



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, April 16, 2019

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [19-0345](#) Special Recognition - Proclamation Recognizing Equal Pay Day

Attachments: [Proclamation](#)

2.B [19-0337](#) Update of the Water Resource Inventory Area (WRIA) 13 Lead Entity for Salmon Recovery

Attachments: [Thurston Regional Planning Council Letter](#)

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 three (3) 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 COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A [19-0343](#) Approval of March 26, 2019 Study Session Meeting Minutes

Attachments: [Minutes](#)

- 4.B [19-0344](#) Approval of March 26, 2019 City Council Meeting Minutes

Attachments: [Minutes](#)

- 4.C [19-0353](#) Approval of a Resolution Authorizing the Lease of City-Owned Property Located at 112 4th Avenue W to South Puget Sound Community College

Attachments: [Resolution](#)
[Agreement](#)

- 4.D [19-0360](#) Approval of a Resolution Authorizing the Lease of City-Owned Property Located at 116 4th Avenue W to the Great India Cuisine, Inc.

Attachments: [Resolution](#)
[Agreement](#)

- 4.E [19-0338](#) Approval of 2019 Advisory Committee Work Plans

Attachments: [2019 Arts Commission Work Plan](#)
[2019 Arts Municipal Art Plan](#)
[2019 Bicycle and Pedestrian Advisory Committee Work Plan](#)
[2019 Heritage Commission Work Plan](#)
[2019 Parking & Business Improvement Area Work Plan](#)
[2019 Planning Commission Work Plan](#)
[2019 Parks & Recreation Advisory Committee Work Plan](#)
[2019 Utility Advisory Committee Work Plan](#)

- 4.F [19-0312](#) Approval to Appoint John Grausam to the Capital Area Regional Public Facilities District Board

Attachments: [John Grausam Biography](#)
[Capital Area Regional Public Facilities District 2019 Roster](#)

- 4.G [19-0348](#) Approval of Additional Community Planning and Development Program Assistant and Parking Enforcement Officer Positions

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances)

- 4.H [19-0249](#) Approval of an Ordinance Amending Olympia Municipal Code Related to Drinking Water Regulations

Attachments: [Ordinance](#)

- 4.I [19-0352](#) Approval of an Ordinance Amending Olympia Municipal Code Related to the Percival Landing Moorage Facility

Attachments: [Ordinance](#)

5. PUBLIC HEARING - None**6. OTHER BUSINESS**

- 6.A [19-0342](#) Approval of a Resolution Adopting Phase II of the Parking Strategy

Attachments: [Resolution](#)
[Parking Strategy](#)
[Open House Summary](#)
[Survey Summary](#)
[Strategy Webpage](#)

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 [19-0361](#) Executive Session Pursuant to 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 Council

Special Recognition - Proclamation Recognizing Equal Pay Day

Agenda Date: 4/16/2019
Agenda Item Number: 2.A
File Number: 19-0345

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - Proclamation Recognizing Equal Pay Day

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Proclaim April 2, 2019 as Equal Pay Day in Olympia.

Report

Issue:

Recognize Equal Pay Day and the full value of women's skills and significant contributions to the labor force and encourage businesses to conduct an internal pay evaluation to ensure women are being paid fairly.

Presenter(s):

Cherie Reeves Sperr, Community Engagement & Development Director, YWCA

Background and Analysis:

The Equal Pay Act was signed by President John F. Kennedy on June 10, 1963. In writing, the Equal Pay Act of 1963 "prohibits discrimination on account of sex in the payment of wages by employers."

When the Equal Pay Act was signed, women made 59 cents for every dollar men made. Today, women make on average 79 cents per dollar men make for the same work. While there has been some advancement over the past half century, recent research shows progress has stalled during the past decade.

Equal Pay Day was originated by the National Committee on Pay Equity (NCPE) in 1996 as a public awareness event to illustrate the gap between men's and women's wages.

Equal Pay Day is in April every year to illustrate how far into the current year women need to work to earn the same amount of money men earned during the previous year.

Type: recognition **Version:** 1 **Status:** Recognition

Attachments:

Proclamation

PROCLAMATION

WHEREAS, Tuesday, April 2, symbolizes the time in 2019 when the wages paid to American women catch up to the wages paid to men from the previous year; and

WHEREAS, more than 50 years after the passage of the Equal Pay Act, women, especially minoritized women, continue to suffer the consequences of unequal pay; and

WHEREAS, according to an analysis by the National Women's Law Center in 2018, full-time, year-round working women earned only 78.3% of the earnings of full-time, year-round working men in Washington State, indicating little change or progress in pay equity; and

WHEREAS, according to the U.S. Census Bureau, the median income of single women in Olympia in 2017 was \$35,628 and \$28,472 for single mothers compared to \$42,452 for single men and \$36,620 for single fathers; and

WHEREAS, wage gaps by gender, race, ethnicity, and parental status persist in Washington State, with White women making 75% of White male earnings, Black women making 62% of White male earnings, Hispanic and Latina women making 48% of White male earnings, Asian women making 80% of White male earnings, Native Hawaiian or Other Pacific Island women making 51% of White male earnings, Native American women making 63% of white male earnings, and mothers overall making 69% of fathers overall; and

WHEREAS, according to an American Association of University Women (AAUW) research report (the gender pay gap of 82% is evident in just one year after college graduation; and

WHEREAS, it is estimated, that a college-educated woman will earn around \$1 million less than a man with the same degree over the course of a career; and

WHEREAS, a lifetime of lower pay means women have less income to save for retirement and counted in a Social Security or pension benefit formula; and

WHEREAS, fair pay strengthens the security of families today and eases future retirement costs while enhancing the American economy; and

WHEREAS, the City of Olympia is committed to applying Washington's Equal Pay Opportunity Act enacted in 2018; which requires employers to provide equal pay and career advancement opportunities to their employees, regardless of gender; and

WHEREAS, the City of Olympia is dedicated to improving wage equity through a number of best-practices solutions including in Organization Culture, in Hiring Practices, in Workplace Flexibility, and in Senior Representation; and

WHEREAS, the City of Olympia supports the City of Olympia Women's Networking & Education Steering Committee, City of Olympia Committee on Diversity & Equity and the proposed Human Rights Commission; and

WHEREAS, the City of Olympia has made notable strides, the City also recognizes that there is continued work to be done, in particular in the need for continued focus on the ways race impacts Women of Color and their economic opportunities; and

NOW THEREFORE, BE IT RESOLVED, that the Olympia City Council does hereby proclaim Tuesday, April 2, 2018 as

EQUAL PAY DAY

and urge the citizens of Olympia to recognize the full value of women's skills and significant contributions to the labor force and further encourages businesses to join the City of Olympia and conduct an internal evaluation to ensure women are being paid fairly.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 16th DAY OF APRIL, 2019.

OLYMPIA CITY COUNCIL

***Cheryl Selby
Mayor***



City Council

Update of the Water Resource Inventory Area (WRIA) 13 Lead Entity for Salmon Recovery

Agenda Date: 4/16/2019
Agenda Item Number: 2.B
File Number: 19-0337

Type: recognition **Version:** 1 **Status:** Recognition

Title

Update of the Water Resource Inventory Area (WRIA) 13 Lead Entity for Salmon Recovery

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a briefing from the Thurston Regional Planning Council (TRPC) regarding their new role as fiscal agent for the WRIA 13 Salmon Habitat Recovery Lead Entity.

Briefing only; No action needed.

Report

Issue:

Whether to receive a briefing from Thurston Regional Planning Council (TRPC) regarding their new role as fiscal agent for the WRIA 13 Salmon Habitat Recovery Lead Entity.

Staff Contact:

Joe Roush, Environmental Services Supervisor, Public Works/Water Resources, 360.753.8563

Presenter:

Marc Daily, Executive Director, Thurston Regional Planning Council

Amy Hatch-Winecka, Lead Entity Coordinator

Background and Analysis:

Thurston Regional Planning Council (TRPC) recently became the fiscal agent for the WRIA 13 Salmon Habitat Recovery Lead Entity.

The WRIA 13 Lead Entity coordinates a group of local stakeholders, which includes:

- City of Olympia and other local governments
- Local non-profit organizations
- Squaxin Island Tribe
- Various State and Federal agencies

- South Sound Salmon Enhancement Group
- Thurston Conservation District
- Landowners within the WRIA 13 planning area
- Other interested citizens

These stakeholders rank and prioritize Salmon Recovery Projects in the WRIA 13 watershed and allocate funding for the projects.

Given TRPC's new role, they would like to provide an update to the City Council on both the current and potential opportunities this creates.

Neighborhood/Community Interests (if known):

Individual citizens, groups and non-profits often participate as stakeholders in this process.

Options:

Briefing only.

Financial Impact:

No financial impacts anticipated.

Attachments:

Thurston Regional Planning Council Letter



February 20, 2019

CC: COUNCIL
STEVE
JAY
KELLIE

RECEIVED

FEB 26 2019

City of Olympia
Executive Department

MEMBERS:

- City of Lacey
- City of Olympia
- City of Rainier
- City of Tenino
- City of Tumwater
- City of Yelm
- Confederated Tribes of the Chehalis Reservation
- Nisqually Indian Tribe
- Town of Bucoda
- Thurston County
- North Thurston Public Schools
- Olympia School District
- Tumwater School District
- Intercity Transit
- LOTT Clean Water Alliance
- Port of Olympia
- PUD No. 1 of Thurston County

The Honorable Cheryl Selby
Mayor of Olympia
601 4th Avenue E
Olympia, WA 98501

Dear Mayor Selby,

RE: Presenting details of the WRIA 13 Salmon Habitat Recovery Lead Entity

Thank you for your continued support of community-based salmon recovery in South Puget Sound. As you know, the WRIA 13 Salmon Habitat Recovery Lead Entity gathers the Squaxin Island Tribe, local governments, non-profits, state and federal agencies, the local Regional Fisheries Enhancement group, the Conservation District, and landowners around a table to rank actions and prioritize projects in Henderson, Budd, and Eld Inlets and a portion of the Nisqually Reach. The stakeholders use science as the foundation to identify projects that restore and conserve freshwater and nearshore habitat to reestablish salmon abundance.

Since 1999, the WRIA 13 Lead Entity has opened over 32 miles of streams for spawning and rearing salmon, protected over 1,500 acres of habitat, restored over 35-acres of estuary habitat ideal for rearing young salmon, removed more than 0.5 miles of shoreline armoring, and planted six miles of riparian corridors in conjunction with placing 250 key pieces of large wood back into streams. The investments made from federal and state grants is leveraged 3:1 with local funds and in-kind volunteers.

The City of Olympia has partnered with the WRIA 13 Lead Entity by providing staff support to assist with creating the recovery plan and to participate in project selection, but also directly on projects. City staff and the Lead Entity Committee have partnered on restoration projects such as the Mission Creek estuary and fish passage project, and the Lower Lake Lawrence project on the Deschutes. This combined effort to find funding works to leverage dollars and make the most efficient use of the taxpayer investment.

The WRIA 13 Lead Entity respectfully requests the opportunity to update the City Council on activities to date and to discuss the future of the WRIA 13 Lead Entity. The presentation can be tailored to the time allotted, allowing additional time for a dialogue, perhaps 20-40 minutes, per your direction.

Thanks once again for your support. I look forward to working with you and your staff as we collaborate to create a better future for salmon and their habitat in WRIA 13.

Sincerely,

Marc Daily
Executive Director, Thurston Regional Planning Council

Cc:
Steve Hall, City of Olympia
Rich Hoey, City of Olympia
Joe Roush, City of Olympia



Marc Daily
Executive Director

2424 Heritage Court SW
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Olympia, WA 98502-6031
360-956-7575
360-956-7815 Fax
www.trpc.org



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

City Council

Approval of March 26, 2019 Study Session Meeting Minutes

Agenda Date: 4/16/2019
Agenda Item Number: 4.A
File Number: 19-0343

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

Title

Approval of March 26, 2019 Study Session Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, March 26, 2019

5:30 PM

Council Chambers

Study Session

1. ROLL CALL

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

Excused: 1 - Mayor Pro Tem Jessica Bateman

2. BUSINESS ITEM

2.A [19-0157](#) Transportation Master Plan Update

Transportation Planning Supervisor Sophie Stimson provided a status of the Transportation Master Plan, described its purpose and outlined its schedule. She also shared an overview of the public engagement tools and feedback received from the public.

Feher and Peers Principal Chris Breiland gave an overview of transportation concurrency, which is a requirement of the Washington State Growth Management Act. Mr. Breiland discussed funding and revenue analysis.

Ms. Stimson shared next steps. Councilmembers asked clarifying questions.

The study session was completed.

3. ADJOURNMENT

The meeting adjourned at 6:40 p.m.



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

City Council

Approval of March 26, 2019 City Council Meeting Minutes

Agenda Date: 4/16/2019
Agenda Item Number: 4.B
File Number: 19-0344

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

Title

Approval of March 26, 2019 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, March 26, 2019

7:00 PM

Council Chambers

1. ROLL CALL

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

Excused: 1 - Mayor Pro Tem Jessica Bateman

1.A ANNOUNCEMENTS

Mayor Selby announced City Council met earlier in the evening for a Study Session about the Transportation Master Plan.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [19-0283](#) Special Recognition - Proclamation Recognizing National Service Recognition Day

Councilmember Gilman read a proclamation recognizing National Service Recognition Day. United Way of Thurston County AmeriCorp VISTA leader Ryan Cole shared information regarding local service to the community.

The recognition was received.

2.B [19-0299](#) Special Recognition - Proclamation Recognizing April as Earth Month

Councilmembers read a proclamation recognizing Earth Month.

The recognition was received.

2.C [19-0172](#) Special Recognition - Andy Haub's Retirement

Mayor Selby read a proclamation recognizing the retirement of Water Resources Director Andy Haub.

The recognition was received.

3. PUBLIC COMMENT

The following people spoke: Jim Reeves, CC Coates, and Jon Pettit.

4. CONSENT CALENDAR

- 4.A** [19-0290](#) Approval of March 19, 2019 Study Session Meeting Minutes

The minutes were adopted.

- 4.B** [19-0291](#) Approval of March 19, 2019 City Council Meeting Minutes

The minutes were adopted.

- 4.C** [19-0305](#) Approval of Appointments to the Arts Commission to Fill Vacancies

The decision was adopted.

- 4.D** [19-0306](#) Approval of Appointments to the Bicycle and Pedestrian Advisory
Committee to Fill Vacancies

The decision was adopted.

- 4.E** [19-0307](#) Approval of Appointments to the Design Review Board to Fill Vacancies

The decision was adopted.

- 4.F** [19-0308](#) Approval of Appointments to the Heritage Commission to Fill Vacancies

The decision was adopted.

- 4.G** [19-0309](#) Approval of Appointments to the Lodging Tax Advisory Committee to Fill
a Vacancy

The decision was adopted.

- 4.H** [19-0310](#) Approval of Appointments to the Planning Commission to Fill a Vacancy

The decision was adopted.

- 4.I** [19-0311](#) Approval of Appointments to the Utility Advisory Committee to Fill
Vacancies

The decision was adopted.

- 4.J** [19-0301](#) Approval of Reappointments to Advisory Committees and Commissions

The decision was adopted.

- 4.K** [19-0304](#) Approval of Reappointments to the Lodging Tax Advisory Committee

The decision was adopted.

4. SECOND READINGS (Ordinances)

- 4.L [19-0255](#) Approval of an Ordinance Amending Chapter 16.46 and Section 5.55.080 of the Olympia Municipal Code Related to Security Alarm Systems

The ordinance was adopted on second reading.

Approval of the Consent Agenda

Councilmember Renata Rollins commented on items 4.C-4.K regarding the appointment and reappointment of members to City of Olympia advisory committees.

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

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

Excused: 1 - Mayor Pro Tem Bateman

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A [19-0284](#) Approval of Designs for the 2019 Traffic Box Wrap Project

Arts Program Specialist Angel Nava and Arts Commission Chair Timothy Grisham shared this year's slate of traffic box wraps.

Mayor Selby moved, seconded by Councilmember Jones, to approve 10 designs for the Traffic Box Public Art Project as determined by public vote.

The motion carried by the following vote:

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

Excused: 1 - Mayor Pro Tem Bateman

- 6.B [19-0285](#) Approval of 2019 Percival Plinth Project Sculptures for Exhibition

Ms. Nava and Arts Commissioner Kathy Murray presented this year's Percival Plinth Project sculptures for exhibition.

Councilmember Gilman moved, seconded by Councilmember Parshley, to

approve the slate of sculptures recommended by the jury for the 2019 Percival Plinth Project exhibition of rotating sculptures. The motion carried by the following vote:

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

Excused: 1 - Mayor Pro Tem Bateman

6.C [19-0271](#) Approval of Homeless Response Plan Funding Request and Status Report

Senior Planner Stacey Ray and Downtown Programs Manager Amy Buckler gave a status report on the Homeless Response Plan, and identified members of the Community Work Group along with their tasks. Community Work Group member Grace Burkhart thanked the Council for convening the Community Work Group and described member backgrounds and community areas they represent. Ms. Buckler shared engagement opportunities for citizens to participate in.

Ms. Buckler gave an overview of a funding request for an allocation of \$30,000 from City Council goal money to support the public process for the Homeless Response Plan.

Councilmembers asked clarifying questions.

Councilmember Cooper moved, seconded by Councilmember Jones, to approve an allocation of \$30,000 from City Council goal money to support the public process for the Homeless Response Plan. The motion carried by the following vote:

Aye: 5 - Mayor Selby, Councilmember Cooper, Councilmember Gilman, Councilmember Jones and Councilmember Parshley

Nay: 1 - Councilmember Rollins

Excused: 1 - Mayor Pro Tem Bateman

7. CONTINUED PUBLIC COMMENT - None

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

Councilmember Jones presented a referral request to the Heritage Commission to identify a meaningful and effective way to honor and communicate the vision and goals of Dr. Martin Luther King Jr. The referral will come back to Council on April 16 for consideration.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall discussed the pump track dedication that occurred last week. He also noted this Thursday the Ensign Bike Pathway will be dedicated at The Firs complex. Mr. Hall also reported former Deputy City Attorney Darren Nienaber passed away.

9. ADJOURNMENT

The meeting adjourned at 8:48 p.m.



City Council

Approval of a Resolution Authorizing the Lease of City-Owned Property Located at 112 4th Avenue W to South Puget Sound Community College

Agenda Date: 4/16/2019
Agenda Item Number: 4.C
File Number: 19-0353

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

Title

Approval of a Resolution Authorizing the Lease of City-Owned Property Located at 112 4th Avenue W to South Puget Sound Community College

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing the lease of the City-owned property located at 112 4th Avenue W to South Puget Sound Community College and authorizing the City Manager to execute all necessary documents.

Report

Issue:

Whether to approve the lease of the property located at 112 4th Avenue W to South Puget Sound Community College.

Staff Contact:

Mike Reid, Economic Development Director, 360.753.8591
Mark Barber, City Attorney, 360.753.8338

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

On September 25, 2018, the Olympia City Council authorized the acquisition of real property located at 112 4th Ave W (the Property) to be used to support mixed use development including commercial, residential, civic use, and structured parking. Recognizing that an extended period of time will be required to accomplish the necessary public process to determine the elements of the contemplated future development, staff proposes that the vacant space at 112 4th Ave W be leased on a year-to-

year basis to South Puget Sound Community College (SPSCC).

The lease to SPSCC is in direct alignment with Comprehensive Plan objectives:
This is directly supported by the following City of Olympia Comprehensive Plan Goals:

PE6.7 - Collaborate with The Evergreen State College, St. Martin's University, and South Puget Sound Community College on their efforts to educate students in skills that will be needed in the future, to contribute to our community's cultural life, and attract new residents.

PE6.8 - Encourage The Evergreen State College, St. Martin's University, and South Puget Sound Community College to establish a physical presence in downtown.

As rent, SPSCC agrees to operate a workforce development and education program ("program services") onsite associated with culinary/catering and craft brewing and distilling. Provision of the program services is in lieu of monetary rent. SPSCC agrees to provide the City of Olympia with a written annual report summarizing its provision of program services.

Neighborhood/Community Interests (if known):

This effort is consistent with the Comprehensive Plan and Downtown Strategy, which both had significant amount of community interest and involvement.

Options:

1. Approve the resolution authorizing the lease of 112 4th Avenue W to South Puget Sound Community College, authorizing the City Manager to execute all documents necessary
2. Do not authorize lease of 112 4th Avenue W to the South Puget Sound Community College. This will mean the property will remain vacant unless leased to another organization or company, or until the City develops and implements its long-term vision for the Property.

Financial Impact:

The lessee shall be responsible for maintenance and upkeep of the structures and landscaping upon the property. The proposed Lease Agreement also provides for the lessee to insure the premises and to add the City as an additional insured. A lease will save the City the expense of maintaining and monitoring the Property while the City determines its future use.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A DELEGATED STATE RENTAL AGREEMENT BETWEEN THE CITY OF OLYMPIA AND SOUTH PUGET SOUND COMMUNITY COLLEGE FOR PROPERTY LOCATED AT 112 4TH AVENUE WEST, OLYMPIA WASHINGTON.

WHEREAS, on December 17, 2018, the City of Olympia (City) acquired title to the real property located at 112 4th Ave. W, Olympia WA (the Property); and

WHEREAS, because of its location and zoning, the Property is a suitable location for South Puget Sound Community College's (SPSCC) proposed workforce development and education program associated with culinary, catering and craft brewing and distilling, all of which are consistent with the needs and objectives of the City of Olympia's Downtown Strategy; and

WHEREAS, the objective of the rental agreement is, in part, to introduce SPSCC as a fixture to downtown Olympia; and

WHEREAS, the City of Olympia and SPSCC deem it to be in the best public interest to enter into this Rental Agreement;

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

1. The Olympia City Council hereby approves the Delegated State Rental Agreement between the City of Olympia and SPSCC for lease of the Property located at 112 4th Avenue West, in Olympia Washington, Thurston County, upon the agreed terms within the Rental Agreement.
2. The City Manager is directed and authorized to execute on behalf of the City the Delegated State Rental Agreement between the City of Olympia and SPSCC and any other documents necessary to execute said Rental Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Rental Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

STATE OF WASHINGTON

AGENCY: South Puget Sound Community College

DELEGATED STATE RENTAL AGREEMENT

1. This RENTAL AGREEMENT is made and entered into between City of Olympia, a Washington municipal corporation whose address is 601 4th Ave E for its heirs, executors, administrators, successors, and assigns, hereinafter called the Landlord, and the State of Washington, South Puget Sound Community College, hereinafter called the Tenant, acting under a delegation of authority from the Department of Enterprise Services or its successor Washington state government entity, in accordance with RCW 43.82.010.

WHEREAS, the Department of Enterprise Services is granted authority to lease property under RCW 43.82.010; and

WHEREAS, the Director of the Department of Enterprise Services is also granted authority to delegate the leasing function to agencies; and

WHEREAS, the Director has so delegated the authority for this Rental Agreement; and

WHEREAS, On December 17, 2018, Landlord acquired title to the real property at 112 4th Ave. W, Olympia, WA. Because of its location and zoning, the property is a suitable location for a workforce development and education program associated with culinary/catering and craft brewing and distilling, all of which are consistent with the needs and objectives in the City of Olympia's Downtown Strategy; and

WHEREAS, the objective of this rental agreement is, in part, to introduce SPSCC as a fixture to downtown Olympia. During the course of this rental agreement the parties will continue to collaborate on perspective future partnerships that will advance this objective. This is directly supported by the following City of Olympia Comprehensive Plan Goals:

PE6.7 - Collaborate with The Evergreen State College, St. Martin's University, and South Puget Sound Community College on their efforts to educate students in skills that will be needed in the future, to contribute to our community's cultural life, and attract new residents.

PE6.8 - Encourage The Evergreen State College, St. Martin's University, and South Puget Sound Community College to establish a physical presence in downtown; and

WHEREAS, the Landlord and Tenant deem it to be in the best public interest to enter into this Rental Agreement;

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, **IT IS MUTUALLY AGREED AS FOLLOWS:**

2. The Landlord hereby rents to the Tenant the following described premises (Leased Premises):

Legal Description: THE EASTERLY 37 FEET OF LOTS 5 AND 8 IN BLOCK 4 OF SYLVESTER'S PLAT OF OLYMPIA, AS RECORDED IN VOLUME 1 OF PLATS, PAGE 14

Common Street Address: 112 4th Ave. W Olympia, WA

USE

3. The Leased Premises shall be used by South Puget Sound Community College for the following purpose(s): to operate a workforce development and education program associated with culinary/catering and craft brewing and distilling, as well as a location to showcase the College's fine arts programs.

TERM

4. This Rental Agreement shall be effective for a period of one year from the date of last signature below. This lease may be extended for additional one-year terms upon mutual written agreement.

RENTAL RATE

5. The Tenant shall pay rent to the Landlord for the Leased Premises at the following rate:

\$ 0.00 per month

In lieu of monetary rent, the Tenant shall operate a workforce development and education program ("program services") onsite associated with culinary/catering and craft brewing/distilling and Tenant shall provide a written annual report summarizing its provision of program services. This report will be submitted by June 15 of each following calendar year to Mike Reid, Economic Development Director, City of Olympia, P.O. Box 1967, Olympia, Washington 98507-1967.

EXPENSES

6. During the term of this Rental Agreement, Landlord shall pay all real estate taxes, all property assessments, insurance, storm water, and maintenance and repair (except minor maintenance) as described below,

6.1. Tenant shall pay for only utilities (including water, sewer, gas, garbage, cable, internet and telephone service), janitorial expenses (including vacuuming, emptying of garbage, washing of windows, dusting, and general cleaning, maintenance of all landscaping upon the Leased Premises, replacement of light bulbs, interior repair, and toilet articles), and minor maintenance expenses.

MAINTENANCE AND REPAIR

7. The Landlord shall maintain the Leased Premises in good repair and tenantable condition during the continuance of this Rental Agreement, except in case of damage arising from the negligence of the tenant's agents or employees. For the purposes of maintenance and repair, the Landlord reserves the right at reasonable times to enter and inspect the Leased Premises and to do any necessary maintenance and repairs to the building. Landlord's maintenance and repair obligations shall include, but not be limited to, the mechanical, electrical, interior lighting (including replacement of ballasts, starters as required, but not including replacement of light bulbs), plumbing, heating, ventilating and air-conditioning systems (including replacement of filters as recommended in equipment service manual); floor coverings; window coverings; inside and outside walls (including windows and entrance and exit doors); all structural portions of the building (including the roof and the watertight integrity of same); porches, stairways; sidewalks; exterior lighting (except replacement of lightbulbs); wheel bumpers; drainage; and continuous satisfaction of all governmental requirements generally applicable to similar premises in the area (example: fire, building, energy codes, indoor air quality and requirements to provide an architecturally barrier-free premises for people with disabilities, etc.). If significant maintenance is required (such as a full electrical system failure or roof replacement) the Landlord may terminate this lease agreement as provided in paragraph 8, below.

Landlord is not responsible for financial or material loss of perishable food products as a result of mechanical or electrical failure or loss of any effects resulting from equipment failure.

Tenant agrees to keep the Leased Premises clean and in a sanitary condition, to repair and/or pay for the repair of any and all damage to the Leased Premises caused by Tenant, its agents, invitees, contractors, employees, or students, and upon surrendering possession, to leave the Leased Premises in good condition, except for ordinary wear and tear. Tenant will not make any alterations, additions, or improvements without prior written consent of Landlord. Tenant will not commit any waste or damage of the Leased Premises. Tenant is responsible for securing all the Leased Premises. Landlord is not responsible for any loss sustained by Tenant as a result of failure to properly secure the Lease Premises.

TERMINATION

8. This Rental Agreement may be terminated by either party at any time by giving written notice not less than 120 days.

ASSIGNMENT/SUBLEASE

9. Tenant may not assign this Rental Agreement or sublet the Leased Premises without the prior written consent of the Landlord.

FIXTURES AND FURNITURE

10. The Tenant shall have the right during the existence of this Rental Agreement with the written permission of the Landlord (such permission shall not be unreasonably withheld), to make alterations, attach fixtures, and erect additions, structures or signs, in or upon the Leased Premises. Performance of any of the rights authorized above shall be conducted in compliance with all applicable governmental regulations, building codes, including obtaining any necessary permits. Any fixtures, additions, or structures so placed in or upon or attached to the Leased Premises shall be and remain the property of the Tenant and may be removed therefrom by the Tenant upon the termination of this Rental Agreement. Any damage caused by the removal of any of the above items shall be repaired by the Tenant.

Tenant shall provide, at its own expense, all furniture necessary for its possession and use in or upon the Leased Premises.

PREVAILING WAGE

11. Landlord agrees to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this Rental Agreement when required by state law to do so, and to comply with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this Rental Agreement will be performed as determined by the Industrial Statistician of the Department of Labor and Industries, are by reference made a part of this Rental Agreement as though fully set forth herein.

PAYMENT

12. Any and all payments provided for herein when made to the Landlord by the Tenant shall release the Tenant from any obligation therefore to any other party or assignee.

COMPLIANCE WITH STATE/FEDERAL LAWS

13. Landlord is responsible for complying with all applicable provisions of the Americans With Disabilities Act of 1990 (42 U.S.C. 12101- 12213) and the Washington State Law Against Discrimination, Chapter 49.60 RCW, as well as the regulations adopted thereunder, with respect to the Leased Premises.

DISASTER

14. In the event the Leased Premises are destroyed or injured by fire, earthquake or other casualty so as to render the Leased Premises unfit for occupancy either party may immediately terminate this Rental Agreement.

NO GUARANTEES

15. It is understood that no guarantees, express or implied, representations, promises or statements have been made by the Tenant unless endorsed herein in writing and it is further understood that the Tenant, a State agency, is acting in compliance with a delegated authority from the Department of Enterprise Services in accordance with RCW 43.82.010. Any amendment or modification of this Agreement must be in writing and signed by both parties.

HAZARDOUS SUBSTANCES

16. Landlord warrants that, to the best of its knowledge, no hazardous substance, toxic waste, or other toxic substance has been produced, disposed of, or is or has been kept on the Leased Premises hereby rented which if found on the property would subject the owner or user to any damages, penalty, or liability under any applicable local, state or federal law or regulation. Landlord shall indemnify and hold harmless the Tenant with respect to any and all damages, costs, attorney fees, and penalties arising from the presence of such substances on the Leased Premises, except for such substances as may be placed on the Leased Premises by the Tenant.

BINDING AUTHORITY

17. It is further understood that this Rental Agreement shall not be binding upon the State of Washington, South Puget Sound Community College, unless signed by the Tenant's President or his/her designee and approved as to form by the Office of the Attorney General. And it is further understood that this Rental Agreement shall not be binding upon the City of Olympia, unless signed by the authorized employee and approved as to form by the City Attorney or his/her designee.

CAPTIONS

18. The captions and paragraph headings hereof are inserted for convenience purposes only and shall not be deemed to limit or expand the meaning of any paragraph.

INTEGRATED DOCUMENT

19. This Rental Agreement and the exhibits hereto constitute the entire agreement between the parties with respect to the rental of Leased Premises and supersedes all prior and contemporaneous agreements and understandings between the parties hereto relating to the subject matter hereof.

NOTICES

20. Wherever in this Rental Agreement written notices are to be given or made, they will be sent to the contact listed below unless a different address shall be designated in writing and delivered to the other party.

LANDLORD: City of Olympia
Mike Reid, Economic Development Director
Olympia City Hall
601 4th Avenue East
PO Box 1967
Olympia, Washington 98507-1967
(360) 753-8591
mreid@ci.olympia.wa.us

TENANT: South Puget Sound Community College (Business Office)
2011 Mottman Rd. SW
Olympia, WA 98512
(360) 596-5250
abrown@spscc.edu

AND: Department of Enterprise Services
Real Estate Services
1500 Jefferson Street S.E., 2nd Floor
Post Office Box 41015
Olympia, Washington 98504-1015

IN WITNESS WHEREOF, the parties subscribe their names.

LANDLORD:
By: _____
Title: _____
Date: _____

TENANT:
State of Washington, SPSCC
By: *Abrown*
Title: VP Administrative Services
Date: 3/29/2019

APPROVED AS TO FORM
FOR LANDLORD:
By: *M M M*
Deputy City Attorney
Date: 3/28/2019

APPROVED AS TO FORM
FOR TENANT
By: *Jean M. Wilkinson*
Assistant Attorney General
Date: 3/29/19

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

I certify that I know or have satisfactory evidence that Robert Brown, Vice President of Administrative Services for SPSCC, is the person who appeared before me, and that said person acknowledged that they signed this instrument, and on oath stated that they are authorized to execute this instrument, and acknowledged it as their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this 29th day of March 2019.



Donna F. Ching
Signature
Name (typed or printed): Donna F Ching
NOTARY PUBLIC in and for the State of
Washington
Residing at Olympia, wa
My appointment expires: 10-29-22

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

I certify that I know or have satisfactory evidence that **Steven R. Hall**, is the person who appeared before me, and as City Manager for the City of Olympia, Washington, on behalf of said municipal corporation and with authority to sign same, acknowledged that he signed this instrument, and on oath stated that he was authorized to execute this instrument, and acknowledged it as his free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____ 2019.

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



City Council

Approval of a Resolution Authorizing the Lease of City-Owned Property Located at 116 4th Avenue W to the Great India Cuisine, Inc.

Agenda Date: 4/16/2019
Agenda Item Number: 4.D
File Number: 19-0360

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

Title

Approval of a Resolution Authorizing the Lease of City-Owned Property Located at 116 4th Avenue W to the Great India Cuisine, Inc.

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing the lease of the property located at 116 4th Avenue W to Great India Cuisine, Inc., and authorizing the City Manager to execute all documents necessary.

Report

Issue:

Whether to approve lease of the property located at 116 4th Avenue W to Great India Cuisine, Inc.

Staff Contact:

Mike Reid, Economic Development Director, 360.753.8591
Annaliese Harksen, Deputy City Attorney, 360.753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

On September 25, 2018, the City of Olympia Council authorized the acquisition of real property located at 116 4th Ave W, (the Property) to be used to support mixed use development including commercial, residential, civic use, and structured parking. Recognizing that an extended period of time will be required to accomplish the necessary public process to determine the elements of the contemplated future development, staff proposes that the vacant space at 116 4th Ave W be leased for a three-year term to the existing tenant, Great India Cuisine, Inc.

The lease to Great India Cuisine, Inc., will support the economy of downtown by allowing an existing restaurant to remain in its current location for three years, with possible extensions to the agreement

with agreement of both parties, until such time as the City decides to redevelop the property.

In consideration for the lessee's anticipated move, the City offered relocation expenses and will maintain rent at the existing rate for the three year period.

Neighborhood/Community Interests (if known):

Occupation of the property by lessee will provide for consistency and stability in the neighborhood and will likely allow for less involvement of the City than would be required if the property sat vacant.

Options:

1. Approve the resolution authorizing the lease of 116 4th Avenue W to Great India Cuisine, Inc., and authorizing the City Manager to execute all documents.
2. Do not authorize lease of 116 4th Avenue W to Great India Cuisine. This would entail notice and eviction of the current tenant.

Financial Impact:

The lessee is responsible for ordinary maintenance and landscaping upkeep on the property. The proposed Lease Agreement provides for the lessee to insure the premises and to add the City as an additional insured. A lease will save the City the expense of maintaining and monitoring the Property while the City determines its future use.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
APPROVING A LEASE AGREEMENT BETWEEN THE CITY OF OLYMPIA AND GREAT INDIA
CUISINE FOR PROPERTY LOCATED AT 116 4TH AVENUE WEST, OLYMPIA WASHINGTON.**

WHEREAS, on December 17, 2018, the City of Olympia (City) acquired title to the real property located at 116 4th Ave. W, Olympia WA (the Property); and

WHEREAS; Great India Cuisine held a lease at that location through February 28, 2019, with an option to extend its lease for a five (5) year term; and

WHEREAS, Great India Cuisine allowed the lease to lapse on February 28, 2019, without exercising the option. However, the City has determined that it will be of benefit to the City to allow Great India Cuisine to continue operating its restaurant at the current location until such time as the City decides to use the property for other purposes, pursuant to the terms of this lease;

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

1. The Olympia City Council hereby approves the Lease Agreement between the City of Olympia and Great India Cuisine for lease of the Property located at 116 4th Avenue West, in Olympia Washington, Thurston County, upon the agreed terms within the Rental Agreement.
2. The City Manager is directed and authorized to execute on behalf of the City the Lease Agreement between the City of Olympia and Great India Cuisine and any other documents necessary to execute said Rental Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Lease Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY



**LEASE AGREEMENT
BETWEEN
THE CITY OF OLYMPIA AND GREAT INDIA CUISINE**

THIS LEASE AGREEMENT is made and entered into between the City of Olympia, a Washington municipal corporation (“OLYMPIA”), and Great India Cuisine, Inc., a corporation (“GREAT INDIA CUISINE”), and collectively referred to herein as “the Parties.”

In December of 2018, OLYMPIA acquired title to the real property at 116 4th Avenue West, Olympia, Washington. GREAT INDIA CUISINE held a lease at that location through February 28, 2019.

GREAT INDIA CUISINE had an option to extend its lease for a five (5) year term, but allowed the lease to lapse on February 28, 2019, without exercising the option. However, OLYMPIA has determined that it will be of benefit to OLYMPIA to allow GREAT INDIA CUISINE to continue operating its restaurant at the current location until such time as OLYMPIA decides to use the property for other purposes, pursuant to the terms of this lease.

The Parties therefore agree as follows:

LEASE

1. **Premises.** In consideration of the covenants and agreements set forth in this lease agreement and other good and valuable consideration, OLYMPIA hereby leases to GREAT INDIA CUISINE the premises located at 116 4th Avenue West, Olympia, Washington, and more specifically described in the legal description set forth in “Exhibit A,” which is attached hereto and incorporated by reference (“the Premises”).
2. **Term of Lease.** This lease shall be for a term of three (3) years, commencing on March 1, 2019 and shall terminate on February 28, 2022 (“term”). This lease may be extended in increments of six (6) months upon mutual written agreement of both Parties, and at the sole discretion of the City.
3. **Rent.** GREAT INDIA CUISINE agrees to pay \$1,815 in rent per month for a term of three (3) years. Rent is due on or before the first day of each month. A late fee of \$100 shall be added for any payment received by OLYMPIA on the fifth day of the month for which it is due, or later. GREAT INDIA CUISINE may be considered by OLYMPIA to be in default of the lease if rent is paid after the 20th day of the month for which rent is due.
4. **Relocation Expenses Lump Sum.** OLYMPIA will provide GREAT INDIA CUISINE with a lump sum of \$6,000 for relocation/moving expense at the end of the lease term and any



mutually agreed written lease extension, provided GREAT INDIA CUISINE is in good standing and not in default on any terms of the lease.

5. Utilities. GREAT INDIA CUISINE agrees that it shall pay the cost of all utilities, including but not limited to water, sewer, gas, garbage, cable, internet, and telephone service. The cost of purchasing or leasing telephones and/or installing and maintaining same, cable or internet service, shall be the responsibility of GREAT INDIA CUISINE.
6. Maintenance and/or Repair.
 - (a) Ordinary Maintenance/Repair. GREAT INDIA CUISINE shall provide, at its sole expense, janitorial services, to include vacuuming, emptying of garbage, washing of windows, dusting, and general cleaning, including maintenance of all landscaping upon the leased premises, including replacement of light bulbs, painting, interior repair, and toilet articles. GREAT INDIA CUISINE is responsible for all repairs necessary due to the negligence of GREAT INDIA CUISINE, its agents, invitees, contractors, employees, or restaurant patrons.
 - (b) Extraordinary Maintenance/Repair. If significant maintenance or repair is required due to a major system failure, major maintenance, or a structural issue, as determined solely by OLYMPIA (for example, an electrical system failure or a new roof), OLYMPIA may terminate this lease in the same manner as in Section 8 as if damaged by casualty. Should OLYMPIA terminate the lease due to this section, and the date is at or prior to the end of the three (3) year lease term, OLYMPIA agrees to honor Relocation Expenses Lump Sum provided in Section 4.
7. Repairs and Alterations. GREAT INDIA CUISINE agrees to keep the leased premises clean and in a sanitary condition, to repair and/or pay for the repair of any and all damage to the leased premises caused by GREAT INDIA CUISINE, its agents, invitees, contractors, employees, or patrons, and upon surrendering possession, to leave the leased premises in good condition, except for ordinary wear and tear. GREAT INDIA CUISINE will not make any alterations, additions, or improvements without the prior written consent of OLYMPIA. GREAT INDIA CUISINE will not commit any waste or damage of the leased premises.
8. Damage by Casualty. In the event the premises is destroyed or damaged by fire or other casualties so that the same shall be unfit for use or occupancy, then OLYMPIA shall, within 15 days after said casualty, notify GREAT INDIA CUISINE whether or not OLYMPIA elects to rebuild the premises and lease it in the same manner. If OLYMPIA elects not to rebuild the premises, then this lease is thereby terminated and all rents will be adjusted as of the date of OLYMPIA's termination decision. If OLYMPIA elects to rebuild the premises, then the rent shall be suspended for such period as GREAT INDIA CUISINE is not in possession and until the premises can be made fit for GREAT INDIA CUISINE's occupancy. OLYMPIA and GREAT INDIA CUISINE hereby expressly waive their right of subrogation against the other party and waive their entire claim of recovery against the other party for loss, damage, or injury from fire or other casualty, included in the extended coverage



insurance endorsement, whether due to negligence of any of the Parties, their agents, or employees, or otherwise.

9. Indemnification / Hold Harmless. To the fullest extent allowed by law, GREAT INDIA CUISINE shall defend, indemnify, and hold harmless OLYMPIA, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of GREAT INDIA CUISINE's use of the premises, or from the conduct of GREAT INDIA CUISINE's business, or from any activity, work or thing done, permitted, or suffered by GREAT INDIA CUISINE in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of OLYMPIA. It is further specifically and expressly understood that the indemnification provided herein constitutes GREAT INDIA CUISINE's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated and agreed to by GREAT INDIA CUISINE and OLYMPIA. The provisions of this section shall survive the expiration or termination of this lease agreement. The indemnification and insurance provisions of this Agreement shall survive termination.

10. Insurance Requirements.

A. Insurance Term

GREAT INDIA CUISINE shall procure and maintain for the duration of this lease, insurance against claims for injuries to persons or damage to property which may arise from or in connection with GREAT INDIA CUISINE's operation and use of the leased premises.

B. No Limitation

GREAT INDIA CUISINE's maintenance of insurance as required by this lease shall not be construed to limit the liability of GREAT INDIA CUISINE to the coverage provided by such insurance, or otherwise limit OLYMPIA's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

GREAT INDIA CUISINE shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. **OLYMPIA shall be named as an additional insured on GREAT INDIA CUISINE's Commercial General Liability**



insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.

2. Property insurance shall be written on an all risk basis.

D. Minimum Amounts of Insurance

GREAT INDIA CUISINE shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

2. Property insurance shall be written covering the full value of Lessee's property and improvements with no coinsurance provisions.

E. Other Insurance Provisions

GREAT INDIA CUISINE's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respects OLYMPIA. Any insurance, self-insurance, or self-insured pool coverage maintained by OLYMPIA shall be excess of GREAT INDIA CUISINE's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

G. Verification of Coverage

GREAT INDIA CUISINE shall furnish OLYMPIA with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of GREAT INDIA CUISINE.

H. Waiver of Subrogation

GREAT INDIA CUISINE and OLYMPIA hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.



I. OLYMPIA's Property Insurance

OLYMPIA maintains property insurance covering any buildings or structures it owns.

J. Notice of Cancellation

GREAT INDIA CUISINE shall provide OLYMPIA with written notice of any policy cancellation within two business days of its receipt of such notice.

K. Failure to Maintain Insurance

Failure on the part of GREAT INDIA CUISINE to maintain the insurance as required shall constitute a material breach of lease, upon which OLYMPIA may, after giving five business days' notice to GREAT INDIA CUISINE to correct the breach, terminate the lease or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to OLYMPIA on demand by GREAT INDIA CUISINE.

L. Public Entity Full Availability of Lessee Limits

If GREAT INDIA CUISINE maintains higher insurance limits than the minimums shown above, OLYMPIA shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by GREAT INDIA CUISINE, irrespective of whether such limits maintained by GREAT INDIA CUISINE are greater than those required by this lease or whether any certificate of insurance furnished to OLYMPIA evidences limits of liability lower than those maintained by GREAT INDIA CUISINE.

M. Alcohol Sale or Consumption upon Leased Premises.

If alcohol is either sold or consumed on the leased premises, GREAT INDIA CUISINE agrees to obtain Liquor Liability insurance in the amount of \$1,000,000 each occurrence. OLYMPIA shall be named as an additional insured on such insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on the leased premises with the prior written approval of OLYMPIA.

11. Publicity. GREAT INDIA CUISINE agrees to provide OLYMPIA, specifically Kellie Purce Braseth, Strategic Communication Director, (360) 753-8361, with any and all publicity information affecting the Leased Premises.
12. Termination. OLYMPIA may terminate this lease prior to the termination date if GREAT INDIA CUISINE is in default. Otherwise, termination shall automatically occur at the end of the three (3) year term or at the end of any extension mutually agreed upon in writing.



13. Assignment and Subleasing. GREAT INDIA CUISINE shall not assign this lease nor sublet the leased premises to subtenants or caretakers without the prior express written approval of OLYMPIA.
14. Furniture and Fixtures. GREAT INDIA CUISINE shall provide, at its own expense, all furniture and fixtures necessary for its possession and use in or upon the premises. All furniture and fixtures must be removed by GREAT INDIA CUISINE within twenty (20) days of termination of the lease. If furniture and fixtures are not removed within this time period, they become of the property of OLYMPIA.
15. Laws/Regulations. GREAT INDIA CUISINE shall comply with all laws, statutes, rules, regulations, ordinances, and resolutions promulgated either by the federal government, State of Washington, or the City of Olympia. Such rules include any and all rules of operation and procedure issued by OLYMPIA.
16. Default. If GREAT INDIA CUISINE defaults as to any of the covenants and agreements to be performed by GREAT INDIA CUISINE as set forth this lease agreement, then OLYMPIA may, at its option, enter upon the premises and re-let the same for such rent and upon such terms as OLYMPIA may see fit and OLYMPIA may declare this lease agreement terminated and forfeited and take possession of the Premises. GREAT INDIA CUISINE agrees to pay reasonable attorney's fees and court costs should it be necessary to enforce any of OLYMPIA's remedies in this paragraph.
17. Audits. Upon request, GREAT INDIA CUISINE shall make all financial information, including revenues and expenses, available to OLYMPIA. Financial reserves shall likewise be made available. Any terms, conditions, or restrictions attached to operating or reserve funds shall be identified. Information must be itemized to show the revenues, expenses, and cash reserves of each component program of GREAT INDIA CUISINE.
18. Equipment Failure. OLYMPIA shall not be responsible for financial and/or material loss of perishable food products as a result of mechanical or electrical failure or loss of any effects resulting from equipment failure.
19. Security of Premises. GREAT INDIA CUISINE is responsible for securing all areas under its lease. OLYMPIA shall not be responsible for any loss sustained by GREAT INDIA CUISINE as a result of failure to properly secure facilities. Additionally, GREAT INDIA CUISINE will indemnify, defend, and hold OLYMPIA harmless from any liabilities, claims, suits, or damages for any and all loss sustained by OLYMPIA arising out of GREAT INDIA CUISINE's failure to secure and protect the leased premises.



20. Notices. All notices required or given under this lease shall be given to the following persons:

LESSOR: City of Olympia
Contact Person: Mike Reid, Economic Development Director
Address: Olympia City Hall (if in person)
601 4th Avenue East

PO Box 1967 (if by mail)
Olympia, Washington 98507-1967
Telephone: (360) 753-8591
Email: mreid@ci.olympia.wa.us

LESSEE: Great India Cuisine, Inc.
Contact Person: Mukesh Singh, Owner
Address: 116 4th Avenue
Olympia, WA 98501
Telephone: (360) 943-3442
Email: singhmukesh710@yahoo.com

21. Nondiscrimination. GREAT INDIA CUISINE agrees it shall not discriminate in the provision or delivery of services, resources, or facilities for use or rental of the property based upon age, sex, race, creed, color, sexual orientation or national origin, or the presence of any physical, mental or sensory disability or because of any other status protected from discrimination by state or federal law.

22. Entire Agreement. This lease agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, and understandings of any nature whatsoever. Any changes to this lease agreement requested by either party may only be by mutual agreement, in writing signed by duly authorized representatives of the Parties. Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this lease shall not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.

23. Interpretation/Venue/Jurisdiction. The rights and obligations of the Parties and all interpretations and performance of this lease are governed in all respects by the laws of the State of Washington. Section headings are inserted for convenience only and may not be used in any way to construe the terms of this lease agreement. If any portion of this lease agreement is ambiguous, this lease shall not be interpreted against any party, as both Parties participated in its drafting. The Parties agree that venue is proper only in Thurston County, Washington and jurisdiction for any suit related to this lease agreement is in the Thurston County Superior Court.



24. Ratification. Any act consistent with the terms of this lease, but prior to its final execution is hereby ratified and affirmed.
25. Deposit. GREAT INDIA CUISINE agrees to allow the transfer of deposit from the prior lease at this location in the amount of \$1,650.00 to be retained by OLYMPIA as the deposit for this lease until the end of the three year lease term, plus any mutually agreed extension. Unless GREAT INDIA CUISINE owes funds to OLYMPIA, in which case the deposit will be deducted from any sum owing, GREAT INDIA CUISINE shall be entitled to a return of the deposit in full.

IN WITNESS WHEREOF, the Parties have caused this agreement to be duly executed, such Parties acting by their representatives being duly authorized.

*******SIGNATURES APPEAR ON THE FOLLOWING PAGE*******



EXHIBIT "A"
LEGAL DESCRIPTION

THE WESTERLY 23 FEET OF THE EAST HALF OF LOTS 5 AND 8 IN BLOCK 4 OF SYLVESTER'S PLAT OF OLYMPIA, AS RECORDED IN VOLUME 1 OF PLATS, PAGE 14.

SITUATED IN THURSTON COUNTY, WASHINGTON.



City Council

Approval of 2019 Advisory Committee Work Plans

Agenda Date: 4/16/2019
Agenda Item Number: 4.E
File Number: 19-0338

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

Title

Approval of 2019 Advisory Committee Work Plans

Recommended Action

Committee Recommendation:

General Government Committee recommends approval of the 2019 advisory committees and commissions work plans as submitted, with the understanding that priorities may change during the year and activities/timelines are dependent on available staff and committee time and resources.

City Manager Recommendation:

Move to approve the 2019 advisory committee and commission work plans as recommended by the General Government Committee.

Report

Issue:

Whether to approve the recommended advisory committee work plans.

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Annually, most Council-appointed advisory boards and commissions prepare a work plan for Council review and approval. Past Councils have agreed that the Design Review Board and Lodging Tax Advisory Committee only need to submit work plans if they propose activities that are different from their routine annual work. General Government Committee members reviewed the plans in March. The Committee met with advisory committee chairs on March 27.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the plans as recommended.
2. Approve the plans with Council amendments.
3. Do not approve the plans and send back to the respective committee/commission for revisions indicated.

Financial Impact:

If applicable, listed on individual plans.

Attachments:

2019 Arts Commission Work Plan
2019 Arts Municipal Art Plan
2019 Bicycle and Pedestrian Advisory Committee Work Plan
2019 Heritage Commission Work Plan
2019 Parking & Business Improvement Area Work Plan
2019 Planning Commission Work Plan
2019 Parks & Recreation Advisory Committee Work Plan
2019 Utility Advisory Committee Work Plan

ARTS COMMISSION - 2019 Work Plan

During 2019, the Arts Commission will hold full meetings on the second Thursday of each month. In addition to full committee meetings, project-specific subcommittees may meet the hour before each Commission meeting.

Section 1 - 2019 Policy and Program Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Staff estimates that there is sufficient professional and administrative staff time to accomplish the policy recommendation staff support to the committee in 2019.

Professional staff liaison for the Arts Commission is Stephanie Johnson.

Estimated Percent of Overall Committee Effort: 26%

Title Description	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	6 Month Check-In
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated completion.</i>		
1.1 2019 Municipal Art Plan to City Council Description: As part of the 2019 Work Plan process, recommend plan for 2019 dollar per capita funds and any potential capital projects where 1% funds might apply. Deliverable: Recommend 2019 Municipal Art Plan to City Council, along with 2019 Work Plan.	3 hours	3 hours	March	Municipal Art Fund	

<p>1.2 Commission Retreat/Work Session</p> <p>Description: Spring retreat to orient new Commissioners, fall session to discuss new work plan. Deliverable: Complete the retreats</p>	8 hours	8 hours	May and October	None	
<p>1.3 Support the Downtown Strategy</p> <p>Description: Support efforts to include arts and artists in the downtown strategy area. Deliverable: Facilitate communication with the art community, local business, and the City.</p>	4 hours	4 hours	Ongoing	None	
<p>1.4 Integrate arts into City Recreation youth camps</p> <p>Description: Explore ways to add arts components to existing youth programming. Deliverable: Increased opportunity for youth arts education.</p>	1-4 hours	4 hours	December	TBD	
<p>1.5 City Artist-in-Residence program</p> <p>Description: Explore an artist in residency program to encourage participation in the visual arts. Deliverable: Increased participation in the visual arts.</p>	1-4 hours	4 hours	December	TBD	

SECTION 2.

2019 Arts Program Support

Arts Commission members provide valuable volunteer assistance to accomplish the City's annual arts program. Also, as programs are implemented and administrative procedures developed, staff often consults with Commissioners for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy.

Unless noted under "Budget Implications," there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 58%

<i>Title Description</i>	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications	6 Month Check-In
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated completion.</i>		
2.1 Arts Walk 58 & 59 Description: Provide ongoing input on policies, procedures, and marketing. Assist with map distribution. Deliverable: Engage artists and downtown community.	5 hours	5 hours	April 26 & 27 October 4 & 5 November: Poster Jury	None	
2.2 Music Out Loud Description: Honoring past musicians and celebrating today's music, this project pairs sidewalk mosaics in downtown Olympia with a summer series of music performances. Deliverable: Summer 2019 performances.	6 hours	6 hours	July, August September	Municipal Art Fund - \$2,970	

<p>2.3 Public Art Assessment</p> <p>Description: Based on developed process for assessing City public art, periodically review the public art collection for vandalism, cleanliness and repair.</p> <p>Deliverable: Assist staff in determining what artworks require repair, removal or conservation efforts.</p>	2 hours	2 hours	April	Repairs from Public Art Maintenance Fund	
<p>2.4 Arts & Heritage Day at the Capitol</p> <p>Description: Participate in Arts & Heritage Day at the Capitol.</p> <p>Deliverable: Set meetings and invite constituents of the 20th, 22nd, and 35th districts - participate in the day's events.</p>	4-6 hours	4-6 hours	February 6, 2019	None	
<p>2.5 Traffic Box Mural Wrap Public Art Project</p> <p>Description: Working in partnership with Public Works, 10 transit boxes across the city will be wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available for online voting.</p> <p>Deliverable Project completion.</p>	2 hours	2 hours	August	Municipal Art Fund - \$13,000	
<p>2.6 Percival Plinth Project</p> <p>Description: Annual exhibition of sculpture on Percival Landing, as well as long-range vision for permanent installation of People's Choice purchases.</p> <p>Deliverable: Program plinths for art exhibitions.</p>	4 hours	4 hours	June/July	Municipal Art Fund - \$26,000	

<p>2.7 Poet Laureate</p> <p>Description: Assist as needed to support program.</p> <p>Deliverable: Poet Laureate program is supported and successful.</p>	6 hours	6 hours	Ongoing	Municipal Art Fund - \$1,500	
<p>2.8 Implementation of Temporary Display of Art at City Hall & Programming</p> <p>Description: Conduct rotating exhibitions and concurrent presentations at City Hall.</p> <p>Deliverable: Placement of temporary art in City Hall.</p>	6 hours	6 hours	Ongoing	Municipal Art Fund - \$1,200	
<p>2.9 Olympia Art Crossings</p> <p>Description: In coordination with the Planning Commission, support first Art Crossings project.</p> <p>Deliverable: Arts Crossings Call for Art and first project completed.</p>	10 hours	10 hours	Ongoing	Municipal Art Fund - \$75,000	
<p>2.10 Community Canvas: Celebrating 30 Years of Public Art</p> <p>Description: Partner with the Washington Center for the Performing Arts (WCPA) and other community arts organizations to showcase the work of the City's Arts Program through an exhibition during Arts Walk.</p> <p>Deliverable: Plan for a month-long arts exhibition at WCPA in April 2019.</p>	4 hours	4 hours	April 6, 6pm opening	Municipal Art Fund - \$1,000	

2.11 Grants to Arts Organizations Description: Continue program Deliverable: Provide equitable access to the arts for all Olympians.	8 hours	8 hours	December	Municipal Art Fund - \$20,000	
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SECTION 3.

2019 ArCH Support

The Olympia Arts Commission works to support the City’s efforts to strengthen the Arts, Cultures and Heritage (ArCH) components of our community.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 16%

<i>Title Description</i>	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications	6 Month Check-In
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated completion.</i>		
3.1 Apply for Creative District Designation Description: Support application for Creative District designation with ArtsWA in the first quarter of 2019. Deliverable: Complete application.	4 hours	4 hours	April	TBD	

<p>3.2 Create ad-hoc committee of the Arts Commission, Heritage Commission (OHC) and Economic Development representative, to align efforts under ArCH.</p> <p>Description: Move forward as a group on recommendations set forward in the ArCH profile. Deliverable: ArCH Summit 2020 to kick-off City ArCH implementation.</p>	8 hours	8 hours	Ongoing	None	
<p>3.3 Humanities Speaker Series</p> <p>Description: Work cooperatively with the OHC to create a public forum for exploring relevant and timely topics in the humanities, heritage and the arts, through events featuring selected guest speakers. Deliverable: 2 speakers</p>	4 hours	4 hours	September	Municipal Art Fund - \$2,500	

A Five-Year Municipal Art Plan for the City of Olympia

Introduction: Mission and Goals of the Olympia Arts Commission

1. The Municipal Art Plan: What and Why
2. Planning for Public Art
3. Project List for 2019
4. Planning Context
5. Other Activities
6. Summary Spreadsheet



The mission of the Olympia Arts Commission is to help enrich the lives of the people of the region by making visual, performing and literary arts vital elements in the life of our community.

The Commission's purpose is to promote and encourage public programs to further development, public awareness, and interest in fine and performing arts and cultural heritage, and to advise City Council in connection with these. The Olympia Arts Commission (OAC) was created to provide expertise regarding the visual and performing arts and cultural heritage, and to reach out within and beyond the community to expand artistic and cultural programs and services for the citizens of Olympia. (Olympia Municipal Code (OMC) 2.100.100, 2.100.110)

Supported by City staff, the OAC pursues this mission through a public art program that includes programming and events, services, outreach, education and networking, and the purchase, placement and maintenance of works of art in the community.

1. Municipal Art Plan (MAP): What and Why

The MAP is the annual budget and spending plan for the Municipal Art Fund, and it provides direction and accountability for the use of public resources in support of the arts.

City Ordinance calls for the OAC to "prepare and recommend to the City Council for approval a plan and guidelines to carry out the City's art program," (OMC 2.100.140) and notes that a municipal arts plan should prescribe the projects to be funded from the municipal arts fund. "*Municipal Arts Plan* means a plan outlining the City expenditures of designated funds for public art projects for a one-year period." (OMC 2.100.160)

Olympia's public art programs and purchases are funded through two sources: a \$1 per capita allocation from the City's General Fund that was initiated in 1990, and a 1% for Art set-aside for City construction projects over \$500,000 in value. Funds from these sources are deposited in a Municipal Arts Fund (MAF). The MAP establishes budgets for new public art projects undertaken by the City, whether in conjunction with new capital projects or independent of them. Projects range from small (less than \$15k) to major (over \$50k) installations involving design teams, and may include visual, literary and performing arts.

2. Planning for Public Art

The OAC develops an Annual Work Plan that details program initiatives and activities of the City's art program to promote the work of local artists and the arts within our community, and for the purchase of public art (including paid performances) to enhance and enliven the community. These public art purchases are the focus of the MAP.

To develop funding projections for the MAP and budgets for individual projects, City staff reviews the Capital Facility Plan to identify projects that trigger the 1% for Art set-aside. These projects and their locations, impacts, and estimated public art budgets are initially reviewed by the Art in Public Places Committee (APP) of the OAC, and then considered by the full Commission. The Commission generates a complete project list that includes planned capital-funded purchases as well as other projects identified in the Commission's Annual Work Plan.

This project list forms the core of the Municipal Art Plan, which the Commission then recommends to City Council for approval.

In developing plans for public art projects, a number of conditions and values are considered to determine the best use of available resources for the benefit of the arts and the community. As a starting point, capital project-generated funds are considered for art projects at or near the site of the construction to enhance the public improvement, or to mitigate for the impact of the improvements.

The funding for art generated by small capital projects is often too small to be very effective. In these cases, funds from multiple projects may be combined, or \$1 per capita funds added when available, to create a viable public art project budget. Balancing opportunities for multiple small projects versus fewer, more significant projects is an important planning consideration. Combining funds can bring a significant installation of public art to a capital improvement project that is too small to generate funds on its own, but which may be desirable because of location or community access. In selecting projects, programs and works of art, the OAC will consider how proposals accomplish the following:

- **Contribute to broad distribution of public art throughout Olympia.**
Commissioners will consider the relative representation of art among City neighborhoods, and seek to distribute public art broadly throughout the community.
- **Provide for diverse forms of art within the public collection.**
A wide range of style, media, subjects and viewpoints will offer perspective and interest for everyone.
- **Bring new ideas, innovation, or thinking to the community.** Encourage community conversation with focus on broader art experiences and culture and heritage focus.
- **Achieve a balanced City collection that includes a strong local base but also has regional and national reach.**
- **Ensure artwork is maintainable and safe.**
- **Ensure artwork is well-suited to chosen site or venue.**

3. Project List for 2019

The following slate of projects is diverse in arts disciplines and are located throughout Olympia. These investments in the arts support current and future endeavors, care for the collection we have and offer opportunity for local and regional artists, from youth through professional, to benefit the community and shared built environment. Together, this slate of initiatives will contribute to the creative and cultural arts in Olympia in the following ways:

- Expanding a diversity of the arts deeper into our neighborhoods and beyond the downtown core,
- Investing in the future of the arts and artists in our community, and showcasing their talent,
- Continuing with successful programs that are embraced by the community.

Park Utility Box Wrap -\$13,000 – For a special Parks version of the popular Traffic Box Wrap project, up to 10 utility boxes in Olympia parks will be wrapped with artwork by local artists of all ages and printed on vinyl. As vinyl is expected to last up to 3 years, wraps may be replaced in following years, depending on project evaluation. This project is intended to provide opportunities for youth and emerging artists.

Music Out Loud – Performance - \$2,970 - Funds to be used for three performances per three sites (9 performances total) during the summer months, in association with the ODA’s Third Thursday event.

Percival Plinth Project – \$26,000 – This ongoing project hosts loaned sculpture (up to 17) for an exhibition of one year along Percival Landing. During the month of July, the public is invited to vote for the sculpture they wish for the City to purchase.

Olympia Art Crossings - \$75,000 – Sited at key "gateway" locations surrounding the downtown, creative works of art that reflect community and neighborhood character to mark passage between downtown and our neighborhoods. West Bay Drive is the initial location.

City Hall Rotating Exhibit Support - \$1,200 - Install display infrastructure (exhibition stands and picture rails) preparatory and curatorial services, to support rotating exhibits of visual art and cultural artifacts for public interest and enjoyment, inside City Hall. Exhibits will be supported by concurrent presentations open to the public.

Poet Laureate - \$1,500 – Biennial Poet Laureate program, to promote poetry as an art form, expand access to the literary arts, connect the community to poetry, and promote poetry as a community voice that contributes to a sense of place. Funds cover an annual honoraria and small fund for materials and supplies.

Arts Organizations Granting Program - \$20,000 – The Arts Commission will kick-off the inaugural year of Grants to Arts Organizations.

Washington Center Exhibition Community Canvas: 30 Years of Public Art in Olympia - \$1,000 – Exhibit to explore the connections between art and people ranging from creative experiences like Arts Walk to works that are part of Olympia's public art collection. See the history and future of creative community building through the arts.

Speaker Series - \$2,500 - Work cooperatively with the Olympia Heritage Commission to create a public forum for exploring relevant and timely topics in the humanities, heritage and the arts, through events (up to 2) featuring selected guest speakers.

4. Planning Context

Beginning in 2015 the OAC adopted a five-year budget planning horizon to allow a longer look ahead, facilitating planning for prospective capital projects that will be phased over several years, and for ongoing costs associated with others.

Taken together with the efforts described in the 2019 Work Plan, this 2019 budget and MAP reflect a continuing effort to build supportive social and practical infrastructure for the arts and artists in Olympia, supporting the creative energy that the arts bring to our community. The evolving overarching framework for art, culture and history (ArCH) in Olympia has been identified, and 2019 will see the organizational underpinnings beginning to form. Grants to Arts Organizations projects and the first Olympia Arts Crossing effort will unfold over the course of the year, informing both processes as we plan for the future.

The balance of 2019 projects reflect this Commission's goal to continue with programs that have shown strong popular support and public engagement, including Arts Walk, the Plinth Project, and Traffic Box Wraps.

Additionally, an invitational model will be explored for temporary exhibitions at City Hall, as well as as Humanities Speakers Series.

5. Other Activities

Maintenance and conservation efforts are necessary to preserve the integrity of the City’s collection for the benefit of the community. Funding for conservation and maintenance is provided from interest drawn on the MAF. Commissioners visit each piece in the collection on a yearly basis, both to get to know the collection and to flag issues for staff review. Interest earned on the MAF will continue to provide a fund source for needed treatment and conservation care. 2017 was the first year to engage a .25 parks seasonal staff person for annual public art cleaning/maintenance.

6. Budget Summary & 5-Year Prospective

FIVE YEAR MUNICIPAL ART PLAN							
	2018 Actual	2019	2020	2021	2022	2023	Total
Projected Revenue							
Available balance	408,750	418,526	327,356	236,186	144,016	129,346	1,983,234
\$1 per capita	52,000	52,000	52,000	52,000	52,000	52,000	362,000
Capital projects 1% for art (received)							187,141
Revenue Total	460,750	470,526	379,356	288,186	196,016	181,346	2,532,375
Projects							
Traffic Box Wrap	13,000	13,000	13,000	13,000	13,000	13,000	81,615
Music Out Loud - Artwork							68,500
Music Out Loud - Performance	2,860	2,970	2,970	2,970	2,970	2,970	17,710
Percival Plinth Project	24,725	26,000	27,000	28,000	28,000	28,000	185,955
Olympia Art Crossings		75,000	75,000	75,000			275,000
City Hall Rotating Exhibit Support		1,200	1,200	1,200	1,200	1,200	6,100
Poet Laureate (biennial)	1,639	1,500	1,500	1,500	1,500	1,500	10,139
Washington Center Exhibition		1,000					1,000
Grants to Arts Organizations		20,000	20,000	20,000	20,000	20,000	100,000
Downtown Pedestrian improvements							
Speaker Series		2,500	2,500	2,500	2,500	2,500	12,500
Expense Totals	42,224	143,170	143,170	144,170	66,670	66,670	746,019
Remaining Balance	418,526	327,356	236,186	144,016	129,346	114,676	1,786,356

Bicycle and Pedestrian Advisory Committee (BPAC) 2019 Work Plan April 2019 - March 2020 Work Plan

The BPAC will hold six full committee meetings in 2019. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2019 Policy Issues - Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2019-20.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 30%

Title Description	Committee Lead and Commitment <i>Committee hours, not individuals.</i>	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications
1.a. Capital Facilities Plan annual review: Review bicycle- and pedestrian-related CFP programs and priorities. Deliverable: Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	July - September	Budget implications identified during development of the Capital Facilities Plan
1. b. Emerging policy issues: As appropriate, discuss and make recommendations about emerging policy issues for bicycle and pedestrian transportation.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated
1. c. New member applications: Review applications for BPAC vacancies and make recommendations.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	January - March	None anticipated
1.d. Special projects and studies: As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study. Deliverable: Recommendations to City Council as identified in project/study scope	Full committee: 1-2 hours depending on projects	Transportation staff: 2-4 hours depending on projects	Ongoing	Budget implications addressed through larger project scope

SECTION 2.**2019 Program Implementation and/or Input to Staff**

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from the committee is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 70%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.a. Transportation Master Plan: Participate in the creation of a Transportation Master Plan. Deliverable: Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	April 2019 - March 2020	None anticipated
2.b. Downtown streets reconstruction projects: Provide input on design decisions for the streets to be reconstructed as part of the Downtown Strategy. Deliverable: Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	April - March 2020	None anticipated
2.c. Action Plan: Briefing on Action Plan progress to date, including indicator data, actions accomplished and/or underway, and Council emphasis areas. Deliverable: Comments to staff.	Full committee: 1-2 hours	CPD Staff: 2-4 hours Transportation staff: 1-2 hours	Jan - March 2020	None anticipated
2.d. Collision analysis: Briefing on collisions involving bicyclists and pedestrians and what is understood about them. Deliverable: Comments to staff and/or recommendation to City Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Sept - Nov 2019	None anticipated

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.e. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS.</p> <p>Deliverable: Comment to staff and/or recommendation to City Council.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>May - September</p>	<p>None anticipated</p>
<p>2.f. Project review: As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects.</p> <p>Deliverable: Comments to staff on scope, design, implementation issues.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>Ongoing</p>	<p>None anticipated</p>

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Olympia Heritage Commission (OHC) – 2019 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet 10 times in the 2019-20 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November; and January, February and March of 2020. Subcommittee meetings and special meetings will be held as needed.

