



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, March 17, 2016

5:30 PM

Council Chambers

1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES

- 3.A** [16-0365](#) Approval of March 3, 2016 Land Use & Environment Committee Meeting Minutes

Attachments: [Minutes](#)

4. COMMITTEE BUSINESS

- 4.A** [16-0348](#) Action Plan Status Update

Attachments: [Hyperlink](#)

[Action Plan Major Public Comment Themes](#)

PUBLIC COMMENT

- 4.B** [16-0349](#) Parking Strategy Scope

Attachments: [Parking Strategy Scope of Work - DRAFT](#)

PUBLIC COMMENT

- 4.C** [16-0237](#) Review of Pavement Restoration Fee and Implementation Process

PUBLIC COMMENT

5. STATUS REPORTS AND UPDATES

6. ADJOURNMENT

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

Land Use & Environment Committee
**Approval of March 3, 2016 Land Use &
Environment Committee Meeting Minutes**

Agenda Date: 3/17/2016
Agenda Item Number: 3.A
File Number: 16-0365

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

Title

Approval of March 3, 2016 Land Use & Environment Committee Meeting Minutes



Meeting Minutes - Draft

Land Use & Environment Committee

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

Thursday, March 3, 2016

5:30 PM

Council Chambers

1. ROLL CALL

Present: 3 - Chair Julie Hankins, Committee member Clark Gilman and Committee member Nathaniel Jones

OTHER PRESENT

City Manager Steve Hall
Community Planning and Development Director Keith Stahley
Deputy Director Leonard Bauer
Senior Planner Amy Buckler

2. CALL TO ORDER

Chair Hankins called the meeting to order at 5:30 p.m.

APPROVAL OF AGENDA

Chair Hankins proposed moving Item 4.B to their next meeting.

The agenda was approved as amended.

3. APPROVAL OF MINUTES - None

The minutes from the January 28, 2016 meeting were unavailable. They will be available by the next meeting.

4. COMMITTEE BUSINESS

- 4.A [16-0283](#) General Scope and Timeline for Associated Downtown Strategy Development Code Updates and Upcoming Public Process for Viewshed Analysis

The scope for the Downtown Strategy (DTS) includes recommended updates to development standards, including a digital viewshed analysis. The general timeline and scope for these efforts were presented by Ms. Buckler.

Chair Hankins opened the meeting up for public comment. The following members of the public spoke:

Janine Gates presented several different photos of different viewpoints around the City. She would like the Committee to consider light pollution when discussing

viewsheds.

Judy Bardin is concerned with the public process in regards to viewshed. During the DTS public workshop she felt there was not enough time to focus on viewshed nor was the public given enough time to present their own viewsheds.

Bob Jacobs urged the Commission to start the public process on viewshed early and continue to keep the public involved throughout the entire process. He suggested reaching out to former Planning Commission members and other members of the community with expertise on viewshed.

Steve Langer spoke about State Environmental Policy Act (SEPA) exemptions and ensuring developers are aware the City is not allowing them to cut corners.

Krag Unsoeld cautioned the City about using planned actions. He feels the public does not receive proper opportunity to speak when a project with a planned action changes.

Roger Horn attended the DTS meeting on March 2, 2016. Contamination was discussed at the meeting. He feels when talking about SEPA, contamination should not be forgotten.

Walt Jergensen is concerned about viewshed and sea level rise. He suggested new development be constructed outside of the potential sea level rise flood zone.

Debra Jaqua is concerned about barriers for existing and future structures being a solution to sea level rise and flooding.

The Committee recommended that Staff move forward with analysis of the proposed 5 views:

- Observation Point: State Capitol Campus Promontory
Landmark View: Budd Inlet
- Observation Point: Effect of 1063 Building
District: Capitol Heights District and view from City Hall at Cherry Street
- Observation Point: Madison Scenic Park
Landmark View: Capitol Dome, Black Hills
- Observation Point: Puget Sound Navigation Channel
Landmark View: Capitol Dome
- Observation Point: West Bay Park Lookout
Landmark View: Mt. Rainier

The discussion was completed.

