like Seattle.</p>	<p>The City is working to provide more housing options across the city. Most new housing units will occur in moderate and high density areas but some growth is also planned to occur in low density neighborhoods. By allowing more housing opportunities across all housing types and income levels, we are working to prevent gentrification. Allowing homes to add an ADU or convert into a duplex or triplex may help alleviate pressure to buy older homes on larger lots to demolish them. Working to allow more housing types in existing neighborhoods will help keep pace with our changing demographics (fewer people per household) and provide greater choice for where people can live in our community. Not everyone wants to live in apartment complexes or can find affordable housing (to rent or buy) in the neighborhoods of their choice. The intention of these amendments is to provide much needed housing by increasing the variety of housing types allowed in low density residential areas, making use of existing utilities and public amenities (parks, schools). These amendments are intended to reduce the likelihood of gentrification by spreading out housing across the City rather than targeting only one or two areas for new growth. In addition, by having more housing and housing options in all neighborhoods, the City is working to eliminate barriers to decent housing for all groups including minorities of any kind (race, ethnic, sexual orientation, etc.).</p>
<p>Don't increase density in our neighborhoods.</p>	<p>The proposed code amendments do not increase the densities allowed in the underlying zoning districts. However, it is possible that development patterns may change over time so that the achieved densities could increase. All new subdivisions are reviewed for compliance with the density range of the applicable zoning district. Annual monitoring of density is proposed to maintain consistency with the Comprehensive Plan.</p>
<p>Courtyard apartments benefit corporations and are built around cars.</p>	<p>As proposed, courtyard apartment proposals require a shared open space as well as private open spaces for each unit. Parking is not allowed in the courtyard that the apartments must be built around. The City's design review requirements ensure the certain elements of design are addressed to help the new construction blend into the existing neighborhood.</p>
<p>Concern about the combined sewer and stormwater system that might be overloaded.</p>	<p>The City has master plans for sewer and stormwater. These master plans align with the Comprehensive Plan and look at the infrastructure requirements needed to serve the existing and planned growth. Additionally, the City's Engineering Design and Development Standards (EDDS) are designed to ensure development complies with the standards for public safety and environmental protection, including for sanitary sewer and stormwater. All development is reviewed for compliance with EDDS before any permits are issued. The Cities and Thurston County work cooperatively</p>



Staff Responses to Public Comment Themes

	with the LOTT Cleanwater Alliance to ensure development can be accommodated and treated and that the treatment facilities are adequately sized to handle the anticipated population growth and economic development activity.
Stormwater and drainage concerns	All of the current standards addressing stormwater runoff will continue to apply to all properties, whether constructed with single-family houses or multi-unit housing. These include limits on hard surface and impervious surfaces on each lot.
The City should delay action on this proposal during the pandemic.	No action is being taken and scheduling of the public hearing has been delayed. The City continues to take written public comments and will do so until the close of the public hearing. Staff's recommendations for how to implement the housing options under consideration were issued just a week or so prior to the stay home order being issued. Staff chose to continue briefings with the Planning Commission on the topic but will not schedule the public hearing until adequate provisions can be made to allow for public testimony to be provided.
Increased need for police and fire services	The City establishes the need for police and fire services on the population within city limits. The amount of growth the City is planning for is set in the Comprehensive Plan and is not proposed to change at this time.
Strain on trash collection and sewer infrastructure	Infill development is the most efficient way for a city to provide urban services such as trash collection and sanitary sewer to new population growth. Infill development makes use of existing routes and pipes. The overall need for trash service and sewer treatment is based on the overall population to be served, which is not proposed to increase with these amendments beyond the growth envisioned in the Comprehensive Plan.
New buildings could shade garden areas and decrease ability to grow food	New buildings will shade lands that fall within its shadow. The area of the shadow will vary throughout the year and by the time of day. However, the portions of lots where construction is allowed are not changed as a result of these proposed amendments. All of these standards will continue to apply to all properties, whether constructed with single-family houses or multi-unit housing. The only change in height that is proposed is for ADUs that are not attached to the main house. The height increase would allow an ADU to be constructed over a garage or other accessory building. The ADU could then be up to 24 feet in height, as proposed. This height allowance is still lower than the height allowed for the main house, which is 35 feet.
Goal of net density of 6 units per acre.	The City is not proposing to implement the housing option included in the state law to establish a minimum density of six units per acre. The allowed densities of the zoning districts are not proposed to change as a result of these proposed amendments. Some zones have existing density provisions for less than 6 units per acre to help balance values, such as protecting sensitive drainage basins (RLI – Residential Low Impact and R-4CB – Residential 4 Chambers Basin).
Why not just increase the minimum lot size	The majority of the City is already subdivided. While most lots are larger than the minimum lot size allowed, in most cases they are not large enough to be re-divided. However, some lots are smaller in size – either at or only slightly larger than the minimum lot size. If the city increases the minimum lot size we risk turning lots that currently conform to zoning standards into