Professional Staff Liaison to the Heritage Commission: Marygrace Goddu

Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.
Estimated Percent of Overall Commission Effort: **20%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>1.a. Promote & Oversee Olympia Heritage Register</p> <p>Proposed Work: Promote and provide guidance on applications listing of individual and historic districts on Register; review applications and conduct public hearings on proposed additions; review integrity standards and periods of significance for designation of properties for proposed historic districts.</p> <p>2019 will be a year of planning, to develop vision, goals and strategy at five and 10-year horizons related to district and individual listings, to thoughtfully set priorities and plans for the decade ahead. OHC will review completed surveys for Gov Stevens/Carlyon neighborhood, downtown, midcentury, and Priest Point Park, and plan next steps.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommendations to City Council; plaques for individually listed properties</i> • <i>Commission Retreat</i> • <i>Vision and strategy for 2020 – 2030</i> • <i>Five year plan for 2020-2024</i> 	<p>OHC: Public hearings at regularly-scheduled meetings</p> <p>Heritage Review Committee: 3-6 hours</p> <p>Policy, Ordinance & Guidance Committee: formed as needed</p>	<p>CP&D Staff: Individual property application: 20-50 hours</p> <p>Planning for 10 year horizon: 20 hours</p> <p>Database maintenance: 40 hours</p>	<p>As needed</p>	<p>Individual property application: Included in base budget</p> <p>Historic district application: TBD. If an application is submitted, it is not included in base budget.</p>

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance

Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>1.b. Review and Recommend Revisions to Heritage-Related City Code</p> <p>Proposed Work: Review existing City ordinances and municipal code relevant to treatment of historic properties to identify areas for potential code improvements. With staff support, review and make recommendations on OMC 18.12 (Historic Preservation) and OMC 3.60 (Special Valuation).</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommend amendments to ensure due process when properties are added to Local Register with National Register designation.</i> • <i>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</i> 	<p>OHC: 9 hours</p> <p>Policy, Ordinance & Guidance Committee: 60 hours</p> <p>Olympia Planning Commission: 4 hours</p>	<p>CP&D Staff: 80 hours</p> <p>Legal Staff: 10 hours</p>	<p>January – December</p>	<p>Included in base budget</p>
<p>1.c. Evaluate Special Valuation Applications</p> <p>Proposed Work: Review applications submitted to the City of Olympia via the Thurston County Assessor; make recommendation to City Council for approval or denial of application; monitor properties currently on the program.</p> <p>Deliverable: <i>Recommendations to City Council; ongoing monitoring</i></p>	<p>OHC: Review at regularly-scheduled OHC meeting</p> <p>Heritage Review Committee: 3-6 hours</p>	<p>CP&D Staff: 40 hours</p> <p>Legal Staff: 10-30 hours</p>	<p>As needed, 1 to 3 per year</p>	<p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>1.d. Nominate Historic Preservation Award Recipient(s)</p> <p>Proposed Work: Nominate award recipient(s) to recognize local excellence in historic preservation and/or compatible new construction, to be presented by City Council. Committee to make recommendations on process improvements.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting</i> • <i>Process review re award schedule, possible new areas for recognition.</i> 	<p>OHC: 5 hours</p> <p>Outreach Committee: 0-10 hours</p>	<p>CP&D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>May – December; ad hoc Committee meetings if needed</p>	<p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2019 Work Plan

Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as other planning efforts.
 Estimated Percent of Overall Commission Effort: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties</p> <p>Proposed Work: Review and provide timely recommendations on building permit applications for Register and historic district properties; conduct pre-submission guidance meetings with potential applicants.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommendations to Building Official; public education and outreach</i> • <i>Select Alternates for 2019 committee</i> 	<p>Heritage Review Committee: 12-24 hours</p>	<p>CP&D Staff: 80 hours</p>	<p>January – December, 1-2 Committee meetings per month</p>	<p>Included in base budget</p>
<p>2.b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation</p> <p>Proposed Work: <i>Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.</i></p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Guidance publication on historic windows</i> 	<p>OHC: 3 hours</p> <p>Policy, Ordinance & Guidance Committee: 30 hours</p>	<p>CP&D Staff: 80 hours</p>	<p>Schedule: January – December, ad hoc Committee meetings</p>	<p>Initial work included in base budget; possible grant funding for larger scope</p>

Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.c. Conduct Design Review of Land Use Applications for Register and Historic District Properties</p> <p>Proposed Work: Work with Design Review Board members on joint committee to review land use applications to Register and historic district properties located within Design Review Districts.</p> <p>Deliverable: <i>Recommendations to Community Planning & Development Director or Hearing Examiner</i></p>	Heritage Review Committee: 0-12 hours	CP&D Staff: 0-24 hours	As needed, approximately 0-2 per year	Included in base budget
<p>2.d. Review and Provide Historic Preservation Input on City Projects. Develop Familiarity with Regulatory and Budgetary Framework Relevant to Olympia Heritage.</p> <p>Proposed Work: Review, discuss, and provide input on public works, parks, and other City project and planning work, including the Arts, Cultures, and Heritage (ArCH) initiative, Comprehensive Plan’s Annual Action Plan Update, Downtown Design Guidelines, code updates, and Capital Facilities Plan.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Participate in ArCH Ad Hoc Committee with Arts Commission and Economic Development representative.</i> • <i>Continued input and guidance re historic character, for city implementation of elements of the Downtown Strategy</i> 	OHC: Review at regularly-scheduled OHC meeting ArCH Ad Hoc Committee	CP&D Staff: 20	As needed	Included in base budget

Olympia Heritage Commission (OHC) – 2019 Work Plan

<p style="text-align: center;">Title Description End Product</p>	<p style="text-align: center;">Committee Lead & Commitment</p>	<p style="text-align: center;">Staff Commitment</p>	<p style="text-align: center;">Schedule</p>	<p style="text-align: center;">Budget Implications</p>
<p>2.e. Support the Protection of Archaeology and other Cultural Resources.</p> <p>Proposed Work: Continue to provide technical support to the City relative to the review of cultural resource survey reports.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Provide recommendations for Cultural Resources Management Plan for Priest Point Park.</i> 	<p>OHC: Review at regularly-scheduled OHC meetings</p> <p>Possible sub-committee formation as needed</p>	<p>CP&D Staff: 20 hours</p>	<p>January – December</p>	<p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2019 Work Plan

Section 3: Additional Heritage Program Activities

OHC members provide valuable volunteer assistance to help accomplish the City’s goals to protect and enhance Olympia’s historic character and sense of place. Estimated Percent of Overall Commission Effort: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>3.a. Conduct and Collaborate on Historic Preservation Outreach</p> <p>Proposed Work: Organize and conduct activities to champion Olympia’s historic places and support programs that encourage public participation in and appreciation of the historic environment. Partner with area organizations such as the Olympia Historical Society & Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and community efforts; provide research support.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Partner on activities to celebrate Olympia Heritage Month, May 2019. • Advance planning for Olympia Heritage Month 2020. • Rotate City Hall heritage gallery with ArCH-themed content. 	<p>OHC: Varies</p> <p>Outreach Committee: 40 hours</p>	<p>CP&D Staff: 80 hours</p> <p>Communications Staff: 20-30 hours</p>	<p>Ongoing; ad hoc Committee meetings</p>	<p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts</p>

Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>3.b. Pursue and Enhance Partnerships and Integration with regional historic organizations, other City Advisory Boards, and Advocacy Groups.</p> <p>Proposed Work: Develop the concept for a regional forum for history and heritage partners to discuss shared interests and goals..</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Discuss and develop concept with regional history/heritage resources</i> • <i>to include Invite other city advisory groups and representatives to a pre-meeting to plan a regional forum.</i> 	OHC Members: Varies	CP&D Staff: 40	Ongoing	Included in base budget
<p>3.c. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</p> <p>Proposed Work: Stay informed about the work of other City of Olympia citizen advisory boards, City departments, and downtown partners. Identify and take advantage of opportunities to participate in downtown planning and improvements including implementation of the Downtown Strategy; bring the information and recommendations from the Downtown reconnaissance-level survey to the table to inform and educate.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Develop tracking list of active initiatives and plans (2019 focus).</i> 	OHC: 10 hours Outreach Committee: 10 hrs	CP&D Staff: 40	Ongoing	Included in base budget

PBIA (Parking & Business Improvement Area) Advisory Board 2019 Work Plan

January 2019 through April 2020. The committee meets once per month. Staff liaison for PBIA is Max DeJarnatt

SECTION 1: PBIA Initiatives (actions funded and/or implemented by the PBIA)

A. Communications (with members/downtown businesses)

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #1 staff commitments in 2019.

Estimated Percent of Overall Committee Effort: 18%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
<p>1A.1 Monthly Meeting Roundtable</p> <p>PBIA Role: Time devoted at end of each PBIA meeting to discuss downtown business interests, leading to:</p> <ul style="list-style-type: none"> • Quarterly short survey questions • Identification of issues that can be addressed by existing programs • Identification of key messages or issues that need to be reported to the City Council (quarterly at GG) • Advice for staff about messages important to convey to Downtown businesses through ongoing communication materials (e.g., e-blasts, quarterly or bi-annual newsletters, PBIA annual report) <p>Deliverable/Outcome: As outlined above. Connect the downtown businesses and City. Help staff communicate effectively with downtown business stakeholders.</p>	<p>10-20 minute discussion at each meeting</p>	<p>10-20 minute discussion at each meeting</p> <p>+ Prepare and distribute communications</p>	<p>Monthly</p>	<p>N/A</p>

<p>1A.2 Survey Downtown Businesses: Gauge the interests, concerns and priorities of downtown businesses (members) and get their feedback about PBIA and City efforts.</p> <p>PBIA Role: Develop short 3-question surveys that will be sent quarterly to members online; establish a “suggestion box” – both physical and online - to constantly gather member feedback.</p> <p>Deliverable: Survey results and other comments received will be provided to City Council through reports shared with City Council quarterly.</p>	<p>Identify questions and discuss survey results as part of monthly roundtable</p>	<p>Identify questions and discuss survey results as part of monthly roundtable</p> <p>+ Put survey online, notice it, prepare summary report</p> <p>+ Put up and monitor suggestion box, prepare summary</p>	<p>Quarterly</p>	<p>N/A</p>
<p>1A.3 Annual member meeting</p> <p>PBIA Role: Host an annual meeting for PBIA members (ratepayers). This is required by the PBIA bylaws.</p> <p>Deliverable/Outcome: Meeting to promote member relations.</p>	<p>3 hours (1 hour to plan to event, 2 hours for event)</p>	<p>2.5 hours (.5 hours to plan to event, 2 hours for event)</p> <p>+ Handle meeting logistics</p>	<p>TBD</p>	<p>Included in \$2,300 Administration budget</p>

1B. Clean & Safe

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.
Estimated Percent of Overall Committee Effort: 1%

<p>Title Description</p>	<p>Committee Commitment</p>	<p>Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i></p>	<p>Schedule (Estimated)</p>	<p>Budget Implications</p>
<p>Plans</p>				
<p>1B.1 Partially fund the Downtown Ambassador and Clean Team program</p>	<p>0 hours (any time devoted would be part of</p>	<p>0 hours (any time devoted would be part of Communications in Section 1)</p>	<p>N/A</p>	<p>\$43,500</p>

<p>PBIA Role: Provide funds. Gather feedback from members about the program, which may influence priorities.</p> <p>Deliverable/Outcome: Leverage City funds to expand the ambassador and clean team operations.</p>	<p>Communications in Section 1)</p>			
<p>1B.2 Mural Protection</p> <p>PBIA Role: Identify murals in need of protection /preservation/ rehabilitation</p> <p>Deliverable/Outcome: preservation of community assets and a cleaner downtown</p>	<p>Approximately .5 hours of discussion</p>	<p>Approximately .5 hours of discussion</p>	<p>Q2 or Q3</p>	<p>\$2,500</p>
<p>1B.3 Extra Alley Flushings</p> <p>PBIA Role: Provide funds to carry out 3 extra alley flushings during the summer months, in addition to the 2 provided by Public Works. (May-Sept)</p> <p>Deliverable/Outcome: A cleaner downtown</p>	<p>0</p>	<p>0</p>	<p>N/A</p>	<p>\$1,200</p>

1C. Beautiful Streetscapes

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 2%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
Plans				
<p>1C.1 Flower Baskets: 80 flower baskets to be hung and regularly maintained from end of May-Sept</p> <p>PBIA Role: Review 2019 results and provide input to staff about contract needs for 2020 program</p> <p>Deliverable/Outcome: Flower baskets that contribute to an attractive and welcoming downtown environment</p>	.5 hours	.5 hours	Q2-3	<p>\$23,000 total</p> <p>(\$5,000 for product and \$18,000 for maintenance)</p>
<p>1C.2 Public Art Investment: (i.e. Art in Windows, benches etc)</p> <p>PBIA Role: Discuss what type of art or themes they would like to see showcased in vacant windows (staff works w/property owners)</p> <p>Deliverable: Art/photos in vacant storefronts</p>	.5 hours	1-2 hours	<p>Q2- start discussion</p> <p>Coordinate with the Wayfinding Plan</p>	\$5,000

1D. Marketing

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 7%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
Plans				
<p>1D.1 Sponsoring Events that benefit and draw visitors into downtown (e.g., Pride, Girls Night Out, Trick or Treat, etc.)</p> <p>PBIA Role: Develop application process for sponsorship requests. Choose which events to sponsor and amount</p> <p>Deliverable: Support for events hosted by other organizations</p>	2 hours	2 hours	Discussion March 2019	\$7,000
<p>1D.2 Holiday Lighting & Twinklefest illuminating dark streets during the winter holiday retail season.</p> <p>PBIA Role: Participate in the identification of placement opportunities of lights.</p> <p>Deliverable: Festive lighting displays</p>	.5 hours	2 hours	Q2-4	\$14,000
<p>1D.3 Provide a welcome packet to new downtown residents</p> <p>PBIA Role: Review results of pilot to Annie's Artist Flats, refine and plan for remaining openings</p> <p>Deliverable: A packet of information to welcome residents to downtown.</p>	.5 hours On-going	.5 hours	Q2	None (may use leftover budget or parking tokens)

1E. Parking

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 3%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<p>1E.1 Educate downtown businesses about the City parking strategy – how it aims to make parking more convenient for customers and where employees can and should park</p> <p>PBIA Role: Advise staff on development of communication materials and member outreach to businesses</p> <p>Deliverable: Materials and messages</p>	<p>1-2 hours at committee</p> <p>Additional time for outreach can be folded into Communications efforts outlined in 1A</p>	<p>1-2 hours at committee</p> <p>+ develop materials</p>	<p>Q2-4</p>	<p>N/A – materials to be supplied by CPD</p>

SECTION 2: Administrative Duties

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 22%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
Plans				
<p>2.1 Provide input re: potential update to PBIA Ordinance</p> <p>PBIA Role: Provide input to City Council re: the scope of necessary changes, and potentially make more specific recommendations if requested by Council</p> <p>Deliverable: Input to staff & Council</p>	2 hours	2 hours	Q2	Included in CP&D base budget
<p>2.2 Review & update PBIA Bylaws</p> <p>PBIA Role: Scope, consider and adopt potential changes to PBIA bylaws</p> <p>Deliverable: Updated bylaws</p>	2 hours	2 hours	Q2	Included in base CP&D budget
<p>2.3 Recommendation on PBIA's 2020 budget</p> <p>PBIA Role: Develop a recommended 2020 budget to implement PBIA's roles and goals</p> <p>Deliverable: Recommended budget</p>	2 hours	2 hours	Q4	Recommendation process included in CP&D base budget. Shapes the 2020 PBIA budget

<p>2.4 Joint meeting with the Olympia Downtown Association (ODA)</p> <p>PBIA Role: Help set the agenda and participate</p> <p>Deliverable: Two meetings with ODA</p>	<p>2-4 hours</p> <p>May be part of D.1</p>	<p>2-4 hours</p>	<p>April & October</p>	<p>N/A</p>
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SECTION 3. Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from committee members is considered by staff in implementing the program or policy.

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #2 staff commitments in 2019.

Estimated Percent of Overall Committee Effort: 7%

<p>Title Description</p>	<p>Committee Commitment</p>	<p>Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i></p>	<p>Schedule (Estimated)</p>	<p>Budget Implications</p>
<p>Opportunities are unknown at this time, but may include participation in:</p> <ul style="list-style-type: none"> • Wayfinding Plan • Potential shared parking program stakeholder group • Ambassador & Clean Team Program • Downtown Design Guidelines • Eco-District • Artswalk 	<p>1 hour of board discussion and/or 1-2 members participate in a stakeholder group</p>	<p>1 hour</p>	<p>TBD</p>	<p>N/A</p>

SECTION 4. 2019 Informational Briefings (about issues of importance to downtown)

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 40%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<p>4.1 Ambassador & Clean Team Program Update</p> <p>PBIA Role: Hear the information. Provide any insights.</p> <p>Deliverable/Outcome: PBIA is updated and can communicate it to members.</p>	<p>1 hour for 4 quarterly updates</p>	<p>1 hour for 4 quarterly updates</p>	<p>Quarterly</p>	<p>N/A</p>
<p>4.2 Economic Development Update</p> <p>PBIA Role: Hear the information. Provide any insights.</p> <p>Deliverable/Outcome: PBIA is updated and can communicate it to members.</p>	<p>1 hour for 2 semi-annual updates</p>	<p>1 hour for 2 semi-annual updates</p>	<p>Semi-annually</p>	<p>N/A</p>
<p>4.3 ODA Marketing Update</p> <p>PBIA Role: Hear the information. Provide any insights.</p> <p>Deliverable/Outcome: PBIA is updated and can communicate it to members.</p>	<p>1 hours for 3 updates</p>	<p>1 hour for 3 updates</p>	<p>3x/Year</p>	<p>N/A</p>
<p>4.4 Downtown Strategy Update</p> <p>PBIA Role: Hear the information. Provide any insights.</p> <p>Deliverable/Outcome: PBIA is updated and can communicate it to members.</p>	<p>1 hour for semiannual update</p>	<p>1 hour for semiannual update</p>	<p>Semiannual</p>	<p>N/A</p>

<p>4.5 Action Plan Update, including indicators</p> <p>PBIA Role: Hear the information. Provide any insights.</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	Q2 (May)	N/A
<p>4.6 Parking Strategy Update</p> <p>PBIA Role: Hear the information. Provide any insights.</p> <p>Deliverable/Outcome: PBIA is updated and can communicate it to members.</p>	2 hour for quarterly updates	2 hour for quarterly updates	Quarterly	N/A
<p>4.7 OPD Update on Safety Levy Implementation and Walking Patrol</p> <p>PBIA Role: Hear the information. Provide any insights.</p> <p>Deliverable/Outcome: PBIA is updated and can communicate it to members.</p>	.5 hours	.5 hours	Q1	N/A
<p>4.8 Homeless Coordinator Update</p> <p>PBIA Role: Hear the information. Provide any insights.</p> <p>Deliverable/Outcome: PBIA is updated and can communicate it to members.</p>	.5 hours	.5 hours	Q2 or Q3	N/A
<p>4.9 Sanitation Master Plan Update</p> <p>PBIA Role: Hear the information. Provide any insights.</p>	.5 hours	.5 hours	Q3	N/A

Deliverable/Outcome: PBIA understands the issue and can communicate it to members				
4.10 Transportation Master Plan: A briefing from Public Works Transportation PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	Q2	N/A
4.11 Wayfinding Plan Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.12 Sea Level Rise Plan Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.13 Visitor & Convention Bureau Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.14 Code Enforcement Officer PBIA Role: Hear the information.	.5 hours	.5 hours	TBD	N/A

<p>Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>				
<p>4.15 Homefund</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.16 Downtown Design Guidelines</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.17 Neighborhood Center</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.18 Eco-District</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.19 Short-term Rentals</p> <p>PBIA Role: Hear the information. Provide any insights</p>	.5 hours	.5 hours	TBD	N/A

Deliverable/Outcome: PBIA understands the issue and can communicate it to members				
4.20 Sign Code Update PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.21 Shoreline Master Plan PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.21 Waste water PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.22 EDDS PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.23 ARTSWALK PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA	.5 hours	.5 hours	TBD	N/A

understands the issue and can communicate it to members				
4.24 Isthmus Park PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.25 Courthouse Project PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A

DRAFT Olympia Planning Commission - 2019 Work Plan (April 1, 2019 to March 31, 2020)

The Olympia Planning Commission (OPC) is expected to hold approximately 20 regular meetings plus one optional “retreat” during this period. Special meetings may be held and subcommittees may be formed if necessary or to more efficiently complete the work plan. Staff liaison to OPC will be Senior Planner Stacey Ray of the Community Planning and Development Department (sray@ci.olympia.wa.us; 360.753.8046).

Section 1 2019 Policy Issues – Will Include a Recommendation to City Council Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2019. In general these work items are tasks that State law or local rules require the Commission to perform. Approximately 75% of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment to Supporting the Commission	Estimated Completion	Budget Implications	Commission Role	Source of Proposal
1.1 Review 6-year Capital Facilities Plan (CFP) http://olympiawa.gov/city-government/budget-financial-reports.aspx Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan. Deliverable: Public hearing and recommendation to City Council.	8 hours (2-3 meetings)	CP&D staff: 14-18 hours Other staff: 10 hours	September	Included in base budget	General review, public hearing, and recommendation	City Staff

<p>1.2 Annual Comprehensive Plan Amendments http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx</p> <p>Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission.</p> <p>Deliverables: Public hearing and recommendation to City Council.</p>	<p>4 hours (1-2 meetings)</p>	<p>CP&D staff: 20 hours Other staff: 20 hours</p>	<p>June</p>	<p>Included in base budget</p>	<p>Detailed review and recommendation</p>	<p>City Staff</p>
<p>1.3 Downtown Design Criteria Update http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Amendment of development code consistent with downtown strategy.</p> <p>Deliverable: Public hearing and recommendation to City Council.</p>	<p>6 hours (2-3 meetings)</p>	<p>CP&D staff: 10 hours</p>	<p>June</p>	<p>Included in base budget</p>	<p>General review and recommendation</p>	<p>City staff</p>
<p>1.4 Zoning Code Updates – Downtown http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Amendment of development code relative to the downtown strategy.</p> <p>Deliverable: Public hearing and recommendation to City Council.</p>	<p>6 hours (2-3 meetings)</p>	<p>CP&D staff: 10 hours</p>	<p>December</p>	<p>Included in base budget</p>	<p>Detailed review and recommendation</p>	<p>City staff</p>
<p>1.5 Zoning Map and Development Code Text Amendments</p> <p>Review of any privately proposed, staff-initiated, or Council-initiated amendments to the City’s development regulations. Staff estimates that two to four will be considered in 2019.</p> <p>Deliverables: Public hearing and recommendation to City Council.</p>	<p>2 hours per proposal</p>	<p>CP&D staff: 4 to 10 hours per proposal</p>	<p>Dependent on timing of proposals</p>	<p>Included in base budget; private applicants pay a \$3,200 fee.</p>	<p>Detailed review and recommendation</p>	<p>Placeholder for new proposals.</p>

<p>1.6 Short Term Rental Policies</p> <p>Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones.</p> <p>Deliverable: Public hearing and recommendation to City Council.</p>	<p>6 hours (2-3 meetings)</p>	<p>CP&D staff: 10 hours</p>	<p>June</p>	<p>Included in base budget</p>	<p>General review and recommendation</p>	<p>City Staff</p>
<p>1.7 Joint Plan Recommendations</p> <p>Review Thurston County Joint Plan for consistency with the City of Olympia’s Comprehensive Plan.</p> <p>Deliverable: Recommendation to City Council/Thurston County.</p>	<p>4-6 hours (2-3 meetings)</p>	<p>CP&D staff: 10+ hours</p>	<p>To Be Determined</p>	<p>Included in base budget</p>	<p>General review and recommendation</p>	<p>City Staff</p>
<p>1.8 Neighborhood Center Code</p> <p>A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community.</p> <p>Deliverable: Proposed development code update for consideration by the City in 2020.</p>	<p>8 hours (3-4 meetings); optional work group hours</p>	<p>CP&D: 8 to 12 hours</p>	<p>Winter/Spring 2020</p>	<p>Included in base budget</p>	<p>Led by Commission</p>	<p>Planning Commission -- continued item begun in 2014</p>
<p>1.9 Shoreline Master Program Periodic Update</p> <p>A review of the current Shoreline Master Program, including the development code to meet the state-mandated periodic update schedule of every eight years.</p> <p>Deliverable: Public hearing and recommendation to City Council.</p>	<p>8 hours (3-4 meetings); optional sub-committee hours</p>	<p>CP&D: 10+ hours Other staff: 10 hours</p>	<p>Winter/Spring 2020</p>	<p>Included in base budget</p>	<p>General review and recommendation</p>	<p>City Staff</p>

SECTION 2
2019 Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2019 to accomplish or advance these items. These items comprise approximately 15% percent of the overall commission work plan.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated Completion)</i>	Budget Implications	Commission Role	Source of Proposal
<p>2.1 Priorities, Performance, and Investment (PPI) Cycle http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx</p> <p>Commission will receive a briefing on the Community Indicator Dashboard and Action Plan, and provide input on the Commission’s role in the annual Priorities, Performance, and Investment (PPI) cycle for implementing the Comprehensive Plan.</p> <p>Deliverable: Recommendation and comments to City staff.</p>	2 hours	5 to 7 hours	April	Included in base budget	Advisor to staff and Council	Comprehensive Plan
<p>2.2 Subarea/Neighborhood Plan Review of draft Subarea Plan</p> <p>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</p>	2 hours	CP&D staff: 4 hours	August	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff

SECTION 3

2019 Administrative Activities and Informational Briefings

In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 10% percent of overall commission work effort. It is not atypical to not complete the informational briefings listed below, as they are the first items to be displaced when staff and commission time is needed for higher priority work items.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
<p>3.1 Organizational Retreat</p> <p>Annual event focused on improving Commissioner relationships and procedures, and information-sharing and discussion on walkability and reducing the use of automobiles</p>	10 hours (including retreat)	8 to 10 hours Other staff: Variable	May/June	Included in base budget	Led by Planning Commission	Customary practice
<p>3.2 Preparation of 2020 Work Plan</p> <p>Time allotted for proposing and discussing work items for following year</p> <p>Deliverable: Recommendation to Council</p>	2 hours	CP&D: 6 hours	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
<p>3.3 Sea Level Rise Response Plan Briefing</p> <p>http://olympiawa.gov/city-utilities/storm-and-surface-water/sea-level-rise.aspx</p> <p>Briefing regarding SLR Response Planning Process</p>	1 hour	2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	City Staff & Planning Commission
<p>3.4 Economic Development Briefing</p> <p>Briefing regarding economic development opportunities and actions in the City of Olympia</p>	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission

<p>3.5 West Bay Restoration & Parks Plan Briefing http://olympiawa.gov/city-services/parks/parks-and-trails/west-bay-park.aspx</p> <p>Briefing regarding progress on the West Bay restoration and parks master planning efforts</p>	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<p>3.6 Transportation Master Plan Briefing http://olympiawa.gov/city-services/transportation-services/plans-studies-and-data/Transportation%20Master%20Plan.aspx</p> <p>Briefing regarding progress on the Transportation Master Plan</p>	1 hour	CP&D: 1 hour Other staff: 2 hours	August	Included in base budget	Informational Briefing	Planning Commission
<p>3.7 Walkability and Reducing Reliance on Automobiles</p> <p>Briefing on the City's current and planned strategies to implement the Comprehensive Plan goals and policies for enhancing walkability and reducing reliance on automobiles</p>	1 hour	CP&D: 1 hour Other staff: 6 hours	May	Included in base budget	Informational Briefing	Planning Commission
<p>3.8 Growth and Development Briefing</p> <p>Briefing regarding population growth and annual development activity within the City and Urban Growth Area</p>	1 hour	CP&D: 4 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<p>3.9 Coalition of Neighborhood Associations</p> <p>Joint meeting between the Planning Commission and the Coalition of Neighborhood Associations (CNA)</p>	2 hours	CP&D: 4 hours	To Be Determined	Included in base budget	Led by Planning Commission	Planning Commission

<p>3.10 Affordable Housing Briefing</p> <p>Briefing regarding strategies to increase Olympia’s affordable housing units, including existing and possible tools and incentives, and revisiting the fee study proposed as part of the ‘Missing Middle’ development code updates</p>	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<p>3.11 Homelessness Briefing</p> <p>http://olympiawa.gov/community/homelessness.aspx</p> <p>Briefing on the City’s strategies to respond to homelessness</p>	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<p>3.12 Legislative Briefing</p> <p>Briefing on the 2019 Legislative session, with an emphasis on the City’s legislative agenda and outcomes with impacts on local government and priority issues for the City</p>	1 hour	CP&D: 2 hours Other staff: 2 hours	June	Included in base budget	Informational Briefing	Planning Commission
<p>3.13 Downtown Strategy Briefing</p> <p>http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Briefing on implementation of the Downtown Strategy and an update on the Port of Olympia Vision 2050 planning process</p>	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission

SECTION 1. 2019 Policy Issues - Recommendations to City Council

The committee has scheduled 8 regular meetings to accomplish this work plan. Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #1 staff commitments in 2019.

Professional staff liaison for PRAC is Laura Keehan.
Administrative staff support is provided by Tammy LeDoux.

Estimated Percent of Overall Committee Effort: 80%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
Plans				
<p>1.1 Capital Facilities Plan (CFP) (Annual)</p> <p>PRAC Role: Make recommendation to the Planning Commission for the 2020-2025 Capital Facilities Plan.</p> <p>Deliverable: Recommendation to Planning Commission & City Council</p>	4 hours	Laura Keehan 4 hours	August	Within existing resources
<p>1.2 Capital Asset Management Program (CAMP) (Annual)</p> <p>PRAC Role: Make recommendation to the Planning Commission for the CAMP portion of the CFP.</p> <p>Deliverable: Recommendation to Planning Commission & City Council</p>	4 hours	Kip Summers 4 hours	August	Within existing resources

Parks and Recreation Advisory Committee -- 2019 Work Plan (April 1, 2019 to March 31, 2020)

<p>1.3 Park Naming Rights and Sponsorship Policies</p> <p>PRAC Role: Receive a briefing on a proposed park naming rights and existing sponsorship policies</p> <p>Deliverable: Provide feedback and recommendation to staff and Council</p>	2 hours	Jonathon Turlove & Scott River 4 hours	October	Within existing resources
<p>1.4 Park Naming</p> <p>PRAC Role: Hold a public hearing and make a recommendation to Council on park names</p> <p>Deliverable: Recommendation to Council</p>	2 hours	As needed	As needed	Within existing resources
<p>1.5 Action Plan</p> <p>PRAC Role: Receive briefing on the Action Plan</p> <p>Deliverable: Provide input to staff and Council</p>	2 hours	Stacey Ray 3 hours	February	None
<p>1.6 Yelm Hwy Community Park Master Plan</p> <p>PRAC Role: Receive briefing and provide input on proposed community park master plan</p> <p>Deliverable: Provide input to staff and Council</p>	2 hours	Laura Keehan 4 hours	June & February	Within existing resources

Parks and Recreation Advisory Committee -- 2019 Work Plan (April 1, 2019 to March 31, 2020)

<p>1.7 Aquatic Center Feasibility Study</p> <p>PRAC Role: Receive a briefing and provide input</p> <p>Deliverable: Provide input to staff and Council</p>	2 hours	Laura Keehan 4 hours	June & January	Within existing resources
<p>1.8 Downtown Park Analysis</p> <p>PRAC Role: Receive a briefing and provide input</p> <p>Deliverable: Provide input to staff and Council</p>	2 hours	Jonathon Turlove 4 hours	May & October	Within existing resources

SECTION 2. 2019 Program Implementation and/or Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from committee members is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless otherwise noted, there is sufficient staff time/resource available in 2019 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 20%

<p style="text-align: center;">Title Description</p>	<p style="text-align: center;">Committee Commitment</p>	<p style="text-align: center;">Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i></p>	<p style="text-align: center;">Schedule (Estimated)</p>	<p style="text-align: center;">Budget Implications</p>
MISCELLANEOUS				
<p>2.1 Informal meeting with department and city leadership.</p> <p>PRAC Role: Attend optional, informal annual meeting with the department director, associate directors, and city manager.</p>	None necessary	Paul Simmons, Jonathon Turlove, Scott River, Steve Hall 2 hours	August	None

Parks and Recreation Advisory Committee -- 2019 Work Plan (April 1, 2019 to March 31, 2020)

<p>Deliverable: None – information sharing only.</p>				
<p>2.2 Annual Park Evaluation Program</p> <p>PRAC Role: Administer annual park evaluation program.</p> <p>Deliverable: Compiled park evaluation information.</p>	<p>6 hours</p>	<p>No staff lead: This is a PRAC-driven effort</p> <p>Sylvana Niehuser (follow-up actions) 4 hours</p>	<p>Survey forms distributed in May.</p> <p>Results discussed in October.</p> <p>Staff provides follow-up in January.</p>	<p>None</p>
<p>2.3 LBA Woods Improvements</p> <p>PRAC Role: Receive briefing on ideas and concepts for improvements to trails, signage, and enhancements to usability & experience at LBA Woods.</p> <p>Deliverable: Provide feedback and recommendations to staff</p>	<p>3 hours</p>	<p>Sarah Giannobile 4 hours</p>	<p>June</p>	<p>Within existing resources</p>
<p>2.4 Participation in groundbreaking and dedications</p> <p>PRAC Role: Participate in groundbreaking and dedication celebrations</p> <p>Deliverable: Visibility at community events.</p>	<p>None necessary</p>	<p>Tammy LeDoux 2 hours</p>	<p>As needed</p>	<p>None</p>
<p>2.5 Habitat Planning & Volunteers in Parks</p> <p>PRAC Role: Receive briefing</p> <p>Deliverable: Provide input to staff</p>	<p>2 hours</p>	<p>Jennifer Gessley Gayman & Kate Hartman 4 hours</p>	<p>May</p>	<p>Within existing resources</p>

Parks and Recreation Advisory Committee -- 2019 Work Plan (April 1, 2019 to March 31, 2020)

<p>2.6 Grant Applications</p> <p>PRAC Role: Receive presentation on OPARD's proposed grant applications</p> <p>Deliverable: Letters of support for applications</p>	<p>2 hours</p>	<p>6 hours</p>	<p>As needed</p>	<p>None</p>
<p>2.7 Performance Report Update</p> <p>PRAC Role: Receive presentation on OPARD's 2018 performance report</p> <p>Deliverable: None – information sharing only</p>	<p>None necessary</p>	<p>Paul Simmons 2 hour</p>	<p>April</p>	<p>None</p>
<p>2.8 Park Volunteer Appreciation Picnic</p> <p>PRAC Role: Attend appreciation picnic if desired</p> <p>Deliverable: None</p>	<p>This is not required, but is an open invitation to PRAC members and their families.</p>	<p>Sylvana Niehuser 4 hours</p>	<p>August 2019, Priest Point Park</p>	<p>None</p>

Utility Advisory Committee (UAC)
April 2019 - March 2020 Workplan

SECTION 1. Recommendations to City Council Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section 1. Items 1.b. and 1.c. are routine in nature and come before the UAC every year. Estimated percent of overall committee effort for this section: 30%. UAC Staff Liaison: Water Resources Director				
Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
1. a. Wastewater Management Plan Review goals and strategies for the update to the City's Wastewater Management Plan. Deliverable: Recommendation to City Council	30 minutes	Susan Clark	April 2019	None at this time.
1. b. Feedback on Utility Finances Staff briefing and review includes: <ul style="list-style-type: none"> - Draft 2020-2025 Capital Facilities Plan (CFP) - 2020 Utility Operating Budgets - 2020 Utility Rates - 2020 General Facility Charges (GFC) Deliverable: CFP, Rates & GFCs: Recommendation to City Council. Budget: Briefing only.	180 minutes total	Eric Christensen	June 2019 September 2019 October 2019	Incorporate Drinking Water, Wastewater and Storm and Surface Water capital projects into 2020 budget and utility rates as appropriate.
1. c. LOTT Rates and CDCs Incorporate into 2020 City utility wastewater collection rates. Deliverable: Feedback to City Council through rate recommendation.	45 minutes	LOTT Staff	June 2019	Incorporate into 2020 City utility wastewater collection rates.

Utility Advisory Committee (UAC)
April 2019 - March 2020 Workplan

SECTION 2. Program Implementation and/or Input to Staff
 As staff develops programs and policies, consultation with committees for their input and perspective is a crucial step in the process. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.
 Unless otherwise noted, there is sufficient staff time/resource available to accomplish or advance these items.
 Estimated Percent of Overall Committee Effort for this section: 70%

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
2. a. Recycling Strategy Recycling Markets Update and City’s Response to recycling crisis. Deliverable: Briefing	30 minutes	Ron Jones	April 2019	No budget impacts at this time
2. b. Tour Water Facilities UAC member tour of City drinking water facilities. Deliverable: None	120 minutes	Water Resources Director	May 2019	None
2. c. Sea Level Rise Response Plan Implementation Provide an update on next steps and progress in implementation of the Sea Level Rise Response Plan. Deliverable: Briefing and provide feedback	45 minutes	Susan Clark and Eric Christensen	October 2019	\$625,000 (2019 – 2024) \$26M (2025 – 2049) \$350M (2050 – 2100)
2. d. LOTT Reclaimed Water Infiltration Study Provide an update on the progress of the study. Deliverable: Briefing	30 minutes	LOTT Staff	November 2019	None
2. e. Water Resources Asset Management Provide an update on the progress of asset management activities including new software (CityWorks) implementation. Deliverable: Briefing	60 minutes	Eric Christensen and Jeff Coleman	November 2019	\$50,000 annually
2. f. Update on New Waste ReSources Facility Share results from consultants of 30% design review and associated costs to understand future rate increase options. Deliverable: Briefing	45 minutes	Gary Franks	December 2019	Eventually incorporate into City solid waste utility rates.

Utility Advisory Committee (UAC)
April 2019 - March 2020 Workplan

Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p>2. g. UAC Workplan Development Develop the 2020-2021 UAC workplan.</p> <p>Deliverable: Develop a draft workplan.</p>	20 minutes	Water Resources Director	December 2019	None
<p>2. h. Approve UAC Workplan & Officer Elections Finalize and approve the 2020-2021 UAC workplan. Elect Chair and Vice-Chair.</p> <p>Deliverables: Approve workplan and forward to Council's General Government Committee. Elect UAC officers.</p>	20 minutes	Water Resources Director	February 2020	None
<p>2. i. Storm and Surface Water Program Implementation Provide an update on the status of implementation of the 2018 Storm and Surface Water Plan</p> <p>Deliverable: Briefing</p>	30 minutes	Joe Roush	February 2020	<p>None at this time.</p> <p>This work effort is incorporated into Staff's regular work flow.</p>
<p>2. j. Recycling Program Update Progress update in response to recycling crisis</p> <p>Deliverable: Briefing and provide feedback</p>	30 minutes	Gary Franks/Ron Jones	February 2020	Any rate increase recommendations will coincide with budget process.
<p>2. k. NPDES Annual Report Annual review of the City's Phase II National Pollutant Discharge Elimination System (NPDES) Annual Report. This is part of the required public process review.</p> <p>Deliverable: Briefing and provide feedback</p>	30 minutes	Jeremy Graham	March 2020	The Storm and Surface Water utility funds the compliance with the NPDES permit.



City Council

Approval to Appoint John Grausam to the Capital Area Regional Public Facilities District Board

Agenda Date: 4/16/2019
Agenda Item Number: 4.F
File Number: 19-0312

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

Title

Approval to Appoint John Grausam to the Capital Area Regional Public Facilities District Board

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the appointment of John Grausam to fill the vacant Regional Representative to the Capital Area Regional Public Facilities District Board for a 4-year term ending March 1, 2023.

Report

Issue:

Whether to appoint John Grausam to fill the vacant Regional Representative to the Capital Area Regional Public Facilities District Board.

Staff Contact:

Jay Burney, Assistant City Manager, Executive Department, 360.753.8740

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The Capital Area Regional Public Facilities District (CARPFD) Board is an interjurisdictional body created by the cities of Olympia, Lacey, Tumwater and Thurston County.

The purpose of this district is to receive PFD revenues from the State and then enter into contracts with local entities for regional projects, based on the Interlocal Agreements. Currently the CARPFD has contracts with the city of Lacey for the Regional Athletic Complex (RAC) and the City of Olympia for the Hands on Children's Museum.

The CARPFD is managed by a seven member Board of Directors. Three members of the Board are

appointed jointly by the four local jurisdictions. The remaining four members are appointed individually by each of the jurisdictions to four year terms. A roster of current Boardmembers, along with information about the CARPFD is attached.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Appoint John Grausam to a 4-year term as Olympia's representative to the CARPFD.
2. Refer the matter to the General Government Committee for a recommendation.

Financial Impact:

None.

Attachments:

John Grausam Biography
CARPFD 2019 Roster

JOHN GRAUSAM BIOGRAPHY

John was born on October 15, 1952, to William and Mary Grausam, formerly Collins in Woodbridge, New Jersey. During his years at Woodbridge High School he was a member of the Police Junior Rifle Association, and recipient of an American Legion award for his views on patriotism. While serving as a Sergeant in the U.S. Army from 1969 – 1976, he completed tours in Alaska, Korea, and with the Airborne Rangers at Ft. Lewis, Washington. He is a graduate of the Non-Commissioned Officers Academy and recipient of the Expert Infantry Badge and Parachute Badge. John married Terri Burger from Lacey, Washington in 1976 and she became his lifelong love. He earned an Associates Degree from South Puget Sound Community College in 1977, where he was elected to the Student Senate. John welcomed his son, Zachary, into the world on April 27, 1978 and his daughter, Bethany, on January 29, 1982. He was employed in the Building Services Department at St. Peter Hospital from 1979 – 1994 providing technical services for a one million square foot healthcare facility. While employed at the hospital, John served on the Safety Management Council and managed the Loss Prevention Program. John worked at St. Michael Catholic Parish from 1995 - 2018, as Facilities Director serving over 8,000 parishioners at three sites in Thurston County. He was Chairman of the Parish Safety, Technology & Landscape Committees. Additionally, he was the project manager responsible for building a 10,000 square foot Worship Center, and a 21,000 square foot Ministry Center along with other capital improvements that totaled over 20 million dollars. He personally raised over 4.5 million in grants, budget savings & in-kind contributions along with introducing award winning energy and conservations programs. John was a member of the Washington Association of Maintenance and Operations Administrators where he earned the professional designation School Facilities Administrator.

While attending the Church of Living Water from 1979 – 1995, he was elected to the Church Council, organized bread deliveries for the poor, served as Head Usher for 12 years and was Chairman of the Activities Committee that produced two variety shows and an all-church picnic. From 1991 – 1993 John returned to college and completed 3 years course work in management, and during his professional career has completed over 50 technical courses. He was elected President of the 150 home Belair Neighborhood Association for two terms, and served three terms on the Lacey Parks Commission. During his tenure on the Parks Commission John was Chairman of the Bikes, Boards, and Blades Committee and helped create Lacey's first skate park facility. He also served on the Steering Committee that successfully passed a ten million dollar Parks Improvement Bond. When the Public Facilities District was created John was instrumental in mobilizing support among the sports associations and user groups who would directly benefit from it. John was elected once as Vice Chairman and four times as Chairman of the Lacey Parks Commission. He is the recipient of the City of Lacey Distinguished Public Service Award and is currently a board member of the Friends of the Lacey Library. John has been a resident of Lacey since 1973.

City Council

Boards & Commissions

Capital Area Regional Public Facilities District

Members	Expiration
VACANT, Regional Representative	03-01-2023
David Brine, Olympia Representative	03-01-2023
Trent Grantham, Tumwater Representative	03-01-2023
Chris Leicht, Regional Representative	03-01-2022
Ken Parsons, Secretary-Treasurer, Thurston County Representative	03-01-2023
Nancy Clauson, President, Regional Representative	03-01-2020
Dennis Reed, Lacey Representative	03-01-2023

The Capital Area Regional Public Facilities District (PFD), a municipal corporation, is a special taxing district created by Lacey, Olympia, Tumwater, and Thurston County in 2003. It finances payments on bonds issued by Lacey and Olympia for construction of two regional event centers, Lacey's Regional Athletic Complex and Olympia's Hands On Children's Museum.

The District is authorized to receive 0.033% of the State share of sales and use tax generated in the four jurisdictions as allowed by RCW 82.14.390. This legislation authorized the use of State revenue to promote economic development by supporting the construction of certain public facilities in local jurisdictions.

The PFD apportions this revenue to Lacey and Olympia according to an interlocal agreement. The two jurisdictions are responsible for financing and project management, ownership and maintenance of the facilities. The tax expires twenty-five years after the date it was first collected in 2003.

A seven member Public Facilities District Board of Directors has fiduciary responsibility for the appropriate use of sales tax revenue it collects and distributes. The Board meets annually to review financial statements and to issue an annual report to the public on the use of those funds.

The elected officials of Lacey, Olympia, Tumwater, and Thurston County appoint the PFD Board members. One member is appointed by each jurisdiction. The remaining three board members are appointed as regional representatives, subject to recommendations from local business and community organizations. PFD Board members serve four-year staggered terms. They serve without compensation.



City Council

Approval of Additional Community Planning and Development Program Assistant and Parking Enforcement Officer Positions

Agenda Date: 4/16/2019
Agenda Item Number: 4.G
File Number: 19-0348

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

Title

Approval of Additional Community Planning and Development Program Assistant and Parking Enforcement Officer Positions

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the addition of a program assistant and a parking enforcement officer position, and direct staff to prepare an appropriation ordinance for Council to consider at a future meeting to fund the program assistant position through Development Fee revenue and the parking enforcement officer through the Parking fund.

Report

Issue:

Whether to approve additional program assistant and parking enforcement officer positions to meet development demands and increase efficiency by reducing ongoing training needs.

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development, 360.753.8206

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Community Planning and Development has used a series of temporary positions over the past several years to address workload volumes in the City Hall Customer Service Center and Parking Services. These temporary positions have been funded from development fee revenue and the parking fund, respectively.

The City Hall Customer Service Center includes two locations: the first floor reception counter, and the Second floor development services counter. To serve customers adequately, two staff are needed at each counter to cover customers by phone, in person, and through the online permit portal. Staff are cross-trained to work at either counter. Currently, the Center is authorized for three permanent program assistant positions, with the fourth being covered by temporary employees. This requires on-going training of new temporary employees. Authorization of an additional program assistant position would provide four trained and experienced positions to serve all customers.

Parking Services provides operation of all City parking facilities and designated parking zones in various areas around the City. Current staffing provides six parking enforcement officers, and one temporary maintenance worker. With the Council consideration of the final Downtown Parking Strategy, as well as a conversion in parking software, there will be increased responsibilities for officers to transition and maintain equipment and software. This will also create a higher need for trained personnel. Authorization of an additional permanent parking enforcement officer to replace a temporary maintenance worker position would increase capacity and expertise to implement those changes. It will greatly increase efficiency and productivity.

Neighborhood/Community Interests (if known):

Authorizing these two positions would decrease the need for on-going training, providing more consistent customer service to the community.

Options:

1. Approve adding one program assistant and one parking services representative position to CP&D.
2. Do not approve adding one program assistant and one parking services representative position to CP&D and continue to dedicate significant staff time to training temporary employees while providing customer service.

Financial Impact:

The current temporary positions are funded from the Development Services Fund and Parking Fund, respectively. The proposed permanent positions would also be funded from those sources. The permanent positions would be the same cost except would provide benefits at an estimated \$21,227 and \$22,780 per annum, respectively. There are sufficient funds for these requests.

Attachments:

None



City Council

Approval of an Ordinance Amending Olympia Municipal Code Related to Drinking Water Regulations

Agenda Date: 4/16/2019
Agenda Item Number: 4.H
File Number: 19-0249

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Related to Drinking Water Regulations

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance amending Olympia Municipal Code Chapters 4.24, 8.28 and 13.04 regarding drinking water regulations on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance amending drinking water regulations.

Staff Contact:

Eric Christensen, Engineering and Planning Supervisor, Public Works Water Resources,
360.570.3741

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Drinking Water Utility staff have reviewed codes relevant to their operations and are proposing revisions. The revisions take into account policies and strategies identified in the *City of Olympia Water System Plan (2015-2020)*. The following paragraphs summarize the proposed revisions.

Chapter 4.24 was revised to require payment for residential building construction water and to eliminate fire hydrant fees. Water for residential building construction is currently not metered. This practice does not promote water conservation, leads to a gap in the Utility's ability to track water loss, and results in a loss of revenue. The fire hydrant fee is a legacy from the era when fire protection was a service that could not be recovered through water rates. In 2013, new State legislation permitted water utilities to recover fire protection costs from retail customers. The City has not charged the fire

hydrant fee since 2013, and the fee is currently obsolete.

Chapter 8.28 is a legacy code section originally drafted in 1927 to regulate artesian wells. Thurston County Environmental Health is now responsible for regulating drinking water wells. Chapter 8.28 should be repealed.

The majority of revisions to Chapter 13.04 correct inconsistencies in terms. Specific substantial revisions to the chapter include:

- Requiring all services be metered to promote water conservation and help track water loss;
- Ensuring water appurtenances (e.g. valves and hydrants) are not obstructed;
- Allowing a residence and an associated accessory dwelling unit to be served by a single meter;
- Requiring a connection to the City water system when it is available to allow for the collection of fire protection fees and protect stream base flows; and
- Eliminating fees for fire hydrants located outside of the city limits.

Neighborhood/Community Interests (if known):

The proposed revisions are consistent with the Utility's mission to provide and protect healthy drinking water for the community. The revisions are intended to remove obsolete regulations, promote water conservation and improve drinking water rate equity.

Options:

1. Approve the ordinance amending Olympia Municipal Code Chapters 4.24, 8.28 and 13.04 regarding drinking water regulations on first reading and forward to second reading.
2. Advise staff to revise the ordinance before approval. This incorporates Council input while still correcting code deficiencies and inconsistencies.
3. Do not approve the ordinance. This option would not correct identified code deficiencies and inconsistencies.

Financial Impact:

The proposed revisions requiring all water services to be metered should capture additional revenue and reduce the burden on utility customers.

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING SECTION 4.24.010 AND CHAPTER 13.04 AND REPEALING CHAPTER 8.28 OF THE OLYMPIA MUNICIPAL CODE RELATING TO WATER

WHEREAS, hundreds of amendments have been made to the OMC since its adoption, some of which contained scrivener/clerical errors; and

WHEREAS, the OMC also contains cross-references to obsolete or outdated code sections, as well as outdated references to certain terms, funds, and position titles; and

WHEREAS, some provisions of the OMC have been superseded by later-enacted ordinances; and

WHEREAS, it is in the best interest of the City to amend the OMC to correct scrivener/clerical errors and cross-references to obsolete or outdated code sections; and

WHEREAS, it is practical to amend the OMC to reflect current practices and to address issues that exist with certain provisions of the code; and

WHEREAS, this Ordinance is adopted pursuant to Article 11 Section 11 of the Washington State Constitution and any other applicable authority; and

WHEREAS, the City of Olympia has a Water Conservation Plan and is required by the Washington State Department of Health to track water losses; and

WHEREAS, this Ordinance is supported by the staff report, attachments, the City of Olympia Water System Plan (2015-2020), documents on file, and the professional judgment of City staff;

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

Section 1. Amendment of Section 4.24.010 OMC. 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~~-City ordinances or taxes assessed directly upon customers for which the ~~city~~-City acts as collection agent.

A. WATER

- | | | |
|---|----------|---------------|
| 1. Occupant turning on water after delinquent shutoff penalty | \$ 10.00 | 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. Water for commercial construction purposes <u>Fire hydrant meter</u> | <u>\$ 1,500 deposit plus \$ 50.00 per month plus consumption charge</u> | OMC 13.04.410 |
| 5. Water for residential building construction purposes | Flat fee of \$ 50.00 paid along with building permit fee <u>Ready to serve plus consumption charge in Subsection 8a</u> | 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"	1.00	\$ 4,433
1" Residential Fire Sprinkler	1.00	\$ 4,433
1"	1.67	\$ 7,483
1 1/2"	3.33	\$ 14,920
2"	5.33	\$ 23,881
3"	10.67	\$ 46,670
4"	16.33	\$ 73,168
6"	33.33	\$ 149,338
8"	53.33	\$ 238,951
10"	76.67	\$ 347,419
12"	100.00	\$ 448,064

This charge shall be 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 consumerscustomers. Customers with Monthly charges for meter sizes not listed in the schedule shall will be charged at the rate applicable to correspond to the next larger meter size listed.

Meter Size	Ready to Serve Charge	OMC 13.04.380
3/4-inch	\$ 12.98	+ consumption charge
1-inch Residential Fire Sprinkler	\$ 12.98	+ consumption charge
1-inch	\$ 17.28	+ consumption charge
1 1/2-inch	\$ 28.02	+ consumption charge
2-inch	\$ 40.88	+ consumption charge
3-inch	\$ 75.26	+ consumption charge
4-inch	\$ 113.91	+ consumption charge
6-inch	\$ 221.28	+ consumption charge
8-inch	\$ 350.13	+ consumption charge
10-inch	\$ 500.43	+ consumption charge
12-inch	\$ 650.76	+ consumption charge

(1) Residential and nonresidential premises that are vacant shall bear 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)	\$ 1.88	\$ 3.15	\$ 5.03	\$ 6.62
Nonresidential (Multi-family and Commercial)	\$ 2.63	\$ 3.94	--	--
Irrigation	\$ 2.63	\$ 7.77	--	--

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 shall bear charged as one single family account.

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

b. **Wholesale consumerscustomers:**

See OMC 13.04.380B.

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

See OMC 13.04.380C.

d. **Hydrants and fire protection:**

~~The rates for fire hydrants, including test water and water used to extinguish fires, shall be deemed service charges and for any one (1) year, or fractional part thereof, as follows:~~

Fire hydrants	\$ 160.11 per year
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Automatic sprinkler systems or special fire service connections with the ~~city~~ City water distribution system will be charged the monthly ready-to-serve charge based on pipe 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	\$ 39.80 per ERU	OMC 13.08.190
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Nonresidential accounts shall be billed one (1) ERU minimum per month. ERU charges in excess of one (1) ERU shall be billed at the rate of \$ 4.42 per 100 cf or any part thereof for LOTT wastewater service charges.

LOTT capacity development charge	\$ 6,049.21 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 shall be billed based on monthly water consumption as follows:

0 – 250 cf	\$ 13.29 per month	
251 – 350 cf	\$ 13.29 per month plus \$.0818 per cf	OMC 13.08.190
351 cf and above	\$ 21.47 per month	

B) Residential accounts with residential duplexes with a single water meter servicing both units shall ~~bear~~ be billed based on water consumption as follows:

0 – 500 cf	\$ 26.58 per month	
501 – 700 cf	\$ 26.58 per month plus \$.0818 per cf	OMC 13.08.190
701 cf and above	\$ 42.94 per month	

C) Residential accounts not included in A) or B) above \$ 21.47 per ERU OMC 13.08.190

D) Nonresidential accounts shall ~~bear~~ be billed one (1) ERU minimum per month. \$ 21.47 per ERU OMC 13.08.190
 ERU charges in excess of one (1) ERU shall ~~bear~~ be billed at the rate of \$.0307 per 1 cf. for local collection system.

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) \$ 10.98

One thirty-five gallon cart

Recycle rate	\$ 18.97
Nonrecycle rate	\$ 23.79

One sixty-five gallon cart	
Recycle rate	\$ 25.90
Nonrecycle rate	\$ 32.46
Two sixty-five gallon carts	
Recycle rate	\$ 49.56
Nonrecycle rate	\$ 62.06
Three sixty-five gallon carts	\$ 93.15
One ninety-five gallon cart	
Recycle rate	\$ 44.88
Nonrecycle rate	\$ 56.23
More than three sixty-five gallon carts	\$ 93.15+ \$ 32.46 for each sixty-five gallon cart over three carts

2. Residential garbage rates, monthly, weekly collection:

One thirty-five gallon cart	
Recycle rate	\$ 41.81
Nonrecycle rate	\$ 52.32
One sixty-five gallon cart	
Recycle rate	\$ 83.62
Nonrecycle rate	\$ 104.61
One ninety-five gallon cart	\$ 135.92

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~~City-owned 95-gallon cart or each 1/2 yard of material collected \$ 10.25

5. Commercial garbage rates, monthly, weekly collection:

One ten gallon can (minimum commercial garbage service)	\$ 7.10
One thirty-two gallon can or cart	\$ 20.96
Two thirty-two gallon cans or equivalent cart service	\$ 31.97
Three thirty-two gallon cans or equivalent cart service	\$ 60.12
Four thirty-two gallon cans or equivalent cart service	\$ 79.21
More than four thirty-two gallon cans or equivalent cart service	\$ 79.21 + \$ 20.96 for each additional thirty-two gallons of service

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

One pickup weekly	\$ 60.12
Two pickups weekly	\$ 115.22
Three pickups weekly	\$ 168.02
Four pickups weekly	\$ 221.80

Five pickups weekly \$ 274.91

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

One pickup weekly \$ 118.20

Two pickups weekly \$ 232.42

Three pickups weekly \$ 342.73

Four pickups weekly \$ 452.82

Five pickups weekly \$ 562.76

Six pickups weekly \$ 672.82

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

One pickup weekly \$ 156.27

Two pickups weekly \$ 297.84

Three pickups weekly \$ 438.26

Four pickups weekly \$ 578.36

Five pickups weekly \$ 718.42

Six pickups weekly \$ 858.95

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

One pickup weekly \$ 194.15

Two pickups weekly \$ 370.45

Three pickups weekly \$ 546.84

Four pickups weekly \$ 723.20

Five pickups weekly \$ 899.61

Six pickups weekly \$ 1,073.13

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

One pickup weekly \$ 274.67

Two pickups weekly \$ 537.58

Three pickups weekly \$ 798.21

Four pickups weekly	\$ 1,066.59
Five pickups weekly	\$ 1,319.87
Six pickups weekly	\$ 1,568.94

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

One pickup weekly	\$ 345.38
Two pickups weekly	\$ 683.41
Three pickups weekly	\$ 1,014.72
Four pickups weekly	\$ 1,339.05
Five pickups weekly	\$ 1,656.50
Six pickups weekly	\$ 1,968.58

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

One pickup weekly	\$ 501.50
Two pickups weekly	\$ 979.35
Three pickups weekly	\$ 1,453.91
Four pickups weekly	\$ 1,928.14
Five pickups weekly	\$ 2,402.53
Six pickups weekly	\$ 2,762.92

13. Prepaid extra tag for unscheduled collection of a bag on regular garbage collection day; \$ 5.39/each.

14. Extra unscheduled can, bag or box on regular garbage collection day to which a City approved prepaid tag is not attached: \$ 8.81/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, shall be 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	\$ 71.18	
Daily rental	\$ 2.45	
Hauling fee	\$ 216.79	
Dumping charge		Current disposal fee, surcharge and 14.1% service fee on disposal fee

Twenty cubic yards:

Delivery fee	\$ 71.18	
Daily rental	\$ 3.15	
Hauling fee	\$ 216.79	
Dumping charge		Current disposal fee, surcharge and 14.1% service fee on disposal fee

Thirty cubic yards:

Delivery fee	\$ 71.18	
Daily rental	\$ 4.37	
Hauling fee	\$ 216.79	
Dumping charge		Current disposal fee, surcharge and 14.1% service fee on disposal fee

Forty cubic yards:

Delivery fee	\$ 71.18	
Daily rental	\$ 4.37	
Hauling fee	\$ 216.79	
Dumping charge		Current disposal fee, surcharge and 14.1% 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	\$ 216.79 *
15	\$ 216.79 *

Cubic Yard	Charge Per Haul
20	\$ 216.79 *
25	\$ 216.79 *
30	\$ 216.79 *
35	\$ 216.79 *
40	\$ 216.79 *
42	\$ 216.79 *
* plus disposal fee plus 14.1% 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 14.1% 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	\$ 54.36
Daily rental fee	\$ 2.14
Fee per dump	\$ 44.73

One and 1/2 cubic yard:

Delivery fee	\$ 54.36
Daily rental fee	\$ 2.14
Fee per dump	\$ 47.38

Two yard:

Delivery fee	\$ 54.36
Daily rental fee	\$ 2.14
Fee per dump	\$ 50.77

Three yard:

Delivery fee	\$ 54.36
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Daily rental fee	\$ 2.14
Fee per dump	\$ 66.77
Four yard:	
Delivery fee	\$ 54.36
Daily rental fee	\$ 2.14
Fee per dump	\$ 92.51
Six yard:	
Delivery fee	\$ 54.36
Daily rental fee	\$ 2.14
Fee per dump	\$ 126.38

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	\$ 20.50
One and 1/2 cubic yard:	
Fee per dump	\$ 30.75
Two yard:	
Fee per dump	\$ 41.00
Three yard:	
Fee per dump	\$ 61.50

If material is contaminated, customer will be charged the dump fee, delivery fee and daily rental fee for ~~city~~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 storm and surface water GFC shall be assessed at the rate of: \$ 1,309/Impervious Unit (2,528 sq. ft.) plus \$ 6.00 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 shall be 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)	\$ 14.05/utility account
Plats approved after 1990 with signed maintenance agreement	\$ 12.57/utility account
Duplex parcels (Regardless of date approved)	\$ 14.05/unit (\$ 28.10 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	\$ 13.75 plus:
For parcels developed after January 1990 (Category I)	\$ 5.17 per billing unit or
For parcels developed between January 1980 and January 1990 (Category II)	\$ 10.80 per billing unit or
For parcels developed before January 1980 (Category III)	\$ 13.63 per billing unit

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

Single-family and duplex zoned	\$ 5.90 per parcel x total number of parcels identified in preliminary plat x 24 months
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d. Undeveloped parcels. No charge.

2. State highway charge:

Monthly fee for state highway rights-of-way 30% of the storm drainage service charges

3. Other roadway charges:

Monthly fee for roadway rights-of-way, other than state highways within the ~~city~~ City boundary

E. RECLAIMED WATER

1. Occupant turning on water after delinquent shutoff penalty	\$ 10.00	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. ~~Monthly charges for~~Customers with meter sizes not listed in the schedule ~~shall correspond~~ will be charged to 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. Amendment of Chapter 13.04 OMC. Chapter 13.04 of the Olympia Municipal Code is hereby amended to read as follows:

**Chapter 13.04
WATER**

13.04.000 Chapter Contents

Sections:

- 13.04.010 Purpose.
- 13.04.020 Definitions.
- 13.04.030 Rules for administration and enforcement--Copy filing--Noncompliance.
- 13.04.040 Water system plan--Contents.
- 13.04.060 Application for service.
- 13.04.070 Use of water must be for purposes stated ~~in~~ at time of application.
- 13.04.080 Waste of water prohibited.
- 13.04.090 Damaging or interfering with water system prohibited.
- 13.04.110 Cross-connections and backflow protection.
- 13.04.120 Use of nonconforming connection material prohibited.
- 13.04.130 Emergency and/or maintenance interruption of service.
- 13.04.140 Displacement of ~~waterworks~~ appurtenances.
- 13.04.150 Access to premises for inspection.
- 13.04.160 City employees to work on mains and service connections.
- 13.04.170 Mains and services--Location from sanitary sewers.
- 13.04.180 Ownerships of mains and service connections.
- 13.04.190 Private distribution systems to conform to ~~city~~ City standards.
- 13.04.200 Service connections--General requirements.
- 13.04.210 Temporary service connections.
- 13.04.220 Service connection--Master meters.
- 13.04.230 Service agreements with other governmental units.
- 13.04.240 Water service outside ~~city~~ City limits.
- 13.04.242 Water service outside ~~city~~ City limits--Agreements to run with the land.
- 13.04.244 Water service outside ~~city~~ City limits--Other sections not affected.
- 13.04.270 Extension of mains.
- 13.04.280 Service connection--No main in street.
- 13.04.290 Local Improvement District--Assessment rates.
- 13.04.295 Oversizing of mains.
- 13.04.310 All services to be metered.
- 13.04.320 ~~Turning on water~~ Utility account required.
- 13.04.330 Permission required to connect or turn water on or off.
- 13.04.335 Requirement to connect.

- 13.04.340 Notice required to have water discontinued and other charges for requests that water be turned on or turned off.
- 13.04.350 Service reconnection or transfer of service.
- 13.04.360 Occupant turning on water--Penalty.
- 13.04.370 Charges to become lien.
- 13.04.375 Water general facility charge (GFC).
- 13.04.380 Water meter rates--Inside cityCity limits.
- 13.04.390 Water meter rates--Outside cityCity limits.
- 13.04.400 ~~Charges for hydrants and f~~Fire protection outside cityCity limits.
- 13.04.410 Water for construction purposes.
- 13.04.420 Cash deposit for water service.
- 13.04.430 Payment of water bills--Delinquency Notification--Service discontinued for nonpayment--Past due fees.
- 13.04.440 Failure to Comply--Violations--Penalties.
- 13.04.460 Allocation of funds.

13.04.010 Purpose

The following ~~rates and regulations~~ are established for the control of the municipal water supply system of the City. This chapter applies to all users of the City water system, whether the premises served is inside or outside the Olympia City limits.

13.04.020 Definitions

For purposes of this chapter, the words or phrases defined below shall have the following meanings:

- A. "Approved air gap" as defined in WAC 246-290-010, means a physical separation between the free-flowing end of a potable water supply pipeline and the overflow rim of an open or non-pressurized receiving vessel. To be an air gap approved by the Washington State Department of Health, the separation must be at least: 1) twice the diameter of the supply piping measured vertically from the overflow rim of the receiving vessel, and in no case be less than one inch, when unaffected by vertical surfaces (sidewalls); and: 2) three times the diameter of the supply piping, if the horizontal distance between the supply pipe and a vertical surface (sidewall) is less than or equal to three times the diameter of the supply pipe, or if the horizontal distance between the supply pipe and intersecting vertical surfaces (sidewalls) is less than or equal to four times the diameter of the supply pipe and in no case less than one and one-half inches.
- B. "Approved backflow prevention assembly" as defined in WAC 246-290-010, means a reduced pressure backflow assembly (RPBA), reduced-pressure detector assembly (RPDA), double check valve assembly (DCVA), double check detector assembly (DCDA), pressure vacuum breaker assembly (PVBA), spill-resistant vacuum breaker assembly (SVBA) of make, model, and size approved by the Washington State Department of Health.

- C. "City" means the City of Olympia, Washington, or as indicated by the context, may mean the Drinking Water Utility, drinking water purveyor, City Clerk, City Engineer, City Treasurer, or other City employee or agent representing the City in the discharge of ~~his or her~~official duties.
- D. "City Council" means the City Council of the City of Olympia. ~~"All its members" or "all council members" means the total number of council members holding office.~~
- E. "City Engineer" means the City Engineer of the City of Olympia, or ~~his/her~~the City's Engineer's designee, who has the duty and authority to enforce the codes and standards adopted by the City Council, as they relate to the development and operation of the City's infrastructure by private development, including other government agencies, and City projects.
- F. "City Manager" means the City Manager of the City of Olympia.
- G. "Council" means the City Council of the City of Olympia. ~~"All its members" or "all commissioners" means the total number of council members holding office.~~
- H. "Cross connection" means any actual or potential physical connection between the City's ~~public~~ water system or the ~~consumer~~customer's water system and any source of nonpotable liquid, solid, or gas that could contaminate the City's potable water supply by backflow. Cross connections are further defined in chapter 246-290 WAC as low cross connection hazards or high health cross connection hazards.
- ~~I. "Consumer's water system" means any potable and/or industrial water system that begins at the point of delivery from the City's water system and is located on the consumer's premises. The consumer's water system includes all auxiliary sources of supply, storage, treatment, and distribution facilities, piping, plumbing, and fixtures under the control of the consumer.~~
- ~~J. "Downtown Deferred General Facility Charge Payment Option Area" means all properties located within the area bounded by: Budd Inlet to the north; Budd Inlet and Capitol Lake on the west; Sid Snyder Avenue extending between Capitol Lake and Capitol Way, and 14th Avenue extending to Interstate 5 on the south; Eastside Street on the east, and Olympia Avenue extending to Budd Inlet on the north. This area includes properties owned by the Port of Olympia.~~
- ~~K. "Drinking water purveyor" means the person who currently holds the drinking water purveyor designation, as determined by the Washington State Department of Health and the City of Olympia. Any act in this chapter required or authorized to be done by the drinking water purveyor may be done on behalf of the drinking water purveyor by an authorized employee of the Drinking Water Utility.~~
- ~~L. "Engineering Design and Development Standards" means requirements for civil engineering infrastructure as adopted by the Olympia City Council. The EDDS is comprised of both written text and~~

standard details specifying how infrastructure is constructed. These improvements include streets, driveways, sidewalks, curbs, street lighting, street trees, water, sewer, storm drainage, and solid waste.

~~ML.~~ "Mains" means water ~~lines-pipes~~ designed or used to serve more than one premises.

~~NM.~~ "Master Meters" mean a common meter which provides water service to an apartment complex, housing community, or number of individual users.

~~ON.~~ "Person," "customer," "owner," "occupant," or "agent," ~~shall be held to include~~ natural persons of either sex, and any legal entity, including associations, ~~co-partnerships,~~ and corporations, and limited liability companies, whether acting by themselves or by a servant, agent or employee; the singular number ~~shall be held to include~~includes the plural and the masculine pronoun ~~to include~~includes the feminine.

~~PO.~~ "Premises" means a continuous tract of land, building, or group of adjacent buildings under a single control with respect to use of water and responsibility for payment therefor. Subdivisions of such use or responsibility ~~shall constitute~~ a division into separate premises as defined in this section.

~~QP.~~ "Responsible person" means, the owner(s) of the ~~property-premises~~ and/or tenant(s) or person(s) in possession thereof.

~~RQ.~~ "Service connection" means that portion of the City water ~~supply-system~~ connecting the supply system on a premises to the City water ~~distribution-mains~~system including the tap into the main, the water meter and appurtenances, and the service line from the main to the meter and from the meter to the property line. Service connections include connections for fire protection as well as for domestic, commercial, irrigation, and industrial uses.

~~SR.~~ "Standard or permanent mains" means mains conforming to the standard specifications of the City with respect to materials and minimum diameter.

~~TS.~~ "Standard specifications" means those standard specifications for public works construction which have been adopted by the City Council.

~~U.~~ "~~Substandard or temporary mains~~" means ~~mains which do not conform to the standard specifications of the City with respect to materials and/or minimum diameter.~~

~~VT.~~ "Water Appurtenance" means an accompanying part or feature of the water system. Examples include but are not limited to any pipe, fitting, hydrant, meter, meter box, valve, valve box, blow off assembly, meter setter, coupling, or curb stop.

13.04.030 Rules for administration and enforcement--Copy filing--Noncompliance

The City Manager, ~~subject to approval of the City Council, shall have the power to~~ may adopt rules and regulations ~~not inconsistent with the terms of this chapter for carrying out and enforcing the payment, collection, and remittance of the rates defined in this chapter and the rules and regulations affecting the operation of the water system as such relate to services, connections, and the general operation of the utility,~~ necessary for the administration of this chapter and OMC chapter 4.24; a copy of such rules and regulations ~~shall~~ must be on file and available for public examination at the City Clerk's Office or at such other place or places as may be designated by the City Council. Failure to comply with any such rules and regulations ~~shall be deemed~~ is a violation of this chapter.

13.04.040 Water system plan--Contents

The Director of Public Works, or ~~his/her~~ the Director's designee, is authorized and directed to prepare a water system plan for the City water ~~supply and distribution~~ system, in accordance with WAC 246-290-100. The Director of Public Works will also determine the standards for development and improvement of the system to provide adequate water supply for domestic and industrial consumption and fire protection. The plan ~~shall~~ must be on file at the office of the ~~City Engineer~~ City Clerk and the Public Works Department and ~~shall~~ must include at a minimum:

- A. Main sizes required on all existing ~~city~~ City streets;
- B. Main sizes required outside the ~~city~~ City limits in those areas which are being served by ~~city~~ City water;
- C. Main sizes and approximate locations for future major distribution mains in areas in which public streets do not presently exist;
- D. The location of and construction standards for all ~~waterworks facilities~~ appurtenances including, but not limited to, mains ~~and appurtenances~~, reservoirs, and pump stations;
- E. Such other information as may be deemed necessary by the ~~City~~ eEngineer or the City Council.

13.04.060 Application for service

All applications for water service connections to and/or the use of water ~~within for~~ any premises ~~shall~~ must be made ~~at the office of Community Planning and Development or at such other place or places as the City Council may designate~~ in the manner required by the City. Every such application ~~shall~~ must be made by the owner of the ~~property~~ premises to be furnished, or by ~~the owner's~~ his authorized agent, and the applicant shall state fully and truly all the purposes for which the water may be required, ~~and must~~ By accepting water service, the customer agrees to conform to the regulations and rules established from time to time as the condition for the use of the water. The applicant must further agree as a condition precedent in the premises that the The City ~~shall have~~ has the right at any time, without notice, to shut off the water supply for repairs, extensions, nonpayment of rates, or for any other reason, ~~and that~~ € The City shall not be is not responsible for

any damage caused by the breaking, bursting, or collapsing of any boilers, pipes, or fixtures, or by the stoppage, or interruption of the water supply, or any damage whatever resulting directly or indirectly from the shutting off of the water.

13.04.070 Use of water must be for purposes stated in at time of application

It is unlawful for any person supplied with water from the City's water supply system to use the water for purposes other than those named stated in the application upon which rates for water are based, or for any other purposes than that for which his application provides, or to use it in violation of any provision of this chapter at the time of applying for water service.

13.04.080 Waste of water prohibited

No person shall may waste water or allow it to be wasted. Waste of water is defined as: applying water to a landscape in sufficient quantity to cause significant runoff of that water to impervious areas or to allow significant overspray onto non-landscaped areas; applying water to a landscape in sufficient quantity to cause substantial puddling of that water at the ground surface; allowing leaking valves, pipes, closets, faucets, or other fixtures; or allowing any pipes or faucets to run open to prevent the service from freezing or for any other reason. The Public Works Department may enforce the waste of water prohibition by terminating water service to customers who waste water during times of drought; when the City's Water Shortage Response Plan is enacted; or when customers do not take corrective action when notified of the waste of water. Water Service will be restored once corrective action has been taken. This section ~~shall apply~~ applies only to use of water from the City of Olympia water supply system.

