



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, November 14, 2017

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [17-1142](#) Special Recognition - Small Business Saturday

Attachments: [Proclamation](#)

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 City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) 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 (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individual comments are limited to three (3) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment 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 [17-1156](#) Approval of October 30, 2017 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [17-1143](#) Approval of the Program Year 2016 Community Development Block Grant (CDBG) CAPER Annual Report

Attachments: [Final PY2016 CAPER](#)

- 4.C [17-1090](#) Approval of Building, Engineering and Land Use Fee Increase

Attachments: [Proposed Fees](#)
[Cost for New Single Family Residence](#)
[Proposed Land Use Fee Changes](#)
[Proposed Engineering Fee Changes](#)
[Proposed Building Fee Changes](#)

- 4.D [17-1047](#) Approval of an Amendment to the Professional Services Agreement for the McAllister Wellfield Corrosion Control Facility

Attachments: [Amendment](#)

- 4.E [17-1058](#) Approval of a Right-Of-Way Permit Agreement Between the City of Olympia and Well 80 Real Estate, LLC

Attachments: [Agreement](#)
[Proposed Alley Use Plan](#)
[Vicinity Map](#)

- 4.F [17-1118](#) Approval of a Resolution Authorizing an Intergovernmental Agreement with City of Tumwater for Fire Vehicle Repair

Attachments: [Resolution](#)
[Agreement](#)

- 4.G [17-1125](#) Approval of Change Order 3 for the Log Cabin Road Reservoir Project

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances)

- 4.H [17-1154](#) Approval of Ordinance Adopting the Woodard Lane Co-Housing Planned Residential Development and Zoning Map Amendment

Attachments: [Ordinance](#)
[Final PRD App Forms](#)
[FINAL Binding Site Plan](#)
[Resolution 1709](#)
[Resolution 1804](#)
[Resolution 1866](#)

5. PUBLIC HEARING

- 5.A [17-0073](#) Public Hearing on the 2019-2024 Six-Year Transportation Improvement Program

Attachments: [2019 TIP Project Summary 2019-2024 Public Hearing](#)

[2019 TIP Project Maps](#)

[TIP WSDOT Report 2019 to 2024](#)

6. OTHER BUSINESS

- 6.A [17-1094](#) Approval of the Phase One Package of the Parking Strategy
- 6.B [17-1165](#) Discussion of 2018 Utility Rates, Park Impact and Transportation Fees, and Lodging Tax Recommendations
- Attachments:** [Proposed 2018 Utility Bill Rates](#)
[UAC Recommendation Letter](#)
[2018 LTAC Memo](#)
[2018 LTAC Recommendations](#)
[LTAC History Chart](#)
[Draft October 18, 2017 Lodging Tax Advisory Committee Minutes](#)

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 Executive Assistant 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.



City Council

Special Recognition - Small Business Saturday

Agenda Date: 11/14/2017
Agenda Item Number: 2.A
File Number: 17-1142

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

Title

Special Recognition - Small Business Saturday

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Recognize Small Business Saturday on November 25, 2017

Report

Issue:

Whether to recognize Small Business Saturday on November 25, 2017.

Staff Contact:

Susan Grisham, Executive Assistant, 360.753.8244

Presenter(s):

Cheryl Selby, Mayor

Background and Analysis:

Small Business Saturday was created in 2010 in response to small business owners' most pressing need: more customers. Falling between Black Friday and Cyber Monday, it's a day to support the local businesses that create jobs, boost the economy and preserve our unique culture.

Attachments:

Proclamation

PROCLAMATION

WHEREAS, Olympia, celebrates our local small businesses and the contributions they make to our local economy and community;

WHEREAS, according to the United States Small Business Administration, there are currently 28.8 million small businesses in the United States, they are responsible for 63 percent of net new jobs created over the past 20 years, and

WHEREAS, small businesses employ 48 percent of the employees in the private sector in the United States; and

WHEREAS, 91 percent of all consumers believe that supporting small, independently-owned restaurants and bars is important; and

WHEREAS, 76 percent of all consumers plan to go to one or more small businesses as part of their holiday shopping; and

WHEREAS, Olympia supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods; and

Whereas, advocacy groups as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, BE IT RESOLVED, that the Olympia City Council hereby recognizes November 25, 2017 as

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON, THIS 14th DAY OF NOVEMBER 2017

OLYMPIA CITY COUNCIL

*Cheryl Selby
Mayor*



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

City Council

Approval of October 30, 2017 City Council Meeting Minutes

Agenda Date: 11/14/2017
Agenda Item Number: 4.A
File Number: 17-1156

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

Title

Approval of October 30, 2017 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Monday, October 30, 2017

7:00 PM

Council Chambers

Special Meeting

1. ROLL CALL

Present: 7 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Julie Hankins and Councilmember Jeannine Roe

1.A ANNOUNCEMENTS

Mayor Selby noted the Council met earlier in an Executive Session.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [17-1108](#) Special Recognition - Councilmember Jessica Bateman's Participation in 2017 Fire Ops

IAFF Local 468 President Larry Smith discussed how Councilmembers get the opportunity to live a day in a life of a Firefighter through Fire Ops training.

IAFF Local 468 Vice President Steve Boos described activities Councilmember Bateman participated in during her day at Fire Ops training.

Councilmember Bateman discussed her experience and thanked the Firefighters for their work and bravery.

The recognition was received.

3. PUBLIC COMMUNICATION

The following person spoke: CC Coates.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

- 4.A [17-1109](#) Approval of October 24, 2017 City Council Meeting Minutes

The minutes were approved.

- 4.B [17-1078](#) Approval of a Professional Services Agreement with Jennifer Ziegler
Public Affairs

The contract was approved.

- 4.C [17-1097](#) Approval of a Resolution Authorizing the Sale of the Piperhill/Pacific
Drinking Water Utility property

The resolution was approved.

4. SECOND READINGS (Ordinances)

- 4.D [17-1037](#) Approval of an Ordinance Continuing Funding for the Development
Director at the Washington Center of the Performing Arts

The ordinance was approved on second reading.

Approval of the Consent Agenda

Councilmember Hankins moved, seconded by Mayor Pro Tem Jones, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman,
Councilmember Cooper, Councilmember Gilman, Councilmember
Hankins and Councilmember Roe

4. FIRST READINGS (Ordinances) - NONE

5. PUBLIC HEARING - NONE

6. OTHER BUSINESS

- 6.A [17-1100](#) Presentation of the 2018 Preliminary Operating Budget

City Manager Steve Hall gave an overview of the 2018 Operating Budget and what it includes. He also noted the Capital Facilities Plan is also included in the budget document.

Mr. Hall and Acting Administrative Services Director, Dean Walz gave an overview of the 2018 Operating Budget, along with efficiencies and future challenges.

Mr. Hall reviewed next steps.

Councilmembers asked clarifying questions.

The information was provided.

7. CONTINUED PUBLIC COMMUNICATION

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

[17-1128](#) Rescind the Appointment of Darrell Hoppe to the Planning Commission

Councilmember Roe moved, seconded by Councilmember Cooper, to rescind the appointment of Darrell Hoppe to the Planning Commission. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Hankins and Councilmember Roe

8.B CITY MANAGER'S REPORT AND REFERRALS

Mr. Hall discussed meeting with the the Thurston County Commissioners regarding the siting and placement of a new County Courthouse.

9. ADJOURNMENT

The meeting adjourned at 7:55 p.m.



City Council

Approval of the Program Year 2016 Community Development Block Grant (CDBG) CAPER Annual Report

Agenda Date: 11/14/2017
Agenda Item Number: 4.B
File Number: 17-1143

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

Title

Approval of the Program Year 2016 Community Development Block Grant (CDBG) CAPER Annual Report

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Program Year 2016 Community Development Block Grant (CDBG) Program Year (PY) 2016 (September 1, 2016 - August 31, 2017) Consolidated Annual Performance and Evaluation Report (CAPER), and direct staff to submit to HUD on or before November 15, 2017

Report

Issue:

Whether to approve the Program Year 2016 CDBG annual report known as the CAPER as an accurate presentation of the investments and accomplishments.

Staff Contact:

Anna Schlecht, Community Service Programs Manager, Community Planning & Development Department, 360-753-8183

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City produced an annual report detailing the accomplishments of the PY 2016 Community Development Block Grant (CDBG) Program called the Draft 2017 Consolidated Annual Performance and Evaluation Report (CAPER), a copy of which is attached. As required by the CDBG Program's Citizen Participation Plan, the City held a 15-day public comment period that started on October 10 and ended on October 25, 2017. During this time, the report was directly emailed to CDBG Program stakeholders, made available on the City's website and offered in paper format at the downtown Olympia Timberland Library, as well as Olympia City Hall. The City Council held a public hearing on

October 24, 2017, at which two community members spoke about the importance of CDBG funds in our community. No other public comment was received.

The draft report has now been finalized to include documentation of the Citizen's Participation Plan and the minutes from the Public Hearing. Once approved, Council may direct staff to submit this report both digitally and in paper format to the regional HUD office on or before November 15, 2017.

Neighborhood/Community Interests (if known):

The federal CDBG Program offers a flexible source of funding to meet a wide variety of affordable housing, social service, economic development and other community development needs. All neighborhoods and community stakeholders have an interest in how CDBG funds are invested in community development programs and projects.

Options:

- 1) Move to approve the Program Year 2016 Community Development Block Grant (CDBG) Program Year (PY) 2016 (September 1, 2016 - August 31, 2017) Consolidated Annual Performance and Evaluation Report (CAPER) and direct staff to submit to HUD on or before November 15, 2017.
- 2) Do not approve the Program Year 2016 Community Development Block Grant (CDBG) Program Year (PY) 2016 (September 1, 2016 - August 31, 2017) Consolidated Annual Performance and Evaluation Report (CAPER) and risk missing the submission deadline of November 15, 2017, thereby jeopardizing future CDBG funding.

Financial Impact:

The CDBG Program Year 2016 Annual CAPER Report details the expenditures of \$642,065 in federal CDBG funds.

Attachments:

PY 2016 CAPER



2016 Consolidated Annual Performance & Evaluation Report



olympiawa.gov/CDBG

Community Development Block Grant (CDBG)

The Providence Care Center (shown above) opened in 2017 thanks in part to a \$200,000 CDBG fund. The center hosts services for over 200 homeless, mentally ill and street dependent people.

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

During Program Year (PY) 2016, the City continued to focus on downtown Olympia via Business Training, Micro Enterprise Training and Downtown Ambassador street outreach. The City also provided CDBG funding to renovate the facility for the Community Care Center - a service center serving homeless and mentally ill people, located in downtown Olympia. In addition, through a substantial amendment, the City added a project for equipment purchase of a pre-fabricated Public Restroom Facility that was installed in the downtown core.

This amendment also enhanced the funding allocation for the Housing Rehabilitation projects, whose activities are scattered throughout Olympia.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$290000	Rental units rehabilitated	Household Housing Unit	50	0	0.00%			
Affordable Housing	Affordable Housing	CDBG: \$290000	Homeowner Housing Rehabilitated	Household Housing Unit	10	0	0.00%	3	0	0.00%
Economic Development	Non-Housing Community Development	CDBG: \$44817	Jobs created/retained	Jobs	0	1		6	1	16.67%
Economic Development	Non-Housing Community Development	CDBG: \$44817	Businesses assisted	Businesses Assisted	125	13	10.40%	40	53	132.50%
Homeless Continuum of Care	Homeless		Homeless Person Overnight Shelter	Persons Assisted	2100	0	0.00%			

Homeless Continuum of Care	Homeless		Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	30	0	0.00%			
Homeless Continuum of Care	Homeless		Homelessness Prevention	Persons Assisted	600	0	0.00%			
Homeless Continuum of Care	Homeless		Housing for Homeless added	Household Housing Unit	150	0	0.00%			
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$290000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	3357		45	3357	7,460.00%
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$290000	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$290000	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$290000	Buildings Demolished	Buildings	2	0	0.00%			
Public Services	Non-Homeless Special Needs	CDBG: \$55397	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	700	3942	563.14%	0	3942	
Public Services	Non-Homeless Special Needs	CDBG: \$55397	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		150	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The Five Year Consolidated Plan identified five priorities for the 2013-2017 Consolidated Planning period including public facilities (both public infrastructure and facilities such as community centers), affordable housing, public services (also known as social services) and economic development. Housing and Social Services were identified as the highest priority over the five-year period.

In PY 2016, the City's activities offered a balanced community development approach to the urban hub with a public restroom, a street outreach program and a community center serving homeless and mentally ill people, as well as economic development activities offering business training.

While several housing rehabilitation projects were planned during PY 2016, only one project was started during the program year.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	7,042
Black or African American	1
Asian	1
American Indian or American Native	1
Native Hawaiian or Other Pacific Islander	0
Total	7,045
Hispanic	0
Not Hispanic	7,045

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	805,892	
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

The majority of the City's CDBG funded activities were clustered in the urban hub areas of downtown.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City successfully leveraged \$823,033 in additional funds, or 1.28 times the CDBG amount of \$642,065. These sources of additional funding included: local City of Olympia funds - \$330,653; local Community Investment Partnership (formerly known as the Home Consortium) funds - \$91,810; and private funds - \$405,570. No public lands or property were utilized during this program year.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City's five-year goal of 50 total new units of affordable housing breaks down to an average of 10 new units of housing each year of the Consolidated Planning period. The City provided city-owned land, valued at \$700,000, in lieu of CDBG funding to support a Low Income Housing Institute (LIHI) project called Billy Frank Jr. Place. This project provided 43 units of newly constructed housing for formerly homeless people at or below 50% of the median family income. During this program year, 58% of the expenditures were on activities located in the urban hub, providing a balanced community development approach of economic development and homeless services.

Discuss how these outcomes will impact future annual action plans.

The City will continue to focus on housing rehabilitation and land acquisition projects that will support housing. Additionally, the City works through the County's Community Investment Partnership to fund the development of new affordable housing and rental subsidies that expand housing resources.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	3,942	0
Low-income	3	0
Moderate-income	2	0
Total	3,947	0

Table 7 – Number of Households Served

Narrative Information

The Ambassador Program provided assistance for a total of 3,942 low- and moderate-income street-dependent individuals during the program year. The Public Restroom Facility project funded the purchase of one public restroom facility that was installed in the City's downtown core. Funding for the Enterprise for Equity program provided assistance for 12 low- and moderate-income entrepreneurs. The Thurston Economic Development Council Business Training and Technical Assistance program created one job for a low/mod income individual, as well as provided training to 41 people.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City funded the Downtown Ambassador's street outreach program to reach homeless individuals and families. Additionally, the City participates in the annual Homeless Census on behalf of the Thurston Community Investment Partnership (formerly known as the Home Consortium). The City Council created the Ad Hoc Committee on Housing Affordability (AHCCHA) to explore homeless and affordable housing issues, with a focus on best practices.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City funded the Downtown Ambassador's street outreach program to reach homeless individuals and families. Additionally, the City participates in the annual Homeless Census on behalf of the Thurston County Community Investment Partnership (formerly known as the Home Consortium).

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City used local funds through the Thurston County Community Investment Partnership (formerly known as the Home Consortium) rather than CDBG funds to assist people leaving systems of care described above. Additionally, the City used local funds and worked with regional partners to utilize county and other federal funds to prevent homelessness following discharge from institutions or publicly funded systems of care.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living,

including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City worked with regional partners to utilize county and other federal funds to prevent family homelessness.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Olympia made no investments into public housing projects. The only public housing in Olympia is the Casa Madrona Apartments, which are owned and operated by Seattle Housing Authority.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

No actions were taken to encourage public housing residents to become more involved in the management of their rental properties or to participate in home ownership programs.

Actions taken to provide assistance to troubled PHAs

There are no troubled Public Housing Authorities (PHAs) in Olympia. The Housing Authority of Thurston County is a strong and highly effective housing provider.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City's Planning Commission is currently administering a public policy process called the "Missing Middle", to explore options to increase affordable housing through revisions to the City's Zoning Codes and Development Standards. The City has also participated in a variety of interjurisdictional and local efforts to address public policies that create barriers to affordable housing. These efforts included participation from Thurston Thrives, a regional network of jurisdictional representatives and non-profit housing developers to expand housing resources for low- and moderate-income people. The City also initiated a public planning process called the Downtown Strategy which included work on a housing strategy that focuses on preservation and new construction of affordable housing. Additionally, the City continued to strengthen the affordable housing elements of the City's Comprehensive Plan.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City works with the regional Thurston Thrives planning effort and the interjurisdictional Community Investment Program (formerly known as the Home Consortium) to allocate other federal, state, and local funding for programs that benefit low and moderate income people. The City also works with other jurisdictions and nonprofit organizations to ensure linkage between social services, housing, and shelter resources. The City continues to utilize city general fund monies to support homeowner emergency repair projects.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The Five Year Consolidated Plan strategy prioritizes housing rehabilitation and social services. All housing rehabilitation projects go through a lead hazard review. The City uses local monies for emergency repairs and includes information on lead paint hazard reduction. The City of Olympia continues to provide general information on lead-based paint hazard reduction for property owners rehabilitating their residential properties, lead workers, and community residents. The City works with the local Housing Authority to implement a regional Lead-Based Paint Hazard Reduction Plan. They also distribute lead pain hazard information and referrals to other local and state-funded testing and lead hazard remediation services.

Actions taken to reduce the number of poverty-level families. 91.220(k);

91.320(j)

The City allocated \$91,810 of City of Olympia funding through an interjurisdictional funding body called the Thurston County Community Investment Partnership (CIP) (formerly known as the Health and Human Services Council or HSRC) for social service agencies that provide services to persons living below the poverty level. The CIP provided \$486,000 in countywide funds for these services. Services include: Thurston County Food Bank, ROOF Community Services –after school program, Senior Services – Senior Nutrition Program, Together after school program at Evergreen Villages, Community Action Council, Safeplace domestic violence shelter residential services, Behavioral Health Services, CIELO Project, Child Care Action Council, Pizza Klatch LGBT youth support group, and other general social service programs.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City worked with the County Homeless Housing Hub Committee of Thurston Thrives to participate in the County's Continuum of Care for those who are homeless, which is managed with an open, participatory citizen process led by the Thurston County HOME Citizens Advisory Committee (HCAC) and the Housing Task Force (HTF). This committee consists of social service providers, homeless persons, community residents, and homeless service providers. The process undertaken by the committee maintains a standard of increased public involvement in developing the application for McKinney funding.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City supported the county-wide Thurston Thrives whose membership includes nonprofit and business representatives for the express purpose of better coordination of public, nonprofit, and private sector resources that benefit low- and moderate-income people. Additionally, the City supported the Homeless Housing Hub, a sub-group of Thurston Thrives, which serves as a network of direct service providers.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City is working with Thurston County and the Thurston County Housing Authority to develop a plan for a regional Assessment of Fair Housing (AFH), to be completed by the end of 2017. The new AFH will include a set of goals (recommendations) to address fair housing issues. At the time of this report, the City continues to follow the recommendations from the 2006 Analysis of Impediments (AI) report, which identified the following impediments:

- **Housing Discrimination:** Housing discrimination primarily affects persons of color, immigrants, the disabled, and families with children. Fair housing testing conducted in

2006 indicated instances of differential treatment against people of color, while complaint data at the federal, state, and local level indicated that persons with disabilities and families with children have been directly impacted by discriminatory conduct in Olympia's housing markets.

- **Discriminatory Lending Practices:** The 2006 analysis of Olympia-area home mortgage lending data showed that lending institutions denied more loans to African Americans and Hispanics. National lending research indicates that minorities are more likely to encounter predatory lending practices when security home mortgage financing.
- **Need for Education:** Although public comment indicates that the public is aware of discrimination occurring in the housing market, the public at large has limited knowledge of protected classes, fair housing laws, and the resources available to them. Fair Housing Actions in Response
The City has undertaken the following actions to promote fair housing choice
- **Fair Housing Education:** The City partnered with the county and the state Human Rights Commission to offer one training in conjunction with the Multi-Family Crime-Free Housing Training on February 14, 2017, which provided fair housing information to the owners and property managers of multi-family housing complexes.
- **Fair Housing Enforcement:** The City takes the following actions to support enforcement:
- The City **web page provides fair housing information** with referrals to the State Human Rights Commission's Fair Housing Unit.
- The City has a **24-hour automated information phone line** with Fair Housing protection information and housing complaint messages (1.360.753.4444, Ext. 3420 and 3440).
- The City places "**Fair Housing**" **clauses in all its contracts** with rental owners.
- **Planning for Fair Share Affordable Housing:** The City participates in regional planning and other public processes regarding allocation of "Fair Share Affordable Housing" targets to encourage increased supply and geographic distribution of affordable housing.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City conducted a comprehensive monitoring of all subrecipient activities, including desk audits and site visits with subsequent written reports. Results showed that all recipients were in full compliance with all applicable CDBG and other rules, regulations and laws.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City will hold a 15 day public comment period from October 10th through 5:00 p.m. October 25th, 2017. A public hearing, to take public comment on the CAPER, will be held on October 24th during the City Council meeting. The public hearing notice was published in the local newspaper and on the City's website. Additionally, paper copies were made available in multiple public locations.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The jurisdiction shifted funding as a substantial amendment via our citizen participation process to include a total of \$315,000 in newly allocated funds, resulting in a new total allocation of \$805,892 for the Program Year. \$225,000 of the newly allocated funds were added to the initial \$65,000 allocation for Housing Rehabilitation, resulting in an amended allocation of \$290,000 for the project. The remaining \$90,000 of the newly allocated funds were used to fund a new project, the purchase of a Public Restroom Facility to be installed in the City's downtown core.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

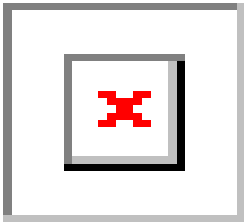
Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The jurisdiction shifted funding as a substantial amendment via our citizen participation process to include a total of \$315,000 in newly allocated funds, resulting in a new total allocation of \$805,892 for the Program Year. \$225,000 of the newly allocated funds were added to the initial \$65,000 allocation for Housing Rehabilitation, resulting in an amended allocation of \$290,000 for the project. The remaining \$90,000 of the newly allocated funds were used to fund a new project, the purchase of a Public Restroom Facility to be installed in the City's downtown core.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

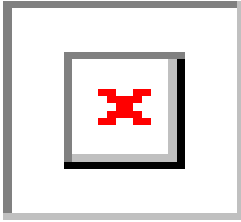
[BEDI grantees] Describe accomplishments and program outcomes during the last year.



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PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	504,275.64
02 ENTITLEMENT GRANT	340,892.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	121,000.00
05 CURRENT YEAR PROGRAM INCOME	260,714.87
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	2,735.75
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,229,618.26
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	571,918.19
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	571,918.19
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	69,287.56
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	859.40
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	642,065.15
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	587,553.11
PART III: LOWMOD BENEFIT THIS REPORTING PERIOD	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	537,189.76
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	537,189.76
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	93.93%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2014 PY: 2015 PY: 2016
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	1,438,754.03
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	1,016,114.24
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	70.62%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	53,499.01
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	53,499.01
32 ENTITLEMENT GRANT	340,892.00
33 PRIOR YEAR PROGRAM INCOME	266,548.44
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	607,440.44
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	8.81%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	69,287.56
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	859.40
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	70,146.96
42 ENTITLEMENT GRANT	340,892.00
43 CURRENT YEAR PROGRAM INCOME	260,714.87
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	601,606.87
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	11.66%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

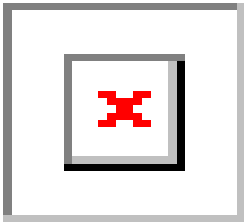
Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	5	221	Candlewood Manor	14B	LMH	\$34,278.35
2016	5	222	Candlewood Manor ADC	14B	LMH	\$450.08
				14B	Matrix Code	<u>\$34,728.43</u>
Total						\$34,728.43

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	11	219	6055688	Public Restroom Facility	03	LMA	\$20,415.86
2016	11	219	6069486	Public Restroom Facility	03	LMA	\$1,796.60
2016	11	219	6071534	Public Restroom Facility	03	LMA	\$70,389.79
2016	11	219	6077280	Public Restroom Facility	03	LMA	\$7,820.15
2016	11	220	6028367	Public Restroom Facility - ADC	03	LMA	\$112.40
2016	11	220	6055688	Public Restroom Facility - ADC	03	LMA	\$4,387.60
					03	Matrix Code	<u>\$104,922.40</u>
2015	12	208	5988521	YMCA Market Study	03F	LMA	\$12,000.00
					03F	Matrix Code	<u>\$12,000.00</u>
2013	24	188	5973423	Downtown Safety Improvement Project	03K	LMA	\$65,000.00
2013	24	188	6060155	Downtown Safety Improvement Project	03K	LMA	\$56,000.00
					03K	Matrix Code	<u>\$121,000.00</u>
2016	6	217	6028372	Providence Community Care Center	03P	LMC	\$40,450.00
2016	6	217	6052273	Providence Community Care Center	03P	LMC	\$23,228.51
2016	6	217	6055684	Providence Community Care Center	03P	LMC	\$136,321.49
2016	6	218	6028363	Providence Community Care Center ADC	03P	LMC	\$505.63
2016	6	218	6040458	Providence Community Care Center ADC	03P	LMC	\$168.50
2016	6	218	6052273	Providence Community Care Center ADC	03P	LMC	\$505.63
2016	6	218	6055684	Providence Community Care Center ADC	03P	LMC	\$112.61
2016	6	218	6057839	Providence Community Care Center ADC	03P	LMC	\$224.82
					03P	Matrix Code	<u>\$201,517.19</u>
2016	4	209	6000350	Downtown Ambassador Program	05	LMC	\$8,523.31
2016	4	209	6010340	Downtown Ambassador Program	05	LMC	\$5,583.00
2016	4	209	6018768	Downtown Ambassador Program	05	LMC	\$5,031.52
2016	4	209	6028372	Downtown Ambassador Program	05	LMC	\$5,160.41
2016	4	209	6052271	Downtown Ambassador Program	05	LMC	\$5,166.72
2016	4	209	6055683	Downtown Ambassador Program	05	LMC	\$11,661.50
2016	4	209	6069486	Downtown Ambassador Program	05	LMC	\$4,120.75
2016	4	209	6077280	Downtown Ambassador Program	05	LMC	\$6,023.01
2016	4	214	6000352	Downtown Ambassador Program ADC	05	LMC	\$542.18
2016	4	214	6010340	Downtown Ambassador Program ADC	05	LMC	\$561.75
2016	4	214	6028361	Downtown Ambassador Program ADC	05	LMC	\$561.76
2016	4	214	6040457	Downtown Ambassador Program ADC	05	LMC	\$168.50
2016	4	214	6052273	Downtown Ambassador Program ADC	05	LMC	\$168.50
2016	4	214	6057839	Downtown Ambassador Program ADC	05	LMC	\$112.40
2016	4	214	6077280	Downtown Ambassador Program ADC	05	LMC	\$113.70
					05	Matrix Code	<u>\$53,499.01</u>
2016	8	215	6028372	Economic Development - Technical Assistance	18B	LMJ	\$6,465.05
2016	8	215	6052269	Economic Development - Technical Assistance	18B	LMJ	\$11,803.96
2016	8	215	6077280	Economic Development - Technical Assistance	18B	LMJ	\$7,304.40
2016	8	216	6018770	Economic Development - Technical Assistance ADC	18B	LMA	\$108.37



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	8	216	6052273	Economic Development - Technical Assistance ADC	18B	LMA	\$112.35
2016	8	216	6077280	Economic Development - Technical Assistance ADC	18B	LMA	\$341.02
					18B	Matrix Code	\$26,135.15
2016	7	212	6052273	Micro & Small Business Training	18C	LMCMC	\$17,057.70
2016	7	213	6000352	Micro & Small Business Training ADC	18C	LMCMC	\$162.64
2016	7	213	6052273	Micro & Small Business Training ADC	18C	LMCMC	\$554.65
2016	7	213	6077280	Micro & Small Business Training ADC	18C	LMCMC	\$341.02
					18C	Matrix Code	\$18,116.01
Total							\$537,189.76

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	4	209	6000350	Downtown Ambassador Program	05	LMC	\$8,523.31
2016	4	209	6010340	Downtown Ambassador Program	05	LMC	\$5,583.00
2016	4	209	6018768	Downtown Ambassador Program	05	LMC	\$5,031.52
2016	4	209	6028372	Downtown Ambassador Program	05	LMC	\$5,160.41
2016	4	209	6052271	Downtown Ambassador Program	05	LMC	\$5,166.72
2016	4	209	6055683	Downtown Ambassador Program	05	LMC	\$11,661.50
2016	4	209	6069486	Downtown Ambassador Program	05	LMC	\$4,120.75
2016	4	209	6077280	Downtown Ambassador Program	05	LMC	\$6,023.01
2016	4	214	6000352	Downtown Ambassador Program ADC	05	LMC	\$542.18
2016	4	214	6010340	Downtown Ambassador Program ADC	05	LMC	\$561.75
2016	4	214	6028361	Downtown Ambassador Program ADC	05	LMC	\$561.76
2016	4	214	6040457	Downtown Ambassador Program ADC	05	LMC	\$168.50
2016	4	214	6052273	Downtown Ambassador Program ADC	05	LMC	\$168.50
2016	4	214	6057839	Downtown Ambassador Program ADC	05	LMC	\$112.40
2016	4	214	6077280	Downtown Ambassador Program ADC	05	LMC	\$113.70
					05	Matrix Code	\$53,499.01
Total							\$53,499.01

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	10	210	5989571	Planning and Administration PY2016	21A		\$13,991.37
2016	10	210	6000348	Planning and Administration PY2016	21A		\$3,581.00
2016	10	210	6010340	Planning and Administration PY2016	21A		\$3,992.27
2016	10	210	6018769	Planning and Administration PY2016	21A		\$4,291.07
2016	10	210	6028359	Planning and Administration PY2016	21A		\$7,531.55
2016	10	210	6040456	Planning and Administration PY2016	21A		\$5,099.88
2016	10	210	6052271	Planning and Administration PY2016	21A		\$6,039.40
2016	10	210	6055680	Planning and Administration PY2016	21A		\$3,812.57
2016	10	210	6057839	Planning and Administration PY2016	21A		\$3,007.11
2016	10	210	6069486	Planning and Administration PY2016	21A		\$9,959.38
2016	10	210	6071534	Planning and Administration PY2016	21A		\$3,116.09
2016	10	210	6077280	Planning and Administration PY2016	21A		\$4,865.87
					21A	Matrix Code	\$69,287.56
Total							\$69,287.56



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PGM Year: 2013
Project: 0024 - Downtown Public Facilities Improvements
IDIS Activity: 188 - Downtown Safety Improvement Project

Status: Open
Location: 601 4th Ave E Olympia, WA 98501-1112

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Street Improvements (03K)

National Objective: LMA

Initial Funding Date: 04/21/2015

Description:

Install street lighting in 13 public alleyways and reconstruct a sidewalk and add ADA curb cuts.
 Both projects will take place in the city's downtown core, Census Tract 101, Block 1.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	SL	2011	B11MC530012	\$315,000.00	\$121,000.00	\$315,000.00
Total	Total			\$315,000.00	\$121,000.00	\$315,000.00

Proposed Accomplishments

People (General) : 1
 Total Population in Service Area: 515
 Census Tract Percent Low / Mod: 90.29

Annual Accomplishments

Years	Accomplishment Narrative	# Benefiting
2013	Project was not funded during PY 2013. Work will be performed during PY 2014.	
2014	Project was initiated during PY 2014; work will be completed in PY 2015	
2015		



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PGM Year: 2014
Project: 0004 - Public Facilities: Isthmus Park Building Demolition
IDIS Activity: 191 - Isthmus Park Building Demolition

Status: Completed 9/7/2016 12:00:00 AM
Location: 529 4th Ave W 4th Ave W Olympia, WA 98501-1009
Objective: Create economic opportunities
Outcome: Sustainability
Matrix Code: Clearance and Demolition (04) **National Objective:** SBS

Initial Funding Date: 10/31/2014

Description:
 Demolition of a derelict building

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2010	B10MC530012		\$0.00	\$0.00
		2013	B13MC530012		\$0.00	\$0.00
	PI			\$250,000.00	\$0.00	\$250,000.00
Total	Total			\$250,000.00	\$0.00	\$250,000.00

Proposed Accomplishments

Public Facilities : 1

Annual Accomplishments

Years	Accomplishment Narrative	# Benefiting
2014	Project engineering and design were completed in spring 2014 and contract sent out for bid. Contract for asbestos removal was approved and work started in June 2015. Asbestos removal portion of the contract was completed by July 2015. Additional work will continue in Program Year 2015	



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PGM Year: 2014
Project: 0003 - Economic Development-CPTED Safety Program
IDIS Activity: 193 - SAFEPLACE SECURITY LIGHTING

Status: Completed 9/7/2016 12:00:00 AM
Location: 521 Legion Way SE Olympia, WA 98501-1422

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Neighborhood Facilities (03E) **National Objective:** LMA

Initial Funding Date: 06/16/2015

Description:
 Install security lighting on community center building exterior.

Financing

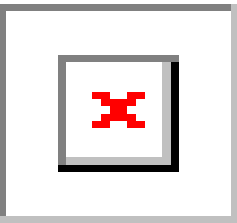
	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	PI			\$4,838.78	\$0.00	\$4,838.78
Total	Total			\$4,838.78	\$0.00	\$4,838.78

Proposed Accomplishments

Public Facilities : 1
 Total Population in Service Area: 1,050
 Census Tract Percent Low / Mod: 70.48

Annual Accomplishments

Years	Accomplishment Narrative	# Benefiting
2014	Install security lighting in an urban community center. Project to be completed in Program Year 2015.	



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PGM Year: 2014
Project: 0002 - Economic Development-Small Business Loans
IDIS Activity: 194 - National Development Council Technical Assistance

Status: Completed 3/22/2017 12:00:00 AM
Location: 601 4th Ave E Olympia, WA 98501-1112

Objective: Create economic opportunities
Outcome: Sustainability
Matrix Code: ED Technical Assistance (18B)

National Objective: LMJ

Initial Funding Date: 06/23/2015

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$21,277.02	\$0.00	\$0.00
		2010	B10MC530012		\$0.00	\$21,277.02
		2013	B13MC530012		\$0.00	\$0.00
		2014	B14MC530012		\$0.00	\$0.00
	PI			\$28,818.98	\$0.00	\$28,818.98
Total	Total			\$50,096.00	\$0.00	\$50,096.00

Proposed Accomplishments

Jobs : 10

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	4	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0



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Total: 0 0 0 0 0 0 4 0

Female-headed Households: 0 0 0 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	3
Low Mod	0	0	0	1
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	4
Percent Low/Mod	100.0%			

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2014	NDC has been providing technical assistance to local businesses and provided a loan to a downtown merchant for expansion of the business.	



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PGM Year: 2014
Project: 0003 - Economic Development-CPTED Safety Program
IDIS Activity: 195 - Temple Beth Hatfiloh CPTED

Status: Completed 9/7/2016 12:00:00 AM
Location: 201 8th Ave SE Olympia, WA 98501-1305

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Neighborhood Facilities (03E) **National Objective:** LMA

Initial Funding Date: 06/25/2015

Description:
 Provide security lighting for the community center

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$5,575.30	\$0.00	\$0.00
		2010	B10MC530012		\$0.00	\$5,575.30
		2013	B13MC530012		\$0.00	\$0.00
	PI			\$24.70	\$0.00	\$24.70
Total	Total			\$5,600.00	\$0.00	\$5,600.00

Proposed Accomplishments

Public Facilities : 1
 Total Population in Service Area: 1,050
 Census Tract Percent Low / Mod: 70.48

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2014	Security lighting project for urban community center. Project to be completed in Program Year 2015.	



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PGM Year: 2015
Project: 0007 - Planning and Administration-PY 2015
IDIS Activity: 196 - PY2015 General Administration & Planning

Status: Completed 9/13/2017 12:00:00 AM
Location: ,

Objective:
Outcome:
Matrix Code: General Program Administration (21A) **National Objective:**

Initial Funding Date: 10/14/2015

Description:
 Provide overall general administration for PY 2015

Financing

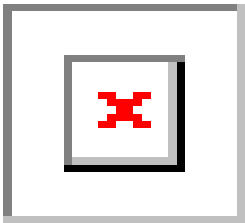
	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$18,456.40	\$0.00	\$0.00
		2010	B10MC530012		\$0.00	\$1,240.00
		2014	B14MC530012		\$0.00	\$17,216.40
		2015	B15MC530012	\$21,080.15	\$0.00	\$21,080.15
	PI			\$54,549.69	\$0.00	\$54,549.69
Total	Total			\$94,086.24	\$0.00	\$94,086.24

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		



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Total: 0 0 0 0 0 0 0 0

Female-headed Households: 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2015
Project: 0006 - Downtown Ambassador Program
IDIS Activity: 197 - CRC Downtown Ambassador Program

Status: Completed 9/13/2017 12:00:00 AM
Location: 1000 Cherry St SE Olympia, WA 98501-1433

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Public Services (General) (05) **National Objective:** LMC

Initial Funding Date: 11/12/2015

Description:
 Provide citizen contacts with up to 150 homeless and mentally ill persons.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$20,819.25	\$0.00	\$0.00
		2010	B10MC530012		\$0.00	\$14,083.02
		2014	B14MC530012		\$0.00	\$6,736.23
	PI			\$34,064.81	\$0.00	\$34,064.81
Total	Total			\$54,884.06	\$0.00	\$54,884.06

Proposed Accomplishments

People (General) : 150

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	244	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0



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PGM Year: 2015
Project: 0006 - Downtown Ambassador Program
IDIS Activity: 198 - Downtown Ambassador Program ADC

Status: Completed 9/13/2017 12:00:00 AM
Location: 601 4th Ave E Olympia, WA 98501-1112

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Public Services (General) (05) **National Objective:** LMC

Initial Funding Date: 01/25/2016

Description:
 Activity delivery costs necessary to manage the program.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$560.60	\$0.00	\$0.00
		2010	B10MC530012		\$0.00	\$108.34
		2014	B14MC530012		\$0.00	\$452.26
	PI			\$952.03	\$0.00	\$952.03
Total	Total			\$1,512.63	\$0.00	\$1,512.63

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0



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Female-headed Households:

0 0 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0

Percent Low/Mod

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2014
Project: 0005 - Public Facilities Debt Service
IDIS Activity: 199 - Section 108 Loan Debt Service

Status: Completed 9/8/2016 12:00:00 AM
Location: ,

Objective:
Outcome:
Matrix Code: Planned Repayment of Section 108 Loan Principal (19F) **National Objective:**

Initial Funding Date: 04/19/2016

Description:
 Partial repayment of Section 108 Loan, which funded the installation of lighting in approximately 13 alleys and one key sidewalk accessibility project.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	PI			\$64,344.26	\$0.00	\$64,344.26
Total	Total			\$64,344.26	\$0.00	\$64,344.26

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	0	0	0	0	0	0	0	0
Female-headed Households:					0			

Income Category:

Owner Renter Total Person



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Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2015
Project: 0002 - Repayment of Section 108 Loan
IDIS Activity: 200 - Section 108 Loan Debt Service

Status: Completed 9/8/2016 12:00:00 AM
Location: ,

Objective:
Outcome:
Matrix Code: Unplanned Repayment of Section 108 Loan Principal (19G) **National Objective:**

Initial Funding Date: 04/19/2016

Description:
 Partial repayment of Section 108 Loan (payment #2 paid early), which funded the installation of lighting in approximately 13 alleys and one key sidewalk accessibility project.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	PI			\$65,000.00	\$0.00	\$65,000.00
Total	Total			\$65,000.00	\$0.00	\$65,000.00

Proposed Accomplishments

Actual Accomplishments

<i>Number assisted:</i>	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	0	0	0	0	0	0	0	0
Female-headed Households:					0			

Income Category:

Owner Renter Total Person



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Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2015
Project: 0002 - Repayment of Section 108 Loan
IDIS Activity: 201 - Section 108 Loan Debt Service Payment 3

Status: Completed 9/8/2016 12:00:00 AM
Location: ,

Objective:
Outcome:
Matrix Code: Planned Repayment of Section 108 Loan Principal (19F) **National Objective:**

Initial Funding Date: 06/02/2016

Description:

Partial repayment of Section 108 loan, which funded the installation of lighting in approximately 13 alleys and 1 key sidewalk accessibility project.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$9,067.28	\$0.00	\$0.00
		2010	B10MC530012		\$0.00	\$9,067.28
	PI			\$55,971.99	\$0.00	\$55,971.99
Total	Total			\$65,039.27	\$0.00	\$65,039.27

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	0	0	0	0	0	0	0	0

Female-headed Households:

0



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Income Category:

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2015
Project: 0012 - YMCA Market Study
IDIS Activity: 208 - YMCA Market Study

Status: Open
Location: 510 Franklin St SE Olympia, WA 98501-1336

Objective: Create suitable living environments
Outcome: Sustainability
Matrix Code: Parks, Recreational Facilities (03F)

National Objective: LMA

Initial Funding Date: 12/02/2016

Description:

CDBG monies will fund a market study to assist SSYMCA to determine the future operation of the Downtown Olympia YMCA.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC530012	\$11,018.08	\$11,018.08	\$11,018.08
	PI			\$981.92	\$981.92	\$981.92
Total	Total			\$12,000.00	\$12,000.00	\$12,000.00

Proposed Accomplishments

Public Facilities : 6,642
 Total Population in Service Area: 515
 Census Tract Percent Low / Mod: 90.29

Annual Accomplishments

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PGM Year: 2016
Project: 0004 - Downtown Ambassador Program
IDIS Activity: 209 - Downtown Ambassador Program
Status: Completed 9/14/2017 12:00:00 AM
Location: 1000 Cherry St SE Olympia, WA 98501-1433

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Public Services (General) (05) **National Objective:** LMC

Initial Funding Date: 12/06/2016

Description:
 Provide citizen contact, services and referrals for up to 150 homeless and mentally ill people monthly

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC530012	\$33,982.27	\$33,982.27	\$33,982.27
	PI			\$17,287.95	\$17,287.95	\$17,287.95
Total	Total			\$51,270.22	\$51,270.22	\$51,270.22

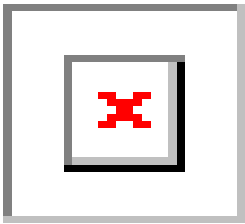
Proposed Accomplishments

People (General) : 1,800

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	3,942	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	3,942	0
Female-headed Households:	0		0		0			



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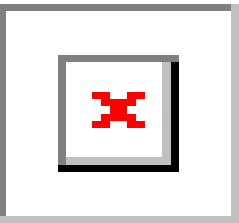
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Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	3,942
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	3,942
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2016	Street outreach to homeless and mentally ill street-dependent people in Olympia's downtown core.	



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PGM Year: 2016
Project: 0010 - Planning and Administration-PY 2016
IDIS Activity: 210 - Planning and Administration PY2016

Status: Open
Location: ,

Objective:
Outcome:
Matrix Code: General Program Administration (21A) **National Objective:**

Initial Funding Date: 12/06/2016

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC530012	\$14,977.65	\$14,977.65	\$14,977.65
	PI			\$54,309.91	\$54,309.91	\$54,309.91
Total	Total			\$69,287.56	\$69,287.56	\$69,287.56

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	0	0	0	0	0	0	0	0
Female-headed Households:					0			



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Income Category:

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2016
Project: 0007 - Micro & Small Business Training
IDIS Activity: 212 - Micro & Small Business Training

Status: Completed 9/25/2017 12:00:00 AM
Location: Address Suppressed

Objective: Create economic opportunities
Outcome: Sustainability
Matrix Code: Micro-Enterprise Assistance (18C) **National Objective:** LMCMC

Initial Funding Date: 12/02/2016

Description:

Fund a micro enterprise training and assistance program for low and moderate income entrepreneurs.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC530012	\$17,057.70	\$17,057.70	\$17,057.70
Total	Total			\$17,057.70	\$17,057.70	\$17,057.70

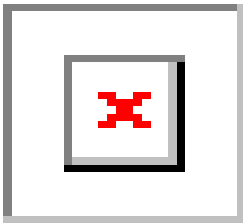
Proposed Accomplishments

People (General) : 7

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	10	0
Black/African American:	0	0	0	0	0	0	1	0
Asian:	0	0	0	0	0	0	1	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	12	0
Female-headed Households:	0		0		0			



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Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	9
Low Mod	0	0	0	2
Moderate	0	0	0	1
Non Low Moderate	0	0	0	0
Total	0	0	0	12
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefiting
2016	Trained and graduated 12 LMI entrepreneurs.	