Staff Responses to Public Comment Themes

	<p>“non-conforming” lots. This can create challenges in the future. The City proposes these changes with the intent to keep all existing conforming lots as conforming. And new subdivisions are required to show the proposed use for all lots that are not for single family homes so the City can calculate density to ensure the proposed development falls within the allowed density range of the zoning district.</p>
<p>Why doesn't the City propose larger lot size requirements for triplexes and courtyard apartments?</p>	<p>The City is proposing code language to implement the option as written in state law, which is to allow these housing types on each parcel in zoning district(s) where single family homes are allowed. If we required larger lot sizes for these housing types, it would not satisfy the “on each parcel” part of the option as written in state law.</p>
<p>The proposed language about monitoring density seems vague.</p>	<p>The language proposes the density described in the Comprehensive Plan (up to 12 units per acre) be monitored on an annual basis. The intent of the language is to ensure consistency between the Comprehensive Plan and the codes that implement it. The monitoring will be focused on the question of whether the density described in the Comprehensive Plan is met. The specific methodology may need to be adjusted based on changes; for example, zoning district boundaries may change over time.</p>

Supportive Issues Identified

Some comments included support for the proposed amendments. These issues are noted but staff is not responding to them specifically:

- Will help reduce sprawl and to be a more sustainable City
- Will protect surrounding farm and forest lands
- Will help to return to historic residential development patterns
- ADUs will support and allow for more upward social and economic mobility
- The adopted Comprehensive Plan calls for a mix of housing types
- Supports a variety of housing types for all kinds of people
- Supports greenhouse gas emission reduction, promotes more walking/bicycling/transit use
- Makes better use of existing infrastructure
- Would allow more housing units in Historic Neighborhood without tearing down existing structures
- Support for more options to allow people to age in place
- Support for pre-approved ADU plans

Beyond Planning Commission's Purview

Several comments address issues that are beyond the scope of the Planning Commission. While these comments have been provided to the Commission and will be forwarded to the City Council, staff will not address them here. These issues include:

- Current Property Tax System
- Appeal provisions in current state law
- SEPA Decision Issued
- Private covenants
- Rent Control issues
- Multi-Family Tax Exemptions

Chapter 18.175
INFILL AND OTHER RESIDENTIAL

18.175.000 Chapter Contents

Sections:

- [18.175.020](#) Neighborhood scale and character.
- [18.175.030](#) Building orientation and entries.
- [18.175.040](#) Building modulation and articulation.
- [18.175.050](#) Windows.
- [18.175.060](#) Garage design.
- [18.175.070](#) Material and colors.
- [18.175.080](#) Accessory Dwelling Unit (ADU); Building design.
- [18.175.090](#) Accessory Dwelling Unit (ADU); Entry features.
- [18.175.100](#) Site design; Cottage housing.

(Ord. 6306 §11, 2004).

18.175.020 Neighborhood Scale and Character

A. REQUIREMENT: Minimize the appearance of building scale differences between proposed dwelling unit(s) and existing neighborhood residential units. Reflect the architectural character of neighboring residences (within 300' on the same street) through use of related building features. On narrow lots (30 feet wide or less), the average height of the adjacent residences shall not be exceeded unless the apparent scale of the proposed building is reduced through modulation.

B. GUIDELINES:

1. Step the roof on the building perimeter segments to transition between a proposed taller building and an existing residential structure.
2. Replicate or approximate roof forms and pitch found on existing residential structures in the neighborhood.
3. Use window patterns and proportions similar to those on existing residential structures in the neighborhood.
4. Use building facade materials similar to those used on existing residential buildings in the neighborhood.
5. Maintain a consistent relationship to the street (i.e., building setbacks and entryways) as existing buildings.



FIGURE 18.175.020

(Ord. 6306 §11, 2004).

18.175.030 Building Orientation and Entries

- A. REQUIREMENT: Provide a clearly defined building or courtyard entry from the primary street.
- B. GUIDELINES:
1. Use distinctive architectural elements and materials to indicate the entry.
 2. Define the transition space from the sidewalk to the entry with a terrace, plaza, or landscaped area.
 3. Avoid the use of exterior stairways to second stories that are visible from the street.
 4. Provide porches, balconies, and covered entries.

