



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, May 18, 2017

5:30 PM

Olympia High School Commons
1302 North Street SE, Olympia

Special Meeting

1. OPEN HOUSE

- 1.A [17-0546](#) 5:30 - 6:30 p.m. Missing Middle Project Open House

Attachments: [Missing Middle Webpage](#)

2. CALL TO ORDER

3. ROLL CALL

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

- 5.A [17-0543](#) Approval of April 20, 2017 Land Use and Environment Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

- 6.A [17-0501](#) Sign Code Update Briefing

Attachments: [Freestanding Signs Meeting Summary](#)

- 6.B [17-0411](#) 2017 Engineering Design and Development Standards (EDDS) Update

Attachments: [Summary of Proposed Changes](#)

7. REPORTS AND UPDATES

8. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council Committee meeting, please contact the Council's Secretary at 360.753-8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



Land Use & Environment Committee

5:30 - 6:30 p.m. Missing Middle Project Open House

Agenda Date: 5/18/2017
Agenda Item Number: 1.A
File Number: 17-0546

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

Title

5:30 - 6:30 p.m. Missing Middle Project Open House

Recommended Action

Committee Recommendation:

No action requested.

City Manager Recommendation:

No action requested.

Report

Issue:

Olympia's Comprehensive Plan sets a goal that affordable housing is available for all income levels throughout the community. It includes several policies to meet that goal. One of the most important is providing a variety of housing types.

Staff Contact:

Assistant Director Leonard Bauer, 360.753.8206

Presenter(s):

Assistant Director Leonard Bauer

Background and Analysis:

Missing Middle Housing refers to a range of housing types that can provide more than one housing unit per lot in a way that is compatible in scale with single-family homes.

Examples may include duplexes, triplexes, fourplexes, accessory dwelling units, tiny homes, courtyard apartments, townhomes, row houses, and cottage housing.

Missing Middle Housing is a key component of the City's housing strategy, as it supports housing affordability for households across all income levels.

Neighborhood/Community Interests (if known):

The community is invited to provide comments and feedback on Missing Middle Housing in Olympia

Options:

n/a

Financial Impact:

n/a

Attachments:

[Link to Missing Middle Webpage](#)

[Home](#) » [City Government](#) » [Codes, Plans & Standards](#) » [Missing Middle](#)

Missing Middle Housing

Featured Links

- [Portland ADU Survey Results](#)
- [Missing Middle Presentation to Olympia Planning Commission](#)
- [APA Zoning Practice: Tiny Houses](#)
- [Article: Will the US Design Their Way Out of the Affordable Housing Crisis?](#)
- [missingmiddlehousing.com](#)
- [Small Backyard Homes: Accessory Dwelling Units \(ADUs\)](#)

Navigation

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

Missing Middle Work Group

Please attend one of the upcoming open houses to provide your comments on Missing Middle Housing in Olympia:

Thursday, May 18 from 5:30 - 6:30 p.m. at Olympia High School Commons

Tuesday, May 30 from 5:30 - 6:30 p.m. at Capital High School Commons

The next meeting of the Missing Middle Work Group will take place Thursday, May 25, from 4:30 - 6:00 p.m. at Olympia City Hall.

Download a copy of our [Missing Middle fact sheet](#)

What is Missing Middle Housing?

Missing Middle Housing refers to a range of housing types that can provide more than one housing unit per lot in a way that is compatible in scale with single-family homes.

Examples may include duplexes, triplexes, fourplexes, accessory dwelling units, tiny homes, courtyard apartments, townhomes, row houses, and cottage housing.

Missing Middle Housing is a key component of the City's housing strategy, as it supports housing affordability for households across all income levels.



Missing Middle Housing Project

Olympia's Comprehensive Plan sets a goal that affordable housing is available for all income levels throughout the community. It includes several policies to meet that goal. One of the most important is providing a variety of housing types.

[Comprehensive Plan policies related to Missing Middle housing](#)

- **PL16.2** Adopt zoning that allows a wide variety of compatible housing types and densities.
- **PL16.5** 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.
- **PL16.9** In all residential areas, allow small cottages and townhouses, and one accessory housing unit per home -- all subject to siting, design and parking requirements that ensure neighborhood character is maintained.
- **PL16.10** Require effective, but not unreasonably expensive, building designs and landscaping to blend multi-family housing into neighborhoods.
- **PS3.1** Promote a variety of residential densities and housing types so that housing can be available in a broad range of costs.

The Missing Middle Project will carry out these goals and policies. During this project, we will look at:

- How much missing middle housing currently exists in Olympia
- How much more will be needed to accommodate future population growth affordably
- Olympia's regulations and fees and how they may be impacting property owners'

Action Plan

PUTTING OUR COMPREHENSIVE PLAN INTO ACTION



Comprehensive Plan

OUR COMMUNITY'S GUIDE FOR THE FUTURE



2010 Parks Plan

LEARN MORE ABOUT THE VISION FOR PARKS, ARTS, AND RECREATION



City Calendar

- 05/11** - 6:00 p.m.
[Olympia Arts Commission](#)
- 05/11** - 6:00 p.m.
[MEETING CANCELLED Parking Business Improvement Area \(PBIA\)](#)
- 05/11** - 6:30 p.m.
[Design Review Board](#)
- 05/13** - 10:00 a.m.
[Grass Lake Nature Park Volunteer Work Party](#)
- 05/15** - 6:30 p.m.
[Olympia Planning Commission Meeting](#)

→ [View full calendar...](#)

City Updates

MISSING MIDDLE HOUSING. Missing Middle housing can provide more affordable housing options for many residents. Learn what the City is doing to better provide for Missing Middle housing in Olympia. Attend an Open House on either May 18 (Olympia High) or May 30 (Capital High), both from 5:30 - 6:30 p.m. [More...](#)

GATEWAYS PUBLIC ART. Learn more about our plan to add public art at 8 gateways locations around Olympia and take a survey to tell us what types of art should be considered. [More...](#)

DOWNTOWN STRATEGY UPDATE. Olympia's Downtown Strategy was adopted on April 25. View the document now on our [Downtown Strategy page](#).

