

MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNCIL OF NEIGHBORHOOD
ASSOCIATIONS AND THE CITY OF OLYMPIA

This agreement is entered into this _____ day of _____, 2023 between and among the Council of Neighborhood Associations (“CNA”) and the City of Olympia (“City”), collectively known as the “Parties”. This supersedes and replaces the existing Memorandum of Understanding, approved by the City on November 29, 2021.

Olympia Municipal Code (“OMC”) 18.86.040 et seq. established the Recognized Neighborhood program and the rights and responsibilities of the parties. This code provides that neighborhoods will actively participate in City decision-making processes and this agreement clarifies how the parties will collaborate on city-wide issues through dialogue and discussion. Therefore, the parties agree to collaborate and exchange views on the following subjects:

I. Official Recognition of the Council of Neighborhood Associations

The CNA is recognized as an entity that can provide assistance to the City and the individual recognized neighborhood associations (RNA) established under OMC Chapter 18.86.

II. Update the City code and MOU for the Council of Neighborhood Associations

The parties agree to review OMC Chapter 18.86 and this MOU periodically to determine if the CNA and ~~MOU the City~~ are achieving the objective of improved public involvement in city affairs. The reviews would include the degree of success in involving neighborhood associations in all areas of the city-, with an emphasis on hard to reach and/or underserved community members. For the purposes of this agreement, the aforementioned group is generally defined as individuals that have higher barriers to participation, such as renters, working families and/or lower income individuals. The parties will consider creative ways to better reach and engage a broad cross-section of neighborhood members.

The parties agree to undertake actions and sharing data to remove-help overcome impediments to forming a neighborhood association, to assist in the formation of ~~alliances of~~ neighborhood associations, and to review existing neighborhood association boundaries- to enhance engagement opportunities for community members. The City will also collaborate with the CNAs and RNAs in the efforts to reach underserved community members.

III. CNA Involvement in City Decision Making and Processes

The parties agree to pursue an open dialogue concerning citywide issues, and to foster a spirit of openness and mutual trust. The goals of this dialogue are to facilitate an exchange of views, to increase public awareness, information and consultation, and to respond actively to public concerns. ~~Where appropriate, the city and CNA agree to use the International Association for Public Participation IAP2 Spectrum for Public Participation as a model for developing public outreach and involvement. This will help community members stay informed and will provide feedback to the City about issues and impacts from a neighborhood perspective.~~ The parties agree to accomplish these goals through the following processes and activities-:

A. Quarterly Neighborhood ~~Issues~~ Forums. CNA agrees to ~~periodically~~ provide,

through CNA meetings, forums for the discussion of regional, citywide and neighborhood issues. Quarterly forums are likely to involve City Council liaisons and/or other City staff with particular insight or expertise on a particular subject.

1. The City agrees to provide space on a reasonable basis within a City-owned building or other appropriate facility for such forums, or otherwise attend forums at a mutually agreed upon off-site location.

~~2. This will help residents stay informed and will provide feedback to the City about issues and impacts from a neighborhood perspective.~~

~~3.2.~~ Such forums will be structured to ensure broad participation of neighborhoods and interested parties affected by the issue.

3. Forum conduct will be guided by a set of guiding principles, jointly established by the City and CNA leadership, to ensure respectful communication and engagement.

4. Forums will be conducted early in the long range planning process ~~before any significant final decisions are made and to~~ allow for broad dissemination of proposals and consideration of alternatives to the proposed action.

5. The forums may cover subjects such as:

- making ensuring City programs ~~more neighborhood-centric~~ consider neighborhood impacts and/or potential improvements and benefits,
- incorporating the interests of neighborhoods in land use decisions planning projects such as Comprehensive Plan amendments, zoning code changes, subarea and master plans, and
- safety planning and emergency preparedness, and
- other topics to be determined where relevant to neighborhoods as opposed to a specific neighborhood.

6. The CNA and the City agree that a work plan detailing Neighborhood Issues and a schedule shall be developed jointly with the City Manager or designee on an annual basis. This work plan will be informed by the City Council annual work plan and will serve to develop the agendas for the CNA quarterly forums. Additional forum topics may be identified and selected through mutual agreement over the course of the year, pending the emergence of unanticipated but urgent community issues. City and CNA liaisons will collaborate on the style and format of forum presentation or discussions.