- 4.B** [16-0237](#) PULLED by STAFF - Review of Pavement Restoration Fee and Implementation Process (Moved to March 17, 2016 Land Use & Environment Committee Agenda)

The recommendation was pulled by staff prior to the meeting, but will come

back to the Land Use & Environment Committee at the March 17, 2016 meeting.

4.C [16-0305](#) Status Reports and Updates

Mr. Stahley stated the next Land Use & Environment Committee meeting will be on March 17, 2016 and:

- The Review of Pavement Restoration Fee and Implementation Process will be discussed.
- Mr. Bauer will be giving an update on the Action Plan status.
- Ms. Kenneson will be giving an update on the Parking Strategy.

The report was received.

5. ADJOURNMENT

The meeting was adjourned at 6:50 p.m.



Land Use & Environment Committee

Action Plan Status Update

Agenda Date: 3/17/2016
Agenda Item Number: 4.A
File Number: 16-0348

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

Title

Action Plan Status Update

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the update. Briefing only; no action requested.

Report

Issue:

Staff will provide an update on the status of the City's first Action Plan.

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development (CPD), 360.753.8206

Presenter(s):

Leonard Bauer, Deputy Director

Background and Analysis:

In 2014, Olympia adopted a new Comprehensive Plan (Plan) with updated goals and policies that reflects our community's vision. Early in the *Imagine Olympia* process, the City Council identified a vital next step: Ensure the goals and policies become reality and have real "on the ground" impact by creating an Implementation Strategy or Action Plan with performance measures.

In November 2013, the Council Land Use and Environment Committee (LUEC) provided staff with direction to begin work on an Action Plan. An interdepartmental staff team was formed to take what was learned during the Comprehensive Plan update process, *Imagine Olympia*, and develop a draft Action Plan.

The Draft Action Plan (Attachment 1) was released in April 2015, and was organized into five key Action Areas - Community Services; Downtown; Economy; Environment; and Neighborhoods. Each Action Area included:

- A summary of the vision and goals from the Comprehensive Plan:

- A draft list of actions, or things we want to do to carry out the Plan; and
- A draft list of indicators to help us track our progress in achieving our goals.

Feedback received during the public involvement process addressed the Action Areas, actions, and indicators. A summary of the major themes from the public comments - and how the Action Plan Team is working to respond to those comments - are included in Attachment 2.

Responding to the public comments has involved a major adjustment to the approach to the Action Plan. It has led to a focus on a web-based Action Plan, rather than a static document. This will provide more convenient public access, and more timely updates. It also provides for a more graphic display of the actions and strategies, and how they connect to the overall goals from the Comprehensive Plan. These graphic displays are often called 'results maps'.

At its January 8-9 retreat, the City Council received a briefing on the updated approach to the Action Plan. A broad group of staff, led by the interdepartmental Action Plan team, have been working on implementing this approach, primarily by creating results maps for each of the indicators, as well as gathering data for the indicators

This agenda item is to provide committee members with a status update on the Action Plan. The briefing is in preparation for the Planning Commission's recommendation to City Council in early summer 2016.

Neighborhood/Community Interests (if known):

The Action Plan is a document that will have community-wide impacts.

Options:

None; briefing only.

Financial Impact:

None; this work item is already budgeted for 2016. The Finance Committee has recommended some additional funding from 2015 year-end funds for Action Plan implementation. City Council is scheduled to consider that recommendation at its March 22 meeting.

[Home](#) » [City Government](#) » [Codes, Plans & Standards](#) » [Action Plan](#)

Olympia's Action Plan

Featured Links

- [Action Plan Annual Update Cycle](#)
- [Updated Draft Community Indicators](#)

Navigation

- [Codes, Plans & Standards](#)
- [Municipal Code](#)
- [Olympia Comprehensive Plan](#)
- [OPD General Orders](#)
- [Plans in Progress](#)

What is the Action Plan?