2017 WATER QUALITY REPORT. The City's annual water quality report is now available and shows that Olympia meets all State and Federal drinking water standards. [More...](#)

SANCTUARY CITY. Read Mayor Selby's statement on Olympia's commitment to remain a Sanctuary City in the face of increased pressure. [More...](#)

2017 ADOPTED OPERATING BUDGET. The [2017 Adopted](#)

- decisions on whether to build missing middle housing
- How additional missing middle housing can be added in a way that is compatible with existing neighborhoods

Project Timeline

The Missing Middle Project is scheduled to be completed in late 2017. A special work group is providing expertise to help guide the process through the following steps:

[1. Research Existing Conditions - COMPLETE](#)

We will determine how much of each missing middle housing type is in Olympia, and where they are located

- [Existing Missing Middle Housing By Housing Type](#)
- [Available Buildable Lands for Each Missing Middle Housing Type](#)

[2. Analyze Existing Conditions and Identify Key Issues](#)

We will analyze how much opportunity there is for additional missing middle housing, and what the key issues are that may be creating impediments.

[3. Review Existing Codes, Fees and Standards for Potential Impacts](#)

We will review what kind of impact the city's requirements have on potential additional missing middle housing.

[4. Analyze Potential Changes to Codes, Fees and Standards](#)

We will examine the original reason for those requirements, and look at the tradeoffs of potential changes to those requirements to better enable construction of missing middle housing.

[5. Public Outreach and Community Conversation](#)

Public outreach will occur throughout the process, but there will be extra opportunities during this time period to get public feedback on potential changes to codes, fees and standards.

- [Public Involvement Schedule](#)
- [Missing Middle Work Group Charter](#)
- [Missing Middle Work Group Membership](#)

Missing Middle Work Group Notes

- [March 14, 2017 Meeting](#)
- [April 27, 2017 Meeting](#)

[6. Draft Implementing Ordinances or Policies](#)

We will draft the actual text changes to city codes to carry out the recommendations emerging from this project.

[7. Public Review and Adoption Process](#)

This is the formal process for adoption of changes to city codes. It will include review by the Olympia Planning Commission, at least one public hearing, and final action by the Olympia City Council.

Questions?

Contact Leonard Bauer at 360.753.8206 or missingmiddle@ci.olympia.wa.us.

[Operating Budget](#) is available for viewing.

2017-2022 ADOPTED CAPITAL FACILITIES PLAN. The [2017-2022 Adopted Capital Facilities Plan](#) is now available to view online. For more information on Olympia's Budget process or how you can be involved please see our [Budget 365 page](#)

OLYMPIA MUNICIPAL CODE. Quick link to codes and standards including [Olympia Municipal Code](#). [📄](#)

MEETINGS. [Agenda and Minutes](#) [📄](#) for City Council and most advisory committees.

[back to top...](#)

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

Land Use & Environment Committee
Approval of April 20, 2017 Land Use and
Environment Committee Meeting Minutes

Agenda Date: 5/18/2017
Agenda Item Number: 5.A
File Number: 17-0543

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

Title

Approval of April 20, 2017 Land Use and Environment Committee Meeting Minutes



Meeting Minutes - Draft
Land Use & Environment Committee

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

Thursday, April 20, 2017

5:30 PM

Council Chambers

1. CALL TO ORDER

Chair Hankins called the meeting to order at 5:36 p.m.

2. ROLL CALL

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

OTHERS PRESENT

City Manager Steve Hall
Community Planning and Development staff:
Director Keith Stahley
Deputy Director Leonard Bauer
Economic Development Director Renee Sunde
Senior Planner Amy Buckler
Downtown Liaison Mark Rentfrow
Office Specialist/Minutes Recorder Stacey Rodell
Young Architecture, Adam Young
Urban Olympia 5, LLC CEO, Walker John
Ray Laforge Property Owner in the Water Street Redevelopment Area

3. APPROVAL OF AGENDA

Chair Hankins proposed an amendment to the agenda. Moving Business Item 5.D - Water Street Redevelopment Area (WSRA) Update after Item 5.A.

The agenda was approved as amended.

4. APPROVAL OF MINUTES

- 4.A** [17-0433](#) Approval of March 16, 2017 Land Use and Environment Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

- 5.A** [17-0408](#) Downtown Sanitation Plan Recommendation

Mr. Rentfrow presented a briefing on the Downtown Sanitation Plan Recommendation via a PowerPoint presentation. He reviewed the following:

Downtown Sanitation Actions to Date

- Establish funding for Clean Team
- Establish Public Restroom Pilot
- Explore Percival West 24 Hour Restroom Options

Restroom Locations

- Artesian Commons Park
- Fertile Grounds Commons
- Olympia Ave. Smart Lot
- Salvation Army
- Portland Loo style restroom in the Artesian Commons Park to be installed soon

Downtown Sanitation Plan Proposal Moving Forward

- Develop a plan that helps to address public sanitation in the Downtown area and provides recommendations on location, siting, type of facility, and hours of operations for public restrooms

Adam Young from Young Architecture wrote up a proposal for a sanitation plan. Mr. Young has experience with Restroom Master Planning for Seattle's Cal Anderson Park. He has experience with public process and is uniquely qualified to undertake this endeavor. The Committee discussed the proposal with Mr. Young.