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PGM Year: 2016
Project: 0007 - Micro & Small Business Training
IDIS Activity: 213 - Micro & Small Business Training ADC

Status: Open
Location: 212 Union Ave SE Olympia, WA 98501-1302
Objective: Create economic opportunities
Outcome: Sustainability
Matrix Code: Micro-Enterprise Assistance (18C) **National Objective:** LMCMC

Initial Funding Date: 12/06/2016

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC530012	\$1,895.30	\$1,058.31	\$1,058.31
Total	Total			\$1,895.30	\$1,058.31	\$1,058.31

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0

Female-headed Households:

0 0 0 0 0 0 0 0

Income Category:

Owner Renter Total Person



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Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2016
Project: 0004 - Downtown Ambassador Program
IDIS Activity: 214 - Downtown Ambassador Program ADC

Status: Open
Location: 1000 Cherry St SE Olympia, WA 98501-1433

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Public Services (General) (05) **National Objective:** LMC

Initial Funding Date: 12/06/2016

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC530012	\$3,396.52	\$1,498.53	\$1,498.53
	PI			\$730.26	\$730.26	\$730.26
Total	Total			\$4,126.78	\$2,228.79	\$2,228.79

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			



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Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2016
Project: 0008 - Economic Development - Technical Assistance
IDIS Activity: 215 - Economic Development - Technical Assistance

Status: Completed 9/14/2017 12:00:00 AM
Location: 4220 6th Ave SE Lacey, WA 98503-1024

Objective: Create economic opportunities
Outcome: Sustainability
Matrix Code: ED Technical Assistance (18B)

National Objective: LMJ

Initial Funding Date: 12/06/2016

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC530012	\$7,304.40	\$7,304.40	\$7,304.40
	PI			\$18,269.01	\$18,269.01	\$18,269.01
Total	Total			\$25,573.41	\$25,573.41	\$25,573.41

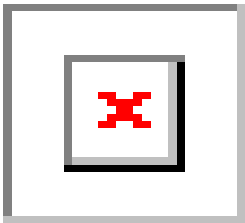
Proposed Accomplishments

Jobs : 1

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	1	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	1	0
Female-headed Households:	0		0		0			



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Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	1
Non Low Moderate	0	0	0	0
Total	0	0	0	1
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefiting
2016	One FTE job created for LMI individual.	



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PGM Year: 2016
Project: 0008 - Economic Development - Technical Assistance
IDIS Activity: 216 - Economic Development - Technical Assistance ADC

Status: Open
Location: 4220 6th Ave SE Lacey, WA 98503-1024

Objective: Create economic opportunities
Outcome: Sustainability
Matrix Code: ED Technical Assistance (18B)

National Objective: LMA

Initial Funding Date: 12/06/2016

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC530012	\$453.37	\$453.37	\$453.37
	PI			\$108.37	\$108.37	\$108.37
Total	Total			\$561.74	\$561.74	\$561.74

Proposed Accomplishments

Total Population in Service Area: 515
 Census Tract Percent Low / Mod: 90.29

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2016
Project: 0006 - Public Facility - Community Center
IDIS Activity: 217 - Providence Community Care Center

Status: Completed 9/28/2017 12:00:00 AM
Location: 225 State Ave NE Olympia, WA 98501-6951

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Health Facilities (03P)

National Objective: LMC

Initial Funding Date: 03/08/2017

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC530012	\$27,894.32	\$27,894.32	\$27,894.32
	PI			\$172,105.68	\$172,105.68	\$172,105.68
Total	Total			\$200,000.00	\$200,000.00	\$200,000.00

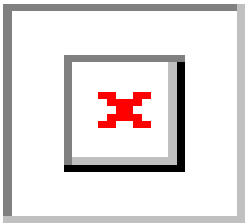
Proposed Accomplishments

Public Facilities : 18,000

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	2,842	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	2,842	0
Female-headed Households:	0		0		0			



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Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	2,842
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	2,842
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2016	Since the opening of the Community Care Center there has been an average of 203 people assisted per day. Being open for 14 days thus far, a total of 2,842 people have been assisted.	



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PGM Year: 2016
Project: 0006 - Public Facility - Community Center
IDIS Activity: 218 - Providence Community Care Center ADC

Status: Open
Location: 225 State Ave NE 225 State Ave NE Olympia, WA 98501-6951
Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Health Facilities (03P) **National Objective:** LMC

Initial Funding Date: 03/08/2017

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC530012	\$4,325.87	\$843.06	\$843.06
	PI			\$674.13	\$674.13	\$674.13
Total	Total			\$5,000.00	\$1,517.19	\$1,517.19

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			



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Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2016
Project: 0011 - Public Restroom Facility
IDIS Activity: 219 - Public Restroom Facility

Status: Completed 9/25/2017 12:00:00 AM
Location: 415 4th Ave E Olympia, WA 98501-1108
Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Public Facilities and Improvement (General) (03)
National Objective: LMA

Initial Funding Date: 04/06/2017

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC530012	\$100,422.40	\$100,422.40	\$100,422.40
Total	Total			\$100,422.40	\$100,422.40	\$100,422.40

Proposed Accomplishments

Public Facilities : 1
 Total Population in Service Area: 515
 Census Tract Percent Low / Mod: 90.29

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2016	Funding for the purchase of one public restroom facility to be installed in the downtown core.	



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PGM Year: 2016
Project: 0011 - Public Restroom Facility
IDIS Activity: 220 - Public Restroom Facility - ADC

Status: Open
Location: 415 4th Ave E 415 4th Ave E Olympia, WA 98501-1108
Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Public Facilities and Improvement (General) (03)
National Objective: LMA

Initial Funding Date: 04/06/2017

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC530012	\$4,387.60	\$4,387.60	\$4,387.60
	PI			\$112.40	\$112.40	\$112.40
Total	Total			\$4,500.00	\$4,500.00	\$4,500.00

Proposed Accomplishments

Total Population in Service Area: 515
 Census Tract Percent Low / Mod: 90.29

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2016
Project: 0005 - Housing Rehabilitation
IDIS Activity: 221 - Candlewood Manor

Status: Open
Location: 4500 Martin Way E Olympia, WA 98516-6317
Objective: Create suitable living environments
Outcome: Sustainability
Matrix Code: Rehab; Multi-Unit Residential (14B) **National Objective:** LMH

Initial Funding Date: 05/16/2017

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$43,000.00	\$0.00	\$0.00
		2014	B14MC530012		\$34,278.35	\$34,278.35
Total	Total			\$43,000.00	\$34,278.35	\$34,278.35

Proposed Accomplishments

Housing Units : 104

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			



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Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2016
Project: 0005 - Housing Rehabilitation
IDIS Activity: 222 - Candlewood Manor ADC

Status: Open
Location: 4500 Martin Way E Olympia, WA 98516-6317

Objective: Create suitable living environments
Outcome: Sustainability
Matrix Code: Rehab; Multi-Unit Residential (14B) **National Objective:** LMH

Initial Funding Date: 06/16/2017

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$5,000.00	\$0.00	\$0.00
		2014	B14MC530012		\$450.08	\$450.08
Total	Total			\$5,000.00	\$450.08	\$450.08

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			



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Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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PGM Year: 2016
Project: 0005 - Housing Rehabilitation
IDIS Activity: 223 - Mollie B Oxford House - Siding

Status: Open
Location: 1203 Olympia Ave NE Olympia, WA 98506-4219
Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Rehab; Single-Unit Residential (14A) **National Objective:** LMH

Initial Funding Date: 08/18/2017

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$65,000.00	\$0.00	\$0.00
Total	Total			\$65,000.00	\$0.00	\$0.00

Proposed Accomplishments

Housing Units : 1

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			



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Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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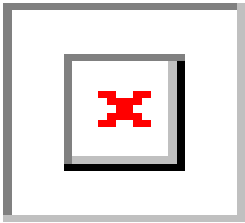
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Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



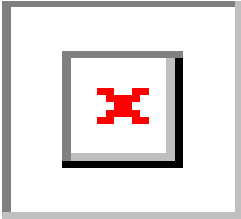
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Total Funded Amount:	\$1,580,096.35
Total Drawn Thru Program Year:	\$1,490,606.99
Total Drawn In Program Year:	\$641,205.75



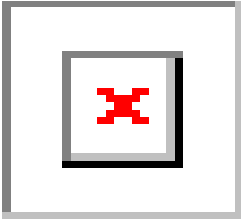
U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 CDBG Summary of Accomplishments
 Program Year: 2016

DATE: 09-29-17
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Olympia

Count of CDBG Activities with Disbursements by Activity Group & Matrix Code

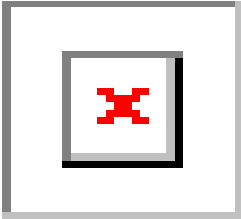
Activity Group	Activity Category	Open Count	Open Activities Disbursed	Completed Count	Completed Activities Disbursed	Program Year Count	Total Activities Disbursed
Acquisition	Clearance and Demolition (04)	0	\$0.00	1	\$0.00	1	\$0.00
	Total Acquisition	0	\$0.00	1	\$0.00	1	\$0.00
Economic Development	ED Technical Assistance (18B)	1	\$561.74	2	\$25,573.41	3	\$26,135.15
	Micro-Enterprise Assistance (18C)	1	\$1,058.31	1	\$17,057.70	2	\$18,116.01
	Total Economic Development	2	\$1,620.05	3	\$42,631.11	5	\$44,251.16
Housing	Rehab; Single-Unit Residential (14A)	2	\$0.00	0	\$0.00	2	\$0.00
	Rehab; Multi-Unit Residential (14B)	2	\$34,728.43	0	\$0.00	2	\$34,728.43
	Total Housing	4	\$34,728.43	0	\$0.00	4	\$34,728.43
Public Facilities and Improvements	Public Facilities and Improvement (General) (03)	1	\$4,500.00	1	\$100,422.40	2	\$104,922.40
	Neighborhood Facilities (03E)	0	\$0.00	2	\$0.00	2	\$0.00
	Parks, Recreational Facilities (03F)	1	\$12,000.00	0	\$0.00	1	\$12,000.00
	Street Improvements (03K)	1	\$121,000.00	0	\$0.00	1	\$121,000.00
	Health Facilities (03P)	1	\$1,517.19	1	\$200,000.00	2	\$201,517.19
	Total Public Facilities and Improvements	4	\$139,017.19	4	\$300,422.40	8	\$439,439.59
Public Services	Public Services (General) (05)	1	\$2,228.79	3	\$51,270.22	4	\$53,499.01
	Total Public Services	1	\$2,228.79	3	\$51,270.22	4	\$53,499.01
General Administration and Planning	General Program Administration (21A)	1	\$69,287.56	1	\$0.00	2	\$69,287.56
	Total General Administration and Planning	1	\$69,287.56	1	\$0.00	2	\$69,287.56
Repayment of Section 108 Loans	Planned Repayment of Section 108 Loan Principal (19F)	0	\$0.00	2	\$0.00	2	\$0.00
	Unplanned Repayment of Section 108 Loan Principal (19G)	0	\$0.00	1	\$0.00	1	\$0.00
	Total Repayment of Section 108 Loans	0	\$0.00	3	\$0.00	3	\$0.00
Grand Total		12	\$246,882.02	15	\$394,323.73	27	\$641,205.75



Olympia

CDBG Sum of Actual Accomplishments by Activity Group and Accomplishment Type

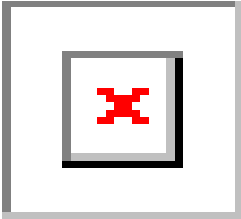
Activity Group	Matrix Code	Accomplishment Type	Open Count	Completed Count	Program Year Totals
Acquisition	Clearance and Demolition (04)	Public Facilities	0	1	1
	Total Acquisition		0	1	1
Economic Development	ED Technical Assistance (18B)	Business	0	0	0
		Jobs	0	5	5
	Micro-Enterprise Assistance (18C)	Persons	0	12	12
	Total Economic Development		0	17	17
Housing	Rehab; Single-Unit Residential (14A)	Housing Units	0	0	0
	Rehab; Multi-Unit Residential (14B)	Housing Units	0	0	0
	Total Housing		0	0	0
Public Facilities and Improvements	Public Facilities and Improvement (General) (03)	Persons	0	0	0
		Public Facilities	0	515	515
	Neighborhood Facilities (03E)	Public Facilities	0	2,100	2,100
	Parks, Recreational Facilities (03F)	Public Facilities	0	0	0
	Street Improvements (03K)	Persons	1,545	0	1,545
	Health Facilities (03P)	Public Facilities	0	2,842	2,842
	Total Public Facilities and Improvements		1,545	5,457	7,002
Public Services	Public Services (General) (05)	Persons	0	4,186	4,186
	Total Public Services		0	4,186	4,186
Grand Total			1,545	9,661	11,206



Olympia

CDBG Beneficiaries by Racial / Ethnic Category

Housing-Non Housing	Race	Total Persons	Total Hispanic		Total Hispanic Households
			Persons	Total Households	
Non Housing	White	7,042	0	0	0
	Black/African American	1	0	0	0
	Asian	1	0	0	0
	American Indian/Alaskan Native	1	0	0	0
	Total Non Housing	7,045	0	0	0
Grand Total	White	7,042	0	0	0
	Black/African American	1	0	0	0
	Asian	1	0	0	0
	American Indian/Alaskan Native	1	0	0	0
	Total Grand Total	7,045	0	0	0



Olympia

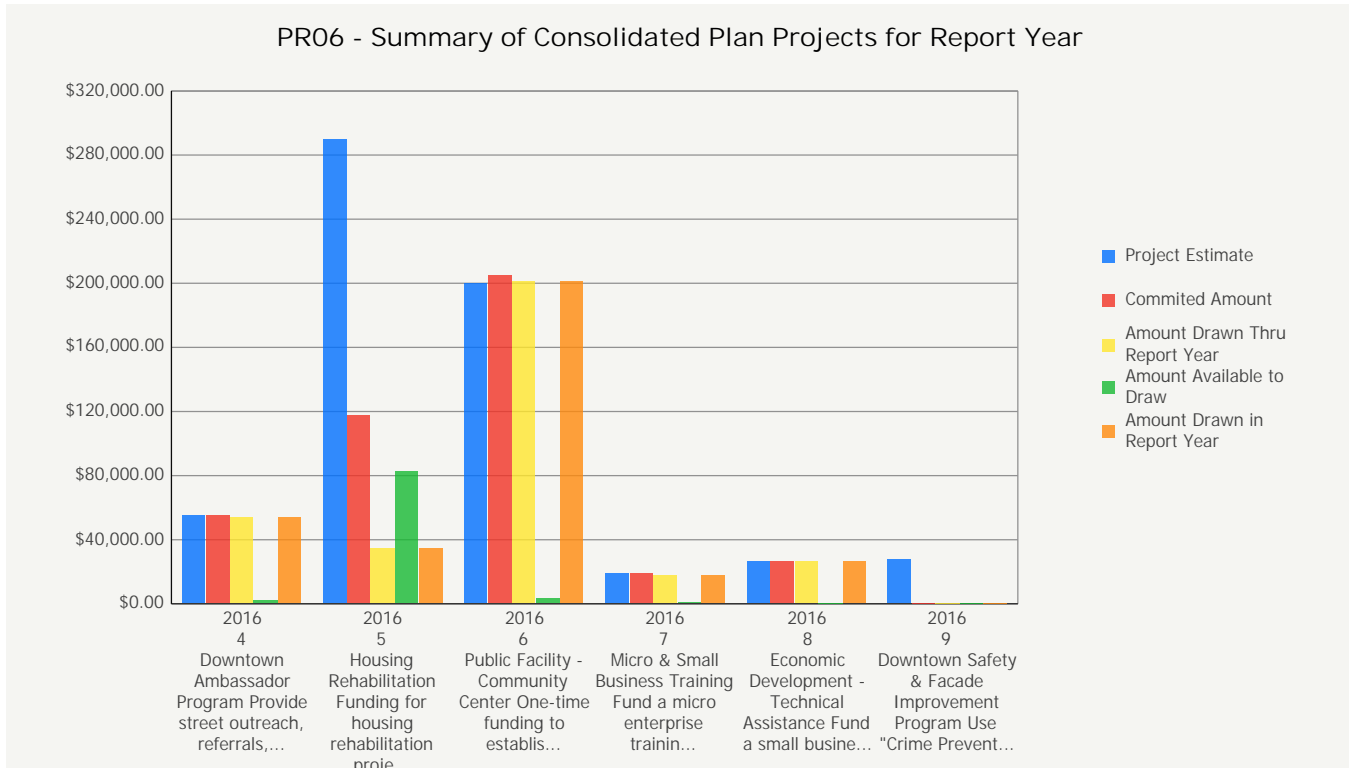
CDBG Beneficiaries by Income Category

	Income Levels	Owner Occupied	Renter Occupied	Persons
Non Housing	Extremely Low (<=30%)	0	0	6,793
	Low (>30% and <=50%)	0	0	2
	Mod (>50% and <=80%)	0	0	2
	Total Low-Mod	0	0	6,797
	Non Low-Mod (>80%)	0	0	0
	Total Beneficiaries	0	0	6,797

U.S. DEPARTMENT OF HOUSING AND
 URBAN DEVELOPMENT
 OFFICE OF COMMUNITY PLANNING AND
 DEVELOPMENT
 PR06 - Summary of Consolidated Plan
 Projects for Report Year

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IDIS



Plan IDIS Year	Project Title and Description	Program
2016 4	Downtown Ambassador Program	Provide street outreach, referrals, and other assistance to homeless, street-dependent and mentally ill individuals in the downtown core.
5	Housing Rehabilitation	Funding for housing rehabilitation projects that improve the quality of existing housing for low and moderate income people.
6	Public Facility - Community Center	One-time funding to establish a community center to serve homeless, mentally ill and other street dependent people who reside in downtown Olympia.
7	Micro & Small Business Training	Fund a micro enterprise training and assistance program for low and moderate income entrepreneurs.
8	Economic Development - Technical Assistance	Fund a small business training and assistance program for low and moderate income entrepreneurs.
9	Downtown Safety & Facade Improvement Program	Use "Crime Prevention through Environmental Design (CPTED)" to identify and prioritize projects that will increase safety and economic vitality downtown Olympia.

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IDIS

Project Estimate	Committed Amount	Amount Drawn Thru Report Year	Amount Available to Draw	Amount Drawn in Report Year
\$55,397.00	\$55,397.00	\$53,499.01	\$1,897.99	\$53,499.01
\$290,000.00	\$118,000.00	\$34,728.43	\$83,271.57	\$34,728.43
\$200,000.00	\$205,000.00	\$201,517.19	\$3,482.81	\$201,517.19
\$18,953.00	\$18,953.00	\$18,116.01	\$836.99	\$18,116.01
\$25,864.00	\$26,135.15	\$26,135.15	\$0.00	\$26,135.15
\$27,500.00	\$0.00	\$0.00	\$0.00	\$0.00

U.S. DEPARTMENT OF HOUSING AND
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DEVELOPMENT
PR06 - Summary of Consolidated Plan
Projects for Report Year

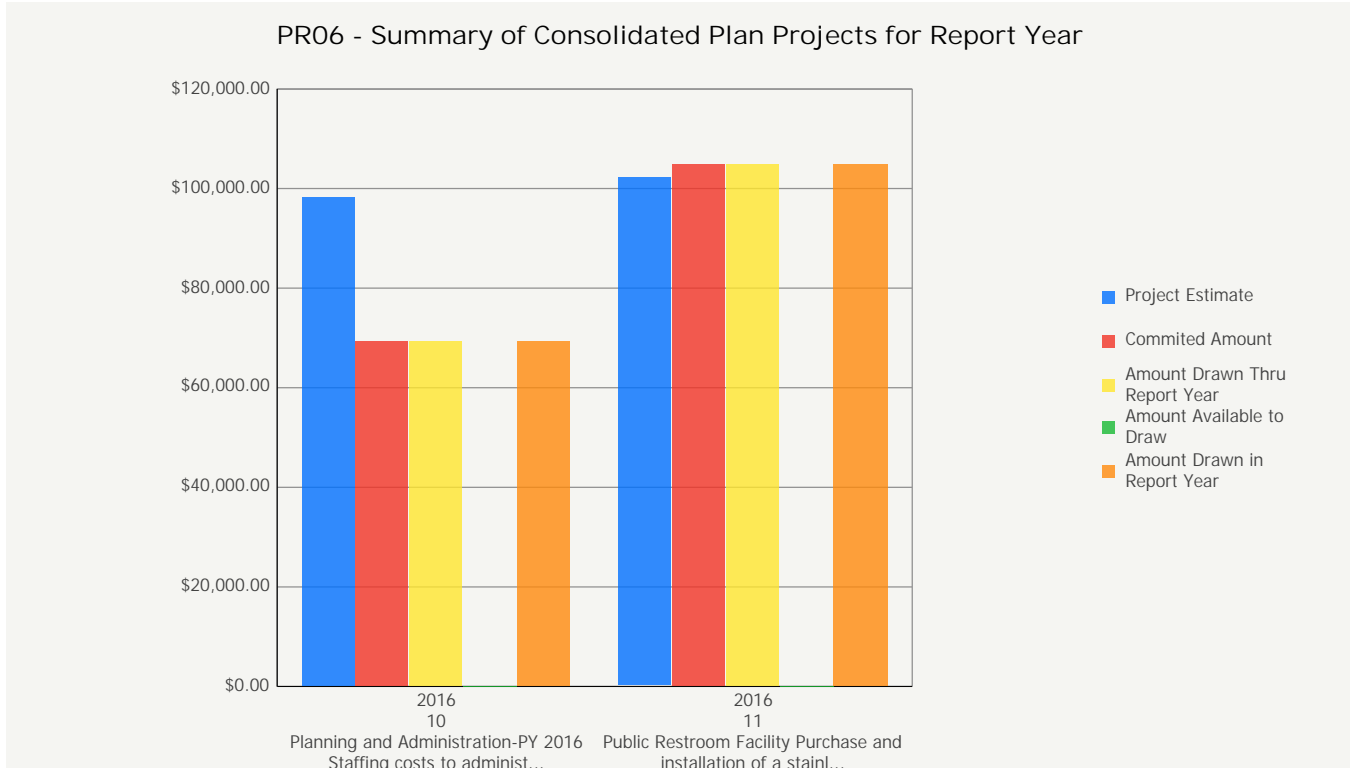
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IDIS

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 PR06 - Summary of Consolidated Plan
 Projects for Report Year

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IDIS



Plan IDIS Year Project	Project Title and Description	Program	Project Estimate	Committed Amount
2016 10	Planning and Administration-PY 2016 Staffing costs to administer the CDBG program for PY 2016.	CDBG	\$98,178.00	\$69,287.56
11	Public Restroom Facility Purchase and installation of a stainless steel bathroom facility as part of the downtown 24/7 restroom project.	CDBG	\$102,380.80	\$104,922.40

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 PR06 - Summary of Consolidated Plan
 Projects for Report Year

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IDIS

Plan IDIS Year Project	Project Title and Description	Program	Amount Drawn Thru Report Year	Amount Available to Draw
2016 10	Planning and Administration-PY 2016 Staffing costs to administer the CDBG program for PY 2016.	CDBG	\$69,287.56	\$0.00
11	Public Restroom Facility Purchase and installation of a stainless steel bathroom facility as part of the downtown 24/7 restroom project.	CDBG	\$104,922.40	\$0.00

U.S. DEPARTMENT OF HOUSING AND
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IDIS

Plan IDIS Year Project	Project Title and Description	Program	Amount Drawn in Report Year
2016 10	Planning and Administration-PY 2016 Staffing costs to administer the CDBG program for PY 2016.	CDBG	\$69,287.56
11	Public Restroom Facility Purchase and installation of a stainless steel bathroom facility as part of the downtown 24/7 restroom project.	CDBG	\$104,922.40



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, October 24, 2017

7:00 PM

Council Chambers

5. PUBLIC HEARING

- 5.A [17-1074](#) Public Hearing on Community Development Block Grant (CDBG) Program Year 2016 Annual Report

Attachments: [PY2016 Citizens Summary](#)
[PY2016 CAPER - Full Version](#)



Meeting Minutes

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, October 24, 2017

7:00 PM

Council Chambers

5. PUBLIC HEARING

5.A [17-1074](#) Public Hearing on Community Development Block Grant (CDBG)
Program Year 2016 Annual Report

Program Manager Anna Schlecht reviewed the 2016 Consolidated Annual Performance Evaluation Report (CAPER).

Mayor Selby opened the hearing at 7:50 p.m. The following people spoke: Danny Kadden and Richard Peas. The Mayor closed the hearing at 8:04 p.m.

The public hearing was held and closed.

Community Development Block Grant (CDBG) Program



olympiawa.gov/CDBG

For More Information Contact

Keith Stahley, Community Planning & Development Director

kstahley@ci.olympia.wa.us | 360.753.8227

Anna Schlecht, Housing Program Manager

aschlech@ci.olympia.wa.us | 360.753.8183

Tiffany Reid, Program Support

treid@ci.olympia.wa.us | 360.753.8062

The City of Olympia is committed to the non-discriminatory treatment of persons in the employment and the delivery of services and resources. CS 2017



City Council

Approval of Building, Engineering and Land Use Fee Increase

Agenda Date: 11/14/2017
Agenda Item Number: 4.C
File Number: 17-1090

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

Title

Approval of Building, Engineering and Land Use Fee Increase

Recommended Action

Committee Recommendation:

The Finance Committee recommended approval of the proposed building, engineering and land use fee increases as recommended at their October 11, 2017, meeting.

City Manager Recommendation:

Move to approve the proposed building, engineering and land use fee increases.

Report

Issue:

Whether to approve increasing building, engineering and land use fees, as recommended by the Finance Committee.

Staff Contact:

Karen Kenneson, Associate Line of Business Director, Community Planning and Development,
360.753.8277

Presenter:

None - Consent Calendar Item.

Background and Analysis:

In November 2015, Council approved the establishment of a Development Fee Revenue Fund (the Fund) for the purpose of receiving fees collected for management of development (i.e., construction-related permit and planning activity). The fees are to be used to pay costs related to the management of development at a Council-established 85 percent cost-recovery rate. Establishment of this Fund was based on recommendations from a 2015 Development Services Fee Study. In January 2017, Council approved policies for managing the Fund, including establishing a target fund balance, establishing what actions will be taken when the fund balance exceeds or is less than the target fund balance, processes to identify costs to be reimbursed by the Fund and establishment of a Technology Account within the Fund to maintain, upgrade and replace technology and equipment that benefits users of development services.

The current recommendation includes a technology fee of 3.9 percent that would be assessed on permits and plan review fees to fund the Technology Account category. This includes software updates and licenses, web hosting for permitting and online plan review, credit card payment processing fees, technological equipment and services, and expected significant periodic expenditures such as technology advancements needed to maintain or improve levels of service based on industry standards. One example of such a project is the digitization of microfilm permit records and making them accessible to the public online.

An increase of 3 percent is proposed to building, mechanical and electrical plan review fees to recover costs for the increased time spent reviewing plans and conducting inspections per energy code requirements.

It will take several years to reach the target fund balance. The proposed fee increases support the policy to achieve 85 percent revenue to expenditure cost recovery ratio. Per the Fund policies, the City will update the development forecast and analyze operating costs at least once every three years, which may result in adjustments to fees.

Neighborhood/Community Interests:

Outreach has been ongoing with the Olympia Master Builders' (OMB) executive staff and to its members. Discussions of the proposed fee increases have been completed at the OMB office where each fee was discussed and questions were taken related to the recovery costs and future increases. Staff invited OMB's Director to visit the City office and take a tour of our services including the new SmartGov online portal and Blue Beam plan review tools.

Options:

1. Approve an increase to building, engineering and land use fees as presented and recommended by the Finance Committee.
2. Approve an increase building, engineering and land use fees with changes.
3. Do not approve an increase building, engineering and land use fees which will reduce the amount of development fee revenue available to reimburse development related costs, which could negatively impact the General Fund.

Financial Impact:

The estimate of increased revenue in 2018 resulting from the proposed building, engineering and land use fee adjustments is approximately \$163,826, or 5 percent, depending on the volume of construction activity and specific types of applications received. The technology fee will generate an additional \$119,000 for the technology fund within the Development Fee Fund.

Attachments:

Proposed Fees
Cost for New Single Family Residence
Proposed Land Use Fee Changes
Proposed Engineering Fee Changes
Proposed Building Fee Changes



2018 Building/Engineering/Land Use Fees

Land Use & Engineering

Item	Current Fee	Proposed Fee	Comments
Zoning/Planning Letter	\$100	\$200	
Critical Area Report Review	\$520	\$650	
Landscape Plan Review	\$250	\$450	
Solid Waste Pad/Enclosure Review	\$125	\$350	
Storm Onsite System Review	\$452	\$600	
Erosion Control Inspection Fee			
Lot size up to 5,000 sq ft	\$188	\$205	
Lot 5,001 to 20,000 sq ft	\$188	\$255	
Lot 20,001 to 40,000 sq ft	\$188	\$355	
Lot 40,001 to 220,000 sq ft	\$188	\$455	
Lot over 220,000 sq ft	\$188	\$575	

Technology

Item	Current Fee	Proposed Fee	Comments
Technology Fee – 3.9% on all Land Use, Engineering and Building permit & plan review fees		3.9%	Cost of hosted solution for online permitting and electronic plan review, credit card convenience fees, technological equipment and service for field inspection, microfilm digitization project, etc.

Mechanical Permits

Item	Current Fee	Proposed Fee	Comments
New SFR Mechanical Permit			
Up to and including 2,500 sq ft	\$225	\$245	
Over 2,500 sq ft	\$225	\$280	
Base Fee – Mechanical Permit	\$90	\$105	
Air Handlers	\$35	\$55	
Evaporative Coolers	\$35	\$55	
Furnaces	\$35	\$55	
Gas Piping			
Up to and including 5 connections	\$35	no change	
Each connection 6 and over		\$2.50 ea	
Repairs or Additions	\$35	\$55	
Wood Stove or Gas Insert	\$35	\$65	
Plan Review Fee (when applicable)	65% of permit fee	68% of permit fee	Energy code review & inspection

Plumbing Permits

Item	Current Fee	Proposed Fee	Comments
New SFR Plumbing Permit			
Up to and including 2,500 sq ft	\$225	\$245	
Over 2,500 sq ft	\$225	\$280	
Base Fee - Plumbing Permit	\$90	\$105	
Gas Piping			
Up to and including 5 connections	\$35	no change	
Each connection 6 and over		\$2.50 ea	
Plumbing Fixtures	\$10.50	\$15	
Sewer	\$25	\$35	
Water Heater	\$30	\$35	
Water Equipment, Piping Repair or Alteration to Drainage/Vent Plumbing System	\$15	\$35	

Building Fees

Item	Current Fee	Proposed Fee	Comments
For Stop Work Issued (work being done without a permit)	\$125 per hour	\$175 per hour	
Plan Review Fee	65% of permit fee	68% of permit fee	
Sign Plan Review Fee		\$35	
Demolition Permit			
Structures less than 3,000 sq ft	\$25	\$55	
Structures 3,001 to 5,000 sq ft	\$50	\$100	
Structures 5,001 to 10,000 sq ft	\$50	\$150	
Structures 10,001 sq ft and above	\$50	\$200	
Temporary Certificate of Occupancy - application filing fee		\$225	

Building Valuation Table

Item	Current Fee	Proposed Fee
Valuation \$1 to \$500	\$90	\$105
Valuation \$501 to \$2,000	\$90 For the first \$500 plus \$5.30 for each additional \$100 or fraction thereof	\$105 For the first \$500 plus \$5.30 for each additional \$100 or fraction thereof
Valuation \$2,001 to \$25,000	\$168.90 For the first \$2,000 plus \$16.80 for each additional \$1,000 or fraction thereof	\$184.50 For the first \$2,000 plus \$16.80 for each additional \$1,000 or fraction thereof
Valuation \$25,001 to \$50,000	\$555.30 For the first \$25,000 plus \$12.71 for each additional \$1,000 or fraction thereof, up to and including \$50,000	\$570.90 For the first \$25,000 plus \$12.71 for each additional \$1,000 or fraction thereof, up to and including \$50,000

Valuation \$50,001 to \$100,000	\$813.05 For the first \$50,000 plus \$9.45 for each additional \$1,000 or fraction thereof, up to and including \$100,000	\$888.65 For the first \$50,000 plus \$9.45 for each additional \$1,000 or fraction thereof, up to and including \$100,000
Valuation \$100,001 to \$500,000	\$1,345.55 For the first \$100,000 plus \$7.98 for each additional \$1,000 or fraction thereof, up to and including \$500,000	\$1,361.15 For the first \$100,000 plus \$7.98 for each additional \$1,000 or fraction thereof, up to and including \$500,000
Valuation \$500,001 to \$1,000,000	\$4,537.55 For the first \$500,000 plus \$7.09 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000	For the first \$500,000 plus \$7.09 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
Valuation \$1,000,001 and up	\$8,082.55 For the first \$1,000,000 plus \$5.93 for each additional \$1,000 or fraction thereof	\$8,098.15 For the first \$1,000,000 plus \$5.93 for each additional \$1,000 or fraction thereof

PROPOSED



PERMIT FEES TO BUILD A SINGLE FAMILY HOME

Approximately how much are the permits and fees to build a single-family home in the City of Olympia?
(EFFECTIVE JANUARY 1, 2018)

BUILDING PERMIT

(BASED ON A 2,500 SQ. FT. HOME WITH A 480 SQ. FT. GARAGE AND 180 SQ. FT. PORCH/DECK W/ROOF.)¹

PERMIT FEES (IN SUBDIVISION)	CURRENT FEE	PROPOSED FEE
BUILDING PERMIT	\$3,021.35	\$ 3,155.39
PLAN CHECK FEE	1,963.88	2,145.67
STATE PERMIT FEE	4.50	4.50
ELECTRICAL	178.00	178.00
MECHANICAL	225.00	245.00
PLUMBING	225.00	245.00
FIRE SPRINKLER	382.32	382.32
DRIVEWAY	0.00	0.00
WATER METER	331.00	331.00
SEWER LATERAL	147.00	147.00
CONSTRUCTION WATER	50.00	50.00
SEWER TAP	0.00	0.00
RIGHT-OF-WAY	0.00	0.00
EROSION CONTROL	175.00	205.00
SUBTOTAL PERMIT FEES	\$6,703.05	\$ 7,088.88
IMPACT FEES		
TRANSPORTATION IMPACT FEE	3,498.00	3,498.00
PARKS IMPACT FEE	5,446.00	5,446.00
SCHOOL IMPACT FEE	5,298.00	5,298.00
SUBTOTAL IMPACT FEES	\$14,242.00	\$14,242.00
UTILITY FEES		
WATER GENERAL FACILITIES CHARGE (GFC)	4,180.00	4,180.00
STORMWATER GFC	1,235.00	1,235.00
SEWER GFC	3,442.00	3,442.00
LOTT CAPACITY DEVELOPMENT CHARGE	5,579.46	5,579.46
WATER SERVICE INSTALL DEPOSIT	0.00	0.00
SUBTOTAL UTILITY FEES	\$14,436.46	\$14,436.46
TOTAL FEES²	\$35,381.51	\$35,767.34

NOTES:

¹ VALUATION OF \$309,454.20 FOR RESIDENTIAL DWELLING IS BASED UPON:

2,500 SQ. FT. HOUSE X \$112.65 PER SQ. FT = \$281,625.00

480 SQ. FT. GARAGE X \$43.33 PER SQ. FT. = \$20,798.40

180 SQ. FT. DECK/PORCH W/ROOF X \$39.06 PER SQ. FT. = \$7,030.80

²SOME PARCELS/LOTS MAY BE SUBJECT TO OTHER FEES.

Increase = \$385.83

Chapter 4.40

LAND USE APPLICATION REVIEW FEES

4.40.000 Chapter Contents

Sections:

4.40.010 Land use application review fees.

(Ord. 6333 §4; 2004 (reenacted section); Ord. 6333 §3, 2004 (repealed section)).

4.40.010 Land use application review fees

A. Commencing January 1, 2013, the following fee schedule shall be in full force and effect.

Certifications and Appealable Letters

Independent Confirmation of Critical Areas Report
 Wetland Report prepared by City staff
 Zoning, Occupancy Status, Flood Hazard,
 and other staff confirmations
 Staff-Researched Letter, Shoreline Permit Exemption,
 Discretionary Time Extension, or Appealable Opinion²

Land Use and Planning Applications¹

~~\$520~~\$650 plus any consultant costs
 \$800 plus any consultant costs

~~\$100~~\$200
 \$360 plus any consultant costs

Actions Independent of Development Review

Presubmission Conference \$240
 SEPA Review (only) \$480
 Variance (staff level) \$300
 Variance and/or Reasonable Use Exception (by Examiner) \$480 + \$1,000 Hearing Examiner deposit⁵

Code and Plan Amendments

Comprehensive Plan Amendment
 (post-screening without rezone) \$320
 Shoreline Program \$3,200
 Original Master Plan (Villages & Centers)
 (See OMC Chapter 18.05) \$3,200 + \$ 140 per acre or part thereof
 + \$2,500 Hearing Examiner deposit⁵
 Master Plan Revision \$1,600 + \$1,500 Hearing Examiner
 deposit⁵
 Development Agreement \$3,200 + \$2,000 Hearing Examiner
 deposit if referred to examiner⁵
 Zoning and Development Code Maps or Text \$3,200 + if a site-specific rezone, a
 \$1,500 Hearing Examiner deposit⁵

Annexations

Notice of Intent to Annex \$320
 Petition to Annex \$2,880

Temporary Uses

Temporary Use Permit for three or less consecutive days	\$50
Temporary Uses for four or more consecutive days	\$200

Subdivision Actions

Lot Consolidation	\$360
Boundary Line Adjustment	\$320 plus \$160 per boundary line
Preliminary Short or Large-Lot Plat	\$600 + \$ 300 per lot
Final Short or Large-lot Plat	\$600
Preliminary Full (ten or more lots) Plat	\$ 3,600+ \$ 600 per acre, or part thereof + \$2,500 Hearing Examiner deposit ⁵
Final Full (ten or more lots) Plat ³	\$2,600
Binding Site Plan	Any land use review fee; plus sum equivalent to platting fee - latter reduced by 1/2 if concurrent with initial development
Improvements deferral review by Examiner (OMC 17.44.020(E))	\$1,800+ \$2,000 Hearing Examiner deposit ⁵

Land Use (Site Plan) Review³

No new structure to 5,000 square feet new gross floor area	\$2,600
5,001 to 8,000 square feet of new gross floor area	\$4,700
8,001 to 16,000 square feet of new gross floor area	\$6,800
16,000 to 24,000 square feet of new gross floor area	\$9,200
24,001 or more square feet of new gross floor area	\$11,500
Wireless Communication Facility	\$3,700, plus any consultant costs of City

Supplemental Actions

Traffic modeling or distribution by City staff	No charge, except any consultant fees
Additional SEPA Review (WAC 197-11-335 external link)	No charge, except any consultant fees
Environmental Impact Statement	\$3,200+ preparation at contract rate to be determined
Design Concept Review --Board Level	\$900
Design Details Review-- Board Level	\$900
Design Review--Staff Level	\$240
Sign (Design) Review	\$55 per sign to \$330 maximum per occupancy
Examiner Review--Project Subject to SEPA	\$1,200 + \$2,000 Hearing Examiner deposit ⁵
Wireless Communication Facility -- Subject to SEPA	\$4,600+ \$2,000 Hearing Examiner deposit ⁵ plus any consultant costs of City

Examiner Review--Project SEPA Exempt	\$900 + \$750 Hearing Examiner deposit ⁵
Wireless Communication Facility -- SEPA Exempt	\$3,700 + \$750 Hearing Examiner deposit ⁵ plus any consultant costs of City
Modification of an approved application	50% of standard fee plus any Examiner deposit
Consolidated Review (RCW 36.70B.120 external link) ⁴	\$5,000
Impact Fee Appeal to Examiner	\$1,000 + \$500 Hearing Examiner deposit ⁵
Other Appeal to Examiner	\$1,000
Appeals to Council (only if authorized)	\$500
Request for Reconsideration or Clarification by Examiner (OMC 18.75.060 and 070)	\$240 + \$500 Hearing Examiner deposit ⁵
Historic Rehabilitation Tax Exemption	
Commercial	\$880
Residential	\$260

[Technology Fee – applicable to all planning applications](#) [3.9% of planning fee](#)

NOTES:

1. Additional fees may be applicable, including tree plan and engineering fees.
2. Staff certification or researched letter fees, and need for third-party consultation are at the discretion of the Planning Manager.
3. There is no extra charge for Planned Residential Development Approval.
4. The Consolidated Review Fee is an additional fee that applies to requests to merge review of preliminary development applications with construction permit applications, such as land use review and engineering permits.
5. Where Examiner deposit is required, applicant is responsible and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.

(Ord. 7050 §1, 2016; Ord. 7013 §4, 2016; Ord. 6830 §1, 2012; Ord. 6789 §1, 2011; Ord. 6677 §1, 2009; Ord. 6598 §1, 2008; Ord. 6503 §1, 2007; Ord. 6392 §1, 2006; Ord. 6333 §4, 2004 (reenacted section); Ord. 6333 §3, 2004 (repealed section); Ord. 6309 §1, 2004; Ord. 6302 §3, 2004; Ord. 6238 §2, 2002; Ord. 6229 §1, 2002; Ord. 6183 §1, 2002; Ord. 6153 §3, 2001; Ord. 6059 §1, 2000; Ord. 5980 §2, 1999; Ord. 5873 §1, 1999; Ord. 5862 §4, 1998; Ord. 5771 §2, 1998; Ord. 5718 §4, 1997; Ord. 5658 §6, 1996; Ord. 5616 §1, 1996; Ord. 5594 §17, 1996; Ord. 5577 §6, 1995).

Chapter 4.04 ENGINEERING FEES Revised 6/17

4.04.000 Chapter Contents

Sections:

4.04.010 Assessment of fees. Revised 6/17

(Ord. 6333 §2; 2004 (reenacted section); Ord. 6333 §1, 2004 (repealed section)).