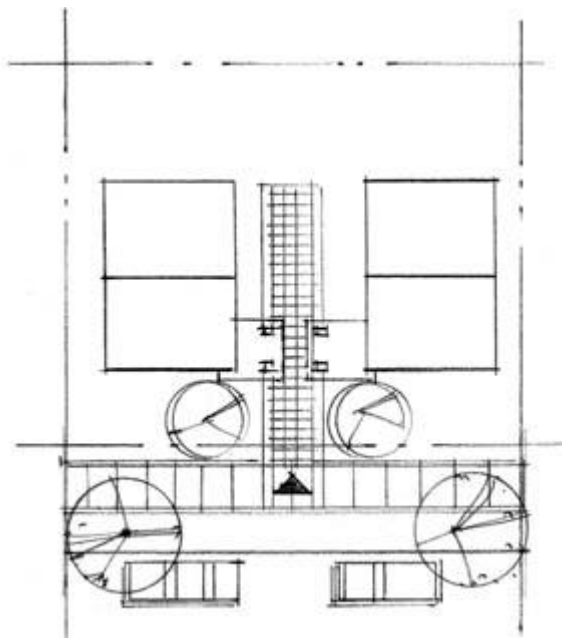


FIGURE 18.175.030-A



FIGURE 18.175.030-B

(Ord. 6306 §11, 2004).

18.175.040 Building Modulation and Articulation

A. REQUIREMENT: Use building and roof modulation and articulation to reduce the appearance of large building masses.

B. GUIDELINES:

1. Modulate the building facade with features such as porches, balconies, building wall relief, and bay windows.
2. Provide roof elements such as gables, eyebrow roof forms or dormers.
3. Incorporate prominent cornice, soffit, or fascia details that emphasize the top of the building.
4. Provide prominent roof overhangs.
5. Articulate the roof with rafter tails and brackets.



FIGURE 18.175.040

(Ord. 6306 §11, 2004).

18.175.050 Windows

A. REQUIREMENT: Provide relief, detail, and visual rhythm on the facade with well-proportioned windows.

B. GUIDELINES:

1. Use window patterns, proportions, and orientation consistent with neighboring residences.
2. Use multiple-pane windows.
3. Provide windows that are designed to create shadows (either deeply recessed or protruding).
4. Use visually significant window elements (i.e. frame dimensions, lintels, casings, sills, and trim).
5. Locate windows so that the occupants from one residence cannot look directly into an adjacent residence.

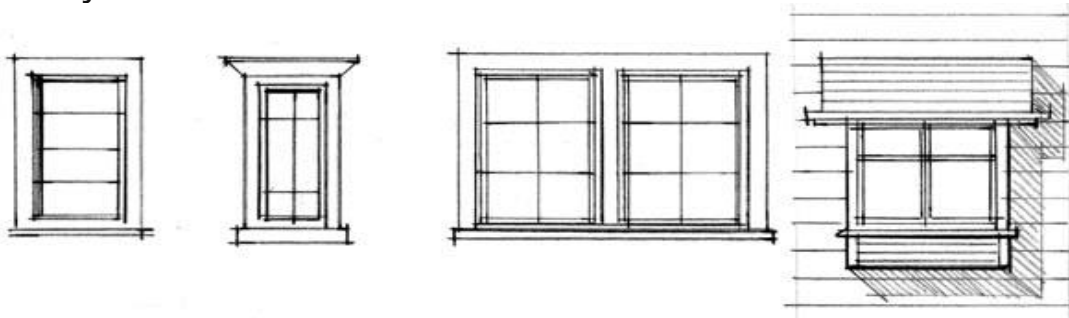


FIGURE 18.175.050

(Ord. 6306 §11, 2004).

18.175.060 Garage Design

A. REQUIREMENT: Design garages and carports so that they do not dominate the dwelling's street facade.

B. GUIDELINES:

1. Locate garages and carports behind residences, stepped back from the building's street facade, or provide a side entry (perpendicular to the street).
2. Design driveways to be as narrow as possible and/or shared where possible to minimize impervious surface and to minimize disruption of the sidewalk and planting strip by curb cuts.
3. Incorporate windows into garage sidewalls whenever they face the street so that they appear to contain habitable space.
4. Incorporate garage door elements which reduce the apparent size of the doors, such as panels and windows.
5. Use materials and colors that match the residence.

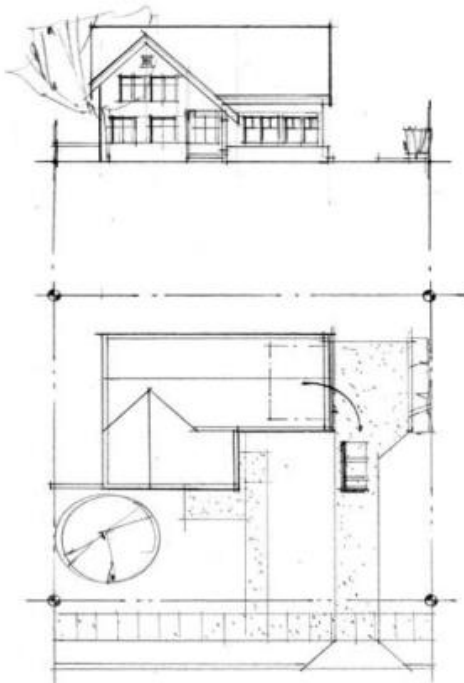


FIGURE 18.175.060-A

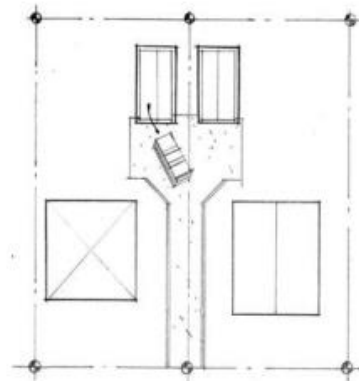


FIGURE 18.175.060-B

(Ord. 6306 §11, 2004).

