



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

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**Tuesday, May 19, 2015**

**7:00 PM**

**Council Chambers**

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**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION**

**2.A** [15-0496](#) Proclamation for National Historic Preservation Month

Attachments: [Proclamation](#)

**2.B** [15-0473](#) Presentation of Historic Preservation Awards

Attachments: [Photos of the Trueman and Virginia Schmidt House](#)  
[Photos of the Wildwood Center](#)

**2.C** [15-0495](#) Olympia Police Department Annual Awards

**3. PUBLIC COMMUNICATION**

*(Estimated Time: 0-30 Minutes) (Sign Up Sheets are Provided in the Foyer)*  
*During this portion of the meeting, citizens may address the Council regarding only items related to City business, including items on the Agenda, except on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or where the public testimony may implicate a matter on which the Council will be required to act in a quasi-judicial capacity. Individual testimony is limited to three minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the Council will refrain from commenting on individual testimony until all public comment has been taken. The City Council will allow for additional testimony to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.*

**COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)**

**4. CONSENT CALENDAR**

*(Items of a Routine Nature)*

**4.A** [15-0504](#) Approval of May 5, 2015 City Council Meeting Minutes

Attachments: [Minutes](#)

**4.B** [15-0507](#) Approval of May 12, 2015 Special Study Session Minutes

**Attachments:** [Minutes](#)

- 4.C [15-0440](#) Interlocal Agreement with Pierce County Fire District 21 for Haz-Mat Team Services

**Attachments:** [Pierce County Interlocal re Hazmat.pdf.pdf](#)

- 4.D [15-0501](#) Approval of Appointments to the Arts Commission, Planning Commission, Utility Advisory Committee, and TCTV Board

- 4.E [15-0511](#) Approval of Location, Time, Facilitator, and Agenda for the City Council's Mid-Year Retreat - June 20, 2015

#### 4. SECOND READINGS - None

#### 4. FIRST READINGS

- 4.F [15-0456](#) Community Planning and Development Request for Additional Staff, with Appropriation Ordinance

**Attachments:** [Ordinance](#)

[Construction Value and Revenue](#)

#### 5. PUBLIC HEARING

- 5.A [15-0383](#) Right-of-Way Vacation of a Portion of the Alley at 600 Franklin Street SE

**Attachments:** [Ordinance](#)

[Vacation Sketch](#)

[Vicinity Map](#)

[Proposed Development Plan](#)

[Vacation Petition](#)

#### 6. OTHER BUSINESS

- 6.A [15-0292](#) Recognize Public Works Week and Review 2105 Construction Projects

**Attachments:** [City Construction News webpage](#)

[OlyProjects Twitter Webpage](#)

- 6.B [15-0484](#) Approval of Final Scope and Consultant Criteria for the Downtown Strategy

**Attachments:** [Scope for the Downtown Strategy](#)

[Draft Consultant Criteria](#)

[Input from Open House](#)

[Map: Primary Focus Area](#)

[Other Important Downtown Topics](#)

[Link to Downtown Strategy webpage](#)

- 6.C**     [15-0429](#)     Approval to Schedule a Public Hearing on the Community Development Block Grant Draft Program Year 2015 Action Plan

**Attachments:**    [CDBG Program Annual Cycle](#)  
[Draft PY-2015 Annual Action Plan](#)  
[Draft PY-2015 Citizen Summary](#)  
[CDBG Funds 2015 Project Options 042915](#)  
[Draft PY-2015 CDBG Grow Olympia Fund Proposal](#)

**7.            CONTINUED PUBLIC COMMUNICATION**

*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)*

**8.            REPORTS AND REFERRALS**

**8.A          COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

**8.B          CITY MANAGER'S REPORT AND REFERRALS**

**9.            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 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.*



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601 4th Avenue E.  
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## City Council

### Proclamation for National Historic Preservation Month

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 2.A  
**File Number:** 15-0496

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**Type:** recognition **Version:** 1 **Status:** Recognition

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**Title**

Proclamation for National Historic Preservation Month

**Recommended Action**

**City Manager Recommendation:**

Approve the proclamation.

**Report**

**Issue:**

Proclaim May, 2015 as National Historic Preservation Month

**Staff Contact:**

Michelle Sadlier, Historic Preservation Officer, 360.753.8031

**P R O C L A M A T I O N**

*WHEREAS, Olympia took its first steps towards becoming a city when it was platted in 1850, becoming the Washington Territory capital in 1853 and State capital in 1890; and*

*WHEREAS, Olympia's history is recorded and reflected in its buildings and landscapes, giving the city a character like no other; and*

*WHEREAS, the City of Olympia recognizes the financial, social, and environmental impact of preserving the historic places and spaces in our community; and*

*WHEREAS, the rehabilitation and reuse of existing buildings contributes to the City's goal of promoting environmentally sustainable growth; and*

*WHEREAS, thousands of Olympians actively maintain and rehabilitate their historic homes and places of business, giving each of our neighborhoods a distinctive sense of place where people want to live, work, and visit; and*

*WHEREAS, our Downtown Olympia Historic District provides the unique setting for a multitude of thriving local businesses which drive our economy; and*

*WHEREAS, Olympia's downtown has dozens of buildings which are celebrating their 125<sup>th</sup>, 100<sup>th</sup>, 75<sup>th</sup>, and 50<sup>th</sup> birthdays this year;*

*NOW THEREFORE, BE IT RESOLVED, that the Olympia City Council does hereby proclaim May, 2015 to be*

***NATIONAL HISTORIC PRESERVATION MONTH***

***SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 19<sup>th</sup> DAY OF MAY, 2015.***

***OLYMPIA CITY COUNCIL***

***Stephen H. Buxbaum  
Mayor***



## City Council

### Presentation of Historic Preservation Awards

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 2.B  
**File Number:** 15-0473

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**Type:** recognition **Version:** 1 **Status:** Recognition

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#### **Title**

Presentation of Historic Preservation Awards

#### **Recommended Action**

##### **Heritage Commission Recommendation:**

Honor Lauren Danner and the owners and tenants of the Wildwood Center with the 2015 Historic Preservation Awards.

##### **City Manager Recommendation:**

Recognize Lauren Danner and the owners and tenants of the Wildwood Center with the 2015 Historic Preservation Awards, as recommended by the Olympia Heritage Commission.

#### **Report**

##### **Issue:**

The Olympia Heritage Commission recommends Lauren Danner and the owners and tenants of the Wildwood Center for the annual Historic Preservation Awards and will present the awards at tonight's City Council meeting.

##### **Staff Contact:**

Michelle Sadlier, Historic Preservation Officer, Community Planning & Development, 360.753.8031

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

Holly Davies, Chair of the Olympia Heritage Commission

Notified: Award Recipients Lauren Danner, the Shattuck Family, and business owners of Lucky Lunchbox, Olympia Coffee Roasting, Spud's Produce Market, and Vic's Pizzeria

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

As part of the nationally-celebrated Historic Preservation Month in May, the Heritage Commission reviews nominations and selects one or more recipients for its annual Historic Preservation Award. This award honors the people and projects which demonstrate excellence in historic preservation in Olympia. Each year, the Olympia City Council honors the recipient(s) of the award at one of its regularly scheduled meetings. This year, the Olympia Heritage Commission has selected a number of recipients to receive two Historic Preservation Awards:

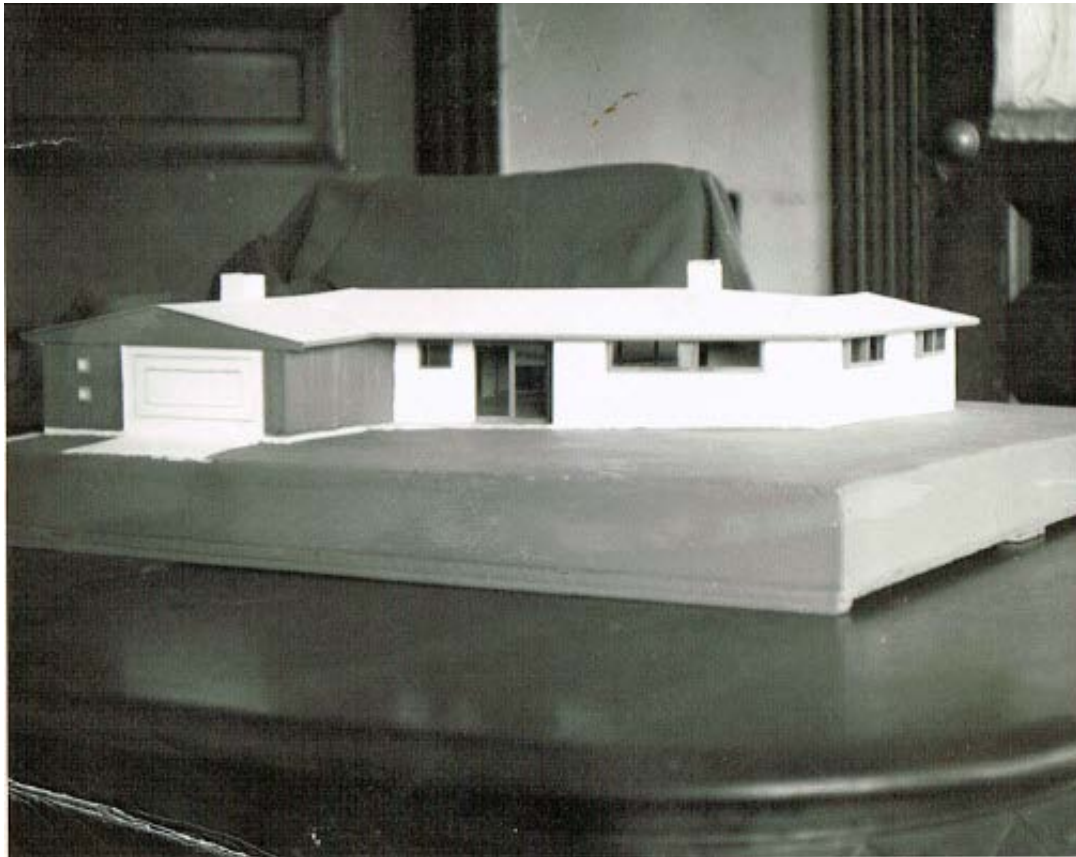
- 1) **Lauren Danner, for her initiative and scholarship in nominating her home as the first-ever mid-century residence proposed for the National Register of Historic Places (NRHP)** (Attachment 1) - Ms. Danner put forward her architect-designed 1950 home at 2932 Maringo Road SE for nomination for the NRHP after conducting extensive research. Her 80-page application for the Trueman and Virginia Schmidt House so impressed Heritage Commissioners that they wanted to recognize her with this award for her scholarly approach as well as her commitment to having this local landmark recognized at the highest level. Her house is due to be considered for the NRHP at the Washington State Advisory Council on Historic Preservation at their May 20, 2015 meeting. The house will also be considered for the Olympia Heritage Register at the May 27, 2015 meeting of the Heritage Commission.
  
- 2) **The Wildwood Center's Owners and Tenants - the Shattuck Family, Lucky Lunchbox, Olympia Coffee Roasting, Spud's Produce Market, and Vic's Pizzeria - for preserving and reinvigorating this historic, commercial property as a vital neighborhood center** (Attachment 2) - The Shattuck family has owned this 1943 Art Moderne building since 1980. Their thoughtful stewardship has maintained this property largely as built and has cultivated an environment where local businesses can succeed. The four current businesses located in the Wildwood Center have brought real life into this well cared-for building. As the nomination form states, *"It isn't enough to preserve a building as a historic relic. To sustain its place in the future of the city, it must be a vital part of the larger community. These tenants saw the potential and synergy in locating in a historic building in a neighborhood with pedestrian and transit activity. And in doing so they help to secure the future of this one of a kind mid-century building."*

These Olympians exemplify how living and doing business in our unique historic buildings brings life to our community and helps give our City the special character that makes Olympia special.

**Preservation Award: Lauren Danner**  
Trueman & Virginia Schmidt House Photographs



*Contemporary view of 2932 Maringo Road SE, Olympia, the Trueman and Virginia Schmidt House*



*Architect's model, ca. 1949*





*House under construction, ca. 1949*



*Wedding reception, 1968*

## Preservation Award: Owners & Tenants of the Wildwood Center



*Contemporary view of the Wildwood Center at 2822-2828 Capitol Boulevard*



**On the former trail and present highway, joining the historic cities of Olympia and Tumwater, is located the above modern shopping center.**

# **WILDWOOD CENTER**

WILDWOOD PHARMACY  
BALE ELECTRIC CO.  
LEMAY'S WILDWOOD MARKET  
WILDWOOD GROCERY

*1950 image of the Wildwood Center from the official souvenir program for Olympia's Centennial*



## City Council

### Olympia Police Department Annual Awards

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 2.C  
**File Number:** 15-0495

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**Type:** recognition **Version:** 2 **Status:** Recognition

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**Title**

Olympia Police Department Annual Awards

**Recommended Action**

**City Manager Recommendation**

Recognize National Police Week, National Corrections Week, and Olympia police personnel.

**Report**

**Issue:**

Recognition of Olympia Police Department employees.

**Staff Contact:**

Ronnie Roberts, Chief of Police  
360.753.8409

**Presenter(s):**

Ronnie Roberts, Chief of Police  
360.753.8409

**Background and Analysis:**

Each year, in conjunction with National Police Week and National Corrections Week, the Department recognizes the outstanding work done by its members, the public, and other partners the previous calendar year. This year, the honorees are:

Detective Rebecca Fayette  
Lieutenant Ray Holmes  
Officer Larry Gabor  
Corrections Officer John Badami  
Amy Stull, Community Programs Manager  
Detective Bryan Houser  
Kristy Jack, Evidence Custodian  
Officer Brenda Anderson  
Officer Eric Henrichsen  
Officer Bill Smith  
Officer Jason Watkins

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**Type:** recognition **Version:** 2 **Status:** Recognition

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Sergeant Matt Renschler  
Officer Jason Winner



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## City Council

### Approval of May 5, 2015 City Council Meeting Minutes

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 4.A  
**File Number:** 15-0504

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**Type:** minutes **Version:** 1 **Status:** Consent Calendar

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**Title**

Approval of May 5, 2015 City Council Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

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**Tuesday, May 5, 2015**

**7:00 PM**

**Council Chambers**

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### 1. ROLL CALL

**Present:** 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

### 1.A ANNOUNCEMENTS - None

### 1.B APPROVAL OF AGENDA

The agenda was approved.

### 2. SPECIAL RECOGNITION

#### 2.A [15-0335](#) Special Recognition - Proclamation Declaring May as Bicycle Commuter Month

Councilmember Langer read the proclamation, and Mr. Duncan Green of Intercity Transit accepted it.

**The recognition was received.**

### 3. PUBLIC COMMUNICATIONS

Mayor Buxbaum read a statement concerning Quasi-judicial issues and why the Council cannot hear testimony about such issues.

Terren Zander, Jim Broman, Jim Reeves, Mark Stevens, Port of Olympia Commissioner Bill McGregor, Carl Bond, Doug Eklund, Sara Pete', Ronald Nesbitt, Jake Powell, Dianna Mullen, and Karen Messmer spoke.

#### **COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)**

Councilmember Cooper asked staff to look into the request for City involvement in the Capital Pride Festival. Mayor Buxbaum indicated he can speak at the June 19 parade.

### 4. CONSENT CALENDAR

#### 4.A [15-0423](#) Approval of April 21, 2015 Special Study Session Minutes

**The minutes were adopted.**

- 4.B [15-0425](#) Approval of April 21, 2015 City Council Meeting Minutes

**The minutes were adopted.**

- 4.C [15-0444](#) Certification of Bills and Payroll

Payroll check numbers 87711 through 87777 and Direct Deposit transmissions:  
Total: \$3,801,662.12; Claim check numbers 3658585 through 3659803: Total:  
\$5,592,819.12.

**The certification was adopted.**

- 4.D [15-0334](#) Approval of Resolution Setting a Public Hearing Date to Consider a Vacation Petition for a Portion of an Alley Right-of-Way Adjacent to 1919 Harrison Ave NW

A corrected map was submitted.

**The resolution was adopted.**

- 4.E [15-0416](#) Approval of Interlocal Agreement for Transfer of Ownership of the City's Harbor Patrol Vessel and Management and Operation of the Harbor Patrol to the Port of Olympia

**The contract was adopted.**

- 4.F [15-0421](#) Approval of Sand Man Moorage Agreement

**The contract was adopted.**

- 4.G [15-0422](#) Approval of Farmers Market Operations and Maintenance Agreement

**The contract was adopted.**

- 4.H [15-0439](#) Approval of Engineering Design and Development Standards (EDDS) 2015 Annual Update Topics and Process

**The decision was adopted.**

**4. SECOND READINGS - None**

**4. FIRST READINGS - None**

**Approval of the Consent Agenda**

**Councilmember Hankins moved, seconded by Councilmember Langer, to adopt the Consent Calendar. The motion carried by the following vote:**

**Aye:** 7 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins, Councilmember Langer, Councilmember Roe and Councilmember Selby

## 5. PUBLIC HEARING

### 5.A [15-0438](#) Development Agreement with Golden Alon Development Company, LLC

Community Planning & Development Deputy Director Leonard Bauer provided background and noted the public hearing is on the development agreement and not the development itself.

The public hearing was opened at 8:05 p.m.

Ivars Graudins, Nena Sueno, Jay Sueno, Paul Sueno, Michael Sueno, and Ron Thomas spoke.

The public hearing was closed at 8:17 p.m.

**Councilmember Selby moved, seconded by Councilmember Langer, to adopt the resolution approving a development agreement with Golden Alon for its development known as Bayan Trails. The motion carried by the following vote:**

**Aye:** 7 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins, Councilmember Langer, Councilmember Roe and Councilmember Selby

## 6. OTHER BUSINESS

### 6.A [15-0431](#) Approval of 2015 Neighborhood Matching Grant Allocation

City Manager Steve Hall noted if additional grant requests are approved, this will negatively effect other staff work in terms of time and money. Associate Planner Michelle Sadlier reviewed the program, total grant funds, staff hours needed to support each project, and each proposal.

**Councilmember Langer moved, seconded by Councilmember Hankins, to approve neighborhood matching grant amounts, contingent on negotiation of agreements with respective neighborhood associations to complete each project in 2015, as follows:**

**Bigelow Neighborhood Association (NA): \$2,718 (2 grants)**

**Bigelow Highlands NA: \$1,250 (2 grants)**

**Carlyon/North NA: \$3,700 (1 grant)**

**Downtown NA: \$2,920 (1 grant)**

**Eastside NA: \$500 (1 grant)**



**Goldcrest NA: \$3,000 (1 grant)**  
**Merryman Place NA: \$1,350 (1 grant)**  
**Northeast NA: \$3,331 (4 grants)**  
**South Capitol NA: \$227 (1 grant)**  
**Upper Eastside NA: \$4,000 (1 grant)**

**TOTAL: \$22,996.**

**The motion carried by the following vote:**

**Aye:** 7 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins, Councilmember Langer, Councilmember Roe and Councilmember Selby

**6.B 15-0429** Approval to Schedule Public Hearing on the Community Development Block Grant - Program Year 2015 Action Plan

Housing Program Manager Anna Schlecht reviewed the Action Plan.

Councilmembers asked clarifying questions.

With regard to the Funding issue, Council asked staff to look at a mix of Grow Olympia Funds and high profile sidewalk projects.

**Council agreed to delay a decision until May 19 on what to include in the PY2015 Action Plan for public comment.**

**7. CONTINUED PUBLIC COMMUNICATION**

**8. REPORTS AND REFERRALS**

**8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Councilmembers reported on committee meetings and events attended.

Councilmember Cooper asked for a referral to the Finance Committee to further discuss the budget and then bring it back to the full Council in a Study Session. Council agreed to discuss this in Special Study Sessions on June 2 and June 9.

**8.B CITY MANAGER'S REPORT AND REFERRALS**

Mr. Hall asked for a referral to the General Government Committee to discuss Bike Corridor Options. Council agreed.

**9. ADJOURNMENT**

The meeting adjourned at 10:43 p.m.





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360-753-8447

## City Council

### Approval of May 12, 2015 Special Study Session Minutes

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 4.B  
**File Number:** 15-0507

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**Type:** minutes   **Version:** 1   **Status:** Consent Calendar

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**Title**

Approval of May 12, 2015 Special Study Session Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

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**Tuesday, May 12, 2015**

**6:00 PM**

**Council Chambers**

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### Special Study Session

#### 1. ROLL CALL

**Present:** 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

#### 2. DISCUSSION ITEMS

##### 2.A [15-0482](#) ORAL REPORT - County Courthouse Issues - Discussion with County Judges

Superior Court Judge Carol Murphy and District Court Judge Brett Buckley provided background on the possibility of relocating the Thurston County Courthouse to downtown Olympia. They noted they are speaking for themselves, not on behalf of any group or entity. Points covered, including pros and cons of relocating the courthouse, include:

- The dynamic of downtown will be different
- Will bring many more people downtown
- Will decrease the number of bench warrants because of trouble getting up the hill
- Will bring a mix of many people downtown - doing business at the courthouse
- Jail would not move downtown
- Current building is completely obsolete
- Feasibility study will be conducted to look at various options
- If the whole County complex were moved downtown, this would bring 600 people into the downtown
- Looking at moving the courthouse only
- Options include rebuilding a new courthouse on the hill, and remodeling/rebuilding the current facility
- They have also talked to the Port and LOTT.
- Development would include a parking garage.
- They have met with development and banking communities and they are interested.
- The new courthouse would include Thurston County Superior and District Courts, and Lacey, Tumwater, and Rainier Municipal Courts. Could also add a court for Olympia.
- They want to build a building that fits in Olympia and will strive for Platinum LEED building.
- Sites have not been determined at this time.

- Building could be 100,000 to 200,000 sq. ft. (City Hall is 89,000 sq. ft.)
- Looking at 50- to 100- year building
- Looking at public private partnerships
- Will also talk with Intercity Transit

They then shared some Issues with their current building and the need to upgrade, including security, technology/cabling needs, and space needs.

The Council voiced support for their effort.

**The work session was completed.**

**2.B**     [15-0481](#)            ORAL REPORT - Brief Councilmember and Committee Reports

Councilmembers shared highlights of meetings and events they attended.

City Manager Steve Hall announced the City hired Renée Sunde as the new Economic Development Director.

**The reports were received.**

**2.C**     [15-0458](#)            City Council's Mid-Year Retreat - June 20, 2015

Councilmember Roe reviewed the discussion that took place at the General Government Committee.