4.04.010 Assessment of fees Revised 6/17

A. Commencing January 1, 2014, the following fee schedule shall be in full force and effect.

Application Type

Plan Check Fees

Water Main Extension (For projects outside city limits, fees will increase by 25%)

Sewer Main Extension (For projects outside city limits, fees will increase by 25%)

Reclaimed Water Main or Service Extension Streets

Curb and Sidewalk

Storm On-Site

Storm Pipe

Street Lighting (For projects outside city limits, fees will increase by 25%)

Driveway: Commercial

STEP Sewer System: Commercial

Sewer Pump Station

On-Site Community Septic System (For projects outside city limits, fees will increase by 25%)

Traffic Signal

Solid Waste Pad and/or enclosure

Landscape Plan Review

Resubmittal Fee

Engineering Fee Schedule

\$452.00 + \$0.50 per linear foot or part thereof

\$452.00 + \$0.50 per linear foot or part thereof

\$452.00 + \$0.50 per linear foot or part thereof

\$452.00 + \$0.50 per linear foot or part thereof

~~\$452.00~~\$600.00 + \$37.00 per Acre Gross Parcel Area

\$452.00 + \$0.50 per linear foot or part thereof

\$452.00 + \$0.50 per linear foot or part thereof

\$678.00 each

\$1,355.00 each

\$1,355.00 each

\$1,355.00 each

\$1,355.00 each

~~\$125.00~~\$350.00

~~\$250.00~~\$450.00

50% of plan review fee starting with second resubmittal after the initial application

Application Type

Permit/Inspection Fees

Single Family Residential ~~Site~~-Erosion Control Inspection (up to and including 5,000 sq ft)

~~\$184.00~~\$205.00 each

Single Family Residential Erosion Control Inspection (5,001 to 20,000 sq ft)

~~\$205.00~~\$255.00

Residential Subdivision and Commercial Site fee Erosion Control and LID Inspection (based on lot size) (new building sites only)

5,001 – 20,000	\$255.00
20,001 – 40,000	\$355.00
40,001 – 220,000	\$455.00
Over 220,000	\$575.00

*Note: Subdivision is based on total subdivision until all improvements are accepted by the City, then individual lot fees apply if a permit is being issued for work that disturbs ground or requires LID

Streets and/or Alleys	\$2.30 per linear foot or part thereof
Curb and/or Walk	\$2.30 per linear foot or part thereof
Street lighting (For projects outside city limits, fees will increase by 25%)	\$1.60 per linear foot or part thereof
Driveways: Residential	\$158.00 each
Driveways: Commercial	\$788.00 each
Sanitary Sewer Main (For projects outside city limits, fees will increase by 25%)	\$3.10 per linear foot or part thereof plus \$1.00 per linear foot for Television Inspection
STEP Sewer System: Residential (For projects outside city limits, fees will increase by 25%)	\$509.00 each
STEP Sewer System: Commercial (For projects outside city limits, fees will increase by 25%)	\$1,019.00 each
Sewer Pump Station	\$1,019.00 each
On-Site Community Septic System (For projects outside city limits, fees will increase by 25%)	\$1,019.00 each
Sewer Lateral Connection at Main	\$368.00 each
Sewer Lateral Connection on Property	\$147.00 each
Storm Sewer Main	\$3.10 per linear foot or part thereof plus \$1.00 per linear foot for Television Inspection
Storm On-Site System	\$677.00 each
Water Main (For projects outside city limits, fees will increase by 25%)	\$3.10 per linear foot or part thereof
Water Connection (New)	\$200.00 each
Water Purity Sampling Test (Collected for second and subsequent tests for the same system)	Actual Costs to be Assessed
Water Main Shutdown (collected for second or subsequent request for the same system)	Actual Costs to be Assessed
Reclaimed Water Main or Service Connection	\$3.10 per linear foot or part thereof
Reclaimed Water Connection (new)	\$200.00 each
Reclaimed Water Sampling Test (Collected for second and subsequent tests for the same system)	Actual Costs to be Assessed

Reclaimed Water Main or Service Connection Shutdown (collected for second or subsequent request for the same system)	Actual Costs to be Assessed
Traffic Signal	\$1,575.00 each
Solid Waste Pad and/or enclosure	\$250.00
Landscape	\$375.00
Bicycle Parking	\$125.00
Paving of Parking Lots (including re-paving)	\$0.06 per square foot or part thereof
Right-of-Way Obstruction Permit (No Traffic Control Plan Required)	\$184.00 each
Right-of-Way Obstruction Permit (Traffic Control Plan Required, and on-site signage, cones, or flaggers needed)	\$562.00 each
Right-of-Way Excavation/Restoration (Completion Bond Required before Issuance of a Permit equal to 125% value of the work)	\$184.00 each
Right-of-Way Vacation Request	\$1,943.00 each
Latecomer Reimbursement Contract	\$1,943.00 + 5% Administrative Fee (based on total cost of the contract)
UGA City Utility Availability Authorization	\$175.00 each
Long Term Right-of-Way Use Authorization for Open Right-of-Way Use per Year	\$420.00 per year
Street Closure Permit for Temporary Moving of Structures or Equipment	\$850.00 each
Recording Fees for Annexation Agreements , Bills of Sale, Easements, Deeds	\$80.00
Recording Fees for Stormwater Maintenance Agreements	\$115.00

Private Utilities

Private Utility (power, natural overhead, gas, telecommunications, CATV)
 (New development of systems):

New Short Plat – (2-9 Lots)
 Plan Check: \$158.00
 Permit Fees: \$26.00

New Long Plat – (10-25 Lots)
 Plan Check: \$315.00
 Permit Fees: \$53.00 + \$0.20 per linear foot or part thereof

New Long Plat – (26+ Lots)
 Plan Check: \$525.00
 Permit Fees: \$79.00 + \$0.20 per linear foot or part thereof

New Commercial:

Plan Check: \$315.00
Permit Fees: \$53.00

New R-O-W Utilities (New or Extension)
Plan Check: \$263.00 + \$0.9 per linear foot or
part thereof
Permit Fees: \$26.00

Repair/Replace Existing
Plan Check: \$0.00
Permit Fees: \$26.00 + \$0.10 per linear foot or
part thereof
New/Replace Pole: \$26.00 per Each

Resubmittal fees starting with second resubmittal
after the initial application

50% plan check fees

Tree Protections and Replacement Ordinance Fee Schedule

Tree Plan Review for New Commercial Development	\$1,575.00 each
Tree Plan Review for New Multi-family Residential Development	\$1,575.00 each
Tree Plan Review for New Subdivisions - 9 lots and less	\$525.00 each
Tree Plan Review for New Subdivisions - 10 lots and more	\$1,575.00 + \$26.00 per lot
Tree Plan Field Inspection for New Commercial Development	\$1,575.00 each
Tree Plan Field Inspection for New Multi-family Residential Development	\$1,575.00 each
Tree Plan Field Inspection for New Subdivisions - 9 lots and less	\$525.00 each
Tree Plan Review for New Subdivisions - 10 lots and more	\$1,575.00 + \$26.00 per lot
Tree Plan Review for Tree Trimming by Private Utility	\$210.00 + \$0.10 per linear foot, or part thereof, of project
Tree Plan Field Inspection for Tree Trimming by Private Utility	\$210.00 + \$0.10 per linear foot, or part thereof, of project
Tree Conversion Option Harvest	\$150.00 per acre, or part thereof, to \$3,000.00 maximum

Technology Fee – applicable to all permits and plan review fees 3.9% of permit/plan review fee

(Ord. 6890 §1, 2013; Ord. 6832 §1, 2012; Ord. 6790 §1, 2011; Ord. 6610 §1, 2008; Ord. 6447 §1, 2006; Ord. 6428 §1, 2006; Ord. 6333 §2, 2004 (reenacted section); Ord. 6333 §1, 2004 (repealed section); Ord. 6238 §1, 2002; Ord. 6183 §1, 2002; Ord. 6153 §1, 2001; Ord. 6059 §1, 2000; Ord. 5980 §1, 1999; Ord. 5862 §1, 1998; Ord. 5658 §1, 1996; Ord. 5577 §1, 1995; Ord. 5125 §1(part), 1990).

Chapter 4.36 BUILDING CODE REVIEW AND PERMIT FEES

4.36.000 Chapter Contents

Sections:

4.36.010 Building code review and permit fees.

4.36.020 Electrical inspection and permit fees.

(Ord. 6522 §1, 2008).

4.36.010 Building code review and permit fees

A. The determination of value or valuation under any of the provisions of this code shall be made by the building official based on the valuation data established by the International Code Council under the provisions of building standards valuation data or other supporting data. The value to be used in computing the building and building plan review fees shall be the total of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent equipment. Single-family and duplex dwellings of wood frame construction having an area of more than 2,500 square feet per unit shall be valued at "good construction" rate. All others will be valued at "average construction" rate. Remodels shall be valued based on the contract price of the project or as determined by the building official.

Commented [TC1]: We sometimes value projects using the actual contract for work; this language is added to allow for that approach.

B. Payment of fees. A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

Commented [TC2]: Sometimes remodels can be challenging for determining valuation. This language is added to allow for a construction contract to be used for the purpose of determining valuation in the absence of specific language within the published valuation tables.

C. Schedule of permit fees. On buildings, structures, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required using the current fee schedule with the following Table 1-A.

Commented [TC3]: The term using Table 1-A is an older code version. We no longer use code published tables. This was revised to reflect the term "current fee schedule".

D. Plan Review Fees: When submittal documents are required a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Table 1-A The current fee schedule as adopted shall establish said plan review fee. The actual permit fees and related plan review fee shall be determined upon completion of the plan review and the balance owing shall be paid at the time of permit issuance.

Commented [TC4]: The term using Table 1-A is an older code version. We no longer use code published tables. This was revised to reflect the term "current fee schedule".

The plan review fee shall be a separate fee from the permit fees specified in this section and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee shall be charged at the rate shown in the current fee schedule. Table 1-A.

Commented [TC5]: The term using Table 1-A is an older code version. We no longer use code published tables. This was revised to reflect the term "current fee schedule".

E. Building permit valuations. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing

systems and any other permanent equipment. Contractor’s overhead and profit is also included. The Valuation factor will be used in assessing the building permit for installation of Sign and Commercial Landscaping permits (plan review for Signs and Commercial landscaping will be 65% of the permit).

F. Investigation Fees: Work without a Permit.

1. Investigation. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.
2. Fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The minimum investigation fee shall be the same as the minimum fee set forth in ~~the currently adopted fee schedule, Table 1-A.~~ This fee is an additional, punitive fee and shall not apply to any Grading or Building Permit Fee that may subsequently be issued. Payment of the investigative fee does not vest the illegal work with any legitimacy, nor does it establish any right to a Permit for continued development of that project. If the work done remains illegal for 90 days after service of the Stop Work Order, it shall be considered hazardous ~~and shall be abated per the Olympia Municipal Code.~~
3. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

Commented [TC6]: The term using Table 1-A is an older code version. We no longer use code published tables. This was revised to reflect the term “current fee schedule”.

Commented [TC7]: This was added to clarify the use of the OMC in providing for abatement procedures per the International Property Maintenance Code or other abatement procedures within the OMC.

G. Fee Refunds.

The building official may authorize the refunding of:

1. 100% of any fee erroneously paid or collected.
2. Up to 80% of the permit fee paid when no work has been done under a permit issued in accordance with this code.
3. Up to 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

H. Fee Exempt Permits:

1. Agricultural/deer fences up to eight (8) feet tall

Commented [TC8]: Eliminated the term “Table 1-A”

~~FEE TABLE NO. 1-A~~ -- BUILDING PERMIT FEES

Building Permit Fees (based on valuation)

Total Valuation	Fee
\$1.00 to \$500.00	\$90.00 \$105.00

\$501.00 to \$2,000.00	\$90.00 <u>\$105.00</u> for the first \$500.00 plus \$5.30 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$168.90 <u>\$184.50</u> for the first \$2,000.00 plus \$16.80 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$555.30 <u>\$70.90</u> for the first \$25,000.00 plus \$12.71 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$873.05 <u>\$888.65</u> for the first \$50,000.00 plus \$9.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,345.55 <u>\$1,361.15</u> for the first \$100,000.00 plus \$7.98 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,537.55 <u>\$4,553.15</u> for the first \$500,000.00 plus \$7.09 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$8,082.55 <u>\$8,098.15</u> for the first \$1,000,000.00 plus \$5.93 for each additional \$1,000.00 or fraction thereof

Other Building Inspections and Fees

Inspections outside of normal business hours	\$175 per hour* (minimum charge - two hours)
Reinspection fees	\$175 per hour*
Inspections for which no fee is specifically indicated	\$175 per hour *(minimum charge - one-half hour)
Additional plan review required by changes, additions or revisions to approved plans	\$175 per hour* (minimum charge - one-half hour)
For use of outside consultants for plan checking and inspections, or both	Actual Costs*
Certificate of occupancy inspection not related to building permit and as required by Section 110	\$175 per hour *(minimum 2 hours)
Inspections requested on expired permits	\$175 per hour *(minimum charge - two hours)
Additional inspectors required on expired permits	\$125 per hour *(minimum charge - one hour)

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

* Including administrative and overhead costs.

<u>For Stop Work issued (work being done without a permit)</u>	<u>\$175 -per hour (minimum charge – one hour)</u>
<u>Energy Code Review – applicable to new commercial and residential buildings</u>	<u>% of permit fee</u>
<u>State of Washington State Building Code Council charges</u>	<u>\$4.50 on every building permit issued.</u>

Commented [TC9]: This is not necessary as its covered already

Commented [TC10]: Removed double asterisk

Commented [KK11]: What is this referring to? Nothing is double-asterisked

Commented [TC12]: Delete, covered under building, mech, elec plan review fees plan review

Temporary Certificate of Occupancy (TCO)

\$225.00 application filing fee (nonrefundable)

Commented [KK13]: Bonding is addressed elsewhere in the OMC – should we remove this?

Building Plan Review Fees

SF Plan Review	68% of building permit fee
Tree removal permit	\$25.00 per tree up to \$250.00 total
Commercial Review	68% of building permit fee
Addition/remodel SF, duplex	68% of building permit fee
<u>Sign Review Fee</u>	<u>\$35.00</u>

Commented [TC14]: If it is covered then let's remove this as long as we have this particular area covered for TCO we will be fine. I believe the recent bonding changes ensured this is covered.

Commented [TC15]: 68% to cover energy review

Commented [TC16]: 68% to cover energy review

Mobile/Manufactured Housing or Commercial Permit Fees

*Temporary use (single wide)	\$150.00
*Temporary use (double wide)	\$175.00
Permanent use (single wide)	\$200.00
Permanent use (double wide)	\$225.00
Permanent use (triple wide)	\$250.00
Add-a-room (pre-manufactured addition)	\$150.00
*Temporary commercial use (single)	\$200.00
Permanent commercial use (double)	\$225.00
Permanent commercial use (triple)	\$250.00

Plan check fee of 65% of permit fee will be required for commercial use only.

Commented [TC17]: Should be for res and comm fees

*Temporary use is considered 180 unless otherwise approved through written request.

Commented [TC18]: This needs to be defined as temporary for six months consistent with code provisions

Demolition Permit Fees

Buildings less than 3,000 sq ft	\$55.00
Buildings between 3,001 and 5,000 sq ft	\$100.00
Buildings between 5,001 and 10,000 sq ft	\$150.00
Buildings greater than 10,000 sq ft	\$200.00

Technology Fee – applicable to all permits and plan review fees 3.9% of permit/plan review

Electrical Permit and Inspection Fees

See OMC 4.36.020.

Mechanical Permit Fees

Permit Issuance Fee (plus applicable unit fees)

For the issuance of each permit ~~\$90.00~~ \$105.00

Commented [TC19]: Clarify that this is in addition to unit fees

Single Family Residential (flat fee no permit issuance fee)

<u>New SFR Mechanical Heating system including ducts and vents attached thereto (first unit, up to and including 2,500 sq ft)</u>	\$225.00 <u>\$245.00</u>
<u>Additional Unit/s and/or associated ducts and vents attached thereto (over 2,500 sq ft)</u>	<u>\$280.00</u>

Commented [TC20]: Clarify that this is in addition to unit fees

Unit Fee Schedule

Furnaces

For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance

Note: The following ~~does not~~ includes permit issuance fee.

~~\$35.00~~ \$55.00

Commented [TC21]: Unit fees include permit issuance fee

Appliance Vents

For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit

\$35.00

Repairs or Additions

For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code

~~\$35.00~~ \$55.00

Boilers, Compressors and Absorption Systems

For the installation or relocation of each boiler or compressor

\$95.00

Air Handlers

For each air-handling unit to and including 10,000 cubic feet per minute (4,720 L/s), including ducts attached thereto

~~\$35.00~~ \$55.00

Note: This fee does not apply to an air-handling unit which is a portion of a factory assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.

For each air-handling unit exceeding 10,000 cubic feet per minute (4,720 L/s)

~~\$35.00~~ \$55.00

Evaporative Coolers

For each evaporative cooler other than portable type

~~\$35.00~~ \$55.00

Ventilation and Exhaust

For each ventilation fan connected to a single duct

\$35.00

For each ventilation system which is not a portion of heating or air conditioning system authorized by a permit

\$35.00

For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood

\$35.00

Wood or Gas Stove Insert including vent

\$65.00

Incinerators

\$125.00

Miscellaneous

For each appliance or piece of equipment regulated by the Mechanical

Code but not classed in other appliance categories, or for which no other fee is listed in the code \$35.00

Permit fees for fuel-gas piping shall be as follows:

~~For each Gas Piping System~~
[Single gas pipe repair or connection including flexible gas connector for up to the first 5 connections](#) \$35.00
[Multiple gas pipe repair or connections including flexible gas connectors for 6 or more connections, additional fee of](#) [\\$2.50 ea](#)

Other Inspections and Fees

Inspections outside of normal business hours, *per hour (minimum charge - two hours) \$175.00*
 Reinspection fees \$175.00*
 Inspection for which no fee is specifically indicated, per hour (minimum charge - one-half hour) \$175.00*
 Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge - one-half hour) \$175.00*
~~For use of outside consultants for plan checking and inspections, or both. Actual Cost~~
~~For Stop Work issued (work being done without a permit) \$175 per hour (minimum charge – one hour)~~

* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

Plumbing Permit Fees

Permit Issuance

For issuing each permit ~~\$90.00~~ [\\$105.00](#)

Single Family Residential (flat fee no permit issuance fee)

[New SFR Plumbing system \(up to 3 bathrooms, one kitchen, over 3/1 use unit schedule for additional fixtures\)](#) ~~\$225.00~~ [\\$245.00](#)

Swimming Pools *

For each ~~in-ground~~ swimming pool or built in spa _____
~~\$125.00 (fencing requirements apply)~~
 For each above ground swimming pool over 5000 gallons \$62.50 (fencing requirements apply)
 *All pools over 24 inches in depth require approved ~~fencing~~

Commented [TC22]: State law governs fencing and pool depth

Plumbing Permits for New Single Family Residential \$225.00

Unit Fee Schedule

Note: The following ~~does not include~~ requires a permit issuance fee in addition to unit fees.

Gas Piping System

Single gas pipe repair or connection including flexible gas connector for up to the first 5 connections \$35.00

Multiple gas pipe repair or connections including flexible gas connectors for 6 or more connections, additional fee of \$2.50 ea

For each gas piping system
~~\$35.00~~

For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection) ~~\$10.50~~\$15.00

For each building sewer and each trailer park sewer ~~\$25.00~~\$35.00

Rainwater systems - per drain (inside building) \$10.00

For each private sewage disposal system/grinder pump (when allowed) \$75.00

~~For each water heater and/or vent~~ ~~\$14.00~~~~\$35.00~~ \$25.00

For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture trap \$21.00

~~For each installation, alteration or repair of water piping and/or water treating equipment, each~~ ~~\$5.25~~~~\$35.00~~ \$20.00

~~For each repair or alteration of drainage or vent piping, each fixture~~ ~~\$5.25~~~~\$35.00~~ \$20.00

For each lawn sprinkler system on any one-meter including backflow protection devices therefor \$35.00

For atmospheric-type vacuum breakers not included in lawn sprinkler system \$35.00

Other Inspections and Fees

Inspections outside of normal business hours, per hour (minimum charge - two hours) \$125.00*

Reinspection fees \$125.00*

Inspection for which no fee is specifically indicated \$125.00*

Additional plan review required by changes, additions or revisions to approved plans, per hour (minimum charge - one hour) \$175.00*

For the use of outside consultants for plan checking and/or inspections **Actual Costs

For Stop Work being issued (work being done without permit) \$175.00

* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

Grading Plan Permit Fees

\$250.00 base fee plus \$.01 per cubic yard

Other Inspections and Fees

Inspections outside of normal business hours,

Commented [KK23]: Do you want to raise this fee by so much

Commented [TC24]: This is currently \$35 under Mech and \$14 under Plumbing. Let's just park this water heater issuance under plumbing and charge \$25 plus the permit issuance fee of \$105

Commented [KK25]: Do you want to raise this fee by so much?

Commented [TC26]: Revised missed that; good call

Commented [TC27]: Did anyone check this fee with Engineering?

per hour (minimum charge - two hours) \$175.00*
 Reinspection fees \$175.00*
 Inspection for which no fee is specifically indicated,
 per hour (minimum charge one-half hour) \$175.00*
 *Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision,
 overhead, equipment, hourly wages and fringe benefits of the employees involved.

Commented [TC28]: Should all be 175 at all tables

Grading Plan Review Fees 65% of the permit fee
Other Fees

Additional plan review required by changes, additions
 or revisions to approved plans, per hour
 (minimum charge - one-half hour) \$175.00*
 * Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision,
 overhead, equipment, hourly wages and fringe benefits of the employees involved.

Commented [TC29]: Shouldn't this be \$175?

(Ord. 6842 §10, 2013; Ord. 6832 §2, 2012; Ord. 6790 §2, 2011; Ord. 6610 §2, 2008; Ord. 6522 §1, 2008;
 Ord. 6310 §51, 2004; Ord. 6183 C1, 2002; Ord. 6153 §2, 2001; Ord. 5862 §3, 1998; Ord. 5800 §1, 1998;
 Ord. 5729 §1, 1997; Ord. 5666 §1, 1997; Ord. 5658 §5, 1996; Ord. 5577 §6, 1995).

4.36.020 Electrical inspection and permit fees (Plus permit issuance fee) (Fees are in addition to other plumbing and building fees listed herein) except as specified in SFR fee for plumbing and mechanical.
 To calculate the inspection fees, the amperage is based on the conductor ampacity or the overcurrent device rating. The inspection fees shall be calculated from Sections I through V below. However, the total fee shall not be less than the number of progress inspection (one-half hour) units times the progress inspection fee rate from Section G-PROGRESS INSPECTIONS, below.

Commented [TC30]: It should be noted that these fees are additional, to the above fees or other applicable fees listed herein.

A. RESIDENTIAL

1. Single and 2-family residential (New Construction).

Notes:

[1] Square footage is the area included within the surrounding exterior walls of a building exclusive of any interior courts. (This includes any floor area in an attached garage, basement, or unfinished living space.)

[2] "Inspected with the service" means that a separate service inspection fee is included on the same electrical work permit and

[3] "Inspected at the same time" means all wiring is to be ready for inspection during the initial inspection trip.

[4] An "outbuilding" is a structure that serves a direct accessory function to the residence, such as a pump house or storage building. Outbuilding does not include buildings used for commercial type occupancies or additional dwelling occupancies.

a.
 First 1300 sq. ft. or less

\$88.00

Each additional 500 sq. ft. or portion thereof

\$28.00

b.

Each outbuilding or detached garage - inspected at the same time as a dwelling unit on the property

\$38.00

c.

Each outbuilding or detached garage - inspected separately

\$75.00

d.

Each swimming pool - inspected with the service

\$58.00

e.

Each swimming pool - inspected separately

\$88.00

f.

Each hot tub, spa, or sauna - inspected with the service

\$38.00

g.

Each hot tub, spa, or sauna - inspected separately

\$75.00

h.

Each septic pumping system - inspected with the service

\$38.00

i.

Each septic pumping system - inspected separately

\$58.00

2. Multifamily residential and miscellaneous residential structures, services and feeders (New Construction)

a. Each service and/or feeder

Ampacity

Service/Feeder

Additional Feeder

0 to 200

\$95.00

\$30.00

201 to 400

\$120.00

\$58.00

401 to 600

\$162.00

\$80.00

601 to 800

\$205.00

\$110.00

801 and over

\$295.00

\$220.00

3. Single or multifamily altered services or feeders including circuits

a. Each altered service and/or altered feeder

Ampacity

Service/Feeder

0 to 200

\$80.00

201 to 600

\$120.00

601 and over

\$177.00

b.

Maintenance or repair of a meter or mast (no alterations to the service or feeder)

\$50.00

4. Single or multifamily residential circuits only (no service inspection).

Note: Altered or added circuit fees are calculated per panel board. Total cost of the alterations in an individual panel should not exceed the cost of a complete altered service or feeder of the same rating, as shown in Section A-RESIDENTIAL, table (3) (a), above.

a.

1 to 4 circuits (see note above)

\$75.00

b.

Each additional circuit (see note above)

\$7.00

5. Mobile homes, modular homes, mobile home parks, and RV parks

a.

Mobile home or modular home service or feeder only

\$75.00

b.

Mobile home service and feeder - inspected at the same time

\$95.00

6. Mobile home park sites and RV park sites

Note: For master service installations, see Section II-Commercial / Industrial

a.

First site service or site feeder

\$75.00

b.

Each additional site service, or additional site feeder - inspected at the same time as the first service or feeder

\$38.00

B. COMMERCIAL/INDUSTRIAL

1. New service or feeder, and additional new feeders inspected at the same time (includes circuits).

Note: For large COMMERCIAL / INDUSTRIAL projects that include multiple feeders, "inspected at the same time" can be interpreted to include additional inspection trips for a single project. The additional inspections must be for electrical work specified on the permit at the time of purchase. The permit fee for such projects shall be calculated from the table (1)(a), below. However, the total fee must not be less than the number of progress inspection (1/2 hour) units times the progress inspection fee rate from Section G-PROGRESS INSPECTIONS, below.

a. Service/feeders

Ampacity

Service / Feeder

Additional Feeder

0 to 100

\$95.00

\$58.00

101 to 200

\$115.00

\$77.00

201 to 400

\$220.00

\$88.00

401 to 600

\$258.00

\$105.00

601 to 800

\$335.00

\$140.00

801 to 1000

\$405.00

\$170.00

1001 and over

\$445.00

\$238.00

2. Altered services or feeders (no circuits).

a. Service/feeders

Ampacity

Service or Feeder

0 to 200

\$95.00

201 to 600
\$220.00
601 to 1000
\$335.00
1001 and over
\$370.00

b. Maintenance or repair of a meter or mast (no alterations to the service or feeder) \$80.00

3. Circuits only.

Note: Altered/added circuit fees are calculated per panel board. Total cost of the alterations in a panel (or panels) should not exceed the cost of a new feeder (or feeders) of the same rating, as shown in Section B -COMMERCIAL / INDUSTRIAL, from table (1) (a) above.

a.
First 5 circuits per branch circuit panel
\$80.00

b.
Each additional circuit per branch circuit panel
\$7.00

4.
Over 600 volts surcharge per permit.
\$75.00

C. TEMPORARY SERVICE(S)

Notes:

[1] See WAC 296-46B-590 external link for information about temporary installations.

[2] Temporary stage or concert inspections requested outside of normal business hours will be subject to the portal-to-portal hourly fees in Section I-OTHER INSPECTIONS. The fee for such after-hours inspections shall be the greater of the fee from this subsection or the portal-to-portal fee.

1. Temporary Services, temporary stage or concert productions.

Ampacity
Service or Feeder
Additional Feeder
0 to 60
\$55.00
\$28.00
61 to 100
\$65.00
\$30.00
101 to 200
\$75.00

\$38.00

201 to 400

\$88.00

\$45.00

401 to 600

\$120.00

\$60.00

601 and over

\$135.00

\$68.00

D.

MISCELLANEOUS - Commercial/Industrial and Residential.

1.

Low-voltage thermostats controlling a single piece of utilization equipment.

a.

First thermostat - other than R-3 Occupancies

\$45.00

b.

Each additional thermostat inspected at the same time as the first other than R-3 Occupancies

\$15.00

2.

Low-voltage systems and telecommunications systems.

Note: Includes all telecommunications installations, fire alarm and burglar alarm, nurse call, intercom, security systems, energy management control systems, HVAC/refrigeration control systems (other than thermostats above), industrial and automation control systems, lighting control systems, stand-alone sound systems, public address, and similar low-energy circuits and equipment.

a.

First 2500 sq. ft. or less -- other than R-3 Occupancies

\$75.00

b.

Each additional 2500 sq. ft. or portion thereof -- other than R-3 Occupancies

\$15.00

3.

Signs and outline lighting.

a.

First sign (no service included)
\$55.00

b.
Each additional sign inspected at the same time, on the same building or structure
\$20.00

4.
Berth at a marina or dock.
Note: 5 berths or more shall be permitted to have the inspection fees based on appropriate service and feeder fees from Section B-COMMERCIAL / INDUSTRIAL, table (1)(a), above.

a.
Berth at a marina or dock
\$75.00

b.
Each additional berth inspected at the same time
\$38.00

5.
Yard pole, pedestal, or other meter loops only.

a.
Yard pole, pedestal, or other meter loops only
\$75.00

b.
Meters installed remote from the service equipment - Inspected at the same time as a service, temporary service or other installations
\$15.00

6.
Emergency inspections requested outside of normal working hours.

a.
Regular fee plus a surcharge of:
\$110.00

7.
Generators.

Note: For permanently installed generators, refer to the appropriate residential or commercial new service or feeder section

a.
Portable generators - Permanently installed transfer equipment for portable generators
\$82.00

8.
Electrical annual permit fee.
Note: See WAC 296-46B-900 external link (14)

a.
For commercial/industrial location employing full-time electrical maintenance staff or having a yearly maintenance contract with a licensed electrical contractor. Note, all yearly maintenance contracts must detail the number of contractor electricians necessary to complete the work required under the contract. This number will be used as a basis for calculating the appropriate fee. Each inspection is based on a 2- hour maximum.

Inspections
Fee

1 to 3 plant electricians
12
\$2,100.00

4 to 6 plant electricians
24
\$4,200.00

7 to 12 plant electricians
36
\$6,300.00

13 to 25 plant electricians
52

\$8,400.00

More than 25 plant electricians

52

\$10,500.00

9.

Permit requiring ditch cover inspection only.

a.

Each 1/2 hour, or portion thereof

\$50.00

E.

CARNIVAL INSPECTIONS.

1.

First carnival field inspection each calendar year.

a.

Each ride and generator truck

\$22.00

b.

Each remote distribution equipment, concession, or gaming show

\$8.00

c.

If the calculated fee for first carnival field inspection above is less than \$100.00, the minimum inspection fee shall be:

\$110.00

2.

Subsequent carnival inspections.

a.

First 10 rides, concessions, generators, remote distribution equipment, or gaming shows

\$110.00

b.

Each additional ride, concession, generator, remote distribution equipment, or gaming show
\$8.00

3.

Concession(s) or ride(s) not part of a carnival.

a.

First field inspection each year of a single concession or ride, not part of a carnival
\$73.00

b.

Subsequent inspection of a single concession or ride, not part of a carnival
\$48.10

F.

TRIP FEES.

1.

Requests by property owners to inspect existing installations. (This fee includes a maximum of 1 hour of inspection time. All inspection time exceeding 1 hour will be charged at the rate for progressive inspections.)
\$95.00

2.

Submitter notifies the department that work is ready for inspection when it is not ready.
\$95.00

3.

Additional inspection required because submitter has provided the wrong address or incomplete, improper or illegible directions for the site of inspection.
\$95.00

4.

More than 1 additional inspection required to inspect corrections; or for repeated neglect, carelessness, or improperly installed electrical work.
\$95.00

5.

Each trip necessary to remove a noncompliance notice.
\$95.00

6.

Installations that are covered or concealed before inspection.
\$95.00

G.

PROGRESS INSPECTIONS.

Note: The fees calculated in Sections A through E shall apply to all electrical work. This section will be applied to a permit where the permit holder has requested additional inspections beyond the number supported by the permit fee calculated at the rate in Sections A through E.

1.
On partial or progress inspections, each one-half hour
\$50.00

H.
PLAN REVIEW FEE.

1.
Fee is 68% of the electrical work permit fee including a plan review submission fee of:
\$75.00

Commented [TC31]: Should be 68%

2.
Supplemental submissions of plans per hour or fraction of an hour of review time
\$88.00

3.
Plan review shipping and handling fee
\$ Actual Shipping Cost

I.
OTHER INSPECTIONS.

1.
Inspections not covered by above inspection fees must be charged portal-to-portal per hour.
\$175.00

J.
REFUND PROCESSING FEE.

1.
All requests for permit fee refunds will be assessed a processing fee equal to 20% of the original permit fee.

(Ord. 6832 §3, 2012; Ord. 6790 § 3, 2011; Ord. 6522 §2, 2008).



City Council

Approval of an Amendment to the Professional Services Agreement for the McAllister Wellfield Corrosion Control Facility

Agenda Date: 11/14/2017
Agenda Item Number: 4.D
File Number: 17-1047

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

Title

Approval of an Amendment to the Professional Services Agreement for the McAllister Wellfield Corrosion Control Facility

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to authorize the City Manager to sign Amendment No. 3 to the Professional Services Agreement with Gray & Osborne, Inc. for Engineering Design Services for the McAllister Wellfield Corrosion Control Facility for \$29,400.

Report

Issue:

Whether to authorize the City Manager to sign Amendment No. 3 to the Professional Services Agreement with Gray & Osborne, Inc., for the McAllister Wellfield Corrosion Control Facility.

Staff Contact:

Tim Richardson P.E., Senior Supervising Engineer, Public Works Engineering, 360.753.8749

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The original Professional Services Agreement (PSA) went before Council on March 13, 2012. The Council agenda item stated that the PSA provided for the design and construction of the new well field and the preliminary design and an alternative analysis to determine the best method for corrosion control. To determine the best method, the McAllister wells were drilled and the water quality of the new wells were tested. We would then move forward with design of the corrosion control facility. Amendment No. 1 of the PSA provided for the design and construction management services of the corrosion control facility. Amendment No. 2 extended the term of the PSA to account for delays in the project.

Amendment No. 3 to the original PSA would add additional design budget to the PSA agreement with Gray & Osborne to complete the construction project.

The City is in the process of constructing the McAllister Wellfield Corrosion Control Facility. Water from the McAllister Wellfield is the City's main water supply. Washington State Department of Health (DOH) requires the City to raise the pH of the water to reduce the chance of lead and copper leaching from household plumbing. This project is constructing a facility to raise the pH of McAllister Wellfield water.

Gray & Osborne (G&O) has been providing construction management services for the project. Due to the following issues, G&O has used all of the funds for design and construction management:

- A permit from the Olympia Region Clean Air Agency was not in the original scope of work. It took great effort, since the Agency does not commonly regulate this type of facility.
- The existing reservoir piping was installed in 1947. Exposing the piping showed the lay out was different from the record drawings. G&O worked with the contractor to redesign the pipe connections and installation order for the connection to be made.
- Due to the piping redesign, the vault for the inlet valve could no longer be supplied as a pre-cast vault. G&O designed a cast-in-place vault for the new vault location.
- G&O has assisted the City with additional on-call inspection of important construction items. They've also provided additional coordination with the contractor. In addition, G&O has worked on resolution of construction issues resulting from the piping redesign.

Neighborhood/Community Interests:

None

Options:

1. Move to authorize the City Manager to sign Amendment No. 3 to the Professional Services Agreement with Gray & Osborne, Inc., for Engineering Design Services for the McAllister Wellfield Corrosion Control Facility for \$29,400. This increases the total compensation amount to \$1,654,983.
2. Do not authorize the City Manager to sign Amendment No. 3 to the Professional Services Agreement with Gray & Osborne, Inc., for Engineering Design Services for the McAllister Wellfield Corrosion Control Facility.

Financial Impact:

The Drinking Water Utility funds this project. A federal low-interest loan distributed by the Washington State, Drinking Water State Revolving Fund (DWSRF) program provides around 90% of the funding. The source of the loan is federal funds provided by the Environmental Protection Agency.

There are sufficient funds in the budget to complete this project.

Overall Professional Services Agreement compensation:

Professional Services Agreement:	\$ 1,327,581
Amendment No. 1:	\$ 298,002
Amendment No. 2 (extended term):	\$ 0
Amendment No. 3:	\$ 29,400

Total Amendments: \$ 327,402

Total Professional Services Agreement Compensation: \$ 1,654,983

Attachments:

Amendment

AMENDMENT NO. 3
PROFESSIONAL SERVICES AGREEMENT
FOR ENGINEERING DESIGN SERVICES
MCALLISTER WELLFIELD –PROJECT # CW57 AND
MCALLISTER WELLFIELD CORROSION CONTROL FACILITY –PROJECT # 1207P

THIS AMENDMENT is made and entered into this ____ day of _____ 2017, by and between the CITY OF OLYMPIA, a Washington municipal corporation (the “City”), and GRAY & OSBORNE, INC, a Washington state corporation (the “Contractor”).

Recitals

1. On March 14, 2012, the City and the Contractor entered into a *Professional Services Agreement for Engineering Design Services* (“Agreement”).
2. The term of the Agreement was to run until December 31, 2015, with compensation not to exceed One Million Three Hundred Twenty Seven Five Hundred Eighty One and No/100 dollars (\$1,327,581).
3. The Agreement also provided that its terms could be “extended for additional periods of time upon the mutual written agreement” of the City and Contractor, and that modification of its terms need to be in writing and signed by both parties.
4. Amendment No. 1 increased compensation by \$298,002 to provide for additional services and extended the term of the Agreement to December 31, 2016.
5. Amendment No. 2 extended the term of the Agreement to December 31, 2017.
6. The City and the Consultant desire to amend the Agreement to increase its compensation by \$29,400 for additional consultant services and to increase its term.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Section 1 of the Agreement, SERVICES, is hereby amended to read as follows:

1. Services.

Contractor shall provide the services more specifically described in Exhibit "A," Amendment No. 1 Exhibit "A," and Amendment No. 3 Exhibit "A" entitled Scope of Work, attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted practices for other similar services, and when and as specified by the City's representative.

2. Section 2 of the Agreement, TERM, is hereby amended to read as follows:

2. Term of Agreement.

The term of this Agreement shall commence upon the effective date of this Agreement and shall continue until the completion of the Services, but in any event no later than ~~December 31, 2016~~ June 30, 2018. This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Contractor.

3. Section 4 of the Agreement, COMPENSATION, is hereby amended to read as follows:

4.1 Total Compensation. In consideration of the Contractor performing the Services, the City agrees to pay the Contractor an amount not to exceed ~~One Million Six Hundred Twenty Five Thousand Five Hundred Eighty Three and No/100 Dollars (\$1,625,583)~~, One Million Six Hundred Fifty Four Thousand Nine Hundred Eighty Three and No/100 Dollars (\$1,654,983), calculated on the basis of the hourly labor charge rate schedule for Contractor's personnel attached hereto as Exhibit "B," Amendment No. 1 Exhibit "B," and Amendment No. 3 Exhibit "B."

4. All remaining provisions of the *Professional Services Agreement for Engineering Design Services* dated March 14, 2012 and not here amended or supplemented shall remain as written in said Agreement, and shall continue in full force and effect.

IN WITNESS WHEREOF, the City and the Consultant have executed this **Amendment No. 3** of the Agreement as of the date and year written above.

CITY OF OLYMPIA

By: _____
Steven R. Hall, City Manager
P.O. Box 1967
Olympia, WA 98507-1967
Date: _____

APPROVED AS TO FORM:

Darren Nienaber
Darren Nienaber, Deputy City Attorney

GRAY & OSBORNE, INC

By: Michael B. Johnson
Michael B. Johnson, P.E., President
701 Dexter Avenue North, Suite 200
Seattle, WA 98109
(206) 284-0860
Date: 9/13/17

AMENDMENT NO. 3

EXHIBIT "A"

SCOPE OF WORK

CITY OF OLYMPIA McALLISTER WELLFIELD CORROSION CONTROL PROJECT ADDITIONAL ENGINEERING SERVICES

The City of Olympia is in the process of constructing the McAllister Wellfield Corrosion Control Project. Gray & Osborne has been providing construction management services for the project. Due to the following issues, we have expended the current budgeted funds for design and construction management of this project:

1. The City was required to obtain an air permit from the Olympic Region Clean Air Agency for the new corrosion control facility. This permit was not anticipated in the original scope and took substantial additional effort since the Agency does not commonly regulate this type of facility.
2. During excavation of the existing reservoir piping, the configuration of the piping was found to be different than was identified on the record drawings. Gray & Osborne worked with the contractor to develop alternative connection details and construction sequencing to allow the connection to be made, including design of an additional thrust block.
3. Due to the changes to the inlet valve vault caused by the reservoir piping redesign, the vault could no longer be provided as a pre-cast vault. Gray & Osborne designed a cast-in-place vault for the new vault location.
4. Since the City's construction inspector retired at the end of May, Gray & Osborne has been assisting the City with additional on-call inspection of important construction items and also providing additional coordination with the contractor and resolution of construction issues that would otherwise have been handled by the City's inspector.

Due to the above issues, Gray & Osborne requests that the budget for the Corrosion Control Project be amended to be increased by \$29,400 per the attached Exhibit B.

AMENDMENT NO. 3

EXHIBIT "B"

**City of Olympia McAllister Wellfield Project
Estimated Project Cost Summary**

Task Description	Original Contract	Change with Amendment No.1	Revised Contract Amount	Change with Amendment No. 3	Revised Contract Amount
Task 1 - Hydrogeology, Well Drilling, and Pre-Design Services	\$433,659	(\$58,000)	\$375,659		\$375,659
Task 2 - City of Olympia / Nisqually Tribe Joint Pre-Design Services	\$19,576	\$0	\$19,576		\$19,576
Task 3 - Wellfield Design Engineering Services	\$483,867	\$0	\$483,867		\$483,867
Task 4 - Corrosion Control Analysis	\$88,344	(\$14,000)	\$74,344		\$74,344
Task 5 - Wellfield Construction Management Services	\$142,765		\$142,765		\$142,765
Task 6 - Control Programming Services	\$79,370		\$79,370		\$79,370
Task 7 - Management Reserve	\$80,000		\$80,000		\$80,000
Task 8 - Corrosion Control Facility Design, CM, and Startup Services	\$0	\$370,002	\$370,002	\$29,400	\$399,402
Total Estimated Cost	\$1,327,581	\$298,002	\$1,625,583	\$29,400	\$1,654,983

Amendment No. 3 will increase the contract amount by \$29,400 for a total contract amount of \$1,654,983.

EXHIBIT "B"

**McAllister Wellfield Corrosion Control Project
Additional Engineering Services**

Tasks	Principal Hours	Project Mgr. Hours	Project Eng. Hours	Civil Eng. Hours	Structural Eng. Hours	Electrical Eng. Hours	Mech. Eng. Hours	Environmental Technician Hours	CADD Tech. Hours
1. ORCAA Air Permitting Services	1	4	8	8				24	16
2. Piping Tie-in Changes	1	16	8	24	4				24
3. Design of Inlet Valve Vault	1	4		8	24				24
4. Additional Assistance Due to City Inspector Retirement		16	8	16	8	4			
Hour Estimate:	3	40	24	56	36	4	0	24	64
Hourly Billing Rate Range	\$130-\$175	\$125-\$140	\$120-\$135	\$70-\$115	\$95-\$150	\$125-\$165	\$85-\$115	\$70-\$100	\$40-\$90
Fully Burdened Hourly Rates:	\$175	\$140	\$127	\$112	\$144	\$158	\$112	\$90	\$88
Labor Cost:	\$525	\$5,600	\$3,048	\$6,272	\$5,184	\$632	\$0	\$2,160	\$5,632

Subtotal Labor Cost:

\$29,053

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ IRS Rate)

\$347

TOTAL ESTIMATED COST:

\$29,400



City Council

Approval of a Right-Of-Way Permit Agreement Between the City of Olympia and Well 80 Real Estate, LLC

Agenda Date: 11/14/2017
Agenda Item Number: 4.E
File Number: 17-1058

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

Title

Approval of a Right-Of-Way Permit Agreement Between the City of Olympia and Well 80 Real Estate, LLC

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Right-of-Way Permit Agreement with Well 80 Real Estate, LLC, and authorize the City Manager to sign the agreement. Move to approve a referral to the Land Use and Environment Committee to discuss policies and process for future approval of right-of-way use in alleys and on sidewalks.

Report

Issue:

Whether to enter into a Right-of-Way Permit Agreement for a pilot period of four years between Well 80 Real Estate, LLC and the City of Olympia.

Staff Contact:

Ladd F. Cluff, PLS, City Surveyor, Public Works Engineering, 360.753.8389
Rich Hoey, P.E., Public Works Director, 360.753.8399

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

Well 80 Real Estate, LLC (Well 80) is the owner of Lot 6, Block 53 of Sylvester Town of Olympia (street address of 514 4th Avenue E). Well 80 is developing a new restaurant and microbrewery on the property and has requested the use of the adjacent north-south alley for private outdoor seating and food/beverage service.

While Well 80 holds the underlying fee ownership of the alley, the City controls and maintains the

alley as publicly dedicated right-of-way. In order to use the alley for private purposes, Well 80 must receive approval from the City through a right-of-way permit agreement.

This type of request is not common, but interest is growing as downtown development activity increases. In the absence of adopted guidelines and policies regarding alley use, City staff has evaluated Well 80's request as a potential pilot project.

In reviewing the Well 80 request, staff concluded that the north-south alley is not used for solid waste collection or deliveries and is not useable for other vehicle traffic. There are private utilities in the alley that would need ongoing access. City utilities are located behind Well 80 in the east-west alley.

Following review, staff believes that the proposed use by Well 80 is viable as a pilot project with certain conditions as outlined in the proposed Right-of-Way Permit Agreement. The proposed term of the agreement is four years, with the City retaining the right to cancel the permit at the City's convenience. The City would retain access for public and private utility maintenance as needed, and Well 80 would pay the City \$3,120 each year under the agreement.

As Council considers this individual request, staff also recommends a referral to the Land Use and Environment Committee for an expanded discussion of policies governing the private use of public alleys. Staff also recommends including a review of policies and procedures governing private sidewalk seating in City right-of-way. Staff sees these as related uses.

Neighborhood/Community Interests (if known):

- The alley is not currently usable for vehicle traffic due to above surface utility equipment within the travel way.
- The east-west alley within the Block allows for building and solid waste collection access.
- Residents in the apartments at 512 4th Avenue E have expressed concerns with the current pedestrian traffic and proposed use of the alley.

Options:

1. Approve the Right-of-Way Permit Agreement with Well 80 Real Estate, LLC, and authorize the City Manager to sign.
 - a. The agreement will generate \$3,120 annual revenue for the General Fund.
 - b. Allows the proposed restaurant and brewery to move forward as planned, and create a vibrant use in the alley.
 - c. The City's utility and transportation interests are not negatively impacted.
2. Do not approve the Right-of-Way Permit Agreement.
 - a. Reduces revenue to the General Fund.
 - b. Requires the owner of the restaurant and brewery to alter their development plans.
 - c. Places the burden of maintenance of the right-of-way back on the City.

Financial Impact:

The Right-of-Way Permit Agreement generates (\$3,120) revenue for the General Fund.

Attachments:

Agreement
Proposed Alley Use Plan

Vicinity Map

**RIGHT-OF-WAY USE AGREEMENT BETWEEN THE CITY OF OLYMPIA
AND WELL 80 REAL ESTATE, LLC**

This RIGHT OF WAY USE AGREEMENT ("Agreement") is entered into by and between the City of Olympia, a municipality organized under the laws of the State of Washington (hereafter referred to as "Olympia") and Well 80 Real Estate, LLC, a Washington limited liability company, (hereafter referred to as "Well 80"), and jointly referred to as "the Parties." This Agreement sets forth the terms and conditions by which Well 80 is permitted to use certain unopened City right-of-way for specific purposes set forth herein.

Recitals

There exists within the City of Olympia a ten-foot wide platted alley right-of-way running north-south between Lots 6 and 7, Block 53, of Sylvester Town of Olympia, Washington. The alley is located northerly of 4th Avenue and southerly of State Avenue. Said alley right-of-way is more particularly described as set forth below.

Well 80 is a developer of a private building and the owner of the underlying fee title of said alley right-of-way. Well 80 seeks Olympia's permission to use the alley right-of-way for outdoor restaurant seating and other business uses.

Olympia has determined that use of the alley right-of-way for outdoor restaurant seating purposes is consistent with proper permitted use of said alley right-of-way.

The signatories to this Agreement are authorized to execute associated documents, to correct legal descriptions if need be, and to correct scrivener's errors and other errors or omissions that are otherwise in substantial conformance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Olympia and Well 80 agree as follows:

Agreement

1. Grant of temporary use. Olympia hereby grants to Well 80 the right to temporarily use the alley right-of-way, as more particularly described below, for outdoor restaurant seating and other related business purposes, on the terms set forth herein:

The north-south alley between Lots 6 and 7, Block 53, Sylvester's Town of Olympia, as recorded in Volume 1 of Plats , Page 14, Thurston County records, and as modified by City of Olympia Ordinance No. 1270. The total right-of-way area authorized for use by this Agreement consists of 1,200 square feet.

2. Term. The term of this Agreement will be four (4) years from the date the last Party executed this Agreement, unless this Agreement is sooner terminated by Olympia. Olympia may terminate this Agreement at its sole discretion by providing written notice of termination to Well 80 as provided in **Section 12** below. The effective date of such a written termination by Olympia, shall not be until 120 days after delivery of the notice of termination to Well 80. Upon receipt of a termination notice from Olympia, Well 80 shall take all necessary actions to ensure that the alley right-of-way is opened upon the date the termination notice becomes effective.

3. Consideration. Well 80 shall pay to Olympia each year the amount of **Three Thousand One Hundred Twenty Dollars and No Cents** (\$3,120.00), plus leasehold excise tax, if applicable. Said amount shall be proportionately pro-rated or reimbursed if this Agreement is terminated within any year prior to October 1. At Well 80's option, the above amount may be paid in two installments, to wit: **One Thousand Five Hundred Sixty Dollars and No Cents** (\$1,560.00) on April 1 and October 1 of each year. The payment to Olympia from Well 80 shall be increased annually by four percent (4%) on October 1 of each successive year of this Agreement.

4. Use of Right-of-Way. Well 80 shall construct and maintain outdoor seating and related facilities on said right-of-way at its own expense and shall maintain said facilities in good repair. Olympia shall not be liable for any of Well 80's costs or expenses of construction, maintenance, or otherwise of its outdoor seating and related facilities by reason of this Agreement. It is agreed between the Parties that Well 80 may impose restrictions on the use of the temporary outdoor seating facilities, including limiting the public use to be made of such outdoor seating and related facilities, subject to **Section 5** below.

5. Nondiscrimination. Well 80 covenants and agrees that it shall not discriminate against any person in use of the right-of-way pursuant to the terms of this agreement as respects any federal, state, or municipal law or ordinance, including but not limited to Washington's Law Against Discrimination or other federal or state civil rights law on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 and older), disability, marital/familial status, veteran, genetic information, sexual orientation, gender identity, use of a guide animal or service animal by a person with a disability, HIV/AIDS or Hepatitis C status, or other status protected by law.

6. Utilities. Olympia retains the right to construct underground utilities through the entire length and breadth of the above-referenced right-of-way, but shall upon completion of any such construction that may occur during the term of this Agreement, restore the site to the condition created by Well 80 without cost to said Party.

7. Assignment. This Agreement may be assigned by Well 80 to any successor in interest taking fee ownership in the surrounding property. To secure a release from liability under this Agreement, Well 80 shall advise Olympia of such change and secure Olympia's consent in writing to the assignment of this Agreement. Such consent shall not be unreasonably withheld if the assignee is a purchaser for value of the surrounding property.

8. Due Authority. Olympia and Well 80 have all requisite power and authority to execute and deliver this Agreement and to carry out its obligations hereunder and the transactions contemplated hereby. This Agreement has been, and the documents contemplated hereby will be duly executed and delivered by Olympia and Well 80 and constitute their legal, valid and binding obligation enforceable against Olympia and Well 80 in accordance with its terms.

9. Hold Harmless, Indemnification and Insurance. Well 80 shall defend, indemnify and hold Olympia, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by Well 80 or on Well 80's behalf as a result of this Agreement, except for injuries and damages caused by the sole negligence of Olympia.

Should a court of competent jurisdiction determine that RCW 4.24.115 applies to this Agreement, then Well 80 agrees to defend, indemnify and hold Olympia, its officers, officials, employees and volunteers harmless to the maximum extent permitted thereunder. It is further specifically and expressly understood that the indemnification provided herein constitutes Well 80's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. **This waiver has been mutually negotiated by the parties.** The provisions of this section shall survive the expiration or termination of this Agreement.

A. Insurance Term. Well 80 shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on Well 80's behalf in connection with this Agreement.

B. No Limitation. Well 80's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of Well 80 to the coverage provided by such insurance, or otherwise limit Olympia's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. Well 80 shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from operations, products-completed operations, and stop-gap liability. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. Olympia shall be named as an additional insured under Well 80's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 13 or a substitute endorsement providing at least as broad coverage.

2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

D. Minimum Amounts of Insurance. Well 80 shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

E. Other Insurance Provision. Well 80's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respects Olympia. Any insurance, self-insurance, or self-insured pool coverage maintained by Olympia shall be excess of Well 80's insurance and shall not contribute with it.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage. Well 80 shall furnish Olympia with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of Well 80 before entering into this Agreement.

H. Notice of Cancellation. Well 80 shall provide Olympia with written notice of any policy cancellation, within two business days of their receipt of such notice.

I. Failure to Maintain Insurance. Failure on the part of Well 80 to maintain the insurance as required shall constitute a material breach of this Agreement, upon which Olympia may, after giving five (5) business days' notice to Well 80 to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to Olympia on demand.

J. Public Entity Full Availability of Permittee Limits. If Well 80 maintains higher insurance limits than the minimums shown above, Olympia shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by Well 80, irrespective of whether such limits maintained by Well 80 are greater than those required by this Agreement or whether any certificate of insurance furnished to Olympia evidences limits of liability lower than those maintained by Well 80.

10. Petition for vacation. Well 80 has the option to file a petition for vacation of the right-of-way described herein, and if said petition be granted, the vacated right-of-way shall be sold to abutting property owners as provided under Olympia’s Municipal Code.

11. Public interest. If Olympia determines, in its sole discretion, that the public interest requires the alley be opened for use as a public right-of-way, Well 80 agrees and covenants that it shall improve the right-of-way to Olympia’s standards for the length of Well 80’s abutting property, if the right-of-way is not vacated.

12. Notices. Unless applicable law requires a different method of giving notice, any and all notices, demands or other communications required or desired to be given hereunder by an party (collectively “Notices”) shall be in writing and shall be validly given or made to another party if delivered either personally or by Federal Express (FedEx), UPS, USPS, or other overnight delivery service of recognized standing, or if deposited in the United States mail, certified, registered, or express mail with postage prepaid. If such Notice is personally delivered, it shall be conclusively deemed given at the time of such delivery. If such Notice is delivered by Federal Express (FedEx) or other overnight delivery service of recognized standing, it shall be deemed given twenty-four (24) hours after the deposit thereof with such delivery service. If such Notice is mailed as provided herein, such shall be deemed given forty-eight (48) hours after the deposit thereof in the United States mail. Each such Notice shall be deemed given only if properly addressed to the party to whom such notice is to be given as follows:

To Well 80: Robert Knudson
Well 80 Real Estate, LLC Manager
716 Plum Street S
Olympia, WA 98501
Email: Rknudson@casamiarestaurants.com

To City of Olympia: Steven R. Hall
Olympia City Manager
601 4th Avenue East
PO Box 1967
Olympia, WA 98507-1967
Email: shall@ci.olympia.wa.us

With a copy to: Mark Barber
Olympia City Attorney
601 4th Avenue East
PO Box 1967
Olympia, WA 98507-1967
Email: mbarber@ci.olympia.wa.us

Any party hereto may change its address for the purpose of receiving notices as herein provided by a written notice given in the manner aforesaid to the other party hereto.

13. Event of Default. In the event of a default under this Agreement by Well 80, Olympia shall be entitled, in addition to all other remedies, to seek monetary damages and specific performance of Well 80's obligations hereunder.

14. Applicable Law. This Agreement shall in all respects be governed by the laws of the State of Washington.

15. Further Assurances. Each of the Parties shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations hereunder to carry out the intent of the parties hereto.

16. Modification or Amendment or Waivers. No amendment, change or modification of this Agreement shall be valid, unless in writing and signed by all of the Parties hereto. No waiver of any breach or covenant or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this Agreement. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

17. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and any and all prior agreements, understandings or representations with respect to its subject matter are hereby canceled in their entirety and are of no further force or effect. The Parties do not intend to confer any benefit under this Agreement to any person, firm or corporation other than the Parties executing this Agreement.

18. Construction. Captions are solely for the convenience of the Parties and are not a part of this Agreement. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both parties had prepared it.

19. Attorneys' Fees and Costs. Should either Party bring suit to enforce this Agreement, the prevailing party in such lawsuit shall be entitled to an award of its reasonable attorneys' fees and costs incurred in connection with such lawsuit.

20. Partial Invalidity. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby; and each such term and provision of this Agreement shall be valid be enforced to the fullest extent permitted by law.

21. Time. Time is of the essence of every provision of this Agreement.

22. Recitals. The Recitals set forth above are incorporated by this reference into this Agreement and are made a part hereof.

City of Olympia, a Washington municipal corporation

By: _____

Name: Steven R. Hall

Its: City Manager

Date: _____

Approved as to form:



Mark Barber, City Attorney

Well 80 Real Estate, LLC

By: _____

Name: Robert Knudson

Its: Managing Member

Date: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

On the ____ day of _____, 201__, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Steven R. Hall, to me known to be the City Manager of the City of Olympia, a municipal corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned and on oath states that he is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

Signature
Print Name: _____
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

On the ___ day of _____, 201__, before me personally appeared Robert Knudson, to me known to be a Managing Member of Well 80 Real Estate, LLC, a Washington limited liability company, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said limited liability company for the uses and purposes therein mentioned and on oath states he/she is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

Signature
Print Name: _____
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires: _____

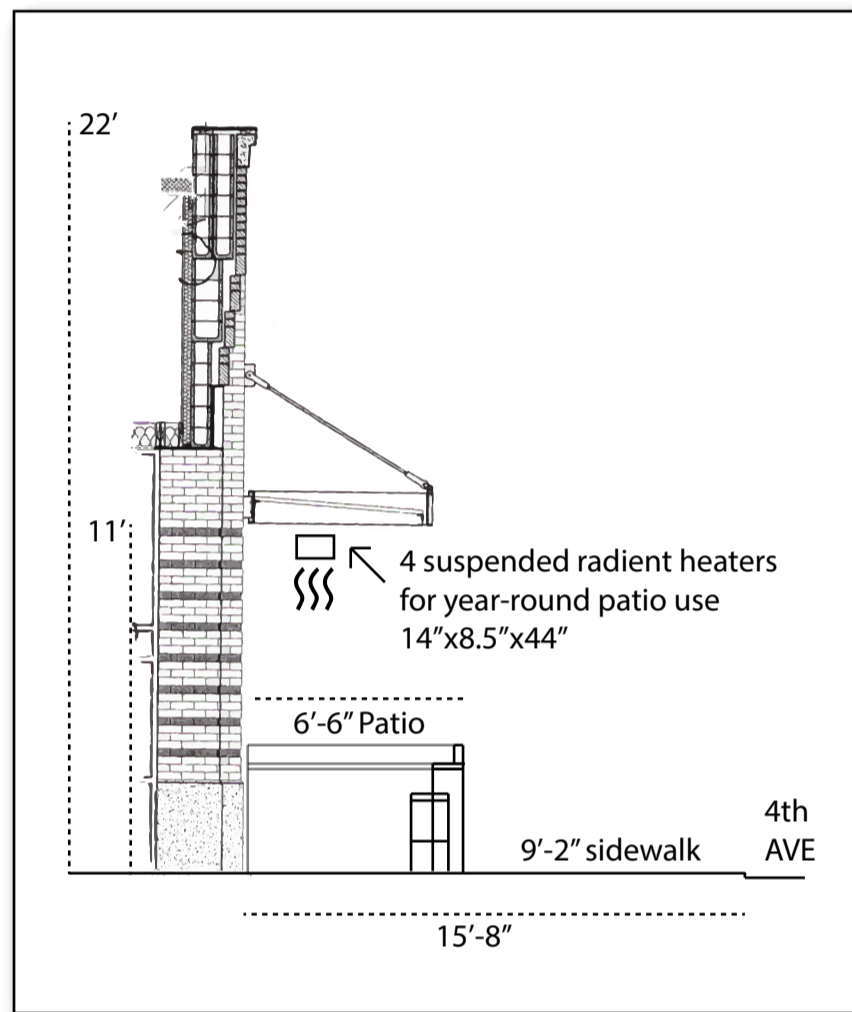
WELL 80 BREWHOUSE 514 4th AVE

Proposed Sidewalk and Alley Use

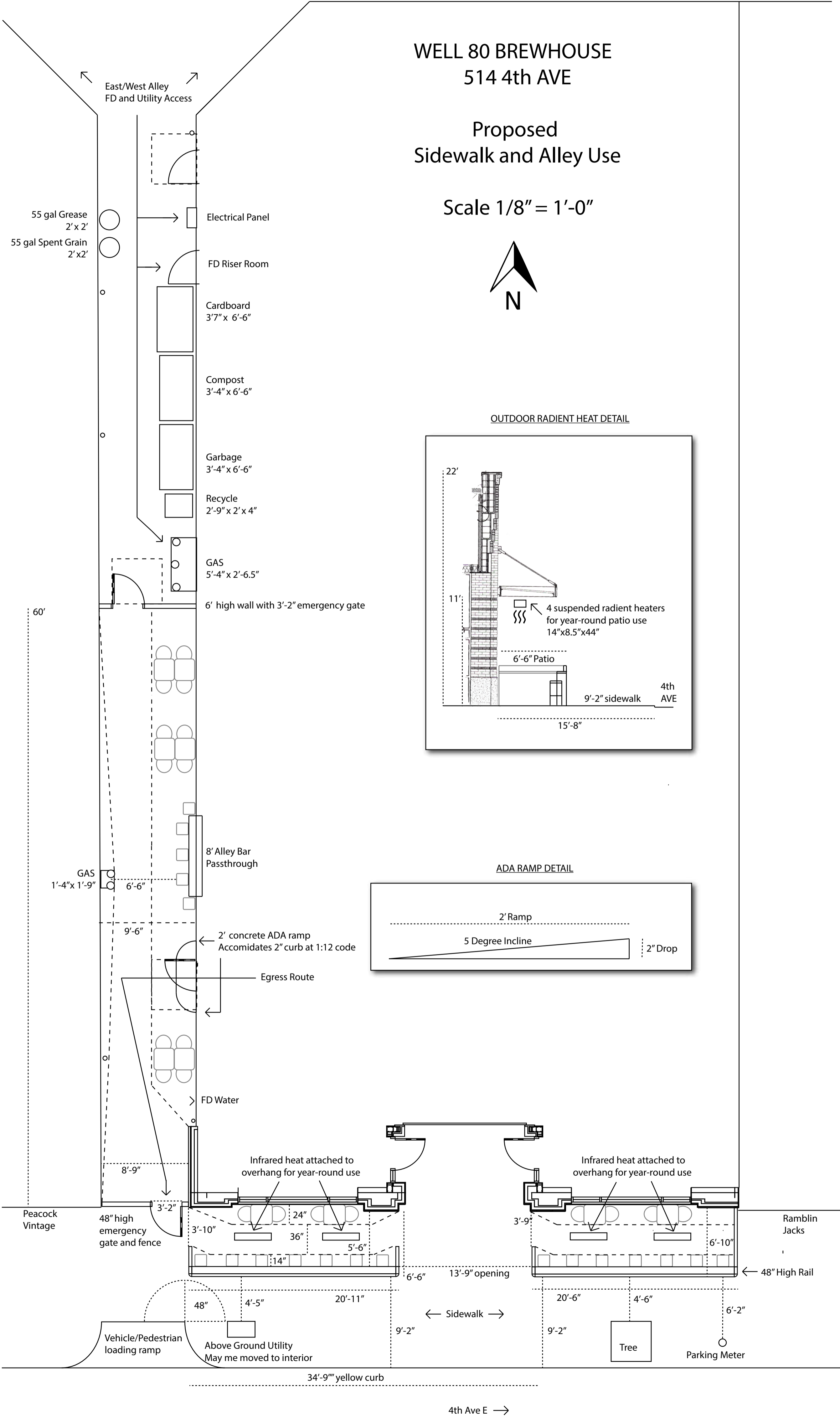
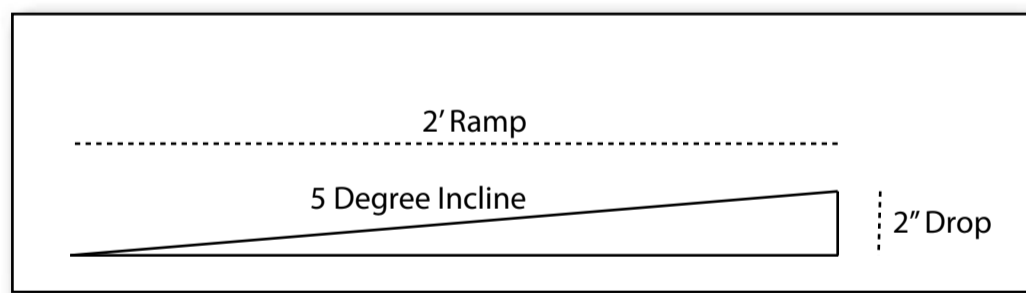
Scale 1/8" = 1'-0"



OUTDOOR RADIANT HEAT DETAIL



ADA RAMP DETAIL

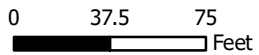
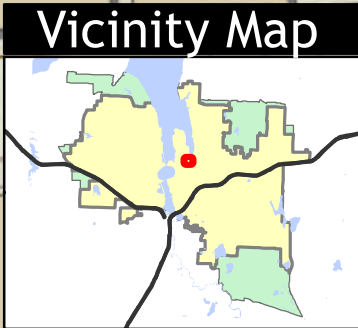


4th Ave E →



Well 80 Real Estate

Right-of-Way Permit Agreement



1 inch = 75 feet

Map printed 11/3/2017

City of Olympia, TComm911

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 herein 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.





City Council

Approval of a Resolution Authorizing an Intergovernmental Agreement with City of Tumwater for Fire Vehicle Repair

Agenda Date: 11/14/2017
Agenda Item Number: 4.F
File Number:17-1118

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

Title

Approval of a Resolution Authorizing an Intergovernmental Agreement with City of Tumwater for Fire Vehicle Repair

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing the Interlocal Agreement between the City of Olympia and the City of Tumwater for fire apparatus repair, and authorize the City Manager to sign any and all associated documents.

Report

Issue:

Whether to approve an Interlocal Agreement allowing the Olympia Fire Department (OFD) mechanics to provide repairs for the City of Tumwater vehicles, fulfilling a portion of our business model.

Staff Contact:

Greg Wright, Deputy Fire Chief, 360.753.8466

Presenter(s):

None - Consent Calendar item.

Background and Analysis:

The Olympia Fire Department (OFD) has set a high safety standard for all emergency response vehicles in the fleet with maintenance by highly skilled and competent mechanics. This high standard has paid off in safer and more reliable front line and back up vehicles for Olympia, Thurston County Medic One, Thurston County Fire District (TCFD) #3, TCFD #8, TCFD #9 and TCFD #13. It is well accepted that OFD's specialized level of service using a team of mechanics who are certified in Master Fire Apparatus and Emergency Vehicles, along with experience, is difficult to find at a private repair facility. Most repair facilities are not solely specialized in repair of only emergency vehicles and cannot deliver the level of service needed.

The City of Tumwater has requested OFD mechanic's to provide repairs for their vehicles. This is a continuation of contracted services that started in 2011. When the City of Tumwater is assisting OFD during mutual aid responses, the apparatus that is travelling within our community has been repaired at the highest safety level possible.

The City of Tumwater will reimburse the City of Olympia for this service based on the provisions in the attached Interlocal Agreement.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the resolution authorizing the Interlocal Agreement and authorize the City Manager to sign any and all associated documents. This joint effort provides benefits to both Olympia and the City of Tumwater in the goal for community and firefighter safety.
2. Do not approve the Resolution authorizing the Interlocal Agreement.

Financial Impact:

Contract defines revenue to the City of Olympia Fire Department from the City of Tumwater. This contract is consistent with the Fire Department's Regional Fleet Business Plan.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE CITY OF TUMWATER FOR FIRE DEPARTMENT VEHICLE REPAIR & MAINTENANCE SERVICES.

WHEREAS, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties; and

WHEREAS, The City of Tumwater desires the City of Olympia Fire Mechanics to provide vehicle repair and maintenance services for the Tumwater Fire Department fleet; and

WHEREAS, The City of Tumwater and the City of Olympia have reached an agreement on how this will be done and the compensation that shall be received;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves the form of Interlocal Agreement between the City of Olympia and The City of Tumwater for Fire Department vehicle repair and maintenance attached hereto as Exhibit A and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the attached Interlocal Agreement, and any other documents necessary to execute said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the attached Interlocal Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2017.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

Exhibit A

When recorded return to:
City of Olympia
PO Box 1967
Olympia, WA 98507-1967

INTERLOCAL AGREEMENT BETWEEN THE CITY OF OLYMPIA AND CITY OF TUMWATER FOR FIRE DEPARTMENT VEHICLE REPAIR & MAINTENANCE SERVICES

Whereas, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

Whereas, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia and City of Tumwater agree as follows:

I. Purpose/Objective

The purpose of this Agreement is to allow the City of Olympia (City), through its Fire Department (OFD), to provide maintenance and repair services to City of Tumwater Fire Department (TFD) for Apparatus owned and operated by TFD. TFD does not have sufficient resources to provide such services and desires to have such services performed as set forth below. OFD currently maintains appropriate facilities and sufficient personnel to perform necessary maintenance and repair services, and agrees to extend this service to TFD under the terms and conditions specified in this Agreement.

II. Definitions

In this Agreement, the following words shall have the meanings set forth below:

Annual Inspection A yearly inspection conducted at the OFD maintenance facility that includes items listed on the "Apparatus/Fire Engines Annual Inspection" form as set forth

Vehicle Repair Interlocal Agreement between City of Olympia
and City of Tumwater 2017-2020

on the attached Exhibit "A" as set forth herein or updated in accordance with this Agreement.

Apparatus Fire department owned vehicle used for the purpose of responding to fire or medical emergencies.

Fire Ground Equipment Mechanical and electrical tools assigned to Apparatus.

Fluids Motor oil, antifreeze, transmission fluid, brake fluid, gear oils, grease, and washer fluids.

Front Line Apparatus The primary designated staffed vehicle first in line to respond.

Quarterly Inspection A quarterly inspection conducted at the OFD maintenance facility that includes items listed on the form as set forth on the attached Exhibit "B" as set forth herein or updated in accordance with this Agreement.

III. Scope of Agreement/Work

A. Responsibilities of OLYMPIA shall be as follows:

1. **OFD Maintenance Responsibilities** OFD shall be responsible for routine maintenance of the Apparatus and Fire Ground Equipment covered under the terms of this Agreement.
2. **OFD Repair Responsibilities** Modifications and repairs shall be scheduled and performed on a priority basis by OFD or its chosen service provider. Repairs and modifications will be charged at the hourly shop rate established herein, in addition to any other applicable charges authorized in this Agreement.
3. **Work performed by Outside Service Providers** OFD will provide notice to TFD prior to work being performed by other service providers.
4. **Maintenance and Repair Limitations** OFD agrees to attempt to complete all maintenance and repair requests within the time TFD requests or has scheduled with OFD. TFD is aware that there may be times when OFD cannot meet the desired timeline. OFD will make every attempt to maintain or repair all Front Line Apparatus as scheduled.
5. **Covered Apparatus and Equipment.** The Apparatus and Fire Ground Equipment OFD agrees to maintain for TFD is set forth in the chart outlined in Exhibit "C" attached hereto. The Fire Chief of OFD and Fire Chief of TFD are authorized to amend Exhibit C as necessary, so long as both parties agree to the changes and attach to this Agreement an updated copy of Exhibit C. Unless otherwise specified, any covered Apparatus includes Fire Ground Equipment supporting such Apparatus.

6. Hours of Work OFD's Fleet Service's normal working hours are from 7:00 am to 4:00 pm, Monday through Friday except holidays.

7. Documentation and Safety Concerns OFD shall supply to TFD all records of work performed at the time of billing. If TFD does not authorize additional repairs that OFD recommends, OFD shall state so on the repair documentation. Items discovered that are safety concerns shall be documented (as above) and notification provided to TFD. If the level of safety concern meets National Fire Protection Association's (NFPA) criteria as determined by OFD, OFD may make a recommendation directly to TFD's Fire Chief and OFD will seek direction to proceed with the recommended repair(s) or maintenance. OFD makes no representation that it will discover any safety issue or defect, actual or potential.

8. Pick-up and Delivery of Apparatus This may be a joint effort between TFD and OFD with TFD as the party ultimately responsible for pick-up and delivery. TFD remains responsible for any costs associated with pick-up and delivery.

B. Responsibilities of City of Tumwater, TFD shall be as follows:

1. Notification of Repair and/or Maintenance: TFD agrees to notify OFD via the OFD designated email address, *ofd fleetservices@ci.olympia.wa.us*, when Apparatus is in need of repair/and or maintenance. TFD agrees that it is their intent to maintain the Apparatus to NFPA 1911 Standard for the inspection and maintenance of in-service automotive fire apparatus and, as such, hereby agrees to participate in the OFD preventative maintenance program as outlined in attached Exhibits "A" and "B". If OFD determines that the Apparatus is not being maintained to this standard, OFD may notify the Fire Chief of TFD.

2. Authorized Representative: TFD agrees to provide the name and telephone number of a TFD authorizing representative who can, in a timely manner, provide any necessary direction to OFD to approve additional repairs, if OFD determines such repairs are recommended or required.

3. Response to Safety Concerns: If OFD notifies the TFD Fire Chief of any safety concern under Paragraph B. 1, the Fire Chief of TFD is responsible for a timely response to OFD's recommendation.

4. Pick-up and Delivery of Apparatus: OFD and TFD shall coordinate all pick-up and delivery of apparatus with TFD as the party ultimately responsible for pick-up and delivery. TFD is responsible for any costs associated with pick-up and delivery.

IV. Payment (or Funding/Costs/etc.)

A. Service and repair charges will be on an hourly basis rounded to the nearest 15 minutes. The shop rate for service is \$122.00 per hour which is inclusive of documentation and

reporting of all maintenance work and service work. The shop rate will be reviewed by OFD staff in January of each year and the Fire Chief for OFD may authorize an increase under this Agreement of up to ten percent (10%) so long as TFD receives notification of the increase at least 30 days prior to implementation of the new labor rate. Fees do not include Washington State sales tax which will be added to each invoice. In addition, TFD agrees to pay OFD for all parts provided by OFD from OFD's stock (at OFD's cost) plus any costs associated with Fluids, pick-up and delivery, plus any mark-up as described below.

B. Expenses outlined herein shall be paid by TFD in the manner set forth below:

1. Costs of any parts that OFD does not have in-stock will be directly billed by the vendor to TFD.
2. Service that OFD does not provide but that OFD authorizes another entity to provide will be directly billed by the vendor to TFD.
3. The cost of parts OFD has in stock or are billed to OFD on behalf of TFD will be assessed a 30% mark-up. This cost for parts and all labor services provided by OFD will be directly billed by OFD to TFD.
4. Fluids used and replaced will be billed at the normal rates paid by OFD plus a 30% mark-up as well as fluid accountability requirements and any required disposal charges incurred by OFD.
5. Pick up and delivery charges will be directly paid by TFD to the entity providing such services. For example, if towing is required, TFD will pay the towing company directly.

V. Method of Payment

A. OFD will submit a monthly itemized invoice to TFD for all OFD in-stock parts, fluid replacement, labor for completed maintenance & repair services provided by OFD and any other services provided under this Agreement.

B. City of Tumwater will make payment within thirty (30) days of receipt of an invoice.

VI. Amendments

Either party to this Agreement may request an amendment or term extension. Any amendment shall be negotiated and agreed to by both parties prior to implementation, except labor costs which can be increased by OFD as provided in this Agreement. Certain updates are expressly authorized to be made by the OFD or TFD Fire Chiefs under this Agreement and, when so authorized, must be made in writing and attached hereto.

Any other amendments to this Agreement shall be made in writing and shall be presented to each party's governing authority for approval prior to implementation.

VII. Indemnification

CITY OF TUMWATER and the CITY OF OLYMPIA each agree to defend, indemnify and hold the other, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, to the extent caused by each entity's respective negligence in performance of its responsibilities under this Agreement. For purposes of this Agreement, the parties each expressly waive their immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to their employees and agree that the obligations to protect, save, defend, indemnify, and hold each other harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the parties. The foregoing waiver is mutually negotiated by the parties to this Agreement.

VIII. Insurance.

The City of Olympia (City) shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the City or its employees. Before beginning the work described in this Agreement, the City shall provide proof of coverage:

- A. **Automobile Liability** insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage; and
- B. **Commercial General Liability** insurance shall be written with limits no less than \$1,000,000 each occurrence and aggregate.
- C. **Excess Liability** insurance with limits not less than \$1,000,000 per occurrence and aggregate.
- D. **Garagekeepers Legal Liability** policy with limits not less than \$1,000,000 or, in the alternative, acceptable proof from the City's Insurance Pool confirming that OFD is covered for any damage to the TFD's Apparatus resulting from OFD's negligence while TCFD8's Apparatus is being serviced, maintained, repaired or stored by OFD at OFD's facility.
- E. The aforementioned insurance requirements for the City of Olympia shall be fulfilled by the City of Olympia's membership and coverage with the Washington Cities Insurance authority, a municipal insurance pool. Any payment of deductible or self-insured retention of such coverage shall be the sole responsibility of the OFD.
- F. TFD shall purchase and maintain automobile physical damage insurance with comprehensive and collision coverage on all vehicles being serviced by the City of

Olympia. Any payment of deductible or self-insured retention shall be the sole responsibility of the TFD.

IX. Warranty

Except as expressly provided below, the CITY OF OLYMPIA gives no express or implied warranty for the services provided by OFD under this Agreement. OFD will repair or replace any new parts (except parts not covered by a manufacturers warranty such as electrical parts) or redo any labor which fails in normal service due to defects in parts as determined by the manufacturer, or labor as determined by OFD, provided OFD is immediately notified and allowed to inspect the vehicle to determine whether or not the failure is in fact attributable to defective parts and/or labor. This warranty does not cover loss of time, use, inconvenience, normal wear, abuse, used parts or other matters not specified and neither OFD nor the City shall be liable for any consequential, incidental or commercial damages related to the services in excess of the costs of the specific repairs.

X. Duration of Agreement

This Agreement shall be effective until December 1, 2020 unless otherwise terminated or extended in the manner described under the pertinent sections of this Agreement.

XI. Termination of Agreement

Should either party choose to terminate this agreement, the party desiring to terminate the agreement must provide one year advance written notice to the other party, unless otherwise set forth in this Agreement. In addition, in the event TFD is dissatisfied with the OFD's performance of its responsibilities under this Agreement, TFD shall provide OFD with a written notice of dissatisfaction that specifically identifies the details of the OFD's alleged performance deficiencies. OFD shall have three months from the date of the notice of dissatisfaction to remedy the performance deficiencies specifically noted. In the event TFD remains dissatisfied at the end of the three month period, TFD may terminate the Agreement by providing OFD with an additional 3 months written notice.

XII. Joint Board/No Separate Legal Entity Created/Property

No joint board and no separate legal entity is created under this Agreement. Each party shall maintain ownership of its own property.

XIII. Entire Agreement

This Agreement along with the Exhibits incorporated by reference sets forth all terms and conditions agreed upon by OFD and TFD, and supersedes any and all agreements oral or otherwise with respect to the subject matter addressed herein.

XIV. Recording

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

XV. Notice

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit in the United States Postal Service.

CITY OF OLYMPIA

Attn: Fire Chief

Re: Vehicle Repair Interlocal Agreement with City of Tumwater

PO Box 1967

Olympia, WA 98507-1967

CITY OF TUMWATER

Attn: Fire Chief

RE: Vehicle Repair Interlocal Agreement with City of Olympia

555 Israel Rd SW

Tumwater, WA 98501

XVI. Interpretation and Venue

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this agreement shall be the Superior Court of Thurston County.

XVII. Dispute Resolution

In the event of a dispute between the parties arising by reason of this Agreement, or any obligation hereunder, the dispute shall first be referred to a representative designated by parties to have oversight over the administration of this Agreement. Said representatives shall meet within fourteen (14) calendar days of either party's request for a meeting, and the parties shall make a good faith effort to attempt to achieve a resolution of the dispute. In the event that the parties are unable to resolve the dispute under the procedure set forth, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

XVIII. Ratification

Any act consistent with the authority and prior to the effective date of this Agreement is hereby ratified and confirmed.

XIX. Effective Date

Once properly executed, this Agreement shall take effect as of the date of filing or posting as required by RCW 39.34.040.

CITY OF OLYMPIA

CITY OF TUMWATER

City Manager

Mayor

Date: _____

Date: _____

Approved as to Form:

Approved as to Form:



Deputy City Attorney

Karen Kirkpatrick, City Attorney

ATTEST:

Melody Valiant, City Clerk

Exhibit "A" Apparatus/Fire Engines Annual Inspection" forms

Exhibit "B" Quarterly inspection items list and form

Exhibit "C" The Apparatus and Fire Ground Equipment OFD agrees to maintain for TFD

**EXHIBIT A
INTERLOCAL AGREEMENT WITH THE CITY OF TUMWATER**

APPARATUS/FIRE ENGINES QUARTERLY INSPECTION
Initial if okay, mark with an "x" if repairs are needed.

Apparatus # _____ Date _____ Mileage _____

Lube complete chassis _____

Check cab and body mounts _____

Check coolant level _____ Nitres _____ Degrees _____

Check & adjust brakes (parking & service break) _____

Check wheel seals _____

Check frame and suspension (springs,pins, u-bolts & cross members) _____

Check exhaust system (leaks) _____

Check steering componenets (tie rods, ends, draglink) _____

Change engine oil _____ Type _____ Quantity _____

Change engine oil filter _____

Check air filter _____ Change fuel filters _____

Check transfer case oil _____ Check PTO _____

Check air governor cutout/air dryer (120 psi) _____

Listen for air leaks (brakes applied & released) _____

Check all tires (curbing, cuts, wear and pressure)

	Front		Rear		Rear	
Depth	LF _____/32	LRO _____/32	RRI _____/32	RRI _____/32	RRI _____/32	RRI _____/32
	RF _____/32	LRI _____/32	RRI _____/32	RRI _____/32	RRI _____/32	RRI _____/32
Pressure	LF _____psi	LRO _____psi	RRI _____psi	RRI _____psi	RRI _____psi	RRI _____psi
	RF _____psi	LRI _____psi	RRI _____psi	RRI _____psi	RRI _____psi	RRI _____psi

Check for water leaks (fire pump area) _____

Check fire pump switch and lighting _____

Check primer pump fluid _____

Check differential fluid _____

Check power steering fluid _____

Check transmission fluid _____

Check windshield washer fluid/wipers _____

Check all belts & hoses (for cracks and looseness, adjust as needed) _____

Check batteries (cables & corrosion) _____

Check all lights, horns, and sirens _____

Check interior lighting (cab & body compartments) _____

Check interior (scats, door panels, carpets, and mats) _____

Check seat belts (condition, operation) _____

Check low air warning devices _____

Observe all gauge operation (oil, water temp and amp) _____

Check heaters, fans and air conditioning _____

Check windows (chips, cracks, seals and operation) _____

Exterior (door operation, hood, trunk) _____

Intall service sticker _____

Repairs needed: _____

EXHIBIT B
INTERLOCAL AGREEMENT WITH THE CITY OF TUMWATER
APPARATUS/FIRE ENGINE ANNUAL INSPECTION
Initial if okay, mark with an "x" if repairs are needed.

Apparatus # _____ Date _____ Mileage _____

Lube complete chassis _____

Check coolant level Nitres _____ Degrees _____

Check & adjust brakes (parking & service brake) _____

Check wheel seals _____

Check oil in steer axle hubs _____

Check lug nuts (looseness & rust trails) _____

Check frame & suspension (springs, pins, u-bolts & cross members) _____

Check exhaust system (leaks) _____

Check steering components (tie rods, ends, draglink) _____

Check king pins _____

Change engine oil Type _____ Quantity _____

Change engine oil filter _____

Change fuel filters _____

Change air filter _____

Check PTO operation _____

Check air governor cutout/air dryer exhaust (120 phi) _____

Check Toe-in on steer axle Front side _____ in. Rear side _____ in.

Check all tires (curbing, cuts, wear and pressure)

	Front		Rear		Rear	
Depth	LF _____	/32	LEO _____	/32	RIO _____	/32
	FRO _____	/32	LRI _____	/32	RRI _____	/32
Pressure	LF _____	psi	LRO _____	psi	RRO _____	psi
	RF _____	psi	LRI _____	psi	RRI _____	psi

Change differential fluid (as needed) _____

Check u-joints _____

Change power steering filter _____

Change transmission filters & fluid _____

Check windshield washer fluid & change wiper blades _____

Replace all belts (as needed) _____

Check all hoses (for leaks and wear) _____

Check batteries (cables & corrosion) _____

Check battery (state of charge, if applicable) _____

Check cab & body mounts _____

Lube door latches _____

Repairs Needed: _____

APPARATUS/FIRE ENGINE ANNUAL INSPECTION

Initial if okay, mark with an "x" if repairs are needed.

Apparatus #	Date	Mileage
Check all lights, horns, and sirens		_____
Check interior lighting (cab & body compartments)		_____
Check interior (seats, door panels, carpets, and mats)		_____
Check seat belts (operation, condition)		_____
Observe all gauge operation (oil, water temp and amp)		_____
Check heaters, fans, and air conditioning		_____
Check low air warning devices audible & visual		_____
Air brake system check (hoses & components)		_____
Listen for air leaks (brakes applied & released)		_____
Drain air tanks		_____
Replace air dryer cartridge		_____
Change pump transmission oil		_____
Check for water leaks (fire pump area)		_____
Check fire pump switch and lighting		_____
Check primer pump (fluid & operation)		_____
Check pump panel valve operation		_____
Check pump relief valve operation		_____
Service positive pressure fan		_____
Service portable generator		_____
Check windows (chips, cracks, seals and operation)		_____
Cab exterior (door operation)		_____
Check ladder rack operation		_____
Clean windows		_____
Steam clean (if needed)		_____
Install service sticker		_____
Repairs needed:		_____

EXHIBIT "C"

TUMWATER FIRE DEPARTMENT EQUIPMENT:

YEAR	MAKE/MODEL	VIN	PLATE
2018	Pierce Fire Engine Velocity	Not Available @ this time. (Will update when engine arrives)	Not Available @ this time. (Will update when engine arrives)
2012	Pierce Fire Engine Velocity	4P1CV01C2DA013324	54766D
2000	KME Fire Engine GS04232	1K0AF428XYN058118	25594D
2000	KME Fire Engine GS04321	1K9AF42884N058117	25595D

This Table will be the update and we will add our new engine information when it arrives in 2018.

When recorded return to:
City of Olympia
PO Box 1967
Olympia, WA 98507-1967

**INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF OLYMPIA AND CITY OF TUMWATER
FOR
FIRE DEPARTMENT VEHICLE REPAIR & MAINTENANCE SERVICES**

Whereas, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

Whereas, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia and City of Tumwater agree as follows:

I. Purpose/Objective

The purpose of this Agreement is to allow the City of Olympia (City), through its Fire Department (OFD), to provide maintenance and repair services to City of Tumwater Fire Department (TFD) for Apparatus owned and operated by TFD. TFD does not have sufficient resources to provide such services and desires to have such services performed as set forth below. OFD currently maintains appropriate facilities and sufficient personnel to perform necessary maintenance and repair services, and agrees to extend this service to TFD under the terms and conditions specified in this Agreement.

II. Definitions

In this Agreement, the following words shall have the meanings set forth below:

Annual Inspection A yearly inspection conducted at the OFD maintenance facility that includes items listed on the "Apparatus/Fire Engines Annual Inspection" form as set forth

Vehicle Repair Interlocal Agreement between City of Olympia
and City of Tumwater 2017-2020

on the attached Exhibit "A" as set forth herein or updated in accordance with this Agreement.

Apparatus Fire department owned vehicle used for the purpose of responding to fire or medical emergencies.

Fire Ground Equipment Mechanical and electrical tools assigned to Apparatus.

Fluids Motor oil, antifreeze, transmission fluid, brake fluid, gear oils, grease, and washer fluids.

Front Line Apparatus The primary designated staffed vehicle first in line to respond.

Quarterly Inspection A quarterly inspection conducted at the OFD maintenance facility that includes items listed on the form as set forth on the attached Exhibit "B" as set forth herein or updated in accordance with this Agreement.

III. Scope of Agreement/Work

A. Responsibilities of OLYMPIA shall be as follows:

1. **OFD Maintenance Responsibilities** OFD shall be responsible for routine maintenance of the Apparatus and Fire Ground Equipment covered under the terms of this Agreement.
2. **OFD Repair Responsibilities** Modifications and repairs shall be scheduled and performed on a priority basis by OFD or its chosen service provider. Repairs and modifications will be charged at the hourly shop rate established herein, in addition to any other applicable charges authorized in this Agreement.
3. **Work performed by Outside Service Providers** OFD will provide notice to TFD prior to work being performed by other service providers.
4. **Maintenance and Repair Limitations** OFD agrees to attempt to complete all maintenance and repair requests within the time TFD requests or has scheduled with OFD. TFD is aware that there may be times when OFD cannot meet the desired timeline. OFD will make every attempt to maintain or repair all Front Line Apparatus as scheduled.
5. **Covered Apparatus and Equipment.** The Apparatus and Fire Ground Equipment OFD agrees to maintain for TFD is set forth in the chart outlined in Exhibit "C" attached hereto. The Fire Chief of OFD and Fire Chief of TFD are authorized to amend Exhibit C as necessary, so long as both parties agree to the changes and attach to this Agreement an updated copy of Exhibit C. Unless otherwise specified, any covered Apparatus includes Fire Ground Equipment supporting such Apparatus.

6. Hours of Work OFD's Fleet Service's normal working hours are from 7:00 am to 4:00 pm, Monday through Friday except holidays.

7. Documentation and Safety Concerns OFD shall supply to TFD all records of work performed at the time of billing. If TFD does not authorize additional repairs that OFD recommends, OFD shall state so on the repair documentation. Items discovered that are safety concerns shall be documented (as above) and notification provided to TFD. If the level of safety concern meets National Fire Protection Association's (NFPA) criteria as determined by OFD, OFD may make a recommendation directly to TFD's Fire Chief and OFD will seek direction to proceed with the recommended repair(s) or maintenance. OFD makes no representation that it will discover any safety issue or defect, actual or potential.

8. Pick-up and Delivery of Apparatus This may be a joint effort between TFD and OFD with TFD as the party ultimately responsible for pick-up and delivery. TFD remains responsible for any costs associated with pick-up and delivery.

B. Responsibilities of City of Tumwater, TFD shall be as follows:

1. Notification of Repair and/or Maintenance: TFD agrees to notify OFD via the OFD designated email address, *ofdfleetservices@ci.olympia.wa.us*, when Apparatus is in need of repair/and or maintenance. TFD agrees that it is their intent to maintain the Apparatus to NFPA 1911 Standard for the inspection and maintenance of in-service automotive fire apparatus and, as such, hereby agrees to participate in the OFD preventative maintenance program as outlined in attached Exhibits "A" and "B". If OFD determines that the Apparatus is not being maintained to this standard, OFD may notify the Fire Chief of TFD.

2. Authorized Representative: TFD agrees to provide the name and telephone number of a TFD authorizing representative who can, in a timely manner, provide any necessary direction to OFD to approve additional repairs, if OFD determines such repairs are recommended or required.

3. Response to Safety Concerns: If OFD notifies the TFD Fire Chief of any safety concern under Paragraph B. 1, the Fire Chief of TFD is responsible for a timely response to OFD's recommendation.

4. Pick-up and Delivery of Apparatus: OFD and TFD shall coordinate all pick-up and delivery of apparatus with TFD as the party ultimately responsible for pick-up and delivery. TFD is responsible for any costs associated with pick-up and delivery.

IV. Payment (or Funding/Costs/etc.)

A. Service and repair charges will be on an hourly basis rounded to the nearest 15 minutes. The shop rate for service is \$122.00 per hour which is inclusive of documentation and

reporting of all maintenance work and service work. The shop rate will be reviewed by OFD staff in January of each year and the Fire Chief for OFD may authorize an increase under this Agreement of up to ten percent (10%) so long as TFD receives notification of the increase at least 30 days prior to implementation of the new labor rate. Fees do not include Washington State sales tax which will be added to each invoice. In addition, TFD agrees to pay OFD for all parts provided by OFD from OFD's stock (at OFD's cost) plus any costs associated with Fluids, pick-up and delivery, plus any mark-up as described below.

B. Expenses outlined herein shall be paid by TFD in the manner set forth below:

1. Costs of any parts that OFD does not have in-stock will be directly billed by the vendor to TFD.
2. Service that OFD does not provide but that OFD authorizes another entity to provide will be directly billed by the vendor to TFD.
3. The cost of parts OFD has in stock or are billed to OFD on behalf of TFD will be assessed a 30% mark-up. This cost for parts and all labor services provided by OFD will be directly billed by OFD to TFD.
4. Fluids used and replaced will be billed at the normal rates paid by OFD plus a 30% mark-up as well as fluid accountability requirements and any required disposal charges incurred by OFD.
5. Pick up and delivery charges will be directly paid by TFD to the entity providing such services. For example, if towing is required, TFD will pay the towing company directly.

V. Method of Payment

A. OFD will submit a monthly itemized invoice to TFD for all OFD in-stock parts, fluid replacement, labor for completed maintenance & repair services provided by OFD and any other services provided under this Agreement.

B. City of Tumwater will make payment within thirty (30) days of receipt of an invoice.

VI. Amendments

Either party to this Agreement may request an amendment or term extension. Any amendment shall be negotiated and agreed to by both parties prior to implementation, except labor costs which can be increased by OFD as provided in this Agreement. Certain updates are expressly authorized to be made by the OFD or TFD Fire Chiefs under this Agreement and, when so authorized, must be made in writing and attached hereto.

Any other amendments to this Agreement shall be made in writing and shall be presented to each party's governing authority for approval prior to implementation.

VII. Indemnification

CITY OF TUMWATER and the CITY OF OLYMPIA each agree to defend, indemnify and hold the other, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, to the extent caused by each entity's respective negligence in performance of its responsibilities under this Agreement. For purposes of this Agreement, the parties each expressly waive their immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to their employees and agree that the obligations to protect, save, defend, indemnify, and hold each other harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the parties. The foregoing waiver is mutually negotiated by the parties to this Agreement.

VIII. Insurance.

The City of Olympia (City) shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the City or its employees. Before beginning the work described in this Agreement, the City shall provide proof of coverage:

A. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage; and

B. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and aggregate.

C. Excess Liability insurance with limits not less than \$1,000,000 per occurrence and aggregate.

D. Garagekeepers Legal Liability. policy with limits not less than \$1,000,000 or, in the alternative, acceptable proof from the City's Insurance Pool confirming that OFD is covered for any damage to the TFD's Apparatus resulting from OFD's negligence while TCFD8's Apparatus is being serviced, maintained, repaired or stored by OFD at OFD's facility.

E. The aforementioned insurance requirements for the City of Olympia shall be fulfilled by the City of Olympia's membership and coverage with the Washington Cities Insurance authority, a municipal insurance pool. Any payment of deductible or self-insured retention of such coverage shall be the sole responsibility of the OFD.

F. TFD shall purchase and maintain automobile physical damage insurance with comprehensive and collision coverage on all vehicles being serviced by the City of

Olympia. Any payment of deductible or self-insured retention shall be the sole responsibility of the TFD.

IX. Warranty

Except as expressly provided below, the CITY OF OLYMPIA gives no express or implied warranty for the services provided by OFD under this Agreement. OFD will repair or replace any new parts (except parts not covered by a manufacturers warranty such as electrical parts) or redo any labor which fails in normal service due to defects in parts as determined by the manufacturer, or labor as determined by OFD, provided OFD is immediately notified and allowed to inspect the vehicle to determine whether or not the failure is in fact attributable to defective parts and/or labor. This warranty does not cover loss of time, use, inconvenience, normal wear, abuse, used parts or other matters not specified and neither OFD nor the City shall be liable for any consequential, incidental or commercial damages related to the services in excess of the costs of the specific repairs.

X. Duration of Agreement

This Agreement shall be effective until December 1, 2020 unless otherwise terminated or extended in the manner described under the pertinent sections of this Agreement.

XI. Termination of Agreement

Should either party choose to terminate this agreement, the party desiring to terminate the agreement must provide one year advance written notice to the other party, unless otherwise set forth in this Agreement. In addition, in the event TFD is dissatisfied with the OFD's performance of its responsibilities under this Agreement, TFD shall provide OFD with a written notice of dissatisfaction that specifically identifies the details of the OFD's alleged performance deficiencies. OFD shall have three months from the date of the notice of dissatisfaction to remedy the performance deficiencies specifically noted. In the event TFD remains dissatisfied at the end of the three month period, TFD may terminate the Agreement by providing OFD with an additional 3 months written notice.

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RE: Vehicle Repair Interlocal Agreement with City of Olympia

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Tumwater, WA 98501

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Any act consistent with the authority and prior to the effective date of this Agreement is hereby ratified and confirmed.

XIX. Effective Date

Once properly executed, this Agreement shall take effect as of the date of filing or posting as required by RCW 39.34.040.

CITY OF OLYMPIA

CITY OF TUMWATER

City Manager

Mayor

Date: _____

Date: _____

Approved as to Form:

Approved as to Form:



Deputy City Attorney

Karen Kirkpatrick, City Attorney

ATTEST:

Melody Valiant, City Clerk

Exhibit "A" Apparatus/Fire Engines Annual Inspection" forms

Exhibit "B" Quarterly inspection items list and form

Exhibit "C" The Apparatus and Fire Ground Equipment OFD agrees to maintain for TFD

**EXHIBIT A
INTERLOCAL AGREEMENT WITH THE CITY OF TUMWATER**

APPARATUS/FIRE ENGINES QUARTERLY INSPECTION
Initial if okay, mark with an "x" if repairs are needed.

Apparatus #	_____	Date	_____	Mileage	_____
Lube complete chassis					
Check cab and body mounts					
Check coolant level	_____	Nitres	_____	Degrees	_____
Check & adjust brakes (parking & service break)					
Check wheel seals					
Check frame and suspension (springs,pins, u-bolts & cross members)					
Check exhaust system (leaks)					
Check steering componenets (tie rods, ends, draglink)					
Change engine oil	_____	Type	_____	Quantity	_____
Change engine oil filter					
Check air filter	_____	Change fuel filters	_____		
Check transfer case oil	_____	Check PTO	_____		
Check air governor cutout/air dryer (120 psi)					
Listen for air leaks (brakes applied & released)					
Check all tires (curbing, cuts, wear and pressure)					
	Front		Rear		Rear
Depth	LF _____/32	LRO _____/32	RRI _____/32	RRO _____/32	
	RF _____/32	LRI _____/32	RRI _____/32	RRO _____/32	
Pressure	LF _____psi	LRO _____psi	RRI _____psi	RRO _____psi	
	RF _____psi	LRI _____psi	RRI _____psi	RRO _____psi	
Check for water leaks (fire pump area)					
Check fire pump switch and lighting					
Check primer pump fluid					
Check differential fluid					
Check power steering fluid					
Check transmission fluid					
Check windshield washer fluid/wipers					
Check all belts & hoses (for cracks and looseness, adjust as needed)					
Check batteries (cables & corrosion)					
Check all lights, horns, and sirens					
Check interior lighting (cab & body compartments)					
Check interior (seats, door panels, carpets, and mats)					
Check seat belts (condition, operation)					
Check low air warning devices					
Observe all gauge operation (oil, water temp and amp)					
Check heaters, fans and air conditioning					
Check windows (chips, cracks, seals and operation)					
Exterior (door operation, hood, trunk)					
Intall service sticker					

Repairs needed:

**EXHIBIT B
INTERLOCAL AGREEMENT WITH THE CITY OF TUMWATER
APPARATUS/FIRE ENGINE ANNUAL INSPECTION**

Initial if okay, mark with an "x" if repairs are needed.

Apparatus # _____ Date _____ Mileage _____

Lube complete chassis _____

Check coolant level Nitres _____ Degrees _____

Check & adjust brakes (parking & service brake) _____

Check wheel seals _____

Check oil in steer axle hubs _____

Check lug nuts (looseness & rust trails) _____

Check frame & suspension (springs, pins, u-bolts & cross members) _____

Check exhaust system (leaks) _____

Check steering components (tie rods, ends, draglink) _____

Check king pins _____

Change engine oil Type _____ Quantity _____

Change engine oil filter _____

Change fuel filters _____

Change air filter _____

Check PTO operation _____

Check air governor cutout/air dryer exhaust (120 phi) _____

Check Toe-in on steer axle Front side in. Rear side in.

Check all tires (curbing, cuts, wear and pressure)

	Front		Rear		Rear	
Depth	LF _____/32	LEO _____/32	LRO _____/32	RRO _____/32	RRI _____/32	
	FRO _____/32	LRI _____/32				
Pressure	LF _____psi	LRO _____psi	RRO _____psi	RRI _____psi		
	RF _____psi	LRI _____psi				

Change differential fluid (as needed) _____

Check u-joints _____

Change power steering filter _____

Change transmission filters & fluid _____

Check windshield washer fluid & change wiper blades _____

Replace all belts (as needed) _____

Check all hoses (for leaks and wear) _____

Check batteries (cables & corrosion) _____

Check battery (state of charge, if applicable) _____

Check cab & body mounts _____

Lube door latches _____

Repairs Needed:

APPARATUS/FIRE ENGINE ANNUAL INSPECTION
Initial if okay, mark with an "x" if repairs are needed.

Apparatus #	Date	Mileage
Check all lights, horns, and sirens		
Check interior lighting (cab & body compartments)		
Check interior (seats, door panels, carpets, and mats)		
Check seat belts (operation, condition)		
Observe all gauge operation (oil, water temp and amp)		
Check heaters, fans, and air conditioning		
Check low air warning devices audible & visual		
Air brake system check (hoses & components)		
Listen for air leaks (brakes applied & released)		
Drain air tanks		
Replace air dryer cartridge		
Change pump transmission oil		
Check for water leaks (fire pump area)		
Check fire pump switch and lighting		
Check primer pump (fluid & operation)		
Check pump panel valve operation		
Check pump relief valve operation		
Service positive pressure fan		
Service portable generator		
Check windows (chips, cracks, seals and operation)		
Cab exterior (door operation)		
Check ladder rack operation		
Clean windows		
Steam clean (if needed)		
Install service sticker		
Repairs needed:		

EXHIBIT "C"

TUMWATER FIRE DEPARTMENT EQUIPMENT:

YEAR	MAKE/MODEL	VIN	PLATE
2018	Pierce Fire Engine Velocity	Not Available @ this time. (Will update when engine arrives)	Not Available @ this time. (Will update when engine arrives)
2012	Pierce Fire Engine Velocity	4P1CV01C2DA013324	54766D
2000	KME Fire Engine GS04232	1K0AF428XYN058118	25594D
2000	KME Fire Engine GS04321	1K9AF42884N058117	25595D

This Table will be the update and we will add our new engine information when it arrives in 2018.



City Council

Approval of Change Order 3 for the Log Cabin Road Reservoir Project

Agenda Date: 11/14/2017
Agenda Item Number: 4.G
File Number: 17-1125

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

Title

Approval of Change Order 3 for the Log Cabin Road Reservoir Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve Change Order No. 3 in the amount of \$25,600.91 and authorize the City Manager to execute the Change Order.

Report

Issue:

Whether to approve Change Order No. 3 for the Log Cabin Road Reservoir Project.

Staff Contact:

Tim Richardson, P.E., Project Manager, Public Works Engineering, 360.753.8749

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The construction for the Log Cabin Road Reservoir began in April. After record winter and spring rains, the soil along the access road/pedestrian pathway to the reservoir- about 800 feet of the 2,200 total length - became saturated. The previous Change Order 2 was to remove the saturated soil and add geotextile fabric and rock. This would create a firm base for construction equipment and keep the access road/pedestrian pathway on the planned alignment.

Change Order 3 is to add additional crushed rock along the access road/pedestrian pathway in the areas that the saturated soil was excavated with Change Order 2. This work raises the grade so that low areas will not become saturated as occurred last winter. The access road/pedestrian pathway should remain accessible for construction equipment all winter with this work.

The Change Order pays for extra effort needed to grade and add additional crushed rock along the

access road/pedestrian pathway. The contractor's work was tracked on a time and materials basis.

The City's construction inspector observed work done and signed off daily.

Council approval is required once the cumulative cost of change orders crosses the threshold of \$300,000.

Change Order No. 1, \$287,525.28, has already been paid to the contractor. Change Order No. 2 made the total cumulative change order cost \$377,489.28. Change Order No. 3, \$25,600.91 makes the total cumulative change order cost \$403,090.19. This also will complete payment to the contractor for work performed at the City's request.

Staff does not foresee additional large change orders to complete the project.

The reservoir construction will be completed in July 2018.

Neighborhood/Community Interests:

Completing the work in a timely fashion helps keep the overall construction on schedule.

Options:

1. Approve Change Order No. 3 in the amount of \$25,600.91 and authorize the City Manager to execute Change Order No 2.

The project continues to proceed as planned.

2. Do not approve the Change Order No. 3 and request staff to deny paying for the Change Order.

This option will put the City at risk for claims, since we directed that the work be done.

Financial Impact:

The project is in the City's Capital Facilities Plan with funding by the Drinking Water Utility. The U.S. Environmental Protection Agency (EPA) provides financing through the Washington Drinking Water State Revolving Fund (DWSRF) program.

The cumulative change order of \$403,090.19 is 5.5 percent of the construction contract of \$7,298,722.88. This is within the 10% construction contingency. There are sufficient funds in the budget to complete this project.

Overall project costs:

Total Low Bid:	\$ 7,298,722.88
Contingency to Award (10%):	\$ 729,872.29
	\$
Total Estimated Construction Cost: Total Change Orders to Date	\$ 7,668,708.51
Remaining Contingency: Attachments: None	\$ 403,090.19
	\$ 326,782.10



City Council

Approval of Ordinance Adopting the Woodard Lane Co-Housing Planned Residential Development and Zoning Map Amendment

Agenda Date: 11/14/2017
Agenda Item Number: 4.H
File Number: 17-1154

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

Title

Approval of Ordinance Adopting the Woodard Lane Co-Housing Planned Residential Development and Zoning Map Amendment

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance adopting the Woodard Lane Co-Housing Planned Residential Development and Zoning Map Amendment on first reading and forward to second reading, and authorize the Mayor to sign the amended City of Olympia Zoning Map.

Report

Issue:

Whether to adopt an Ordinance approving the final Woodard Lane Co-Housing Planned Residential Development and approving the Zoning Map Amendment,.

Staff Contact:

Catherine McCoy, Associate Planner, Community Planning and Development, 360.570.3776

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

In 2008, the City Council approved the Woodard Lane Co-Housing Tenants in Common preliminary Planned Residential Development (PRD). The City Council subsequently approved two amendments to the preliminary PRD in 2014 and 2017, respectively.

All required improvements associated with the preliminary PRD have been completed and approved by the Director of the Community Planning and Development Department. The Woodard Lane Co-Housing Tenants in Common now seek final approval of the PRD, including a binding site plan describing the lots within the PRD.

Olympia Municipal Code 18.56.080 states: “After finding that the final PRD has been completed in accordance with the provisions of the approved preliminary PRD, and that all required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, and that the interests of the City are fully protected, the City Council shall approve the final PRD, accepting the dedications and easements which are included thereon.”

An approved PRD is required to be referenced on the official zoning map, an ordinance must be adopted amending the map to include a reference to the binding site plan. The binding site plan includes any continuing conditions of PRD approval.

Woodard Lane Co-Housing PRD Timeline:

1. Preliminary Planned Residential Development application with Binding Site Plan submitted August 16, 2006;
2. SEPA Determination of Nonsignificance issued December 28, 2007;
3. Hearing Examiner recommendation of approval of the preliminary PRD to City Council, April 17, 2008;
4. City Council approval of the preliminary Planned Residential Development proposal, July 22, 2008;
5. Preliminary Binding Site Plan recorded with the Thurston County Auditor’s Office, April 29, 2010;
6. Amendment to the preliminary PRD to increase the total number of residential units from sixteen to eighteen, in the R 4-8 zoning district, through the use of Transfer of Development Rights (TDRs), February 20, 2013;
7. Hearing Examiner recommendation of approval of the amendment to the PRD, August 15, 2013;
8. City Council approval of the Amendment to the PRD, April 15, 2014;
9. Amendment to the preliminary PRD to increase the number of approved off-street parking spaces by six (6), from 26 to 32 spaces, and add approximately 2,000 square feet of impervious asphalt pavement intended to be used for three of the new parking spaces and a bicycle path, May 11, 2016;
10. Hearing Examiner recommendation of approval of the amendment to the PRD, October 3, 2016;
11. City Council approval of the Amendment to the PRD, February 28, 2017;
12. Final PRD application with final Binding Site Plan submitted April 10, 2017.

Neighborhood/Community Interests (if known):

City Staff facilitated the first neighborhood meeting shortly after the preliminary PRD application was submitted (Item 1 above), and again after the applications to amend the PRD were submitted (Items 6 and 9). Adjacent property owners have participated in the review and approval process of this PRD proposal. Public comments received at the meetings were captured and considered by Staff and the Hearing Examiner, and provided to the City Council for their consideration prior to approving the preliminary PRD and amendments thereto.

Options:

1. Approve the Woodard Lane Co-Housing Final Planned Residential Development;
2. Delay the approval and continue to a future date to allow for additional staff analysis desired by the Council; or
3. Do not approve the Woodard Lane Co-Housing PRD.

Financial Impact:

N/A

Attachments:

Ordinance
Final PRD Application Forms
Final Binding Site Plan
Resolution 1709
Resolution 1804
Resolution 1866

Ordinance No. 7106

AN ORDINANCE RELATED TO ZONING, SPECIFICALLY TO PLANNED RESIDENTIAL DEVELOPMENTS AND IN PARTICULAR THE WOODARD LANE CO-HOUSING PLANNED RESIDENTIAL DEVELOPMENT, CP&D FILE NOS. 05-0121 and 17-1387; ADOPTING COUNCIL FINDINGS OF FACT AND CONCLUSIONS OF LAW APPROVING AND ADOPTING THE WOODARD LANE CO-HOUSING PLANNED RESIDENTIAL DEVELOPMENT R05-0121; AUTHORIZING AND DIRECTING AMENDMENT OF THE CITY'S ZONING MAP TO DESIGNATE THE WOODARD LANE CO-HOUSING PLANNED RESIDENTIAL DEVELOPMENT; AND AMENDING CHAPTER 18.56 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, on July 22, 2008, the City Council passed and approved Resolution No. M-1709 adopting findings of fact and conclusions of law approving the Woodard Lane Co-Housing Preliminary Planned Residential Development (PRD), CP&D File No. 05-0121; and

WHEREAS, the preliminary binding site plan (BSP) for the Woodard Lane Co-Housing PRD (BSP 4148171) was recorded with the Thurston County Auditor in April 2010; and

WHEREAS, on April 15, 2014, the City Council passed Resolution No. M-1804, which adopted findings of fact and conclusions of law and amended the Woodard Lane Co-Housing BSP by granting preliminary approval of an amendment increasing the number of approved residential units from 16 to a maximum of 18 housing units, CP&D File No. 13-0024; and

WHEREAS, on February 28, 2017, the City Council passed Resolution No. M-1866, which adopted findings of fact and conclusions of law, and amended the Woodard Lane Co-Housing PRD by granting preliminary approval of an amendment increasing the number of available off-street vehicle parking spaces from 26 to 32 and construction of approximately 2,000 square feet of additional asphalt pavement area subject to certain conditions recommended by the Olympia Hearing Examiner, CP&D File No. 16-0061; and

WHEREAS, the Woodard Lane Co-Housing Tenants in Common have applied for final approval of the PRD; and

WHEREAS, for the reasons set forth in the Findings of Fact and Conclusions of Law and Decision below, the Council has determined that the Woodard Lane Co-Housing Planned Residential Development should be approved;

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

SECTION 1. Adoption of Council Findings of Fact and Conclusions of Law. The following Council Findings of Fact and Conclusions of Law in the Woodard Lane Co-Housing Planned Residential Development CPD File No. 16-0061 are hereby adopted:

FINDINGS

1. Olympia Municipal Code Chapter 18.56 sets out the process for review of Planned Residential Developments.
2. On August 16, 2006, the Woodard Lane Co-Housing Tenants in Common submitted a Planned Residential Development Application to the Olympia Community Planning & Development Department (CP&D) for preliminary approval of a planned residential development (PRD) located within the city limits of Olympia, to be known as Woodard Lane Co-Housing.
3. The City of Olympia issued a SEPA Determination of Non-Significance on December 28, 2007.

4. On February 11, 2008, a public hearing was conducted by the Olympia Hearing Examiner who subsequently issued a decision on April 17, 2008, recommending that the City Council approve the preliminary PRD.
5. The Olympia City Council on July 15, 2008, in regular session, considered a staff report and the recommendations of the Olympia Hearing Examiner, as subsequently clarified by staff, and passed Resolution No. M-1709, granting preliminary approval of the Woodard Lane Co-Housing PRD.
6. The preliminary binding site plan for the Woodard Lane Co-Housing PRD was recorded with the Thurston County Auditor in April 29, 2010 under Auditor's File No. 4148173.
7. On February 20, 2013, Woodard Lane Co-Housing Tenants in Common applied for an amendment to the previously approved preliminary Woodard Lane Co-Housing PRD to increase the number of approved residential units from 16 to 18 pursuant to the acquisition of two Transferable Development Rights, OMC 18.04.080(A)(5).
8. The Olympia City Council on April 15, 2014, in regular session, considered a staff report and the recommendations of the Olympia Hearing Examiner and passed Resolution No. M-1804, granting approval of an amendment to the previously approved preliminary Woodard Lane Co-Housing PRD to increase the number of approved residential units from 16 to 18 pursuant to the acquisition of two Transferable Development Rights.
9. On May 11, 2016, Woodard Lane Co-Housing Tenants in Common applied for an amendment to the previously approved preliminary Woodard Lane Co-Housing PRD to increase the number of total off-street vehicle parking spaces from 26 to 32 spaces and construct approximately 2,000 square feet of asphalt pavement area.
10. The Olympia City Council on February 28, 2017, in regular session, considered a staff report and the recommendations of the Olympia Hearing Examiner and passed Resolution No. M-1866, granting approval of an amendment to the previously approved preliminary Woodard Lane Co-Housing PRD to increase the number of total off-street vehicle parking spaces from 26 to 32 spaces and construct approximately 2,000 square feet of asphalt pavement area.
11. On April 10, 2017, Woodard Lane Co-Housing Tenants in Common submitted an application for final PRD approval.
12. This Ordinance is adopted pursuant to Chapter 18.56 of the Olympia Municipal Code and Article 11, Section 11, of the Washington Constitution and any other legal authority.
13. This Ordinance is supported by the staff report, attachments, and documents on file with the Office of the Hearing Examiner and Department of Community Planning and Development.
14. Any finding of fact more properly deemed a conclusion of law shall be considered as such.

Based on its consideration of the foregoing, the Olympia City Council enters the following:

CONCLUSIONS OF LAW

1. Pursuant to Olympia Municipal Code 18.56.080, the Olympia City Council determines that:
 - a. The final Woodard Lane Co-Housing PRD has been completed in accordance with the provisions of the approved preliminary PRD, as amended.

- b. All required improvements have been completed and the interests of the City are fully protected.
- c. The final Woodard Lane Co-Housing PRD consists of a binding site plan.
- d. The final Woodard Lane Co-Housing PRD shall constitute a limitation on the use and design of the site.

BASED ON THE FOREGOING FINDINGS OF FACT AND CONCLUSIONS OF LAW, THE OLYMPIA CITY COUNCIL HEREBY ENTERS THE FOLLOWING:

DECISION

Section 2. Pursuant to Olympia Municipal Code 18.56.080, the Olympia City Council hereby approves and adopts the final Woodard Lane Co-Housing Planned Residential Development.

Section 3. The City Manager or their designee is hereby authorized and directed to modify the Official City of Olympia Zoning Map to designate the area of the Woodard Land Co-Housing Planned Residential Development as set forth in Section 4 of this Ordinance. The Mayor is authorized to sign the map reflecting this Ordinance.

Section 4. Amendment of OMC 18.56. Olympia Municipal Code Chapter 18.56 is hereby amended to read as follows:

Chapter 18.56
PRD - PLANNED RESIDENTIAL DEVELOPMENT

18.56.000 Chapter Contents

Sections:

- 18.56.020 Purpose.
- 18.56.040 General requirements.
- 18.56.060 Preliminary approval process.
- 18.56.080 Final PRD approval.
- 18.56.100 Expiration and extensions.
- 18.56.120 Administration and enforcement.
- 18.56.140 Development and design standards.
- 18.56.160 Woodard Lane Co-Housing Planned Residential Development.

18.56.020 Purpose

The intent of the PRD regulations is to permit greater flexibility and, consequently, more creative and imaginative design as required for the development within the MR 7-13, MR 10-18, and certain other residential areas than generally is possible under conventional zoning regulations. It is further intended to promote urban infilling and more economical and efficient use of the land, while providing a development which is compatible with the surrounding neighborhood, a harmonious variety of housing choices, a higher level of urban amenities, and preservation of natural topography, unique geological features, and open space. It is also intended to encourage

the provision of more usable and suitably located recreation facilities and other public and common facilities than would otherwise be provided under conventional land development procedures.

Additionally, it is the purpose of this Chapter to enable clustering of development in order to preserve the significant wildlife habitat located in certain land use districts as depicted in the Comprehensive Plan and take the greatest possible advantage of existing topography and other natural features to promote environmental and aesthetic goals by optimizing siting, orientation, layout and design of structures to protect natural vegetation, wetlands, drainage areas, slopes and other natural features.

18.56.040 General requirements

- A. Land Use Districts. Planned Residential Development may be permitted in R4, R 4-8, R 6-12, MR 7-13 and MR 10-18 zoning districts.
- B. Minimum Site Area. None
- C. Permitted Uses. Permitted uses are as follows:
 - 1. Residential uses and other permitted uses within the underlying use district.
 - 2. Accessory uses to the above.
 - 3. Uses that may be allowed by conditional use permit in the underlying zone, subject to the requirements of Subsection 18.56.140(F), Nonresidential Uses.
- D. Density. The density requirements of the underlying use district shall apply.
- E. Platting Requirements. When any parcel of land in a PRD is intended for individual ownership or sale, the platting and procedural requirements of the Olympia Subdivision Ordinance and applicable State laws pertaining to the subdivision and conveyancing of land and the preparation of maps shall be followed. Applications for preliminary or short plat approval should be submitted simultaneously, and processed concurrently, with applications for PRD approval.

18.56.060 Preliminary approval process

- A. Pre-submission Conference. Prior to making application, the developer may meet with the Director or his/her designee for an initial pre-submission discussion of the proposal.
- B. Application For Preliminary Approval. An application for a PRD may be filed only by a person having a legal interest in the property. The applicant shall complete a PRD application and environmental checklist, together

with preliminary development plans and other required supplementary material. Accuracy for all data and information submitted on or with a preliminary development plan shall be the responsibility of the applicant.

C. Hearing Examiner. A preliminary PRD shall be submitted to the Hearing Examiner with an application for PRD approval for review and recommendation to the City Council. Prior to the approval of a preliminary PRD application, the Hearing Examiner shall hold a public hearing thereon, and notices thereof shall be given as provided in Chapter 18.78, Public Notification. The Hearing Examiner shall not recommend approval of a PRD unless s/he determines that said plan complies with all policies of the Comprehensive Plan, the requirements of the Unified Development Code, the purposes of Section 18.56.020, Purpose and the provisions of this Chapter. The Hearing Examiner may recommend terms and conditions of approval, and further public review of additional information and analyses in order to insure such compliance. The Hearing Examiner shall forward a recommendation to the City Council.

D. City Council. The Council shall schedule a meeting to consider the Hearing Examiner's recommendation. Such consideration shall be based upon the record which was established at the hearing held by the Hearing Examiner, provided that new evidence which was not available at the time of hearing may be included. The term "new evidence" shall mean only evidence discovered after the hearing held by the Hearing Examiner and shall not include evidence which was available or which could reasonably have been available and was simply not presented at the hearing for whatever reason. The Council may:

1. Remand the matter back to the Hearing Examiner for another hearing;
2. Continue to a future date to allow for additional staff analysis desired by the Council;
3. Deny the PRD application;
4. Modify the Hearing Examiner's decision based on applicable criteria and adopt their own findings and conclusions and approve the PRD; or
5. Adopt the findings of the Hearing Examiner and accept the recommendation, findings and conclusion of the Hearing Examiner as their own.

An approved PRD, or subsequent revision thereto, shall be binding as to the general intent and apportionment of land for buildings, stipulated use and circulation pattern. The terms and conditions upon which approval was given shall not be changed except as provided in Subsection 18.56.120(B), Minor and Major Adjustments.

E. Permits.

1. Engineering Permits. Engineering permits may be issued for development within a PRD prior to the approval of the final PRD, provided that:

- a. The improvements will be consistent with the approved preliminary PRD;
 - b. The City has reviewed the application and determined that the improvements are to be constructed in conformance with Olympia Municipal Code and City Development Standards;
 - c. All required improvements have been completed or arrangements or contracts have been entered into to guarantee that such required improvements will be completed for the phase of the project involved; and
 - d. Partial or complete construction of improvements shall not relieve the developer from, nor impair City enforcement of, conditions of preliminary PRD approval.
2. Building Permits. Building permits may be issued for any structure within a PRD prior to the approval of the final PRD, provided that:
- a. The construction will be consistent with the approved preliminary PRD;
 - b. The building permit application must identify the location and dimensions of the proposed building in relation to all lot lines for the site and must provide proposed building elevations;
 - c. No vertical construction may take place until the necessary fire flow and emergency vehicle access have been provided to the building(s);
 - d. All required improvements have been completed or arrangements or contracts have been entered into to guarantee that such required improvements will be completed for the phase of the project involved;
 - e. Partial or complete construction of structures shall not relieve the developer from, nor impair City enforcement of, conditions of PRD approval; and
 - f. Units may not be rented or sold until final PRD approval.

18.56.080 Final PRD approval

A. Application. Application for final PRD approval:

1. For any portion of the PRD which is to be platted, approval of the final plat shall constitute final development plan approval for the platted portion of the PRD. Application requirements shall be as provided for final plat approval under City Ordinance.

2. For any portion of the PRD which is not to be platted, approval of a binding site plan shall constitute final development plan approval. The Director may attach terms and conditions to the approval of the site plan if necessary to insure compliance with the preliminary PRD. Review of the site plan shall be as provided in Chapter 18.60, Site Plan Review.

B. City Council. Within five (5) years of the date of the preliminary PRD approval, the applicant shall submit a final PRD for the proposed development for approval by the City Council. After finding that the final PRD has been completed in accordance with the provisions of the approved preliminary PRD, and that all required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, and that the interests of the City are fully protected, the City Council shall approve the final PRD, accepting the dedications and easements which are included thereon. The final PRD shall consist of a final plat, binding site plan, or any combination thereof. The approved final PRD shall constitute a limitation on the use and design of the site.

C. Phasing. If a proposed PRD is to be developed in phases, the project as a whole shall be portrayed on the preliminary PRD, and each phase shall individually receive final development plan review and approval according to the procedures established herein. Those portions of the PRD which have received preliminary approval but which have not yet received final approval shall be subject to the provisions of Section 18.56.100, Expiration and Extensions.

D. Rezone. A PRD resulting from the application of the provisions of this Chapter shall be referenced on the official zoning map by adoption of an ordinance amending the map to include a reference to the relevant final plat or binding site plan. Such plat or binding site plan shall include on its face or by reference any continuing conditions of PRD approval. Once the development plan receives final site plan approval, all persons and parties, their successors, heirs or assigns, who own, have or will have by virtue of purchase, inheritance or assignment, any interest in the real property within the PRD, shall be bound by the conditions attending the approval of the development and the provisions of this Development Code.

18.56.100 Expiration and extensions

A. If a final PRD is not approved within five (5) years from the date of preliminary PRD approval, the preliminary PRD approval shall expire and the land and the structures thereon shall be used only for a lawful purpose permissible within the underlying zone.

B. Knowledge of expiration date and initiation of a request for extension of approval time is the responsibility of the applicant. The City shall not be held accountable for notification of expirations.

18.56.120 Administration and enforcement

A. Building Permit. Building permits and other permits required for the construction or development of property under the provisions of this Chapter shall be issued only when the work to be performed meets the requirements of the final plan and program elements of the PRD, except as provided in Section 18.56.060(E).

B. Minor and Major Adjustments of the Final Plan.

1. Minor adjustments may be made and approved when a building permit is issued. Any such alteration must be approved by the Department. Minor adjustments are those which may affect the precise dimensions or siting of buildings (i.e., lot coverage, height, setbacks); but which do not affect the basic character or arrangement and number of buildings approved in the preliminary or final plan, nor the density of the development or the amount and quality of open space and landscaping. Such dimensional adjustments shall not vary more than ten (10) percent from the original, nor shall they permit development which would conflict with Section 18.56.140. The applicant shall submit five (5) copies of a revised or adjusted Final Development Plan of the applicable portions(s) of the PRD to the City for the completion of its files.

2. Major adjustments are those which substantially change the character, basic design, density, open space or other requirements and conditions of the Planned Residential Development. When a change constitutes a major adjustment, no building or other permit shall be issued without prior review of such adjustment by the Hearing Examiner and approval by the City Council.

18.56.140 Development and design standards

A. General Criteria.

1. All requirements of the underlying use district and other city ordinances, including but not limited to urban design guidelines, connecting streets, tree protection and drainage design and erosion control shall apply within the PRD unless specifically modified pursuant to the provisions of this chapter.

2. Any action to approve a preliminary development plan for a proposed PRD shall be based upon the following findings:

a. That the proposed development is in conformance with the Comprehensive Plan;

b. That exceptions from the standards of the underlying district are warranted by the design and amenities incorporated in the development plan and program;

c. That the system of ownership and means of developing, preserving and maintaining open space are suitable, as provided in Section 18.56.140(D).

3. The Department may require the proposed development to be clustered on a portion of the site in order to preserve significant wildlife habitat (see Map 2-4 in the Comprehensive Plan) and well-head protection areas.

4. If a plat is involved, the City shall issue no building permit for vertical construction for a multifamily structure in a PRD until final plat approval has been granted for the single-family lots in the PRD, if any. If the PRD is to be built in phases, this requirement shall apply to the development in each phase.

B. Minimum Lot Size. The Hearing Examiner may allow lot sizes to be reduced (provided that the applicable setback requirements are met) to enable creation of common open space or allow preservation of significant wildlife habitat or a wellhead protection area.

C. Maximum Coverage. Building coverage and development coverage of individual parcels may exceed the percentage permitted by the underlying zone, provided that the overall coverage of the project as a whole does not exceed the percentage permitted by the underlying zone.

D. Open Space.

1. Common open space, if any, may contain such structures and improvements as are necessary and appropriate for the out-of-doors enjoyment by residents of the PRD.

2. The developer shall provide a bond or other assurance acceptable to the City Council that any improvements made in the common open space will be completed. The City shall release the bond or other assurance when the improvements have been completed in accordance with the development plan.

3. Before approval of the final development plan may be granted, the developer shall submit to the City covenants, deeds and/or homeowners' association bylaws and other documents guaranteeing maintenance, construction, common fee ownership, if applicable, of open space, community facilities, stormwater facilities, private roads and drives, and all other commonly owned and operated property. These documents shall be reviewed and approved by the City staff to insure that they comply with the requirements of this chapter prior to approval of the final development plan by the City. Such documents and conveyances shall be accomplished and be recorded, as applicable, with the County Auditor as a condition of any final development plan approval.

4. All common open space shall be landscaped in accordance with the landscaping plan submitted by the applicant and approved by the City. Natural landscape features which are to be preserved, such as existing trees, drainage ways, rock outcroppings, etc., may be accepted as part of the landscaping plan.

5. That portion of the open space which is to be available for the common use of the residents of the PRD shall be either:

- a. Conveyed to a public agency which will agree to maintain the common open space and any buildings, structures, or improvements which have been placed on it; or
- b. Owned in common by the property owners within the MPD or a Homeowners' Association.

E. Perimeter Treatment. Relationship of PRD Site to Adjacent Area. The design of a PRD shall take into account the relationship of the site to the surrounding areas. The perimeter of the PRD shall be so designed as to minimize undesirable impact of the PRD on adjacent properties and, conversely, to minimize undesirable impact of adjacent land use and development characteristics on the PRD.

F. Nonresidential Uses.

- 1. Nonresidential uses are permitted in a PRD as specified in Section 18.56.040(C).
- 2. Uses permitted by conditional use permit in the underlying zone shall conform to standards as provided in Chapter 18.48, Conditional Uses.
- 3. Permitted uses shall conform to the standards of that use district, and to the following additional requirements:
 - a. Building permits or occupancy permits for such uses shall not be issued until building permits have been issued for one-half (1/2) of the total dwelling units.
 - b. Screening and landscaping shall be provided adequate to protect all neighboring uses from potential adverse effects.
 - c. All sides of the proposed buildings shall be finished in a style which is harmonious with the development as a whole and with neighboring uses.
- 4. Accessory uses such as storage of boats, campers and recreational vehicles shall be permitted only if visual screening is provided. This same provision shall apply to garbage storage, recycling and collection areas.

18.56.160 Woodard Lane Co-Housing Planned Residential Development

On November 14, 2017, the Olympia City Council approved and adopted the Woodard Lane Co-Housing Planned Residential Development, the details and regulations of which are found in Ordinance No. 7106, on file with the City Clerk.

Section 5. Codification. Only Section 4 of this Ordinance shall be codified.

Section 6. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, to include the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. 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 8. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 9. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR
ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darren Nienaber

DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



GENERAL LAND USE APPLICATION

OFFICIAL USE ONLY

Case #: 17-1387 Master File #: 16-0061 Date: 4/10/17
 Received By: W.SHAUFLER Related Cases: _____ Project Planner: C.MCCOY

One or more of the following **Supplements** must be attached to this **General Land Use Application** and submitted **electronically with the application**:

- | | |
|---|--|
| <input type="checkbox"/> Adjacent Property Owner List | <input type="checkbox"/> Large Lot Subdivision |
| <input type="checkbox"/> Annexation Notice of Intent | <input type="checkbox"/> Parking Variance |
| <input type="checkbox"/> Annexation Petition (with BRB Form) | <input type="checkbox"/> Preliminary Long Plat |
| <input checked="" type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Preliminary PRD |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Reasonable Use Exception (Critical Areas) |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> SEPA Checklist |
| <input type="checkbox"/> Design Review – Concept (Major) | <input type="checkbox"/> Shoreline Development Permit (JARPA Form) |
| <input type="checkbox"/> Design Review – Detail | <input type="checkbox"/> Short Plat |
| <input type="checkbox"/> Environmental Review (Critical Area) | <input type="checkbox"/> Soil and Vegetation Plan |
| <input type="checkbox"/> Final Long Plat | <input type="checkbox"/> Variance or Unusual Use (Zoning) |
| <input type="checkbox"/> Final PRD | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Land Use Review (Site Plan) Supplement | _____ |

Project Name: Woodard Lane Cohousing

Project Address: 1620 Woodard Ave NW Olympia, WA 98502

Applicant: Liv Monroe

Mailing Address: 1620 Woodard Ave NW Unit B4, Olympia, WA 98502

Phone Number(s): 360-357-4503

E-mail Address: livmonroe@gmail.com

Owner (if other than applicant): many others plus applicant

Mailing Address: _____

Phone Number(s): _____

Other Authorized Representative (if any): Jim Anest

Mailing Address: 1620 Woodard Ave NW Unit C1, Olympia, WA 98502

Phone Number(s): 360-943-0909

E-mail Address: jpanest@gmail.com

Project Description: Co-Housing

Size of Project Site: 2.901 acres

Assessor Tax Parcel Number(s): 84690000200 = lot 2 bldg A, 84690000300 = lot 3 bldg D 84690000400 = lot 4, plus all the parcel numbers already assigned to the individually owned condominiums

Section : 10 Township: 18 Range: 2W

Full Legal Description of Subject Property (attached):

Section 10 Township 18 Range 2W Quarter NE SW Plat Parker & Hayes Addition BSP1000220L LT2
Document 4148171. Replace "LT2" with "LT1", "LT3" and "LT4" to include all parts.

Zoning: R4-8

Shoreline Designation (if applicable): _____

Special Areas on or near Site (show areas on site plan):

Creek or Stream (name): Schneider Creek

Lake or Pond (name): _____

Swamp/Bog/Wetland

Historic Site or Structure

Steep Slopes/Draw/Gully/Ravine

Flood Hazard Area (show on site plan)

Scenic Vistas

None

Water Supply (name of utility if applicable): Olympia City Water

Existing: _____

Proposed: _____

Sewage Disposal (name of utility if applicable): Olympia City Sewer

Existing: _____

Proposed: _____

Access (name of street(s) from which access will be gained): Woodard Ave NW and Muirhead Ave NW

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City that apply to this application.

Signature

Liv Monroe

Date 4/2/2017

_____ I understand that for the type of application submitted, **the applicant is required to pay actual Hearing**
Examiner
Initials **costs**, which may be higher or lower than any deposit amount. I hereby agree to pay any such costs.

Applicants may be required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.



GENERAL LAND USE APPLICATION

SUBMITTAL REQUIREMENTS

REQUIRED FOR EVERY LAND USE APPLICATION AND SUPPLEMENTAL APPLICATION(S)

Provide the following:

- All required submittal materials, reports, plans, documents and applications shall be provided in electronic format (Memory stick, USB drive etc.) and
- 2 complete full size hard copy sets of all required materials, reports and documents and
- Original signed application(s), accompanied by a scanned electronically submitted copy.
- All applicable fees are due at time of submittal.

The General Land Use Application shall include each of the following:

1. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one (1) square mile, and not more than forty (40) square miles.
2. Unless exempt, an environmental checklist with a title-company certified list of property owners of record within 300 feet of the project site. (list requirements below). (See Olympia Municipal Code (OMC) 14.04.060 and WAC 197-11-800 regarding SEPA exemptions.)
3. All supplemental attachments for each and every land use approval required by the City of Olympia for the proposed project.
4. A map to scale depicting all known or suspected critical areas on the site or within 300 feet of the site. (See Chapter 18.32 of the OMC.)
5. An Environmental Review Report if within 300 feet of any critical area (wetland, stream, landslide hazard area or other critical area. (See Chapter 18.32 of the OMC.)

If your project requires a certified property owner list to be submitted:

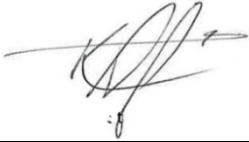
1. Before ordering a property owner list from a title company, please request from a Planner from Community Planning & Development Department to provide you with a map of the properties to be included. Generally, this will include properties within 300 feet of the project site and possibly additional properties depending on the location of your project.
2. The list of property owners shall be certified by a title company. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained.
3. Submit the list on a flash drive or memory stick in Excel worksheet format. The list shall include the following for each property:
 - Property owner's complete mailing address
 - Property complete mailing address. (Situs Address)
 - Tax parcel number(s) for each property
4. The cover sheet and list shall be submitted to the city in electronic format and hard copy.