B. Monthly CNA Meetings. CNA agrees to host monthly meetings for RNAs to share individual neighborhood activities; to disseminate information of interest; and to receive updates from the assigned City staff/CNA liaison on the annual RNA register update, neighborhood matching grant program and other City issues and projects that may affect or impact neighborhoods. Other City staff may attend these meetings if available and if it's determined that an update at a quarterly

forum is not timely nor feasible. One or more City Councilmembers may also attend the monthly meeting to provide updates and listen to neighborhood concerns.

B.C. Review of City Services and Neighborhood Services

1. ~~Upon request of the City,~~ CNA will provide input to the ~~city~~ City concerning the efficiency and effectiveness of the City's delivery of services and make proposals and recommendations for city expenditures that reflect the needs of the neighborhoods and neighborhood priorities. The City may make recommendations for particular areas of focus on particular services and financial policies and practices.
2. Upon the request of the CNA, the City will provide information to the CNA about the factors affecting its delivery of services.
3. The parties agree to pursue open dialogue and a collaborative process concerning the provision of services and programs affecting neighborhoods. The goals of this dialogue and process are to facilitate an exchange of views, to increase public awareness, to provide information and consultation, and to respond actively to public concerns.

IV. CNA Involvement in City Decisions Related to Land Use Long Range Planning and Resource Allocations

- A. ~~Planning, land use and permitting decisions of the city have a major impact on residents and neighborhoods.~~ The goals and policies of the Comprehensive Plan both reflect and seek to preserve the interests of Olympia's neighborhoods. Land use decisions Long range planning processes that focus on pedestrian-oriented streetscapes, sidewalk and trail system improvements that connect neighborhoods and enhance walkability also help create community. The parties agree to collaborate in pursuing these policies.
- B. Maintenance of neighborhoods is also an important factor in maintaining the quality of life for residents community members and visitors, and the desirability of the city as a place to work and live. The parties agree to foster such neighborhood improvements by prioritizing health and safety issues. This includes reducing risks to public health and safety, promoting emergency preparedness, and inventorying and expanding health-promoting neighborhood assets such as sidewalks, trails, and bike lanes.
- C. Maintenance of neighborhoods also includes enforcing ordinances affecting neighborhoods' quality of life, which includes s, but ~~is~~ are not limited to, enforcing home occupation, parking, zoning, and code enforcement ordinances.

V. Permit Review for New Development

The parties agree that it is important to ~~establish the following mechanisms to consult with the~~ inform affected ~~residents community members~~ and neighborhoods ~~periodically throughout the development and implementation of~~ early in the permit

review process for a land use project. The City conducts public notification of a project by distributing a formal Notice of Application in accordance with RCW 36.70B.110 and OMC Chapter 18.78. Methods for providing public comments are included in the notice. The parties agree to coordinate creatively and collaboratively when communicating with neighborhoods regarding new development proposals in neighborhood areas. For projects of neighborhood and/or community-wide interest, the City will host a public information meeting open to the public for the project proponent to describe the project, for staff to explain the permit review process, and for the public to ask questions. The City agrees to continue to make enhancements to its permit system so that neighborhoods can easily track and be proactively aware of project proposals early in the review process.

- ~~A.— The CNA collaborates with the City regarding new development proposals in neighborhoods, and shall convene its membership as necessary to consider development proposals within or affecting recognized neighborhoods. Development proposals can include infill housing projects which propose the introduction of placement of multi-family housing unit types in existing single-family housing neighborhoods, as either new construction or remodeling of an existing structure.~~
- ~~B.— The CNA agrees to co-host a Neighborhood Development Forum with the City when requested by a development interest and to report the results of such meetings to the City. A Neighborhood Development Forum process shall include an opportunity for an applicant for development approval to present a project description and plans to the CNA membership. Such meetings shall be open to the public and shall provide an opportunity for public comment and applicant response. These meetings are intended to be collaborative dialogues between the prospective applicant and the neighborhoods. The CNA and the City shall cooperate on providing notice of such meetings to achieve the broadest possible awareness and participation in the forums.~~
- ~~C.— The City agrees to notify potential applicants, such as those who submit for pre-application review by the Site Plan Review Committee, of the existence of the Neighborhood Development Forum process and public meeting requirements, and to encourage them to make use of the Forum process.~~

VI. Neighborhood/Subarea Plans

Neighborhoods and neighborhood issues are an important part of the Olympia Comprehensive Plan. The Comprehensive Plan includes recommendations affecting neighborhoods, and the CNA is uniquely qualified to provide assistance in their implementation.