13.04.090 Damaging or interfering with water system prohibited

A. It is unlawful for any person to willfully disturb, break, deface, prevent, or hinder access to, or damage any fire hydrant, water meter, water meter box, gate valve, water pipe, or other ~~waterworks~~ appurtenance together with the buildings, grounds, and improvements thereon belonging to or connected with the City water system of the City in any manner whatsoever.

B. It is unlawful for any person to open, close, turn, or interfere with, or attempt to, or connect with any fire hydrant, valve, or pipe belonging to the City, ~~unless authorized by the drinking water purveyor in writing; provided, that~~ This rule shall does not apply to members of the City Fire Department or any other Fire Department duly authorized to operate fire hydrants, while acting in such capacity.

C. It is unlawful for any person to place any potential source of contamination, or garbage of any kind or description upon ~~city water system facility~~ Drinking Water Utility property or within Drinking Water Protection Areas, as ~~noted~~ set forth in OMC 18.32.

D. It is unlawful for any person to place, store, maintain, or keep any object within a distance of five feet from any valves, hydrants, or blowoff assembly. A 2-foot clearance must be maintained around all meters and meters must not be covered by sod, shrubs, or bark.

13.04.110 Cross-connections and backflow protection

A. The provisions of WAC 246-290-490, as now enacted or hereafter amended, relating to cross-connection control and elimination and the use of backflow prevention assemblies when such are considered to be advisable or required, are hereby adopted and made a part of this chapter. All provisions of the Washington Administrative Code may be executed and applied by the Public Works Department in determining when cross-connections are prohibited and when backflow prevention assemblies ~~shall beare~~ required and tested under the City's cross-connection control program. A copy of these provisions is on file in the City Clerk's Office or with the Public Works Department.

B. The installation or maintenance of any uncontrolled cross connection, which could endanger the water quality of the City's public-water system, is prohibited. Any such cross connection now existing or hereafter installed is declared unlawful and ~~shall-must~~ be abated immediately. Abatement includes, but is not limited to, the discontinuance of water service or the installation of an approved backflow prevention assembly, equal to the degree of hazard, as determined by the City. Backflow prevention assembly installation and testing is the responsibility of the customer and the customer ~~shall bear~~bears all costs to perform such activities.

C. Service ~~shall-will~~ be discontinued to any ~~premises, water user or property owner~~customer for failure to comply with the rules and regulations contained in this section or failure to permit entry upon the premises by authorized City personnel for purposes of inspection and/or testing. Any service discontinued for such failure will not be reestablished until the Director of Public Works or ~~his/her~~the Director's designee has approved compliance with the rules and regulations contained in this section.

D. The Director of Public Works or ~~the Director's~~his/her designee will assign a test due date for each backflow prevention assembly. The due date for annual testing ~~shall-beis~~ based on the installation date of the assembly.

E. The customer is responsible for backflow assembly testing upon initial installation and annually thereafter. The customer is required to provide proof of installation and proof of a passing test to the Director of Public Works or ~~the Director's~~his/her designee by the annual due date.

13.04.120 Use of nonconforming connection material prohibited

It is unlawful for any person to use any material not conforming to the public works standard specifications and the ~~regulations of the City~~Engineering Design and Development Standards to connect any premises or buildings with the ~~city~~City water system.

13.04.130 Emergency and/or maintenance interruption of service

In case of an emergency, or whenever the public health, safety, or equitable distribution of water so demands, the drinking water purveyor may reduce or limit the time for or temporarily discontinue the use of water. Water service may be temporarily discontinued for purposes of making repairs, extensions, or doing other necessary work. Before so changing, reducing, limiting, or discontinuing the use of water, the Drinking Water

Utility shall notify, insofar as practicable, all water ~~consumer~~customers affected. The City ~~shall is~~ not be responsible for any damage resulting from interruption, change, or failure of the water supply.

13.04.140 Displacement of waterworks appurtenances

All persons, ~~contractors, corporations,~~ and other municipal departments performing construction work in streets or utility rights-of-way, such as grading, regrading, filling, trenching, or paving, shall give the drinking water purveyor ten working days' written notice in case it becomes necessary during the work to remove, displace, or change any water mains, pipes, fittings, meters, valves, or other waterworks appurtenances that may interfere with the prosecution of such work. Such person, contractor, corporation, or municipal department is liable for to the Drinking Water Utility for the cost of necessary repairs and replacements for ~~Damage to any part of the City water system shall make such person, contractor, corporation, or municipal department liable to the Drinking Water Utility for the cost of necessary repairs and replacements.~~

13.04.150 Access to premises for inspection

Authorized employees from the Office of Community Planning and Development, Utility Billing, ~~and/or~~ the Drinking Water Utility, displaying proper identification~~properly identified, shall have~~ must be provided free access at reasonable hours of the day, to all parts ~~or of~~ premises or within buildings thereon to which water is supplied from the City water system for the purpose of checking conformity to these regulations. In addition, such personnel are authorized, from time to time, to survey water customers as a means to update customer lists and statuses in a responsible and reasonable manner.

Whenever the owner or occupant of any premises supplied by the City water system restrains authorized ~~city~~City employees from making the necessary inspections and surveys, water service may be immediately discontinued to the premises.

13.04.160 City employees to work on mains and service connections

Only employees of the Drinking Water Utility or qualified contractors duly authorized by the drinking water purveyor or the City Engineer are allowed to perform work in connection with the City mains or service connections.

13.04.170 Mains and services--Location from sanitary sewers

All mains, service lines, and other waterworks appurtenances which carry water ~~shall~~ must be located a sufficient distance, both horizontally and vertically, from any sanitary sewer, in accordance with Department of Ecology Criteria for Sewage Works Design standards, to prevent contamination. All locations of waterworks ~~facilities~~ appurtenances, both public and private, which are connected to the City water system, are subject to the approval of the City Engineer.

13.04.180 Ownerships of mains and service connections

The ownership of all water ~~mains, water service connections, and water~~ appurtenances in public streets or utility rights-of-way ~~shall be~~ vested solely in the Drinking Water Utility of the City, and the person responsible for the construction of such mains ~~shall~~ must relinquish, by bill of sale, all interest in the ownership of such mains upon acceptance by the City; provided, however, that all private systems existing on March 25, 1969, ~~shall remain~~ under private ownership unless dedicated to the City under the provisions of this chapter.

The Drinking Water Utility will operate and maintain all approved and accepted mains in public streets or utility rights-of-way. In no case ~~shall~~ may an owner, agent, officer, or employee of any premises have the right to remove or change any part thereof without the approval of the drinking water purveyor.

No person ~~shall~~ may install a water main in any street which is connected to the ~~Olympia City~~ water system without procuring a permit for such installation or connection.

13.04.190 Private water distribution systems to conform to ~~city~~City standards

A. All private water distribution systems, whether located inside or outside the ~~City corporate limits of the City,~~ in order to become or remain eligible for water to be furnished by the City must be constructed to the City's minimum standards, located in the ~~City of Olympia~~ Engineering Design and Development Standards. Master metered systems must comply with OMC Section 13.04.220. All new construction and repairs ~~shall~~ must conform to such standards. Failure to bring any system up to such standards within twelve months of written notice of defects to the owner of any such system ~~shall~~ will result in termination of water service until corrections are made.

B. The owner(s) of any private water distribution system connected to ~~City water system~~ the water supply system of the City may petition the City Council to accept ownership and maintenance of the private water distribution system provided the system meets ~~city standards~~ Engineering Design and Development Standards or satisfactory arrangements have been made to bring the system up to standards within twelve months. Included with such petition must be such records of the system as necessary to indicate location, size, material, and date of installation of all ~~mains and~~ water appurtenances. Prior to acceptance by the City, a valid deed or bill of sale and all necessary easements and/or franchises must be ~~presented~~ provided to the City.

C. Nothing contained ~~herein in this section shall be construed to require~~ the City Council to accept any private water distribution system.

13.04.200 Service connections--General requirements

A. Except as provided in ~~OMC Sections 13.04.210, 13.04.220 and 13.04.270,~~ no premises ~~shall~~ may hereinafter be connected to the City water supply system of the City unless there is an adjacent standard main under the ownership and exclusive control of the City.

B. When a permit has been obtained for the installation of water service, the drinking water purveyor shall cause the premises described in the application to be connected ~~with to~~ the City water system in accordance with City standards. The connection ~~shall~~ must thereafter be maintained by and kept within the exclusive control of the City. The ~~user and/or property owner~~ customer ~~are is~~ responsible for ensuring that the water meter and box remain free from anything that could preclude authorized City personnel from having clear access to the meter at all times.

C. Except as provided in OMC Section 13.04.220, every separate premises supplied by ~~the e~~ City water system must have its own separate meter and the premises so supplied will not be allowed to supply water to any other premises. The City Engineer may require individual buildings on the same premises to be separately metered or metered together, as may be the case with an approved Accessory Dwelling Unit.

D. When two or more buildings on the same premises are being served unsatisfactorily by one water service connection, the drinking water purveyor ~~shall have the right to~~ may require the installation of additional water service connections from the water main to the premises already served. When additional water service connections are provided for any premises, all water service to such premises ~~shall be is~~ metered and installed in the regular manner.

E. The ~~property premises~~ owner in applying for service shall pay to the City the current prevailing cost to cover all expenses for the City's installation of such service connection(s). All services ~~shall~~ must be constructed by the City from the main to the property line and ~~shall~~ must include a suitable water meter and other water appurtenances. This rule ~~shall also apply~~ where exchanges in size of service are made at the request of the ~~property owner~~ customer. In case of replacement or new services, no service smaller than three-fourths inch ~~shall~~ may be installed.

F. All persons connecting to ~~city~~ City water system service ~~shall be required to~~ may use only materials conforming to the ~~standard specifications and regulations of the City~~ Engineering Design and Development Standards. Plumbing on premises ~~shall~~ must conform to the uniform plumbing code of the City.

~~G. When necessary due to the grading or regrading of public streets, the drinking water purveyor may relocate services on the premises to conform to the grade or slope occasioned by the street grading, and charge the expense to the owner receiving water service.~~

13.04.210 Temporary service connections

Water service may be supplied to premises on a temporary basis during the construction of a building on the premises or during the construction of a standard main to serve the premises, as long as it is metered and meets requirements for adequate backflow prevention. Application for temporary service ~~shall~~ will only be approved upon payment of all fees and assessments required by this chapter and OMC chapter 4.24. This application ~~shall~~ must state fully the purposes for which water is desired, the circumstances which require

service by temporary means, and the duration for which temporary service is necessary. All costs necessary to install and remove the temporary service ~~shall~~must be paid by the ~~applicant~~customer.

Upon completion of the work for which the temporary service was necessary, the owner shall immediately apply for permanent service to the premises and the temporary service ~~shall~~must be removed. Failure to obtain permanent service ~~shall be~~is cause for immediate discontinuance of water supply to the premises.

13.04.220 Service connection--Master meters

A. The City Council ~~may, at its~~the Public Works Director's discretion, authorize water service to a community or number of individual users to be furnished through a common master meter customer, which may be a company, association, or other form of organization, which is acceptable to the City. Master meters ~~shall~~must be furnished, installed, maintained, and kept within the exclusive control of the City. The cost of the installation including the meter ~~shall be~~is at the expense of the ~~consumer~~master meter customer.

B. Where water service is supplied through a master meter, the master meter customer a company, association, or other form of organization, which is acceptable to the City, ~~shall will~~ be billed at the rate for commercial customers. ~~The company, association or organization~~The master meter customer ~~shall be~~is responsible for metering and billing individual customers and determining appropriate rates and charges.

C. Applications for water service under the provisions of this section ~~shall~~must include a detailed description of the premises to be served, the name and nature of the master meter customer organization ~~which is to be~~ responsible for the service charges, the conditions or circumstances precluding service by individual meters, and such other information as the City Council ~~may~~ deem necessary.

D. ~~Such~~Master meter customers consumers shall maintain and keep on file with the Office of the City Engineer detailed plans of their systems in such form as specified by the City Engineer. Each such master meter customer consumer shall, prior to commencement of work to repair or upgrade the system, submit an application and pay all applicable fees with respect to all construction or modifications which add to, reduce, or alter the City water system. Construction or modification of the system must meet current requirements under the Engineering Design and Development Standards ~~adopted by the City~~.

E. Water service, under the terms of this section, ~~shall be~~is limited to those premises described ~~in~~at the time of application for water service. Service to additional premises, not included in the original application, ~~shall~~ requires a separate application and approval.

F. The ownership of the water system beyond the master meter ~~shall~~must be vested in the master meter customer consumer and the operation, repair, expansion, and renewal of the system ~~shall be~~is the responsibility of the ~~consumer~~master meter customer. The City's responsibility ~~shall terminate~~with ~~at~~ the master meter.

G. Any violation of the procedures required by this section ~~shall be~~ is cause for immediate discontinuance of service to the system by the City.

13.04.230 Service agreements with other governmental units

The City Council may, at its discretion, enter into an agreement with any other municipal corporation or governmental unit for the purpose of obtaining or providing any service relating to water supply as provided by law. Terms of each agreement ~~shall~~ must be established by the City Council.

13.04.240 Water service outside ~~city~~ City limits

A. ~~Property~~ Premises lying within the urban growth area ~~boundary~~ and contiguous to the Olympia city limits shall annex to the City as a condition of water connection. In the alternative, the City may elect to defer annexation and require execution of an agreement described in subsection B of this section.

B. ~~Property~~ A Premises lying within the urban growth area which is not annexed as a condition of water service, ~~shall be permitted~~ may receive water service only upon entering into an appropriate agreement with the City containing a waiver of protest to annexation and/or power of attorney authorizing annexation at such time as the City determines the ~~property~~ premises should be annexed to the City.

1. Application fees as established by the City Council ~~shall~~ must be paid upon the submittal of a signed Utility Extension Agreement requesting water service for ~~property~~ premises outside the City;

2. ~~Requirements that~~ The cost of the water extension must be borne in whole by the applicant for water services, subject to any provisions in effect at the time of connection for latecomer reimbursement;

3. The agreement ~~shall~~ may not be executed prior to the time formal application is made for approval of the project for which utilities are requested. The term of said agreement ~~shall~~ must terminate at the time any project application or approval expires or is revoked for any reason. A new agreement ~~shall~~ also be is required for any extension of project applications or approvals or when in the opinion of the Director of Community Planning and Development, a substantial change or addition is made to the project.

C. Following execution, such agreement ~~shall~~ must be recorded by the City Clerk in the chain of title for such ~~property~~ premises in the records of the Thurston County Auditor.

13.04.242 Water service outside ~~city~~ City limits--Agreements to run with the land

The agreement described in OMC Section 13.04.240 ~~shall~~ must contain a provision that the obligations and privileges contained therein ~~shall~~ run with the land and bind future owners of said land in the same manner as the applicant is bound ~~therein~~ thereby.

13.04.244 Water service outside ~~city~~City limits--Other sections not affected

In addition to OMC Sections 13.04.240 and 13.04.242, all other provisions of this chapter shall apply to ~~outside connections outside the City limits.~~

13.04.270 Extension of mains

Any main extension of the City's water system must be approved by the Public Works Department, and all extensions must conform to requirements of the Washington State Department of Health and the Coordinated Water System Plan, the City of Olympia Water System Plan, the Olympia Fire Department, and the ~~City of Olympia~~ Engineering Design and Development Standards.

13.04.280 Service connection--No main in street

A. Whenever an applicant requests water service to premises with no main in the adjacent street, a standard main must be installed as a prerequisite to connection to the City water ~~supply~~ system. The standard main must conform ~~with to~~ the water system plan of the City water system and must be installed along the complete street frontage of the premises to be served in accordance with the water system plan.

B. A standard main may be installed by any of the following methods:

1. The main may be installed at the expense of the owner by a competent contractor under the supervision and approval of the City Engineer, ~~in which case the City will contract with the owner to provide for the reimbursement of such owner and his assigns for a period of ten years by any owner of real estate who did not contribute to the original cost of such main and who subsequently taps onto the main for service of a fair pro rata share of the cost of construction of the main. The contract shall be recorded in the office of the Thurston County Auditor upon acceptance of construction of the main by the City Council. Assessments after the expiration of the contract shall revert directly to the City. Any party, including the City, that funds installation of water appurtenances may apply for a latecomers agreement, for fair pro rata reimbursement from other benefitting properties if the improvements meet all the criteria for a latecomer's agreement.~~

2. If the premises lies within the ~~City limits~~ corporate limits of the City, the owner may elect ~~request~~ to have the main installed by ~~a local improvement district, formed~~ the formation of a local improvement district as prescribed by state law and the ordinances of the City.

13.04.290 Local Improvement District--Assessment rates

Whenever any main is installed by the local improvement district ~~formed under method OMC chapter 3.20~~, the assessment rates to be charged to the ~~property premises~~ specially benefited shall ~~must~~ be established by the City Council.

13.04.295 Oversizing of mains

Whenever the City requires a main size larger than would be required to serve the adjacent ~~property-premises~~ or, in the case of a subdivision or development, a main size larger than required to serve that development, the City shall participate in the cost of the main to the extent of the additional size required, provided the amount of such participation ~~shall be~~ established by the City Engineer prior to the commencement of construction.

13.04.310 All services to be metered

All service connections to the City water system ~~shall~~must be metered and all meters ~~shall~~ remain the property of the City and any meter may be exchanged with another meter of similar kind as deemed necessary by the drinking water purveyor.

13.04.320 ~~Turning on water~~Utility account required

Whenever the owner or occupant of any premises connected with the City's water supply system desires to use water, ~~they~~the owner or occupant shall notify Utility Billing and request the water to the premises be turned on.

13.04.330 Permission required to connect or turn water on or off

No plumber or other person ~~will be~~is allowed to make connection with the City mains or make connection with any ~~conduit, pipes, or any fixtures connected therewith~~water appurtenance, or to connect pipes that have been disconnected, or to turn water on or off of premises without the permission of the drinking water purveyor ~~or their designee~~.

13.04.335 Requirement to Connect

All new premises within the City limits or the City's urban growth area shall connect to a public water supply provided that the premises lies within 200 feet of a public water main. When connection to the City water system is desired by a customer connected to an existing well, a physical disconnect between the well and the public water system must be made and maintained. This is necessary to assure that an unapproved auxiliary water supply (the customer's well) will not contaminate the City water supply.

13.04.340 Notice required to have water discontinued and other charges for requests that water be turned on or turned off

To discontinue the use of water supplied to any premises, the customer must provide notice to the Drinking Water Utility. The water will then be disconnected and restored without charge during normal business hours upon proper application. Non-emergency related requests for water turn on or shut off required to be performed after normal business hours will be subject to charges as set forth in OMC Chapter chapter 4.24 of this code.

13.04.350 Service reconnection or transfer of service

When ~~a~~ a new buildings ~~are-is~~ to be erected on the site of ~~an~~ an the-old buildings, and the City receives a request to increase the size of or change the location of the old service connection, or where a service connection to any premises is abandoned or no longer used, the drinking water purveyor may ~~cut-out-or~~ remove such service connection. Should a new service connection be required for the premises, the ~~owner~~-customer must complete an application and pay for a new tap-service connection pursuant to City code. When the service connection of any premises is located in a place other than a main that runs in front of the premises, once a new main is located in front of such premises, the drinking water purveyor may transfer the service connection to the new main without charge. Upon service transfer to the new main, the old service connection will be disconnected and may be removed.

13.04.360 Occupant turning on water--Penalty

Should the City discover that water to the premises has been restored by other than the City after being shut off by the Drinking Water Utility, the service may be turned off by the Drinking Water Utility, and the owner or occupant of the premises may be charged an additional fee as set forth in OMC Title 4, Fees and Fines, for the expense of turning it off and on.

13.04.370 Charges to become lien

The City ~~shall have~~has a lien against premises to which water has been furnished, which lien ~~shall be~~is in the amount and to the extent allowed by RCW 35.21.290 as the same now exists or may hereafter be amended. The lien ~~shall is~~ be enforceable in the manner allowed by RCW 35.21.300 as it now exists or may hereafter be amended.

13.04.375 Water general facility charge (GFC)

A. A water general facility charge ~~shall be~~is assessed for the connection of any premises to the City water system as set forth in OMC Title 4, Fees and Fines, ~~of this code~~. This charge is assessed in addition to any other charges or assessments levied under this chapter. Payments of such charges must be deposited in the water capital improvement fund established under OMC Section 3.04.400 and may be used only for the purposes enumerated therein. Payment must be made at the rate in effect at the time of payment.

B. Except as set forth in subsections C and D below, such charge ~~shall become~~s due and payable no earlier than at the time of issuance of a building permit and no later than at the time each ~~the~~ the connection is completed ~~at the rate in effect at the time of payment~~. ~~For projects located outside the City, the date of building permit issuance by Thurston County shall constitute the earliest time of payment. This charge shall be assessed in addition to any other charges or assessments levied under this chapter. Said funds shall be deposited in the water capital improvement fund established under Section 3.04.740~~ 3.04.400 and shall be used only for the purposes enumerated therein.

C. The Water GFC may be deferred for residential developments in the Downtown Deferred General Facility Charge Payment Option Area. An unpaid Water GFC deferred under this section ~~shall constitute~~ a lien against the property for which it is payable. Payment of a Water GFC need not be made prior to the time of connection if the payer provides the Community Planning and Development Department with proof that a Voluntary General Facility Charge Lien Agreement, in a form approved by the City Attorney, has been executed by all legal owners of the property upon which the development activity allowed by the building permit is to occur, and the agreement has been recorded in the office of the Thurston County Auditor. When such deferral is sought for a portion of the development activity, the City, at its sole discretion, ~~shall determine~~ the portions of the Water GFC to be applied to the portions of the development activity. If a Voluntary General Facility Charge Lien Agreement has been recorded, payment of the Water GFC ~~shall be~~ deferred under the following conditions:

1. The Water GFC will be assessed at the rate in effect at the time of issuance of the building permit for the project, and
2. Payment of the Water GFC ~~will~~ must be made at the earlier of the closing of sale of the property or any portion of the property, or three (3) years from the date of the City's issuance of a Certificate of Occupancy for the property against which the Water GFC is assessed, and
3. A GFC payment made within one (1) year of issuance of the Certificate of Occupancy for the development shall pay the fees assessed at the time of issuance of the building permit, or
4. A GFC payment made within the second year from issuance of the Certificate of Occupancy for the development shall pay the Water GFC plus interest, for a total of 105% of the fees assessed at the time of issuance of the building permit, or
5. A GFC payment made within the third year from issuance of the Certificate of Occupancy for the development shall pay the Water GFC plus interest, for a total of 110% of the fees assessed at the time of issuance of the building permit.

In the event that the Water GFC and/or interest (if any) is not paid within the time provided in this subsection, all such unpaid charges, fees, and interest ~~shall constitute~~ a lien against the property for which they were assessed. The lien may be enforced either by foreclosure pursuant to RCW 61.12 or by termination of water service pursuant to ~~OMC Section-section~~ 13.04.430 of this Code. The City may use other collection methods at its option. In the event of foreclosure, the owner at the time of foreclosure 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 after 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.

D. Where the Water GFC is assessed upon connection of an existing residential dwelling which previously received water from a different source, a property owner who is economically disadvantaged may, in lieu of a lump sum payment, pay the charge over a maximum three (3) year period. To qualify, the owner shall execute a Voluntary General Facility Charge Lien Agreement with the City which sets forth, among other terms, a quarterly or annual payment schedule to run no more than three (3) years from execution or the sale of the property, whichever occurs first. The agreement ~~shall~~ must require that any balance owing ~~shall be~~ is due in full upon sale of the property or the expiration of three (3) years from execution of the agreement. The payments ~~shall~~ must be secured by a lien against the property served, which may be enforced either by foreclosure pursuant to RCW 61.12 or by termination of water service pursuant to ~~OMC s~~ Section 13.04.430 of this Code. The City may use other collection methods at its option. The agreement ~~shall~~ must be prepared by the City Attorney and made available by the appropriate official in the Drinking Water Utility. For the purpose of this section, the term "economically disadvantaged" ~~shall have~~ has the same meaning as provided in ~~OMC s~~ Section 3.20.300.

13.04.380 Water meter rates--~~Inside city~~ City limits

A. Schedule I: Monthly Charges. The schedule ~~as set forth in OMC Title 4, Fees and Fines, of this code~~ is the monthly charge based upon meter size for all ~~consumer~~ customers. ~~Customers with Monthly charges for meter sizes not listed in the schedule shall~~ will be charged at the rate applicable to ~~correspond to~~ the next larger meter size listed.

B. Rates for Wholesale ~~Consumer~~ Customers. The ~~City Council~~ council may at its discretion pass a special ordinance fixing rates for such wholesale ~~consumer~~ customers as may be authorized by the ~~council~~ Council for industrial, manufacturing, commercial, or other such ~~consumer~~ customers, using in excess of one million cubic feet of water per month.

C. State Buildings with Sprinkler Systems or Fire Service Connections. All buildings owned by the state with an automatic sprinkler system or special fire service connected with the City water ~~distribution~~ system shall pay the ready to serve charge based on pipe size as substituted for equal meter size in the rate schedule. No water ~~shall~~ may be used through such connections or sprinkler systems except for actual fire control. If the ~~consumer~~ customer is found using water through unmetered special fire or sprinkling service connection for other than fire protection, then each such connection of three inches or over ~~shall~~ must be equipped with a detector check type of meter, and those connections under three inches ~~shall~~ must be equipped with a conventional type of meter.

~~D. Residential, Unmetered Services. Residential unmetered services shall be charged as set forth in Title 4, Fees and Fines, of this code.~~

13.04.390 Water meter rates--~~Outside city~~ City limits

A. Charges for the use of water outside the ~~corporate limits of the City limits~~ shall be as provided in subsections A, ~~and~~ C and D of ~~OMC Section 13.04.380, as amended~~, plus fifty percent; provided, that the fifty

percent surcharge herein ~~shall does~~ not apply to charges for water service to such properties within Olympia's ~~Urban-urban Growth-growth Management Area-area~~ which cannot be annexed due to non-adjacency to the ~~cityCity~~ limits or due to ~~cityCity~~ policies, and for which a power of attorney or agreement to annex in the future is executed.

B. ~~OMC Section 13.04.380 subsection B applies to water services provided to wholesale customers; Subsections B and D of Section 13.04.380 shall prevail for water services outside the City limits.~~

13.04.400 Charges for hydrants and fire protection outside cityCity limits

~~All business, industrial, commercial or manufacturing consumers of city water located outside the city limits shall pay for protection afforded by fire hydrants as follows:~~

~~A.— All such users who have a fire hydrant located upon property owned or leased by the user shall pay a fee as set forth in Title 4, Fees and Fines, of this code.~~

~~B.— All such users with an automatic sprinkler system or special fire service connection with the City water distribution system shall pay the monthly 'ready to serve' charge based on pipe size as substituted for equal meter size provided in the rate schedule set forth in Title 4, Fees and Fines, of this code. All such sprinkler systems or special fire services with a connection of three inches or over shall be equipped with a detector check type of meter, and those connections under three inches shall be equipped with a conventional type meter, and all water used through said systems shall be paid for at the same rates provided for in Title 4, Fees and Fines, of this code in addition to the minimum rate provided for in this chapter.~~

~~C.— With reference to all fire hydrants located on public rights-of-way and serving areas outside the corporate limits of the City, the agency responsible for furnishing fire protection to the area shall pay to the City the sum as set forth in Title 4, Fees and Fines, of this code. Failure to pay the sums to the City shall be cause for the removal of all such hydrants.~~

~~D.— The City shall not furnish water for fire protection to any premises located in an area outside of the City that is not served by the City water for domestic water supply.~~

13.04.410 Water for construction purposes

A. Any owner, agent, or contractor intending to use water in the course of the construction of any residential or commercial building or of any street, utility, etc., shall apply to Utility Billing for such water use. on forms provided for that purpose. All such water use will be metered.

~~Water for construction purposes shall be furnished only upon application and will via hydrant meters will be charged for at the rate as set forth in Chapter-OMC chapter 4.24 of this code for consumption, the same to be billed at the time of return of the meter; and all delinquent and unpaid charges therefor shall become a lien~~

upon the premises supplied and ~~shall~~may be collected in the same manner as other delinquent and unpaid charges.

Water for construction purposes, including sprinkler system testing, to be provided via the premises water service meter will only be furnished upon application and payment of the water general facility charge and will be charged the rates set forth for regular water service in OMC chapter 4.24.

13.04.420 Cash deposit for water service

~~Meter consumers~~Customers may be required to make a cash deposit with Utility Billing, based upon the estimate of the monthly consumption through the meter as set forth in OMC Title 4, Fees and Fines, ~~of this code~~. The deposit ~~shall~~will be held by Utility Billing until the severance of the contract, and ~~shall~~will be repaid to the customer after all claims against the premises have been fully paid.

Deposits for bimonthly customers, when required, ~~shall beare~~ based upon the estimate of the bimonthly consumption.

13.04.430 Payment of water bills--Delinquency Notification--Service discontinued for nonpayment--Past due fees

Monthly and bimonthly statements of charges for water service ~~shall beare~~ due and payable at the City Clerk's Office, or at such place or places designated by ~~him/her~~the City Clerk, on the date established by the Director of Administrative Services as authorized in OMC sSection 4.24.050 ~~of this code~~. The statements ~~shall cover~~ service charges for the period shown thereon and ~~shall must~~ be issued ~~and forwarded by mail~~ to the customer as soon as practical after the service period.

Delinquency and nonpayment of one or more water service charges ~~shall beis~~ sufficient cause for discontinuance of service by turning off the water service to the premises notwithstanding the existence of any deposits made as provided in OMC sSection 13.04.420. Water service ~~shall will~~ not be turned on again until all charges, together with penalties set forth in OMC Title 4, Fees and Fines, ~~of this code~~ for shutting off and turning on the water and for delinquency notification are paid, or a satisfactory arrangement and agreement for payment of delinquent charges and penalties has been made with Utility Billing.

13.04.440 Failure to Comply--Violations--Penalties

A. Discontinuance of Water Service. Service to any ~~property, landowner, or water user~~customer receiving its water ~~supply~~ from the ~~city~~City water ~~supply~~ system is contingent upon compliance with all legal requirements pertaining to such water service. Service may be discontinued to any ~~premises, water user, or property owner~~customer for failure to comply with such requirements and discontinued service will not be re-established until the Director of Public Works or ~~his/her~~the Director's designee ~~is satisfied~~has determined that the customer is in compliance with all applicable legal requirements~~there has been compliance~~.

B. Any person, firm, or corporation who knowingly violates or fails to comply with any term or provision of this chapter ~~shall be deemed to have committed~~ commits a misdemeanor, and if found guilty, ~~shall be~~ subject to a fine not to exceed One Thousand Dollars (\$1,000), and/or to imprisonment not to exceed ninety (90) days or to both such fine and imprisonment. Each day ~~shall be~~ a separate offense. In the event of a continuing violation or failure to comply, the second and subsequent days ~~shall constitute~~ a gross misdemeanor punishable by a fine not to exceed Five Thousand Dollars (\$5,000) and/or imprisonment not to exceed three hundred and sixty-five (365) days or both such time and imprisonment. Continuing violation ~~shall mean~~ the same type of violation which is committed within a year of the initial violation.

C. As an additional concurrent penalty, it ~~shall be~~ a civil infraction for a person, firm, or corporation to violate or fail to comply with any term or provision of this chapter. Each day ~~shall be~~ a separate infraction. A person, firm, or corporation found to have committed a civil infraction ~~shall~~ will be assessed a monetary penalty as follows:

1. First offense: Class 3 (\$50), not including statutory assessments.
2. Second offense arising out of the same facts as the first offense: Class 2 (\$125), not including statutory assessments.
3. Third offense arising out of the same facts as the first offense: Class 1 (\$250), not including statutory assessments.

See also OMC ~~Chapter~~ chapter 4.44, Uniform Civil Enforcement.

D. In the event a ~~water user or property owner~~ customer refuses to allow authorized City personnel to enter onto private property to accomplish the purposes stated in this chapter, the Director of Public Works or ~~his/her~~ the Director's designee ~~may be empowered to seek~~ assistance from any court of competent jurisdiction to obtain a court order permitting entry. If such court order is required to obtain access, the ~~water user or property owner~~ customer who refused to allow the City entry is responsible for all costs of the City that are reasonably attributable to obtaining a court order.

13.04.460 Allocation of funds

A. Any funds received by the director of administrative services in payment of water, sewer, garbage, and/or stormwater charges ~~shall~~ must be applied against said charges, if applicable, in the following priority:

1. Stormwater
2. Garbage;
3. Sewer;

4. Water.

B. No amount received shall will be applied against any charge unless all higher priority charges are paid in full.

Section 3. Amendment of Section 8.00.000 OMC. Section 8.00.000 of the Olympia Municipal Code is hereby amended to read as follows:

8.00.000 Title Contents

Title 8
HEALTH AND SAFETY

Chapters:

- 8.04 Foodstuffs**
- 8.08 Restaurants**
- 8.12 Sanitation**
- 8.16 Rat Control**
- 8.20 Drainage**
- 8.24 Chronic Behavioral Nuisances on Land and Buildings**
- 8.26 Single-Use Bags**
- ~~**8.28 Wells**~~
- 8.32 Noise**
- 8.36 Fishing**
- 8.40 Junk Vehicles**

Section 4. Repeal of OMC Chapter 8.28. Chapter 8.28 of the Olympia Municipal Code is hereby repealed:

Chapter 8.28
WELLS

~~8.28.000 Chapter Contents~~

~~Sections:~~

- ~~8.28.010 Registration of wells.~~
- ~~8.28.020 Discretionary analysis of water.~~
- ~~8.28.030 Penalty for violation.~~

8.28.010 Registration of wells

~~On or before September 1, 1927, and annually thereafter, the owner or owners of any private wells and springs that are being used by the citizens of Olympia for domestic water purposes, shall register such wells or springs, giving the location of the same and the lot or block upon which the same are situated, or in the event that the wells or springs are situated upon unplatted property, then in that event the owner or owners shall give sufficient description of the property upon which the wells or springs are located so as to definitely and accurately identify the same; or provided, that the owner or owners of the private wells or springs that are being used for domestic purposes are not residents of the city, but have some local agent who has control and~~

supervision of the property upon which the wells and springs are located, then in that event, the agent shall register the wells or springs with the superintendent of the city water department as provided above.

8.28.020 Discretionary analysis of water

Whenever the department of health of the city deems that it is necessary to analyze the water that is being used from the wells and springs for domestic purposes, then either the city health physician or the city engineer shall take samples of the water and have the same officially analyzed by the State Board of Health.

8.28.030 Penalty for violation

Any owner or owners, or their agents, who fail to register any wells or springs located upon their property and under their supervision and control before September 1, 1927, and annually thereafter, shall be guilty of a misdemeanor and subject to a penalty of not more than fifty dollars for each violation thereof.

Section 5. 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 6. 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 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 thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Olympia Municipal Code Related to the Percival Landing Moorage Facility

Agenda Date: 4/16/2019
Agenda Item Number: 4.1
File Number: 19-0352

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Related to the Percival Landing Moorage Facility

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance amendment for the Percival Landing Moorage Facility on first reading and forward to second.

Report

Issue:

Whether to approve the amended ordinance which will strengthen the City's ability to manage public moorage while bringing the ordinance language in line with current RCWs.

Staff Contact:

Scott River, Director of Recreation and Facilities, Parks, Arts and Recreation, 360.753.8506.

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Over the past decade, the State of Washington has updated RCWs that allow municipalities to manage and operate public mooring facilities. Over the past year, the City has been challenged with a variety of nuisance behaviors with vessel operators including unpaid moorage, improper vessel documentation, and vessels in poor repair (including not running at all).

In addition, and far less frequently, abandoned or derelict vessels are an ongoing risk to the operations of a public moorage facility. These types of vessels have the potential to cost the city from thousands to more than \$100,000 to properly impound and, in worst case scenarios, dispose of. In addition to the potential for financial costs to the City, derelict vessels also create an exposure to

environmental risk though leaking of fuels, solvents and oils. Finally, a sunken vessel (in addition to the obvious additional environmental hazard) can create a navigation risk to boaters visiting Percival Landing, the Olympia Yacht Club, or other adjacent private and public moorage facilities.

The updates in this ordinance allow the City to follow RCWs in the management of vessels and vessel operators at the City-managed Percival Landing Moorage Facility. This ordinance does not address vessels moored in Budd Inlet beyond the shore, or moorage at private facilities.

Neighborhood/Community Interests (if known):

The Olympia Yacht Club is a neighbor and shared user of navigable waters at the end of Budd Inlet. The Port of Olympia shares concerns about derelict or abandoned vessels. The Port also manages the Harbor Patrol in the waters leading into Percival Landing.

Options:

1. Approve the amended ordinance as submitted
2. Propose modifications, or request staff to research additional options for this specific amendment. This option would delay the City's ability to manage public moorage using current authority under the relevant RCWs.
3. Do not approve the amended ordinance. This option would deny the City the ability to manage public moorage using current authority under the relevant RCWs.

Financial Impact:

No impact on the operating budget.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATED TO PERCIVAL LANDING MOORAGE, AND AMENDING CHAPTER 12.68 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, the City of Olympia operates the Percival Landing Moorage Facility for the benefit of the citizens of Olympia and for visitors; and

WHEREAS, Chapter 12.68 of the Olympia Municipal Code (OMC) governs the operation and use of the Percival Landing Moorage Facility, including the charging of fees for vessels moored at Percival Landing; and

WHEREAS, RCW 53.08.320 grants to the City, as a moorage facility operator, the authority to "adopt all rules necessary for rental and use of moorage facilities and for the expeditious collection of [moorage] charges" and the authority to adopt rules to enforce such rules; and

WHEREAS, it is necessary for the City to update OMC Chapter 12.68 to establish rules necessary for the rental and use of Percival Landing that are consistent with RCW 53.08.320 and to allow the City to enforce such rules under the authority of RCW 53.08.320;

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

Section 1. Amendment of OMC 12.68. Olympia Municipal Code Chapter 12.68 is hereby amended to read as follows:

Chapter 12.68
PERCIVAL LANDING MOORAGE FACILITY

12.68.000 Chapter Contents

Sections:

- 12.68.010 Definitions.
- 12.68.020 ~~Boat-Vessel~~ moorage designated as Percival Landing.
- 12.68.030 ~~Rates-Fees~~ established for overnight moorage.
- 12.68.040 Moorage regulations.
- 12.68.050 Repairs or unattended equipment prohibited.
- 12.68.060 Commercial ~~boats-fishing vessels~~ prohibited.
- 12.68.070 Power of ~~city manager~~director to develop and implement rules and regulations.
- 12.68.080 Violations -- Misdemeanor -- Gross Misdemeanor -- Civil Infraction.
- 12.68.090 Securing vessels for non-payment of moorage fees – Moving and storing nuisance or dangerous vessels.
- 12.68.100 Sale of abandoned vessels.

12.68.010 Definitions

For purposes of this chapter:

A. ~~"Boat" means any scow, skiff, canoe, rowboat, sailboat, motorboat, or any other watercraft which may be used in connection with this facility.~~ "Director" means the director of the Olympia Parks, Arts and Recreation Department, or the Director's designee.

B. "Moored" means vessels being tied to the floats which are a part of the facility or vessels rafted to other vessels previously tied to the floats.

C. "Vessel" means every species of watercraft or other artificial contrivance capable of being used as a means of transportation on water and which does not exceed two hundred (200) feet in length.

D. "Vessel owner" means any natural person, firm, partnership, corporation, association, or organization, or agent thereof, with actual or apparent authority, owning or possessing a vessel.

12.68.020 ~~Boat~~ Vessel moorage designated as Percival Landing

The city ~~boat-vessel~~ moorage facility located at the southerly tip of Budd Inlet within the city is designated as Percival Landing.

12.68.030 ~~Rates~~ Fees established for overnight moorage

~~There is established the rates as set forth in Fees established by the director under Title 4 of this code to be assessed against boats vessels moored overnight at the Percival Landing facility as described above. The schedule of fees shall be prominently posted at Percival Landing so as to reasonably inform the public.~~

For purposes of this chapter, each day constitutes a period of twenty-four (24) hours commencing at the time the vessel is registered and payment made or from the time the vessel is tied up, whichever occurs sooner.

This section ~~shall does~~ not apply to vessel moorage covered by a separate moorage agreement ~~providing for free public tours of a moored vessel which that~~ is in full force and effect between the City and vessel's owner.

12.68.040 Moorage regulations

No persons ~~shall may~~ moor a ~~boat-vessel~~ overnight at the Percival Landing facility unless that person immediately registers and pays the fee established in ~~Section 12.68.030~~ by the director. ~~Notwithstanding the payment of fee, n~~ No person ~~shall may~~ moor a ~~boat-vessel~~ at the facility for more than seven (7) days within a thirty (30) day period. Mooring during daytime hours ~~shall be is~~ allowed without registration or payment of fee, but only in accord with any rules or regulations ~~set by the city manager~~ established by the director.

Notwithstanding the provisions of this section, vessels ~~which that~~ are actively involved in any water oriented festival event may be moored at the facility during such event without registration or the payment of fees

established by ~~Section 12.68.030~~the director. For purposes of this section, "water oriented festival event" includes any festival, celebration, fair, or similar event ~~which that is~~ approved by the director, locally-sponsored by a local nonprofit organization, and has a ~~bona fide~~-maritime theme.

This section shall not apply to ~~boat vessel~~ moorage covered by a separate agreement providing for free public tours of a moored vessel ~~which that is~~ in full force and effect between the City and vessel's owner.

12.68.050 Repairs or unattended equipment prohibited

No person ~~shall may~~ conduct major repair work or outfitting, painting, sandblasting, or welding on ~~boats vessels~~ at the Percival Landing facility.

No unattended equipment, gear, fuel, or other items ~~shall may~~ be left on the Percival Landing dock or floats.

12.68.060 Commercial ~~boats fishing vessels~~ prohibited

No commercial fishing ~~boat vessel~~, whether licensed as such or not, may be ~~registered or tied to~~ moored at the Percival Landing facility for any purpose without written permission of the director.

12.68.070 Power of ~~city manager~~director to develop and implement rules and regulations

The ~~city manager is empowered to~~director may develop and implement rules and regulations regarding the operation and the maintenance of the ~~facilities~~Percival Landing, ~~in accord with this chapter and other ordinances of the city and with any applicable state and federal laws~~. The regulations may include rules regarding the registration of boats, the payment of fees therefor, ingress and egress of boats and persons ~~from the facility and any other aspects of operation or maintenance of the facilities~~. Such rules and regulations shall be prominently posted on the moorage facility so as to reasonably inform the public.

12.68.080 Violations -- Misdemeanor -- Gross Misdemeanor -- Civil Infraction

A. Any person, firm, or corporation who knowingly violates ~~or fails to comply with~~ any term or provision of this chapter ~~shall be deemed to have committed~~commits a misdemeanor, and if found guilty, ~~shall be~~ subject to a fine not to exceed One Thousand and no/100 Dollars (\$1,000), and/or to imprisonment not to exceed ninety (90) days or to both such fine and imprisonment. Each day shall be a separate offense. In the event of a continuing violation or failure to comply, the second and subsequent days ~~shall constitute~~are a gross misdemeanor punishable by a fine not to exceed Five Thousand and no/100 Dollars (\$5,000) and/or imprisonment not to exceed three hundred and sixty-five (365) days or both such time and imprisonment. Continuing violation ~~shall means~~ the same type of violation which is committed within a one (1) year of the initial violation.

B. As an additional concurrent penalty, it shall be a civil infraction for a person, firm, or corporation to violate ~~or fail to comply with~~ any term or provision or regulation promulgated by the ~~City Manager~~director and

~~conspicuously posted of this chapter.~~ Each day shall be a separate infraction. A person, firm, or corporation found to have committed a civil infraction shall be assessed a monetary penalty as follows:

1. First offense: Class 3 Fifty and no/100 Dollars (\$50), not including statutory assessments.
2. Second offense arising out of the same facts as the first offense: Class 2 One Hundred Twenty-Five and no/100 Dollars (\$125), not including statutory assessments.
3. Third offense arising out of the same facts as the first offense: Class 1 Two Hundred Fifty and no/100 Dollars (\$250), not including statutory assessments.

See also OMC Chapter 4.44, Uniform Code Enforcement.

12.68.090 Securing vessels for non-payment of moorage fees -- Moving and storing nuisance or dangerous vessels

A. Securing vessels for non-payment of fees: If a vessel owner fails to timely pay the moorage fees established by the director for a vessel moored at Percival Landing, the director is authorized to take reasonable measures to secure the vessel, including by chains, ropes, or locks, or by removing the vessel from the water to a storage area. At the time of securing the vessel, the director shall attach a notice to the vessel. The notice shall be of reasonable size and shall contain the following information:

1. The date and time the notice was attached to the vessel;
2. A statement that if the moorage fees owing and any storage fees incurred in securing the vessel are not paid in full within ninety (90) days from the date the notice was attached, the vessel may be sold at public auction to satisfy the moorage fee and storage fee delinquency.
3. The address and telephone number where additional information can be obtained concerning release of the vessel.

After the vessel is secured, the director shall make a reasonable effort to notify the vessel owner by registered mail, providing that information contained on the notice attached to the vessel. The vessel owner is responsible for payment of any and all fees or costs associated with the moving and storage of a vessel secured under this subsection.

B. Moving to shore and storing of nuisance or dangerous vessel: The director may move a vessel moored at Percival Landing if the vessel is, in the opinion of City personnel, a nuisance or if the vessel is in danger of sinking or causing damage to Percival Landing, to other vessels, or to the environment. A vessel moored in violation of this chapter or of rules adopted by the director under this chapter may be considered a nuisance. A vessel moved to shore under this subsection must be stored on property under the control of the City or at a private facility acting on behalf of the City. After the vessel is moved and stored, the director shall make a

reasonable effort to notify the vessel owner by registered mail of such movement and storage. Such notice shall provide the date the vessel was moved and stored, the reason for such movement and storage, and the address and telephone number where additional information can be obtained concerning release of the vessel. The vessel owner is responsible for any and all fees or costs associated with the moving and storage of a vessel under this subsection. The City may elect to strip, use, auction, sell, salvage, scrap, or dispose of an abandoned or derelict vessel found on or above aquatic lands within the jurisdiction of the City pursuant to RCW chapter 79.100, rather than moving to shore and storing a vessel under this subsection.

C. Redemption of secured or moved and stored vessel: If a vessel is secured under subsection A of this section, or moved and stored under subsection B of this section, the owner may regain possession of the vessel by:

1. Making arrangements satisfactory to the director for the immediate removal of the vessel from Percival Landing or the area where the vessel is stored; and
2. Paying all moorage fees and storage fees and other costs owing, or by posting with the City a sufficient cash bond. Such a bond may be posted pending resolution of a civil action regarding the fees and costs owing, or under an agreement between the owner and the director for payment of fees and costs owing. When a bond is posted pending a civil action, the bond will be held in trust by the director pending resolution of such action. After final resolution of such civil action, the trust shall terminate and the City shall receive so much of the bond as is necessary to satisfy the judgment, including interests and costs awarded to the City in such, action and the balance shall be refunded immediately to the owner at the owner's last known address. When a bond is posted under an agreement between the owner and the director, the trust shall terminate and the bond shall be redeemed under the terms of such agreement.

D. Secured or moved and stored vessels not redeemed by owner: If a vessel secured under subsection A of this section is not redeemed by its owner under subsection C of this section within ninety (90) days of the director notifying or attempting to notify the owner by registered mail under subsection A, the vessel shall be deemed abandoned. The director may deem abandoned a vessel moved and stored under subsection B of this section if the vessel has not been redeemed by its owner under subsection C of this section within ninety (90) days of the director notifying or attempting to notify the owner by registered mail under subsection B and the director has received no indications the owner intends to redeem it.

E. Lawsuit to challenge securing or moving and storage of vessel: Any person seeking to redeem a vessel secured under subsection A of this section, or moved and stored pursuant to subsection B of this section, may commence a lawsuit in Thurston County Superior Court to contest the validity of such securing or moving and storing or the amount of fees or costs owing. Such lawsuit must be commenced within (10) ten days of the date of the director notifying or attempting to notify the owner by registered mail under subsection A that the vessel had been secured, or within ten (10) days of the date of the director notifying or attempting to notify the owner by registered mail under subsection B that the vessel had been moved and stored. If such lawsuit is

not so commenced, the right to a hearing shall be deemed waived and the owner shall be liable for any fees or costs owing. In the event of litigation, the prevailing party shall be entitled to reasonable attorneys' fees and costs.

12.68.100 – Sale of Abandoned Vessels

A. If a vessel secured under Section 12.68.090 A or moved and stored under 12.68.090 B is deemed abandoned, the Council may by resolution authorize the director to sell the vessel at public sale to the highest and best bidder for cash. The director shall prepare and submit to the Council for its consideration a resolution authorizing the director to conduct such a public sale.

B. More than ten (10) but not more than twenty (20) days prior to the public sale of the vessel, the director shall cause to be published notice of the sale at least once in a newspaper of general circulation in the City. Such published notice shall include the name of the vessel, if any, the last known owner of the vessel and the owner's last known address, and a reasonable description of the vessel. At least twenty (20) days prior to the public sale, the director shall provide notice of the public sale of the vessel to the owner of such vessel. Such notice shall be provided by registered mail to the owner's last known address, if the name and address of the owner is known. The notice shall include the time and place of the sale, a reasonable description of the vessel to be sold, and the amount of fees and other costs owing with respect to the vessel.

C. In conducting the public sale, the director may establish a minimum bid or may require a letter of credit, or both. The director may bid all or part of the fees and costs owing with respect to the vessel at the sale and may become the purchaser at the sale.

D. The proceeds of a public sale of an abandoned vessel under this section shall first be applied to the payment of fees and costs owing with respect to the vessel. The balance, if any, shall be paid to the owner. If the owner cannot in the exercise of due diligence be located by the director within one (1) year of the date of the sale, the excess funds from the sale shall revert to the derelict vessel removal account established in RCW 79.100.100. If the sale is for a sum less than the fees and costs owing with respect to the vessel, the City is entitled to assert a claim for a deficiency.

E. In the event no one purchases the vessel at the public sale, or a vessel is not removed from the premises or other arrangements are not made within ten (10) days of sale, title to the vessel will revert to the City and the director may dispose of the vessel as deemed appropriate, or put the vessel to City use.

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. 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 thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of a Resolution Adopting Phase II of the Parking Strategy

Agenda Date: 4/16/2019
Agenda Item Number: 6.A
File Number: 19-0342

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

Title

Approval of a Resolution Adopting Phase II of the Parking Strategy

Recommended Action

Committee recommendation:

The Land Use and Environment Committee recommends approval of the resolution adopting Phase II of the Parking Strategy as amended.

City Manager Recommendation:

Move to approve the resolution adopting Phase II of the Parking Strategy as amended by the Land Use and Environment Committee.

Report

Issue:

Whether to approve a resolution adopting the final draft of Phase II of the Parking Strategy.

Staff Contact:

Max DeJarnatt, Parking Program Analyst, Community Planning & Development, (360) 570-3723

Presenter(s):

Max DeJarnatt, Parking Program Analyst

Background and Analysis:

Parking is consistently identified as a challenge for Downtown businesses, workers, visitors, and residents. As desired redevelopment occurs, the existing parking supply is becoming further constrained by the removal of existing surface parking lots and some on-street parking stalls. At the same time more residential, visitor and business activity is encouraged. Olympia expects to absorb 5,000 new residents in downtown in the 20 years between 2014-2034.

Downtown Strategy Recommendation

The Downtown Strategy identified an updated Downtown Parking Strategy as among its Transportation objectives, and emphasized that a parking strategy will help advance Economic

Development priorities as well. Olympia adopted its most recent Parking Strategy in 2009.

The Downtown Strategy guided that the Parking Strategy:

- Be coordinated with the Downtown Strategy and anticipate future needs;
- Evaluate projected changes in travel mode, management tools, the potential for structured parking, new technologies and signage;
- Consider changes to how existing parking is managed, the amount of parking required for new development and the residential parking program.

Parking Strategy

The public process to update Olympia's Parking Strategy kicked off in October 2016. About 2,600 people participated through online surveys and stakeholder interviews to identify guiding principles and specific challenges. The City's consultants inventoried and surveyed on- and off-street parking, noting use type and utilization rates. The resulting Parking Strategy identifies priorities and realistic, impactful actions to update the City's parking management and support our community's downtown vision over the next 10 years.

The Parking Strategy states, *"The City designs and implements parking management programs so that people have access to predictable short- and long-term parking, so that Downtown Olympia is a vibrant, attractive urban destination, and so that Olympia has a stable and thriving economy."* The following are guiding principles:

The City of Olympia's ideal Downtown parking system:

1. Supports a vibrant and attractive Downtown.
2. Recognizes the value of on-street parking to support retail uses in the Downtown core.
3. Is convenient and intuitive for short- and long-term users.
4. Compliments people's choices to walk, bike, share a ride, or take the bus Downtown.
5. Encourages the efficient use of parking to implement land use goals.
6. Is financially sound.
7. Is flexible, adaptable, and innovative to meet changing needs and demands.

These guiding principles inform and guide short- and long-term decision-making for the Downtown parking system and support other goals for Downtown. The guiding principles help to define the role of the City in providing and managing parking downtown, as well as connect to desired outcomes such as supporting local businesses, active and lively streets, and new housing. The guiding principles also address key management issues such as whether the system pays for itself. The guiding principles enable the City to adapt to changing conditions over time and achieve long-term success in providing and managing parking in the Downtown.

A link to the Parking Strategy is **attached**. The report has three major components:

1. An overview of guiding principles, study areas, and data collection.
2. Seven strategies for addressing different aspects of the parking system.
3. Five Market Study planning horizon scenarios.

The seven strategies address parking scarcity through a variety of approaches:

- Increase efficiency of enforcement with improved technology.
- Use price and enforcement hours to ensure on-street parking availability and decrease congestion.
- Improve access to off-street parking facilities for longer-term users.
- Support alternative modes of transportation to decrease or disperse demand.
- Address unique needs of various user groups (e.g. Downtown residents, employees, event parking, disabled drivers.)

Included with each strategy are a series of actions and the timeframe for implementation.

Residential Parking Program Amendment

The original draft of the parking strategy included fee increases for the residential parking program extending south to the South Capitol Neighborhood (SCNA). During an open house in 2018 the Neighborhood Association raised concerns about the fee increases. The Association was concerned that because the strategy is focused on Downtown, its recommendations should only impact those areas within the Downtown border. The Land Use & Environment Committee guided that staff remove the SCNA areas from the recommendations, and that the City revisit parking management in that neighborhood through a separate parking strategy to be developed with the association later this year.

Next Steps

Priorities for implementation include Phase I items recommended by Council in November 2017:

- Explore the feasibility of a parking structure,
- Consider implementation of meter and permit price increases to ensure on-street availability,
- Deploy a downtown employee outreach/education program to transition longer-term employee parking to off-street facilities,
- Provide bus passes to low income downtown employees, and
- Spearhead a city-led voluntary shared parking pilot program with private lot owners surrounding the Entertainment character area.

Neighborhood/Community Interests (if known):

In 2015, the Thurston County Economic Development Council surveyed Downtown Olympia businesses and found that parking ranked among their most pressing concerns. An estimated 2,600 people engaged in formation of the Parking Strategy. Summaries of what staff heard at a 2017 open house and online survey are **attached**.

Options:

1. Move to adopt by resolution the Parking Strategy as amended by the Land Use and Environment Committee
2. Do not adopt the Parking Strategy at this time.
3. Refer the Parking Strategy back to Land Use and Environment Committee for further discussion of specific issues.

Financial Impact:

Costs to implement the parking strategy and potential revenues will vary, and are described within the strategy.

Attachments:

Resolution
Parking Strategy
Open House Summary
Olympia Parking Survey Summary
Link to Parking Strategy Web Page

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
ADOPTING THE DOWNTOWN OLYMPIA PARKING STRATEGY FOR THE YEARS 2019-
2029.**

WHEREAS, pursuant to Olympia Comprehensive Plan Policy PL17.1, the City of Olympia has prepared a Downtown Olympia Parking Strategy (the Parking Strategy), which outlines the City's goals, strategies, and implementation timelines for parking in the Downtown for the years 2019-2029, providing a framework to support the City's focus on a vibrant, livable and thriving downtown area; and

WHEREAS, the Parking Strategy responds to Olympia's Comprehensive Plan Policy PL17.1, which states, "Adopt a Downtown Plan addressing - at minimum - housing, public spaces, parking management, rehabilitation and redevelopment, architecture and cultural resources, building skyline and views, and relationships to the Port peninsula and Capitol Campus;" and

WHEREAS, the Olympia Downtown Strategy (the Downtown Strategy) was adopted on April 25, 2017, and identified public priorities and realistic, impactful actions to move forward the vision of the Comprehensive Plan and goals for Downtown, fostering a rich diversity of downtown places and spaces that will attract and support people who live, work and play in Downtown Olympia, including 5,000 new Downtown residents; and

WHEREAS, the Parking Strategy responds to Downtown Strategy Policy T.6 which states, "Update the Downtown Parking Strategy – determine path forward for more convenient, available parking to support local business and residential needs;" and

WHEREAS, the City conducted a comprehensive public process to develop the Parking Strategy, in which approximately 2,600 people from throughout the Olympia region were involved, and a wide variety of stakeholder interests were considered; and

WHEREAS, the Parking Strategy will help guide City budgets, work plans, and community partnerships over the next five years, as well as help the community market the Downtown to potential visitors, residents, businesses and investors; and

WHEREAS, the City's objective is to update the Parking Strategy at the end of the ten-year planning period, including evaluating progress toward goals and actions, reassessing existing and forecasted conditions, and establishing new priorities and initiatives for the next ten years;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the City of Olympia Downtown Parking Strategy, a copy of which is attached hereto as Exhibit A and made a part hereof, is adopted.

Section 2. That the Parking Strategy is not binding on future City of Olympia Comprehensive Plan and development regulation amendments, but rather provides general guidance on the drafting of future proposals. The City Council will consider such future actions based on public participation and records created at that time.

PASSED BY THE OLYMPIA CITY COUNCIL this ____ day of _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY



Downtown Parking Strategy



EXHIBIT A



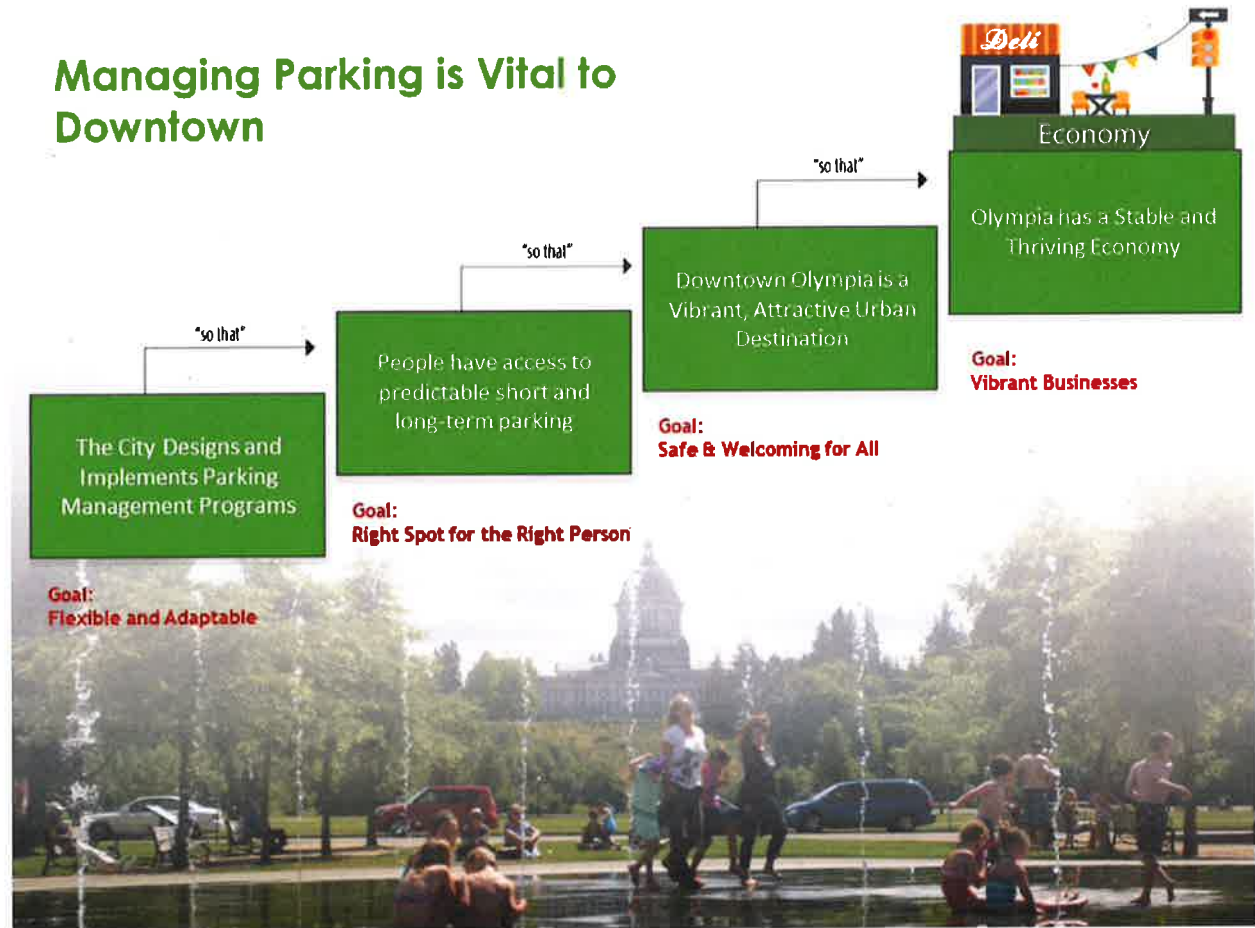
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Project Overview

Downtown Olympia is growing. Historically Downtown has not been a major residential area, yet in recent years new residential and mixed-use projects are bringing new energy and activity and changing the nature of Downtown including around parking. Currently approximately 50% of the ground floor land use in Downtown is surface parking, which the City desires to see redeveloped into more active uses as part of its Downtown Strategy. To support the City's goals for Downtown parking will be consolidated overtime from primarily surface parking lots to parking garages with more active streets and public spaces. The Downtown Parking Strategy provides a framework to support the City's Downtown Strategy focused on a vibrant, livable, and thriving area (See Figure 1).

Figure 1: Downtown Parking Strategy Diagram



Guiding Principles

The guiding principles for the Downtown Parking Strategy are intended to inform and guide short- and long-term decision-making for the Downtown parking system and support other goals for Downtown and desired outcomes. The guiding principles address questions such as the role of the City in providing

and managing parking downtown, the role of the private sector, desired outcomes such as supporting local businesses, active and lively streets, and new housing. The guiding principles also address key management issues such as whether the system pays for itself. The guiding principles will allow the City to adapt to changing conditions over time and achieve long-term success in providing and managing parking in the Downtown.

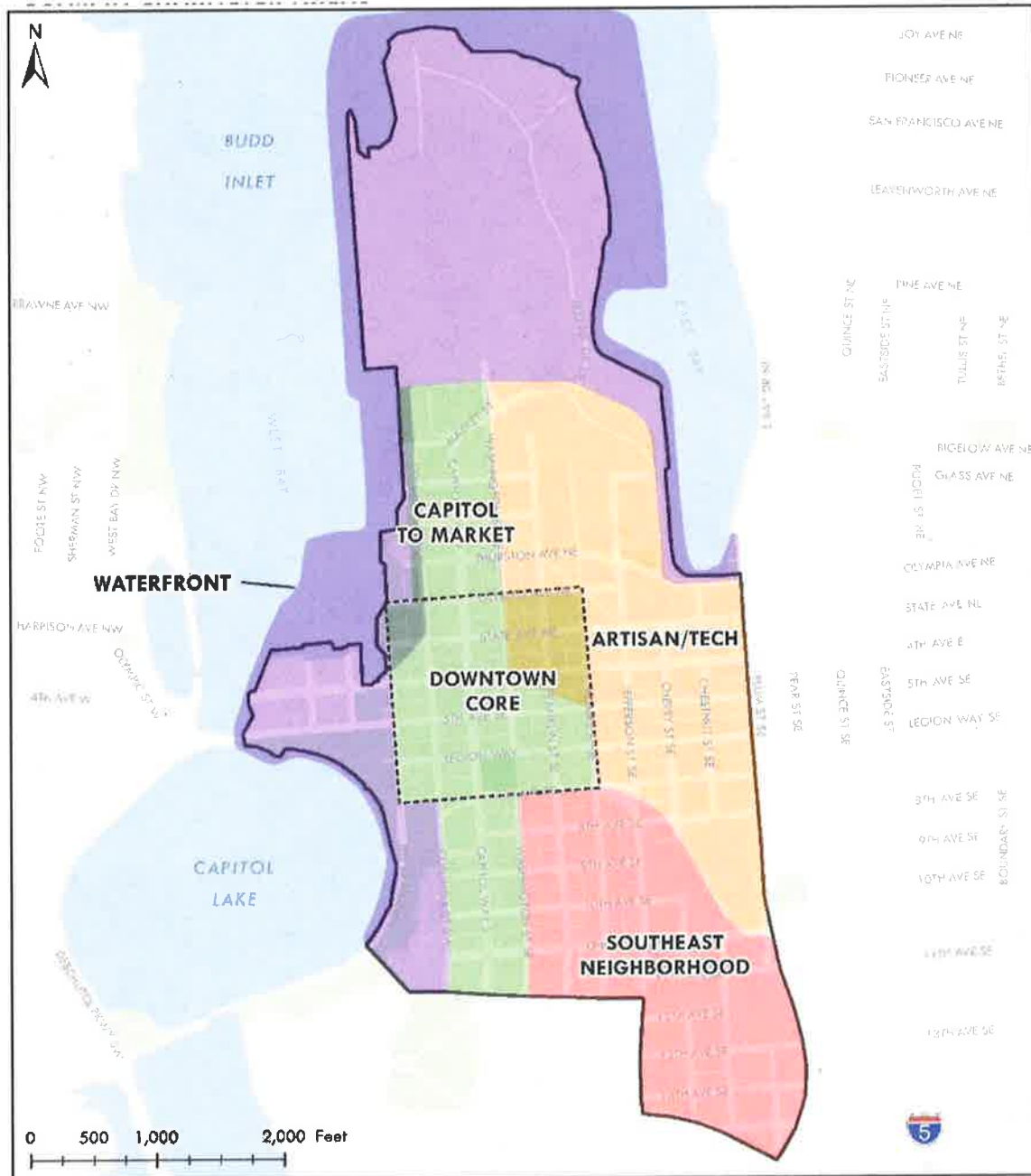
The City of Olympia's Downtown parking system:

1. Supports a Vibrant and Attractive Downtown.
2. Recognizes the value of on-Street parking to Support Retail Uses in the Downtown Core.
3. Is Convenient and Intuitive for short and long-term users.
4. Compliments people's choices to walk, bike, share a ride, or take the bus Downtown.
5. Encourages the Efficient Use of Parking to implement land use goals.
6. Is Financially Sound.
7. Is Flexible, Adaptable, and Innovative to meet changing needs and demands.

Study Area + Character Areas

The project study area and character areas from the Downtown Strategy are shown below in Figure 2. Parking data was collected for on and off-street facilities within the study area and data was further analyzed by character area. Parking strategies include overall strategies for the Downtown and strategies tailored to specific character areas.

Figure 2: Project Study Area + Downtown Character Areas



LEGEND

- Downtown Boundary
- Downtown Core
- Artisan/Tech
- Capitol to Market
- Southeast Neighborhood
- Waterfront

CITY OF OLYMPIA
Map Date: June 2017



BERK, 2017; City of Olympia, 2017

What We Heard

The City provided several opportunities for public input during the development of the Downtown Parking Strategy including an advisory committee, an online survey, stakeholder interviews, and a public open house.

Advisory Committee

The advisory committee included representatives from key stakeholder groups in Downtown. The advisory committee met four times to review project deliverables and provide input and guidance on the Strategy. The following is a list of advisory committee members:

- Jill Barnes, Washington Center for the Performing Arts
- Todd Cutts, Olympia Downtown Association
- Bobbi Kerr, Parking and Business Improvement Area
- Phil Rollins, Archibald Sisters
- Jeff Trinin, Always Safe & Lock
- George Carter, WA Department of Enterprise Services
- Rebecca Brown, Bicycle, Pedestrian Advisory Committee

Online Survey

The City of Olympia conducted an online survey on parking in Downtown Olympia between January 24th through March 6th of 2017. A total of 2,623 responses were received.

The following summary provides question-by-question results to the survey, an analysis of the four open-ended questions, and takeaways from the overall results. A detailed summary of the survey results is available in Appendix B.

Survey Takeaways

The following are the major findings from the survey results:

- A desire for more signage and marketing around off-street lots was a common comment – many respondents aren't aware of the off-street facilities that are available, and when they're available.
- Walkability and feelings of safety may increase willingness to park further from destination.
- Pedestrian, bicycle, and transit investments are important to many respondents and they feel that addressing these priorities will create a greater desire to be downtown, offer alternatives to parking, and create a more inviting environment for those parking further from their destination.
- Many of the survey respondents would like to see a centrally-located garage in Olympia. Some respondents recognize the cost associated while others would like to see the garage and other lots in Downtown be provided for free. Many of those who would like a garage also specified that safety and security at the facility would be essential to the success of a Downtown parking garage.

- Seventy-three percent of respondents typically find parking within an acceptable distance, only 10.6% of respondents find they are forced to park an unacceptable distance from their destination.
- Many respondents identified the DASH shuttle as a great resource, and some specified a desire for expanded services.
- Some commenters felt positively about the way the parking system is now, appreciate that prices are responsible, and feel that parking is available when they need it at a reasonable distance from their destination.
- Respondents stated they would like to see more shared parking with private businesses during closed business hours.
- Free and less expensive parking is desired by many respondents.

Stakeholder Interviews

As part of the Olympia Parking Strategy, BERK Consulting interviewed key stakeholders about their experiences and perceptions about parking Downtown, strategies to improve parking, and how parking can support the City’s vision for Downtown. A total of 12 stakeholders were interviewed. They represented the business and non-profit communities that operate Downtown.

The stakeholders expressed consistent viewpoints for the potential of Downtown Olympia to grow and the need to pro-actively address parking in Downtown. Stakeholders also see a larger connection between the quality of Downtown Olympia and parking issues that occur. There is an interest in investing in Downtown to improve streetscapes and the parking/walking experience. Stakeholders also expressed an interest in more appealing through safety measures and cleanliness efforts. The following are the major themes from the interviews:

Vision for Downtown

Stakeholders see Olympia as a changing community, going from a City with a small-town feel to a City with an urban feel. As the City grows, there will be opportunities for development to support the overall experience of living in or visiting Downtown.

“Downtown is the heart of the community, and should be encouraging and welcoming to the entire population.”

Downtown Safety

Public safety and cleanliness was a concern for Downtown among those interviewed. Stakeholders expressed an interest in not letting the potential for growth take a focus away from providing for a safe and attractive Downtown, while also helping to provide services to those in need.

“We need to deal with homelessness and mental health problems. We can’t leave people behind or ignore problems in our community. I wouldn’t keep my own business if I didn’t know we could face these problems and solve them. We need to work diligently to make Olympia even more

Parking Challenges Downtown

Parking Logistics

Events and the legislature, while they're in session, cause the largest parking problems, as well as some busy weekends.

Downtown Olympia deals with many modes of travel for different purposes throughout the day, and there seems to be no organization to deal with parking. This leads to times where it seems like there is a lack of parking and others when there is an abundance of parking.

Public Perceptions of Parking

Many stakeholders think that there is enough parking in the area, but it's not coordinated enough or people's perceptions are not realistic concerning parking. Stakeholders mainly agree that a short walk to their business is good for customers, but that the experience could be made more pleasant in some ways.

Improvements Over Time

Stakeholders interviewed felt the pace of change to solve identified parking issues has been slow, but also feel a commitment to continue helping the City and community make progress. Ideas for parking improvement and the overall experience of visiting Downtown were connected by stakeholders.