Committee member Jones moved, seconded by Committee member Clark, to recommend approval of Council Goal funding for a Downtown Sanitation Master Plan Proposal and forward on the City Council. The motion passed unanimously.

5.B [17-0350](#) Briefing on Downtown Zoning Recommendations

Ms. Buckler presented a briefing on the Update Zoning and Development Standards. She reviewed the following via a PowerPoint presentation:

- Character Areas
 - Create a set of unique areas
 - Attract a broad spectrum of activities
 - Pedestrian friendly, multi-modal
 - Not intended to be a strict zoning scheme
- Zoning Update
 - Downtown Business (DB)
 - Wide range of cultural, civic, commercial, employment activities
 - Encourage more dense mix of urban housing, and retain existing
 - Full range of urban services, tourism, recreation & entertainment
 - Pedestrian-oriented
 - Scale, height and bulk that reinforces Olympia's historic character
 - Urban Waterfront (UW)
 - Integrate multiple land uses in the waterfront area

- Enhance capital city identity
- Encourage high-amenity recreation, public access/use of shoreline
- Encourage development that preserves landmark views
- Permit uses that support nearby industrial/marine uses
- Coordinate with policies of the Shoreline Master Program
- Urban Residential (UR)
 - Accommodate multifamily housing in multistory structures in or near the State Campus; Downtown and other centers
 - Provide opportunities for people to live close to work, shopping, and services
 - Help achieve City density goals
 - Create a desirable urban living environment
 - New urban residential buildings incorporate features which encourage walking and add interest to the urban environment
- Viewpoint Viewshed Protection Analysis
- State Capitol Group Height District

The Committee asked clarifying questions. Ms. Buckler and Mr. Bauer provided clarification.

The information was received.

5.C [17-0351](#) Briefing on State Environmental Policy Act (SEPA) Exemption Recommendations

Mr. Bauer presented a briefing on State Environmental Policy Act (SEPA) exemption recommendations. He handed out a document titled “Potential SEPA Infill Exemption Area”.

In 2015, the Committee recommended and the City Council adopted a scope for the Downtown Strategy (DTS) which included exploring increased SEPA exemption levels for minor construction projects and/or urban infill exemption levels. During 2016, the DTS planning team explored these options in light of Downtown goals, and recommend within the DTS the City establish Downtown as an SEPA Urban Infill Exemption Area.

The purpose of exempting SEPA is to reduce duplicative process, not to reduce environmental risk assessment or mitigation. Environmental issues must still be addressed, but rather than relying on the SEPA process for this, environmental issues are addressed upfront in the development code. This helps to reduce uncertain development costs and permit review times, and is a way to incentivize development that meets community goals. During scoping, the City Council decided not to complete a planned action Environment Impact Statement (EIS) for the entire Downtown. The reason was that a similar objective can be achieved by the other options.

SEPA Urban Infill Area - The State’s SEPA statute (RCW 43.21C.229) allows for

urban infill exemptions in order to encourage residential or mixed use development in urban areas where the density goals of the comprehensive plan are not being met. When an EIS has been prepared to analyze the development goals in the comprehensive plan (which is the case for Olympia), a city can exempt some or all of the following types of development from additional SEPA review:

- Stand-alone residential
- Mixed use residential/commercial
- Stand-alone commercial less than 65,000, excluding retail

The exemption would not apply to:

- Industrial uses
- Lands covered by water (in most cases)
- Projects where part of the proposal requires both exempt and non-exempt actions
- Some other very specific cases outlined under the SEPA statute

Gap Analysis - A first step was to identify any gaps in our environmental regulations where we have had to use SEPA in the past to address an environmental issue in Downtown. Subsequently, the City needs to establish regulations for those environmental issues for which SEPA was the sole method of addressing an issue.

The gap analysis revealed the City has often used SEPA to reiterate regulations that are required regardless of SEPA (e.g., remediating contaminated soil and groundwater, controlling dust at the construction site). The gap analysis also identified three areas that should be addressed by adopting new regulations before establishing a SEPA exemption:

1. Flood risk associated with sea level rise: In the past, the City used SEPA to address flood risk due to sea level rise by requiring higher finished floor elevations in high risk areas of Downtown. To ensure this issue could still be addressed without SEPA, the City adopted increased flood-proofing standards in August of 2016.
2. Off-site traffic impact mitigation: There may be areas where it is possible a large traffic generating project could cause off-site traffic impacts needing to be mitigated through infrastructure improvements at the time of development (e.g., a traffic light.) To ensure this issue can still be addressed without SEPA, staff is exploring an appropriate size threshold - downtown projects larger than that threshold would require a traffic study to determine any needed improvements that would then be required.
3. Cultural resources: Tribal nations tend to use SEPA notice as their trigger to comment on projects, and Downtown is of particular interest to tribes due to the historical and cultural significance of Downtown lands. Early in 2017, staff met with representatives of the Nisqually Tribe and State Department of Archaeology and Historic Preservation (DAHP) to discuss other available comment opportunities (e.g., at notice of application) and potential code revisions to address how concerns about development in historical or culturally significant areas should be addressed. Staff have also been in communication

with representatives from the Squaxin Tribe.

The information was received.