Council agreed to the following logistics and agenda for the upcoming mid-year retreat:

Location: LOTT Board Room  
Time: 9:00 am - 1:00 pm with a working lunch  
Facilitator: Kendra Dahlen

Agenda Items:

- New Council Meeting Format - Review and adjust as needed
- City Council Reports - Review and discuss General Government Committee recommendations
- 2015 City Goals
  - Brief progress report
  - Discussion of most important targets for remainder of 2015, including 2016 Budget priorities/initiatives
- Reflections of Service - Comments from outgoing Councilmembers concerning highlights, advice, and goals for the City moving forward

Council agreed to bring the agenda forward on the May 19 Consent Calendar.

**The work session was completed.**

**2.D**     [15-0483](#)            Future Agenda Check-Ins

Councilmembers discussed upcoming agenda items.

Council agreed to invite Thurston County Prosecutor John Tunheim to the June 17 General Government Committee meeting to discuss drug free zones. Council also agreed to advertise this meeting as a Special Council Meeting to Conduct Business of the General Government Committee so all Councilmembers could attend.

Council also agreed to a Special Study Session on July 14 to begin at 5:15 p.m. with a tour of the Maintenance Center and then meet at 6:00 p.m. in the Maintenance Center Conference Room to discuss plans and challenges of the maintenance center.

Councilmember Roe asked staff to look at traffic near Washington Middle School. Mr. Hall said he will look into this.

**The work session was completed.**

### **3. ADJOURNMENT**

The meeting adjourned at 8:35 p.m.



## City Council

### Interlocal Agreement with Pierce County Fire District 21 for Haz-Mat Team Services

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 4.C  
**File Number:** 15-0440

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**Type:** contract   **Version:** 1   **Status:** Consent Calendar

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#### **Title**

Interlocal Agreement with Pierce County Fire District 21 for Haz-Mat Team Services

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve the Interlocal Agreement with Pierce County Fire District 21 for Haz-Mat team services for the Mayor's signature.

#### **Report**

##### **Issue:**

This agreement records the process to be used and financial considerations when the City of Olympia needs specialized Hazardous Materials control assistance at a level higher than any Olympia or other Thurston County firefighters are trained to provide.

##### **Staff Contact:**

Greg Wright, Deputy Fire Chief, 360.753.8466

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

Greg Wright, Deputy Fire Chief

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

The Olympia Fire Department does not have a high enough level hazardous material training and/or capabilities to stop a hazardous material incident, nor does any other Thurston County Fire agency. Local capabilities are limited to recognition and exclusion work only. The cost of training and maintaining a team capable of a more inclusive response in the City of Olympia or in Thurston County is prohibitive based on the few times that such intervention is needed.

Pierce County has a multi-agency hazardous material team that will come and perform those specialized, high level of training and equipment, duties on the rare occasions when they are needed. Pierce County Fire District 21 is the lead agency for this team therefore the agreement presented is between the City of Olympia and the District. The District is the point of contact should Olympia need

the resource; they coordinate the team's response and any subsequent follow-up actions including billing. The City will attempt to assign the costs incurred by calling out the team to the spiller or the Washington State Patrol if/when the State Patrol becomes the Incident Commander for the event. Having this agreement ahead of time allows a faster response to a potentially unstable situation so that valuable time is not lost in agreeing to terms at the time of an incident.

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

N/A

**Options:**

1. Approve the Interlocal Agreement with Pierce County Fire District 21 for Haz-Mat team services for the mayor's signature. Including all associated documents.
2. Deny the agreement. Without this agreement, the City has no options for quick intervention in a hazardous materials release or spill other than excluding people from the danger area. In such a situation a private clean-up company will eventually respond to clean the area but the damage will have already been done or continue while outside arrangements are made.

**Financial Impact:**

Due to the nature of such calls, a cost per incident is not something that can be calculated. There are not annual costs to this agreement.



## **INTERLOCAL AGREEMENT – HAZMAT TEAM SERVICES**

This agreement is entered into between Pierce County Fire Protection District No. 21, the Lead Agency for the parties to the HAZMAT Interlocal Agreement (hereinafter referred to as “Member Agencies”) and the City of Olympia (hereinafter referred to as “Agency Requesting Service”). The Lead Agency, Member Agencies and the Agency Requesting Service are municipal corporations, or state agencies, and/or political subdivisions of the state of Washington. The Lead Agency is Graham Fire & Rescue (Pierce County Fire Protection District No. 21) and the other Member Agencies are: Central Pierce Fire & Rescue (Pierce County Fire Protection District No. 6), West Pierce Fire and Rescue (Pierce County Fire Protection District No. 3), East Pierce Fire & Rescue (Pierce County Fire Protection District No. 22), and Gig Harbor Fire and Medic One (Pierce County Fire Protection District No. 5). This agreement is entered into under the authority of Chapter 39.34 RCW, the Interlocal Cooperation Act, RCW 70.136, RCW 52.12.031(3), and other applicable law.

### **RECITALS**

1. Each of the Member Agencies is a party to the HAZMAT Interlocal Agreement, which is Exhibit 32 to the Pierce County Master Interlocal Agreement (MIA). Through Exhibit 32, the parties agreed to cooperate in the formation, operation and financing of a HAZMAT Response Team. The team members are drawn from the ranks of the Member Agencies. They respond to hazardous materials incidents that occur within the jurisdictional boundaries of any of the Member Agencies and, with an executed agreement, within the boundaries of an Agency Requesting Service.

2. The Member Agencies are now willing and able to provide such HAZMAT services in other jurisdictions within the region, that have not heretofore become parties to the Interlocal Agreement, so long as they are reimbursed for any costs incurred in providing such response.
3. The Agency Requesting Service does not have the trained personnel within its jurisdiction or otherwise available to it to respond to such HAZMAT incidents.

**THE PARTIES TO THIS AGREEMENT, TO CARRY OUT THE PURPOSES AND FUNCTIONS DESCRIBED HEREIN, IN CONSIDERATION OF THE BENEFITS TO BE DERIVED BY EACH OF THE PARTIES, AGREE AS FOLLOWS:**

1. Purpose.

The purpose of this interlocal agreement is to make the HAZMAT Team created by the Member Agencies available to other agencies, in consideration for reasonable payment to defray any costs to the Member Agencies, but not for profit. A critical element of this agreement is to maintain the immunities provided by law (RCW 70.136) for responding agencies and the incident command agency. Therefore, the following terms and conditions are included in this hazardous materials emergency assistance agreement:

- the person or public agency requested to assist shall not be obligated to assist;
- the person or public agency requested to assist may act only under the direction of the incident command agency or its representative;

- the person or public agency requested to assist may withdraw its assistance if it deems the actions or directions of the incident command agency to be contrary to accepted hazardous materials response practices;
- the person or public agency requested to assist shall not profit from rendering the assistance.
- any person responsible for causing the hazardous materials incident shall not be covered by the liability standard defined in RCW 70.136.050;
- a copy of the official incident command agency designation shall be made, and become, a part of this assistance agreement as required by RCW 70.136.060.

2. Incident Command.

Incident Command shall be the responsibility of the Agency Requesting Service, unless the Agency Requesting Service relinquishes command to the HAZMAT Team leader or another agency. The Agency Requesting Service may make its personnel available for traffic control, securing the scene or other assistance, but they shall remain under the command of the incident commander.

3. Term.

This Agreement shall be for a term of one (1) year from the date hereof; provided, that if unforeseen circumstances occur rendering this Agreement impractical or unworkable, either party may cancel this Agreement upon sixty (60) days' prior written notice.

4. Automatic Renewal.

This Agreement shall be automatically renewed annually after the initial term unless notice of termination of this Agreement is given, in writing, to the other party. This notice of non-renewal or termination must be given at least sixty (60) days prior to the end of any term under this Agreement. This notice may be given by either party, without stating any reason.

5. Complete Agreement.

This Agreement is the full and complete understanding of the parties and there are no other agreements, either verbal or written, which would alter the terms of this document.

6. Attorney Review.

All parties agree that this agreement should be reviewed by their attorney. If the Agency Requesting Service is represented by Joseph F. Quinn, the parties consent to the dual representation by such Attorney.

7. Filing Requirements.

As provided by RCW 39.34.040, this agreement shall be filed prior to its entry in force, with the district secretary of any participating fire protection district and with the County Auditor or, alternatively, listed by subject on a public agency's website or other electronically retrievable public source. For "filing" to be complete, all of the foregoing filings shall be accomplished. An agreement shall be deemed "filed" on the date of the last filing of the foregoing.

8. Cost Reimbursement.

The Agency Requesting Service expressly agrees that by executing this interlocal agreement it promises to pay the reasonable costs, including but not limited to the costs of providing personnel, equipment and supplies, incurred by the HAZMAT Response Team or the Member Agencies, pursuant to proper invoice, within 30 days after receipt of invoice, absent extenuating circumstances. The fee schedule for use of equipment shall be the current schedule of fees (adopted annually) by the Washington State Fire Chiefs Association. The costs for personnel shall be the actual, documented costs of providing personnel for the service rendered. The costs for supplies shall be to provide reimbursement for actual supplies used, and documented by invoice.

9. No Third-Party Beneficiary Contract.

The Provisions of this Interlocal Agreement are not intended to create any third-party beneficiary contract rights, and therefore none should be deemed created by this Agreement. The agreements between the parties are only intended to create rights and/or obligations as between the signatory parties.

10. Effective Date.


This agreement shall be effective this \_\_\_\_ day of \_\_\_\_\_, 2015


\*\*\*Signature on next page\*\*\*

**LEAD AGENCY:**

**PIERCE COUNTY FIRE PROTECTION  
DISTRICT 21**

  
Chairman of the Board

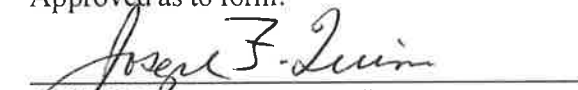
  
Commissioner

  
Commissioner

Attest:

  
District Secretary

Approved as to form:

  
JOSEPH F. QUINN, WSB #6810  
Attorney for District 21

**AGENCY REQUESTING SERVICE:  
CITY OF OLYMPIA**

\_\_\_\_\_  
Stephen H. Buxbaum, Mayor

Approved as to form:

  
Assistant City Attorney



## City Council

### Approval of Appointments to the Arts Commission, Planning Commission, Utility Advisory Committee, and TCTV Board

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 4.D  
**File Number:** 15-0501

---

**Type:** decision **Version:** 1 **Status:** Consent Calendar

---

#### **Title**

Approval of Appointments to the Arts Commission, Planning Commission, Utility Advisory Committee, and TCTV Board

#### **Recommended Action**

##### **General Government Committee Recommendation:**

Approve the appointments listed below.

##### **City Manager Recommendation:**

Move to approve the appointments recommended by General Government Committee.

#### **Report**

##### **Issue:**

Whether to approve the recommended appointments.

##### **Staff Contact:**

Cathie Butler, Communications Manager, 360.753.8361

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

None. Consent Calendar Item.

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

General Government Committee unanimously recommends the following appointments. Applications are available for review in the Council office.

- Kathy A. Murray to a 3 year term on the Olympia Arts Commission, ending March 31, 2018
- Robert Ragland to a 3 year term on the Olympia Planning Commission, ending March 31, 2018
- Roger Wilson to a 3 year term on the Utility Advisory Committee, ending March 31, 2018
- Mark Dahlen - reappointment to a 2 year term on the Thurston Community Television Board (TCTV) representing the City of Olympia, term ending March 31, 2017

---

**Type:** decision **Version:** 1 **Status:** Consent Calendar

---

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

N/A

**Options:**

Appoint to do not appoint the recommended individuals.

**Financial Impact:**

None.





## City Council

### Approval of Location, Time, Facilitator, and Agenda for the City Council's Mid-Year Retreat - June 20, 2015

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 4.E  
**File Number:**15-0511

---

**Type:** decision **Version:** 1 **Status:** Consent Calendar

---

#### **Title**

Approval of Location, Time, Facilitator, and Agenda for the City Council's Mid-Year Retreat - June 20, 2015

#### **Recommended Action**

##### **General Government Committee Recommendation:**

Approve recommendations for the upcoming Mid-Year Retreat. Recommendation includes a proposed location, time, facilitator, and agenda.

##### **City Manager Recommendation:**

Approve the mid-year retreat recommendations for location, time, facilitator, and agenda.

#### **Report**

##### **Issue:**

Approve the details for the June 20 Mid-Year Retreat.

##### **Staff Contact:**

Steve Hall, City Manager, 360-753-8447

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

Steve Hall, City Manager  
Jeannine Roe, Councilmember

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

The Council holds a mid-year retreat to review its goals and/or focus on other items of interest. The LOTT Board Room has been used the past three years and is available on Saturday, June 20, 2015 (the date selected by the City Council).

The Mid-Year Retreat is normally four to five hours, usually Saturday morning. The City used a facilitator in 2012 and 2013, but not in 2014. A facilitator generally costs \$3,000 - \$7,000 for the retreat, depending on prep work and follow-up.

At its April 20, 2015 meeting, members of the General Government Committee discussed and





## City Council

### Community Planning and Development Request for Additional Staff, with Appropriation Ordinance

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 4.F  
**File Number:** 15-0456

---

**Type:** ordinance **Version:** 2 **Status:** 1st Reading-Consent

---

#### **Title**

Community Planning and Development Request for Additional Staff, with Appropriation Ordinance

#### **Recommended Action**

##### **Finance Committee Recommendation:**

Finance Committee unanimously recommends the staff proposal and ordinance for approval.

##### **City Manager Recommendation:**

Move to approve on first reading and forward to second reading the ordinance appropriating \$110,000 for the addition of one Code Enforcement Officer/Building Inspector and one Plans Examiner.

#### **Report**

##### **Issue:**

Should the Council increase staffing for Community Planning and Development (CPD) and appropriate some of the budget excess revenue?

##### **Staff Contact:**

Steve Hall, City Manager, 360.753.8447

Jane Kirkemo, Administrative Services Director, 360.753.8499

Keith Stahley, Community Planning and Development, 360.753.8227

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

Jane Kirkemo, Administrative Services Director

Steve Hall, City Manager

Keith Stahley, Community Planning and Development Director

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

During the recession, there was a significant decline in new construction and the corresponding revenue. Therefore, we cut the number of plans examiners and inspectors. Compared to 2008, we have cut four plans examiners and five inspectors. When we have building surges we have tried to use temporary employees or contract out the work. See Table I in the attachment.

In addition, code enforcement requests continue to increase in volume and complexity.

The increase in activity translates to an increase in revenue. See Table II in the attachment.

Staff is requesting to add one code enforcement officer/building inspector and one commercial plans examiner. As you can see from the numbers, we are on track to more than cover the additional costs.

It takes full Council approval to add staff mid-year and it takes Council authority to appropriate the revenue. Staff is requesting to appropriate \$110,000 to cover the costs for 2015 (\$96,000 for salary and benefits for six months, plus a vehicle and other necessary equipment). The additional costs will be reflected in the 2016 budget.

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

We are in a crisis mode with a number of our bigger clients/projects and as activity has picked up from our neighboring cities we cannot rely on them to fill in when needed.

**Options:**

1. Appropriate the funds and approve the additional FTEs.
2. Do not appropriate the funds and slow down the construction activity.

**Financial Impact:**

This action is revenue neutral. The expenses are offset by new revenues. Also, in recent years the City has utilized consultants in place of full-time staff. In 2014 the staff spent approximately \$65,000 on consultants. In 2015, they are on track to spend \$120,000 without these additional staff.

**Ordinance No.**

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO THE 2015 BUDGET, AND APPROPRIATING \$110,000 FOR THE ADDITION OF ONE CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR AND ONE PLANS EXAMINER TO THE COMMUNITY PLANNING AND DEVELOPMENT DEPARTMENT.

WHEREAS, during the recession, there was a significant decline in new construction and the corresponding revenue to the City of Olympia, and plans examiners and inspectors were cut from the Community Planning and Development staff; and

WHEREAS, compared to 2008, the City has cut four plans examiners and five inspectors; and

WHEREAS, building activity and permits have exceeded the expected activity for 2015, and building permit review and building inspection and code enforcement requests continue to increase in volume and complexity; and

WHEREAS, this increase in activity has and will produce revenue in excess of original estimates, which may be used to pay the cost of one additional code enforcement officer/building inspector and one additional plans examiner position; and

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

**Section 1.** That the following appropriations are hereby made:

**GENERAL FUND**

<b>Resources:</b>	Permit and inspection revenues	\$110,000
	<b>TOTAL RESOURCES</b>	<b>\$110,000</b>
<b>Appropriations:</b>	Community Planning & Development Department	\$110,000
	<b>TOTAL APPROPRIATIONS</b>	<b>\$110,000</b>

**Section 2. Severability.** The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

**Section 3. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 4. Effective Date.** This Ordinance shall take effect five (5) days after publication, as provided by law.

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
ASSISTANT CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**

Table I

CONSTRUCTION VALUATION BY YEAR						
Type	2010	2011	2012	2013	2014	2015 Estimate*
New Commercial	\$39,787,897	\$47,977,000	\$30,318,219	\$19,020,276	\$36,491,631	\$96,284,925
New Multi-Family	\$2,556,484	\$2,850,000	\$12,253,369	\$31,751,347	\$18,410,779	\$4,312,953
New Single Family Residential	\$33,139,219	\$22,695,208	\$25,261,951	\$37,088,571	\$38,906,486	\$23,576,676
<b>Total</b>	<b>\$75,483,600</b>	<b>\$73,522,208</b>	<b>\$67,833,539</b>	<b>\$87,860,194</b>	<b>\$93,808,896</b>	<b>\$124,174,554</b>

Table II

2015 REVENUE				
Program	Budget	YTD Revenue (through 3/31/15)	Revenue Over/Under Goal	% Budget to Actual
Administration	\$500	\$4,117	(\$3,617)	823.3%
Community Planning	\$235,390	\$37,455	\$197,935	15.9%
Development Permit Services	\$2,334,450	\$811,079	\$1,523,371	34.7%
<b>Total</b>	<b>\$2,570,340</b>	<b>\$852,650</b>	<b>\$1,717,690</b>	<b>33.2%</b>



## City Council

### Right-of-Way Vacation of a Portion of the Alley at 600 Franklin Street SE

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 5.A  
**File Number:** 15-0383

---

**Type:** public hearing **Version:** 1 **Status:** Public Hearing

---

#### **Title**

Right-of-Way Vacation of a Portion of the Alley at 600 Franklin Street SE

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Conduct the Public Hearing. If, after closing the Hearing, Council finds sufficient information to take action, move to approve on first reading and forward to second reading an ordinance to vacate a portion of alley right-of-way adjacent to 600 Franklin Street SE.

#### **Report**

##### **Issue:**

Whether the City Council should pass an Ordinance vacating a portion of alley right-of-way adjacent to 600 Franklin Street SE.

##### **Staff Contact:**

Ladd F. Cluff, PLS, City Surveyor, Public Works, 360.753.8389

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

Ladd F. Cluff, PLS, City Surveyor, Public Works

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

The property owner of 600 Franklin Street SE petitioned the City to vacate a nine (9) foot strip of alley right-of-way. On April 7, 2015 Council adopted a resolution to set the date of May 19, 2015 for a Public Hearing to hear public comment on the request.

The alley is currently nineteen (19) feet wide. Ten (10) feet of the current alley was dedicated to the City in 1870. An additional nine (9) feet was dedicated in 1985.

The nine (9) feet dedicated in 1985 is currently used as parking, and appears to have been used for this purpose for the past twelve years. The property owner is proposing to reconfigure the parking lot, incorporating the nine (9) feet into the proposed development of 321 Lofts Market Rate Housing.



On February 24, 2015 the Site Plan Review Committee (SPRC) reviewed the petition. SPRC's recommendation of approval to Council was conditioned upon reservation of an easement for the sanitary sewer main.

The petition was sent to Franchise utilities and City staff for review and comment. Puget Sound Energy sent a letter, dated March 31, 2015, requesting that their rights be preserved for underground natural gas and overhead electric facilities that exist within the requested vacation.

City staff reviewed the request using the criteria outlined in Olympia Municipal Code Section 12.16.100. The OMC review criteria and staff comment is as follows:

A. The proposed vacation will not be materially detrimental to other properties in the vicinity, nor will it endanger public health, safety or welfare. Typical detriments or endangerments include, but are not limited to: depriving property of reasonable and convenient access; increasing traffic safety hazards; or decreasing transportation service levels.

- *The proposed vacation is not needed for access to adjacent properties. The remaining ten (10) foot wide alley provides necessary access.*

B. The subject rights-of-way is not needed for general access, emergency services, utility facilities or other similar public purposes, nor is it necessary as part of a long range circulation plan, pedestrian/bicycle pathway plan or street improvement plan. Providing easements, relocating facilities or implementing other similar alternatives equal or superior to the existing or planned facilities may cause the petition to comply with this criteria;

- *The proposed vacation is not used for general access, emergency services and it is not necessary for long range circulation. Retaining an easement will provide for existing utility facilities.*

C. The subject vacation is consistent with the adopted Olympia Comprehensive Plan and all other related land use and circulation regulations and policies, including but not limited to the Olympia Development Standards and Titles 17 (Subdivisions) and 18 (Zoning) of the Olympia Municipal Code;

- *The proposed vacation is consistent with Council's priorities and goals.*

D. The subject vacation would not directly or indirectly result in an adverse impact on historical or cultural resources, the natural environment or otherwise negatively affect an environmentally sensitive area as defined by Chapter 18.76 of the Olympia Municipal Code.

- *The proposed vacation does not negatively impact the area.*

*City staff recommends vacating this portion of alley right-of-way with retention of a utility easement.*

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

Option 1: Conduct the Public Hearing. If, after closing the Hearing, Council finds sufficient information to take action, move to approve on first reading and forward to second reading an ordinance to vacate a portion of alley right-of-way adjacent to 600 Franklin

Street SE. This option allows the vacation to occur while addressing utility needs.

Option 2: Hold the Public Hearing, and continue to receive written testimony to a date certain. This option would delay the decision until Council has enough information to make their decision.

Option 3: Hold the Public Hearing, then reject the vacation request. This option would leave the alley right-of-way as is. The development of 321 Lofts parking lot will require revision, slowing the development process.

**Financial Impact:**

Per the attached ordinance, the applicant is required to compensate the City for the vacated alley. This is based on an appraisal of the affected right-of-way, conducted by an appraiser acceptable to the City and paid for by the applicant. The typical payment is 50 percent of the assessed value, and must be paid within 90 days of Council's adoption of the ordinance.