USB Drive File Format-

Electronic Files provided on a USB Drive shall have:

- Each plan set, applications and reports required shall be listed individually on the USB Drive
- Document name examples to be used are referenced below:
 - Site Plan, Landscape Plan, Wetland Report, Wetland Survey, Soil and Vegetation Plan, Stormwater Site Plan, Drainage and Erosion Control Plan, Grading Plan, Architectural Plan Set, Civil Plan Set, Geotech Report, Integrated Pest Management Plan, Traffic Impact Analysis, Hydro-geological Report , Certified Property Owners List, Preliminary Plat Map...etc.)

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



Keith Stahley, Director,
Community Planning and Development

12/1/2016

Date



FINAL BINDING SITE PLAN

OFFICIAL USE ONLY

Case #: 17-1387 Master File #: 16-0061 Date: 4/10/17
Received By: W.SHAUFLER Related Cases: _____ Project Planner: C.MCCOY

PROJECT - Name: Woodard Lane Cohousing
Project Address: 1620 Woodard Ave NW Olympia, WA 98502

APPLICANT - Name: Liv Monroe
Mailing Address: 1620 Woodard Ave NW B4
City, State and Zip: Olympia, WA 98502
Phone Number(s): 360-357-4503
E-Mail Address: livmonroe@gmail.com

SURVEYOR - Name: Chris Butler of Butler Surveying Inc.
Mailing Address: 475 NW Chehalis Ave Chehalis, WA 98532
Phone Number(s): 360-748-8803
E-Mail Address: bsi@localaccess.com

Total Acreage 2.901 acres or 126,385 sf Number of Commercial Lots: 0

SQ. FT. OF LOT	PROPOSED USE OF LOT	# OF PARKING STALLS	LANDSCAPING AREA	IMPERVIOUS AREA
Lot 1 <u>119,535 sf</u>	<u>/ Condominium with 18 units, Common House, + /</u>	<u>29 32</u>	<u>/ 87,872 sf</u>	<u>/ 331,663 sf</u>
Lot 2 _____	<u>/ incorporated into Lot 1</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 3 _____	<u>/ incorporated into Lot 1</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 4 <u>6850 sf</u>	<u>/ field and forest</u>	<u>/</u>	<u>/ 6850 sf</u>	<u>/ 0 sf</u>
Lot 5 _____	<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 6 _____	<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 7 _____	<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 8 _____	<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 9 _____	<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>

Length of Private Streets: 0 Total Acreage in Private Streets: 0

Length of Public Streets: 0 Total Acreage in Public Streets: 0

The information for this application is required for review unless a written waiver is provided by City staff.
"To be signed" originals should not be submitted until specifically requested

FINAL BINDING SITE PLAN

A final binding site plan application shall include:

1. Twelve (12) dark line prints of the plan, containing the following information:
 - Location and dimensions of existing and proposed site ingress and egress.
 - Layout and dimensions of internal vehicular and pedestrian circulation system.
 - Location, area and dimensions of proposed lots.
 - Layout and dimensions of emergency access to each lot.
 - Proposed land uses for each lot.
 - Impervious and porous (pervious) coverage for each lot and the site.
 - Location and dimensions of existing and proposed buildings or proposed building envelopes and the distances from property lines.
 - Location and dimensions of existing (to remain) and proposed landscape areas.
 - Location and dimensions of existing and proposed stormwater drainage and retention areas.
 - Location and dimensions of existing (to remain) and proposed parking areas, and
 - Location of existing and proposed utilities.
 - Approximate building locations.
 - A phasing plan and time schedule, if the site is intended to be developed in phases.
2. A current title report covering all properties within the boundaries of the site.
3. Recordable easements for all necessary and planned utilities.
4. Recordable easements for all shared ingress, egress, roadway and emergency accesses.
5. Recordable easements or covenants for use of shared open space, parking, stormwater facilities.
6. Recordable easements or covenants for maintenance and restrictions on redevelopment of shared areas.

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 1 of 6 Pages)

Total Project Legal Description (per Old Republic National Title Insurance Company commitment for title insurance order number SGW 08001547, bearing an effective date of March 22, 2017 at 7:00 AM):

Parcel A: Units B-1, B-2, B-3, B-4, C-1, C-2, C-3, C-4, E-1, E-2, E-3 and E-4 of Woodard Lane Cohousing Condominiums, Phase 1, according to the Declaration thereof recorded under Auditor's File Number 4148172.

Parcel B: Lots 2, 3 and 4 of Binding Site Plan Number BSP-10-0022-OL, as recorded April 29, 2010 under Auditor's File Number 4148171.

In Thurston County, Washington.

TOGETHER with and subject to easements, covenants, conditions, restrictions and reservations, if any, affecting title which may appear in the public record including those shown on the face of any recorded plat or survey.

Assessor's Tax Parcel Numbers: 84690000200, 84690000300, 84690000400, 84690200101, 84690200102, 84690200103, 84690200104, 84690300101, 84690300102, 84690300103, 84690300104, 84690500101, 84690500102, 84690500103, 84690500104.

Survey Notes

1. Full reliance has been placed in Old Republic National Title Insurance Company commitment for title insurance order number SGW 08001547, bearing an effective date of March 22, 2017 at 7:00 AM and supplemental information for legal descriptions and revelations of easements, no further search of the record has been made.

2. The property depicted and described hereon encloses an area of 2.901 acres.

END OF SURVEY NOTES

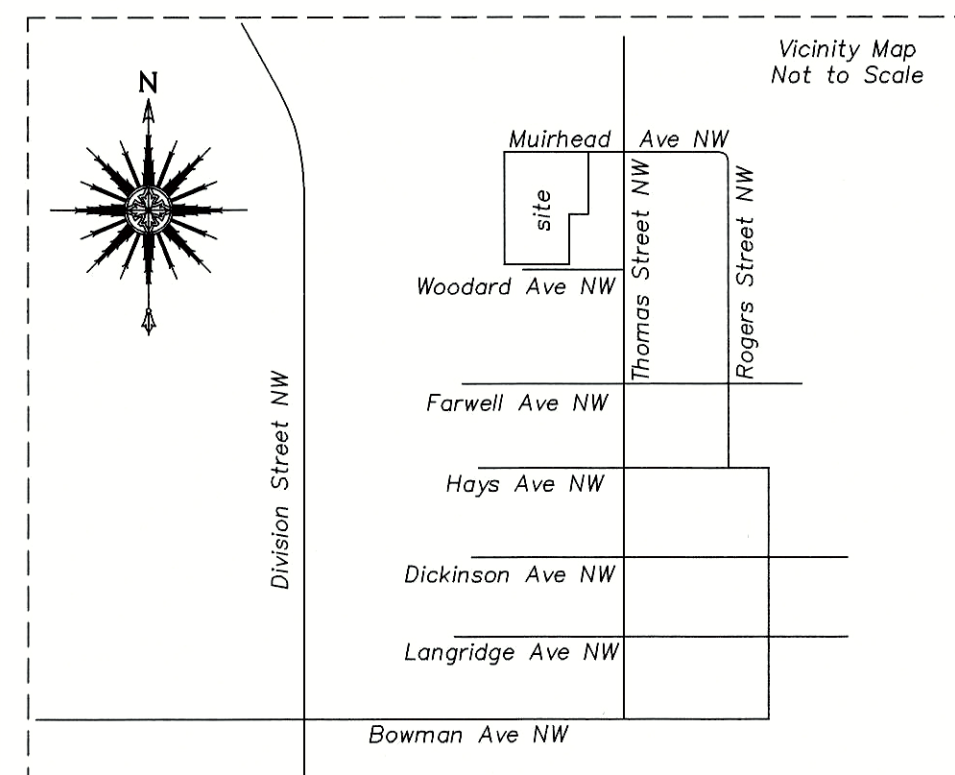
Note pursuant to OMC 17.34.090: The use and development of the property must be in accordance with the plan as represented herein or as hereafter amended, and in accordance with the provisions of the binding site plan regulations of the city.

Note pursuant to OMC 18.90.020: The development rights used in this Binding Site Plan have been transferred in accordance with the Deed of Transfer of Development Rights as recorded under Auditor's File Number 4347519, Records of Thurston County, Washington.

Record transferable development rights bearing serial numbers 230 and 231 were derived from Transferable Development Rights Easement as recorded under Auditor's File Number 3507602, Records of Thurston County, Washington and attached to the subject property by instrument recorded under Auditor's File Number 4388977, Records of Thurston County, Washington.

The Hearing Examiner's Finding of Fact and Conclusions of Law recommends to the City Council that the number of available parking stalls be increased and the construction of additional asphalt areas shall be permitted subject to the following conditions:

1. Development shall be shown on the site plan.
2. The total number of off-street vehicle parking spaces shall be limited to the number of stalls shown on the site plan for a total of 32 vehicle parking spaces. Parking space 1 through 29 are located in the cohousing development parking lot, and stalls 30 through 32 shall be located north of Unit D with access to the parking lot from the driveway abutting Muirhead Avenue.
3. In order to prevent parking in locations outside of designated parking spaces, the Applicant shall install signage, in the asphalt area between parking spaces 30-32 and the east property line, that clearly indicate the area as "no parking zone". The area shall be called out on the site plan and labeled as such.



Approval - City Engineer

Examined and approved this 26th day of October, 2017.

Stephen Spurr
Olympia City Engineer
FOR FRANK EIDE

Certificate - Community Planning and Development

Examined and approved this 31st day of October, 2017.

[Signature]
Olympia Planning Director

Certificate - County Health Department

Examined and approved this 17th day of July, 2017.

Dawn Peebles
Thurston County Health Department

Certificate - Assessor

Examined and approved this 13th day of July, 2017.

[Signature]
Thurston County Assessor

Certificate - Treasurer

I hereby certify that all taxes on the land described hereon have been fully paid to and including the year 2017.

Heidi Brewer 7/27/17
Thurston County Treasurer

Certificate - Auditor

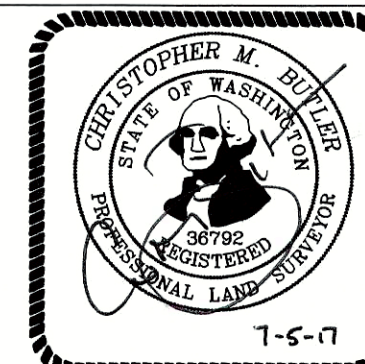
Filed for record at the request of Butler Surveying Inc., this _____ day of _____ 2017. At _____ minutes past _____ o'clock _____ M., and recorded under Auditor's File No. _____.

Thurston County Auditor Deputy

Amendment No. 1
City of Olympia Binding
Site Plan No. 10-0022 OL

Land Surveyor's Certificate

I hereby certify that this Binding Site Plan is based upon an actual field survey in the Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington, that the courses and distances are correct and that the perimeter boundary has been staked on the ground with capped rebars or as shown hereon.



BUTLER SURVEYING INC.

475 NW CHEHALIS AVENUE
P.O. BOX 149, CHEHALIS, WA 98532
360/748-8803

Drawn S. Spiro	Date 06-06-17
Checked CB	Job No. 05-67A
Scale none	Sheet 1 of 6

Owner's Declaration

Known to all men present that John Terranova and Joann Terranova, husband and wife, as to Unit B-1; David Lerner and Eva Pannabecker, husband and wife, as to Unit B-2; Jean M. Reynolds, Janet A. Essmeier and Laura A. Reynolds, as Trustees of the Jean M. Reynolds 2013 Revocable Trust dated October 16, 2013, as to Unit B-3; Liv Monroe, as her separate estate, as to Unit B-4; Jim Anest and Marjorie Schubert, husband and wife, as to Unit C-1; Peter Vennewitz, as his separate estate, as to Unit C-2; Christopher J. Russo and Robin Stiritz, husband and wife, as to Unit C-3; Emily Calhoun Petrie and Seamus Walsh Petrie, wife and husband, and Charles Stephens, as his separate estate, as to Unit E-2; John Terranova and Joann Terranova, husband and wife, an undivided 33.33% interest, Liv Monroe, as her separate estate, an undivided 33.33% interest, and Joshua Parker and Katherine Parker, husband and wife, an undivided 33.34% interest, as to Unit E-3; Heather Saunders, as her separate estate, as to Unit E-4; Woodard Lane Cohousing Buildings A and D, LLC, a Washington Limited Liability Company, as to Lot 2 BSP-1000220L; Woodard Lane D, LLC, a Washington Limited Liability Company, as to Lot 3 BSP-1000220L; Christopher Russo and Robin Diane Stiritz, husband and wife, Liv Monroe, as her separate estate, Jean M. Reynolds, Janet A. Essmeier and Laura A. Reynolds, as Trustees of the Jean M. Reynolds 2013 Revocable Trust dated October 16, 2013, Heather Saunders, as her separate estate, Marjorie Schubert and Jim Anest, husband and wife, Peter Vennewitz, as his separate estate, Eva Pannabecker and David Lerner, husband and wife, Joshua Parker and Katherine Parker, husband and wife and John Terranova and Joann Terranova, husband and wife, as to Units C-4 and E-1 and Lot 4 of BSP-1000220L, as their interests appear of record. The undersigned owners of the real property described herein hereby declare this Amended Binding Site Plan and dedicates to the use of the public forever all streets, avenues, places and sewer easements or whatever public property there is shown on the Amended Binding Site Plan and the use for any and all public purposes not inconsistent with the use thereof for public highway purposes. Also the right to make all necessary slopes for cuts and fills upon the tract shown on this plat in the reasonable original grading of all the streets, avenues, places etc. shown hereon. Also the right to drain all streets over and across any portion of the tract where water might take a natural course after the street or streets are graded. Also, all claims for damage against any governmental authority are waived which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said roads.

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 2 of 6 Pages)

In witness whereof we set our hands and official seals at the dates below written

John Terranova 7-10-17
John Terranova date
Joann Terranova 7-10-17
Joann Terranova date
David Lerner 7-12-17
David Lerner date
Eva Pannabecker 7/12/17
Eva Pannabecker date
Jean M. Reynolds 7/12/17
Jean M. Reynolds 2013 Revocable Trust dated October 16th, 2013 date
by: Jean M. Reynolds
its: Trustee

Janet A. Essmeier 7/18/17
Jean M. Reynolds 2013 Revocable Trust dated October 16th, 2013 date
by: Janet A. Essmeier
its: Trustee
Jana Reynolds 7/12/17
Jean M. Reynolds 2013 Revocable Trust dated October 16th, 2013 date
by: Laura A. Reynolds
its: Trustee
Liv Monroe 7-6-17
Liv Monroe date
Jim Anest 7-6-17
Jim Anest date

Marjorie Schubert 7/6-17
Marjorie Schubert date
Peter Vennewitz 6-7-17
Peter J. Vennewitz date
Christopher J. Russo 7-12-17
Christopher J. Russo date
Robin Stiritz 7/12/17
Robin Stiritz date
Emily Calhoun Petrie 7/11/17
Emily Calhoun Petrie date
Seamus Walsh Petrie 7/11/17
Seamus Walsh Petrie date

Charles Stephens 7/12/17
Charles Stephens date
Joshua Parker 7/11/17
Joshua Parker date
Katherine Parker 7/11/17
Katherine Parker date
Heather Saunders 7/7/17
Heather Saunders date
Liv Monroe 7-6-17
Woodard Lane Cohousing Buildings A and D, LLC date
By: Liv Monroe
Its: Managing Member
James D. Anest 7-6-17
Woodard Lane D, LLC date
By: JAMES D. ANEST
Its: Managing Member

ACKNOWLEDGMENT

STATE OF WASHINGTON)
COUNTY OF Thurston) SS

On this 10th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me John Terranova and Joann Terranova, to me known to be the individuals described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 10th day of July, 2017.



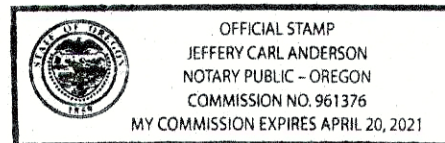
Melissa D. Wood
Notary Public in and for the State of Washington
Name Printed: Melissa D. Wood
Residing at: Olympia, WA
My Commission Expires: 10-5-19

ACKNOWLEDGMENT

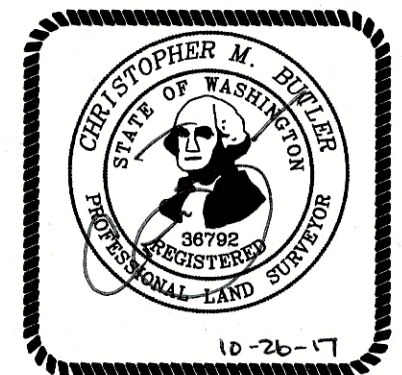
STATE OF Oregon)
COUNTY OF Multnomah) SS

On this 7 day of June, 2017, before me, a Notary Public in and for the State of Oregon, duly and commissioned and sworn, personally appeared before me Peter Vennewitz, to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 7 day of June, 2017.



Jeff Anderson
Notary Public in and for the State of Oregon
Name Printed: Jeff Anderson
Residing at: Portland
My Commission Expires: 4/20/2021



Amendment No. 1
City of Olympia Binding
Site Plan No. 10-0022 OL

BUTLER SURVEYING INC.
475 NW CHEHALIS AVENUE
P.O. BOX 149, CHEHALIS, WA 98532
360/748-8803

Drawn S. Spiro	Date 06-06-17
Checked	Job No. 05-67A
Scale none	Sheet 2 of 6

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 12th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Jean M Reynolds, to me known to be the Trustee of the Jean M. Reynolds 2013 Revocable Trust dated October 16, 2013, the entity described in and which executed the within and foregoing instrument and acknowledged that she signed the same as the free and voluntary act and deed of said Trust for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 12th day of July, 2017.



Dani Burns
Notary Public in and for the State of Washington
Name Printed: Dani Burns
Residing at: Lacey
My Commission Expires: 11-02-19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 12th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Laura A Reynolds, to me known to be the Trustee of the Jean M. Reynolds 2013 Revocable Trust dated October 16, 2013, the entity described in and which executed the within and foregoing instrument and acknowledged that she signed the same as the free and voluntary act and deed of said Trust for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 12th day of July, 2017.



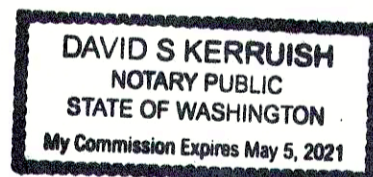
Dani Burns
Notary Public in and for the State of Washington
Name Printed: Dani Burns
Residing at: Lacey
My Commission Expires: 11-02-19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

On this 18th day of JULY, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me JANET E. ESSMEIER to me known to be the Trustee of the Jean M. Reynolds 2013 Revocable Trust dated October 16, 2013, the entity described in and which executed the within and foregoing instrument and acknowledged that she signed the same as the free and voluntary act and deed of said Trust for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 18th day of JULY, 2017.



David S. Kerruish
Notary Public in and for the State of Washington
Name Printed: DAVID S. KERRUISH
Residing at: SEATTLE
My Commission Expires: 5-5-2021

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 6th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Liv Monroe to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 6th day of July, 2017.



Angela Thomas
Notary Public in and for the State of Washington
Name Printed: Angela Thomas
Residing at: Olympia, WA
My Commission Expires: 6/19/19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 6th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Jim Anest and Marjorie Schubert, to me known to be the individuals described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 6th day of July, 2017.



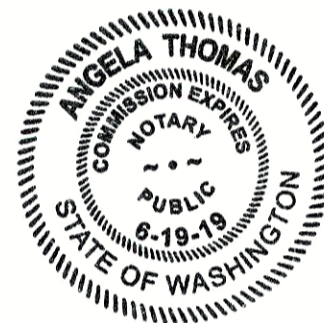
Angela Thomas
Notary Public in and for the State of Washington
Name Printed: Angela Thomas
Residing at: Olympia, WA
My Commission Expires: 6/19/19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 12th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me David Lerner and Eva Pannabecker to me known to be the individuals described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 12th day of July, 2017.



Angela Thomas
Notary Public in and for the State of Washington
Name Printed: Angela Thomas
Residing at: Olympia, WA
My Commission Expires: 6/19/19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 12th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Christopher J. Russo and Robin Stirtz, to me known to be the individuals described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 12th day of July, 2017.



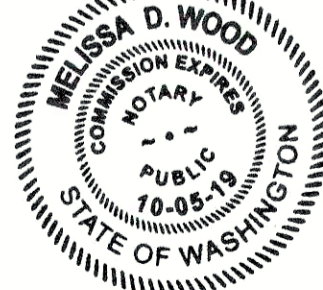
Dani Burns
Notary Public in and for the State of Washington
Name Printed: Dani Burns
Residing at: Lacey
My Commission Expires: 11-02-19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 1th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Emily Calhoun Petrie and Seamus Walsh Petrie, to me known to be the individuals described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

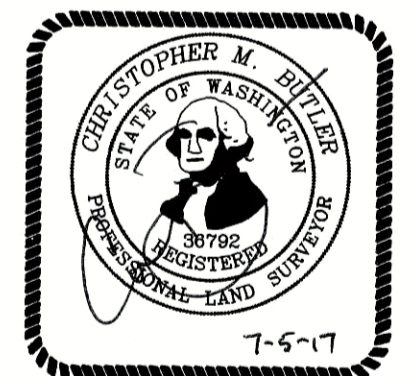
SUBSCRIBED AND SWORN to before me this 1th day of July, 2017.



Melissa D. Wood
Notary Public in and for the State of Washington
Name Printed: Melissa D. Wood
Residing at: Olympia, WA
My Commission Expires: 10-5-19

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 3 of 6 Pages)



Amendment No. 1
City of Olympia Binding
Site Plan No. 10-0022 OL

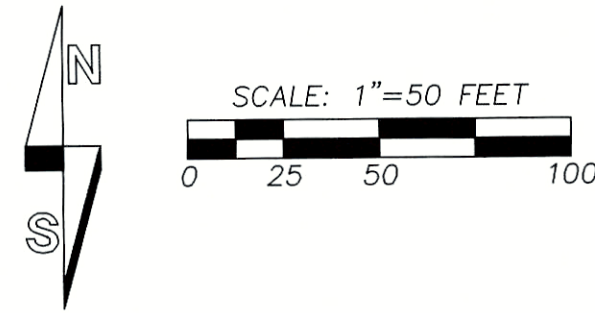
BUTLER SURVEYING INC.

475 NW CHEHALIS AVENUE
P.O. BOX 149, CHEHALIS, WA 98532
360/748-8803

Drawn S. Spiro	Date 06-06-17
Checked CB	Job No. 05-67A
Scale none	Sheet 3 of 6

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

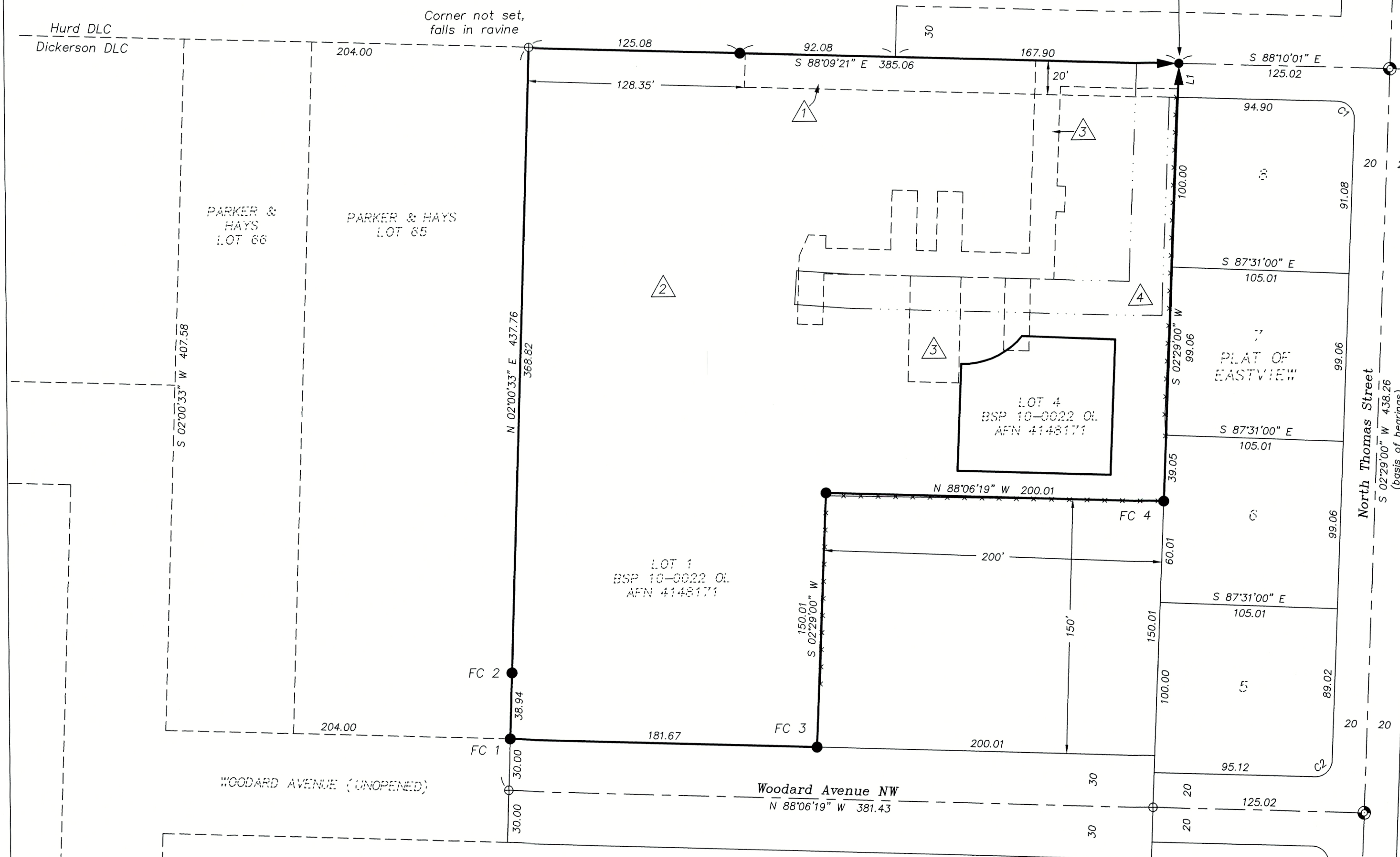
(Page 5 of 6 Pages)



NE corner Dickerson DLC
Found tack and LS 36792 washer in lead in concrete pad around sewer manhole at position calculated as per reference surveys 2 and 3 (2015)

LINE TABLE			
NO.	BEARING	DISTANCE	
L1	S 02°29'00" W	20.01	

CURVE TABLE			
NO	DELTA	RADIUS	LENGTH
C1	90°39'01"	10.00	15.82
C2	89°24'41"	10.00	15.61

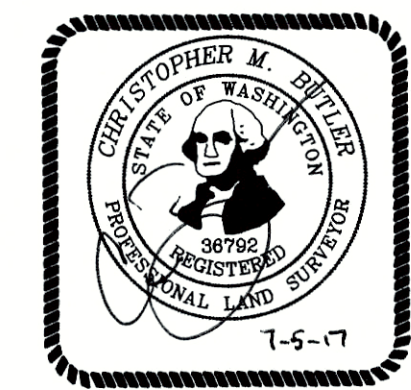


Found corners (FC)

- 1) Found 1/2" rebar with cap LS 7397 bearing S51°47'W 0.29' from calculated position (2010)
- 2) Found 1/2" rebar with cap LS 5154 bearing S81°39'W 0.43' from calculated position. (2010)
- 3) Found 1/2" rebar with cap LS 7397 bearing N61°48'E 0.13' from calculated position (2010)
- 4) Found 1/2" rebar with cap LS 7397 at calculated position (2010)

- 1 Water main easement as per AFN 804285
- 2 Electric transmission and distribution easement as per AFN 4064718. Not surveyable.
- 3 Water main easement as per AFN 4136263
- 4 Sewer main easement as per AFN 4136264

Situs Address
1620 Woodard Avenue NW
Olympia, WA 98502



Basis of bearings: The Plat of Eastview as recorded in Volume 23 of Plats at Pages 146 and 147, Records of Thurston County, Washington.

- Reference surveys:
- 1) Plat of Parker & Hays, Volume 1 of Plats, Page 16 (1869)
 - 2) Plat of Harborview, Volume 6 of Plats, Page 39 (1890)
 - 3) Plat of Eastview, Volume 23 of Plats, Pages 146-147 (1989)
 - 4) G.M. Johnson, PLS 11019, Book 27 of Surveys, Page 72 (1990)
 - 5) C.M. Butler, PLS 36792, AFN 4148171 (2010)
 - 6) C.M. Butler, PLS 36792, AFN 4148173 (2010)

Method of Survey: Closed loop field traverses using a Topcon GTS-220 (00°00'05") total station. This survey meets or exceeds precision requirements as set forth in WAC 332-130-090.

The boundary of the subject property as shown hereon is a retracement of Record of Survey recorded in Book 27 of Surveys at Page 72, Records of Thurston County, Washington.

- Legend
- Found brass surface monument
 - Previously set 1/2" rebar with cap LS 36792 or found corner as noted
 - Calculated position
 - Fence line
 - Property line
 - Water main easement
 - Sewer main easement

Amendment No. 1
City of Olympia Binding
Site Plan No. 10-0022 OL

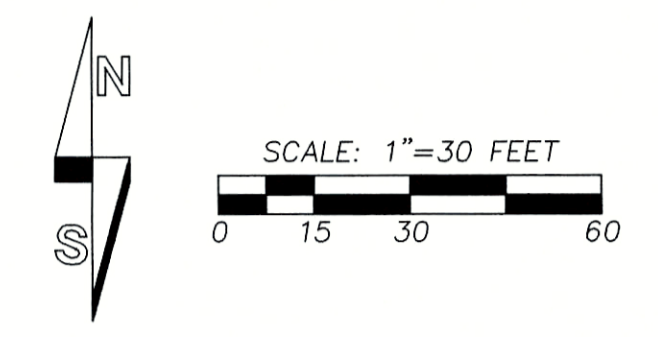
BUTLER SURVEYING INC.
475 NW CHEHALIS AVENUE
P.O. BOX 149, CHEHALIS, WA 98532
360/748-8803

Drawn S. Spiro	Date 06-06-17
Checked	Job No. 05-67A
Scale 1" = 50'	Sheet 5 of 6

Found brass monument LS 11019 in centerline of Thomas Street and 12' North of the centerline of Farwell Street (2015)

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 6 of 6 Pages)



- Previously set 1/2" rebar with cap LS 36792 or found corner as noted
- ⊕ Calculated position
- Fence line
- _S Sewer manhole
- _{CO} Sewer cleanout
- SS— Sewer line
- ⊗ Water valve
- ⊠ Water meter
- ⊕ Hydrant
- W— Water line
- Storm manhole
- Storm cleanout
- ▭ Catch basin
- Storm line
- Retaining wall
- ▨ Walking path
- ▨ Proposed asphalt
- ▨ Existing gravel
- EOP Edge of pavement
- EOG Edge of gravel
- ROW Right of way

LINE TABLE

NO.	BEARING	DISTANCE
L2	N 87°31'00" W	32.00

CURVE TABLE

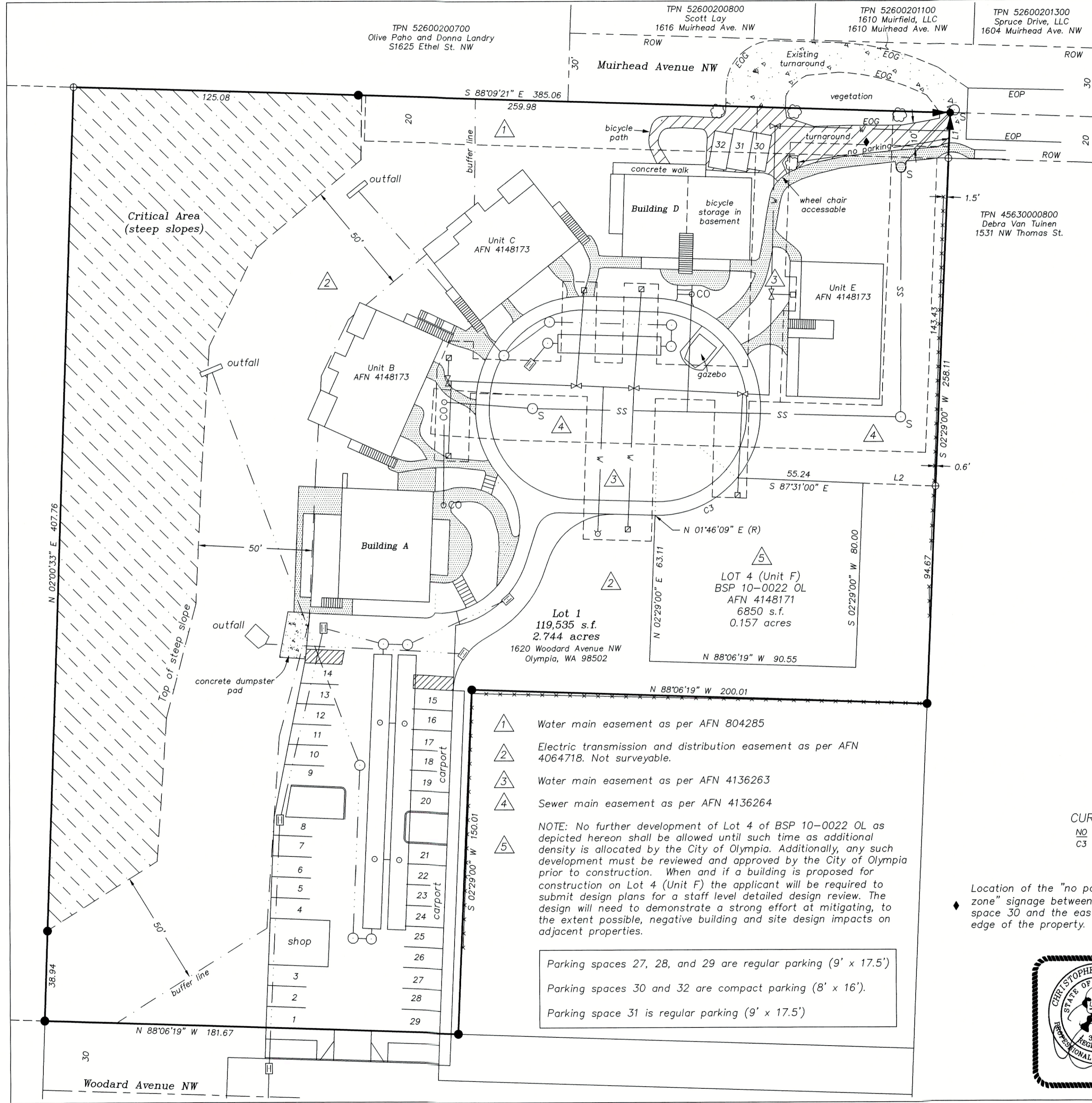
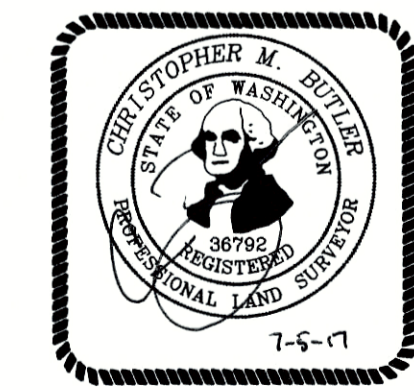
NO	DELTA	RADIUS	LENGTH	CHORD	CHORD BRG
C3	52°08'13"	45.00	40.95	39.55	S 65°42'02" W

Location of the "no parking zone" signage between parking space 30 and the eastern most edge of the property.

Amendment No. 1
City of Olympia Binding
Site Plan No. 10-0022 OL

BUTLER SURVEYING INC.
 475 NW CHEHALIS AVENUE
 P.O. BOX 149, CHEHALIS, WA 98532
 360/748-8803

Drawn S. Spiro	Date 06-06-17
Checked <i>CS</i>	Job No. 05-67A
Scale 1" = 30'	Sheet 6 of 6



- 1 Water main easement as per AFN 804285
 - 2 Electric transmission and distribution easement as per AFN 4064718. Not surveyable.
 - 3 Water main easement as per AFN 4136263
 - 4 Sewer main easement as per AFN 4136264
- NOTE: No further development of Lot 4 of BSP 10-0022 OL as depicted hereon shall be allowed until such time as additional density is allocated by the City of Olympia. Additionally, any such development must be reviewed and approved by the City of Olympia prior to construction. When and if a building is proposed for construction on Lot 4 (Unit F) the applicant will be required to submit design plans for a staff level detailed design review. The design will need to demonstrate a strong effort at mitigating, to the extent possible, negative building and site design impacts on adjacent properties.

Parking spaces 27, 28, and 29 are regular parking (9' x 17.5')
 Parking spaces 30 and 32 are compact parking (8' x 16').
 Parking space 31 is regular parking (9' x 17.5')

City of Olympia, Washington
RESOLUTION NO. _____ 1 7 0 9

**A RESOLUTION adopting Findings of Fact and Conclusions of Law
Approving the Woodard Lane Co-housing, Preliminary Planned Residential
Development, CP&D No. 05-0121.**

WHEREAS, on July 15, 2008, the Olympia City Council considered the Woodard Lane Co-Housing Preliminary Planned Residential Development (PRD), as per OMC 18.56.060.C; and

WHEREAS, the City Council approved the co-housing project as recommended by the Hearing Examiner and as subsequently clarified by staff in attachment 3 to the July 15, 2008 staff report, adopted the findings and conclusions of the Hearing Examiner, and directed the City Attorney to prepare supplemental findings and conclusions that reflect the staff responses;

NOW, THEREFORE, the Olympia City Council does hereby resolve as follows:

1. Adoption of Findings and Conclusions of Law. The Findings and Conclusions of Law attached hereto as Exhibit A and incorporated herein by reference are hereby adopted.
2. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

PASSED AND APPROVED this 22nd day of July 2008.



DOUG MAH
MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

EXHIBIT A

BEFORE THE OLYMPIA CITY COUNCIL

IN RE:

**Woodard Lane Co-Housing Preliminary
Planned Residential Development**

**CP&D #05-0121
FINDINGS AND CONCLUSIONS OF
LAW**

FINDINGS AND CONCLUSIONS OF LAW

1. The Hearing Examiner held a public hearing regarding the Woodard Lane Co-housing project and issued a decision with findings, conclusions and recommendations related to the project. As part of that decision, the Hearing Examiner tasked staff to follow up on several items and to provide additional information to the Olympia City Council. In Attachment 3 to the Staff Report to the City Council on this matter, staff has provided additional information on each of these items. Attachments 3 through 7 of the Staff Report contain supplemental information that was not available at the time of the hearing, and thus they will be added to the record. Some of the following supplemental findings and conclusions address the questions that were not answered at the time the Hearing Examiner rendered his decision.
2. The Council approves the Woodard Lane Co-housing project preliminary planned residential development as clarified and modified below. The Examiner's recommendations, as clarified and modified below, are adopted as conditions of the preliminary planned residential development approval. The Olympia City Council also accepts the Hearing Examiner's findings and conclusions and adopts them as the Council's own as clarified and modified below. Approval of the final planned residential development is conditioned on the applicant complying with the preliminary approval conditions.
3. Under Recommendation #9 in the Decision, the Hearing Examiner requested that the Department of Community Planning and Development determine the appropriate width of the travel and parking portion of Woodard Avenue. The Department, in its response submitted to Council, said that EDDS standard plan 4-2J is the appropriate depiction of the curb-to-curb street cross-section along with a planter strip. The Council agrees. Standard Plan 4-2J shall be used to govern the form of the street cross-section as well as the planter strip along the project's side of Woodard Avenue.
4. Under recommendations #18 to 20 of the Hearing Examiner's Decision, the Hearing Examiner asked the Department to evaluate whether a reduction in the 10-foot setback between the water and sewer lines could be permitted. The Department's response to the City Council states that the standards do not permit a reduction in the 10-foot separation. The City Council agrees. A reduction in the 10-foot separation would not be consistent with the requirements in EDDS 6.130(A). In light of the denial of reduction of that 10-foot separation, the applicant shall demonstrate to the satisfaction of the Department of

Community Planning and Development that the tree density and other tree requirements are met prior to final approval.

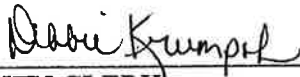
5. Under recommendation #23, the Hearing Examiner requested that the Department examine whether any portion of Schneider Creek on site is subject to Shoreline Management Act jurisdiction. Based on an email from Steve Morrison, a planner from Thurston Regional Planning Council, the Department concluded that no portion of the site is within Shoreline Management Act jurisdiction. See attachment 7 to the staff report. The City Council concludes that no portion of the site is within Shoreline Management Act jurisdiction.
6. Under recommendation #24, the Hearing Examiner required that the Applicant retain a qualified expert to evaluate potential impacts of stormwater discharges to Schneider Creek and to recommend any necessary potential mitigation measures. The applicant hired a qualified expert to evaluate the impacts to Schneider Creek. The report provided various options that could mitigate potential impacts to Schneider Creek. The actual stormwater design will be evaluated at the time of engineering permitting to ensure that the proposed project complies with OMC 18.32.415.

DATED this 22nd day of July 2008.



DOUG MAH
MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

\\murphy\documents\Land Use\08-2403\12937.doc

City of Olympia, Washington
RESOLUTION NO. M-1804

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDATIONS OF THE CITY OF OLYMPIA HEARING EXAMINER, AND GRANTING PRELIMINARY APPROVAL OF THE AMENDMENT TO THE WOODARD LANE CO-HOUSING, PRELIMINARY PLANNED RESIDENTIAL DEVELOPMENT, CP&D NO. 13-0024.

WHEREAS, on July 15, 2008, the Olympia City Council considered the Woodard Lane Co-Housing Preliminary Planned Residential Development (PRD), as per OMC 18.56.060(D); and

WHEREAS, the City Council approved the co-housing project as recommended by the Hearing Examiner, adopted the findings and conclusions of the Hearing Examiner, and directed the City Attorney to prepare supplemental findings and conclusions that reflected the staff response; and

WHEREAS, on July 22, 2008, the City Council passed and approved Resolution No. 1709 adopting findings of fact and conclusions of law approving the Woodard Lane Co-Housing Preliminary Planned Residential Development, CP&D No. 05-0121; and

WHEREAS, the final binding site plan for the Woodard Lane Co-Housing PRD (BSP 4148171) was recorded with the Thurston County Auditor in April 2010; and

WHEREAS, on February 20, 2013, Woodard Lane Co-Housing Tenants in Common applied for an amendment to the previously approved PRD to increase the number of approved residential units from 16 to 18 pursuant to the acquisition of two Transferable Development Rights, OMC 18.04.080(A)(5); and

WHEREAS, on August 15, 2013, the Hearing Examiner entered his findings of fact and conclusions of law and recommended to the City Council that the proposed amendment receive preliminary approval subject to certain conditions.

NOW, THEREFORE, the Olympia City Council does hereby resolve as follows:

1. Adoption of Findings, Conclusions of Law and Recommendations. The Findings of Fact 1 through 15 and Conclusions of Law 1 through 7 of the City of Olympia Hearing Examiner dated August 15, 2013, attached hereto as Exhibit A and incorporated herein by reference, are hereby adopted.
2. Preliminary Approval of Binding Site Plan. The amended Woodard Lane Co-Housing Planned Residential Development Binding Site Plan, attached hereto as Exhibit B and incorporated herein by reference, is granted preliminary approval with a maximum of 18 housing units, as recommended by the Olympia Hearing Examiner on August 15, 2013.
3. Preliminary Approval of Amendment to PRD. The Woodard Lane Co-Housing Amendment to the Planned Residential Development increasing the authorized residential units from a maximum of 16 to a maximum of 18 is hereby granted preliminary approval, as recommended by the Olympia Hearing Examiner on August 15, 2013, subject to the following conditions:

- a. The Applicant shall provide signed and recorded Transfer of Development Rights Certificates for each unit of density on the receiving parcels in the Residential 4-8 district. (See OMC 18.90.020(A)(1)).
 - b. The applicant shall provide a signed and recorded Document of Attachment of the development rights to the subject parcels. (See OMC 18.90.020(A)(2)).
4. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

PASSED AND APPROVED this 15th day of ^{April}~~March~~ 2014.



STEPHEN H. BUXBAUM, MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

EXHIBIT A

BEFORE THE CITY OF OLYMPIA HEARINGS EXAMINER

IN RE:)	HEARING NO. 12-0024
WOODARD LANE CO-HOUSING)	FINDINGS OF FACT,
TENANTS IN COMMON,)	CONCLUSIONS OF LAW
Applicant.)	AND RECOMMENDATIONS

APPLICANT: Woodard Lane Co-Housing Tenants in Common
 1620 Woodard Avenue N.W.
 Olympia, Washington 98502

REPRESENTATIVES:

Liv Monroe
 Woodard Lane Co-Housing Tenants in Common
 1620 Woodard Avenue N.W.
 Olympia, Washington 98502

SUMMARY OF REQUEST:

Amendment to the previously approved Planned Residential Development to increase the number of approved residential units from sixteen to eighteen pursuant to the acquisition of two Transferable Development Rights (TDR's), OMC 18.04.080(A)(5).