[Olympia's Comprehensive Plan](#) is the foundation of the Action Plan. It outlines our community's vision and goals and sets policy direction for how our community will grow and develop over the next 20 years.

- [View Comp Plan Vision Summary](#)

The **Action Plan** will prioritize how we will move that community vision forward and what steps we, as a community will take to make Olympia a great place to live, work and play.

The Action Plan will act as our community "to-do list", allow us to track our progress and report the results, and provide opportunities for everyone to get involved in achieving our shared vision.

What's Happening Now

We are currently incorporating all the input received during the [Public Engagement Process](#) into a new draft of the Action Plan. Staff is using the community feedback to revise the proposed actions, locate data for the community indicators, and develop [Results Mapping](#) for each of the five Action Areas. This work will continue into Spring 2016.

- [View Major Feedback Themes & How We're Responding](#)

[View Public Comments](#)

- [Action Plan Partner Work Group Meeting Notes](#)
- [Comments Received by Email](#)
- [Draft Actions Public Comments](#)
- [Draft Indicators Public Comments](#)

Draft Action Plan

Action Areas

The Action Plan is broken into five key Action Areas. Each area contains a summary of the vision and goals from the Comprehensive Plan, Action Items and Community Indicators.

[View the Action Areas](#)

Community

Vision

Our community is vibrant, healthy and welcoming. Everyone can rely on predictable and reliable police, fire and other City-provided services. Community members have their basic needs met, and can pursue a fulfilling and high quality life with opportunities to learn, play, and be involved in City programs and decision-making.

Goals

- Olympia's health, safety and public welfare are protected by predictable and reliable police, fire, and other vital services.
- Residents have access to what they need to meet their basic needs, including a quality education, healthy food, a safe place to live, and clean water.
- Olympia's neighborhoods and community programs offer opportunities for community members to choose healthy ways in which to live.



City Calendar

- 03/14** - 5:30 p.m.
[LEOFF DISABILITY BOARD](#)
- 03/14** - 6:30 p.m.
[Hearing Examiner](#)
- 03/14** - 6:30 p.m.
[Coalition of Neighborhood Association meeting](#)
- 03/15** - 08:30 a.m.
[CANCEL-Civil Service Commission Meeting](#)
- 03/15** - 5:30 p.m.
[Study Session](#)

→ [View full calendar...](#)

City Updates

SATURDAY DROP-OFF SITE
The Saturday Drop-off Site is open every Saturday from 9:00 a.m. to 2:00 p.m. to accept recycling for free and yard waste for a small fee. [More...](#)

2016 WATER QUALITY REPORT. The annual water quality report shows that Olympia's water meets all State and Federal drinking water standards. [View the report.](#)

KAISER-HARRISON OPPORTUNITY AREA PUBLIC WORKSHOP. Attend our public workshop on Wednesday, March 9, 6:30 p.m. at Marshall Middle School to tell us what types of businesses, housing and other uses you'd like to see in the area. [More...](#)

WEST OLYMPIA ACCESS PROJECT. Learn about the recommended highway ramp additions on US-101 at West Olympia. [More...](#)

SEA LEVEL RISE. Olympia City Council received a presentation on February 9, 2016 regarding sea level rise and its potential implications to our downtown. Council discussed next steps in responding sea rise. [View the presentation.](#)

2016-2021 CAPITAL

- Community members engage in respectful and productive discussions on city issues; they feel that their opinions and ideas are heard, valued, and have impact on the City's decision-making processes.

[Downtown](#)

Vision

Downtown is safe and clean, and a desirable place to work, live, and visit. Public and private investments support a thriving mix of businesses and a variety of welcoming, attractive public spaces.

Goals

- More people live, work, and shop downtown.
- Downtown is a regional destination.
- Downtown is safe and welcoming for all.
- Downtown's unique character, historic buildings, and waterfront are protected and enhanced.

[Economy](#)

Vision

Olympia has a stable economy that provides meaningful work resulting in a strong revenue base. The community fosters an economic environment that encourages and promotes entrepreneurship, and that strongly supports local businesses and businesses that are invested in the Olympia community.

Goals

- Olympia strives for a balance of diverse businesses, investments that support family-wage jobs, and opportunities for entrepreneurship.
- Olympia has a stable economy with a strong revenue base that funds city services, healthy schools, social services, and other community goals.
- The Olympia community produces and invests in the production of local food, goods, arts, and entertainment.
- Olympia is a place that people choose to visit, and spend time and money.

[Environment](#)

Vision

Everyone can experience and benefit from tree-lined streets, natural trails, healthy wetlands, and parks and open spaces. As our community continues to grow and develop, we strive to reduce our impact on the natural environment by planning for growth, protecting sensitive areas, making sustainable choices, and participating in long-term stewardship.

Goals

- Everyone has the opportunity to experience the natural environment, and to participate and invest in its long-term stewardship.
- As a community and as individuals, we make choices that lessen our impacts to the natural environment and reduce our carbon footprint.
- We protect and restore natural areas to protect wildlife habitat, maintain or restore natural hydrologic processes, and preserve healthy ecosystems.
- Olympia plans for and accepts population growth and denser development, preserving larger expanses of natural areas, such as forest, wetlands, and prairie in the rural area.

[Neighborhoods](#)

Vision

Neighborhoods have their own unique sense of character and community. Neighbors have opportunities to meet and spend time with one another, and are invested in how their neighborhood grows and develops. Community members can walk or ride bikes to nearby places to shop, visit, and play.

Goals

- The City plans collaboratively with neighborhoods, involving a broad spectrum of community members through a variety of outreach and public engagement methods.
- Neighborhoods are recognizable places with unique identities; people feel safe and have a sense of pride in their neighborhood.
- Neighborhoods have retail and community services within ten minutes, nearby places to spend time and gather together, and many different options for how to get around.

FACILITIES PLAN. The [2016-2021 CFP](#) is now available to view online. For more information on Olympia's Budget process or how you can be involved please see our [Budget 365 page](#).

LOW IMPACT DEVELOPMENT.

Learn about the Low Impact Development code revision process and comment on the draft revisions. [More...](#)

POLICE AND COMMUNITY RELATIONS.

The City Council has enlisted the help of five community members, and one member of the Olympia Police Department, to act as an ad-hoc committee on Police and Community Relations. [More...](#)

2016 PRELIMINARY BUDGET.

The [2016 Preliminary Budget](#) is now available to view online. For more information on Olympia's Budget process or how you can be involved please see our [Budget 365 page](#).

OLYMPIA MUNICIPAL CODE.

Quick link to codes and standards including [Olympia Municipal Code](#). [🔗](#)

MEETINGS. [Agenda and Minutes](#)

[🔗](#) for City Council and most advisory committees.

- Development is focused in areas that enhance the community, have the space and infrastructure needed to support it, and that contribute to Olympia's goals for growth and development.

Action Items

Action Items are the steps needed to achieve the Comprehensive Plan vision and goals. Action Items may take a variety of forms from large construction projects to new guiding documents.

- [View the draft Action Items](#)

Community Indicators

We will track our progress with Community Indicators that show where we began and where we currently are in relation to our goals. We will report on these annually.

- [View the draft Community Indicators](#)

Ongoing Services

In addition to these new actions, the City provides a multitude of ongoing, vital services that move us forward in accomplishing the vision and goals in the Comprehensive Plan.

- [View the list of Core Services](#)

Olympians Taking Action

What does it mean to take action? Meet some Olympia community members who are excellent examples of innovative partnerships that are helping carry out our Comprehensive Plan vision on-the-ground!



Questions/Feedback

Contact CP&D Deputy Director Leonard Bauer at 360.753.8206 or takeaction@ci.olympia.wa.us

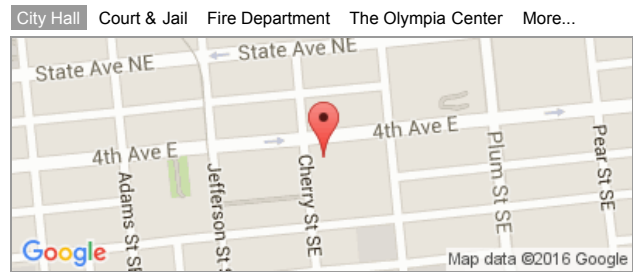
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What we heard from you...

How we are responding.

Better connect the desired outcomes, indicators, and actions	Completing results maps (Also called “so that” logic chains)
Develop <i>community-wide</i> indicators and actions	Broadening indicators and actions beyond those on which the City has the greatest impact
Develop a Plan potential partners can get excited about	Engaging partners at the strategy or action level
Prioritize actions based on community values and interests	Prioritizing actions with an emphasis on community feedback, partner opportunities, and resource/funding availability
Address the real challenges our community faces (and not just the symptoms)	Revising and refining the actions to focus on solving “root causes;” better connecting actions to desired outcomes
The health and vibrancy of downtown is critical	Including Downtown in the first iteration of the Action Plan; sharing and coordinating with the Downtown Strategy process



Land Use & Environment Committee

Parking Strategy Scope

Agenda Date: 3/17/2016
Agenda Item Number: 4.B
File Number: 16-0349

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

Title

Parking Strategy Scope

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Provide feedback and guidance regarding the proposed Parking Strategy Scope of Work and forward a recommendation to City Council.

Report

Issue:

Discuss draft parking strategy scope and forward to full Council for consideration to move forward with a Request for Proposals.

Staff Contact:

Karen Kenneson, Business Manager, Community Planning and Development, 360.753.8277

Presenter:

Karen Kenneson, Business Manager, Community Planning and Development

Background and Analysis:

City staff is working to update the City's parking strategy in conjunction with the Downtown Strategy update in 2016. The timeline for the Downtown Strategy anticipates the Strategy being complete in the fall of 2016. A consultant is needed to perform a study of the existing parking system and make recommendations towards the City's goals, including maximizing existing on-street parking, more efficiently managing the downtown residential parking program, effectively implementing the Downtown Strategy among other things.

Staff has provided a draft scope for a parking study for the Committee's review and consideration. If approved by Council, a Request for Proposals for a parking study would be issued and a consultant chosen through a screening process by a committee of staff and stakeholders. The exact process would be included in the request for proposals. Staff has included a draft scope of work as

Attachment 1.

One outstanding question from staff is whether the Committee would like staff to engage in additional stakeholder meetings prior to finalizing the scope of work. Staff anticipates a two month process to recruit and select a consultant and anticipates the work taking approximately six months. It will be important to move forward with this process soon in order to effectively begin to implement the Downtown Strategy.

Staff will also give an update on parking lot signage and a draft proposal for a parking enforcement pilot on the Capitol Campus in partnership with Washington State Department of Enterprise Services.

Neighborhood/Community Interests:

Potential changes in the parking system would generate community interest. If changes are recommended as part of the parking strategy, staff will implement a communication and public participation plan.

Options:

1. Approve the recommended scope of the parking strategy and forward to Council for consideration.
2. Make changes to the scope of the parking strategy and forward to Council for consideration.
3. Do not approve the scope of the parking strategy at this time and ask staff to do additional stakeholder outreach and consultation and return for further discussion with the committee.

Financial Impact:

Estimated cost of a parking study is \$100,000 to \$150,000 which would be funded by parking revenues. There are sufficient funds for this project.