**Attachment(s):**

Vacation Petition  
Vicinity Map  
Vacation Sketch  
Proposed Development Plan  
Proposed Ordinance

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, VACATING AS A PUBLIC THOROUGHFARE A PORTION OF THE NORTH-SOUTH ALLEY RIGHT-OF-WAY LOCATED AT 600 FRANKLIN STREET SE.**

**WHEREAS**, the Olympia City Council adopted Resolution No. M-1817 on April 7, 2015, setting a public hearing date for May 19, 2015, at 7:00 p.m. to allow public comment for or against vacation of the following described public thoroughfare situated in the City of Olympia, Thurston County, State of Washington, to wit:

The West 9 feet of Lot 6, Block 36, of Sylvester's Plat, as recorded in Volume 1, at Page 14, Records of Thurston County, Washington;  
TOGETHER WITH the West 9 feet of a 10-foot East-West Alley lying between Lots 3 and 6, Block 36, of said Plat.  
Situate in the Southwest Quarter of the Southwest Quarter of Section 14, Township 18 North, Range 2 West, W.M., City of Olympia, Thurston County, Washington.

**WHEREAS**, the petitioner is requesting that a portion of the north-south 19-foot alley in Block 36, Sylvester's Plat of Olympia be vacated; and

**WHEREAS**, notice of this proposed vacation was posted physically on site, and adjoining neighbors were mailed notice of the hearing; and

**WHEREAS**, a public hearing was held by the City Council of the City of Olympia on said petition on May 19, 2015, at 7:00 p.m. or thereafter in the evening; and

**WHEREAS**, the City has received comment from utility providers with regard to this vacation; and

**WHEREAS**, the Public Works Department has indicated that the property has no known current or foreseeable future use to the City as a right-of-way; and

**WHEREAS**, this vacation is deemed to be in the public interest and serve the public welfare;

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

**Section 1.** As recommended by the City of Olympia Public Works Department and as requested by the owner of the abutting parcels, the Olympia City Council, pursuant to RCW 35.79.010, hereby vacates as a public thoroughfare the herein above described property, reserving an easement for public and private utilities as they now exist.

**Section 2.** The vacation meets the criteria set forth in OMC 12.16.100.

**Section 3.** This Ordinance shall not become effective until the owners of the abutting property pay to the City of Olympia the amount required under OMC 12.16.030, 12.16.080, 12.16.090 and RCW 35.79.030 for the area so vacated. Failure of the abutting property owners to remit this amount within ninety (90) days of the passage of this Ordinance shall automatically void the petition and this Ordinance without it being brought back before the City Council. The City Clerk/Treasurer shall certify on the face of this Ordinance whether or not the payment is received within the time limit referred to above.

**Section 4.** I, Jane Ragland Kirkemo, City Clerk/Treasurer, hereby certify that an amount equal to one-half of the appraised value of property above vacated was \_\_\_ was not \_\_\_ received within the time referred to above.

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM:**

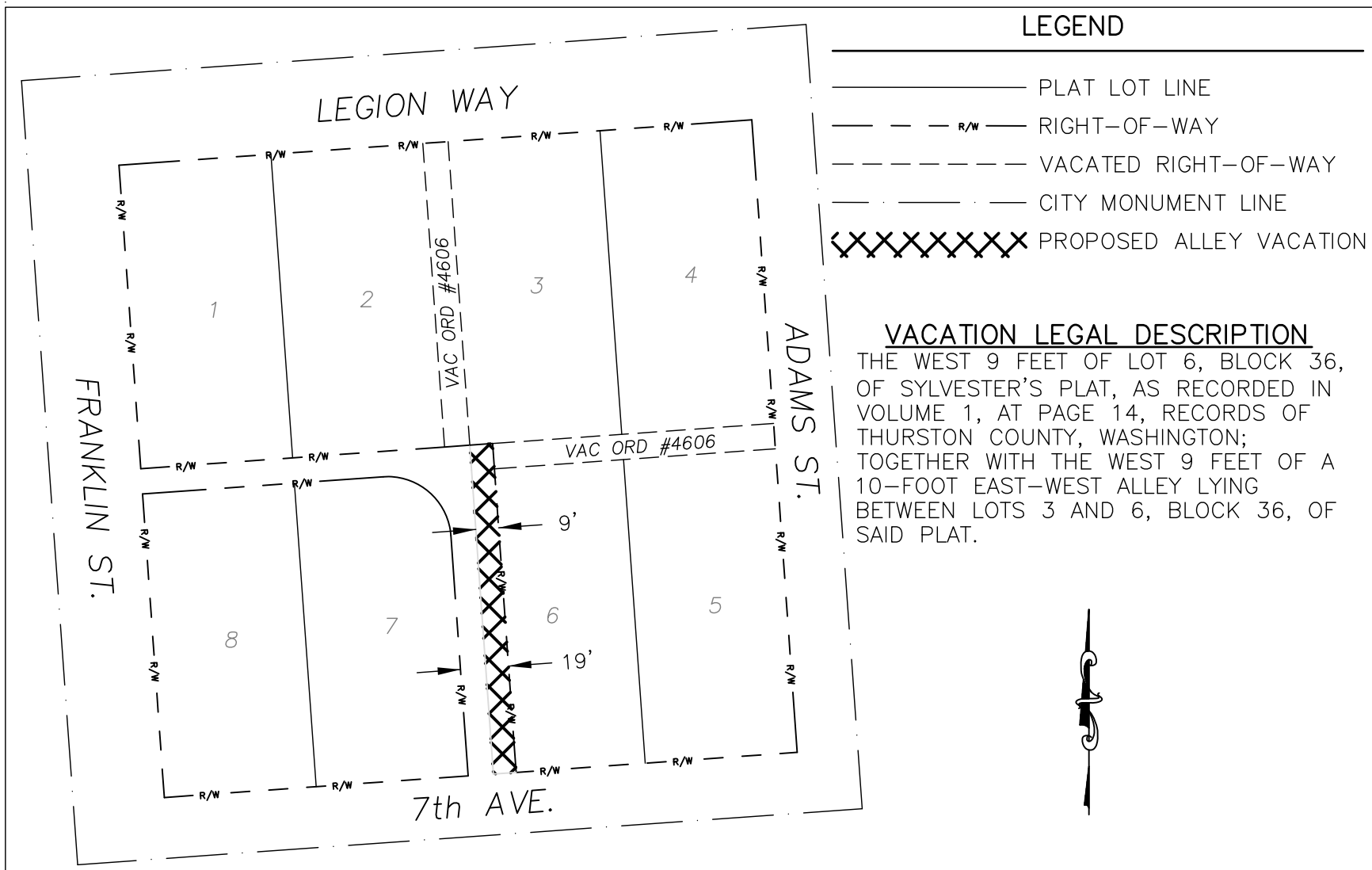
  
\_\_\_\_\_

CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**

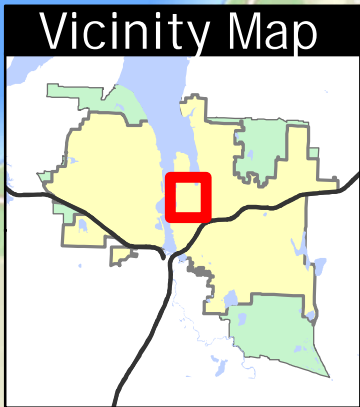


		PROJECT NO.	<b>CITY OF OLYMPIA</b> <b>EXHIBIT "A"</b> <b>600 FRANKLIN ST. PROPOSED ALLEY VACATION</b> <b>LOT 6, BLOCK 36, SYLVESTER'S PLAT</b>	DRAWING NAME
DRAWN		15-1100		600 FRANKLIN
QC REVIEW LFC		DATE		SHEET 1 OF 1
SCALE	N.T.S.	MAY 2015		



# 600 Franklin

## Proposed Alley Vacation



0 300 600 Feet 1 inch = 600 feet

Map printed 3/20/2015  
 For more information, please contact:  
 Ladd Cluff, City Surveyor  
 (360) 753-8389

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.



New Market Rate Housing  
**THE 321 LOFTS**  
321 LEGION WAY - OLYMPIA, WASHINGTON

PROJECT NUMBER: 1404  
DESIGN DEVELOPMENT  
DECEMBER 31, 2014

SITE PLAN

**A1.1**

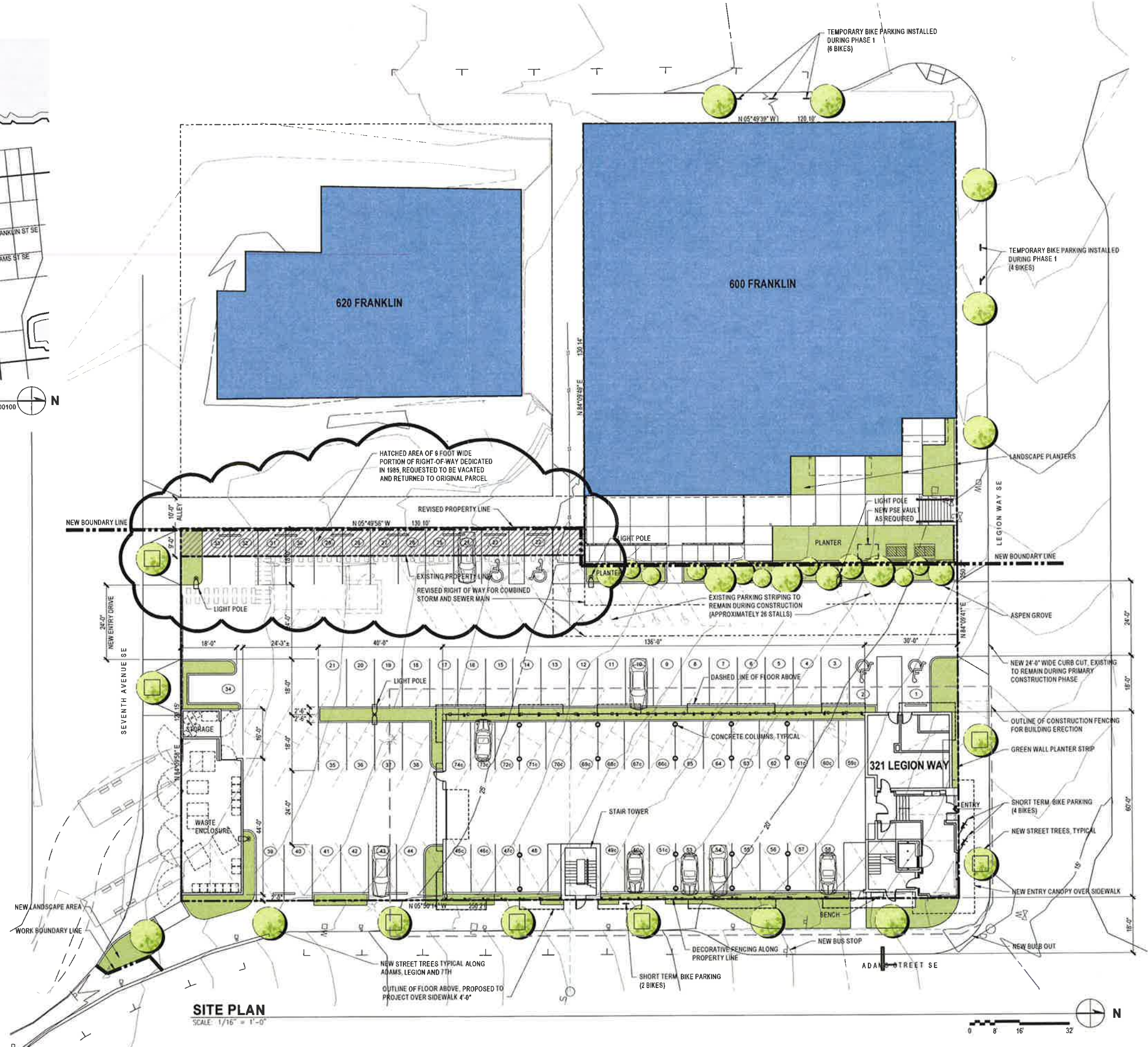
All material herein constitutes the original and unpublished work of the architect and may not be used, duplicated or disclosed without the written consent of the architect. Copyright © 2015 by Thomas Architecture Studio. All rights reserved.



**VICINITY MAP**

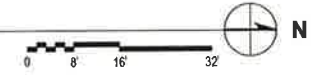
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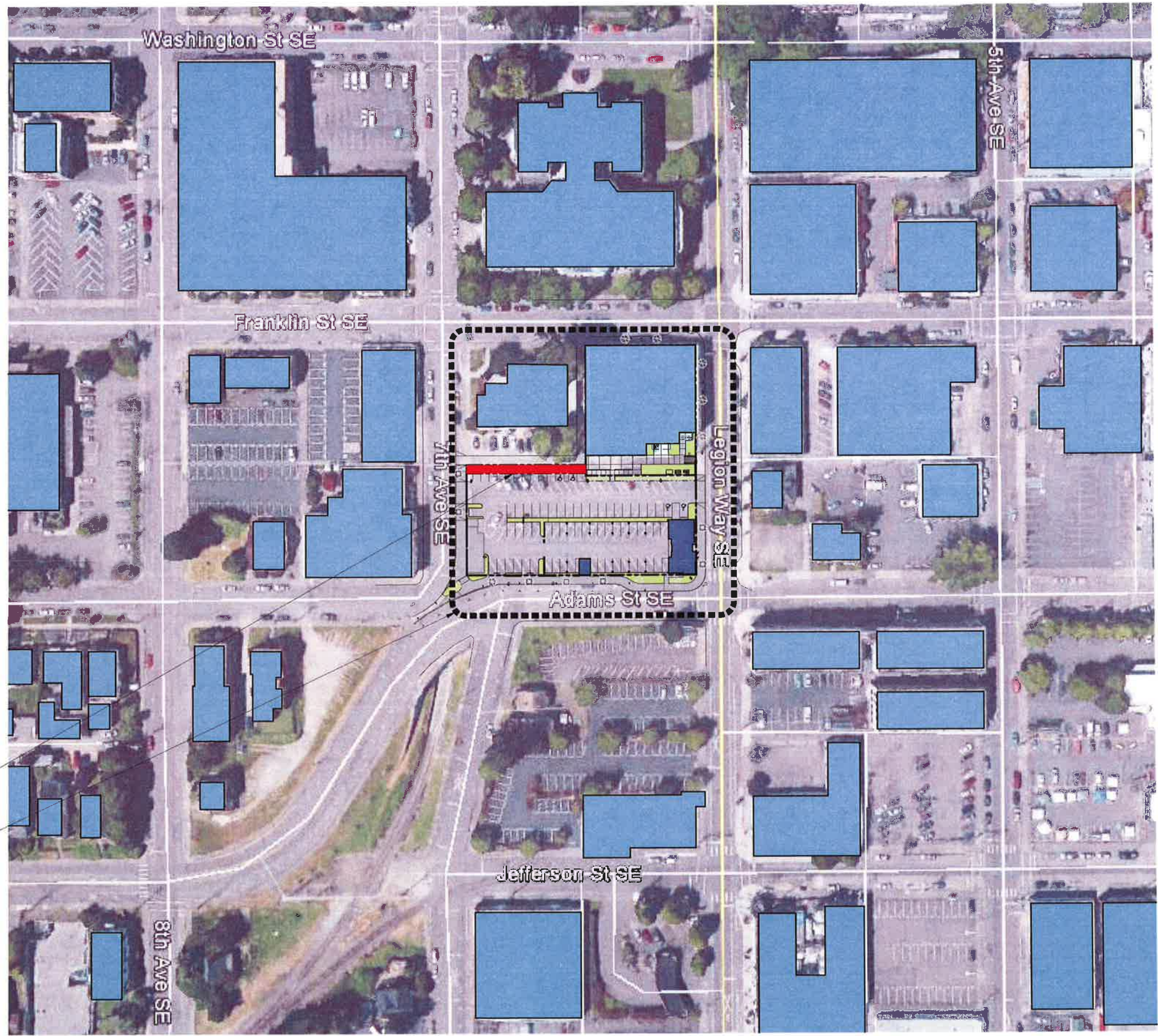
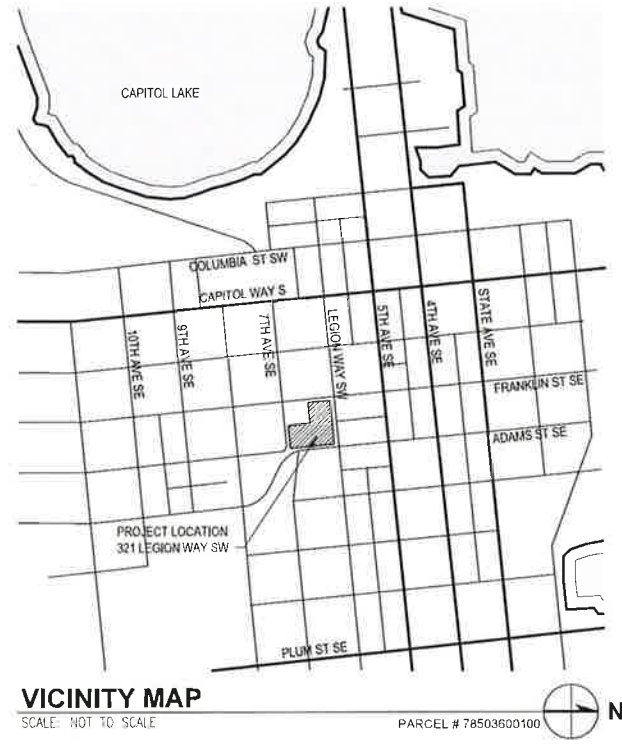
PARCEL # 78503600100



**SITE PLAN**

SCALE: 1/16" = 1'-0"

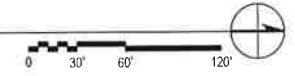




SHOWN IN RED - 9' AREA EAST OF EXISTING 10' ALLEY ORIGINALLY DEDICATED TO THE CITY IN 1985, REQUESTING TO BE VACATED AND RETURNED TO ORIGINAL PROPERTY

SEE ENLARGED SITE PLAN SHEET A1.1  
PARCEL No. 78503600100

**SITE PLAN - PROPERTIES WITHIN 500 FEET**  
SCALE: 1" = 60'-0"



New Market Rate Housing  
**THE 321 LOFTS**  
321 LEGION WAY - OLYMPIA, WASHINGTON

PROJECT NUMBER: 1404  
DESIGN DEVELOPMENT  
DECEMBER 31, 2014

CONTEXT SITE  
PLAN

**A1.0**



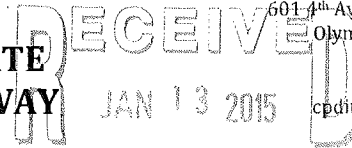


City of  
OLYMPIA

**Permit & Inspection Services**

Community Planning & Development  
601 4<sup>th</sup> Avenue - PO Box 1967  
Olympia WA 98507-1967  
Phone: 360.753.8314  
Fax: 360.753.8087  
cpdinfo@ci.olympia.wa.us  
www.olympiawa.gov

**PETITION TO VACATE  
PUBLIC RIGHT-OF-WAY**



COMMUNITY PLANNING  
AND DEVELOPMENT DEPT.

**OFFICIAL USE ONLY**

Applicant: John Walker Address: 600 Franklin St SE  
Phone: \_\_\_\_\_ File #: 15-1100 Receipt #: \_\_\_\_\_ Date: 1/13/15

**HONORABLE MAYOR AND CITY COUNCIL:**

We, the undersigned, do hereby petition the Olympia City Council to vacate the following described public right-of-way:

LEGAL DESCRIPTION OF AFFECTED RIGHT-OF-WAY:  
SEE ATTACHED

PURPOSE OF REQUEST & STATEMENT OF PUBLIC BENEFIT: \*  
SEE ATTACHED

\*See criteria for approval on the reverse side of this form.

PETITIONERS		
Owner's Signature	Owner's Name (printed)	Parcel Number
<u>[Signature]</u>	<u>WALKER JOHN</u>	<u>78503600100</u>
_____	_____	_____
_____	_____	_____

I verify that each of the above signatures represents a legal and registered owner of the property abutting the above-described right-of-way:

[Signature] 12/15/14  
Applicant's Signature Date



## City Council

### Recognize Public Works Week and Review 2105 Construction Projects

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 6.A  
**File Number:** 15-0292

---

**Type:** report   **Version:** 1   **Status:** Other Business

---

#### **Title**

Recognize Public Works Week and Review 2105 Construction Projects

#### **Recommended Action**

##### **City Manager Recommendation:**

Briefing only; no action required.

#### **Report**

##### **Issue:**

Recognize National Public Works Week, provide a briefing on City projects planned for construction this year, and celebrate awards received.

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

Debbie Sullivan, Deputy Public Works Director  
Fran Eide, P.E., City Engineer, Public Works Engineering

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

May 17 - 23 is National Public Works Week. This year's theme "Community Begins Here" highlights the essential nature of Public Works services in support of everyday quality of life.

This year, Council committed approximately \$15 million in funding to maintain the City's infrastructure and City-owned buildings, an investment in what we already own and operate. Work has begun on the 20 projects expected to be in progress this year.

City staff will continue to use a variety of tools to communicate with the public on the construction projects, including an interactive Construction Map on the City's website, an OlyProjects Twitter account, and our traditional informational tools.

Staff will present some of the highlights of this year's construction season, as well as celebrate awards earned in 2014.

2015 projects include:

Downtown Focus

- Improving building systems at the Family Support Center, Fire Station, City Hall and Maintenance Center
- Upgrading the fire sprinkler system at the Washington Center
- Replacing the aging tide gate at Water Street, near State Avenue
- Installing lighting in alleys
- Demolishing the old Housing Authority and County Health Department buildings on the Isthmus

#### Transportation

- Paving State Avenue between Central Street and Plum Street
- Constructing a sidewalk on 22<sup>nd</sup> Avenue between Boulevard Road and Cain Road
- Constructing new neighborhood pathways at Moore Street, Decatur Street and Fairview Avenue
- Street maintenance (crack sealing and chip seal) on various streets throughout the City

#### Utilities

- Replacing aging water mains
- Installing new water quality treatment facility at 4<sup>th</sup> Avenue and Quince Street
- Repairing sanitary sewer and stormwater pipes

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

The community has a high degree of interest in the City's construction projects. Staff will use a wide variety of tools to keep the public informed about construction activity.

#### **Options:**

Not applicable.