"The City should help coordinate parking for businesses and events, help co-locate places with compatible parking schedules. Everybody is going to the same places at the same time, that could be better

"There's a perception of a lack of parking more than a real lack of parking. People expect to go to the store they want and park right in front of it, but usually if you drive a block away you find a spot. When I go to the mall or Wal-Mart, I always have to walk from the back of the parking lot. I never get a spot right in front of the one store I need to go to. Get the word out that there is parking, and that a short walk is okay."

"We probably will never find a permanent solution to parking, but we can work on it all the time, and celebrate and acknowledge our successes."

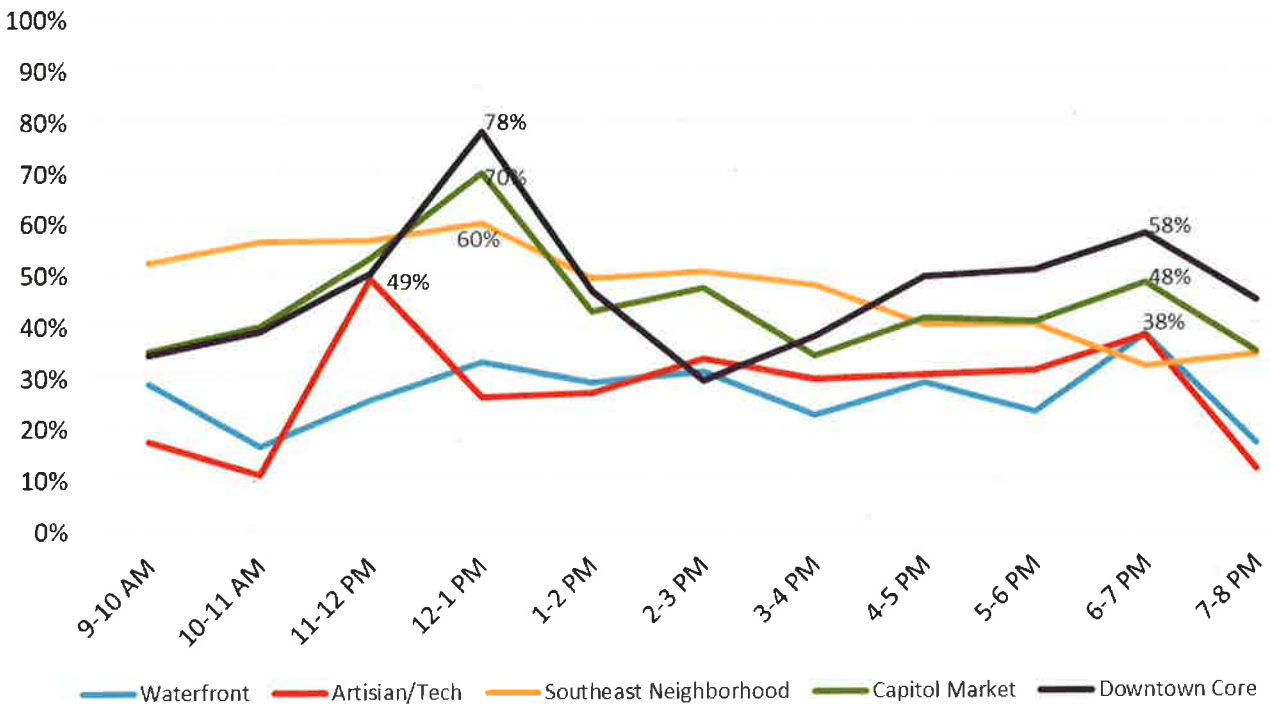
Data Collection

To better understand current conditions and how parking is currently being used data was collected for both the on and off-street on Tuesday March 7, 2017 between 9am and 7pm. Data was also collected on Saturday May 6, 2017 for a smaller sample of on and off-street facilities. More detail is provided below on data collection efforts.

Findings

- The Downtown Core District had the highest on-street peak occupancy during the weekday data collection period. The peak occupancy in the Downtown core was 78% during the middle of the day on Tuesday March 7, 2017. The Capitol to Market District had the next highest occupancy at 70%. Many blocks had occupancies above 85% during peak times.

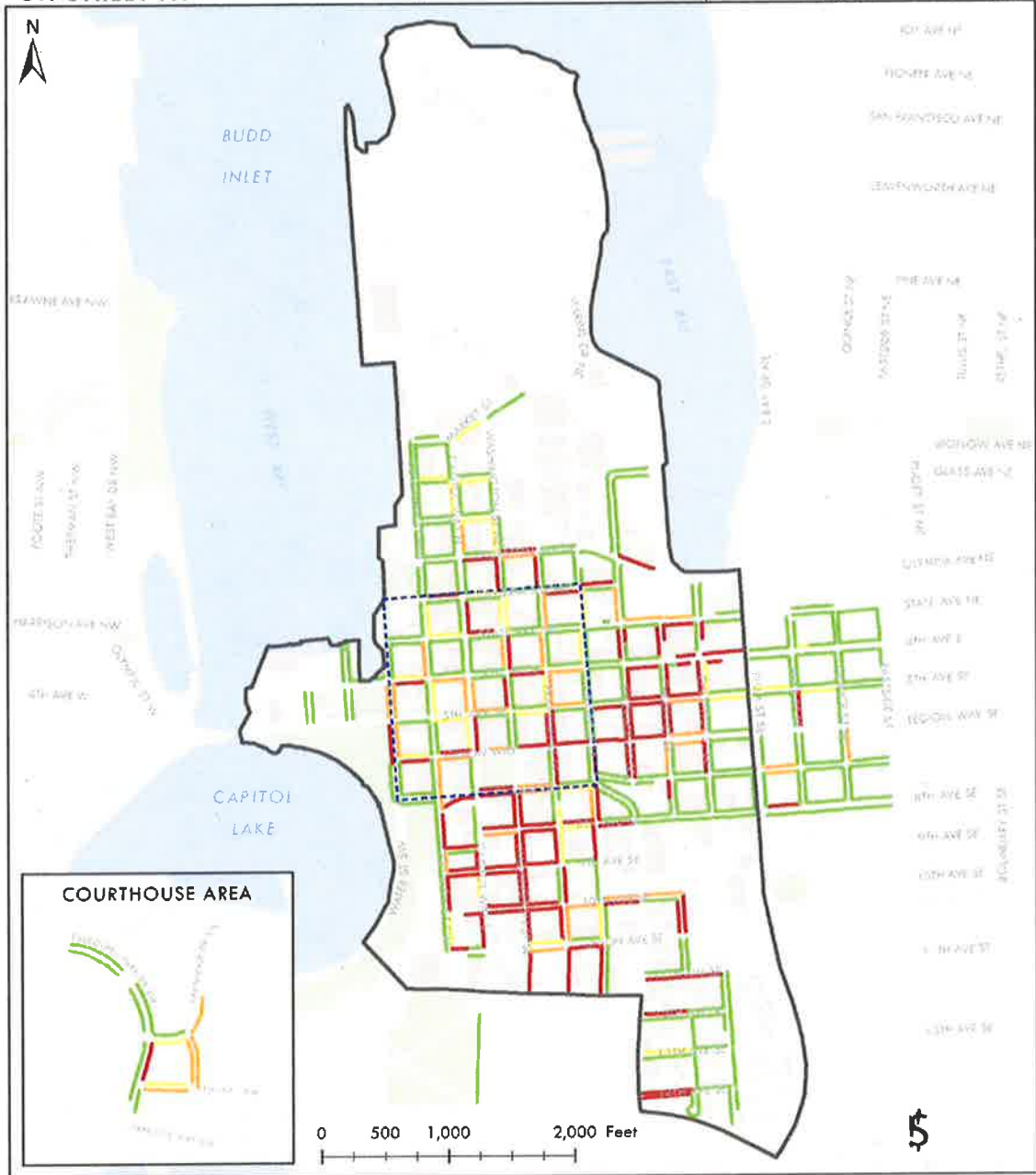
Figure 3. Hourly On-Street Occupancy, by Character Area



BERK, 2017; Kimley-Horn, 2017

Figure 4: On-Street Peak Occupancy

ON-STREET PARKING UTILIZATION March 7, 2017: 11:00am - 12:00pm



Parking Utilization - Peak Hour: 48.0%

- < 55%
 - 55 to 69%
 - 70 to 84%
 - > 85%
- Downtown Boundary
 - Downtown Core

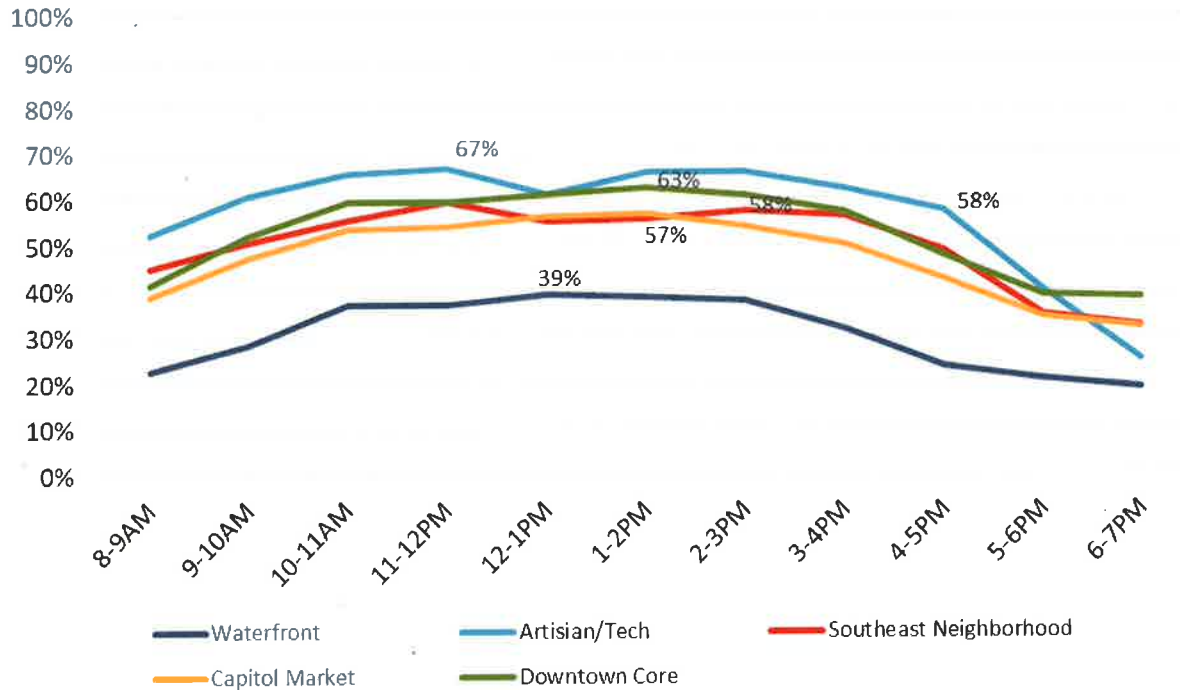
CITY OF OLYMPIA
Map Date: June 2017



BERK, 2017; Kimley-Horn, 2017

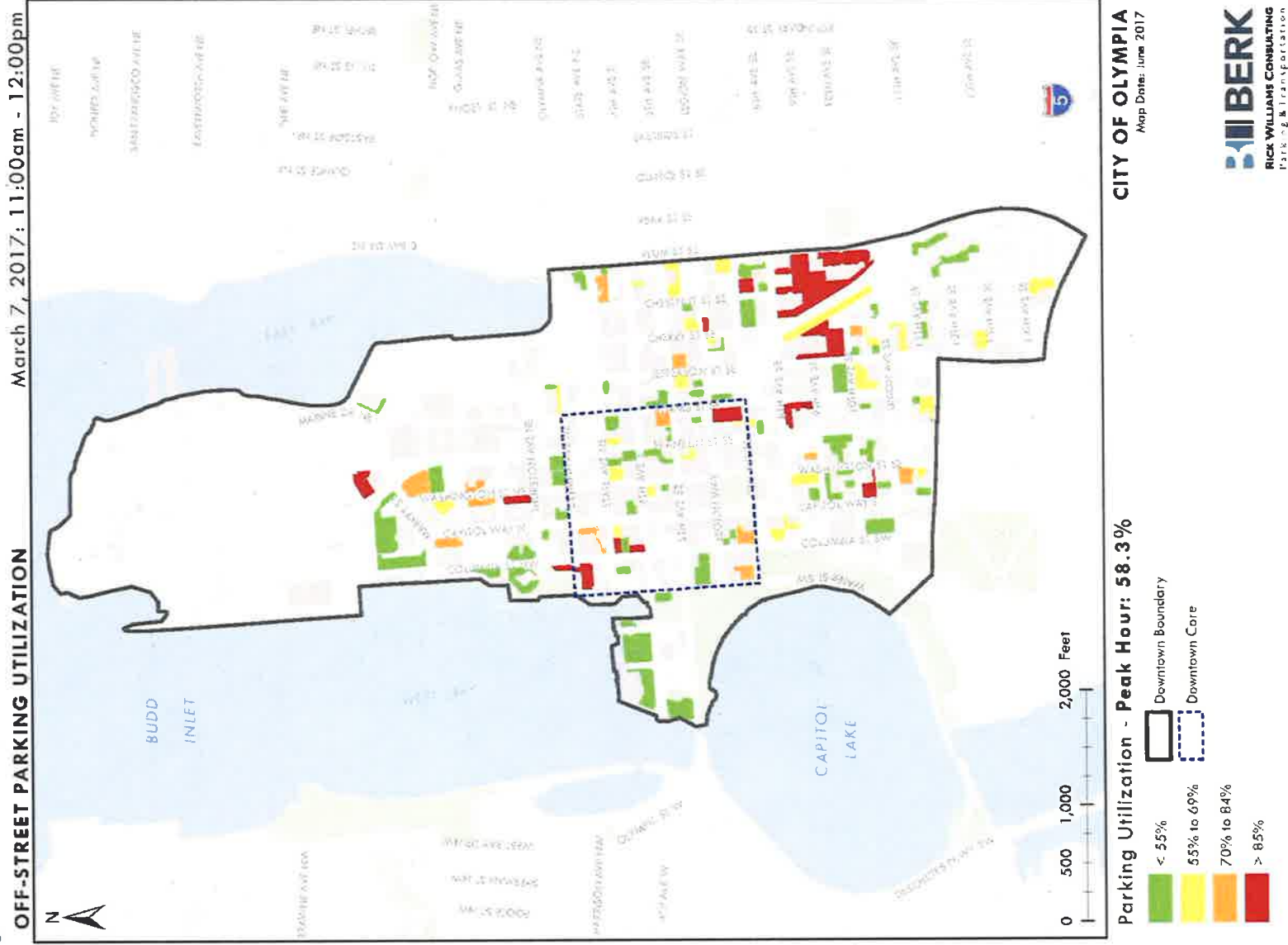
- The Artisan/Tech District had the highest off-street occupancy during the weekday data collection period. The highest off-street peak occupancy within the Downtown character areas was observed in the Artisan/tech District at 67% followed by the Downtown core at 63%.

Figure 5: Downtown Study Area Hourly Off-Street Occupancy, by Character Area



BERK, 2017; Rick Williams Consulting, 2017

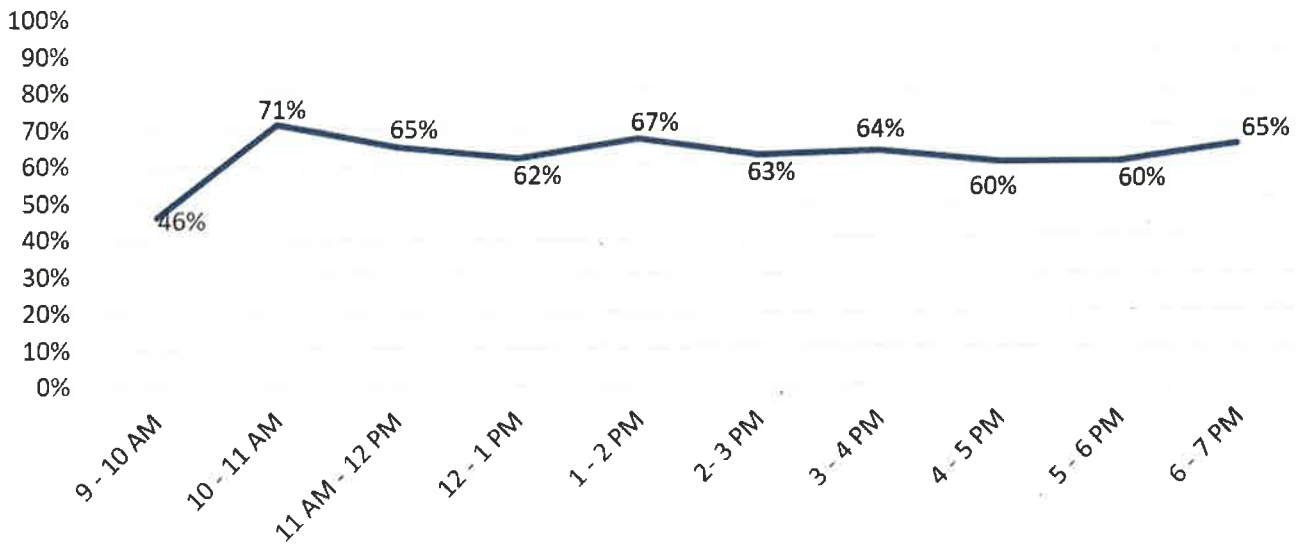
Figure 6: Downtown Study Area Peak Parking Occupancy



BERK, 2017; Rick Williams Consulting, 2017

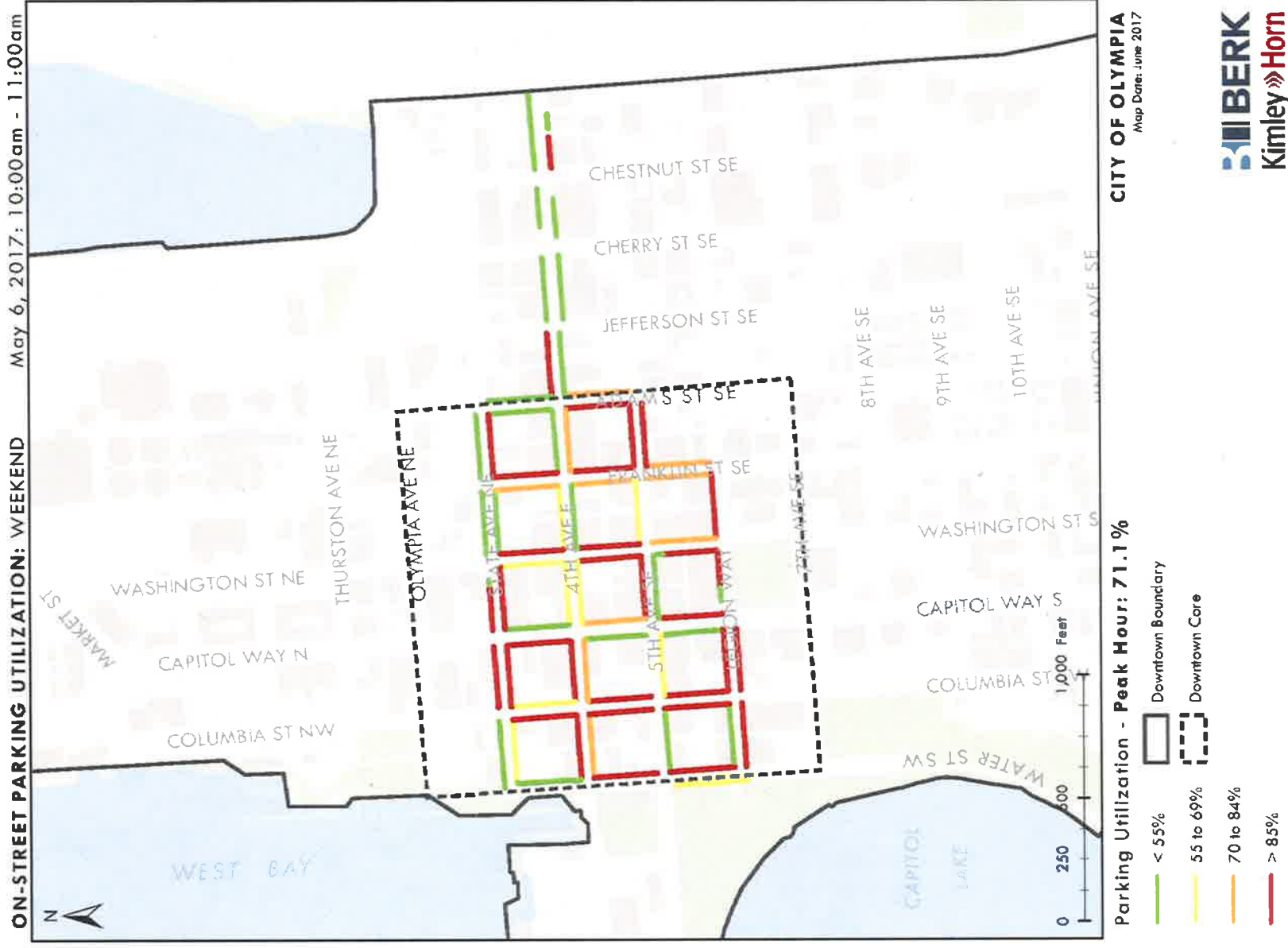
- **Off-street facilities are underutilized.** The peak occupancy for off-street facilities in the Downtown was approximately 53% during the weekday count and 31% for the weekend counts at selected facilities. At peak occupancy during the weekday count, there were 2,218 parking stalls available within the lots that were surveyed.
- **Weekend on-street occupancy is consistent throughout the day.** The weekend on-street counts in the Downtown core showed relatively consistent occupancy throughout the day indicating low vehicle turnover and is likely due parking being free and not time restricted.

Figure 7: On-Street Hourly Weekend Occupancy



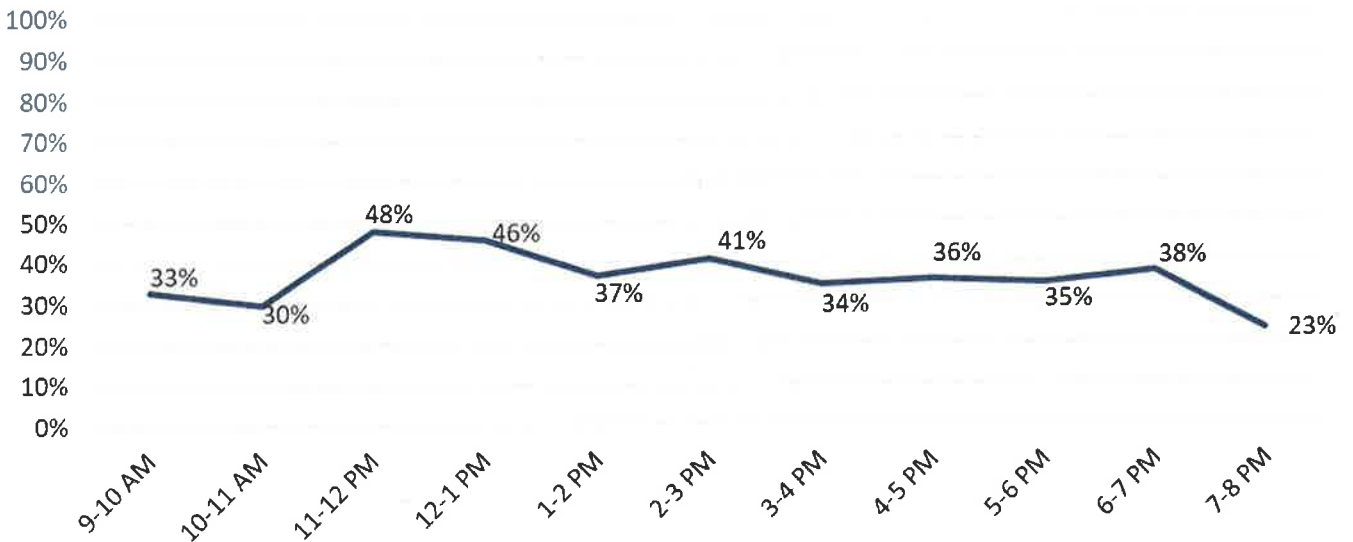
BERK, 2017; Kimley-Horn, 2017

Figure 8. On-Street Peak Weekend Occupancy



- Peak occupancy for on and off-street facilities is in the middle of the day for the weekday data collection period. Both on and off-street facilities had peak occupancy during the middle of the day, which is typical of a Downtown due to increased demand during the lunch hour for Downtown restaurants and services.

Figure 9. Downtown Study Area Hourly On-Street Occupancy



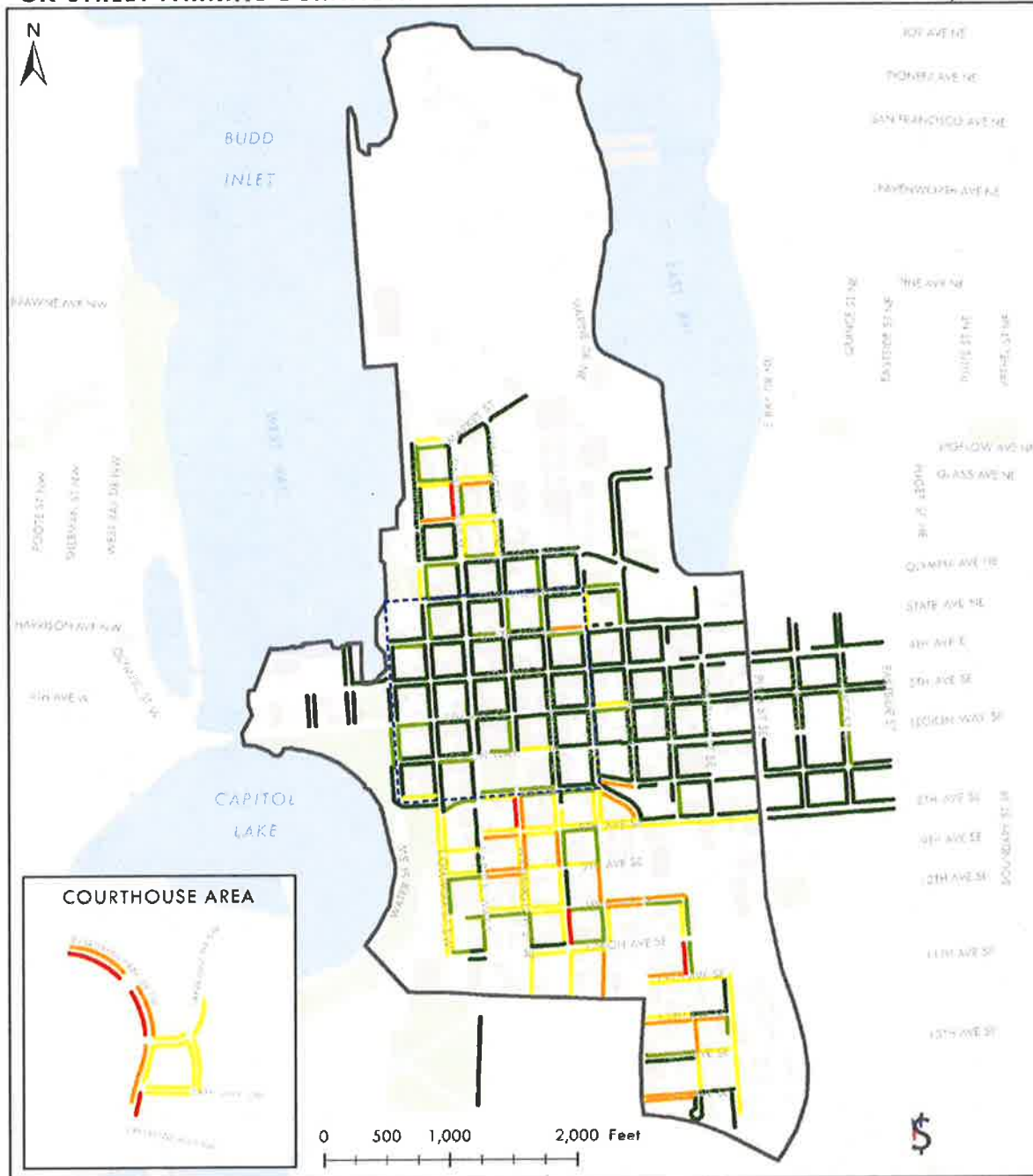
BERK, 2017; Kimley-Horn, 2017

- Each occupied on-street parking stall turned over an average of 4.5 times during the weekday collection period in the Downtown study area. The average vehicle turnover per occupied parking stall was 4.5 during the weekday parking data collection. This indicates that each occupied stall, on average, is being occupied by 4.5 different vehicles per day during the collection period. Higher turnover is good for local businesses as it brings in more potential customers to the Downtown. Average duration of stay was generally longer on the weekend for on-street parking included in both the weekday and weekend data collection.

Figure 10: On-Street Average Weekday Duration

ON-STREET PARKING DURATION: WEEKDAY

March 7, 2017



Parking (Hours)

- 0 - 1
 - 1 - 2
 - 2 - 4
 - 4 - 6
 - 6+
- Downtown Boundary
 Downtown Core

BERK, 2017; Kimley-Horn, 2017

Organizational Structure to Support the Parking Strategy

Proposed changes include the hiring of a new full time parking program analyst to oversee the implementation of the Downtown Parking Strategy and an additional enforcement officer for expanded enforcement hours. The estimated cost in salary and benefits for the parking supervisor position is \$95,000 per year and the cost of the additional enforcement officer is estimated at \$70,000 per year.

City of Olympia, 2017

Strategy Summary + Implementation Timeline

The proposed parking strategies for Downtown Olympia include short (1 year), mid (2-3 years), and long-term (3+ years) strategies to manage parking. Strategies identified as Phase I are the highest priority for implementation. The strategies were developed to address the challenges identified in the data collection findings and to promote best management practices.

Figure 11. Strategies Table

Strategy	Action	Purpose	Timeline	Costs and Revenues
1. Tools to Manage the Parking Program and Enforcement and Improve Customer Convenience	1.1: Implement the NuPark Parking Management System and License Plate Reader (LPR) system to improve enforcement and ongoing data collection to support parking management and implement Pay-by-Phone system-wide as part of this project.	Improve enforcement accuracy and regularly collect parking data in the Downtown to better evaluate the parking system. Increase staff efficiency. Offer online services to customers for permit renewals and citation appeals. Pay-by-phone will give customers a coin-less option for paying for parking at metered spaces and will allow the City to offer short-term daily or hourly parking at select City-owned parking lots.	Short-term – Phase I	<ul style="list-style-type: none"> ■ Cost: Purchase enterprise software solution and LPR (equipment already purchased). Ongoing software and maintenance costs of approximately \$60,000 per year. ■ Cost: Staff time associated with implementing the software and learning to use the new equipment. ■ Revenue: Additional revenue expected from more efficient enforcement and the ability to implement demand-based pricing because of better data.
2. Improve On-Street Parking	2.1: Consider price increases to encourage turnover where the data supports a change in price. Prioritize short-term parking in the Downtown core and adjust pricing if necessary in order to manage to the 85% rule to ensure the right spot for the right person. Monitor pricing of on and off-street facilities to ensure on-street facilities are priced based on higher demand.	Ensure parking turnover of short-term on-street parking to support local businesses.	Short-term	<ul style="list-style-type: none"> ■ Cost: Staff time costs of continued and increased management and enforcement. ■ Revenue: Increased revenues from price increases.

	<p>2.2: Implement paid parking and enforcement on Saturdays between 9AM and 5 PM in the Downtown core.</p>	<p>Ensure parking turnover of short-term, on-street parking on Saturdays to support local businesses and increase the use of off-street parking for longer-term parking users and employees.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Costs of hiring an additional enforcement officer and costs to have enforcement on Saturdays. No additional equipment costs associated with implementing paid parking on Saturday. Salary and benefit costs for additional enforcement officer is estimated at \$70,000. ■ Revenue: Increased revenues from paid parking and enforcement on Saturdays.
	<p>2.3: Convert 9-hour meters in the Downtown core (as shown in the data collection summary) to short-term visitor parking. There are currently 61 9-hour meters in the core.</p>	<p>Expand short-term parking in the Downtown core to increase access to local businesses through creating more turnover.</p>	<p>Short-term – Phase I</p>	<ul style="list-style-type: none"> ■ Cost: Minimal costs to the City. To change existing meters from long-term to short-term parking restrictions and upgrade to coin meters and/or a phone payment system.
	<p>2.4: Collect data and monitor parking demand to analyze the impacts of 15 minutes of free parking, when time limits and enforcement are in effect, free holiday parking</p>	<p>To ensure that parking management efforts are meeting the objectives of the Downtown Parking Strategy to improve parking demand management, sustain parking revenues to support Downtown, and allocate management resources to times of higher parking demand.</p>	<p>Short to Mid-Term</p>	<ul style="list-style-type: none"> ■ Costs: Staff costs to update the Municipal Code and updating parking signage. ■ Revenues: Increased revenues from eliminating 15 minutes of free parking and free holiday parking and decreased revenue from beginning paid parking an hour later at 9am.
<p>3. Reinvigorate Off-Street Parking</p>	<p>3.1: Develop a signage and wayfinding plan by character area to better identify off-street parking facilities, including City-owned facilities in the Downtown Core.</p> <p>The plan should be integrated with a wayfinding and public art program for Downtown.</p>	<p>Improve the user experience and better identify where parking is available, particularly off-street.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Costs associated with design and deployment of a coordinated wayfinding and signage. ■ Cost: Staff costs of planning and coordinating with Parks, Arts & Recreation.

<p>3.2: Design and manage a voluntary City-led shared parking program that has common branding, signage, and accessible information on available short and long-term parking. Pursue partnerships with community organizations such as the Olympia Downtown Association.</p>	<p>Off-street parking facilities are underutilized and a shared parking program would increase the efficiency of existing off-street parking.</p>	<p>Short-term – Phase I: Pilot Program around the WA Center area</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with coordinating and managing the program. ■ Cost: Staff time and additional costs associated with incentivizing participation in the shared parking program. Duties may be combined with parking supervisor position initially. ■ Cost: Maintenance costs for private facilities may be included in the program management and funded by new parking revenues.
<p>3.3: Conduct a feasibility study to determine whether to consolidate parking resources in a City-owned parking garage(s). Pursue partnerships with the private sector to fund new parking garages for public and private parking.</p>	<p>The City owns existing surface parking lots that could be leveraged to support a public parking garage and reduce surface parking over-time.</p>	<p>Mid- to long-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with coordinating the financing and development of a garage. ■ Cost: Design, permitting, and construction of a facility(ies) plus ongoing operations and maintenance costs.
<p>3.4: Consider the use of service agreements and partnerships with private developers for the use of city-owned land (existing surface parking lots). The City provides land at no cost in exchange for constructing public parking in a private development.</p>	<p>The City can leverage the value of the land it owns to consolidate parking in parking garages in partnership with the private sector, which would also support the redevelopment of surface parking lots throughout Downtown.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with coordinating partnerships and the value of City-owned land.
<p>3.5: Reevaluate parking requirements for new non-residential development to ensure the standards are appropriate for a Downtown.</p>	<p>Requiring more parking than is necessary increases the costs of new development. Parking requirements should be right-sized.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Costs: Staff time to update the Unified Development Code.

	3.6: Examine possible building or development code revisions to require or encourage EV charging infrastructure.	Plan for the future increased use of electric vehicles to help achieve the the City's green house gas emission goals.	Mid-term	<ul style="list-style-type: none"> Costs: Staff time to update the City's Unified Development Code.
	3.7: Look for opportunities to partner with EV charging providers and introduce fast chargers in the public setting, including at on-street parking stalls for short-term/visitor use.	Plan for the future increased use of electric vehicles to help achieve the City's green house gas emission goals.	Mid-term	<ul style="list-style-type: none"> Cost: Staff time to coordinate partnerships. Installation costs will be privately funded.
	3.8: Consider allowing parking validation through local businesses.	Incentivize customers to come shop Downtown while managing the parking system.	Mid-term	<ul style="list-style-type: none"> Cost: May be funded by the Downtown Merchants or Downtown Olympia Association. Requires the City to have a system for enforcement officers to verify validation at public facilities.
4. Improve Access to Downtown	4.1: Improve pedestrian and bicycle connections to and from Downtown to reduce future parking demand.	Improving access to Downtown through biking and walking reduces parking demand and traffic in Downtown and supports a vibrant and healthy Downtown.	Long-term	<ul style="list-style-type: none"> Cost: Staff time associated with planning safe connections. Cost: Capital costs associated with investing in new infrastructure for pedestrian and bicycle connections. Cost: Acquisition costs associated with purchasing land for building connections and trails.

<p>4.2: Expand secure bike parking Downtown using a systematic, data-driven approach. Evaluate the need for more secure parking and the locations where there is high demand.</p>	<p>Provide a more reliable and safe option for bicycle storage to support the use of alternative modes of transportation.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Consultant or staff costs associated with collecting data on the inventory and location of bike parking in Downtown. ■ Cost: Cost of purchase and installation of new bike lockers. ■ Revenue: New revenues associated with bicycle lockers, replacing the revenues from vehicle stalls that would be converted.
<p>4.3: Encourage carsharing in public and private parking facilities.</p>	<p>To reduce demand for parking the City should support carsharing vehicles in Downtown.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time to update the Municipal Code to allow carsharing vehicles to park on-street, and to allow the provision of carsharing in lieu of providing on-site parking in new developments.
<p>4.4: Collaborate with local and regional transit agencies to improve service to and from Downtown.</p>	<p>Transit access reduces parking demand and traffic Downtown and increases pedestrian activity in support of the goals of the Downtown Strategy.</p>	<p>Mid to Long-term</p>	<ul style="list-style-type: none"> ■ Cost: Minimal staff costs associated with coordinating with local and regional transit agencies.
<p>4.5: Implement street and public space improvements from the Downtown Strategy to improve pedestrian comfort, mobility, and compliance with the Americans with Disabilities Act (ADA) focusing on the Downtown Core.</p>	<p>The street improvements in the Downtown Strategy will enhance the experience for pedestrians walking from their parking location to their destination.</p>	<p>Mid to Long-term</p>	<ul style="list-style-type: none"> ■ Cost: Capital costs to the City associated with investments in street infrastructure. ■ Revenue: Removal of on-street parking will reduce parking revenue.
<p>4.6: For Downtown street projects, explore alternatives that provide angled parking.</p>	<p>Increase the amount of on-street parking available in Downtown.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> ■ Cost: Minimal cost if part of an already planned project. May involving restriping of existing streets for minor projects.

	<p>4.7: Implement a program that will give free bus passes to low to moderate income Downtown employees through a commute trip reduction (CTR) task force with members from the City, major employers, transit agencies, community organizations, and other interested stakeholders.</p>	<p>Free bus ridership options could encourage greater use of transit and less demand for long-term employee parking in Downtown.</p>	<p>Short-term – Phase I</p>	<ul style="list-style-type: none"> Cost: Cost to the City or employers of subsidizing bus passes for free to Downtown employees. Cost of \$3,000 per month, or \$3,600 a year to provide around 100 free passes.
<p>5. Residential and Employee Parking</p>	<p>5.1: Convert current residential and employee on-street permits to temporary access permits with a monthly fee.</p>	<p>As Downtown continues to develop the demand for short-term parking will increase and is necessary to support local businesses and a thriving Downtown. Longer-term employee and residential parking should be located off-street or in areas that do not require short-term- parking.</p>	<p>Short-term</p>	<ul style="list-style-type: none"> Cost: Costs include staff time to administer the program with more frequent payment periods.
	<p>5.2: Provide residential and employee off-street parking options through the shared parking program in order to provide predictability.</p>	<p>Connecting residents and employees with shared parking options helps put the right user in the right spot.</p>	<p>Short-term</p>	<ul style="list-style-type: none"> Cost: Staff time to educate and manage the shared parking system.
	<p>5.3 Implement a Downtown employee parking education program</p>	<p>Provide education and outreach to downtown businesses and employees about appropriate all-day parking options and the importance of leaving short-term parking open for customers.</p>	<p>Short-term – Phase I</p>	<ul style="list-style-type: none"> Cost: Staff time to develop educational program and cost for print and/or web materials
	<p>5.4: Increase the price of on-street residential and 9-hour meter permits to incentivize the use of off-street parking options. On-street permit costs should be consistent with the hourly and daily rates.</p>	<p>Since off-street parking is underutilized increasing the price of an on-street permit will incentivize the use of off-street parking and reduce demand for on-street parking by residents and employees.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> Cost: Staff time may be required to update City ordinances, which would likely be offset by increased revenue to manage the program.

	<p>5.5: Establish parking user priorities based on the ground floor land use along the street frontage for on-street parking. Retail and restaurant uses should have short-term parking while residential uses may have longer-term parking for residents.</p>	<p>To minimize parking conflicts and ensure that there is available parking to support ground floor businesses and to prioritize residential parking in areas with ground floor residential uses.</p>	<p>Short-term</p>	<ul style="list-style-type: none"> ■ Cost: Minimal cost to the City. ■ Cost: May require staff time and a change to the municipal code.
	<p>5.6: Review the boundaries, time limits, and enforcement of the residential parking zones in the SE Neighborhood Character Area to minimize parking impacts on residential streets from non-residential use.</p>	<p>The residential permit program in the SE Neighborhood is intended to limit non-residential parking use and prioritize parking for local residents.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time to review the boundaries, time limits, and enforcement policies and conduct neighborhood outreach. ■ Cost: Implementation costs may include staff time to update the Municipal Code and increased enforcement.
<p>6. Arts, Culture, and Entertainment Uses</p>	<p>6.1: Develop shared use parking agreements to support major entertainment and culture events focused in the Downtown core including disabled parking stalls.</p>	<p>Arts, culture, and entertainment uses have unique challenges such as very high demand for parking, but only for a brief period. Concerns around safety and security on Downtown streets also limits parking options that customers are willing to use.</p>	<p>Mid to long-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff costs associated with coordinating with event hosts and venues.
<p>7. Improve Disabled Parking Management</p>	<p>7.1: Work with other departments on achieving Downtown Strategy goals around safety, lighting, and cleanliness in Downtown Olympia to ensure that the parking system is clean and safe.</p>	<p>Address the concerns of Downtown residents, employees, and visitors around their parking experience.</p>	<p>Short to mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with planning and coordinating actions around the Olympia Downtown Strategy. ■ Cost: Possible third-party planning firm to assist in development of an Action Plan.

<p>7.2: Confirm that all City-owned off-street facilities are compliant with ADA parking requirements. Consider extending the number of disabled parking stalls to the City-owned surface lots and make available for public parking.</p>	<p>Provide additional parking opportunities for those vehicles legally parking in disabled stalls.</p>	<p>Short-term</p>	<ul style="list-style-type: none"> ■ Cost: Cost associated with painting, signage, and maintenance of new disabled stalls. ■ Revenue: Reduction in revenue from converting leased lot stalls to disabled parking stalls.
<p>7.3: Restrict disabled parking to the 4-hour limit allowed by statelaw for on-street parking.</p>	<p>Ensure that disabled parking stalls have turnover and are available throughout the day.</p>	<p>Short-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time to implement the City ordinance.
<p>7.4: Review the number and locations of on-street disabled stalls and ensure high demand areas, such as the core, have sufficient disabled parking stalls. Routinely collect data on the occupancy, duration, and turnover of disabled parking stalls.</p>	<p>Maintain data on the supply and demand for disabled stalls, particularly in the core. Direct disabled users to appropriate stalls to minimize conflicts between those needing short-term versus long-term parking.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with inventory, data collection efforts, and education.
<p>7.5: Work with State representative to implement reforms that would result in reduced handicap placard misuse.</p>	<p>Ensure that the state laws aren't preventing local parking systems from functioning or adding a burden to the system.</p>	<p>Long-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with research on best practices and coordinating with State staff and representatives.

Parking Strategy Details

Strategy 1: Tools to Manage the Parking Program and Enforcement and Improve Customer Convenience

1.1: Implement the NuPark Parking Management System and License Plate Reader (LPR) system to improve enforcement and ongoing data collection to support parking management and implement Pay-by-Phone system-wide as part of this project.

The City has already purchased the LPR unit and associated software for parking management, enforcement and data collection. The system is currently set up for implementation in early 2018. The LPR unit will increase the efficiency of enforcement and staff resources, allow for the routine collection of parking data to inform parking management strategies, and improve the overall management of the parking system through a data-driven approach.

Timeline: Short-term

Estimated Costs: The initial hardware and software costs were approximately \$140,000 and annual software maintenance costs are approximately \$60,000.

Strategy 2: Improve On-Street Parking

2.1: Consider price increases to encourage turnover where the data supports a change in price. Prioritize short-term parking in the Downtown core and adjust pricing if necessary to manage to the 85% rule to ensure the right spot for the right person. Monitor pricing of on and off-street facilities to ensure on-street facilities are priced based on higher demand.

During times of high parking demand many blocks in the Downtown core had occupancies at 85% or greater. Overall, the weekday on-street peak occupancy observed in the core was 78% between 12pm and 1pm and observed occupancy was 50% or below at all other times. Therefore, even at peak occupancy of 78% there were 127 stalls available in the core. At all other times during the weekday data collection there were 275 stalls or more available in the Downtown core. Parking occupancies should be kept at 85% or below to maintain an available parking stall on each block at all times. Parking occupancies at 85% or below provide a good customer experience and access to local businesses. Price increases should be modest to start, but should continue to increase to effectively manage demand at peak times and generally keep occupancies at 85% or below on each block.

The current price at two-hour parking meters of \$1 per hour has not increased in several years. To make parking more available to customers and visitors the City should increase the hourly price in the Downtown core from \$1 to \$1.50. The City should monitor parking demand and turnover following the price increase to assess how on-street behavior changes. As necessary, the price should be increased to maintain parking occupancies at 85% or below in the Downtown core. The City should also consider eliminating the allowance for the first 15 being free, which would better manage parking demand while providing increased revenues to support parking management and potential improvements Downtown. The impact of eliminating the 15 minutes of free parking is discussed in more detail below as part of strategies 2.2 through 2.4.

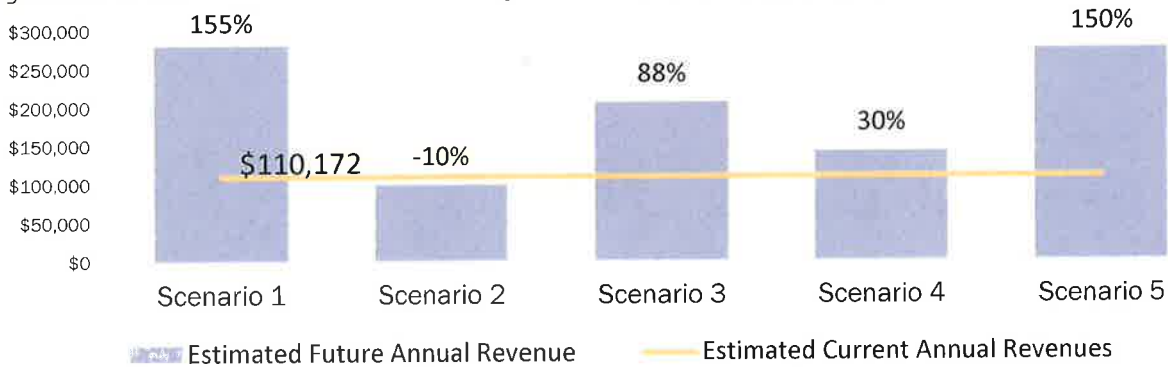
Timeline: Short to mid-term

Estimated Costs: Staff time to implement the price increase and monitor the parking system to understand changes in parking demand.

Estimated Revenues: As shown in Figure 12, estimated current annual revenues in the Downtown core are around \$110,000 based on observed weekday parking demand. Five scenarios are tested, and visualized in the chart, that show the range of potential revenues available with the implementation of various management policies, including elimination of 15-minute parking, no charge from 8am to 9am, elimination of 9-hour parking in the core, and new hourly pricing. These estimates are based on current conditions and targeted policy changes but cannot accurately account for the variation in occupancies from day-to-day, month-to-month, or season-to-season. However, the chart in Figure 12 provides a way to visualize the order-of-magnitude comparison in revenues between different management policies. The policies for each scenario are described in the table that follows the chart, with the estimated current annual revenues assuming all current policies apply. For each scenario, the policy changes that differ from the current policies are bolded.

The Park+ model occupancies used for scenarios 2 through 5, where parking management policies are implemented, indicate that the occupancies in the core would decrease a fair amount with the increase in hourly parking price, which is why greater revenue gains are not seen in scenarios 2 through 5. However, the decrease in on-street occupancies in the core comes with an increase in on-street occupancies outside the core, where revenues would be expected to increase as well given the shift in parking from within the core to outside the core.

Figure 12. Estimated Future Downtown Core Parking Revenues, by policy change scenario.



Assumptions	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
Occupancies	Current occupancy and turnover*	Park+ occupancy for parking management scenario**	Park+ occupancy for parking management scenario**	Park+ occupancy for parking management scenario**	Park+ occupancy for parking management scenario**
Holiday parking	Eliminate free holiday parking	Free holiday parking	Eliminate free holiday parking	Free holiday parking	Eliminate free holiday parking

First 15 minutes free	▪ Eliminate 15-minutes free	▪ 15 minutes of free parking	▪ Eliminate 15-minutes free	▪ 15 minutes of free parking	▪ Eliminate 15-minutes free
Paid parking from 8AM – 9AM	▪ Paid parking starts at 8AM	▪ Paid parking starts at 9AM	▪ Paid parking starts at 9AM	▪ Paid parking starts at 9AM	▪ Paid parking starts at 9AM
9-hour meters converted to 3-hour meters	▪ No conversion	▪ 9-hour converted to 3-hour	▪ 9-hour converted to 3-hour	▪ 9-hour converted to 3-hour	▪ 9-hour converted to 3-hour
Pricing	▪ Varies	▪ \$1.50	▪ \$1.50	▪ \$2.00	▪ \$2.00

*Model assumes parking occupancy based on Park+ scenario 1 in Appendix F. Where the 9-hour meters are converted to 3-hour meters, the meters that were previously 9-hours assume the current occupancies for a 3-hour meter given that behaviors will change under the new policies.

**See Appendix F for more information on the scenarios tested. This analysis includes existing conditions with new parking policies implemented.

City of Olympia, 2017; Framework, 2017; Kimley-Horn, 2017

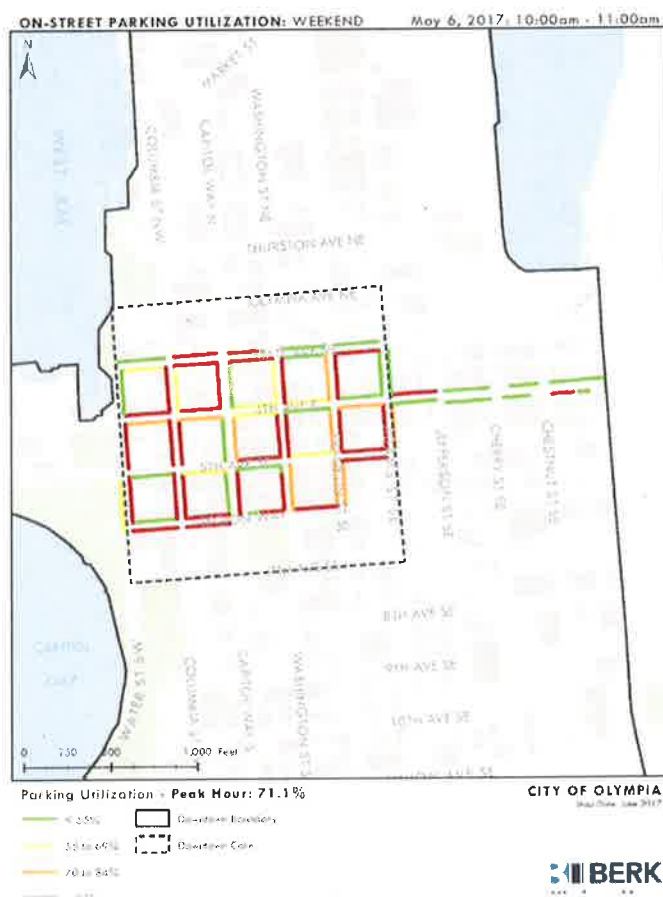
2.2: Implement paid parking and enforcement on Saturdays between 9AM and 5 PM in the Downtown core.

Data collected in the core on a Saturday showed high occupancies and longer durations than on weekdays (see Figure 13 on right). High demand and low turnover are likely caused by free parking and no time limits. Off-street data collected on Saturday showed lower occupancies even in free public parking lots in the core. To increase the availability of prime on-street parking in the core and access to local businesses the City should implement paid parking in the core on Saturdays. This will require the City to enforce paid parking and time limits on Saturdays. The City should charge the same rate per hour on Saturdays in the core as they charge on weekdays in the core and monitor parking demand after paid parking is implemented. If occupancies approach 85% or higher the City should increase the price of parking to reduce demand for on-street parking and encourage people to use off-street parking for longer-term parking needs.

Timeline: Short to mid-Term

Estimated Costs: Costs include an additional parking enforcement officer with an

Figure 13. Weekend Core Parking, On-Street



Source: Kimley-Horn, 2017; BERK, 2017

estimated cost for salary and benefits of \$70,000, staff costs to update the Municipal Code, and updated signage and communications regarding weekend paid parking rules. Parking revenues should offset the costs for implementing weekend paid parking and enforcement. The new enforcement position would also support existing parking operations, management, and enforcement on weekdays.

Estimated Revenues: The following revenue estimates assume that paid parking enforcement occurs between 9AM and 5PM in the Downtown core, and that all 9-hour spaces are converted to 3-hour stalls (which is consistent with other implementation strategies). Given these conditions, the estimated annual revenue for Saturday paid parking based on an hourly rate of \$1.50 is about \$233,000 when the first 15 minutes are free, and around \$292,000 when the policy for 15-minutes of free parking is removed. Any paid parking option on Saturday would result in an increase in revenues as there is currently no charge to park in Downtown on the weekends.

2.3: Convert 9-hour meters in the Downtown core (as shown in the data collection summary) to short-term visitor parking. There are currently 61 9-hour meters in the core.

To increase short-term customer and visitor parking in the Downtown core the 9-hour meters should be converted to 3-hour meters. Currently residential and employee on-street permit holders can park in the 9-hour meter stalls even in the Downtown core. This reduces parking turnover and the overall availability of short-term parking in the Downtown core to support access to local businesses.

Timeline: Short to mid-term

Estimated Costs: To upgrade the existing coin operated meters in the core to the newer credit card meters would cost \$675 per meter or a total of around \$41,000 for 61-coin operated meters. The only cost to the City to implement Pay-by-Phone is staff time to install signage. Pay-by-Phone charges the user a transaction cost of \$0.35 unless the City chooses to absorb the cost as part of the parking fee. The City is currently in the process of implementing Pay-by-Phone.

Estimated Revenues: Revenues collected from the conversion of 61 9-hour meters in the Downtown to 3-hour meters on weekdays would range from around \$22,000 to \$43,000 (see Figure 14), depending on the implementation of additional policies, such as pricing, eliminating the 15 minutes of free parking, and eliminating free holiday parking. The revenue estimates assume that paid parking is enforced from 9AM until 5PM.

Figure 14 shows the estimated current revenues from the 9-hour meters within the Downtown core, as compared to various policy scenarios for future revenue collection shown in Figure 15. When applying the 3-hour conversion to the revenue estimates, assuming occupancies and turnover at the meters would be consistent with those observed at current 3-hour meters, there would be little change to revenues unless the 15 minutes of free parking were to be eliminated. Eliminating 15 minutes of free parking in the current 9-hour meters would result in around 25% greater revenues annually from these 61 meters, while converting to 3-hour parking and eliminating the 15 minutes of free parking would result in around a 100% increase in revenues annually.

The policies for each scenario are described in the table that follows the chart, with the estimated current annual revenues assuming all current policies apply. For each scenario, the policy changes that differ from the current policies are bolded.

Figure 14. Estimated Future Revenues from 9-Hour Meter Conversion to 3-Hour Meters

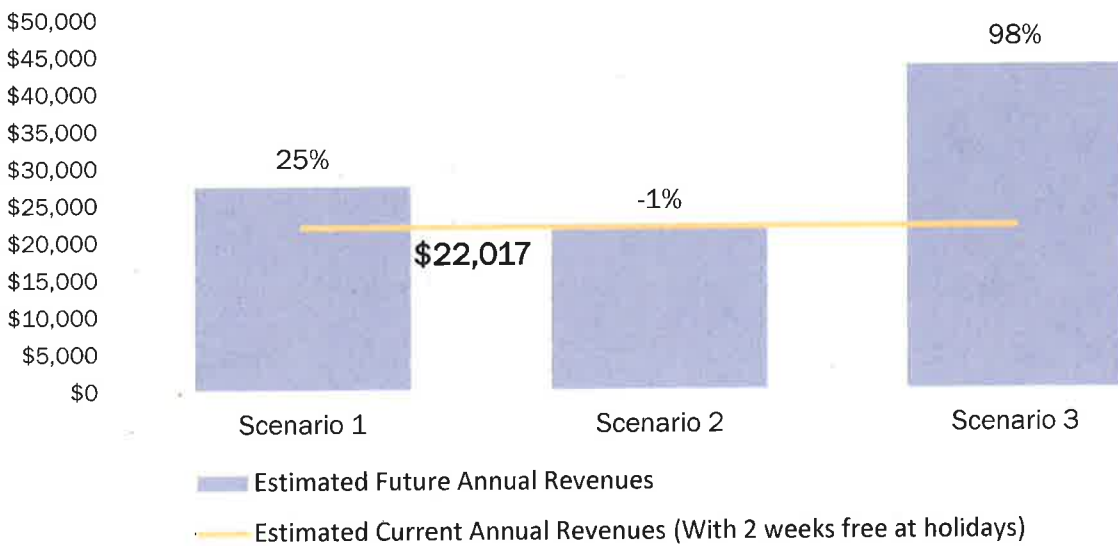


Figure 15. Policy Scenarios for 9-Hour Meter Conversion to 3-Hour Meters

Assumptions	Scenario 1	Scenario 2	Scenario 3
Occupancies	Current 9-Hour Occupancy and Turnover*	Current 3-hour occupancy and turnover*	Current 3-hour occupancy and turnover*
9-Hour Parking in Core converted to 3-Hour	No conversion	9-hour converted to 3-hour	9-hour converted to 3-hour
Pricing	\$0.50	\$1.50	\$1.50
Eliminate 15-Minutes Free Parking	Eliminate 15-minutes free	15 minutes of free parking	Eliminate 15-minutes free
Eliminate Free Holiday Parking	Eliminate free holiday parking	Free holiday parking	Eliminate free holiday parking

*Estimates assume the existing occupancy and turnover rates, using the 9-hour occupancies for current revenues and the 3-hour occupancies for estimating the converted meter usage once the 9-hour have been changed over to 3-hour.

City of Olympia, 2017; Framework, 2017

2.4: Collect data and monitor parking demand to analyze the impacts of 15 minutes of free parking, when time limits and enforcement are in effect, free holiday parking.

Currently the first 15 minutes of on-street parking is free, which significantly reduces parking revenue to the City and may be in contrast with the strategies to improve parking demand management in areas with the highest demand. For example, the average length of time a vehicle was parked in a 2-hour or 3-hour space in the core during the weekday data collection was a half hour, resulting in the City receiving about half the revenue in those locations than if the 15 minutes free policy were eliminated. This loss of

revenue reduces the resources available to the City to support parking management and other improvements to implement the Downtown Strategy and improve the overall experience in the Downtown. Eliminating the 15 minutes of free parking may also help manage parking demand and increase on-street parking availability in high demand areas.

The City also offers free parking for two weeks during the holiday season when parking demand is typically the highest. Time limits are enforced during the two-week parking holiday. Parking pricing is one of the most effective ways to manage demand and increase access to Downtown. Therefore, offering free parking during the highest demand times may contrast with the parking strategy to use price increases to manage parking demand. The City should collect parking occupancy and turnover data during the parking holiday to ensure that parking management is increasing access to local businesses in the Downtown.

On-street parking time limits are currently in effect Downtown from 8am to 5pm Monday through Friday. Data collected during the weekday data collection period showed very low parking occupancies between 9am. The City should consider revising the on-street time limits to be in effect from 9am to 5pm. The City may consider extending time limits to 6pm as evening demand increases.

Timeline: Short to Mid-term

Estimated Costs: See the discussion of costs and revenues under strategies 2.2 and 2.3 above.

Strategy 3: Reinvigorate Off-Street Parking

3.1: Develop a signage and wayfinding plan by character area to better identify off-street parking facilities including City-owned facilities in the Downtown Core.

Olympia’s Guiding Principles for parking call for a system that is “intuitive so that users can find parking that fits their needs.” Supporting this principle calls for implementation of an effective; high-quality branded communications program. To the highest degree possible, communications and signage systems should be reliable and easy to use and understand. Ideally this would be provided through a program that links parking assets and communication systems under a common brand or logo. The intent being to create a unified public parking system that is easily recognized through use of a common brand or logo, both at parking sites and, ideally, on a wayfinding system located throughout the downtown and character areas; and on maps, websites, and other communications.

It is recommended that the City engage a design firm (possibly in conjunction with a wayfinding firm) to develop a parking brand for use at all of Olympia’s public off-street facilities, any shared-use facility that offers visitor access and in the public right of way.

The design/wayfinding team would:

- Work with the City to create a new parking brand for Olympia.
- Develop options and assist in developing a final recommended brand/logo.
- Assist in signage design.
- Identify key entry points into the downtown for placement of signage.
- Explore real-time communications linking multiple facilities, apps, websites, and other resources to wayfinding (as appropriate and feasible).
- Conduct a cost feasibility analysis for the creation and placement of branded signage at all City-owned off-street sites, shared use facilities and wayfinding within the public right of way.
- Establish an installation schedule.



Examples: Parking

Timeline: Mid-term

Estimated Costs: It is estimated that engaging a design consultant to carry out the tasks identified above would range from \$20,000 to \$25,000. Estimated costs associated with wayfinding signage can range from \$10,000 - \$30,000 per sign, depending on size, design and whether systems are dynamic or not (i.e., linked to counter systems, apps, etc.).



Examples: Wayfinding Signage (Portland, OR and San Jose, CA)

3.2: Design and manage a voluntary

City-led shared parking program that has common branding, signage, and accessible information on available short and long-term parking. Pursue partnerships with community organizations such as the Olympia Downtown Association.

Much of the parking in Downtown is off-street in privately owned parking assets. The 2017 parking study indicates that the number of *empty parking stalls* during the peak hour was over 2,200 stalls in the surveyed supply of 113 off-street facilities. This unused resource presents an opportunity to manage and support future growth in parking demand, and could be used to:

- Create designated parking for permit and long-term parkers that includes downtown opportunity areas and remote satellite lots.
- Incentivize employees to park in these areas during the work week.
- Serve as resources for evening, weekend and event parking.
- Increase user awareness that free public parking is available after 5pm and on weekends in City owned lots (and future shared facilities).

Directing permit users to these facilities would have a significant impact on on-street occupancy rates. These efforts should be coupled with strategies to increase awareness and create partnerships for use of shared parking supplies during all hours of the day and days of the week.

The City should consider the following for completion within 24 months of plan adoption:

- Using data from the 2017 parking study; identify a subset of the 113 off-street facilities surveyed as potential shared-use opportunity sites. Criteria could include proximity to key downtown destinations, a meaningful supply of empty stalls, pedestrian/bike connectivity, safety and security issues, etc.
- Develop a short list of opportunity sites and identify owners.
- Establish a target goal for the number of Downtown employees to transition into opportunity sites.
- Begin outreach to owners of private lots.
- Negotiate shared-use agreements.
- Obtain agreements from downtown businesses to participate in an employee assignment program.

- Integrate the program (as appropriate and feasible) into signage, wayfinding and other information systems developed in Strategy 3.1., above.
- Update the City's website to add information about public off-street options.

Timeline: Short-Term

Estimated Costs: It is estimated that costs associated with this strategy would be mostly expended in efforts of existing staff and volunteers to identify opportunity sites and conduct outreach to potential private sector participants and to upgrade City information systems (e.g., website). Planning may determine that funds are needed to create incentives and/or improve the condition of facilities and connections.

3.3: Conduct a feasibility study to determine whether to consolidate parking resources in a City-owned parking garage(s). Pursue partnerships with the private sector to fund new parking garages for public and private parking.

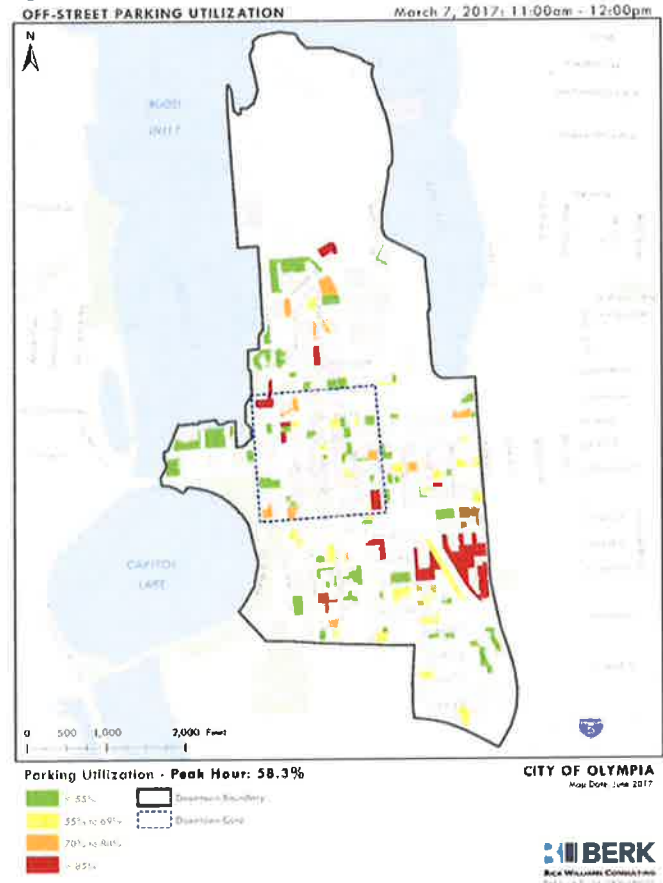
A key finding from the 2017 parking study is that there is a significant amount of land currently in use as surface parking. Only 58% of that supply is occupied at the peak hour with parked cars (see Figure 16). This suggests that parking supply could be consolidated into strategically located structured parking garage(s), serving multiple parking demands (i.e., employee, visitor and resident). Such consolidation would free land up for new development and, potentially, provide parking to current and future uses more cost effectively. New supply would not be provided at each site, but shared within consolidated “district” garages.

It is also extremely expensive to build new supply. Per stall estimates for a new parking garage in Olympia can range from \$25,000 to \$40,000.

It is recommended that the City conduct a feasibility study to:

- Identify existing land parcels (opportunity sites) that could effectively serve multiple parking demand types if structured parking were provided; particularly if consolidation could result in the transition of adjacent surface lots into new, more compact development (e.g., office, mixed use residential).
- Conduct proforma analyses for prototypical parking garages to assess cost to develop, operate and cover debt service to determine feasibilities for consolidated supply.

Figure 16. Weekday Off-Street Occupancies



- Use proforma analyses to determine funding and partnership options with planned or proposed private development in areas near or adjacent to opportunity sites.
- Engage private sector land owners and developers in the process to educate on the benefits of consolidation and to serve as a resource for input and information related to feasibility and opportunity.

Timeline: Mid to Long-term

Estimated Costs: Staff time associated with coordinating the financing and development of a garage. Design, permitting, and construction of facility(s) plus ongoing operations and maintenance costs.

3.4: Consider the use of service agreements and partnerships with private developers for the use of city-owned land (existing surface parking lots). The City provides land at no cost in exchange for constructing public parking in a private development.

Given the high cost associated with building structured parking, the City can serve as a partner with the private sector through strategies that assist in buying down the front-end costs associated with development. Coupled with Strategy 3.3. above, the City can leverage the value of the land it currently owns to consolidate parking in a parking garage(s). By offering land at no cost (in return for agreements on public access and shared uses), the financing costs for new parking can be reduced within a private development. This would also support the redevelopment of surface parking lots throughout Downtown.

Timeline: Mid to Long-term

Estimated Costs: It is estimated that costs to implement this strategy would be comprised of existing staff assigned to coordinate development agreements with a potential private sector partner(s).

3.5: Reevaluate parking requirements for new non-residential development to ensure the standards are appropriate for a Downtown.

At present (in the “Downtown Exempt Parking Area”) there are no code requirements for parking in existing buildings (i.e. rehab, changes of use) for new buildings up to 3,000 square feet of non-residential use or for new residential. Outside of the exempt area the City requires the same amount of parking for *residential* and *non-residential* uses in the downtown as they do throughout the entire City. Figure 17 summarizes existing parking development requirements.

Figure 17. Existing Parking Development Requirements

Restriction Category	Summary of Restrictions	Code
Downtown Exempt Parking Area	<ul style="list-style-type: none"> ▪ Existing buildings built before 2002 are exempt from parking standards. A change of use in the structure must comply with bicycle parking standards ▪ New residential buildings in the exempt area are exempt from vehicle parking standards but must meet the Parking Design, Pedestrian Street and Design Review Criteria ▪ New commercial buildings or expansions over 3,000 square feet and built after 2002 must meet vehicle parking standards 	18.38.160(C)

Parking Requirements	<ul style="list-style-type: none"> ▪ New residential uses in the Downtown Exempt Parking Area do not require vehicle parking ▪ Restaurants: 10 per 1,000 square feet ▪ Office: 1 per 250-400 square feet (depending on size of building) ▪ Retail: 3.5 per 1,000 square feet ▪ Other Commercial, recreational, and institutional: varies by use ▪ Industrial: 1 for every 2 employees ▪ Residential: 1-2 per unit, varies based on type of structure/use 	18.38.100
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City of Olympia Municipal Code, 2017

Based on occupancy counts derived from the 2017 parking study, data suggests that parking is being oversupplied; with just 58% of the off-street supply occupied in the peak hour. This oversupply may be driven by existing parking requirements. Many of the standards in the current code are very suburban in nature (e.g., 10 stalls per 1,000 square feet restaurant, 2.5 – 4.0 stalls per 1,000 square feet of office and 3.5 stalls per 1,000 square feet of retail) and do not appear to reflect goals and objectives for transit, bike and walk modes.

Requiring more parking than is necessary increases the costs of new development and discourages new uses from being developed in the Downtown. To ensure a development friendly and efficient access environment, parking requirements should be “right-sized.”

It is recommended that the City further evaluate its parking demand data on a more granular level to determine if parking standards should be recalibrated to lower minimum requirements in Downtown.

Timeline: Short-term

Estimated Costs: Costs would include consultant or staff time associated with integrating existing land use information with 2017 parking occupancy data to derive a measure of actual parking demand for the downtown. Additional costs would include staff time associated with updating the Unified Development Code.

3.6: Examine possible building or development code revisions to require or encourage EV charging infrastructure.

The percentage of electric vehicles (EV) entering the market is still small but predictions are it will grow. With the future still somewhat undetermined, many cities are struggling to determine the right approach to establishing infrastructure to support a future EV market. Similarly, there is still not a high level of understanding as to the variations and nuances involved in supporting the EV market. For instance, EV’s serving commuters are well served with support infrastructure (e.g., charging stations) that provides a “slow charge” system for vehicles. Given that most commuters are parked for long-periods during the day, a slow charge system works well – and is generally a less expensive charging option. Slow charge systems are best located in off-street facilities to ensure that commuters are not dominating on-street parking intended for visitors. Costs of these systems currently range from \$8,000 to \$12,000 per charging unit.

Systems intended to serve short-term visitor trips need to provide a “fast charge” option (e.g., less than 2 hours). These systems can be located in on-street parking systems (for instance, limited to a 2-hour

stay) or in garages in areas intended for visitor parking. Costs of these systems currently range from \$25,000 to \$40,000 per charging unit.

At present, most existing development codes are not structured to address these nuances, let alone anticipate a market that is not yet fully developed. To this end, it is recommended that the City:

- Make changes to the existing development code requiring new garages to be wired to support the future integration of EV charging stations.
- Require that developers indicate where such stations would be located in a garage and validate that wiring is in place at certificate of occupancy.
- Require that wiring could accommodate both slow and/or fast charge systems.