5.D [17-0390](#) Water Street Redevelopment Area (WSRA) Update

Ms. Sunde presented an update on the Water Street Redevelopment Area (WSRA). She reviewed the following via a PowerPoint presentation:

- What is the WSRA
 - Approximately 1.09 acre between 4th & 5th
 - North is Percival Landing - South Heritage park
 - West Fountain Block and East is Downton Core
 - Area plays a crucial role in linking community activity centers
 - Across from Number 1 tourist destination spot in county - Olympia's waterfront and Percival landing
 - And is one of the keystone areas in the revitalization of downtown
- Background
 - July 2015 - City Issued Request For Qualifications (RFQ) & Letters of Interest
 - December 2016 RFQ Due date
 - February 2016 - Council approved selection of Urban Olympia 5, LLC as Development Partner
 - March 2016 - Council approved agreement with Urban Olympia 5, LLC for Urban Design & Planning Services
 - Intent to enhance the WSRA area promoting high quality redevelopment that engages a mix of uses
- Scope of Work Key Components
 - Property Ownership and Acquisition
 - Area Plan
 - Phase I - to include all properties in the WSRA and show context and connection to surrounding properties and blocks
 - Phase II - Preferred alternative for property that Urban Olympia 5 controls or intends to pursue through Exclusive Negotiation Agreement (ENA)
 - Development Pro-Forma
 - Participation in Downtown Strategy (throughout pre-development Phase)
 - City Review and Public Participation
 - Review of on-going progress and public meetings to review alternatives
- Where we are today
 - Recent Acquisitions
 - Views of 5th Acquisition and project plans
 - Dockside Flats Acquisition and project plans
 - Renewed Interest - WSRA Property Ownership
 - Property owner interest in redeveloping buildings
 - Coordinated design
 - Future "Welcome Center" Opportunities

- Focus on former foundations areas
- Interim Isthmus Improvements
 - Focus on former foundations areas
 - Improve aesthetics and interim use
- The Opportunity - Urban Olympia 5, LLC - Walker John
 - Dockside Flats Design Elements
 - WSRA Updated Design Options
 - Potential Integration of Projects

Mr. John presented additional details for the Dockside Flats and WSRA updated design options. Mr. Laforge presented his interest with his property in the WSRA.

The Committee unanimously agreed to direct staff to move forward with the public process.

The information was received.

6. REPORTS AND UPDATES

Mr. Stahley announced there will be two upcoming LUEC meetings in May: May 18, 2017 at Olympia High School. And May 30, 2017 at Capitol High School. These will be joint meetings with the Missing Middle topics.

7. ADJOURNMENT

The meeting adjourned at 7:46 p.m.



Land Use & Environment Committee

Sign Code Update Briefing

Agenda Date: 5/18/2017
Agenda Item Number: 6.A
File Number: 17-0501

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

Title

Sign Code Update Briefing

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the information. Briefing only. No action requested.

Report

Issue:

Whether to receive an update on the status and issues being discussed for the new sign code.

Staff Contact:

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

Presenter(s):

Joyce Phillips, Senior Planner

Background and Analysis:

Since the update in March, staff and the consulting team have been diligently working on development of the new sign code. Staff met with the Policy Advisory Committee (PAC) on April 10 to discuss freestanding signs (see attachment for a summary of topics raised). The next meeting has been set for May 19 and will focus on sign issues that didn't fall into one of the categories previously discussed. The PAC discussed temporary signs in January 2017, building mounted signs in February 2017, and freestanding signs in April 2017. The PAC anticipates meeting again in June to review draft code language.

Staff and the consulting team have a planned approach for the organization and content of the new code. The intent is to use parts of our current code, model code language from the two model sign codes that have been produced since the Reed v. Town of Gilbert, AZ, U.S. Supreme Court case decision was issued, and a few example local government sign codes from Western Washington as the basis for the new code. This is, of course, in addition to the comments and feedback from the PAC members and their organizations, as well as the public comments received to-date. Project

staff has met with our current sign code administrators and code enforcement officers to get a better understanding of concerns and instances of the code where more clarity or simplicity is desired, as well as to inquire about specific questions about organizing the new code.

The Policy Advisory Committee and Technical Advisory Committee (TAC) will review draft code language. The TAC will look at the code with the purpose of ensuring proposed language is consistent with other requirements, such as building and electrical codes. We anticipate making changes based on PAC and TAC comments before broadly sharing a public draft. More outreach and public comment is planned and anticipated at that time, when there is proposed language to review.

Neighborhood/Community Interests (if known):

We know the sign code and its enforcement is important to many members of the community. We've given presentations about the Sign Code Update to the Coalition of Neighborhoods, West Olympia Business Association, the Olympia Downtown Association, and a detailed briefing on the work at the April 17, 2017, Olympia Planning Commission public meeting. We have passed out comment cards, are keeping the web page up to date, and are accepting email comments about signs. We fully expect to provide more outreach to gather more public input before taking a draft to public hearing.

Options:

Information only. No action requested.

Financial Impact:

None. Funding for this work is part of the Community Planning and Development Department's base budget.

Attachments:

Freestanding Signs Meeting Summary

Freestanding Signs Discussion & Comments

- Sign size matters based on whether the sign is geared to pedestrians or drivers
- The city should focus on the overall sizes allowed and then let the property owners and tenants work out details about how the space is used (for multiple tenant buildings and business directory signs)
- The current provision to limit freestanding signs to one sign per driveway may be a little too restrictive for property with a lot of street frontage
- Speed of the adjacent roadway may be a factor to consider
- Look into how other jurisdictions address driveway entrance, exit, and circulation signs for number, placement, and size provisions
- If a new business moves in to a tenant space that has a historic sign, there should be a provision that allows for the sign to be retained while also allowing the new business to have signage (example of a painted sign on a building that had to be painted over rather than retained)
- There should be provisions that encourage nonconforming signs to become conforming, in addition to the provisions about bringing signs into conformance when structural changes are made - perhaps small grants, incentives, or waiving permit fees
- There should be more uniformity in the sizes allowed across the commercial zoning districts
- Consider zones that allow for a mix of land uses - signs are important but should be designed and placed to consider residents in mixed use zones (e.g. flashing signs, sign clutter, lighting)
- Flashing "OPEN" signs are not currently allowed - Why? Perhaps if they are in a window they should be permitted
- Five minutes of static time between changing messages for the Auto Mall sign is too long