#### **Financial Impact:**

All of the 2015 construction projects are funded through the City's Capital Facilities Plan (CFP).

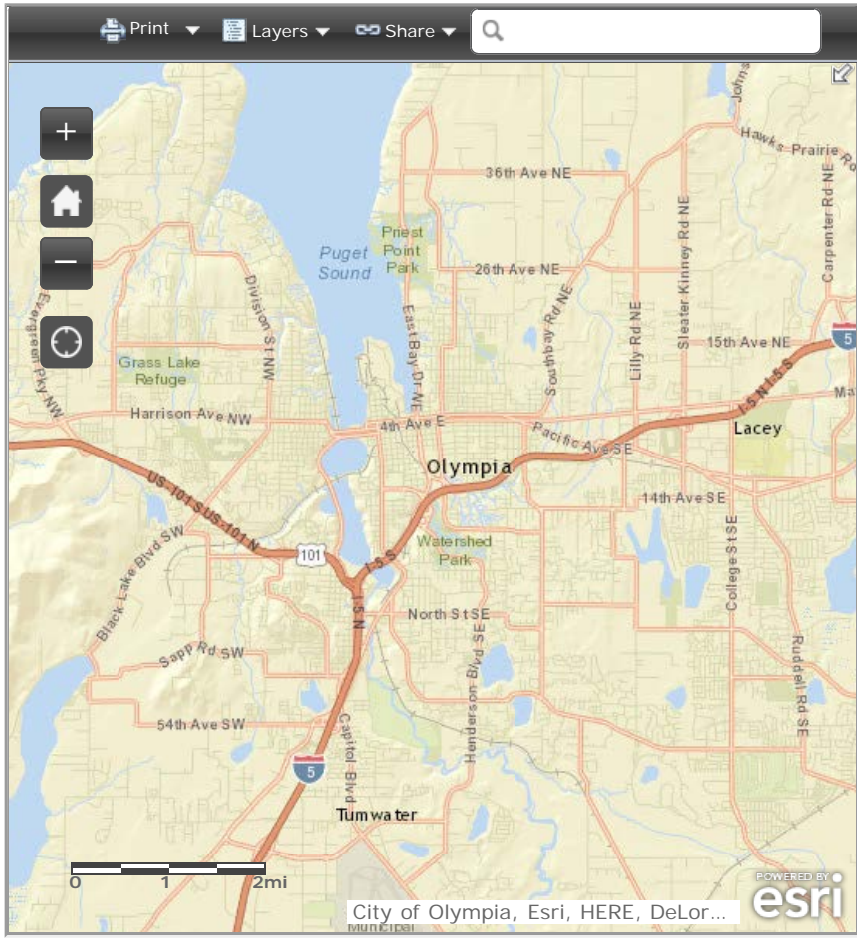
#### **Attachments:**

City Construction Map webpage  
OlyProjects Twitter webpage

Home > News & FAQ's > Construction News

# Construction in Olympia

## Interactive Construction Map



### Map Key

#### City Construction Projects

- ◆ Scheduled
- ◆ Active
- ◆ Completed

#### Private Construction Projects

- Under Review
- Permits Issued
- Active

### About using this map

This map shows both City managed and major private construction projects. Click the mapped points for project details including timeframe, impacts, contact information and more.

You may filter the projects you see with the Layers tab at the top of the map.

### \*Important\*

The points on this map represent general locations only. Project details may change at any time and may not be reflected on the map. Some information may not be available for private projects. Contact the Project Manager or listed department for specific details and the most up-to-date information.

feedback

### Featured Links

- [Building Permits & Land Use Review](#)
- [Engineering Design & Development Standards \(EDDS\)](#)

### Navigation

- [Disasters and Emergency Information](#)
- [Frequently Asked Questions](#)
- [Newsletters & Reports](#)
- [News Releases](#)
- [Parks & Pathways Project](#)
- [Public Meetings](#)

**Oly Projects**  
ROAD CLOSURES  
PROJECT UPDATES  
& MORE ON TWITTER

**RFP & RFQ**  
ARE YOU INTERESTED  
IN BEING CONSIDERED  
FOR A PROJECT?

**Contractors**  
LEARN ABOUT THE  
CITY'S SMALL WORKS  
& CONSULTANT ROSTER

**City Calendar**

- 05/14** - 5:00 p.m.  
[Arts Commission Community Events & Outreach Committee](#)
- 05/14** - 6:00 p.m.  
[Olympia Arts Commission](#)
- 05/14** - 6:30 p.m.  
[Design Review Board](#)
- 05/15** - 09:30 a.m.  
[Volunteer Work Party](#)
- 05/16** - 09:00 a.m.  
[Special City Council Meeting](#)

→ [View full calendar...](#)

**City Updates**

**OLYMPIA'S ACTION PLAN.** We need your help prioritizing our Actions so we can make the community's 20-year vision for Olympia a reality. Take the new Action Plan survey now on OlySpeaks. [Speak Now...](#)

**CRA OPEN HOUSE.** The CRA (Community Renewal Area) is having an Open House on May 16, 2015. Learn about the process, provide feedback, and watch government in action. [Learn more...](#)

**BIKE PARKING.** Looking for a place to park your bike downtown? Check our online [bike parking map](#) for possible locations.

**OLYMPIA'S WATER QUALITY.** The 2015 Water Quality Report is now available. [More...](#)

**VISITING THE STATE CAPITOL?** Information about [parking and more...](#)

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

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

## Featured Projects

### Log Cabin Reservoir

The City is constructing a new standpipe water tank (reservoir) that will provide water storage for fire protection and during emergencies or power outages. The water tank will provide adequate storage for the next 25 years. [Learn more...](#)

### West Bay Drive Sidewalk

This project involves the construction of sidewalk along a section of West Bay Drive that currently lacks safe pedestrian access and safety. Once complete, citizens can enjoy a continuous sidewalk from Harrison Avenue to Schneider Hill. [Learn more...](#)

---

## Recent Building Permit Activity

Community Planning & Development publishes weekly reports (on Fridays) that contain all permit activity for the previous four weeks. Please note that permit issuance does not guarantee that construction will occur.

- [Permit Applications Received](#)
- [Building Permits Issued](#)

[back to top...](#)

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@OlyProjects

### Oly Projects

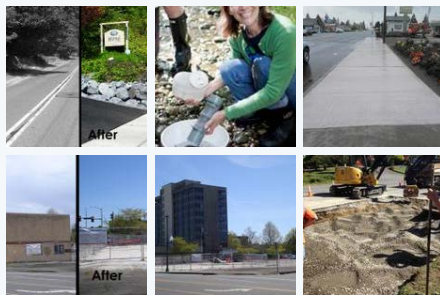
TWEETS **1,364** FOLLOWING **40** FOLLOWERS **552** FAVORITES **103**

Follow the City's active construction projects. View the City's Social Media Policy

[olympiawa.gov/privacy-security](http://olympiawa.gov/privacy-security)

- Olympia, Washington
- [olympiawa.gov/construction](http://olympiawa.gov/construction)
- Joined January 2013

292 Photos and videos



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Tweets   Tweets & replies   Photos & videos

**Oly Projects** @OlyProjects · May 13

Contractor continues prep work on State Ave roadway between Central & Plum for final asphalt paving. Expect traffic delays. [#OlympiaStateAve](#)

3

Oly Projects retweeted

**City of Olympia** @cityofolympia · May 12

Want to learn more about the [#LogCabinReservoir](#) Project? We're having a public meeting all about it on May 20. [olympiawa.gov/news-and-faq-s](http://olympiawa.gov/news-and-faq-s).....

□ □ 2 □ □

Oly Projects retweeted

**Washington State DOT** @wsdot · May 11

Goats are in Olympia today helping clear brush and weeds. [#missiongoat](#)



□ □ 30 □ 32 □

**Oly Projects** @OlyProjects · May 11

Asphalt pavement grinding continues on State Ave between Central & Plum. Expect traffic delays. Alternate routes encouraged.

[#OlyStateAve](#)

□ □ 3 □ 1 □

**Oly Projects** @OlyProjects · May 11

Thanks [@Lisa\\_Pemberton](#) for this pic of the [#missiongoat](#) project happening in Olympia.

**Lisa Pemberton** @Lisa\_Pemberton

Rent-a-Ruminant Goats at work, part of a @wsdot project.  
[#missiongoat](#) [#olywa](#) [#weedwarriors](#)



□ □ 2 □ 4 □

 **Oly Projects** @OlyProjects · May 11

Thank you @OlyPD for all that you do for our community. Happy #PoliceWeek!



**Readygov** @Readygov

It's #PoliceWeek! Thank you law enforcement who serve, protect, & respond to emergencies in our communities.

□ □ 1 □ 2 □

 **Oly Projects** @OlyProjects · May 8

During State Ave paving operations at least one travel lane will remain open. Expect traffic delays during construction. #OlyStateAve

□ □ 1 □ □

 **Oly Projects** @OlyProjects · May 8

Starting May 11, the City's contractor will begin paving operations on State Ave by grinding the roadway from Central to Plum. #OlyStateAve

□ □ 3 □ □

 **Oly Projects** @OlyProjects · May 8

#OlyTrafficAlert Paving starts Mon., 5/11 on State Ave btwn Central / Plum. Will last 3 weeks. Expect delays 7am - 6pm.

□ □ 2 □ □

 **Oly Projects** @OlyProjects · May 8



In case you haven't heard, there will be goats helping clean up Henderson Roundabout this weekend.

**Olympia Police Dept** @OlyPD

When you hear what's going to be at the Henderson Roundabout this weekend you gonna be like: [\\_youtube.com/watch?v=QiOF6K...](https://www.youtube.com/watch?v=QiOF6K...)

□ □ 1 □ 2 □

 **Oly Projects** @OlyProjects · May 7

Wondering what the [@cityofolympia](#) Action Plan is? Check out this video.

**TCTV** @TCTVOlympia

City of Olympia Action Plan - Overview: [youtu.be/Kfvpto2\\_qdk?a](https://youtu.be/Kfvpto2_qdk?a) via @YouTube

□ □ 1 □ □

 **Oly Projects** @OlyProjects · May 7

Hey! We know these people!



**PS Clean Air Agency** @pscleanair

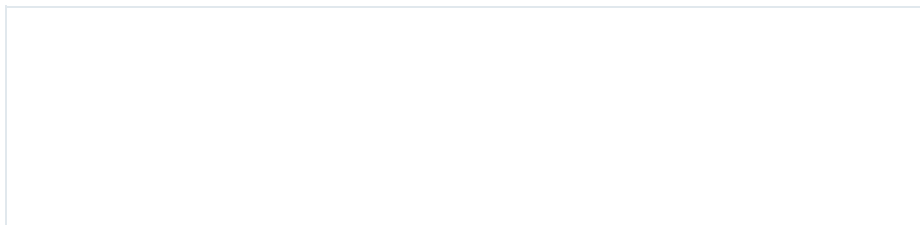
2014 @WWCleanCities Award Winners! "Best performance by small public fleet" @cityofolympia [bit.ly/1dOeqi5](https://bit.ly/1dOeqi5)

□ □ □ □

□ Oly Projects retweeted

 **City of Olympia** @cityofolympia · May 6

Starting May 9, [@wsdot](#) will have goats clearing vegetation on Henderson Blvd under I-5. Try not to be distracted.





□ □ 9 □ 10 □

 **Oly Projects** @OlyProjects · May 6

Our crews are currently replacing a broken water valve at 17th and Jasmine. Water has been shut off temporarily until repair is complete.

□ □ □ □

□ Oly Projects retweeted

 **Oly Parks Arts & Rec** @OlyPARD · May 6

Even the City Manager digs in and his hand dirty helping parks!  
[#pullingtogether](#). Thank you Steve Hall!



□ □ 2 □ 2 □

□ Oly Projects retweeted

 **City of Olympia** @cityofolympia · May 4

Take the Action Plan Survey now, because who knows what could happen if

you leave it up to us... [#SpeakNow](#) at [olyspeaks.org/surveys/olympi...](http://olyspeaks.org/surveys/olympi...)

□ □ 2 □ 1 □

□ Oly Projects retweeted



**Oly Parks Arts & Rec** @OlyPARD · May 4

May the 4th be with you!



□ □ 1 □ 3 □



**Oly Projects** @OlyProjects · Apr 30

[#OlyTrafficAlert](#)

**Olympia Police Dept** @OlyPD

Vehicle collision at East Bay and State Ave. Intersection will be closed for some time. Use alternate routes into and around downtown.

□ □ 2 □ □



**Oly Projects** @OlyProjects · Apr 29

City crews will be pressure washing porous concrete on San Francisco St. starting this afternoon. Work will extend into next week.

□ □ □ □



**Oly Projects** @OlyProjects · Apr 28

Before & after photos of West Bay Dr with the new sidewalk and public art for pedestrians to

enjoy. #WestBaySidewalk.



□ □ 3 □ 4 □

## New to Twitter?

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## Trends · [Change](#)

- #bbcqt
- #GrooveMusicVideo
- #vinb
- #JanoskiansFridayVideos
- Asa Butterfield
- #ancientTVshows
- Dnipro
- Delena Is Forever
- Southend
- Corey Hill



## City Council

### Approval of Final Scope and Consultant Criteria for the Downtown Strategy

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 6.B  
**File Number:** 15-0484

---

**Type:** decision   **Version:** 1   **Status:** Other Business

---

#### **Title**

Approval of Final Scope and Consultant Criteria for the Downtown Strategy

#### **Recommended Action**

##### **Land Use & Environment Committee Recommendation:**

LUEC's recommended scope for the Downtown Strategy is provided in **attachment 1**

##### **City Manager Recommendation:**

Move to approve a final scope and consultant criteria for the Downtown Strategy detailed in attachments 1 and 2.

#### **Report**

##### **Issue:**

Whether to approve the final scope and consultant criteria for the Downtown Strategy.

##### **Staff Contact:**

Amy Buckler, Senior Planner, Community Planning and Development (CP&D), 360.570.5847

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

Amy Buckler

Leonard Bauer, Deputy Director, CP&D

Keith Stahley, Director, CP&D

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

In fall of 2015, the City will kick off a public process to form a Downtown Strategy. The Strategy will identify priorities - steps we take over a 5-6 year period that will have the greatest strategic impact to forward our community's downtown vision and goals.

The City Council tasked its Land Use & Environment Committee with making a recommendation on the scope for the Downtown Strategy. Council reviewed LUEC's recommendation on March 26, and directed staff to hold an open house to inform the public and receive input.

##### APRIL OPEN HOUSE

City staff hosted an open house for the public on April 29, 2015. The purpose of the open house was

to:

- Inform the public about what the Downtown Strategy is, how people can be involved and generally when, and to share information about known existing conditions in downtown
- Receive public comment on the draft scope, with targeted questions about how people want to be involved during strategy development

There were approximately 90 people in attendance. Input received is in **attachment 3**.

#### FINAL DRAFT SCOPE FOR THE DOWNTOWN STRATEGY

**Attachment 1** reflects the Land Use & Environment Committee's recommended scope for the Downtown Strategy

#### CONSULTING FIRM - NEXT STEPS

The City will hire a consulting firm to help lead and coordinate this process. **Attachment 2** includes draft consultant criteria for inclusion in the request for qualifications (RFQ).

The City Council is expected to approve the final scope and criteria for the consultants on May 19. Staff will release a Request for Qualifications (RFQ) in early June, and hopes to have consultants on board no later than August 31, 2015.

The Land Use & Environment Committee is scheduled to review and provide feedback on an early draft of the RFQ on May 21. After that, staff will finalize the RFQ and solicit for qualifications through a broad array of channels.

The Land Use & Environment Committee's previous input about such consultants includes:

- Expectation to hire a firm with a high degree of expertise and experience with urban design and public participation
- Demonstrated success in other cities and downtowns similar to Olympia
- It is likely that the lead consulting firm may need to contract with other experts in order to perform all the duties called for in the scope
- The lead firm would be responsible for coordinating all consultant efforts in to a coherent and implementable strategy
- The RFQ will flow directly from the scope approved by City Council

#### BACKGROUND ON PREVIOUS MEETINGS

At their March 26, 2015 meeting, the City Council directed staff to: preliminarily move forward with the Land Use & Environment Committee's (LUEC's) recommended scope; and hold an open house for the public in April to inform and gather input about how people would like to be involved.

At their February 26 meeting, LUEC discussed a draft public participation and communication plan and the Downtown Strategy's relationship to other planning efforts. The Committee suggested the consulting firm criteria (to be presented to Council in May) should include that the firm have strong experience with public participation. LUEC also asked staff to help Council provide consistent and

clear messages to the public about the strategy by providing talking points at every step in the process.

At their January 29 meeting, LUEC recognized that more issues have been proposed for consideration within the downtown strategy than the City has time or budget to address. Thus, they discussed a draft framework and *priority* topics, along with specific work items that staff proposed be completed during strategy development. LUEC directed staff to move forward with the proposal after making a few small changes.

At their retreat on January 8, 2015, the City Council discussed what the downtown strategy is and their preference regarding the purpose and fundamental concept for the strategy, and reviewed examples of the types of illustrations typically found in a downtown strategy.

At their December 11 meeting, LUEC reviewed downtown planning history and some associated myths, and provided feedback on principles to shape the scoping process. The committee also reviewed the content of excerpts from the old Comprehensive Plan referred to as “The [Proposed] Downtown Plan” and recommend these excerpts be referred to as necessary during development of the Downtown Strategy, but not re-adopted at this time.

The City adopted a Comprehensive Plan update in December of 2014 that directs the City to have a ‘plan for downtown,’ now referred to as *The Downtown Strategy*.

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

The attached scope is based on previous public comment from various engagement efforts, including *Imagine Olympia*.

See **attachment 3** for public input from the April 29 Open House

In addition, over the past two months, staff has discussed ideas and concerns about the Downtown Strategy with various community members, in which the following issues were raised:

- Communication about and strategy itself should be clear that new development should enhance, and not erode, downtown’s natural environment
- Express what the connection is to the Sustainable Thurston Plan
- Hire an expert urban design consultant team with experience in other cities and a track record of successfully implementation
- Connections to the public waterfront are important to the entire downtown
- Important topics to consider are liquefaction, sea level rise, pollution, views, maintaining visual connection to the Capitol, building setbacks and step backs, neighborhood parks to serve 5,000 new residents and the Isthmus
- Need:
  - An inclusive, transparent public process to help shape the strategy
  - The Planning Commission’s role to be defined
  - Strong involvement of downtown stakeholders
  - Strong visuals to engage public
- Do not allow a single interest group to take over the process

---

**Type:** decision   **Version:** 1   **Status:** Other Business

---

**Options:**

Approve, modify, or do not approve the proposed scope and criteria.

**Financial Impact:**

For 2015, \$250,000 has been budgeted to form a Downtown Strategy. Additional funds may be appropriated for 2016, but it is uncertain at this time.





## ATTACHMENT A SCOPE FOR THE DOWNTOWN STRATEGY

### FRAMEWORK

Olympia's Comprehensive Plan describes a community vision and goals for Downtown Olympia. In sum, downtown will be:

- Home to 25% of the city's future residential growth (5,000 people);
- The social, cultural and economic center of the region;
- An attractive and sustainable place to live, work and play;
- A mix of office, retail and residential uses;
- Full of public art, significant landscaping and public spaces;
- A pedestrian and bicycle friendly environment, and
- Protected from the effects of sea level rise.

### Purpose for a Downtown Strategy:

A Downtown Strategy will help foster a rich diversity of downtown places and spaces that will attract and support people who live, work and play in downtown Olympia, including 5,000 new downtown residents.

The Downtown Strategy will:

- Identify priorities – steps we'll take over 5-6 years that will have the greatest strategic impact toward implementing downtown goals
- Include illustrations of desired future conditions & design elements
- Guide City budgets and work plans, and community partnerships
- Help us market downtown
- Move Olympia's vision for downtown forward

**Fundamental Concept for 2015-2020:** *Connecting and enhancing downtown places & spaces*

**To Connect and Enhance Downtown Places & Spaces, we will:**



**Reduce development uncertainties:** Clarify the type and character of development desired, and create a predictable path to get there.



**Encourage private investment:** Make use of available tools to stimulate private development of housing, business and job opportunities, and rehabilitate the built environment where needed.



**Enhance public spaces:** Enrich the downtown experience with safe and beautiful streets, sidewalks and alleys; public art; greenery; lighting; pedestrian and bike friendly amenities.



**Preserve unique qualities:** Protect and strengthen downtown's natural and historic environment.



### To Form a Downtown Strategy, we will:

- **Explore downtown dynamics** to gain a better understanding of realistic opportunities to achieve our economic, housing, retail and urban design goals;
- **Prioritize street and sidewalk improvements** relative to the economic, housing, retail and design strategies that are formed;
- **Complete immediate tasks listed below & consider other initiatives** that spring from the public process. Initiatives could include such things as: code amendments, capital investments, programmatic changes or tasks, partnerships, etc.

(See the Scope of Work for more details)

### Immediate Tasks

Three significant work items will be completed immediately while the strategy is being formed. It is important to complete these 3 tasks during strategy development because these will provide a foundation upon which to move forward by helping us understand priorities and realistic opportunities, and reduce development uncertainties to move our goals forward. These also present opportunities to engage the public in interactive, visual ways:

1. **Establish view protection standards:** Use visualization tools to engage public in identification and evaluation of which landmark views to protect from which vistas in downtown.
2. **Review, illustrate & refine design standards:** Review existing design standards; recommend refinements to better align with goals; better illustrate desired end state.
3. **Consider increasing State Environmental Policy Act (SEPA) thresholds and exemptions:** To reduce uncertain costs and permit review times, address environmental issues upfront in the development code so that certain areas or projects may be exempt from SEPA.