Changes to this effect would ensure that new garages are EV capable but flexible enough to be able to respond to unknown future market trends and adaptable to the user mix associated with the land use (i.e., visitor, commuter, residential or a mix of such uses). This type of requirement would not preclude a developer from moving forward with EV infrastructure in a development, but would not commit them to a technology and market that is not yet fully evolved.

Timeline: Short-term

Estimated Costs: Staff time to update the Unified Development Code.

3.7: Look for opportunities to partner with EV charging providers and introduce fast chargers in the public setting including potentially on-street parking for short-term/visitor use.

The City could lead the way in initiating EV infrastructure for short-term users of its on-street system by identifying strategic locations to place fast chargers. This puts the City in a leadership role for planning for the future increased use of electric vehicles and to help achieve the City's greenhouse gas emission goals. The City can also explore partnerships with EV charging providers, who may want opportunities to feature, promote and test their equipment as the market evolves and to explore state and federal grant funding opportunities.

Timeline: Short-term

Estimated Costs: Staff time to explore potential EV charging sites and partner/grant opportunities. Costs associated with new equipment technology are undetermined at this time.

3.8: Consider allowing parking validation through local businesses.

Parking validation allows local businesses to pay the cost of parking for customers that purchase goods or services from the businesses. Validation programs are typically focused on the off-street system. Parking validation may be integrated into the shared parking program to provide free customer parking and could be funded by local businesses or organizations.

Timeline: Short to mid-term

Estimated Costs: Funded by local businesses that are interested in participating. The businesses pay the actual cost of parking in public paid parking lots including those participating in the shared parking program.

Strategy 4: Improve Access to Downtown

4.1: Improve pedestrian and bicycle connections to and from Downtown to reduce future parking demand.

Improving access to Downtown by walking and biking will minimize future parking demand in the Downtown. The City should prioritize capital projects that improve access to Downtown for pedestrians and bicyclists through the City's transportation and capital plans.

Timeline: Short to mid-term

Estimated Costs: Capital costs will be developed as part of the transportation and capital planning process. Design and planning costs will not substantially increase if considered as part of the regular updates to the transportation plan and annual update to the City's Transportation Improvement Program (TIP).

4.2: Expand secure bike parking Downtown using a systematic, data-driven approach. Evaluate the need for more secure parking and potential bike parking locations where there is high demand.

Bicycle parking is important to support transit access and commuting. The City should develop a bicycle parking plan that identifies areas of high demand such as at the transit center and near major employers, best practices for bicycle parking technology, and partnerships with community organizations and major employers to increase bicycle commuting to and from Downtown.

Timeline: Short to mid-term

Estimated Costs: A bicycle parking plan could likely be developed in-house by existing City staff with limited consultant assistance. There may be an opportunity to leverage other City planning projects such as the Downtown wayfinding plan to also address bicycle parking. Capital costs would be developed as part of the bicycle parking planning effort.

4.2: Encourage carsharing in public and private parking facilities.

Carsharing services such as ZipCar, Car to Go, and ReachNow provide access to vehicles as an alternative to vehicle ownership. Carsharing vehicles are more efficient than individual ownership because they are shared amongst many users since most vehicles spend most of the time parked. Carsharing vehicles increase mobility options while decreasing the demand for parking. Carsharing vehicles can be provided in private residential or non-residential parking lots, in public off-street lots, or in on-street parking stalls. Carsharing vehicles may require round trip use or one-way trips typically using on-street parking stalls. An on-street carsharing program requires a City ordinance establishing a permit program for carsharing vehicles and associated permit fees.

Currently, the nearest carsharing services are provided by ZipCar at the Evergreen State College. No carsharing services are currently operating in the City of Olympia. The City should discuss opportunities to provide service Downtown with carsharing companies and pursue partnerships with major employers such as the State of Washington. Other incentives may include a reduction in the on-site parking requirement or other incentives for providing carsharing vehicles in new developments.

Timeline: Short to mid-term

Estimated Costs: Staff time to update the Municipal Code to establish an on-street carsharing permit program and associated fees and other carsharing incentives.

4.4: Collaborate with local and regional transit agencies to improve service to and from Downtown.

The City should pursue transit access improvements to Downtown in partnership with local transit agencies. While transit agencies have the primary responsibility for transit planning the City owns the streets and public right-of-way that buses travel along, and therefore have a role in improving transit efficiency and access. Transit improvements may include updating routes based on new development and changing demand, improving signal timing for transit priority, expanding and improving bicycle parking, allocating the public right of way for transit improvements such as bus bulbs and improved shelters, parking for transit access, and commute trip reduction programs to increase incentives for transit use.

Timeline: Short to mid-term

Estimated Costs: Staff time and capital costs associated with coordinating with local and regional transit agencies and planning future improvement projects within the right-of-way.

4.5: Implement the street and public space improvements from the 2016 Downtown Strategy to improve pedestrian comfort, mobility, and compliance with the Americans with Disabilities Act (ADA), focusing on the Downtown Core.

The Downtown Strategy includes several major street improvement projects that may impact the amount, location, and configuration of on-street parking. Improved streetscapes that support greater levels of pedestrian comfort and mobility as well as better ADA access will improve the experience with the parking system. Some reduction of parking to support these mobility goals may be a better use of the public right-of-way than maintaining every on-street parking stall. In addition, the shared parking program is an opportunity to increase parking access using parking that is already constructed and not currently being used.

Timeline: Short to mid-term

Estimated Costs: Staff time and capital costs associated with planning future improvement projects.

4.6: Explore alternatives that provide angled parking for Downtown street projects.

Angled parking has the potential to significantly increase the amount of on-street parking. Converting parallel parking to angled parking typically requires the reduction in the width of travel lanes or the elimination of one or more lanes of travel. Some downtown streets have a center turn lane that may not be warranted and may support the conversion of parallel parking to angled parking. Sidewalk widths in relation to supporting ground floor land uses should also be considered as wider sidewalks are generally favored along active first floor uses such as retail stores and restaurants that may desire outdoor seating. Back in angled parking could also be considered.

Timeline: Short to mid-term

Estimated Costs: No significant costs as angled parking would be considered as part of the design and engineering that is already required for the street projects.

4.7: Implement a program that will give free bus passes to low to moderate income Downtown employees through a commute trip reduction (CTR) task force with members from the City, major employers, transit agencies, community organizations, and other interested stakeholders.

To incentivize Downtown commuters to take the bus, the City could reinstate the free bus passes that were a part of the Downtown Commuter Program (in place from 2008 to 2010). Among other tools, the Downtown Commuter Program provided free monthly bus passes on a first-come first-served basis. Funding during the program came from Washington State Department of Transportation grants. During the public engagement process of the Downtown Parking Strategy, free bus passes were identified as a desired amenity. The City could re-implement the program using funding from the Parking Fund. The City and Olympia Downtown Association could work together to determine employee eligibility and administration of the program.

Timeline: Short-term

Estimated Costs: There would be costs associated with purchasing or subsidizing the bus passes. Currently, local monthly passes are \$30 and it would cost \$3,000 per month to purchase 100 passes for distribution. This would cost a total of \$18,000 for a 6-month pilot program. There would be staff time associated with administering the free pass program as well legal review by the City attorney to ensure that there would be no legal issues with the program structure related to the gift of public funds.

Strategy 5: Residential and Employee Parking

5.1: Convert current residential and employee on-street permits to temporary access permits with a monthly fee.

As the Downtown continues to redevelop, and land uses change, the City should maintain the flexibility to change parking regulations to support greater demand for short-term parking in the Downtown, and particularly in the core. Reliance on residential and employee on-street permits may also impact the decision for developers and property owners as to whether to build off-street parking. An over-reliance on low-cost on-street parking permits will likely lead to conflicts between long-term parking users and short-term visitor and customer access. Therefore, the City should rebrand the employee and residential on-street parking permits as temporary access permits, require monthly payments for the permits, and maintain the ability to reduce or eliminate the number of on-street permits as short-term parking demand increases.

Timeline: Short to mid-term

Estimated Costs: Staff costs to update the Municipal Code. May result in reduced permit revenues as the number of permits are reduced, but would likely be offset by increased short-term paid parking revenue.

5.2: Provide residential and employee off-street parking options through the shared parking program to provide predictable parking options.

Shared parking programs can be targeted to specific parking users such as visitors, customers, employees, commuters, or event attendees. The City shared parking program should include options for employees and other long-term parking users in the form of monthly or daily permits.

Timeline: Short to mid-term

Estimated Costs: Staff time to produce educational materials on employee parking and printing costs. Costs for a shared parking program are addressed under the shared parking strategy.

5.3: Implement a Downtown employee parking education program

The City should provide more information to employees on available parking options Downtown, including options for on and off-street permits, transit accessibility, and the locations of 9-hour meters that allow all-day parking. The information should be updated on the City’s website and through a parking brochure that can be distributed to downtown businesses and organizations such as the Olympia Downtown Alliance (ODA).

Timeline: Short to mid-term

Estimated Costs: Staff costs to update the Municipal Code.

5.4: Increase the price of on-street residential and 9-hour meter permits to incentivize the use of off-street parking options. On-street permits costs should be consistent with hourly and daily rates.

Increasing the cost of permits for on-street parking will encourage the use of off-street alternatives, which is a more appropriate location for long-term parking. The on-street permits for residents are currently \$10 annually and the on-street permits for employees are currently \$60 per month. These prices are not conducive to incentivizing alternative parking in some of the available off-street facilities.

Timeline: Short to mid-term

Estimated Revenues:

RESIDENTIAL PERMITS

Increasing the price of residential permits from \$10 annually to a varying rate based on zone location could result in around \$136,400 in new annual revenues, assuming the same number of permits are sold. The permits would be sold monthly rather than an annual basis, with the costs more closely aligned with the competing parking options. Figure 18 shows a potential pricing structure with annual pricing replaced by monthly pricing.

Figure 18. Residential Permit Revenues

Permits Sold (2016)	Current Permit Cost (per	Future Permit Cost (per	Annual Increase
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		permit per year)	permit per month)	
Zone 1	191	\$10	\$5	\$50
Zone 2	94	\$10	\$5	\$50
Zone 3	47	\$10	\$5	\$50
Zone 4	65	\$10	\$15	\$170
Zone 5	120	\$10	\$20	\$230
Zone 6	21	\$10	\$20	\$230
Zone 7	307	\$10	\$20	\$230
Zone 8	17	\$10	\$15	\$170
Total Revenues	862	\$8,620	\$142,200	\$133,580



City of Olympia, 2017; Framework, 2017

EMPLOYEE PERMITS

Increasing the price of employee permits from \$60 monthly to \$90 monthly would result in around \$72,000 in new revenues, assuming the same number of permits are sold. Currently, it costs \$90 per month to park at the 9-hour meters (during weekdays) when paying for the meter at the daily rate of \$0.50 per hour so the new pricing would be consistent with the hourly pricing structure.

Figure 19. Employee Permit Revenues

	Current	Future	Change
Employee Permits (per month)	200	200	
Cost (per month)	\$60	\$90	\$30
Revenue (annual)	\$144,000	\$216,000	\$72,000

City of Olympia, 2017; Framework, 2017

5.5: Establish parking user priorities based on the street-fronting ground floor land use for on-street parking. Retail and restaurant uses should have short-term parking while residential uses may have longer-term parking for residents.

On-street parking should be prioritized to support the ground-floor land uses. For example, on-street parking in front of retail businesses should have short-term time limits and on-street parking on residential streets should prioritize parking for residents and limit long-term parking for commuters and employees. If there is available parking beyond that generated by the priority parking users then other users may be accommodated. Parking management strategies should minimize conflict between parking users and ensure the right users are parking in the right stall. For example, long-term parking users such as residents, employees, and commuters should not be parking in short-term parking stalls intended to support ground-floor commercial uses. Similarly, employees and commuters should not be parking in residential neighborhoods unless authorized by the City.

The City should review the existing and future land use maps and prioritize on-street parking based on the future land use categories. In cases where the existing land use is different than the future land use designation the implementation of new parking user priorities should not occur until the ground floor land use changes to conform with the future land use maps. In areas with different ground floor land uses the management strategy should be driven by the predominant land use and/or the future land use designation.

Timeline: Short to mid-term

Estimated Costs: Costs would include staff time to review the land use maps and develop the user priorities. Additional staff time costs would be required to make updates to the Municipal Code as parking regulations are changed to reflect new user priorities. New signage and parking meters may also be required in areas that expand paid parking.

5.6: Review boundaries, time limits, and enforcement of the residential parking zones in the SE Neighborhood Character Area to minimize parking impacts on residential streets from non-residential use.

Neighborhoods in the Southeast character area of Downtown have a residential parking permit program to limit long-term commuter and employee parking in residential neighborhoods. This strategy is intended to review the existing boundaries of the permit area, enforcement procedures, and the days and times that permits and time limits are in effect to ensure the program is effective. During legislative sessions demand for longer-term parking in the area may extend beyond typical business hours when permit requirements and time limits aren't in effect. The City's purchase of an LPR unit will increase the efficiency and effectiveness of enforcement and will allow the city to collect parking data in the area. Outreach to residents of the neighborhood will help to understand the current issues of concern that should be addressed in redesigning the program. Depending on the outcome of the program review the days and times that permits and time limits are in effect may be modified to minimize long-term parking on residential streets.

Timeline: Short to mid-term

Estimated Costs: Staff time to conduct neighborhood outreach, review the program, and collect data. May require future updates to the Municipal Code to implement any reforms.

Strategy 6: Arts, Culture, and Entertainment Uses

6.1: Develop shared use parking agreements to support major entertainment and culture events focused in the Downtown Core, including disabled parking stalls.

Arts, culture, and entertainment uses have unique parking challenges to meet customer needs. Facilities often have limited on-site parking, events occur in the evening when people may be less willing to walk longer distances, and parking demand is relatively low during non-event times. Meeting disabled parking needs is also a challenge. The cost of building new parking facilities when parking demand is high during specific event times is not feasible. A shared parking program should be pursued to meet the needs of these important cultural institutions and improve the customer experience. Many uses have low parking demand in the evening, such as banks, when arts, culture, and entertainment uses have most of their

events. The shared use agreements program should be integrated with a City-run shared parking program to the extent feasible.

Timeline: Short to mid-term

Estimated Costs: Staff time to design and implement the shared parking program. Parking revenues from the program may offset long-term operating costs for the shared parking program.

Strategy 7: Improve Disabled Parking Management

7.1: Work with other departments on achieving Downtown Strategy goals around safety, lighting, and cleanliness in Downtown Olympia to ensure that the parking system is clean and safe.

Stakeholder input to this study suggested that connections between the downtown core and parking assets (inside and outside the core) are lacking. Infrequent users are especially inconvenienced by the lack of signage directing them to, through and between the downtown and adjacent areas. Inadequate street lighting and the poor condition of some facilities create negative safety perceptions, and alternative mode options that could allow users to park once and access all the downtown easily are not strategically coordinated or managed.

It is recommended that the City undertake a comprehensive inventory and evaluation of impediments to connectivity in the downtown and develop solutions for each. This might necessitate engaging a third party to assist in cataloguing issues, drafting solutions, and forecasting costs. Input from and participation by other relevant City divisions, as well as Intercity Transit, will be important. An action plan would be developed for presentation to City Council and other affected entities for their review, consideration, and approval.

Potential elements of the action plan could include:

- Improving pedestrian links (e.g., unsafe pedestrian crossings, sidewalk conditions, lighting improvements)
- Improving bikeway links (e.g., safe routes/lanes, directional signage, bike parking).
- Installing wayfinding signage at key access portals to direct users to available parking and help them find efficient routes between parking and their destinations (in coordination with Strategies 3.a and 3.b., above).
- Evaluating improved transit connections between parking locations and destinations in and outside the core. This could entail rerouting of existing services and/or new shuttle/circulator programs.

Timeline: Short to mid-term

Estimated Costs: The costs associated with developing such an action plan are unknown at this time. It would involve City staff time, working with stakeholders, coordination with other City departments, and most likely the assistance of a third-party planning firm. The costs for engaging a planning firm could range from \$20,000 to \$25,000.

7.2: Confirm that all City-owned off-street facilities are compliant with ADA parking requirements. Consider increasing the number of disabled parking stalls in City-owned surface lots and make these spots available for public parking.

It is recommended that the City conduct a survey of all its off-street parking facilities to validate that these facilities meet the minimum ADA parking requirements for handicap and disabled stalls. The survey should include not only a count of required stalls but an assessment of stall sizes, signage, location and ingress/egress paths within the parking facility. This will ensure that the City assumes a leadership role in serving ADA customers, residents and employees in its downtown facilities. Based on occupancies, the City should also consider increasing the number of disabled stalls at its off-street facilities as necessary to meet demand that may exceed minimum standards.

Timeline: Short-term

Estimated Costs: Assessment of City lots/facilities could be completed by existing facilities staff or through third-party engagement. Any recommended changes or upgrades to existing ADA stalls would incur costs associated with painting, signage, and maintenance of new disabled stalls.

7.3: Restrict disabled parking to the 4-hour limit allowed by law for on-street parking.

Several cities in WA have begun restricting the use of on-street ADA parking to a maximum time limit of 4-hours. These include Vancouver, Washington and Portland, Oregon. This restriction is allowed by federal law and is intended to preserve on-street ADA parking to visitor uses, while encouraging and supporting longer-term and employee ADA parking to locate in off-street facilities. Moving to this type of on-street limit would need to be coordinated with Strategy 7.2., above. Again, implementing this strategy would ensure that disabled parking stalls have turnover and are available throughout the day.

Timeline: Short-term

Estimated Costs: Staff time associated with developing necessary ordinances and code changes.

7.4: Review the number and locations of on-street disabled stalls and ensure high demand areas, such as the core, have sufficient disabled parking stalls. Routinely collect data on the occupancy, duration, and turnover of disabled parking stalls. Direct disabled users to appropriate stalls to minimize conflicts between those needing short-term versus long-term parking.

As a corollary to Strategy 7.3., above, the City should assess the demand for short-term on-street ADA parking to ensure that ADA stalls are adequately provided to meet demand and are strategically located near destinations with high ADA demand. This can be accomplished through routine data collection related to occupancy, duration of stay and turnover at existing stalls, and outreach and communications with Downtown destinations and the ADA community. With Olympia's new License Plate Reader (LPR) technology, routine assessments of on-street ADA stalls could become a standard operating procedure throughout the year; leveraging the new technology and minimizing data collection costs. This type of assessment will ensure that ADA stalls are sufficient in number and appropriately located.

Timeline: Short-term

Estimated Costs: Staff time associated with inventory, data collection efforts, and education.

7.5: Work with State representative to implement reforms that would result in reduced handicap placard misuse.

The State of Washington has the primary responsibility for regulating disabled parking and the issuance of handicap placards. Cities have limited options for regulating and managing disabled parking. Cities are responsible for enforcing disabled parking rules and the potential for misuse of handicap placards that occurs when violators attempt to avoid time limits and parking payment. Reforms to improve the ability of a City to enforce handicap placard violations should start with state law. Reforms may include connecting temporary handicap placards to specific vehicles and improved systems for enforcing the expiration of temporary placards. The City should work with state representatives and other cities to support reforms that minimize handicap placard misuse while improving disabled parking access and management for those complying with the regulations.

Timeline: Short to mid-term

Estimated Costs: Staff time associated with research on best practices and coordinating with State staff and representatives.

Park + Parking Behavior Analysis

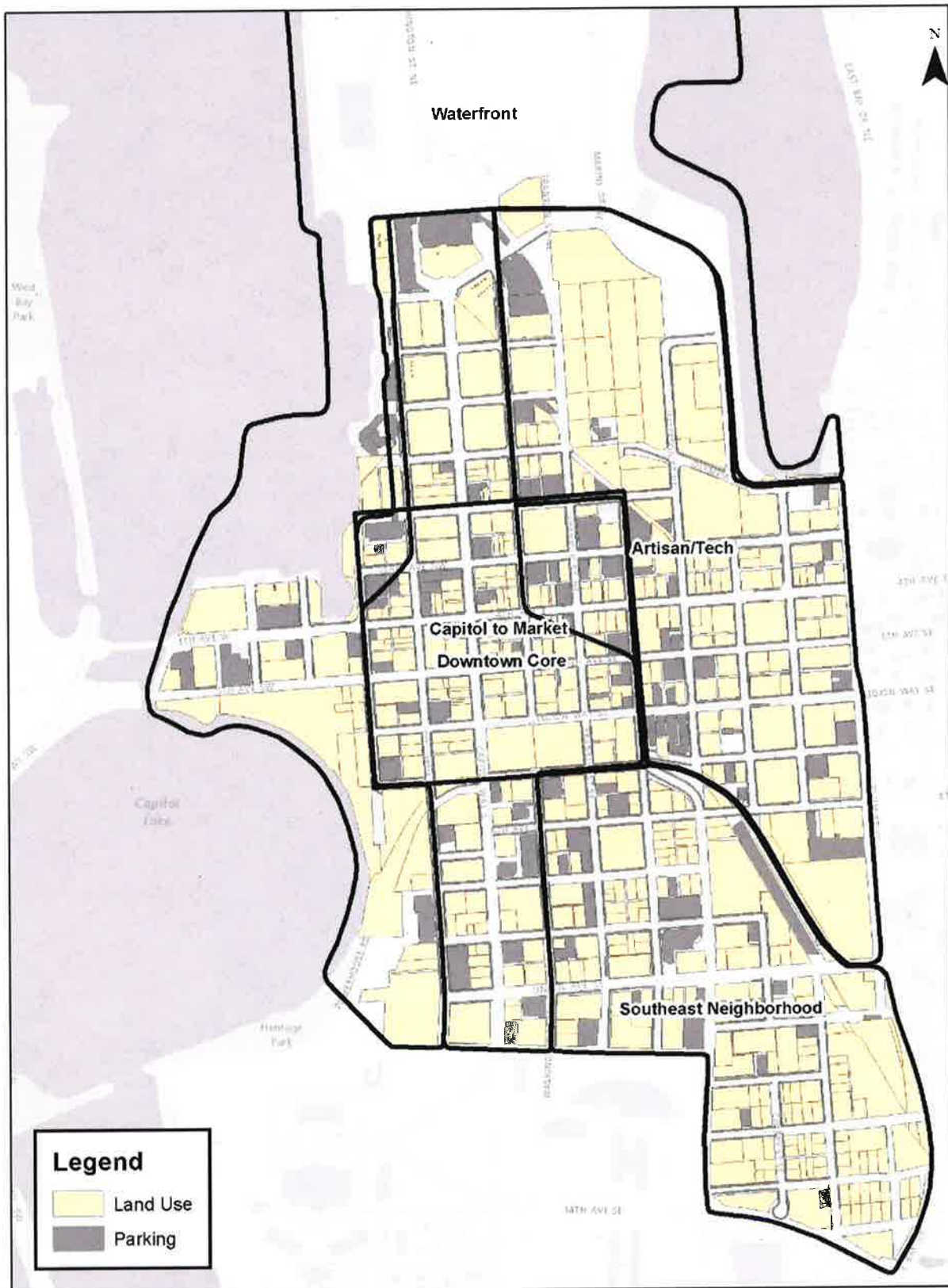
Overview

As part of the study, parking behaviors were analyzed to identify parking issues and opportunities and evaluate the effectiveness of potential parking management strategies. The intent of the analyses and evaluations is to ensure parking management strategies are based in sound data that is representative of the parking behaviors found within Downtown Olympia.

This report provides a summary of the data collection process, analysis and findings of existing parking behaviors, and analysis and findings of future conditions, which are based on existing parking behaviors and planned growth assumptions. The intent of this study is to identify recommendations that, if implemented, will improve parking management and help the parking system in the downtown area function more efficiently.

For the purpose of this study, parking behaviors are analyzed in the Downtown area as a whole and for the sub-areas that are present within the Study Area including the Waterfront, Capitol to Market, Artisan/Tech, Southeast Neighborhood, and Downtown Core. A few of the sub-areas overlap each other. The Study Area and sub-areas are shown in Figure 20 on the following page.

Figure 20, Study Area



Kimley-Horn, 2017; City of Olympia 2017

Existing Parking Conditions

When analyzing parking occupancy, it is important to understand that the primary industry accepted threshold for identifying demand constraints for a system is when occupancies reach 85-90% consistently. When occupancies for a parking system reach this level of occupancy, parking efficiency starts to deteriorate and changes need to be implemented to maintain efficiency of the system. The 10-15% remaining capacity accounts for those vehicles leaving a space and the few spaces that are scattered throughout the system or a facility that one might have to circle to find.

However, it is important to note that this level of occupancy does not necessarily have to happen across the entire system for users to experience frustrations. When individual facilities or sections of a larger area, such as the Core, experience higher demands, the perception of parking can deteriorate throughout the entire Study Area. This deterioration is often the cause of poor public perception of the parking system or patron frustration.

The parking behaviors were evaluated using this industry standard for on-street and off-street parking facilities throughout the Study Area. The following sections summarize the data collection process and the analysis performed to evaluate the parking system.

Data Collection Methodology

To understand parking behaviors and existing parking conditions, parking data was collected using a combination of manual data collection for off-street facilities and License Plate Recognition (LPR) technology for on-street parking. The mobile LPR equipment uses a dual camera configuration, placed on the roof of the data collection vehicle. The vehicle drives continuous loops through each collection area, counting the number of vehicles parked on-street. The intent of this effort was to count the number of parked vehicles in the area to determine parking occupancy and duration behaviors.

LPR technology was used to take reads on license plates along curb faces to determine parking occupancy. The data received from the LPR unit was limited to a license plate number, the time stamp the read was taken, and a GPS location. The license plate number was used to create a unique identifier for each vehicle observed, which was assigned to each read, replacing the license plate number. Using this information, parking occupancy data was obtained and analyzed on an hourly basis for the on-street facilities in the Study Area.

Data for both on-street and off-street parking was collected during a typical weekend and weekday to identify standard parking conditions and behaviors in the Study Area. The weekday data was collected on Tuesday, March 7th, 2017 between 9am and 7pm. The weekend data was collected on Saturday, May 6, 2017 between 9am and 6pm. Based on the analysis, 11am on a weekday was found to be the peak condition for parking. Therefore, the following sections summarize the results of the data collection efforts for that peak hour.

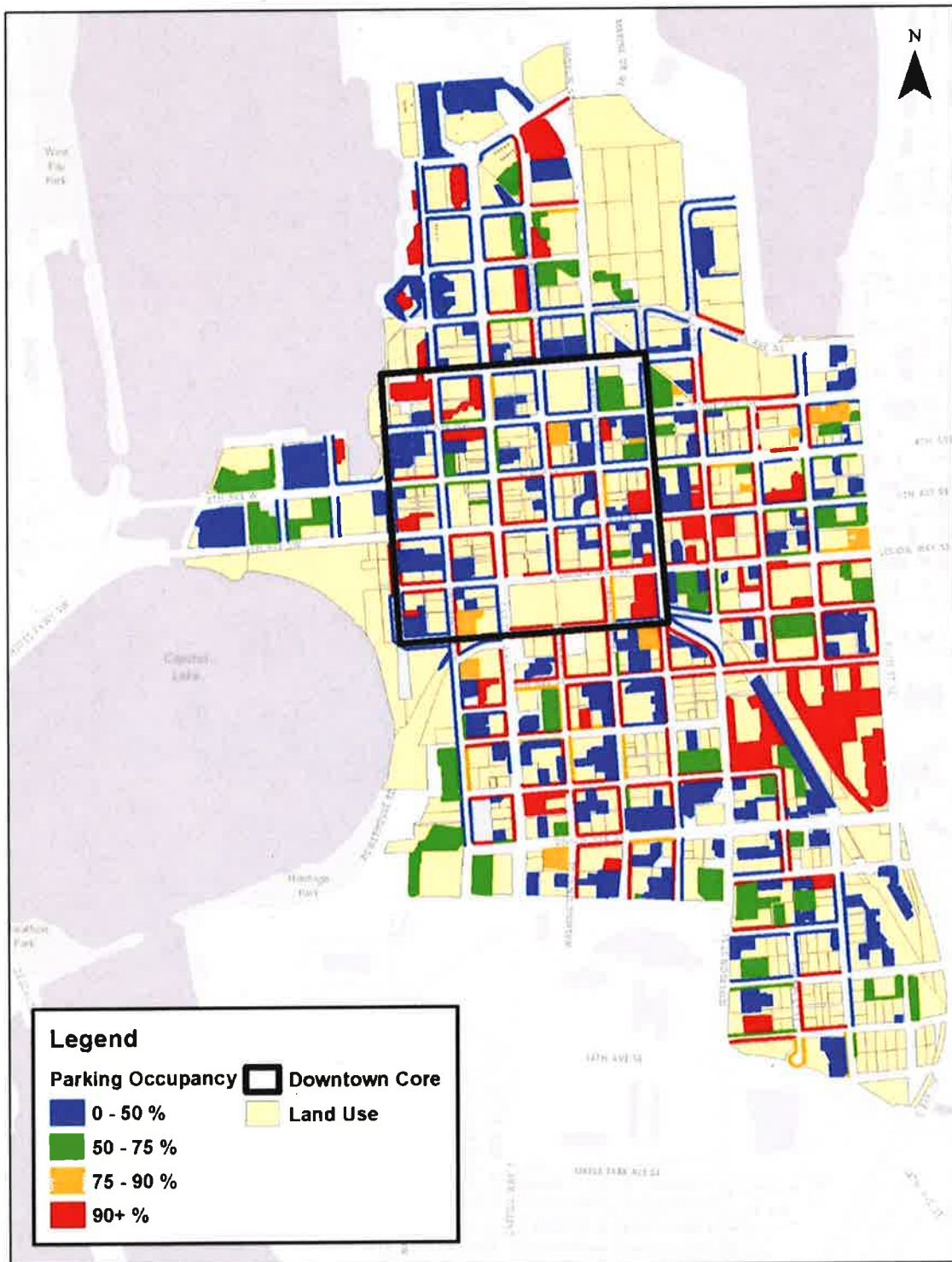
Existing Parking Behaviors

The Downtown Olympia area is a combination of on-street, public off-street and private on-street. Each of the parking facilities within the downtown area were collected and analyzed based on the existing

behaviors. The peak hour (11 am) occupancies were evaluated for the three parking facilities, as well as, number of vehicles from and to other areas.

Figure 21 illustrates the Park+ modeled parking occupancies through the Study Area during the peak hour.

Figure 21. Existing Peak Hour Parking Results (11am)



Kimley-Horn, 2017; City of Olympia, 2017

Below are Figure 22 and Kimley-Horn, 2017; City of Olympia, 2017

Figure 23 that summarize the occupancies for each facility type and the results broken down by sub-area. Table 2 not only presents occupancies for each sub-area but also depicts how many vehicles are parking in each sub-area that are from another area and vice versa.

Figure 22. Existing Parking Occupancies by Facility Type

Parking Type	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,182	1,139	51%
Public Off-Street	1,959	1,104	855	56%
Private Off-Street	7,957	4,494	3,463	56%
Study Area	12,237	6,779	5,458	55%

Kimley-Horn, 2017; City of Olympia, 2017

Figure 23. Existing Parking Results by Area

Area	Supply	Demand	Met Demand	Surplus/Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Waterfront	1,335	399	595	936	45%	135	-
Capitol to Market	4,388	2,539	2,348	1,849	30%	-	191
Artisan/Tech	4,296	2,573	2,565	1,723	60%	-	8
Southeast Neighborhood	3,322	1,661	1,897	1,661	57%	236	-
Downtown Core	2,271	1,243	1,264	1,028	56%	21	-

Kimley-Horn, 2017; City of Olympia, 2017

After the existing conditions were inputted into the Park+ model, it was shown that during the peak hour (11 am) the Study Area operates at 55% and the Core area operates at 56%. Since the Downtown Core is only operating at 56%, it is allowing approximately 21 vehicles from other areas to park within the Core.

The crossing of area boundaries may be due to proximity preferences. For instance, the most convenient parking for a destination may be in a different sub-area, thus contributing to the cross-area parking.

Future Parking Demands and Behaviors

Long-term success of parking management strategies is critical to helping the downtown area grow successfully to support surrounding businesses, new developments, while accommodating existing uses by enabling ease of access to these destinations through parking. To identify appropriate parking management strategies that effectively manage the system into the future, it is important to understand potential future changes that could likely impact the parking system.

To understand how the future growth and development changes impact the parking system, a dynamic modeling platform was utilized and developed specifically for Downtown Olympia, to predict parking behaviors and analyze potential parking management strategies and their effectiveness.

The Park+ model evaluates observed data collected in the field, existing land use intensities, parking relationships to surrounding land uses, walking tolerances, transportation system attributes and community specific parking behaviors. As a result, the model is able to project occupancies for the parking resources in the Study Area, demands generated by the various land uses, and visually depict these characteristics on a heat map to illustrate the impacts to the system. The results of the demand model represent how much parking demand is being generated, where it is being generated, and where existing parking supplies can no longer meet demands. Additionally, model inputs can be changed to reflect various management techniques to predict parking patterns within the Study Area.

Once the model is developed and reflective of existing conditions, future scenarios can be developed to evaluate impacts to the parking system based on changes to development, new or removed parking, and/or changes to the parking management approach.

The following five scenarios were evaluated as part of this study.

- Scenario 1: Existing conditions with evaluation of parking management strategies in the Core
- Scenario 2: Market Study 10-Year Planning Horizon
- Scenario 3: Market Study 10-Year Planning Horizon with Columbia Site Garage
- Scenario 4: Market Study 20-Year Planning Horizon
- Scenario 5: Market Study 20-Year Planning Horizon with Columbia Site Garage

The following sections present the analyses and findings for each of these scenarios.

Scenario 1: Existing Conditions with Parking Management Strategies

The following parking management strategies were evaluated based on existing conditions to determine their effectiveness for improving the management of the parking system. The intent of implementing these strategies is to create greater availability and allow more people to park in the area. It was assumed that these strategies were applied to the Core area only, however, the impacts of implementing these strategies are felt throughout the Study Area. These parking management strategies are present in each of the other future scenarios as a baseline assumption.

- Conversion of 9hr parking time limit restrictions to 3hr time limits – encourages turnover of spaces, which creates greater availability, allowing more people to park on the street.
- Increased paid parking from \$1.00 to \$2.00 – an increase of price in the Core encourages people to park in lower price areas, thus redistributing the parking demands and creating greater availability in the areas with higher prices.
- Implementing 100% shared parking with private parking facilities – private facilities contain most of the parking supply in the study area. For those that are underutilized, sharing of these resources creates greater parking availability in both the on-street and off-street parking systems.

The Park+ model was used to evaluate these parking management strategies and the impacts to the parking system. Using the model, the parking within the study area was viewed from several angles to help better dissect the parking behaviors and interpret how the system functions. Figure 24 presents a breakdown of the demands and occupancies for each parking type within the study area.

Figure 24. Scenario 1 Parking Occupancies by Facility Type

Parking Type	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,034	1,287	45%
Public Off-Street	1,959	1,088	871	56%
Private Off-Street	7,957	4,655	3,302	59%
Study Area	12,237	6,777	5,460	55%

Kimley-Horn, 2017; City of Olympia, 2017

The implementation of parking management strategies was intended to redistribute the parking demands to create greater availability. The results indicate that should the City implement these strategies, that they will achieve the desired outcome. Compared to the existing conditions, the occupancy for on-street parking facilities decreased by 10% and the occupancies for private off-street

facilities increased by 3%. The parking management strategies redistributed the on-street parkers and pushed some into the off-street facilities, creating greater availability and access in the Study Area.

Figure 25 takes the analysis to a deeper level and compares the parking demands and occupancies within each sub-area and summarizes how many vehicles are moving from one area to another.

Figure 25. Scenario 1 Parking Results by Area

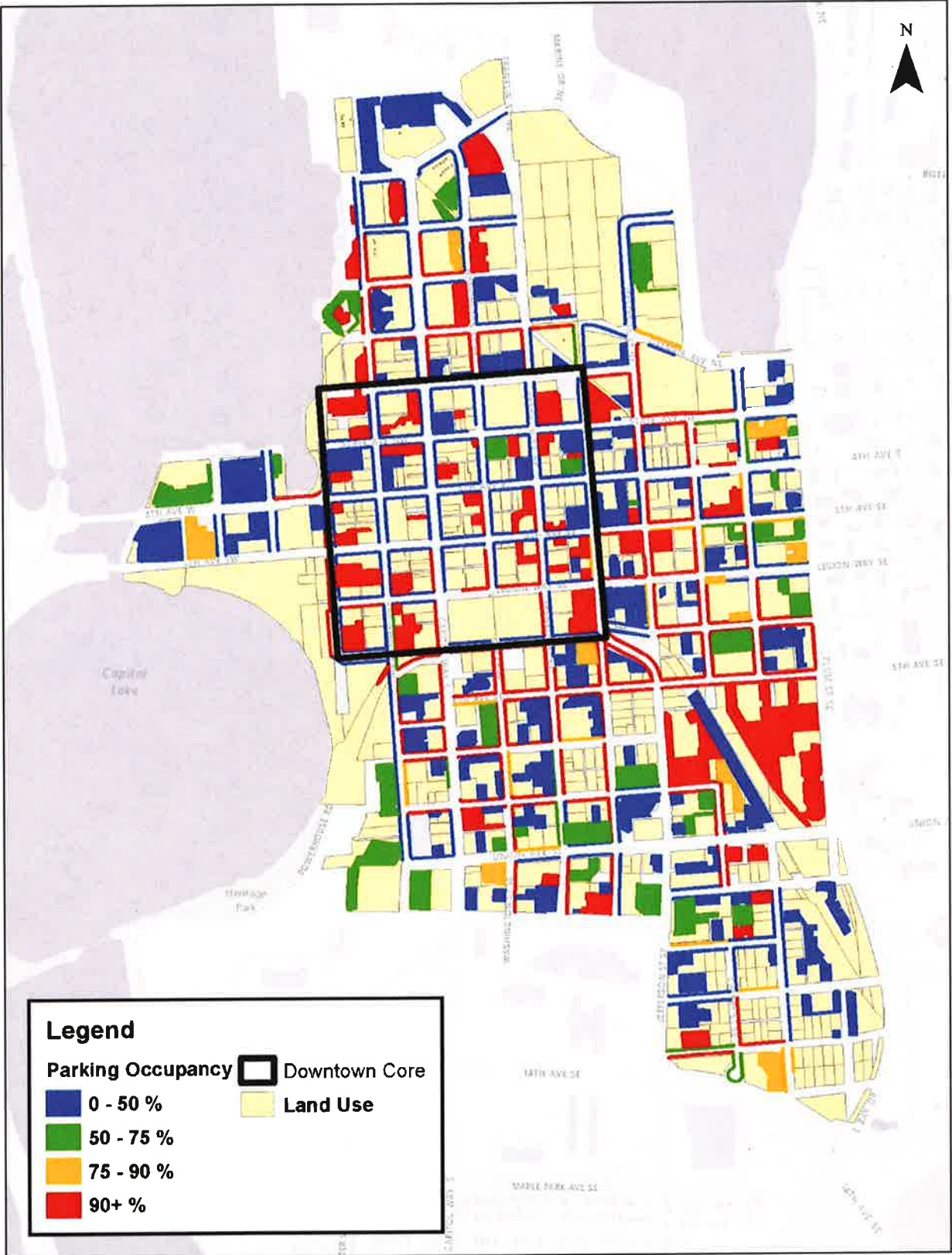
Area	Supply	Demand	Met Demand	Surplus/Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Waterfront	1,335	399	637	936	48%	238	-
Capitol to Market	4,388	2,539	2,368	1,849	54%	-	171
Artisan/Tech	4,296	2,573	2,588	1,723	60%	16	-
Southeast Neighborhood	3,322	1,661	1,801	1,661	54%	142	-
Downtown Core	2,271	1,243	1,333	1,028	59%	90	-

Kimley-Horn, 2017; City of Olympia, 2017

Looking at Table 4 results, the Downtown Core occupancy increased to 59%, which could be the result of increased availability that allowed 90 vehicles from other areas to park within the core.

Figure 26 illustrates the parking occupancies throughout the Study Area and within the Core.

Figure 26. Existing Peak Hour Parking Results (11am) with Parking Management



Kimley-Horn, 2017; City of Olympia, 2017

Scenario 2: Market Study 10-Year Planning Horizon

Scenario 2 evaluates the impact to parking of new development in the Study Area that is anticipated to occur within a 10-year planning horizon. It includes “Pipeline” developments which are currently planned, approved, or under construction. These “Pipeline” developments are summarized in Figure 27.

Figure 27. “Pipeline Developments

Project	Land Use	Intensity	Parking (Spaces)
123 4 th Ave W	Apartments	138 (DU)	121
	Office	7,000 (SF)	
Columbia Place	Apartments	115 (DU)	262
	General Retail	58,000 (SF)	
321 Lofts	Apartments	36 (DU)	28
Campus Lofts	Apartments	43 (DU)	-
Billy Frank Jr Place	Apartments	43 (DU)	16
Legion Square Remodel	Apartments	28 (DU)	-
State’s 1063 Building	General Retail	225,000 (SF)	-
Annie’s Artist Flats	Art Studio	6,000 (SF)	25
	Restaurant	4,000 (SF)	
	Apartments	66 (DU)	
	Office	20,543 (SF)	
East Bay Flats and Townhomes	Townhomes	69 (DU)	72
	General Retail	8,500 (SF)	
	Community Center	2,200 (SF)	
Views on 5th	Apartments	136 (DU)	150
	Restaurant	30,000 (SF)	
Well 80 Brewing Co.	Restaurant	6,000 (SF)	-

City of Olympia, 2017

Additionally, Scenario 2 evaluates the impact of development that could occur within the next 10 years. While specific sites for the development are not yet identified, there are planned land uses and associated intensities. Figure 28 provides a summary of the 10-year growth assumptions. It should be noted that 40% of developments were assumed to be inside the Downtown Core with the remaining 60% outside of the Core.

Figure 28. Market Study 10-year Developments

	Land Use	Intensity	New Parking Spaces	Parking Spaces Removed
Inside Downtown Core	Hotel	54 (Rooms)	148	47
	Apartments	700 (DU)	654	149
	General Retail	130,800 (SF)	-	-
	Office	80,000 (SF)	-	-
Outside Downtown Core	Hotel	79 (Rooms)	220	60
	Apartments	1,050 (DU)	820	370
	General Retail	196,200 (SF)	-	-
	Office	120,000 (SF)	-	-

Kimley-Horn, 2017; City of Olympia, 2017

These developments were incorporated into the Park+ model to evaluate their impacts on the parking system. The parking management strategies presented in Scenario 1 are continued under this scenario. As Figure 29 indicates, the demand in the study area increases due to the inclusion of the new development. As a result, the occupancies for each of the parking types also increases, particularly the on-street parking. However, even with the increase in demand the parking system can absorb that demand and meet the parking needs as none of the facilities within the study area experience parking occupancies greater than 85%.

Figure 29. Scenario 2 Parking Occupancies by Facility Type

Parking Type	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,643	678	71%
Public Off-Street	1,658	1,128	530	68%
Private Off-Street	9,227	5,930	3,297	64%
Study Area	13,206	8,701	4,505	66%

Kimley-Horn, 2017; City of Olympia, 2017

Figure 30 analyzes the data for each of the sub-areas and this information indicates that most of the sub-areas are operating at acceptable or underutilized levels. The Core is within the effective capacity mark of 85-90%. At occupancies of 87%, it is likely that new visitors to the Core may experience

frustrations finding an available space within the Core. However, those who visit the Core on a regular basis and know the system and where to park may still be able to find parking easily because they know where to go and how to navigate to the location.

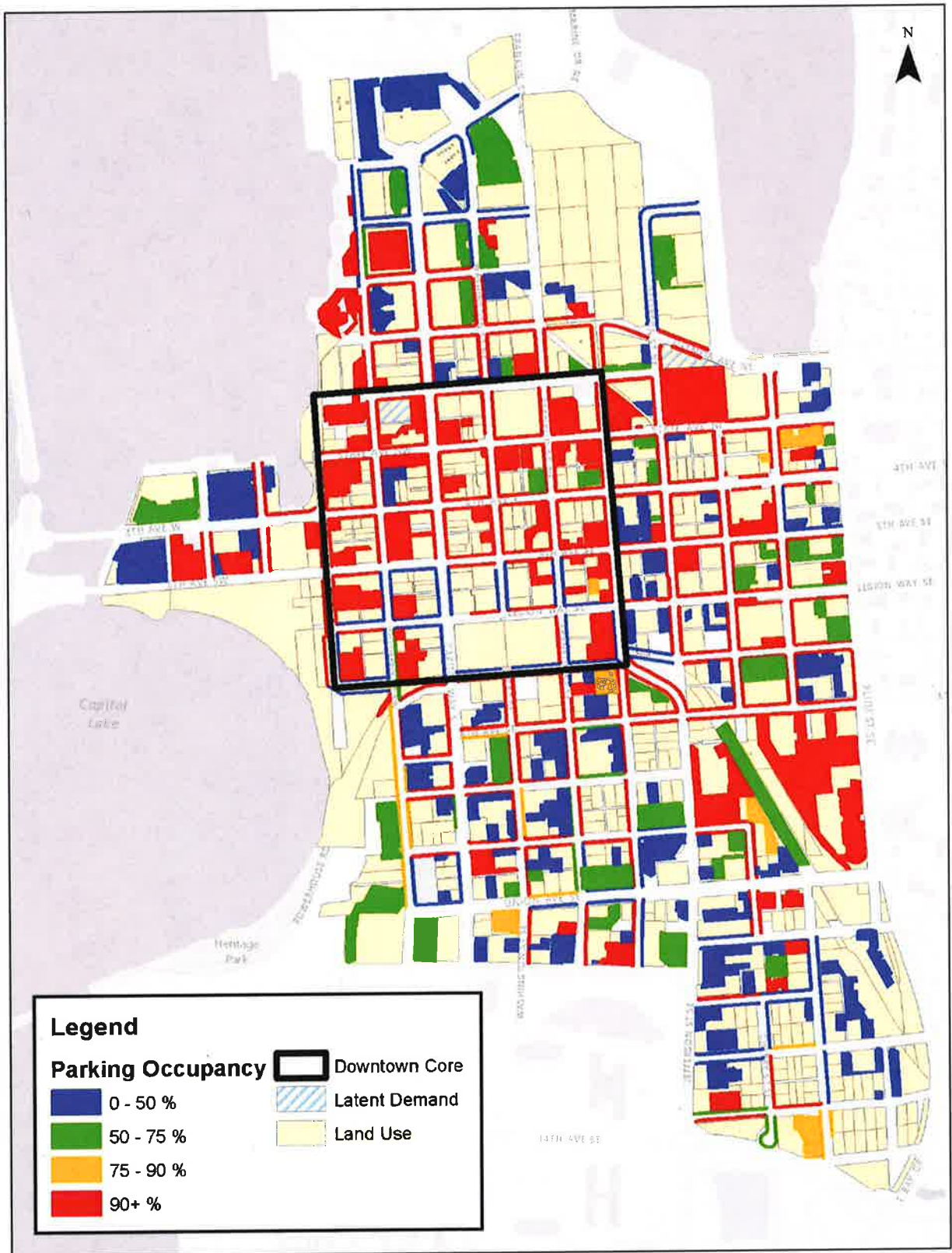
Figure 30. Scenario 2 Parking Results by Area

Zone	Supply	Demand	Met Demand	Surplus/ Deficit	% Occupied	# Vehicles from Other Zones	# Vehicles to Other Zones
Waterfront	1,559	520	1,066	1,039	68%	486	-
Capitol to Market	4,770	3,590	3,262	1,180	68%	-	328
Artisan/Tech	4,618	3,657	3,477	961	75%	-	180
Southeast Neighborhood	3,322	1,656	1,843	1,666	55%	187	-
Downtown Core	2,653	2,320	2,302	333	87%	17	-

Kimley-Horn, 2017; City of Olympia, 2017

Figure 31 illustrates the parking occupancies throughout the Study Area and within the Core.

Figure 31. Scenario 2 – Peak Hour Parking Results (11am)



Kimley-Horn, 2017; City of Olympia, 2017

Scenario 3: Market Study 10-Year Planning Horizon with the Columbia Site Garage

Scenario 3 evaluates the same developments analyzed in Scenario 2, but also includes a new parking garage (Columbia Garage) located on the southwest corner of State Ave and Columbia St. It was assumed that the Columbia Garage would be 355 spaces, would be available for public parking, and would have a rate of \$60 per month. The parking management strategies presented in Scenario 1 are continued under this scenario. The following are the results and findings of this scenario.

As shown in Figure 32, with the inclusion of a new garage, the on-street parking occupancy decreased substantially to 65% (as compared to 71% from Scenario 2). This is because with readily available public off-street parking, and the on-street parking regulations as described in Scenario 1, that people are opting to park in the new garage. This increases the public off-street parking occupancy to 73%, a 5% increase from 68% in Scenario 2.

Figure 32. Scenario 3 Parking Occupancies by Facility Type

Parking Type	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,477	844	64%
Public Off-Street	2,013	1,477	536	73%
Private Off-Street	9,227	5,810	3,417	63%
Study Area	13,561	8,764	4,797	65%

Kimley-Horn, 2017; City of Olympia, 2017

Figure 33, which summarizes the results for each sub-area, indicates that due to the new garage, more people can park in the Core. The parking demand does not change between Scenario 2 and Scenario 3, it remains 2,320 spaces. However, under Scenario 3, because of the garage, the Core can park more vehicles as indicated by the increase in Met Demand and the number of vehicles from other areas parking in the Core. The garage allows for 396 vehicles to park from other areas to within the Core. In Scenario 2, this was only 17 vehicles:

Figure 33. Scenario 3 Parking Results by Area

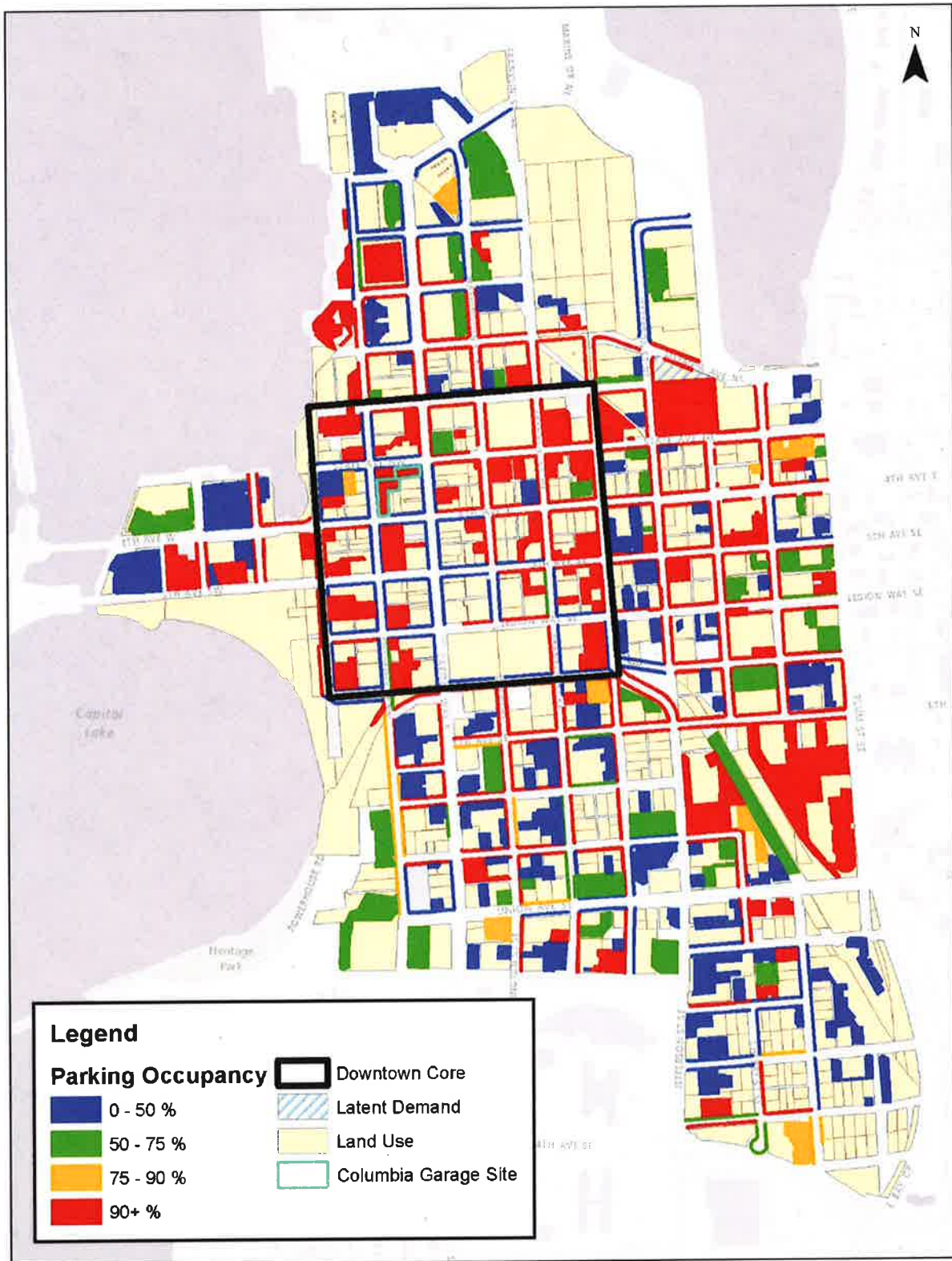
Area	Supply	Demand	Met Demand	Surplus/Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Waterfront	1,559	520	894	1,039	57%	375	-
Capitol to Market	4,770	3,590	2,967	1,180	62%	-	624

Area	Supply	Demand	Met Demand	Surplus/ Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Artisan/Tech	4,618	3,657	3,469	961	75%	-	188
Southeast Neighborhood	3,322	1,656	1,843	1,666	55%	187	-
Downtown Core	2,653	2,320	2,324	296	88%	396	-

Kimley-Horn, 2017; City of Olympia, 2017

Figure 34 illustrates the parking occupancies throughout the Study Area and within the Core.

Figure 34. Scenario 3 – Peak Hour Parking Results (11am)



Kimley-Horn, 2017; City of Olympia, 2017

Scenario 4: Market Study 20-Year Planning Horizon

Scenario 4 evaluates the impact of development that could occur within the next 20 years. While specific sites for the development are not yet identified, there are planned land uses and associated intensities. Figure 35 provides a summary of the 20-year growth assumptions. It should be noted that 40% of developments were assumed to be inside the Downtown Core with the remaining 60% outside of the Core.

The parking management strategies presented in Scenario 1 and Scenario 2 are continued under this scenario. The Columbia Garage (Scenario 3) is not included as part of this scenario. The following are the results and findings of this scenario.

Figure 35. Market Study 20-year Planning Developments

	Land Use	Intensity	New Parking Spaces	Parking Spaces Removed
Inside Downtown Core	Hotel	125 (Rooms)	148	47
	Apartments	1,400 (DU)	654	149
	General Retail	262,000 (SF)	-	-
	Office	160,000 (SF)	-	-
Outside Downtown Core	Hotel	186 (Rooms)	220	60
	Apartments	2,100 (DU)	820	370
	General Retail	393,000 (SF)	-	-
	Office	240,000 (SF)	-	-

Kimley-Horn, 2017; City of Olympia, 2017

These developments were incorporated into the Park+ model to evaluate their impacts on the parking system. The following are the results and findings of this scenario.

Figure 36 indicates that overall, the parking system within the study area can accommodate the parking demands generated by the new development. However, when looking at each sub-area as shown in Figure 37, it is evident that the Core is above the effective capacity threshold and Artisan/Tech area is approaching that threshold. Additionally, in previous scenarios, the Core could accommodate vehicles from other areas. Under this scenario, it is no longer able to absorb those vehicles and instead is looking to place vehicles in other areas. This indicates that with this level of development and parking, the parking in the Core has reached its level of effectiveness and users will likely become frustrated with the lack of availability.

Figure 36. Scenario 4 Parking Occupancies by Facility Type

	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,757	564	76%
Public Off-Street	1,658	1,184	474	71%
Private Off-Street	10,257	6,940	3,317	68%
Study Area	14,236	9,881	4,355	69%

Kimley-Horn, 2017; City of Olympia, 2017

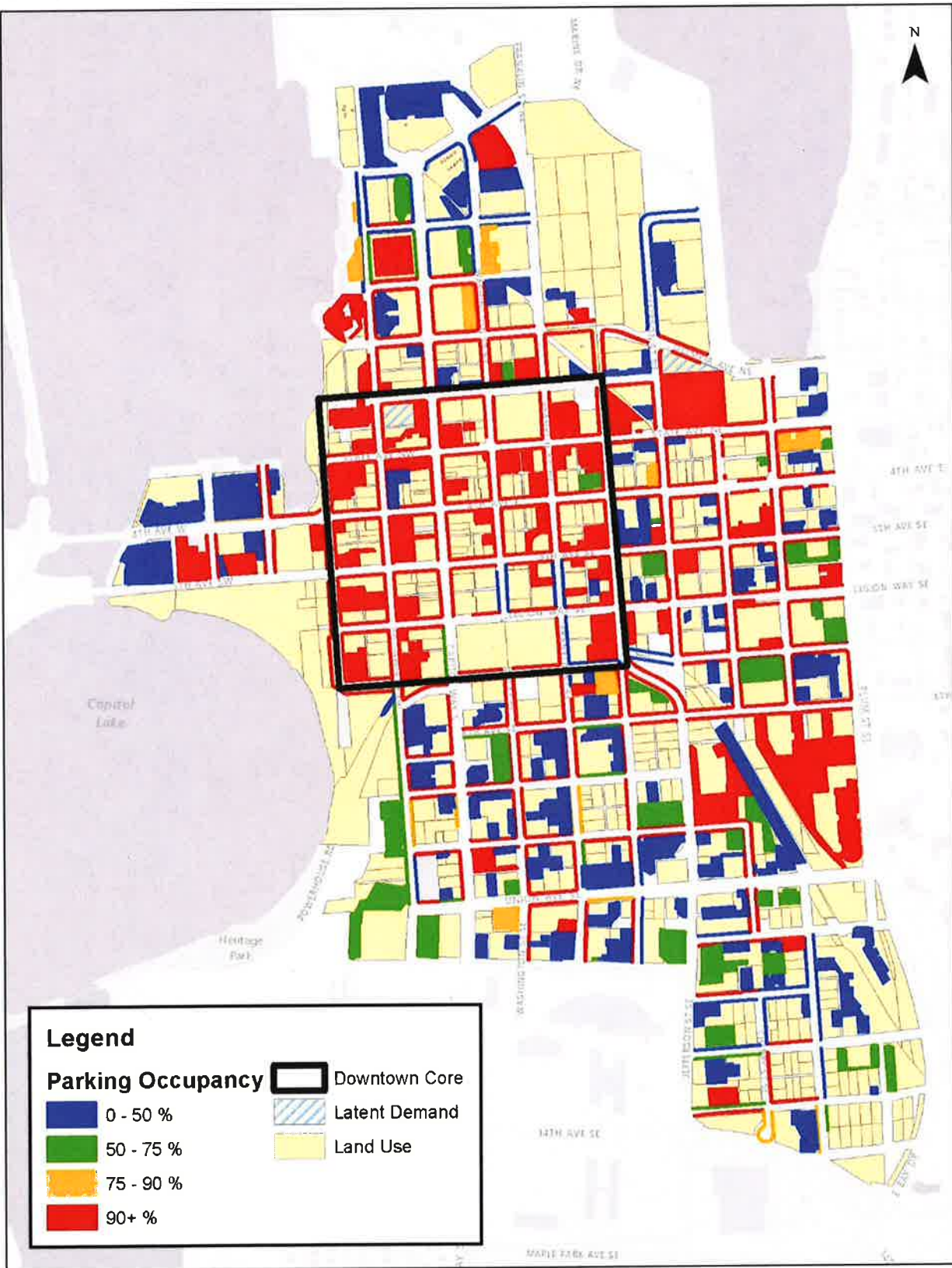
Figure 37. Scenario 4 Parking Results by Area

Area	Supply	Demand	Met Demand	Surplus/Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Waterfront	1,750	640	1,219	1,110	70%	580	-
Capitol to Market	5,427	4,567	3,997	860	74%	-	571
Artisan/Tech	5,291	4,662	4,216	629	80%	-	446
Southeast Neighborhood	3,322	1,656	1,847	1,666	56%	191	-
Downtown Core	3,310	3,417	3,045	107	92%	-	372

Kimley-Horn, 2017; City of Olympia, 2017

Figure 38 illustrates the parking occupancies throughout the Study Area and within the Core.

Figure 38. Scenario 4 – Peak Hour Parking Results (11am)



Kimley-Horn, 2017; City of Olympia, 2017

Scenario 5: Market Study 20-Year Planning Horizon with Columbia Site Garage

Scenario 5 evaluates the same developments and assumptions analyzed in Scenario 4, however it also includes the Columbia Garage, located on the southwest corner of State Ave and Columbia St. As with Scenario 3, this scenario assumed that the Columbia Garage would be 355 spaces, would be available for public parking, and would have a rate of \$60 per month. These developments were incorporated into the Park+ model to evaluate their impacts on the parking system. The following are the results and findings of this scenario.

As shown in Figure 39, with the inclusion of a new garage, the public off-street parking facilities can absorb more vehicles. Within the Core, as shown in Figure 40, the parking occupancy decreases from 92% to 83% indicating that the new garage alleviates some demand in this area. However, the parking demands in the Core are still high and vehicles within the Core are looking outside of the Core to find available parking. Parking management strategies outside of the Core may have to be considered as part of a longer-term management approach to help further distribute demands.

Figure 39. Scenario 5 Parking Occupancies by Facility Type

	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,809	512	78%
Public Off-Street	1,947	1,476	471	76%
Private Off-Street	10,257	6,633	3,624	65%
Study Area	14,525	9,918	4,607	68%

Kimley-Horn, 2017; City of Olympia, 2017

Figure 40. Scenario 5 Parking Results by Area

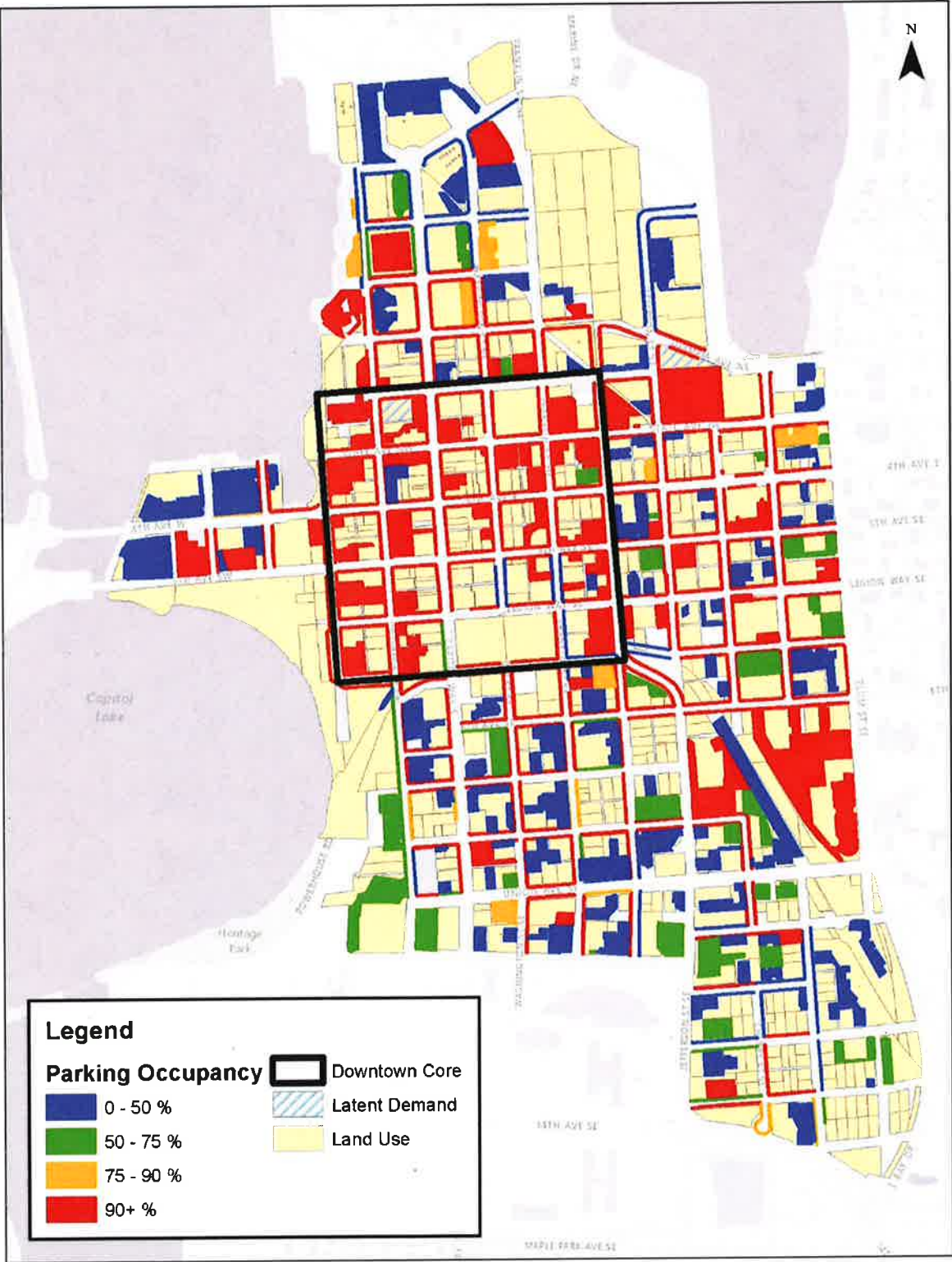
Area	Supply	Demand	Met Demand	Surplus/Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Waterfront	1,750	640	1,022	1,110	58%	383	-
Capitol to Market	5,716	4,567	4,053	1,149	71%	-	514
Artisan/Tech	5,291	4,662	4,210	629	80%	60	452

Area	Supply	Demand	Met Demand	Surplus/ Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Southeast Neighborhood	3,322	1,656	1,854	1,666	50%	197	-
Downtown Core	3,599	3,417	2,971	182	83%	-	466

Kimley-Horn, 2017; City of Olympia, 2017

Figure 41 illustrates the parking occupancies throughout the Study Area and within the Core.

Figure 41. Scenario 5 – Peak Hour Parking Results (11am)

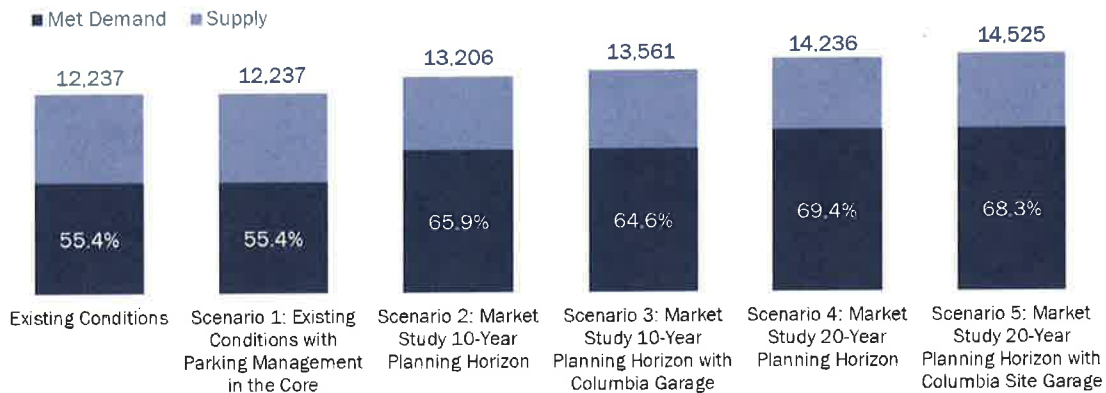


Kimley-Horn, 2017; City of Olympia, 2017

Summary

Figure 42 provides a summary of the estimated systemwide occupancies for Downtown Olympia under the five scenarios, as compared to existing conditions. Figure 43 shows a summary of the estimated occupancies for the Downtown Core under the five scenarios.

Figure 42. Summary of Supply and Demand by Scenario



Kimley-Horn, 2017; City of Olympia, 2017; Framework, 2017

Figure 43. Summary of Supply and Demand by Scenario in the Downtown Core



Kimley-Horn, 2017; City of Olympia, 2017; Framework, 2017

Conclusions

The following findings are based on the analysis performed using the Park+ model and the associated assumptions.

Immediate Planning Horizon

- The implementation of parking management strategies will distribute some of the parking demands from the on-street facilities to the off-street. This will improve access to surrounding destinations since there is greater availability of desired parking.
- By incorporating the Parking Management Strategies within the Downtown Core of Olympia the Study Area is operating at 59%. It allows more availability for vehicles from other areas to park within the core.

10-Year Planning Horizon

- The parking demands created by the 10-year developments can be accommodated by the parking system, however, the parking within the Core will start to reach effective capacity, which could lead to frustrations for new users to the study area and particularly the Core.
- The addition of the Columbia Garage in the 10-year planning horizon will alleviate the demands in the Core. Coupled with the parking management strategies, the garage allows people to move from the on-street facilities to the off-street facilities, thus creating more availability in the on-street system.

20-Year Planning Horizon

- Over the course of the next 20 years, the new developments within the Study Area begin to push the Downtown Core over the effective capacity (85-90%). This is assuming 100% shared parking, increase in on-street parking rates and converting 9-Hour meters to 3-Hour meters within the core.
- Adding in the Columbia Site Garage to the Market-Study 20-Year Planning developments and incorporating the Parking Management Strategies the Downtown Core drops below the 85-90% threshold. With the occupancy reductions in the Downtown Core, the Columbia Site Garage at the peak hour is operating at 100% occupancy.

Definitions

American Disabilities Act. Under the ADA, discrimination against a disabled person is prohibited, including discrimination in transportation, public accommodations, and government activities.

Car Sharing. A service where vehicles are available to multiple users through the sharing economy. For example, the service provided by ZipCar.

Downtown Strategy. A strategy to implement the comprehensive goals for Downtown Olympia.

Fee-in-lieu. A fee whereby developers can opt out of requiring all on-site parking established by a parking minimum and alternately pay into a municipal fund to be used for building centralized public parking.

Long-term Parking. Parking for uses that require a longer stay, such as all-day parking for employees or residences. Long-term parking prioritizes those staying around four hours or more.

Off-Street Parking (public). Parking stalls located off-street in a publicly-owned parking lot. Public parking lots may be managed by a public or private entity.

Off-Street Parking (private). Parking stalls located off-street in a privately-owned and managed parking lot.

On-Street Parking. Parking stalls located on-street in the public right-of-way.

Parking Minimum. A minimum number of required parking spaces for a specific type of land use. Requirements are often determined based on square footage or number of bedrooms, and vary based on density.

Peak Occupancy. The percent of stalls occupied at the hour where occupancy is highest.

Parking Enforcement (city). Enforcement of parking restrictions of public parking, both on-street and off-street. This enforcement is done by City staff.

Parking Enforcement (private). Enforcement of parking rules in a privately-owned lot, by a private enforcement agent.

Shared Parking. Shared use of off-street parking facilities when two different land uses with different peak parking times can efficiently use the same facility to accommodate their customers, residents, and/or employees.

Shared-use Parking Agreement. An agreement that lays out the roles and responsibilities when a property owner partners with the City or another private entity to share off-street parking.

Short-term Parking. Parking that is meant for short trips, generally four hours or less.

Surface Parking. Parking located in an off-street surface lot.



Questions?