Standards by Zoning District

- The city may consider treating different zoning districts differently (e.g. residential districts as compared to commercial or industrial zoning districts)
- The city may treat certain districts within those classifications differently (e.g. downtown, auto services, urban and neighborhood villages)





Land Use & Environment Committee

2017 Engineering Design and Development Standards (EDDS) Update

Agenda Date: 5/18/2017
Agenda Item Number: 6.B
File Number: 17-0411

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

Title

2017 Engineering Design and Development Standards (EDDS) Update

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the proposed recommendations for the 2017 EDDS topics and forward to the full Council for approval.

Report

Issue:

Whether to approve staff's recommendation on the proposed topics to be addressed in the 2017 update of the EDDS and forward to Council for consideration.

Staff Contact:

Stephen Sperr, P.E., Assistant City Engineer, Public Works Engineering, 360.753.8739

Presenter(s):

Stephen Sperr, P.E., Assistant City Engineer, Public Works Engineering

Background and Analysis:

The Engineering Design and Development Standards (EDDS) guide the design and construction of transportation, drinking water, reclaimed water, sewer, stormwater, and solid waste collection systems. They are also the technical interpretation of the City's Comprehensive Plan and various utility master plans. The City Engineer is responsible for approving and administering the EDDS.

The EDDS are updated annually to:

- Implement Goals and Policies established in the City's Comprehensive Plan,
- Reflect changes to the Olympia Municipal Code (OMC), particularly Titles 12-18,
- Help implement policies established in approved Utility Master Plans,
- Address changes in equipment and materials,

- Enable the use of improvements in technology, and
- Clarify information and requirements described in the text and shown on standard drawings

This year's update addresses several Comprehensive Plan Policies and OMC chapters related to:

- Curb Ramps,
- Pedestrian Pathways,
- Traffic Impact Analyses, and
- Block Sizing

The attachment summarizes the proposed changes, including why they are needed. A short presentation will be made on the proposed 2017 topics. The presentation will highlight a few topics of particular interest, including our public involvement and communication strategy.

Neighborhood/Community Interests (if known):

The EDDS provide predictability and consistency in how the City's infrastructure is built. Making timely changes to the EDDS ensures that infrastructure installed meets the most current standards and builds the foundation for the City's vision.

Information related to the proposed changes is available on the City webpage dedicated to the EDDS. Stakeholders are engaged throughout the review and approval process.

Options:

1. Approve staff's recommendations on the 2017 proposed topics to be addressed in the annual update of the Engineering Design and Development Standards. Staff will forward 2017 proposed topics to full Council for their consideration.
2. Recommend additional topics to be addressed through the 2017 annual update process. Staff will engage stakeholders and develop specific text and drawing changes to include in draft 2017 EDDS.

Financial Impact:

Most of the proposed changes should not result in notable increases to the costs of private development or public work projects. However, a few, such as pedestrian pathways and requiring curb ramp improvements on a more consistent basis, may cost more to developers and private utilities.

Attachment:

Summary of proposed changes

2017 EDDS Topics - May 1 Preliminary DRAFT list

EDDS #	Topic	Requested Change and Why	Location in EDDS, OMC, etc.	Submitted By	Notes/Stakeholder Comments
SUBSTANTIVE CHANGES					
1	ADA Requirements for Curb Ramps	Clarify when ADA curb ramps are required as part of Streetside (Frontage) Improvements or utility work, and when existing ones need to be replaced.	2.020, 2.040, 3.110?, 4C.050	Sophie Stimson, Dave Smith	In 2016 Curb Ramps were defined, along with reference to ADA and PROWAG. Now need EDDS to more explicit.
2	Pedestrian Pathways	Address issues with safe access for pedestrians through parking lots and commercial developments.	Chapter 2 and 4, 4C.035	Darren Nienaber, Sophie Stimson, and others	
3	Traffic Impact Analysis	Clarify when a TIA is required, what standards to go by and what types of improvements are required by the results of a TIA.	Chapters 2 and 4; OMC 15.20.060	Fran Eide, Steve Sperr, Amy Buckler	Add "Olympia's TIA Guidelines" as an Appendix to Chapter 4. Need in EDDS to solidify DTS SEPA exemption proposal.
4	Block Sizing	Change current standard for Arterials of 500-750 feet to 500 feet, per Comp Plan.	2.040.B.3.e, 4B.170, Ch. 4 Tables 3 & 7	Sophie Stimson	Comp Plan Policy PT4.1
OTHER CHANGES					
5	Urban Forestry Manual	Reference in Chapter 1, and address link to requirements in SWPPP and SVPAs.	Chapters 1 and 5	Jake Lund, Tiffani King	
6	Appeals	Appeals of decisions related to Deviation Request determinations and related decisions as to the applicability of the EDDS should go to the Hearings Examiner.	1.05, 2.090.E	Darren Nienaber	
7	Professional Qualifications	Revise wording to include all "Licensed Professionals" involved in submitting documents for permits or approval.	1.110	Donna Buxton	
8	Bonding of Work	Clarify bonding requirements throughout the EDDS. Clarify scenarios, if any, for which deferral of streetside improvements can be bonded.	1.130, 2.030.F, 2.070, at.al.; OMC 17.44.020	Fran Eide, Steve Sperr	Coordinate with Bonding For Minor Improvements as part of Final Plat issue. Carryover from 2016.
9	Submittals for Private Development Work	Consider requiring submittals for certain types of construction (e.g. pervious concrete sidewalk and driveways) and/or materials to be used, for work on public facilities and infrastructure constructed by private development.	Chapter 3	Fran Eide and Steve Sperr	Carryover from 2016.
10	Soil and Vegetation Protection Area Plans	Add requirements for what is to be in these plans, per Urban Forestry Manual. Need in Ch 3 if not in applicable OMC chapter.	3.045	Jake Lund, Stacey Ray	
11	Record Drawings	Adjust standards to reflect current issues. Update OMC 17.44.030 to reflect current standards. Also address scanning requirements changes (to .pdf).	3.065, OMC 17.44.030	Steve Sperr, Ladd Cluff	Carryover from 2016, plus new scanning requirements in 2017.
12	Easements	(1) Clarify how to determine easement widths when > 20' standard width is needed. Confirm consistency with Drainage Manual. (2) Ensure there is sufficient vehicular access to easements and manholes located on private property.	3.100	Steve Sperr, Diane Utter	1st part was carryover from 2016.
13	Stormwater Construction Notes	Update the notes for protection of bioretention and permeable pavements, per LID.	Drawing 3-1, Ch. 5	Jake Lund	
14	Ditch Maintenance	Need to establish responsibility here in the EDDS, or in applicable OMC?	Ch4 and/or 5?	Jake Lund	
15	Driveway Culverts	Establish standard for driveway approaches with culverts.	4B.140, Ch 5	Steve Sperr, Jake Lund	
16	Typo error	Change the word "cure" to "curve" in 4B.140 A.5.	4B.140.A.5	Chuck Dower	
17	Gates and Bollards for Public Facilities	Establish clear standards; currently only fence standards in Lift Station section of Chapter 7.	Chapters 4, 7, other?	Jake Lund, Marcus Goodman	
18	Sidewalk Repair	Cuts into sidewalks require new sidewalk installation to the next joint or 5' from cut, whichever is longer. Needs new subsection in 4C.	4C.080	Sophie Stimson, Steve Sperr	
19	Illumination	Review mounting heights, spacing and other requirements for Street Lights. Confirm whether "City of Olympia Streetlight Installation Guidelines" is still being used.	4F	Steve Sperr	Carryover from 2016.
20	LED Street Lights	Lower color temperature standard to 3000 Kelvin for acorn (pedestrian-level) fixtures.	4F.020	Randy Wesselman	

EDDS #	Topic	Requested Change and Why	Location in EDDS, OMC, etc.	Submitted By	Notes/Stakeholder Comments
21	Transportation-Related Special Provisions	Update Appendix 5 of Chapter 4 to reflect changes made by Amendments to the 2016 WSDOT Standard Specifications.	Appendix 5 of Ch. 4	Rolland Ireland	An annual topic?
22	Hammerhead Detail	Review minimum dimensions and other requirement of the Temporary "T" (i.e."Hammerhead") elements of standard detail 4-5.	Drawing 4-5	Chuck Dower	Carryover from 2016. Do in 2017, or Future?
23	Bedding and Backfill	Revised and/or clarify pipe zone bedding specification (see WSDOT 9-03.12(3)) and drawing 4-8, to decrease size of crushed rock that can be used. Need to clarify backfill spec as well?	Drawing 4-8; specs in various Chapters	Steve Sperr	Carryover from 2016. Do in 2017, or Future?
24	Concrete-Related Detail Updates	Update rebar and concrete spec for Standard Drawings 4-31A and 4-33. Update type of concrete reference in Drawings 5-2, 6-12, 7-5.	Drawings 4-31A&33, 5-2&3, 6-12, 7-5	Steve Sperr	
25	Utilities Location Schematic	Review Standard Drawing details, and consider adding additional pipe separation info. Add reference to this Drawing in other Chapters.	Drawing 4-44	Steve Sperr	Carryover from 2016. Do in 2017, or Future?
26	Easements for Private Stormwater Facilities	Clarify minimum easement dimensions for private stormwater facilities on private property (.e.g. on Binding Site Plans, plats).	Chapter 5	Jake Lund, Steve Sperr	See language in 2009 and 2016 Drainage Manuals.
27	Catch Basins	Add (1) requirement to install during construction, and (2) more detail about where non-vented grates and hooded frames are required.	Chapter 5	Jake Lund	
28	Stormwater Pond Sign	Add a standard detail into Chapter 5 showing the required information to be included on the sign, as well as where and when it is required.	Chapter 5	Jeremy Graham	Carryover from 2016.
29	Tree Protection Fencing	Need detail, how it's installed, reference to Urban Forestry manual.	Ch. 5	Jake Lund, Shelly Bentley	
30	Videotaping pipe inspections	(1) revise wording to reflect who should be doing the video inspections and under what standard (see OSPs). (2) Consider recovering cost of City TV-ing if defect found within 1 year performance period.	Chapters 5 and 7	Steve Sperr, Diane Utter	Partly a carryover from 2016.
31	PVC Pipe Repair Bands	Add requirements to use wide steel band, Fernco-type repair bands when repairs to stormwater or sewer pipe are needed.	Chapters 5 and 7	Steve Sperr	
32	Underground Detention Systems	Consider pros and cons of allowing certain types of underground stormwater detention systems, depending on location (under parking lots, e.g.).	Chapter 5	Jake Lund	Carryover from 2016.
33	Drawing 5-1	Update WSDOT drawing reference in Note 3.	Drawing 5-1	Steve Sperr	
34	Fire Hydrants	Update required hydrant manufacturers to current standard.	6.060	Tom Swartout	
35	Water Meters	Update specified water meter type.	6.075	Tom Swartout	
36	Service Connection Drawings	Misc. updates to service connection drawings.	Drawings 6-1A, 1B, 1C, 2	Tom Swartout	
37	Setter Drawing	Misc. updates to setter drawing.	Drawing 6-3	Tom Swartout	
38	Meter Placement Drawing	Misc. updates to Meter Placement drawing.	Drawing 6-7	Tom Swartout	
39	Reduced Pressure (RP) Drawing	Clarify union height above slab or grade.	Drawing 6-22	Tom Swartout	
40	Meter Lid Drawings	Remove requirements for magnet in the lid.	Drawings 6-29, 29A	Tom Swartout	
41	Water Service Connections	(1) Add Fire Dept approval for size of service, (2) change type of PE pipe, and (3) clarify preference of service taps in ROW versus new water main in easements.	6.120	Tom Swartout	
42	Groundwater Monitoring Wells	Add additional language regarding these resource protection wells.	Ch. Chapters 3-6	Donna Buxton	
43	Location of Sewer Main in Street	Establish standards for location of new sewer main in existing streets that may allow other than center of road, and possible stubout requirements.	Ch 7	Diane Utter, Steve Sperr	
44	Grease Barrel Storage in ROW	Establish standard in Ch.7, with Standard Drawing, and link to OMC 13.20. Needed to address spills and overflows.	Ch.7, OMC 13.20	Diane Utter, Steve Sperr	
45	Hard surface runoff into sewer	Address "stormwater" catch basin connections to the sewer system for covered fueling stations (pump islands), solid waste compactors, and covered parking structures.	Ch7 - new section(s)?	Diane Utter, Jake Lund, Steve Sperr	
46	Pipe Abandonment	Reference WSDOT Standard Specifications, or copy and paste Olympia Special Provisions requirements for abandoning a pipe in place.	7A	Diane Utter	

EDDS #	Topic	Requested Change and Why	Location in EDDS, OMC, etc.	Submitted By	Notes/Stakeholder Comments
47	Notification of sewer taps	Require advance notification to Wastewater Utility of sewer service line taps on existing sewer mains, similar to water main taps requirements. Add note to drawing 3-1?	7B, drawing 3-1	Diane Utter	
48	Saddle Manholes	Update section on saddle manholes, including bypass pumping, and add a standard drawing.	7B.050	Fran Eide	Carryover from 2016.
49	Inside Drop Manholes	Clarify when it can be used, and clean up Standard Drawing (e.g. note 4).	7B.050, Drawing 7-4A	Fran & Steve	Carryover from 2016.
50	Ownership of Side Sewers in the ROW	Change description of ownership to be consistent with change to OMC 13.08 in 2017 that will say the City owns the portion of side sewer located in public ROW.	7B.080	Diane Utter	
51	Force Main Drain	Consider deleting requirement for drain, and add requirement for pigging equipment.	7C.060	Steve Sperr	Carryover from 2016.
52	City personnel	Change references to "City forces" to "City personnel".	7E.010	Diane Utter	
53	STEP Tank Pumping	Remove requirement to pump STEP tank at time of sale of property; this has not been a requirement for a long time.	7E.010	Diane Utter	
54	Bearing Floats	Change floats from mercury to bearing floats (see float make & model in drawing 7-7).	7E.08.C	Diane Utter	
55	Alarm Heights	Remove alarm heights in section 7E.090, and ensure correct ones are on Drawing 7-7.	7E.090, Drawing 7-7	Diane Utter	
56	Power Switch Cover	Add power switch cover requirement for residential STEPS systems.	7E.090(H)	Diane Utter	
57	Hour Meter and Event Counter	Remove reference to these non-existent devices.	7E.090(J)	Diane Utter	
58	Commercial STEP Systems	Revise wording in 7E.095 - exact wording forthcoming from Operations.	7E.095	Tom Swartout	
59	Grinder System Inspection	Require grinder pump systems to be inspected at time of sale of property, to ensure proper operation consistent with DOE requirements.	7F	Diane Utter	
60	Grinder Main Discharge Point	Create new subsection similar to 7C.080 (Force Main Termination), to address H2S, etc.	7F.04 and 7C.080	Diane Utter	
61	Threaded pipe	Change "treaded" to "threaded" on Drawing 7-12.	drawing 7-12	Diane Utter	
62	Two-Way Cleanouts	Restore two-way cleanout requirement on Standard Drawing 7-19.	Drawing 7-19	Diane Utter	
63	Residential STEP tank detail	Add a new Standard Drawing with wiring diagram and photo for residential STEP tanks.	Ch7 Drawing	Diane Utter	
64	Wiring Diagram	Add wiring diagram with photo. For Lift Stations only, or also for Commercial STEPs?	Ch7 Drawings	Tom Swartout	
65	Lift Station Drawings	Updates to Lift Station Drawings 7-7, 18A-B, 20, 21, 22A-I.	Ch7 Drawings	Tom Swartout	
66	Lift Station Start-up documents	Add the Lift Station Inspection Checklist and S&L Product Start-Up Report forms as Appendices.	Ch7. Appendices	Tom Swartout	Carryover from 2016.
67	Catch Basins for Solid Waste	Add requirement, consistent with the Drainage Manual, for installation of catch basins for dumpster/compactor pads that are connected to the sewer system. Add similar requirement for covered parking lots and fuel islands in Ch 4 as well?	Ch. 8	Jeremy Graham	
68	Compactors	Revise wording in 8.031.C.2 to correct type of compactor.	8.031.C.2	Ron Jones	
69	Ch. 8 Drawings	Remove conflict between Appendix 1 and Appendix 2 by deleting Illustrations.	Ch. 8 Appendices	Steve Sperr	
70	Green Cove Basin	Update Chapter 9, to better reflect LID code changes and requirements for new Drainage Manual.	Ch 9	Jake Lund	
71	OMC 12.20	Revise OMC 12.20, titled Street Excavations, to be consistent with the EDDS, as some sections are outdated and/or conflict with the EDDS. Address "no-cut Ordinance" issues here?	OMC 12.20, 4B.175 & 180, 6.170	Steve Sperr	Carryover from 2015 & 2016
72	Completeness Checklists	Modify applicable Application Content List in OMC Chapter 18.77 as necessary to ensure that changes to the EDDS in 2016 that effect CPD permit applications are also covered under 18.77.	OMC 18.77	Steve Sperr	Carryover from 2016. Still need to be done?

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HOLD FOR FUTURE CONSIDERATION					
1	Street Connectivity	Set up special Deviation Request requirements, consistent with Comprehensive Plan Goal GT5 and Policy PT5.2, that require the proponent to address specific issues identified in the Comp Plan related to connectivity. Also consider (1) alternative alignments in environmentally sensitive/critical areas, (2) new criteria for examining new street connections, and (3) identifying safety issues and funding solutions to such issues related to newly connected streets.	1.050		Comp Plan Policies PT5.1, 5.2 & 5.4
2	Streetside (Frontage) Improvements	Clarify when they are required, what is required, and intent to achieve sidewalk and planter strip widths on major streets. Clarify when "streetside" vs. utility extensions are required. Consider stronger language for when sidewalk and other ped-related improvements in urban corridors are required (Comp Plan Policy PT15.1).	2.040, 2.020, 2.070, 3.110		Comp Plan Policy PT15.1
3	Alleys	Revise Alley requirement in section 2.040B to be consistent with updated Comp Plan. Revise the current concrete strip standard for residential alleys, as it has not been installed in over 15 years.	2.040.B, Ch.4 Table 2, Drawings 4-4A,B		Deferred until decision is made to discuss when to require alleys for new construction. Comp Plan Policies PT3.4-3.6.
4	Private Utility Easements	Revise requirements for private utility easements, to address when they are required, allowing for adjustment of width based on zoning, etc.	2.050.E		Initiated in 2015; deferred to 2017 due to complicated regulations & need to address utility concerns.
5	Franchise (Private) Utilities (carryover from 2015)	Revise the Franchise Utilities section, as it is out of date and omits some requirements. Address as many of the Comp Plan Policies related to Private Utilities as practicable. Address pavement restoration.	2.060, 4B.175, 4B.195	Fran Eide & Safe Streets Campaign	A 2016 topic that was deferred to 2017. Comp Plan Policies PU 3.6, 15.1, 15.5, 16.1, 16.3, 16.4, 17.1.
6	Parking Lots (carryover from 2015)	(1) Clarify wording in paragraph 3 of the Parking Lot section 4H110. (2) Revise parking lot connection requirements to address connecting adjacent parking lots in 4I.090. (3) Clarify EDDS & Drainage Manual roles in parking lot design/layout, approval and inspection, vs. CP&D in OMC 18.38.	OMC 18.38.220, 4H.110, 4I.090 and Ch. 5		Comprehensive Plan Policy PT1.11
7	Planter Strips	Add standard for planter strip landscaping, addressing (1) number and type of plants, (2) species and diversity of trees, and (3) placement and replacement of trees.	4H		Issue is linked to volume of soil required for plants and trees. Comp Plan Policy PN3.5
8	Roof Drains to Street Gutters	Investigate and determine whether tightline discharge of building roof drains to street gutters should be allowed or regulated by the EDDS.	Chapters 4 and 5	Steve Sperr	Carryover from 2016.
9	Sump Pumps to Street Gutters	Investigate and determine whether tightline discharge of sump pumps in basement (and other low areas) to street gutters should be allowed or regulated by the EDDS.	Chapters 4 and 5	Steve Sperr	Carryover from 2016.
10	Traffic Calming	Consider adding some criteria for determining when/if/where to use, especially for RLI Collectors and Local Access Streets.	Ch. 4, Ch. 9		Also, "Install or allow traffic calming..." is stated in Comp Plan Policy PT2.6.
11	Electric Vehicle Charging Stations	Support the use of electric vehicles by encouraging and/or requiring charging stations for larger commercial and residential developments.			Comp Plan Policy PN8.5
12	Fiber Optics Conduit	Establish standards for a City-owned fiber optics conduit system, once policies and regulations regarding such a system are established by City Council action.			Comp Plan Policy PU22
13	Modified Street Designs	Focus on a particular mode instead of "complete streets". Provides direction for master plans.			Comp Plan Policy PT1.13
14	Bike Boulevards/Corridors	Establish standards for bike corridors, using 2016 Bike Corridor pilot project as template.			Comp Plan Policy PT25.4
15	Protected Bike Lanes	Establish standards for protected bike lanes			
16	Pedestrian Crossing Islands	Make islands large enough for families cycling together.			Comp Plan Policy PT25.5
17	Private Streets	Clarify requirements for Private Streets, and when are they permissible.	2.040, 4B.070	Steve Sperr	
18	Infill Housing Incentives	On 2017 Draft Action Plan. May or may not involve changes to the EDDS.		Leonard Bauer	See 5/17/16 email from Leonard for more details.