18.175.070 Material and Colors

A. REQUIREMENT: Use building materials with texture and pattern and a high level of quality and detailing. Reserve brightly saturated colors for accent or trim features.

B. GUIDELINES:

1. Use materials such as horizontal lap siding, shingles, brick, stone, stucco, ceramic or terra cotta tile.
2. When remodeling or adding to an existing building, use materials and colors that preserve or enhance the character of the original building.

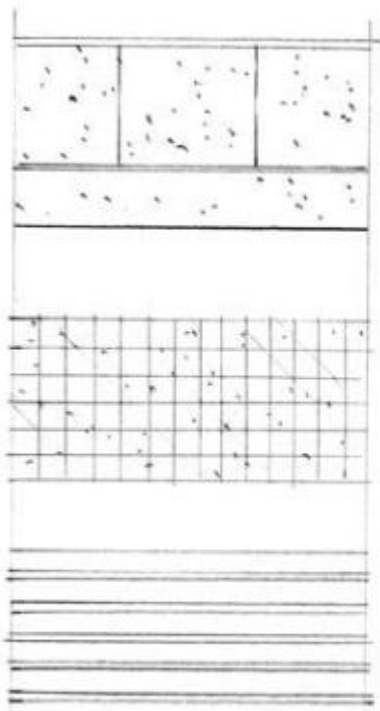


FIGURE 18.175.070-A

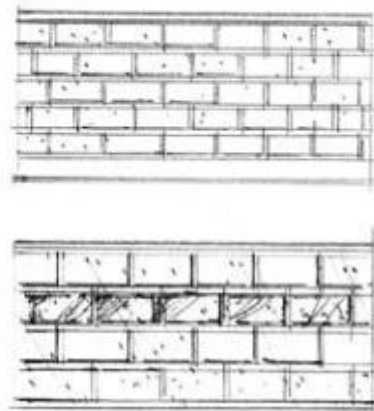


FIGURE 18.175.070-B

(Ord. 6306 §11, 2004).

18.175.080 Accessory Dwelling Unit (ADU); Building Design

A. REQUIREMENT: Reflect the architectural character of the primary residence in an ADU through use of related building features.

B. GUIDELINES:

1. Replicate or approximate roof forms and pitch found on the existing residence.
2. Use window patterns and proportions similar to those on existing residence.
3. Use building facade material and colors that match or are compatible with those used on the existing residence.



FIGURE 18.175.080

(Ord. 6306 §11, 2004).

18.175.090 Accessory Dwelling Unit (ADU); Entry Features

A. REQUIREMENT: Provide a clearly defined building entry for an ADU that is easily accessible from the street or the existing residence. Provide a well-lighted, paved sidewalk to the building entry.

B. GUIDELINE:

1. The entry to an ADU may be shared with the primary residence.
2. When there is a separate entry, construct an identifying feature, such as a porch, stoop and/or an eave overhang that is integral to the ADU structure.
3. When an exterior stairway to the main entrance to the ADU is needed, avoid the use of open metal, prefabricated stairs.



FIGURE 18.175.090

(Ord. 6306 §11, 2004).

18.175.100 Site Design; Cottage Housing

A. REQUIREMENT: Orient cottage housing to the public right-of-way or to a shared interior courtyard. The sides of end units may front the street when the interior courtyard is a prominent feature on the adjacent public right-of-way.