LOCATION OF PROPOSAL:

1620 Woodard Avenue N.W., Olympia, Washington 98502

SUMMARY OF DECISION:

The Planned Residential Development should be amended to allow two additional residential units for the two TDR's, subject to conditions.

BACKGROUND

The Woodard Lane Co-Housing Planned Residential Development ("Woodard Lane") was approved by the Hearing Examiner and City Council in 2008. The approved Planned Residential Development allowed for the construction of up to sixteen residential units in this co-housing project. The Applicant has since arranged for the acquisition of two Transfer

*Findings of Fact, Conclusions of Law
 and Recommendations - 1*

CITY OF OLYMPIA HEARING EXAMINER
 299 N.W. CENTER ST. / P.O. BOX 939
 CHEHALIS, WASHINGTON 98532
 Phone: 360-748-3386/Fax: 748-9533

1 Development Rights, or TDR's, and seeks to increase the number of allowed units from sixteen
2 to eighteen pursuant to the TDR's. As explained more fully below, I recommend to the City
3 Council that the Planned Residential Development be amended to allow two additional
4 residential units in consideration for the two TDR's, subject to certain conditions.

5 Initial Public Hearing

6 The initial public hearing on this request commenced at 6:30 p.m. on July 8, 2013, in the
7 Planning Hearing Room in the City Hall. The City appeared through Catherine McCoy of
8 Planning Staff. Woodard Lane appeared through its representative, Liv Monroe. Testimony was
9 received from the City through Ms. McCoy. Testimony from the Applicant was received from
10 Liv Monroe. A verbatim recording was made of the public hearing and all testimony was taken
11 under oath. A total of twenty-three exhibits were introduced during the course of three hearings
12 as more fully identified on Attachment "A" to this decision.

13 Catherine McCoy of Planning Staff provided a history of the project. Following approval
14 of the Planned Residential Development in 2008 Woodard Lane undertook construction of a
15 majority of the approved development including three multi-family residential buildings,
16 designated as Units B, C and E on site maps, as well as all site improvements including parking,
17 walkways, driveways, and landscaping. Each of the three constructed residential buildings
18 provides for four residential units, but the lower floor of Unit E is currently used as the Common
19 House where meals and other communal activities take place. Thus, while twelve residential
20 units have been constructed only ten are in current use as residences. The approved Planned
21 Residential Development recognizes two additional residential buildings, Unit A and Unit D, but
22 neither of these units has been constructed. Thus, twelve of the sixteen approved units have been
23 constructed to date.

24 Ms. McCoy explained that the Applicant wants to now construct Unit D to take
25 advantage of the four remaining approved but un-built units. More importantly, the Applicant

1 also wants to construct Unit A, and to have it include two additional units. The first floor of Unit
2 A would become the new home of the Common House and the second floor would, if approved,
3 provide two additional residential units, increasing the total number of units to eighteen.

4 To construct these units the Applicant must first have the project amended to increase the
5 number of allowed units from sixteen to eighteen. To summarize, the amended project, if
6 approved, would provide for four four-unit buildings, Units B, C, D and E, and a fifth building,
7 Unit A, housing the Common House on its first floor and two additional units on its second floor,
8 for a total of eighteen residential units.

9 In order to be granted two additional residential units the Applicant has arranged for the
10 acquisition of two Transfer Development Rights, or TDR's, from a Thurston County property
11 owner. Ms. McCoy testified that City Staff had calculated that these two TDR's would allow the
12 Applicant an additional three residential units based upon the amount of acreage involved. If this
13 calculation is correct the Applicant would be eligible for an increase from sixteen to nineteen
14 units. Although the Applicant had only sought two additional units, it asked for approval of this
15 third (nineteenth) additional unit to be utilized if/when it later constructed a final residential
16 building (Unit F).

17 The project as constructed includes a twenty-nine stall parking area, bike storage shed
18 and a communal kitchen. Each of these improvements is noteworthy as their size is based upon
19 the approved sixteen-unit development. Ms. McCoy testified that an increase in allowed units
20 from sixteen to eighteen (or nineteen) would not require a modification of the parking lot, bike
21 storage shed or communal kitchen as all of these improvements are of sufficient size for the
22 requested increase.

23 Ms. McCoy also testified that the proposed new construction will not require additional
24 stormwater analysis; will not involve any construction within shorelines jurisdiction; and will not
25 impact any critical areas.

1 The one significant impact of an enlarged project is on the handling of trash and
2 recyclable materials. The project currently relies upon standard-sized wheeled containers for
3 both trash and recyclables, and these containers are stored at the north end of the parking lot,
4 well away from neighboring properties. The increased size of the project will necessitate
5 conversion to a trash dumpster. Ms. McCoy explained that she has conferred with other City
6 Staff and waste management officials and concludes that the only appropriate location for this
7 dumpster would be at the northeast corner of the project site in close proximity to an adjoining
8 residence owned by Debra Van Tuinen.

9 As noted in Ms. McCoy's Staff Report the City had received comments from several
10 neighboring homeowners in advance of the public hearing. Not surprisingly, the requested
11 amendment has served as something of a referendum on the development as a whole. Neighbors
12 express unhappiness with the scale and massing of the buildings, traffic and noise congestion,
13 on-street parking problems and the proposed location of the waste and recycling receptacles.

14 Ms. McCoy concluded her testimony by confirming that City Staff recommends approval
15 of the requested amendment subject to certain conditions set forth on Page 8 of the Staff Report.
16 The City's proposed conditions would allow for the addition of three residential units (two on the
17 second floor of Unit A and a third to be held for later construction of Unit F) on the conditions
18 that the Applicant submit proposals for a better buffering between its development and single-
19 family residences to the east; that it provide greater detail for the location of solid waste
20 receptacles along Muirhead Avenue including screening; and that if a Unit F is later constructed
21 on Lot 4 that the Applicant first be required to submit design plans for staff level detailed design
22 review.

23 At the conclusion of Ms. McCoy's presentation Liv Monroe spoke on behalf of Woodard
24 Lane. Ms. Monroe provided a brief history of the project since its approval in 2008. She then
25 explained that Woodard Lane wishes to proceed with construction of the previously approved

1 Unit D, bringing the number of constructed units to the allowed sixteen. The proposed
2 amendment would allow Woodard Lane to construct two additional units on the top of Unit A.
3 Unit A would then be constructed to house the Common House on its first floor and these two
4 additional units on its second floor, bringing the total number of residential units to eighteen. To
5 accomplish this Woodard Lane has arranged for acquisition of two TDR's from a rural
6 landowner in Thurston County.

7 Ms. Monroe admitted that she was surprised by the City's calculations that the two TDR's
8 would allow Woodard Lane an additional three units. Ms. Monroe had anticipated that the two
9 TDR's could be converted to two additional residential units, not three. If Woodard Lane was
10 allowed this third additional unit it would be held in reserve for the later construction of the final
11 building (Unit F) identified on the project's site map.

12 Ms. Monroe acknowledged that the project has had some issues with its neighbors in the
13 single-family neighborhood immediately east of the site. In order to alleviate some of these
14 concerns Woodard Lane offers to construct a six-foot high solid fence to improve the buffering
15 between the project and the residences to the east. Due to the existence of several large trees
16 along this boundary the fence would be constructed so as to not cause the removal of the trees.
17 In other words, the fence would be constructed from tree to tree rather than as a single
18 continuous fence.

19 Ms. Monroe also defended the proposed location of the trash dumpster at the northeast
20 corner of the project. She explained that the current size of the project allows for trash and
21 recyclables to be maintained in standard size carts but that Woodard Lane will be forced to go to
22 a dumpster with its increase in population. The current location of trash and waste receptacles is
23 within the footprint of the intended Unit A and therefore must be relocated. She agreed that the
24 most appropriate site for relocation is at the northeast corner of the project along Muirhead.

1 Also in advance of the July 24 hearing I received a letter from Jason Whalen (Exhibit
2 18), an attorney representing Debra Van Tuinen. On behalf of Ms. Van Tuinen Mr. Whalen
3 expressed continuing opposition to the proposed location of the dumpster next to her property;
4 asked that no additional parking be allowed along Muirhead Avenue; requested that any
5 amendment be conditioned upon improved landscaping and buffering; and agreed with the
6 Hearing Examiner's position that each TDR would equate to one additional residential unit and
7 hence the two available TDR's would equate to two additional units, not three.

8 The public hearing resumed on July 24 at 5:30 p.m. Ms. McCoy was present on behalf of
9 the City and Ms. Monroe and Ms. Van Tuinen were also present. Ms. McCoy reviewed the
10 Memorandum prepared by Todd Stamm and confirmed that the City's position had changed and
11 that it now believed that the Applicant's two available TDR's would justify two additional
12 residential units, not three as earlier proposed. Ms. Monroe responded and admitted that these
13 revised calculations were consistent with her initial expectations and that she would accept that
14 the two available TDR's would equate to two additional units, not three.

15 Ms. McCoy also testified that additional meetings had taken place regarding the location
16 of trash and recycling receptacles but unfortunately a written report was not yet ready. The
17 hearing was therefore again recessed until August 12 so that this report could be completed and
18 made available to all interested parties.

19 Third Public Hearing

20 In advance of the rescheduled hearing on August 12 I received a Memorandum from Ms.
21 McCoy (Exhibit 20) explaining that City Staff had been successful in establishing better
22 locations for the waste and recycling receptacles. The new proposed locations are identified on a
23 revised site map (Exhibit 21) and are to be located not far from their current location and well
24 away from adjoining residences. More specifically, the trash dumpster would be located at the
25 northwest corner of the parking area; the recycling carts would be located just south of proposed

1 Unit A and a solid waste cart would be located near the northeast corner of the parking lot
2 adjacent to an existing gardening area.

3 The public hearing reconvened on August 12 at 5:30 p.m. and once again Ms. McCoy,
4 Ms. Monroe and Ms. Van Tuinen were present. Ms. McCoy explained the proposed relocation
5 of these facilities and Ms. Monroe confirmed Woodard Lane's willingness to have the facilities
6 relocated to these sites. Ms. Van Tuinen expressed thanks to the City and Woodard Lane for the
7 relocation of these facilities as proposed. She then made the additional request that Woodard
8 Lane be required to also relocate some small composting receptacles, currently positioned near
9 her property, to the same general area as the yard waste cart and garden.

10 Although it has taken three public hearings to complete this process the extra time and
11 effort has proven worthwhile as it has resulted in agreements among the City, the Applicant and
12 the adjoining landowner on all key issues.

13 Ms. Van Tuinen also asked that an additional condition be imposed requiring Woodard
14 Lane to relocate the existing small composting receptacles to the same area as the yard waste cart
15 and garden. This is a sensible recommendation, and one that Woodard Lane may want to follow,
16 but I do not believe that it is significant enough to impose as a condition.

17 At the conclusion of the third hearing Woodard Lane asked about the possibility of being
18 allowed to develop the six available units (four previously approved units and the two new ones)
19 in a different configuration than previously proposed. Stated differently, Woodard Lane
20 wondered whether it was required to construct Unit D as a two-story, four-unit building and Unit
21 A as the new Common House with two upstairs units, or whether it could make Unit D a three-
22 story, six-unit building or otherwise construct the new units in a different manner than originally
23 proposed. I was not previously aware of any such desire and I do not believe that the
24 neighborhood has been given adequate notice of this alternative. I therefore recommend that
25 approval of the two additional units be on the condition that the new buildings be constructed as

1 proposed on Exhibit 21. Any modification to this plan should be by formal application with
2 notice to the public and an opportunity to respond.

3 Accordingly, I make the following:

4 **FINDINGS OF FACT**

5 Based upon the foregoing Findings of Fact, the Hearing Examiner makes the following:

6 1. Woodard Lane requests an amendment to the previously approved Planned
7 Residential Development to increase the number of approved residential units from sixteen to
8 eighteen through the use of two available Transferrable Development Rights (TDR's).

9 2. The proposed site is zoned Single-Family Residential (R4-8).

10 3. Pursuant to the State Environmental Policy Act, a Determination of Non-
11 Significance (DNS) was issued on December 28, 2007, as a component of project review for the
12 Woodard Lane Co-Housing Planned Residential Development proposal, 05-0121. Further
13 environmental review is not required for this proposed amendment.

14 4. Notification of public hearing was mailed to the parties of record, property
15 owners within 300 feet, and recognized neighborhood associations, posted on the site and
16 published in The Olympian in conformance with Olympia Municipal Code 18.78.020.

17 5. Staff recommends that the City Council approve the proposed amendment subject
18 to several conditions.

19 6. The Staff Report, Page 2, contains Findings relating to the property. The Hearing
20 Examiner has reviewed those Findings and adopts them by reference.

21 7. The Staff Report, Pages 2 and 3, contains Findings relating to the history of the
22 original Planned Residential Development Application and its approval; the proposed
23 amendment and public comment regarding the amendment. The Hearing Examiner has reviewed
24 those Findings and adopts them by reference with the exception of any Finding that the

25 Applicant proposes to convert the two available TDR's into three additional dwelling units. The

*Findings of Fact, Conclusions of Law
and Recommendations - 9*

CITY OF OLYMPIA HEARING EXAMINER
299 N.W. CENTER ST. / P.O. BOX 939
CHEHALIS, WASHINGTON 98532
Phone: 360-748-3386/Fax: 748-9533

1 Hearing Examiner instead finds that the Applicant proposes to convert the two TDR's into two
2 additional units; that City Staff initially concluded that the TDR's would allow for three
3 additional units; that subsequently City Staff reconsidered its calculations and now concludes
4 that the two TDR's would translate to two additional units; and that the Applicant concurs with
5 this result.

6 8. The Staff Report, Page 4, contains proposed Findings relating to the calculation of
7 the number of additional units available to the Applicant as a result of obtaining two TDR's. The
8 City has since reconsidered these calculations and no longer proposes adoption of the proposed
9 Findings found on Page 4 of the Staff Report. Instead, the City now concludes that the Applicant
10 must obtain one TDR for each additional residential unit requested, and that two available TDR's
11 would equate to two additional residential units, all as set forth more fully in Exhibit 17. The
12 Hearing Examiner has reviewed the proposed Findings found in Exhibit 17 and adopts them as
13 his own Findings of Fact.

14 9. The Staff Report, Pages 5-7, contains proposed Findings relating to compliance
15 with the Planned Residential Development Ordinance, OMC Chapter 18.56. The Hearing
16 Examiner has reviewed those Findings and adopts them as his own Findings of Fact with two
17 exceptions: (a) two available TDR's would allow for two additional residential units, not three,
18 as more fully explained in the previous Finding, and (b) the City no longer recommends
19 relocation of solid waste and recycling facilities off of Muirhead Avenue N.W. and now
20 recommends them to be relocated to an internal site as more fully identified on Exhibit 21.

21 10. The Staff Report, Pages 7 and 8, contains Findings relating to compliance with
22 the transfer of development rights, OMC Chapter 18.90. The Hearing Examiner has reviewed
23 those Findings and adopts them as his own Findings of Fact.

24 11. The Applicant has stipulated to the requirement of constructing a six-foot high
25 solid fence along its east boundary as a condition of amendment approval. The fence will be

1 constructed in a manner to avoid the removal of existing trees and will therefore be constructed
2 from tree to tree rather than on a single continuous line.

3 12. City Staff recommends approval of the proposed amendment but subject to
4 different conditions than originally proposed at Page 8 of the Staff Report. City Staff now
5 recommends approval of the proposed amendment on the following conditions:

6 a. The Applicant shall construct a fence along its east boundary as described more
7 fully in the previous Finding;

8 b. The Applicant shall relocate waste and recycling receptacles to interior locations
9 as identified on Exhibit 21;

10 c. When and if a building is proposed for construction on Lot 4 (Unit F) the
11 Applicant will be required to submit design plans for a staff level detailed design review. The
12 design will need to demonstrate a strong effort at mitigating, to the extent possible, negative
13 building and site design impacts on adjacent properties;

14 d. The PRD shall be referenced on the official zoning map by adoption of an
15 ordinance amending the map to include a reference to the binding site plan;

16 e. Prior to land use approval the Applicant shall provide signed and recorded
17 Transfer of Development Rights Certificate for each unit of density on the receiving parcel(s) in
18 the Residential 4-8 district;

19 f. A signed and recorded Document of Attachment of the development rights to the
20 subject parcel(s).

21 13. The Applicant does not object to the revised conditions of approval.

22 14. An adjoining landowner, Debra Van Tuinen, initially objected to the proposed
23 amendment for reasons described more fully in the Background Section. Ms. Van Tuinen now
24 concurs with approval of the proposed amendment subject to the conditions proposed by City
25 Staff.

1 a. The Applicant shall construct a fence along its east boundary as described more
2 fully in the previous Finding;

3 b. The Applicant shall relocate waste and recycling receptacles to interior locations
4 as identified on Exhibit 21;

5 c. When and if a building is proposed for construction on Lot 4 (Unit F) the
6 Applicant will be required to submit design plans for a staff level detailed design review. The
7 design will need to demonstrate a strong effort at mitigating, to the extent possible, negative
8 building and site design impacts on adjacent properties;

9 d. The PRD shall be referenced on the official zoning map by adoption of an
10 ordinance amending the map to include a reference to the binding site plan;

11 e. Prior to land use approval the Applicant shall provide signed and recorded
12 Transfer of Development Rights Certificate for each unit of density on the receiving parcel(s) in
13 the Residential 4-8 district;

14 f. A signed and recorded Document of Attachment of the development rights to the
15 subject parcel(s).

16 Having entered his Findings of Fact and Conclusions of Law, the Hearing Examiner
17 recommends to the City Council that the proposed amendment be **APPROVED**; that the number
18 of available residential units be increased from sixteen to eighteen; and that construction of Units
19 D and A as identified on Exhibit 21 be permitted subject to the following conditions:

20 a. The Applicant shall construct a fence along its east boundary as described more
21 fully in the previous Finding;

22 b. The Applicant shall relocate waste and recycling receptacles to interior locations
23 as identified on Exhibit 21;

24 c. When and if a building is proposed for construction on Lot 4 (Unit F) the
25 Applicant will be required to submit design plans for a staff level detailed design review. The

1 design will need to demonstrate a strong effort at mitigating, to the extent possible, negative
2 building and site design impacts on adjacent properties;

3 d. The PRD shall be referenced on the official zoning map by adoption of an
4 ordinance amending the map to include a reference to the binding site plan;

5 e. Prior to land use approval the Applicant shall provide signed and recorded
6 Transfer of Development Rights Certificate for each unit of density on the receiving parcel(s) in
7 the Residential 4-8 district;

8 f. A signed and recorded Document of Attachment of the development rights to the
9 subject parcel(s).

10 DATED this 15 day of August, 2013.

11
12 
13 _____
14 Mark C. Scheibmeir
15 City of Olympia Hearing Examiner
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CASE 13-0024

LIST OF EXHIBITS

1. Staff Report and Attachments
2. Overview of Woodard Co-Housing dated July 1, 2013
3. Site Plan, Sheet 6 of 12 05-0121 mark up
4. Transfer Development Rights Document Dated July 8, 2013
5. Photos of Area- Presented by Liv Monroe
6. Photos of Area- Proposed Dumpster Site, Presented by Liv Monroe
7. Photos of Area- Proposed Fence, Presented by Liv Monroe
8. Site Plan- Showing Relocation of the Garbage Container Site
9. Site Plan indicating Screening
10. Plan Sheets 1-12 from Vector Engineering Dated February 20, 2013
11. Photos (collectively) A6, A3, A5, A7 and A8 Presented by Debra VanTuinen
12. Photo A1 Presented by Debra VanTuinen
13. Photo A2 Presented by Debra VanTuinen
14. Photo A 4 Posting Notice Presented by Debra VanTuinen
15. Photos (collectively) A9, A10, A11, A12, A13 and A14 Presented By Debra VanTuinen
16. Written Testimony by Debra VanTuinen
17. Memorandum from Todd Stamm, Planning Manager dated July 18, 2013
18. Correspondence to Mark Scheibmeir, Hearing Examiner from Mr. Whalen, legal rep. for Debra VanTuinen dated July 24, 2013
19. Message from Alan Murley to Debra VanTuinen
20. Email from Catherine McCoy, Associate Planner to Mark Scheibmeir, Hearing Examiner dated July 25, 2013.
21. Site Plan dated July 28, 2013 Showing Locations of Refuse Container Placement
22. Photo of worm composting location Presented by Debra VanTuinen
23. Photo of Food Waste Bucket Location Presented by Debra VanTuinen

Owner's Declaration

Known to all men present that Christopher J. Russo and Robin Diane Stirtz, each as their separate estate, as to an undivided 9.78794% interest; Liv V. Monroe, as her separate estate, as to an undivided 12.98792% interest; Jean Reynolds, as her separate estate, as to an undivided 9.78794% interest; Heather Saunders, as her separate estate, as to an undivided 13.0189% interest; Margyn Schubert and Joann Teronova, each as their separate estate, as to an undivided 16.22825% interest; Peter J. Vennewitz, as his separate estate, as to an undivided 13.0189% interest; Eyo Pomnabecker and David Lerner, as his separate estate, as to an undivided 2.960572% interest; the undersigned owners of the real property described herein and Olympia Federal Savings and Loan Association, the mortgagees thereof, hereby declare this Binding Site Plan and dedications to the use of the public for streets, easements, places and sewer easements or whatever public property there is shown on the Binding Site Plan and the use for any and all public purposes not inconsistent with the use thereof for public highway purposes. Also the right to make all necessary slopes for cuts and fills upon the tract shown on this plan in the reasonable original grading of all the streets, easements, places etc. shown hereon. Also the right to drain streets and easements across any parcel on the tract where water might take a natural course after the original street and easement lines are shown on this plan. All necessary easements and dedications for which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said roads.

In witness whereof we set our hands and official seals at the dates below written

Christopher J. Russo	date
Robin Diane Stirtz	date
Liv V. Monroe Individually and as trustee of the Vennewitz/Monroe Trust	date
Jean Reynolds	date
Heather Saunders	date
Margyn Schubert	date
Jim Anest	date
John Teronova	date
Joann Teronova	date
Peter J. Vennewitz Individually and as trustee of the Vennewitz/Monroe Trust	date
Eyo Pomnabecker	date
David Lerner	date
Katherine Parker	date
Joshua Parker	date
Olympic Federal Savings and Loan Association	date
By _____	date
Its: _____	date

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 1 of 5 Pages)

Total Project Legal Description(s):

Lots 62, 63 and 64 of Parker and Hoyt Plat as recorded in Volume 1 of Plat, Page 16; EXCEPTING therefrom the South 150 feet of the East 200 feet in Thurston County, Washington.

TOGETHER with and subject to the following:

- 1) Easement and the terms and conditions thereof:
Gentee: City of Olympia
Purpose: Watermain
Recorded: June 23, 1969
Recording number: 804285
- 2) Easement affecting a portion of said premises and for the purposes stated therein:
In Favor of: Puget Sound Energy
Purpose: Electric Transmission and distribution
Line and appurtenances thereto
Recorded: 4064718
Recording Number: 2009
Affects: Portion of said premises
- 3) Easement and the terms and conditions thereof:
Gentee: City of Olympia
Purpose: Water Lines
Area affected: Portion of said premises
Recorded: February 12, 2010
Recording Number: 4136283
- 4) Easement and the terms and conditions thereof:
Gentee: City of Olympia
Purpose: Sewer Lines
Area affected: Portion of said premises
Recorded: February 12, 2010
Recording Number: 4136284

Survey Notes

1. Full reliance has been placed in Chicago Title Insurance Company report under Order No. 2073550 dated April 16, 2010 at 8:00 AM and supplemental information for legal descriptions and revelations of easements; no further search of the record has been made.

2. The property depicted and described hereon encloses an area of 2.901 acres.

MODIFICATIONS/REVISIONS

It is expected that modifications and revisions to the Binding Site Plan and its approved design plans, conditions of approval and documents may be necessary and normal during the course of its development. The City of Olympia Department Review Committee shall review and take such action as with respect to any proposed modifications or revisions from the approved Binding Site Plan. Any modifications of the plan shall be made only after proof to demonstrate why any modifications of the plan should be placed on the application. At the discretion of the Development Review Committee the applicant may be required to record a revised and approved plan or document. There shall be no modification to the tract geometry of this Binding Site Plan except as provided by the City of Olympia.

Certificate - City Engineer
Examined and approved this ___ day of _____, 2013

Olympic City Engineer _____

Certificate - Community Planning and Development
Examined and approved this ___ day of _____, 2013

Olympic Planning Director _____

Certificate - County Health Department
Examined and approved this ___ day of _____, 2013

Thurston County Health Department _____

Certificate - Assessor
Examined and approved this ___ day of _____, 2013

Thurston County Assessor _____

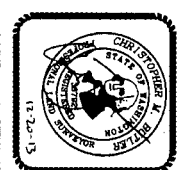
Certificate - Treasurer
I hereby certify that all taxes on the land described hereon have been fully paid to and including the year 2013.

Thurston County Treasurer _____

Certificate - Auditor
Filed for record at the request of Butler Surveying Inc. this ___ day of _____, 2013, at ___ minutes past ___ o'clock ___ M., and recorded under Auditor's File No. _____

Thurston County Auditor _____ Deputy

Land Surveyor's Certificate
I hereby certify that this Binding Site Plan is based upon an actual field survey in the Dickerson Donation Land Claim in the Northeast Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington, that the courses and distances are correct and that the perimeter boundary has been staked on the ground with capped rebars or as shown hereon.



City of Olympia Binding Site Plan No. 10-0022 OL (REVISED)

Assessor's Current Parcel Number: 67400006300

BUTLER SURVEYING INC.
475 NW CHEVALS AVENUE
P.O. BOX 148, CHEHALIS, WA 98522
360/746-8803

Drawn: C. Butler Date: 12-20-13
Checked: CS Job No: 05-67
Scale: none Sheet 1 of 5

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me _____, the individual described in and who executed the foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Robin Diane Shiritz to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Lly V. Morreo to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Jean Reynolds to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Heather Saunders to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me _____, the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Jim Ferguson to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me John Ferguson to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.
(Page 2 of 5 Pages)



City of Olympia Binding
Site Plan No. 10-0022 0L
(REVISED)

Assessor's Current Parcel Number
67400006300
BUTLER SURVEYING INC.
475 NW CHEHALIS AVENUE
P.O. BOX 148 CHEHALIS, WA 98522
360/740-8803

Drawn C. Butler	Date 12-20-13
Checked CS	Job No. 05-67
Scale none	Sheet 2 of 5

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Joann Tarnow to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Peter J. Vennawitz to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me David Lerner to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Eno Pannabecker to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Katherine Porter to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Joshua Porter to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Peter J. Vennawitz and Liv V. Monroe to me known to be the Trustees of the Vennawitz/Monroe Trust, they signed the same as the free and voluntary act and deed of said Trust for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me _____ to me known to be the _____ (TITLE) of Olympia Federal Savings and Loan Association, a Washington State Chartered Commercial Bank, and acknowledged the said instrument to be the free and voluntary act and deed of said Bank, for the uses and purposes therein mentioned, and on which that _____ is authorized to execute the said instrument and that the seal affixed (if any) is the official seal of said Bank.

Witness my hand and official seal the day and year above written.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.
(Page 3 of 5 Pages)



City of Olympia Binding
Site Plan No. 10-0022 OL
(REVISED)

Assessor's Current Parcel Number
67400006300

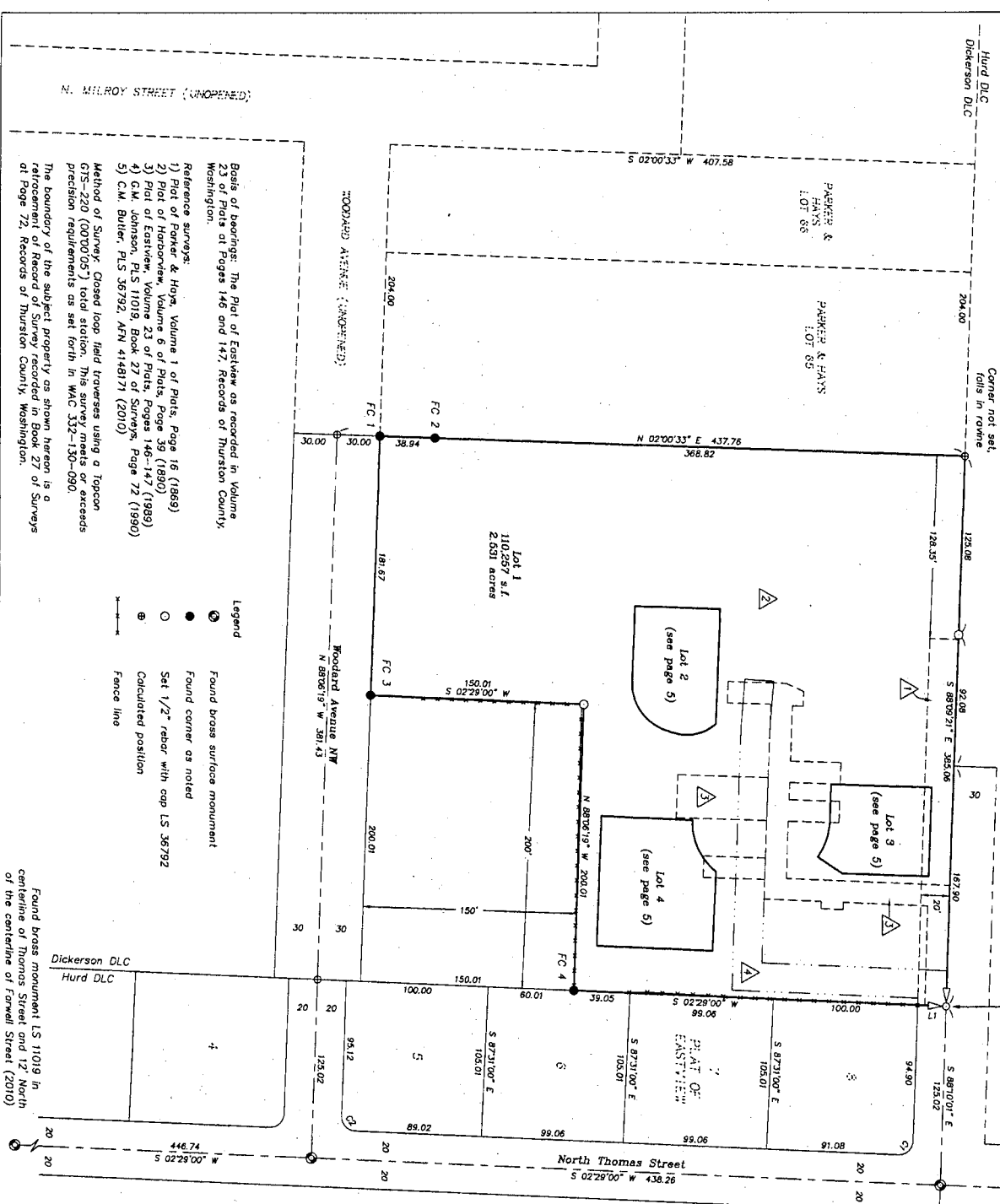
BUTLER SURVEYING INC.
475 NW CHERALS AVENUE
SEASIDE, WA 98628
360.745.8600

Drawn	C. Butler	Date	12-20-13
Checked	CS	Job No.	05-67
Scale	none	Sheet	3 of 5

EXHIBIT B

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 4 of 5 Pages)



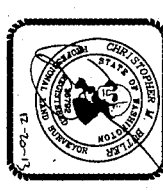
2" iron pipe of record has been destroyed by sewer construction. Set lock and LS 36792 washer in lead in concrete pad ground sewer manhole at position calculated as per reference surveys 2 and 3 (2010)

LINE TABLE			
NO.	BEARING	DISTANCE	
L1	S 02°29'00" W	20.01	
CURVE TABLE			
NO.	DELTA	RADIUS	LENGTH
C1	90°39'01"	10.00	15.82
C2	89°24'41"	10.00	15.81

- Found corners (FC)
- 1) Found 1/2" rebar with cap LS 7397 bearing S81°47'W 0.29' from calculated position (2010)
 - 2) Found 1/2" rebar with cap LS 5154 bearing S81°39'W 0.43' from calculated position (2010)
 - 3) Found 1/2" rebar with cap LS 7397 bearing N61°48'E 0.13' from calculated position (2010)
 - 4) Found 1/2" rebar with cap LS 7397 at calculated position (2010)

- ▲ Water main easement as per AFN 804285
- ▲ Electric transmission and distribution easement as per AFN 4064718. Not surtable.
- ▲ Water main easement as per AFN 4136263
- ▲ Sewer main easement as per AFN 4136264

Siteus Address
1620 Woodard Avenue NW
Olympia, WA 98502



City of Olympia Binding
Site Plan No. 10-0022 OL
(REVISED)

Assessor's Current Parcel Number
67400006300
BUTLER SURVEYING INC.
414 NW CENTRAL EXPRESS
P.O. BOX 148, CHEWACKA, WA 98622
360/726-4603

Drawn C. Butler Date 12-20-13
Checked CB Job No. 05-67C
Scale 1" = 50' Sheet 4 of 5

Basis of bearings: The Plat of Eastview as recorded in Volume 52 of Plats of Pages 146 and 147, Records of Thurston County, Washington.

Reference surveys:
1) Plat of Parker & Hays, Volume 1 of Plats, Page 16 (1889)
2) Plat of Harborview, Volume 6 of Plats, Page 39 (1890)
3) Plat of Eastview, Volume 23 of Plats, Pages 146-147 (1889)
4) G.M. Johnson, PLS 11019, Book 27 of Surveys, Page 72 (1990)
5) C.M. Butler, PLS 36792, AFN 4148171 (2010)

Method of Survey: Closed loop field traverses using a Topcon GTS-220 (0070005) total station. This survey meets or exceeds precision requirements as set forth in WAC 352-150-090.

The boundary of the subject property as shown hereon is a retracement of Record of Survey recorded in Book 27 of Surveys at Page 72, Records of Thurston County, Washington.

- Legend
- Found brass surface monument
 - Found corner as noted
 - ⊙ Set 1/2" rebar with cap LS 36792
 - ⊙ Calculated position
 - Fence line

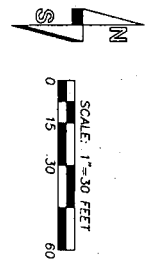
Found brass monument LS 11019 in centerline of Thomas Street and 12' North of the centerline of Farwell Street (2010)



- ▲ Water main easement as per AFN 804285
- ▲ Electric transmission and distribution easement as per AFN 4064718. Not surmountable.
- ▲ Water main easement as per AFN 4136263
- ▲ Sewer main easement as per AFN 4136264

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 5 of 5 Pages)



- Found corner as noted
- Set 1/2" rebar with cap LS 36792
- ⊕ Calculated position
- Fence line
- Sewer manhole
- Sewer cleanout
- Water valve
- Water meter
- Hydrant
- Water line
- Storm manhole
- Storm cleanout
- Catch basin
- Storm line
- Walking path
- Gravel area

CURVE TABLE

NO	DELTA	RADIUS	LENGTH	CHORD	CHORD BEG
C1	60°18'52"	30.00	31.58	30.14	5 11°42'02" E
C2	47°42'36"	27.00	28.70	27.00	5 51°04'13" E
C3	32°38'36"	22.00	23.06	22.00	5 65°42'02" W
C4	52°08'13"	45.00	49.95	39.55	5 65°42'02" W

LINE TABLE

NO	BEARING	DISTANCE
L1	S 02°29'00" W	20.00
L2	N 18°22'22" E	4.70
L3	N 18°22'22" E	1.70
L4	S 88°13'51" E	25.28
L5	N 34°24'54" E	20.58
L6	N 87°31'00" W	32.00



BUTLER SURVEYING INC.
 478 W CHESTER AVE
 P.O. BOX 140
 CHESTER, WA 98532
 509/746-8650

Assessor's Current Parcel Number
67400006300

City of Olympia Binding
 Site Plan No. 10-0022 OL
 (REVISED)

Drawn C. Butler
 Checked *CS*
 Date 12-20-13
 Job No. 05-67C
 Scale 1" = 30'
 Sheet 5 of 5

RESOLUTION NO. M-1866

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDATION OF THE CITY OF OLYMPIA HEARING EXAMINER, AND GRANTING PRELIMINARY APPROVAL OF AN AMENDMENT TO THE WOODARD LANE CO-HOUSING, PLANNED RESIDENTIAL DEVELOPMENT, CP&D FILE NO. 16-0061

WHEREAS, on July 22, 2008, the City Council passed and approved Resolution No. M-1709 adopting findings of fact and conclusions of law approving the Woodard Lane Co-Housing Preliminary Planned Residential Development, CP&D File No. 05-0121; and

WHEREAS, the final binding site plan for the Woodard Lane Co-Housing PRD (BSP 4148171) was recorded with the Thurston County Auditor in April 2010; and

WHEREAS, on May 11, 2016, Woodard Lane Co-Housing Tenants in Common applied for an amendment to the previously approved PRD to increase the number of total off-street vehicle parking spaces from 26 to 32 spaces and construct approximately 2,000 square feet of asphalt pavement area (the Proposed Amendment); and

WHEREAS, on September 26, 2016, the Olympia Hearing Examiner held a public hearing for the purpose of taking public testimony on the Proposed Amendment; and

WHEREAS, on October 3, 2016, the Hearing Examiner entered his findings of fact and conclusions of law and recommended to the City Council that the Proposed Amendment receive preliminary approval subject to certain conditions;

NOW, THEREFORE, the Olympia City Council, having considered the Proposed Amendment to the PRD and the recommendation of the Hearing Examiner, does hereby resolve as follows:

1. Adoption of Findings, Conclusions of Law and Recommendations. The Findings of Fact 1 through 22 and Conclusions of Law 1 through 12 of the City of Olympia Hearing Examiner dated October 3, 2016, attached hereto as Exhibit A and incorporated herein by reference, are hereby adopted.
2. Preliminary Approval of Amendment to PRD. The Woodard Lane Co-Housing Amendment to the Planned Residential Development is hereby granted preliminary approval as recommended by the Olympia Hearing Examiner on October 3, 2016, as follows:
 - A. The number of available off-street vehicle parking spaces will be increased from 26 to 32 spaces; and
 - B. Construction of approximately 2,000 square feet of additional asphalt pavement area shall be permitted subject to the conditions recommended by the Olympia Hearing Examiner on October 3, 2016.


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

PASSED AND APPROVED this 28 day of February 2017.




MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY



City Council

Public Hearing on the 2019-2024 Six-Year Transportation Improvement Program

Agenda Date: 11/14/2017
Agenda Item Number: 5.A
File Number: 17-0073

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

Title

Public Hearing on the 2019-2024 Six-Year Transportation Improvement Program

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Hold a Public Hearing regarding the 2019-2024 Transportation Improvement Program (TIP).

Report

Issue:

Whether to hold a Public Hearing regarding the 2019-2024 Transportation Improvement Program (TIP).

Staff Contact:

David Smith, Transportation Project Engineering, Public Works Department, 360.753.8496

Presenter(s):

David Smith, Transportation Project Engineering, Public Works Department

Background and Analysis:

Washington State Department of Transportation (WSDOT) requires local governments to outline their specific transportation needs in a Six-Year Transportation Improvement Program (TIP). Cities must identify projects in the TIP before they can receive state and federal funding. City staff updates the TIP each year so that all projects identified in the *Capital Facilities Plan* (CFP) are in the TIP. The City submits the TIP to WSDOT annually in July.

It is important to note that City staff works closely with state and federal agencies to understand funding criteria. Every year, staff reviews projects and makes revisions to the TIP so the City is in the best position to successfully secure funding.

The cost estimates and project schedules in the TIP are preliminary and will be updated when funding is requested. The TIP is organized as follows:

1. Fully Funded Projects. These projects have received grant funding and are in the process of being implemented.
2. Capacity Projects. These projects do not meet current levels of service (capacity) as defined by the *Olympia Comprehensive Plan (Comp Plan)*. They often have multiple funding sources including impact fees, grants, and City general fund dollars.
3. Annual Programs. These programs fund multiple projects within specific categories; they are listed in alphabetical order in the TIP:
 - Access and Safety Improvements.
 - Bike Improvements.
 - Sidewalks and Pathways.
 - Street Repair and Reconstruction.
4. Parks, Arts and Recreation Projects, in priority order. These projects are included in priority order to qualify them for state and federal funding.

A table summarizing the 2019-2024 TIP is attached. The WSDOT 2019-2024 Six-year TIP in the required WSDOT format, which will be sent to WSDOT, is also attached. Adoption of the TIP is scheduled for December 12, 2017.

Neighborhood/Community Interests (if known):

City staff distributed the draft 2019-2024 TIP and gave notice of the Public Hearing to the following organizations: City-recognized neighborhood associations, the West Olympia Business Association, Intercity Transit and WSDOT, Thurston Regional Planning Council (TRPC), the cities of Lacey and Tumwater, Thurston County, Bicycle Pedestrian Advisory Committee (BPAC), Olympia Safe Streets Campaign and other interested parties.

Options:

1. Hold a Public Hearing on the 2019-2024 Six-Year Transportation Improvement Program (TIP).

Council is scheduled to adopt a resolution approving the 2019-2024 TIP on December 12, 2017. Prior to adoption, any changes to the 2018-2023 Capital Facilities Plan will be incorporated into the TIP. The City will meet state law for updating the TIP annually and be eligible for grant funding on the listed projects.

2. Do not hold a Public Hearing on the 2019-2024 Six-Year Transportation Improvement Program (TIP).

Financial Impact:

The 2019-2024 TIP identifies 17 projects totaling approximately \$98.5 million. The City is seeking approximately \$32.6 million in federal funding and \$13.1 million in state funding. The CFP establishes specific funding sources and commitment for funding of the projects in the TIP.

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

Attachment(s):

TIP Project Summary 2019-2024

TIP Project Maps

TIP WSDOT Technical Report, 2019-2024



Six Year Transportation Improvement Program Summary 2019 - 2024

The City is required by State law to prepare a six-year Transportation Improvement Program (TIP) and submit it to the Washington State Department of Transportation (WSDOT). City staff updates the TIP annually to reflect the City's most recent Capital Facilities Plan (CFP). Projects need to be identified in the TIP before cities can receive state and federal funding. The following includes a list of the current TIP projects. For more detailed information, please refer to the complete 2019-2024 Capital Facilities Plan.

