



# Meeting Agenda

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Cari Hornbein  
360.753.8048

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**Monday, April 19, 2021**

**6:30 PM**

**Online and via phone**

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**Register to attend:**

[https://us02web.zoom.us/webinar/register/WN\\_q3NCf\\_78TuaaqHmk5XAvpQ](https://us02web.zoom.us/webinar/register/WN_q3NCf_78TuaaqHmk5XAvpQ)

**1. CALL TO ORDER**

*Estimated time for items 1 through 4: 20 minutes*

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. PUBLIC COMMENT**

*During this portion of the meeting, citizens may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with the Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure. Individual comments are limited three (3) minutes or less.*

**REMOTE MEETING PUBLIC COMMENT INSTRUCTIONS:**

*Live public comment will be taken during the meeting but advance registration is required. The link to register is at the top of the agenda. You will be given the choice to comment during the registration process. After you complete the registration form, you will receive a link by email to log onto or call into Zoom for use at the meeting day and time. If you plan on calling into the meeting, you will need to provide your phone number at registration so you can be recognized during the meeting. Once connected to the meeting you will be auto-muted. At the start of the public comment period, the Chair will call participants by name to speak in the order they signed up. When it is your turn to speak, your microphone will be unmuted*

**4. STAFF ANNOUNCEMENTS**

*This agenda item is also an opportunity for Commissioners to ask staff about City or Planning Commission business.*

**5. BUSINESS ITEMS**

**5.A [21-0377](#) Short Term Rental Regulations**

**Attachments:** [Ordinance](#)  
[Short Term Rental Web Page](#)

*Estimated time: 60 minutes*

**5.B**     [21-0379](#)     Planning Commission Candidate Screening and Recommendation

**Attachments:**    [Applications](#)  
                              [Evaluation Matrix](#)

*Estimated time: 30 minutes*

**6.        REPORTS**

*From Staff, Officers, and Commissioners, and regarding relevant topics.*

**7.        OTHER TOPICS**

*None*

**8.        ADJOURNMENT**

*Approximately 9:00 p.m.*

**Upcoming**

*Next regular Commission meeting is May 3, 2021. See 'meeting details' in Legistar for list of other meetings and events related to Commission activities.*

**Accommodations**

*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 Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) 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.*



## Planning Commission

### Short Term Rental Regulations

**Agenda Date:** 4/19/2021  
**Agenda Item Number:** 5.A  
**File Number:**21-0377

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**Type:** public hearing **Version:** 1 **Status:** In Committee

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#### Title

Short Term Rental Regulations

#### Recommended Action

Conduct a public hearing on the attached draft ordinance proposing regulations of short term rentals. After the public hearing, recommend approval of the attached ordinance to the Olympia City Council.

#### Report

##### Issue:

Whether to recommend that the Olympia City Council approve the attached ordinance adopting regulations on short term rentals consistent with guiding principles established by the City Council's Land Use and Environment Committee.

#### Staff Contact:

Leonard Bauer, Director, Community Planning and Development, 360.753.8206  
Catherine McCoy, Associate Planner, Community Planning and Development, 360.570.3776

#### Presenter(s):

Leonard Bauer, Director, Community Planning and Development,  
Catherine McCoy, Associate Planner, Community Planning and Development

#### Background and Analysis:

Short-term rentals, also known as vacation rentals, exist in Olympia neighborhoods as room rentals or rentals of entire living units, primarily in single family homes and multifamily units. City residents, property owners, and stakeholder groups (such as short-term rental operators) have shared their stories and first-hand experience renting, owning, and living adjacent to short-term rental units.

The Washington State Legislature has adopted some regulations for short term rentals (RCW 64.37). The City of Olympia currently does not have specific regulations addressing short term rentals. However, in 2019 the City Council's Land Use and Environment Committee directed staff to conduct a public process to propose regulations that carry out the following six guiding principles:

1. Housing: Establish protections for the supply and affordability of housing.
2. Health and Safety: Identify unwanted behaviors and negative consequences.
3. Neighborhood Integrity: Minimize impacts and tensions between short term rentals and neighbors.

4. Fees and Taxes: Ensure equitable permit and tax compliance.
5. Enforcement: Enact enforceable policies that improve building, safety, and accessibility requirements.
6. Economic Development: Ensure an equitable approach with existing local firms and providers and their employees, and enable revenue opportunities for existing residents.

A summary of the planning process and staff recommendations for short term rental regulations can be found at the attached link to the short term rental project web page. The process included a survey, focus group meetings, and several lengthy comment periods regarding the guiding principles, optional approaches, and draft summary of recommendations. These comments and staff research of other jurisdictions and professional literature have guided the attached ordinance recommended by city staff.

The ordinance includes a primary definition of short-term rentals that is consistent with state law, and is further separated into two types:

- Homestays - rental of an individual room within a residence occupied by the owner or a long-term tenant, to be permitted outright as a home-based business incidental to the residential use of the dwelling unit.
- Vacation Rentals - rental of a residential unit where there is no permanent resident, to require administrative review and approval of a land use permit.

Both types of short term rentals would be required to obtain a city and state business licensing, show proof of primary liability insurance, remit all local and state taxes, post guidelines and emergency information on-site for guests, and have a designated local contact available 24/7 - all of which are currently required by state law.

Additional regulations in the ordinance include:

- Limiting vacation rentals to a total of two (2) per property owner (this does not apply to homestays).
- Limiting short-term rentals to two (2) per parcel that contains a single-family house.
- Limiting guests to two (2) adults per bedroom and no more than ten (10) in total.
- For multifamily uses, short-term rentals would be limited to one (1) unit or 3% of the total units, whichever is greater.
- Prohibiting short-term rentals in accessory dwelling units unless they have already been legally established. (A six-month grace period to come into compliance will be provided for existing ADUs that were not legally established.)
- Permitting short-term rentals in all residential and commercial zoning districts (prohibited in Auto Services and Industrial zoning districts).
- Permitting short-term rentals in single-family, duplex, tri-plex, four-plex, townhouse and multi-family units.
- Requiring an additional parking space if renting more than two bedrooms in a homestay or vacation rental, and when renting two short term rentals on a property containing a single-family home.

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

Short-term rentals have citywide impact. Staff provided briefing to the Council of Neighborhood Associations (CNA) during the planning process. Short-term rentals have also been raised by

community members and neighborhood representatives during the Missing Middle and Housing Options discussions as being closely related to concerns about housing affordability and neighborhood character and quality.

**Options:**

- 1) Conduct a public hearing on the attached draft ordinance proposing regulations of short term rentals. After the public hearing, recommend approval of the attached ordinance to the Olympia City Council.
- 2) Conduct a public hearing on the attached draft ordinance proposing regulations of short term rentals. After the public hearing, continue deliberations on the attached ordinance to another meeting.
- 3) Conduct a public hearing on the attached draft ordinance proposing regulations of short term rentals. After the public hearing, recommend revisions to the ordinance to the Olympia City Council.
- 4) Conduct a public hearing on the attached draft ordinance proposing regulations of short term rentals. After the public hearing, recommend the Olympia City Council not adopt short term rental regulations.

**Financial Impact:**

Staff resources in Community Planning and Development have been allocated to this on work effort. There may be increased costs to implement and enforce additional programs or regulations, if adopted.

**Attachments:**

Ordinance

Short Term Rental Project Web Page

Ordinance No. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ESTABLISHING REGULATIONS FOR SHORT-TERM RENTAL LODGING AND AMENDING OLYMPIA MUNICIPAL CODE SECTIONS 18.02.180, 18.04.040, 18.04.060, 18.05.040, 18.06.040, 18.38.100, 18.43.130 AND 18.72.100**

**WHEREAS**, Olympia has experienced an increase in the number of residential units being made available for rental lodging on a short-term basis (less than 30 days) in the past five years; and

**WHEREAS**, the Olympia City Council recognizes that revenue from owning and managing short-term rentals can be beneficial to Olympia residents, and an increase in visitors staying in these units can benefit local businesses; and

**WHEREAS**, a 2020 Regional Housing Needs Assessment completed by the cities of Olympia, Lacey, and Tumwater documents a shortage of supply of permanent, long-term housing units relative to the demand driven by population growth, a major factor in rising rental and housing costs; and

**WHEREAS**, in 2019, the City held numerous public meetings and created a webpage regarding Short-Term Rental Regulations as a means of gathering input from the public and providing project information and updates that are accessible at the public's convenience; and

**WHEREAS**, based on review of the Olympia Municipal Code ("OMC") and input from the public, staff drafted proposed amendments to multiple sections of Title 18 OMC ("Proposed Amendments"); and

**WHEREAS**, on March 10, 2021, the Proposed Amendments were sent to the Washington State Department of Commerce Growth Management Services with the Notice of Intent to Adopt Development Regulation amendments as required by RCW 36.70A.106; and

**WHEREAS**, on April 8, 2021, the City of Olympia issued a Determination of Non-Significance pursuant to the State Environmental Policy Act (SEPA) on the Proposed Amendments; and

**WHEREAS**, the Washington State Legislature has recognized the impacts of short term rentals by enacting regulations codified in Revised Code of Washington Chapter 64.37; and

**WHEREAS**, on April 8, 2021, notice of the public hearing for the Proposed Amendments was published in *The Olympian* newspaper pursuant to Chapter 18.78 OMC, Public Notification; and

**WHEREAS**, on \_\_\_\_\_, 2021, the Olympia Planning Commission held a public hearing on the Proposed Amendments; and

**WHEREAS**, the Olympia Planning Commission deliberated on \_\_\_\_\_, 2021 (Add any additional dates), and provided to the City Council its recommendation to amend multiple sections of Title 18 OMC, Unified Development Code, as proposed; and

**WHEREAS**, the Proposed Amendments are consistent with the Olympia Comprehensive Plan and other chapters of Title 18 OMC; and

**WHEREAS**, the Attorney General Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property (December 2006) was reviewed and used by the City in objectively evaluating the proposed development regulations amendments; and

**WHEREAS**, Chapters 35A.63 and 36.70A RCW and Article 11, Section 11 of the Washington State Constitution authorize and permit the City to adopt this Ordinance; and

**WHEREAS**, the City Council finds it to be in the best interest of the City of Olympia to adopt the short-term rental regulations herein to achieve an appropriate balance of short-term rental units and permanent, long-term housing;

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

**Section 1. Amendment of OMC 18.02.180.D.** Olympia Municipal Code Subsection 18.02.180.D is hereby amended to read as follows:

D. DEFINITIONS - SPECIFIC.

Dangerous Waste. Any discarded, useless, unwanted or abandoned substances, including but not limited to certain pesticides, or any residues or containers of such substances which are disposed of in such quantity or concentration as to pose a substantial present or potential hazard to human health, wildlife, or the environment because such wastes or constituents or combinations of such wastes:

- a. Have short-lived, toxic properties that may cause death, injury or illness or have mutagenic, teratogenic or carcinogenic properties; or
- b. Are corrosive, explosive, flammable or may generate pressure through decomposition or other means. (See also Hazardous Waste, Extremely.)

Date of Filing. The date that a complete and accurate application is submitted and appropriate fees paid.

Days. Consecutive calendar days unless otherwise stated.

Decorative Grille Work. Grille work which through the use of material, geometric pattern, configuration, embellishment, or artisanship exceeds the normal functional requirements. Parallel vertical bars - resembling a jail cell pattern - are not considered decorative grille work.

Dedication. The deliberate appropriation of land by an owner(s) for any general and public uses, reserving to themselves no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property is to be devoted. The intent to dedicate shall be evidenced by the owner by the presentment for filing of a final plat, short plat or binding site plan which shows the dedication thereon. Acceptance by the public shall be evidenced by written approval issued by the city of such document for filing with the County Auditor.

Deficiency, Application. The lack of an element or information which results in an application being deemed not complete, or which otherwise prevents meaningful review and rendering of a decision regarding the application. A deficiency includes an element or information which is absent, is inaccurate or in some other aspect does not conform with applicable regulations and standards, and supplemental information or studies required to review an application. Erroneous or misleading information intentionally included in an application shall constitute a deficiency.

Department. The City of Olympia Community Planning and Development Department.

**Design.** The planning and engineering of street alignments, grades and widths; drainage and sanitary facilities and utilities, including alignment and grades thereof; location and size of all required easements and rights-of-way; fire roads and fire breaks; lot size and configuration; vehicle access; grading; land to be dedicated for park or recreational purposes; building and other accessory physical requirements.

**Design Review.** The evaluation of a site, building, landscape design plan or sign program submitted to the Design Review Board or staff, which may approve or deny the plan in part, or make further design recommendations based upon adopted guidelines.

**Design Review Board.** A committee with a balance of design professionals (architecture, planning, engineering, landscape architecture) and citizens who are appointed by the City Council.

**Detached.** Any building or structure that does not have a wall and roof in common with any other building or structure and where exterior walls are separated by six feet or more. (See Attached Structures; note that structures conforming with neither definition must conform with the requirements of this title for both types of structures).

**Determination of Completeness.** A written determination by the director or fire chief or their respective designees that all required elements of an application have been received by the City. This determination initiates the statutory review period for the application, if any, and subject to certain exceptions, entitles the applicant to have the application considered and reviewed pursuant to the laws, regulations and standards in effect on the date the application was complete.

**Development.** The division of a parcel of land into two or more parcels; the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure; any mining, excavation, landfill, clearing or land disturbance; or any change of use or extension of the use of land. (See also Improvement.)

**Development Area, WCF.** The area occupied by a wireless communications facility including areas inside or under the following: an antenna support structure's framework, equipment cabinets, ancillary structures and access ways.

**Development Code.** A text incorporating areas of regulation more typically presented in separate zoning and subdivision ordinances and related chapters of the Municipal Code.

**Development Coverage.** Except where the context indicates otherwise, "development coverage" has the same meaning as impervious coverage.

**Development Permit.** Any land use permit which must be approved prior to the improvement and development of land or structures.

**Director.** The Director of the City of Olympia Community Planning and Development Department, and the Director's designees.

**District or Zone.** A specific area designated on the official zoning map of the city as one of the use districts as provided for in this title; such area is subject to all the requirements and regulations applicable to such district.



**Dormitory.** A residential structure intended principally for sleeping accommodations, where no individual kitchen facilities are provided, and which is related to an educational or public institution or is maintained and operated by a non-profit welfare organization.

**Drinking Establishment.** A business primarily engaged in the retail sale of alcoholic beverages for consumption on the premises, including night clubs, bars, and taverns. A lounge operated as part of a restaurant is considered to be accessory to the restaurant.

**Drinking Water Protection Area.** See OMC [18.32.205](#).

**Drip Line.** An imaginary ground line around a tree or building that defines the outermost limits of the tree canopy or building roof eave.

**Drive-in Theater.** An open lot devoted primarily to the showing of motion pictures.

**Drive-Through Restaurant.** See Restaurant, Drive-Through.

**Dwelling Unit.** See definition for single-family. Various types of housing or human shelter, which are listed below and categorized by use.

a. Dwelling, Conventional.

i. **Accessory Dwelling Unit.** A dwelling unit that has been added onto, created within, or separated from a single-family detached dwelling for use as a complete independent living unit with provisions for cooking, sanitation and sleeping.

ii. **Apartment.** A dwelling within a structure designed and used for occupancy by three or more individual persons or families living independently of each other. These structures include triplexes, fourplexes, and other multi-unit configurations.

iii. **Boarding Home.** Any home or institution, however named, which is advertised, announced or maintained for the express or implied purpose of providing board and domiciliary care to three or more aged persons not related by blood or marriage to the operator, under the provisions of Chapter [18.20](#) RCW. It shall not include any home, institution or section thereof which is otherwise licensed and regulated under the provisions of state law providing specifically for the licensing and regulation of such home, institution or section thereof. (See also Dwelling, Assisted Living.)

iv. **Co-Housing.** Co-housing developments consist of two or more dwelling units, one or more shared community structures (e.g., containing a meeting hall, dining hall/kitchen, community center, or day care) and perhaps a community garden, recreation area, or similar community oriented use.

v. **Condominium.** A development consisting of an undivided interest in common for a portion of a parcel coupled with a separate interest in space in a residential or commercial building on the parcel.

vi. **Cottage Housing Development.** Four or more small, detached dwelling units sharing a commonly owned courtyard/common area and parking area.

- vii. Courtyard Apartment. A dwelling within a structure or small detached structures on one parcel designed and used for occupancy by four or more individual persons or families living independently of each other. The units are oriented around a shared open space courtyard from which all ground floor units have primary entrances facing.
- viii. Duplex. One building containing two single-family dwelling units totally separated from each other by a one-hour fire wall or floor.
- ix. Guest House. Living quarters without kitchen facilities located on the same lot with a principal building and occupied for the sole use of members of the family, temporary guests, or persons permanently employed on the premises. (See also Accessory Dwelling Unit.)
- x. Manufactured Home. A single-family residence constructed after June 15, 1976, and installed in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements for manufactured housing and bearing the appropriate insignia indicating such compliance.
- xi. Manufactured Home, Designated. A manufactured home constructed after June 15, 1976, in accordance with state and federal requirements for manufactured homes, and which meets the requirements of OMC [18.04.060.O](#).
- xii. Manufactured Home, New. Any manufactured home required to be titled under Title [46](#) RCW, which has not been previously titled to a retail purchaser, and is not a "used mobile home" as defined in RCW [82.45.032\(2\)](#).
- xiii. Mobile Home. A single-family residence transportable in one or more sections, built on a permanent chassis, designed to be used as a permanent dwelling and constructed before June 15, 1976.
- xiv. Modular Home. A structure constructed in a factory and installed in accordance with the applicable Building Code and bearing the appropriate insignia indicating such compliance. This definition includes "pre-fabricated," "panelized" and "factory built" units.
- xv. Single-Family Dwelling. A single unit providing complete, independent living facilities for a family, including permanent provisions for living, sleeping, cooking and sanitation.
- xvi. Single-Room Occupancy. A housing type consisting of one room with cooking facilities and with shared bathroom facilities. (See also Boarding Home, Lodging House and Bed and Breakfast.)
- xvii. Townhouse. A single-family dwelling unit which is part of a group of two or more such units separated by a completely independent structural wall (including utilities in separate walls), extending from the ground to the roof in accordance with the applicable Building Code and which has no doors, windows or other provisions for human passage or visibility through the wall. In certain zoning districts, such dwelling units are platted with common side and/or rear property lines between the structural walls. See Chapter [18.64](#).
- xviii. Triplex. One building containing three single-family dwelling units totally separated from each other by a one-hour fire wall or floor.

xix. Fourplex. One building containing four single-family dwelling units totally separated from each other by a one-hour fire wall or floor.

xx. Sixplex. One building containing six single-family dwelling units totally separated from each other by a one-hour fire wall or floor.

b. Dwelling, Transient.

i. Bed and Breakfast. A dwelling for the purpose of providing lodging for travelers and guests for a period of less than two weeks for compensation and having at least one kitchen used to provide breakfast but no other meals. Such dwelling shall have no more than five such guest rooms for persons other than the immediate family of the operator occupying such dwelling. Any such dwelling having over five such guest rooms is a hotel.

ii. Hotel. Any building containing six or more guest rooms where lodging, with or without meals, is provided for compensation, and where no provisions are made for cooking in any individual room or suite.

iii. Lodging House. A dwelling having only one kitchen and used for the purpose of providing lodging, or lodging and meals, for compensation for no more than five persons other than the members of the immediate family of the operator occupying such dwelling. Any such dwelling having over five such guests is considered a hotel. (See also Boarding Home.) [NOTE: A lodging house allows for an unlimited stay, unlike a Bed and Breakfast which is limited to two weeks.]

iv. Motel. Guest rooms or suites occupied on a transient basis often with most rooms gaining access from an exterior walkway. (See also Recreational Vehicle.)

v. Short-Term Rental. A lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or a portion thereof, is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty (30) consecutive nights. (This definition has the same meaning as RCW 64.37.010(9)). (See also Short-Term Rental Operator).

vi. Short-Term Rental – Homestay. A type of short-term rental wherein rooms are rented within a dwelling unit that is occupied by a property owner or long-term rental tenant residing in that dwelling unit.

vii. Short-Term Rental – Vacation Rental. A type of short-term rental wherein an entire dwelling unit or portion thereof is rented and there is no property owner or long-term tenant residing in that dwelling unit.

viii. Trailer House. See Recreational Vehicle.

c. Dwelling, Assisted Living.

i. Adult Day Care Home. A residence in which adults (at least 18 years in age) and who are not related to the caregiver stay for no more than 12 hours per day. Emergency medical care may be provided in such facilities, but not convalescent care. (See also Convalescent Home and Elder Care Home.)

ii. Convalescent Home. Any home, place, institution or facility which provides convalescent or chronic care, or both, for a period in excess of 24 consecutive hours for three or more patients not related by blood or marriage to the operator, who by reason of illness or infirmity, are unable properly to care for themselves. Such establishment shall be duly licensed by the State of Washington as a "nursing home" in accordance with the provisions of Chapter [18.51](#) RCW.

iii. Congregate Care Facilities. A building or complex of dwellings specifically designed for occupancy by senior citizens which provides for shared use of facilities, such as kitchens, dining areas, and recreation areas. Such complexes may also provide kitchens and dining space in individual dwelling units. Practical nursing care may be provided, but not nursing care as described in Section [18.04.060](#)(S).

iv. Elder Care Home. An elder care home or adult family home in the primary residence of a person licensed pursuant to Chapter [70.128](#) RCW to provide personal care, room, and board for one to five adults (at least 18 years of age) who are not related to the caregiver. Home health care and limited nursing care (dispensing of medicine and emergency medical aid) may be provided, but not convalescent care. (See also Convalescent Home, and Boarding Home.)

v. Group Homes. A place of residence for the handicapped, physically or mentally disabled, developmentally disabled, homeless, or otherwise dependent persons. Group Homes are intended to provide residential facilities in a home-like environment. Such homes range from licensed establishments operated with 24 hour supervision to non-licensed facilities offering only shelter. They shall not include correctional facilities (except as authorized by Chapter [137-56](#) and [137-57](#) WAC for work/training release programs), nursing homes, Type III group care facilities, foster family homes, or adult family homes as defined by the Washington State Department of Social and Health Services or its successor agency. Group homes include, but are not limited to the following:

(a) Confidential Shelters. Shelters for victims of domestic violence as defined and regulated in Chapter [70.123](#) RCW and Chapter [388-61A](#) WAC. Such facilities are characterized by a need for confidentiality.

(b) Home for the Disabled. A home or other facility which provides board and domiciliary care to individuals who, by reason of infirmity, require such care. An infirmity may be based on conditions including, but not limited to, physical handicap, mental illness, and other developmental disabilities. These group homes are a type of boarding home, as defined and regulated in Chapter [18.20](#) RCW. However, boarding homes serving the aged infirm are not included in this definition.

(c) Homeless Shelter. A facility offering lodging and/or emergency shelter to homeless individuals for an indefinite period of time and meeting the standards of Chapter [248-144](#) WAC.

(d) Group Home for Youth. Any home maintained and operated for the care of children on a 24 hour basis as defined and regulated in Chapter [388-73](#) WAC and Chapter [74.15](#) RCW.

(e) Group Home for Offenders. A home or other facility operated for housing and supervision of work/training release residents during their stay in a work/training release program as defined and regulated in Chapters [137-56](#) and [137-57](#) WAC.

vi. Hospice Care Center. Facilities licensed under Chapter [70.41](#) RCW which provide for the emotional and physical care of terminally ill patients. Such centers provide food, lodging, and palliative care on a full-time (24 hour) basis for two or more people, unrelated to the Center's operator, who are in the latter stages of a disease expected to cause death.

vii. Nursing Homes. See Convalescent Home.

viii. Rest Home. See Congregate Care.

**Section 2. Amendment of OMC 18.02.180.L.** Olympia Municipal Code Subsection 18.02.180.L is hereby amended to read as follows:

L. DEFINITIONS – SPECIFIC.

**Lake.** A naturally existing or artificially created body of standing water greater than twenty (20) acres in size. Lakes include reservoirs which exist on a year-round basis and occur in a depression of land or expanded part of a stream. A lake is bounded by the ordinary high water mark or the extension of the elevation of the lake's ordinary high water mark within the stream, where the stream enters the lake. All lakes meet the criteria of RCW Chapter [90.58](#) (Shoreline Management Act) and have been inventoried as "Shorelines of the State" found in the Shoreline Master Program, OMC [18.20](#).

**Land Use Approval.** A written approval or permit issued by the Director or Hearing Examiner, or designee thereof, finding that a proposed project is consistent with applicable plans, regulations and standards and authorizing the recipient to make use of property in a certain manner. The land use approval consolidates various non-construction permit reviews of a project such as design review, environmental review, zoning conformance, and site plan review. Land Use Approval is a permit which does not directly authorize construction or improvements to real estate, but which is a necessary and required precursor to authorization of such construction or improvement. Land Use Approval includes, but is not limited to, applications for review and approval of a preliminary or final subdivision, short plat, binding site plan, conceptual or detailed master planned development, planned residential development, conceptual design review, site plan review, conditional use permit, variance, shoreline development permit, or other such reviews pertaining to land use.

**Land Use Approval, Administrative.** A Land Use Approval which may be issued by an authorized official or body, usually the Director, without an open record predecision hearing.

**Land Use Approval, Quasi-Judicial.** A Land Use Approval issued by an authorized official or body, usually the Hearing Examiner, following an open record predecision hearing.

**Landscape Plan.** A component of a site development plan on which is shown: proposed landscape species (number, spacing, size at time of planting, and plant details); proposals for protection of existing vegetation during and after construction; proposed treatment of hard and soft surfaces; proposed decorative features; grade changes; buffers and screening devices; and any other information that can reasonably be required in order that an informed decision can be made by the approving authority.

**Landscape Structure.** A fence, wall, trellis, statue or other landscape and ornamental object.

**Landscaping.** An area devoted to or developed and maintained predominantly with native or non-native plant materials including lawn, groundcover, trees, shrubs, and other plant materials; and also including accessory

decorative outdoor landscape elements such as ornamental pools, fountains, paved or decorated surfaces (excluding driveways, parking, loading, or storage areas), and sculptural elements.

Landslide. Episodic down-slope movement of a mass of soil or rock that includes but is not limited to rockfalls, slumps, mudflows, earthflows and snow avalanches.

Large Lot Subdivision. The division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or five acres or larger if the land is not capable of description as a fraction of a section of land.

Laundry and Laundry Pick-up Agency. An enterprise where articles of clothing, linen, etc. are washed, including self-service laundries as well as those where customers drop off articles to be laundered either on or off the premises, or dry-cleaned off the premises only. This includes diaper services, but not the following, which are classified as Light Industrial uses: dry-cleaning plants, linen supply services, carpet and upholstery cleaning plants, and industrial launderers.

Legal Lot of Record. A lot of a subdivision plat or binding site plan or a parcel of land described in a deed either of which is officially recorded to create a separate unit of property, provided that such plat, site plan, or deed shall accord with applicable local, state or federal law on the date created. Separate descriptions of adjoining parcels within a single deed shall not necessarily constitute separate legal lots of record.

Local Improvement. A public improvement for the benefit of property owners provided to a specific area that benefits that area and that is usually paid for, at least in part, by a special assessment.

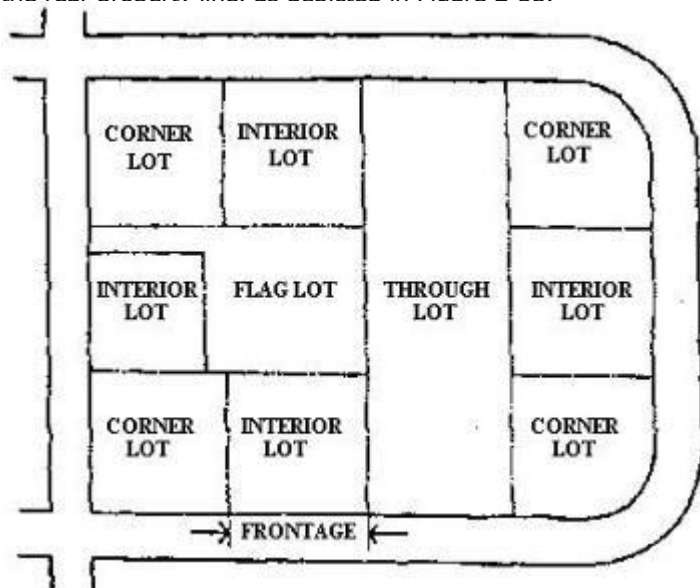
Lodging House. See Dwelling, Transient.