### Amending/Updating the Downtown Strategy

- After adoption of a Downtown Strategy, the City Council can annually review and, if needed, amend initiatives, as part of the decision-making process for:
  - The Action Plan
  - The Capital Facilities Plan
  - Annual department, advisory board or Downtown Project work plans
- As the 5 year period comes to a close, the Strategy can be evaluated and more thoroughly updated:
  - Evaluating whether objectives were met
  - Updating existing and forecasted conditions
  - Establishing a new fundamental concept and initiatives for the next 5 years



## PUBLIC PARTICIPATION PLAN

### Goals for the Public Process

- Follow the public participation goals & policies in the Comprehensive Plan, including:
  - Provide a transparent process that enables open, meaningful and respectful dialogue among a broad array of stakeholders and opinions
  - Provide information and outreach materials through a variety of means
  - Use creative methods to engage under-represented groups and people
- Educate and enable dialogue that builds broader community understanding of current conditions and market opportunities in downtown
- Clearly articulate what is being asked of the public, how their input will be used, and report back about what was heard
- Use visually-oriented, data-driven information
- Build and maintain the momentum of public engagement
- Draw on previous planning efforts – complement them, do not recreate them
- Focus efforts on what is realistic, vital and impactful
- Manage expectations, address false assumptions and provide consistent messages



### Communication and Outreach

#### Points of Contact:

- Amy Buckler, Project Lead - Day- to-Day contact
- Leonard Bauer, Deputy CP&D Director
- Lead for consultant team (*to be determined*)

#### Additional Info Provided in Attached:

- Communication Tools & Level of Public Participation
- Schedule for the Process (*Details to be determined*)
- Relationships with Other Plans



## Target Audiences

Downtown Olympia is an important destination for a broad spectrum of local and regional community members, as evidenced through multiple City engagement efforts. The following are considered target audiences for Downtown Strategy outreach:

- Olympia residents and outside visitors
- Local organizations, boards and committees
- Property Owners
- Business Owners
- Downtown Residents and Employees
- Developers and Investment Community
- Individual Stakeholders and Interest Groups
- Thurston County and the seven jurisdictions within, in particular the urban Cities of Lacey and Tumwater; Thurston Regional Planning Council
- Utilities and Service Providers (*Intercity Transit, Puget Sound Energy, etc.*)
- City Council, Advisory Boards and department staff

Hereafter, when this plan mentions “public” or “stakeholders,” this implies all of the above.

## Public Engagement Activities

### **April 29, 2015 Open House about draft scope**

Informed target audiences about the scope of the upcoming effort, and received input about how people want to be involved.

### **Summer 2015 Outreach**

Using multiple methods, such as e-newsletters, window displays, festival booths, and group presentations, staff will continue to reach out and inform target audiences about the upcoming Downtown Strategy.

### **Public ‘Workshops’ Fall 2015-Spring 2016**

*Following is a conceptual framework – details to be negotiated with consultants*

- Broad, open participation process that engages public/stakeholders in the evaluation of information and alternatives
- A series of public workshops hosted by the City - the first to be held in Fall of 2015
- Some workshop topics may entail more than one day/evening
- Workshops build on each other and inform development of the Downtown Strategy



## Roles and Tasks

The following outlines roles and associated tasks for various stakeholders that will be involved in forming the Downtown Strategy. Examples of possible tasks for a 'Stakeholder Group' are identified, and will be fleshed out with input from stakeholder representatives and consultants.

### City Council

**Role:** Decision maker

**Tasks:**

- Define the scope of the strategy
- Members attend public workshops/meetings to listen and observe
- Receive input from all interested individuals and groups
- Provide final direction on the contents of the Strategy
- Adopt the Downtown Strategy

### Council Appointed Advisors:

#### **Olympia Planning Commission**

**Role:** Ensure Strategy's consistency with the Comprehensive Plan

*Tasks for the Planning Commission will be confirmed with input from the Commission and consultant team.*

**Possible Tasks:**

- 1-2 members sit on consultant selection team
- Members attend public workshops/meetings to listen and observe
- 1-2 members participate in 'Stakeholder Group'
- Review final draft strategy and provide recommendation to City Council regarding the Strategy's consistency with the Comprehensive Plan
- Hold a public hearing and make a recommendation to the City Council regarding any proposed development code changes resulting from the Strategy
- Receive regular updates from staff

**Other City Advisory Boards & Commissions:** Olympia Heritage Commission, Design Review Board, Bicycle & Pedestrian Advisory Committee, Arts Commission, Utility Advisory Committee, Parks & Recreation Committee

**Role:** Advise Council and staff on potential initiatives to include in the Strategy

**Tasks:**

- Receive an informational briefing from staff
- In line with scope, make recommendations for initiatives pertaining to expert purpose and role for consideration by staff and City Council
- Members may participate, listen and/or observe public workshops/meetings

**Staff/Consultant Team**

**Role:** Ensure the public process is carried out in accordance with the scope; research, analysis, writing, formation of strategy drafts

**Staff Tasks:**

- Manage RFQ process and City's interaction with consultants
- Creation and maintenance of public engagement materials (with help from consultants)
- Provide information and presentations to community groups
- Communicate with the Port of Olympia and State Capitol Campus and seek to make connections between the Downtown Strategy and Port of Olympia Real Estate Development and State Capitol Master Plans
- Research, analysis and writing for the strategy (with help from consultants)

**Consultant Tasks:** *This is not the RFQ or contract, which will flow directly from the overall scope, yet be more specific and drafted separately*

- Prepare data, analysis, illustrations and visual/oral presentations, including:
  - Sample text and graphics that can be incorporated into materials;
  - Visualization tools for engaging public in evaluating alternatives for downtown view protection and skyline;
  - Analyze and make any recommendations for changes to downtown design and streetscape standards, and prepare illustrations that express the desired end state;
  - Other specific tasks as outlined in the RFQ
- Support staff in preparation of workshop materials and engagement of the Stakeholder Work Group

**Stakeholder Work Group:**

**Role:** Provide advice about 'realities' to staff & consultants during the public process and drafting of strategy

**Possible Tasks:** *Following are examples of possible tasks for a Stakeholder Group – tasks and level of commitment (including a set meeting schedule) will be fleshed out with input from stakeholder representatives and consultants.*

- Provide input to the staff and consultant team to bolster information and analysis
- Endorse the strategy and engage other community members
- No formal decision-making role
- This group convenes in a meeting open to the public
- *Update: To make the best use of this group's time, some stakeholder reps have suggested it may be better to convene the stakeholder group at a point in the process when this group can comment on specific strategies and actions to achieve clear desired comes. Staff will continue to confer with stakeholder reps.*

**Make-up of Stakeholder Work Group:**

- Made up of key downtown stakeholders with a high degree of respect and knowledge of downtown issues
- A maximum of 12-15 people. This group will be more effective if kept to a manageable number of people. Other cities, including Lacey and Tumwater, recommend a maximum of 15 people.
- *Update: Input received so far includes:*
  - *Group should include people who spend a lot of time downtown*
  - *Group should include employees*
  - *Group should include one person who doesn't like coming downtown due to perceived safety and parking issues*
  - *Do not limit this group to only the usual community leaders who always participate*
  - *Consider selecting individuals to serve on this group after the public process kicks off, based on those who show up and participate well with others*
- Possible representation from:
  1. Olympia Planning Commission
  2. Parking Business & Improvement Area (PBIA)
  3. Olympia Downtown Association (ODA)
  4. Downtown Neighborhood Association (DNA)
  5. Citizen selected by the Coalition of Neighborhoods
  6. Sustainable South Sound (suggested environmental group)
  7. Visitors & Convention Bureau
  8. Someone with knowledge of the homeless, shelter, low income housing system (suggestion: the Thurston County Homeless Coordinator)
  9. Key property owner
  10. A Developer
  11. A Financer
  12. A Real Estate Agent
  13. An Architect
  14. A Downtown Employee
  15. A Citizen at Large
- Selection of individuals:
  - Individuals representing established groups (i.e., #'s 1-7) will be asked to appoint their representative to the stakeholder group
  - Other individuals (i.e., #'s 8-15) will be selected by staff based on their expertise, downtown/community perspective and ability to work well with others



## **Public/Target Audiences**

**Role:** Everyone is invited to participate and share perspective, ideas and preferences throughout the process

## **Tasks - If interested:**

- Attend and comment at April Open House
- Put name on Downtown Strategy contact list to receive public notices and information
- Participate in public workshops and online
- Provide public hearing testimony to Planning Commission on any Code changes
- Host a staff presentation on the Downtown Strategy for your community group





**ATTACHMENT B – SCOPE OF WORK  
(STAFF AND CONSULTANTS)**

Staff and consultants will work together on all elements leading to formation of a Downtown Strategy, including: public engagement; evaluation and integration of the strategies and tasks outlined below; and development of an implementation schedule that lists priority actions/ initiatives for next 5-6 years, when these will be carried out and the responsible party. Boxes which indicate the consultant as lead indicate where the City needs this particular expertise from the consultant; where both boxes are checked, the City and consultants will combine expertise.

Task	Lead:	Lead:	
		Consultant	City Staff
<b>Include Urban Design Elements:</b> Apply a holistic, urban design focus to the formation of the strategy, considering how places and spaces between buildings and structures function for people as well as attract investment.		✓	
<b>Create clear visual elements</b> for the strategy that identify a desired end state, and link geography to actions, including possible identification of districts		✓	
<b>Generate Economic Strategies:</b> Identify downtown's relationship to the regional economy, the types of business/employment that might be attracted to downtown, and the fundamental needs of these market segments. Include strategies to increase business investment and activity; provide for greater diversity of employment sectors and high-wage jobs, and flexible, affordable space for entrepreneurs.		✓	✓
<b>Generate Housing Strategies:</b> Much previous work regarding downtown housing has been done. Update and analyze this information to apply to current markets and conditions. Within the context of a city-wide goal to provide diverse and affordable housing types, what types of market rate or other housing types are appropriate for downtown? What are the associated needs and what can the city do to encourage a balanced stock of appropriate housing types in downtown?		✓	✓
<b>Generate Retail Strategies:</b> Gain a better understanding of the amount and types of stores, services, dining and entertainment that downtown is likely to attract, especially with a plan for 5,000 new residents. Where should this retail be concentrated; how can retail development contribute to a high-quality pedestrian environment; how can shopper-friendly parking be provided; and how could this be marketed in order to create a more active destination/experience?		✓	



<p><b>Prioritize Street and Sidewalk Improvements:</b> Review existing conditions and information and identify actions and investments to improve streets, sidewalks, public art, landscaping/amenities, public spaces, public parking lots. Include as part of the discussion next steps for Greening Capitol Way, pavement management, bicycle corridors and continued support of PBIA and ODA Main Street efforts (clean, safe, placemaking, etc.)</p>		✓	
<p><b>Establish View Protection Standards:</b> As directed by Comprehensive Plan GL8 and policies: use visualization tools and engage the public to establish which views are protected from which observation points (related to downtown). Outcome would be a development code amendment.</p>	✓		
<p><b>Review, suggest refinements and illustrate design standards:</b> Review existing design standards and processes that apply to buildings, sites and right-of-way, and identify revisions for better alignment with vision and goals. Create illustrations that provide clarity about the desired character of the built environment downtown - applies to new construction, existing and historic structures in downtown. Outcome would be illustrations and possibly amendments to design standards in Title 18 and/or Engineering Design &amp; Development Standards (EDDS).</p>	✓		
<p><b>Consider increasing SEPA exemption levels for minor construction projects and/or establishing a SEPA urban infill exemption:</b> Identify any gaps in our environmental regulations where we have had to use SEPA in the past to address an environmental issue in downtown. Consider increasing exemption levels for minor construction projects in downtown (WAC 197-11-800(1)(c). Consider establishing an urban infill exemption for residential, mixed use or stand-alone commercial up to 65,000 sq. ft. (excluding retail) (RCW 43.21C.229). Outcome would be code changes to establish regulations for currently unaddressed environmental issues, concurrent with code change to establish increased exemption levels for and/or an urban infill exemption.</p>		✓	
<p><b>Public Engagement:</b> Facilitate a broad, open participation process that engages public/stakeholders in the evaluation of information and alternatives. This series of public ‘workshops’ should build off each other leading to formation of the Downtown Strategy. ‘Workshops’ should educate about downtown dynamics, initiate ideas for future action, and include discussion of trade-offs and priorities. The first workshop is to be held in Fall of 2015, and some may entail more than one day/evening.</p>	✓	✓	
	<p>Create graphic and text elements for presentation at workshops and online</p>	✓	✓



	Support Stakeholder Work Group meetings	✓	✓
	Support advisory boards in the process of making recommendations about potential actions or initiatives to be included in the strategy		✓
	Provide support to the Planning Commission and City Council during their final review.	✓	✓
	Finalize and print communication materials; prepare online communications		✓
	Meeting Logistics: scheduling event rooms, public notice and advertising, recruiting volunteers, etc.		✓
	<b>Coordinate with the City's CRA Process:</b> Ensure the Downtown Strategy incorporates and/or is complimentary to the on-going process to establish a Community Renewal Area (CRA) and its associated project.	✓	✓
	<b>Consult with the Port of Olympia</b> as they develop a Real Estate Development Plan, share data and seek connections to the Downtown Strategy.		✓
	<b>Participate in the State of Washington's Capitol Campus Master Plan update stakeholder workshops</b> to communicate our downtown vision and goals.		✓



# Downtown Strategy



## Communication Tools

We will use a variety of methods to inform and engage the public in the development of the Downtown Strategy.

DRAFT - 3/17/15

### Inform

- Website
- Info Sheets and maps
- Flyers, posters and displays
- Utility bill insert
- City E-Newsletter
- Social media – Facebook & Twitter
- TCTV announcements
- Street banners
- News Releases
- Media articles (hopefully)
- Email notices

### Consult

- April Open House
- Public comments
- Staff presentations for community groups
- Possible Survey (maybe Olyspeaks)

### Involve

- Public Workshops\*
- Advisory Boards
- Possible online discussion group on Olyspeaks

\* Detailed format for public meetings will be planned with consultant team. The intention is these are open and interactive opportunities to learn, share and evaluate options.

### Collaborate

- Planning Commission
- Stakeholder Group

# IAP2 Spectrum of Public Participation



	<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<b>Public participation goal</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>Promise to the public</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
<b>Example techniques</b>	<ul style="list-style-type: none"> <li>▪ Fact sheets</li> <li>▪ Web sites</li> <li>▪ Open houses</li> </ul>	<ul style="list-style-type: none"> <li>▪ Public comment</li> <li>▪ Focus groups</li> <li>▪ Surveys</li> <li>▪ Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Workshops</li> <li>▪ Deliberative polling</li> </ul>	<ul style="list-style-type: none"> <li>▪ Citizen advisory committees</li> <li>▪ Consensus-building</li> <li>▪ Participatory decision-making</li> </ul>	<ul style="list-style-type: none"> <li>▪ Citizen juries</li> <li>▪ Ballots</li> <li>▪ Delegated decision</li> </ul>



# Downtown Strategy Process



2016

**...Spring**

Public Workshops

Advisory Boards Make Recommendations for Preliminary Draft Strategy

2016

**Summer/Fall**

Olympia Planning Commission Makes Recommendation On Draft Strategy

Olympia City Council Adopts 2016-2020 Downtown Strategy

The public workshop series will be an open participation process that engages public and stakeholders in the evaluation of information and alternatives. More information about the format and scheduling coming Fall of 2015.





# Downtown Strategy Relationships



Last updated on 4/24/2015



Key

-   
Inform
-   
Consult
-   
Involve
-   
Collaborate
-   
Empower

\* Note: The Port is subject to City zoning, Capitol Campus is not.

## **DRAFT Qualifications for Downtown Strategy Consultants**

The City has developed a general framework, public participation plan and scope of work to guide the formation of a Downtown Strategy (“the scope” **attachment 1**.) The City seeks a qualified project team to carry out a variety of tasks outlined in the scope.

The same individuals represented to the City as comprising a project team during evaluation must be the same individuals who would be involved in carrying out the work. Candidate teams should have a lead individual who is responsible for being the City’s main point of contact and for coordinating all consultant efforts, including any subcontracted individuals or firms. All individuals comprising a project team, including sub-contractors, are expected to be available to communicate with City staff as needed during implementation of the project.

There is potential for this project to lead to subsequent contracts to carry out specific tasks identified by the Downtown Strategy. Thus, the City will prefer candidates who are a right fit to establish a potentially longer-term relationship.

### **The successful candidate will have...**

- Specific experience and expertise to carry out the Scope of Work (**attachment 1**)
- Substantial experience assisting other cities and downtowns similar to Olympia
- High degree of expertise in urban design
- Substantial experience with public engagement processes, and proven ability to:
  - Facilitate constructive dialogue among a diverse array of stakeholders
  - Effectively communicate actionable advice about downtown redevelopment options to public and decision makers
- Strong understanding of downtown (re)development principles
- Ability to use analytical graphics and visual analytic tools to illustrate key points and quickly generate understanding of complex concepts and frameworks
- Excellent communication skills to build rapport and trust with public, officials and staff
- Understanding of political realities



Public Input from April 29, 2015 Open House on Downtown Strategy Scope

	Input from sticky notes board: <b>What Does a Winning Process Look Like? Share Your Thoughts and Ideas:</b>
1	The CRA process should happen after the Downtown Strategy has been determined!!!
2	No CRA attempt before Downtown Plan complete.
3	Why is an "action plan" being done before a detailed downtown plan (subarea plan)?
4	Finish the Fountain Block before <u>any</u> new park investment.
5	Restore the estuary
6	Restore the Estuary Remove the Dam
7	Keep lake & Dam - we don't need another mud bay!
8	Remove the Dam Restore the natural Estuary
9	Estuary!! Remove DAM!!
10	Work with State Let lake return to natural with area developed for swimming Keep walking around lake intact If possible a slide through the natural area for kayaks - limited
11	The Isthmus should be a public space w/ amenities no more than 1 story.
12	No CRA of isthmus
13	What is removed is as important as what is added. Capitol City Ctr. Must go! (signature)
14	Waterfront Green Space Boardwalk Promenade <u>ALL</u> the way around
15	We already have enough park land in downtown. P.S. Your handout doesn't show all of it -Heritage Park -Japanese Garden
16	Remove the parking meters in the downtown CORE
17	Clean up the Artesian Well Commons so that residents who pay taxes would feel comfortable using the space rather than just the "street urchins" using it. This comment actually applies to numerous places downtown.
18	Where will the housing for 5000 people go? -How many units! -Where? -How can it be accommodated?
19	Emphasize rehabilitation rather than demolition!

Public Input from April 29, 2015 Open House on Downtown Strategy Scope

20	Focus group representing diverse stakeholder that use downtown as part of the process.
21	People getting a chance to share ideas. Please no prescribed questions, just topics to discuss.
22	Economic Honesty - What will it cost? What will we sacrifice to pay for it?
23	Doing it backwards Need a public process before City talks about "strategy"
24	Consider the lack of affordable housing - in planning process
25	must include the waterfront
26	Plenty of community involvement Stakeholders should include a lot of community and environmental groups
27	engage the displaced homeless pop. In decision-making
28	Input from all impacted parties.
29	Empower Olympia Downtown Neighborhood Assc
30	Reach out to neighborhood associations for process involvement.
31	Inform the process with good insights + lessons learned from elsewhere while building support + leadership locally
32	Protect Views, esp. to + from the Capitol.
33	Seriously prepare for a major (subduction zone) earthquake.
34	Consider -a planned action for key priority properties -expedited permitting priority properties
35	Update city ordinances to allow city purchase of poetry, music, dance, performance
36	Homeless Issue. Downtown haven area for street people to gather away from main business - area within the haven for food, clinic, social connections. Housing for homeless near downtown with no restrictions. Place for families and men/women separate as needed
37	Better waterfront zoning More public space.
38	Include veggie + fruit garden space over in dense housing areas downtown
39	Create a parkway on 4th & State Streets
40	Vacate lower used streets for ped/bike greenspace e.g. between Library + Fertile Ground
41	PEDESTRIAN STREETS WITH NO VEHICULAR ACCESS
42	Convert 5th Avenue to a ped/bike only from Capital Way to Washington
43	Rules for public conduct could help everyone - for anyone using the area
44	Enforce laws and rules for appropriate behavior downtown
45	Rules for public conduct in major business areas - Civil behavior or escorted to homeless haven area
46	Transportation is key. Slow traffic with design, bikes, + pedestrians. Two way

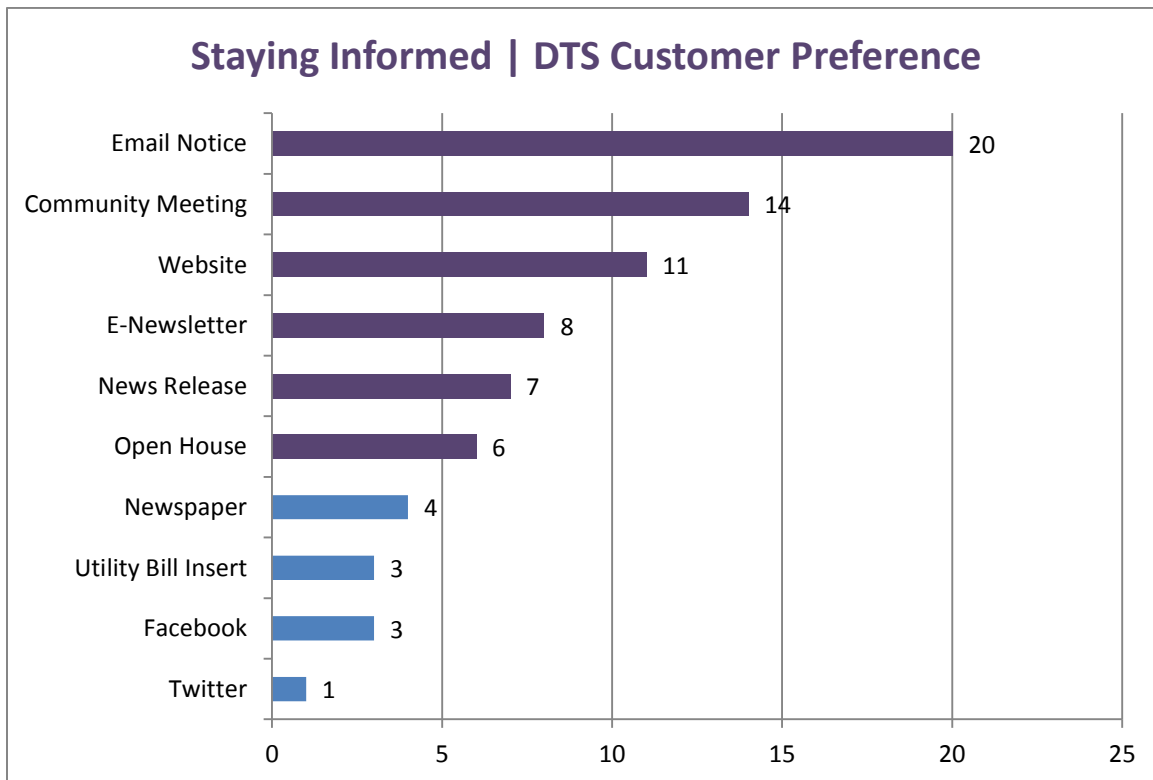
Public Input from April 29, 2015 Open House on Downtown Strategy Scope

	streets to promote commerce
47	Get rid of warp on 4th and State --- slow traffic Down
48	Make Capitol way one lane in each direction from Union to Farmers Mkt - the large modern cars & buses do not fit in the current configuration 2 lane configuration.
49	The single most important thing that would most improve the appearance of downtown Olympia would be to under-ground the utilities.
50	Work with trust to get high rise area building compatible with surrounding area. I wonder about turning the entire area trust owns into social area welcome to all.
51	Inevitable ~ must link our hopes + plans with the surrounding jurisdictions - must have a plan for that
52	Building moratorium until DT. plan is finished
53	Your zoning map needs to include height + set-back information.
54	focus on social impact (emphasis on meeting community needs)
55	Plan before implementation
56	Lots - Lots of transparency - Televisе/video of <u>all</u> meetings -
57	Final product is unclear. I would like to see a "framework master plan" that explains public expectation for sub-districts within the overall area and provides developers with a clear understanding of what project will be expected to achieve. No mention of parking and city financial incentives.
58	SEPA thresholds & restrictions? Explain more about this?
59	Please explain the interplay of the following: Comp plan, Downtown strategy, SMP, and CRA
60	Streamline Strategy/vision planning process so it is more clear what will actually <u>result in action</u>
61	The presentation was so vague that it is hard to know what is expected to happen.
62	Return Per-Capita Art Budget to ensure continuing public art acquisition and maintenance of current holdings
63	No more burned out buildings that take 8 year Plus for landlords to take Action! Get it done in reasonable Time
64	anticipate - dam removal and consider how that will advantageously benefit community
65	(Drawing of happy girl eating pizza and flying a kite?)
66	Park space for men's downtown housing <u>in addition to</u> community park space
67	Downtown has enough parks - need housing near current parks -
68	Transportation for all modes is critical to the DT strategy. Add it to the priorities
69	Transportation - al modes is key + conversation.
70	EcoDistricts Scale - Jumping

Public Input from April 29, 2015 Open House on Downtown Strategy Scope

71	The Park Dept did a 5 star public involvement Process - Hire them - they need the \$
72	Look at the Parks Planning Process. Their work is always good.
73	Disagree - process has been unfocused.
74	Include <u>all</u> downtown property owners.
75	To the degree possible, the public input opportunities should provide enough contexts so that feedback is informed by data and research and not based exclusively on feelings.
76	The <u>view issue</u> is a tool for those who want nothing to happen.

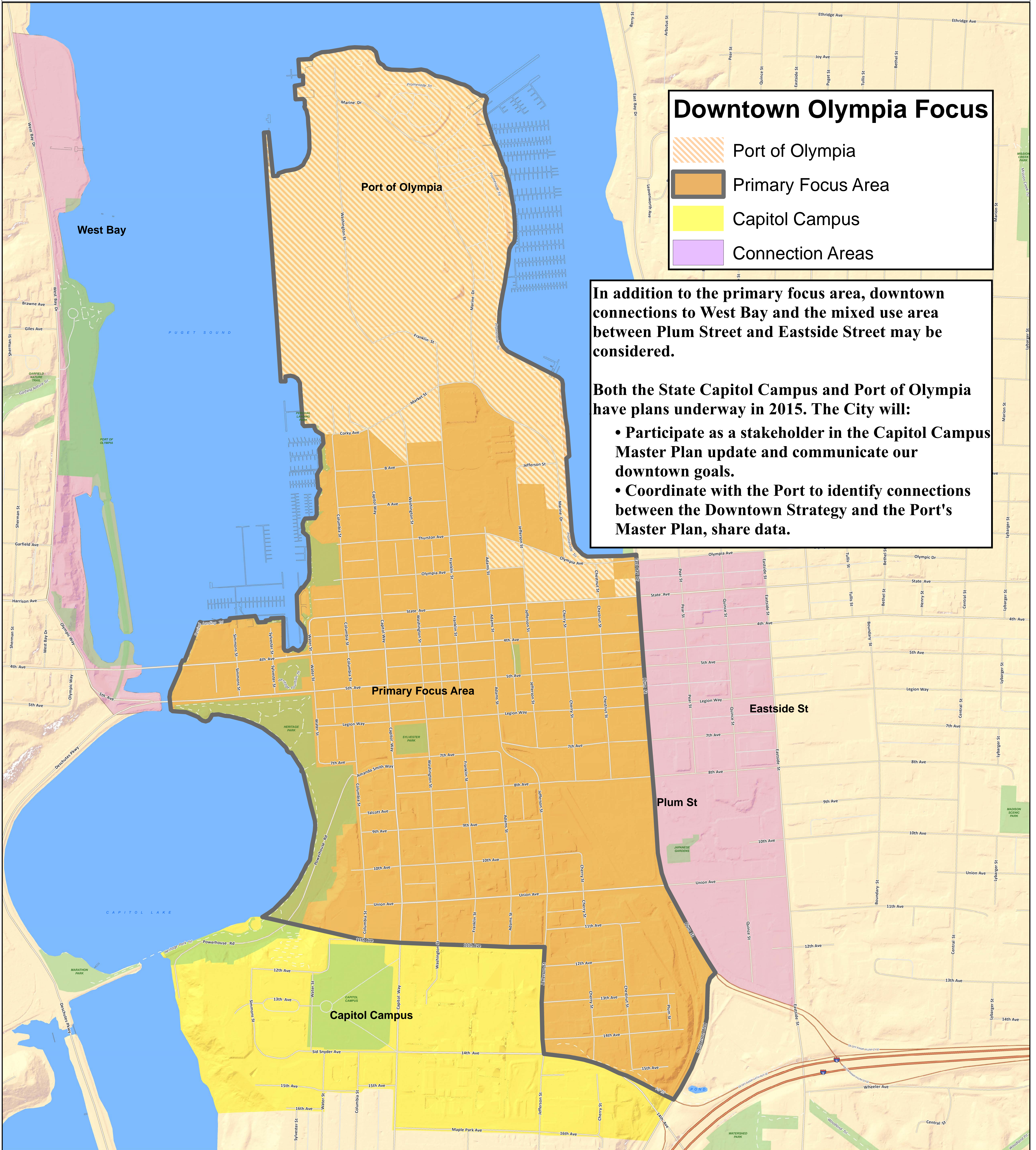
**How can we best keep you informed? – Select top three using dots on a board**





# Downtown Strategy Area

Map printed 5/7/2015



### Downtown Olympia Focus

- Port of Olympia
- Primary Focus Area
- Capitol Campus
- Connection Areas

**In addition to the primary focus area, downtown connections to West Bay and the mixed use area between Plum Street and Eastside Street may be considered.**

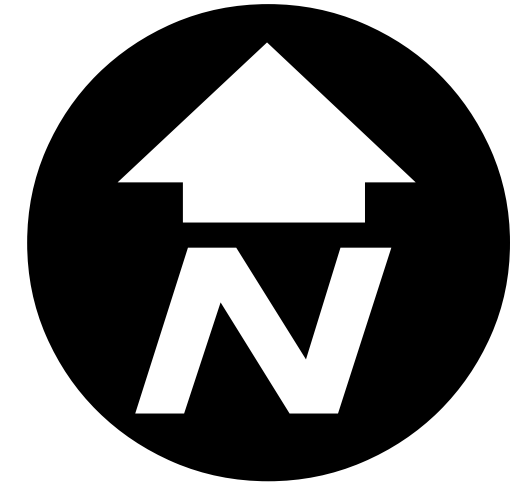
**Both the State Capitol Campus and Port of Olympia have plans underway in 2015. The City will:**

- Participate as a stakeholder in the Capitol Campus Master Plan update and communicate our downtown goals.**
- Coordinate with the Port to identify connections between the Downtown Strategy and the Port's Master Plan, share data.**



Map created 5/7/2015 by City of Olympia  
 Community Planning & Development  
 For questions contact Amy Buckler, Senior Planner  
 (360) 570-5847

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





## Other Issues, Plans and Potential Actions Related to Downtown

There are many important issues related to downtown, but we cannot decide everything within the process of developing a Downtown Strategy (DTS). Issues addressed through a separate planning or program effort will not be at the center of discussion and decision-making for the DTS. However, how these issues relate to Downtown Strategy topics may be considered.

TOPIC	NOTES
1 to 2 way couplets	An idea to change 4th and State Aves from 1-way to 2-way streets has been brought up. Initial steps would be to scope and then complete a transportation analysis to identify impacts on downtown & the regional transportation network - not budgeted at this time. Study could potentially be an initiative for 2017-2020, although best done in conjunction with next Comprehensive Plan update.
Artist Housing	The Olympia ArtSpace Alliance has moved into the second phase of steps to build affordable apartments designed for artists and their families to live and work downtown. In the future, project could be considered for an Action Plan Partnership.
Colleges – establishing a presence downtown	As encouraged by the Comp Plan, this could potentially be the subject of an out-year initiative.
State Capitol Master Plan Update (through 2015)	City has no decision authority here. City's role is prescribed by the State and includes staff involvement in workgroup discussions to occur outside of this process. We will communicate our downtown goals.
Community Renewal Area (CRA) Opportunities	A CRA is being addressed by City Council & CERC Committee as part of a parallel, complimentary process. CRA and DTS will inform each other. (i.e., a CRA development pro forma may inform what we know about development potential in DT, and strategic priorities identified in the DTS may inform a CRA development agreement.)
Downtown Project	During 2015, resources of the City's Downtown Project will be mainly devoted to developing the Downtown Strategy and a few other items, with staff support continuing for the ODA Main Street Program and PBI. The DTS will inform future Downtown Project Work Plans.
Earthquakes/Liquefaction	Downtown's susceptibility to liquefaction is well documented and new building within this area must be designed to address the potential impacts of liquefaction during earthquakes. Unreinforced masonry buildings built before the advent of building codes are very susceptible to damage from earthquakes and are required to be seismically upgraded as they undergo change of use or substantial renovations. This will be described in the existing conditions report.
Homelessness/ Street Dependency	Since this issue cannot be solved by the Downtown Strategy, it is not a focus, but the effects of street dependency on DT will be considered when discussing topics of focus in the DTS. A regional response to homelessness is addressed in the Regional Consolidated Plan.
Isthmus Visioning	Some councilmembers have expressed interest in engaging the public in further discussion about a vision for the isthmus. Since the DTS contains elements that could inform possibilities for the isthmus (i.e., view protection standards) it would be logical for this visioning to occur after the DTS is complete, possibly as an out year initiative.

Landscaped Gateways	Specially landscaped entry/exit corridors to downtown are described in the Comprehensive Plan, and may be considered when prioritizing public space enhancements during strategy development.
Main Street Program, Olympia Downtown Assoc.	Program will be described, and later initiatives may guide how the Downtown Project will continue to support Main Street.
Parking Management Strategy	The City completed most objectives of its previous downtown parking strategy, and an update is being scoped in 2015-2016. Priorities set by the DTS will inform the Parking Strategy update.
Parking & Business Improvement Area (PBIA)	PBIA efforts will be described, and later initiatives may guide how the Downtown Project will continue to support these.
Parks, Downtown	Being addressed through Parks Master Plan update in 2015-16. The DTS will not involve parks.
Percival Landing	Being addressed through Parks Master Plan update in 2015-16, with funding options also being discussed by Council.
Port of Olympia Real Estate Development Plan (occurring 2015-16)	The Port's development activities must be consistent with City zoning and Shoreline regulations, but City has no decision-making authority over their plan. Port and City staff have ID possible opportunities to share in collection and analysis of data as it relates to both the Port's Real Estate Development Plan and the DTS. Staff will continue to seek avenues for shared communication and info – to be considered by City Council and Port Commission.
Safety	Issue will be considered throughout, including crime prevention thru design. The walking patrol and other safety issues will be described.
Sea Level Rise	Being addressed through a separate, ongoing program and strategic planning effort - will be described.
Shoreline/ Waterfront	Policies and regulations for land within 200' of ordinary high watermark are in the Shoreline Master Program. Waterfront parks and trails will be addressed through Parks Plan update. The value of the waterfront to downtown will be considered throughout process.
Soil Contamination	Comp Plan directs City to identify potential tools, partnerships and resources that can be used to create more economic certainty for developments by better characterizing contamination where doing so fulfills a public purpose. The Community Renewal Area (CRA) is one such tool. Other tools/actions may arise during strategy development.
Stormwater/ Sewer Infrastructure	Being addressed through Stormwater Master Plan in 2016.
Sustainable Thurston	Implementing our Comp Plan goals to create a compact, transit-oriented downtown is vital to this regional sustainability plan.
Thurston Co. Courthouse	One of the areas being looked at for a new courthouse is downtown. We will follow this decision-making process, but it is separate from the DTS process.
Thurston Thrives	This County-wide health collaboration initiative is a separate process, and includes goals common to our downtown goals.
Transit	Addressed through regional transportation planning and Intercity Transit Strategic Plan – how transit needs factor into redevelopment in downtown will be considered as part of DTS topics.

Home » Community » Downtown » Downtown Strategy

# Olympia's Downtown Strategy

### Featured Links

- [Community Renewal Area \(CRA\)](#)
- [Action Plan](#)
- [Grow Olympia Fund](#)

### Navigation

- [About Olympia](#)
- [Downtown Project](#)
- [Maps](#)
- [Parks, Arts & Recreation](#)
- [Regional Links](#)
- [Getting Around](#)
- [Visiting the Capitol](#)

feedback

## Next Steps in Process

Thank you to everyone who attended the Open House on Wednesday April 29. Next steps include...

- May 19th:** [City Council](#) decision on scope; meeting held at City Hall, meeting starts at 7 pm.
- May 21st:** Land Use and Environment Committee RFQ for consultant, May 21, 2015 5:30 pm at City Hall.

### April 29. Open House Material

Below is the material presented at the Open House on Wednesday, April 29th. Handouts are listed as one packet **and** individually. If you have questions feel free to contact us at [DTS@ci.olympia.wa.us](mailto:DTS@ci.olympia.wa.us)

- [Downtown Strategy Guiding Principles](#)
- [Downtown Strategy Process](#)
- [Downtown Strategy Relationship to Other Plans](#)
- [Downtown Strategy Area - Map](#)
- [Downtown Strategy Vision](#)
- [Downtown Strategy. Other Issues, Plans and Potential Actions Related to Downtown](#)
- [Complete Packet of All the Above](#)
- [Downtown Informational Sheets, History, Public Spaces etc](#)

## Connecting Places & Spaces

Olympia's Downtown Strategy will identify actions our community will take over a 5-6 year period that will have the greatest strategic impact toward implementing our downtown vision.

The Downtown Strategy will be developed through an open and inclusive public process that will bring people together to learn about downtown issues, share ideas and evaluate trade-offs. The public process to develop the strategy will begin fall 2015, and take up to a year to complete.

[Our Community's Vision for Downtown](#)

### Downtown will be:

- Home to 5,000 new residents by 2035
- The social, cultural and economic center of the region
- An attractive and sustainable place to live, work and play
- A mix of office, retail and residential uses
- Full of public art, significant landscaping and public spaces
- A pedestrian and bicycle friendly environment
- Protected from the effects of sea level rise



## Downtown Strategy Focus

The focus of the Downtown Strategy is to identify priority actions that will foster a rich

**Action Plan**  
 MAKING A DIFFERENCE  
 BY TAKING ACTION  
 GET INVOLVED

**CRA**  
 OLYMPIA'S COMMUNITY  
 RENEWAL AREA  
 PROGRAM

**New**  
 FINANCING OPTIONS  
 FOR SMALL  
 BUSINESSES

**City Calendar**

- 05/15** - 09:30 a.m.  
[Volunteer Work Party](#)
- 05/16** - 09:00 a.m.  
[Special City Council Meeting](#)
- 05/16** - 10:00 a.m.  
[Volunteer Work Party](#)
- 05/18** - 6:30 p.m.  
[Olympia Planning Commission Regular Commission Meeting](#)
- 05/19** - 08:30 a.m.  
[CANCEL - Civil Service Commission Meeting](#)

→ [View full calendar...](#)

**City Updates**

**OLYMPIA'S ACTION PLAN.** We need your help prioritizing our Actions so we can make the community's 20-year vision for Olympia a reality. Take the new Action Plan survey now on OlySpeaks. [Speak Now...](#)

**CRA OPEN HOUSE.** The CRA (Community Renewal Area) is having an Open House on May 16, 2015. Learn about the process, provide feedback, and watch government in action. [Learn more...](#)

**BIKE PARKING.** Looking for a place to park your bike downtown? Check our online [bike parking map](#) for possible locations.

**OLYMPIA'S WATER QUALITY.** The 2015 Water Quality Report is now available. [More...](#)

**VISITING THE STATE CAPITOL?** Information about [parking and more...](#)

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

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



diversity of places and spaces to support the people who live, work and play in downtown Olympia. We will do this by:

- **Reduce development and uncertainties:** Clarify the type and character of development desired, and create a predictable path to get there
- **Encourage private investment:** Make use of available tools to stimulate private development of housing, business and job opportunities, and rehabilitate the built environment where needed
- **Enhance public spaces:** Enrich the downtown experience with safe and beautiful streets, sidewalks and alleys; public art; greenery; lighting; pedestrian and bike friendly amenities
- **Preserve unique qualities:** Protect and strengthen downtown's natural and historic environment

### What's Happening Downtown?

Do you belong to a community group that is interested in learning more about the downtown strategy? City staff is on a road show, and happy to provide a presentation to your group. To schedule, contact Amy Buckler at the info below.

### More Information & Resources

- PDF of "[Excerpts on Downtown from the Comprehensive Plan](#)"
- Planning Commission Videos - Special Briefings about Downtown

[Transportation & Innovation](#) 

[Tacoma's Waterfront Redevelopment & the Issue of Site Contamination](#) 

- [Timeline of Downtown Planning History](#)

### Questions?

Contact Amy Buckler, Senior Planner at **360.570.5847** or [dts@ci.olympia.wa.us](mailto:dts@ci.olympia.wa.us)

[back to top...](#)

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## City Council

### Approval to Schedule a Public Hearing on the Community Development Block Grant Draft Program Year 2015 Action Plan

**Agenda Date:** 5/19/2015  
**Agenda Item Number:** 6.C  
**File Number:** 15-0429

---

**Type:** decision **Version:** 2 **Status:** Other Business

---

#### **Title**

Approval to Schedule a Public Hearing on the Community Development Block Grant Draft Program Year 2015 Action Plan

#### **Recommended Action**

##### **City Manager Recommendation:**

Move to direct staff to schedule a thirty-day public comment period, including a public hearing, on the draft Program Year 2015 (PY2105) Community Development Block Grant (CDBG) Action Plan reflected in Attachment 2, with the following changes from the initial proposal from General Government Committee:

1. Approve the Grow Olympia Fund small business loan fund, as described in Attachment 5 as an alternative to the ADA curb-cut project.
2. Remove the policy language from the draft Action Plan.

#### **Report**

##### **Issue:**

What do you wish to submit to the community for public hearing and comment?

##### **Staff Contact:**

Leonard Bauer, CPD Deputy Director, Community Planning & Development, 360.753.8206

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

Anna Schlecht, Housing Program Manager  
Leonard Bauer, CPD Deputy Director

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

The City of Olympia receives federal CDBG funds from the Department of Housing and Urban Development (HUD). According to the HUD website, the CDBG Program provides federal funds to "develop viable communities by providing decent housing, a suitable living environment and opportunities to expand economic opportunities, principally for low- and moderate-income persons." The City maintains a five-year consolidated plan that outlines the priorities for CDBG grant funding. Each year, the City re-evaluates the plan to reflect the needs of the community, and adopts its Action

Plan for that year. The PY2015 CDBG Action Plan will cover the period of September 1, 2015 - August 31, 2016. At its February 25 meeting, the Committee accepted the schedule in Attachment 1 for City Council consideration of the PY 2015 CDBG Action Plan.

The City has identified the following strategies, in priority order, for both the five-year Consolidated Plan and the Action Plan for Program Year 2015.

1. Economic Development
2. Housing Rehabilitation
3. Land Acquisition
4. Public Facilities and Improvements
5. Public Services.

The Consolidated Plan defines the priority goal, Economic Development, as a range of activities that provide economic opportunity and support the creation of jobs, principally for low- and moderate-income people.

**Action Plan Funding Availability:**

There are two basic sources of Community Development Block Grant funds:

***Annual Entitlement Grants:*** The City receives annual grants from HUD for its CDBG Program. The funds must be used in accordance with detailed regulations to benefit low- and moderate-income households or aid in the elimination of slum or blighted conditions. HUD estimates the City's PY 2015 grant award will be \$338,265.

***Program Income:*** In past years, a significant portion of CDBG funding was distributed by the City in the form of housing rehabilitation loans. These loans are repaid to the City according to the loan terms and reused for other CDBG-eligible projects that benefit low- and moderate-income households. These repaid CDBG funds are called "Program Income". When Program Income is, in turn, reinvested in additional loan programs (aka revolving loan programs), it will continue to be repaid as Program Income in future years. However, when it is then used for one-time projects rather than revolving loan programs, future years' Program Income decreases.

Since PY 2009, Olympia's annual Program Income has ranged from \$105,000 to \$201,000. At this time, staff projects PY 2015 Program Income will be approximately \$120,000. Based on this projection, the total amount of federal funding available for the PY 2015 CDBG Action Plan would be \$458,265.

**General Government Committee Recommendation: PY 2015 CDBG Action Plan**

The Council referred to General Government Committee consideration of options for CDBG-funded economic activities for Program Year 2015 (September 1, 2015 - August 31, 2016). The Committee considered a number of options for PY 2015 activities and recommends the activities shown in the attached Draft CDBG PY2015 Action Plan (Attachment 2). A citizen's summary of the Draft Action Plan is provided in Attachment 3. Details about the ADA Accessibility priority discussed by General Government Committee is in Attachment 4.

The Committee also considered options to carry out the Olympia Comprehensive Plan Policy PL16.4:

“Disperse low and moderate-income and special needs housing throughout the urban area.”  
*(Note: Other housing policies are included under Comprehensive Plan goals PL 16, and PS 5-9. Also note that the Federal Fair Housing Act prevents actions that make a residence unavailable to a person because of race, color, national origin, religion, sex, familial status, or disability (42 U.S.C., Sections 3601-3631)).*

The Committee recommends including the follow policy language into the consolidated plan to implement the Olympia Comprehensive Plan housing policies:

- a. The City of Olympia will work with its regional partners to geographically diversify housing and services for vulnerable populations.
- b. Criteria for awarding public funding for housing and social services should include consideration of the proposal's location, prioritizing projects in currently under-served areas.

### **City Council Discussion May 5, 2015**

At its May 5 meeting, the City Council discussed the General Government Committee's recommendation. Following discussion, the Council directed staff to bring back options at the May 19 Council meeting on these alternatives:

1. Develop an alternative to the ADA Curb-cut project that would instead add funding to the Grow Olympia Fund (small business loan fund).
2. Remove the policy language from the draft Action Plan that was recommended by the Committee.

A Grow Olympia Fund option is described in Attachment 5 to replace the ADA curb-cut project.

### **CDBG PY2015 Action Plan Timeline and Process:**

The remaining timeline to develop the PY 2015 Annual Action Plan includes the following steps:

The City will receive public comments on the proposed Program Year 2015 Annual Action Plan from citizens during the 30-day public comment period running from May 22 to June 22, 2015, which features a public hearing on June 2, 2015.

Council approval and submission of PY 2015 Annual Action Plan is scheduled for July 7<sup>th</sup>.

The CDBG Annual Cycle is illustrated in Attachment 1.

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

The PY 2015 CDBG Annual Action Plan is a city-wide document that is of interest to the entire community. All registered neighborhood associations and business associations will receive notices of the public comment period on the Draft Action Plan.

### **Options:**

1. Move to direct staff to schedule a thirty-day public comment period, including a public hearing, on the draft PY2105 CDBG Action Plan.
2. Direct staff to modify the draft PY2015 CDBG Action Plan, and to schedule a thirty-day public comment period, including a public hearing.

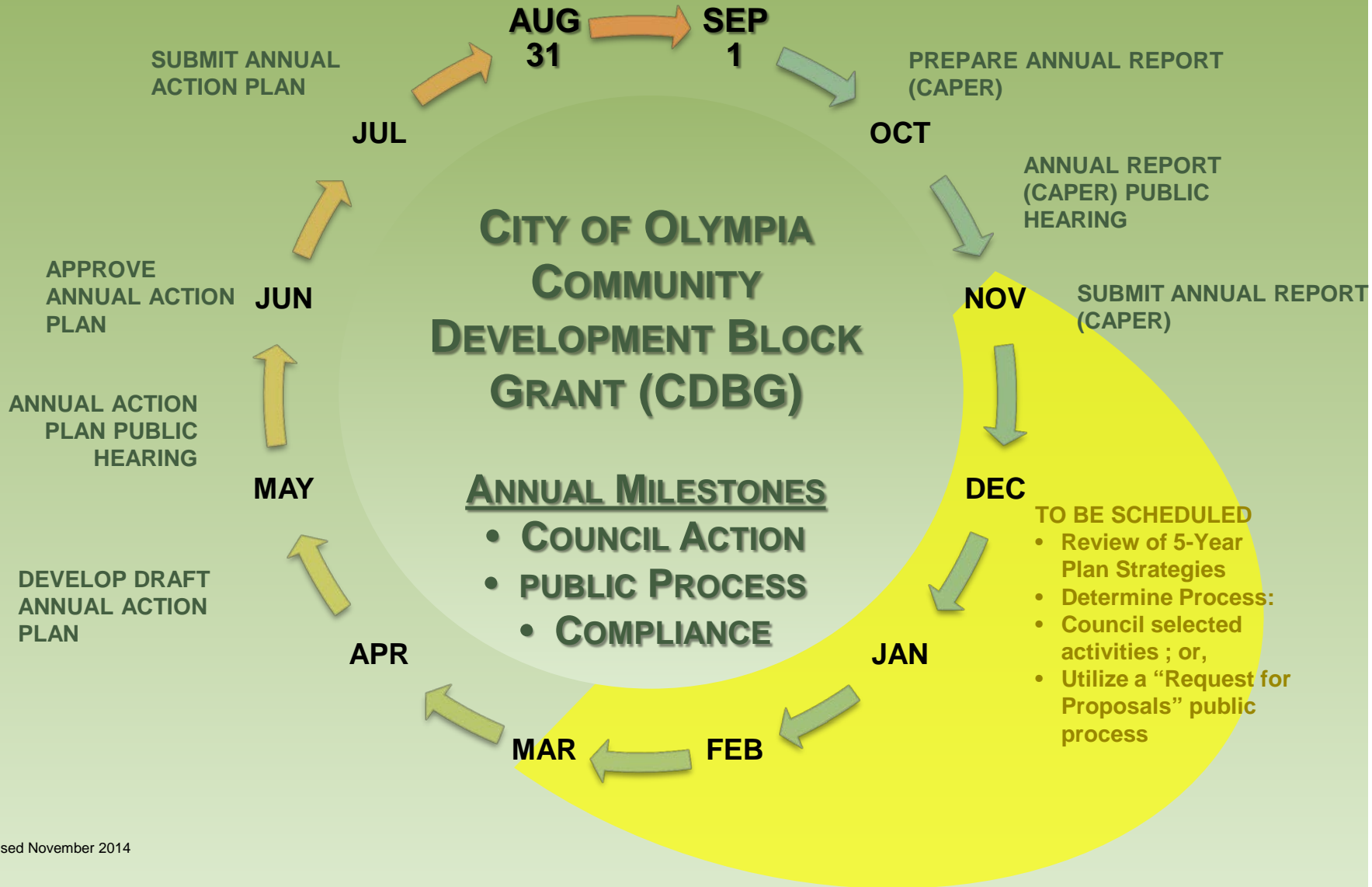
### **Financial Impact:**

HUD estimates the City's PY 2015 grant award will be \$338,265. The City also anticipates receiving an estimated \$120,000 in CDBG program income, for a total of \$458,265 in CDBG funding for PY 2015 (September 1, 2015 - August 31, 2016).

# OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

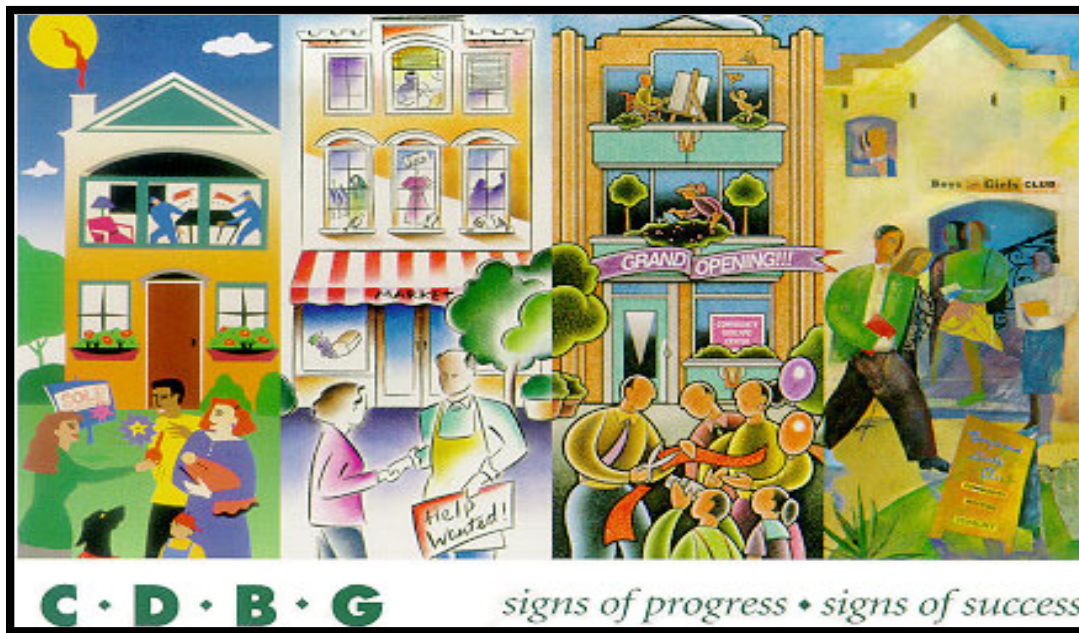
PROGRAM YEAR STARTS





## DRAFT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PROGRAM YEAR 2015 ACTION PLAN

### ***PRIORITY STRATEGY: ECONOMIC DEVELOPMENT***



#### **OLYMPIA CITY COUNCIL**

- Position 1 **Stephen H. Buxbaum, Mayor**
- Position 2 **Steve Langer**
- Position 3 **Nathaniel Jones, Mayor Pro Tem**
- Position 4 **Cheryl Selby**
- Position 5 **Julie Hankins**
- Position 6 **Jeannine Roe**
- Position 7 **Jim Cooper**

#### **CITY OF OLYMPIA STAFF**

- Community Planning & Development Department**
- Director **Keith Stahley**
- Deputy Director **Leonard Bauer**
- Business Manager **Karen Kenneson**
- Housing Program Manager **Anna Schlecht**
- Housing Program Assistant **Susan Lodholm**

**To request a copy of this publication** in an alternative format, please contact **Susan Lodholm** at 360.753.8436 or via email at [slodholm@ci.olympia.wa.us](mailto:slodholm@ci.olympia.wa.us).

**For more information on the Olympia CDBG Program:**

M. Anna Schlecht | Olympia Housing Program Manager | [aschlecht@ci.olympia.wa.us](mailto:aschlecht@ci.olympia.wa.us) | 360.753.8183

## Citizen Summary

### Program Year 2015 Community Development Block Grant Annual Action Plan *FOCUS: Economic Development and Downtown Renewal*

#### OVERVIEW

The federal Community Development Block Grant (CDBG) Program, administered by the Department of Housing and Urban Development (HUD), is a flexible program intended to develop viable urban communities by providing: 1) decent housing; 2) suitable living environment; and 3) expanding economic opportunities, principally for low- and moderate-income people.

The City of Olympia proposes to use federal CDBG funding in concert with other City-funded activities to continue to support economic development with a particular focus on the downtown core. Following is a four-page "Citizen's Summary" with key information from the **Olympia Community Development Block Grant Program Year (PY) 2015 Annual Action Plan**, which runs from September 1, 2015 - August 31, 2016.

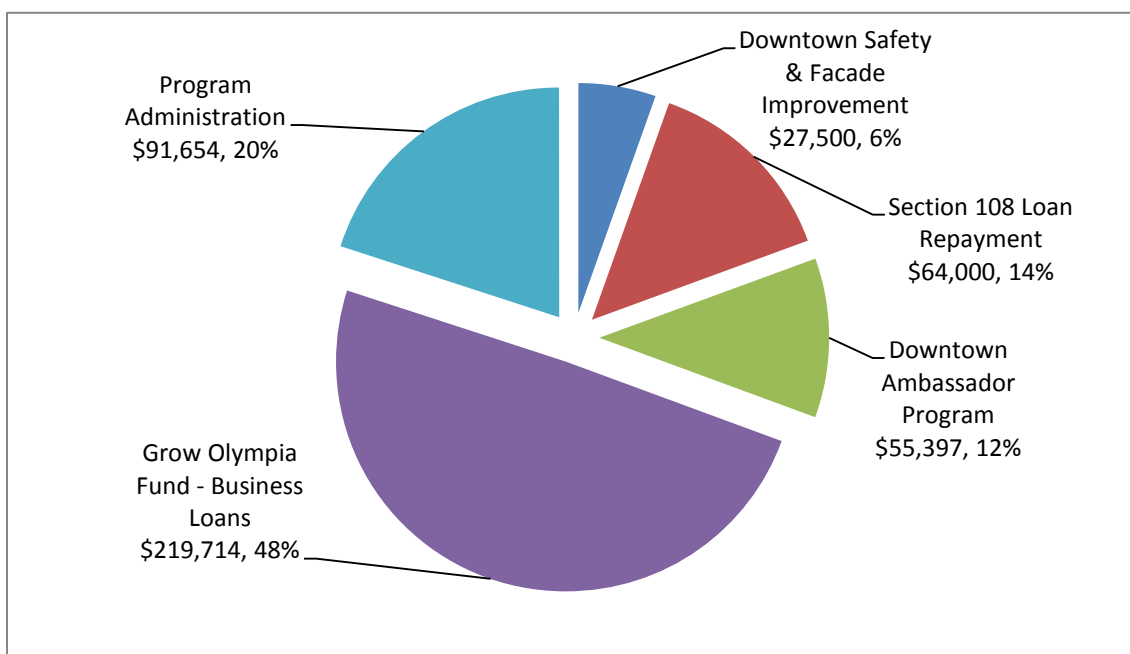
#### PROPOSED CDBG-FUNDED ACTIVITIES

The following activities will receive funding during the PY 2014 Program Year:

\$27,500*	Downtown Safety & Façade Improvement Pilot Project
\$64,000	Repayment of CDBG Section 108 Loan
\$55,397*	Downtown Ambassador Program
\$219,714*	Grow Olympia Fund-Business Loans
<u>\$91,654</u>	<u>Program Administration</u>
<b>\$458,265</b>	<b>TOTAL PROPOSED PY 2015 CDBG FUNDING</b>

\* Includes estimated 10% "Activity Delivery Costs" (ADC) necessary for managing these programs

#### PROPOSED PY 2015 CDBG FUNDING BY PERCENTAGE





## PUBLIC COMMENT

The public comment period runs from May 22 through June 22, 2015, offering the following options:

- **Written comments** care of the Olympia City Council, 601 4<sup>th</sup> Ave E, Olympia, WA 98501
- **Emails** via [councilmembers@ci.olympia.wa.us](mailto:councilmembers@ci.olympia.wa.us),
- **Phone calls** to the City Council at 360-753-8244
- **Public hearing** - 7 pm, Tuesday June 2nd at Olympia City Hall.

## ANTICIPATED RESOURCES

The City anticipates the following financial resources:

\$338,265	New CDBG entitlement funds will be allocated to Olympia for PY 2015
<u>\$120,000</u>	<u>Anticipated Program Income</u>
<b>\$458,265</b>	<b>Total anticipated resources</b> for the PY 2015 CDBG Program

## OTHER RESOURCES

In calendar year 2015, the City of Olympia also allocated \$77,568 from the general fund to address emergency shelter, transitional housing, daycare, homeless outreach, and other anti-poverty program through the Community Investment Program (CIP) in partnership with the cities of Lacey and Tumwater and Thurston County.

### Federal Regulatory Caps on CDBG Expenditures

The federal CDBG Program operates with a number of regulatory caps intended to balance the use of funds. Following are three key regulatory caps affecting the Olympia CDBG Program:

**Social Services Cap:** Federal CDBG regulations require a 15% cap on social services spending, calculated by adding the prior program year's actual program income received to the current program year's grant award. For PY 2015 the following calculation summarizes social services spending:

\$338,265	PY 2015 Annual CDBG Award
\$120,000	Estimated PY 2014 program income ( <i>revised from original 5-Year Consolidated Plan Estimate</i> )
<u>\$458,265</u>	<b>Total CDBG funds for Social Service cap calculation</b>
	<i>Potential 15% maximum available for social service allocations = \$68,740</i>
<b>\$55,597</b>	<b>12% Proposed Social Services Allocations (<i>Downtown Ambassador Program</i>)</b>

**Administration Costs Cap:** CDBG regulations provide for up to 20% general administrative costs. Following is a breakdown of these recommended categories of expenditures:

\$366,611	CDBG Activities ( <i>identified above</i> )
\$ 91,654	General Administration – 20% of total funds ( <i>regulatory cap = 20%</i> )
<u>\$ 0</u>	<u>Direct Service Delivery Expenses (<i>no funds allocated</i>)</u>
<b>\$458,265</b>	<b>Total PY 2015 Projected Expenditures</b>

**70% Benefit to Low and Moderate Income People:** CDBG is intended to primarily benefit low- and moderate-income people, defined as people with incomes less than 80% of Thurston County’s median family income. This includes people who are presumed eligible because they are severely disabled, homeless, along with others. This 70% benefit ratio is determined over the City’s three-year certification period. The following chart presents the PY 2015 benefit ratio calculated to be 92%, which will be aggregated over a three-year certification period:

### **70% Benefit to Low and Moderate Income People**

<b>Activity</b>	<b>Low &amp; Mod Beneficiary</b>	<b>Funding Level</b>	<b>% LMI Benefit</b>
Debt-Service of Section 108 Loan – Alley Lighting & ADA Curb Cuts	N/A	\$64,000 Repayment of \$325,000 project funded by CDBG Section 108	<i>Excluded from ratio</i>
Downtown Ambassador Program	Yes - homeless and mentally ill	\$55,397	18% - Yes
CPTED* Safety Program	Mixed	\$27,500 (20% of project benefit LMI)	2% - Yes
Grow Olympia Fund-Business Loans	Low to moderate income job creation (LMI)	\$219,714	73% - Yes
Program Administration	N/A	\$91,654	<i>Excluded from ratio</i>
<b>TOTAL</b>		\$458,265 Total amount <b>\$302,611 Subject to ratio</b>	92% Benefit to Low and Moderate Income People

### **Geographic Distribution**

The City of Olympia will direct 100% of CDBG funds to projects and programs benefiting those with low- to moderate-incomes (LMI) and to economic development projects. All projects benefiting geographical areas will be located in designated low- to moderate-income areas.

**For more information on the Olympia CDBG Program:**

M. Anna Schlecht | Olympia Housing Program Manager | [aschlecht@ci.olympia.wa.us](mailto:aschlecht@ci.olympia.wa.us) | 360.753.8183

## Executive Summary

### AP-05 Executive Summary - 91.200(c), 91.220(b)

#### 1. Introduction

### **Summary of Proposed PY 2015 CDBG Activities and Fund Allocation**

#### *Priority Strategy: Economic Development*

The City's CDBG Program Annual Action Plan features a range of activities, each intended to directly or indirectly promote economic development—the primary City of Olympia strategy identified in the Consolidated Plan. The specific PY 2015 activities are identified as follows:

#### **1. Economic Development Direct Economic Development Assistance** (*Defined as direct assistance to businesses*)

##### **\$27,500\* Downtown Safety & Façade Improvement Program**

The City will use “Crime Prevention through Environmental Design” (CPTED) to identify and prioritize projects that will increase safety and economic vitality downtown. Funding will be made available as loans to private property owners for projects that involve: (1) Downtown Safety Loans (i.e., security lighting, gates, or related improvements); or (2) Façade Improvement Loans that restore highly visible storefronts in the downtown core.

#### **2. Public Facilities Indirect Economic Development Assistance** (*Defined as activities that improve the business environment*)

##### **\$64,000 Repayment to CDBG Section 108 Loan**

Second of five repayments on the Section 108 loan guarantee funded “**Downtown Safety Project**” to provide alley lighting for up to 13 alleys in specific locations and ADA sidewalk- accessible improvements to improve pedestrian accessibility.

##### **\$219,714\* Grow Olympia Fund – Business Loans**

Provide additional loan funds to the “Grow Olympia Fund”. The small business loan program to be administered via contract with the National Development Council and in partnership with the “Grow American Fund,” the Thurston Economic Development Council (EDC), the Thurston County Chamber of Commerce, and the Olympia Downtown Association (ODA).

This program will be designed to complement existing tools; i.e., technical assistance, business training, and business coordination programs provided by EDC, ODA, and Enterprise for Equity, and the incubator program of the Thurston County Chamber.

**3. Social Services Indirect Economic Development Assistance** (*Defined as activities that improve the business environment*)

**\$55,397\* Downtown Ambassador Program – Capital Recovery Center**

This program serves as a link between downtown businesses and social services by providing street outreach, referrals, and other assistance to homeless, street-dependent, and mentally ill individuals in the downtown core. Capital Recovery Center is a nonprofit mental health service provider.

**4. Planning and Administrative Costs**

**\$91,654** Staffing costs to administer the CDBG Program, also known as “general administration”.

\* Includes estimated 10% Activity Delivery Costs (ADC) necessary for managing these programs

For more information about approved strategies, please see the [Citizen’s Summary](#) and Part I of the [2013-2017 Consolidated Plan](#), available on the City’s website.

**2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

**HUD Table #1--Proposed Awards by Recipient and Project**

The following chart places each of the PY 2015 proposed activities within the framework of the CDBG Five-Year Consolidated Plan:

**Table 1. Proposed PY 2015 Awards by Recipient and Project**

Recipient	Project/ Activity	Outcomes	Strategic Goal(s) Met	HUD CDBG Objective(s) Met	Proposed PY 2015 Award
City of Olympia	Debt Service-Section 108 Downtown Improvements Project	Partial repayment of Section 108 loan, which funds the installation of lighting in approximately 13 alleys and 1 key sidewalk accessibility project	Public Facilities Improvements	15% - Low/Mod Area (LMA) 85% - Low/Mod Limited Clientele (LMC)	\$ 64,000
Capital Recovery Center	Downtown Ambassador Program	Citizen contacts with up to 150 homeless and mentally ill people	Homeless Continuum of Care	Low and moderate income benefit (LMI)	\$55,397**
Assorted Downtown Buildings	Safety & Façade Improvements Pilot Project (CPTED)*	Economic Development	Economic Development	Rehab: Publically or Privately owned commercial/industrial in a predominantly low/moderate-income residential area (LMA)	\$27,500**
City of Olympia	Grow Olympia Fund – Business Loans	Economic Development	Economic Development	Low and moderate income job creation (LMI)	\$219,714**
City of Olympia	Planning & Administrative Costs -15% of total funds	Administration of a compliant program	CDBG Program Administration	N/A	\$91,654
<b>Total:</b>					<b>\$458,265</b>
* <i>Crime Prevention Through Environmental Design (CPTED)</i>					
** <i>Includes estimated 10% Activity Delivery Costs (ADC) necessary for managing these programs</i>					

### 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

#### **Evaluation of Past Performance – Program Year 2014**

In PY 2014 (September 1, 2014-August 31, 2015) the Olympia CDBG Program allocated a total of \$642,375 for housing and community development activities during the second year of the five-year 2013-2017 Consolidated Plan. The following activities were funded:

- **Public Services** – Eight percent (8%) of funds (\$51,270) provided public services through the **Capital Recovery Center Ambassador Program** with a goal to provide street outreach and referrals for up to 156 street-dependent and homeless citizens. (Please note: to date, 363 people have been served).
- **Public Facilities** – Up to twenty-four percent (24%) of funds, or \$151,050, (indexed by the actual receipt of Program Income) was allocated for a public facilities project intended to demolish a derelict building and eliminate urban blight. (This amount includes a \$25,650 repayment to this project from funds borrowed during PY 2013 for the Downtown Ambassador Program.)
- **Small Business Revolving Loan Fund Pilot Project** – Thirty-nine percent (39%), or \$250,000, was used to fund the administration of the Grow Olympia Fund, managed by the National Development Council (NDC) to fund business retention and expansion projects that would create jobs for low- and moderate-income people. (No loans have been closed at the time of this report.)
- **Safety & Façade Improvements Pilot Project** – Four percent (4%), or \$25,000, was dedicated to fund projects defined as “Crime Prevention through Environmental Design (CPTED) for work including safety lighting, alcove gates, and façade improvements. (Please note: projects will ultimately be defined as business loans or community center projects.) (One of four loans is closed as of the time of this report.)
- **Debt Service: Section 108 Funded Downtown Improvements Project** – Ten percent (10%), or \$64,000, was allocated to repay a CDBG Section 108 loan for a Public Facilities Downtown Safety Improvement project to provide alley lighting for public safety and ADA curb cuts for wheelchair accessibility in key areas of the downtown core.
- **Planning and Administrative Costs** – A total of sixteen percent (16%) of the funds (\$100,000) was allocated for program administrative costs (PAC), also known as general administrative costs of running the CDBG Program.