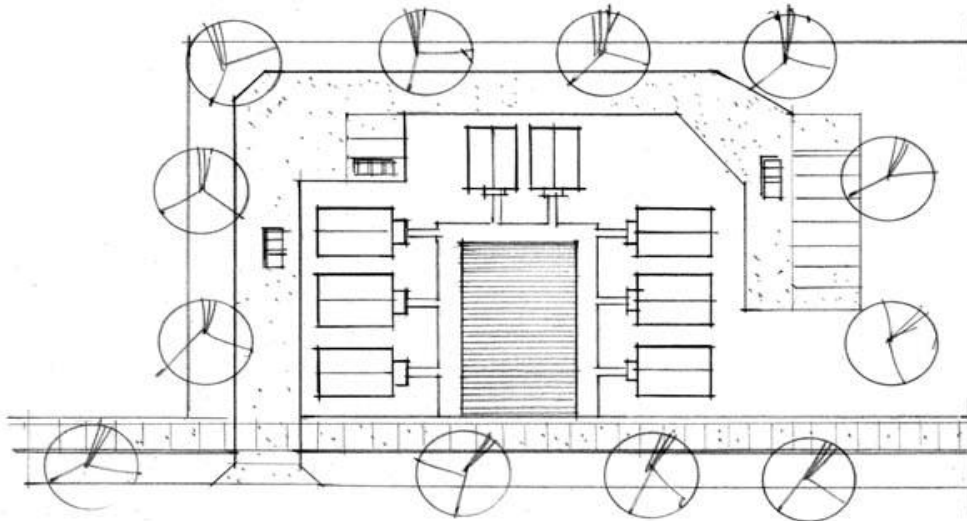


FIGURE 18.175.100

(Ord. 6306 §11, 2004).

CERTIFICATION OF ENROLLMENT

ENGROSSED SECOND SUBSTITUTE HOUSE BILL 1923

Chapter 348, Laws of 2019

66th Legislature
2019 Regular Session

URBAN RESIDENTIAL BUILDING CAPACITY

EFFECTIVE DATE: July 28, 2019—Except for section 11, which becomes effective July 1, 2019.

Passed by the House April 24, 2019
Yeas 75 Nays 19

FRANK CHOPP

Speaker of the House of Representatives

Passed by the Senate April 22, 2019
Yeas 33 Nays 16

CYRUS HABIB

President of the Senate

Approved May 9, 2019 3:12 PM

JAY INSLEE

Governor of the State of Washington

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **ENGROSSED SECOND SUBSTITUTE HOUSE BILL 1923** as passed by the House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN

Chief Clerk

FILED

May 13, 2019

**Secretary of State
State of Washington**

ENGROSSED SECOND SUBSTITUTE HOUSE BILL 1923

AS AMENDED BY THE SENATE

Passed Legislature - 2019 Regular Session

State of Washington 66th Legislature 2019 Regular Session

By House Appropriations (originally sponsored by Representatives Fitzgibbon, Macri, Appleton, Doglio, Dolan, Santos, and Frame)

READ FIRST TIME 03/01/19.

1 AN ACT Relating to increasing urban residential building
2 capacity; amending RCW 36.70A.030, 43.21C.420, and 36.70A.490; adding
3 new sections to chapter 36.70A RCW; adding new sections to chapter
4 43.21C RCW; adding a new section to chapter 35.21 RCW; adding a new
5 section to chapter 35A.21 RCW; adding a new section to chapter 36.22
6 RCW; providing an effective date; and declaring an emergency.

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

8 NEW SECTION. **Sec. 1.** A new section is added to chapter 36.70A
9 RCW to read as follows:

10 (1) A city planning pursuant to RCW 36.70A.040 is encouraged to
11 take the following actions in order to increase its residential
12 building capacity:

13 (a) Authorize development in one or more areas of not fewer than
14 five hundred acres that include at least one train station served by
15 commuter rail or light rail with an average of at least fifty
16 residential units per acre that require no more than an average of
17 one on-site parking space per two bedrooms in the portions of
18 multifamily zones that are located within the areas;

19 (b) Authorize development in one or more areas of not fewer than
20 five hundred acres in cities with a population greater than forty
21 thousand or not fewer than two hundred fifty acres in cities with a

1 population less than forty thousand that include at least one bus
2 stop served by scheduled bus service of at least four times per hour
3 for twelve or more hours per day with an average of at least twenty-
4 five residential units per acre that require no more than an average
5 of one on-site parking space per two bedrooms in portions of the
6 multifamily zones that are located within the areas;

7 (c) Authorize at least one duplex, triplex, or courtyard
8 apartment on each parcel in one or more zoning districts that permit
9 single-family residences unless a city documents a specific
10 infrastructure of physical constraint that would make this
11 requirement unfeasible for a particular parcel;

12 (d) Authorize cluster zoning or lot size averaging in all zoning
13 districts that permit single-family residences;

14 (e) Authorize attached accessory dwelling units on all parcels
15 containing single-family homes where the lot is at least three
16 thousand two hundred square feet in size, and permit both attached
17 and detached accessory dwelling units on all parcels containing
18 single-family homes, provided lots are at least four thousand three
19 hundred fifty-six square feet in size. Qualifying city ordinances or
20 regulations may not provide for on-site parking requirements, owner
21 occupancy requirements, or square footage limitations below one
22 thousand square feet for the accessory dwelling unit, and must not
23 prohibit the separate rental or sale of accessory dwelling units and
24 the primary residence. Cities must set applicable impact fees at no
25 more than the projected impact of the accessory dwelling unit. To
26 allow local flexibility, other than these factors, accessory dwelling
27 units may be subject to such regulations, conditions, procedures, and
28 limitations as determined by the local legislative authority, and
29 must follow all applicable state and federal laws and local
30 ordinances;