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Downtown Parking Strategy



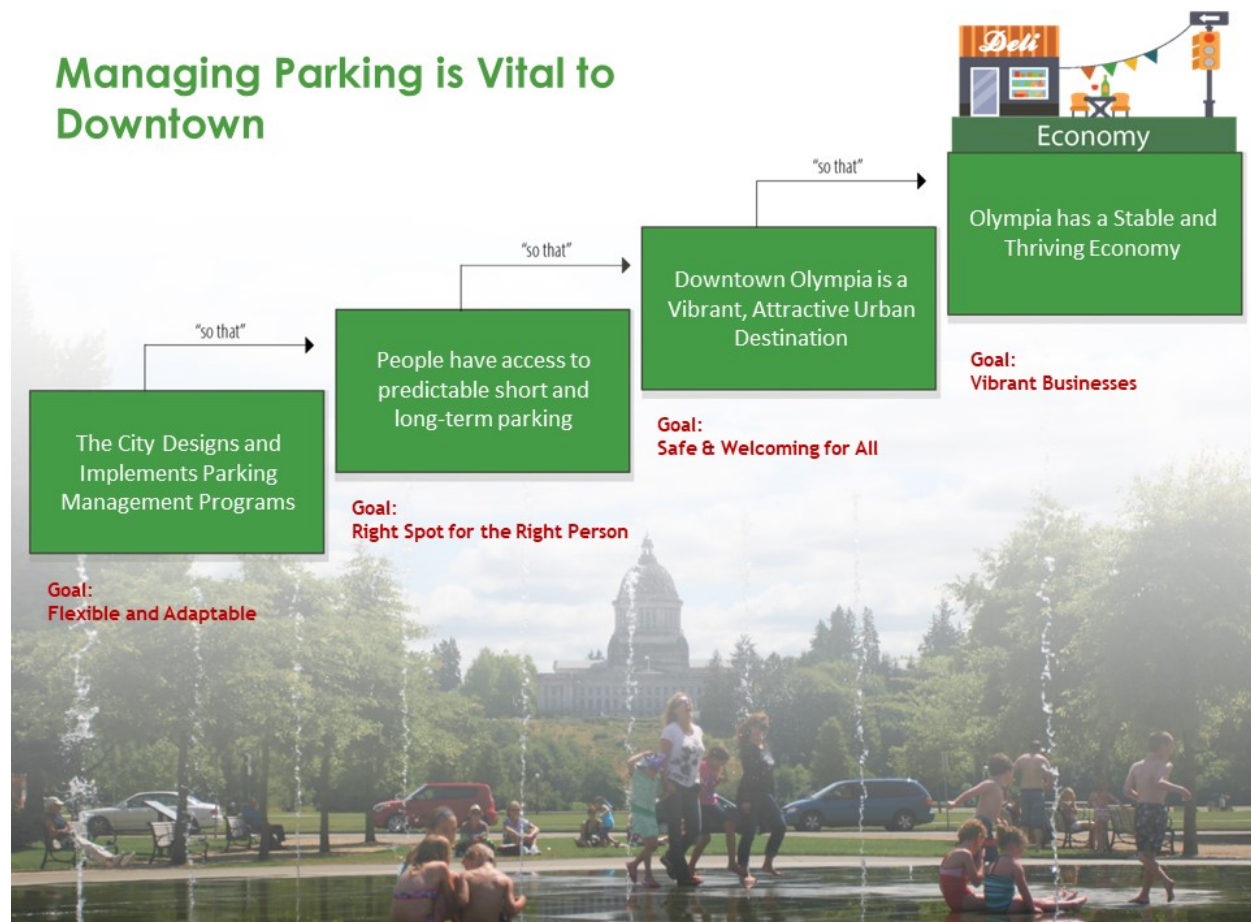
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Project Overview

Downtown Olympia is growing. Historically Downtown has not been a major residential area, yet in recent years new residential and mixed-use projects are bringing new energy and activity and changing the nature of Downtown including around parking. Currently approximately 50% of the ground floor land use in Downtown is surface parking, which the City desires to see redeveloped into more active uses as part of its Downtown Strategy. To support the City's goals for Downtown parking will be consolidated overtime from primarily surface parking lots to parking garages with more active streets and public spaces. The Downtown Parking Strategy provides a framework to support the City's Downtown Strategy focused on a vibrant, livable, and thriving area (See Figure 1).

Figure 1: Downtown Parking Strategy Diagram



Guiding Principles

The guiding principles for the Downtown Parking Strategy are intended to inform and guide short- and long-term decision-making for the Downtown parking system and support other goals for Downtown and desired outcomes. The guiding principles address questions such as the role of the City in providing and managing parking downtown, the role of the private sector, desired outcomes such as supporting

local businesses, active and lively streets, and new housing. The guiding principles also address key management issues such as whether the system pays for itself. The guiding principles will allow the City to adapt to changing conditions over time and achieve long-term success in providing and managing parking in the Downtown.

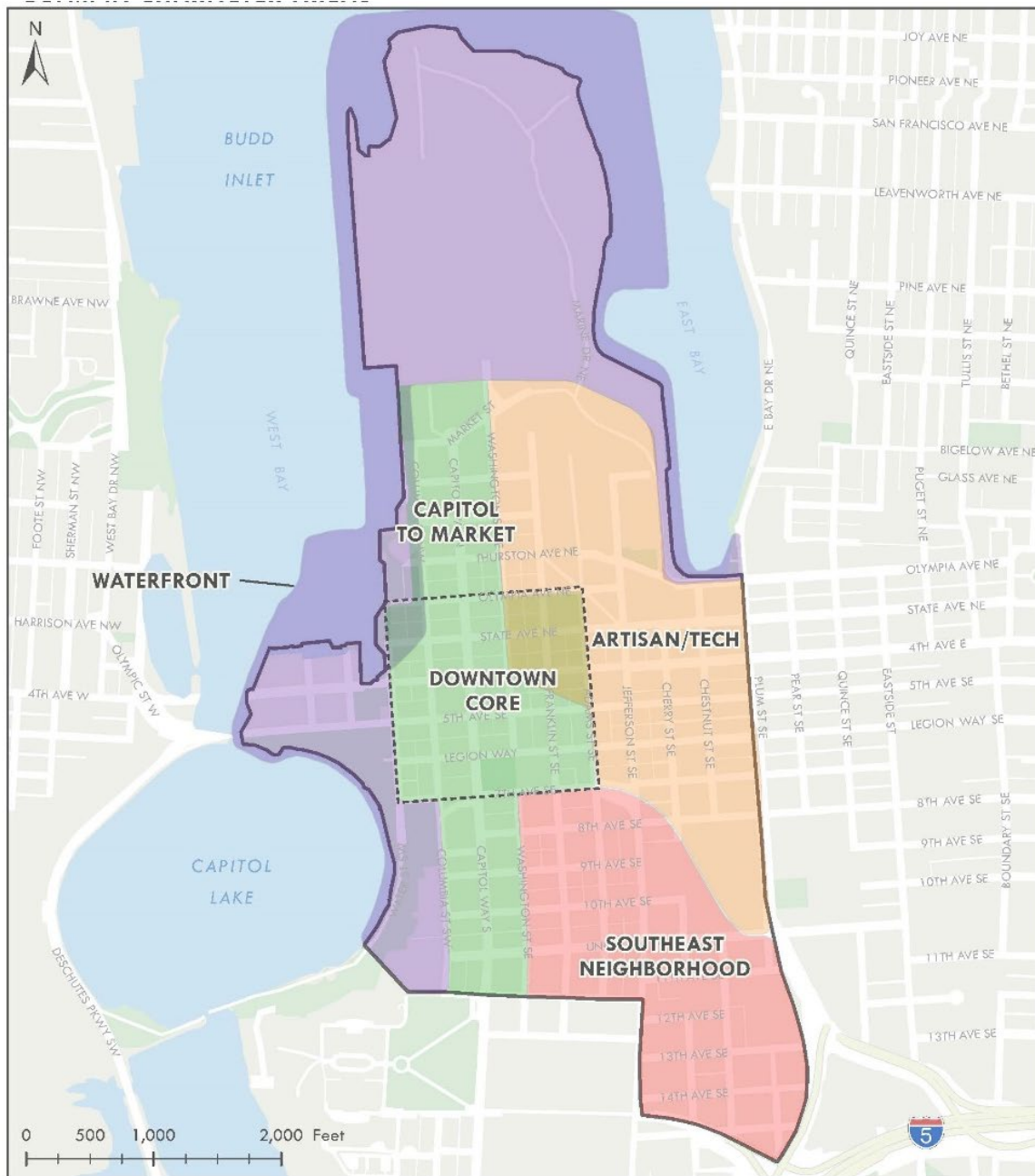
The City of Olympia's Downtown parking system:

1. Supports a **Vibrant and Attractive Downtown**.
2. Recognizes the value of on-Street parking to **Support Retail Uses in the Downtown Core**.
3. Is **Convenient and Intuitive** for short and long-term users.
4. **Compliments people's choices** to walk, bike, share a ride, or take the bus Downtown.
5. Encourages the **Efficient Use of Parking** to implement land use goals.
6. Is Financially Sound.
7. Is **Flexible, Adaptable, and Innovative** to meet changing needs and demands.

Study Area + Character Areas

The project study area and character areas from the Downtown Strategy are shown below in Figure 2. Parking data was collected for on and off-street facilities within the study area and data was further analyzed by character area. Parking strategies include overall strategies for the Downtown and strategies tailored to specific character areas.

Figure 2: Project Study Area + Downtown Character Areas



BERK,
2017;
City
of

- LEGEND**
- Downtown Boundary
 - Downtown Core
 - Artisan/Tech
 - Capitol to Market
 - Southeast Neighborhood
 - Waterfront

CITY OF OLYMPIA
Map Date: June 2017



Olympia, 2017

What We Heard

The City provided several opportunities for public input during the development of the Downtown Parking Strategy including an advisory committee, an online survey, stakeholder interviews, and a public open house.

Advisory Committee

The advisory committee included representatives from key stakeholder groups in Downtown. The advisory committee met four times to review project deliverables and provide input and guidance on the Strategy. The following is a list of advisory committee members:

- **Jill Barnes**, Washington Center for the Performing Arts
- **Todd Cutts**, Olympia Downtown Association
- **Bobbi Kerr**, Parking and Business Improvement Area
- **Jeff Trinin**, Always Safe & Lock
- **George Carter**, WA Department of Enterprise Services
- **Rebecca Brown**, Bicycle, Pedestrian Advisory Committee

Online Survey

The City of Olympia conducted an online survey on parking in Downtown Olympia between January 24th through March 6th of 2017. A total of 2,623 responses were received.

The following summary provides question-by-question results to the survey, an analysis of the four open-ended questions, and takeaways from the overall results. A detailed summary of the survey results is available in Appendix B.

Survey Takeaways

The following are the major findings from the survey results:

- A desire for more signage and marketing around off-street lots was a common comment – many respondents aren't aware of the off-street facilities that are available, and when they're available.
- Walkability and feelings of safety may increase willingness to park further from destination.
- Pedestrian, bicycle, and transit investments are important to many respondents and they feel that addressing these priorities will create a greater desire to be downtown, offer alternatives to parking, and create a more inviting environment for those parking further from their destination.
- Many of the survey respondents would like to see a centrally-located garage in Olympia. Some respondents recognize the cost associated while others would like to see the garage and other lots in Downtown be provided for free. Many of those who would like a garage also specified that safety and security at the facility would be essential to the success of a Downtown parking garage.
- Seventy-three percent of respondents typically find parking within an acceptable distance, only 10.6% of respondents find they are forced to park an unacceptable distance from their destination.
- Many respondents identified the DASH shuttle as a great resource, and some specified a desire for expanded services.

- Some commenters felt positively about the way the parking system is now, appreciate that prices are responsible, and feel that parking is available when they need it at a reasonable distance from their destination.
- Respondents stated they would like to see more shared parking with private businesses during closed business hours.
- Free and less expensive parking is desired by many respondents.

Stakeholder Interviews

As part of the Olympia Parking Strategy, BERK Consulting interviewed key stakeholders about their experiences and perceptions about parking Downtown, strategies to improve parking, and how parking can support the City’s vision for Downtown. A total of 12 stakeholders were interviewed. They represented the business and non-profit communities that operate Downtown.

The stakeholders expressed consistent viewpoints for the potential of Downtown Olympia to grow and the need to pro-actively address parking in Downtown. Stakeholders also see a larger connection between the quality of Downtown Olympia and parking issues that occur. There is an interest in investing in Downtown to improve streetscapes and the parking/walking experience. Stakeholders also expressed an interest in more appealing through safety measures and cleanliness efforts. The following are the major themes from the interviews:

Vision for Downtown

Stakeholders see Olympia as a changing community, going from a City with a small-town feel to a City with an urban feel. As the City grows, there will be opportunities for development to support the overall experience of living in or visiting Downtown.

“Downtown is the heart of the community, and should be encouraging and welcoming to the entire population.”

Downtown Safety

Public safety and cleanliness was a concern for Downtown among those interviewed. Stakeholders expressed an interest in not letting the potential for growth take a focus away from providing for a safe and attractive Downtown, while also helping to provide services to those in need.

“We need to deal with homelessness and mental health problems. We can’t leave people behind or ignore problems in our community. I wouldn’t keep my own business if I didn’t know we could face these problems and solve them. We need to work diligently to make Olympia even more hospitable and complete.”

Parking Challenges Downtown

Parking Logistics

Events and the legislature, while they are in session, cause the largest parking problems, as well as some busy weekends. Downtown Olympia deals with many modes of travel for different purposes throughout the day, and there seems to be no organization to deal with parking. This leads to times where it seems like there is a lack of parking and others when there is an abundance of parking.

“The City should help coordinate parking for businesses and events, help co-locate places with compatible parking schedules. Everybody is going to the same places at the same time, that could be better managed.”

Public Perceptions of Parking

Many stakeholders think that there is enough parking in the area, but it's not coordinated enough or people's perceptions are not realistic concerning parking. Stakeholders mainly agree that a short walk to their business is good for customers, but that the experience could be made more pleasant in some ways.

Improvements Over Time

Stakeholders interviewed felt the pace of change to solve identified parking issues has been slow, but also feel a commitment to continue helping the City and community make progress. Ideas for parking improvement and the overall experience of visiting Downtown were connected by stakeholders.

“There's a perception of a lack of parking more than a real lack of parking. People expect to go to the store they want and park right in front of it, but usually if you drive a block away you find a spot. When I go to the mall or Wal-Mart, I always have to walk from the back of the parking lot. I never get a spot right in front of the one store I need to go to. Get the word out that there is parking, and that a short walk is okay.”

“We probably will never find a permanent solution to parking, but we can work on it all the time, and celebrate and acknowledge our successes.”

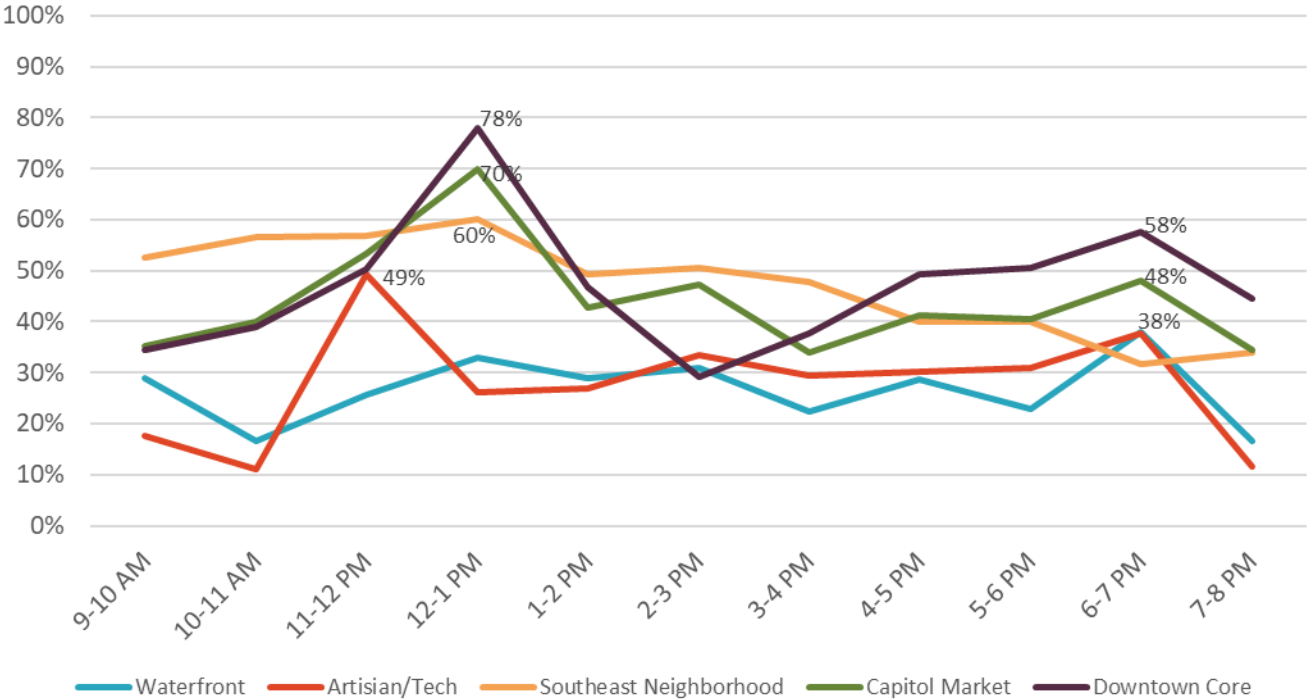
Data Collection

To better understand current conditions and how parking is currently being used data was collected for both the on and off-street on Tuesday March 7, 2017 between 9am and 7pm. Data was also collected on Saturday May 6, 2017 for a smaller sample of on and off-street facilities. More detail is provided below on data collection efforts.

Findings

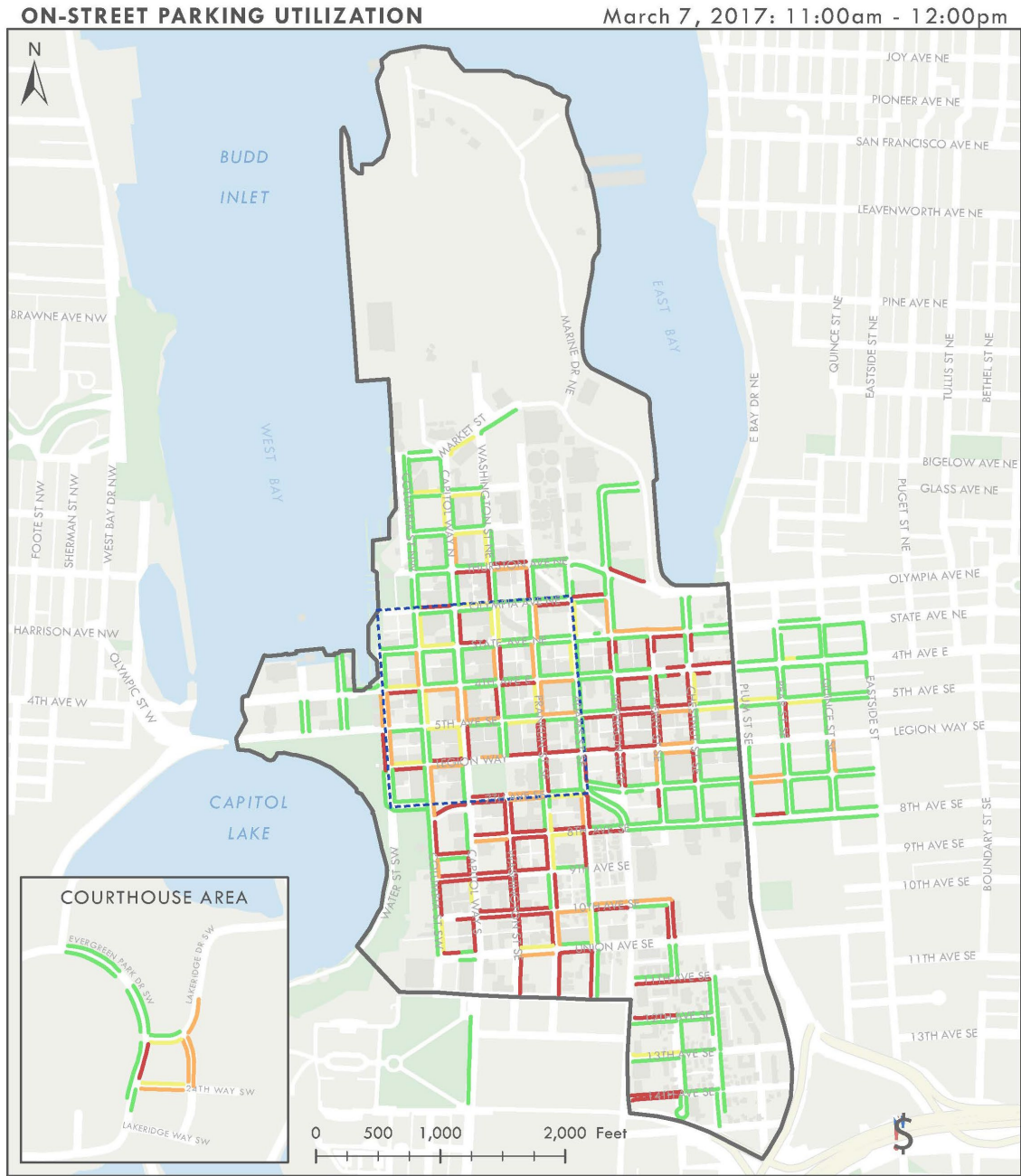
- **The Downtown Core District had the highest on-street peak occupancy during the weekday data collection period.** The peak occupancy in the Downtown core was 78% during the middle of the day on Tuesday March 7, 2017. The Capitol to Market District had the next highest occupancy at 70%. Many blocks had occupancies above 85% during peak times.

Figure 3. Hourly On-Street Occupancy, by Character Area



BERK, 2017; Kimley-Horn, 2017

Figure 4: On-Street Peak Occupancy



Parking Utilization - Peak Hour: **48.0%**

CITY OF OLYMPIA

Map Date: June 2017

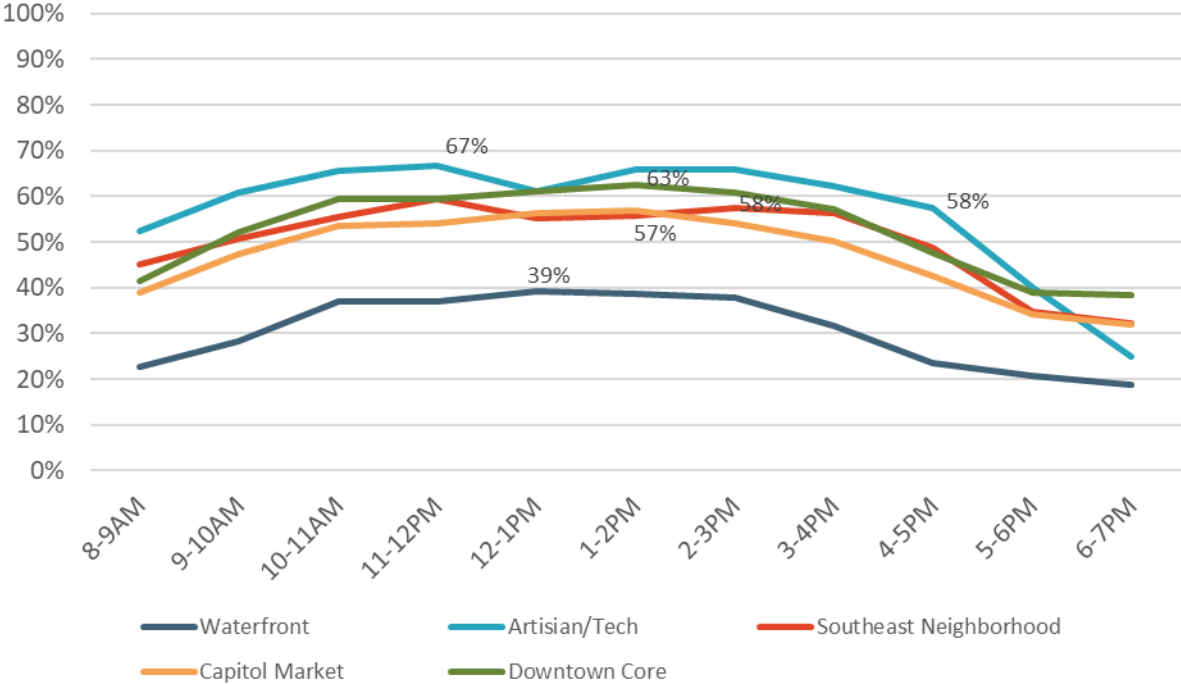
- < 55%
 - 55 to 69%
 - 70 to 84%
 - > 85%
- Downtown Boundary
 - Downtown Core



BERK, 2017; Kimley-Horn, 2017

- The Artisan/Tech District had the highest off-street occupancy during the weekday data collection period. The highest off-street peak occupancy within the Downtown character areas was observed in the Artisan/tech District at 67% followed by the Downtown core at 63%.

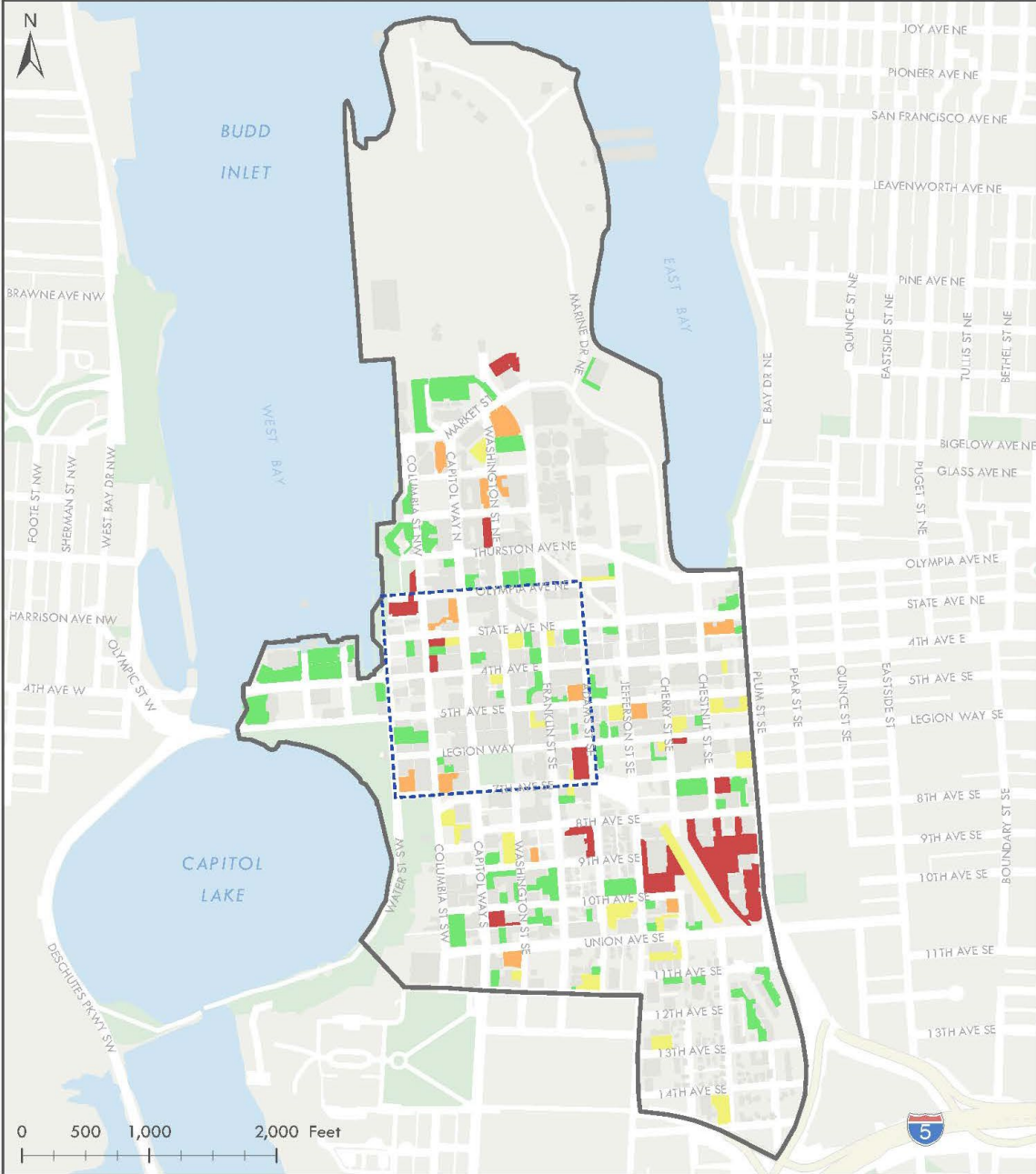
Figure 5: Downtown Study Area Hourly Off-Street Occupancy, by Character Area



BERK, 2017; Rick Williams Consulting, 2017

Figure 6: Downtown Study Area Peak Occupancy

OFF-STREET PARKING UTILIZATION March 7, 2017: 11:00am - 12:00pm



Parking Utilization - Peak Hour: **58.3%**

- < 55%
 - 55% to 69%
 - 70% to 84%
 - > 85%
- Downtown Boundary
 - Downtown Core

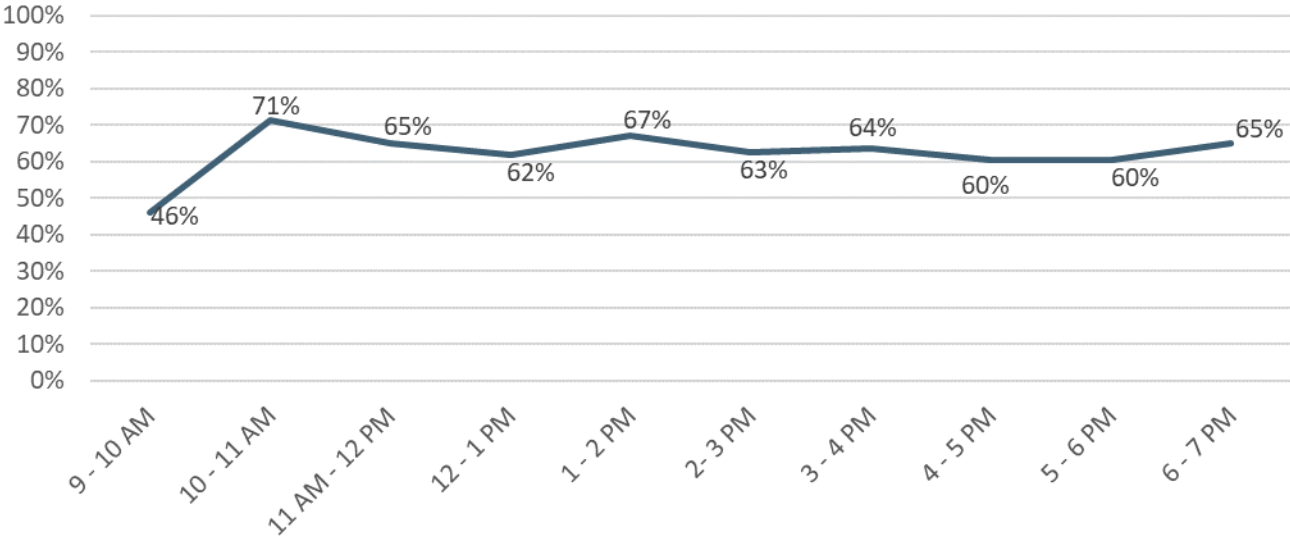
CITY OF OLYMPIA
Map Date: June 2017



BERK, 2017; Rick Williams Consulting, 2017

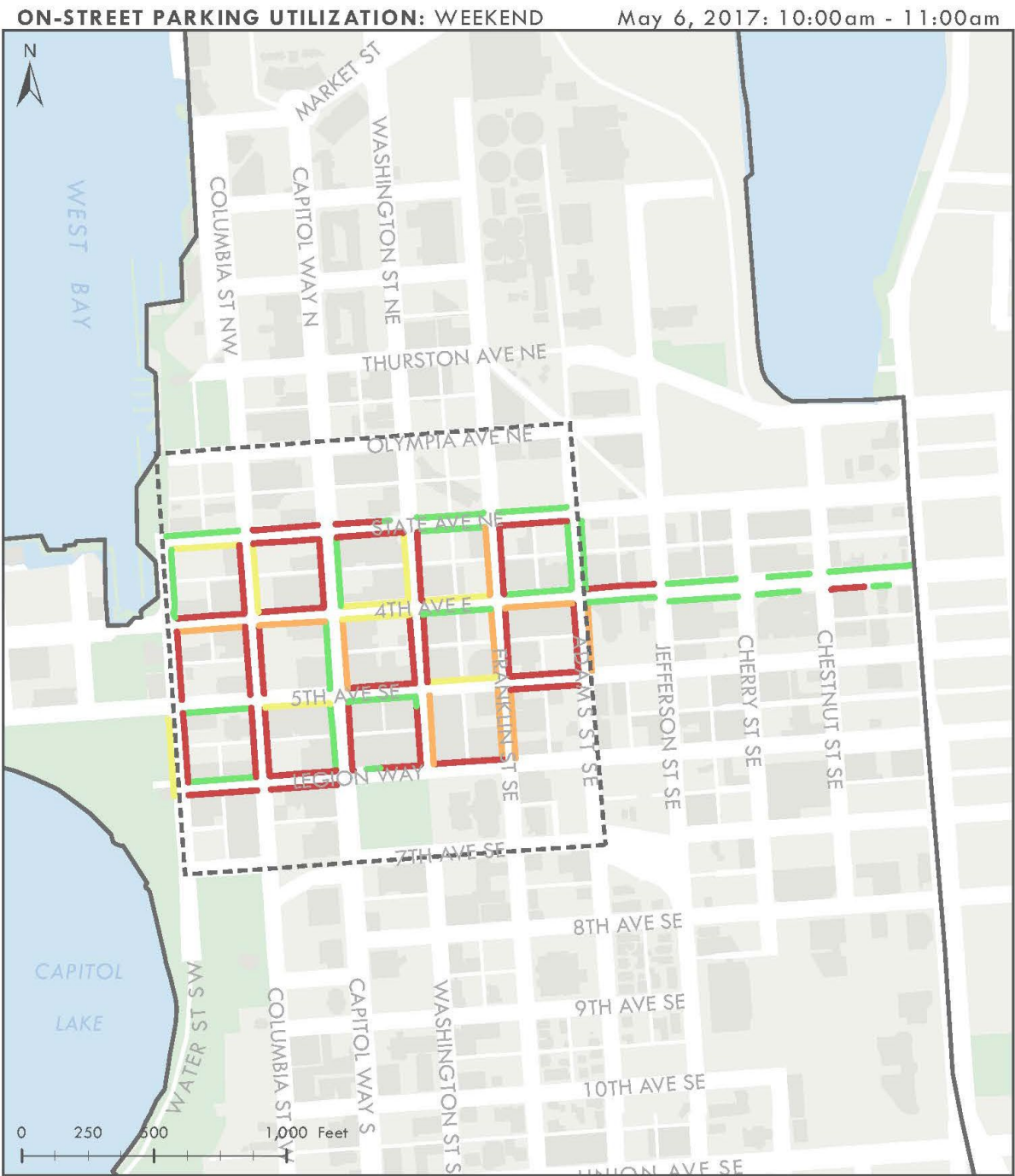
- **Off-street facilities are underutilized.** The peak occupancy for off-street facilities in the Downtown was approximately 53% during the weekday count and 31% for the weekend counts at selected facilities. At peak occupancy during the weekday count, there were 2,218 parking stalls available within the lots that were surveyed.
- **Weekend on-street occupancy is consistent throughout the day.** The weekend on-street counts in the Downtown core showed relatively consistent occupancy throughout the day indicating low vehicle turnover and is likely due parking being free and not time restricted.

Figure 7: On-Street Hourly Weekend Occupancy



BERK, 2017; Kimley-Horn, 2017

Figure 8. On-Street Peak Weekend Occupancy



Parking Utilization - Peak Hour: 71.1%

- < 55%
 - 55 to 69%
 - 70 to 84%
 - > 85%
- Downtown Boundary
 - Downtown Core

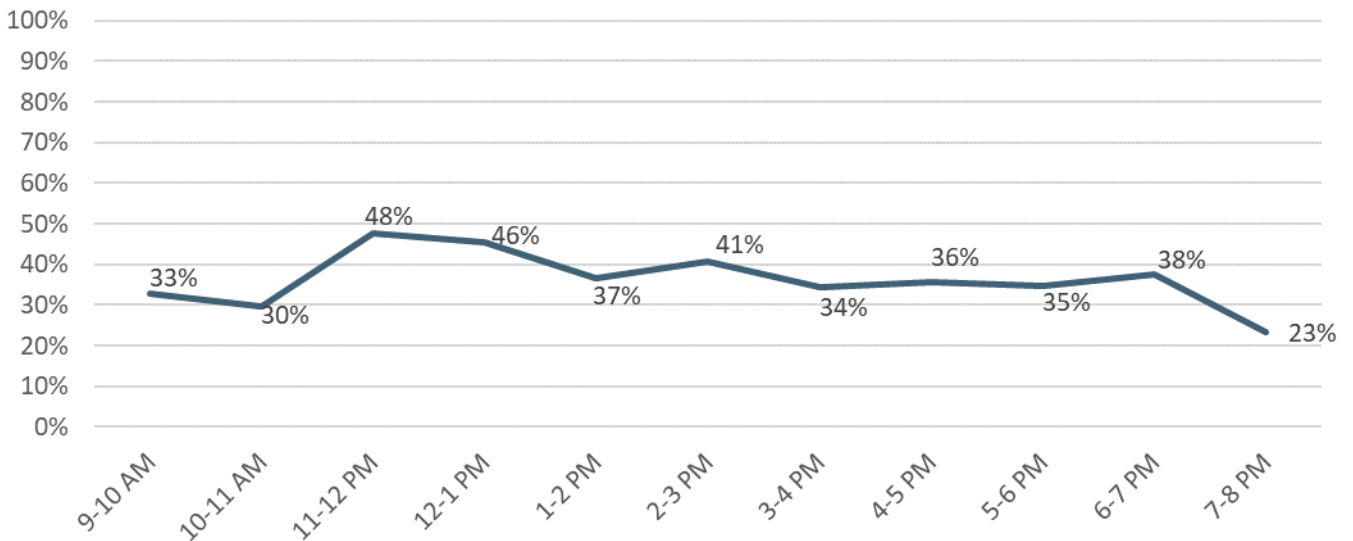
CITY OF OLYMPIA
Map Date: June 2017



BERK, 2017; Kimley-Horn, 2017

- **Peak** occupancy for on and off-street facilities is in the middle of the day for the weekday data collection period. Both on and off-street facilities had peak occupancy during the middle of the day, which is typical of a Downtown due to increased demand during the lunch hour for Downtown restaurants and services.

Figure 9. Downtown Study Area Hourly On-Street Occupancy



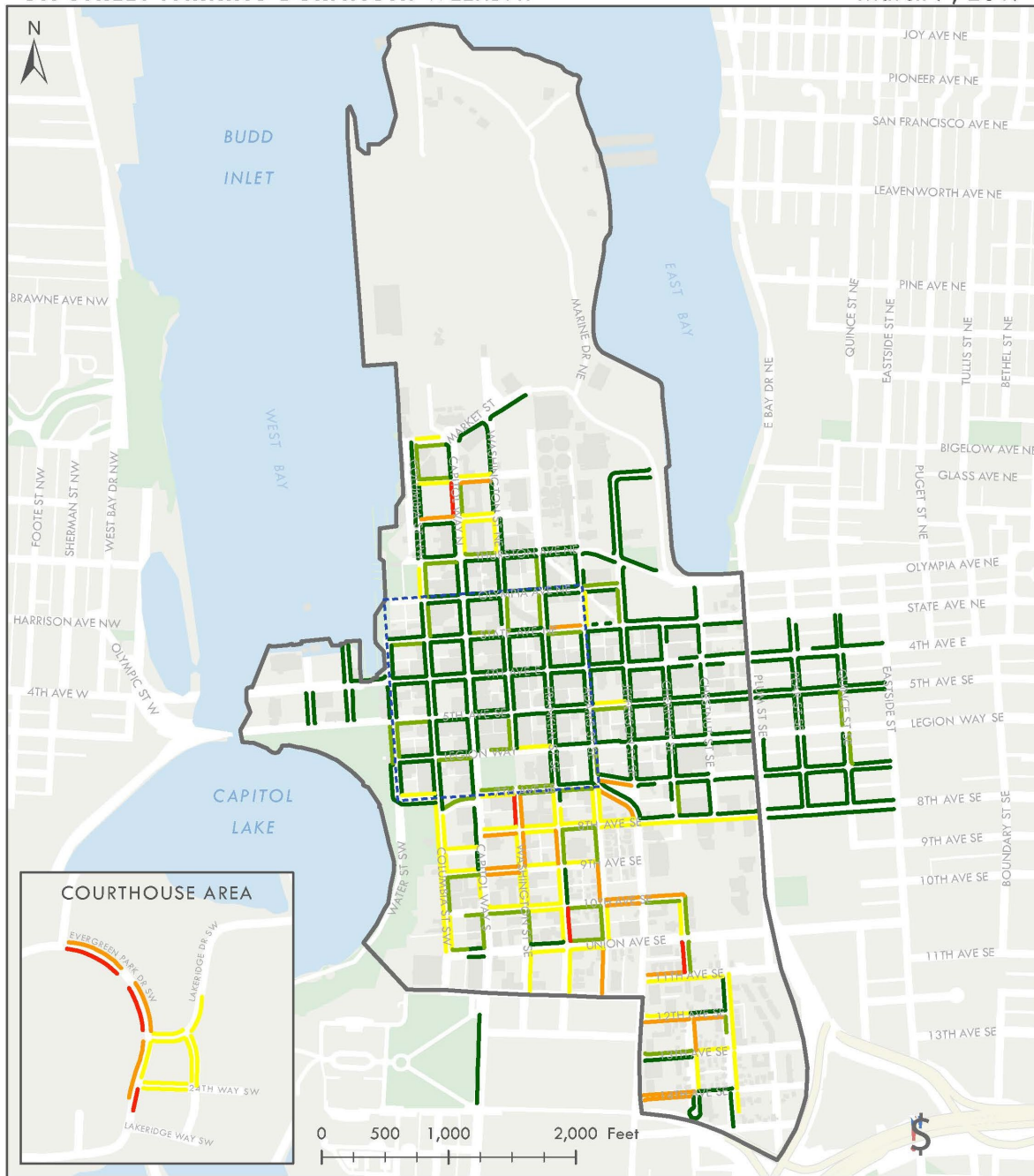
BERK, 2017; Kimley-Horn, 2017

- Each occupied on-street parking stall turned over and average of 4.5 times during the weekday collection period in the Downtown study area. The average vehicle turnover per occupied parking stall was 4.5 during the weekday parking data collection. This indicates that each occupied stall, on average, is being occupied by 4.5 different vehicles per day during the collection period. Higher turnover is good for local businesses as it brings in more potential customers to the Downtown. Average duration of stay was generally longer on the weekend for on-street parking included in both the weekday and weekend data collection.

Figure 10: On-Street Average Weekday Duration

ON-STREET PARKING DURATION: WEEKDAY

March 7, 2017



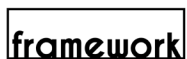
Parking (Hours)

- 0 - 1
- 1 - 2
- 2 - 4
- 4 - 6
- 6+
- Downtown Boundary
- Downtown Core

CITY OF OLYMPIA
Map Date: July 2017



BERK, 2017; Kimley-Horn, 2017



Organizational Structure to Support the Parking Strategy

Proposed changes include the hiring of a new full time parking program analyst to oversee the implementation of the Downtown Parking Strategy and an additional enforcement officer for expanded enforcement hours. The estimated cost in salary and benefits for the parking supervisor position is \$95,000 per year and the cost of the additional enforcement officer is estimated at \$70,000 per year.

City of Olympia, 2017

Strategy Summary + Implementation Timeline

The proposed parking strategies for Downtown Olympia include short (1 year), mid (2-3 years), and long-term (3+ years) strategies to manage parking. Strategies identified as Phase I are the highest priority for implementation. The strategies were developed to address the challenges identified in the data collection findings and to promote best management practices.

Figure 11. Strategies Table

Strategy	Action	Purpose	Timeline	Costs and Revenues
1. Tools to Manage the Parking Program and Enforcement and Improve Customer Convenience	1.1: Implement the NuPark Parking Management System and License Plate Reader (LPR) system to improve enforcement and ongoing data collection to support parking management and implement Pay-by-Phone system-wide as part of this project.	Improve enforcement accuracy and regularly collect parking data in the Downtown to better evaluate the parking system. Increase staff efficiency. Offer online services to customers for permit renewals and citation appeals. Pay-by-phone will give customers a coin-less option for paying for parking at metered spaces and will allow the City to offer short-term daily or hourly parking at select City-owned parking lots.	Short-term – Phase I	<ul style="list-style-type: none"> ■ Cost: Purchase enterprise software solution and LPR (equipment already purchased). Ongoing software and maintenance costs of approximately \$60,000 per year. ■ Cost: Staff time associated with implementing the software and learning to use the new equipment. ■ Revenue: Additional revenue expected from more efficient enforcement and the ability to implement demand-based pricing because of better data.
2. Improve On-Street Parking	2.1: Consider price increases to encourage turnover where the data supports a change in price. Prioritize short-term parking in the Downtown core and adjust pricing if necessary in order to manage to the 85% rule to ensure the right spot for the right person. Monitor pricing of on and off-street facilities to ensure on-street facilities are priced based on higher demand.	Ensure parking turnover of short-term on-street parking to support local businesses.	Short-term	<ul style="list-style-type: none"> ■ Cost: Staff time costs of continued and increased management and enforcement. ■ Revenue: Increased revenues from price increases.

	<p>2.2: Implement paid parking and enforcement on Saturdays between 9AM and 5 PM in the Downtown core.</p>	<p>Ensure parking turnover of short-term, on-street parking on Saturdays to support local businesses and increase the use of off-street parking for longer-term parking users and employees.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Costs of hiring an additional enforcement officer and costs to have enforcement on Saturdays. No additional equipment costs associated with implementing paid parking on Saturday. Salary and benefit costs for additional enforcement officer is estimated at \$70,000. ■ Revenue: Increased revenues from paid parking and enforcement on Saturdays.
	<p>2.3: Convert 9-hour meters in the Downtown core (as shown in the data collection summary) to short-term visitor parking. There are currently 61 9-hour meters in the core.</p>	<p>Expand short-term parking in the Downtown core to increase access to local businesses through creating more turnover.</p>	<p>Short-term – Phase I</p>	<ul style="list-style-type: none"> ■ Cost: Minimal costs to the City. To change existing meters from long-term to short-term parking restrictions and upgrade to coin meters and/or a phone payment system.
	<p>2.4: Collect data and monitor parking demand to analyze the impacts of 15 minutes of free parking, when time limits and enforcement are in effect, free holiday parking</p>	<p>To ensure that parking management efforts are meeting the objectives of the Downtown Parking Strategy to improve parking demand management, sustain parking revenues to support Downtown, and allocate management resources to times of higher parking demand.</p>	<p>Short to Mid-Term</p>	<ul style="list-style-type: none"> ■ Costs: Staff costs to update the Municipal Code and updating parking signage. ■ Revenues: Increased revenues from eliminating 15 minutes of free parking and free holiday parking and decreased revenue from beginning paid parking an hour later at 9am.
<p>3. Reinvigorate Off-Street Parking</p>	<p>3.1: Develop a signage and wayfinding plan by character area to better identify off-street parking facilities, including City-owned facilities in the Downtown Core. The plan should be integrated with a wayfinding and public art program for Downtown.</p>	<p>Improve the user experience and better identify where parking is available, particularly off-street.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Costs associated with design and deployment of a coordinated wayfinding and signage. ■ Cost: Staff costs of planning and coordinating with Parks, Arts & Recreation.

<p>3.2: Design and manage a voluntary City-led shared parking program that has common branding, signage, and accessible information on available short and long-term parking. Pursue partnerships with community organizations such as the Olympia Downtown Association.</p>	<p>Off-street parking facilities are underutilized and a shared parking program would increase the efficiency of existing off-street parking.</p>	<p>Short-term – Phase I: Pilot Program around the WA Center area</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with coordinating and managing the program. ■ Cost: Staff time and additional costs associated with incentivizing participation in the shared parking program. Duties may be combined with parking supervisor position initially. ■ Cost: Maintenance costs for private facilities may be included in the program management and funded by new parking revenues.
<p>3.3: Conduct a feasibility study to determine whether to consolidate parking resources in a City-owned parking garage(s). Pursue partnerships with the private sector to fund new parking garages for public and private parking.</p>	<p>The City owns existing surface parking lots that could be leveraged to support a public parking garage and reduce surface parking over-time.</p>	<p>Mid- to long-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with coordinating the financing and development of a garage. ■ Cost: Design, permitting, and construction of a facility(ies) plus ongoing operations and maintenance costs.
<p>3.4: Consider the use of service agreements and partnerships with private developers for the use of city-owned land (existing surface parking lots). The City provides land at no cost in exchange for constructing public parking in a private development.</p>	<p>The City can leverage the value of the land it owns to consolidate parking in parking garages in partnership with the private sector, which would also support the redevelopment of surface parking lots throughout Downtown.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with coordinating partnerships and the value of City-owned land.
<p>3.5: Reevaluate parking requirements for new non-residential development to ensure the standards are appropriate for a Downtown.</p>	<p>Requiring more parking than is necessary increases the costs of new development. Parking requirements should be right-sized.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Costs: Staff time to update the Unified Development Code.

	3.6: Examine possible building or development code revisions to require or encourage EV charging infrastructure.	Plan for the future increased use of electric vehicles to help achieve the the City's green house gas emission goals.	Mid-term	<ul style="list-style-type: none"> Costs: Staff time to update the City's Unified Development Code.
	3.7: Look for opportunities to partner with EV charging providers and introduce fast chargers in the public setting, including at on-street parking stalls for short-term/visitor use.	Plan for the future increased use of electric vehicles to help achieve the City's green house gas emission goals.	Mid-term	<ul style="list-style-type: none"> Cost: Staff time to coordinate partnerships. Installation costs will be privately funded.
	3.8: Consider allowing parking validation through local businesses.	Incentivize customers to come shop Downtown while managing the parking system.	Mid-term	<ul style="list-style-type: none"> Cost: May be funded by the Downtown Merchants or Downtown Olympia Association. Requires the City to have a system for enforcement officers to verify validation at public facilities.
4. Improve Access to Downtown	4.1: Improve pedestrian and bicycle connections to and from Downtown to reduce future parking demand.	Improving access to Downtown through biking and walking reduces parking demand and traffic in Downtown and supports a vibrant and healthy Downtown.	Long-term	<ul style="list-style-type: none"> Cost: Staff time associated with planning safe connections. Cost: Capital costs associated with investing in new infrastructure for pedestrian and bicycle connections. Cost: Acquisition costs associated with purchasing land for building connections and trails.

<p>4.2: Expand secure bike parking Downtown using a systematic, data-driven approach. Evaluate the need for more secure parking and the locations where there is high demand.</p>	<p>Provide a more reliable and safe option for bicycle storage to support the use of alternative modes of transportation.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Consultant or staff costs associated with collecting data on the inventory and location of bike parking in Downtown. ■ Cost: Cost of purchase and installation of new bike lockers. ■ Revenue: New revenues associated with bicycle lockers, replacing the revenues from vehicle stalls that would be converted.
<p>4.3: Encourage carsharing in public and private parking facilities.</p>	<p>To reduce demand for parking the City should support carsharing vehicles in Downtown.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time to update the Municipal Code to allow carsharing vehicles to park on-street, and to allow the provision of carsharing in lieu of providing on-site parking in new developments.
<p>4.4: Collaborate with local and regional transit agencies to improve service to and from Downtown.</p>	<p>Transit access reduces parking demand and traffic Downtown and increases pedestrian activity in support of the goals of the Downtown Strategy.</p>	<p>Mid to Long-term</p>	<ul style="list-style-type: none"> ■ Cost: Minimal staff costs associated with coordinating with local and regional transit agencies.
<p>4.5: Implement street and public space improvements from the Downtown Strategy to improve pedestrian comfort, mobility, and compliance with the Americans with Disabilities Act (ADA) focusing on the Downtown Core.</p>	<p>The street improvements in the Downtown Strategy will enhance the experience for pedestrians walking from their parking location to their destination.</p>	<p>Mid to Long-term</p>	<ul style="list-style-type: none"> ■ Cost: Capital costs to the City associated with investments in street infrastructure. ■ Revenue: Removal of on-street parking will reduce parking revenue.
<p>4.6: For Downtown street projects, explore alternatives that provide angled parking.</p>	<p>Increase the amount of on-street parking available in Downtown.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> ■ Cost: Minimal cost if part of an already planned project. May involving restriping of existing streets for minor projects.

	4.7: Implement a program that will give free bus passes to low to moderate income Downtown employees through a commute trip reduction (CTR) task force with members from the City, major employers, transit agencies, community organizations, and other interested stakeholders.	Free bus ridership options could encourage greater use of transit and less demand for long-term employee parking in Downtown.	Short-term – Phase I	<ul style="list-style-type: none"> Cost: Cost to the City or employers of subsidizing bus passes for free to Downtown employees. Cost of \$3,000 per month, or \$3,600 a year to provide around 100 free passes.
5. Residential and Employee Parking	5.1: Convert current residential and employee on-street permits to temporary access permits with a monthly fee.	As Downtown continues to develop the demand for short-term parking will increase and is necessary to support local businesses and a thriving Downtown. Longer-term employee and residential parking should be located off-street or in areas that do not require short-term- parking.	Short-term	<ul style="list-style-type: none"> Cost: Costs include staff time to administer the program with more frequent payment periods.
	5.2: Provide residential and employee off-street parking options through the shared parking program in order to provide predictability.	Connecting residents and employees with shared parking options helps put the right user in the right spot.	Short-term	<ul style="list-style-type: none"> Cost: Staff time to educate and manage the shared parking system.
	5.3 Implement a Downtown employee parking education program	Provide education and outreach to downtown businesses and employees about appropriate all-day parking options and the importance of leaving short-term parking open for customers.	Short-term – Phase I	<ul style="list-style-type: none"> Cost: Staff time to develop educational program and cost for print and/or web materials
	5.4: Increase the price of on-street residential and 9-hour meter permits to incentivize the use of off-street parking options. On-street permit costs should be consistent with the hourly and daily rates.	Since off-street parking is underutilized increasing the price of an on-street permit will incentivize the use of off-street parking and reduce demand for on-street parking by residents and employees.	Mid-term	<ul style="list-style-type: none"> Cost: Staff time may be required to update City ordinances, which would likely be offset by increased revenue to manage the program.

	<p>5.5: Establish parking user priorities based on the ground floor land use along the street frontage for on-street parking. Retail and restaurant uses should have short-term parking while residential uses may have longer-term parking for residents.</p>	<p>To minimize parking conflicts and ensure that there is available parking to support ground floor businesses and to prioritize residential parking in areas with ground floor residential uses.</p>	<p>Short-term</p>	<ul style="list-style-type: none"> ■ Cost: Minimal cost to the City. ■ Cost: May require staff time and a change to the municipal code.
	<p>5.6: Review the boundaries, time limits, and enforcement of the residential parking zones in the SE Neighborhood Character Area to minimize parking impacts on residential streets from non-residential use.</p>	<p>The residential permit program in the SE Neighborhood is intended to limit non-residential parking use and prioritize parking for local residents.</p>	<p>Mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time to review the boundaries, time limits, and enforcement policies and conduct neighborhood outreach. ■ Cost: Implementation costs may include staff time to update the Municipal Code and increased enforcement.
<p>6. Arts, Culture, and Entertainment Uses</p>	<p>6.1: Develop shared use parking agreements to support major entertainment and culture events focused in the Downtown core including disabled parking stalls.</p>	<p>Arts, culture, and entertainment uses have unique challenges such as very high demand for parking, but only for a brief period. Concerns around safety and security on Downtown streets also limits parking options that customers are willing to use.</p>	<p>Mid to long-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff costs associated with coordinating with event hosts and venues.
<p>7. Improve Disabled Parking Management</p>	<p>7.1: Work with other departments on achieving Downtown Strategy goals around safety, lighting, and cleanliness in Downtown Olympia to ensure that the parking system is clean and safe.</p>	<p>Address the concerns of Downtown residents, employees, and visitors around their parking experience.</p>	<p>Short to mid-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with planning and coordinating actions around the Olympia Downtown Strategy. ■ Cost: Possible third-party planning firm to assist in development of an Action Plan.

<p>7.2: Confirm that all City-owned off-street facilities are compliant with ADA parking requirements. Consider extending the number of disabled parking stalls to the City-owned surface lots and make available for public parking.</p>	<p>Provide additional parking opportunities for those vehicles legally parking in disabled stalls.</p>	<p>Short-term</p>	<ul style="list-style-type: none"> ■ Cost: Cost associated with painting, signage, and maintenance of new disabled stalls. ■ Revenue: Reduction in revenue from converting leased lot stalls to disabled parking stalls.
<p>7.3: Restrict disabled parking to the 4-hour limit allowed by statelaw for on-street parking.</p>	<p>Ensure that disabled parking stalls have turnover and are available throughout the day.</p>	<p>Short-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time to implement the City ordinance.
<p>7.4: Review the number and locations of on-street disabled stalls and ensure high demand areas, such as the core, have sufficient disabled parking stalls. Routinely collect data on the occupancy, duration, and turnover of disabled parking stalls.</p>	<p>Maintain data on the supply and demand for disabled stalls, particularly in the core. Direct disabled users to appropriate stalls to minimize conflicts between those needing short-term versus long-term parking.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with inventory, data collection efforts, and education.
<p>7.5: Work with State representative to implement reforms that would result in reduced handicap placard misuse.</p>	<p>Ensure that the state laws aren't preventing local parking systems from functioning or adding a burden to the system.</p>	<p>Long-term</p>	<ul style="list-style-type: none"> ■ Cost: Staff time associated with research on best practices and coordinating with State staff and representatives.

Parking Strategy Details

Strategy 1: Tools to Manage the Parking Program and Enforcement and Improve Customer Convenience

1.1: Implement the NuPark Parking Management System and License Plate Reader (LPR) system to improve enforcement and ongoing data collection to support parking management and implement Pay-by-Phone system-wide as part of this project.

The City has already purchased the LPR unit and associated software for parking management, enforcement and data collection. The system is currently set up for implementation in early 2018. The LPR unit will increase the efficiency of enforcement and staff resources, allow for the routine collection of parking data to inform parking management strategies, and improve the overall management of the parking system through a data-driven approach.

Timeline: Short-term

Estimated Costs: The initial hardware and software costs were approximately \$140,000 and annual software maintenance costs are approximately \$60,000.

Strategy 2: Improve On-Street Parking

2.1: Consider price increases to encourage turnover where the data supports a change in price. Prioritize short-term parking in the Downtown core and adjust pricing if necessary to manage to the 85% rule to ensure the right spot for the right person. Monitor pricing of on and off-street facilities to ensure on-street facilities are priced based on higher demand.

During times of high parking demand many blocks in the Downtown core had occupancies at 85% or greater. Overall, the weekday on-street peak occupancy observed in the core was 78% between 12pm and 1pm and observed occupancy was 50% or below at all other times. Therefore, even at peak occupancy of 78% there were 127 stalls available in the core. At all other times during the weekday data collection there were 275 stalls or more available in the Downtown core. Parking occupancies should be kept at 85% or below to maintain an available parking stall on each block at all times. Parking occupancies at 85% or below provide a good customer experience and access to local businesses. Price increases should be modest to start, but should continue to increase to effectively manage demand at peak times and generally keep occupancies at 85% or below on each block.

The current price at two-hour parking meters of \$1 per hour has not increased in several years. To make parking more available to customers and visitors the City should increase the hourly price in the Downtown core from \$1 to \$1.50. The City should monitor parking demand and turnover following the price increase to assess how on-street behavior changes. As necessary, the price should be increased to maintain parking occupancies at 85% or below in the Downtown core. The City should also consider eliminating the allowance for the first 15 being free, which would better manage parking demand while providing increased revenues to support parking management and potential improvements Downtown. The impact of eliminating the 15 minutes of free parking is discussed in more detail below as part of strategies 2.2 through 2.4.

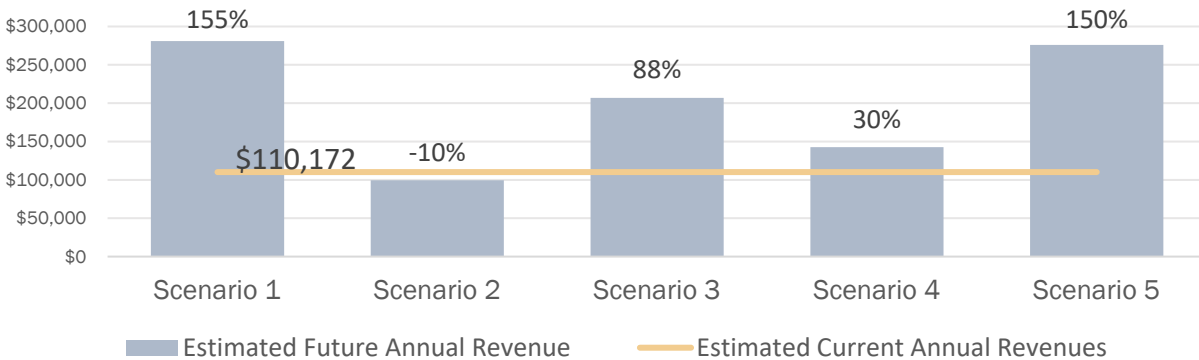
Timeline: Short to mid-term

Estimated Costs: Staff time to implement the price increase and monitor the parking system to understand changes in parking demand.

Estimated Revenues: As shown in Figure 12, estimated current annual revenues in the Downtown core are around \$110,000 based on observed weekday parking demand. Five scenarios are tested, and visualized in the chart, that show the range of potential revenues available with the implementation of various management policies, including elimination of 15-minute parking, no charge from 8am to 9am, elimination of 9-hour parking in the core, and new hourly pricing. These estimates are based on current conditions and targeted policy changes but cannot accurately account for the variation in occupancies from day-to-day, month-to-month, or season-to-season. However, the chart in Figure 12 provides a way to visualize the order-of-magnitude comparison in revenues between different management policies. The policies for each scenario are described in the table that follows the chart, with the estimated current annual revenues assuming all current policies apply. For each scenario, the policy changes that differ from the current policies are bolded.

The Park+ model occupancies used for scenarios 2 through 5, where parking management policies are implemented, indicate that the occupancies in the core would decrease a fair amount with the increase in hourly parking price, which is why greater revenue gains are not seen in scenarios 2 through 5. However, the decrease in on-street occupancies in the core comes with an increase in on-street occupancies outside the core, where revenues would be expected to increase as well given the shift in parking from within the core to outside the core.

Figure 12. Estimated Future Downtown Core Parking Revenues, by policy change scenario.



Assumptions	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
Occupancies	▪ Current occupancy and turnover*	▪ Park+ occupancy for parking management scenario**	▪ Park+ occupancy for parking management scenario**	▪ Park+ occupancy for parking management scenario**	▪ Park+ occupancy for parking management scenario**
Holiday parking	▪ Eliminate free holiday parking	▪ Free holiday parking	▪ Eliminate free holiday parking	▪ Free holiday parking	▪ Eliminate free holiday parking
First 15 minutes free	▪ Eliminate 15-minutes free	▪ 15 minutes of free parking	▪ Eliminate 15-minutes free	▪ 15 minutes of free parking	▪ Eliminate 15-minutes free
Paid parking from 8AM – 9AM	▪ Paid parking starts at 8AM	▪ Paid parking starts at 9AM	▪ Paid parking starts at 9AM	▪ Paid parking starts at 9AM	▪ Paid parking starts at 9AM
9-hour meters converted to 3-hour meters	▪ No conversion	▪ 9-hour converted to 3-hour	▪ 9-hour converted to 3-hour	▪ 9-hour converted to 3-hour	▪ 9-hour converted to 3-hour
Pricing	▪ Varies	▪ \$1.50	▪ \$1.50	▪ \$2.00	▪ \$2.00

*Model assumes parking occupancy based on Park+ scenario 1 in Appendix F. Where the 9-hour meters are converted to 3-hour meters, the meters that were previously 9-hours assume the current occupancies for a 3-hour meter given that behaviors will change under the new policies.

**See Appendix F for more information on the scenarios tested. This analysis includes existing conditions with new parking policies implemented.

City of Olympia, 2017; Framework, 2017; Kimley-Horn, 2017

2.2: Implement paid parking and enforcement on Saturdays between 9AM and 5 PM in the Downtown core.

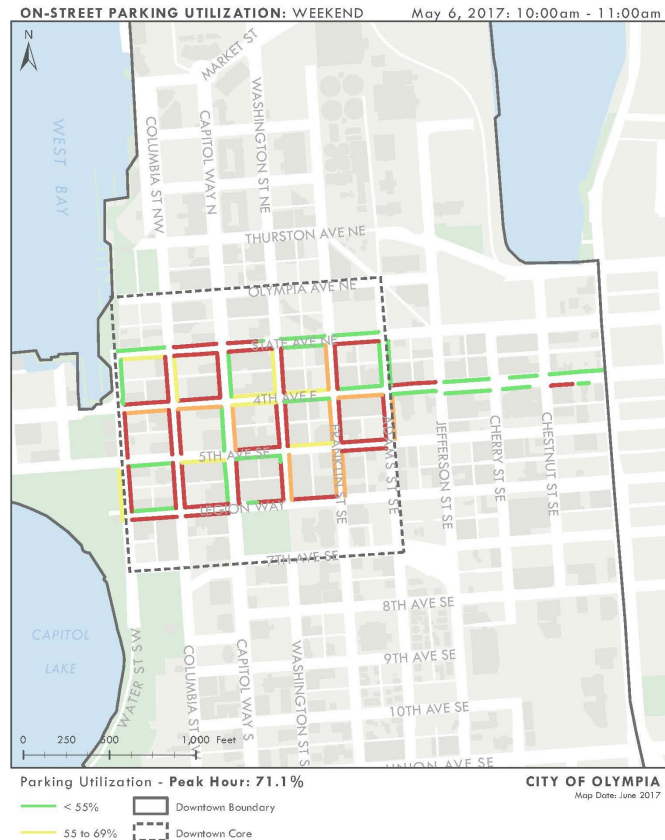
Data collected in the core on a Saturday showed high occupancies and longer durations than on weekdays (see Figure 13 on right). High demand and low turnover are likely caused by free parking and no time limits. Off-street data collected on Saturday showed lower occupancies even in free public parking lots in the core. To increase the availability of prime on-street parking in the core and access to local businesses the City should implement paid parking in the core on Saturdays. This will require the City to enforce paid parking and time limits on Saturdays. The City should charge the same rate per hour on Saturdays in the core as they charge on weekdays in the core and monitor parking demand after paid parking is implemented. If occupancies approach 85% or higher the City should increase the price of parking to reduce demand for on-street parking and encourage people to use off-street parking for longer-term parking needs.

Timeline: Short to mid-Term

Estimated Costs: Costs include an additional parking enforcement officer with an estimated cost for salary and benefits of \$70,000, staff costs to update the Municipal Code, and updated signage and communications regarding weekend paid parking rules. Parking revenues should offset the costs for implementing weekend paid parking and enforcement. The new enforcement position would also support existing parking operations, management, and enforcement on weekdays.

Estimated Revenues: The following revenue estimates assume that paid parking enforcement occurs between 9AM and 5PM in the Downtown core, and that all 9-hour spaces are converted to 3-hour stalls (which is consistent with other implementation strategies). Given these conditions, the estimated annual revenue for Saturday paid parking based on an hourly rate of \$1.50 is about \$233,000 when the first 15 minutes are free, and around \$292,000 when the policy for 15-minutes of free parking is removed. Any paid parking option on Saturday would result in an increase in revenues as there is currently no charge to park in Downtown on the weekends.

Figure 13. Weekend Core Parking, On-Street



Source: Kimley-Horn, 2017; BERK, 2017

2.3: Convert 9-hour meters in the Downtown core (as shown in the data collection summary) to short-term visitor parking. There are currently 61 9-hour meters in the core.

To increase short-term customer and visitor parking in the Downtown core the 9-hour meters should be converted to 3-hour meters. Currently residential and employee on-street permit holders can park in the 9-hour meter stalls even in the Downtown core. This reduces parking turnover and the overall availability of short-term parking in the Downtown core to support access to local businesses.

Timeline: Short to mid-term

Estimated Costs: To upgrade the existing coin operated meters in the core to the newer credit card meters would cost \$675 per meter or a total of around \$41,000 for 61-coin operated meters. The only cost to the City to implement Pay-by-Phone is staff time to install signage. Pay-by-Phone charges the user a transaction cost of \$0.35 unless the City chooses to absorb the cost as part of the parking fee. The City is currently in the process of implementing Pay-by-Phone.

Estimated Revenues: Revenues collected from the conversion of 61 9-hour meters in the Downtown to 3-hour meters on weekdays would range from around \$22,000 to \$43,000 (see Figure 14), depending on the implementation of additional policies, such as pricing, eliminating the 15 minutes of free parking, and eliminating free holiday parking. The revenue estimates assume that paid parking is enforced from 9AM until 5PM.

Figure 14 shows the estimated current revenues from the 9-hour meters within the Downtown core, as compared to various policy scenarios for future revenue collection shown in Figure 15. When applying the 3-hour conversion to the revenue estimates, assuming occupancies and turnover at the meters would be consistent with those observed at current 3-hour meters, there would be little change to revenues unless the 15 minutes of free parking were to be eliminated. Eliminating 15 minutes of free parking in the current 9-hour meters would result in around 25% greater revenues annually from these 61 meters, while converting to 3-hour parking and eliminating the 15 minutes of free parking would result in around a 100% increase in revenues annually.

The policies for each scenario are described in the table that follows the chart, with the estimated current annual revenues assuming all current policies apply. For each scenario, the policy changes that differ from the current policies are bolded.

Figure 14. Estimated Future Revenues from 9-Hour Meter Conversion to 3-Hour Meters

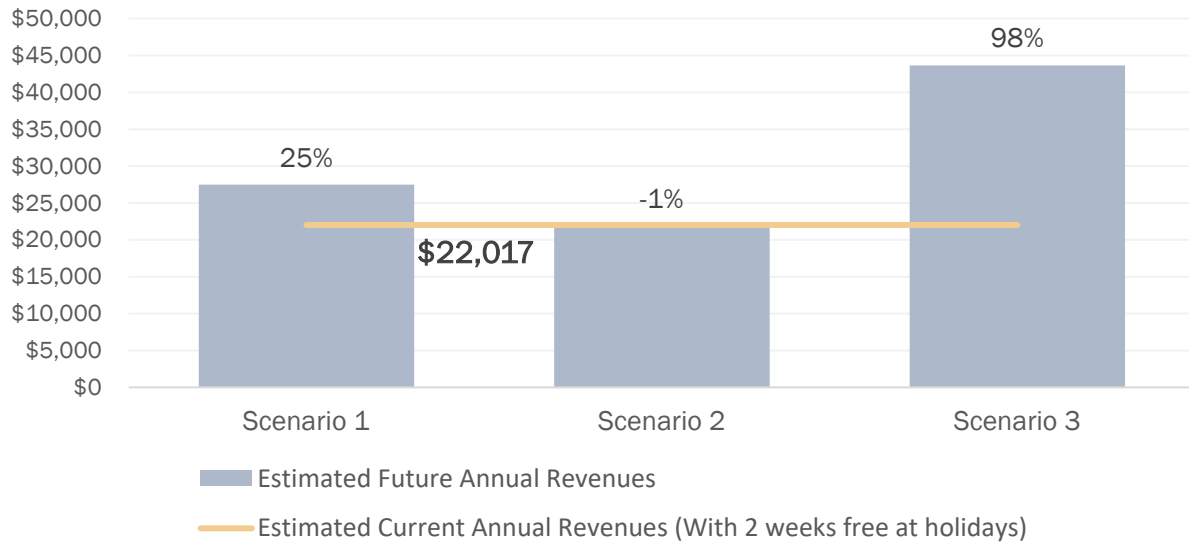


Figure 15. Policy Scenarios for 9-Hour Meter Conversion to 3-Hour Meters

Assumptions	Scenario 1	Scenario 2	Scenario 3
Occupancies	Current 9-Hour Occupancy and Turnover*	Current 3-hour occupancy and turnover*	Current 3-hour occupancy and turnover*
9-Hour Parking in Core converted to 3-Hour	No conversion	9-hour converted to 3-hour	9-hour converted to 3-hour
Pricing	\$0.50	\$1.50	\$1.50
Eliminate 15-Minutes Free Parking	Eliminate 15-minutes free	15 minutes of free parking	Eliminate 15-minutes free
Eliminate Free Holiday Parking	Eliminate free holiday parking	Free holiday parking	Eliminate free holiday parking

*Estimates assume the existing occupancy and turnover rates, using the 9-hour occupancies for current revenues and the 3-hour occupancies for estimating the converted meter usage once the 9-hour have been changed over to 3-hour.