Long Term Rental. A residential use, wherein a dwelling unit, or portion thereof, that is not a hotel, motel, bed and breakfast, or boarding home, is offered or provided to a person as a residence for a fee for thirty consecutive nights or more.

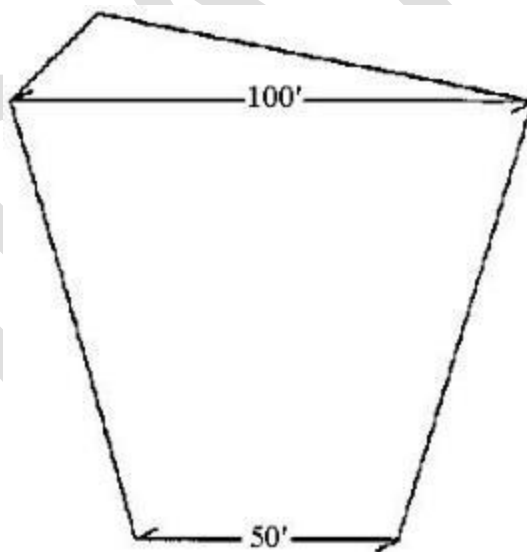
Lot. Lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall also include tracts and parcels. Lot classifications are as follows:

- a. Lot, Corner. A lot that abuts two (2) or more intersecting streets.
- b. Lot, Flag or Panhandle. A lot with less than thirty (30) feet of street frontage which is typically connected to a public or private street by a narrow driveway. A lot where access is only provided by a private easement is not a flag lot.
- c. Lot, Interior. A lot that has frontage on one public or private street only, or is provided access by a private easement.
- d. Lot, Through. A lot that fronts on two (2) parallel or nearly parallel streets that do not intersect at the boundaries of the lot.

e. Lot, Wedge-shaped. A lot with a street frontage which is no more than half as wide as the lot's width at the rear property line, as depicted in Figure 2-5b.



**FIGURE 2-5**



**Example of a Wedge-Shaped Lot**

**FIGURE 2-5b**

Lot Frontage. See Frontage.

Lot Line. A line dividing one lot from another lot or from a street right-of-way or alley. (See also Property Line.)

Lot of Record. A lot, the plat, or deed to which is officially recorded as a unit of property and is described by metes and bounds.

Lot, Substandard. A parcel of land that is less than the minimum area or minimum dimensions required in the zone in which the lot is located. (See also Minimum Lot Size, Undersized Lots in development standards.)

Lot Width. The straight line distance measured between side lot lines parallel to the front setback line. (See also Section [18.04.080\(G\)\(1\)](#) and Table 4.04.)

Low Income Housing. See Affordable Housing.

**Section 3. Amendment of OMC 18.02.180.S.** Olympia Municipal Code Subsection 18.02.180.S is hereby amended to read as follows:

S. DEFINITIONS – SPECIFIC.

Salmonid. A member of the fish family salmonidae, such as chinook, coho, chum, sockeye and pink salmon, rainbow, steelhead, cutthroat salmon, brown trout, bull trout, Brook and Dolly Varden char, kokanee and whitefish.

Sanitary Landfill. A site for solid waste (garbage) disposal.

Satellite Earth Station. A single or group of parabolic (or dish) antennas that are mounted to a support device that may be a pole or truss assembly attached to a foundation in the ground, or in some other configuration. A satellite earth station may include the associated separate equipment cabinets necessary for the transmission or reception of wireless communications signals with satellites.

Scale, Architectural. The perceived height and bulk of a building relative to that of neighboring buildings. A building's perceived height and bulk may be reduced by modulating facades.

Scenic Vistas. Those areas which provide, for significant numbers of people, outstanding views from public rights-of-way of Mt. Rainier, the Olympic Mountains, Budd Inlet, the Black Hills, the Capitol Building, and Capitol Lake or its surrounding hillsides.

School. An institution of learning, whether public or private, which offers instruction in those courses of study required by the Washington Education Code or which is maintained pursuant to standards required by the State Board of Education. This definition includes a nursery school, kindergarten, elementary school, junior high school, senior high school or any special institution of education, but it does not include a vocational or professional institution of higher education, including a community or junior college, college, or university.

Screening. A continuous fence or wall supplemented with landscaping, or an evergreen hedge or combination thereof, that effectively provides a sight-obscuring and sound-absorbing buffer around the property it encloses, and is broken only for access drives and walks.

Sculptured Building Top. A building top which has:

- a. Reduced floor area on the upper floors; and



- b. A distinctive roof form such as pitched roof, hip roof, dome, chateau roof, tower, turret, pediment, dormers, or other distinctive forms. Roofline embellishments such as medallions, statuary, cornices, brackets, finials, or similar ornament would not be considered sculptured building tops; and
- c. Upper floors which are set back from the street wall.

Secretary of the Interior's Standards for the Treatment of Historic Properties, The (as amended). Guidelines adopted by the Secretary of the Department of the Interior to guide the rehabilitation, restoration or reconstruction of a historic property.

Section of Land. Measured 640 acres, one square mile, or 1/36 of a township.

Secure Community Transition Facility. A residential facility for persons civilly committed and conditionally released from a total confinement facility operated by the Secretary of Washington Social and Health Services or under contract with the Secretary pursuant to RCW [71.09.020](#)(10) as described in RCW [71.09.250](#). All secure community transition facilities located within the City of Olympia shall conform with Olympia Municipal Code Subsection [18.08.080](#)(E).

Seep. A spot where groundwater oozes to the surface. A small spring.

Service and Repair Shop. An establishment providing major repair and/or maintenance of motor vehicles, equipment or major appliances, including, but not limited to: mechanical repair, replacement of parts, body repair, painting, engine overhaul, or other major repair or maintenance, including operations which may require open flame or welding.

Service Stations. Businesses which sell gasoline or alternative vehicle fuels, and/or which may perform minor vehicle maintenance or repair, and/or wash cars. "Minor maintenance or repair" is limited to the exchange of parts and maintenance requiring no open flame or welding. Service stations include self-service gas stations, full-service gas stations, diesel fueling stations, oil change and lubrication shops, auto detailing shops, and car washes. Businesses which provide major repair work such as engine overhauls, vehicle painting, or body repair are classified as Service and Repair Shops.

Servicing of Personal Apparel and Equipment. A business primarily engaged in the upkeep of personal or small household belongings. Such businesses include, but are not limited to: tailors, locksmiths, piano tuners, or businesses which repair shoes, cameras, small appliances, or consumer electronics.

Setback. The distance between the building and any lot line. See specific zone district for allowed projections into setback areas and point of measurement. (See also Yard.)

Setback Line. An imaginary line that establishes the required minimum distance from any lot line and defines the area where the principal structure must be erected. (See also Building Line, Yard, and Lot.)

Sewer. Any pipe or conduit used to collect and carry away sewage and sometimes stormwater runoff from the generating source to a treatment plant.

Sexual conduct.

- a. Sexual intercourse within its ordinary meaning, occurring upon any penetration, however slight; or
- b. Any penetration of the vagina or anus, however slight, by an object; or
- c. Any contact between persons involving the sex organs of one person and the mouth or anus of another; or
- d. Masturbation, manual or instrumental, of oneself or of one person by another; or
- e. Direct touching of the sex organs or anus, whether clothed or unclothed, of oneself or of one person by another; or
- f. Flagellation or torture in the context of a sexual relationship; or
- g. Sodomy.

Shopping Center. A commercial development with unenclosed pedestrian walks in which there are a number of separate commercial activities, with accessory shared facilities such as parking, and which is designed to provide a single area which the public can obtain varied products and services. Shopping centers are typically characterized by at least one large retail "anchor" store.

Shopping Mall. A shopping center with stores on one or both sides of a covered and enclosed pedestrian walkway.

Short Term Rental Operator. Any person or entity who receives payment for owning, operating, or managing a dwelling unit, or portion thereof, as a short term rental. (See also Dwelling, Transient).

Sidewalk. A paved, surfaced, or leveled area, paralleling and usually separated from the street and normally used as a pedestrian walkway.

Sign. Any object, device, display, or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means. Such means may include words, letters, figures, design, movement, symbols, fixtures, colors, illumination, or projected images.

Sign, Abandoned. Any sign which:

- a. Is located on property which becomes vacant and unoccupied for a period of twelve (12) consecutive months or more (excepting legal off-premise signs), or
- b. Relates to any occupant or business unrelated to the present occupant or their business (excepting legal off-premise signs), or
- c. Pertains to a time, event or purpose which no longer applies.

Sign, Alley. A type of building mounted sign that is located on a building wall facing a public alley.

**Sign, Animated.** A sign with action or motion (including those that flash, oscillate or revolve) or one that involves color changes more frequently than once per twenty-four 24 hours, illustrations or messages. This does not include wind activated elements such as flags or banners; nor does it include public service signs (such as time and temperature signs). For the purposes of this chapter, it does include search lights and strobe lights.

**Sign Area.** The entire background of a sign upon which advertising could be placed (counting all faces), including the frame but not other supporting structure, except that the area of advertising affixed directly to, or painted on a building without any background, other than the building, shall be the area contained in the smallest geometric figure enclosing all portions of the sign message (i.e., all letters, numbers, graphics, etc.).

**Sign Awning.** A sign which is on an awning. Awning signs are a type of building mounted sign.

**Sign, Banner.** A lightweight temporary sign.

**Sign, Billboard.** A rigidly assembled outdoor sign permanently affixed to the ground or permanently attached to a building or other permanent structure, unrelated to any use or activity on the property on which the sign is located, but not including directional signs as defined herein.

**Sign, Blade.** A type of building mounted that is oriented for pedestrians that extends from a building wall or hangs from a marquee. Blade signs larger than ten (10) square feet in size are considered Projecting Signs if not attached to a marquee.

**Sign, Building Mounted.** A permanent sign which is attached to, or erected against or painted on, any exterior wall, fascia, or window of a building or structure. For the purpose of this Title, signs which shall be considered building mounted signs, include flush mounted signs, signs on marquees and awnings, projecting signs, blade signs, and signs erected on the side of a mansard roof provided the sign does not project above the uppermost roof line or flashing.

**Sign, Business Directory.** A type of development identification sign which lists the names of the individual uses in a development.

**Sign, Changeable Copy.** See Sign, Readerboard.

**Signs, Channel Letters.** A flush mounted wall sign that consists of individual letters or characters not bound together in one complete structure. Channel Letter signs are signs in which each letter or character is mounted individually within its own area, with the total area of individual letters or characters comprising the sign.

**Sign, Ground.** A ground supported sign which is no greater than twelve (12) feet in height above grade.

**Sign, Development Identification.** A freestanding or building mounted sign which identifies the name of a development. For the purpose of sign standards, a development consists of multiple building complexes such as shopping malls, industrial and business parks, residential subdivision developments, and multiple occupancy buildings.

**Sign, Directional.** A sign designed solely to guide or direct pedestrian or vehicular traffic to an area, place or convenience.

Sign, Feather. A vertical portable sign that contains a harpoon-style pole or staff driven into the ground for support or supported by means of an individual stand.

Sign, Flashing. See Sign, Animated.

Sign, Flush-Mounted. A type of building mounted sign which is attached to, or erected against any exterior wall or fascia of a building or structure, with the exposed face of the sign parallel to the plane of the wall.

Sign, Freestanding. A permanent sign supported by one or more uprights, poles or braces in or upon the ground. For the purposes of this Title, freestanding signs include pole signs and signs otherwise known as ground signs or monument signs.

Sign, Hazardous. Any sign that is dangerous or confusing to motorists and pedestrians, including any sign which by its color, wording, design, location, or illumination resembles or conflicts with any official traffic control device or which otherwise impedes the safe and efficient flow of traffic.

Sign, Historical. Historic signs that contribute to the architectural and historic character of Olympia, which may complement or define an individual building or may be valued independently from the building or site on which it is located.

Sign Height. The vertical distance from ground level to the top of the sign.

Sign, Identification. A pole or ground sign which identifies the name of a shopping center.

Sign, Inflatable. Balloons or other gas-filled figures. For purposes of this section, inflatable signs shall be treated as temporary signs. Inflatable signs that include movement are considered animated signs and are not allowed.

Sign, Legacy. Signage related to a structure but not the present occupancy of use.

Sign, Light Projection. An image projected onto a building or walkway.

Sign, Marquee. Any sign which forms part of or is integrated into a marquee or canopy and which does not extend horizontally beyond the limits of such marquee or canopy.

Sign, Monument. See Sign, Freestanding.

Sign, Non-conforming. Any legally established sign existing at the time of this Ordinance which does not meet the current provisions of Title [18](#).

Sign, Nuisance. Any sign which emits smoke, visible particles, odors, and/or sound, except that speakers in signs of a drive-through facility shall be allowed.

Sign, On-Premises. A sign which carries advertisement related to a lawful use of the premises on which it is located, including signs indicating the business transacted, services rendered, goods sold or produced on the premises, name of business, name of the person, firm or corporation occupying the premises.

Sign, Out-of-Date. Signs for which the event, time, or purpose no longer applies.

Sign, Parking Lot Pole Banner. A type of banner sign, typically made of outdoor fabric, attached to the lighting poles in parking lots.

Sign, Pedestal. See Sandwich Board/Pedestal Sign.

Sign, Pole. A ground supported sign which is no less than twelve (12) and no greater than thirty (30) feet in height above grade.

Sign, Portable (Mobile). A sign made of any material which by its design is readily movable and which is not permanently affixed to the ground, a structure or a building.

Sign, Projecting. A sign which projects twelve (12) inches or more from a building and is supported by a wall or structure.

Sign, Public Service. A sign which provides a service to the public (such as indicating the current time and temperature or a community bulletin board) but which includes no advertising other than the name of the sponsoring organization.

Sign, Readerboard. A sign with characters or letters that can be manually changed without altering the face of the sign. Electronic signs are not readerboards for the purposes of this Title, but are animated signs.

Sign, Revolving. See Sign, Animated.

Sign, Roof. A sign erected upon or above a roof or parapet of a building or structure. A sign shall be considered a building mounted sign if it is erected on the side of a mansard roof and does not project above the uppermost roof line or flashing.

Sign, Sandwich Board/Pedestal Sign. A type of portable sign.

Sign, Shopping Center. A type of permanent freestanding sign for larger shopping complexes.

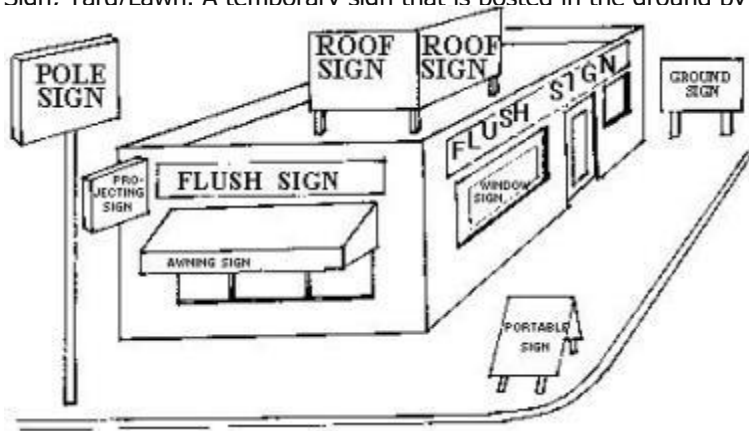
Sign, Structural Alteration. Any change or modification in the supporting members of the structure, such as the pole, cabinet, footing/foundation. Exceptions are new paint, rewiring, or face change.

Sign Structure. Any structure which supports or is capable of supporting any sign. A sign structure may be a single pole and may be an integral part of the building.

Sign, Temporary. Any sign, banner, pennant, valance or advertising display intended to be displayed for only a limited period of time.

Sign, Window. A sign painted on or adhered or mounted to an exterior window (e.g., a neon sign). Window signs are a type of building mounted sign.

Sign. Yard/Lawn. A temporary sign that is posted in the ground by a stake or wire frame.



**FIGURE 2-7**

Significant. When used in the context of historic significance: A property which helps in the understanding of the history of the local area, state or nation (whichever is applicable) by illuminating the local, state-wide or nation-wide impact of the events or persons associated with the property, or its architectural type or style or information potential. The local area can include the City of Olympia, Thurston County, the region of Puget Sound or Southwest Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.

Single-Family Dwelling. See Dwelling, Conventional.

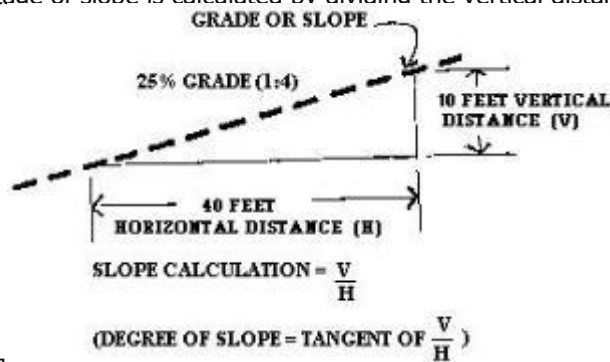
Single-Room Occupancy (SRO). See Dwelling, Conventional.

Site Plan. The development plan which shows the existing and proposed conditions of the lot, including topography, vegetation, drainage, flood plains, walkways; means of ingress and egress; circulation; utility services; structures and buildings; signs and lighting; berms, buffers, and screening devices; surrounding development; and any other information that reasonably may be required in order that an informed decision can be made by the reviewing authority.

Site Plan Review Committee. A technical development review group comprised of representatives from the Department of Community Planning and Development, the Fire Department and the Public Works Department, who provide technical assistance to the CP&D Director or the CP&D Director's designee on land use issues. At a minimum this includes the Building Official, Planner, City Engineer, Fire Chief, and SEPA official, or their appointed designees.

Slope. The deviation of a surface from the horizontal, usually expressed in percent or degrees. (See also Grade.)

[NOTE: Percentage of slope is calculated by dividing the vertical distance by the horizontal distance times one



hundred (100).]

**FIGURE 2-8**

% GRADE	100	50	40	33.3	30	25	20	15	12	10	8	6
DEGREES	45	26.6	21.8	18.4	16.7	14	11.3	8.5	6.8	5.7	4.6	3.4
RATIO	1:1	2:1	2.5:1	3:1	3.3:1	4:1	5:1	6.7:1	8.3:1	10:1	12.5:1	16.7:1

Slope, Steep. An area which is equal to or in excess of forty (40) percent slope, or where the ground surface rises ten feet or more vertically within a horizontal distance of twenty-five (25) feet. This can also include a slope of 15 to 39.9 percent if otherwise defined as a landslide hazard area.

Slope, Steep Toe, or Steep Top. A distinct topographic break in slope which separates slopes inclined less than forty (40%) percent from slopes equal to or greater than forty (40%) percent. Where no distinct break exists, this point shall be the limit of the area where the ground surface drops ten (10) feet or more vertically within a horizontal distance of twenty-five (25) feet.

Small Lake. See OMC [18.32.305 E](#).

Small Lot Review. A Director review of proposed construction on undersized legal lots of record approved prior to June 19, 1995.

Small Lot Subdivision. See Subdivision, Short.

Social Organization. A group of people formally organized for a common interest, usually cultural, religious, or entertainment, with regular meetings, rituals, and formal written membership requirements. [NOTE: This is not a Collegiate Greek System Residence.]

Soil and Vegetation Protection Area (SVPA). A separate tract of land, which may or may not be deeded as such, specifically set aside for the preservation of healthy soil and the preservation or planting of existing and/or native vegetation, well-adapted drought-tolerant vegetation, and trees. Stormwater retention/detention facilities, critical area buffers and other common areas may be considered SVPA's if they currently, or are improved to an extent where they can, support healthy soils and the growth of native vegetation or well-adapted drought-tolerant vegetation. The purpose of these areas for preserving healthy soils and preserving and/or planting native, or well-adapted drought-tolerant vegetation is stated on the face of the plat when applicable.

Special Assessment District. A district with the power to levy taxes created by act, petition, or vote of property owners for a specific purpose.

Special Valuation for Historic Properties, Special Valuation. The process, pursuant to Chapter [84.26](#) Revised Code of Washington (RCW) and Chapter [3.60](#) OMC, under which the tax basis of an eligible, rehabilitated historic property may be reduced by the actual incurred cost of the rehabilitation for a period of up to ten years.

Specialty Stores. Stores selling antiques, sporting goods and bicycles, marine supplies, glassware and chinaware, books, videos (including rentals), music, cards and stationery, jewelry, toys, hobby supplies, cameras, gifts and souvenirs, sewing supplies, flowers, tobacco products, newspapers and magazines, art and art supplies, pets and pet supplies, religious supplies, consumer electronics, personal computers, or other miscellaneous goods. It also includes second-hand stores and pawnshops.

Specific or Management Plan. A plan consisting of text, maps, and other documents and exhibits regulating development within an area of special interest or which contains unique land use and development problems.

Spot Zoning. Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding land uses and that does not further the comprehensive plan. [NOTE: Spot zoning is usually invalid when all the following factors are present: (1) a small parcel of land is singled out for special and privileged treatment; (2) the singling out is not in the public interest but only for the benefit of the land owner; and (3) the action is not in accord with a comprehensive plan.]

Stables, Riding. A structure providing shelter for horses, mules or ponies which are boarded for compensation. This may include arenas, tracks, and other facilities for equestrian activities either for members of a private club or for the general public. This may also include accessory facilities such as a clubhouse.

Stable, Private. An accessory structure providing shelter for horses or ponies, for use by occupants of the premises.

Staff. Permanent or temporarily employed personnel of the City of Olympia, Washington.

Stepback. Additional setbacks of upper building floor levels.

Storage. Placement or retention of goods, materials and/or personal property in one location for more than 24 consecutive hours.

Stormwater Facility. A constructed stormwater system component, including but not limited to a detention, retention, sediment, or constructed wetland basin or pond, generally installed at the ground surface.

Stormwater Retention/Detention Basin. A facility, either above-ground or underground, that temporarily stores stormwater prior to its release to the ground (retention facility), to a surface water (detention facility), or some combination of the two. [NOTE: Retention basins differ from detention basins in that the latter are temporary storage areas. Retention basins have the potential for water recreation and water-oriented landscaping since the water may remain. Both types of basins provide for controlled release of the stored water and groundwater recharge.]



**Stormwater Retrofit Facilities.** A stormwater treatment or flow-control facility that complies with the City of Olympia Drainage Design and Erosion Control Manual and is constructed by the City of Olympia for the purpose of providing treatment or flow-control in an area where little to none was previously provided.

**Story.** That portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above.

**Story Above Grade.** Any story having its finished floor surface entirely above grade, except that a basement shall be considered as a story above grade where the finished surface of the floor above the basement is: more than six feet above grade plane, more than six feet above the finished ground level for more than fifty (50%) of the total building perimeter, or more than twelve (12) feet above the finished ground level at any point.

**Story, First.** The lowest above grade story in a building, except that a floor level in a building having only one floor shall be classified as a first story, provided such floor level is not more than four feet below grade, as defined herein, for more than fifty (50) percent of the total perimeter, or more than eight (8) feet below grade, as defined herein, at any point.

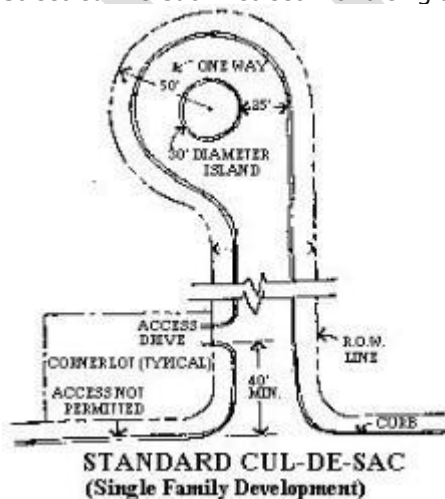
**Stream.** See OMC [18.32.405](#).

**Stream Corridor.** Any river, stream, pond, lake, or wetland, together with adjacent upland areas that support vegetation adjacent to the water's edge.

**Street.** A public or private right-of-way which affords a primary means of vehicular access to abutting property.

**Street, Arterial.** An arterial street provides an efficient direct route for long-distance travel within the region and between different parts of the city. Streets connecting freeway interchanges to commercial concentrations are classified as arterials. Traffic on arterials is given preference at intersections, and some access control may be considered in order to maintain capacity to carry high volumes of traffic.

**Street Cul-De-Sac.** A street with a single common ingress and egress and with a circular turnaround at the end.



**FIGURE 2-9**

**Street Frontage.** The area between any lot lines which intersect, or area of a lot which directly abuts, the boundary of a public or private street right-of-way.

**Street Furniture.** Constructed, above-ground objects, such as outdoor seating, kiosks, bus shelters, sculpture, tree grids, trash receptacles, fountains, and telephone booths, that have the potential for enlivening and giving variety to streets, sidewalks, plazas, and other outdoor spaces open to, and used by, the public.

**Street, Local Access.** A street which provides access to abutting land uses and serves to carry local traffic to a collector.

**Street, Major Collector.** A street that provides connections between the arterial and concentrations of residential and commercial land uses. The amount of through traffic is less than an arterial, and there is more service to abutting land uses. Traffic flow is given preference over lesser streets.

**Street, Neighborhood Collector.** A street which distributes and collects traffic within a neighborhood and provides a connection to an arterial or major collector. Neighborhood collectors serve local traffic, provide access to abutting land uses, and do not carry through traffic. Their design is compatible with residential and commercial neighborhood centers.

**Street, Private.** A street that has not been accepted for maintenance and public ownership by the City of Olympia or other government entity. This does not include private driveways or access easements.

**Street Wall.** A building wall that faces or is parallel to the street frontage.

**Streetscape.** The visual character of a street as determined by various elements such as structures, greenery, open space, and view.

**Structure.** An edifice or building of any kind which is built or constructed, or any piece of work artificially built up or composed of parts joined together in some definite manner.

**Structured Parking.** A building or a portion of a building used for the parking of motor vehicles.

**Subdivider.** A person who undertakes the subdividing of land.

**Subdivision.** The division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, any of which are less than five acres in area, for the purpose of sale, lease or transfer of ownership. (See also Subdivision, Short.)

**Subdivision, Cluster.** See Clustered Subdivision.

**Subdivision, Large Lot.** The division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or five acres or larger, if the land is not capable of description as a fraction of a section of land. For purposes of computing the size of any lot under this section which borders on a street, the lot size shall be expanded to include that area which would be bounded by the centerline of the street and the side lot lines of the lot running perpendicular to such centerline.

Subdivision, Short. The division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of transfer of ownership, sale or lease.

Subordinate. A supplementary use to a permitted primary or principal use.

Substantial Improvement. Any extension, repair, reconstruction, or other improvement of a property, the cost of which equals or exceeds fifty (50) percent of the fair market value of a property either before the improvement is started or, if the property has been damaged and is being restored, before the damage occurred.

Surface water. A body of water open to the atmosphere and subject to surface runoff.

Swap Meet. Any outdoor place, location, or activity where new or used goods or secondhand personal property is offered for sale or exchange to the general public by a multitude of individual licensed vendors, usually in compartmentalized spaces; and, where a fee may be charged to prospective buyers for admission, or a fee may be charged for the privilege of offering or displaying such merchandise. The term swap meet is interchangeable with and applicable to: flea markets, auctions, open air markets, farmers markets, or other similarly named or labeled activities; but the term does not include the usual supermarket or department store retail operations. **Section 4. Amendment of OMC 18.04.040.** Olympia Municipal Code Section 18.04.040, Table 4.01, is hereby amended to read as follows:

**18.04.040 TABLES: Permitted and Conditional Uses****TABLE 4.01****PERMITTED AND CONDITIONAL USES**

<b>DISTRICT</b>	<b>R1/5</b>	<b>R-4</b>	<b>R-4CB</b>	<b>RLI</b>	<b>R 4-8</b>	<b>R 6-12</b>	<b>MR 7-13</b>	<b>MR 10-18</b>	<b>RM 18</b>	<b>RM 24</b>	<b>RMH</b>	<b>RMU</b>	<b>MHP</b>	<b>UR</b>	<b>APPLICABLE REGULATIONS</b>
District-Wide Regulations							18.04.060 (N,Q)	18.04.060 (N,Q)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N,BB)		18.04.060 (N)	
<b>1. SINGLE-FAMILY HOUSING</b>															
Accessory Dwelling Units	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(A)
Co-Housing	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(F)
Cottage Housing				P	P	P	P	P	P	P	P	P	P	P	18.04.060(H)
Manufactured/Mobile Home Parks (Rental Spaces)								C	C	C			C		18.04.060(P)
Manufactured Homes	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(O)
Single-family Residences	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Townhouses	P	P		P	P	P	P	P	P	P	P	P	P	P	18.64
Short Term Rentals	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(JJ)
<b>2. MULTIFAMILY HOUSING</b>															
Apartments				P			P	P	P	P	P	P		P	18.04.060(N)
Courtyard Apartments						P									18.04.060(II)
Boarding Homes				P				P	P	P					

**TABLE 4.01**  
**PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Collegiate Greek system residences	P			P				P	P	P					
Dormitories	P			P				P	P	P	P	P		P	
Duplexes - Existing	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(J)
Duplexes	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Duplexes on Corner Lots	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(HH)
Triplexes				P	P	P	P	P	P	P	P	P		P	
Fourplexes			P		P	P	P	P	P	P	P	P		P	
Sixplexes						P									
Group Homes with 6 or Fewer Clients and Confidential Shelters	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(K)
Group Homes with 7 or More Clients	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(K)
Lodging Houses									P	P	P	P		P	
Nursing/Convalescent Homes	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(S)
Retirement Homes				P			P	P	P	P	P	C		P	
<b>3. COMMERCIAL</b>															

**TABLE 4.01**  
**PERMITTED AND CONDITIONAL USES**

<b>DISTRICT</b>	<b>R1/5</b>	<b>R-4</b>	<b>R-4CB</b>	<b>RLI</b>	<b>R 4-8</b>	<b>R 6-12</b>	<b>MR 7-13</b>	<b>MR 10-18</b>	<b>RM 18</b>	<b>RM 24</b>	<b>RMH</b>	<b>RMU</b>	<b>MHP</b>	<b>UR</b>	<b>APPLICABLE REGULATIONS</b>
Child Day Care Centers		C	C	C	C	C	C	P	P	P	P	P	C	P	18.04.060(D) 18.04.060(AA)
Commercial Printing												P			
Drive-In and Drive-Through Businesses -- Existing												P			18.04.060(J)
Food Stores											P	P		P	18.04.060(AA)
Hardware Stores												P			
Home Occupations (including Adult Day Care, Elder Care Homes, Family Child Care Homes, Short-Term Rentals – Homestays, and Bed & Breakfast Houses)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(L)
Hospice Care	C			C			C	C	C	C	C	C		C	18.04.060(M)
Laundries											P	P		P	18.04.060(AA)
Nursery (Retail and/or Wholesale Sales)	C	C	C	C	C	C	C	C	C	C			C		18.04.060(G)
Offices												P		P	18.04.060(AA)(2)
Personal Services												P			
Pharmacies												P			

TABLE 4.01

## PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R4-8	R6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Restaurants, without Drive-In and Drive-Through												P			
Servicing of Personal Apparel and Equipment												P			
Specialty Stores												P			
Veterinary Clinics - Existing	P	P		P	P	P							P		18.04.060(J)
Veterinary Clinics	P														
<b>4. ACCESSORY USES</b>															
Accessory Structures	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(B)
Electric Vehicle Infrastructure	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(GG)
Garage/Yard/Rummage or Other Outdoor Sales	P	P		P	P	P	P	P	P	P	P	P	P	P	5.24
Large Garages			C		C	C	C	C	C	C	C	C	C	C	18.04.060(B)
Residence Rented for Social Event, 7 times or more in 1 year	C	C		C	C	C	C	C	C	C	C		C	C	
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100
<b>5. RECREATIONAL USES</b>															

**TABLE 4.01**  
**PERMITTED AND CONDITIONAL USES**

<b>DISTRICT</b>	<b>R1/5</b>	<b>R-4</b>	<b>R-4CB</b>	<b>RLI</b>	<b>R 4-8</b>	<b>R 6-12</b>	<b>MR 7-13</b>	<b>MR 10-18</b>	<b>RM 18</b>	<b>RM 24</b>	<b>RMH</b>	<b>RMU</b>	<b>MHP</b>	<b>UR</b>	<b>APPLICABLE REGULATIONS</b>
Community Parks & Playgrounds	C	C	C	C	C	C	C	C	C	C	P	P	C	P	18.04.060(T)
Country Clubs	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Golf Courses		C	C		C	C	C	C	C	C			C		
Neighborhood Parks	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
Open Space - Public	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
Racing & Performing Pigeons		C	C	C	C	C				C	C		C	C	18.04.060(Y)
Stables, Commercial and Private Existing		C		C	C										18.04.060(J)
Trails - Public	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
<b>6. AGRICULTURAL USES</b>															
Agricultural Uses	P	P	P	P	P	P	P	P	P	P			P		
Greenhouses, Bulb Farms	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(G)
<b>7. TEMPORARY USES</b>															
Emergency Housing	P	P	P	P	P	P	P	P	P	P			P		18.04.060(DD)
Emergency Housing Facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.50
Model Homes	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(DD)



**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

<b>DISTRICT</b>	<b>R1/5</b>	<b>R-4</b>	<b>R-4CB</b>	<b>RLI</b>	<b>R 4-8</b>	<b>R 6-12</b>	<b>MR 7-13</b>	<b>MR 10-18</b>	<b>RM 18</b>	<b>RM 24</b>	<b>RMH</b>	<b>RMU</b>	<b>MHP</b>	<b>UR</b>	<b>APPLICABLE REGULATIONS</b>
Residence Rented for Social Event, 6 times or less in 1 year	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(DD)
Wireless Communication Facility	P	P		P	P	P	P	P	P	P	P	P	P	P	18.44.060
<b>8. OTHER</b>															
Animals	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(C)
Cemeteries		C	C		C	C	C	C	C	C			C		18.04.060(E)
Community Clubhouses	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Crisis Intervention	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(I)
Historic House Museum		C	C	C	C	C	C	C	C	C	C	C	C	C	
Parking Lots and Structures				C							P	P			18.38.220 and .240
Places of Worship	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(U)
Public Facilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(V)
Public Facilities - Essential	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(W)
Radio, Television and Other Communication Towers	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.44.100
Schools	C			C	C	C	C	C	C	C	C		C	C	18.04.060(CC)

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Social Organizations											P	P		C	
Mineral Extraction - Existing					C		C								18.04.060(J)
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)
Wireless Communication Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44
Workshops for Disabled People	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(R)

**LEGEND**

- P = Permitted Use
- C = Conditional Use
- R-4 = Residential - 4
- R 4-8 = Residential 4-8
- R 6-12 = Residential 6-12
- RLI = Residential Low Impact
- MR 10-18 = Mixed Residential 10-18
- RM 18 = Residential Multifamily - 18
- MR 7-13 = Mixed Residential 7-13
- RMH = Residential Multifamily High Rise
- RMU = Residential Mixed Use
- RM 24 = Residential Multifamily - 24
- UR = Urban Residential



**Section 5. Amendment of OMC 18.04.060.L.** Olympia Municipal Code Subsection 18.04.060.L is hereby amended to read as follows:

L. HOME OCCUPATIONS.

The purpose of the home occupation provisions is to allow for the use of a residential structure for a non-residential use which is clearly an accessory use to the residential use and does not change the residential character of the neighborhood. Home occupations meeting the below requirements are allowed in any district in which residential uses are permitted.

1. Review. Prior to both initial occupancy and issuance of any business license, the business operator or the operator's agent shall certify that the home occupation will conform with the applicable requirements.
2. General Standards. The following are the general requirements for home occupations. Also see specific standards for family child care homes, adult day care homes, bed and breakfast houses, and counseling.
  - a. Home occupations must be conducted within the principal residence of the permit holder. Permit holders shall provide evidence thereof through such means as voter registration, driver's license, tax statement, or other evidence of residency and sign a notarized affidavit attesting to their principal residence at the site.
  - b. Home occupations are subject to inspections by city staff insofar as permitted by law. Permit holders shall execute a notarized affidavit agreeing to allow appropriate city staff the ability to conduct an inspection of the residence, after reasonable notice is given, to determine compliance with the home occupation permit.
  - c. No person(s) other than the family member(s) who resides in the residence shall participate in the home occupation. The home occupation permit shall list the names of each resident who is employed by the business. Furthermore, the residence shall not be used as a place of congregation for work that occurs off the premises. This limitation shall not apply to short-term rental – homestays or properties abutting the west side of the 300 and 400 blocks of West Bay Drive Northwest.
  - d. Home occupations shall occupy not more than twenty-five (25) percent of the total floor area of the dwelling or five hundred (500) square feet per dwelling unit, whichever is less; provided, however, that properties abutting the west side of the 300 and 400 blocks of West Bay Drive Northwest shall occupy not more than fifty percent (50%) of the total floor area of the dwelling or one thousand five hundred (1,500) square feet per dwelling unit, whichever is less. This limitation does not apply to family child care homes, adult day care homes, elder care homes, short-term rental – homestays, or bed and breakfast houses.
  - e. The residential character of the lot and dwelling shall be maintained. The occupation shall be conducted entirely within a dwelling and/or accessory building by the occupant of the dwelling. A carport shall not be used for home occupations, except for parking. There shall be no structural alteration nor any exterior modification of the structure in order to accommodate the occupation.

- f. The occupation shall be conducted in such a manner as to give minimal outward appearance of a business, in the ordinary meaning of the term, that would infringe upon the right of the neighboring residents to enjoy peaceful occupancy of their homes.
- g. Except for adult daycare, child daycare, and bed and breakfast businesses, and short-term rental – homestays, the hours of operation, as related to customer or client visitations, shall be limited to no earlier than 7:00 a.m. and no later than 9:00 p.m.
- h. The following types of uses shall not be permitted as home occupations:
- i. Veterinarian, medical, and dental offices and clinics;
  - ii. Vehicle sales or repair;
  - iii. Contractors' yards;
  - iv. Restaurants;
  - v. Exterminating services;
- i. No stock in trade shall be sold or displayed on the premises; provided, however, that this limitation shall not apply to properties abutting the west side of the 300 and 400 blocks of West Bay Drive Northwest. No equipment or material shall be stored on any exterior portion of the premises.
- j. Home occupations shall emit no noise, vibration, smoke, dust, odor, heat, glare, fumes, electrical interference, pollutants or waste products detrimental to the environment, public safety or neighborhood, beyond those normally emanating from residential uses.
- k. Home occupations shall comply with all applicable local, state or federal regulations. Requirements or permission granted or implied by this section shall not be construed as an exemption from such regulations.
- l. A home occupation permit issued to one (1) person residing in the dwelling shall not be transferable to any other person, nor shall a home occupation permit be valid at any address other than the one appearing on the permit.
- m. Any person engaging in a home occupation shall register as a business under Chapter [5.04](#) of the Olympia Municipal Code, and shall be subject to the Business and Occupation Tax levied by the Olympia Municipal Code.
- n. The applicant shall demonstrate compliance with all city and state licensing requirements, including those pertaining to building, fire safety, and health codes.
- o. Parking of customer, employee, or client vehicles shall not create a hazard or unusual congestion. No more than two (2) off-street parking stalls shall be provided in addition to any required for the residence. A driveway may be used as off-street parking. Except for commercial

type postal carriers, traffic generated by the home occupation shall not exceed two (2) commercial vehicles per week. See OMC Chapter [18.38](#) for parking requirements for specific home occupations.

3. Specific Home Occupation Standards.

a. Family Child Care Home. Family child care homes are allowed in all districts permitting residences, subject to the following conditions:

i. Structural or exterior alterations which would alter the single-family character of an existing single family dwelling or be incompatible with surrounding residences are prohibited.

ii. Prior to initiation of child care services, each child care provider must file a Child Care Registration Form with the Department of Community Planning and Development. The child care provider must demonstrate compliance with the applicable requirements of the code as listed on the Registration Form. No fee will be required for registration.

b. Adult Day Care Homes. Adult day care homes are permitted in the districts specified in Table 4.01 and Table 5.01, subject to the following conditions.

i. No more than six (6) adults (at least eighteen (18) years of age) shall be cared for in an adult day care home.

ii. Adult day care homes shall not operate for more than twelve (12) hours per day.

iii. The primary care giver shall reside in the adult day care home.

iv. Emergency medical care may be provided in adult day care homes, but not routine care necessitating the services of a licensed health care professional (e.g., dispensing of medicine or convalescent care). The caregiver must be certified in basic First Aid and cardiopulmonary resuscitation. First Aid supplies, including bandages and an antiseptic, shall be available on premises.

v. A smoke detector must be provided in each room occupied by people in day care. A fire extinguisher (rated 2A10 BC or the equivalent) must be installed in a readily accessible location. It shall be the responsibility of the day care operator to maintain the smoke detectors and fire extinguisher in operating condition.

vi. The structure and grounds accommodating an adult day care shall not be altered in such a way that they manifest characteristics of a business or pose a nuisance for the occupants of abutting properties.

c. Bed and Breakfast Houses. Bed and breakfast houses are subject to the following conditions:

i. The owner shall operate the facility and shall reside on the premises.

- ii. There shall be no more than five (5) guest (rental) rooms for persons other than the members of the operator's immediate family.
- iii. No bed and breakfast establishment shall be located closer than two hundred (200) feet to another bed and breakfast establishment, as measured in a straight line from property line to property line.
- d. Counseling. Counseling by single practitioners is permitted as a home occupation under the following conditions:
  - i. Counseling for sex offenders and substance abuse is prohibited.
  - ii. Group sessions are prohibited (i.e., more than two (2) people per session). This limitation shall not apply to home occupations in properties abutting the west side of the 300 and 400 blocks of West Bay Drive Northwest.e. Short Term Rental – Homestays. (See also JJ. Short Term Rentals; OMC 18.38.100 Table 38.01; and OMC 18.43.130.B.)
  - i. The property owner, or a long term rental tenant, must reside in a residence offered as a short term rental - homestay as their primary residence, including whenever a guest is residing in the homestay.

**Section 6. Amendment of OMC 18.04.060.** Olympia Municipal Code Subsection 18.04.060 is hereby amended to read as follows:

#### JJ. SHORT TERM RENTALS

Short Term Rentals are allowed in the districts specified in Tables 4.01, 5.01, and 6.01 subject to the following requirements. Violations are subject to civil penalties and suspension and/or revocation of a City license or permit.

1. The following requirements apply to all short term rentals:
  - a. Occupancy limited to two adults per bedroom, except children under 12 years of age may occupy a bedroom with no more than two adults.
  - b. In any single short term rental, the total occupancy is limited to a maximum of ten occupants or the occupancy provided in OMC 18.04.060.JJ.1.a, whichever is less. In a short term rental – homestay, the property owner or long term rental tenant is included in counting the maximum number of occupants.
  - c. A short term rental operator shall obtain any required city and state business license(s).
  - d. A short term rental operator shall comply with Revised Code of Washington Chapter 64.37, and all other applicable local, state, and federal laws and regulations and shall pay all applicable local, state, and federal taxes.
  - e. A short term rental operator shall provide the City the name, phone number, and address of a person who resides within 15 miles of the short term rental who is responsible to represent the short term rental operator to immediately respond to City requests to enforce applicable laws and rules.

- f. A short term rental operator shall post a copy of City of Olympia business license, and land use permit if applicable, in a conspicuous location in the short term rental.
  - g. No short term rental is allowed on a property for which there exists a Final Certificate of Tax Exemption issued under OMC 5.86.
  - h. No short term rental is allowed in any dwelling unit to which any income restrictions are in effect under any local, state, or federal authority.
2. The following requirements apply to short term rental-homestays only: (see also 18.04.060.L)
- a. The property owner, or a long-term rental tenant, must reside in a residence offered as a short term rental - homestay as their primary residence, including whenever a guest is residing in the homestay.
  - b. No land use permit is required for a short term rental - homestay.
3. The following requirements apply to short term rental-vacation rentals only:
- a. In addition to other required permits and licenses, a permit is required from the Department of Community Planning and Development for each vacation rental unit. Vacation rental permits are valid for two years from the date of issuance, and may be renewed by the City upon application.
  - b. A short term rental - vacation rental is not permitted in an accessory dwelling unit that is not legally established before ***[effective date of this ordinance]***.
  - c. Notwithstanding OMC 18.04.060.JJ.3.b., a short term rental - vacation rental may be permitted in an accessory dwelling unit for which all applicable requirements for that short term rental and accessory dwelling unit are completed no later than six months after ***[effective date of this ordinance]***.
  - d. No short term rental operator is permitted to own, operate, or have any interest in short term rental - vacation rental unit on more than two separate parcels in the City of Olympia.
  - e. No more than two short term rental - vacation rental units are permitted on any legal parcel of land containing a single-family home.
  - f. Notwithstanding OMC 18.04.060.JJ.3.e., a short term rental - vacation rental unit may be permitted in one dwelling unit or three percent of the non-income-restricted dwelling units, whichever is greater, on a legal parcel of land, or adjacent parcels in common ownership, containing one or more buildings with two or more units.

**Section 7. Amendment of OMC 18.05.040.** Olympia Municipal Code Section 18.06.040, Table 5.01, is hereby amended to read as follows:

**18.05.040 TABLES: Permitted, Conditional and Required Uses****TABLE 5.01****PERMITTED, CONDITIONAL AND REQUIRED USES**

<b>DISTRICT</b>	<b>Neighborhood Center</b>	<b>Neighborhood Village</b>	<b>Urban Village</b>	<b>Community Oriented Shopping Center</b>	<b>APPLICABLE REGULATIONS</b>
District-Wide Regulations					18.05.050
<b>1. RESIDENTIAL USES</b>					
Accessory Dwelling Units	P	P	P	P	18.04.060(A)
Apartments	C	R	R	R	18.05.060(D), 18.05.050(E)
Boarding Homes	C	P	P	P	
Congregate Care Facilities		P	P	P	18.05.050(E)(1)(c)(i)
Cottage Housing		P	P	P	18.05.060(D), 18.04.060(H)
Duplexes		P	P	P	18.05.060(D)
Duplexes on Corner Lots	P	P	P	P	18.04.060(HH)
Group Homes with 6 or Fewer Clients		P	P	P	18.04.060(K), 18.04.060(W)
Group Homes with 7 or More Clients		C	C	C	18.04.060(K), 18.04.060(W)
Manufactured Homes	P	P	P	P	18.04.060(O)
Nursing/Convalescent Homes		P	P	P	18.04.060(S)
Residences Above Commercial Uses	P	P	P	P	
Short Term Rental – Vacation Rentals	P	P	P	P	18.04.060(JJ)
Single-Family Residences	P	R	R	R	18.05.060(D)



**TABLE 5.01**  
**PERMITTED, CONDITIONAL AND REQUIRED USES**

<b>DISTRICT</b>	<b>Neighborhood Center</b>	<b>Neighborhood Village</b>	<b>Urban Village</b>	<b>Community Oriented Shopping Center</b>	<b>APPLICABLE REGULATIONS</b>
Single Room Occupancy Units					
Townhouses	P	P	P	P	18.05.060(D), 18.64
<b>2. OFFICES</b>					
Banks	P	P	P	P	18.05.060(A)
Offices - Business	P	P	P	P	
Offices - Government	P	P	P	P	
Offices - Medical	P	P	P	P	
Veterinary Offices and Clinics	C	C	C	C	
<b>3. RETAIL SALES</b>					
Apparel and Accessory Stores	P	P	P	P	
Building Materials, Garden Supplies, and Farm Supplies	P	P	P	P	Sites within high density corridors, see 18.17.020 (B)
Food Stores	R	R	P	P	
Furniture, Home Furnishings, and Appliances					Sites within high density corridors, see 18.17.020 (B)
General Merchandise Stores	P	P	P	P	
Grocery Stores	P	P	R	R	18.05.060(C)
Office Supplies and Equipment					

**TABLE 5.01**  
**PERMITTED, CONDITIONAL AND REQUIRED USES**

<b>DISTRICT</b>	<b>Neighborhood Center</b>	<b>Neighborhood Village</b>	<b>Urban Village</b>	<b>Community Oriented Shopping Center</b>	<b>APPLICABLE REGULATIONS</b>
Pharmacies and Medical Supply Stores	P	P	P	P	
Restaurants			P		18.05.060(A) & 18.05A.095
Restaurants, Without Drive-In or Drive-Through Service	P	P	P	P	
Specialty Stores	P	P	P	P	
<b>4. SERVICES</b>					
Health Fitness Centers and Dance Studios	P	P	P	P	
Hotels/Motels					
Laundry and Laundry Pick-up Agency	P	P	P	P	
Personal Services	P	P	P	P	
Printing, Commercial			P	P	
Radio/TV Studios					
Recycling Facility - Type I	P	P	P	P	
Servicing of Personal Apparel and Equipment	P	P	P	P	
<b>5. ACCESSORY USES</b>					
Accessory Structures	P	P	P	P	18.04.060(B)
Electric Vehicle Infrastructure	P	P	P	P	18.04.060(GG)
Garage/Yard/Rummage or Other Outdoor Sales	P	P	P	P	5.24

**TABLE 5.01**  
**PERMITTED, CONDITIONAL AND REQUIRED USES**

<b>DISTRICT</b>	<b>Neighborhood Center</b>	<b>Neighborhood Village</b>	<b>Urban Village</b>	<b>Community Oriented Shopping Center</b>	<b>APPLICABLE REGULATIONS</b>
Satellite Earth Stations	P	P	P	P	18.44.100
Residences Rented for Social Event, 7 times or more per year	C	C	C	C	18.04.060.DD
<b>6. RECREATIONAL USES</b>					
Auditoriums and Places of Assembly					
Art Galleries					
Commercial Recreation					
Community Gardens	P	P	P	P	
Community Parks & Playgrounds	P/C	P/C	P/C	P/C	18.04.060(T)
Health Fitness Centers and Dance Studios					
Libraries					
Museums					
Neighborhood Parks/Village Green/Plaza	R	R	R	R	18.04.060(T), 18.05.080(N)
Open Space - Public	P	P	P	P	18.04.060(T)
Theaters (no Drive-Ins)					
Trails - Public	P	P	P	P	18.04.060(T)
<b>7. TEMPORARY USES</b>					
Emergency Housing	P	P	P	P	

**TABLE 5.01**  
**PERMITTED, CONDITIONAL AND REQUIRED USES**

<b>DISTRICT</b>	<b>Neighborhood Center</b>	<b>Neighborhood Village</b>	<b>Urban Village</b>	<b>Community Oriented Shopping Center</b>	<b>APPLICABLE REGULATIONS</b>
Mobile Vendors			P	P	
Model Homes	P	P	P	P	
Parking Lot Sales			P	P	18.06.060(Z)
<b>8. OTHER USES</b>					
Agricultural Uses, Existing	P	P	P	P	
Animals/Pets	P	P	P	P	18.04.060(C)
Child Day Care Centers	P	P	R	P	18.05.060(B), 18.04.060(D)
Community Clubhouses	P	P	P	P	
Conference Centers					
Crisis Intervention	C	C	C	C	18.04.060(I)
Home Occupations (including adult day care, bed and breakfast houses, short-term rental – homestays, elder care homes, and family child care homes)	P	P	P	P	18.04.060(L), 18.04.060(JJ)
Hospice Care	C	C	C	C	18.04.060(M)
Non-Profit Physical Education Facilities	C	C	C	C	
Places of Worship	C	C	C	C	18.04.060(U)
Public Facilities	C	C	C	C	18.04.060(V)
Radio, Television, and other Communication Towers & Antennas	C	C	C	C	18.04.060(W), 18.44.100

**TABLE 5.01**  
**PERMITTED, CONDITIONAL AND REQUIRED USES**

<b>DISTRICT</b>	<b>Neighborhood Center</b>	<b>Neighborhood Village</b>	<b>Urban Village</b>	<b>Community Oriented Shopping Center</b>	<b>APPLICABLE REGULATIONS</b>
Schools	C	C	C	C	18.04.060(DD)
Sheltered Transit Stops	R	R	R	R	18.05.050(C)(4)
Social Organizations					
Utility Facilities	P/C	P/C	P/C	P/C	18.04.060(X)
Wireless Communications Facilities	P/C	P/C	P/C	P/C	18.44

**LEGEND**

P = Permitted      C = Conditional      R = Required

**Section 8. Amendment of OMC 18.06.040.** Olympia Municipal Code Section 18.06.040, Table 6.01, is hereby amended to read as follows:

**18.06.040 TABLES: Permitted and Conditional Uses**

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
District-Wide Regulations	18.06.060 (R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)						18.130.020	
<b>1. EATING &amp; DRINKING ESTABLISHMENTS</b>														
Drinking Establishments			P		P	P	P		C 18.06.060 (P)		P	P	P	
Drinking Establishments - Existing		P 18.06.060 (GG)				P								
Restaurants, with drive-in or drive-through			P 18.06.060(F)(3)										P 18.06.060 (F)(3)	
Restaurants, with drive-in or drive-through, existing			P				P 18.06.060(U)					C	P	
Restaurants, without drive-in or drive-through	P 18.06.060 (U)(3)	C	P	P 18.06.060(U)(2)	P	P	P 18.06.060(U)(1)	P	P	P	P	P	P	
District-Wide Regulations	18.06.060 (R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							

TABLE 6.01

## PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
<b>2. INDUSTRIAL USES</b>														
Industry, Heavy														
Industry, Light			C		P/C 18.06.060(N)									
On-Site Treatment & Storage Facilities for Hazardous Waste					P 18.06.060(Q)									
Piers, Wharves, Landings					P									
Printing, Industrial			C		P/C 18.06.060(N)									
Publishing		C	C		P		P		C	C				
Warehousing			P		P/C 18.06.060(AA) )		P							
Welding & Fabrication			C		P/C 18.06.060(N)		P							
Wholesale Sales		C 18.06.060 (BB)(3)	P		P/C	18.06.060( BB)		P		P	18.06.060(BB) )2)			

**TABLE 6.01**

**PERMITTED AND CONDITIONAL USES**

<b>COMMERCIAL DISTRICT</b>	<b>NR</b>	<b>PO/RM</b>	<b>GC</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>AS</b>	<b>CSH</b>	<b>HDC-1</b>	<b>HDC-2</b>	<b>HDC-3</b>	<b>HDC-4</b>	<b>APPLICABLE REGULATIONS</b>
Wholesale Products Incidental to Retail Business			P		P	P						P	P	
District-Wide Regulations	18.06.060 (R)				18.06.060(F) (2)	18.06.060( HH)	18.06.060(F) (2)							
<b>3. OFFICE USES (See also SERVICES, HEALTH)</b>														
Banks		P	P		P/C 18.06.060(D) (2)	P 18.06.060( D)(2)	P/C 18.06.060(D) (2)	P	P	P	P	P 18.06.060(D) (1)	P 18.06. 060 (F)(3)	
Business Offices		P	P		P	P	P	P	P	P	P	P	P	
Government Offices		P	P		P	P	P	P	P	P	P	P	P	
District-Wide Regulations	18.06.060 (R)				18.06.060(F) (2)	18.06.060( HH)	18.06.060(F) (2)							
<b>4. RECREATION AND CULTURE</b>														
Art Galleries	P	P	P		P	P	P		P	P	P	P	P	
Auditoriums and Places of Assembly			P		P	P	P					P	P	



**TABLE 6.01**

**PERMITTED AND CONDITIONAL USES**

<b>COMMERCIAL DISTRICT</b>	<b>NR</b>	<b>PO/RM</b>	<b>GC</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>AS</b>	<b>CSH</b>	<b>HDC-1</b>	<b>HDC-2</b>	<b>HDC-3</b>	<b>HDC-4</b>	<b>APPLICABLE REGULATIONS</b>
Boat Clubs					P	P								
Boating Storage Facilities					P			P						
Commercial Recreation		C	P		P	P	P	P		C	C	P	P	
Health Fitness Centers and Dance Studios	P	P 18.06.060 (L)	P	P	P	P	P	P	P	P 18.06.060(L)	P 18.06.060(L)	P	P	
Libraries	C	C	C	C	P	P	P		P	C	P	P	P	18.04.060(V)
Marinas/Boat Launching Facilities					P 18.06.060(CC )	P								
Museums		C	P		P	P	P		P	C	C	P	P	18.04.060(V)
Parks, Neighborhood	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(T)
Parks & Playgrounds, Other	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(T)
Theaters (Drive-in)			C											
Theaters (No drive-ins)			P		P	P	P				C	P	P	
District-Wide Regulations	18.06.060 (R)				18.06.060(F) (2)	18.06.060(HH)	18.06.060(F) (2)							

TABLE 6.01

## PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
<b>5. RESIDENTIAL</b>														
Apartments		P	P	P	P	P	P		P	P	P	P	P	
Apartments above ground floor in mixed use development	P	P	P	P	P	P	P		P	P	P	P	P	
Boarding Houses		P	P	P	P	P	P		P	P	P	P	P	
Co-Housing		P	P			P	P			P	P		P	
Collegiate Greek system residence, dormitories		C	P	P	P	P	P		P	C	P	P	P	
Duplexes	P	P	P	P			P		P	P	P		P	
Duplexes on Corner Lots	P	P	P	P			P		P	P	P	P	P	18.04.060(HH)
Group Homes (6 or less)	P	P	P 18.06.060(K)	P	P	P	P 18.06.060(K)		P	P	P	P 18.06.060(K)	P 18.06.060(K)	18.04.060(K)
Group Homes (7 or more)	C	C	C 18.06.060(K)	C	C	C	C 18.06.060(K)		C	C	C	C 18.06.060(K)	P 18.06.060(K)	18.04.060(K)

**TABLE 6.01**

**PERMITTED AND CONDITIONAL USES**

<b>COMMERCIAL DISTRICT</b>	<b>NR</b>	<b>PO/RM</b>	<b>GC</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>AS</b>	<b>CSH</b>	<b>HDC-1</b>	<b>HDC-2</b>	<b>HDC-3</b>	<b>HDC-4</b>	<b>APPLICABLE REGULATIONS</b>
Mobile or Manufactured Homes Park - Existing		C	C	C						C			C	18.04.060(P)
Quarters for Night Watch person/Caretaker					P	P								
Retirement Homes		P	P	P	P	P	P		P	P	P	P	P	
Single-Family Residences	P	P	P	P			P		P	P	P	P	P	
Single Room Occupancy Units			C		P	P	P		P				C	
Townhouses	P	P	P	P 18.06.060(T)		P	P		P	P	P	P	P	
Triplexes, Four-plexes, and Cottage Housing		P											P	
District-Wide Regulations	18.06.060 (R)				18.06.060(F) (2)	18.06.060(HH)	18.06.060(F) (2)							
<b>6. RETAIL SALES</b>														
Apparel and Accessory Stores			P		P	P	P					P	P	

**TABLE 6.01**

**PERMITTED AND CONDITIONAL USES**

<b>COMMERCIAL DISTRICT</b>	<b>NR</b>	<b>PO/RM</b>	<b>GC</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>AS</b>	<b>CSH</b>	<b>HDC-1</b>	<b>HDC-2</b>	<b>HDC-3</b>	<b>HDC-4</b>	<b>APPLICABLE REGULATIONS</b>
Boat Sales and Rentals			P		P	P	P	P					P	
Building Materials, Garden and Farm Supplies	P		P		P	P	P					P	P	
Commercial Greenhouses, Nurseries, Bulb Farms	C	C 18.04.060 (G)	C	C					C		P	P		18.04.060(G)
Electric Vehicle Infrastructure	P	P	P	P	P 18.06.060(W )	P 18.06.060(W )	P 18.06.060(W )	P	P	P	P	P	P	
Food Stores	P	P 18.06.060 (H)	P		P	P	P		P	P 18.08.060(H)	P	P	P	
Furniture, Home Furnishings, and Appliances			P		P	P	P				P	P	P	
Gasoline Dispensing Facilities accessory to a permitted use	P 18.06.060 (W)(4)		P		P 18.06.060(W )		P 18.06.060(W )	P (2)				P 18.06.060(W )	P 18.06.060 (W)	

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Gasoline Dispensing Facility accessory to a permitted use - Existing	P 18.06.060 (W)		P		P 18.06.060(W )		P 18.06.060(W )				P	P 18.06.060( W)	P	
General Merchandise Stores	P	P 18.06.060 (J)	P		P	P	P			P 18.06.060( J)	P	P	P	
Mobile, Manufactured, and Modular Housing Sales			P											
Motor Vehicle Sales			P				P	P					P	
Motor Vehicle Supply Stores			P		P	P	P	P			P	P	P	
Office Supplies and Equipment		P 18.06.060 (DD)	P		P	P	P		P	P 18.06.060( DD)	P	P	P	18.06.060(CC)
Pharmacies and Medical Supply Stores	P	P 18.06.060 (EE)	P	P	P	P	P		P	P 18.06.060( EE)	P	P	P	18.06.060(DD)
Specialty Stores	P 18.06.060 (Y)(3)	P 18.06.060 (Y)(4)	P	C 18.06.060(Y)( 2)	P	P	P			P 18.06.060( Y)(4)	P	P 18.06.060(Y ) (1)	P	

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
District-Wide Regulations	18.06.060 (R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
<b>7. SERVICES, HEALTH</b>														
Hospitals				P			P		P					
Nursing, Congregate Care, and Convalescence Homes	C	P	C	P			C		C	C	C	P	P	18.04.060(S)
Offices, Medical		P	P	P	P	P	P	P	P	P	P	P	P	
Veterinary Offices/Clinics		P	P	P			P			P	P	P	P	
District-Wide Regulations	18.06.060 (R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
<b>8. SERVICES, LODGING</b>														
Bed & Breakfast Houses (1 guest room)	P	P 18.06.060 (E)	P 18.06.060(E)	P 18.06.060(E)	P	P	P			P	P	P	P	18.04.060(L)(3)(c)
Bed & Breakfast Houses (2 to 5 guest rooms)	C	P 18.06.060 (E)	P 18.06.060(E)	P 18.06.060(E)	P	P	P		C	P	P	P	P	18.04.060(L)(3)(c)

TABLE 6.01

## PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Short Term Rentals-Vacation Rentals	P	P	P	P	P	P	P		P	P	P	P	P	P
Hotels/Motels			P	C	P		P		P				P	
Lodging Houses		P	P	P	P		P		P	P	P	P	P	
Recreational Vehicle Parks			P										P	
District-Wide Regulations	18.06.060 (R)				18.06.060(F) (2)	18.06.060 (HH)	18.06.060(F) (2)							
<b>9. SERVICES, PERSONAL</b>														
Adult Day Care Home	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)(3) (b)
Child Day Care Centers	C	P	P	P	P	P	P		P	P	C	P	P	18.04.060(D)
Crisis Intervention	C	P	C	P			P		C	P	C	C	C	18.04.060(I)
Family Child Care Homes	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)
Funeral Parlors and Mortuaries		C	P				P			C		P	P	

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Laundries and Laundry Pick-up Agencies	P	P	P	P	P	P	P			P	P	P 18.06.060(O)	P	
Personal Services	P	P	P	P	P	P	P	P	P	P	P	P	P	
District-Wide Regulations	18.06.060 (R)				18.06.060(F) (2)	18.06.060(HH)	18.06.060(F) (2)							
<b>10. SERVICES, MISCELLANEOUS</b>														
Auto Rental Agencies			P		P	P	P	P			C	P	P	
Equipment Rental Services, Commercial			P		P		P				P	P	P	
Equipment Rental Services, Commercial - Existing		P 18.06.060 (FF)												
Ministorage			P				P							
Printing, Commercial	P	P	P		P	P	P		P	P	P	P	P	
Public Facilities (see also Public Facilities, Essential on next page)	C	C	C	C	P	C	P	P	P	C	C	C	C	18.04.060(V)
Radio/T.V. Studios		P	P		P	P	P		P	P	P	P	P	



**TABLE 6.01**

**PERMITTED AND CONDITIONAL USES**

<b>COMMERCIAL DISTRICT</b>	<b>NR</b>	<b>PO/RM</b>	<b>GC</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>AS</b>	<b>CSH</b>	<b>HDC-1</b>	<b>HDC-2</b>	<b>HDC-3</b>	<b>HDC-4</b>	<b>APPLICABLE REGULATIONS</b>
Recycling Facilities	P	P	P	P	P		P		P	P	P	P	P	18.06.060(V)
School - Colleges and Business, Vocational or Trade Schools		C	P		P	P	P		P	C	C	C	P	18.06.060(X)
Service and Repair Shops			P				P	P				P	P	
Service Stations/Car Washes			P				P 18.06.060(W) )	P				P 18.06.060(W) )	P 18.06.060(W) )	
Service Stations/Car Washes - Existing			P		P 18.06.060(W) )		P 18.06.060(W) )				P	P 18.06.060(W) )	P 18.06.060(W) )	
Servicing of Personal Apparel and Equipment	P	P	P		P	P	P			P	P	P	P	
Truck, Trailer, and Recreational Vehicle Rentals			P					P						
Workshops for Disabled People	C	C	C	C	P	C	P		C	C	C	C	C	18.04.060(R)

**TABLE 6.01**

**PERMITTED AND CONDITIONAL USES**

<b>COMMERCIAL DISTRICT</b>	<b>NR</b>	<b>PO/RM</b>	<b>GC</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>AS</b>	<b>CSH</b>	<b>HDC-1</b>	<b>HDC-2</b>	<b>HDC-3</b>	<b>HDC-4</b>	<b>APPLICABLE REGULATIONS</b>
District-Wide Regulations	18.06.060 (R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
<b>11. PUBLIC FACILITIES, ESSENTIAL</b>														
Airports			C										C	18.06.060(G)
Inpatient Facilities		C	C	C 18.06.060(T)	C		C		C	C	C	P	P	18.06.060(G) 18.04.060(K)
Jails			C		C		C		C				C	18.06.060(G)
Mental Health Facilities			C	C 18.06.060(T)	C		C						C	18.06.060(G) 18.04.060(K)
Other Correctional Facilities		C	C	C 18.06.060(T)	C	C	C		C	C	C	C	C	18.06.060(G)
Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities		C	C		C		C			C	C	C	C	18.06.060(G)

**TABLE 6.01**

**PERMITTED AND CONDITIONAL USES**

<b>COMMERCIAL DISTRICT</b>	<b>NR</b>	<b>PO/RM</b>	<b>GC</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>AS</b>	<b>CSH</b>	<b>HDC-1</b>	<b>HDC-2</b>	<b>HDC-3</b>	<b>HDC-4</b>	<b>APPLICABLE REGULATIONS</b>
Radio/TV and Other Communication Towers and Antennas	C	C	C	C	C	C	C	C	C	C	C	C	C	18.06.060(G) 18.44.100
Sewage Treatment Facilities	C	C	C	C	P		P		C	C	C	C	C	18.06.060(G) 18.04.060(X)
State Education Facilities		C	C		C		C		C	C	C	C	C	18.06.060(G) 18.06.060(X)
State or Regional Transportation Facilities	C	C	C	C	C	C	C		C	C	C	C	C	18.06.060(G)
District-Wide Regulations	18.06.060 (R)				18.06.060(F) (2)	18.06.060(HH)	18.06.060(F) (2)							
<b>12. TEMPORARY USES</b>														
Entertainment Events			P		P	P	P						P	
Off Site Contractor Offices	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(DD)
Emergency Housing	P	P	P	P	P			P	P	P	P	P	P	18.04.060(DD)
Emergency Housing Facilities	P	P	P	P	P	P	P	P	P	P	P	P	P	18.50

**TABLE 6.01**

**PERMITTED AND CONDITIONAL USES**

<b>COMMERCIAL DISTRICT</b>	<b>NR</b>	<b>PO/RM</b>	<b>GC</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>AS</b>	<b>CSH</b>	<b>HDC-1</b>	<b>HDC-2</b>	<b>HDC-3</b>	<b>HDC-4</b>	<b>APPLICABLE REGULATIONS</b>
Fireworks, as determined by Fire Dept.			P		P	P	P				P	P	P	9.48.160
Mobile Sidewalk Vendors		P	P	P	P	P	P			P	P	P	P	
Parking Lot Sales			P		P	P	P	P			P	P	P	
Residences Rented for Social Event (6 or less in 1 year)	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(DD)
Residences Rented for Social Event (7 or more in 1 year)	C	C	C	C	C	C	C		C	C	C	C	C	
Temporary Surface Parking Lot		P	P		P	P	P		P					
District-Wide Regulations	18.06.060 (R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
<b>13. OTHER USES</b>														
Accessory Structures/Uses														
Adult Oriented Businesses			P										P	18.06.060(B)
Agriculture	P	P	P	P					P	P	P	P	P	

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Animals	P	P	P	P	P	P	P		P	P	P	P	P	18.06.060(C)
Cemeteries	C	C	C	C					C	C	C		C	
Conference Center			P		P	P	P						P	
Gambling Establishments			C											
Garage/Yard/Rumma ge and Other Outdoor Sales	P	P	P	P	P	P	P		P	P	P	P	P	5.24
Home Occupations	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)
Parking Facility, Commercial		P	P		P	P	P 18.06.060(S)			P	P	P 18.06.060(S )	P	18.04.060(V)
Places of Worship	C	C	P	C	P	P	P		C	C	C	P	P	18.04.060(U)
Racing Pigeons	C	C	C	C					C	C	C	C	C	18.04.060(Y)
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100
Schools	C	C	P	C	C	C	C		C	C	C	P	P	18.04.060(DD)
Social Organizations		P	P		P	P	P		P/C 18.06.060 (I)	P	P	P	P	
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)

**TABLE 6.01**

**PERMITTED AND CONDITIONAL USES**

<b>COMMERCIAL DISTRICT</b>	<b>NR</b>	<b>PO/RM</b>	<b>GC</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>AS</b>	<b>CSH</b>	<b>HDC-1</b>	<b>HDC-2</b>	<b>HDC-3</b>	<b>HDC-4</b>	<b>APPLICABLE REGULATIONS</b>
Wireless Communications Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44

**LEGEND**

P = Permitted Use

MS = Medical Services

DB = Downtown Business

C = Conditional Use

PO/RM = Professional Office/Residential Multifamily

AS=Auto Services

NR = Neighborhood Retail

GC = General Commercial

UW = Urban Waterfront

UW-H = Urban Waterfront-Housing

CSH = Commercial Services-High Density

HDC-1=High Density Corridor-1

HDC-2=High Density Corridor-2

HDC-3=High Density Corridor-3

HDC-4=High Density Corridor-4



**Section 9. Amendment of OMC 18.38.100.** Olympia Municipal Code Subsection 18.38.100 is hereby amended to read as follows:

**18.38.100 Vehicular and bicycle parking standards**

- A. Required Vehicular and Bicycle Parking. A minimum number of bicycle parking spaces are required as set forth in Table 38-01 below. The specific number of motor vehicle parking spaces set forth in Table 38-01 +/- ten percent (10%) shall be provided, unless varied pursuant to OMC [18.38.080](#) or other provision of this code. Any change in use which requires more parking shall install vehicular and bicycle facilities pursuant to Table 38.01 and consistent with the location standards of OMC [18.38.220](#).
- B. Building Area. All vehicle parking standards are based on the gross square feet of building area, unless otherwise noted.
- C. Residential Exceptions.
1. New residential land uses in the Downtown Exempt Parking Area do not require motor vehicle parking. See OMC [18.38.160](#).
  2. Residential land uses in the CSH, RMH, RMU, and UR Districts require only one (1) vehicle parking space per unit.
  3. Table 38.01 notwithstanding, senior (age 55 or 62 and over) multi-family housing requires three (3) motor vehicle parking spaces per four (4) units. This exception is at the discretion of the applicant and only applicable if an appropriate age-restriction covenant is recorded.
- D. Reserved Area for Bicycle Spaces. Where specified in Table 38.01 below, an area shall be designated for possible conversion to bicycle parking. Such reserve areas must meet the location requirements of short-term parking and may not be areas where pervious surfaces or landscaping is required. A cover is not required for such areas.

**TABLE 38.01**

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
<b>COMMERCIAL</b>			
Carpet and Furniture Showrooms	One and one-quarter (1.25) space per one thousand (1000) sq. ft. of gross showroom floor area. Each store shall have a minimum of four (4) spaces.	One per sixteen thousand (16,000) square feet of showroom floor area. Minimum of two (2).	One per eight thousand (8,000) square feet of showroom floor area. Minimum of two (2).
Child and Adult Day Care	One (1) space for each staff member plus 1 space for each ten		

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	(10) children/adults if adequate drop-off facilities are provided. Adequate drop-off facilities must allow a continuous flow of vehicles which can safely load and unload children/adults. Compliance with this requirement shall be determined by the review authority.		
Hotel and Motel	One (1) space for each room or suite and one (1) space per manager's unit. Hotel/motel banquet and meeting rooms shall provide six (6) spaces for each thousand (1000) square feet of seating area. Restaurants are figured separately.	One (1) per ten (10) rooms. Minimum of two (2).	One (1) per thousand (1,000) square feet of banquet and meeting room space. Minimum of two (2).
Markets, Shopping Centers and Large Retail/Wholesale Outlets	Less than 15,000 sq. ft = 3.5 spaces for each 1000 sq. ft. of gross floor areas. 15,001 to 400,000 sq. ft = 4 spaces for each 1000 sq. ft. of gross floor area. More than 400,001 sq. ft. = 4.5 spaces per 1000 sq. ft. of gross floor area.	One per six thousand (6,000) square feet. Maximum of five (5); minimum of one (1).	One per three thousand (3,000) square feet. Maximum of ten (10) per tenant; minimum of two (2) within fifty (50) feet of each customer entrance.
Medical and Dental Clinics	Four (4) spaces per 1000 sq. ft. of gross floor area.	One (1) per 10,000 square feet. Minimum of two (2).	One (1) per 10,000 square feet, minimum of two (2) within fifty (50) feet of each customer entrance; plus an equal reserved area for adding spaces.
<b>COMMERCIAL</b>			
Ministorage	Three (3) spaces minimum or (1) space for every one hundred (100) storage units, and two (2) spaces for permanent on-site managers.	None	None



**TABLE 38.01**

<b>Use</b>	<b>Required Motor Vehicle Parking Spaces</b>	<b>Minimum Required Long-Term Bicycle Spaces</b>	<b>Minimum Required Short-Term Bicycle Spaces</b>
Mixed Uses	Shared parking standards shall be used to calculate needed parking. This calculation is based upon the gross leasable area (GLA) for each shop or business and does not include atriums, foyers, hallways, courts, maintenance areas, etc. See shared parking 18.38.180.	See individual use standards.	See individual use standards
Mortuaries and Funeral Parlors	One (1) space per seventy-five (75) square feet of assembly area or thirteen (13) stalls per 1000 sq. ft.	One (1)	Two (2)
Offices, General	Gross floor area up to 2000 sq. ft = One (1) space for each 250 sq. ft. Gross floor area between 2001 to 7500 sq. ft. = One (1) space for each 300 sq. ft. Gross floor area between 7501 to 40,000 sq. ft. = One (1) space for each 350 sq. ft. Gross floor area of 40001 and greater = One (1) space for each 400 sq. ft.	One (1) per ten thousand (10,000) square feet. Minimum of two (2).	One (1) per ten thousand (10,000) square feet; plus an equal reserved area for adding spaces. Minimum of two (2).
Offices, Government	3.5 spaces per one thousand (1000) sq. ft.	One (1) per five thousand (5,000) square feet. Minimum of two (2).	One (1) per five thousand (5,000) square feet; minimum of two (2); plus an equal reserved area for adding spaces.
Retail Uses	Three and a half (3.5) spaces per one thousand (1000) sq. ft.	One per six thousand (6,000) square feet. Maximum of five (5); minimum of one (1).	One per three thousand (3,000) square feet. Maximum of ten (10) per tenant; minimum of two (2) within fifty (50) feet of each customer entrance.

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
Service Station (mini-marts are retail uses)	Three and a half (3.5) spaces per one thousand (1000) sq. ft. g.f.a. or 1 space per 300 sq. ft.	None.	None
Warehouse, Distribution	1 space for each thousand (1000) sq. ft. or 1 space for each employee.	One (1) per forty thousand (40,000) square feet or one (1) per forty (40) employees. Minimum of one (1).	None.
Warehouse Storage	Gross Floor area of 0-10,000 sq. ft. = One (1) space for each one thousand (1000) sq. ft. Gross floor area between 10,001 – 20,000 sq. ft. = ten (10) spaces plus .75 space for each additional one thousand (1000) sq. ft. beyond ten thousand (10,000) sq. ft. Over 20,000 sq. ft. = eighteen (18) spaces plus .50 for each additional 1000 sq. ft. beyond 20,000 sq. ft., or 1 space for each employee.	One (1) plus one (1) for each eighty thousand (80,000) square feet above sixty-four thousand (64,000) square feet; or one (1) per forty (40) employees. Minimum of one (1).	None
<b>INDUSTRIAL</b>			
Manufacturing	One (1) for each two (2) employees on the largest shift, with a minimum of two (2) spaces.	One (1) for each thirty (30) employees on largest shift. Minimum of two (2).	One (1) for each thirty (30) employees on largest shift. Minimum of two (2).
<b>INSTITUTIONAL</b>			
Beauty Salons/ Barber Shops, Laundromats/Dry Cleaners, and Personal Services		One per six thousand (6,000) square feet. Minimum of one (1).	One per three thousand (3,000) square feet. Minimum of two (2).
Educational Facilities (to include business, vocational, universities, and		One (1) per five (5) auto spaces. Minimum of two (2)	One (1) per five (5) auto spaces. Minimum of four (4).

TABLE 38.01

<b>Use</b>	<b>Required Motor Vehicle Parking Spaces</b>	<b>Minimum Required Long-Term Bicycle Spaces</b>	<b>Minimum Required Short-Term Bicycle Spaces</b>
other school facilities).			
Elementary and Middle School	One (1) stall per twelve (12) students of design capacity.	One (1) per classroom.	Three (3) per classroom.
Farmers Market		None	One (1) per ten (10) auto stalls. Minimum of ten (10).
High School	One (1) space per classroom and office, plus one (1) space for each four (4) students that are normally enrolled and are of legal driving age. Public assembly areas, such as auditoriums, stadiums, etc. that are primary uses may be considered a separate use.	One per five (5) classrooms, plus one (1) for each forty (40) students (may also require one (1) per four thousand five hundred (4,500) assembly seats). Minimum of two (2).	One per five (5) classrooms, plus one (1) for each forty (40) students (may also require one (1) per four thousand five hundred (4,500) assembly seats). Minimum of four (4).
Hospitals, Sanitariums, Nursing Homes, Congregate Care, Rest Homes, Hospice Care Home and Mental Health Facilities.	One (1) for each two (2) regular beds, plus one (1) stall for every two (2) regular employees on the largest shift.	One (1) per thirty (30) beds, plus one (1) per thirty (30) employees on largest shift. Minimum of two (2).	One (1) per thirty (30) beds, plus one (1) per thirty (30) employees on largest shift. Minimum of two (2).
Libraries and Museums	One (1) space per three hundred (300) square feet of public floor area or 3.3 spaces per thousand (1000) sq. ft. Six (6) stalls either on-site or on-street directly adjacent to the property. The Director may allow pervious-type parking surfaces.	One (1) per six thousand (6,000) square feet of public floor area. Minimum of two (2).	One (1) per one thousand five hundred (1,500) square feet of public floor area. Minimum of four (4).
Marinas		Minimum of four (4).	One (1) per ten (10) auto stalls. Minimum of four (4).
Other Facilities Not Listed		None	One (1) per twenty-five (25) auto stalls. Minimum of two (2).

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
Park-N-Ride Lots and Public (Parking) Garages		One (1) per fifteen (15) auto stalls Minimum of four (4)	Two (2).
Parks		None	One (1) per five (5) auto stalls. Minimum of four (4).
Transit Centers		Ten (10).	Ten (10).
<b>PLACES OF ASSEMBLY</b>			
Passenger Terminal Facilities	One (1) space for each one hundred (100) square feet of public floor area or ten (10) spaces per thousand (1000) sq. ft.	Minimum of ten (10)	Minimum of ten (10)
Place of Worship	One (1) space per four (4) seats. When individual seats are not provided, one (1) space for each six (6) feet of bench or other seating. The Director may use a ratio of six (6) stalls/1000 sq. ft. of assembly area where seats or pews are not provided or when circumstances warrant increased parking; e.g., large regional congregations which attract a large congregation or one which has multiple functions. See shared parking. 18.38.180	One (1) per 10,000 square feet of gross floor area.	One (1) per 160 seats or 240 lineal feet of bench or other seating, and one (1) per 6,000 square feet of assembly area without fixed seats. Minimum of four (4).
Private Clubs or Lodges (does not include health clubs or retail warehouse)	Six (6) spaces per thousand (1000) sq. ft.	One (1) per 6,000 square feet. Minimum of one (1).	One (1) per 6,000 square feet. Minimum of two (2).
Theater and Auditorium	One (1) space for each four and a half (4.5) fixed seats. If the theater or auditorium is a component of a larger commercial development the above parking standard may be modified to account for shared parking as provided in Section <a href="#">18.38.180</a> of this Code	One (1) per 450 fixed seats. Minimum of one (1).	One (1) per 110 fixed seats. Minimum of four (4).

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
Theater and Auditorium without fixed seats	One (1) space for each three (3) permitted occupants. Maximum building occupancy is determined by the Fire Marshal.	One (1) per 300 permitted occupants. Minimum of one (1).	One (1) per 75 permitted occupants. Minimum of four (4).
<b>RECREATION/AMUSEMENT</b>			
Bowling Alleys	Five (5) spaces for each alley.	One (1) per twelve (12) alleys. Minimum of one (1).	One (1) per four (4) alleys. Minimum of four (4).
Health Club	Four (4) spaces for each thousand (1000) sq. ft.	One (1) per 5,000 square feet. Minimum one (1).	One (1) per 2,500 square feet. Minimum of four (4).
Skating Rinks and Other Commercial Recreation	Five (5) spaces per thousand (1000) sq. ft.	One (1) per 8,000 square feet. Minimum of one (1).	One (1) per 4,000 square feet. Minimum of four (4).
<b>RESIDENTIAL</b>			
Accessory Dwelling Unit	None	None	None
Bed and Breakfast	One (1) space in addition to space(s) required for the residential unit.	One (1) per ten (10) rooms. Minimum of one (1).	None
Collegiate Greek system residences and dormitories	One (1) space for every three (3) beds, plus one (1) space for the manager.	One per fourteen (14) beds. Minimum of two (2).	Ten (10) per dormitory, or Collegiate Greek system residence
Community Club Houses		None	One (1) per ten (10) auto stalls. Minimum of two (2).
Cottage Housing	One (1) space per unit or 1.5 space per unit if on-street parking is not available along street frontage (One (1) space per twenty (20) linear feet).	One per five (5) units, or one (1) per three (3) units if no on-street parking. Minimum of two (2).	One per ten (10) units, or one (1) per six (6) units if no on-street parking. Minimum of two (2).
Elder Care Home	One (1) space in addition to space(s) required for the residential unit.	Minimum of two (2).	Minimum of two (2).

**TABLE 38.01**

<b>Use</b>	<b>Required Motor Vehicle Parking Spaces</b>	<b>Minimum Required Long-Term Bicycle Spaces</b>	<b>Minimum Required Short-Term Bicycle Spaces</b>
Fraternities, Sororities and Dormitories	One (1) space for every three (3) beds, plus one (1) space for the manager.	One per fourteen (14) beds. Minimum of two (2).	Ten (10) per dormitory, fraternity or sorority building.
Group Home	One (1) space for each staff member plus one (1) space for every five (5) residents. Additionally, one (1) space shall be provided for each vehicle used in connection with the facility.	One (1) per ten (10) staff members plus one (1) per thirty (30) residents. Minimum of one (1). Additional spaces may be required for conditional uses.	None
Home Occupations	None, except as specifically provided in this table.	None	None
Mobile Home Park	Two (2) spaces per lot or unit, whichever is greater. If recreation facilities are provided, one (1) space per ten (10) units or lots.	None	None
Triplex, when in a zoning district with a maximum density of twelve units per acre or less	Five (5) spaces.	None	None
Multifamily Dwellings	Three or more units shall provide one and one-half (1.5) off-street parking spaces per dwelling unit. Multifamily dwelling units located on HDC-4 properties, where the new project provides for the development of replacement dwelling units in a development agreement, and the project site is all or part of an area of 40 acres or more that was in contiguous ownership in 2009, are exempt from the parking requirements of this section. If parking is voluntarily provided by the property owner, then the Director shall permit such	One (1) storage space per unit that is large enough for a bicycle.	One (1) per ten (10) units. Minimum of two (2) per building.

**TABLE 38.01**

<b>Use</b>	<b>Required Motor Vehicle Parking Spaces</b>	<b>Minimum Required Long-Term Bicycle Spaces</b>	<b>Minimum Required Short-Term Bicycle Spaces</b>
	parking to be shared with parking provided for non-residential development on the property.		
Single Family to include Duplex and Townhouse.	Two (2) spaces per unit. Note: parking spaces may be placed in tandem (behind the other). DB, CSH and RMH zone districts require one (1) space/unit.	None	None
Studio Apartments.	Apartments with one (1) room enclosing all activities shall provide one (1) off-street parking space per dwelling unit	None	One (1) per ten (10) units. Minimum of two (2) per building.
Short Term Rental	One (1) additional space when there are two or more bedrooms rented in one dwelling unit, and (1) space when there are two vacation rentals on one parcel and one is a single-family home.	None	None
<b>RESTAURANT</b>			
Cafes, Bars and other drinking and eating establishments.	Ten (10) spaces per thousand (1000) sq. ft.	One per 2,000 square feet; minimum of one (1).	One per 1,000 square feet; minimum of one (1).
Car Hop	One (1) for each fifteen (15) square feet of gross floor area.	One per 300 square feet; minimum of one (1).	One per 150 square feet; minimum of one (1).
Fast Food	Ten (10) spaces per thousand (1000) square feet plus one (1) lane for each drive-up window with stacking space for six (6) vehicles before the menu board.	One per 2,000 square feet; minimum of one (1).	One per 1,000 square feet; minimum of one (1).

**Section 10. Amendment of OMC 18.43.130.** Olympia Municipal Code Subsection 18.43.130 is hereby amended to read as follows:

### **18.43.130 Residential Sign Zone**

Permanent Signs are permitted in the Residential Sign Zone, subject to the provisions below.

A. Permanent sign regulations in Residential Sign Zone.

1. Permanent signs in the residential sign zone are limited in their type, size, and placement.
2. Permanent signs for approved non-residential uses, such as a place of worship or a school, and multifamily complexes are allowed.

B. Permanent signs - Residential properties.

1. Residential Subdivisions. One freestanding sign per street frontage which has a driveway entry into the subdivision, up to fifty (50) square feet in size (25) square feet per side if double sided).
2. Home Occupations and short-term rentals. On residential properties for which the City has issued a valid City business license for home occupation or short-term rental, one permanent sign is allowed pursuant to the following:
  - a. The sign must be a wall sign placed on the facade of the primary structure; the sign message may be of a commercial or noncommercial nature.
  - b. The maximum sign size shall not be greater than two square feet.
  - c. Where a sign placed on the building's facade cannot be seen from a public street due to the distance the building is setback from the street, the City may approve an alternative sign size, type, or location. Such review shall be on a case-by-case basis and balance the purpose of the zoning district with the needs of a home based business. In no case shall the sign exceed ten (10) square feet in size (five (5) square feet per side if freestanding and double-sided).
  - d. The sign must appear to be a secondary feature of the building facade.
  - e. The sign shall not project above the roof line of the exposed building face to which it is attached.
  - f. The sign shall be installed to appear flush-mounted.
  - g. Internal illumination is not allowed.
  - h. A temporary Open sign may be displayed discretely in a window during business hours only.

**Table 43-8: Permanent Signs for Residential Uses in Residential Sign Zone**

<b>Permanent Signs – Residential Uses (Not Including Apartment Complexes)</b>		
Home Occupation Businesses and Short-Term Rentals	Up to two square feet, flush mounted near entrance	1 per licensed Home Occupation business or short-term rental only
Home Occupation Business abutting west side of 300 and 400 blocks of West Bay Drive NW	Up to five square feet if flush mounted near entrance or up to	1 per licensed Home Occupation business only



**Table 43-8: Permanent Signs for Residential Uses in Residential Sign Zone**

<b>Permanent Signs – Residential Uses (Not Including Apartment Complexes)</b>		
	five square feet per side if freestanding	
Development Identification Signs	Freestanding Sign for Residential Subdivisions, up to 50 square feet (or 25 square feet per side).	1 per street frontage which has an entry to the development
<b>Permanent Signs – Non-Residential Uses and Apartment/Multifamily Complexes</b>		
Identification signs for non-residential uses	1 freestanding or building mounted sign per driveway access from a street. If freestanding, maximum height is 4 ft.	<ul style="list-style-type: none"> <li>• Academic schools – up to 100 sq. ft. maximum;</li> <li>• Other Uses: Up to 24 sq. ft. in size (12 sq. ft. per side if double-sided).</li> </ul>
Secondary wall signs for non-residential uses	1 per exterior public entrance to the building	Up to 12 square feet of sign area to identify the primary destination of the entrance (e.g. office, library, gymnasium sanctuary).
Identification Signs for Apartment/Multifamily Complexes	Building mounted sign (flush mounted only) or Freestanding sign. <ul style="list-style-type: none"> <li>• Multi-family uses - up to 16 sq. ft. maximum;</li> </ul> Double sided signs: 1/2 the max.	1 per use. Except multi-family uses in RM-18, RM-24 & RMH: 2 signs are permitted where there are entrances off 2 public rights-of-way.
Identification Signs for Individual Uses in Multiple Occupancy Buildings	Building mounted sign to be flush mounted only. <ul style="list-style-type: none"> <li>• Academic schools – up to 100 sq. ft. maximum;</li> <li>• Multi-family uses - up to 16 sq. ft. maximum;</li> <li>• All other uses - 24 sq. ft. maximum.</li> </ul> Double sided signs: 1/2 the max.	
Driveway Entrance/Exit Signs	Freestanding only. 5 square feet total (2.5 square feet per side if double sided)	1 per driveway

**Table 43-8: Permanent Signs for Residential Uses in Residential Sign Zone**

<b>Permanent Signs – Residential Uses (Not Including Apartment Complexes)</b>		
Directional	18.43.070	
Public Service	18.43.070	

C. Permanent Signs – Nonresidential Uses. It is customary and common to have nonresidential uses in residential areas, such as schools, places of worship, daycare centers, public facilities such as fire stations or substations, and other similar uses. These uses are generally allowed by conditional use permit and are an important part of our community. These uses have signage needs that are different and distinct from residential uses. Signs may be permitted, as follows:

1. Lighting. All signs, with the exception of the Public Service portion of signage, are encouraged to use indirect lighting for signage. Lighting shall be directed to the sign face and away from residential properties. The electronic portion of any public service sign for academic uses must be turned off between the hours of 9:00 p.m. and 6:00 a.m.
2. Directional Signage. Uses that have more than one public entrance, such as schools with separate entrances for libraries, gymnasiums, theaters, the main office, and other uses that are most likely to experience visitors are encouraged to provide directional signage.

D. Except as otherwise provided for in this chapter, temporary signs in the residential sign zone do not require sign permits and are allowed pursuant to the following regulations:

1. Noncommercial. All temporary signs in the residential sign zone shall only display noncommercial copy, unless otherwise allowed (e.g. real estate, construction signs). For the purposes of this chapter, garage and yard sale signs are considered to be temporary and noncommercial signage.
2. Sign Types – Construction – Materials. There is no restriction on the type of temporary sign (i.e., the sign construction or materials used) allowed on residential properties provided that all other regulations and provisions of this chapter are met.
3. Quantity. There are no restrictions on the number of temporary signs allowed on private property in the residential sign zone.
4. Size.
  - a. Temporary Freestanding Signs. No temporary freestanding sign shall be greater than twelve (12) square feet in size, with no sign face exceeding six (6) square feet. The sign shall not exceed four (4) feet in height, as measured from the ground to the top of the sign.
  - b. Building-Mounted Signs. Building-mounted temporary signs attached flush to the face of the building:

- Shall not have a maximum height; provided, that no sign shall extend beyond the roofline of the building; and
- In aggregate (i.e., the total of all building-mounted temporary signs) shall not cover more than twenty (20) percent of the building's facade.

5. Window Signs. Signs placed in or on windows shall, in aggregate, not exceed twenty-five (25) percent of the area of the window on which they are displayed.

6. Yard/Lawn Signs. In accordance with standards outlined in Section [18.43.080](#).

7. Garage Sale (Yard Sales, Moving Sales, Patio Sales). No sign permit or Temporary Sign Agreement is required. Such sign shall be limited to one sign on the premises and three offpremises signs. No such sign shall exceed four square feet in sign area. The sign or signs may be displayed only during the sale and must be removed the day the sale ends. The person or persons for which the sign or signs are displayed shall be responsible for removal and/or is subject to the penalties as provided in this code. Any such signs placed in the right of way shall comply with the standards in Section E, below.

E. Temporary Signs in Planter Strip. Temporary signs may be placed in the planter strip (the landscaped area between the curb and sidewalk) or unimproved right-of-way pursuant to the following:

1. No more than three (3) temporary signs are allowed in the right of way per street frontage, per lot. For residential properties actively for sale or lease, one of the three temporary signs may be a real estate sign.
2. No temporary sign may be greater than four (4) feet in height above grade and is subject to the clear view sight triangle standards per Chapter 4 of the Engineering Design and Development Standards.
3. Temporary signs in the right of way may only contain noncommercial messages and must meet the standards of Sections [18.43.060](#) and [18.43.085](#).

F. Duration. Any temporary sign that is specific to an event shall be removed within five (5) days of the end of the event, unless otherwise stated in this chapter.

**Section 11. Amendment of OMC 18.72.100.** Olympia Municipal Code Subsection 18.72.100 is hereby amended to read as follows:

### **18.72.100 Review and appeal authority**

The following table describes development permits and the final decision and appeal authorities. When separate applications are consolidated at the applicant's request, the final decision shall be rendered by the highest authority designated for any part of the consolidated application

#### **KEY:**

Director	=	Community Planning and Development Director or designee
SPRC	=	Site Plan Review Committee

**KEY:**

DRB	=	Design Review Board
PC	=	Planning Commission
HC	=	Heritage Commission
HE	=	Hearing Examiner
Council	=	City Council
R	=	Recommendation to Higher Review Authority
D	=	Decision
O	=	Open Record Appeal Hearing
C	=	Closed Record Appeal Hearing

[NOTE: City Council decisions may be appealed to Superior Court except comprehensive plan decisions which may be appealed to the State Growth Management Hearings Board.]

**Director   SPRC   DRB   PC   HC   HE   Council****ZONING**

Conditional Use Permit		R			D	
Interpretations	D				O	
Land Use Review	D <sup>1</sup>	R			O	
Small Lot Review	D				O	
Townhouse (2 – 4 Units)	D				O	
Townhouse (10 or more units)		R	R		D	
Townhouse Final (2-9)	D				O	
Townhouse Final (10 or more)		R				D
Zoning Variance	R				D	
Zone Map Change, without Plan Amendment	R				R	D
Zone Change, with Plan Amendment or Ordinance Text Amendment	R			R		D
Home Occupation	D				O	
Temporary Use Permit	D				O	
SEPA exempt Building Permit	D				O	
Parking or Fence Variance	D	R			O	
Accessory Dwelling Unit	D				O	
Short Term Rental-Vacation Rental	D				O	
Accessory Building	D				O	
Occupancy Permit	D				O	

	Director	SPRC	DRB	PC	HC	HE	Council
Sign Permit	D					O	
Landscape Plan	D					O	
Tree Plan	D					O	
Historic Properties	D	R			R	O	
<b>COMPREHENSIVE PLAN</b>							
Amendments (map, text)	R			R			D
<b>DESIGN REVIEW</b>							
Detailed Review	D		R				
major			O				
Concept Review	D	R	R			O	
Signs (general)	D					O	
Scenic Vistas	D	R	R			O	
<b>ENVIRONMENTAL</b>							
Threshold Determination	D					O	
Impact Statement Adequacy	D					O	
Reasonable Use Exception	R					D	
SEPA Mitigating Conditions	D					O	
Major Shoreline Substantial Development Permit		R				D	
Shoreline Conditional Use Permit		R				D	
Shoreline Variance		R				D	
Shoreline Permit Revision or Exemption	D					O	
<b>SUBDIVISION</b>							
Boundary Line Adjustment (including lot consolidation)	D					O	
Preliminary Plat, Long	R					D	
Preliminary Short, (2-9 lots)	D <sup>1</sup>					O	
Final Short Plat	D					O	
Final Long Plat	D					O	
Master Plan Approval	R		R			R	D
MPD Project Approval		R	R			D	
Preliminary PRD		R				R	D
Final PRD		R					D
Time Extensions	D					O	

<sup>1</sup> Except when the Director refers the project for a public hearing before the Hearing Examiner pursuant to OMC [18.60.080](#) or [17.32.130\(A\)\(4\)](#). **Section 12. 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 13. 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 14. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 15. 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:**



## Planning Commission

### Planning Commission Candidate Screening and Recommendation

**Agenda Date:** 4/19/2021  
**Agenda Item Number:** 5.B  
**File Number:** 21-0379

---

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

---

#### **Title**

Planning Commission Candidate Screening and Recommendation

#### **Recommended Action**

Move to approve candidates to be interviewed by the General Government Committee for Planning Commission vacancies.

#### **Report Issue:**

Whether to forward to the General Government Committee candidates to be interviewed for Planning Commission vacancies.

#### **Staff Contact:**

Cari Hornbein, Senior Planner, Community Planning and Development, 360.753.8048

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

Cari Hornbein, Senior Planner

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

The City Council would like advisory committees to help identify candidates to interview for vacant position. The General Government Committee has asked that committee members screen applications and forward a recommendation on those to be interviewed.

Three applications were initially received and considered by the Planning Commission on March 15. They recommended to the General Government Committee that additional recruitment be done to increase the applicant pool. A second recruitment period was opened up during which 11 applications were submitted. Including the original applications, there are now a total of 14 for the Planning Commission's consideration.

Commissioners are being asked to review and evaluate these applications using the attached Evaluation Matrix, and identify candidates for consideration by the General Government Committee. Interviews are scheduled for April 27.

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

N/A

**Options:**

1. Forward to the General Government Committee a list of candidates to be interviewed for the three Planning Commission vacancies.
2. Choose not to participate in screening and recommending potential candidates.

**Financial Impact:**

None

**Attachments:**

Applications

Evaluation Matrix



## Profile

First Name

Middle Initial

Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

Question applies to multiple boards

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Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

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*When filed with the City, your application and attachment documents are public records and may be subject to public release.*

Recruiter

Occupation

---

## Which Boards would you like to apply for?

---

Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

## Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

---

Other

**If you choose "other" please write in your neighborhood here:**

---

Lacey

---

## Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

### 1. Briefly describe why you wish to serve on this advisory committee.

---

It's worrisome that due to zoning for business and multi-family dwellings, single families are increasingly finding fewer and fewer affordable places to reside. I wish to be a part of a board that looks at these issues and makes recommendations.

Question applies to multiple boards

### 2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

---

Master's degree in communication. I'm adept (and enjoy) listening to others, synthesizing information, and looking for areas where agreement or compromise are most likely.

Question applies to multiple boards

### 3. Describe your involvement in the Olympia community.

---

I work for the State of WA, at Department of Enterprise Services and live in Lacey, WA.

Question applies to multiple boards

### 4. List your educational and professional background and area of study.

---

BA-Communication Studies MA-Communication Theory Background in teaching (6 yrs), recruiting (call center, hospital, govt settings) (15 yrs)

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

---

10

Question applies to multiple boards

6. If you are not appointed to this committee at this time:

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

---

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

---

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

---

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

---

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

---

**Do you agree to comply with this expectation?**

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

---

friend

 [resume\\_planning\\_council\\_OLY.docx](#)

Upload a Resume

Question applies to Planning Commission

**10. In your own words, what is the role of an Olympia Planning Commissioner?**

---

The planning commissioner makes the ultimate decisions for the planning board, after hearing their recommendations, and delivers them to the City Council.

Question applies to Planning Commission

**11. What interests you most about community planning?**

---

I believe this is an important role, and one that often gets overlooked. We're too busy focussing on national elections, and meanwhile, the things that mean the most to local citizens don't attract enough interest. I am very interested in homelessness, and seeing how we might reverse the current trend numbers. I believe having a seat on this commission would allow me to make my voice known that we need more affordable, single family dwellings in Olympia.

Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

---

Listening, negotiating, bargaining, consensus gathering, public speaking, researching.

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

---

I have not. (but would like to)

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

I am in the process of reading it now. I do agree with "Olympians value their right to participate in City government, and to engage in meaningful, open and respectful community dialogue regarding decisions that affect our community." and value transportation, utilities, public health, parks, arts, and recreation, economy, and public services. WA is my home state-I have recently returned after having lived in CO for the last 10, and wish to make a difference. I feel I am making that difference as a state employee, but this opportunity would even bring it home further.



## PROFESSIONAL EXPERIENCE

### **Department of Enterprise Services, State of WA**

Feb 2020-

present  
Recruiter

- Recruit for divisions within the Department of Enterprise Services.
- Consult with hiring managers to offer them the best, most sound advice regarding their open positions.
- Serve on a Business Resource Group and a Agency council related to Diversity, Equity, and inclusion.

### **STRIDE Community Health Centers, Arvada, CO**

June 2016-

June 2019

STRIDE is a clinic network of 23 health clinics that serves the underserved population

#### **Sr. Talent Acquisition Specialist**

- Spearheaded the hiring and staffing initiatives for our Providers and management including Physicians, Nurse Practitioners, Physician Assistants, Dentists, Dental Hygienists, Midwives, and any position Manager, Director and above.
- Designed and delivered curriculum for all new hires.

### **Denver Health, Denver, CO**

May 2014-June 2016

*Denver's Safety net, level one trauma hospital*

#### **Senior Recruiter**

- Recruited for clinical and non-clinical positions in the hospital (exempt and non-exempt)
- Delivered weekly content for 40-80 hospital new hires

### **Convergys, Denver, CO**

October 2011-May 2014

*Third-party call center, supporting relationship management of clients with their consumers/users*

#### **Associate Recruiter**

(from Oct '11-Mar '12, contracted employee through Adecco)

- Recruited for ATT and United States Postal Service call center positions

- Exceeded recruiting goals, hiring upwards of 75 employees per month, ensuring retention was within acceptable levels

**QualVu, Denver, CO**

Jan 2010-September 2011

*Qualitative market research firm utilizing a web-based platform to connect clients to their users and prospective users*

**Participant Manager**

- Provided participant training, technical support, and motivation for participants to successfully complete market research projects using a Qualvu provided web camera

**The Hartman Group, Bellevue, WA**

March 2007-August 2009

*Full service market research/ consumer insights firm, working with large consumer packaged goods companies, like Kraft, General Mills, and Pepsi-Cola*

**Recruiting Manager**

- Managed a team tasked with recruiting quality individuals for research studies, using traditional and creative methods to reach potential recruits (career fairs, trade shows)

**Yakima Valley Community College, Yakima, WA Dec. 2004- March 2007**

**Adjunct Instructor**

- Taught courses in the speech department, including Interpersonal Communication, Public Speaking, and Introduction to Communication
- Designed and edited curriculum,
- Assisted students in overcoming fears of speaking in front of others, interviewing with prospective employers and maintaining personal relationships

**Heritage University, Toppenish, WA Aug. 2003- May 2006**

**Adjunct Instructor**

- Taught courses in the English department to adults and young adults, including English as a Second Language, English Composition, and Reading
- Instructed students on topics such as essay writing, sentence structure, punctuation and grammar
- Served on department and college-wide committees, including hiring committees and collaborated with staff, administrators and board members to help make hiring decisions

**Renton Technical College**, Renton, WA January 2003-August 2004**Adjunct Instructor**

- Led a group of twenty five trade professionals (plumbers, pipe-fitters, and electricians) in the area of public speaking, including design, development and delivery
- Designed curriculum that was relevant to the learners' needs.
- Designed and implemented assessments to gauge learners' understanding of content

**Seamester Programs**, Sarasota, FL September 2002- December 2002

*A 90 day sailing based program that offers study abroad programs to students from around the world*

**Instructor**

- Trained a group of twenty two students in Interpersonal Communication and Leadership Development aboard a sailing vessel in the Caribbean
- Facilitated and supervised weekly group meal planning and excursions where students collaborated to choose meals for the week and trips ashore
- Analyzed learner progress and ensured student success

**New Mexico State University**, Las Cruces, NM August 2000- December 2001**Graduate Teaching Assistant**

- Led three sections of an undergraduate Introduction to Communication Studies course.
- Delivered content to students regarding constructing and delivering speeches
- Collaborated with other Graduate Teaching assistants to continually monitor course effectiveness

**EDUCATION**

**Master of Arts**, Communication Studies, New Mexico State University, Las Cruces, NM

**Bachelor of Science** Speech Communication, Middle Tennessee State University, Murfreesboro, TN

**Profile**

[Redacted]

First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted] [Redacted]

Home Address Suite or Apt

[Redacted] [Redacted] [Redacted]

City State Postal Code

[Redacted] [Redacted]

Primary Phone Alternate Phone

Question applies to multiple boards

Applications are accepted for the calendar year only. The Olympia City Council's General Government Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

Three absences from meetings in a year may result in removal from an advisory board.

Questions? Contact Susan Grisham, Executive Assistant, 360.753.8244, sgrisham@ci.olympia.wa.us

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*When filed with the City, your application and attachment documents are public records and may be subject to public release.*

Claim Processor \_\_\_\_\_  
 Occupation

**Which Boards would you like to apply for?**

Planning Commission: Submitted

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

Planning Commission Parks and Recreation Advisory Committee



**Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \***

Woodard Glen

**If you choose "other" please write in your neighborhood here:**

---

**Interests & Experiences**

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

**1. Briefly describe why you wish to serve on this advisory committee.**

I want to work with the city on zoning issues, affordable housing and/or community events that can make our community more livable. Our community suffers from a lack of housing and also is divided. Both of these issues need to be addressed and we need to address them with an eye toward equity, diversity and inclusion. I believe that community events can help us get to know our neighbors better and that will help heal the divide. And I believe that we must review our land use with an eye toward reversing the inequitable practices of our city's past.

Question applies to multiple boards

**2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.**

I have been on the board of Partners in Prevention Education for several years as the secretary where I have learned more about the needs of those in the community that are houseless, marginalized and/or street dependent. As a member of the marginalized community myself as well as a state employee with experience in reading and deciphering RCWs, I can help review ordinances with an eye to equity.

Question applies to multiple boards

**3. Describe your involvement in the Olympia community.**

I have been the secretary of the executive board for Partners in Prevention Education for over 3 years. I am a Precinct Committee Officer of the Democratic Party for Olympia 246 in my 3rd term of office. And I founded the most recent iteration of the local LGBTQ+ Democratic Caucus, The Thurston County Queer Democrats. As a photographer, I have attended numerous protests and rallies over the last few years, documenting these events to show the community what these peaceful events were about. Since COVID-19 I have not been able to attend these events. But when my parents became sick in March 2020 I chose to share my parents struggles and then their passing to try to put a face on COVID-19 for our community. I did local and national interviews for the same purpose.

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

I have a bachelor degree in history, have worked most recently for the Department of Labor & Industries in workers compensation. I worked in emergency unemployment insurance for the Employment Security Department from 2010-2012 before that. I have also worked at Walt Disney World Parks and Resorts in Florida in several different positions in hotels, food, merchandise and entertainment. In between I worked in data entry for a medical professionals website.

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

---

10

Question applies to multiple boards

6. If you are not appointed to this committee at this time:

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

---

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

---

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

---

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

---

I would be willing to help with photography and am open to other activities as well

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

---

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

---

**Do you agree to comply with this expectation?**

---

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

---

Council Member Dani Madrone sent me the information

[Resume for \[REDACTED\] for OAC.docx](#)

Upload a Resume

Question applies to Planning Commission

**10. In your own words, what is the role of an Olympia Planning Commissioner?**

---

The planning commission advises the city council on zoning and land use within the city of Olympia

Question applies to Planning Commission

**11. What interests you most about community planning?**

---

I would like to focus on how to expand housing while protecting the beauty of community.

Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

---

I have been studying housing options for Olympia and want to learn more about where our community stands on various options that will help expand our housing options.

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

---

No

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

I have read the comprehensive plan when I was preparing to apply for city council. The plan is a view toward what the community has said they wanted and our city's goals for the future.



### Objective

My goal is to help my community thrive through working on an Olympia Advisory Committee.

### Volunteer Work

December 2016-present

Vice Chair of Democrat LD 22

December 2018-December 2020

Review and edit bylaws, write resolutions, report out to membership and photographer for various political events around Thurston County, actively worked on several campaigns phone banking, door belling, sign waving and any other volunteer efforts needed for endorsed candidates

Volunteer Coordinator - Renata Rollins's campaign June 2017-October 2017

Recruited volunteers, maintained database of potential volunteers, encouraged people to continue volunteering

Secretary- Partners in Prevention Education

August 2017-Present

Write agendas and minutes, review bylaws and policies, vote on board issues, help develop strategic plan, schedule meetings

WFSE Local 443 member

October 2010-Present

Have worked actively on the Political Action Committee for the last 2 years and sat on the Thurston-Mason-Lewis Central Labor Council

Founding Chair - Thurston County Queer Democrats November 2019-Present

Organizing and running monthly meetings including writing bylaws, agendas, minutes, facilitating meetings and endorsement elections

Advisor Rory Summerson's Campaign

November 2019 – August 2020

Reviewed campaign platforms, assisted with writing speeches and social media

Secretary of the Board for WA Stonewall Caucus

February 2020-Present

Taking minutes, helping monitor social media page, voting on issues brought before the board

### Project

Member Rainbow Alliance & Inclusion Network (RAIN) LGBTQ Business Resource Group January 2016 to Present  
 April 2017-August 2020 Co-Chair of Outreach and Communications Committee and Chair of Elections Committee  
 Formerly member of temporary Charter Committee, worked on team that wrote the founding charter  
 Coordinate the writing, editing, formatting and distribution of the quarterly newsletter (still doing just had to adjust due to extra daily work I have as my unit heads COVID worker's compensation), developed election process for RAIN leadership positions as well as overseeing elections, assist in finding guest speakers for monthly meetings  
 Member of Advisory Committee – strategic planning, agenda building

### Skills

Social Media Communication  
 Type 47 wpm  
 Internet and Intranet applications

Newsletter Editor and Publisher  
 Multi-line telephone systems  
 Microsoft Office

### Official Trainings Completed:

Train the Trainer  
 L & I Coaching for Performance  
 Basic Unemployment Insurance  
 Advanced Cash Handling

Diffusing an Angry Customer  
 General Customer Service  
 Basic Emergency Unemployment Compensation  
 Basic Accounts Receivable/Payable bookkeeping

Worker's Compensation Adjudication level 2 training including: time management, understanding and interpreting RCW's, WAC's, Case Laws, medical terminology, wage calculations, basic pharmacology, vocational services, basic injuries, professional writing, phone etiquette

### Education

University of Central Florida Orlando, FL  
Bachelors in Arts – History

Valencia Community College Orlando, FL  
Associate in Arts

### Employment Experience

**Claims Processor** November 2016-Present  
Department of Labor and Industries  
As a claims processor I assist claim managers with their claims by making phone calls, reviewing mail in their work lists, send out correspondence requesting information as needed and responding to secure messages. Also, as part of Unit 3 I help track Medicare/Medicaid issues, review monthly social security reports, assist with vehicle modification requests, review RCWs, track down COVID-19 test results and payment out of policy requests. I also cover for our Office Assistant when she is out, handling mail, transcribing voicemails, word processing and returned mail.

**Office Assistant Lead** (non-permanent appointment) August 2015-January 2016  
Department of Labor and Industries  
Assist with on the job training. Work in CentreVu and, with supervisor, put out daily and monthly status reports. Monitor workflow in Orion, Work fiche, phone queue, set up new hire work stations, assist with voicemail schedule and project time management. Assist as key operator for various office equipment including stapler, label makers, phones, headsets. Take calls, coordinate travel for injured workers needing, hotels, taxis, meal vouchers or flights, pass out morning mail, assist with morning email message to support unit and mail coverage as needed, communicate with trainers on in unit training concerns, mentor/coach office assistance. Help with leading discussion at team meetings regarding different procedures.

**Office Assistant 3** December 2013-July 2015 and January 2016-November 2016  
Department of Labor and Industries  
Assists in training newly hired office assistants, have created and facilitated class for claims processors, assist customers in understanding worker's compensation laws and policies and how to navigate their claim, assist in handling upset and/or confused customers, create a working relationship with frequent customers including attorney's offices and provider's offices, quality check other office assistant's work, assists claims managers with attorney requests, obtaining prior medical information on claims, reminding injured workers of upcoming appointments, Employment Security Department records requests, claim records requests, re-mailing letters and orders and updating injured worker's contact information

**Worker's Compensation Adjudicator 2 Apprentice** February 2013-December 2013  
Department of Labor and Industries  
Adjudicated worker's compensation claims, determined eligibility for benefits, including time-loss, medical and vocational assistance, managed benefit distribution for claimants on case load, answered phones, wrote letters and orders, understand and uphold state laws in regards to worker's compensation, coordinated care and return-to-work services between employer, injured worker, medical provider, vocational counselor and department personnel

**Profile**

[REDACTED]		
First Name	Middle Initial	Last Name
[REDACTED]		
Email Address		
[REDACTED]		[REDACTED]
Home Address		Suite or Apt
[REDACTED]		[REDACTED]
City	State	Postal Code
[REDACTED]	[REDACTED]	[REDACTED]
Primary Phone	Alternate Phone	
[REDACTED]	[REDACTED]	

Question applies to multiple boards

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*When filed with the City, your application and attachment documents are public records and may be subject to public release.*

college administration

Occupation

---

## Which Boards would you like to apply for?

---

Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

## Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

---

Other

**If you choose "other" please write in your neighborhood here:**

---

Urban Growth Area

---

## Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

### 1. Briefly describe why you wish to serve on this advisory committee.

---

Thanks for the opportunity to apply. I see the planning commission as an opportunity to provide public service to the community. As we rebuild from the pandemic and confront deep inequities, it's an especially important time to ensure that the city's planning documents reflect the values and aspirations of the community and that the city's policies and codes are reflect the city's planning goals. I have some experience and skills that would add value to the commission's work, and I would learn a lot in the process.

Question applies to multiple boards

### 2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

---

My day job includes responsibility for The Evergreen State College's capital planning, including oversight of the Campus Master Plan and 10-year facilities plan. This includes setting policy for the natural and built environment, utilities, and transportation. A college's planning goals are different from a city's in some ways, but the role of planning in shaping policy leading to positive change is perhaps similar. Additionally, I've worked closely with the college's Board of Trustees for twenty years, which gives me some experience in making policy through public process.

Question applies to multiple boards

**3. Describe your involvement in the Olympia community.**

---

I've lived in the area for 25 years. Specific to planning commission work, I lived in the Southwest neighborhood when Harrison Avenue was designated as a high density corridor and attended public meetings related to that change as well as neighborhood meetings regarding traffic realignment and traffic calming associated with the roundabouts at the base of Harrison.

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

---

I hold a Masters in Public Administration and a doctorate in educational leadership. Professionally, I serve as Evergreen's Vice President for Finance and Operations, where my responsibilities include oversight for capital facilities planning.

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

---

12 or more as needed

Question applies to multiple boards

**6. If you are not appointed to this committee at this time:**

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

---

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

---

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

---

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

---

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

---

Yes  No



Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

Do you agree to comply with this expectation?

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

Twitter

[resume.pdf](#)

Upload a Resume

Question applies to Planning Commission

**10. In your own words, what is the role of an Olympia Planning Commissioner?**

Planning commissioners represent community interests in shaping the city's planning documents, articulating the community's values and aspirations. The commission provides for a public process that gives voice to community interests. The commission advises city staff and policy makers as they adopt policies and codes to ensure alignment with the city's plans.

Question applies to Planning Commission

**11. What interests you most about community planning?**

This is an especially important time for the city to engage in planning. As we recover from the pandemic, we have an opportunity to 'build back better,' seeking policies that support members of the community facing housing and food insecurity, provide sustainable economic development, and respond to climate change. I am interested in a public process that builds a better shared understanding of the values at stake and that provides planning documents that support effective action that aligns with our values.

Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

I have experience working with comprehensive plans on a college campus. I some skill developing policies through public meetings. I have experience reviewing and analyzing large volumes of policy and research material. I would look forward to learning more about municipal planning, zoning, and codes.

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

I took a graduate course in local government as part of an MPA degree. I have read several of the planning commission meeting packets posted on-line. I have not attended any planning commission meetings.

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

I have reviewed the current comprehensive plan including the capital facilities plan. From reading meeting materials and minutes from planning commission meetings, I have a general understanding of how planning commission uses the plan in its advisory capacity, helping to shape the policies and codes that can advance or impede the plan's goals.

## Relevant Experience

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2018-present **Vice President for Finance and Operations**  
 The Evergreen State College  
 Olympia, Washington

- Responsible for a division of 168 employees supporting the operations of the college. Units within the division include the Business Office (Accounting, Bursar, Purchasing, Conference Services, Bookstore, and Risk Management), Facilities (Capital Planning, Facilities Management, and Environmental Health & Safety), Computing & Communications, Budget Planning and Management, Human Resources, Sustainability, and the Police Department.
- Responsible for institutional financial health, forecasting, and strategy, including legislative requests and resource allocation for a public liberal arts college with 2,200 students and an annual budget of \$112 million.
- Serve as principal staff to the Committee on Finance and Budget of the Board of Trustees.
- Serve as Treasurer of The Evergreen State College Foundation, a separate 501(c)3 dedicated to supporting the college. Serve on the Foundation's Finance and Investment Committee.
- Serve as principal liaison with the Office of the Attorney General, which provides legal counsel to the college.

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2000-2018 **Office of the President**  
 The Evergreen State College  
 Olympia, Washington

- Various titles over 18 years, with most of that time as **Chief of Staff, Deputy to the President, and Secretary to the Board of Trustees**. I was hired initially as Administrative Secretary.
- Supervised the president's staff, a portfolio that included Director of Government Relations, Chief Budget Officer, Special Assistant for Diversity, Internal Audit, Title IX, Sustainability, Special Events, and administrative support positions.
- Served as the primary staff contact for the Board of Trustees. Provided an orientation to new board members. Worked with the president and chair to develop and manage meeting agendas and worked with staff preparing reports for the board.
- Lead negotiator for collective bargaining with the faculty union.
- Served as principal liaison with the Office of the Attorney General and policy and rules coordinator for the college.
- Principal author for accreditation self-study responding to standards on Institutional Integrity and Governance & Administration.



## Other Work Experience

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1998-2000	Administrative Secretary to the Vice President for Student Affairs The Evergreen State College Olympia, Washington
1997-1998	Public Affairs Intern Office of Program Research Washington State Legislature Olympia, Washington
1996-1997	Editorial Assistant, Legislative Oral History Project Office of the Secretary of State Olympia, Washington
1993-1996	Administrative Manager Women's Health Initiative, Fred Hutchinson Cancer Research Center Seattle Washington
1990-1993	Program Assistant Cancer Prevention Research Program Fred Hutchinson Cancer Research Center Seattle, Washington
1989-1990	Client Services Specialist Northwest Evaluation and Treatment Center Seattle, Washington
1988	Information and Referral Operator United Way of the Columbia-Willamette Portland, Oregon
1987-1988	Surgical Aide Good Samaritan Hospital Portland, Oregon

## Education

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2019	Finance for Senior Executives Harvard Business School Executive Education
2015	PhD, Education and Human Resource Studies Colorado State University Fort Collins, Colorado  Dissertation title: Associations among sources of revenue and expenses at public bachelors and masters level higher education institutions



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1998                      Master of Public Administration  
The Evergreen State College  
Olympia, Washington

Thesis: The Theory and Practice of Administrative Ethics in  
Washington State (with Jon Engelman and Suqin Wang)

---

1987                      Bachelor of Arts (Liberal Arts)  
The Evergreen State College  
Olympia, Washington

Emphasis in English Literature

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## References

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Available on request

**Profile**

[Redacted]		
First Name	Middle Initial	Last Name
[Redacted]		
Email Address		
[Redacted]		[Redacted]
Home Address		Suite or Apt
[Redacted]		[Redacted]
City	State	Postal Code
[Redacted]	[Redacted]	[Redacted]
Primary Phone	Alternate Phone	
[Redacted]	[Redacted]	

Question applies to multiple boards

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*When filed with the City, your application and attachment documents are public records and may be subject to public release.*

Data Analyst \_\_\_\_\_  
Occupation

---

## Which Boards would you like to apply for?

---

Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

## Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

---

Northwest

**If you choose "other" please write in your neighborhood here:**

---



---

## Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

### 1. Briefly describe why you wish to serve on this advisory committee.

---

Since moving to Olympia in Fall 2019 I have grown to care deeply about this city and am looking to give back and strengthen it in whatever way possible. Participating on this committee would be a great opportunity to help ensure continued and sustainable growth, while learning more about local government.

Question applies to multiple boards

### 2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

---

I have 5 years as an analytics and data visualization specialist, along with a background in mathematics and operations research. This gives me the foundation needed to analyze technical documents, understand their implications, and present information and findings in easy-to-understand formats.

Question applies to multiple boards

### 3. Describe your involvement in the Olympia community.

---

I currently volunteer with United Way Thurston County in an analytics capacity.

Question applies to multiple boards

### 4. List your educational and professional background and area of study.

---

Bachelor of Science in Mathematics from Central Washington University; Master of Management in Operations Research from the University of British Columbia; Business Optimization Analyst at Interfor, where I focus on mathematical programming, data analysis, and data visualization using Tableau

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

---

25

Question applies to multiple boards

6. If you are not appointed to this committee at this time:

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

---

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

---

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

---

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

---

Home Fund Advisory Board; Bicycle and Pedestrian Advisory Committee; Utility Advisory Committee

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

---

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

---

**Do you agree to comply with this expectation?**

---

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

---

The Olympian

 [Resume\\_2020.05.06.pdf](#)

Upload a Resume



Question applies to Planning Commission

**10. In your own words, what is the role of an Olympia Planning Commissioner?**

---

Research city planning best practices, engage with and solicit feedback from community members, review plans and proposals, and synthesize all of the preceding information into actionable recommendations for the City Council.

Question applies to Planning Commission

**11. What interests you most about community planning?**

---

Community planning has far-reaching impacts on the direction a city takes, and the right decisions can help build a strong town- I would like to help make those decisions.

Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

---

I can bring analytics knowledge to the Planning Commission's work- parsing through technical documents, understanding and interpreting data, and presenting results in a digestible format. I hope to learn more about how plans and recommendations are formed at the city government level, and I hope to gain deeper insights and understanding of the challenges Olympia faces.

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

---

I am registered for the Short Course on Local Planning scheduled for April 29th and I have attended one OPC meeting. I have not read through an OPC packet yet.

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

Admittedly my knowledge here is lacking. I know of the Comprehensive Plan, and I understand that it provides high-level guidance for decisions made by the city council and other departments, and the Planning Commission presents recommendations for amendments to it. I would be very interested in learning how this plan comes together in more detail.



## Professional Summary [CLICK TO VIEW](#)

Analyst with 4 years of experience building Tableau dashboards, creating data-driven optimization models, and answering "what-if" questions with hard numbers. Projects have been used to support site upgrades, review contracts, and ensure optimal distribution of orders.

## Experience [CLICK TO VIEW](#)

### **Business Optimization Analyst**

Interfor, Remote, September 2015 - Present

I spent two years working as a Business Analyst. In this role I built Excel models to project log values, used VBA to automate previously time-consuming data gathering and cleaning, and prepared dashboards using Ignition (a SCADA/Industrial IoT platform). During this time I also had the opportunity to work with our internal Operations Excellence team to build a mill model to support their capital expenditure decisions.

Currently I work as a Business Optimization Analyst, and my role has shifted to two primary tasks:

\* Building and maintaining Tableau dashboards and scorecards - mostly using MSSQL for data gathering and preparation

\* Creating optimization tools using AIMMS; for example, reallocating orders between mills to reduce total freight spend while meeting customer promises

### **Project Analyst**

University of British Columbia, Vancouver, BC, April 2014 - September 2014

Created, validated, and applied a Monte Carlo simulation to make recommendations for better management of blood units. Skills utilized include simulation, VBA coding, data analysis, and forecasting.

### **Lead Math Tutor**

Central Washington University, Ellensburg, WA, April 2010 - June 2013

I tutored students in a variety of subjects, ranging from introductory math classes to graduate level applied statistics in psychology. As the Lead Tutor, I ran meetings when my supervisor was absent, and was involved with general day-to-day oversight of operations.

## Education [CLICK TO VIEW](#)

### **Master's of Management in Operations Research**

University of British Columbia • Vancouver, BC • 2014

### **Bachelor's of Science in Mathematics**

Central Washington University • Ellensburg, WA • 2013

## Skills [CLICK TO VIEW](#)

**Tableau • T-SQL • AIMMS • VBA • Agile**

## Profile

[REDACTED]		
First Name	Middle Initial	Last Name
[REDACTED]		
Email Address		
[REDACTED]		[REDACTED]
Home Address		Suite or Apt
[REDACTED]		[REDACTED]
City	State	Postal Code
[REDACTED]	[REDACTED]	[REDACTED]
Primary Phone	Alternate Phone	
[REDACTED]	[REDACTED]	

Question applies to multiple boards

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*When filed with the City, your application and attachment documents are public records and may be subject to public release.*

Soldier

Occupation

---

## Which Boards would you like to apply for?

---

Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

I am only applying for the planning commission position at this time.

**Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \***

---

Other

**If you choose "other" please write in your neighborhood here:**

---

Urban Growth Area? I cannot tell from the provided map.

---

## Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

**1. Briefly describe why you wish to serve on this advisory committee.**

---

I currently serve my community as a volunteer firefighter and HOA president. I feel I can make a more positive impact with this position.

Question applies to multiple boards

**2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.**

---

I am both a hard worker as shown by my experience as an officer in the United States Army and also a passionate member of community as shown by my volunteer record.

Question applies to multiple boards

**3. Describe your involvement in the Olympia community.**

---

I currently serve as a volunteer firefighter for district 8 as well as a volunteer president of my homeowners association board.

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

---

I have a bachelor's in criminal justice from Michigan state and a masters in organizational leadership and management from UTEP

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

---

20

Question applies to multiple boards

6. If you are not appointed to this committee at this time:

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

---

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

---

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

---

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

---

I am not interested in specific committees at this time but always welcome an opportunity to serve my community.

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

---

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

---

**Do you agree to comply with this expectation?**

---

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

---

News Article

---

Upload a Resume

Question applies to Planning Commission

**10. In your own words, what is the role of an Olympia Planning Commissioner?**

---

Guide the basics development and land use plans for the city.

Question applies to Planning Commission

**11. What interests you most about community planning?**

---

I feel that many areas have tremendous potential for growth that benefits everyone but are held back by restrictions and lack of community involvement in the planning process.

Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

---

Hard work, organization, life experience and a positive attitude.

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

---

I have attended 1 meeting when I arrived a few years ago, if put into consideration I would attend all meetings.

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

I have read a few articles and plans from the city and found the information hard to access or process. I am a huge fan of restriction elimination put in place last year and hope to learn more about the subject.

**Profile**

[REDACTED]		
First Name	Middle Initial	Last Name
[REDACTED]		
Email Address		
[REDACTED]		[REDACTED]
Home Address		Suite or Apt
[REDACTED]		[REDACTED]
City	State	Postal Code
[REDACTED]	[REDACTED]	[REDACTED]
Primary Phone	Alternate Phone	
[REDACTED]	[REDACTED]	

Question applies to multiple boards

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*When filed with the City, your application and attachment documents are public records and may be subject to public release.*

Department of Ecology - Spills  
Program Rule and Process  
Coordinator

Occupation

---

## Which Boards would you like to apply for?

---

Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

NA

## Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

---

Bigelow Highlands

**If you choose "other" please write in your neighborhood here:**

---



---

## Interests & Experiences

Question applies to multiple boards

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Question applies to multiple boards

### 1. Briefly describe why you wish to serve on this advisory committee.

---

I moved to Olympia in 2014. I love the city and spend a lot of time exploring the area. I have a degree in Community and Regional Planning but have not worked in local government planning since graduate school. I want to better understand the issues that the city is addressing and the needs of those that live in Olympia, and I want to contribute by providing input into different aspects of city planning. Serving on the committee would allow me to better connect with the city, and to use my knowledge of city planning.

Question applies to multiple boards

### 2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

---

I have a master's degree in Community and Regional Planning. I've taken courses in land use, planning analysis, and geographic information systems (GIS), among others. I understand strategic planning techniques, economic development strategies, and land use law. Through graduate school, previous work as an environmental consultant, and various positions at the Department of Ecology, I have experience with public and stakeholder outreach, meeting facilitation, and working as part of a team. I have facilitated meetings with colleagues, steering committees, industry, state, and federal stakeholders through several projects and rulemakings. I have also worked with the public and property owners, and have acted as hearings officer for public hearings.



Question applies to multiple boards

**3. Describe your involvement in the Olympia community.**

I've attended fundraisers for area organizations, support local businesses, and have participated in community running events. I have not been as involved in the community as I'd like over the last few years. Joining the planning commission would be a good opportunity for me to contribute more to Olympia and use my planning background to provide input to the city council.

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

I received my bachelor's degree in Environmental Economics and Management from the University of Georgia and my Master of Community and Regional Planning from the University of Oregon. I worked for an environmental consulting company for six years before attending graduate school. In graduate school I focused on environmental planning and policy, and brownfields redevelopment. After graduate school, I began work at Department of Ecology and have held several different positions at the agency, including a position as a Program Planner. I have also worked on several policy issues in my different positions at Ecology.

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

20-30

Question applies to multiple boards

**6. If you are not appointed to this committee at this time:**

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

Do you agree to comply with this expectation?

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

Word of mouth

[Resume.pdf](#)

Upload a Resume

Question applies to Planning Commission

**10. In your own words, what is the role of an Olympia Planning Commissioner?**

To research and understand long-range planning issues facing the city, get feedback from the public on issues, and make recommendations to the city council.

Question applies to Planning Commission

**11. What interests you most about community planning?**

I was initially drawn to community planning because I was interested in the way that communities think of land utilization and infrastructure in both urban and rural areas. I was primarily focused on the idea that adaptive reuse is a responsible way to respond to the changing landscape, and that by focusing on land that is characterized by some as unusable, such as abandoned warehouses and industrial sites, it is possible to increase the economic viability of a community as well as to preserve undeveloped land. I am also drawn to the community involvement aspect of planning and the importance of including the perspectives of community members in planning discussions and decisions. I value collaboration and appreciate that community planning includes many different voices to help guide decisions that impact long-term growth.

Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

I believe my degree in planning as well as my experience with policy and data analysis, project management, stakeholder outreach, and meeting facilitation would be valuable skills that I could bring to the Planning Commission. I am hoping to learn more about the planning process in Olympia and gain a deeper understanding of the issues facing Olympia. I am also excited for the opportunity to reconnect with local government planning and to learn from other members of the Planning Commission.

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

---

No, I have not. I have registered for the April 29th Short Course in Local Planning. I have my master's degree in Community and Regional Planning, and have taken courses in land use, planning analysis, and geographic information systems (GIS), among others.

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

I understand that the Comprehensive Plan is intended to guide the city's growth over the next 20 years and outline goals and policies for land use, housing, the economy, and other elements of the state's GMA. Planning decisions made by the city should align with the goals and policies described in the plan. I've reviewed several elements of the Comprehensive Plan since moving to the Olympia in order to understand the city's vision and priorities for long term growth.

## EDUCATION

**University of Oregon** – Eugene, Oregon

Master of Community and Regional Planning, June 2013

- Concentration: Environmental Planning and Policy

**The University of Georgia** – Athens, Georgia

Bachelor of Science in Environmental Sciences, Environmental Economics and Management, May 2004

## EXPERIENCE

**Program Rule and Process Coordinator**

June 2018 – present

Washington State Department of Ecology

Spill Prevention, Preparedness, and Response Program

Olympia, Washington

- Coordinates program rulemaking activities to ensure compliance with the Administrative Procedure Act.
- Leads special policy assignments that address spill prevention, preparedness, and response policy issues.
- Coordinates development and maintenance of standard operating procedures.
- Coordinates and tracks program training.
- Provides contract procurement expertise and manages program contracts related to training and strategic planning.
- Participates as a member of the program's Incident and Crisis Management Teams.

**Program Planner/Performance Coordinator**

January 2018 – June 2018

Washington State Department of Ecology

Spill Prevention, Preparedness, and Response Program

Olympia, Washington

- Developed the biennial Program Plan and tracked progress throughout the biennium.
- Coordinated development of performance measures and reported results to program management and the Office of Financial Management (OFM).
- Developed plans for and coordinated data quality improvement efforts to ensure accurate data was available to OFM, legislators, stakeholders, and the public.
- Managed quarterly reporting of crude oil transported by rail and pipeline in the state.
- Participated as a member of the program's Incident and Crisis Management Teams.

**Acting Data and Support Services Unit Supervisor**

October 2016 – December 2017

Washington State Department of Ecology

Spill Prevention, Preparedness, and Response Program

Olympia, Washington

- Managed development and implementation of program data systems to ensure business needs were met.
- Developed and oversaw implementation of data quality improvement plans to ensure accurate data was available to OFM, legislators, stakeholders, and the public.
- Managed quarterly reporting of crude oil transported by rail and pipeline in the state.
- Researched opportunities for use of new information technologies that support program work.
- Oversaw coordination of the program's website and publications in alignment with agency guidelines.
- Oversaw records management and time accounting to ensure work was accurate and on time.

- Coordinated Spills Engagement Team to implement plans for program culture improvement.

**Program Performance Coordinator/Management Analyst**

May 2015 – October 2016

Washington State Department of Ecology  
Spill Prevention, Preparedness, and Response Program  
Olympia, Washington

- Developed the biennial Program Plan and tracked progress throughout the biennium.
- Coordinated rulemaking activities to ensure compliance with the Administrative Procedure Act.
- Tracked program performance measures and reported results to OFM.
- Coordinated Spills Engagement Team to implement plans for program culture improvement.
- Oversaw Lean process improvement projects for the program.

**Research Analyst**

January 2014 – May 2015

Washington State Department of Ecology  
Governmental Relations, Rules and Accountability Section  
Olympia, Washington

- Conducted environmental, economic, and health-related research and data analysis to support agency economic analyses for rule development.
- Assisted with coordination of agency rulemaking activities to ensure compliance with the Administrative Procedure Act.
- Analyzed policy and prepared fiscal notes for proposed legislation to identify the projected costs of legislation to the agency.
- Managed the agency's biennial customer survey and tracked data related to customer satisfaction.

**Brownfields Program Assistant**

September 2012 – June 2013

City of Eugene Planning and Development Department  
Community Development Division  
Eugene, Oregon

- Assisted with implementation of EPA Coalition Grant to inventory and assess potential brownfields in Eugene-Springfield area.
- Assisted with facilitation of outreach activities to inform the public about the goals of the project.
- Prepared materials for public meetings and presentations about the brownfields project, including website content, brochures, fact sheets, and maps.

**Graduate Research Fellow**

May 2012 – June 2013

University of Oregon  
Department of Planning, Public Policy, and Management  
Eugene, Oregon

- Managed implementation of active transportation incentive program for area schools.
- Organized and conducted focus groups with parents and children to discuss perceptions of various transportation modes.
- Administered Safe Routes to School program surveys to obtain data about school travel.
- Communicated with school districts and cities throughout Oregon to determine SRTS program status and approach to promoting walking and biking to school.

**Project Associate**

January – September 2012

University of Oregon  
Community Service Center  
Eugene, Oregon

- Served on 5-person team of graduate students to develop a 5-year economic development plan for the Cow Creek Band of the Umpqua Tribe of Indians, located in Douglas County, Oregon.
- Conducted demographic and economic analysis of Douglas County, Oregon to determine key trends and identify economic opportunities.

- Facilitated meetings with 10-person Tribal Steering Committee to develop goals and strategies for economic development.

**Senior Scientist/Client Manager**

2008 – 2011

Environmental Corporation of America

Alpharetta, Georgia

- Provided principal review for Phase I Environmental Site Assessments, Federal Communications Commission (FCC)/NEPA Evaluations, U.S. FWS Section 7 consultations, and Wetland Delineations authored by staff.
- Managed projects and coordinated staff to ensure clientele achieved environmental and NEPA compliance for prospective communications facilities.
- Completed FCC Environmental Assessments for wetlands and floodplain mitigation for telecommunication applicants.

**Project Scientist/Project Manager**

2004 – 2008

Environmental Corporation of America

Alpharetta, Georgia

- Performed Phase I Environmental Site Assessments in compliance with ASTM E1527 standards and completed Phase II Site Investigations.
- Completed FCC NEPA evaluations for communications facilities.
- Conducted archaeological and historical site assessments for Section 106 compliance.
- Assisted industrial operations clientele with air emissions permit applications and regulatory compliance.

**Profile**

[REDACTED]

 First Name

Middle Initial

Last Name

[REDACTED]

 Email Address

[REDACTED]

 Home Address

[REDACTED]

 Suite or Apt

[REDACTED]

 City

[REDACTED]

 State

[REDACTED]

 Postal Code

[REDACTED]

 Primary Phone

[REDACTED]

 Alternate Phone

Question applies to multiple boards

Advisory committees are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, beginning April 1, 2021, the City will offer stipends of \$25 per meeting attended to Advisory Committee members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory Committee members may waive the stipend upon request.

Applications are accepted for the calendar year only. The Olympia City Council's General Government Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

Questions? Contact Susan Grisham, Executive Assistant, 360.753.8244, [sgrisham@ci.olympia.wa.us](mailto:sgrisham@ci.olympia.wa.us)

If you saved or submitted an application and did not receive a confirmation, please check your spam folder.

*When filed with the City, your application and attachment documents are public records and may be subject to public release.*

Technical Services  
 Manager/Water Resources  
 Engineer

Occupation

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## Which Boards would you like to apply for?

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Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

## Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

---

Other

**If you choose "other" please write in your neighborhood here:**

---

The Cedars

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## Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

### 1. Briefly describe why you wish to serve on this advisory committee.

---

I wish to serve on the Planning Commission as I am looking for a way to get involved in my community in a structured way where my professional experience can be an asset. Additionally, being a Planning Commissioner is an opportunity for me to learn about a topic outside of my area of expertise.

Question applies to multiple boards

### 2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

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Perhaps most relevant to this position is my past two and a half years working for Thurston County Public Works (TCPW) where I first started as a Utility Planner and now serve as Water Resources Technical Services Manager. During my time at TCPW, I have developed Capital Improvement Plans for water, sewer, and stormwater; lead code updates which required policy analysis and collaboration with multiple stakeholders; and am responsible for managing the County's Utility Advisory Committees.



Question applies to multiple boards

**3. Describe your involvement in the Olympia community.**

As a transplant to Olympia, I've struggled to find volunteer opportunities which are compatible with my current position as most want volunteers with daytime availability. Since moving to Olympia I have been involved with the occasional native planting and canvassing events. Prior to moving to Olympia, I was a resident of Baltimore City and very active in my community. I served as one of the vice-presidents of the Patterson Park Neighborhood Association (PPNA) which represents over 1,500 homes and has an active membership of over 300 residents, co-chaired the Capital Improvements Committee of the Patterson Park Master Planning effort, participated/chaired numerous professional society committees, and fostered animals for a local rescue.

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

B.S. Environmental Engineering, Johns Hopkins University M.S. Environmental Engineering, Johns Hopkins University

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

25-30

Question applies to multiple boards

**6. If you are not appointed to this committee at this time:**

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

Bicycle and Pedestrian Advisory Committee

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

**Do you agree to comply with this expectation?**

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

E-mail

[OPC\\_Resume \[REDACTED\] 2021.pdf](#)

Upload a Resume

Question applies to Planning Commission

**10. In your own words, what is the role of an Olympia Planning Commissioner?**

The role of the Olympia Planning Commissioner is to advise the Olympia City Council on planning decisions. The recommendations on courses of action should be the best possible compromise between community desires, economic growth, and preservation of the natural environment. The Planning Commissioner is responsible for reviewing materials such as comprehensive plan amendments, and holding public hearings on proposals and using the information gathered to inform their recommendations.

Question applies to Planning Commission

**11. What interests you most about community planning?**

What interests me most about community planning is how planning decisions are used to shape communities. For example, in Baltimore there are many older larger rowhomes and by allowing these formerly single family homes to be broken into smaller apartments you add density to neighborhoods. This density in turns creates more foot traffic which helps create demand for local business such as restaurants and grocery stores. Another example would be how parking minimums increase the cost of development and therefore the price of housing. Ultimately whether these end results, be they increased density or housing costs, are good or bad for your city depend on the values of the community and what built environment they want to live in.

Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

My background is in utilities (stormwater, water, and sewer) policy, planning, and capital projects and I can therefore bring technical expertise related to those utilities and how they might affect planning. For example, a land zoning proposal could be incompatible with sewer capacity, or the introduction of a centralized stormwater facility might encourage development which otherwise would be infeasible or cost prohibitive. Additionally, a non-insignificant portion of my job is proposing different policy decisions and determining how those will affect different customers. This analysis experience is directly applicable to being a planning commissioner even though the topics themselves (e.g. ADUs) may be different. I hope to generally learn more about Olympia Municipal Code, the Growth Management Act, and the perspectives of different interest groups in the planning process (e.g. home builders, environmental community).

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

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I attend the Short Course on Local Planning offered by the Department of Commerce offered at the 2019 Infrastructure Assistance Coordinating Council (IACC) Conference.

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

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The City's Comprehensive Plan lays out the City's goals, policies, and vision for a period of 20 years, and lays out plans (e.g. Capital Facilities Plans) for how that vision will be achieved. The Comprehensive Plan is a long range plan and is therefore a memorialization of past planning efforts, and is used to inform future planning decisions (e.g. re-zoning).




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## **EDUCATION AND CERTIFICATIONS**

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WA Professional Engineer # 56572  
Endorsements: Civil, Environmental

Johns Hopkins University, Baltimore, MD  
M.S. Environmental Engineering  
B.S. Environmental Engineering

## **PROFESSIONAL EXPERIENCE**

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**Thurston County Public Works**, Olympia, WA September 2018- Present

*Technical Services Manager* | October 2020—Present

*Senior Civil Engineer* | May 2020—October 2020

*Utility Planner* | September 2018—May 2020

- Supervised team of Utility Planners.
- Planning lead for the County's water and sewer utilities.
- Lead Thurston County stormwater capital facilities program update.
- Managed Boston Harbor and Tamoshan Utility Advisory Committees.
- Lead Thurston County Code (TCC) updates including TCC 15.20, 15.06, and 15.09-15.12.
- Created briefing materials and presented to the County Board of County Commissioners on policy and code changes.
- Reviewed development applications for compliance with the Thurston County DDECM and Water and Sewer Development Standards.
- Managed multiple stormwater projects including Woodard Creek Site #1 Retrofit, Boston Harbor Drainage Study, and Boston Harbor Outfall Replacement and Conveyance System Design.
- Identified and performed preliminary modeling for potential stormwater retrofit projects.

**Project Manager**, The Nature Conservancy, Detroit, MI Jan 2018- July 2018

- Managed Centralized Stormwater Management (CSM) Master Plan for Eastern Market District and Green Stormwater Infrastructure (GSI) Retrofit at Sacred Heart Church (SHC).
- Obtained permission from Archdiocese of Detroit (AOD) and SHC financial council to conduct due diligence on church property.
- Assessed potential GSI retrofit sites and prepared preliminary project cost estimates.
- Developed RFP, and evaluated consultant proposals for GSI Retrofit at SHC.
- Communicated with stakeholders regarding CSM and SHC GSI projects and participated in public meetings.

**Brown and Caldwell**, Beltsville, MD Oct 2011-Jan 2018

*Engineer III* | January 2014—January 2018

*Engineer II* | October 2011—December 2013

Comprehensive MS4/TMDL Program Management, Montgomery County Department of the Environment, Rockville, Maryland

- Managed stormwater pond, neighborhood green streets, and school low impact development (LID) retrofit projects with total contract value of \$5.3M.
- Oversaw activities of the County's Water Resource Engineering (WRE) consultants.

- Reviewed submittals for accuracy, and compliance with state and local design standards.
- Coordinated with local, state, and federal permitting agencies.
- Communicated with stakeholders regarding retrofits and led public meetings.
- Created ArcGIS templates for task orders, and data management.
- Developed a desktop procedure to evaluate pre-1986 pond water quality volume (WQv).
- Negotiated easements and right of entry agreements.

Cabin John Creek Watershed Assessment, Montgomery County Department of the Environment, Rockville, Maryland

- Lead Green Streets Assessment Team evaluating three neighborhoods for green infrastructure opportunities.
- Supervised stream assessment crews.
- Responsible for post processing of spatial data collected by field crews of stream assessments, green streets, Rainscapes, and new BMP opportunities.
- Supervised junior staff members in data quality control and creation of new ArcGIS datasets.

Comprehensive Sewershed Study, Northeast Branch Sewer Basin, Washington Suburban Sanitary Commission, Laurel, Maryland

- Project engineer for comprehensive sewer system evaluation study which included smoke testing, dye testing, flow isolation, CCTV and manhole inspections.
- Managed data for 291 miles of separate sanitary sewers ranging in size from 6" to 120".
- Reviewed smoke testing, flow isolation, and dye testing results for quality control and data analysis.

BMP Database Development and Filing System, Department of Public Works, Salisbury, MD

- Created ArcGIS database structure to comply with City needs and NPDES reporting requirements.
- Supervised team reviewing as-builts and populating ArcGIS database.
- Developed an electronic filing system for inspection records, as-builts, and other documentation.

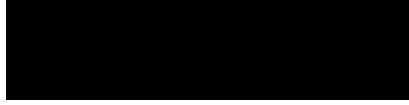
Western Basin Environmentally Sensitive Area Permit Ready Submittal, Washington Suburban Sanitary Commission, Laurel, Maryland

- Served on a project team designing 15 miles of sewer and 630 Manhole rehabilitation designs in 200 Environmentally Sensitive Areas (ESA).
- Prepared Army Corps of Engineers and MD Department of the Environment Joint Permit Applications.
- Designed Fulcrum tablet application used to collect field data.
- Constructed models in ArcGIS model builder to calculate bid quantities for line items
- Completed designs (30% 60%, 90%) for 24 path rehab work packages which included using rehab recommendations to evaluate access type needed, inclusion of close proximity pipe assets for repair, bypassing pumping layout and locations of construction entrances.

**Engineer I**, EA Engineering/Louis Berger, Baltimore, MD

Jan 2010 - Sept 2011

Stormwater Management Utility Feasibility and Development, Baltimore City Department of Public Works, Baltimore, Maryland



- 
- Assisted in development of stormwater utility for Baltimore City.
  - Developed recommendations for credit and incentive program.
  - Responsible for QA/QC of impervious area data and calculation of equivalent residential unit.

Unified Emergency Response Plan, Bureau of Water and Wastewater, Baltimore, Maryland

- Drafted Unified Emergency Response Plan (ERP) for Bureau of Water and Wastewater.
- Conducted Gap Analysis of existing ERPs as provided by the City.
- Conducted informational interviews with Bureau Heads and key staff regarding their response to emergencies, operational disruptions, and near misses.

## **PRESENTATIONS**

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*Lessons Learned in Implementing LID Retrofits at Public Schools in Montgomery County, MD*, Poster Presentation, 2016 EWRI International Low Impact Development Conference, Portland, ME

*Say, How Much for that Stormwater: A Look at Chesapeake Bay Region's Credit and Incentive Programs for Stormwater Utilities*, Oral Presentation, 2014 Tri-Association Conference, Ocean City, MD

*Lorax Approved Solutions: The Evolving World of Mobile & Cloud Data Collection*, Oral Presentation, 2014 Tri-Association Conference, Ocean City, MD

*Lawyers, TMDLs, and Money: Understanding Maryland's Accounting for Growth Policy*, Oral Presentation, 2014 Tri-Association Conference, Ocean City, MD

*Accounting for Growth: The Final Chapter in Maryland's TMD Odyssey*, Oral Presentation, 2013 Tri-Association Conference, Ocean City, MD

**Profile**

[REDACTED]		
First Name	Middle Initial	Last Name
[REDACTED]		
Email Address		
[REDACTED]		[REDACTED]
Home Address		Suite or Apt
[REDACTED]		[REDACTED]
City	State	Postal Code
[REDACTED]	[REDACTED]	[REDACTED]
Primary Phone	Alternate Phone	
[REDACTED]	[REDACTED]	

Question applies to multiple boards

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Post Doctoral Climate  
Researcher

Occupation

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## Which Boards would you like to apply for?

---

Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

N/A

## Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

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Bigelow Highlands

**If you choose "other" please write in your neighborhood here:**

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## Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

### 1. Briefly describe why you wish to serve on this advisory committee.

---

I wish to serve on the planning commission to help shape Olympia's path in confronting the age of climate change. From parking to the comprehensive plan, Olympia needs to make decisions that are designed to carry us forward for decades, but we can get to work on today. We are facing radical change due to COVID, a changing economy, and a changing climate. With clear eyed planning we can harness that change to build a happier more human focused community and leave no one behind. I am excited to use my technical experience in climate and engineering to serve the city, while always staying humble and keeping in mind that the City of Olympia is foremost a human endeavor in building and maintaining a community.

Question applies to multiple boards

### 2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

---

I currently work as a researcher in climate science, particularly the interaction of the biosphere and the climate. In addition, before leaving to pursue my PhD I spent five years working as a mechanical engineer. Through my climate research and education, I have deep knowledge of one of the major challenges that will shape Olympia's planning for the coming decades, and which demands massive change in so many aspects of how the city is organized and operates. Though I am not a city planner, at this point in my career I am a professional learner, and I am comfortable digging into the technical details of planning and the data that will help guide our decisions about the future. In addition, I am well versed in communicating detailed information to different audiences in ways that are digestible and engaging.



Question applies to multiple boards

**3. Describe your involvement in the Olympia community.**

After moving to Olympia two and a half years ago I have been active with Olympians for People Oriented Places and the Thurston Climate Action Team. In particular celebrating the launch of The One bus line across town and advocating for the adoption of financing ordinances at the County level that will allow for deep retrofits of commercial buildings. I am also an avid walker and biker in the community.

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

For the last three plus years I have been a remote postdoctoral researcher at Stanford University (3 years) and the University of California Santa Barbara. Masters and PhD in Atmospheric Sciences from the University of Washington Five years as a mechanical engineer at the NASA Jet Propulsion Laboratory Bachelors of Science in Aeronautics and Astronautics Engineering from the University of Washington

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

30

Question applies to multiple boards

**6. If you are not appointed to this committee at this time:**

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

N/A

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

Do you agree to comply with this expectation?

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

City of Olympia Email

[AcademicCV\\_OnePage\\_v3.0.pdf](#)

Upload a Resume

Question applies to Planning Commission

**10. In your own words, what is the role of an Olympia Planning Commissioner?**

The role of an Olympia Planning Commissioner is to review city plans and make sure that they best serve the community of Olympia, the future of Olympia, and the comprehensive plan for Olympia. As an Olympia Planning Commissioner, I would look for ways to support the work of the city staff as well as advise them – and the City Council – to be bold in addressing issues related to climate change, people oriented places and transportation, and affordable housing.

Question applies to Planning Commission

**11. What interests you most about community planning?**

I am interested in the delight and serendipity of human interactions and community. Community planning is the technical scaffolding that supports a family being able to bike downtown for a picnic on the waterfront, a business being able to receive deliveries efficiently, and every resident feeling confident that they have a safe place to call home. I enjoy and am predisposed to think about the technical details, how wide a street needs to be, about how to prepare for climate change with limited resources, or how to harness public and private resources to make sure everyone is housed. However, I am most interested in how those technical details support making a happier and more welcoming city for all.

Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

I bring a deep knowledge of climate change and skills in the interpretation and analysis of complex data. In addition, I have had experience advocating for safe streets in both Seattle and Olympia. I hope to learn more about the many layered process of planning and the internal challenges and opportunities in the City of Olympia itself. More broadly I am excited to learn more about my broader community and its people while serving.

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

I have attended multiple Olympia City Planning Commission meetings.

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

I have studied both the housing and transportation plans of the City of Olympia along with references therein of population growth targets and transportation (primarily vehicle miles traveled) goals. I realize that the Comprehensive Plan broadly defines by how much and where Olympia plans on adding housing and jobs which provides broad goals when planning the city.

**ACADEMIC AND PROFESSIONAL EXPERIENCE****University of California Santa Barbara** *Postdoctoral Researcher*

January 2021 – Present

**Stanford University** *Postdoctoral Researcher*

February 2018 – December 2020

Investigation into the carbon cycle and climate change with data assimilation and satellite observations in the Remote Sensing Ecohydrology Lab.

**Key Accomplishments**

- Advanced the assessment of the global terrestrial carbon cycle by contrasting a new data assimilation approach - systematically constraining simple models with observations - to more complex, but unconstrained, Earth system models
- Attributed changes in the carbon cycle to human CO<sub>2</sub> emissions using a new century long estimate of the past carbon cycle with an observationally constrained carbon cycle model.

**University of Washington** *Graduate Research Assistant*

September 2012 – December 2017

Quantified the sensitivity of vegetation to climate variation across the globe using satellite observations and climate reconstruction in the EcoClimate Lab.

**Key Accomplishments**

- Supported the creation of a unique, interdisciplinary lab that led to new research on the coupling of atmospheric sciences and ecology on the global climate system.
- As the first graduate student in this lab, helped establish enduring lab principles and authored two peer-reviewed papers.

**NASA Jet Propulsion Laboratory, CalTech** *Mechanical Engineer Lead*

August 2007 – July 2012

As a mechanical team member - and subsequently, trusted team lead to 6 reports - designed, fabricated, and managed the delivery and integration of calibration mechanisms and optical assemblies for ground breaking, multi-spectral imaging spectrometers.

**Key Accomplishments**

- Grew an existing team through empowering members as individuals, while increasing quality of product and delivering multiple, deployable instruments still in use today.
- Designed instrumentation for CalTech Submillimeter Telescope in Mauna Kea, Hawaii and installed it onsite.

**SELECTED PEER REVIEWED PUBLICATIONS\***

**Quetin, G. R.**, Bloom, A. A., Bowman, K. W., & Konings, A. G. (2020). Carbon Flux Variability from a Relatively Simple Ecosystem Model with Assimilated Data is Consistent with Terrestrial Biosphere Model Estimates. *Journal of Advances in Modeling Earth Systems*.

**Quetin, G. R.** and Swann, A. L. S. Sensitivity of Leaf Area to Interannual Climate Variation as a Diagnostic of Ecosystem Function in CMIP5 Carbon Cycle Models. *Journal of Climate* 31, 8607–8625 (2018).

**Quetin, G. R.** and Swann, A. L. S. Empirically Derived Sensitivity of Vegetation to Climate across Global Gradients of Temperature and Precipitation. *Journal of Climate* 30, 5835–5849 (2017).

\* For full list of peer reviewed publications and conference presentations, please visit [REDACTED]

**EDUCATION****PhD, Atmospheric Sciences**

University of Washington – 2017

**Masters, Atmospheric Sciences**

University of Washington – 2015

**Bachelors of Science in Aeronautical and Astronautical Engineering**

University of Washington – 2007

*Minor in Physics***ACTIVITIES***Co-Founder***Science by Design (Present)**

Ignited collaboration across science and design departments through on-going workshops to highlight the need for compelling scientific communication that pivots on storytelling.

*Climate Expert***School of Art + Design: Information Design Class – 2014 & 2016**

Consulted on the development of curriculum, as well as subject critic for students as they learned to visualize data with accuracy.

*Research Assistant - Marine Biology***U.S. Antarctic Program – 2004**

Three-month deployment to Palmer Station, Antarctic Peninsula.

**CONFERENCES\*****Oral Presentation, Invited**

*American Geophysical Union  
Fall Meeting – 2017*

**Oral Presentations, Selected**

*European Geophysical Union  
Annual Meeting – 2019*

*American Geophysical Union**Fall Meeting – 2019*

**Profile**

[Redacted]

First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

City

[Redacted]

Suite or Apt

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

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Three absences from meetings in a year may result in removal from an advisory board.

Questions? Contact Susan Grisham, Executive Assistant, 360.753.8244, sgrisham@ci.olympia.wa.us

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Self employed \_\_\_\_\_  
Occupation

**Which Boards would you like to apply for?**

Planning Commission: Submitted

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

**Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \***

Bigelow

**If you choose "other" please write in your neighborhood here:**

---

**Interests & Experiences**

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

**1. Briefly describe why you wish to serve on this advisory committee.**

Olympia is in the midst of a housing crisis (along with much of the US) and we need to take strong steps to remedy the situation. It will require a complex effort working at multiple levels of government to do so. The planning commission has the ability to help or hinder that process and I would like to do my part to see it help. I am trained as an architect, have overseen the construction of 10s of millions of dollars of housing and am deeply interested in the philosophy of these issues.

Question applies to multiple boards

**2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.**

I hold a professional degree in architecture. I spent the bulk of my professional career in the project management and construction space. I currently own and operate a small 20 person company in the Olympia area. I have been working on legislation at the state level for the last 4 years and pay attention to the development of housing policy at the state level. I would bring experience in the trades, a formal education that prepared me for understanding the nuance of planning choices. and a lifetime of operating in the space.

Question applies to multiple boards

**3. Describe your involvement in the Olympia community.**

I employ around 20 people in the Olympia area. I have not had much involvement in any community organizations in the time I've lived here. I am a supporter of the Community Farmland Trust. I have spent most of my efforts advancing legislation in the state legislature.

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

Bachelor of Architecture from the New York Institute of Technology. Worked as the operations director for a development company in NYC prior to moving to Olympia in 2013 to start my current business with two partners.

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

20-40

Question applies to multiple boards

6. If you are not appointed to this committee at this time:

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

---

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

---

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

---

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

---

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

---

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

---

**Do you agree to comply with this expectation?**

---

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

---

Lisa Parshley

 [Resume.pdf](#)

Question applies to Planning Commission

### **10. In your own words, what is the role of an Olympia Planning Commissioner?**

---

At the moment I believe that housing is the critical issue for our city. I expect that in the next few years that will continue to be the case. I would see my role as a member of the planning commission to ensure that we are making choices for our growth that prioritize affordable housing for all residents, that looks to incorporate density and scale appropriate solutions, that focuses on affordability and access and rejects a profit motivated planning process. The planning commission should be expected to acknowledge that housing is a right and we are failing to provide it. I see this issue as interconnected with planning for climate related changes. The philosophy that will bring us to solutions for the housing crisis will be needed to address the inequities of climate impacts in the decades to come. A livable city requires affordability for all. We clearly do not have that today.

Question applies to Planning Commission

### **11. What interests you most about community planning?**

---

A reorientation of our societal goals from one of economic growth and profit to one of sustainable development and human scaled solutions. Community ownership, humane policies for those left out, a future focused on care of our fellows and our environment. Values and interests are reflected in the built environment, the process for deciding what gets built where is a part of the framework for how that built environment is financed and functions. At present moment I believe we rely overly much on the market to make these choices and arrange our planning around what the market can provide. Building for public good is required. Public ownership, financing and decisions are required. A planning policy that focused on developing public goods and public provisioning of our needs where possible is a future we must work towards. I believe that we need a nationally funded green new deal to address the lack of public goods in our built environment and solve for the impacts of climate change. A planning process that prepares for the Green New Deal (and understands it's financing) will be needed for Olympia to be at the forefront of that work in the years to come. Olympia will be a desirable place to relocate in the decades to come as a result of climate change. We should have plans in place to welcome as many as possible to our city while improving the quality of life, not by modeling the sprawl and poorly executed land use policies of the American west to date.

Question applies to Planning Commission

### **12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

---

I would bring all the skills developed as a designer and builder. Complex systems design, visionary capacity to see what is not yet in existence and the training needed to imagine the downstream impacts of those choices. I have strong organizational capacity, a strong education on political economy, environmental issues, and human psychology as it relates to the built environment. I hope to learn from the process Olympia has taken to get to where it is today with it's planning goals. I am not familiar with that history in great detail. I expect the process of getting up to speed on the history and the current moment will give me a lot of new context on what I need to learn from.

Question applies to Planning Commission

### **13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

---

No. I was unaware of the short course until just now and will sign up for a March event to refresh myself (I did take a planning course in college) and get familiar with the nuance of Washington rules and laws.



Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

I have read most of the first volume of the plan. It's clearly an important document in the planning process, gives information about past goals, values, and what interests have motivated our planning choices to date.



## EDUCATION

### New York Institute of Technology

September 2003-May 2008

- Bachelor of Architecture - Completed May 2008
- Graduated Magna Cum Laude

## WORK EXPERIENCE

### Raven Olympia, WA *Owner and Operations Director*

October 2013 – Present

- Run daily operations including budgets, financing, sales, facilities, HR, compliance, and sales
- Raven is a small craft farm and enables me to spend a lot of time working on policy, legislative efforts, industry organizing around rule projects with state agencies, and other related matters that have given me opportunity to engage with a variety of government agencies to shape policy
- Drafted a bill with Rep. Laurie Dolan to create a legal definition for craft cannabis that is currently being considered in the Washington State House this upcoming legislative session
- Through that work I have been a part of building a network of organized craft farmers to bring issues of equity and economic fairness to the forefront of the conversation in Washington cannabis

### Hailey Development New York, NY *Operations Director*

June 2011-October 2013

- Managed operations for multiple large scale development projects in New York City
- Coordinated work on multiple projects with 100s of workers per site. Managed budgets, interfaced with architects, designers, owners, investors, vendors and contractors to produce successful outcomes
- Coordinated with city planning staff on permitting, zoning and other regulatory matters

### Poliform USA New York, NY *Project Manager*

June 2009-June 2011

- Project manager for a variety of custom furniture and architectural installations.
- Coordinated with our factory in Italy on design, execution, and logistics for all NYC area operations

### Kravitz Design New York, NY *Designer*

July 2006 - April 2009

- Worked on a variety of unique design projects globally. Design and project management for residential and commercial projects both in house and in as consultants for many large firms

## References

Laurie Dolan *Washington State Representative*

Contact: Laurie.Dolan@leg.wa.gov

Katherine Hoffman *Rules and policy Manager at WSLCB*

Contact: kathyhoffman80@hotmail.com

## Awards

Washington Sungrowers Industry Association – Outstanding Cannabis Advocate 2020

**Profile**

[REDACTED]		
First Name	Middle Initial	Last Name
[REDACTED]		
Email Address		
[REDACTED]		[REDACTED]
Home Address		Suite or Apt
[REDACTED]		[REDACTED]
City	State	Postal Code
[REDACTED]	[REDACTED]	[REDACTED]
Primary Phone	Alternate Phone	
[REDACTED]	[REDACTED]	

Question applies to multiple boards

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Federal Government Attorney

Occupation

---

## Which Boards would you like to apply for?

---

Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

## Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

---

Other

**If you choose "other" please write in your neighborhood here:**

---

South of Olympia High School within City Limits

---

## Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

### 1. Briefly describe why you wish to serve on this advisory committee.

---

I am eager to continue my work as a public servant. Until recently, I worked 20+ hours per week as an Army Reservist in addition to my full time civilian job. I have always wanted to get involved with local issues, but until recently could not do so due to my extensive time and travel demands. I retired from the Army Reserves in August 2020 and wish now to dedicate my time and abilities to city and county programs and challenges. I am willing to serve wherever there is a need.

Question applies to multiple boards

### 2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

---

I excel at collaborating with others, weighing different perspectives, and developing written and oral proposals after thoroughly considering all relevant factors and competing recommendations. I am very comfortable and enjoy diving into new areas where I have little to no background or experience and quickly developing subject matter expertise. Most importantly, I think I would add great value as a member of the Planning Commission because I am experienced at conducting in-depth research, synthesizing large amounts of data, analyzing complex and multi-faceted issues, and providing well-reasoned and supported recommendations to decision-makers. Also, I care deeply about the full range of quality of life issues addressed by Olympia's Comprehensive Plan. I am willing and able to devote the time needed to make a positive impact.

Question applies to multiple boards

**3. Describe your involvement in the Olympia community.**

None until now due to the time and travel demands of my part-time Army Reserve career. I have supported my sons' participation in local youth baseball and soccer programs over the

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

History, Bachelor of Arts, Knox College, Illinois, 1983 Law, Juris Doctor, University of Illinois College of Law, 1991 Masters in Strategic Studies, United States Army War College, 2013

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

75

Question applies to multiple boards

**6. If you are not appointed to this committee at this time:**

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

Heritage Commission Parks & Recreation Advisory Committee Home Fund Advisory Board

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

**Do you agree to comply with this expectation?**

I Agree \*

Question applies to multiple boards

### 9. How did you learn about this advisory committee recruitment?

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City Website; Email; Newspaper

 [Resume\\_2021.pdf](#)

Question applies to Planning Commission

### 10. In your own words, what is the role of an Olympia Planning Commissioner?

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Acting within guidance from the Olympia City Counsel, Planning Commissioners develop in-depth proposals that support various aspects of the Comprehensive Plan. They also develop recommendations for periodic updates to the Comprehensive Plan in order to keep it relevant between major revisions. If selected, I would immediately become well-versed in all aspects of community planning in general along with Olympia's specific planning requirements, documents, programs and procedures, and objectives. Further, I would continuously strive to add value by working with other Commission members to create "out of the box" solutions for City Council consideration. I have learned from long experience that great ideas often come from unexpected sources and that no one individual or group has a monopoly on positive initiatives. I fully recognize and respect that the Planning Commission's mandate is to assist the City Council, our elected officials, in making decisions to benefit our city. Commissioners are advisors who provide the Council the information and input they need to make informed policy decisions.

Question applies to Planning Commission

### 11. What interests you most about community planning?

---

For anyone like me interested in Olympia's current and long-term welfare, I cannot think of a better way to become involved than as a member of the Planning Commission. Community planning affects literally every facet of quality of life in our city. As the name implies, the Comprehensive Plan really touches on almost everything residents care about—not only formal categories such as land use and transportation but also the very important intangible qualities that Olympians highly value. These include the importance of keeping a "small town" community feel as we grow and having a safe, comfortable and vibrant downtown which preserves its historic past and provides access to artistic venues, unique shops and restaurants, entertainment, and welcoming public spaces. No one wants haphazard growth; community planning, when properly undertaken and implemented, empowers us to take charge and create the Olympia that our residents so much desire and deserve. I fully recognize that while agreement on the overriding objectives may be relatively easy, finding common ground among the city's numerous interest groups to achieve those goals is often far more difficult. However, it is that very challenge--working within the guidance of the City Council to develop feasible and impactful proposals to create a better Olympia--that makes the Planning Commission so appealing. For me, selection as a member of the Planning Commission would be an opportunity to make a real impact on the City's future and the welfare of my neighbors, my family, and ultimately myself. I cannot think of a better place to serve.

Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

---

My skills and experience make me well-suited to serve on the Planning Commission. In addition to my answer to #2 above, I have worked on complex legislative initiatives at the federal level involving numerous and often competing interests. I can analyze requirements for coordination with other agencies and/or legal entities. I have reviewed extensive environmental documents, to include major Environmental Impact Statements involving the full range of federal environmental laws (e.g., Clean Water Act, Clean Air Act, etc.), and am familiar with the coordination required with federal and state regulatory agencies, tribal governments, and others when proposing actions with significant environmental impacts. I am very comfortable working with organizations and groups representing various perspectives and am able to elicit input and then develop clear, responsive, and defensible recommendations that address difficult problems with no easy solutions. I keep an open-mind while collecting information and am always willing to listen and learn from others. Generally, my goal is to learn as much as possible about our residents' priorities and concerns, the challenges Olympia faces over the next few decades, as well as potential solutions. I hope to gain an understanding of how the City operates, both internally and its relationship to the State and other outside organizations. If the opportunity becomes available, I am very interested in exploring initiatives to further city goals and policies through partnerships with local businesses and non-profit organizations.

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

---

I have attended meetings in which the Planning Commission briefed City Council members on findings and recommendations regarding changes to residential zoning as well as meetings in which the public have had opportunities to comment on those issues. I had Law School courses focused on legal issues involving governmental decisions with zoning, environmental, and natural resource impacts. I am considering applying for Evergreen University's Master in Public Administration with a focus in Public Policy.

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

I have thoroughly read Olympia's Comprehensive Plan, Washington State's Growth Management Act, and various other references available via links on the City website. The Plan was developed with significant input from residents, business owners, non-profits and other local stakeholders and establishes the City's vision for development for approximately 20 years following approval. It provides policy objectives and guidance for future city actions involving a broad spectrum of issues impacting development and is nested in requirements established by the State's Growth Management Act. The Plan does not, in and of itself, require or proscribe specific city actions, but instead serves as the framework used to analyze specific city decisions. Because the Plan's scope is so far-reaching, it also drives many budgetary decisions and significantly influences municipal regulatory actions.



## SUMMARY OF QUALIFICATIONS

- **Successful Federal Government Leader**
  - 28+ years as an Active Duty and Reserve Army Officer serving in diverse assignments within the United States, Europe, and in Deployed Environments (Sarajevo 1998; Iraq 2009-2010; Qatar 2017-2018).
  - Retired Senior Military Officer (August 2020); culminating assignment managing 14 Army Reserve legal service commands located throughout the United States. Previous recent assignments include Supervisory Counsel to a major Army Reserve Command in California and Commander of a Joint Base Lewis McChord unit providing legal services to Soldiers and Families throughout the Pacific Northwest.
  - Employed from 2014 to present as Deputy Regional Supervisory Counsel, Office of Soldiers' Counsel, Joint Base Lewis McChord. Supervise attorneys and paralegals providing legal counseling and representation to Wounded, Ill, and Injured Soldiers at eleven Army installations throughout the Midwest and Western United States.
- **Superb Written and Oral Communicator**
  - Extensive experience preparing legal and non-legal documents to include communications to senior Department of Defense officials and proposed federal legislation.
  - Developed instructional materials and taught legal and non-legal topics to large and small audiences. Briefed senior military and civilian officials and advocated for individual clients in court and before administrative tribunals.
- **Versatile and Skilled Attorney and Planner**
  - Strong and consistent record of success serving in a wide variety of attorney positions to include criminal, administrative, environmental and labor law practices.
  - Planned, coordinated, and executed military training exercises, conferences, and other large-scale events.

## ATTRIBUTES

- **Skilled Problem Solver:** Adept at collaborating with others who have diverging opinions to analyze complex problems, develop and assess potential courses of action, and create concrete, focused, and responsive solutions.
- **Flexible Team Member/Decision Maker:** Comfortable working as a member of a team led by others or, as necessary, taking charge, leading initiatives, making decisions and taking responsibility for their outcomes.
- **Integrity:** Character matters. Truthful, respectful of others, and trustworthy. Strong proponent of civility in all public discourse.

## EDUCATION

- Master in Strategic Studies, United States Army War College, Carlisle Army Barracks, PA, 2013
- Juris Doctor, Law, University of Illinois College of Law, Urbana, IL, 1991
- Bachelor of Arts, History, Knox College, Galesburg, IL, 1983

\*Military and civilian employment records and evaluations available upon request.



## Profile

First Name

Middle Initial

Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

Question applies to multiple boards

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VP/ Business Relationship  
Manager

Occupation

---

## Which Boards would you like to apply for?

---

Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

## Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

---

Wilderness

**If you choose "other" please write in your neighborhood here:**

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## Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

### 1. Briefly describe why you wish to serve on this advisory committee.

---

As a resident and business constituent I believe that proper planning of our Community is vital to the health and success

Question applies to multiple boards

### 2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

---

I have over 30 years of residential and commercial real estate experience. I understand lending, zoning and also financial impact.

Question applies to multiple boards

### 3. Describe your involvement in the Olympia community.

---

I have served on the Board of Directors for BHR, Safeplace, The Visitor and Convention Bureau and currently Homes First. I have also been active in the ODA, Thurston EDC, Thurston County Chamber and South Sound Chamber.

Question applies to multiple boards

### 4. List your educational and professional background and area of study.

---

30 years banking experience

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

---

As many as is needed

Question applies to multiple boards

6. If you are not appointed to this committee at this time:

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

---

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

---

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

---

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

---

Home Advisory Board

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

---

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

---

**Do you agree to comply with this expectation?**

---

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

---

Facebook

---

Upload a Resume

Question applies to Planning Commission

**10. In your own words, what is the role of an Olympia Planning Commissioner?**

---

To help provide guidance with planning and development to achieve the City's goals.

Question applies to Planning Commission

**11. What interests you most about community planning?**

---

As a long term citizen I want to help be a part of growing our beautiful city, while maintaining its unique charm.

Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

---

Real Estate lending and project development. Economic development, and community development.

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

---

No

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

As a former Board President of the Visitor and Convention Bureau I used to be very involved with the local municipalities in discussions of the vision of growth and development in Thurston County. I have over the years read various plans in regards to the City's Comprehensive Plan. If I am afforded the opportunity to be on the Commission I would take a deep dive into the plan and educate myself as much as possible.

**Profile**

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Question applies to multiple boards

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**Student**

Occupation

---

## Which Boards would you like to apply for?

---

Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

## Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

---

Other

**If you choose "other" please write in your neighborhood here:**

---

Evergreen Park Drive

---

## Interests & Experiences

Question applies to multiple boards

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Question applies to multiple boards

### 1. Briefly describe why you wish to serve on this advisory committee.

---

I would to serve on the Planning Commission for two reasons. First, I would like to become more active in the the community by a means of public service. I other words, I feel it is my responsibility to give to the community through service. Local government, in many ways, the way in most people gain faith in their democracy, as local government effects the community direct. Second, I want to learn from a team of other advisors what it means to them and to community, what it means to be apart of development process. Given this opportunity, I will strive to assist and help realize plans and projects for which the community can say included their opinions and views. I feel this way because the mind of a good student is to listen to the wisdom that comes from community feedback, and ideals. I believe that first the focus on community service and second the mind a student can only help build solutions.

Question applies to multiple boards

### 2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

---

I've had the opportunity, in recent history, to work within the Evergreen State College's 'Big Bets process for well over a year and half. I have been apart of three committees over this period: the general model building process, the 'schools' development group, and the Standing Committee on the Curriculum. Within all three of these groups, I been able development general rules for model development, the development of my own model and co-development of two other models, and the development of three major changes to the faculty union. Specially this environment has allowed me the opportunity to quickly learn the 'inside baseball' terms between Deans, faculty, and staff. This opportunity also allowed me to learn about the committee process for approval and development hands on.

Question applies to multiple boards

**3. Describe your involvement in the Olympia community.**

I want to be as honest as possible, as a full time student and full time worker my experience has been that of the working-class. Because of this I have not had the opportunities many 9-5 jobs have afforded. Most of my experience, as a result, has been at Evergreen where my active committee work has provided an educational experience in how that process works. If I am not accepted for this position, after I graduate in spring (and start the MPA program in the spring,) I will hope to expand on this experience as much as I can.

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

Upper Valley Career Center - 2010- 2012 - Microsoft Certified IT Program - Piqua, Ohio Horry-Georgetown Community College - 2015 - General Studies - Conway, SC Evergreen State College - 2017-2021 - UG: Political History with a concentration in Policy - Olympia, WA Evergreen State College - 2021-Current - MPA - Olympia, WA

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

30-40

Question applies to multiple boards

**6. If you are not appointed to this committee at this time:**

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

Do you agree to comply with this expectation?

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

Reddit Posting

[Resume.docx](#)

Upload a Resume

Question applies to Planning Commission

**10. In your own words, what is the role of an Olympia Planning Commissioner?**

In short, to develop land usage plans with the needs and expectations of both the public community and the city government. In other words, the Olympia Planning Commission are volunteers that dedicate time to hearing out the public and developing out that feedback solutions to present to the city government. They are not managers or decision makers, they are greater Olympia's democratic voice organized.

Question applies to Planning Commission

**11. What interests you most about community planning?**

I find community planning to be a process of pedagogy development. What I mean by this is a learning process. For whom? Everyone in the community: every age, gender performance, sex, ethnicity, and background. The intersectionality of language development that makes what Foucault called biopower - power in members of the community that can either partake in or not. Community planning, to me, begins with what makes the community, who's involved, and unfortunately who is not. That is why I find community planning an interest to me. How can improve participation in the this process and how do we ensure more voices?



Question applies to Planning Commission

**12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?**

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A few skills you might find of importance to the Planning Commission is my openness to new ideas, conscientiousness, and optimism for looking forward and not backwards. I want to learn from this process, as every person provides an opportunity to learn more from the community. Those nuances that people bring from their personal experiences that make a community more diverse. Good community involvement is a two way street and my focus in communicating will be center to this process. A solid dedication requires a keen focus on working thoroughly. Lastly, I'm generally a very positive person, who believes in the ideal 'good government;' a utopia of democratic progress, the city on the hill, or a place of betterment. In non-philosophical terms, much of the world today is a negative space, I believe in applying positive action. If I am accepted, I would like to learn more about urban planning and development. My educational background has provided me a liberal (in the educational classical sense of the word) education in an interdisciplinary scope and scale. Unfortunately that education did not include much on urban growth. I have had many many questions about that process and would love to learn more beyond the likes of Jane Jacobs, and other such writers.

Question applies to Planning Commission

**13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?**

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I will take a short course in local planning regardless of acceptance. I have read the OPC working plan and have attended meetings.

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

---

I have read parts of the plans in the past. My interpretation of the City's Comprehensive Plan is that the plans are the general rules and structure of government development in Olympia. The document is a living document that changes over time from either committee, public, or City Council suggested amendments. It is a very important document as it states where the city plans to development is forward going model.

## 10-Year Résumé

### Marathon – Sidney, OH

- o Sales
- March 2011 - May 2012

### Just Ask Hal – North Myrtle Beach, SC

- o IT Internship
- August 2012 - January 2014

### New Bridge – Myrtle Beach, SC

- o IT Sales
- February 2014 - January 2015

### Bernie Sanders 2016 – South Carolina Primary

- o Office Assistant Internship
- DNC database, GOTV, Voter supply & National Campaign Connect.
- September 2015 - April 2016

### Coastal Retailers LLC - Myrtle Beach, SC

- o Operations Manager
- Retail Operations, Web sales, Hatter Design & Reorder Supply.
- January 2015 - November 2016

### Westfield South Center - Tukwila, WA

- o Security Guard
- Dispatch, Interior & Exterior
- January 2017 – May 2019

### NWCS – Olympia, WA

- o Security Guard
- May 2019– Current

### Committee to Elect Rory 2020 – Olympia, WA

- o Co-Chair
- August 2019- February 2020

### Rory Summerson for Thurston County Commissioner 2020– Olympia, WA

- o Campaign Manager
- November 2019- August 2020

### Evergreen State College – Olympia, WA

- o Committee Member
- o New Directions: Academic Development Group, Schools Development Group, & SCC
- o August 2019 - Current

### Education:

- Upper Valley JVS - Piqua, OH
  - Information Technology  
2010 - 2012
- Horry Georgetown Technical College - Conway, SC
  - General Studies  
2014 – 2015
- Evergreen State College - Olympia, WA
  - BA – Emphasis in History and Policy  
2017 – 2021
- Evergreen State College - Olympia, WA
  - MPA – Public Policy  
2021- Current

Other:

- BSA – Sidney, OH
  - Eagle Scout  
2011

**Profile**

[Redacted]

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First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted] [Redacted]

Home Address Suite or Apt

[Redacted] [Redacted] [Redacted]

City State Postal Code

[Redacted] [Redacted]

Primary Phone Alternate Phone

Question applies to multiple boards

Applications are accepted for the calendar year only. The Olympia City Council's General Government Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

Three absences from meetings in a year may result in removal from an advisory board.

Questions? Contact Susan Grisham, Executive Assistant, 360.753.8244, sgrisham@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder.

**The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.**

*When filed with the City, your application and attachment documents are public records and may be subject to public release.*

Policy Connector at the Health  
Care Authority  
Occupation

**Which Boards would you like to apply for?**

Planning Commission: Submitted

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

**Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \***

South Westside Olympia

**If you choose "other" please write in your neighborhood here:**

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## **Interests & Experiences**

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

### **1. Briefly describe why you wish to serve on this advisory committee.**

As a resident of Olympia and a strong believer in the magic of our city, I am motivated to apply for the vacant position on the Planning Commission. I have vital skills and expertise to offer during these intense and unprecedented times, and feel a strong sense of civic duty and a desire to give back to the city that has given so much to me. Olympia has much to offer its residents and visitors already, and, I see a very important opportunity coming up with the re-opening of the comprehensive plan. Much has been learned and brought to light in the last few years, and we have so much to do to strategically plan for the future. I would be honored to "roll up my sleeves" and work hard to make this process one that could catalyze needed progress in Olympia, and create a more vital and equitable city for all.

Question applies to multiple boards

### **2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.**

I have several skills that make me a key choice for a Planning Commission appointment: I have 8 years of experience in managing people, projects, and programs in service to others. As health center manager at Planned Parenthood, I moved critical projects forward, managed budgets, and worked to best meet the needs of those we served. With the Washington State Health Care Authority (HCA), I develop and implement policies and programs to better serve Washington's most vulnerable residents, working through layers of complexity toward better outcomes for all. Additionally, I have an educational background in Public Health and Social Work. This education has proved instrumental in my understanding of state and local government, critical issues such as homelessness, mental health and addiction, principles of finance and economics, and the impact of environmental policies on people and their well-being. I also have an innate ability to thoughtfully analyze information and voice my thoughts clearly and articulately. I am not afraid to have a respectfully dissenting opinion, to appropriately research issues before proceeding, and when necessary, to make a decision with limited information. And, I have strong facilitation skills and experience in public engagement. In my current role, I work closely with many different organizations at the local, state, and federal levels. I also have participated in roundtables with Washington's Indian tribes, as well as in public forums, public engagement, and other feedback processes through my tenure with HCA.

Question applies to multiple boards

### **3. Describe your involvement in the Olympia community.**

I consider myself to be an involved Olympia resident. I am engaged in my local community, I know my neighbors, support local businesses, and volunteer in the community to support events, non-profits, and community needs. For example, I have participated in clothing and food drives with my place of employment and worship, and participate in local stewardship events with the Olympia Mountaineers.

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

I currently work as a Policy Connector with the Washington State Health Care Authority. My team and I work on projects that seek to transform the health system to take better and more equitable care of people and their families. We work on projects related to whole-person care, health equity, and connecting the social determinants of health (housing, employment, healthy food, etc.) to the clinical delivery system. My employment background also includes six years at Planned Parenthood, where I was a health center manager for three of those years. I have a masters degree in public health and a masters degree in social work, both from Boston University. My undergraduate degree is in art history.

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

20-30, more if needed

Question applies to multiple boards

**6. If you are not appointed to this committee at this time:**

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

Arts Commission, Parks and Recreation (Though, I believe my talents and skills would be best used on the Planning Commission).

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

**Do you agree to comply with this expectation?**

I Agree \*

Question applies to multiple boards

## 9. How did you learn about this advisory committee recruitment?

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Word of mouth

[Resume for \[REDACTED\] 11-2020.docx](#)

Upload a Resume

Question applies to Planning Commission

## 10. In your own words, what is the role of an Olympia Planning Commissioner?

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It is my understanding that individuals on the Planning Commission work to support the City Council and Olympia as a whole. They do this by meeting to discuss and work on various issues and recommendations that are important to city planning, as well as having the important task of following and revising the Comprehensive Plan. The Comp Plan is a strategic planning document that serves as the vision for the city, with many different areas of focus. Commissioners work hard to understand city issues, study and develop recommendations for the City Council, and work to move city progress forward.

Question applies to Planning Commission

## 11. What interests you most about community planning?

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Thoughtful and inclusive long-term planning is critical to maintaining a city that is vital, equitable, and supports all of its residents. Without this kind of planning, cities are forced to be reactive to issues, and often do not have the right structures in place to reach their goals. I am most interested in the equity issues that have become more visible through the COVID-19 pandemic, especially those around systemic and structural racism. How do we create a just and equitable city that is safe and supportive to BIPOC folks? I believe that city planning is essential to that question, and I know we have the power to make things better.

Question applies to Planning Commission

## 12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?

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As I described in much more detail above, I bring skills in policy development, health equity and social justice, management, research and planning, facilitation, and community engagement. I would like to learn additional skills in city planning, strategic planning, zoning and regulation information, and general city government structures. I also would like to learn more about Olympia, and work to learn what could help to make our city better and more supportive to everyone.

Question applies to Planning Commission

## 13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?

---

I have not. However, through my work in innovative health policy, I know what it is like to be thrown into new systems and structures. I also understand the importance of taking the time to read background information and work to understand and study relevant content. I am fully prepared to continually take on this background work in order to provide value to the Planning Commission.

Question applies to Planning Commission

**14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?**

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The Comprehensive Plan is the city's strategic vision document. Through its many chapters, elements and goals are laid out to manage and plan for the growth and future of Olympia in strategic ways. Some of these are more concrete, such as plans for capital projects, etc., and others are more abstract, such as encouragement to use creative problem solving to inform and develop processes. The Comprehensive Plan is thoroughly updated every ten years, but each year has a process for plan amendments. The Plan relates to city planning by being the full guidance document that is used to support city direction, growth, goals, and values.





## PROFILE

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Policy professional dedicated to inclusive and efficient implementation of community resilience and transformation activities. My areas of interest include developing and maintaining effective processes, balancing innovation and day-to-day operations, and attention to cultural humility and underserved communities. My skillset includes relationship building, project and program management, rapid and thoughtful analysis, and group facilitation.

## EDUCATION

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- |  |                                  |
|--|----------------------------------|
| <b>Boston University School of Public Health, MPH</b>          | <b>September 2010 – May 2012</b> |
| Master of Public Health, emphasis in maternal and child health |                                  |
| <b>Boston University School of Social Work, MSW</b>            | <b>September 2009 – May 2011</b> |
| Master of Social Work, emphasis in clinical social work        |                                  |
| <b>University of New Mexico, BAFA</b>                          | <b>August 2003-May 2006</b>      |
| Bachelor of Arts in Fine Arts, art history major               |                                  |
| <i>Golden Key Honor Society, Phi Kappa Phi Honor Society</i>   |                                  |

## EXPERIENCE

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- Washington State Health Care Authority (Olympia, WA)**
- Policy Connector* **January 2016 - Present**
- Develop and implement statewide Medicaid policy focused on health improvement, social determinants of health, and health equity, primarily through the [Medicaid Transformation 1115 waiver demonstration](#)
  - Work on COVID-19 response activities, including facilitation and logistics of personal protective equipment (PPE) distribution
  - Work across teams to achieve progress, mitigate risk, and engage with stakeholders and the general public, including Washington's Accountable Communities of Health (ACHs)
  - Communicate and liaise with federal agencies, the Washington State Legislature, community organizations, providers, and the public
  - Develop, plan, and coordinate events, including the annual [Learning Symposium](#)
- State Innovation Model grant Project Director* **January 2016 - January 2019**
- Led cross-team and external strategic planning efforts to ensure a coordinated vision for future work
  - Liaised with partner agencies and organizations for alignment, risk mitigation, and bi-directional communication, as well as managed multi-million-dollar interagency agreements with other state agencies

- Acted as primary contact to the Center for Medicare and Medicaid Services for innovation grant management and compliance, as well as partner federal agencies for technical assistance
- Planned and coordinated external events for health system partners and providers

### **Planned Parenthood of the Great Northwest (Seattle, WA)**

#### *Health Center Manager II*

**February 2013 – December 2015**

- Managed daily operations of two mid-size health centers, offering a range of reproductive health services
- Maintained financial viability of health centers by monitoring revenue, achieving metric goals, and managing costs, as well as participating in fiscal year budget creation
- Supervised both administrative and medical staff through training, change management, and constructive coaching
- Led the team in the implementation of several new technologies, including an online patient portal, online appointment scheduling, and online video visits

#### *Patient Care Team Lead*

**September 2012 – February 2013**

- Maintained health center efficiency and flow
- Provided both medical and administrative support
- Led the team in implementing new initiatives as directed by health center manager

### **Strong Families Strong Forces Project (Boston University, Boston, MA)**

#### *Research Assistant*

**August 2011-June 2012**

- Department of Defense funded research project supporting military families in re-entry from deployment
- Provided home-based clinical social work in a short-term program
- Collected data according to study methods so program efficacy could be determined

### **Advanced Fetal Care Center, Boston Children's Hospital (Boston, MA)**

#### *Social Work Intern*

**August 2010-May 2011**

- Provided therapy and case-management to families facing a fetal diagnosis
- Provided consult for interdisciplinary medical teams regarding patient needs
- Created written materials to help families cope with difficult decisions and find resources

### **Women's Lunch Place (Boston, MA)**

#### *Shelter Advocate (Social Work Intern)*

**August 2009-May 2010**

- Provided advocacy for poor and homeless women
- Ran the Media Center where women could use electronic resources to help in their housing and job search

### **Past to Present Study (Boston University, Boston, MA)**

#### *Project Coordinator*

**August 2009-August 2011**

- Study on the link between childhood trauma and adolescent substance abuse
- Created web-based data-collection instrument using Qualtrics™
- Created and implemented recruitment strategies for participants
- Supervised undergraduate Work Study students in collecting and managing study data

### **Planned Parenthood of Western Washington (Seattle, WA)**

*Nurse's Station Team Lead*

**June 2008-July 2009**

- Provided counseling and support to patients
- Coordinated abnormal result follow-up
- Reported vital statistics to Washington State Department of Health

*Patient Care Coordinator*

**June 2006-June 2008**

- Provided administrative and medical support in a reproductive health environment
- Performed phlebotomy and ultrasound services

### **AWARDS AND SCHOLARSHIPS**

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#### **Boston University Carl D'Ettore Memorial Prize - 2011**

Awarded annually to an outstanding social work practice graduate with a health care emphasis

#### **NARAL Pro-Choice New Mexico Pass the Torch Award - 2006**

Presented annually to a young person with demonstrated commitment to reproductive justice

### **PUBLICATIONS**

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Conference Paper for the American Public Health Association (APHA) Annual Meeting

Ross, A., Evans, E., Kreida, E., Wennerstrom, B., Paris, R., & DeVoe, E. (October 2012).

Implications for engagement and retention of home-based service delivery for military families: The Strong Families Strong Forces program. Paper Presented at 140st APHA Annual Meeting and Exposition.

### **TECHNICAL PROFICIENCIES/CERTIFICATIONS**

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Former certified In-Person Assister (IPA) with the Washington Health Benefit Exchange

Former licensed professional social worker (State of Massachusetts)

**Profile**

First Name

Middle Initial

Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Question applies to multiple boards

Advisory committees are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, beginning April 1, 2021, the City will offer stipends of \$25 per meeting attended to Advisory Committee members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory Committee members may waive the stipend upon request.

Applications are accepted for the calendar year only. The Olympia City Council's General Government Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

Questions? Contact Susan Grisham, Executive Assistant, 360.753.8244, [sgrisham@ci.olympia.wa.us](mailto:sgrisham@ci.olympia.wa.us)

If you saved or submitted an application and did not receive a confirmation, please check your spam folder.

*When filed with the City, your application and attachment documents are public records and may be subject to public release.*

GIS Supervisor

Occupation

---

## Which Boards would you like to apply for?

---

Planning Commission: Submitted

---

Question applies to multiple boards

**If you applied for multiple boards or commissions, please rank them in order of interest below.**

---

## Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

---

Governor Stevens

**If you choose "other" please write in your neighborhood here:**

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## Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

### 1. Briefly describe why you wish to serve on this advisory committee.

---

I seek to participate on the planning commission as a means of contributing my professional expertise in the public utility industry in a personal capacity to contribute to the decision-making processes of building a community that is welcoming, equitable, and sustainable.

Question applies to multiple boards

### 2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

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I am the GIS Supervisor at a local Public Utility District that provides electric and telecommunication services. I oversee the as-built information system for a utility with 33,000+ meters and 3,000+ miles of conductor. I am engaged in the leadership structure at the utility contributing research, recommendations, and my individual perspective to department heads, general manager, and elected officials as it relates to capitol planning, policy development, and requests for proposals. I participate on the Technology Steering Committee and am active in the long-term planning of enterprise software use. I am also engaged in the Broadband Action Team which is engages district members and staff in developing a long-term telecommunications strategy for the district. I would be enthusiastic to contribute my subject matter expertise in public policy, business models, rate designs, and utility technology to this planning commission.

Question applies to multiple boards

### 3. Describe your involvement in the Olympia community.

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I am an active member with the Friends of Capitol Forest and am dedicated to making Capitol Forest and the South Puget Sound a premier mountain biking destination. I participate in park clean up and invasive species removal work parties with the City of Olympia Park Steward of my neighborhood park.

Question applies to multiple boards

**4. List your educational and professional background and area of study.**

I received a B.A. in Environmental Ethics and Policy from the University of Portland and a Graduate Certificate in Geographic Information Systems from Portland State University. I have a 10+ years experience working in Public Power, Public Works at a Municipal level, and with State Park agencies.

Question applies to multiple boards

**5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

6-10

Question applies to multiple boards

**6. If you are not appointed to this committee at this time:**

Question applies to multiple boards

**6a. Do you wish to be considered for appointment to another advisory committee?**

Yes  No

Question applies to multiple boards

**6b. Do you wish to be considered for future appointment to this committee?**

Yes  No

Question applies to multiple boards

**6c. Would you be willing to volunteer for other City activities?**

Yes  No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

Utility Advisory Committee, Parks and Recreation Advisory Committee

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

Yes  No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

**Do you agree to comply with this expectation?**

I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

The Olympian


[Resume.pdf](#)

Upload a Resume

Question applies to Planning Commission

### 10. In your own words, what is the role of an Olympia Planning Commissioner?

To review, research, apply, and make recommendations to Council members on policy decisions as they relate to the City's comprehensive land-use plan and long-term development of the City of Olympia. I believe duties would include working with staff to review City of Olympia codes and policies on a routine basis, participate in public hearings, and make recommendations to Council members. A planning commissioner is asked to bring the community's perspective on these issues to the Council members and be responsive to changing social and economic needs.

Question applies to Planning Commission

### 11. What interests you most about community planning?

I am interested in community planning because it relates to the growth and develop of the social, environmental, and economic well-being of the City of Olympia. I want to participate in the conversation and decision-making processes for land-use zoning and long-term planning for the City of Olympia. I believe that policy review, public forum, and long-range planning is necessary to achieve strategic initiatives and goals for a community-oriented city. We are living in unprecedented times of economic and social inequality, global climate change, and population growth and land use planning is a key component in the addressing these issues.

Question applies to Planning Commission

### 12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?

As a career professional in a public utility, I offer transferrable experience with utility technology and soup to nuts policy development, implementation, and tracking. I hope to learn how the City adapts strategic initiatives, capitol planning, and risk mitigation in an unprecedented time of social, economic, and environmental distress. I am interested in the changes in zoning the city is using to address affordable housing and economic development. I am curious about the multifaceted approach the city is pursuing to adapt to climate change through zoning, planning, and capitol investments. I want to bring my enthusiasm for problem solving to this commission.

Question applies to Planning Commission

### 13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?

No

Question applies to Planning Commission

### 14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?

I am generally aware that the City's Comprehensive Plan is reflective of the community's values and vision for the future of land use and economic development of Olympia. It is effectively the guide on how the City expects to manage grow. It lays the foundation for goals and policies at a high level to guide the actions of for the City and staff to pursue. It provides context and history on how the City has become what it is today and describes the values, initiatives, and goals for planning what it wants to be in 20 years.





**PROFESSIONAL SUMMARY**

**GIS Supervisor** - Engaged with everything I appreciate: activities, adventure, and people.

- Project Oriented - handle matters with great care, diligent preparation, and focused implementation.
- Problem solver concentrating on solutions, analyzing, and identifying possible options and obstacles.
- Purposefully surrounded by organizations and projects focused on developing a collective impact.

**EDUCATION**

B.A. Environmental Policy, Spanish

*University of Portland, 2010*

Graduate Certificate, Geographic Information Systems (GIS)

*Portland State University, March 2014*

**PROFESSIONAL EXPERIENCE**

**GIS and Information Technology**

- Five years of supervisory and system administration experience of the ESRI software platform on an enterprise SDE database for desktop, mobile, and web-based GIS services.
- IT support including installations, updates, license management for software programs, as well as administering users and system privileges across software and web-based applications
- Design, develop and maintain tabular and geospatial data across a variety of software applications including, PostgreSQL, Microsoft Access, SQL Server, Customer Information Systems, and the ESRI software platform.
- Provide high-level GIS technical support, analysis, training, and assistance across multiple departments in a wide range of analytical and data editing functions.
- Demonstrated knowledge of maintaining and editing GIS databases and using geoprocessing tools for spatial analysis and reporting.

**Project and Partnership Management**

- Innovative and creative individual experienced in implementing new software, technology, and workflows across an enterprise while supervising system data and daily use of technical staff.
- Excellent public speaking to audiences of staff, industry professionals, board of directors, and elected officials.
- Proven written and verbal communication skills translating complex technical information to diverse audiences.

**Public Utilities**

- Deep working knowledge of local government with GIS expertise that has been developed through professional experience in non-profit, municipal, regional agencies
- Strong education, training, and boots on the ground understanding of how public utilities deliver, maintain, update infrastructure and the financial models that are deployed to cover the cost of business and mandates.
- Procedural experience with budgeting, coordinating, and implementing requests for proposals, working with technology steering committees, and managing professional relationships with external stakeholders

**Leadership and Ethics**

- Ethical and honest, focused on doing the right thing, providing accountability and truthful communications.
- Team oriented professional, treats employees and customers with respect and kindness.

**WORK HISTORY**

Lewis County Public Utility District – GIS Supervisor

2014-Present

Friends of Capitol Forest – Member / Mountain Biker

2014-Present

Previous Agency Experience:

Oregon City Public Works, West Multnomah Soil and Water Conservation District, Oregon State Parks

## BOARDS & COMMISSIONS APPLICATION EVALUATION MATRIX

<b>Candidate Name:</b>	<b>Committee:</b>									
<b>Residency:</b> City Limits or Growth Area:            Yes   Outside of Olympia:            Yes  <i>Residency: Except as may be otherwise provided in the Olympia Municipal Code regarding a specific committee, the majority of members on each committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.</i>										
<b>Desire to perform public service.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Comments:									
<b>Experience in the community on other boards, commissions and Committees.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Comments:									
<b>Ability to represent the interests of the community as a whole.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Comments:									
<b>Special knowledge important to a particular board, commission or committee.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Comments:									
<b>Ability to bring added perspectives and/or life experiences to board, commission or committee work.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Comments:									
<b>Ability to work collaboratively with other members, staff and elected officials.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Comments:									
<b>Time commitment/Availability to serve.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Comments:									
<b>Notes:</b>										