Downtown Olympia Comprehensive Parking Strategy

General Scope of Work – Draft

The City of Olympia seeks a parking consultant to assist in developing a 10 year strategic plan for the City's Parking System. The primary focus of this effort is the City's downtown. The City's parking system consists of 2,268 metered parking stalls, seven surface lots containing 364 parking stalls, and a residential parking program with eight zones spanning from the South Capitol Campus neighborhood to the Port of Olympia. The City would like to ensure that the parking system is being operated, managed and developed in a manner that helps to implement the City's Adopted Comprehensive Plan and its goal increasing the downtown population by 5,000 people. The City has a concurrent planning process underway called the Downtown Strategy. The parking system needs to mesh with this work as well.

Parking related issues that the City needs assistance in assessing include:

1. Evaluate the feasibility of demand pricing for on-street and City owned parking lots,
2. Evaluate the City's parking supply including an assessment of the City's surface lots and on-street stalls as well as the need for a parking structure or structures including identifying options for siting and financing such a facility,
3. Evaluation of parking requirements and standards for new residential and commercial projects,
4. Evaluation of hours and days of enforcement, and
5. Evaluation of the City's residential parking program and the potential need for changes to that program.
6. In line with the Downtown Strategy, evaluate the impacts to parking of converting identified locations to pedestrian and bicycle uses, including how the City would replace any parking removed from these areas.

The Consultant will be required to perform the following general scope of work and related support services and tasks in order to complete the project work.

- Project oversight and management to ensure project stays on schedule and budget.
- Collect on-street parking occupancy data in the downtown area.
- Collect on-street and City owned off-street duration data in the downtown area.
- Design and conduct a payment compliance, occupancy, and duration study in a portion of downtown Olympia.
- Build sets of maps, reports, and/or databases that display results by area, hour, day, and other metrics identified with the City, and serve to update the previous year's work. Such database will include all parking data collected, with parking area/subarea summaries. Maps should be produced in ESRI ArcGIS and provided in Adobe PDF.

- Prepare for and attend “Action Alternative” workshop.
- Summarize in a final Comprehensive Parking Strategy, including a clear implementation plan with timelines.

Project Tasks

The tasks listed below are required for completion of the project.

Task 1: Project Management, Scoping, and Planning

Description: Initial planning and ongoing project management and support by consultant staff to complete data collection.

Schedule: Ongoing

CITY OF OLYMPIA delivers: Related background material, which may include previous years’ data.

Consultant team delivers:

- Final scope, budget, and schedule
- Weekly project updates and monthly meeting/phone call
- Monthly invoices

Task 2: Project Kickoff and Data Collection Planning

Description: Consultant will meet with City staff to review requirements needed for data collection. Consultant will also work with staff to plan a combined parking occupancy, duration, and payment compliance study, which will be a new effort for the 2016 study. This combined study will be within the Downtown Core parking areas which include 2,268 metered stalls and 7 surface lots.

Within two weeks of the meeting, consultant will provide City staff with data collection schedule and plan. Note that collection of any parking data outside of paid parking blocks will require the consultant to determine the legal supply of on-street parking because the City does not have that data available. Consequently, collection plans should include this additional step for non-paid parking areas.

Schedule: May -June

CITY OF OLYMPIA delivers: detailed data collection area maps, curb space information for paid parking areas, and parking collection data sheets templates that must be filled in and returned to City for our potential Parking Studies database.

Consultant team delivers: detailed data collection plan and schedule.

Task 3: Conduct Parking Data Collection and Analysis

Description: The consultant will collect parking occupancy data in all paid areas; select other commercial on-street parking areas, and areas around transit/bike projects. Actual data collection blocks and surface lots are subject to change. The following are additional considerations for data collection:

- Collect occupancy by once-hourly observations for each block, including the 2,268 metered parking spaces beginning at 8 AM. All data collection for each neighborhood should be completed on the same day.
- Collect occupancy by twice-daily observations for each of the seven City-owned lots. All data collected on-street and off-street should be completed on the same day.
- Data collection should continue through 7:00 p.m. daily to evaluate conditions after regular business hours.
- Clearly document specific vehicle types including:
 - Vehicles parked with disabled plates or placards
 - Commercially licensed vehicles
 - Downtown Parking Exempt (DPE) vehicles (all law enforcement and emergency management vehicles, and marked City of Olympia vehicles)
- Tues-Wed-Thurs data collection, unless otherwise communicated.
- Avoid collecting when there are scheduled significant events.
- Sample parking duration collection in specified, based on hourly observations.
- Combined occupancy, duration, and payment compliance study will require surveyors to note license plates and meter reading.
- Adjacent transit and bike project area parking data collection components will be determined on a downtown zone basis identified in GIS (downtown zones are 2,3,4,5).
- Consult with the City and Olympia Downtown Strategy team members to identify the projected amounts and types of growth that might increase parking demand. From these figures, estimate the potential increase in demand. Factor in other assumptions regarding vehicle ownership and transit use trends.
- With the City, identify parking objectives and criteria to be used in assessing the adequacy of parking supply.
- Based on the information gathered, identify and characterize (in terms of time, location and type) areas of parking surplus or deficit, both under current and future (5 years and 20 years) conditions. Identify sub areas within the downtown with different parking conditions and illustrate on a map.
- Prepare a report and materials for the alternative actions workshop in Task 3 documenting and summarizing the work elements above.

Schedule: July - August

CITY OF OLYMPIA delivers: N/A

Consultant team delivers: Report described above.

Task 4: Alternative Actions

Description: The consultant will prepare for and conduct a public workshop on downtown parking concerns, documenting the real and perceived issues as well as the recommended improvements that could potentially be implemented. The consultant will provide suggested alternative actions ahead of the workshop to guide the workshop in a positive direction. The suggested alternative actions shall address the following goals:

- Discourage surface parking & overbuilding
- Condense parking so land is available for development
- Business owners & citizens emphasize need to provide safe, convenient parking for retail & entertainment venues
- Better management of City owned parking
- Consider limiting ADU free parking to 4 hours – currently no limit
- Evaluate demand based pricing
- Evaluate days and hours of enforcement
- Evaluate surface parking options and parking structure feasibility
- Evaluate parking standards and requirements
- Evaluate the residential parking program

Outreach to owners of private lots. This will include the evaluation of hours of enforcement, residential parking programs, the use of existing City-owned lots, collaborative parking management by property and business owners, the feasibility of additional City lots and or structures for parking and the use of improved wayfinding signage.

Schedule: September

CITY OF OLYMPIA delivers: Previous parking studies, documented public input, venue and advertisement of the workshop.

Consultant team delivers: Workshop materials necessary. Facilitation of the workshop. Suggested workshop time flow chart. The consultant will be heavily involved in the public engagement during the workshop.

Task 5: Comprehensive Parking Strategy

Description: Based on the results of Task 3, the consultant shall meet with the City to identify preferred elements of a parking strategy. From this discussion, the consultant will prepare a Draft Strategy Report summarizing data collection findings, identified alternative actions and

recommended actions into a comprehensive and workable implementation strategy. The strategy will clearly propose a step by step process with a suggested timeline for implementation of parking management and supply measures. The illustrated strategy will be easy to comprehend and written with an understanding that it will be reviewed by City staff and the public alike.

The consultant will meet with the City to review the draft and make changes as directed.

Schedule: October - November

CITY OF OLYMPIA delivers: Review of Draft Parking Strategy

Consultant team delivers: Draft and final Comprehensive Parking Strategy document, containing:

- Recommended parking supply and management actions, including actions that could be taken by the City, other public entities and private parties.
- Recommendations for parking requirements to be implemented through municipal regulations.
- The recommended timing and participants for each action, along with an order of magnitude estimation of relative costs. Identification of the benefits of the parking strategy.
- A discussion of how the parking strategy coordinates with other transportation and access measures such as transit improvements and street improvements, as well as estimates for population and business growth.
- A discussion of how the parking strategy coordinates with the Downtown Strategy.
- Evaluation of demand based pricing and its potential use in Olympia.
- Evaluation of days and hours of enforcement and suggestions for increasing the efficiency use of the parking system and enforcement resources.
- Evaluation of surface parking operation, location and utilization and recommendation for and parking structure feasibility.
- Evaluate parking standards and requirements.
- Evaluate the residential parking program.