- ~~A. CNA will provide input to the city concerning goals and objectives related to growth in neighborhoods and ensuring that new infill development will be compatible with existing neighborhoods. As part of subarea planning, the city and CNA may work with residents to design neighborhood “frameworks” that are~~

~~consistent with the city comprehensive plan, and may identify land use types and design styles that fit with existing neighborhoods. A neighborhood framework could be shared with permit applicants to guide new development proposals in that neighborhood. It could also identify locations for future community "third place" developments and neighborhood enhancements (e.g. community gardens, connector pathways, etc.)~~

A. The Comprehensive Plan includes recommendations regarding subarea planning. These recommendations envision subarea plans being developed for the entire city. The City encourages the CNA to play an active role in helping to shape how this recommended aspect of the Comprehensive Plan is implemented. Evaluation of subarea planning efforts and outcomes to date will be conducted jointly with the City, representatives from the City-council chartered subareas, and the CNA. A likely outcome for this process will be the need to update the OMC 18.86.040 to be consistent with the Comprehensive Plan.

B. CNA will provide input to the city concerning goals and objectives related to growth in neighborhoods and ensuring that new infill development will be compatible with existing neighborhoods. As part of subarea planning, the city and CNA may work with residents to design neighborhood "frameworks" that are consistent with the city comprehensive plan, and may identify land use types and design styles that fit with existing neighborhoods. A neighborhood framework could be shared with permit applicants to guide new development proposals in that neighborhood. It could also identify locations for future community "third place" developments and neighborhood enhancements (e.g. community gardens, connector pathways, etc.)

VII. Administrative Support for Registered Neighborhood Associations

Focusing Resources on Policy Making

Recognized neighborhood associations and CNA need assistance in the area of administrative support. To allow more resources to be dedicated to policy review and consultation, the parties agree to the following activities:

- Develop and implement templates for the establishment and operation of neighborhood associations, ~~such as developing and related~~ agendas, bylaws, and meeting minutes.
- Collaborate on the development of a common web site template format for neighborhoods.
- Develop an on-line repository of administrative resources for access and use by both RNAs and unaffiliated residents that includes an administrative procedures handbook, land use guides, leadership training opportunities and materials, and other benefits such as the Neighborhood Matching Grant program.
- CNA can work with direct neighborhood associations to the City's neighborhood matching grant program for projects that achieve the other purposes contained in this agreement.

VIII. Communication with the City and the City Council

A. CNA and City Leadership

The agreement is intended to improve communication between neighborhoods and the City. The parties agree to the following common protocols and methods:

1. The Chair of CNA will serve as the CNA Liaison to the City Manager or designee.
2. The City Council will appoint a Councilmember as liaison to the CNA.
3. The City Manager or designee and the CNA agree to jointly prepare and submit to the City Council an annual report.

B. Points of Contact

The City Manager or ~~his~~ designee shall serve as the primary contact for the City for purposes of administration of this agreement. The Chair of the CNA shall serve as primary contact for the CNA for the purpose of administration of this agreement.

IX. Other Terms and Conditions

- A. Amendment: This agreement may be amended from time to time with the approval of both parties.
- B. Duration: This agreement shall remain in effect for ~~one~~three years at which time it will be reviewed and updated.
- C. Limited Effect of this MOU: This document is an expression of the intent of the Parties on how they will work toward supporting neighborhood associations. This document is not a legally binding agreement and ~~it~~ does not in any manner amend any of the City's regulations or create additional requirements for development within the City of Olympia.
- D. This document in no way inhibits the ability of an individual RNA to pursue open dialogue and a collaborative process concerning issues the RNA may have with the City.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the date and year written above.

Council of Neighborhood Associations

CITY OF OLYMPIA

By: Larry Dzieza, Chair, CNA

By: Jay Burney, City Manager

By: Mellissa Allen, Vice Chair, CNA

APPROVED AS TO FORM: