



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Joyce Phillips
360.570.3722

Monday, December 4, 2017

6:30 PM

Room 207

1. CALL TO ORDER

Estimated time for items 1 through 5: 20 minutes

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- 3.A** [17-1201](#) Approval of the November 6, 2017 Olympia Planning Commission Meeting Minutes

Attachments: [OPC 11.6.17 draft minutes](#)

4. PUBLIC COMMENT

During this portion of the meeting, citizens may address the 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 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 for quasi-judicial review items for which there can be only one public hearing, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. STAFF ANNOUNCEMENTS

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

6. BUSINESS ITEMS

- 6.A** [17-1183](#) Missing Middle Housing Analysis Update

Attachments: [Missing Middle web page](#)

[Recommendations](#)

[Open House Comments](#)

[Email Comments](#)

[Schulte Comments](#)

Estimated time: 60 minutes

- 6.B** [17-1224](#) Affordable Housing Briefing
Estimated time: 45 minutes
- 6.C** [17-1223](#) Development Activity Briefing
Estimated time: 30 minutes
- 6.D** [17-0984](#) Preliminary 2018 - 2019 Planning Commission Work Plan
Attachments: [Draft Work Plan](#)
Estimated time: 15 minutes

7. REPORTS

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

8. OTHER TOPICS

9. ADJOURNMENT

Approximately 9:30 p.m.

Upcoming Meetings

Next regular Commission meeting is January 8, 2018. 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.



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

Planning Commission

Approval of the November 6, 2017 Olympia Planning Commission Meeting Minutes

Agenda Date: 12/4/2017
Agenda Item Number: 3.A
File Number: 17-1201

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

Title

Approval of the November 6, 2017 Olympia Planning Commission Meeting Minutes

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Meeting Minutes

Planning Commission

ATTACHMENT 1

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Joyce Phillips
360.570.3722

Monday, November 6, 2017

6:30 PM

Room 207

1. CALL TO ORDER

Chair Mark called the meeting to order at 6:30 p.m.

1.A ROLL CALL

Present: 6 - Chair Brian Mark, Vice Chair Mike Auderer, Commissioner Rad Cunningham, Commissioner Paula Ehlers, Commissioner Carole Richmond and Commissioner Missy Watts

Excused: 2 - Commissioner Tammy Adams and Commissioner Travis Burns

OTHERS PRESENT

Community Planning and Development staff:
Deputy Director Leonard Bauer
Senior Planner Joyce Phillips
Minutes Recorder Stacey Rodell

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [17-1069](#) Approval of the October 2, 2017 Olympia Planning Commission Meeting Minutes

The minutes were approved.

3.B [17-1070](#) Approval of the October 16, 2017 Olympia Planning Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. STAFF ANNOUNCEMENTS

Ms. Phillips informed the Commission of upcoming meeting dates and provided a brief update on building projects.

Mr. Bauer announced the Community Planning and Development Department has hired a new Economic Development Director, Mike Reid.

6. BUSINESS ITEMS

- 6.A [17-1113](#) Downtown Urban Infill Area State Environmental Policy Act (SEPA) Ordinance - Deliberation

Mr. Bauer provided a brief recap of the Downtown Urban Infill Area State Environmental Policy Act (SEPA) Ordinance process to date.

The Commission deliberated.

Commissioner Ehlers moved, seconded by Commissioner Auderer, to recommend approval of an ordinance to establish Downtown as a SEPA urban infill exemption allowance area. The motion passed unanimously.

- 6.B [17-1121](#) Comprehensive Plan for the Olympia Urban Growth Area - A Joint Plan with Thurston County

Ms. Phillips presented information regarding the Comprehensive Plan for the Olympia Urban Growth Area and a joint plan with Thurston County via a PowerPoint presentation. A copy of the presentation can be found in the meeting details on the City's website.

The information was received.

- 6.C [17-0984](#) Suggestions for the Preliminary 2018 - 2019 Planning Commission Work Plan

Ms. Phillips presented a preliminary draft 2018 work plan. The Commission discussed the draft and discussed other items it may want to add to the work plan. This item will be discussed further at the next Commission meeting.

The information was discussed.

- 6.D [17-1120](#) Planning Commissioner Officers for 2018 - Nominations

The Commission discussed the officer positions for 2018.

Chair Mark nominated Commissioner Cunningham for Chair of the Planning Commission, Commissioner Auderer for Vice Chair of the Planning Commission and Commissioner Richmond for Chair of the Finance Sub-Committee of the Planning Commission for 2018.

Vice Chair Auderer moved, seconded by Commissioner Ehlers, to elect Commissioner Cunningham Chair of the Planning Commission. The motion passed unanimously.

Chair Mark moved, seconded by Commissioner Cunningham, to elect

Commissioner Auderer Vice Chair of the Planning Commission. The motion passed unanimously.

Vice Chair Auderer moved, seconded by Commissioner Ehlers, to elect Commissioner Richmond Chair of the Finance Sub-Committee of the Planning Commission. The motion passed unanimously.

7. REPORTS

Vice Chair Auderer reported on the Thurston County Comprehensive Plan update.

Commissioner Richmond reported on the following:

- Presentation of the Commissions' recommendation for the Capital Facilities Plan (CFP) to City Council. She suggested the Commission should begin the review process earlier next year.
- An event held by Olympians for People-Oriented Places (O-POP)
- Design guidelines workshop
- Food summit at South Puget Sound Community College (SPSCC)
- Final Missing Middle workgroup meeting

8. OTHER TOPICS - None

9. ADJOURNMENT

The meeting adjourned at 8:24 p.m.

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ATTACHMENT 1



Planning Commission

Missing Middle Housing Analysis Update

Agenda Date: 12/4/2017
Agenda Item Number: 6.A
File Number: 17-1183

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

Title

Missing Middle Housing Analysis Update

Recommended Action

Receive the information. Briefing only; no action requested.

Report

Issue:

Whether to receive a status update on the Missing Middle Housing Analysis.

Staff Contact:

Leonard Bauer, Deputy Director, CP&D, 360.753.8206

Presenter(s):

Leonard Bauer, Deputy Director, CP&D

Background and Analysis:

The term 'Missing Middle' refers to a range of multi-unit housing types that are compatible in scale with single-family homes. In other words, they provide 'middle' density housing. There have been little of these types of housing constructed in Olympia (and nationwide) over the past 40 years - thus, they are referred to as 'missing.' Some examples of missing middle housing types include tiny houses, modular units, cottage homes, townhouses, duplexes, triplexes, fourplexes, small multi-family apartments, and accessory dwelling units.

The Missing Middle Housing Analysis is reviewing existing city regulations - such as zoning, permit fees, development standards, utility connection charges, etc. - for potentially disproportionate effects on the ability to provide for a variety of housing types in the City's low-density, residentially zoned areas. This implements Comprehensive Plan goals and policies regarding providing a variety of housing types and affordability levels, including:

Goal GL 16: The range of housing types and densities are consistent with the community's changing population needs and preferences.

PL 16.2: Adopt zoning that allows a wide variety of compatible housing types and densities.

PL 16.5: Support affordable housing throughout the community by minimizing regulatory review risks, time and costs and removing unnecessary barriers to housing, by permitting small dwelling units accessory to single-family housing, and by allowing a mix of housing types.

Goal GS 3: Affordable housing is available for all income levels throughout the community.

PS 3.1: Promote a variety of residential densities and housing types so that housing can be available in a broad range of costs.

Progress Report

The Land Use and Environment Committee approved the scope and schedule for public involvement and outreach for this project. The Committee also approved a charter for a Missing Middle Work Group which included diverse perspectives on housing and neighborhood issues. The Work Group met eight times from March - October 2017. The City Council also held a study session on the Missing Middle project September 19, 2017.

Two Missing Middle open houses were held in conjunction with Land Use and Environment Committee meetings on May 18 and 30. At these open houses, members of the public received information about the project and provided input on key issues they feel should be considered. A Missing Middle web page has been updated regularly to provide updated information and offer an on-going opportunity to provide comments. The City's planning e-newsletter also provides regular updates on the project.

The Work Group discussed specific issues for each type of Missing Middle housing. Staff developed issue papers for each of these issues, which served as the basis for Work Group's in-depth discussions and feedback. The issues papers are posted on the Missing Middle web page on the City web site. Based on input from the Work Group, public open houses, and other comments and research, staff developed a set of draft recommendations for revisions to existing codes, fees and standards that would better align with the City comprehensive plan policies above. The draft recommendations were reviewed and commented on by the Work Group. They are posted on the Missing Middle web page on the City web site (see attached).

Another public open house was held November 15, 5:30 - 7:00 p.m. at Olympia City Hall to gather public input on the draft recommendations. A public survey is available November 15 - 30, to gather additional comment. Comments received through the open house and survey will be reviewed by the Planning Commission at a future briefing as it considers its recommendation to City Council on the draft recommendations.

Neighborhood/Community Interests (if known):

The Missing Middle Housing Analysis has garnered significant community and neighborhood interest. There is a large e-mail list of interested parties, and the Coalition of Neighborhood Associations has had regular briefings from its two members on the Missing Middle Work Group. Several individual neighborhood associations have also requested briefings at their meeting.

Comments from the November 15, 2017, Open House are included. In addition, comments received via email and the comments submitted by Mr. Phil Schulte at the November 20, 2017, Planning Commission meeting are also included.

Options:

Discussion only.

Financial Impact:

The analysis is included as part of the adopted City budget. Draft recommendations may have long-term impacts to property tax revenues for the City.

Attachments:

Missing Middle web page

Recommendations

Open House Comments

Email Comments

Schulte Comments

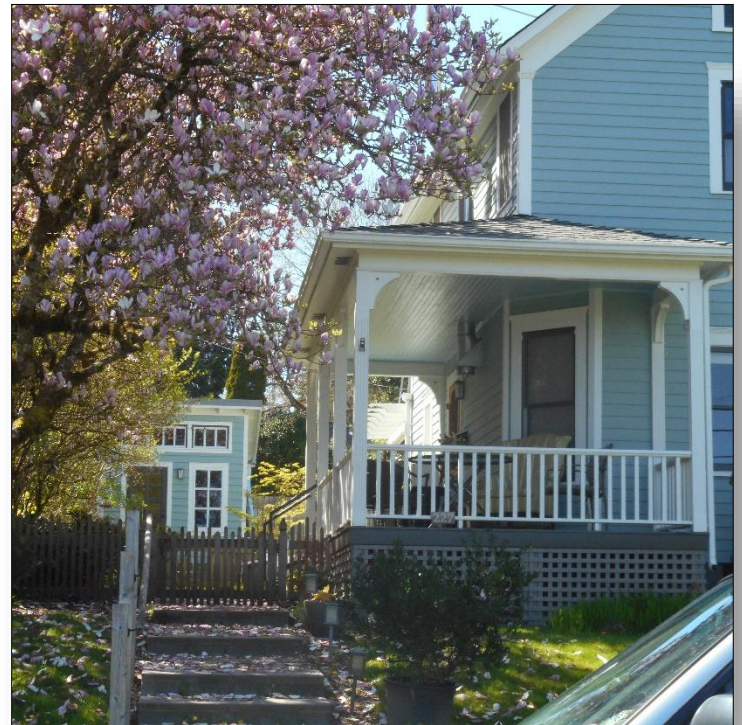
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Accessory Dwelling Units - DRAFT

November 2017

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Accessory Dwelling Unit (ADUs) are one type of Missing Middle housing.



What Are Accessory Dwelling Units (ADUs)?

ADUs are a second, smaller dwelling located on the same lot as a single-family house. They may be an internal conversion of a portion of the existing house or garage, added onto the existing house, or a separate detached structure (sometimes called backyard cottages).

What Are Proposed Changes Regarding ADUs?

State law requires that ADUs be permitted in single-family residential zoning districts. The table below summarizes Olympia’s primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
One ADU allowed per residential lot	No change	NA
Maximum height for all accessory structures (other than the primary house) = 16’	Maximum height for all accessory structures = 24’ (includes detached ADUs)	Allows for ADU to be located above a garage, shed or other accessory structure
Maximum size of ADU = 800 sq. ft., and: <ul style="list-style-type: none"> 40% of the primary residence and ADU combined; or 66 2/3% of primary residence alone 	Maintain maximum ADU size of 800 sq. ft. Remove additional size requirements related to primary residence	Allows up to 800 sq. ft. ADU when primary structure is less than 1200 sq. ft. Clarifies requirement.

Accessory Dwelling Units - DRAFT

<p>Property owner must live on-site as his/her primary residence.</p>	<p>Remove requirement</p>	<p>Difficult to enforce. Provides greater flexibility for property owners to construct ADUs, which may increase availability of this housing type</p>
<p>Primary single-family residence must provide two off-street parking spaces. One additional space is required for an ADU.</p>	<p>Remove requirement of additional parking space for ADU. If a garage is converted to an ADU, and the garage had provided the 2nd parking space for primary residence, allow requirement for 2nd parking space to be waived with consideration of on-street parking availability.</p>	<p>Provides greater flexibility and potentially decreased cost for property owners to construct ADUs, which may increase availability of this housing type</p>
<p>Minimum size requirement for a manufactured home = 860 sq. ft.</p>	<p>Remove minimum size requirement for a manufactured home</p>	<p>Allows manufactured homes to be used as ADUs if less than 800 sq. ft., potentially decreasing cost and increasing availability of ADUs.</p>

Cottage Housing - DRAFT

November 2017

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Cottage housing is one type of Missing Middle housing.



What Is Cottage Housing?

Olympia’s city code defines cottage housing as “four or more small, detached dwelling units sharing a commonly owned courtyard/common area and parking area.” Cottage housing differs from co-housing because it does not also include shared community structures.

What Are Proposed Changes Regarding Cottage Housing?

Cottage housing is permitted in most single-family residential zoning districts. The table below summarizes Olympia’s primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
A cottage housing development must include at least one courtyard or common open space area. Between 4 and 12 detached dwelling units shall be located on each courtyard, occupying at least two sides of the courtyard.	No change, except any two dwelling units may be attached	Provides increased flexibility in site layout
First story of each cottage, including a garage = 800 sq. ft. Maximum size each cottage = 1600 sq. ft.	First story maximum 1,000 sq. ft.; Maximum size each cottage = 1250 sq. ft. Garage or carport not included in size calculation.	Provides greater consistency with neighboring cities; larger size for one-story cottages; less boxy appearance for 2-story cottages; smaller overall size visually more appealing in combination with increased density bonus below.

Cottage Housing - DRAFT

<p>Cottage housing developments = 20% density bonus</p>	<p>Allow 50% density bonus</p>	<p>Provides greater consistency with neighboring cities; increased opportunities for this housing type</p>
<p>Frontage improvements and common areas constructed before buildings.</p>	<p>With approval of a master plan, allow phased construction of common areas, frontage improvements, and payment of impact fees and general facilities charges.</p>	<p>Provides greater flexibility in financing cottage developments, which may increase availability of this housing type</p>
<p>Provide one off-street parking space per cottage, or 1.5 spaces per cottage if no on-street parking is available. 50% of parking must be in a shared parking lot.</p>	<p>No change to number of parking spaces required. Parking may be provided anywhere on-site. Allow one off-street parking space per cottage to be provided in a garage or carport.</p>	<p>Provides greater flexibility in site design and layout.</p>
<p>May allow a single connection to sewer main in street, with lateral connections to each cottage on-site.</p>	<p>Clearly allow a single connection to sewer main in street is allowed, with lateral connections to each cottage on-site.</p>	<p>Clarifies requirement. Provides decreased cost for sewer connections in some cases, which may increase availability of this housing type.</p>

Courtyard Apartments - DRAFT

November 2017

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Courtyard apartments are one type of Missing Middle housing.



What Are Courtyard Apartments?

Olympia’s Municipal Code currently includes a general definition of apartments, and does not define courtyard apartments separately. Typically, courtyard apartments are characterized by several attached apartment units arranged on two or three sides of a central courtyard or lawn area.

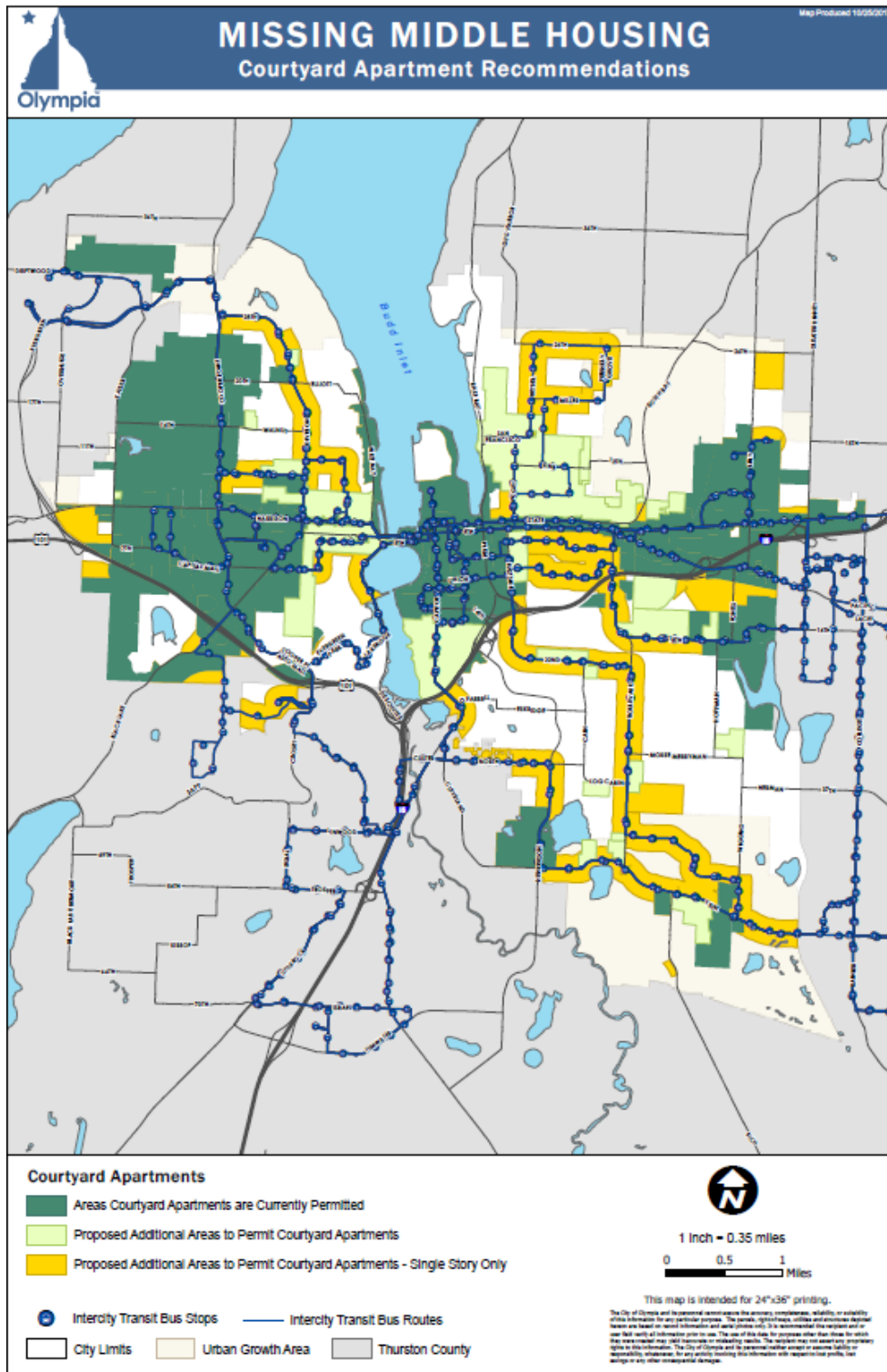
What Are Proposed Changes Regarding Courtyard Apartments?

The table below summarizes the primary regulations of apartments in Olympia’s low-density zoning districts, and proposed changes to address courtyard apartments.

Current Regulation	Proposed Change	Purpose of Change
Courtyard apartments not defined.	Create a specific definition of courtyard apartments. Include limitation to no more than 12 units around a single courtyard.	Create the opportunity to locate small courtyard apartments in larger areas of the City while limiting impact on neighborhoods.
Apartments not currently permitted in R4-8 or R6-12 zoning districts (except triplexes and fourplexes in limited areas of R6-12).	Permit courtyard apartments in R6-12 zoning district, and in R4-8 zoning district if within 600’ of transit route or commercial zoning district.	Create the opportunity to locate courtyard apartments in larger areas of the City, particularly where nearby access to services.
Structures in R4-8 zoning district limited to two stories; R6-12 limited to two stories, except three stories for triplexes and fourplexes.	Limit courtyard apartments in R4-8 zoning district to one story. In R6-12 district, limit to two stories.	Ensure visual impact to neighboring properties from courtyard apartment buildings is limited.

Courtyard Apartments - DRAFT

<p>Apartment developments are subject to multi-family residential design guidelines.</p>	<p>Apply Infill Residential design guidelines to courtyard apartments in R4-8 and R6-12 zoning districts.</p>	<p>Infill guidelines focus on neighborhood compatibility; multi-family guidelines focus on larger-scale site issues.</p>
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Duplexes - DRAFT

November 2017

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Duplexes are one type of Missing Middle housing.



What Are Duplexes?

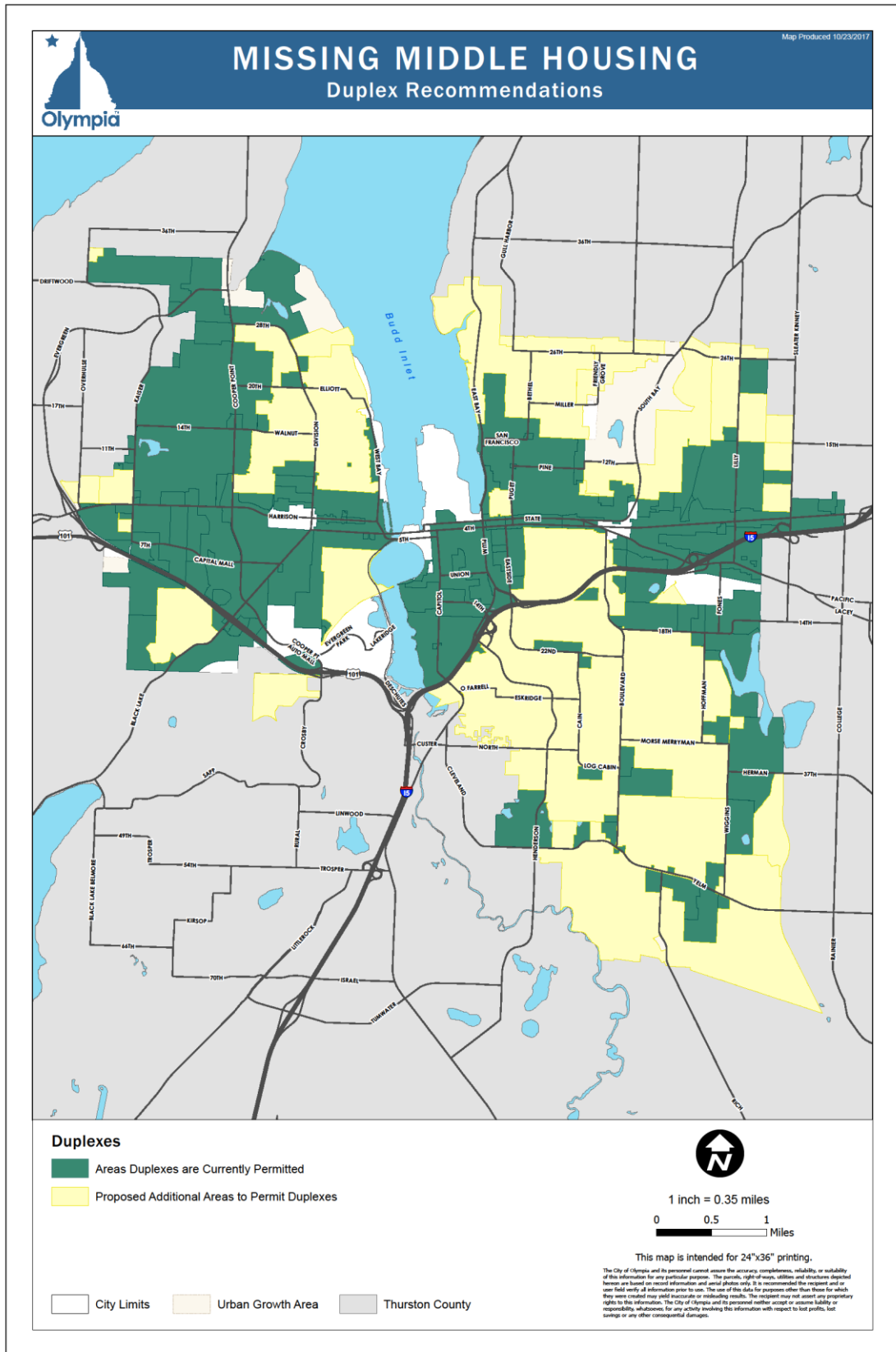
In Olympia’s Municipal Code, a duplex is a single building containing two dwelling units. Duplexes differ from townhouses in that an entire duplex building is on a single piece of property.

What Are Proposed Changes Regarding Duplexes?

Existing duplexes are currently permitted in most residential zoning districts in Olympia, but new duplexes are not permitted in much of the city. The table below summarizes the primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
New duplexes not permitted in R4-8 zoning district.	Permit new duplexes in R4-8 zoning district.	Increase opportunity for this housing option in larger area of the city.
Minimum lot size in R6-12 zoning district: Duplex = 7,200 sq. ft. Minimum lot width in R6-12 zoning district: duplex = 80'	Minimum lot size & width same as single-family homes: Lot size: 3,500 sq. ft. in R6-12 and 4,000 sq. ft. in R4-8 Lot width: 40' in R6-12 and 45' in R4-8	Allow more flexibility in site design and increase opportunity for this housing option on more lots
Connection to sewer main required for each unit in a duplex	Allow one connection to sewer main for duplex building	Reduces cost of sewer connections, which can provide more opportunities to build duplexes
Provide 2 off-street parking spaces per unit	No change	NA

Duplexes - DRAFT



General Provisions - DRAFT

November 2017

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all.

What Are Proposed Changes Affecting Missing Middle Housing?

There are a number of provisions in Olympia’s Municipal Code that affect numerous types of Missing Middle housing. The table below summarizes some of these existing regulations, and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
In the R4-8 zoning district, a transferred development right must be purchased to build at a density above 7 units/acre, or between 4 and 4.99 units/acre.	Remove requirement. Allow a density bonus of up to one unit/acre if a transferred development right (TDR) is purchased.	Removing the cost to purchase a TDR to meet permitted density, and additional density bonus, provides slightly increased opportunities for building housing units.
Impact fees for transportation, parks and schools are calculated based on single-family houses, ADUs or multi-family buildings (2 or more units).	Conduct impact fee study to determine if there is a different impact of different-sized single-family houses.	If impact of smaller houses is less, decreased cost of impact fees may provide more of this type of housing.
General Facilities Charge (GFC) for sewer connection is based on an Equivalent Residential Unit (ERU). One ERU generally = a single-family house, regardless of its size. Townhouse, duplex and cottage units are charged as 1 ERU per unit; 3+ unit apartments are charged at 0.7 ERU per unit.	Conduct study to determine impact of different-sized single-family houses, townhouses, duplexes, and cottage units.	If impact is less, decreased cost of GFC may provide more of these types of housing.
A portion of stormwater GFC is based on vehicular trips generated. Duplex units charged at same number of trips as single-family houses.	Conduct study to determine if duplex units have lesser impact that is closer to the lower impact of apartment, ADU or townhouse units.	If impact is less, decreased cost of GFC may provide more of this type of housing.

Manufactured Homes

November 2017

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Manufactured homes can be a single home on a lot, or as a smaller Accessory Dwelling Unit (ADU) on a lot that already has a single-family house on it.



What Are Manufactured Homes?

Manufactured homes are constructed at a manufacturer’s facility and shipped by truck to be located on a property. They must meet state and federal construction requirements.

What Are Proposed Changes Regarding Manufactured Homes?

State law requires that manufactured homes be permitted in same zoning districts as other single-family homes. The table below summarizes Olympia’s primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Manufactured homes must: <ul style="list-style-type: none"> be comprised of at least two sections, each at least 12’ wide by 36’ long; have pitched roof of shake, shingle, coated metal, or similar material have exterior siding commonly used on site-built houses 	Remove size requirement; Retain requirements for roof and siding	Allows for smaller manufactured homes to be used as accessory dwelling units (ADUs); increases flexibility for this housing option to be used on more lots in the city.
Design standards for Infill Residential apply to manufactured homes located on lots of less than 5,000 sq. ft.	When a small manufactured homes is used as an ADU, apply ADU design standards rather than Infill design standards	Provides consistency, so that same design standards are applied to all ADUs.

Single-Room Occupancies - DRAFT

November 2017

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Single-room occupancies, in which residents share bathroom facilities and possibly kitchen facilities, are one type of Missing Middle housing.



What Are Single-Room Occupancies (SROs)?

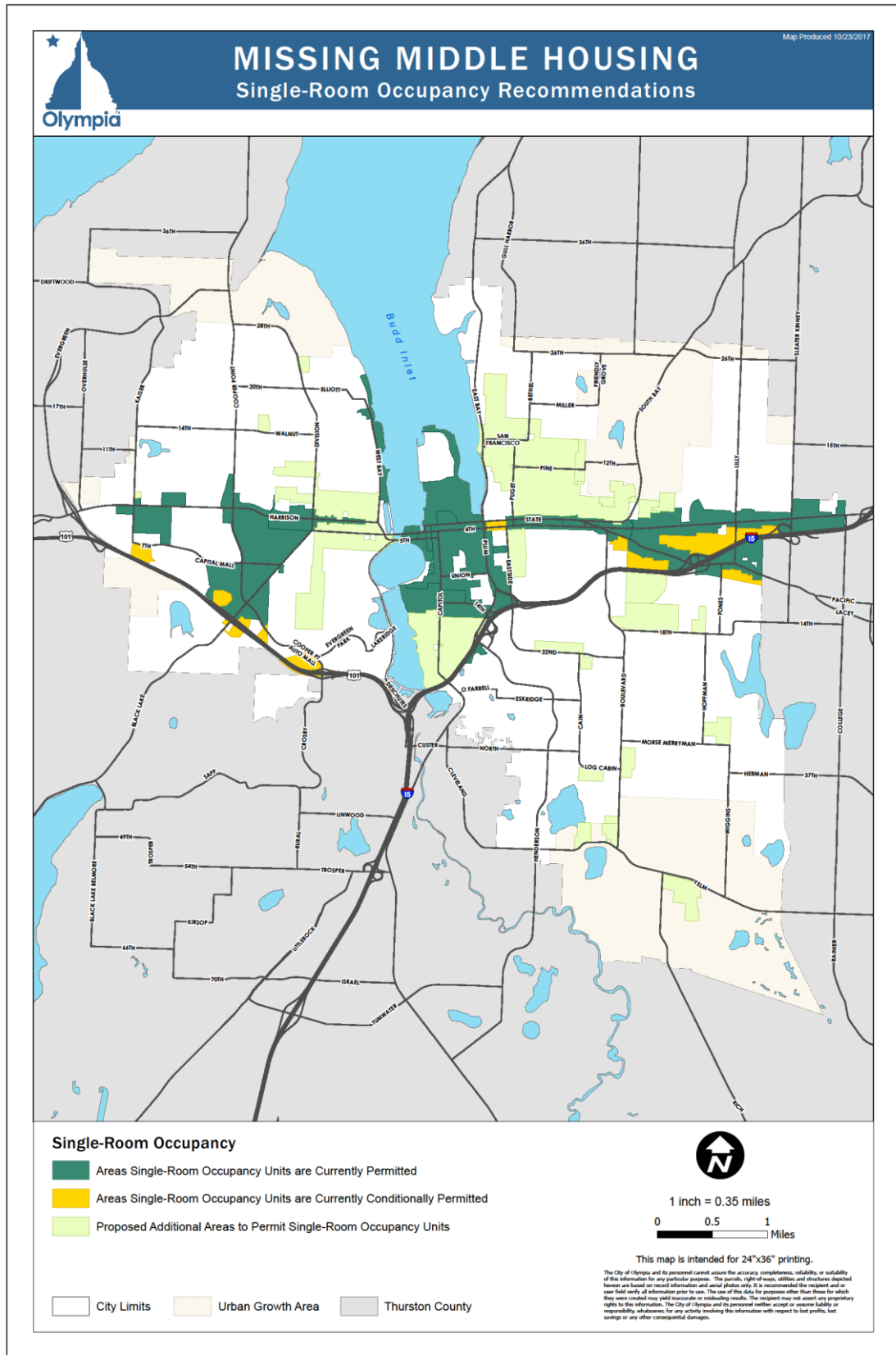
Olympia’s Municipal Code currently defines a SRO as “a housing type consisting of one room with cooking facilities and with shared bathroom facilities.”

What Are Proposed Changes Regarding SROs?

The table below summarizes the primary existing regulations of SROs in Olympia, and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
SROs defined as having cooking facilities in room, with shared bathroom facilities.	Define SROs as having shared cooking or bathroom facilities, or shared bathroom and cooking facilities.	Clarify definition and provide flexibility in design for this type of housing.
SROs permitted in downtown zoning districts, or as conditional uses in higher-intensity commercial districts.	Add SROs as a permitted use in R6-12 and higher-density residential zones.	Create the opportunity to locate SROs in larger areas of the City, particularly in areas where nearby services.
Where permitted, SROs must meet height restrictions within zoning district.	Limit SROs in R6-12 zoning district to two stories. Apply existing building height limits in other residential districts.	Limit visual impact to neighboring properties from SRO buildings.
SROs are subject to multi-family residential design guidelines, as well as any other applicable design guidelines.	Apply Infill Residential design guidelines to SROs in R6-12 zoning districts.	Infill Residential design guidelines are focused on compatibility within a neighborhood.
SROs don’t have specific parking requirements stated.	Clarify SRO units require one off-street parking space.	Clarifies SROs require same parking as studio apartments.

Single-Room Occupancies - DRAFT



Tiny Houses - DRAFT

November 2017

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Tiny Houses can be used as one type of Missing Middle housing.



What Are Tiny Houses?

Olympia’s Municipal Code currently does not have a separate definition of tiny houses; neither does the International Building Codes (IBC). The State of Washington permits tiny houses built on trailers with wheels as recreational vehicles. Olympia permits permanently-located tiny houses as single-family houses.

What Are Proposed Changes Regarding Tiny Houses?

The table below summarizes the primary existing regulations as currently applied to tiny houses in Olympia, and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Tiny houses on trailers with wheels permitted by the State as recreational vehicles. Permanent occupancy is not permitted.	No change. Regulation is under the authority of the State of Washington.	NA
Tiny houses may be permitted as single-family houses, accessory dwelling units or cottage housing if meet all applicable codes, including parking requirements.	No change. Urge State Building Code Council to adopt Appendix V of new 2018 IBC for application to tiny houses. Single-family houses <800 sq. ft. require one off-street parking space rather than two spaces.	Appendix V would increase flexibility in design of tiny houses, particularly with regard to sleeping lofts. Reduced parking requirement decreases cost and may provide more of this housing.
A group of tiny houses allowed as conditional use in light industrial zoning district with shared community building.	Clarify group of tiny houses permitted as co-housing development in most residential zoning districts.	Provides clear option for tiny house communities.

Townhouses - DRAFT

November 2017

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Townhouses are one type of Missing Middle housing.



What Are Townhouses?

In Olympia’s Municipal Code, townhouses are considered a group of two or more units that are each connected by a structural wall. In single-family zoning districts, a property line runs underneath the structural wall, separating each townhouse unit onto a different lot. Townhouses differ from duplexes or apartments because each townhouse unit is located on a separate property.

What Are Proposed Changes Regarding Townhouses?

Townhouses are currently permitted in most residential zoning districts in Olympia, but are subject to several restrictions. The table below summarizes the primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Maximum site area = 4 acres	No change	NA
Maximum townhouse units per structure = 4	Remove, allowing size of structure to be limited by zoning limits on location, lot coverage, building height	Allowing the option of more units per structure reduces cost vs. multiple smaller buildings; provides more flexibility in site layout
Buildings with 1-2 units = 5’ side yard setback; 3 or more units = 10’ side yard setback	5’ side yard setback for all townhouse buildings; except 10’ on flanking streets	Matches side yard setbacks for other allowed uses; provides flexibility in site layout
Provide 2 off-street parking spaces per unit	No change	NA

Triplexes and Fourplexes - DRAFT

November 2017

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Triplexes and fourplexes are types of Missing Middle housing.



What Are Triplexes and Fourplexes?

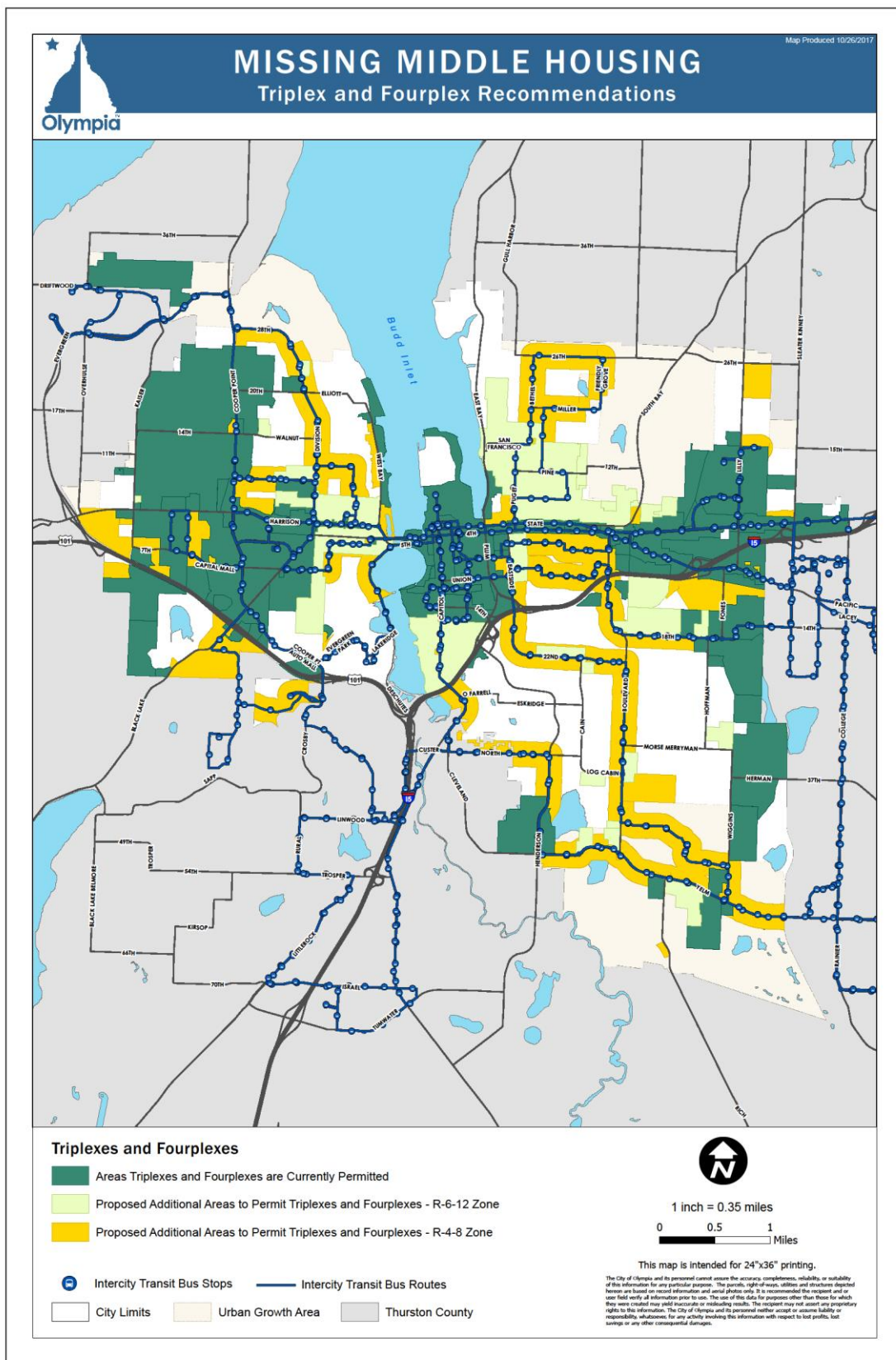
In Olympia’s Municipal Code, triplexes and fourplexes are considered apartment buildings containing three and four dwelling units, respectively. They differ from townhouses in that the entire triplex or fourplex building is on a single piece of property.

What Are Proposed Changes Regarding Triplexes and Fourplexes?

Triplexes and fourplexes are currently permitted only in limited areas near portions of State and Harrison Avenues. The table below summarizes the primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Triplexes and fourplexes permitted in limited portions of R6-12 zoning district.	Permit triplexes and fourplexes throughout R6-12, and in R4-8 zoning district if within 600 feet of transit route or commercial zoning district.	Increase opportunity for this housing option in larger area of the city.
Minimum lot size in R6-12 zoning district: Triplexes = 7,200 sq. ft. Fourplexes = 9,600 sq. ft. Minimum lot width in R6-12 zoning district: Triplexes & fourplexes = 80’	Minimum lot size and width the same as for single-family homes: Lot size: 3,500 sq. ft. in R6-12 and 4,000 sq. ft. in R4-8 Lot width: 40’ in R6-12 and 45’ in R4-8	Allow more flexibility in site design and increase opportunity for this housing option on more lots

Triplexes and Fourplexes - DRAFT



Gretchen Van Dasen

Thanks for the informative presentation. I wish you'd acknowledge the cottage zoning project on Fairview that was a Habitat Project. Thanks.

Bob Jacobs 352-1346

Re triplexes & four-plexes

Very concerned about tear-downs in the poorer parts of town, e.g. Eastside & Westside.

Judy Bardin

1) Why not develop the nodes (high density neighborhood overlay)

2) Will the survey be a representative sample – needs to be to be valid i.e., all neighborhoods age groups, income levels.

Denise Pantelis

Potential for increasing student populations feeding to neighborhood schools increases significantly with density. The school district/board needs to weigh in from a capacity standpoint – at least.

Ellen Silverman

1) Please consider historic districts & their preservation

2) For some properties, consider vacant unused/undeveloped alleyway w/o cost to owner.

Janae Huber

Yes! Duplexes should be treated the same as single family homes. This type of devo. can allow ownership for some b/c they can make revenue renting ½ of duplex.

Mike McCormick

1) Reduce parking requirements for ADUs, duplexes, townhouses 0.

2) No minimum lot size for ADUs.

3) Extend duplex, triplex to all SF zones.

Bonnie Jacobs

It feels like social engineering at best.

If a land grab by big developers at worst.

ALL new housing areas (formerly empty lots) should have mixed dwelling units.

Talk about zoning.

This seems to be MAJOR REZONING all over the City.

Parking is needed should be required for every new housing unit: 1 space for smaller homes, 2 spaces for larger homes.

Consider lower plan review fees for ADUs because they are small and less complex.

Clarify whether existing duplexes can be subdivided or added-to to add units. I prefer not.

Consider changes to setback requirements for over-garage ADUs.

Dan Rubin 360-352-2161

I support the entire group of recommendations, both as a homeowner and as a person concerned about housing affordability. I am not concerned about the types of change this would make to my very "single family" neighborhood (Central near Carlyon).

Label more of the streets on the maps.

Mike McCormick

Reducing fees & changes is key to getting more affordable housing. Try hard to find a way to do this!

Susi Obryan

I would have appreciated a chance to ask questions – has the group considered environmental impacts? E.g. stormwater drainage; backyard habitat ecosystem services – Bigelow Highlands (my neighborhood) has over 50% absentee landlord & already high crime – how would this impact/increase that?

Jason Tabacek

Please make sure the height req. stays at 24 ft. or higher thank you.

We strongly support the proposed changes for ADUs, esp. removing owner residency. Also, fire sprinklers for already finished spaces seem a bit too much – retrofitting is very invasive and expensive. We are considering converting a finished basement that has been part of a 1982 occupied house to an ADU, our contractor said adding sprinklers and additional fire rated drywalls will add about 25% project cost. Very big inhibitor to creating an ADU. Tying smoke/co alarms between primary & ADU makes a lot of sense.

Mike McCormick

Why limit ADUs on garages to 24'? Go to 35'!

Bob Jacobs 352-1346

Re ADUs – concerned about reduced parking requirements, esp. for garage-to-ADU conversions.

Favor height increase.

Favor elimination of owner residency requirement.

Denise Pantelis

Is there a market analysis that accurately captures demand (now 5-10 years from now) for the different types of MM housing?

Joseph

Create a zoning designation like Portland...The DAS. Detached accessory structure as a detached bedroom (with bathroom).

Bob Jacobs 352-1346

Re ADUs – concerned about definition including cooking facilities. Hope expensive loophole vis-à-vis payment of growth lost charges (GFCs & Impact Fees).

Pat Rasmussen

Tiny houses will offer an affordable solution for seniors. Many seniors get less than \$800 a month in social security. I'm 71. I like the proposal: tiny houses may be permitted as single-family houses, ADUs or cottage housing if they meet applicable codes; a group of tiny houses permitted as co-housing in most

residential zoning districts & tiny houses on wheels permitted on foundations and meeting all building codes.

Dan Rubin 360-352-2161

I really like the idea of incentives for ADU affordability, including offset of hookup/offset fees. Glad to participate in work. Also, hope we can avoid ADU development being devoted unduly to short-term rentals. I like Air BnB – but want affordable housing gain! Any non-absolutist. Add to parking lot.

Janet Jordan

No one has mentioned the RVs that so many citizens own. They are not supposed to be occupied when they are parked at a person's house but today with the urgency of the need for housing, it seems cruel not to let people spend nights in them. Are we afraid of how it looks? It looks worse to have a homeless campsite on the outskirts of town!! – It is clear, only a friend or relation of the homeowner could stay in one of them since they would have to use the homeowner's water & sewage facilities. Plenty of people could fit the requirements tho, if allowed. We should allow RVs to be occupied until the housing crisis is over!

Janae Huber

Allowing phasing for cottage developments is great. Encourages small developers and families to do this type of project.

Ellen Silverman

Please consider lower mitigation costs including low interest loans to support approp. Infill esp. cottage housing for some areas, there are no connections to H2O, sewer, gas – the costs are prohibitive so it would be great to have waived fees ultimately, this supports the City of Olympia.

Janae Huber

I strongly support looking @ impact fees. I think they inadvertently dis-incentivize the kind of infill development we need.

Lynn Taylor

So glad the 16' at mid-gable rule is being reconsidered.

Bob Jacobs 352-1346

Favor studies of growth cost charges.

Kendra Sawyer

Removing barriers of parking, sidewalk construction, and drainage/runoff sq/ft are essential for successful ADU building and affordability.

Pat Rasmussen

The cottage housing looks good for tiny houses for seniors.

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ATTACHMENT 2

Leonard Bauer

From: Callie Wilson <hellocallie@comcast.net>
Sent: Tuesday, November 7, 2017 1:50 PM
To: missingmiddle
Subject: Impact fees question

Hello!

We live in Olympia and were thinking of creating an ADU, and heard that we might have \$20-\$30 K in impact fees if we did. This is pretty steep for our intended use, which is to house a care-giver.

Is there any thought of waiving this if the total number of bedrooms stays the same?

Callie Wilson

Leonard Bauer

From: Daniel Hall <squatchdan@gmail.com>
Sent: Friday, November 10, 2017 11:02 PM
To: missingmiddle
Subject: Tiny house movement

I support the change in the permitting process which would allow tiny homes to become a part of the solution to the problem of finding affordable housing in Olympia..

Median rents in this community hover around \$1058 dollars a month. This is an insurmountable object for people of low incomes particularly senior citizens whose low incomes are fixed.

Creation of a tiny home village for seniors would allow these same seniors season to age in place and possibly share resources such as care givers

Therefore I support the permitting changes suggested by the Missing Middle project that would enable creation of housing developments that would include tiny homes.

Sincerely,

Dan M. Hall
6811 Zangle Rd NE
Olympia, WA 98506



Virus-free. www.avast.com

Leonard Bauer

From: Kathy Rooney <dancerooney@centurylink.net>
Sent: Friday, November 10, 2017 10:58 PM
To: missingmiddle
Subject: I support sensible regulations for Tiny Houses

Hi, Leonard,

I live in Lacey, but strongly support any jurisdiction that will set up fair regulations for Tiny Houses. I've always lived with a small footprint, so this is a natural progression from the 528 sq. ft. I've lived in for over 20 years. I'm a minimal income senior. Living out of town to escape over-regulation will cost me more than if I can snuggle into the Oly/Lacey/Tumwater cities, hopefully piggy-backing in someone's yard/acreage, helping them while they're helping me.

Keep up the good work, Kathleen Rooney

dancerooney@centurylink.net

3928 21st. Ave. S.E. #4
Lacey, WA 98503

Leonard Bauer

From: Karen Messmer <karen@karenmessmer.com>
Sent: Saturday, November 11, 2017 8:12 AM
To: missingmiddle
Subject: definition of tiny house

Hello Leonard,

Can you tell me the current definition (if there is one) for a tiny house in Olympia code/guidelines. And then what is the proposed definition.

It seems as if the definition for tiny house should relate to the current definitions for RV and manufactured home - and perhaps that is how it is being defined. I think some of the tiny houses are being built on wheels - which would make them more like the current RV's. Small homes built on a foundation would be a manufactured home, placed on to a foundation.

If you can point me to the code on this it would help.

Thanks

Karen Messmer

--

'It has been said that democracy is the worst form of government except all the others that have been tried.' ~ Sir Winston Churchill ~

Leonard Bauer

From: David L. Edwards <mjdodcle@comcast.net>
Sent: Saturday, November 11, 2017 3:50 PM
To: missingmiddle
Subject: Tiny Houses

Dear Olympia City Council,

Tiny homes offer an option for affordable housing for seniors like me. Our tiny homes can be in the yard of a friend or relative, in the neighborhood of our choice, in a tiny home community, in a co-housing development, or on a small piece of land. We can live in a tiny home village with other seniors to age in place, sharing care givers. We can pay \$300 or \$400 a month to be in the yard of a homeowner – they can use that to help pay their mortgage – both will benefit. Neighborhoods will benefit from having seniors in their midst.

Tiny homes are inexpensive and require little maintenance. Utility bills are small.

Median rents in Olympia climbed to \$1,058 in 2016. Thurston County ranks near the bottom in the state for housing affordability. Many seniors live on social security of \$800 a month or less. To rent a place, it's required that housing be 30% of our income, clearly impossible for many. This is causing much stress within the senior community and leads to homelessness.

Olympia's Comprehensive Plan sets a goal that affordable housing is available for all income levels throughout the community. Further, Growth Management encourages infill in neighborhoods to accommodate new growth.

I support the Missing Middle proposed changes that permit tiny houses:

*** Tiny houses may be permitted as single-family houses, accessory dwelling units or cottage housing if they meet all applicable codes.

*** A group of tiny houses can be permitted as a co-housing development in most residential zoning districts, providing a clear option for tiny house communities.

*** A tiny house on wheels can be permitted as a single-family house if it has a foundation and meets building codes.

Sincerely,

David L. Edwards, M.D., (age - 88)

Leonard Bauer

From: Kathy Ruth <sis5of11@gmail.com>
Sent: Monday, November 13, 2017 9:01 PM
To: missingmiddle
Subject: Tiny Homes for Seniors

November 13, 2017

Dear Olympia City Council,

Tiny homes offer an option for affordable housing for seniors like me. Our tiny homes can be in the yard of a friend or relative, in the neighborhood of our choice, in a tiny home community, in a co-housing development, or on a small piece of land. We can live in a tiny home village with other seniors to age in place, sharing care givers. We can pay \$300 or \$400 a month to be in the yard of a homeowner – they can use that to help pay their mortgage – both will benefit. Neighborhoods will benefit from having seniors in their midst.

Median rents in Olympia climbed to \$1,058 in 2016. Thurston County ranks near the bottom in the state for housing affordability. Many seniors live on social security of \$800 a month or less. To rent a place, it's required that housing be 30% of our income, clearly impossible for many. This is causing much stress within the senior community and leads to homelessness. Tiny homes are inexpensive and require little maintenance. Utility bills are small.

Olympia's Comprehensive Plan sets a goal that affordable housing is available for all income levels throughout the community. Further, Growth Management encourages infill in neighborhoods to accommodate new growth.

I support the Missing Middle proposed changes that permit tiny houses:

*** Tiny houses may be permitted as single-family houses, accessory dwelling units or cottage housing if they meet all applicable codes.

*** A group of tiny houses can be permitted as a co-housing development in most residential zoning districts, providing a clear option for tiny house communities.

*** A tiny house on wheels can be permitted as a single-family house if it has a foundation and meets building codes.

While I live in Lacey currently, it has long been my hope to have a place of my own in Olympia, as I love your city and plan to both work and live there once I finish college. I have returned to college after 40+ years because this is the only way I can see that will allow me to stop living with my adult children and finally have a place of my own! I want that place to be in Olympia.

I hope you will approve these changes to your housing codes!

Sincerely,

Kathleen Ruth

4512 Mattson Ln. SE

Leonard Bauer

From: susi o'bryan <susi.obryan2@gmail.com>
Sent: Thursday, November 23, 2017 4:51 PM
To: missingmiddle
Cc: Susi O'bryan
Subject: Slow down

Hello,

PLEASE SLOW DOWN the Missing Middle Initiative! The city needs to put forth a much greater effort to involve and educate it's citizens on this topic. Perhaps there exist many merits to the idea, but we deserve a *real* opportunity to learn and weigh in!

If anyone at city hall has access to Nextdoor.com, take a look at the several threads in which regular folk (who would otherwise never have heard of the Missing Middle) actually get the chance to weigh in, and bring up many valid concerns on multiple sides.

Some of the concerns include:

- Rising crime from increased absentee ownership
- Gentrification (which begs the question of why the city is in such a hurry to pass this- are wealthy developers behind the initiative, waiting to create housing that will NOT in fact be affordable for an increasingly large group of local folk?)
- Increasing stormwater runoff from increased impermeable surfaces (isn't downtown already facing enough water pressure from sea level rise and current stormwater runoff?)
- Decreased ecological "services" - Urban yardscapes provide critical habitat and a "green belt" for a diversity of pollinators, small mammals and plants, for both the permanent and migratory populations. Don't even let's get started on the potential impact on waterways, watersheds, salmon, Salish Sea...
- Loss of sun, privacy, habitable streets (are desperately needed sidewalks part of the plan?), parking, neighborhood "ambience" - why we chose to live in this area in the first place, etc.

Please, give Olympia residents the respect of truly informing us and allowing us to participate fully in this process. Ethical intention requires it of you, as does the risk of creating a multi-faceted disaster if this breakneck speed continues.

Respectfully,

susi o'bryan
360.754.4021
susi.obryan2@gmail.com

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susi o'bryan 

"it is no measure of good health to be well-adjusted to a sick society"

~ J. Krishnamurti

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ATTACHMENT 3

Missing Middle Housing Project and the Preservation of Neighborhood Character in Olympia

Abstract: The city's new effort in land use planning (Missing Middle Housing) is an attempt to increase housing choices in existing neighborhoods. However, maintaining and improving neighborhood character, and preserving the historic features of Olympia are also goals in the Comprehensive Plan. Also, the Comprehensive Plan indicates that individual neighborhoods are "unique" and that how neighborhoods "shape and develop" will be conducted through a subarea planning process.

The Missing Middle Housing project is a separate citywide effort that affects all neighborhoods (subareas) simultaneously. As such, Missing Middle land use policies adopted without separate subarea plans appear to be contrary to the language and intent of the Comprehensive Plan. Subarea planning must be completed in accordance with the Public Participation process outlined in the Comprehensive Plan.

Should the city decide that Missing Middle Housing effort will proceed anyway, there are a number of issues related to how the phrase "neighborhood character" should be interpreted. This paper will explore how the term "neighbor character" should be interpreted so that Missing Middle housing does not violate the Comprehensive Plan. Also, a model method for assessing the suitability of individual neighborhoods for increasing density will be proposed.

I. How Neighborhoods Should Be Involved in the Evolution of Olympia's Neighborhoods

A. Roles of Subarea Planning in Neighborhood Development and Evolution

In the Introduction Section and other sections of the Land Use and Urban Design chapter of the Comprehensive Plan (CP) and several parts of the Public Participation chapter of the CP (see Goal GP 5 Subarea Planning), the city intends to give community members a chance to get involved early in the planning process for a relatively small area called a subarea that includes their own neighborhood. This process is called sub-area planning (see the Land Use and Public Participation sections of the Comprehensive Plan) and there are 11 subareas identified by the city. The approved process for subarea planning is outlined below:

"Through sub-area planning, the City and Coalition of Neighborhood Associations work with stakeholders to identify neighborhood assets, challenges and priorities for development. Activities are geared toward learning; for the City to learn about neighborhood needs and desires, and for these groups to learn about the plans and regulations that guide development in their area; and how land use decisions also must comply with federal, state and local laws. Although this process does not guarantee a neighborhood will get everything it wants, sub-area planning can help it get organized for future projects that will influence the direction of community decisions."

Neighborhoods in Olympia range from historic district neighborhoods, early suburb neighborhoods, and later planned unit developments. One size does not fit all and attempting to do so will only cause those neighborhoods bounded by arterial roads to shoulder a disproportionate share of the development. Subarea planning is a more precise instrument to take into account the many differences and considerations noted below.

B. What Must Be Part of the Subarea Planning Process?

The city has identified neighborhood assets, challenges and priorities for development as the key subarea plan focus areas. The phrase "priorities for development" should include the types of housing, including Missing Middle Housing which will be permitted in existing neighborhoods. Otherwise, the impact of Comprehensive Plan Goal GP 5 which states that subarea planning will "shape how neighborhoods grow and

develop” would be largely meaningless if the city can initiate separate residential (Missing Middle) or commercial (Neighborhood Center) growth and development policies outside of the individual subarea plans for groups of neighborhoods.

C. Role of the Coalition of Neighborhood Associations and Subarea Planning

The city renewed an existing a Memorandum of Understanding (MOU) with the Coalition of Neighborhood Associations (CNA) in 2015. The Fourth area of city and neighborhood collaboration is subarea planning and under this agreement, the city and neighborhoods should devise development frameworks for future growth. These development frameworks include housing types, densities and designs as neighborhoods evolve over the next 20 years.

CNA neighborhoods have already participated in the creation of a subarea plan for the Northeast subarea and a second planning effort is beginning for the Eastside subarea. The city has an opportunity to use this model which includes public outreach to owners and residents to engender public discussion about housing types and neighborhood density regulations.

II. How Increased Density (Missing Middle Housing) is to be Integrated into Neighborhoods

Should the City decide not to follow the sub-area planning process outlined above, there are a number of important issues related to increasing housing density. Missing Middle Housing is a generic term for increasing the number of residents on existing parcels of land in neighborhoods. This is one of those policy issues where the implementation challenges and the outcomes need to be carefully weighed before allowing Missing Middle Housing in predominately single family detached home neighborhoods.

A. Purpose and Goals of the Comprehensive Plan

The Missing Middle effort must be consistent with the overall Comprehensive Plan for growth in Olympia over the next 20 years. The policies and goals set out in the Land Use section of the Comprehensive Plan are designed to accomplish the following objectives:

- **Reflect the community’s urban design vision**
- **Maintain or improve the character of established neighborhoods**
- **Preserve the historic features of Olympia**
- **Provide for a variety of transportation alternatives**
- **Provide people with opportunities to live close to work**
- **Create desirable neighborhoods with a variety of housing opportunities, different lifestyles and income levels, and a sense of community**
- **Provide for a compact growth pattern**
- **Promote energy efficiency**
- **Reflect the land’s physical and environmental capability**

Therefore, land use plans, including the Missing Middle effort must accommodate purposes which can at times conflict including maintaining historical features, neighborhood character while at the same time providing a variety of housing opportunities.

B. Aesthetical Considerations in the Land Use Section of the Comprehensive Plan

In addition to a broad objectives outlined above, there are other also references to aesthetical considerations in the Comprehensive Plan. For example, Goal GL 6 covers maintaining “Community Beauty” which includes the preservation of the character and livability of a neighborhood. There are other references to the “existing fabric” or “sense of place” and finally “neighborhood character” itself. All of these references can be subsumed under the phrase “neighborhood character”.

This document will analyze and develop a model for evaluating neighborhood character which is crucial to maintaining the desired aesthetic qualities. Historical features, transportation and characteristics of the natural environment can be considered along with neighborhood character.

C. Housing Choices in Olympia’s Neighborhoods

Neighborhood Goal GL 14 includes the concept of housing choices in neighborhoods but also the preservation of low-density neighborhoods (.2 to 12 units per acre). PL 14.3 provides that medium (13 to 24 units per acre) and high density (more than 24 units per acre) development be disallowed in low density neighborhoods with the exception of neighborhood center areas. Around neighborhood centers, medium density housing would be allowed along with civic and commercial uses (PL 14.4).

D. Range of Housing Types

The Comprehensive Plan also supports increasing density through the effective use of buildable land, and to allow in residential areas the following types of structures:

- Cottages, which would presumably include Tiny Houses
- Townhouses
- One ADU per home
- Multi-family buildings near collector or arterial streets or neighborhood centers. Multi-family structures must be designed for compatibility with adjacent lower density housing and designed in accordance with local topography.

E. Building Types and Placement

Different types of housing may be permissible for single family detached low-density neighborhoods but these different housing types must be consistent with existing neighborhood character and blend into the fabric of the neighborhood. Secondly, multi-family housing is to be placed only near neighborhood centers and near transportation collectors or arterials.

The US government (Census Bureau) defines multi-family housing as buildings containing at least two housing units which are adjacent vertically or horizontally. If multi-family structures are built side to side, they do not have a wall separating units that extends from ground to roof, share heating systems or contain inter-structural utilities. Using this interpretation would mean that duplexes, triplexes and apartment buildings would be permissible only near neighborhood centers or transportation arteries.

F. Pace of Neighborhood Change

Missing Middle type changes to the Comprehensive Plan and local ordinances should be implemented incrementally and represent a balance of the interests of existing residents and the community as a whole. As

noted in the Comprehensive Plan, many Olympia neighborhoods are more than 50 years old and “These established neighborhoods provide the 'sense of place' and character of Olympia”.

As long as the new denser housing is implemented gradually, it could be a part of the evolution of a neighborhood rather than be perceived as an imposition by city planners. Therefore, the need to increase the stock of housing for population growth must be balanced with maintaining existing residential neighborhoods and neighborhood livability.

III. Neighborhood Character and Carrying Capacity

A. Neighborhood Character

While the ADU and housing type decision papers outline the possible alternatives for permissible structures, there is little if any discussion of the impact of these decisions on the nature or character of the neighborhood and how these new types of housing will fit into the existing character of a neighborhood. Furthermore, Missing Middle housing varies widely from a 100 square foot Tiny House that is smaller than many existing garages in neighborhoods to a 15,000 square foot 3 story walk-up apartment with 12 housing units.

While determining a neighborhood’s character may appear to be a subjective determination, there are key elements of neighborhood character which set a neighborhood apart from other parts of the city and which will determine the impact of expansion of permissible structures on neighborhoods. Also, neighborhoods differ greatly in the presence or absence of these features and land use decisions need to take these differences into account before approving changes. One size does not fit all or even most existing neighborhoods or situations.

B. Determining a Neighborhood’s Maximum Carrying Capacity

The “carrying capacity” is the maximum number of housing units that can be accommodated as compared to the existing built environment. The carrying capacity includes the capacity of the existing water, sewer and stormwater systems, transportation and intersection capacity, school enrollment to foster neighborhood schools, and emergency services, including sufficient street access for fire, police and ambulance service. Increased density that causes overly congested streets resulting in access delays, accidents or denial of rapid emergency services would degrade, rather than increase the livability of Olympia’s neighborhoods.

IV. Elements of Neighborhood Character (Buildings, Environment, Subdivision of land, Topography, Impacts on Residents and Roads/Transportation Network)

The word “Bestir” means to rouse oneself and take action, based on some external event or idea. Missing Middle land uses are an important change in the character of low-density neighborhoods and the community should carefully evaluate these changes while they are in the development stages. The acronym BESTIR is being used to designate the individual components of neighborhood character and livability analysis and how to assess the impact of new housing impact on the “existing fabric” of a neighborhood.

A. Buildings/The Existing Built Environment in a Neighborhood

1. Building Form and Style

In many neighborhoods, the character of the buildings and other structures is one of the most important determinants of the character of the neighborhood. In examining how Missing Middle housing would fit in a

neighborhood, the nature and consistency of the predominant architecture of the residential dwellings, their scale and their connection with the transportation network (sidewalks, streets and bike lanes) are all important considerations. For example, a three story walk-up apartment might appear to be an anomaly next to a modern group of row houses or craftsman style houses. Neighborhoods with particular memorable character may object to designs and building forms that appear alien to their neighborhood.

2. Constraints on Development

Besides the look and feel of the built environment, the existence of building restrictions, such as those present in historical preservation zones and the value of open spaces must be considered. Also, the predominant condition of buildings, such as the existence of functionally obsolescent or blighted structures would be important considerations in assessing the impact of new types of Missing Middle housing.

3: Heights and Scale

Multiple story structures, such as three story walk-up apartments, in an area of single story structures would look out of place and similarly, a group of tiny houses next to 4,000 square foot structures would appear ridiculous. Contrastingly, smaller homes and ADUs might fit well into a neighborhood where 700-900 square foot pre -WWII cottages or small modern structures predominate.

4. Impact of Buildings on access to light and Air

Excessive clustering of buildings can damage resident's access to natural night which is especially a problem in the Northwest. The impact of high buildings through shadowing of existing structures, inadequate setbacks or small lot dimensions can result in excessive crowding, diminished air circulation, and thus be undesirable for residents in neighborhoods.

5. Different Types of Apartment Buildings

Apartment types vary widely from narrow in-fill apartments, such as railroad or shotgun style apartments to row houses, mixed use structures with apartments on upper stories, courtyard or garden style apartments or any combination of the above. In some communities, we are seeing "stacked townhouses" which are four story townhouse structures consisting of one townhouse on the first two stories and another townhouse on the 3rd and 4th stories. Depending on the predominant type of housing (one story ramblers, two story single family dwellings, townhouses), the proposed types of apartment can be a good or bad fit into the existing building architecture.

6. Predominant sizes of Buildings

ADUs and Tiny Houses may fall below the established range of minimum sizes for single family housing. Depending upon the number of occupants in a small or tiny structure, health can be compromised due to excessive overcrowding. Also, the preservation of property values and thereby, the tax base of the community is another non-aesthetic consideration which has led jurisdictions to propose minimum building sizes.

B. Environment (Tree Canopy and Plantings in a Neighborhood)

The second element of neighborhood character is the natural setting, including the degree of planting and tree coverage. . A heavily wooded subdivision where the man-made structures are covered by extensive tree

cover or with a predominate form of landscaping can impact how a particular type of land use fits into a neighborhood. Such a neighborhood would be more likely to accommodate smaller structures within the treed area but removal of most of the trees to construct a series of three story walk-up apartments would severely disrupt the appearance of the neighborhood.

Also, topography can result in special features that are prized in a neighborhood such as views of a city, mountains or bodies of water. Tree cover has other impacts besides aesthetics providing living space for animals and thereby promoting biodiversity, absorbing stormwater and preventing run-off while absorbing carbon dioxide from the air. Some neighborhoods already include critical areas ordinances or other land restrictions to protect the environment which could restrict Missing Middle housing types.

C. Subdivision of the Land in a Neighborhood

1. Size and Range of Land Parcel Size

Many Olympia neighborhoods were divided and the buildings constructed parcel by parcel over the course of decades. This is even true of some planned unit developments, such as the Goldcrest Neighborhood in West Olympia where the neighborhood fully developed in stages over a 25 year period. Like many small communities, Olympia and its neighborhoods change slowly especially given the costs and constraints of major land use changes.

When evaluating the existing built environment, the predominance and range of lot/parcel sizes, lot orientations etc. can have a significant impact on how Missing Middle housing fits into the community. For example, the presence of undeveloped larger parcels in a neighborhood of similar size lots might present an opportunity to create a mini-village of town houses. On the other hand, a neighborhood where there is a more orderly spacing of buildings, setbacks and the repetition of building forms might be less suitable.

2. Current Average Density

Besides the subdivision of land itself, the nature of the built environment (dense urban, suburban) is an important consideration in this analysis. A neighborhood with row or homes placed on small lots would be a good fit for ADUs and other smaller structures which would blend in.

D. Topography

1. Land Slopes and Features

Neighborhoods vary greatly in the presence of physical features such as ridges, terraces, plains or slopes. A neighborhood with steeper slopes might allow housing with high floor area ratios which do not dominate or overshadow adjoining lower height structures. Contrastingly, a neighborhood with flat terrain needs to consider the line of sight impact, changes in viewsheds etc.

E. Impacts of Missing Middle Housing on Existing Residents

Increased housing density will almost unavoidably result in an increase in automobile traffic, increased noise and automobile related issues, such as street parking and congestion. When considering in-fill or higher density housing, there are other factors to consider such as the impact of infill on existing owner's privacy or other detriments to the existing community.

F. Transportation and Infrastructure

1. Parcel and Neighborhood Transportation Access

The condition of the existing street network, whether it is operating at capacity or has the ability to handle additional traffic is another key feature of a neighborhood character calculus. Some street patterns, such as those with high connectivity to other neighborhoods can accommodate more traffic while neighborhoods with cul de sacs, private roads and low connectivity might be challenged by increased growth in the number of structures. Roads and road networks are also important dividing lines or in some cases, how the neighborhood identifies itself (e.g., Cain Road Neighborhood Association).

2. City Infrastructure

There are neighborhoods in the city where central sewerage systems have not been fully extended and the use of septic tanks has environmental impacts, especially where septic tanks are near bodies of water. Significant growth in such areas would exacerbate the existing situation and for health reasons, the city might not want to allow build new structures on lots of insufficient size for individual water and sewerage systems.

V. Method for Quantifying Neighborhood Character in a Particular Context

1. Evaluating the Qualitative Neighborhood Character Elements

Exhibit A contains a framework to assess the elements of neighborhood character in a standard analytical manner. A simplified Likert scale has been used to assign values to these qualitative elements of neighborhood character. Equal weight was given to all of the six elements of neighborhood character but the various elements can be assigned different weights. Also, new components under each element can be added. The current model has 15 sample components under the six elements and each component is assigned a score from 1-3.

2. Applying the Neighborhood Character Scores to Neighborhoods

Neighborhoods with high character scores would be less suitable for the insertion of the wide range of missing middle housing than those with lesser scores. Also, land use officials should look at the proposed type of development in relation to the existing built environment. A series of townhouses on a side road not visible from an existing collector street would be less intrusive than if placed on the main collector street. Olympia's neighborhoods differ substantially from one another so judgement will have to be exercised to decide if Missing Middle housing is appropriate.

VI. Conclusions

The Missing Middle effort to increase housing choice in Olympia's neighborhoods must be implemented in such a way that neighborhood character and livability is maintained for existing residents. Neighborhood character can be defined and analyzed so that land use approvals are made using a process that considers buildings, the environment, the subdivision of land, topography, impacts on existing residents and transportation. Since each Olympia neighborhood is unique, subarea planning would be a far better method rather than imposing uniform density standards for Olympia's neighborhoods.

Exhibit A Sample Model for Assessing Neighborhood Character

Table One: Neighborhood Character Elements and Components

Neighborhood Character Analysis	High 3	Medium 2	Low 1
Buildings			
Presence of Architectural Features	>75%	>50% and <75%	<50%
Standard Building Rhythm and Order	>75%	>50% and <75%	<50%
Historic Preservation Zone	>75%	>50% and <75%	<50%
Existing Missing Middle Housing types of Housing	<25%	>50% and <75%	>75%
Potential For Excessive Crowding	>75%	>50% and <75%	<50%
Environment			
Tree Cover; landscaping	>75%	>50% and <75%	<50%
Views	Multiple	Single	None
Subdivision of Land			
Uniformity of Parcel Sizes	>75%	>50% and <75%	<50%
Cohesive Block Configuration (CBC)	>75%	>50% and <75%	<50%
Parcel Accessibility (PA)	>75%	>50% and <75%	<50%
Topography			
Presence of Land Slopes or Ridges	>75%	>50% and <75%	<50%
Impact on Existing Residents			
Potential For Increased Noise and Loss of Privacy	>75%	>50% and <75%	<50%
Potential for Insufficient Street Parking	>75%	>50% and <75%	<50%
Roads			
Number of Connections	Multiple	Single	None
Cohesive Street Presence (CSP)	Multiple	Single	None
Scores			
Range of 35-45	Low Missing Middle Potential		
Range of 25-35	Medium Missing Middle Potential		
Less Than 25	High Missing Middle Potential		



Planning Commission

Affordable Housing Briefing

Agenda Date: 12/4/2017
Agenda Item Number: 6.B
File Number: 17-1224

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

Title

Affordable Housing Briefing

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion of affordable housing issues and related city efforts.

Staff Contact:

Keith Stahley, Director, Community Planning and Development, 360.753.8227

Presenter(s):

Keith Stahley, Director, Community Planning and Development

Background and Analysis:

The City of Olympia works on several housing issues, including planning for a variety of housing types and options. In January of 2017 the Planning Commission received a briefing on Housing Tool Box and work to implement the Downtown Strategy related to housing issues.

In October, the City Council held a study session to review the draft Administrative and Financial Plan for the Olympia Home Fund. Later that month the Council took action to place a sales tax increase on the February 2018 ballot.

The city works with other cities and Thurston County on housing issues, including issues related to affordable housing and efforts to provide housing for all.

Housing dynamics are changing. For example, more than half of the residential units in the city are occupied by renters. In addition, the average household size is decreasing over time. Less than 15% of households in Olympia consist of parents with children living at home. These changes are likely to impact the housing market and the types of housing people desire in the future.

Neighborhood/Community Interests (if known):

Housing is of community-wide interest. People want housing options, variety, and affordability.

Neighborhoods have unique characteristics that should be protected. Some neighborhoods are primarily made up of detached single family homes while others include a variety of housing types. More multifamily housing options are being provided and many of those are built in mixed use areas like the downtown.

Options:

Information only. No action requested.

Financial Impact:

None - Briefing Only.

Attachments:

None.



Planning Commission

Development Activity Briefing

Agenda Date: 12/4/2017
Agenda Item Number: 6.C
File Number: 17-1223

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

Title

Development Activity Briefing

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion of development activity in the City of Olympia.

Staff Contact:

Keith Stahley, Director, Community Planning & Development, 360.753.8227

Presenter(s):

Keith Stahley, Director, Community Planning & Development

Background and Analysis:

Olympia has experienced a fair amount of new development and redevelopment over the last few years. The comprehensive plan describes the adopted vision for how the city will grow in the coming years, including how the addition of 20,000 new residents will be accommodated for housing, employment, recreation, and entertainment.

Neighborhood/Community Interests (if known):

Development is of community-wide interest for a variety of reasons. Development can affect community character either positively or negatively. Development must be consistent with the adopted development codes and is expected to implement the goals and policies of the comprehensive plan.

Options:

Information only. No action requested.

Financial Impact:

None.

Attachments:

None.



Planning Commission

Preliminary 2018 - 2019 Planning Commission Work Plan

Agenda Date: 12/4/2017
Agenda Item Number: 6.D
File Number: 17-0984

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

Title

Preliminary 2018 - 2019 Planning Commission Work Plan

Recommended Action

Move to approve the Preliminary 2018 - 2019 Planning Commission Work Plan.

Report

Issue:

Whether or not to approve the Preliminary 2018 - 2019 Planning Commission Work Plan.

Staff Contact:

Joyce Phillips, Senior Planner, Community Planning and Development, 360.570.3722

Presenter(s):

Joyce Phillips, Senior Planner, Community Planning and Development

Background and Analysis:

Each year the Planning Commission proposes an annual work plan. It is reviewed by the Council General Government Committee and ultimately approved by City Council.

Items considered for inclusion can come from individual Commissioners or city staff. Last year, staff recommendations included items in the previous year's program that were not completed, items included in the upcoming work program of the Community Planning and Development Department, and related work of other Advisory Boards and Commissions.

Later this year staff will bring a proposed work plan to the Commission for review and consideration. Staff requests the Commissioners begin thinking about potential work items to be included.

Neighborhood/Community Interests (if known):

Much of the work of the Planning Commission is of interest to Neighborhoods and community members. However, to date there has not been specific comment about what should be included in the Commission's work plan for 2018 - 2019.

Options:

1. Approve the Preliminary 2018 - 2019 Planning Commission Work Plan.
2. Modify and approve the Preliminary 2018 - 2019 Planning Commission Work Plan.
3. Discuss the proposed work plan and move it to the next agenda for a decision in January 2018.

Financial Impact:

None. This work is included in the base budget.

Attachments:

Draft Work Plan

Olympia Planning Commission - 2017 Work Plan (April 1, 2018 to March 31, 2019)

The Olympia Planning Commission (OPC) is expected to hold 22 regular meetings plus one optional “retreat” during this period. In addition, a “Finance” subcommittee will be formed to review the annual Capital Facilities Plan update. Special meetings may be held and other subcommittees may be formed if necessary or to more efficiently complete the work plan. Staff liaison to OPC will be Senior Planner Stacey Ray of the Community Planning and Development Department (sray@ci.olympia.wa.us; 360.753.8046).

Section 1. 2018 Policy Issues – Recommendations to City Council						
Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2017. In general these work items are tasks that State law or local rules require the Commission to perform. Estimated 62 meeting hours; approximately 75% of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
<p>1.1 Review 6-year Capital Facilities Plan (CFP) http://olympiawa.gov/city-government/budget-financial-reports.aspx</p> <p>Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	<p>2 hours; plus 6 or more hours of subcommittee meeting time</p>	<p>CP&D staff: 14-18 hours</p> <p>Other citywide administrative and planning staff: 10 hours</p>	<p>Subcommittee formed in Spring; Commission to conclude review in September.</p>	<p>Included in base budget.</p>	<p>Detailed review and recommendation</p>	<p>City Staff – an annual update is customary for Olympia</p>
<p>1.2 Annual Comprehensive Plan Amendments http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx</p> <p>Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission.</p> <p>Deliverables: Public Hearing and recommendation to City Council.</p>	<p>12 hours - dependent on scope, nature and controversy of proposals</p>	<p>CP&D staff: 24 to 40 hours</p> <p>Other department support: 24 to 40 hours</p>	<p>June</p>	<p>Included in base budget</p>	<p>Detailed review and recommendation</p>	

<p>1.3 Downtown design criteria update http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Amendment of development code consistent with downtown strategy. Deliverable: Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours - may include consultant	To Be Determined	Dependent on scope	General review and recommendation	City staff
<p>1.4 Zoning Code Amendments – downtown area http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Amendment of development code relative to views to, from and over downtown area and other zoning changes related to the downtown strategy. Deliverable: Public Hearing and recommendation to City Council.</p>	3 hours	CP&D staff: 10 hours plus consultant	To Be Determined	Funded as part of downtown strategy scope Included in base budget	Detailed review and recommendation	City staff
<p>1.5 Zoning map and development code text amendments</p> <p>Review of any privately proposed or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2018. Deliverables: Public Hearing and recommendation to City Council.</p>	2 hours per proposal	CP&D staff: 4 to 10 hours per proposal	Dependent on timing of proposals	Included in base budget; private applicants pay a \$3200 fee.	Detailed review and recommendation	Placeholder for new proposals.
<p>1.6 Sign code amendment www.olympiawa.gov/signcode</p> <p>Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling Deliverable: Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours plus consultant	To Be Determined	Consultant contract from 2016 and 2017 funds	General review and recommendation	City staff
<p>1.7 Low density neighborhood "in-fill" code amendments (aka Missing Middle Housing/Infill) http://olympiawa.gov/city-government/codes-plans-and-standards/missing-middle.aspx</p> <p>Amendment of development codes to allow more intensity of use consistent with Comprehensive Plan. May include revisions to home occupation, accessory dwelling unit, and other regulations. Deliverable: Public Hearing and recommendation to City Council.</p>	6 hours	CP&D staff: 10 hours	May Be Completed Before April 2018	Included in base budget	Detailed review and recommendation	City Staff

<p>1.8 Short Term Rental Policies</p> <p>Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones. Deliverable: Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<p>1.9 Drive Through Code Amendments</p> <p>Review existing code for consideration of areas appropriate to remove prohibition of drive-through uses. Deliverable: Public Hearing and recommendation to City Council.</p>	2-4 hours	CP&D staff: 10 hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<p>1.10 Parking Strategy Recommendations</p> <p>http://olympiawa.gov/city-services/parking/parking-strategy.aspx</p> <p>Review Parking Strategy recommendations for consistency with the Comprehensive Plan and Downtown Strategy. Deliverable: Public Hearing and recommendation to City Council.</p>	2-4 hours	CP&D staff: 10 hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<p>1.11 Joint Plan Recommendations</p> <p>Review Joint Plan for consistency with the City of Olympia's Comprehensive Plan. Deliverable: Recommendation to City Council/Thurston County.</p>	4-6 hours	CP&D staff: 10+ hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<p>1.12 Parks/Open Space Zoning District Recommendation</p> <p>Review proposal for adding a new Parks/Open Space zoning district to the Olympia Municipal Code. May or may not include a comprehensive plan amendment. Deliverable: Public Hearing and recommendation to City Council</p>	4-6 hours	CP&D staff: 6-8 hours	To Be Determined, if Referred by City Council	TBD	General review and recommendation	City Council

SECTION 2.

2018 Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2016 to accomplish or advance these items. Estimated 11 meeting hours; about 15% percent of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
<p>2.1 Neighborhood Center Code: A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community.</p> <p>Deliverable: Proposed development code update for consideration by City in 2018.</p>	1 hour; plus substantial work group time	CP&D: 8 to 12 hours	To Be Determined	Included in base budget.	Led by Commission	Planning Commission -- continued item begun in 2014
<p>2.2 Action Plan for comprehensive plan implementation. http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx</p> <p>An implementation strategy is called for in the Comprehensive Plan. Commission will review the Action Plan including performance measures (or 'community indicators') and provide comments on the actions, priorities and performance measures.</p> <p>Deliverable: Recommendation and comments to City staff.</p>	2 hours	5 to 7 hours	April	Included in base budget.	As directed by Council's Land Use and Environment Committee	Comprehensive Plan
<p>2.3 Subarea/Neighborhood Plan Review of draft Subarea Plan</p> <p>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</p>	2 hours	CP&D staff: 4 hours	To Be Determined	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff

SECTION 3.

2018 Administrative Activities and Informational Briefings

In addition to the substantive activities above, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to set aside time to focus on that goal. Estimated 5 meeting hours plus retreat; about 10% percent of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
3.1 Organizational Retreat. Annual event focused on improving Commission functions and procedures.	1 hr. of meeting time to prepare; 4 to 6 hours for retreat	CP&D Staff: 8 to 10 hours Facilitator at OPC option.	To Be Determined	Included in base budget; facilitator may be retained.	Led by Planning Commission	Customary practice
3.2 Check-In with the Land Use and Environment Committee Potential joint meeting with the Land Use and Environment Committee	1-2 hours		To Be Determined	Included in base budget	Led by LUEC	Planning Commission
3.3 Preparation of 2019 Work Plan Time allotted for proposing work items for following year. Deliverable: Recommendation to Council	2 hours	CP&D: 6 hours Other staff: Variable	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
3.4 Meet with Coalition of Neighborhood Association Meeting to share issues and coordinate; an alternative joint meeting may be substituted.	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA
3.5 Sea Level Rise Response Plan Briefing http://olympiawa.gov/city-utilities/storm-and-			To Be Determined			City Staff & Planning Commission

surface-water/sea-level-rise.aspx						
Briefing regarding SLR Response Planning Process						
3.6 Economic Development Briefing Briefing regarding economic development opportunities and actions in the City of Olympia	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.7 West Bay Restoration & Parks Plan Briefing http://olympiawa.gov/city-services/parks/parks-and-trails/west-bay-park.aspx Briefing regarding progress on the West Bay restoration and parks master planning efforts	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.8 Transportation Master Plan Briefing Briefing regarding progress on the Transportation Master Plan	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.9 Development Activity Briefing Briefing regarding annual development activity within the City and UGA	1 hour	CP&D: 1 hour	Nov/Dec	Included in base budget	Informational Briefing	Planning Commission
3.10 Affordable Housing Briefing A briefing regarding the status of affordable housing issues in Olympia and Thurston County	1 hour	CP&D: 1 hour	Nov/Dec	Included in base budget	Informational Briefing	Planning Commission
3.11 Public Safety Briefing http://olympiawa.gov/city-services/police-department.aspx http://olympiawa.gov/city-services/fire-department.aspx A briefing by the Police and Fire Departments regarding public safety in Olympia	1 hour	OPD: 1 hour OFD: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.12 Thurston County Joint Plan Briefing A briefing about the city and county efforts to update the Joint Plan for the Urban Growth Area of Olympia.	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	City Staff

<p>3.13 Population Growth Briefing</p> <p>A briefing about the City's estimated population growth across the city, based on comprehensive plan density estimates.</p>	1 hour	CP&D: 3 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<p>3.14 Community Land Trust Briefing</p> <p>A briefing on Community Land Trusts and how they could impact agriculture, housing, and other provisions of the comprehensive plan.</p>	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<p>3.15 Data & Metrics Briefing</p> <p>A briefing on definitions, data, and metrics of the comprehensive plan. It is related to the community indicators in the Action Plan.</p>	1 hour	CP&D: 3 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<p>3.16 LOTT General Facilities Charges Briefing http://lottcleanwater.org/</p> <p>A briefing on the GFCs for wastewater treatment through the LOTT Clean Water Alliance.</p>	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission

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ATTACHMENT 1