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
1	Mottman Road Bike Lanes and Half Street Frontage Improvement	<i>Project Limits:</i> Mottman Road from Mottman Court to SPSCC <ul style="list-style-type: none"> Construct sidewalk, planter strip and streetlights on one side; widen for Class II bike lanes and pave street. 	Street Repair and Reconstruction Program	\$5,860,000	\$0	\$5,860,000	
2	Fones Road - Transportation	<i>Project Limits:</i> Fones Road from 18 th Avenue to Pacific Avenue <ul style="list-style-type: none"> Widen to 3 to 5 lanes, sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, underground overhead utilities, and roundabout. 	Capacity Need	\$6,378,233	\$8,370,449	\$14,748,682	
3	Cain Road and North Street Intersection Improvements	<i>Project Limits:</i> Intersection of Cain Road and North Street; 300 feet south of North Street to 300 feet north of North Street <ul style="list-style-type: none"> Intersection capacity improvements may include lane striping and signal, bike lanes, sidewalks, planter strips, streetlighting, and underground overhead utilities. 	Capacity Need	\$172,417	\$226,271	\$398,688	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
4	Henderson Boulevard and Eskridge Boulevard Intersection Improvements	<p><i>Project Limits:</i> Intersection of Henderson Boulevard and Eskridge Boulevard.</p> <ul style="list-style-type: none"> Intersection capacity improvements include a traffic signal within the existing intersection. 	Capacity Need	\$240,605	\$315,756	\$556,361	
5	Wiggins Road and 37 th Avenue Intersection Improvements	<p><i>Project Limits:</i> Intersection of Wiggins Road and 37th Avenue.</p> <ul style="list-style-type: none"> Intersection capacity improvements include a traffic signal within the existing intersection configuration. 	Capacity Need	\$184,274	\$248,393	\$437,667	
6	Log Cabin Road Extension	<p><i>Project Limits:</i> Log Cabin Road from Boulevard Road to Hoffman Road</p> <ul style="list-style-type: none"> Extend Minor Arterial roadway. Funding is for design. 	Capacity Need	\$216,231	\$283,769	\$500,000	
7	US 101/West Olympia Access Project	<p><i>Project Limits:</i> Black Lake Boulevard to Kaiser Road</p> <ul style="list-style-type: none"> Construct westbound and eastbound off/on-ramps from US 101 to Kaiser Road. Also construct a westbound off-ramp from US 101 to Yauger Way via an at-grade intersection at Black Lake Boulevard and Kaiser Road. 	Capacity Need	\$2,761,611	\$3,624,189	\$6,385,800	
Various Locations Citywide	Access and Safety Improvements	<p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> The purpose of this program is to improve access and safety for all users of the transportation system: Hazard Elimination and Safety projects improve safety on high accident street sections or intersections. Projects may include new guardrails, railroad crossings, and intersection improvements. Pedestrian Crossing Improvements help pedestrians cross major streets. Improvements may include bulb-outs, crossing islands, and/or flashing crosswalk beacons. Street Access projects remove barriers on walkways for persons with disabilities. Projects may include ADA access ramps or audible pedestrian signals. 	Access and Safety Improvements	\$0	\$600,000	\$600,000	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
Various Locations Citywide	Bike Improvements	<p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> The purpose of this program is to complete elements of the bicycle network: Bike Corridors: Low-volume, low-stress streets improved for bicycle travel. Other improvements: Gaps and spot improvements in the bike lane network. 	Bicycle Improvements	\$0	\$600,000	\$600,000	
Various Locations Citywide	Sidewalks and Pathways	<p><i>Project Limits:</i> Various Locations</p> <ul style="list-style-type: none"> The purpose of this program is to: Maintain and repair sidewalks and pathways. Construct pathways for pedestrians and bicyclists. Pathways are non-motorized short-cuts that link streets to parks, schools, trails, and other streets. Pathways for improvement will be identified by neighborhoods. Construct new sidewalks based upon the 2004 Sidewalk Program. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors. 	Sidewalks and Pathways	\$0	\$6,750,000	\$6,750,000	
Various Locations Citywide	Street Repair and Reconstruction	<p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> This program addresses: Complete Street Reconstruction projects address streets with pavement in the worst condition. These reconstruction projects add bicycle and pedestrian facilities at the time the street is reconstructed. Maintenance projects that are beyond the capacity of City maintenance crews. These projects include, for example, repairing and replacing striping, guardrails, railing, signals and lighting. Major Resurfacing projects are repaving projects that may include other elements such as ADA access ramps and bulb-outs for pedestrians at intersections. Street Preservation is an on-going effort to preserve the condition of our streets and delay major reconstruction. This may include, for example, chip sealing streets and sealing cracks. 	Street Repair and Reconstruction Program	\$0	\$16,950,000	\$16,950,000	
8	Percival Landing Bulkhead	<p><i>Project Limits:</i> State Avenue and 4th Avenue</p> <ul style="list-style-type: none"> Construct a bulkhead along Water Street and 4th Avenue to protect the existing streets and utilities. 	2010 Parks, Arts & Recreation Plan	\$1,929,500	\$1,070,500	\$3,000,000	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
9	Percival Landing, Section A, Phase 2	<i>Project Limits:</i> Percival Landing <ul style="list-style-type: none"> Boardwalk and float replacement. 	Identified Maintenance Needs	\$10,840,600	\$5,339,400	\$16,180,000	
10	Grass Lake Nature Park Trail Connection	<i>Project Limits:</i> Cooper Point Road to Regional Trail. <ul style="list-style-type: none"> Design and construct trail. 	2010 Parks, Arts & Recreation Plan	\$402,000	\$198,000	\$600,000	
11	Yauger Park Trail Connection	<i>Project Limits:</i> Yauger Park to Harrison Avenue <ul style="list-style-type: none"> Design and construct trail. 	2010 Parks, Arts & Recreation Plan	\$323,610	\$159,390	\$483,000	
12	Olympia Woodland Trail, Phase 3	<i>Project Limits:</i> From Henderson Boulevard to Eastside Street <ul style="list-style-type: none"> Design and construct trail. 	2010 Parks, Arts & Recreation Plan	\$2,983,000	\$1,492,000	\$4,475,000	
13	Olympia Woodland Trail, Phase 4	<i>Project Limits:</i> From Tumwater Historical Park to Henderson Boulevard <ul style="list-style-type: none"> Design and construct trail. 	2010 Parks, Arts & Recreation Plan	\$13,333,000	\$6,667,000	\$20,000,000	

2019 - 2024 Projects

Six-Year Transportation Improvement Program



Olympia and Vicinity

- ① ROLLING HILLS TERRACE
- ② SKYLINE TERRACE
- ③ EMB TIDE TERRACE



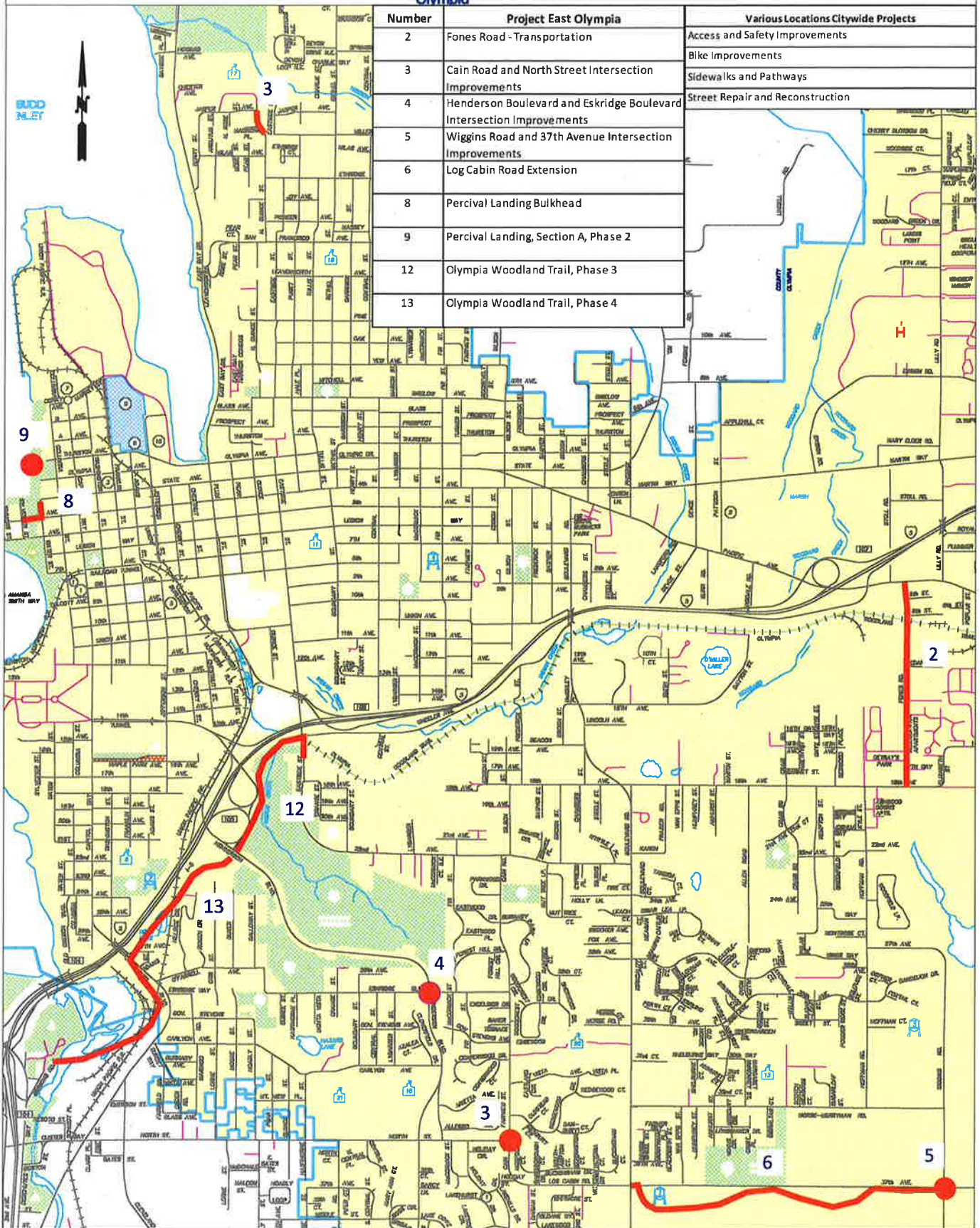
Number	Project West Olympia
1	Mottman Road Bike Lanes and Half Street Frontage Improvement
7	US 101/West Olympia Access Project
10	Grass Lake Nature Park Trail Connection
11	Yaeger Park Trail Connection
Various Locations Citywide Projects	
Access and Safety Improvements	
Bike Improvements	
Sidewalks and Pathways	
Street Repair and Reconstruction	

2019 - 2024 Projects

Six-Year Transportation Improvement Program



Olympia and Vicinity



Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/14/2017
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program

From 2019 to 2024

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs					Fed. Funded Projects Only			
									Fund Source Information					Envir. Type	R/W Reqd? (Date)		
									Federal Funding		State Funding						
									Fed. Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds			Total Funds	
17		Mottman Road Bike Lanes and Half Street Frontage Improvement Mottman Road from: Mottman Court to: SPSCC Structure Id Construct Sidewalk, Planter Strip, and Streetlights on one side; Widen for Class II Bike Lanes and Overlay Street.	N	28	0.18	G	PE	S	2019			OTHER	552600		552,600	CE	Y
						RW	S	2020			OTHER	599500		599,500			
						CN	S	2022			OTHER	4707900		4,707,900			
													5,860,000		5,860,000		
16		Fones Road - Transportation Fones Road from: 18th Avenue to: Pacific Avenue Structure Id Widen to 3/5 lanes, sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, undergrounding of overhead utilities and roundabout.	Y	3	0.67	C	CN	P	2021			TIB	3767736	4944574	8,712,310	CE	Y
						GP	PE	P	2019			TIB	409140	536932	946,072		
						P	RW	P	2020			TIB	2201357	2888943	5,090,300		
													6,378,233	8,370,449	14,748,682		
16		Cain Road and North Street Intersection Improvements Cain Road from: 300 feet south of North Street to: 300 feet north of North Street Structure Id Intersection capacity improvements include installation of a compact roundabout and sidewalk modifications.	N	3	0.12	C	PE	P	2021			TIB	35109	46075	81,184	CE	Y
						GP	CN	P	2022			TIB	137308	180196	317,504		
						P											
													172,417	226,271	398,688		
16		Henderson Boulevard and Eskridge Boulevard Intersection Improvements Henderson Boulevard from: At Eskridge Boulevard to: Structure Id Intersection capacity improvements include a traffic signal within the existing intersection configuration.	N	3	0.02	C	CN	P	2019			TIB	240605	315756	556,361	CE	Y
						GP											
						P											
													240,605	315,756	556,361		
17		Wiggins Road and 37th Avenue Intersection Improvements Wiggins Road from: At 37th Avenue to: At 37th Avenue Structure Id Intersection capacity improvements include a traffic signal within the existing intersection configuration.	N	3	0.02	C	CN	P	2023			TIB	189274	248393	437,667	CE	Y
						GP											
						P											
													189,274	248,393	437,667		

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/14/2017
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2019 to 2024

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs						Fed. Funded Projects Only	
									Fund Source Information						Envir. Type	R/W Reqr'd? (Date)
									Federal Funding			State Funding				
									Fed.Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds	Total Funds		
16		Log Cabin Road Extension Y Log Cabin Road from: Boulevard Road to: Wiggins Road Structure Id Extend Minor Arterial roadway. Funding is for design.		1.00	C G P S T W	PE	P	2024			TIB	216231	283769	500,000	CE	Y
Totals												216,231	283,769	500,000		
12		US 101/West Olympia Access Project Y US 101 from: Black Lake Boulevard to: Kaiser Road Structure Id Construct westbound and eastbound off/on-ramps from US 101 to Kaiser Road. Also construct a westbound off-ramp from US 101 to Yauger Way via an at-grade intersection at Black Lake Boulevard. Add Auxiliary lanes east and westbound between Black Lake Boulevard and Kaiser Road.		1.10	P	PE	P	2019	STP(US)	1794411			2354889	4,149,300	CE	Y
						RW	P	2020	STP(US)	967200			1269300	2,236,500		
Totals										2,761,611			3,624,189	6,385,800		
0		Access and Safety Improvements N Various Locations from: N/A to: N/A Structure Id The purpose of this program is to improve access and safety for all users of the transportation system: Hazard Elimination and Safety projects improve safety on high accident street sections or intersections. Projects may include new guardrails, railroad crossings, and intersection improvements. Pedestrian Crossing Improvements help pedestrians cross major streets. Improvements may include bulb-outs, crossing islands, and/or flashing crosswalk beacons. Street Access projects remove barriers on walkways for persons with disabilities. Projects may include ADA access ramps or audible pedestrian signals.		28	C G P T W	PE	P	2019					122400	122,400	CE	N
						CN	P	2019					477600	477,600		
Totals													600,000	600,000		
0		Bike Improvements N Various Locations from: N/A to: N/A Structure Id The purpose of this program is to complete elements of the bicycle network: Bike Corridors: Low-volume, low-stress streets improved for bicycle travel. Other Improvements: Gaps and spot improvements in the bike lane network.		28		PE	P	2019					142800	142,800	CE	N
						CN	P	2019					457200	457,200		
Totals													600,000	600,000		

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/14/2017
 Adoption Date:
 Resolution #:
 Amendment Date:
 Amendment #:

Six Year Transportation Improvement Program
From 2019 to 2024

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs						Fed. Funded Projects Only	
									Fund Source Information						Envir. Type	R/W Reqr'd? (Date)
									Federal Funding			State Funding				
									Fed.Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds	Total Funds		
0		Sidewalks and Pathways Various Locations from: N/A to: N/A Structure Id The purpose of this program is to: Maintain and repair sidewalks and pathways. Construct pathways for pedestrians and bicyclists. Pathways are non-motorized short-cuts that link streets to parks, schools, trails, and other streets. Pathways for improvement will be identified by neighborhoods. Construct new sidewalks based upon the 2004 Sidewalk Program. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors.	N	28		PE CN	P P	2019 2019					918000 5832000	918,000 5,832,000	CE	N
Totals												6,750,000	6,750,000			
0		Street Repair and Reconstruction Various Locations from: N/A to: N/A Structure Id This program addresses: Complete Street Reconstruction projects address streets with pavement in the worst condition. These reconstruction projects add bicycle and pedestrian facilities at the time the street is reconstructed. Maintenance projects that are beyond the capacity of City maintenance crews. These projects include, for example, repairing and replacing striping, guardrails, railing, signals, and lighting. Major Resurfacing projects are repaving projects that may include other elements such as ADA access ramps and bulb-outs for pedestrians at intersections. Street Preservation is an on-going effort to preserve the condition of our streets and delay major reconstruction. This may include, for example, chip sealing streets and sealing cracks.	N	4		C G T W	P P	2019 2019					3762000 13188000	3,762,000 13,188,000	CE	N
Totals													16,950,000	16,950,000		
0		Percival Landing Bulkhead from: State Avenue to: 4th Avenue Structure Id Construct a bulkhead along Water Street and 4th Avenue to protect the existing streets and utilities.	N	28	0.10	CN PE	P P	2020 2019	STP(E) STP(E)	1729500 200000			970500 100000	2,700,000 300,000	CE	N
Totals										1,929,500			1,070,500	3,000,000		
0		Percival Landing, Section A, Phase 2 Percival Landing from: N/A to: N/A Structure Id Boardwalk and float replacement from south end of phase 1 to north end of 'D' dock.	N	28		CN PE	P P	2020 2019	STP(E) STP(E)	10217500 623100			5032500 306900	15,250,000 930,000	CE	N
Totals										10,840,600			5,339,400	16,180,000		

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/14/2017
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2019 to 2024

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs						Fed. Funded Projects Only		
									Fund Source Information						Envir. Type	R/W Reqr'd? (Date)	
									Federal Funding			State Funding					
									Fed. Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds	Total Funds			
0		<i>Grass Lake Nature Park Trail Connection</i> from: Cooper Point Road to: Regional Trail Structure Id Design and construct multi-modal trail.	N	28	1.00	PE	P	2019	STP(E)	67000			33000	100,000	CE	N	
						CN	P	2020	STP(E)	335000			165000	500,000			
Totals										402,000			198,000	600,000			
0		<i>Yauger Park Trail Connection</i> from: Yauger Park to: Harrison Boulevard Structure Id Design and construct trail connection.	N	28	0.40	PE	P	2020	STP(E)	42210			20790	63,000	CE	N	
						CN	P	2021	STP(E)	281400			138600	420,000			
Totals										323,610			159,390	483,000			
0		<i>Olympia Woodland Trail, Phase 3</i> from: Henderson Boulevard to: Eastside Street Structure Id Design and construct multi-modal trail.	N	28	0.40	PE	P	2019	STP(E)	450000			225000	675,000	CE	N	
						CN	P	2020	STP(E)	2533000			1267000	3,800,000			
Totals										2,983,000			1,492,000	4,475,000			
0		<i>Olympia Woodland Trail, Phase 4</i> from: Tumwater Historical Park to: Henderson Boulevard Structure Id Design and construct a multi-modal trail.	N	28	0.94	PE	P	2021	STP(E)	2200000			1100000	3,300,000	CE	N	
						CN	P	2022	STP(E)	11133000			5567000	16,700,000			
Totals										13,333,000			6,667,000	20,000,000			
Grand Totals for Olympia										32,573,321			13,056,760	52,895,117	98,525,198		



City Council

Approval of the Phase One Package of the Parking Strategy

Agenda Date: 11/14/2017
Agenda Item Number: 6.A
File Number: 17-1094

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

Title

Approval of the Phase One Package of the Parking Strategy

Recommended Action

Committee Recommendation:

The Land Use and Environment Committee recommends approval of the Phase One package of the Parking Strategy at their October 12, 2017 meeting.

City Manager Recommendation:

Move to approve the Phase One package of the Parking Strategy.

Report

Issue:

Whether to approve a package of Phase One items from the Parking Strategy, which includes the creation of a new supervisor position (Supervisor III) in Parking Services to manage parking field operations and to implement the Parking Strategy.

Staff Contact:

Karen Kenneson, Associate Line of Business Director, Community Planning and Development,
360.753.8277

Presenter:

Karen Kenneson, Community Planning and Development

Background and Analysis:

Staff will provide an overview of the work completed on the Parking Strategy, recommendations to date and next steps to complete the project. Staff will present short-term "Phase I" recommendations from the draft strategy, including creation of a Parking Supervisor position.

Phase I items that will be discussed include:

- Start a free bus pass program for low to moderate income downtown employees
- Create a Parking Supervisor position to manage day-to-day field operations and support implementation of the Parking Strategy

- Begin a shared off-street parking pilot in the area of the Washington Center
- Implement new technology including pay-by-phone, new parking software and license plate recognition (LPR)
- Convert some 9 hour meters to 3 hour meters in retail core to encourage turnover and increase availability

The Parking Strategy will contain many strategic action items, ranging from short, to mid and long-term. Parking currently does not have staff resources to do this work. The Parking Strategy includes an evaluation of Parking's management and staffing structure, and the consultant has recommended that Parking needs an operations supervisor to manage the day to day operations and work on implementing the strategies that will be presented in the Parking Strategy plan. Pursuing a shared parking program, even a small pilot project, requires additional staff resources.

Neighborhood/Community Interests:

Changes to the parking system are of interest to the public. The Phase I recommendations are quick wins that are expected to bring immediate improvements and efficiencies to the parking system.

Options:

1. Approve the Phase One package of the Parking Strategy.
2. Do not approve the Phase One package of the Parking Strategy.

Financial Impact:

There is sufficient parking revenue to fund the Phase One package, including the parking supervisor position at \$112,042 annually, including salary and benefits.

Attachments:

None



City Council

Discussion of 2018 Utility Rates, Park Impact and Transportation Fees, and Lodging Tax Recommendations

Agenda Date: 11/14/2017
Agenda Item Number: 6.B
File Number: 17-1165

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

Title

Discussion of 2018 Utility Rates, Park Impact and Transportation Fees, and Lodging Tax Recommendations

Recommended Action

Committee Recommendation:

The Lodging Tax Advisory Committee (LTAC) is recommending tourism service contracts in the amount of \$329,000 and the Utility Advisory is making recommendations on utility rates and general facility charges.

City Manager Recommendation:

Review and discuss the Lodging Tax Advisory Committee tourism service contracts in the amount of \$329,000, the Utility Advisory Committee's (UAC) 2018 recommended utility rate and general facility charges (GFC), Park impact fees, and the Olympia School District impact fees. Action will be taken in mid-December.

Report

Issue:

Whether to discuss the Lodging Tax Advisory Committee's recommendations on tourism service contracts in the amount of \$329,000; the UACs utility rate and general facility charge (GFC) recommendations; and Parks and Olympia School District impact fees.

Staff Contact:

Dean Walz, Acting Administrative Services Director, 360.753.8465

Presenter(s):

Rich Hoey, Director of Public Works

Paul Simmons, Director of Parks Arts and Recreation

Julie Hankins, Olympia City Council, Lodging Tax Advisory Committee Chair

Background and Analysis:

The 2018 Preliminary Budget was presented to the City Council on October 30. The City of Olympia's preliminary 2018 operating budget is \$146 million. The General Fund portion is \$75 million. The

operating budgets assumes an increase in utility rates, GFCs, and Park impact fees.

The anticipated Olympia School District Impact Fees are reported to be \$5,350 for single family and \$2,621 for multi-family. This is a slight increase from 2017 (\$5,298 for single family and \$2,520 for multi-family). The Olympia School District will have their Capital Facilities Plan available to the City by November 14.

Additionally, the Lodging Tax Advisory Committee (LTAC) met and developed funding recommendations. Councilmember Julie Hankins chairs the LTAC and will present the funding proposal. RCW 67.28.1816 defines City Council's role regarding LTAC recommendations as follows:

- (ii) The local lodging tax advisory committee must select the candidates from amongst the applicants applying for use of revenues in this chapter and provide a list of such candidates and recommended amounts of funding to the municipality for final determination. The municipality may choose only recipients from the list of candidates and recommended amounts provided by local lodging tax advisory committee.

Neighborhood/Community Interests (if known):

A public hearing is scheduled for November 21. The public will also be able to comment on the Olympia School Districts Capital Facilities Plan as part of this public hearing.

Options:

1. After hearing the presentation request additional information from City staff.

Financial Impact:

The total operating revenues are \$146 million.

Attachments:

Proposed Bi-monthly Utility Bill with 2018 Rates
Utility Advisory Committee recommendations
2018 Lodging Tax Recommendations
2018 LTAC Memo
2018 LTAC History Chart
Draft October 18, 2017 Lodging Tax Advisory Committee Minutes

City of Olympia
PROPOSED 2018 Bi-Monthly Utility Bill (Sample Based on Single-Family Residence)
October 5, 2017

	2014	2015	2016	2017	Proposed 2018	% Increase
Drinking Water *	\$42.42	\$44.97	\$48.25	\$51.00	\$53.24	4.4%
Wastewater**	\$38.57	\$39.33	\$25.56 - \$41.30	\$26.58 - \$42.95	Same	0%
Waste ReSources ***	\$41.43	\$43.90	\$46.31	\$46.31	\$49.10	6%
Storm and Surface Water	\$22.89	\$23.89	\$25.16	\$26.74	Same	0%
LOTT ****	\$70.02	\$72.12	\$74.28	\$75.76	\$77.28	2%
TOTAL:	\$215.33	\$224.21	\$219.56 - \$235.30	\$226.39 - \$242.76	\$232.94- \$249.31	
% Overall Increase from Previous Year	4.8%	4.1%	-1.9% - 5.1%	3.2%	2.7%	
\$ Total Increase	\$9.82	\$8.88	-\$4.32 - \$11.42	\$6.83 - \$7.46	\$6.55	

Assumptions:

- * Average single family residential monthly water use.
- ** Incorporates potential rate reductions associated with volume-based wastewater rates.
- *** Assumes 65 gallon container picked-up bi-weekly without yard waste/organics. Yard waste/organics collection is an additional charge of \$20.49/bimonthly in 2017. The rate would increase 10% in 2018 to \$23.91/bi-monthly.
- **** City of Olympia collects this rate for the LOTT Clean Water Alliance. Visit LOTT's website for more information (lottcleanwater.org)

City of Olympia

PROPOSED 2018 Projected General Facility Charges (GFC) and LOTT Capacity Development Charges (CDC)

(Sample Based on Single-Family Residence)

October 5, 2017

	2014	2015	2016	2017	Proposed 2018	\$ Increase	% Increase
Drinking Water	\$3,456	\$3,687	\$3,918	\$4,180	\$4,433	\$253	6%
Wastewater	\$3,342	\$3,342	\$3,442	Same as 2016	Same as 2016	\$0	0%
Storm and Surface Water	\$1,094 plus \$1.80 trip charge	\$1,190 plus \$1.80 trip charge	\$1,190 plus \$4.50 trip charge	Same as 2016	Same as 2016	\$0	0%
LOTT CDC	\$4,924	\$5,136	\$5,354	\$5,579	\$5,810	\$231	4.1%
TOTAL:	\$12,816	\$13,355	\$13,904	\$14,391	\$14,875	\$484	3.7%



November 2, 2017

Olympia City Council
PO Box 1967
Olympia, WA 98507-1967

Dear Mayor Selby and Council Members:

SUBJECT: UAC Recommendations

Thank you for the opportunity to comment on the proposed 2018 City of Olympia utility rates and the general facility charges (GFCs). The members of the Utility Advisory Committee (UAC) understand that this work is a fundamental responsibility of our committee.

We understand and support the important public health and safety work of the utilities. City utilities are well-managed and staff are professional, knowledgeable and customer-focused on performance and the reflection of our community's values. The UAC takes very seriously the impact that utility rate increases have on members of the community, and have worked to stem rate increases.

In context, Olympia's 2017 rates (\$130.25/month) are closely aligned with those of its sister cities—Tumwater (\$122.85/month) and Lacey (\$124.89), although unlike Olympia, Tumwater, and Lacey use contracted services for garbage and recycling.

Summary of Proposed Rates and GFCs Rates

For budgetary purposes, each of the utilities assume a revenue growth rate for 2018 of one-and-one-half percent above the revenue assumed for 2017; and a three percent cost of living increase for city employees. It is important to note that the GFCs are determined by State guidelines, which determine a value of existing and planned infrastructure and guide the distribution of cost among current and future customers.

GFC rates are a reflection of the financial value of the existing *Utility* infrastructure and comprise one-time charges collected from new development. GFC revenue is deposited in the *Capital Budget*.

Storm and Surface Water

Utility Rate: no increase

The Storm and Surface Water Utility is responsible for flood mitigation, water quality improvement and aquatic habitat enhancement. The utility anticipates total expense to increase by \$23,000, which can be accommodated within the assumed growth rate.

GFC rate: no increase

The City increased single-family GFCs in 2015, with minor increase again in 2016 (\$1,190 plus \$4.50 trip charge). Although an additional increase may be justified—until the *Storm and Surface Water Plan* has been finalized—rate adjustments should be deferred.

Wastewater

Utility Rate: no increase

The Wastewater utility is responsible for safe conveyance of wastewater from homes and business to the LOTT (Lacey, Olympia, Tumwater, and Thurston) Clean Water Alliance treatment facility in downtown Olympia. The Utility anticipates total expense to increase by \$80,000, which can be accommodated within the assumed growth rate.

GFC rate: no increase

The waste water rate was increased by three percent to \$3,442 in 2016.

Drinking Water

Utility Rate: 4.4 percent increase

The Drinking Water Utility is to provide and protect healthy drinking water for the community as part of a long-term vision that sustains present and future water supplies for our community while protecting the environment and with a commitment to sustainability.

The Drinking Water utility continues to require infrastructure upgrades. While rates increased appreciably in recent years (7.3 percent and 5.7 percent respectively, in 2016 and 2017), the recommendation for 2018 is more modest. The increase is entirely linked to capital project loan repayment of \$18 million associated with the Log Cabin Reservoir, Meridian Reservoir Corrosion Control Facility and the Fones Road Pump Station.

The proposed operating budget for 2018 estimates an increase of \$607,000 from 2017, \$440,000 of which is debt financing. It assumed the growth rate and a portion of the utility rate increase will satisfy the estimated increased expense.

With this increase, the charge for a typical single-family residence would increase by \$2.24 per bi-monthly billing period.

GFC rate: 6.7 percent increase

Substantial capital investments have been made during recent years. Drinking water GFCs were increased by 6.7 percent in both 2015 and 2016. Another 6.7 percent increase would raise the GFC to \$4,433 generating about \$50,000 annually.

Waste ReSources

Utility Rate: varying rate increases

Waste ReSources provides waste reduction, recycling and disposal services for residential, commercial, drop-box and organics customers. The proposed budget adds \$926,000 over the 2017. After including revenue growth and expense adjustments the budget is out of balance by \$221,000.

One purpose for the utility rate increase is the relocation of some functions currently housed at the City Maintenance Center at 1401 Eastside Street. Originally constructed in 1976, the Maintenance Center contains *Public Works* operations, utility, fleet, street signs and facility maintenance. The under-sized center houses more than 100 staff, is accessed 24 hours each day and contains key equipment that enables the Public Works division to provide vital services—including Waste ReSources—to Olympia citizens.

Initially, the relocation of part or all of the Maintenance Center functions will require a feasibility study in 2018 and the establishment of a debt reserve, if the relocation is authorized by the City Council.

The recommendation is for the following increased rates for 2018:

- Residential-- 6 percent increase (includes 4 % for debt reserve)
- Commercial-- 5 percent increase (includes 4% debt reserve + 1% organics subsidy)
- Drop Box-- 6 percent increases (includes 4 % for debt reserve)
- Organics—no increase

The Lacey, Olympia, Tumwater, Thurston Clean Water Alliance (LOTT)

LOTT Rate: 2 percent increase + 4.1 percent increase for capacity development charge

LOTT provides wastewater treatment services for the urban areas of Lacey, Olympia, and Tumwater. Most wastewater is treated at LOTT's centralized facility – the Budd Inlet Treatment Plant, located on the Port peninsula in downtown Olympia. LOTT treats

wastewater from homes and businesses in Lacey, Olympia, and Tumwater. Wastewater contains many pollutants and must be cleaned before it is released back to the environment.

With this increase, the charge for a typical single-family residence would increase by \$1.52 per bi-monthly billing period. The capital development increase of 4.1 percent equates to an increase of \$231 for a total of \$5,810.

Capital Facilities Plan 2018-2023

The UAC supports the proposed Capital Facilities Plan (CFP). In general, the CFP pertinent to the utilities anticipates current projects can be funded with the estimated revenue. However, the action plan--to contend with sea level rise and the threat to our downtown including the LOTT water treatment facilities-- and the budget requisite to give the plan life require thoughtful scientific consideration of data, respectful community engagement and the conviction of the entire community.

Thank you for the opportunity to comment and provide our recommendations. These proposals will support the important public health mandates of the four City utilities. The proposed utility rates reflect our responsibility to maintain and improve our essential public infrastructure.

On behalf of the members of the UAC, please let me know if you have any questions. I can be reached via email at rwilson1@ci.olympia.wa.us

Sincerely,



Roger Wilson
Chair Utility Advisory Committee

ec: UAC Members
Debbie Sullivan, Administrative Services Director
Dan Daniels, Waste ReSources Director
Andy Haub, Water Resources Director



TO: Olympia City Council

FROM: Julie Hankins, Councilmember and Chair, Lodging Tax Advisory Committee

DATE: October 30, 2017

SUBJECT: 2018 Lodging Tax Committee Recommendations

The Olympia Lodging Tax Advisory Committee (LTAC) recommends 2018 tourism service contracts in the amount of \$329,000. As a reminder, the committee considers one-half of the Lodging Tax Fund; the other half is committed to The Washington Center for the Performing Arts per a formal agreement with the Center.

The Olympia LTAC received 18 requests for 2018 funds. The Committee received six more applications than in 2017. The total requested amount of \$382,922 was over \$33,600 more than total requested last year. Further, the total requested amount for 2018 was over \$53,000 more than the \$329,000 available, after allowing for the traditional 20 percent contingency balance. The Committee clearly had to make difficult choices. In the end, the Committee recommended full funding for 13 of the 18 requests (one of which we are required to fund at that level).

Given the competition for limited funds, the LTAC continues to place high priority on supporting tourism marketing and on tried and true events and activities that resulted in documented and documentable overnight stays in Olympia lodging establishments. Because of Washington state law reporting requirements, the LTAC has emphasized in the application the need to show documented paid overnight lodging numbers. LTAC continues to encourage Lodging Tax recipients to work with the Visitor and Convention Bureau on how to capture overnight stays that result from their activities, in order to provide the best measurable outcomes possible back to the LTAC.

Attachments:

1. Chart of Recommendations
2. Chart of History of Olympia Lodging Tax
3. Draft Minutes – LTAC October 18, 2017 meeting

2018 Lodging Tax Recommendations

Tourism-Related Service Contracts:

Arbutus Folk School	\$ 5,000
Arbutus Folk School	\$ 10,000
Big Brother Big Sister	\$ 5,000
Capital Lakefair	\$ 7,500
Greater Olympia Dixieland Jazz Festival	\$ 30,000
Hands on Children's Museum	\$ 52,550
Harbor Days	\$ 35,000
Olympia Downtown Association	\$ 5,950
Olympia Downtown Association	\$ 7,500
Olympia Film Society	\$ 15,000
Olympia-Lacey-Tumwater Visitor and Convention Bureau	\$100,000
Olympic Flight Museum	\$ 6,000
Parrot Heads of Puget Sound/Laid Back Attack	\$ 18,500
St. Martin's University / Dragon Boat Festival	\$ 6,000
Washington State Senior Games	\$ 20,000
Wolf Haven International	<u>\$ 5,000</u>
TOTAL CONTRACTS	<u>\$329,000</u>

Total 2018 Recommendation

\$329,000

DRAFT
Lodging Tax Advisory Committee Meeting Minutes
October 18, 2017
Olympia City Hall, Room 207

1. CALL TO ORDER

Chair Julie Hankins called the meeting to order at 3:04 p.m.

1.A ROLL CALL

Present: 5 - Chair Julie Hankins, Committee Member Nathan Allan, Committee Member Russell Carstensen, Committee Member Jack Kiley, and Committee Member Greg Taylor

2. APPROVAL OF AGENDA

The agenda was approved as submitted.

3. APPROVAL OF MINUTES

3.A [17-0898](#) Approval of July 19, 2017 Lodging Tax Advisory Committee Meeting Minutes

The minutes were approved as submitted.

4. PUBLIC COMMENT – None

5. ANNOUNCEMENTS – Committee Member Russ Carstensen, on behalf of the entire Lodging Tax Advisory Committee (LTAC), presented Chair Julie Hankins with a cake to commemorate her final meeting with the LTAC. Chair Hankins will be stepping down for the Olympia City Council in December.

6. BUSINESS ITEMS

6.A 17-1039 2018 Lodging Tax Funded Tourism Services

Committee Member Jack Kiley asked if he could suggest an approach to reviewing the applications for the Committee. He suggested grouping the requests into three broad groups. 1. Requests that were unusual and required deeper conversation from the committee. 2. Applicants with requests that the Committee had frequently supported in the past and were familiar with their activities. 3. Requests that were relatively new and/or unfamiliar to the Committee. The Committee agreed to the approach.

Group #1 consisted for requests from the PARC Foundation, Big Brothers Big Sisters of Southwest Washington, and Capital Lakefair.

PARC Foundation/Capital-to-Bay Relay

Request: 2017 Carry Over of \$2,874.96

The PARC Foundation requested that the LTAC recommend City Council approve that the Foundation's unspent 2017 Lodging Tax dollars granted to the 2017 Capital-to-Bay Relay be carried over to the 2018 Capital-to-Bay Relay. The original allocation was \$10,000; what remained unspent was \$2,874.96. The Committee discussed the request, their understanding that the 2017 Capital-to-Bay Relay did not take place, and their concerns about the potential success of the 2018 event. No one from the PARC Foundation was present to represent their request. After deliberating the matter, Committee Member Carstensen moved to not recommend the carry-over request to City Council. Committee Member Greg Taylor seconded and the Committee agreed.

Big Brother, Big Sister of Southwest Washington/Olyworks Request: \$15,500
The LTAC discussed the application from the Limited Liability Company Olyworks in partnership with the non-profit Big Brother, Big Sister organization to bring Sand in the City to Olympia. Olyworks Principal Ned Hayes and Jeff Engle, CEO of Big Brother, Big Sister of Southwest Washington, were both present to represent their request. The Committee was supportive of an event like Sand in the City. However, under Council-approved policy, only non-profits and public agencies are eligible to receive Olympia Lodging Tax Funds, and the City could not enter into a contract with Olyworks. The Committee also does not support Lodging Tax Funds being spent on salaries, which is where the bulk of the requested funds appeared to be budgeted for. Committee Member Taylor moved that the LTAC recommend \$5,000 in Lodging Tax Funds under the stipulation that Big Brother, Big Sister resubmit the application under their signature and that any allocation be strictly used only for marketing and promotion. Committee Member Carstensen seconded and the Committee agreed.

Capital Lakefair Request: \$7,500
Capital Lakefair President Karen Adams was present to represent the organization's request. The Committee discussed Lakefair's request for Lodging Tax Funds to support the Lakefair Float and representatives' attendance at more than 14 parades around the Northwest. The Committee noted that the application did not reflect the hotel rooms historically filled by the Lakefair event, which the estimated to be upwards of 200 rooms. The Committee expressed support for Lakefair's request and chose to table how much funds they would recommend until later in the meeting. Upon returning to the application, the Committee concurred to recommend the full amount requested.

Group #2 consisted for requests from the following:

Hands on Children's Museum Request: \$59,872
Executive Director Patty Belmonte was present to represent the Hands on Children's Museum proposal. The Committee had no questions on the proposal, but offered compliments to Ms. Belmonte for the quality of the application. Ms. Belmonte mentioned that the Museum would be hosting a children's museum conference in Olympia in October 2018. The committee concurred to support \$50,872 (less \$9,000) of the museum's request and would return later in the meeting to see if they might add back any of the \$9,000. Upon returning to the application, the Committee concurred to recommend \$52,550.

Wolf Haven International Requested: \$10,000
Director of Development Patt Poinsett was present to represent the proposal. Ms. Poinsett and the Committee discussed Wolf Haven's reservation system and its success and use. Ms. The

Committee tabled the proposal until later in the meeting. Upon returning to the application, the Committee concurred to recommend \$5,000.

St. Martin's / Dragon Boat Festival Requested: \$6,000
Dana Pethia, director of Fundraising Events & Corporate Sponsors, and Dr. Erin Holland, director of Grant Development and Management, represented the proposal. The representatives reported to the committee on their experience working with the Visitors and Convention Bureau and their effort to track rooms. The Committee praised them for the work. The Committee had no questions on the proposal and concurred to recommend the full amount requested.

Olympic Flight Museum Requested: \$6,000

New Executive Director Sarah Hinman was present to represent the proposal. Ms. Hinman noted that she was new in her position and that the Flight Museum is celebrating its 20th Anniversary. The Committee had no questions on the proposal and praised the event. The Committee concurred to recommend the full amount requested.

Greater Olympia Dixieland Jazz Society Requested: \$ 30,000
The Committee had no questions on the proposal. The members praised Dixieland Jazz Society representatives Charlotte Dickson and the event. Ms. Dickson noted that she had been the event director for 28 years. The Committee concurred to recommend the full amount requested.

Washington State Senior Games Requested: \$20,000.00
The Committee had no questions on the proposal. Washington State Senior Games Board of Director's President Jack Kiley was present in his capacity as a member of LTAC and noted his affiliation with the event. The Committee concurred to recommend the full amount requested.

Harbor Days Requested: \$35,000
Executive Director Carol Riley was present to represent the Harbor Days proposal. The Committee had no questions on the proposal. However, Ms. Riley and the Committee engaged in conversation about working with local hotels to track guests who are staying because of a particular event. Committee Member Taylor offered to host a meeting with hoteliers and local event organizers to discuss tracking room stays. The Committee concurred to recommend the full amount requested.

Group #3 consisted for requests from the following:

Olympia Film Society Requested: \$15,000
Executive Director Audrey Henley and Board Vice President Eileen LeVan were present to represent the Film Society proposal. Ms. Henley noted that the Film Society was requested funds for what they will be doing the whole year instead of just the film festival. Members of the committee expressed their pleasure at the quality of the Film Society's proposal. The Committee concurred to recommend the full amount requested.

Parrot Heads of Puget Sound

Requested: \$18,500

Event Co-Chair Rob Hill was present to represent the proposal. Mr. Hill thanked the Committee for its support of the complimentary limousine service provided to arriving attendees of the 2017 event. He noted that the cars carried signs that read "Ride is Courtesy of the City of Olympia." Mr. Hill also noted the event plans to market the 2018 event by bring in Mac McNally, a longtime member of Jimmy Buffett's Coral Reefer Band. The Committee concurred to recommend the full amount requested.

Arbutus Folk School

Requested: \$5,000

Executive Director Stacey Waterman-Hoey and a representative from the Old Time Festival were present to represent the proposal. Committee Member Carstensen raised asked why Arbutus Folk School submitted two applications for Lodging Tax Funds. Ms. Waterman explained that the Olympia Old Time Festival had joined the Arbutus Folk School and they were seeking separate Lodging funds for the festival and for the Folk School. She also noted that the Festival would take place in February. The Committee members discussed the proposal and the new relationship with the festival. The Committee concurred to recommend the full amount requested.

Arbutus Folk School

Requested: \$10,000

Executive Director Stacey Waterman-Hoey represented the proposal. Ms. Waterman-Hoey discussed her wish to have Olympia become known as a folk craft center. The Committee concurred to recommend the full amount requested.

Olympia Downtown Association
(Downtown Visitor's Guide)
(First Friday Concept)
(Music in the Park
(Sip, Savor & Stroll)

Requests:
\$7,500
\$10,700
\$20,400
\$5,950

Executive Director Todd Cutts was present to represent the Olympia Downtown Association's (ODA) proposals. The ODA submitted four separate applications for Lodging Tax Funds. Committee Member Carstensen again expressed concern about single entities submitting multiple applications. The Committee chose to review and deliberate on all four requests at the same time. Members Taylor and Nathan Allan both remarked on the usefulness of the visitor's guide to lodging guests. Mr. Cutts informed the Committee of the ODA's intent to rebrand the guide, as well as the ODA website. Committee Member Allan was concerned that Lodging Funds would cover 92 percent of the Music in Park event. Generally, the Committee expressed concern that Music in the Park and First Friday would not bring in out-of-town, overnight attendees. The Committee concurred to recommend full funding for the Downtown Visitor's Guide and Sip, Savor and Stroll. They did not recommend funding for Music in the Park and First Friday.

Olympia-Lacey-Tumwater VCB

\$ 100,000.00

Executive Director Shauna Stewart represented the Visitor and Convention Bureau (VCB). The Committee had previously allowed the VCB to not submit an application for their funds because it was agreed upon to fund the VCB at that level. Ms. Stewart thanked the Committee.

The Lodging Tax Advisory Committee's final recommendations were as follows:

Agency	2018 LTAC Recommendation
Arbutus Folk School (Old Time Festival)	\$5,000.00
Arbutus Folk School	\$10,000.00
Big Brother, Big Sister	\$5,000.00
Capital Lakefair	\$7,500.00
Greater Olympia Dixieland Jazz Society	\$30,000.00
Hands on Children's Museum	\$52,550.00
Harbor Days	\$35,000.00
Olympia Downtown Association	\$5,950.00
Olympia Downtown Association	\$7,500.00
Olympia Film Society	\$15,000.00
Olympia-Lacey-Tumwater VCB	\$100,000.00
Olympic Flight Museum	\$6,000.00
Parrot Heads of Puget Sound	\$18,500.00
St. Martin's / Dragon Boat Festival	\$6,000.00
Washington State Senior Games	\$20,000.00
Wolf Haven International	\$5,000.00

6.B 17-1041 Consideration of Request to Carry Over Allocated 2017 Lodging Tax Funds to 2018

The PARC Foundation requested that the LTAC recommend City Council approve that the Foundation's unspent 2017 Lodging Tax dollars granted to the 2017 Capital-to-Bay Relay be carried over to the 2018 Capital-to-Bay Relay. The original allocation was \$10,000; what remained unspent was \$2,874.96. The Committee discussed the request, their understanding that the 2017 Capital-to-Bay Relay did not take place, and their concerns about the potential success of the 2018 event. No one from the PARC Foundation was present to represent their request. After deliberating the matter, Committee Member Carstensen moved to not recommend the carry-over request to City Council. Committee Member Greg Taylor seconded and the Committee agreed.

7. REPORTS

Strategic Communications Director Kellie Purce Braseth noted that committee members Jack Kiley and Russ Carstensen' terms would expire in March 2018, and that both members had expressed their interest to continue serving.

8. OTHER TOPICS – None

9. ADJOURNMENT

Chair thanked the committee and adjourned at 5:30 p.m.