City of Olympia, 2017; Framework, 2017

2.4: Collect data and monitor parking demand to analyze the impacts of 15 minutes of free parking, when time limits and enforcement are in effect, free holiday parking.

Currently the first 15 minutes of on-street parking is free, which significantly reduces parking revenue to the City and may be in contrast with the strategies to improve parking demand management in areas with the highest demand. For example, the average length of time a vehicle was parked in a 2-hour or 3-hour space in the core during the weekday data collection was a half hour, resulting in the City receiving about half the revenue in those locations than if the 15 minutes free policy were eliminated. This loss of revenue reduces the resources available to the City to support parking management and other improvements to implement the Downtown Strategy and improve the overall experience in the Downtown. Eliminating the 15 minutes of free parking may also help manage parking demand and increase on-street parking availability in high demand areas.

The City also offers free parking for two weeks during the holiday season when parking demand is typically the highest. Time limits are enforced during the two-week parking holiday. Parking pricing is one of the most effective ways to manage demand and increase access to Downtown. Therefore, offering free parking during the highest demand times may contrast with the parking strategy to use price increases to manage parking demand. The City should collect parking occupancy and turnover data during the parking holiday to ensure that parking management is increasing access to local businesses in the Downtown.

On-street parking time limits are currently in effect Downtown from 8am to 5pm Monday through Friday. Data collected during the weekday data collection period showed very low parking occupancies between 9am. The City should consider revising the on-street time limits to be in effect from 9am to 5pm. The City may consider extending time limits to 6pm as evening demand increases.

Timeline: Short to Mid-term

Estimated Costs: See the discussion of costs and revenues under strategies 2.2 and 2.3 above.

Strategy 3: Reinvigorate Off-Street Parking

3.1: Develop a signage and wayfinding plan by character area to better identify off-street parking facilities including City-owned facilities in the Downtown Core.

Olympia’s Guiding Principles for parking call for a system that is “intuitive so that users can find parking that fits their needs.” Supporting this principle calls for implementation of an effective; high-quality branded communications program. To the highest degree possible, communications and signage systems should be reliable and easy to use and understand. Ideally this would be provided through a program that links parking assets and communication systems under a common brand or logo. The intent being to create a unified public parking system that is easily recognized through use of a common brand or logo, both at parking sites and, ideally, on a wayfinding system located throughout the downtown and character areas; and on maps, websites, and other communications.

It is recommended that the City engage a design firm (possibly in conjunction with a wayfinding firm) to develop a parking brand for use at all of Olympia’s public off-street facilities, any shared-use facility that offers visitor access and in the public right of way.

The design/wayfinding team would:

- Work with the City to create a new parking brand for Olympia.
- Develop options and assist in developing a final recommended brand/logo.
- Assist in signage design.
- Identify key entry points into the downtown for placement of signage.
- Explore real-time communications linking multiple facilities, apps, websites, and other resources to wayfinding (as appropriate and feasible).
- Conduct a cost feasibility analysis for the creation and placement of branded signage at all City-owned off-street sites, shared use facilities and wayfinding within the public right of way.
- Establish an installation schedule.



Examples: Parking

Timeline: Mid-term

Estimated Costs: It is estimated that engaging a design consultant to carry out the tasks identified above would range from \$20,000 to \$25,000. Estimated costs associated with wayfinding signage can range from \$10,000 - \$30,000 per sign, depending on size, design and whether systems are dynamic or not (i.e., linked to counter systems, apps, etc.).



Examples: Wayfinding Signage (Portland, OR and San Jose, CA)

3.2: Design and manage a voluntary

City-led shared parking program that has common branding, signage, and accessible information on available short and long-term parking. Pursue partnerships with community organizations such as the Olympia Downtown Association.

Much of the parking in Downtown is off-street in privately owned parking assets. The 2017 parking study indicates that the number of *empty parking stalls* during the peak hour was over 2,200 stalls in the surveyed supply of 113 off-street facilities. This unused resource presents an opportunity to manage and support future growth in parking demand, and could be used to:

- Create designated parking for permit and long-term parkers that includes downtown opportunity areas and remote satellite lots.
- Incentivize employees to park in these areas during the work week.
- Serve as resources for evening, weekend and event parking.
- Increase user awareness that free public parking is available after 5pm and on weekends in City owned lots (and future shared facilities).

Directing permit users to these facilities would have a significant impact on on-street occupancy rates. These efforts should be coupled with strategies to increase awareness and create partnerships for use of shared parking supplies during all hours of the day and days of the week.

The City should consider the following for completion within 24 months of plan adoption:

- Using data from the 2017 parking study; identify a subset of the 113 off-street facilities surveyed as potential shared-use opportunity sites. Criteria could include proximity to key downtown destinations, a meaningful supply of empty stalls, pedestrian/bike connectivity, safety and security issues, etc.
- Develop a short list of opportunity sites and identify owners.
- Establish a target goal for the number of Downtown employees to transition into opportunity sites.
- Begin outreach to owners of private lots.
- Negotiate shared-use agreements.
- Obtain agreements from downtown businesses to participate in an employee assignment program.

- Integrate the program (as appropriate and feasible) into signage, wayfinding and other information systems developed in Strategy 3.1., above.
- Update the City's website to add information about public off-street options.

Timeline: Short-Term

Estimated Costs: It is estimated that costs associated with this strategy would be mostly expended in efforts of existing staff and volunteers to identify opportunity sites and conduct outreach to potential private sector participants and to upgrade City information systems (e.g., website). Planning may determine that funds are needed to create incentives and/or improve the condition of facilities and connections.

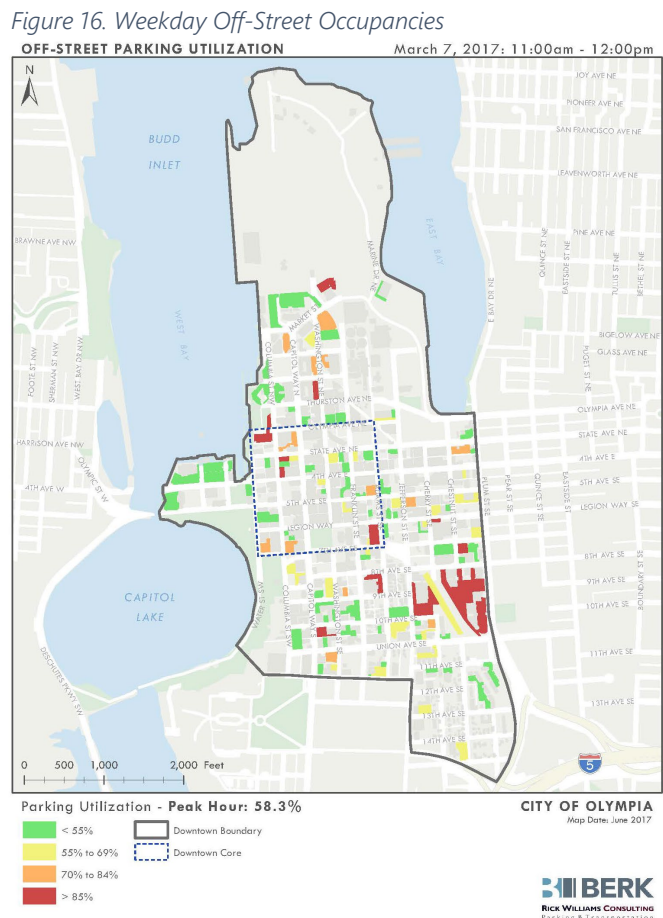
3.3: Conduct a feasibility study to determine whether to consolidate parking resources in a City-owned parking garage(s). Pursue partnerships with the private sector to fund new parking garages for public and private parking.

A key finding from the 2017 parking study is that there is a significant amount of land currently in use as surface parking. Only 58% of that supply is occupied at the peak hour with parked cars (see Figure 16). This suggests that parking supply could be consolidated into strategically located structured parking garage(s), serving multiple parking demands (i.e., employee, visitor and resident). Such consolidation would free land up for new development and, potentially, provide parking to current and future uses more cost effectively. New supply would not be provided at each site, but shared within consolidated “district” garages.

It is also extremely expensive to build new supply. Per stall estimates for a new parking garage in Olympia can range from \$25,000 to \$40,000.

It is recommended that the City conduct a feasibility study to:

- Identify existing land parcels (opportunity sites) that could effectively serve multiple parking demand types if structured parking were provided; particularly if consolidation could result in the transition of adjacent surface lots into new, more compact development (e.g., office, mixed use residential).



- Conduct proforma analyses for prototypical parking garages to assess cost to develop, operate and cover debt service to determine feasibilities for consolidated supply.
- Use proforma analyses to determine funding and partnership options with planned or proposed private development in areas near or adjacent to opportunity sites.
- Engage private sector land owners and developers in the process to educate on the benefits of consolidation and to serve as a resource for input and information related to feasibility and opportunity.

Timeline: Mid to Long-term

Estimated Costs: Staff time associated with coordinating the financing and development of a garage. Design, permitting, and construction of facility(s) plus ongoing operations and maintenance costs.

3.4: Consider the use of service agreements and partnerships with private developers for the use of city-owned land (existing surface parking lots). The City provides land at no cost in exchange for constructing public parking in a private development.

Given the high cost associated with building structured parking, the City can serve as a partner with the private sector through strategies that assist in buying down the front-end costs associated with development. Coupled with Strategy 3.3. above, the City can leverage the value of the land it currently owns to consolidate parking in a parking garage(s). By offering land at no cost (in return for agreements on public access and shared uses), the financing costs for new parking can be reduced within a private development. This would also support the redevelopment of surface parking lots throughout Downtown.

Timeline: Mid to Long-term

Estimated Costs: It is estimated that costs to implement this strategy would be comprised of existing staff assigned to coordinate development agreements with a potential private sector partner(s).

3.5: Reevaluate parking requirements for new non-residential development to ensure the standards are appropriate for a Downtown.

At present (in the “Downtown Exempt Parking Area”) there are no code requirements for parking in existing buildings (i.e. rehab, changes of use) for new buildings up to 3,000 square feet of non-residential use or for new residential. Outside of the exempt area the City requires the same amount of parking for *residential* and *non-residential* uses in the downtown as they do throughout the entire City. Figure 17 summarizes existing parking development requirements.

Figure 17. Existing Parking Development Requirements

Restriction Category	Summary of Restrictions	Code
Downtown Exempt Parking Area	<ul style="list-style-type: none"> ▪ Existing buildings built before 2002 are exempt from parking standards. A change of use in the structure must comply with bicycle parking standards ▪ New residential buildings in the exempt area are exempt from vehicle parking standards but must meet the Parking Design, Pedestrian Street and Design Review Criteria ▪ New commercial buildings or expansions over 3,000 square feet and built after 2002 must meet vehicle parking standards 	18.38.160(C)
Parking Requirements	<ul style="list-style-type: none"> ▪ New residential uses in the Downtown Exempt Parking Area do not require vehicle parking ▪ Restaurants: 10 per 1,000 square feet ▪ Office: 1 per 250-400 square feet (depending on size of building) ▪ Retail: 3.5 per 1,000 square feet ▪ Other Commercial, recreational, and institutional: varies by use ▪ Industrial: 1 for every 2 employees ▪ Residential: 1-2 per unit, varies based on type of structure/use 	18.38.100

City of Olympia Municipal Code, 2017

Based on occupancy counts derived from the 2017 parking study, data suggests that parking is being oversupplied; with just 58% of the off-street supply occupied in the peak hour. This oversupply may be driven by existing parking requirements. Many of the standards in the current code are very suburban in nature (e.g., 10 stalls per 1,000 square feet restaurant, 2.5 – 4.0 stalls per 1,000 square feet of office and 3.5 stalls per 1,000 square feet of retail) and do not appear to reflect goals and objectives for transit, bike and walk modes.

Requiring more parking than is necessary increases the costs of new development and discourages new uses from being developed in the Downtown. To ensure a development friendly and efficient access environment, parking requirements should be “right-sized.”

It is recommended that the City further evaluate its parking demand data on a more granular level to determine if parking standards should be recalibrated to lower minimum requirements in Downtown.

Timeline: Short-term

Estimated Costs: Costs would include consultant or staff time associated with integrating existing land use information with 2017 parking occupancy data to derive a measure of actual parking demand for the downtown. Additional costs would include staff time associated with updating the Unified Development Code.

3.6: Examine possible building or development code revisions to require or encourage EV charging infrastructure.

The percentage of electric vehicles (EV) entering the market is still small but predictions are it will grow. With the future still somewhat undetermined, many cities are struggling to determine the right approach to establishing infrastructure to support a future EV market. Similarly, there is still not a high level of understanding as to the variations and nuances involved in supporting the EV market. For instance, EV's serving commuters are well served with support infrastructure (e.g., charging stations) that provides a "slow charge" system for vehicles. Given that most commuters are parked for long-periods during the day, a slow charge system works well – and is generally a less expensive charging option. Slow charge systems are best located in off-street facilities to ensure that commuters are not dominating on-street parking intended for visitors. Costs of these systems currently range from \$8,000 to \$12,000 per charging unit.

Systems intended to serve short-term visitor trips need to provide a "fast charge" option (e.g., less than 2 hours). These systems can be located in on-street parking systems (for instance, limited to a 2-hour stay) or in garages in areas intended for visitor parking. Costs of these systems currently range from \$25,000 to \$40,000 per charging unit.

At present, most existing development codes are not structured to address these nuances, let alone anticipate a market that is not yet fully developed. To this end, it is recommended that the City:

- Make changes to the existing development code requiring new garages to be wired to support the future integration of EV charging stations.
- Require that developers indicate where such stations would be located in a garage and validate that wiring is in place at certificate of occupancy.
- Require that wiring could accommodate both slow and/or fast charge systems.

Changes to this effect would ensure that new garages are EV capable but flexible enough to be able to respond to unknown future market trends and adaptable to the user mix associated with the land use (i.e., visitor, commuter, residential or a mix of such uses). This type of requirement would not preclude a developer from moving forward with EV infrastructure in a development, but would not commit them to a technology and market that is not yet fully evolved.

Timeline: Short-term

Estimated Costs: Staff time to update the Unified Development Code.

3.7: Look for opportunities to partner with EV charging providers and introduce fast chargers in the public setting including potentially on-street parking for short-term/visitor use.

The City could lead the way in initiating EV infrastructure for short-term users of its on-street system by identifying strategic locations to place fast chargers. This puts the City in a leadership role for planning for the future increased use of electric vehicles and to help achieve the City's greenhouse gas emission goals. The City can also explore partnerships with EV charging providers, who may want opportunities to feature, promote and test their equipment as the market evolves and to explore state and federal grant funding opportunities.

Timeline: Short-term

Estimated Costs: Staff time to explore potential EV charging sites and partner/grant opportunities. Costs associated with new equipment technology are undetermined at this time.

3.8: Consider allowing parking validation through local businesses.

Parking validation allows local businesses to pay the cost of parking for customers that purchase goods or services from the businesses. Validation programs are typically focused on the off-street system. Parking validation may be integrated into the shared parking program to provide free customer parking and could be funded by local businesses or organizations.

Timeline: Short to mid-term

Estimated Costs: Funded by local businesses that are interested in participating. The businesses pay the actual cost of parking in public paid parking lots including those participating in the shared parking program.

Strategy 4: Improve Access to Downtown

4.1: Improve pedestrian and bicycle connections to and from Downtown to reduce future parking demand.

Improving access to Downtown by walking and biking will minimize future parking demand in the Downtown. The City should prioritize capital projects that improve access to Downtown for pedestrians and bicyclists through the City's transportation and capital plans.

Timeline: Short to mid-term

Estimated Costs: Capital costs will be developed as part of the transportation and capital planning process. Design and planning costs will not substantially increase if considered as part of the regular updates to the transportation plan and annual update to the City's Transportation Improvement Program (TIP).

4.2: Expand secure bike parking Downtown using a systematic, data-driven approach. Evaluate the need for more secure parking and potential bike parking locations where there is high demand.

Bicycle parking is important to support transit access and commuting. The City should develop a bicycle parking plan that identifies areas of high demand such as at the transit center and near major employers, best practices for bicycle parking technology, and partnerships with community organizations and major employers to increase bicycle commuting to and from Downtown.

Timeline: Short to mid-term

Estimated Costs: A bicycle parking plan could likely be developed in-house by existing City staff with limited consultant assistance. There may be an opportunity to leverage other City planning projects such

as the Downtown wayfinding plan to also address bicycle parking. Capital costs would be developed as part of the bicycle parking planning effort.

4.2: Encourage carsharing in public and private parking facilities.

Carsharing services such as ZipCar, Car to Go, and ReachNow provide access to vehicles as an alternative to vehicle ownership. Carsharing vehicles are more efficient than individual ownership because they are shared amongst many users since most vehicles spend most of the time parked. Carsharing vehicles increase mobility options while decreasing the demand for parking. Carsharing vehicles can be provided in private residential or non-residential parking lots, in public off-street lots, or in on-street parking stalls. Carsharing vehicles may require round trip use or one-way trips typically using on-street parking stalls. An on-street carsharing program requires a City ordinance establishing a permit program for carsharing vehicles and associated permit fees.

Currently, the nearest carsharing services are provided by ZipCar at the Evergreen State College. No carsharing services are currently operating in the City of Olympia. The City should discuss opportunities to provide service Downtown with carsharing companies and pursue partnerships with major employers such as the State of Washington. Other incentives may include a reduction in the on-site parking requirement or other incentives for providing carsharing vehicles in new developments.

Timeline: Short to mid-term

Estimated Costs: Staff time to update the Municipal Code to establish an on-street carsharing permit program and associated fees and other carsharing incentives.

4.4: Collaborate with local and regional transit agencies to improve service to and from Downtown.

The City should pursue transit access improvements to Downtown in partnership with local transit agencies. While transit agencies have the primary responsibility for transit planning the City owns the streets and public right-of-way that buses travel along, and therefore have a role in improving transit efficiency and access. Transit improvements may include updating routes based on new development and changing demand, improving signal timing for transit priority, expanding and improving bicycle parking, allocating the public right of way for transit improvements such as bus bulbs and improved shelters, parking for transit access, and commute trip reduction programs to increase incentives for transit use.

Timeline: Short to mid-term

Estimated Costs: Staff time and capital costs associated with coordinating with local and regional transit agencies and planning future improvement projects within the right-of-way.

4.5: Implement the street and public space improvements from the 2016 Downtown Strategy to improve pedestrian comfort, mobility, and compliance with the Americans with Disabilities Act (ADA), focusing on the Downtown Core.

The Downtown Strategy includes several major street improvement projects that may impact the amount, location, and configuration of on-street parking. Improved streetscapes that support greater levels of pedestrian comfort and mobility as well as better ADA access will improve the experience with the parking system. Some reduction of parking to support these mobility goals may be a better use of the public right-of-way than maintaining every on-street parking stall. In addition, the shared parking program is an opportunity to increase parking access using parking that is already constructed and not currently being used.

Timeline: Short to mid-term

Estimated Costs: Staff time and capital costs associated with planning future improvement projects.

4.6: Explore alternatives that provide angled parking for Downtown street projects.

Angled parking has the potential to significantly increase the amount of on-street parking. Converting parallel parking to angled parking typically requires the reduction in the width of travel lanes or the elimination of one or more lanes of travel. Some downtown streets have a center turn lane that may not be warranted and may support the conversion of parallel parking to angled parking. Sidewalk widths in relation to supporting ground floor land uses should also be considered as wider sidewalks are generally favored along active first floor uses such as retail stores and restaurants that may desire outdoor seating. Back in angled parking could also be considered.

Timeline: Short to mid-term

Estimated Costs: No significant costs as angled parking would be considered as part of the design and engineering that is already required for the street projects.

4.7: Implement a program that will give free bus passes to low to moderate income Downtown employees through a commute trip reduction (CTR) task force with members from the City, major employers, transit agencies, community organizations, and other interested stakeholders.

To incentivize Downtown commuters to take the bus, the City could reinstate the free bus passes that were a part of the Downtown Commuter Program (in place from 2008 to 2010). Among other tools, the Downtown Commuter Program provided free monthly bus passes on a first-come first-served basis. Funding during the program came from Washington State Department of Transportation grants. During the public engagement process of the Downtown Parking Strategy, free bus passes were identified as a desired amenity. The City could re-implement the program using funding from the Parking Fund. The City and Olympia Downtown Association could work together to determine employee eligibility and administration of the program.

Timeline: Short-term

Estimated Costs: There would be costs associated with purchasing or subsidizing the bus passes. Currently, local monthly passes are \$30 and it would cost \$3,000 per month to purchase 100 passes for distribution. This would cost a total of \$18,000 for a 6-month pilot program. There would be staff time associated with administering the free pass program as well legal review by the City attorney to ensure that there would be no legal issues with the program structure related to the gift of public funds.

Strategy 5: Residential and Employee Parking

5.1: Convert current residential and employee on-street permits to temporary access permits with a monthly fee.

As the Downtown continues to redevelop, and land uses change, the City should maintain the flexibility to change parking regulations to support greater demand for short-term parking in the Downtown, and particularly in the core. Reliance on residential and employee on-street permits may also impact the decision for developers and property owners as to whether to build off-street parking. An over-reliance on low-cost on-street parking permits will likely lead to conflicts between long-term parking users and short-term visitor and customer access. Therefore, the City should rebrand the employee and residential on-street parking permits as temporary access permits, require monthly payments for the permits, and maintain the ability to reduce or eliminate the number of on-street permits as short-term parking demand increases.

Timeline: Short to mid-term

Estimated Costs: Staff costs to update the Municipal Code. May result in reduced permit revenues as the number of permits are reduced, but would likely be offset by increased short-term paid parking revenue.

5.2: Provide residential and employee off-street parking options through the shared parking program to provide predictable parking options.

Shared parking programs can be targeted to specific parking users such as visitors, customers, employees, commuters, or event attendees. The City shared parking program should include options for employees and other long-term parking users in the form of monthly or daily permits.

Timeline: Short to mid-term

Estimated Costs: Staff time to produce educational materials on employee parking and printing costs. Costs for a shared parking program are addressed under the shared parking strategy.

5.3: Implement a Downtown employee parking education program

The City should provide more information to employees on available parking options Downtown, including options for on and off-street permits, transit accessibility, and the locations of 9-hour meters that allow all-day parking. The information should be updated on the City's website and through a parking brochure that can be distributed to downtown businesses and organizations such as the Olympia Downtown Alliance (ODA).

Timeline: Short to mid-term

Estimated Costs: Staff costs to update the Municipal Code.

5.4: Increase the price of on-street residential and 9-hour meter permits to incentivize the use of off-street parking options. On-street permits costs should be consistent with hourly and daily rates.

Increasing the cost of permits for on-street parking will encourage the use of off-street alternatives, which is a more appropriate location for long-term parking. The on-street permits for residents are currently \$10 annually and the on-street permits for employees are currently \$60 per month. These prices are not conducive to incentivizing alternative parking in some of the available off-street facilities.

Timeline: Short to mid-term

Estimated Revenues:

RESIDENTIAL PERMITS

Increasing the price of residential permits from \$10 annually to a varying rate based on zone location could result in around \$136,400 in new annual revenues, assuming the same number of permits are sold. The permits would be sold monthly rather than an annual basis, with the costs more closely aligned with the competing parking options. Figure 18 shows a potential pricing structure with annual pricing replaced by monthly pricing.

Figure 18. Residential Permit Revenues



City of Olympia, 2017; Framework, 2017

EMPLOYEE PERMITS

Increasing the price of employee permits from \$60 monthly to \$90 monthly would result in around \$72,000 in new revenues, assuming the same number of permits are sold. Currently, it costs \$90 per month to park at the 9-hour meters (during weekdays) when paying for the meter at the daily rate of \$0.50 per hour so the new pricing would be consistent with the hourly pricing structure.

Figure 19. Employee Permit Revenues

	Current	Future	Change
Employee Permits (per month)	200	200	
Cost (per month)	\$60	\$90	\$30
Revenue (annual)	\$144,000	\$216,000	\$72,000

City of Olympia, 2017; Framework, 2017

5.5: Establish parking user priorities based on the street-fronting ground floor land use for on-street parking. Retail and restaurant uses should have short-term parking while residential uses may have longer-term parking for residents.

On-street parking should be prioritized to support the ground-floor land uses. For example, on-street parking in front of retail businesses should have short-term time limits and on-street parking on residential streets should prioritize parking for residents and limit long-term parking for commuters and employees. If there is available parking beyond that generated by the priority parking users then other users may be accommodated. Parking management strategies should minimize conflict between parking users and ensure the right users are parking in the right stall. For example, long-term parking users such as residents, employees, and commuters should not be parking in short-term parking stalls intended to support ground-floor commercial uses. Similarly, employees and commuters should not be parking in residential neighborhoods unless authorized by the City.

The City should review the existing and future land use maps and prioritize on-street parking based on the future land use categories. In cases where the existing land use is different than the future land use designation the implementation of new parking user priorities should not occur until the ground floor land use changes to conform with the future land use maps. In areas with different ground floor land uses the management strategy should be driven by the predominant land use and/or the future land use designation.

Timeline: Short to mid-term

Estimated Costs: Costs would include staff time to review the land use maps and develop the user priorities. Additional staff time costs would be required to make updates to the Municipal Code as parking regulations are changed to reflect new user priorities. New signage and parking meters may also be required in areas that expand paid parking.

5.6: Review boundaries, time limits, and enforcement of the residential parking zones in the SE Neighborhood Character Area to minimize parking impacts on residential streets from non-residential use.

Neighborhoods in the Southeast character area of Downtown have a residential parking permit program to limit long-term commuter and employee parking in residential neighborhoods. This strategy is intended to review the existing boundaries of the permit area, enforcement procedures, and the days and times that permits and time limits are in effect to ensure the program is effective. During legislative sessions demand for longer-term parking in the area may extend beyond typical business hours when permit requirements and time limits aren't in effect. The City's purchase of an LPR unit will increase the efficiency and effectiveness of enforcement and will allow the city to collect parking data in the area. Outreach to residents of the neighborhood will help to understand the current issues of concern that should be addressed in redesigning the program. Depending on the outcome of the program review the days and times that permits and time limits are in effect may be modified to minimize long-term parking on residential streets.

Timeline: Short to mid-term

Estimated Costs: Staff time to conduct neighborhood outreach, review the program, and collect data. May require future updates to the Municipal Code to implement any reforms.

Strategy 6: Arts, Culture, and Entertainment Uses

6.1: Develop shared use parking agreements to support major entertainment and culture events focused in the Downtown Core, including disabled parking stalls.

Arts, culture, and entertainment uses have unique parking challenges to meet customer needs. Facilities often have limited on-site parking, events occur in the evening when people may be less willing to walk longer distances, and parking demand is relatively low during non-event times. Meeting disabled parking needs is also a challenge. The cost of building new parking facilities when parking demand is high during specific event times is not feasible. A shared parking program should be pursued to meet the needs of these important cultural institutions and improve the customer experience. Many uses have low parking demand in the evening, such as banks, when arts, culture, and entertainment uses have most of their events. The shared use agreements program should be integrated with a City-run shared parking program to the extent feasible.

Timeline: Short to mid-term

Estimated Costs: Staff time to design and implement the shared parking program. Parking revenues from the program may offset long-term operating costs for the shared parking program.

Strategy 7: Improve Disabled Parking Management

7.1: Work with other departments on achieving Downtown Strategy goals around safety, lighting, and cleanliness in Downtown Olympia to ensure that the parking system is clean and safe.

Stakeholder input to this study suggested that connections between the downtown core and parking assets (inside and outside the core) are lacking. Infrequent users are especially inconvenienced by the lack of signage directing them to, through and between the downtown and adjacent areas. Inadequate street lighting and the poor condition of some facilities create negative safety perceptions, and alternative mode options that could allow users to park once and access all the downtown easily are not strategically coordinated or managed.

It is recommended that the City undertake a comprehensive inventory and evaluation of impediments to connectivity in the downtown and develop solutions for each. This might necessitate engaging a third party to assist in cataloguing issues, drafting solutions, and forecasting costs. Input from and participation by other relevant City divisions, as well as Intercity Transit, will be important. An action plan would be developed for presentation to City Council and other affected entities for their review, consideration, and approval.

Potential elements of the action plan could include:

- Improving pedestrian links (e.g., unsafe pedestrian crossings, sidewalk conditions, lighting improvements)
- Improving bikeway links (e.g., safe routes/lanes, directional signage, bike parking).
- Installing wayfinding signage at key access portals to direct users to available parking and help them find efficient routes between parking and their destinations (in coordination with Strategies 3.a and 3.b., above).
- Evaluating improved transit connections between parking locations and destinations in and outside the core. This could entail rerouting of existing services and/or new shuttle/circulator programs.

Timeline: Short to mid-term

Estimated Costs: The costs associated with developing such an action plan are unknown at this time. It would involve City staff time, working with stakeholders, coordination with other City departments, and most likely the assistance of a third-party planning firm. The costs for engaging a planning firm could range from \$20,000 to \$25,000.

7.2: Confirm that all City-owned off-street facilities are compliant with ADA parking requirements. Consider increasing the number of disabled parking stalls in City-owned surface lots and make these spots available for public parking.

It is recommended that the City conduct a survey of all its off-street parking facilities to validate that these facilities meet the minimum ADA parking requirements for handicap and disabled stalls. The survey should include not only a count of required stalls but an assessment of stall sizes, signage,

location and ingress/egress paths within the parking facility. This will ensure that the City assumes a leadership role in serving ADA customers, residents and employees in its downtown facilities. Based on occupancies, the City should also consider increasing the number of disabled stalls at its off-street facilities as necessary to meet demand that may exceed minimum standards.

Timeline: Short-term

Estimated Costs: Assessment of City lots/facilities could be completed by existing facilities staff or through third-party engagement. Any recommended changes or upgrades to existing ADA stalls would incur costs associated with painting, signage, and maintenance of new disabled stalls.

7.3: Restrict disabled parking to the 4-hour limit allowed by law for on-street parking.

Several cities in WA have begun restricting the use of on-street ADA parking to a maximum time limit of 4-hours. These include Vancouver, Washington and Portland, Oregon. This restriction is allowed by federal law and is intended to preserve on-street ADA parking to visitor uses, while encouraging and supporting longer-term and employee ADA parking to locate in off-street facilities. Moving to this type of on-street limit would need to be coordinated with Strategy 7.2., above. Again, implementing this strategy would ensure that disabled parking stalls have turnover and are available throughout the day.

Timeline: Short-term

Estimated Costs: Staff time associated with developing necessary ordinances and code changes.

7.4: Review the number and locations of on-street disabled stalls and ensure high demand areas, such as the core, have sufficient disabled parking stalls. Routinely collect data on the occupancy, duration, and turnover of disabled parking stalls. Direct disabled users to appropriate stalls to minimize conflicts between those needing short-term versus long-term parking.

As a corollary to Strategy 7.3., above, the City should assess the demand for short-term on-street ADA parking to ensure that ADA stalls are adequately provided to meet demand and are strategically located near destinations with high ADA demand. This can be accomplished through routine data collection related to occupancy, duration of stay and turnover at existing stalls, and outreach and communications with Downtown destinations and the ADA community. With Olympia's new License Plate Reader (LPR) technology, routine assessments of on-street ADA stalls could become a standard operating procedure throughout the year; leveraging the new technology and minimizing data collection costs. This type of assessment will ensure that ADA stalls are sufficient in number and appropriately located.

Timeline: Short-term

Estimated Costs: Staff time associated with inventory, data collection efforts, and education.

7.5: Work with State representative to implement reforms that would result in reduced handicap placard misuse.

The State of Washington has the primary responsibility for regulating disabled parking and the issuance of handicap placards. Cities have limited options for regulating and managing disabled parking. Cities are responsible for enforcing disabled parking rules and the potential for misuse of handicap placards that occurs when violators attempt to avoid time limits and parking payment. Reforms to improve the ability of a City to enforce handicap placard violations should start with state law. Reforms may include connecting temporary handicap placards to specific vehicles and improved systems for enforcing the expiration of temporary placards. The City should work with state representatives and other cities to support reforms that minimize handicap placard misuse while improving disabled parking access and management for those complying with the regulations.

Timeline: Short to mid-term

Estimated Costs: Staff time associated with research on best practices and coordinating with State staff and representatives.

Park + Parking Behavior Analysis

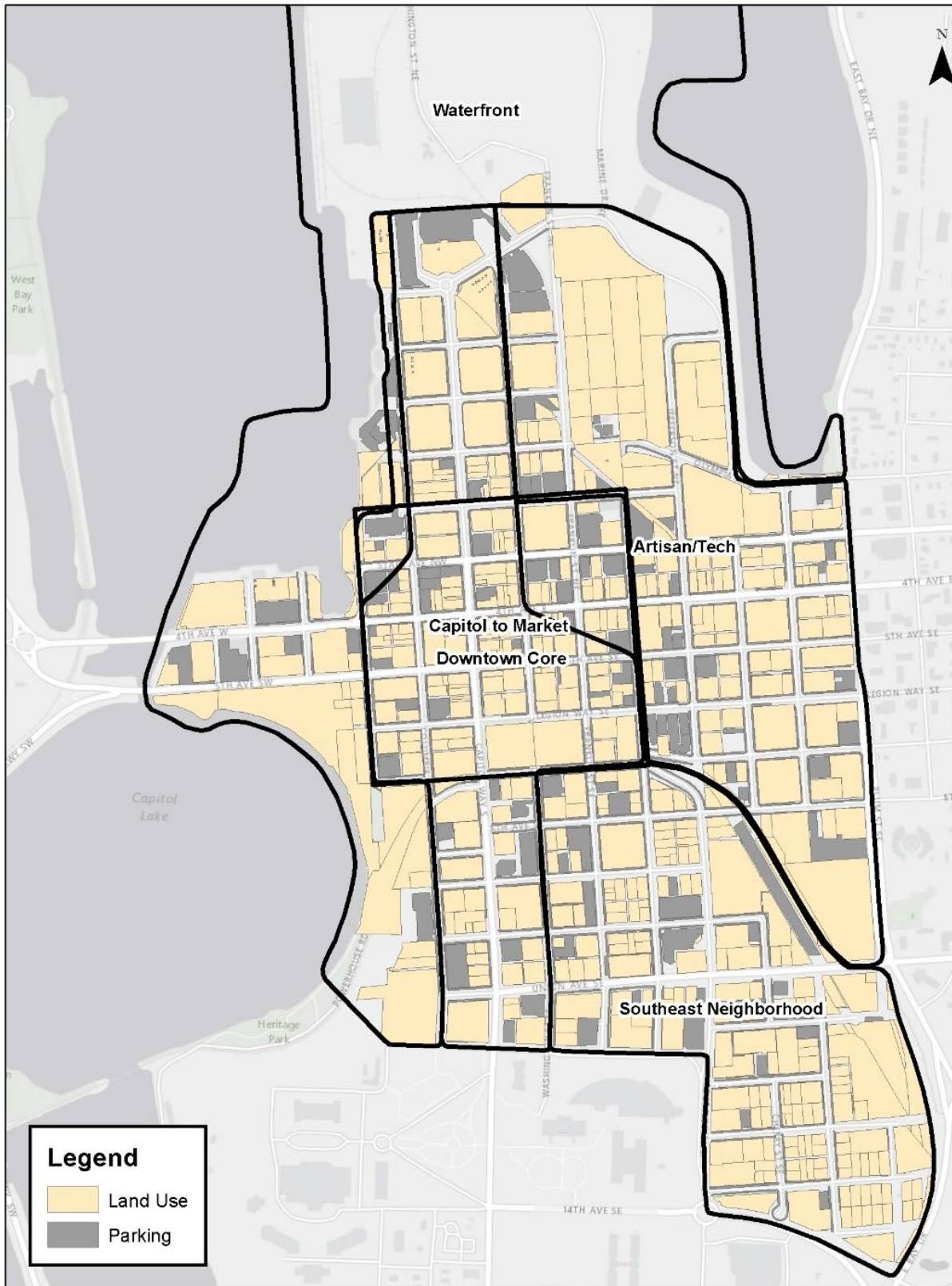
Overview

As part of the study, parking behaviors were analyzed to identify parking issues and opportunities and evaluate the effectiveness of potential parking management strategies. The intent of the analyses and evaluations is to ensure parking management strategies are based in sound data that is representative of the parking behaviors found within Downtown Olympia.

This report provides a summary of the data collection process, analysis and findings of existing parking behaviors, and analysis and findings of future conditions, which are based on existing parking behaviors and planned growth assumptions. The intent of this study is to identify recommendations that, if implemented, will improve parking management and help the parking system in the downtown area function more efficiently.

For the purpose of this study, parking behaviors are analyzed in the Downtown area as a whole and for the sub-areas that are present within the Study Area including the Waterfront, Capitol to Market, Artisan/Tech, Southeast Neighborhood, and Downtown Core. A few of the sub-areas overlap each other. The Study Area and sub-areas are shown in Figure 20 on the following page.

Figure 20. Study Area



Kimley-Horn, 2017; City of Olympia 2017

Existing Parking Conditions

When analyzing parking occupancy, it is important to understand that the primary industry accepted threshold for identifying demand constraints for a system is when occupancies reach 85-90% consistently. When occupancies for a parking system reach this level of occupancy, parking efficiency starts to deteriorate and changes need to be implemented to maintain efficiency of the system. The 10-15% remaining capacity accounts for those vehicles leaving a space and the few spaces that are scattered throughout the system or a facility that one might have to circle to find.

However, it is important to note that this level of occupancy does not necessarily have to happen across the entire system for users to experience frustrations. When individual facilities or sections of a larger area, such as the Core, experience higher demands, the perception of parking can deteriorate throughout the entire Study Area. This deterioration is often the cause of poor public perception of the parking system or patron frustration.

The parking behaviors were evaluated using this industry standard for on-street and off-street parking facilities throughout the Study Area. The following sections summarize the data collection process and the analysis performed to evaluate the parking system.

Data Collection Methodology

To understand parking behaviors and existing parking conditions, parking data was collected using a combination of manual data collection for off-street facilities and License Plate Recognition (LPR) technology for on-street parking. The mobile LPR equipment uses a dual camera configuration, placed on the roof of the data collection vehicle. The vehicle drives continuous loops through each collection area, counting the number of vehicles parked on-street. The intent of this effort was to count the number of parked vehicles in the area to determine parking occupancy and duration behaviors.

LPR technology was used to take reads on license plates along curb faces to determine parking occupancy. The data received from the LPR unit was limited to a license plate number, the time stamp the read was taken, and a GPS location. The license plate number was used to create a unique identifier for each vehicle observed, which was assigned to each read, replacing the license plate number. Using this information, parking occupancy data was obtained and analyzed on an hourly basis for the on-street facilities in the Study Area.

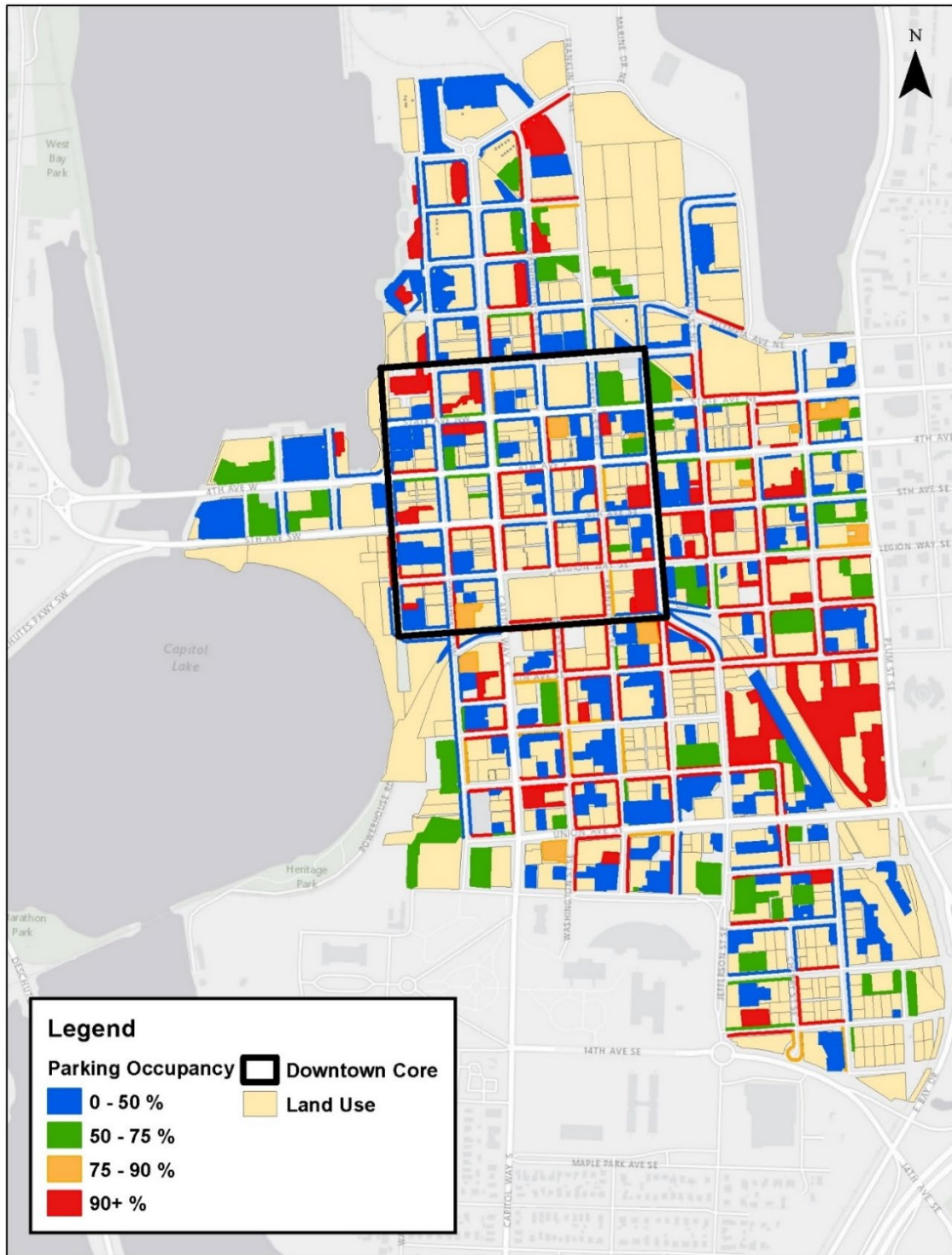
Data for both on-street and off-street parking was collected during a typical weekend and weekday to identify standard parking conditions and behaviors in the Study Area. The weekday data was collected on Tuesday, March 7th, 2017 between 9am and 7pm. The weekend data was collected on Saturday, May 6, 2017 between 9am and 6pm. Based on the analysis, 11am on a weekday was found to be the peak condition for parking. Therefore, the following sections summarize the results of the data collection efforts for that peak hour.

Existing Parking Behaviors

The Downtown Olympia area is a combination of on-street, public off-street and private on-street. Each of the parking facilities within the downtown area were collected and analyzed based on the existing behaviors. The peak hour (11 am) occupancies were evaluated for the three parking facilities, as well as,

number of vehicles from and to other areas. Figure 21 illustrates the Park+ modeled parking occupancies through the Study Area during the peak hour.

Figure 21. Existing Peak Hour Parking Results (11am)



Kimley-Horn, 2017; City of Olympia, 2017

Below are Figure 22 and Kimley-Horn, 2017; City of Olympia, 2017

Figure 23 that summarize the occupancies for each facility type and the results broken down by sub-area. Table 2 not only presents occupancies for each sub-area but also depicts how many vehicles are parking in each sub-area that are from another area and vice versa.

Figure 22. Existing Parking Occupancies by Facility Type

Parking Type	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,182	1,139	51%
Public Off-Street	1,959	1,104	855	56%
Private Off-Street	7,957	4,494	3,463	56%
Study Area	12,237	6,779	5,458	55%

Kimley-Horn, 2017; City of Olympia, 2017

Figure 23. Existing Parking Results by Area

Area	Supply	Demand	Met Demand	Surplus/Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Waterfront	1,335	399	595	936	45%	135	-
Capitol to Market	4,388	2,539	2,348	1,849	30%	-	191
Artisan/Tech	4,296	2,573	2,565	1,723	60%	-	8
Southeast Neighborhood	3,322	1,661	1,897	1,661	57%	236	-
Downtown Core	2,271	1,243	1,264	1,028	56%	21	-

Kimley-Horn, 2017; City of Olympia, 2017

After the existing conditions were inputted into the Park+ model, it was shown that during the peak hour (11 am) the Study Area operates at 55% and the Core area operates at 56%. Since the Downtown Core is only operating at 56%, it is allowing approximately 21 vehicles from other areas to park within the Core.

The crossing of area boundaries may be due to proximity preferences. For instance, the most convenient parking for a destination may be in a different sub-area, thus contributing to the cross-area parking.

Future Parking Demands and Behaviors

Long-term success of parking management strategies is critical to helping the downtown area grow successfully to support surrounding businesses, new developments, while accommodating existing uses by enabling ease of access to these destinations through parking. To identify appropriate parking management strategies that effectively manage the system into the future, it is important to understand potential future changes that could likely impact the parking system.

To understand how the future growth and development changes impact the parking system, a dynamic modeling platform was utilized and developed specifically for Downtown Olympia, to predict parking behaviors and analyze potential parking management strategies and their effectiveness.

The Park+ model evaluates observed data collected in the field, existing land use intensities, parking relationships to surrounding land uses, walking tolerances, transportation system attributes and community specific parking behaviors. As a result, the model is able to project occupancies for the parking resources in the Study Area, demands generated by the various land uses, and visually depict these characteristics on a heat map to illustrate the impacts to the system. The results of the demand model represent how much parking demand is being generated, where it is being generated, and where existing parking supplies can no longer meet demands. Additionally, model inputs can be changed to reflect various management techniques to predict parking patterns within the Study Area.

Once the model is developed and reflective of existing conditions, future scenarios can be developed to evaluate impacts to the parking system based on changes to development, new or removed parking, and/or changes to the parking management approach.

The following five scenarios were evaluated as part of this study.

- Scenario 1: Existing conditions with evaluation of parking management strategies in the Core
- Scenario 2: Market Study 10-Year Planning Horizon
- Scenario 3: Market Study 10-Year Planning Horizon with Columbia Site Garage
- Scenario 4: Market Study 20-Year Planning Horizon
- Scenario 5: Market Study 20-Year Planning Horizon with Columbia Site Garage

The following sections present the analyses and findings for each of these scenarios.

Scenario 1: Existing Conditions with Parking Management Strategies

The following parking management strategies were evaluated based on existing conditions to determine their effectiveness for improving the management of the parking system. The intent of implementing these strategies is to create greater availability and allow more people to park in the area. It was assumed that these strategies were applied to the Core area only, however, the impacts of implementing these strategies are felt throughout the Study Area. These parking management strategies are present in each of the other future scenarios as a baseline assumption.

- Conversion of 9hr parking time limit restrictions to 3hr time limits – encourages turnover of spaces, which creates greater availability, allowing more people to park on the street.
- Increased paid parking from \$1.00 to \$2.00 – an increase of price in the Core encourages people to park in lower price areas, thus redistributing the parking demands and creating greater availability in the areas with higher prices.
- Implementing 100% shared parking with private parking facilities – private facilities contain most of the parking supply in the study area. For those that are underutilized, sharing of these resources creates greater parking availability in both the on-street and off-street parking systems.

The Park+ model was used to evaluate these parking management strategies and the impacts to the parking system. Using the model, the parking within the study area was viewed from several angles to help better dissect the parking behaviors and interpret how the system functions. Figure 24 presents a breakdown of the demands and occupancies for each parking type within the study area.

Figure 24. Scenario 1 Parking Occupancies by Facility Type

Parking Type	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,034	1,287	45%
Public Off-Street	1,959	1,088	871	56%
Private Off-Street	7,957	4,655	3,302	59%
Study Area	12,237	6,777	5,460	55%

Kimley-Horn, 2017; City of Olympia, 2017

The implementation of parking management strategies was intended to redistribute the parking demands to create greater availability. The results indicate that should the City implement these strategies, that they will achieve the desired outcome. Compared to the existing conditions, the occupancy for on-street parking facilities decreased by 10% and the occupancies for private off-street facilities increased by 3%. The parking management strategies redistributed the on-street parkers and pushed some into the off-street facilities, creating greater availability and access in the Study Area.

Figure 25 takes the analysis to a deeper level and compares the parking demands and occupancies within each sub-area and summarizes how many vehicles are moving from one area to another.

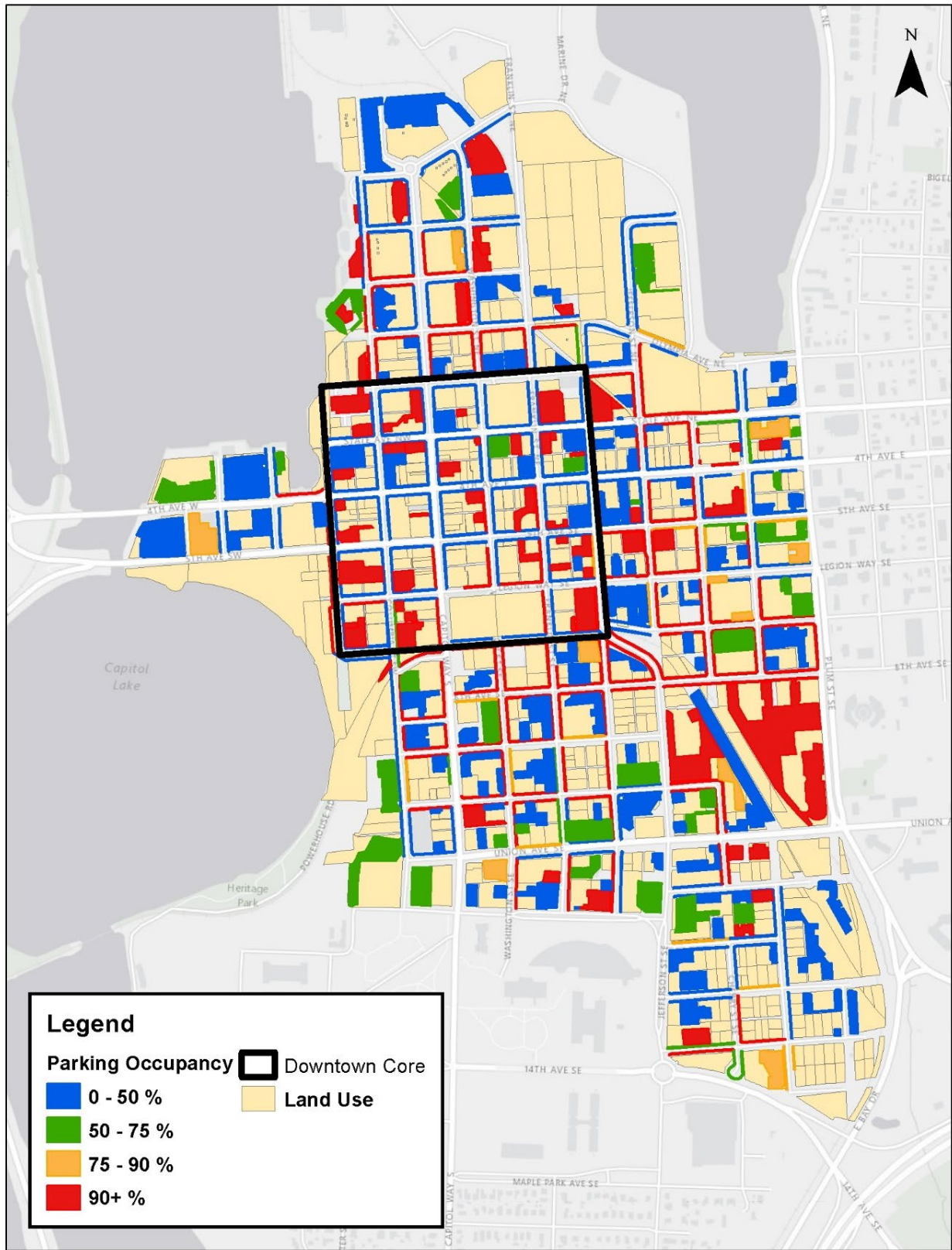
Figure 25. Scenario 1 Parking Results by Area

Area	Supply	Demand	Met Demand	Surplus/ Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Waterfront	1,335	399	637	936	48%	238	-
Capitol to Market	4,388	2,539	2,368	1,849	54%	-	171
Artisan/Tech	4,296	2,573	2,588	1,723	60%	16	-
Southeast Neighborhood	3,322	1,661	1,801	1,661	54%	142	-
Downtown Core	2,271	1,243	1,333	1,028	59%	90	-

Kimley-Horn, 2017; City of Olympia, 2017

Looking at Table 4 results, the Downtown Core occupancy increased to 59%, which could be the result of increased availability that allowed 90 vehicles from other areas to park within the core. Figure 26 illustrates the parking occupancies throughout the Study Area and within the Core.

Figure 26. Existing Peak Hour Parking Results (11am) with Parking Management



Kimley-Horn, 2017; City of Olympia, 2017

Scenario 2: Market Study 10-Year Planning Horizon

Scenario 2 evaluates the impact to parking of new development in the Study Area that is anticipated to occur within a 10-year planning horizon. It includes “Pipeline” developments which are currently planned, approved, or under construction. These “Pipeline” developments are summarized in Figure 27.

Figure 27. “Pipeline Developments

Project	Land Use	Intensity	Parking (Spaces)
123 4th Ave W	Apartments	138 (DU)	121
	Office	7,000 (SF)	
Columbia Place	Apartments	115 (DU)	262
	General Retail	58,000 (SF)	
321 Lofts	Apartments	36 (DU)	28
Campus Lofts	Apartments	43 (DU)	-
Billy Frank Jr Place	Apartments	43 (DU)	16
Legion Square Remodel	Apartments	28 (DU)	-
State’s 1063 Building	General Retail	225,000 (SF)	-
Annie’s Artist Flats	Art Studio	6,000 (SF)	25
	Restaurant	4,000 (SF)	
	Apartments	66 (DU)	
	Office	20,543 (SF)	
East Bay Flats and Townhomes	Townhomes	69 (DU)	72
	General Retail	8,500 (SF)	
	Community Center	2,200 (SF)	
Views on 5th	Apartments	136 (DU)	150
	Restaurant	30,000 (SF)	
Well 80 Brewing Co.	Restaurant	6,000 (SF)	-

City of Olympia, 2017

Additionally, Scenario 2 evaluates the impact of development that could occur within the next 10 years. While specific sites for the development are not yet identified, there are planned land uses and associated intensities. Figure 28 provides a summary of the 10-year growth assumptions. It should be noted that 40% of developments were assumed to be inside the Downtown Core with the remaining 60% outside of the Core.

Figure 28. Market Study 10-year Developments

	Land Use	Intensity	New Parking Spaces	Parking Spaces Removed
Inside Downtown Core	Hotel	54 (Rooms)	148	47
	Apartments	700 (DU)	654	149
	General Retail	130,800 (SF)	-	-
	Office	80,000 (SF)	-	-
	Hotel	79 (Rooms)	220	60

	Land Use	Intensity	New Parking Spaces	Parking Spaces Removed
Outside Downtown Core	Apartments	1,050 (DU)	820	370
	General Retail	196,200 (SF)	-	-
	Office	120,000 (SF)	-	-

Kimley-Horn, 2017; City of Olympia, 2017

These developments were incorporated into the Park+ model to evaluate their impacts on the parking system. The parking management strategies presented in Scenario 1 are continued under this scenario. As Figure 29 indicates, the demand in the study area increases due to the inclusion of the new development. As a result, the occupancies for each of the parking types also increases, particularly the on-street parking. However, even with the increase in demand the parking system can absorb that demand and meet the parking needs as none of the facilities within the study area experience parking occupancies greater than 85%.

Figure 29. Scenario 2 Parking Occupancies by Facility Type

Parking Type	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,643	678	71%
Public Off-Street	1,658	1,128	530	68%
Private Off-Street	9,227	5,930	3,297	64%
Study Area	13,206	8,701	4,505	66%

Kimley-Horn, 2017; City of Olympia, 2017

Figure 30 analyzes the data for each of the sub-areas and this information indicates that most of the sub-areas are operating at acceptable or underutilized levels. The Core is within the effective capacity mark of 85-90%. At occupancies of 87%, it is likely that new visitors to the Core may experience frustrations finding an available space within the Core. However, those who visit the Core on a regular basis and know the system and where to park may still be able to find parking easily because they know where to go and how to navigate to the location.

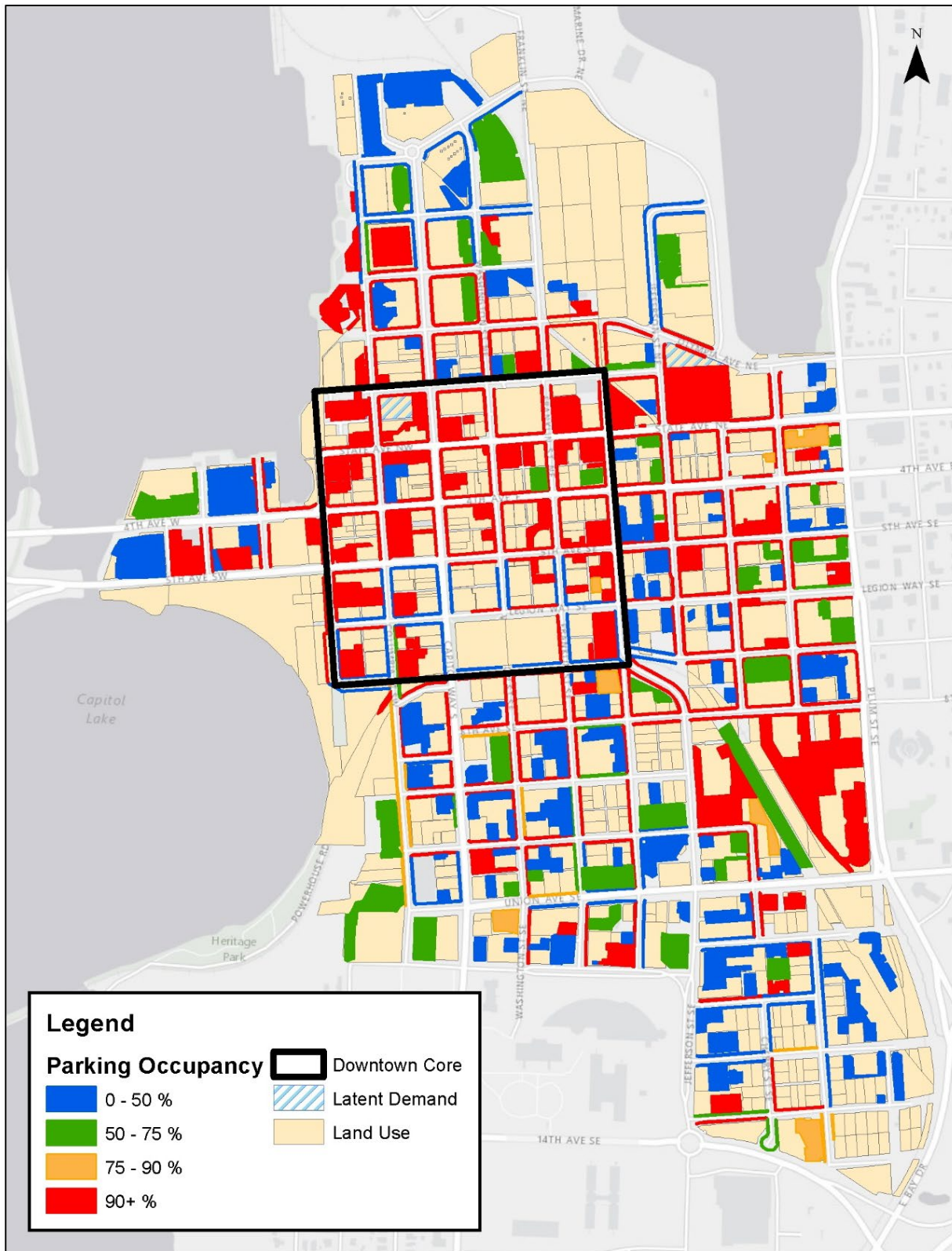
Figure 30. Scenario 2 Parking Results by Area

Zone	Supply	Demand	Met Demand	Surplus/Deficit	% Occupied	# Vehicles from Other Zones	# Vehicles to Other Zones
Waterfront	1,559	520	1,066	1,039	68%	486	-
Capitol to Market	4,770	3,590	3,262	1,180	68%	-	328
Artisan/Tech	4,618	3,657	3,477	961	75%	-	180
Southeast Neighborhood	3,322	1,656	1,843	1,666	55%	187	-
Downtown Core	2,653	2,320	2,302	333	87%	17	-

Kimley-Horn, 2017; City of Olympia, 2017

Figure 31 illustrates the parking occupancies throughout the Study Area and within the Core.

Figure 31. Scenario 2 – Peak Hour Parking Results (11am)



Kimley-Horn, 2017; City of Olympia, 2017

Scenario 3: Market Study 10-Year Planning Horizon with the Columbia Site Garage

Scenario 3 evaluates the same developments analyzed in Scenario 2, but also includes a new parking garage (Columbia Garage) located on the southwest corner of State Ave and Columbia St. It was assumed that the Columbia Garage would be 355 spaces, would be available for public parking, and would have a rate of \$60 per month. The parking management strategies presented in Scenario 1 are continued under this scenario. The following are the results and findings of this scenario.

As shown in Figure 32, with the inclusion of a new garage, the on-street parking occupancy decreased substantially to 65% (as compared to 71% from Scenario 2). This is because with readily available public off-street parking, and the on-street parking regulations as described in Scenario 1, that people are opting to park in the new garage. This increases the public off-street parking occupancy to 73%, a 5% increase from 68% in Scenario 2.

Figure 32. Scenario 3 Parking Occupancies by Facility Type

Parking Type	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,477	844	64%
Public Off-Street	2,013	1,477	536	73%
Private Off-Street	9,227	5,810	3,417	63%
Study Area	13,561	8,764	4,797	65%

Kimley-Horn, 2017; City of Olympia, 2017

Figure 33, which summarizes the results for each sub-area, indicates that due to the new garage, more people can park in the Core. The parking demand does not change between Scenario 2 and Scenario 3, it remains 2,320 spaces. However, under Scenario 3, because of the garage, the Core can park more vehicles as indicated by the increase in Met Demand and the number of vehicles from other areas parking in the Core. The garage allows for 396 vehicles to park from other areas to within the Core. In Scenario 2, this was only 17 vehicles.

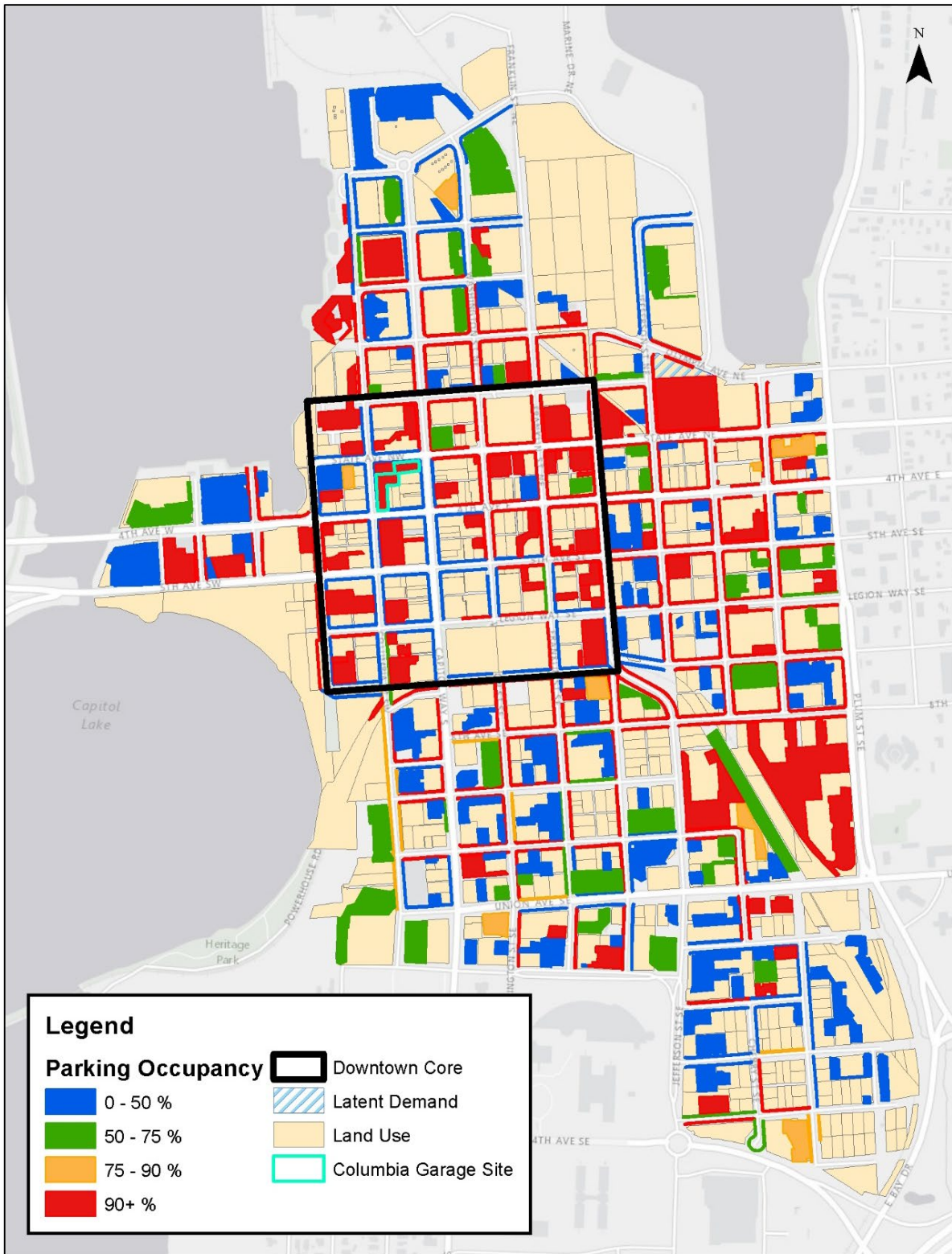
Figure 33. Scenario 3 Parking Results by Area

Area	Supply	Demand	Met Demand	Surplus/Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Waterfront	1,559	520	894	1,039	57%	375	-
Capitol to Market	4,770	3,590	2,967	1,180	62%	-	624
Artisan/Tech	4,618	3,657	3,469	961	75%	-	188
Southeast Neighborhood	3,322	1,656	1,843	1,666	55%	187	-
Downtown Core	2,653	2,320	2,324	296	88%	396	-

Kimley-Horn, 2017; City of Olympia, 2017

Figure 34 illustrates the parking occupancies throughout the Study Area and within the Core.

Figure 34. Scenario 3 – Peak Hour Parking Results (11am)



Kimley-Horn, 2017; City of Olympia, 2017

Scenario 4: Market Study 20-Year Planning Horizon

Scenario 4 evaluates the impact of development that could occur within the next 20 years. While specific sites for the development are not yet identified, there are planned land uses and associated intensities. Figure 35 provides a summary of the 20-year growth assumptions. It should be noted that 40% of developments were assumed to be inside the Downtown Core with the remaining 60% outside of the Core.

The parking management strategies presented in Scenario 1 and Scenario 2 are continued under this scenario. The Columbia Garage (Scenario 3) is not included as part of this scenario. The following are the results and findings of this scenario.

Figure 35. Market Study 20-year Planning Developments

	Land Use	Intensity	New Parking Spaces	Parking Spaces Removed
Inside Downtown Core	Hotel	125 (Rooms)	148	47
	Apartments	1,400 (DU)	654	149
	General Retail	262,000 (SF)	-	-
	Office	160,000 (SF)		
Outside Downtown Core	Hotel	186 (Rooms)	220	60
	Apartments	2,100 (DU)	820	370
	General Retail	393,000 (SF)	-	-
	Office	240,000 (SF)		

Kimley-Horn, 2017; City of Olympia, 2017

These developments were incorporated into the Park+ model to evaluate their impacts on the parking system. The following are the results and findings of this scenario.

Figure 36 indicates that overall, the parking system within the study area can accommodate the parking demands generated by the new development. However, when looking at each sub-area as shown in Figure 37, it is evident that the Core is above the effective capacity threshold and Artisan/Tech area is approaching that threshold. Additionally, in previous scenarios, the Core could accommodate vehicles from other areas. Under this scenario, it is no longer able to absorb those vehicles and instead is looking to place vehicles in other areas. This indicates that with this level of development and parking, the parking in the Core has reached its level of effectiveness and users will likely become frustrated with the lack of availability.

Figure 36. Scenario 4 Parking Occupancies by Facility Type

	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,757	564	76%
Public Off-Street	1,658	1,184	474	71%
Private Off-Street	10,257	6,940	3,317	68%
Study Area	14,236	9,881	4,355	69%

Kimley-Horn, 2017; City of Olympia, 2017

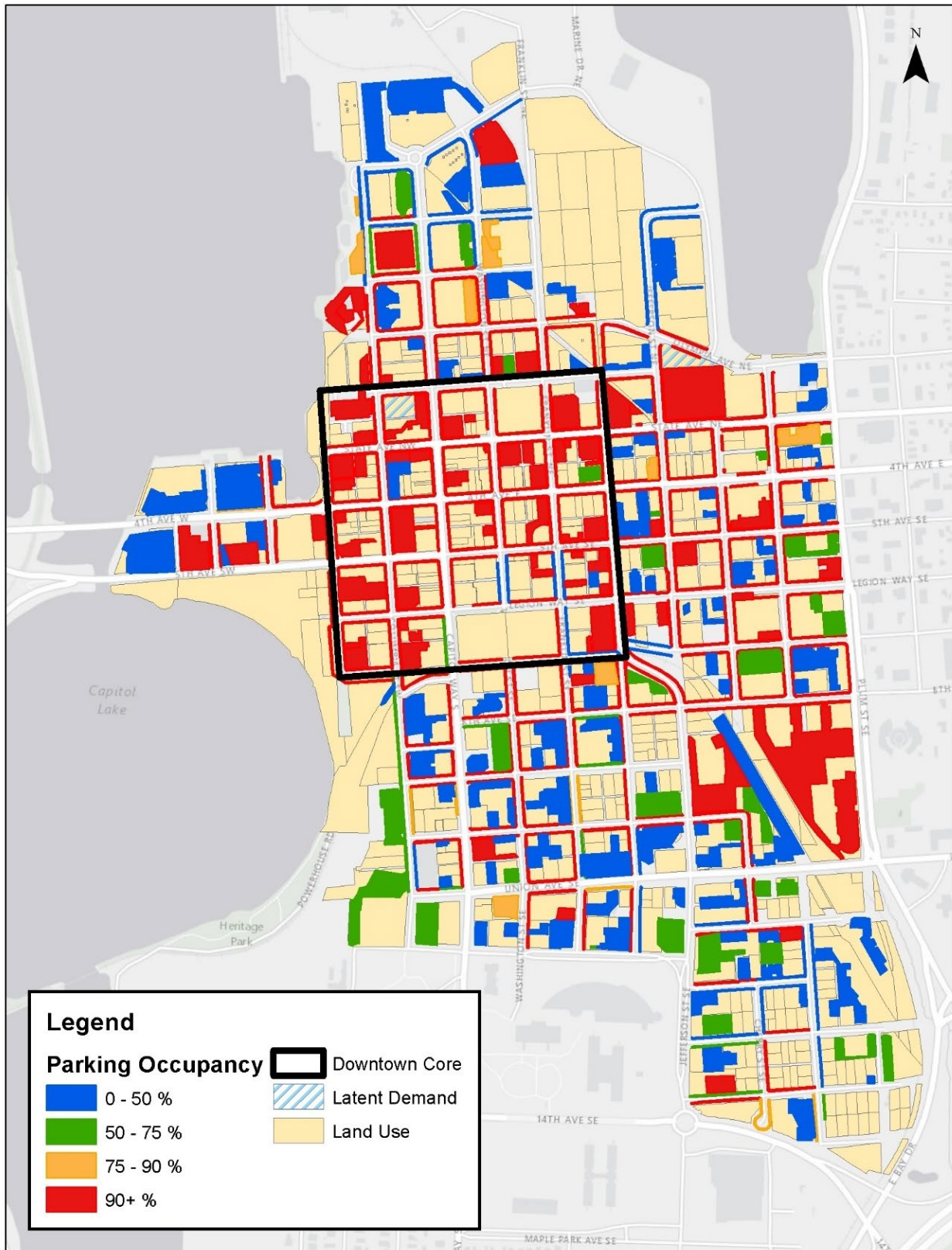
Figure 37. Scenario 4 Parking Results by Area

Area	Supply	Demand	Met Demand	Surplus/ Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Waterfront	1,750	640	1,219	1,110	70%	580	-
Capitol to Market	5,427	4,567	3,997	860	74%	-	571
Artisan/Tech	5,291	4,662	4,216	629	80%	-	446
Southeast Neighborhood	3,322	1,656	1,847	1,666	56%	191	-
Downtown Core	3,310	3,417	3,045	107	92%	-	372

Kimley-Horn, 2017; City of Olympia, 2017

Figure 38 illustrates the parking occupancies throughout the Study Area and within the Core.