31 (f) Adopt a subarea plan pursuant to RCW 43.21C.420;

32 (g) Adopt a planned action pursuant to RCW 43.21C.440(1)(b)(ii),
33 except that an environmental impact statement pursuant to RCW
34 43.21C.030 is not required for such an action;

35 (h) Adopt increases in categorical exemptions pursuant to RCW
36 43.21C.229 for residential or mixed-use development;

37 (i) Adopt a form-based code in one or more zoning districts that
38 permit residential uses. "Form-based code" means a land development
39 regulation that uses physical form, rather than separation of use, as
40 the organizing principle for the code;

1 (j) Authorize a duplex on each corner lot within all zoning
2 districts that permit single-family residences;

3 (k) Allow for the division or redivision of land into the maximum
4 number of lots through the short subdivision process provided in
5 chapter 58.17 RCW; and

6 (l) Authorize a minimum net density of six dwelling units per
7 acre in all residential zones, where the residential development
8 capacity will increase within the city.

9 (2) A city planning pursuant to RCW 36.70A.040 may adopt a
10 housing action plan as described in this subsection. The goal of any
11 such housing plan must be to encourage construction of additional
12 affordable and market rate housing in a greater variety of housing
13 types and at prices that are accessible to a greater variety of
14 incomes, including strategies aimed at the for-profit single-family
15 home market. A housing action plan may utilize data compiled pursuant
16 to section 3 of this act. The housing action plan should:

17 (a) Quantify existing and projected housing needs for all income
18 levels, including extremely low-income households, with documentation
19 of housing and household characteristics, and cost-burdened
20 households;

21 (b) Develop strategies to increase the supply of housing, and
22 variety of housing types, needed to serve the housing needs
23 identified in (a) of this subsection;

24 (c) Analyze population and employment trends, with documentation
25 of projections;

26 (d) Consider strategies to minimize displacement of low-income
27 residents resulting from redevelopment;

28 (e) Review and evaluate the current housing element adopted
29 pursuant to RCW 36.70A.070, including an evaluation of success in
30 attaining planned housing types and units, achievement of goals and
31 policies, and implementation of the schedule of programs and actions;

32 (f) Provide for participation and input from community members,
33 community groups, local builders, local realtors, nonprofit housing
34 advocates, and local religious groups; and

35 (g) Include a schedule of programs and actions to implement the
36 recommendations of the housing action plan.

37 (3) If adopted by April 1, 2021, ordinances, amendments to
38 development regulations, and other nonproject actions taken by a city
39 to implement the actions specified in subsection (1) of this section,
40 with the exception of the action specified in subsection (1)(f) of

1 this section, are not subject to administrative or judicial appeal
2 under chapter 43.21C RCW.

3 (4) Any action taken by a city prior to April 1, 2021, to amend
4 their comprehensive plan, or adopt or amend ordinances or development
5 regulations, solely to enact provisions under subsection (1) of this
6 section is not subject to legal challenge under this chapter.

7 (5) In taking action under subsection (1) of this section, cities
8 are encouraged to utilize strategies that increase residential
9 building capacity in areas with frequent transit service and with the
10 transportation and utility infrastructure that supports the
11 additional residential building capacity.

12 (6) A city with a population over twenty thousand that is
13 planning to take at least two actions under subsection (1) of this
14 section, and that action will occur between the effective date of
15 this section and April 1, 2021, is eligible to apply to the
16 department for planning grant assistance of up to one hundred
17 thousand dollars, subject to the availability of funds appropriated
18 for that purpose. The department shall develop grant criteria to
19 ensure that grant funds awarded are proportionate to the level of
20 effort proposed by a city, and the potential increase in housing
21 supply or regulatory streamlining that could be achieved. Funding may
22 be provided in advance of, and to support, adoption of policies or
23 ordinances consistent with this section. A city can request, and the
24 department may award, more than one hundred thousand dollars for
25 applications that demonstrate extraordinary potential to increase
26 housing supply or regulatory streamlining.

27 (7) A city seeking to develop a housing action plan under
28 subsection (2) of this section is eligible to apply to the department
29 for up to one hundred thousand dollars.

30 (8) The department shall establish grant award amounts under
31 subsections (6) and (7) of this section based on the expected number
32 of cities that will seek grant assistance, to ensure that all cities
33 can receive some level of grant support. If funding capacity allows,
34 the department may consider accepting and funding applications from
35 cities with a population of less than twenty thousand if the actions
36 proposed in the application will create a significant amount of
37 housing capacity or regulatory streamlining and are consistent with
38 the actions in this section.