**More information** about Olympia’s CDBG Program can be found in the [2013 – 2017 Joint City-County Consolidated Plan](#). More specific information on the current PY 2014 accomplishments will be provided in the PY 2014 Consolidated Annual Performance and Evaluation Report to be released October 2015.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

##### **Citizen Participation and Consultation Process**

Participation from citizens, agencies, advocacy groups, nonprofit organizations, faith communities, businesses, and others concerned with housing, homelessness, and community development in the City of Olympia were encouraged throughout the CDBG planning process. Highlights of the process of developing the PY 2015 Annual Action Plan include:

- Council public discussions of PY 2015 CDBG Program Annual Action strategies and review of recommendations for funding during Council meetings held between November 2014 and January 2015.
- Council General Government Committee’s discussions on CDBG strategies and specific activities to be recommended for funding in their March and April 2015 meetings.
- Council review of existing data on affordable housing, homelessness, and community development needs.
- Coordination of countywide efforts to address homelessness, including the January 2015 Point-in-Time count.
- Participation in monthly meetings of the Thurston County HOME Consortium.
- Coordination of the monthly Thurston County Housing Task Force, which facilitates countywide efforts to address affordable housing and homelessness and to enhance service delivery to homeless and low-income people.
- Participation in other community meetings to discuss the CDBG Program in general and the proposed CDBG Annual Action Plan in particular.
- City Council public hearing on the proposed CDBG Annual Action Plan on June 2, 2015.
- Release of the Draft CDBG Annual Action Plan for public review and comment on May 22, 2015, followed by a 30-day public comment period from May 22 to June 22, 2015.
- Final Council approval of Draft CDBG Annual Action Plan on July 7, 2015.
- Submission of CDBG PY 2015 Annual Action Plan to HUD on or before July 15, 2015.

**5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

**Summary of Public Comments and Responses**

The City will receive public comments on the proposed Program Year 2015 Annual Action Plan from citizens during the 30-day public comment period running from May 22 to June 22, 2015, which features a public hearing on June 2, 2015.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments or views will be accepted and included in the PY 2015 Annual Action Plan.

**7. Summary**

N/A



**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency	City of Olympia	Community Planning & Development
CDBG Administrator	Leonard Bauer	Deputy Director
HOPWA Administrator	N/A	
HOME Administrator	N/A	
HOPWA-C Administrator	N/A	

**Table 1 – Responsible Agencies**

**Narrative**

**Consolidated Plan Public Contact Information**

Leonard Bauer  
Deputy Director  
Olympia Community Planning & Development Dept.  
[lbauer@ci.olympia.wa.us](mailto:lbauer@ci.olympia.wa.us)  
(360) 753-8206

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

Olympia facilitates the monthly Housing Task Force meeting and participates in the monthly HOME Citizens Advisory Committee (HCAC) that provides coordination and information sharing at a provider level. Olympia is a member of the County HOME Consortium that provides a policy level coordination and information sharing. The City also participates in numerous other public meetings to enhance coordination between public officials, service providers and other stakeholders.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City participates in the County's "Continuum of Care" process, which is coordinated by the County's Homeless Coordinator. Coordination activities include:

- Needs assessments that involves consultation with service providers, public officials, and low- and moderate-income people;
- Information sharing on best practices and key issues at monthly Housing Task Force meetings of service providers and public officials and low- and moderate-income people;
- System enhancement that is coordinated at the monthly HOME Citizens Advisory Committee (HCAC);
- Development of a Homeless Plan in conjunction with HCAC, public officials, elected officials, and low- and moderate-income people, homeless, and people at risk of homelessness.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

N/A - ESG funds administered by Thurston County.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

1	<b>Agency/Group/Organization</b>	HOME Citizens Advisory Committee
	<b>Agency/Group/Organization Type</b>	Other government - County Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies
2	<b>Agency/Group/Organization</b>	Thurston County HOME Consortium
	<b>Agency/Group/Organization Type</b>	Other government - County Civic Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies
3	<b>Agency/Group/Organization</b>	Thurston County Homeless Coordinator
	<b>Agency/Group/Organization Type</b>	Other government - County Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies
4	<b>Agency/Group/Organization</b>	Thurston County Housing Task Force
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies
5	<b>Agency/Group/Organization</b>	Thurston County Chamber of Commerce
	<b>Agency/Group/Organization Type</b>	Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies

6	<b>Agency/Group/Organization</b>	Economic Development Council of Thurston County
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	
7	<b>Agency/Group/Organization</b>	Olympia Downtown Association
	<b>Agency/Group/Organization Type</b>	Non-profit business association
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies
8	<b>Agency/Group/Organization</b>	Thurston County “Thurston Thrives”
	<b>Agency/Group/Organization Type</b>	Broad-based community partnership of local government, philanthropy, and business.
	<b>What section of the Plan was addressed by Consultation?</b>	Public Services Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies
9	<b>Agency/Group/Organization</b>	National Development Council
	<b>Agency/Group/Organization Type</b>	Private non-profit consultant

<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies

**Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

The City works with all stakeholders and relevant service providers, policy makers, and advocacy groups and individuals concerned with homelessness, housing.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Regional Thurston County and Olympia CDBG Consolidated Plan	Thurston County and City of Olympia	The Consolidated Plan serves as the five year strategic plan to guide the HOME and CDBG Programs.
Olympia Comprehensive Plan	City of Olympia	Limited overlap with the housing and social service elements.
Thurston County Homeless Plan	Thurston County HOME Citizens Advisory Committee (HCAC)	Overlap in efforts to provide shelter, housing and related services for the region’s homeless populations.
Thurston County HOME & CDBG Annual Action Plan	Thurston County HOME Consortium	Overlap in planning process that addresses regional needs.
Thurston Thrives	County Public Health and Social Services	Overlap in efforts to address economic, homeless, mental health and other social service needs

**Table 3 - Other local / regional / federal planning efforts**

**Narrative**

## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

Participation from citizens, agencies, advocacy groups, nonprofit organizations, faith communities, businesses, and others concerned with housing, homelessness, and community development in the City of Olympia were encouraged throughout the CDBG planning process. Highlights of the process of developing the PY 2015 Annual Action Plan include:

- Council public discussions of PY 2015 CDBG Program Annual Action Plan strategies and review of recommendations for funding during Council meetings held between November 2014 and January 2015.
- Council General Government Committee's discussions on CDBG strategies and specific activities to be recommended for funding in their March and April 2015 meetings.
- Council review of existing data on economic opportunity, affordable housing, homelessness, and community development needs.
- Coordination of countywide efforts to address homelessness, including the January 2015 Point-in-Time count.
- Participation in monthly meetings of the Thurston County HOME Consortium.
- Coordination of the monthly Thurston County Housing Task Force, which facilitates countywide efforts to address affordable housing and homelessness and to enhance service delivery to homeless and low-income people.
- Participation in other community meetings to discuss the CDBG program in general and the proposed CDBG Annual Action Plan in particular.
- City Council public hearing on the proposed CDBG Annual Action Plan on June 2, 2015.
- Release the Draft CDBG Annual Action Plan for public review and comment on May 22, 2015, followed by a 30-day public comment period from May 22 to June 22, 2015.
- Final Council approval of Draft CDBG Annual Action Plan on July 7, 2015.
- Submission of CDBG PY 2015 Annual Action Plan to HUD on or before July 15, 2015.



## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Olympia City Council Meetings	General public, service providers, business leaders, low and moderate income people, other stakeholders.	General audience of Council meeting, six stakeholders in attendance, unknown number of television viewers	<i>All public comment will be documented after comment period ends</i>	N/A	Perhaps links to meeting minutes?
2	HOME Consortium Meetings	General public, elected officials, service providers, other stakeholders	Eight representatives of HOME jurisdictional representatives, service providers, other homeless and low income housing stakeholders	<i>All public comment will be documented after comment period ends</i>	N/A	
3	HOME Citizen Advisory Committee Meetings	Public officials, service providers, business leaders, low and moderate income people, other stakeholders	Broad attendance of service providers, other homeless and low income housing stakeholders, low and moderate income people	<i>All public comment will be documented after comment period ends</i>	N/A	
4	Housing Task Force Meetings	Public officials, service providers, low and moderate income people, other stakeholders	Broad attendance of service providers, other homeless and low income housing stakeholders, low and moderate income people	<i>All public comment will be documented after comment period ends</i>	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Olympia City Website	General public	No direct response	<i>All public comment will be documented after comment period ends</i>	N/A	
6	Olympia Public Library	General public	No direct response	<i>All public comment will be documented after comment period ends</i>	N/A	
7	Newspaper Advertisement	General public	No direct response	<i>All public comment will be documented after comment period ends</i>	N/A	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.420(b), 91.220(c) (1, 2)

#### Introduction

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Federal	Eligible activities identified in the Consolidated Plan	\$338,265	\$120,000		\$458,265	\$1,064,271	Federal funds allocated

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The CPTED Safety Program will leverage an additional \$75,000 in private investments and volunteer labor.

The Isthmus Project is anticipated to generate an additional \$26,000,000 in public and private investment, although ultimate project design is subject to change.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City will sell a city-owned lot located at 318 State Ave for an 85% discount to the Low Income Housing Institute for the purpose of developing 43 units of housing for formerly homeless veterans, young adults, and people with disabilities.

**Discussion**

N/A

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Economic Development	2015	2016	Façade Improvement	Downtown Olympia	LMA(Low Moderate Area)	CDBG	Direct assistance to five or more properties in the downtown core
2	Public Facilities	2015	2015	Public facilities	Downtown Olympia	Elimination of slum and blight SBS Slum Blight Spot Basis)	CDBG	Demolition of one derelict building
3	Public Facilities	2015	2015	Section 108 Loan repayment	Downtown Olympia		CDBG	Partial re-payment of Section 108 loan guarantees
4	Public Services	2015	2015	Public Services – homeless and mentally ill people	Downtown Olympia	LMC (Low moderate Limited Clientele)	CDBG	150 homeless and mentally ill people served
5	Planning and Administrative Costs	2015	2015	General Administration	Downtown Olympia	Program administration	CDBG	Compliant CDBG Program

Table 6 - Goals Summary

#### Goal Descriptions

The City's PY 2015 Annual Action Plan focuses on two primary goals identified in the 2013-2017 Consolidated Plan. The **Economic Development** goal will involve projects that improve the physical environment of the downtown business core by funding (1) Grow

Olympia Fund business loans; and (2) CPTED Safety improvements to the downtown business environments. Another public facility activity involves repayment of a Section 108 Loan Guarantee project that provided alley lighting and ADA curb cuts.

The **Public Services goal** will provide direct services and referrals for street-dependent homeless and mentally ill people in the downtown core, thereby improving the business environment.

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

#	Project Name
CDBG #1	Public Services: Capital Recovery Center’s Downtown Ambassador Program to provide direct services and referrals to street dependent homeless and mentally ill people
CDBG #2	Economic Development: Downtown CPTED Safety Program to reduce crime hazards and improve facades
CDBG #3	Economic Development: Grow Olympia Fund Business Loans
CDBG #4	Section 108 Loan Repayment – Public Facilities: ADA curb cuts and alley lighting project

**Table 7 – Project Information**

### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs:**

The current CDBG Consolidated Plan (2013-2017) identifies program goals and prioritizes activities based on needs data. The only high-need activity in the PY 2015 Annual Action Plan is the Downtown Ambassadors Program that will provide services and referrals for homeless and mentally ill people.

The City also prioritized activities that provide either direct or indirect support for Economic Development. This includes direct benefit activities such as the Small Business Loan Program and the Downtown CPTED Safety Program, as well as indirect benefit activities such as the Isthmus Park building demolition project and the Section 108 Loan repayments for projects that installed alley lighting and ADA curb cuts in the downtown core.

## **AP-38 Project Summary**

### **Project Summary Information**

See project summaries under AP-5 Executive Summary



## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Olympia's Downtown Core	<b>100%</b>

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

#### **Discussion**

Olympia's downtown core contains one of the lowest income, highly concentrated residential areas in the entire city. Tract 101 Block 1, according to the American Community Survey data, is 90.29% low and moderate income residents.

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

#### **Actions planned to address obstacles to meeting underserved needs**

### **Barriers to Affordable Housing**

The City of Olympia's housing efforts provide only a small impact on the overall housing needs of the community. The City continues to initiate discussions with Thurston County to identify possible future collaborative efforts in order to reduce barriers to affordable and supportive housing and to stimulate more interest in housing investment among the private and public sectors.

Poverty is a principal barrier to housing affordability. In PY 2015, most CDBG-funded projects and activities will assist households below 50 percent of median income, since these households were identified as having the greatest level of need in the consolidated planning process. Beyond activities of the CDBG Program, Olympia will continue its efforts to reduce the number of poverty-level families by encouraging participation in various assistance programs offered by the City and other agencies, rental assistance programs, homeless prevention programs, and urban homesteading-type programs.

#### **Actions planned to foster and maintain affordable housing**

The City did not propose any projects to develop or rehabilitate housing units for low- and moderate-income people.

Multi-year ongoing housing projects that are continued from PY 2012 include:

Family Support Center Smith Building Housing Units Project providing seven (7) units of permanent housing with supportive services and six (6) family suites of shelter housing, together providing housing for up to 60 formerly homeless family members.

## **Actions planned to reduce lead-based paint hazards**

### **Lead-Based Paint Hazard Activity**

In an effort to address lead-based paint hazards, the City of Olympia has incorporated the regulations into existing housing policies and programs for implementing Title X of the Community Development Act of 1992, part of the Residential Lead-Based Paint Hazard Reduction Act of 1992. Olympia will continue to follow 24 CFR Part 35 in addressing the evaluation and reduction of lead-based paint hazards in Olympia's housing policies and programs.

The Community Planning and Development Department Housing Division has developed an outline of actions to be undertaken over the coming five years to evaluate and reduce lead-based paint hazards. During the PY 2015 Action Plan period, the City plans to continue the following actions:

- Encourage more local contractors to obtain "Lead Paint Worker" or "Lead Paint Supervisor" licenses.
- Contract for risk assessments with the Housing Authority of Thurston County (HATC).
- Continue the residential rehabilitation projects as they relate to the lead paint hazard rules. Each project will include the review and determined need for testing and hazard reduction in conjunction with rehabilitation as part of the environmental review.
- Review existing regulations, housing, and rehabilitation codes to assure lead-based paint hazard reduction is incorporated where appropriate.
- Encourage inspections for lead at appropriate times when housing is otherwise being inspected or evaluated.

HATC has two EPA-licensed Lead Risk Assessors on staff who will provide paint inspection services as required in the HUD Final Rule for lead-based paint. HATC also receives funding for lead hazard reduction programs through the State of Washington, which provides funding for equipment, training, testing services, and lead hazard reduction work on single- and multi-family housing.

## **Actions planned to reduce the number of poverty-level families**

### **Actions planned to develop institutional structure**

### **Actions planned to enhance coordination between public and private housing and social service agencies**

Within the City of Olympia there is one public housing project owned and managed by the King County Housing Authority. Casa Madrona is a 70-unit elderly housing project located on Martin Way. The Housing Authority is not “troubled” or performing poorly, and there are no City plans to assist the King County Housing Authority at this time.

In PY 2015, the City of Olympia will continue to coordinate efforts to provide housing and address homelessness with the Housing Authority of Thurston County, which provides tenant- and project-based rental assistance and other housing services.

The City is part of the Thurston County HOME Consortium and participates in all efforts to maximize the coordination between public and private housing resources and supportive social services, with a particular emphasis on coordinated system entry, rapid re-housing, and enhanced networking of social services.

## **Discussion**

### **Coordination of housing and service providers occurs in a number of forums, including:**

- Monthly HOME Consortium meetings
- Monthly Housing Task Force meetings
- Monthly HCAC meetings
- Thurston Thrives
- The “Community Investment Partnership” (CIP) interjurisdictional funding consortium that combines public local government funds with private United Way funds to support housing, social, and mental health services.

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG)

#### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed from IDIS	\$0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan (Project status ongoing)	\$325,000
3. The amount of surplus funds from urban renewal settlements N/A	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0
5. The amount of income from float-funded activities N/A	\$0
Total Program Income	\$325,000

#### Other CDBG Requirements

1. The amount of urgent need (CRC Ambassador Program serving homeless and mentally ill street-dependent people)	\$55,397
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income (DT Ambassador \$55,397 & Grow Olympia Fund Business Loans \$219,714 = \$275,111 divided by \$302,611, which is total funds less Program Admin & Section 108 debt service)	91%

#### Discussion

In PY 2014, the City changed to a 3-year aggregate period that consisted of years 2013, 2014, and 2015. Our current overall LMI benefit percentage is estimated to be: 82.5%

## CDBG Funds 2015 - Project Options

Priority	Project	Estimated Cost	Rationale
1	ADA accessibility ramps and bulb-outs at selected corners of State and Columbia. If budget allows, additional ADA accessibility ramps and bulb-outs at State and Capitol and sidewalk improvements along State Avenue.	\$225,000	<ul style="list-style-type: none"> <li>• Enhanced ADA accessibility downtown</li> <li>• Continues similar CDBG work in the area</li> <li>• Near Olympia Transit Center and the Olympia Center</li> </ul>
2	ADA accessibility ramps and bulb-outs at selected corners of 7 <sup>th</sup> and Plum. If budget allows, additional ADA accessibility ramps and bulb-outs at 5 <sup>th</sup> and Eastside.	\$225,000	<ul style="list-style-type: none"> <li>• Enhanced ADA accessibility downtown</li> <li>• Connect neighborhood to the downtown</li> <li>• Provides pedestrian improvements at intersections along proposed Bike Corridor</li> <li>• Serves Pear Blossom Place as well as Avanti and Madison schools</li> </ul>
3	ADA accessibility ramps and sidewalk repairs on Fern Street from 9 <sup>th</sup> Avenue to the south.  Design and right-of-way only.	\$150,000	<ul style="list-style-type: none"> <li>• Enhanced ADA accessibility</li> <li>• Low-income neighborhood adjacent to transit route</li> <li>• Head Start preschool along route</li> <li>• Completing design and purchasing right-of-way reduces future funding need. Subsequent phase for construction is estimated at \$350,000.</li> </ul>

## Grow Olympia Fund (GOF)

### Option: Use of PY 2015 CDBG funds to supplement PY 2014 Grow Olympia Fund

#### Summary:

Additional PY 2015 CDBG funds could supplement the existing **Grow Olympia Fund** as an auxiliary, stand-alone loan fund. As with the existing GOF, National Development Council (NDC) would continue to provide outreach to potential borrowers and underwriting services. However, City staff would provide all loan servicing to the auxiliary fund. **Please note:** This PY 2015 round of funding will not be able to be leveraged four to one.

**Background:** In December 2014, the City entered into a two-year contract with NDC to deliver a small business loan program in Olympia. City CDBG funds pay NDC for the service delivery costs to manage the GOF, while NDC accesses \$250,000 in other monies to directly fund the actual loans. NDC's affiliate, the Grow America Fund (a licensed SBA7a non-bank lender), provides a loan guarantee that is leveraged 4:1, resulting in a \$1 million GOF fund. Grow America Fund provides the loans with its own capital and that of its partner financial institutions, backed by the SBA guarantee.

Because the Grow America Fund (GAF) consists of funds pooled from a number of sources, and adding CDBG funds directly would create numerous additional regulatory issues, it will not be possible to put additional City CDBG funds directly into to this SBA loan fund.

**Current NDC Contract for Grow Olympia Fund:** The City contracts with NDC for services that fall into one of the following activities:

- 1) A portion is earned quarterly for overall loan fund administration
- 2) A portion is earned on a per-loan basis (performance fee) as a percentage of each loan that the Grow America Fund makes.

**Proposed PY 2015 Auxiliary GOF Program:** The City can use CDBG funds to capitalize a Small Business Revolving Loan Fund (RLF). This fund would remain under the umbrella of the GOF, and be used for the same purpose, but would be an auxiliary fund that is administered by the City and accounted for separately from the existing GOF. Below is a basic description of the typical program structure.

- City acts as lender to small businesses, using CDBG as the loan source.
- City sets the loan terms.
- Use of CDBG must meet the following three requirements:
  - **CDBG-Eligible activity** - Special Economic Development (businesses that are looking to locate or expand in Olympia) and need capital for property acquisition, purchase of machinery & equipment or (less likely) for working capital. Care should be taken to avoid use of CDBG for construction or tenant improvements
  - **National Objective** – borrowers must be creating new jobs or retaining existing jobs that meet the 51% Low- to Moderate Income (LMI) threshold
  - **Public Benefit Standard** – Business must create or retain at least 1 job per \$35,000 of CDBG assistance

- City must also still meet annual spend-down targets established as part of its CDBG program, so it would be necessary to make loans of the RLF funds by June 30, 2015
- City would have the responsibility of loan administration, loan servicing and compliance monitoring through the loan term
- NDC can provide assistance in outreach and financial underwriting through its existing technical assistance contract (similar to the HUD Section 108 loan fund)
- NDC and its affiliate GAF can assist in identifying potential eligible borrowers through the work that is already being done to deliver the Grow Olympia Fund (borrower may even be a GOF borrower needing a second loan from the City)
- With \$200,000 of capitalization, the RLF would likely be limited to one or two loans, thus administrative burden would be limited (costs for servicing the loans are an eligible use of the RLF proceeds)
- Requires HUD approval of RLF policies and operating procedures
- Once established and approved by HUD, City could continue to provide additional capitalization from CDBG or other sources as funds become available