Figure 38. Scenario 4 – Peak Hour Parking Results (11am)



Kimley-Horn, 2017; City of Olympia, 2017

Scenario 5: Market Study 20-Year Planning Horizon with Columbia Site Garage

Scenario 5 evaluates the same developments and assumptions analyzed in Scenario 4, however it also includes the Columbia Garage, located on the southwest corner of State Ave and Columbia St. As with Scenario 3, this scenario assumed that the Columbia Garage would be 355 spaces, would be available for public parking, and would have a rate of \$60 per month. These developments were incorporated into the Park+ model to evaluate their impacts on the parking system. The following are the results and findings of this scenario.

As shown in Figure 39, with the inclusion of a new garage, the public off-street parking facilities can absorb more vehicles. Within the Core, as shown in Figure 40, the parking occupancy decreases from 92% to 83% indicating that the new garage alleviates some demand in this area. However, the parking demands in the Core are still high and vehicles within the Core are looking outside of the Core to find available parking. Parking management strategies outside of the Core may have to be considered as part of a longer-term management approach to help further distribute demands.

Figure 39. Scenario 5 Parking Occupancies by Facility Type

	Supply	Met Demand	Surplus/Deficit	% Occupied
On-Street	2,321	1,809	512	78%
Public Off-Street	1,947	1,476	471	76%
Private Off-Street	10,257	6,633	3,624	65%
Study Area	14,525	9,918	4,607	68%

Kimley-Horn, 2017; City of Olympia, 2017

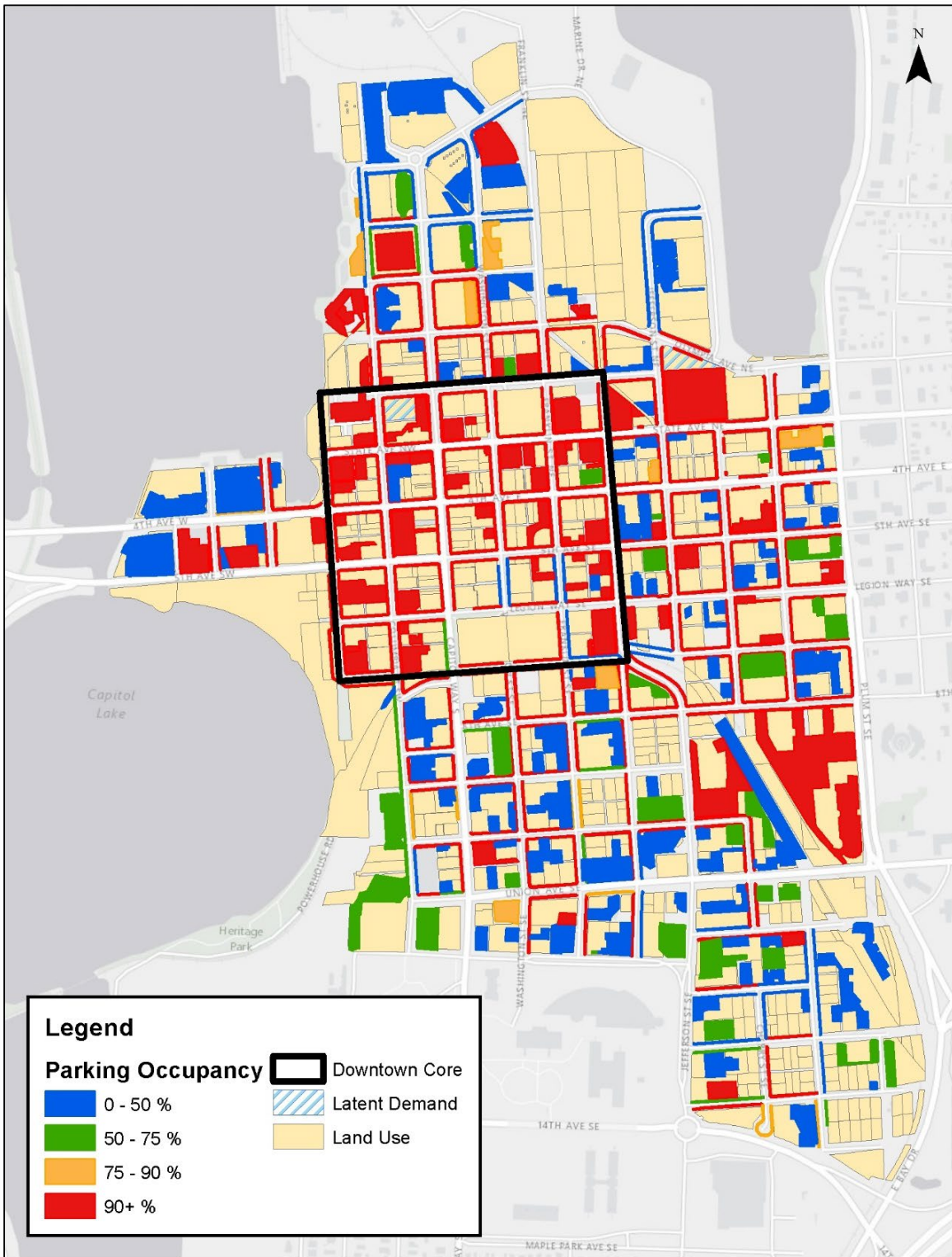
Figure 40. Scenario 5 Parking Results by Area

Area	Supply	Demand	Met Demand	Surplus/Deficit	% Occupied	# Vehicles from Other Areas	# Vehicles to Other Areas
Waterfront	1,750	640	1,022	1,110	58%	383	-
Capitol to Market	5,716	4,567	4,053	1,149	71%	-	514
Artisan/Tech	5,291	4,662	4,210	629	80%	60	452
Southeast Neighborhood	3,322	1,656	1,854	1,666	50%	197	-
Downtown Core	3,599	3,417	2,971	182	83%	-	466

Kimley-Horn, 2017; City of Olympia, 2017

Figure 41 illustrates the parking occupancies throughout the Study Area and within the Core.

Figure 41. Scenario 5 – Peak Hour Parking Results (11am)

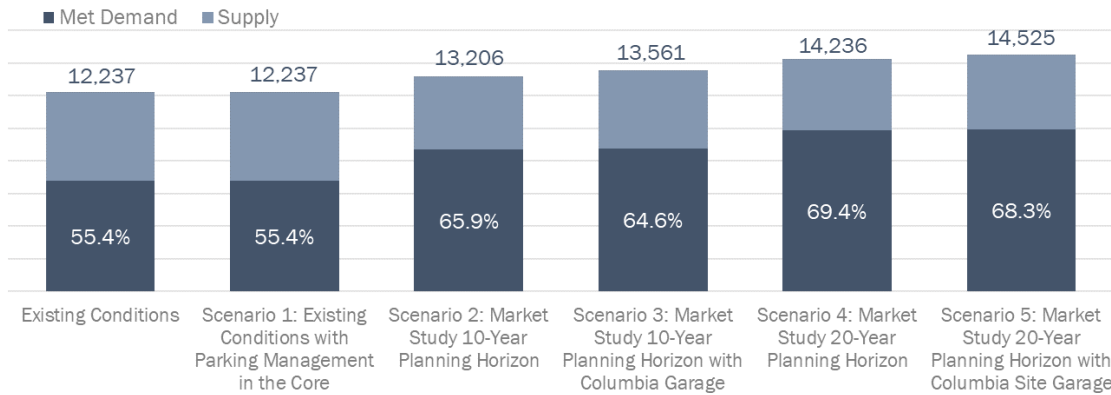


Kimley-Horn, 2017; City of Olympia, 2017

Summary

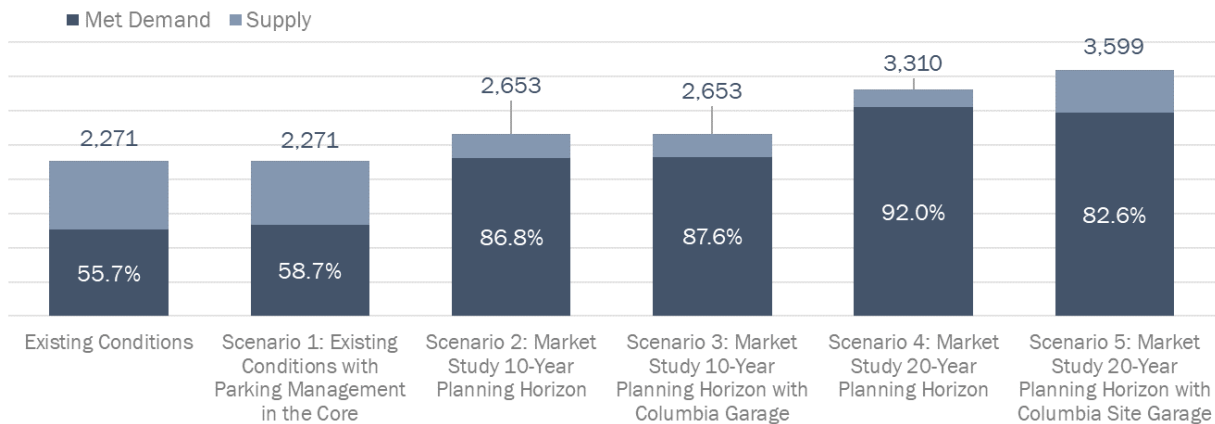
Figure 42 provides a summary of the estimated systemwide occupancies for Downtown Olympia under the five scenarios, as compared to existing conditions. Figure 43 shows a summary of the estimated occupancies for the Downtown Core under the five scenarios.

Figure 42. Summary of Supply and Demand by Scenario



Kimley-Horn, 2017; City of Olympia, 2017; Framework, 2017

Figure 43. Summary of Supply and Demand by Scenario in the Downtown Core



Kimley-Horn, 2017; City of Olympia, 2017; Framework, 2017

Conclusions

The following findings are based on the analysis performed using the Park+ model and the associated assumptions.

Immediate Planning Horizon

- The implementation of parking management strategies will distribute some of the parking demands from the on-street facilities to the off-street. This will improve access to surrounding destinations since there is greater availability of desired parking.
- By incorporating the Parking Management Strategies within the Downtown Core of Olympia the Study Area is operating at 59%. It allows more availability for vehicles from other areas to park within the core.

10-Year Planning Horizon

- The parking demands created by the 10-year developments can be accommodated by the parking system, however, the parking within the Core will start to reach effective capacity, which could lead to frustrations for new users to the study area and particularly the Core.
- The addition of the Columbia Garage in the 10-year planning horizon will alleviate the demands in the Core. Coupled with the parking management strategies, the garage allows people to move from the on-street facilities to the off-street facilities, thus creating more availability in the on-street system.

20-Year Planning Horizon

- Over the course of the next 20 years, the new developments within the Study Area begin to push the Downtown Core over the effective capacity (85-90%). This is assuming 100% shared parking, increase in on-street parking rates and converting 9-Hour meters to 3-Hour meters within the core.
- Adding in the Columbia Site Garage to the Market-Study 20-Year Planning developments and incorporating the Parking Management Strategies the Downtown Core drops below the 85-90% threshold. With the occupancy reductions in the Downtown Core, the Columbia Site Garage at the peak hour is operating at 100% occupancy.

Definitions

American Disabilities Act. Under the ADA, discrimination against a disabled person is prohibited, including discrimination in transportation, public accommodations, and government activities.

Car Sharing. A service where vehicles are available to multiple users through the sharing economy. For example, the service provided by ZipCar.

Downtown Strategy. A strategy to implement the comprehensive goals for Downtown Olympia.

Fee-in-lieu. A fee whereby developers can opt out of requiring all on-site parking established by a parking minimum and alternately pay into a municipal fund to be used for building centralized public parking.

Long-term Parking. Parking for uses that require a longer stay, such as all-day parking for employees or residences. Long-term parking prioritizes those staying around four hours or more.

Off-Street Parking (public). Parking stalls located off-street in a publicly-owned parking lot. Public parking lots may be managed by a public or private entity.

Off-Street Parking (private). Parking stalls located off-street in a privately-owned and managed parking lot.

On-Street Parking. Parking stalls located on-street in the public right-of-way.

Parking Minimum. A minimum number of required parking spaces for a specific type of land use. Requirements are often determined based on square footage or number of bedrooms, and vary based on density.

Peak Occupancy. The percent of stalls occupied at the hour where occupancy is highest.

Parking Enforcement (city). Enforcement of parking restrictions of public parking, both on-street and off-street. This enforcement is done by City staff.

Parking Enforcement (private). Enforcement of parking rules in a privately-owned lot, by a private enforcement agent.

Shared Parking. Shared use of off-street parking facilities when two different land uses with different peak parking times can efficiently use the same facility to accommodate their customers, residents, and/or employees.

Shared-use Parking Agreement. An agreement that lays out the roles and responsibilities when a property owner partners with the City or another private entity to share off-street parking.

Short-term Parking. Parking that is meant for short trips, generally four hours or less.

Surface Parking. Parking located in an off-street surface lot.



Questions?

Max DeJarnatt

mdeharna@ci.olympia.wa.us

Open House Summary

Olympia Downtown Parking Strategy

Overview

An open house on the Downtown Parking Strategy was held at the City of Olympia Council Chambers on July 13, 2017 to provide information and results of the Downtown Parking Strategy efforts and to gather input from the public on project findings and recommended strategies. The open house included an informal session at project boards, a presentation by city staff, a live polling event, a question and answer session, and additional informal question time with staff following the presentation program.

The following marketing efforts were done to advertise the open house:

- Online – including through a link off the City website home page
- Promotional flyer, distributed by the Downtown Ambassadors and posted in City buildings
- Posted on the TCTV reader board
- Posted on the City digital message boards
- News release
- Through parking meter touchpoint messaging
- 2 e-newsletters, distributed to 672 subscribed citizens
- Article in ODA e-newsletter during the week of June 19
- Event Posters at Welcome Center and the ODA window
- Invitation to City Council through flyer in their mailboxes

Attendees

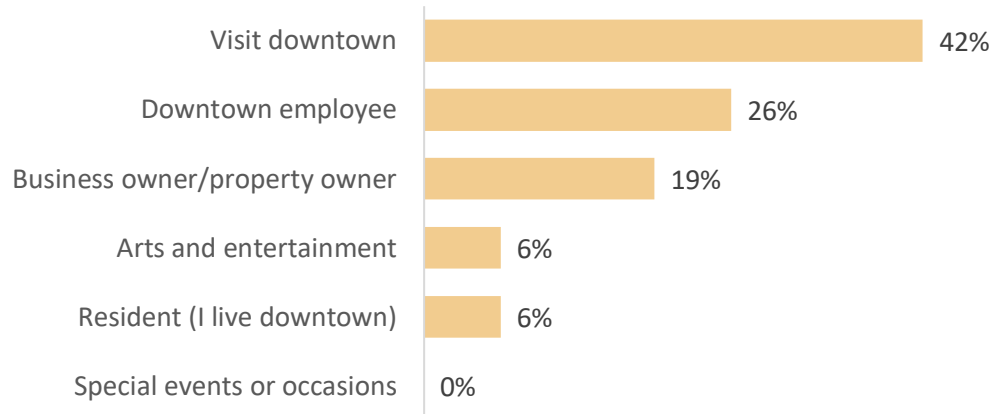
A total of 37 attendees signed in at the meeting. Several representatives from city staff and two members from the consultant team were present to manage the meeting and answer questions from attendees.

Slido Polling

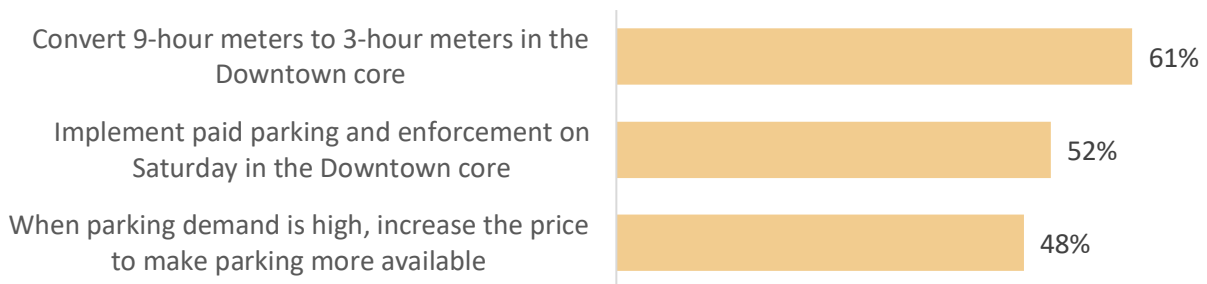
Slido, an online public engagement tool, was used to conduct live polls on potential project strategies during the meeting. Respondents were able to respond on their phones or on paper forms. Digital responses were shown on the screen in real time so that participants could see results. Attendees were polled on four questions. Those choosing to respond using print copies were provided handouts to complete.

The section below provides the question and responses for each including paper responses. Questions one and two had 31 responses and questions three and four had 35 responses.

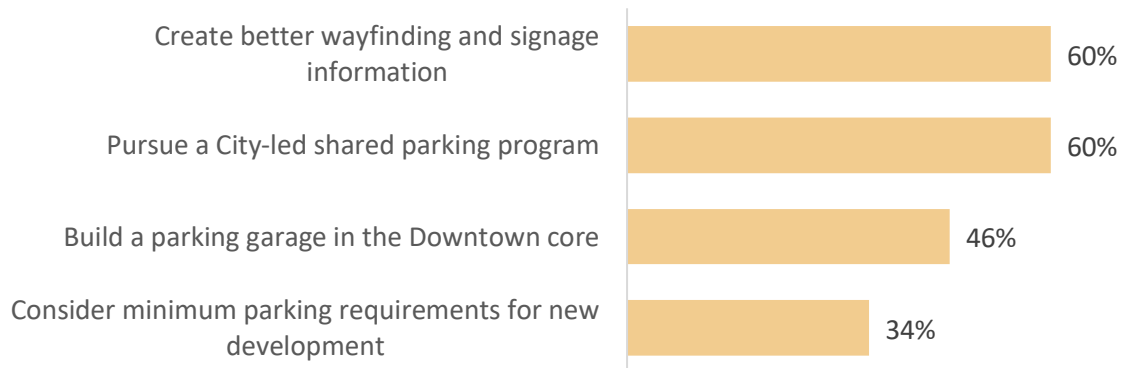
Question 1: What is the primary reason you travel downtown?



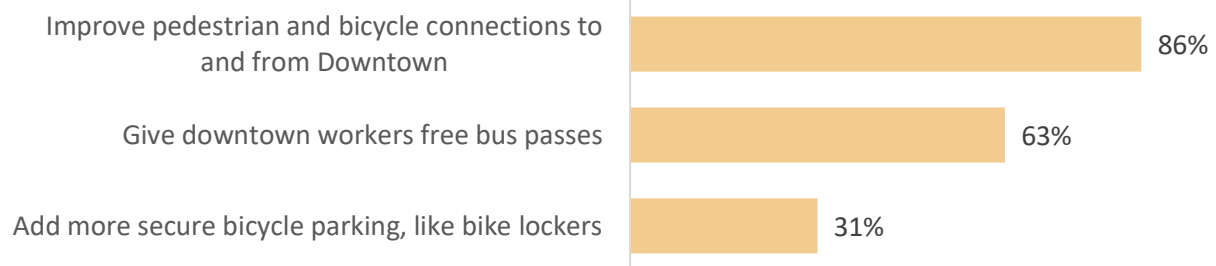
Question 2: What do you think are the best on-street parking strategies? (select up to two)



Question 3: What do you think are the best off-street strategies (select up to two)?



Question 4: What do you think is the best way to make it easier for people to bike, walk, or take the bus downtown?



Comment Cards

The comments below were received through comment cards during the meeting. The comments are transcribed as written by the submitter. The table below provides notes on the topics covered in each individual comment.

No.	Comment	Topic
1	We are losing disabled parking as parking lots are dev. for housing. Free parking doesn't mean accessible parking is available. Event parking at center for performing arts for disabled folks is non-existent. Same for arts center at SPSCC.	<ul style="list-style-type: none"> ▪ Disabled parking ▪ Event parking
2	We need at least two parking garages to provide enough parking for shoppers and business owners and employees as well as the new residences. Our customers always need to move during their visits of up to 3-4 hours. Handicap on every block open. It directly impacts business when guests have no space available to park and can't park long enough.	<ul style="list-style-type: none"> ▪ Parking garage ▪ Residential parking ▪ Restriction times
3	Thank you for an informative event. I arrived @7:50 & missed the presentation. Because the event was listed as 6:30 – 8:30 as an open house I was unaware there was a specific presentation I would miss. Would have loved to know when the presentation was set to begin. Thanks!	<ul style="list-style-type: none"> ▪ Communications
4	If paid parking is implemented on Saturdays, is it possible for another day of the week to be free to the public? Is the problem money or availability?	<ul style="list-style-type: none"> ▪ Paid parking on Saturday
5	Consider special parking permits for vanpoolers (removing potential 5 to 11 single occupancy vehicles. Minimum parking requirements residential + business + encourage use of alternatives to driving. Concerned about area closer to the Capitol. Lots of new employees... Encourage use of alternatives. Good sidewalks. Good lighting. Preference for those willing to vanpool. Don't take away 9 hr meters for workers.	<ul style="list-style-type: none"> ▪ Vanpool permits ▪ Minimum parking requirements ▪ Street design
6	Nice presentation materials. I travel primarily by bike. I was glad to see mention of bike parking, but would have appreciated some relevant date or map – based ideas, such as bike parking inventory. Or perhaps where to place secure bike parking. If the city pursues parking structures downtown, secure bike parking (possibly valet) should be included. Having secure, predictable bike parking nearby planned downtown bicycle routes would greatly enhance their value to would-be cyclist from nearby residential areas.	<ul style="list-style-type: none"> ▪ Secure bike parking
7	Need to have long term parking, near the OTC for people who commute by bus.	<ul style="list-style-type: none"> ▪ Long-term parking
8	I have a lobbying business in Olympia + pay B&O taxes. The parking on Capitol campus is very limited. We need parking for businesses that serve or work at the State Capitol.	<ul style="list-style-type: none"> ▪ Employee parking ▪ State Capitol parking

No.	Comment	Topic
9	Has there been any discussion about encouraging residential apartments to partner w/car sharing (zipcar, etc.) to provide residents memberships as a way to replace privately owned cars?	<ul style="list-style-type: none"> Car sharing, especially at residential buildings
10	Very supportive of minimum residential parking and associated in-lieu fee. Developers of residential buildings should contribute to parking structure(s). Also support Saturday meters and partnerships with off-street lots. To use off-streets lots effectively will require a Dash-type route. Most private & state lots are not near the downtown core.	<ul style="list-style-type: none"> Minimum parking requirements Paid parking on Saturday
11	Need better disabled parking	<ul style="list-style-type: none"> Disabled parking
12	Need more disabled parking close to Washington Center	<ul style="list-style-type: none"> Disabled parking
13	Is it possible (in an attempt to address concerns of elevated rent costs in response to minimum parking requirements to new developments) for the city to somehow regulate this? Additional information / thoughts available upon request.	<ul style="list-style-type: none"> Minimum parking requirements
14	Downtown parking meters should be able to be pre-loaded the night before. People who make responsible choice to taxi or walk home after having too much to drink should not be rewarded with a morning parking ticket.	<ul style="list-style-type: none"> Parking meter payment
15	Yes free bus passes for employees! Incentives for biking/ walking? Apartments – don't charge all residents for parking, only those with cars.	<ul style="list-style-type: none"> Free bus passes Incentives for alternative commute methods
16	Centralia has attractively – designed surface lots – lots of trees that don't ruin pedestrian experience. I like the idea of co-branded signage w/spots available.	<ul style="list-style-type: none"> Well-designed lots Signage & wayfinding
17	For visitors, parking needs to be <u>predictably available</u> at <u>known</u> locations.	<ul style="list-style-type: none"> Predictability
18	Burlington Vermont appears to have some good parking strategies. I was very impressed during my many visits over 5 years. 2011 – 2016. You might want to check it out. Especially, its parking garage downtown – 2 hrs free.	<ul style="list-style-type: none"> Parking garage

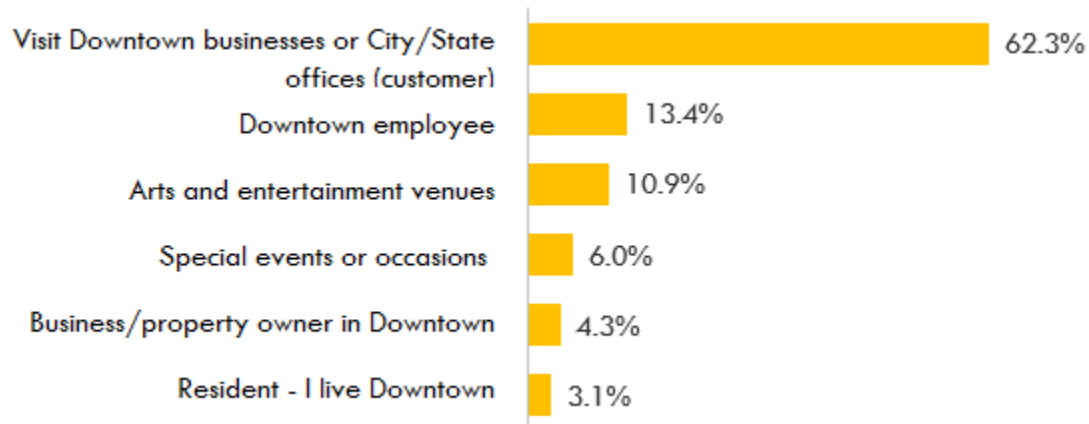
Survey Summary Appendix A: Filtered Results

Olympia Downtown Parking Strategy

Overview

The following summary provides question-by-question results to the survey, filtered by respondents' primary reason for traveling downtown (asked in Question 1 of the survey and shown below).

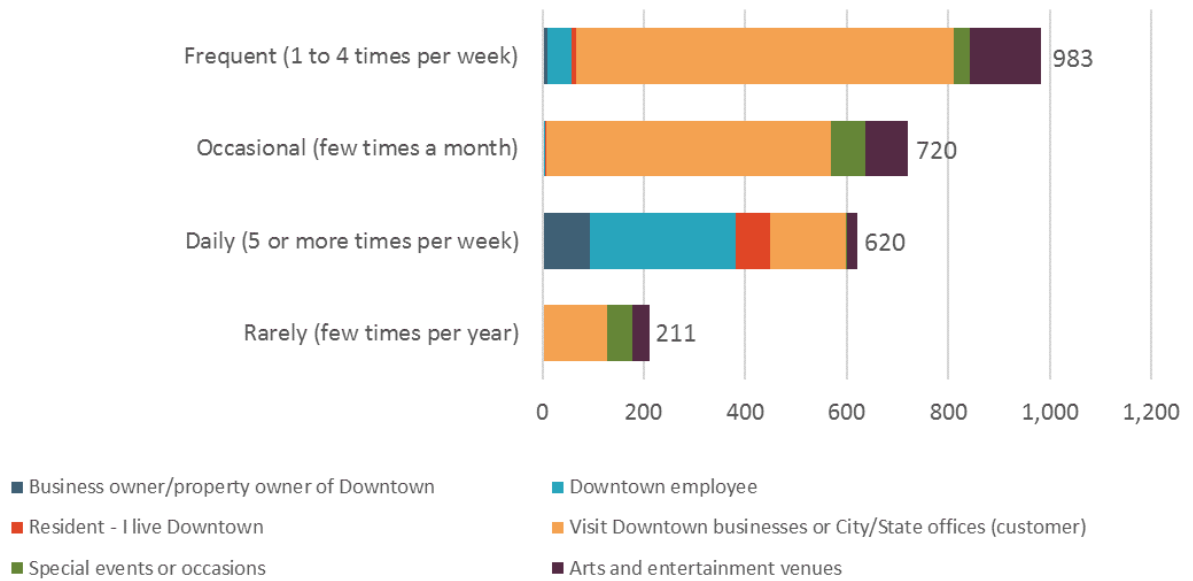
Q1 – The Primary Reason I Travel Downtown:



THE PRIMARY REASON I TRAVEL DOWNTOWN	RESPONSE PERCENT	RESPONSE COUNT
Visit Downtown businesses or City/State offices (customer)	62.3%	1,581
Downtown employee	13.4%	339
Arts and entertainment venues	10.9%	277
Special events or occasions	6.0%	153
Business/property owner in Downtown	4.3%	108
Resident - I live Downtown	3.1%	79
Responses	100%	2,537

THE PRIMARY REASON I TRAVEL DOWNTOWN	RESPONSE PERCENT	RESPONSE COUNT
Other (please specify)	232	232

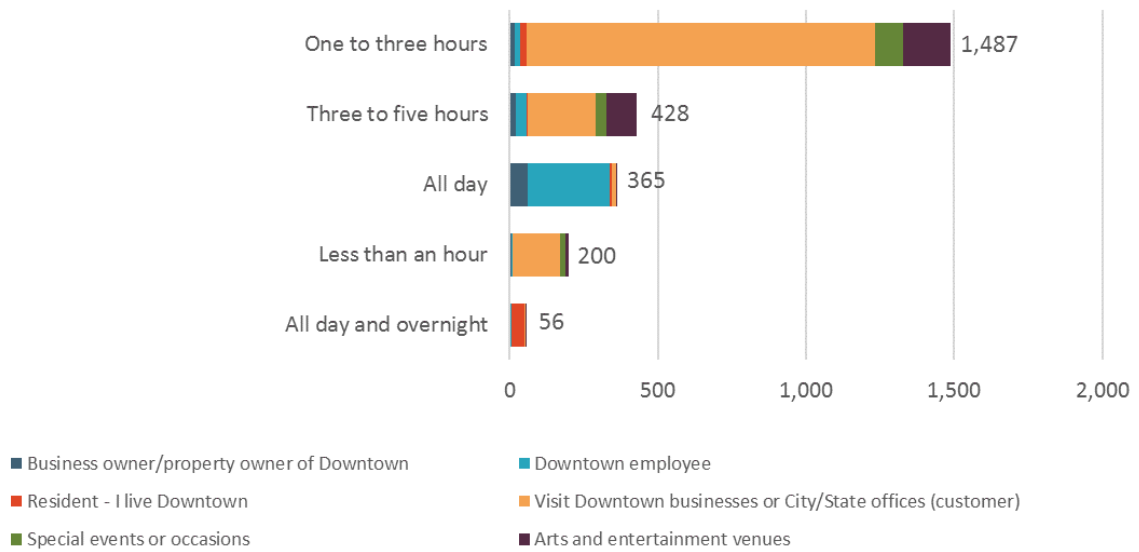
Q2 – The frequency of which I travel Downtown is:



	RARELY (FEW TIMES PER YEAR)	DAILY (5 OR MORE TIMES PER WEEK)	OCCASIONAL (FEW TIMES A MONTH)	FREQUENT (1 TO 4 TIMES PER WEEK)
Business owner/property owner of Downtown	2	93	3	10
Downtown employee	1	288	3	47
Resident - I live Downtown	0	68	2	9
Visit Downtown businesses or City/State offices (customer)	124	149	561	745
Special events or occasions	51	3	67	32
Arts and entertainment venues	33	19	84	140
Response Percent	8.3%	24.5%	28.4%	38.8%
Response Count	211	620	720	983

- Over 75% of frequent visitors (1 to 4 times per week) are visiting downtown as a customer to businesses and City/State offices.
- The most common daily visitors are the downtown employees.

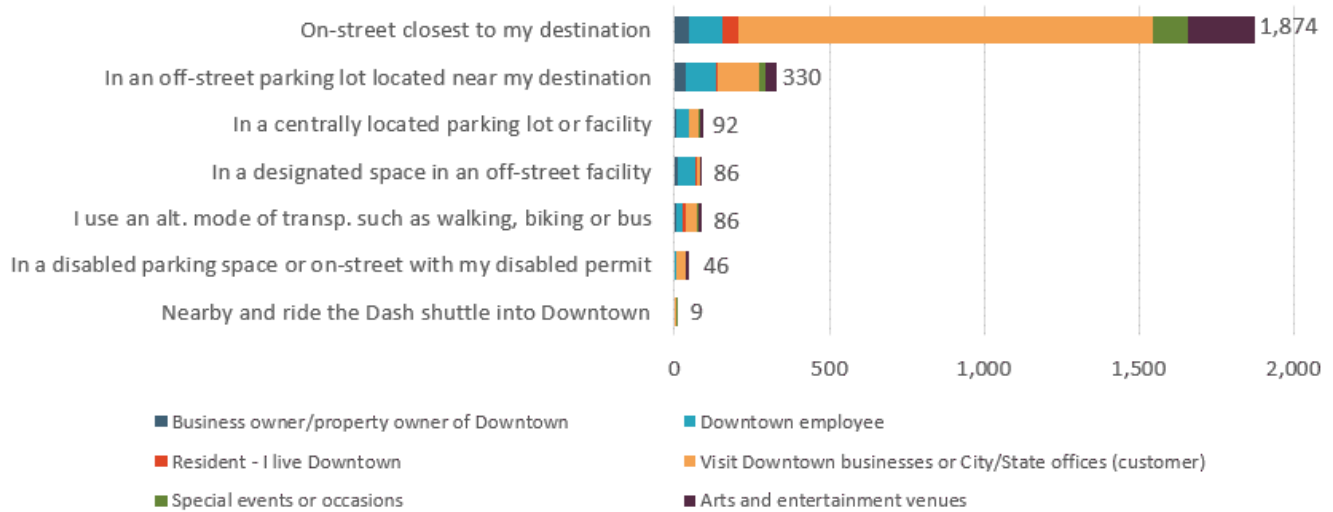
Q3 – Amount of time I stay in Downtown per trip is typically:



	ALL DAY AND OVERNIGHT	LESS THAN AN HOUR	ALL DAY	THREE TO FIVE HOURS	ONE TO THREE HOURS
Business owner/property owner of Downtown	2	6	62	20	18
Downtown employee	3	5	275	37	19
Resident - I live Downtown	47	1	8	4	19
Visit Downtown businesses or City/State offices (customer)	2	160	13	228	1177
Special events or occasions	1	17	2	37	96
Arts and entertainment venues	1	11	5	102	158
Response Percent	2.2%	7.9%	14.4%	16.9%	58.6%
Response Count	56	200	365	428	1487

- Those visiting for one to three hours tend to be customers to Downtown businesses and City/State offices.
- Almost all (92%) of the visitors staying all day were either a business/property owner or a Downtown employee.
- Only 56 respondents stay all day and all night and 84% (47 respondents) identified as a Downtown resident.

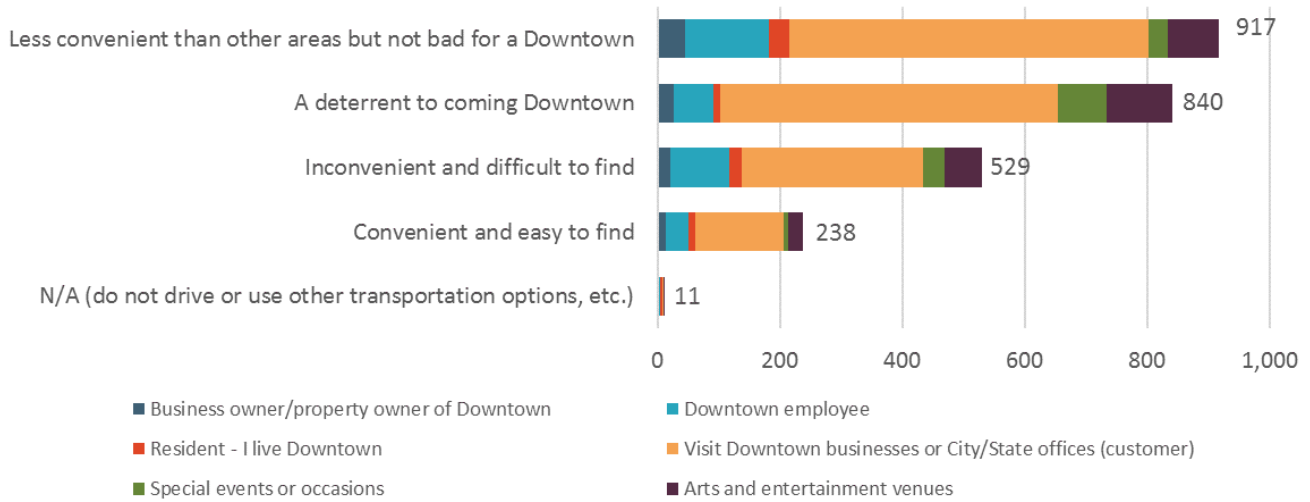
Q4 – When traveling Downtown, I typically park:



	NEARBY AND RIDE THE DASH SHUTTLE INTO DOWNTOWN	IN A DISABLED PARKING SPACE OR ON-STREET WITH MY DISABLED PERMIT	I USE AN ALT. MODE OF TRANSP. SUCH AS WALKING, BIKING OR BUS	IN A DESIGNATED SPACE IN AN OFF-STREET FACILITY	IN A CENTRALLY LOCATED PARKING LOT OR FACILITY	IN AN OFF-STREET PARKING LOT LOCATED NEAR MY DESTINATION	ON-STREET CLOSEST TO MY DESTINATION
Business owner/property owner of Downtown	0	1	6	11	5	35	48
Downtown employee	1	3	22	57	43	100	108
Resident - I live Downtown	1	4	11	5	1	5	52
Visit Downtown businesses or City/State offices (customer)	6	28	35	10	30	132	1337
Special events or occasions	1	3	4	2	6	23	113
Arts and entertainment venues	0	7	8	1	7	35	216
Response Percent	0.4%	1.8%	3.4%	3.4%	3.6%	13.1%	74.3%
Response Count	9	46	86	86	92	330	1874

- The majority of all user groups typically park on-street closest to their destination.

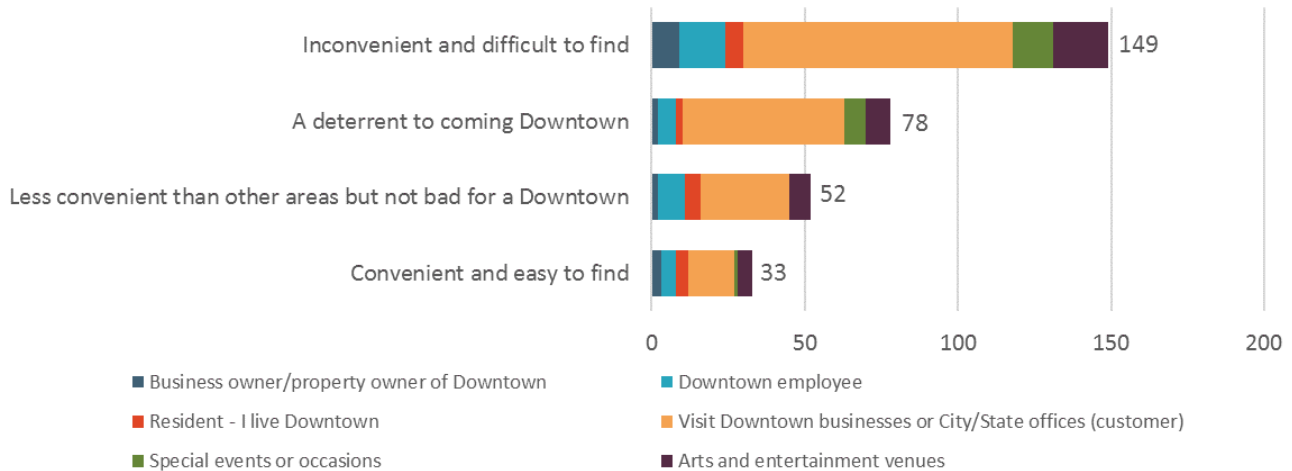
Q5 – I find parking in Downtown Olympia to be:



	N/A (DO NOT DRIVE OR USE OTHER TRANSPORTATION OPTIONS, ETC.)	CONVENIENT AND EASY TO FIND	INCONVENIENT AND DIFFICULT TO FIND	A DETERRENT TO COMING DOWNTOWN	LESS CONVENIENT THAN OTHER AREAS BUT NOT BAD FOR A DOWNTOWN
Business owner/property owner of Downtown	0	14	21	26	46
Downtown employee	4	37	96	65	137
Resident - I live Downtown	4	11	21	11	32
Visit Downtown businesses or City/State offices (customer)	2	144	296	552	586
Special events or occasions	0	7	35	79	32
Arts and entertainment venues	1	25	60	107	84
Response Percent	0.4%	9.4%	20.9%	33.1%	36.2%
Response Count	11	238	529	840	917

- Three quarters of those primarily coming for special events and occasions, half of those coming Downtown as customers, and half of downtown employees found parking to either be a deterrent to coming downtown or inconvenient and difficult to find.

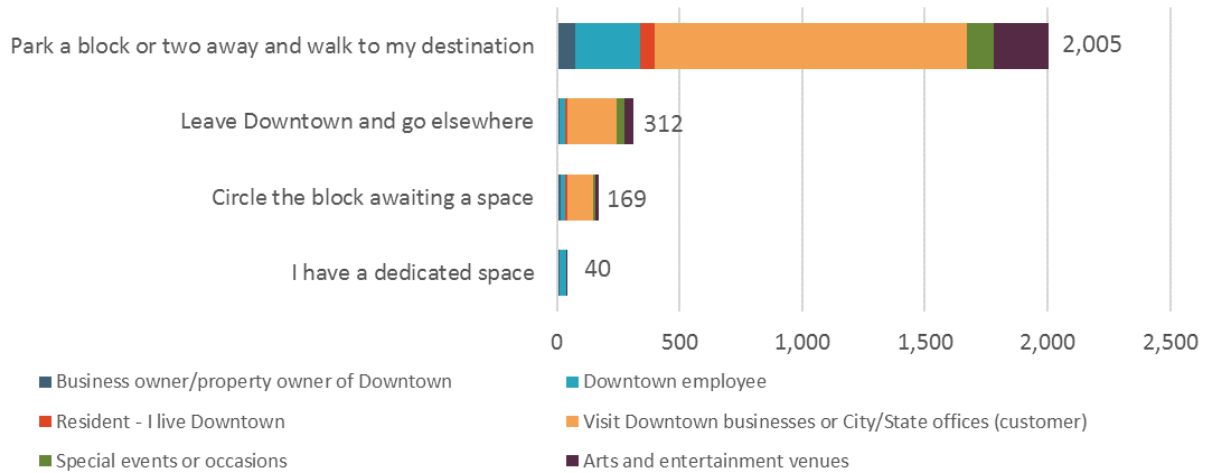
Q6 – I find disabled parking in Downtown Olympia to be:



	CONVENIENT AND EASY TO FIND	LESS CONVENIENT THAN OTHER AREAS BUT NOT BAD FOR A DOWNTOWN	A DETERRENT TO COMING DOWNTOWN	INCONVENIENT AND DIFFICULT TO FIND
Business owner/property owner of Downtown	3	2	2	9
Downtown employee	5	9	6	15
Resident - I live Downtown	4	5	2	6
Visit Downtown businesses or City/State offices (customer)	15	29	53	88
Special events or occasions	1	0	7	13
Arts and entertainment venues	5	7	8	18
Response Percent	1.3%	2.1%	3.1%	5.9%
Response Count	33	52	78	149

- The breakdown of user-type by response to the convenience of disabled parking in Downtown Olympia are similar to the breakdown for those for the overall convenience of parking in Olympia.

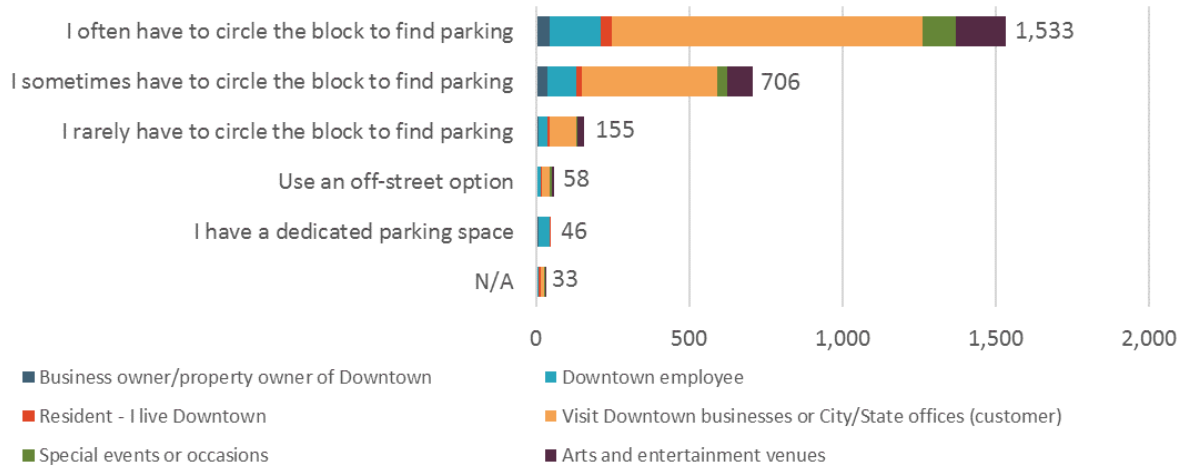
Q7 – If Parking is not available in front of my destination, I will:



	I HAVE A DEDICATED SPACE	CIRCLE THE BLOCK AWAITING A SPACE	LEAVE DOWNTOWN AND GO ELSEWHERE	PARK A BLOCK OR TWO AWAY AND WALK TO MY DESTINATION
Business owner/property owner of Downtown	8	15	12	73
Downtown employee	28	19	23	267
Resident - I live Downtown	3	9	7	57
Visit Downtown businesses or City/State offices (customer)	0	102	200	1275
Special events or occasions	0	9	33	111
Arts and entertainment venues	1	15	37	222
Response Percent	1.6%	6.7%	12.4%	79.4%
Response Count	40	169	312	2005

- Eighty percent of Downtown employees, 80% of Downtown customers, 80% of those attending arts and entertainment events, park a block or two away and walk to their destination.

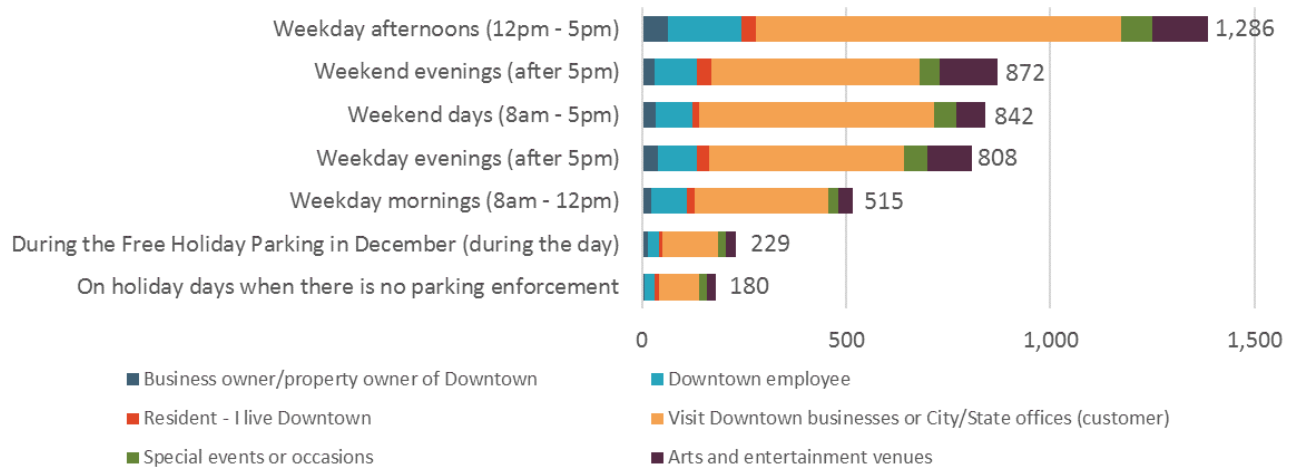
Q8 – Timeliness of locating a parking space:



	N/A	I HAVE A DEDICATED PARKING SPACE	USE AN OFF-STREET OPTION	I RARELY SHOULD CIRCLE THE BLOCK TO FIND PARKING	I SOMETIMES HAVE TO CIRCLE THE BLOCK TO FIND PARKING	I OFTEN HAVE TO CIRCLE THE BLOCK TO FIND PARKING
Business owner/property owner of Downtown	3	8	5	8	37	46
Downtown employee	6	35	12	28	93	164
Resident - I live Downtown	6	3	2	7	21	38
Visit Downtown businesses or City/State offices (customer)	11	0	27	89	440	1013
Special events or occasions	4	0	5	4	33	107
Arts and entertainment venues	3	0	7	19	82	165
Response Percent	1.3%	1.8%	2.3%	6.1%	27.9%	60.6%
Response Count	33	46	58	155	706	1533

- The majority of all user group often or sometimes have to circle to find parking.
- More than 75% of business and property owners, Downtown employees, and residents, and around 90% of Downtown customers, special events visitors, and arts and entertainment visitors find that they sometimes or often have to circle the block to find parking.

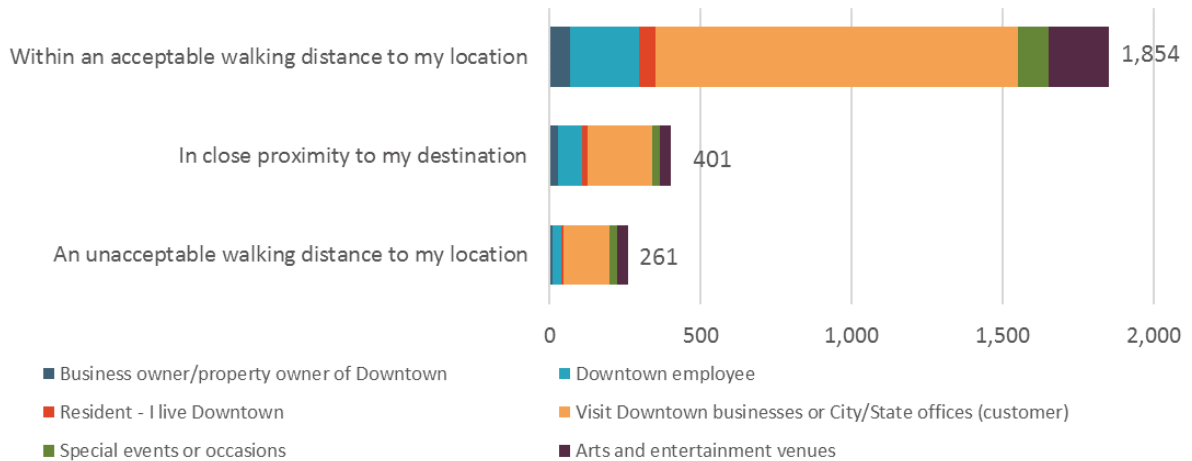
Q9 – I find parking most difficult during the following days/times (choose all that apply):



	ON HOLIDAY DAYS WHEN THERE IS NO PARKING ENFORCEMENT	DURING THE FREE HOLIDAY PARKING IN DECEMBER (DURING THE DAY)	WEEKDAY MORNINGS (8AM - 12PM)	WEEKDAY EVENINGS (AFTER 5PM)	WEEKEND DAYS (8AM - 5PM)	WEEKEND EVENINGS (AFTER 5PM)	WEEKDAY AFTERNOONS (12PM - 5PM)
Business owner/property owner of Downtown	7	14	22	39	32	31	62
Downtown employee	24	28	88	96	90	103	182
Resident - I live Downtown	11	7	19	28	19	37	36
Visit Downtown businesses or City/State offices (customer)	97	136	326	479	573	510	893
Special events or occasions	20	20	26	58	57	49	78
Arts and entertainment venues	21	24	34	108	71	142	135
Response Percent	7.5%	9.5%	21.4%	33.6%	35.0%	36.2%	57.6%
Response Count	180	229	515	808	842	872	1386

- All user groups found weekday afternoons to be the most difficult time to find parking.
- Customers to Downtown businesses, Downtown employees, and those visiting for arts and entertainment purposes found weekend evenings to be the second most difficult time to park, while business owners, and special events users found weekday evenings to be the second most difficult time to park.

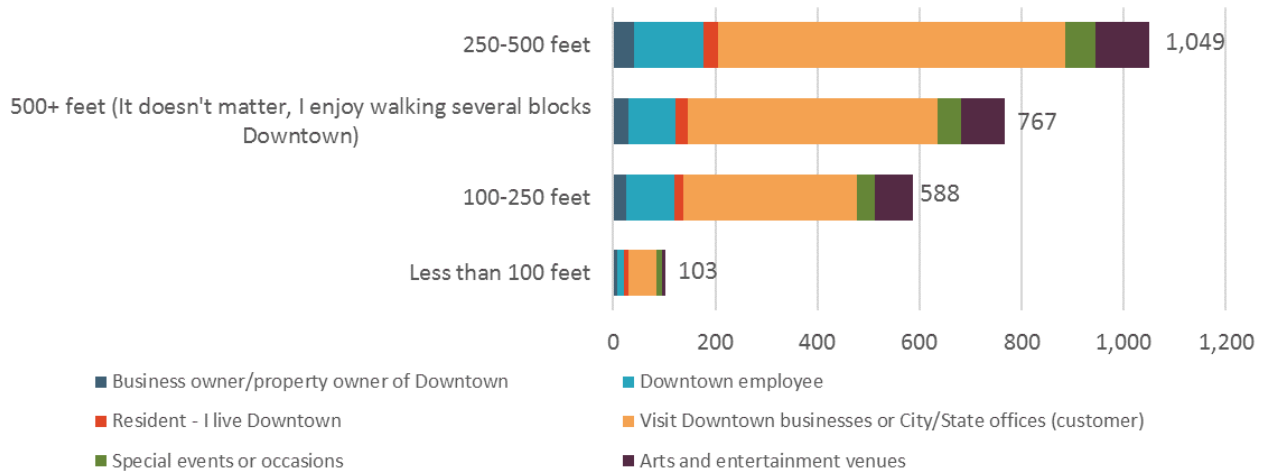
Q10 – Convenience of parking space location – I typically park:



	AN UNACCEPTABLE WALKING DISTANCE TO MY LOCATION	IN CLOSE PROXIMITY TO MY DESTINATION	WITHIN AN ACCEPTABLE WALKING DISTANCE TO MY LOCATION
Business owner/property owner of Downtown	11	26	69
Downtown employee	28	83	227
Resident - I live Downtown	7	16	53
Visit Downtown businesses or City/State offices (customer)	151	216	1203
Special events or occasions	27	23	102
Arts and entertainment venues	37	37	200
Response Percent	10.4%	15.9%	73.7%
Response Count	261	401	1854

- Around 67% of Downtown employees typically park within an acceptable walking distance from their destination. Seventy five percent of Downtown customers responded the same.
- “An unacceptable walking distance” was the least common response for all user groups.

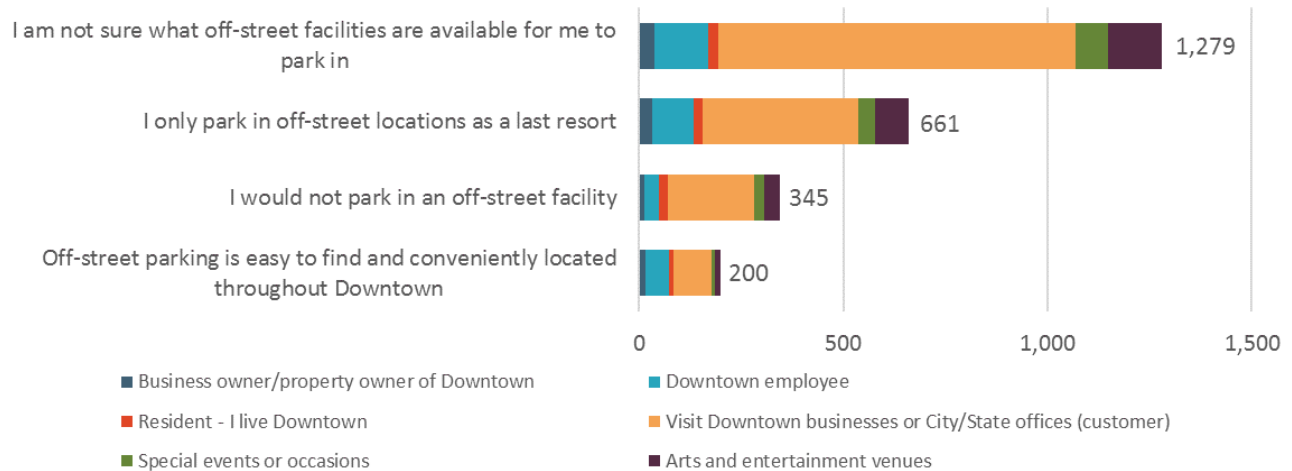
Q11 – I consider an acceptable walking distance to my destination to be:



	LESS THAN 100 FEET	100-250 FEET	500+ FEET (IT DOESN'T MATTER, I ENJOY WALKING SEVERAL BLOCKS DOWNTOWN)	250-500 FEET
Business owner/property owner of Downtown	8	26	30	41
Downtown employee	14	94	92	136
Resident - I live Downtown	7	18	24	29
Visit Downtown businesses or City/State offices (customer)	55	340	489	680
Special events or occasions	12	35	47	58
Arts and entertainment venues	7	75	85	105
Response Percent	4.1%	23.5%	30.6%	41.8%
Response Count	103	588	767	1049

- For all user groups, 250 – 500 feet was the most common answer for an acceptable walking distance to parking.

Q12 – Off-street parking locations (parking lots)



	OFF-STREET PARKING IS EASY TO FIND AND CONVENIENTLY LOCATED THROUGHOUT DOWNTOWN	I WOULD NOT PARK IN AN OFF-STREET FACILITY	I ONLY PARK IN OFF-STREET LOCATIONS AS A LAST RESORT	I AM NOT SURE WHAT OFF-STREET FACILITIES ARE AVAILABLE FOR ME TO PARK IN
Business owner/property owner of Downtown	16	12	32	38
Downtown employee	57	37	102	130
Resident - I live Downtown	10	21	21	25
Visit Downtown businesses or City/State offices (customer)	94	212	382	875
Special events or occasions	8	24	41	79
Arts and entertainment venues	15	39	83	132
Response Percent	8.0%	13.9%	26.6%	51.5%
Response Count	200	345	661	1279

- For all user groups, the most common response was “I am not sure what off-street facilities are available for me to park in.”

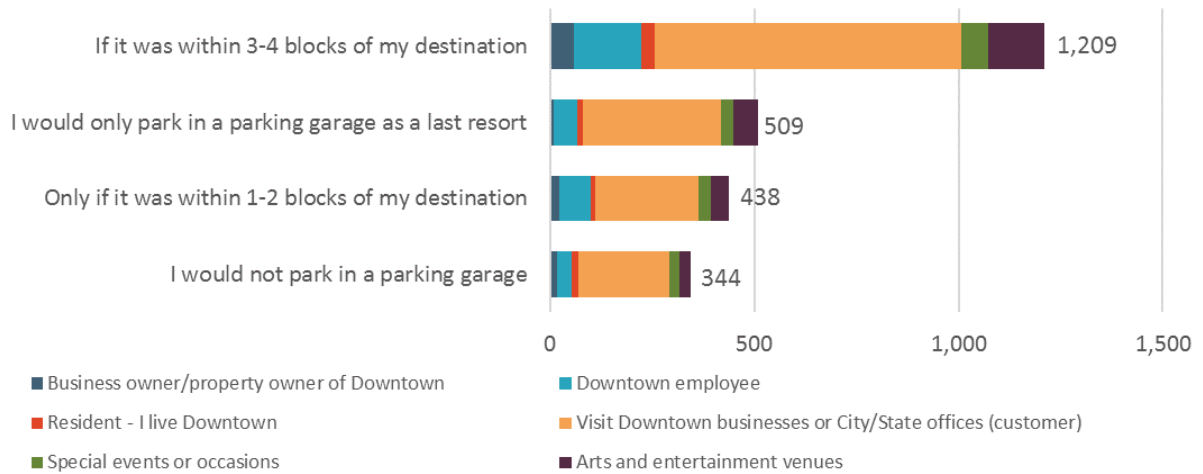
Q13 – I find that the general condition, operation, and safety of the City’s off-street parking lots are:



	VERY GOOD	VERY POOR	GOOD	POOR	AVERAGE	I DO NOT USE THE CITY'S OFF-STREET PARKING LOTS
Business owner/property owner of Downtown	7	9	15	15	23	36
Downtown employee	20	18	45	51	92	106
Resident - I live Downtown	2	5	6	9	18	38
Visit Downtown businesses or City/State offices (customer)	43	77	119	223	315	776
Special events or occasions	2	19	7	29	35	56
Arts and entertainment venues	9	13	21	36	62	126
Response Percent	3.3%	5.7%	8.6%	14.6%	21.9%	45.8%
Response Count	83	141	213	363	545	1138

- For all user groups, “I do not use the City’s off-street parking lots” was the most common response.

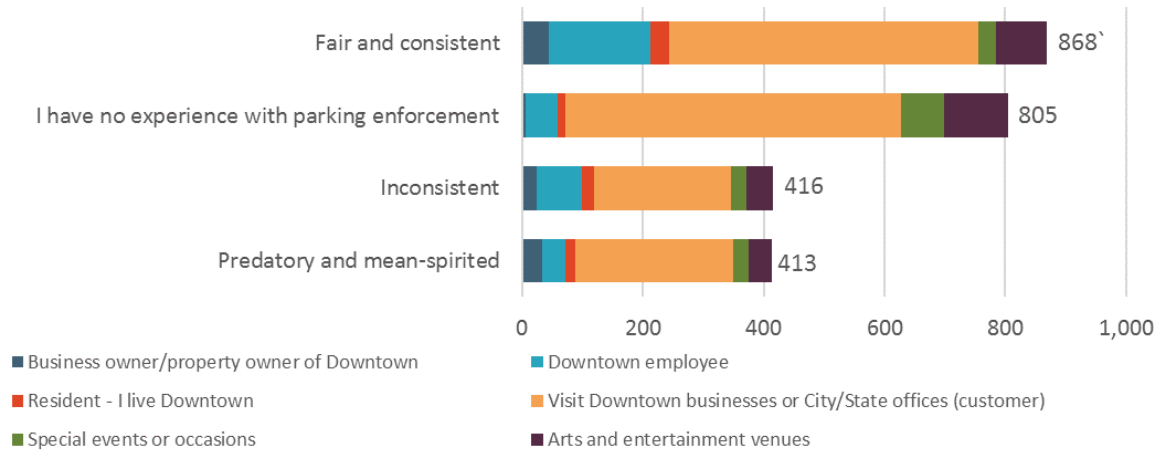
Q14 – Off-street parking locations (parking garages) – I would park in a public parking garage:



	I WOULD NOT PARK IN A PARKING GARAGE	ONLY IF IT WAS WITHIN 1-2 BLOCKS OF MY DESTINATION	I WOULD ONLY PARK IN A PARKING GARAGE AS A LAST RESORT	IF IT WAS WITHIN 3-4 BLOCKS OF MY DESTINATION
Business owner/property owner of Downtown	16	23	9	57
Downtown employee	37	76	56	167
Resident - I live Downtown	16	12	16	32
Visit Downtown businesses or City/State offices (customer)	222	251	336	751
Special events or occasions	25	31	31	65
Arts and entertainment venues	28	45	61	137
Response Percent	13.8%	17.5%	20.4%	48.4%
Response Count	344	438	509	1209

- “If it was within 3-4 blocks of my destination” was the most common response for all user groups.
- More Downtown employees identified that they would use a garage if it was within 1-2 blocks of their destination (23%) than employees who responded that they wouldn’t park in a garage (11%) or would only park in a garage as a last resort (16%).
- The second most common response (22%) for Downtown customers was “I would only park in a garage as a last resort.”

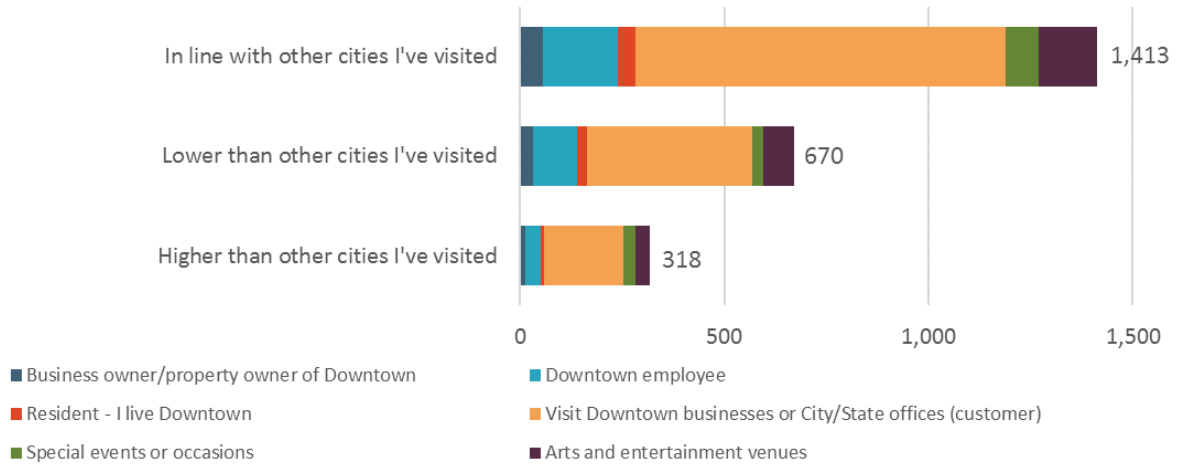
Q15 – I would describe enforcement of on-street parking regulations as:



	PREDATORY AND MEAN-SPIRITED	INCONSISTENT	I HAVE NO EXPERIENCE WITH PARKING ENFORCEMENT	FAIR AND CONSISTENT
Business owner/ property owner of Downtown	34	24	5	44
Downtown employee	38	75	54	169
Resident - I live Downtown	16	20	13	30
Visit Downtown businesses or City/ State offices (customer)	262	227	556	513
Special events or occasions	25	25	70	29
Arts and entertainment venues	38	45	107	83
Response Percent	16.5%	16.6%	32.2%	34.7%
Response Count	413	416	805	868

- About one third of Downtown employee and about one third of Downtown visitor respondents feel parking enforcement is either inconsistent or predatory and mean spirited.

Q16 – The rates charged for parking at parking meters are:



	HIGHER THAN OTHER CITIES I'VE VISITED	LOWER THAN OTHER CITIES I'VE VISITED	IN LINE WITH OTHER CITIES I'VE VISITED
Business owner/property owner of Downtown	14	33	56
Downtown employee	37	106	183
Resident - I live Downtown	9	26	43
Visit Downtown businesses or City/State offices (customer)	192	404	906
Special events or occasions	31	27	83
Arts and entertainment venues	35	74	142
Response Percent	13.2%	27.9%	58.9%
Response Count	318	670	1413

- For all user groups, respondents feel rates are in line with other cities.
- For all user groups, the second most common response was “lower than other cities I’ve visited,” and the least common response was “higher than other cities I’ve visited.”

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Olympia's Parking Strategy

Featured Links

Data & Public Feedback

- [Downtown Parking Survey - Summary](#)
- [Downtown Parking Inventory](#)

Related Plans

- [Olympia's Downtown Strategy](#)
- [Olympia's Comprehensive Plan](#)
- [Olympia's Action Plan](#)

Navigation

Parking Services

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- [Permits](#)
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- [Restricted Parking](#)
- [Ticket Information](#)
- [Where Can I Park?](#)



What is the Parking Strategy?

The [Downtown Strategy](#) calls for a comprehensive approach to addressing Olympia's parking challenges. This is especially important as more residents and businesses move into downtown over the coming years.

The Parking Strategy will guide our actions as we develop parking policy and management strategies that support community goals for economic development, housing, and transportation.

The Parking Strategy includes a study with data and public feedback to help us understand current parking conditions. It also includes a summary of key strategies to address the parking issues identified during the study.

Click the individual strategies below to see what we are doing in each area or [view the complete Parking Strategy draft](#).

Strategies

- Update Management & Enforcement Tools
- Improve On-Street Parking
- Reinvigorate Off-Street Parking
- Improve Access to Downtown
- Refine Residential & Employee Parking
- Enhance Arts, Culture & Entertainment Uses
- Improve Disabled Parking Management

Questions?

Contact Max DeJarnatt at 360.570.3723 or mdejarna@ci.olympia.wa.us

Want regular updates direct to your mailbox? Sign up for our [Plans and Strategies E-Newsletter](#) to get the latest information on this and other City planning projects.

Ticketed?
LEARN HOW TO PAY OR APPEAL YOUR CITATION.

Live Here?
LEARN ABOUT OUR RESIDENTIAL PARKING PROGRAM

Work Here?
LEARN ABOUT OUR PERMITS AND LEASED LOTS.

City Calendar

- [4/11 - 6:00 p.m. Olympia Arts Commission](#)
- [4/11 - 6:30 p.m. Design Review Board](#)
- [4/15 - 6:30 p.m. Olympia Planning Commission](#)
- [4/16 - 5:30 p.m. Study Session](#)
- [4/16 - 7:00 p.m. City Council Meeting](#)

→ [View full calendar...](#)

City Updates

INTRODUCING ENGAGE
OLYMPIA Engage Olympia is the place for citizens to get involved, participate in community decisions and provide ideas and feedback on a variety of City projects and topics affecting our community. We work better, smarter and stronger with community input. Go to EngageOlympia.com to sign up and engage now!

ADDRESSING HOMELESSNESS
Visit our updated [Homelessness web page](#) for the latest on the City's immediate, emergency actions and work toward long-term solutions.

KAISER WOODS MOUNTAIN BIKE PARK The Parks department is planning to build mountain bike trails at Kaiser Woods Park and wants your input. View the presentation, take the survey, and suggest a name for the park by May 6. [More...](#)

OFF-LEASH DOG PARKS The City has developed three different concept plans for off-leash dog areas and wants to know what you think. Take the survey by April 15. [More...](#)

SEA LEVEL RISE The final Sea Level Rise Response Plan is now available. [More...](#)

2019 PRELIMINARY OPERATING BUDGET The 2019 Preliminary Operating Budget is now available. [More...](#)

feedback

2019-2024 ADOPTED CAPITAL FACILITIES PLAN The [2019-2024 Capital Facilities Plan](#) (CFP) is now available. [More...](#)

OLYMPIA MUNICIPAL CODE
Quick link to codes and standards including [Olympia Municipal Code](#).

MEETINGS [Agenda and Minutes](#) for City Council and most advisory committees.

[back to top...](#)

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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.

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City Council

Executive Session Pursuant to RCW 42.30.110 (1)(i); Litigation and Potential Litigation

Agenda Date: 4/16/2019
Agenda Item Number: 9.A
File Number: 19-0361

Type: executive session **Version:** 1 **Status:** Executive Session

Title

Executive Session Pursuant to RCW 42.30.110(1)(i); Litigation and Potential Litigation