39 (9) In implementing this act, cities are encouraged to prioritize
40 the creation of affordable, inclusive neighborhoods and to consider

1 the risk of residential displacement, particularly in neighborhoods
2 with communities at high risk of displacement.

3 **Sec. 2.** RCW 36.70A.030 and 2017 3rd sp.s. c 18 s 2 are each
4 amended to read as follows:

5 Unless the context clearly requires otherwise, the definitions in
6 this section apply throughout this chapter.

7 (1) "Adopt a comprehensive land use plan" means to enact a new
8 comprehensive land use plan or to update an existing comprehensive
9 land use plan.

10 (2) "Agricultural land" means land primarily devoted to the
11 commercial production of horticultural, viticultural, floricultural,
12 dairy, apiary, vegetable, or animal products or of berries, grain,
13 hay, straw, turf, seed, Christmas trees not subject to the excise tax
14 imposed by RCW 84.33.100 through 84.33.140, finfish in upland
15 hatcheries, or livestock, and that has long-term commercial
16 significance for agricultural production.

17 (3) "City" means any city or town, including a code city.

18 (4) "Comprehensive land use plan," "comprehensive plan," or
19 "plan" means a generalized coordinated land use policy statement of
20 the governing body of a county or city that is adopted pursuant to
21 this chapter.

22 (5) "Critical areas" include the following areas and ecosystems:

23 (a) Wetlands; (b) areas with a critical recharging effect on aquifers
24 used for potable water; (c) fish and wildlife habitat conservation
25 areas; (d) frequently flooded areas; and (e) geologically hazardous
26 areas. "Fish and wildlife habitat conservation areas" does not
27 include such artificial features or constructs as irrigation delivery
28 systems, irrigation infrastructure, irrigation canals, or drainage
29 ditches that lie within the boundaries of and are maintained by a
30 port district or an irrigation district or company.

31 (6) "Department" means the department of commerce.

32 (7) "Development regulations" or "regulation" means the controls
33 placed on development or land use activities by a county or city,
34 including, but not limited to, zoning ordinances, critical areas
35 ordinances, shoreline master programs, official controls, planned
36 unit development ordinances, subdivision ordinances, and binding site
37 plan ordinances together with any amendments thereto. A development
38 regulation does not include a decision to approve a project permit
39 application, as defined in RCW 36.70B.020, even though the decision

CERTIFICATION OF ENROLLMENT

SUBSTITUTE HOUSE BILL 2343

Chapter 173, Laws of 2020

66th Legislature
2020 Regular Session

URBAN HOUSING SUPPLY--VARIOUS PROVISIONS

EFFECTIVE DATE: June 11, 2020

Passed by the House March 7, 2020
Yeas 92 Nays 5

LAURIE JINKINS

**Speaker of the House of
Representatives**

Passed by the Senate March 3, 2020
Yeas 36 Nays 11

CYRUS HABIB

President of the Senate

Approved March 27, 2020 2:15 PM

JAY INSLEE

Governor of the State of Washington

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **SUBSTITUTE HOUSE BILL 2343** as passed by the House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN

Chief Clerk

FILED

March 27, 2020

**Secretary of State
State of Washington**

1 least twenty-five residential units per acre that require no more
2 than an average of one on-site parking space per two bedrooms in
3 portions of the multifamily zones that are located within the areas;

4 (c) Authorize at least one duplex, triplex, quadplex, sixplex,
5 stacked flat, townhouse, or courtyard apartment on each parcel in one
6 or more zoning districts that permit single-family residences unless
7 a city documents a specific infrastructure of physical constraint
8 that would make this requirement unfeasible for a particular parcel;

9 (d) Authorize a duplex, triplex, quadplex, sixplex, stacked flat,
10 townhouse, or courtyard apartment on one or more parcels for which
11 they are not currently authorized;

12 (e) Authorize cluster zoning or lot size averaging in all zoning
13 districts that permit single-family residences;

14 ~~((c) Authorize attached accessory dwelling units on all parcels
15 containing single-family homes where the lot is at least three
16 thousand two hundred square feet in size, and permit both attached
17 and detached accessory dwelling units on all parcels containing
18 single-family homes, provided lots are at least four thousand three
19 hundred fifty-six square feet in size. Qualifying city ordinances or
20 regulations may not provide for on-site parking requirements, owner
21 occupancy requirements, or square footage limitations below one
22 thousand square feet for the accessory dwelling unit, and must not
23 prohibit the separate rental or sale of accessory dwelling units and
24 the primary residence. Cities must set applicable impact fees at no
25 more than the projected impact of the accessory dwelling unit. To
26 allow local flexibility, other than these factors, accessory dwelling
27 units may be subject to such regulations, conditions, procedures, and
28 limitations as determined by the local legislative authority, and
29 must follow all applicable state and federal laws and local
30 ordinances;))~~