Land Use & Environment Committee

Review of Pavement Restoration Fee and Implementation Process

Agenda Date: 3/17/2016
Agenda Item Number: 4.C
File Number: 16-0237

Type: recommendation **Version:** 2 **Status:** In Committee

Title

Review of Pavement Restoration Fee and Implementation Process

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Review the proposed Pavement Restoration Fee and Implementation Process, and move to forward to City Council for their review and approval.

Report

Issue:

Despite an effort undertaken in the late 1990s, there is no clear guidance related to the establishment, application, or collection of Pavement Restoration Fees (previously known as No-Cut Fees). As a result, the City is not being compensated for premature pavement failure that occurs when pavements are cut within 5 years of being newly paved.

Staff Contact:

Fran Eide, P.E., City Engineer, Public Works Engineering, 360.753.8422.

Presenter(s):

Fran Eide, P.E., City Engineer, Public Works Engineering, 360.753.8422.

Background and Analysis:

September 22, 1998, Council considered a “no-cut ordinance.” The intent of that ordinance: “Trench cuts will not be allowed within the first five years of a pavement’s life unless the utility can prove there is no other option.” For small projects where the City agrees that cutting the new pavement is unavoidable and where an overlay is impractical, the City would allow the cut, require trench restoration, and also assess a “trench restoration penalty” to compensate for the earlier degradation of the pavement surface, providing funds for future maintenance of the cut pavement.

According to the September 22, 1998 Study Session minutes, Council concurred with that approach and directed that “the ordinance will be part of the City of Olympia’s 1999 Development Guidelines

and Public Works Standards revisions presented to Council for adoption in December” 1998.

Engineering Design and Development Standards (formerly Development Guidelines and Public Works Standards), Section 4B.175, Pavement Restoration, outlines pavement restoration requirements, including a reference to financial penalties, but does not include the actual penalty amount.

In April of 2001, Tom Frare, City Engineer at that time, wrote a memo to the Department of Community Planning & Development stating that no specific fee amount was established when the no-cut ordinance was adopted. He went on to recommend, based on significant research, that the City adopt a trench restoration fee of \$17.70 per square foot. Assessment of the fee has been sporadic, at best, as we never established an effective procedure for identifying when assessment of the fee is triggered.

In 2015, after extensive research of pavement performance and approaches in other communities, we have determined that a current fair, defensible, and appropriate fee is \$250 per square foot.

In planning for implementation, staff has developed a process for determining when the fee should be assessed and created a process for notification to property owners and private utilities prior to paving project so they may plan for underground work in advance.

Neighborhood/Community Interests (if known):

Through administration of a Pavement Restoration Fee we will ensure high quality street surfaces by minimizing pavement cuts.

We will have a predictable process for both property owners considering development and for private utilities, to help reduce the instances of cuts in new pavement.

Options:

1. Revise OMC Chapters 4 and 12 to establish a pavement restoration fee of \$250.00 per square foot or portion thereof to be assessed when a permit applicant cuts into roadway pavement less than five years old. The overall pavement rating for City streets will improve and funds will be collected to help address pavement repair.
2. Do not establish a pavement restoration fee. There will be no incentive for an applicant to avoid cutting into new pavement, resulting in an overall decline in pavement condition. There will be no additional funding to help restore street surfaces that fail prematurely.

Financial Impact:

If a pavement restoration fee is assessed, the applicant’s fee will be calculated based upon the total square footage of the proposed trench cut. These funds will be revenue to Public Works Transportation, to be used for pavement repair.

There will be some additional cost to the City to generate the map used to track streets resurfaced within the last five years. We expect this cost to be minimal.