31 (f) Adopt a subarea plan pursuant to RCW 43.21C.420;

32 (g) Adopt a planned action pursuant to RCW 43.21C.440(1)(b)(ii),
33 except that an environmental impact statement pursuant to RCW
34 43.21C.030 is not required for such an action;

35 (h) Adopt increases in categorical exemptions pursuant to RCW
36 43.21C.229 for residential or mixed-use development;

37 (i) Adopt a form-based code in one or more zoning districts that
38 permit residential uses. "Form-based code" means a land development
39 regulation that uses physical form, rather than separation of use, as
40 the organizing principle for the code;

1 (j) Authorize a duplex on each corner lot within all zoning
2 districts that permit single-family residences;

3 (k) Allow for the division or redivision of land into the maximum
4 number of lots through the short subdivision process provided in
5 chapter 58.17 RCW; (~~and~~)

6 (l) Authorize a minimum net density of six dwelling units per
7 acre in all residential zones, where the residential development
8 capacity will increase within the city. For purposes of this
9 subsection, the calculation of net density does not include the
10 square footage of areas that are otherwise prohibited from
11 development, such as critical areas, the area of buffers around
12 critical areas, and the area of roads and similar features;

13 (m) Create one or more zoning districts of medium density in
14 which individual lots may be no larger than three thousand five
15 hundred square feet and single-family residences may be no larger
16 than one thousand two hundred square feet;

17 (n) Authorize accessory dwelling units in one or more zoning
18 districts in which they are currently prohibited;

19 (o) Remove minimum residential parking requirements related to
20 accessory dwelling units;

21 (p) Remove owner occupancy requirements related to accessory
22 dwelling units;

23 (q) Adopt new square footage requirements related to accessory
24 dwelling units that are less restrictive than existing square footage
25 requirements related to accessory dwelling units;

26 (r) Adopt maximum allowable exemption levels in WAC 197-11-800(1)
27 as it existed on the effective date of this section, or such
28 subsequent date as may be provided by the department of ecology by
29 rule, consistent with the purposes of this section;

30 (s) Adopt standards for administrative approval of final plats
31 pursuant to RCW 58.17.100;

32 (t) Adopt ordinances authorizing administrative review of
33 preliminary plats pursuant to RCW 58.17.095;

34 (u) Adopt other permit process improvements where it is
35 demonstrated that the code, development regulation, or ordinance
36 changes will result in a more efficient permit process for customers;

37 (v) Update use matrices and allowable use tables that eliminate
38 conditional use permits and administrative conditional use permits
39 for all housing types, including single-family homes, townhomes,

1 multifamily housing, low-income housing, and senior housing, but
2 excluding essential public facilities;

3 (w) Allow off-street parking to compensate for lack of on-street
4 parking when private roads are utilized or a parking demand study
5 shows that less parking is required for the project;

6 (x) Develop a local program that offers homeowners a combination
7 of financing, design, permitting, or construction support to build
8 accessory dwelling units. A city may condition this program on a
9 requirement to provide the unit for affordable home ownership or rent
10 the accessory dwelling unit for a defined period of time to either
11 tenants in a housing subsidy program as defined in RCW 43.31.605(14)
12 or to tenants whose income is less than eighty percent of the city or
13 county median family income. If the city includes an affordability
14 requirement under the program, it must provide additional incentives,
15 such as:

16 (i) Density bonuses;

17 (ii) Height and bulk bonuses;

18 (iii) Fee waivers or exemptions;

19 (iv) Parking reductions; or

20 (v) Expedited permitting; and

21 (y) Develop a local program that offers homeowners a combination
22 of financing, design, permitting, or construction support to convert
23 a single-family home into a duplex, triplex, or quadplex where those
24 housing types are authorized. A local government may condition this
25 program on a requirement to provide a certain number of units for
26 affordable home ownership or to rent a certain number of the newly
27 created units for a defined period of time to either tenants in a
28 housing subsidy program as defined in RCW 43.31.605(14) or to tenants
29 whose income is less than eighty percent of the city or county median
30 family income. If the city includes an affordability requirement, it
31 must provide additional incentives, such as:

32 (i) Density bonuses;

33 (ii) Height and bulk bonuses;

34 (iii) Fee waivers or exemptions;

35 (iv) Parking reductions; or

36 (v) Expedited permitting.

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

City Council

Executive Session Pursuant to RCW 42.30.110 (1)(b); RCW 42.30.110 (1)(c) - Real Estate Matter and RCW 42.30.110(1)(i); Litigation and Potential Litigation

Agenda Date: 12/8/2020
Agenda Item Number: 9.A
File Number:20-1017

Type: executive session **Version:** 1 **Status:** Executive Session

Title

Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110 (1)(c) - Real Estate Matter and RCW 42.30.110(1)(i); Litigation and Potential Litigation